



**SINDH EDUCATION FOUNDATION
GOVT. OF SINDH
(HEAD OFFICE)**

SEF (Plot. No. 21/A, Block No.7& 8 Overseas Cooperative Housing Society,
Ameer Khusro Road) Karachi. 021-34169182 & 184



**Selection of Invigilators for
Short Term Assessment Activity**

Tender # SEF/WEB/16-17/15

Sindh Education Foundation invites CV's from interested individuals fulfilling following criteria and can perform given below responsibilities:

S. No	REQUIRED POSITIONS	Qty	SHORTLISTING CRITERIA	REQUIRED DOCUMENTS
1	Invigilators	Apprx.100	<ol style="list-style-type: none">1- The applicants should have at least Bachelor Degree in any discipline.2- The applicant should be familiar with Sindhi, Urdu and English Languages.3- The applicant should have demonstrable experience of invigilation/exam execution.4- Applicant age between 21 to 40 years is eligible to apply.	<ol style="list-style-type: none">1- Two copies of updated resume.2- Two passport size photographs.3- Two copies of CNIC.4- Two copies of last education degree.

Instructions:

- 1- Interested individual are allowed to submit his CVs to Procurement Department.
- 2- The shortlisted candidates will be contacted for interview and onward selection process.
- 3- He should be willing to travel extensively during the assignment, must possess sound interpersonal skills, strong communication skills and to deal benevolently with children.

Note:

The Assessment will be held in two cycles i.e. November-December, 2016 and January-February, 2016

The Last date of submission of CVs is November 3, 2016 by 5.00 p.m sharp. The CVs may be submitted through e-mail procurement@sef.org.pk or by post on the address of SEF (Plot. No. 21/A, Block No.7& 8 Overseas Cooperative Housing Society, Ameer Khusro Road) Karachi).

This advertisement is also available on the websites of Sindh Education Foundation, SEF (www.sef.org.pk) and Sindh Public Procurement Regulatory Authority, SPPRA (www.spprasindh.gov.pk).

**Sd/-
Deputy Director Procurement**

Terms of References of Invigilators

- The period engagements as invigilator will be approximately 10-15 days.
- To ensure to follow the security protocols identified by the Assessment Unit -SEF.
- To ensure time management of whole Assessment processes.
- To perform continuous monitoring, tracking and recording of all the activities related to the assessment.
- To keep liaison with the Assessment Unit-SEF.
- To ensure to conduct the assessment according to the SEF protocols of Assessment.



**GOVERNMENT OF SINDH
SERVICES, GENERAL ADMINISTRATION &
COORDINATION DEPARTMENT**

Attention: Mr. Rafiqe Mustafa.

NOTIFICATION

NO:SO(C-IV)SGA&CD/3-7/10: The Government of Sindh is pleased to constitute a "Complaint Redressal Committee" under Rule 31 of SPP Rules 2010 (Amended 2013) Sindh Education Foundation, Government of Sindh, with the following composition and TORs;

1.	Managing Director, Sindh Education Foundation, Government of Sindh.	Chairperson
2.	Representative of Accountant General Sindh.	Member/Secretary
3.	Independent Representative of relevant field.	Member

Terms of Reference:

- To address / redress the complaint(s) / grievances of the aggrieved bidders in line with the relevant provisions of Rule 31 of SPP Rules 2010 (Amended 2013).

CHIEF SECRETARY SINDH

NO:SO(C-IV)SGA&CD/3-7/10:

Karachi, dated the 30th December, 2015.

Copy is forwarded for information & necessary action to:-

- Additional Chief Secretary (All), Government of Sindh, Karachi.
- Secretary to Governor Sindh.
- Secretary to Chief Minister Sindh.
- Secretary, Education & Literacy Department, Government of Sindh.
- Managing Director, Sindh Education Foundation, Government of Sindh.
- Accountant General Sindh, Karachi.
- Managing Director, Sindh Public Procurement Regulatory Authority, Govt. of Sindh.
- Deputy Secretary (Staff) to Chief Secretary.
- P.S. to Chief Secretary Sindh.
- P.S. to Secretary (I&C), SGA&CD.
- Master file.


 30/12/2015
 (SYED SAADAT ALI)
 SECTION OFFICER (C-IV)



Sindh Education Foundation



Government of Sindh

Date: 01-09-2016

Ref: Procurement/02/16-17

NOTIFICATION

Notification No. SEF/Proc./2016-17/....: In partial modification of SEF Notification # SEF/57/2015 dated August 11, 2015, the Consultant Selection Committee is reconstituted with the following composition in accordance with Rule 67 of SPP Rules 2010, amended 2013.

- Director Human Resource, SEF (Chairman)
- Deputy Director Monitoring and Evaluation Unit, SEF,(Secretary)
- Assistant Director Adopt a School Program, SEF (Member)
- Representative From Planning & Development Department Govt. of Sindh, (Not below the rank of BS-18, Member)
- Representative From Finance Department, Govt. of Sindh, (Not below the rank of BS-18, Member)

The committee's TORs are:

- Approval of Request for Proposal before issuance;
- Shortlisting of consultants, responding to the Request for Expression of Interest, where applicable, in accordance with the criteria mentioned in Request for Expression of Interest;
- Evaluation of technical and financial proposals, according to the selection method and evaluation criteria, mentioned in the Request for Expression of proposal;
- Finalization of recommendation based on evaluation as mentioned above;
- Perform any other function assign by competent authority;

Ms. NAHEED S. DURRANI
Managing Director,
Karachi, dated September 1st 2016

Copy to:

1. The Secretary Education & Literacy Department, Govt. of Sindh
2. The Secretary Finance Department, Govt. of Sindh
3. The Secretary Planning & Development, Govt. of Sindh

Committee members:

- Director Human Resource, SEF (Chairman)
- Deputy Director Monitoring and Evaluation Unit, SEF,(Secretary)
- Assistant Director Adopt a School Program, SEF (Member)
- Representative From Planning & Development Department Govt. of Sindh, (Not below the rank of BS-18, Member)
- Representative From Finance Department, Govt. of Sindh, (Not below the rank of BS-18, Member)

Shahnawaz Ali Khan
Acting Deputy Director, Procurement
Karachi, dated September 1st 2016

Head Office: House # 21-A, Block 7/8, Overseas Cooperative Housing Society, Ameer Khusro Road, Karachi.
Ph:021-34169141-5, 021-34305753-4, 021-34301460-3 Fax: 021-34169182 E-mail: info@sef.org.pk, Website: www.sef.org.pk

Regional Offices:

Hyderabad Ph: 022-9240173-4 Larkana Ph:074-4058639
Sukkur Ph:071-5632292, 071-9310985 Dadu Ph:025-4710731 Mirpurkhas Ph:0233-9290385
Shaheed Benazirabad Ph:0244-382090-1