



Government of Sindh
Planning & Development Department
Program Support Unit (PSU)
Sindh Cities Improvement Program (SCIP)



**Subject: Minutes of Meeting of Recruitment and Selection Committee for
Selection of various posts of Program Support Unit dated the 30th
November, 2011.**

The meeting of Internal Section Committee for the appointment of Assistant Accounts, MIS Assistant, Telephone Operator/Receptionist, Dispatch Rider, Naib Qasids/Office Attendant and Drivers was held in the office of Program Director, Sindh Cities Improvement Program on 30th January, 2011. The Internal Selection Committee has been notified vide order bearing No. PSU/SCIP/(Selection Committee)/2008-09 dated the 4th September, 2008 for all the appointments below BPS-16 or equivalent from the market on contract basis (Annexure-1).

2. The meeting was presided over by the Program Director, Sindh Cities Improvement Program, Planning & Development Department, Government of Sindh. On the request of Selection Committee, Mr. Rafiq Mustafa Shaikh, Deputy Program Director and Mr. Muhammad Ali, Manager MIS, PSU, SCIP participated in the selection process to assist the committee.

3. The Expression of Interest for the posts of Assistant Accounts, MIS Assistant, Telephone Operator/Receptionist, Dispatch Rider, Naib Qasids/Office Attendant and Drivers for Program Support Unit, Sindh Cities Improvement Program were advertised on 7th November, 2011 indicating there in the following positions (Annexure-II):-

- MIS Assistant 01 Position
- Accounts Assistant 01 Position
- Dispatch Rider 01 Position
- Naib Qasid(Office Attendant) 02 Positions
- Driver 02 Positions
- Receptionist-cum-Telephone Operator 01 Position
- Security Guards 02 Positions (01 Day + 01 Night)

4. Following table shows the number of applicants who applied for these three positions and shortlisted for interview:-

Sr.No	Name of the Post	No. of Applications Received	Short Listed	Appeared for Interview
01	MIS Assistant	44	09	09
01	Accounts Assistant	94	15	11
02	Dispatch Rider	27	08	06
	Naib Qasid/ Office attendant	51	09	03
03	Driver	18	05	05
	Receptionist-cum-Telephone Operator	18	10	07
Total		252	56	40

5. The Selection Committee interviewed the shortlisted candidates and had gone through the applications / CVs of all the short listed candidates and evaluated them in accordance with stipulated criteria and recommended following candidates for the recruitment and selection committee decided that a "Principal" "1st Alternate" & "2nd Alternate" candidate may be identified for the positions.

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6. The committee decided to offer the post to the principal candidate and if he/she fails to join within stipulated time then alternate candidates will be offered the same post.

MIS Assistant (01 Position)

- | | | |
|------|-------------------------------------|---------------------------------------|
| i. | Mr. Fayaz Thahreem | (Principal Candidate) |
| ii. | Mr. Sikandar Ali S/o Mohammad Saeed | (1 st Alternate Candidate) |
| iii. | Mr. Samiullah Soomro | (2 nd Alternate Candidate) |

Accounts Assistant (01 Position)

- | | | |
|------|-----------------------------|---------------------------------------|
| i. | Mr. Muhammad Umair Motiwala | (Principal Candidate) |
| ii. | Mr. Farooq Muhammad | (1 st Alternate Candidate) |
| iii. | Mr. Fahad Ahsan Pirzada | (2 nd Alternate Candidate) |

Dispatch Rider (01 Position)

- | | | |
|------|---------------------------|---------------------------------------|
| i. | Mr. Abdul Majid Markhiani | (Principal Candidate) |
| ii. | Mr. Moti lal Pundit | (1 st Alternate Candidate) |
| iii. | Mr. Shahbaz Ali | (2 nd Alternate Candidate) |

Naib Qasid/Office Attendant (02 Positions)

- | | | |
|------|-------------------|---------------------------------------|
| i. | Mr. Nangar Ali | (Principal Candidate) |
| ii. | Mr. Muhammad Amir | (Principal Candidate) |
| iii. | Mr. Sakhi Badshah | (1 st Alternate Candidate) |

Driver (02) Positions

- | | | |
|------|----------------------|---------------------------------------|
| i. | Mr. Amir Bux | (Principal Candidate) |
| ii. | Mr. Bashir | (Principal Candidate) |
| iii. | Mr. Muhammad Ibrahim | (1 st Alternate Candidate) |
| iv. | Mr. Muhammad Touseef | (1 st Alternate Candidate) |
| v. | Mr. Sharif-ud-Din | (2 nd Alternate Candidate) |

Receptionist-cum-Telephone Operator (01 Position)

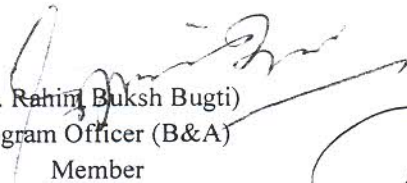
- | | | |
|------|--------------------|---------------------------------------|
| i. | Mrs. Arshi Zahid | (Principal Candidate) |
| ii. | Ms. Farzana Shaikh | (1 st Alternate Candidate) |
| iii. | Mr. Muhammad Usman | (2 nd Alternate Candidate) |

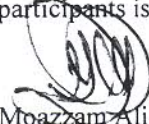
Security Guards (02 Nos.)


Regarding security services only M/s LMS Security Services (Pvt) Ltd have applied and the committee decided to place the matter before the Procurement Committee for decision.

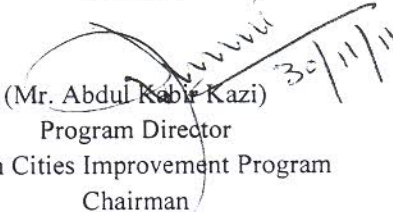
7. The meeting ended with a vote of thanks to and from the chair.

The list of participants is at Annexure III.


(Mr. Rahim Buksh Bugti)
Program Officer (B&A)
Member


(Mr. Moazzam Ali Marri)
Program Officer (Admin)
Member


(Mr. Abbas Ali)
Assistant Chief (Foreign Aid), P&D Department
Member


(Mr. Abdul Kabir Kazi)
Program Director
Sindh Cities Improvement Program
Chairman