

Option 3.

CHIP Training & Consulting (Pvt) Ltd					
INTERVIEW ASSESSMENT SHEET					
Candidate's Name	Muhammael Ajmal.				
Position	TPO Kaloor Kot (Bhappur)				
Date of Interview	28th May, 2021.				
Areas of Assessment	Guiding Points	Marking Criteria	Max Marks*	Marks Awarded	Remarks, if any
Personality	Appearance, Dressing	Interviewer should assess whether s/he properly dressed up for the interview=2, Not=0	2	2	
Conduct during Interview	General conduct/Communication with coordinators and penal members	Satisfactory=3, Normal=1, Poor=0	3	2	
Qualification	Relevant qualification as per TORs or Master level qualification however not relevant	Relevant Qualification= 5, Not Relevant= 2	5	4	M.Sc Accounts & Finance
Experience	Relevant Experience as per TORs and general experience	One mark per year for relevant experience while for general experience not relevant to the position total marks will be max.2	5	3	
Job Competence Assessment	Competence assessment through scenario based questions taken from ToRs	Ask 5 scenario based questions relevant to the position, (2 marks each * 5 questions)	10	5	
Job Knowledge	Knowledge of the position and ToRs s/he has applied for	Ask three questions on the job position and ToRs (2 marks each*3 questions)	6	3	
Computer Proficiency	Competence assessment through scenario based questions taken from ToRs	Ask 3 scenario based questions relevant to the position, (2 marks each * 3 questions)	6	2	
Personal Attributes	Competencies (Integrity, ambition, initiative, learning aptitude)	As per Panel members judgment	5	2	
Communication Skills	Effectively expressing and conveying Ideas in response to questions	Ask questions on strength and weaknesses & mark accordingly	8	3	
Total Score			50	26	
Overall Remarks	⇒ Average job related knowledge. → Average communication. → Seemed confused during interview. → Couldn't answer scenario based q's properly. → Average supervisory skills. → Computer skills are weak. → TORs not much clear.				
Interviewer's Signature	Ayesha Naeem.				
Interviewer's Name	Ayesha Naeem.				

Just Sirahi

Residency → Tehsil Core Lal Isan, Layyah.
 ↳ Adjacent tehsil (Kaloor Kot (36 km))
 Ucho → Do 18 till 2021.
 1.5 social mobilizer.
 currently jobless.
 Languages - Sirahi, urdu, English, Punjabi.

Assessment Test
For Selection of Tehsil Polio officer (TPO)

Time: 2 hours
Total Marks: 50

Attempt all questions. The answers should be in asked format.

Instructions for Candidates:

Welcome to the assessment centre, the test will approximately take around 2 hrs to solve that will evaluate your basic knowledge about polio and PEI programme. **The test is to be attempted on the test sheet provided to you by the invigilator.**

Kindly note that this is a confidential document and should be submitted back to the invigilator on completion of assessment.

Kindly save all your working on the desktop by creating a folder with the specific ID provided to you by the invigilator. Kindly conform with the instructions and address any queries you have to the invigilator.

In case you are found cheating / hampering the process of assessment in any way your test assessment will be cancelled and you will become ineligible for any further positins under the program

I agree to the guidelines of the assessment:

Candidate Roll No: 007

Signature: (A)

Mobile No: 0342 8338817

CNIC No: 32202 1049743-9



Section A: True & False / Abbreviations & Short Questions

Q. No-1-A): Choose the Correct Answer from the following: 1 Marks for each- (Marks-10)

1.1: What side effects can occasionally occur after IPV administration?

- a. Pneumonia
- b. Paralysis
- c. Minor side effects like soreness and fever

1.2: Select the main reasons for introducing IPV in the national immunization program

- a. Reduce risks of an outbreak after type 2 OPV vaccine withdrawal (tOPV-bOPV switch)
- b. Help stop outbreaks quickly if type 2 virus is reintroduced
- c. Boost immunity against polio types 1 & 3 to protect populations and hasten eradication
- d. All of the above

1.3: Following are the Important Sources of EPI Data

- a. Tally sheets
- b. Children and women immunization cards
- c. Daily & permanent registers
- d. Defaulter lists/ register
- e. None of the above

1.4: While giving polio vaccine, it is important to remember that

- a. It is stored at room temperature
- b. Each child gets four drops of polio vaccine
- c. It is given to the child in sunlight
- d. None of the above

1.5: What information is provided by the immunization card?

- a. Child's date of birth
- b. Vaccines already received
- c. Vaccines needed for the future
- d. Next appointment for vaccination
- e. All of the above

1.6: Number of routine immunization doses for Oral Polio Vaccine in Pakistan are

- a. Three
- b. Four
- c. Five
- d. Six

1.7: Which one of these is not a type of polio vaccine?

- a. mOPVi
- b. bOPV
- c. BCG
- d. tOPV

1.8: Reportedly which type of polio virus has been eradicated from the world?

- a. Polio virus type 1 (P1)

suggested by invigilator.

10

- b. Polio virus type 2 (P2)
- c. Polio virus type 3 (P3)
- d. All of the above

1.9: Diseases like polio, whooping cough, measles, mumps etc. can be avoided by

- a. Vaccination
- b. Precautions
- c. Medicine
- d. Avoiding contact

2.0: How does the poliovirus cause paralysis?

- a. It causes the receptors to misinterpret the signals from the central nervous system
- b. It eats away at the muscles the provide mobility.
- c. It destroys several key blood vessels in the spinal cord.
- d. It destroys the motor neurons in the central nervous system.

Q1. B)- Write correct abbreviations of the following (Marks-05)

DDM
SAGE
RCM
N-STOP
GPEI

Direct Delivery Mechanism ✓
Strategic Advisory Group of Experts ✓
Revised Campaign Monitoring ✓
Non-standard operating procedures ✓
Global Polio Eradication Initiative ✓

Q.NO-2): You are working as a TPO and there is a number of staff working under your supervision. What you understand by supportive supervision and how is it different from monitoring in context of Polio Eradication Initiative? How do you think supportive supervision can improved in the current PEI Program? (05 Marks)

Q.No.3)- List the number of things that a polio team should check and do in the morning before receiving OPV vials: (04-Marks)

Q.NO.4)- How and which PEI resources can be used to increase Routine EPI coverage in Punjab? (06 Marks)

Section B - Analysis & Presentation skills

Q.No.5)- You are working as TPO Lahore Your organization has currently gone through a massive restructuring process which is aligned with the implementation of new polio program strategy across Punjab.

Your supervisor asked you to suggest strategies to deal with the Surplus and Shortfall of tehsil UC level Staffing under new polio program for effective utilization of current workforce. Please advise your strategy to deal with following issues: (10 marks)

1. Your Strategy to deal with Employees Shortages in Lahore?
2. Your Strategy to deal with Employees Surpluses in Lahore?

Section C: Analysis & Interpretation

Q.NO.06)- Analyze the table for the reasons of resignations showing the numbers of each reason in all provinces. Analyze and explain the table in detail. (Marks -10)

Nationwide Summary of Reasons for Resigns					
Reasons	Balochistan	KP	FATA	Punjab	Total
For better career opportunities	4	5	2	1	12
Inadequate Pay	1	0	0	0	1
Maternity	1	1		0	2
Personal/Domestic reasons	20	20	4	0	44
Unhappy with supervisor	5	3	0	0	8
Field Difficulty/Security Reasons	0	1	0	1	2
Total	31	30	6	2	69

Q. No. 2

Ans

Supervision and Monitoring

In supervision we evaluate the performance of Human resource.

In monitoring we evaluate the performance of project. In this case of Polio Eradication initiative. Supportive supervision can be done with on site

Training.
supportive supervision is also known as on site training. As a TPO of workers are doing mistake & will give supportive supervision by correcting mistakes instead of threatening. This will improve efficiency.

- (2) Improvement
- (i) supervisor should make maximum visits in fields.
- (ii) Training capacities for enhancement of on site training.

Q. No. 3

Ans

- (i) standard vaccine carrier and Icepack
- (ii) Tally sheets
- (iii) 2-finger markers
- (iv) vaccine vials vum and expiry.
- (v) Route map.
- (vi) Fresh HRMP/Registration
- (vii) still missed children list.
- (viii) Dropper,

(ix) masks

(x) sanitizers.

(xi) chalk.

(xii) vitamin A if applicable.

(xiii) still NA Log Book.

(xiv) Zippers

Q. No. 4

Expanded programme on Immunization

In order to improve EPI coverage in punjab we will use REC strategy. REC means Reach Every child. It has following components.

(A) Re-establishment of outreach services.

(i) Routine EPI session in hard to reach areas.

(ii) minimum four session in every Basti in a year. in hard to reach areas.

(B) Linking services with communities

(i) strong social mobilization

(ii) strong PEC, UPSC ^{meeting} for linking.

(C) Supportive supervision

- (i) on site training of field staff
- (ii) Training of field staff

(D) Monitoring and use of Data for Actions.

- (i) checking of Registers and Reports.
- (ii) strict action if there is negligence

(E) Human and Financial Resources

- (i) Management of financial resources
- (ii) and Human resources for improvement of SPI data.

Q. No. 6

(i) Better carrier opportunities

in Balochistan and KPK reason of resignation with respect to better opportunities are high as compared to Punjab. Because in Punjab there is much more competition as compared to KP and Balochistan.

so people not resign ^{in Punjab} as much as KP and Balochistan.

(22) In adequate pay

only Balochistan in which people are leaving job due to inadequate pay reason is simple because of low competition and literacy rate is low so people who are educated can change their organization.

(22) Maternity

In Fata people not resign due to maternity but in K Because in Punjab reason for resignation due to maternity is 0. Because instead of leaving the job they can go for M.T leave.

(iv) Domestic Reason.

resignation due to Domestic reasons in KPK and Balochistan are $\frac{2}{3}$ of total resignation. Reason is simple rigid in approach and mostly women are not allowed to jobs. So when there is little reason they can relate with work environment.

(v) Unhappy with supervisor

It shows when in KPK and Balochistan the supervisor are not good in supervisory as compared to punjab.

(vi) Field Difficulties and security

To some extent people resign due to difficulties and securities but we was a nation accept difficult things as a challenge so ratio is very low in this case

so if we summarize
major portion of resignation
coming from KP and Balochistan.
It is almost half of total
for Balochistan and almost half
from KPK. In resignation
analysis Punjab total is low
which shows there is good
supportive environment for work
and people accept challenge and
not bother about pay.

major Reason is nationwide
personal and Domestic. Better
career opportunities is second on
list. pay and maternity does not
effect much.

9

Q. Nos

As a TPO I will analyze the total staff of tehsil. and will check in which UCs there is deficit of staff. and in which UCs there is surplus. when we talk about current workforce it includes total overall team. This team includes UCMO, AICs and workers.

(2) Employees shortage

In this case first of all I will recruit engage Govt staff as much possible. In every level if there is shortfall I will engage Govt. staff. After engagement of all Govt staff I will meet and engage hardworking volunteers which are already working But focus will be

combination of teams. one Govt
and one volunteer. member in team
for effective utilization. In shortfall
I will request all higher authorities
to send staff in all those Ucs
where is shortage. This staff
will transfer for polio campaign.

2) Employees surplus

If there is surplus I
will ask for rationalization
of staff. Because if more
teams are working the quality
of work will improve. and
some staff transfer from
surplus to shortfall

