

CHIP Training & Consulting (Pvt) Ltd					
INTERVIEW ASSESSMENT SHEET					
Candidate's Name	Muhammad Zafar.				
Position	TPO Kaloor Kot (Bhalhal)				
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	5	MBA 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	4	
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	8	
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	4	
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	4	
Personal Attributes	Competencies (Integrity, ambition, initiative, learning aptitude)	As per Panel members judgment	5	3	
Communication Skills	Effectively expressing and conveying Ideas in response to questions	Ask questions on strength and weaknesses & mark accordingly	8	6	
Total Score			50	38	
Overall Remarks	<p>Confident</p> <p>Well versed about issues of Polio Program.</p> <p>Excellent communication & convincing skills.</p> <p>Good computer based knowledge.</p> <p>Good idea about job ToRs.</p>				
Interviewer's Signature	Ayesha Naeem				
Interviewer's Name	Ayesha Naeem				

Imb
Rajput

Residence - Taxila, wah Cantt. (330 km from Kaloor Kot)
 UCHO - 2016 till 2021 (4-5 years)
 Admin official - 6 months.
 Ufone CSR - 1.5 years.
 Languages - Eng, urdu, Punjabi

currently jobless

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 knowlede 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

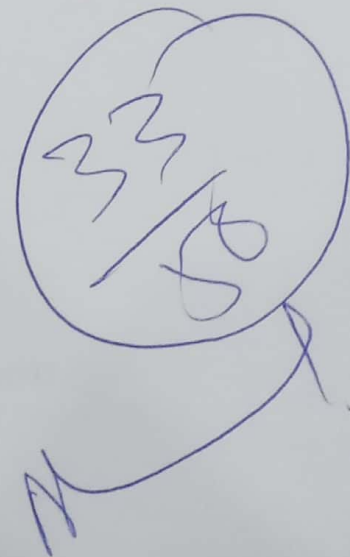
I agree to the guidelines of the assessment:

Candidate Roll No: 008

Signature: 

Mobile No: 0312-3236665

CNIC No: 37406-4692518-3



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.

As per Supervisor Instruction

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)



Q # 02 Supportive Supervision

By Supportive Supervisor means that to help or to support your staff. As a TPO of tehsil you have to lead from the front. You have to set examples so that your staff look up to you. You have to facilitate each one of your staff who want help or guidance. Because I believe every one has skills but need guidance to perform. But in monitoring that is totally different from supervision. In monitoring you have to check the performance of your staff either they are working properly or not. In monitoring you are judging someone's capabilities or skills but in supervision you are not judging someone's skills. In supportive supervision you are trying to build the capacity of the staff but in monitoring you are only checking the capacity of staff. Supportive supervision can play an important role to be on track of current Police Education initiative of 1st & 2nd level supervisors & all the police makers & stake holders. This programme is on right track which can be seen last five years performance of Police reduction bases in Pakistan. Unfortunately in 2019 sudden raise in cases also record which reduce to 12 in 2020 & only 4 in 2021. which shows that programme in on right track by the guidance & policies of all the stake holders.

- 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	Direct Disbursement Mechanism	✓
SAGE	Supplementary activity of Global eradication	
RCM	Rapid Campaign Monitoring	✓
N-STOP	Non-Stop	
GPEI	Global Polio Eradication Initiative	✓

(3)

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)

2 # 03 :-

receiving Polio Team Things before
 OPV vials

- 1) Vaccine Carrier
- 2) With 2 Ice packs for frozen in vaccine carrier
- 3) Three Zipper or Zip Lock for separate vaccine like usable, empty, unusable vials.
- 4) Check^w consumed
- 5) Tally Sheet
- 6) Clip Board
- 7) Pen
- 8) Micro Plan
- 9) Map
- 10) Last Round NA List
- 11) Sizer for Capsules
- 12)



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 # 06 :-
 → Total all the four provinces of Pakistan are in due to the better career opportunities. Ex every one want or strive for better life. Each one of us want to excel in life. So whenever any one got better opportunity in life. Balochs are frequent in switching while Punjab has less notice. → to less pay in organizations. They hardly afford their bread & butter. So they quit their job.

→ Only 2 out of 69 resignations are due to maternity. As we all know in private organizations there is no maternity leave or less maternity leave. Thus to women if get maternity leave they are not paid for those three months leave.

→ One of the major reason for resignation is Personal / domestic reason. 44 out of 69 resignations are due to domestic reasons. But most shocking is 40 cases from Balochistan & KP while other 4 are from Fata while Punjab 0 & in domestic reason.

→ 8 (5 from Balochistan & 3 KP) cases of resignation out of 69 shows that Balochistan & KP people are not happy with their supervisors, that's why they quit their job.

→ Only 2 (1 KP + 1 Punjab) quit their job due to difficulty / security reasons. They are feeling difficulty. Out of 69 resignations 31 are from Balochistan for their reasoning. After this 30 out of 69 are from KP which resign from their job. 6 from FATA & only 2 from Punjab shows that they are happy & less issues in job.

Q # 5

Employees Shortage in Lahore

My supervisor asked me for strategies for shortage of staff at tehsil level I would suggest that first of all I will call a meeting of all existing resources in District Lahore by then in meeting I will motivate all the existing resources to cooperate with the organization as we are gone gone through massive restructuring process and we have shortage of staff. So every one in this meeting have to play his role for the desired results which our organization want from us. As we are facing shortage each one of us have to work for other 1 tehsils as well so as we have not been fined our self to our tehsil jurisdiction. Each one of us have to look after their neighbouring tehsils as well so that district will get be fruitful results from this.

Surplus of employees.

If organization has surplus staff in district where then we have to plan for best utilization of existing resources. For this I would suggest each tehsil have to be supervised by more than one tehsil police officer. For this purpose we have to assign two or three tehsil police officers in one tehsil so that work can be divided in monitoring can be divided by two or three monitors. By dividing the work each supervisor has less no of area to monitor as well as less number of workers monitor by the supervisor of that area of tehsil. By doing this each name the supervisor will be better in monitoring. The results will be better because each supervisor has less work load.

Q # 04 PEI Resources used to Increase EPI

To strengthen Routine immunization in Punjab & to increase the coverage rates in Punjab. Patis as eradication resources are used like in Punjab recently Punjab Government induct Patis workers on almost every district of Punjab. which is very good step to improve the coverage of Routine immunization of districts. Because almost each union Council ~~are~~ not only have Patis workers which concerned union Performe Patis duty on concerned union Councils but also did work as social mobilizer in non Patis days with vaccination. All the Patis workers visit all the houses in that concerned area which is plan of vaccinator. They all mobilize people to vaccinate their children under 2 years, and take the records of all the below 2 years children. which is very Good step because by doing this activity by Patis workers get the actual field data. which he tally from his Personal Permanent register either these all children are written in his register or not. And by engaging all the stake

holders like Imam Masjid, Religious Influential
Political influential these are the key
resources which can bring change in
routine immunization because all these
strong holders have their certain followers
& all these are well reputed in community
People can easily be convinced by them.