TORs/Qualification of Project Posts under FPSC Project Titled "Computer Based Testing (CBT) for various test/exam conducted by Federal Public Service Commission (FPSC)"

S#	Post Title/ No. of Posts PPS/ Lump sum Pay	Qualification/ Experience	Major Deliverables/ Job Description
Category – I (Consultant Posts)			
1	Consultant (01) PPS-10 (Equivalent to BPS-20). Remuneration of Rs.250,000/- per month,	i. Ph.D/M.Phil/Master's degree in any of the Education related discipline OR Assessment & Policy Planning/ Quality Management/ Demography & Population Studies/ Development Studies or equivalent from indigenous/ foreign institute/ university recognized by HEC ii. Must have at least 17 years post-qualification experience in educational consultancy/ curriculum development/ developing format for question databanks/ or allied field (In case of M.Phil, two years and for Ph.D four years post qualification experience is relaxable). iii. Association with planning, implementation and management of projects related to quality education (Policy, curriculum development, Assessment) at higher level. iv. Understanding of HEC curriculum and its scheme of study and Assessment plan.	**TORs/Job Descriptions:** i. To enlist the subjects/fields of study being used by FPSC in various tests/examinations for recruitment ii. To plan, initiate and execute the hiring process of subject experts/ examiners in accordance with PPRA rules, in consultation with FPSC's QDB Committee iii. To update the syllabi for various tests/examinations in consultation with subject/field experts iv. To supervise all activities relating to development, maintenance and updating of MCQs and Subjective Question Databank through experts/examiner for all subjects/fields relating to CSS and General Recruitment or any other Exam/Test required to be conducted by FPSC v. To rectify any gaps in the quality of work generated by the examiners vi. To ensure that the development, maintenance and execution of question databank is as per international best practices vii. To ensure that the syllabi and questions contained in the question data bank are unique (i.e. not repetitive) and up to required standards defined by the QDB Committee. Also take measures to deal with redundant question items. viii. To ensure uniformity and parity in difficulty levels among syllabi and question items of various subjects/fields ix. To suggest and implement measures to ensure fool proof security, secrecy and confidentiality of question databank x. To ensure that questions, developed internally or through external subject experts, are not plagiarized from websites xi. To ensure database conforms for utilization in FPSC's CBT project xii. To have liaison with concerned institutions like HEC, Academies, Curriculum and Training Wing of various deptts, NEAS etc. xiii. To be able to travel as per govt. TA/DA policy, and to deal with financial matters of subject experts/examiners. xiv. To submit monthly reports covering all activities to Project Director xv. To train FPSC's officers/staff to handle database

		v. Thorough knowledge of commonly used software packages for data collection, its analysis and consolidation plans.	xvi. To perform any other project related activity assigned by Project Director.

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Expected Output/ Deliverables:

1. Initial report covering the following areas;
   a. Gap analysis w.r.t. FPSC's question database including data analysis of FPSC's existing database w.r.t. its utility in view of defined difficulty levels, uniqueness and other parameters required for competitiveness
   b. Methodology for preparation of large scale question databank to be used by FPSC, inclusive of database structure, subjects/fields of study, indicators to assessment of difficulty levels, parameters for uniqueness of question items, monitoring mechanism, question items development framework, hiring of experts/examiners timeframe, the suitable limits of question items for generation of multiple questions
   c. well defined confidentiality measures vis-à-vis optimal utilization of database in line with international best practices and to propose mechanism to deal with redundant question items

2. A work plan / Implementation strategy comprising the following;
   a. detailed activities with specific time lines, from the beginning to the completion of the project
   b. Infrastructure requirement for installation of equipment and software
   c. HR requirement
   d. Staff Training

3. Monthly and periodic progress reports on preparation of MCQs + Descriptive question items, covering the identified subjects/fields and related development of database keeping in view the uniqueness of question items and parity in difficulty levels for various tests/examination, in conformity with the work plan/implementation strategy

4. Final report covering;
   a. Certification of QDB Committee on successful completion of database
   b. Features of question database, inclusive of number of subjects/fields for which question items are available, list of jobs/posts for which database can be utilized, utilization methodology indicating difficulty levels, security plan including Business Continuity/Contingency Plan (i.e. if database become dysfunctional at any stage)

			c. Standard Operational Procedure (SOP) d. Recommendations for permanent institutional arrangements within FPSC for maintenance, operation and future enhancement of database e. Roles and responsibilities of all key users f. Guidelines for external examiners/subject experts g. A project completion report
2	Consultant-II (Natural Sciences) (01) PPS-8 (Equivalent to BPS-18). Remuneration of Rs.125,000/- per month	i. Ph.D/M.Phil/Master's degree in any discipline of Natural Sciences from indigenous/ foreign institute/university recognized by HEC. ii. Must have at least 5 years post-qualification experience in educational consultancy/ curriculum development/ developing format for question databanks/ or allied field (In case of M.Phil, two years and for Ph.D four years post qualification experience is relaxable). iii. Association with planning, implementation and management of projects related to quality education (Policy, curriculum development, Assessment) of degree level subjects in Natural sciences iv. Understanding of HEC curriculum and its scheme of study and Assessment plan v. Thorough knowledge of commonly used software packages for data collections, its analysis and consolidation plans	**Job Description:** i. Planning, coordinating and reporting of Test Development activities relating to disciplines of Natural Sciences. ii. Test item review and item editing. iii. To assist Consultant-I in all the project activities iv. To verify/vet the bills for payments to subject experts/examiners v. Update the syllabi for various examinations on regular basis vi. Ensure uniformity and parity among syllabi and question items of various subjects/fields vii. Certify that the syllabi and questions contained in the question databank are up to required standards defined in the policy viii. Suggest and implement measures to ensure fool proof security, secrecy and confidentiality ix. Ensure that questions, developed internally or through external subject experts, are not plagiarized from websites x. To ensure compliance of decisions taken by the committee (QDB) of CBT Project xi. Maintain record of all budget/account related affairs of the relevant examiners/subject experts xii. Submission of monthly/periodic reports covering all activities to Project Director xiii. Will be able to travel as per govt. TA/DA policy xiv. Any other task assigned by Consultant-I/Project Director or the Commission relating to the question databank **Major Deliverables:** The Consultant-II (Natural Sciences) is required to assist Consultant-I in taking all actions regarding the planning and execution of the QDB component of the project (as per details given against the position of consultant-1). Additionally, he/she will contribute to the following deliverables; i. Initial report containing Work Plan/Implementation Strategy. ii. Implementation reports on the tasks specifically assigned to him/her

			iii. Monthly/Periodic Progress Reports on development of question items iv. Final report
3	Consultant-II (Social Sciences) (01) PPS-8 (Equivalent to BPS-18). Remuneration of Rs.125,000/- per month	i. Ph.D/M.Phil/Master's degree in any discipline of Social Sciences from indigenous/ foreign institute/university recognized by HEC ii. Must have at least 5 years post-qualification experience in Educational consultancy/ Curriculum development/ developing format for question databanks/ or allied field (In case of M.Phil, two years and for Ph.D four years post qualification experience is relaxable). iii. Association with planning, implementation and management of projects related to quality education (Policy, curriculum development, Assessment) of degree level subjects in Social sciences iv. Understanding of HEC curriculum and its scheme of study and Assessment plan v. Thorough knowledge of commonly used software packages for data collections, its analysis and consolidation plans	**Job Description:** i. Planning, coordinating and reporting of Test Development activities relating to disciplines of Social Sciences. ii. Test item review and item editing. iii. To assist Consultant-I in all the project activities iv. To verify/vet the bills for payments to subject experts/examiners v. Update the syllabi for various examinations on regular basis vi. Ensure uniformity and parity among syllabi and question items of various subjects/fields vii. Certify that the syllabi and questions contained in the question databank are up to required standards defined in the policy viii. Suggest and implement measures to ensure fool proof security, secrecy and confidentiality ix. Ensure that questions, developed internally or through external subject experts, are not plagiarized from websites x. To ensure compliance of decisions taken by the sub-committee (QDB) of CBT Project xi. Maintain record of all budget/account related affairs of the relevant examiners/subject experts xii. Submission of monthly reports covering all activities to Project Director xiii. Will be able to travel as per govt. TA/DA policy xiv. Any other task assigned by Consultant-I/Project Director or the Commission relating to the question databank **Major Deliverables:** The Consultant-II (Social Sciences) is required to assist Consultant-I in taking all actions regarding the planning and execution of the project (as per details given against the position of consultant-1). Additionally, he/she will contribute to the following deliverables i. Initial report containing Work Plan/Implementation Strategy ii. Implementation reports on the tasks specifically assigned to him/her iii. Monthly/Periodic Progress Reports on development of question items iv. Final report

Category – II (Administrative/Technical Posts)			
S #	Post Title/ No. of Posts PPS/ Lump sum Pay	Qualification/ Experience	Job Description
1	Project Manager (01) PPS-9 (Equivalent to BPS-19). Remuneration of Rs.175,000/- per month,	i. Masters in Computer Science/IT or Project Management or equivalent from indigenous/foreign institute/university recognized by HEC. ii. At least 12 years post qualification experience of handling large scale IT related projects involving distributed systems/cloud based environment, proven experience in project management, strong understanding of formal project management methodologies etc. iii. In case of M.Phil, two years and for Ph.D four years post qualification experience is relaxable	i. To act under direct supervision and on behalf of Project Director in planning, Coordinating and executing all project activities ensuring timely achievement of milestones defined in PC-1 of the project. ii. To initiate all actions required for attainment of project objectives, in consultation with relevant stakeholders i.e. Question Database (QDB) Consultant, CBT Consultancy Firm, and Software Integration (SI) Firm iii. To ensure that the CBT Project becomes technically functional through proper utilization of the services of QDB, CBT and Software Integration(SI) consultancies iv. To process all cases for approval of Technical Committee, QDB Committee, Purchase Committee and Steering Committee v. To timely point out gaps in implementation of the project activities and propose suitable solutions in consultation with relevant consultancies of the project vi. To evaluate technical and financial bids through the respective committees vii. To maintain project work/cash plan in accordance with requirements of PSDP funded projects viii. To Monitor and Evaluate the project deliverables and timely reporting to Project Director as well as to Steering Committee for concurrence ix. To ensure proper utilization of budget and observance of FG Financial and PPA Rules, alongwith proper record keeping for audit purposes x. To Coordinate with M/o Planning, development & Special Initiatives, Establishment and Finance Divisions for timely budget releases in line with provisions of the PC-I and/or revisions if so required xi. To ensure proper utilization of project human resources xii. To ensure delivery of fully functional CBT system xiii. To prepare/maintain complete documentations till closing of the project xiv. Project Manager will report to Project Director or in his absence to the Steering Committee through Secretary FPSC.

S #	Post Title/ No. of Posts PPS/ Lump sum Pay	Qualification/ Experience	Job Description
2	Accounts/ DDO/ Admin Officer (01) PPS-7 (Equivalent to BPS-17). Remuneration of Rs.90,000/- per month	i. M.B.A/M.Com or B.Com/B.S. Finance Hons. or equivalent from a reputed foreign or HEC recognized institute/university with 01 year of experience of dealing of public sector financial/ administrative matters OR B.A./B.Sc. with minimum 05 years of relevant experience of working in public sector in connection with financial/administrative matters and budget payment as per PPRA rules ii. In case of M.Phil, two years and for Ph.D four years post qualification experience is relaxable	i. Preparation of work/cash plans of the project ii. To ensure timely budget preparation, release/utilization of funds in line with provisions of the PC-I while observing the administrative, financial and PPRA rules iii. To prepare monthly/quarterly financial/physical progress of the project and regular up-dation/reporting to M/o Planning, Development and Special Initiatives regarding through PMES system software iv. To surrender the excess funds in timely manner v. Re-appropriation of funds with approval of relevant forum as per requirement against various components of the project vi. Maintenance of Cash books and coordination with M/O Planning, Finance and AGPR for release of funds vii. Management of cash receipt/payments & bills under the project viii. Personal and admin. matters of the employees of the project ix. Procurement planning, preparation of tender documents, processing and contract management x. Reconciliation of Accounts with AGPR xi. To prepare documents/files for audit of the project related expenditure xii. To prepare closing report of the project in line with the government rules, regulations and procedures xiii. Any other responsibility assigned by Project Manager being reporting officer
3	Information Security Officer (01) PPS-8 (Equivalent to BPS-18). Remuneration of Rs.125,000/- per month,	i. Masters in Computer Science/ IT/ Information Security or equivalent from indigenous/foreign institute/university recognized by HEC. ii. At least 05 years post qualification experience of developing, implementing and securing of IT Infrastructure. Detailed technical knowledge of database, operating system security, Next Generation	i. Engineer, implement and monitor security measures for the protection of computer systems, networks, database and information. ii. Identify and define system security requirements and assist in procurement of required hardware/software iii. Design computer security architecture and develop detailed cyber security designs iv. Prepare and document standard operating procedures and protocols v. Configure and troubleshoot security infrastructure devices vi. Develop technical solutions and new security tools to help mitigate security vulnerabilities and automate repeatable tasks vii. Creates information security strategies, both short-term and long-range, in support of CBT project viii. Write comprehensive reports including assessment-based findings,

		Firewalls, intrusion detection & prevention systems, anti-malware, authentication systems, log management, content filtering, cryptography etc. iii. In case of M.Phil, two years and for Ph.D four years post qualification experience is relaxable	ix. x.	outcomes and propositions for further system security enhancement Develops information security awareness training and education programs Any other responsibility assigned by Project Manager being reporting officer
4	Database Administrator (01) PPS-8 (Equivalent to BPS-18). Remuneration of Rs.125,000/- per month	i. Masters in Computer Science/IT or equivalent from indigenous/foreign institute/university recognized by HEC. ii. At least 05 years post qualification experience as a Database administrator. Hands-on experience with database standards/Big Data and end user applications. Excellent knowledge of data backup, recovery, security, integrity of database, Data Loss Prevention. Familiarity with database design, documentation, implementation and SAN. iii. In case of M.Phil, two years and for Ph.D four years post qualification experience is relaxable	i. ii. iii. iv. v. vi. vii. viii. ix. x. xi. xii.	Build database systems of high availability and quality. Design and implement database in accordance to end users information needs Define users and enable data distribution to the right user, in appropriate format and in a timely manner Use high-speed transaction recovery techniques and backup data Minimize database downtime and manage parameters to provide fast query responses Determine, enforce and document database policies, procedures and standards Perform tests and evaluations regularly to ensure data security, privacy and integrity Data migration among various database systems Implementation of international best practices for encryption at database level Implement/enforce industry standard disaster recovery techniques Monitor database performance, implement changes and apply new patches and versions when required Any other responsibility assigned by Project Manager being reporting officer

Category III (Support Posts)			
S #	Post Title/ No. of Posts PPS/ Lump sum Pay	Qualification/ Experience	Job Description
1	Assistant(01) PPS-5 (Equivalent to BPS-14-15). Remuneration of Rs.40,000/- per month,	Bachelor's degree in any subject from indigenous/foreign institute/university recognized by HEC with minimum 03 years of relevant experience in the public sector affairs and accounting procedures.	i. Processing of files pertaining to recruitment of staff for Project and administrative/financial matters related to project ii. To assist Accounts/Admin Officer/DDO in discharge of his/her duties iii. Maintenance of files/record related to project iv. Assistance in Procurement and maintenance of inventory/stock register v. Assistance to DDO regarding processing of bills/claims at AGPR vi. Any other responsibility assigned by DDO being reporting officer
2	LDC(01) PPS-3 (Equivalent to BPS 9). Remuneration of Rs.25,000/- per month	Intermediate in any subject with minimum 01 year of relevant experience in the public sector	i. Diary/dispatch of project related communication ii. Assistance in Procurement, inventory/stock register and matters related to the employees of the project iii. Data entry of the record into computer system as and when required iv. Any other responsibility assigned by Project Director being reporting officer
3	NaibQasid(03) PPS-1 (Equivalent to BPS 1). Remuneration of Rs.16,000/- per month	Middle/primary. Domicile Local i.e. Islamabad	i. Movement of Dak/official files/documents ii. To keep assigned office neat and clean iii. Any other responsibility assigned by the Reporting Officer