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No. SO(DEV)1-650/2022
GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT
(I&C WING)

Dated Lahore, the 5th August, 2022.

To,

The Planning Officer (Coord-II),
Government of the Punjab,
P&D Board

Subject: PC-II FOR REVAMPING AND UP GRADATION OF
COMPUTERIZATION OF PUNJAB PUBLIC SERVICE COMMISSION
(PPSC), LAHORE

I am directed to refer to the subject noted above and to enclose herewith 02 copies of the PC-II amounting to Rs.17.500 million for placing before the PDWP being a relevant competent forum for its consideration as the subject scheme stands reflected in ADP 2022-23 at G. Sr. No.4677.

SECTION OFFICER (DEV.)

CC:

1. The Secretary, Punjab Public Service Commission (PPSC), Lahore with the request to depute your officer to follow up the case with P&D Board.
2. The Chief (Governance & IT), Government of the Punjab, P&D Board
3. PS to Secretary (I&C), S&GAD



PC-II

For

**Feasibility Study for the Project
(Phase I)**

“Consultancy for Revamping and Up-gradation of Computerization of PPSC”

1. Name by which survey/ feasibility will be identified

Consulting for Up-gradation of Computerization of PPSC

Administrative authorities responsible for

i. Sponsoring Agency:

Services and General Administration Department (S&GAD)

ii. Executing Agency:

Punjab Public Service Commission (PPSC)

2. Source of Funding

Planning & Development Board through ADP

3. Details of survey/feasibility study

i. General description and justification

The blooming technology has taken deep roots in every field nowadays. It is impossible for anyone to imagine a world without high modern computing environment. It is the worst nightmare for any organization to imagine its functioning without high end automated systems. In any organization the computer plays a vital role directly or indirectly.

In Operational level of any organization there are thousands of transactions to be performed daily. The transactions carried out help to improve the routine activity and affect the overall performance of any organization. The transactions may include calculations, summarizing or sorting of data. Most of the organizations have automated computer systems for handling their transactions. The use of computers drastically increases the speed at which the transactions occur and provide greater accuracy. The main advantage is that the computers can be programmed and changed from time to time with change in activities.

The computer helps the management to take crucial decisions and helps in solving problems. With computers the management can take better

decisions and can draw conclusions with help of precise data in no time. Preparing daily reports in graphical format makes it easier for the management. The rise and the falls in performance can be easily traced with several automated systems.

Punjab Public Service Commission being the largest commission select and recommend suitable candidates through a merit-based, transparent and expeditious process to promote excellence, professionalism, competence and render advice to Government of Punjab. Being the most Populus province of the country the number of candidates appearing in the Punjab Public Service Commission is rapidly increasing which warrants upgradation of its technological infrastructure.

Following are the comparative analysis of last five years applications received against posts advertised by the Punjab Public Service Commission.

Comparative Analysis 2017-2021		
Year	Posts Advertised	Applications Received (Against Posts Advertised)
Year-2017	18,789	545,282
Year-2018	11,502	333,538
Year-2019	15,435	646,491
Year-2020	8,221	1,309,791
Year-2021	8,264	347,616
Total	62,211	3,182,718

Therefore, due to technological advancements and dynamic changing in requirements warrants upgradation of Computerization in PPSC. For this a feasibility study includes the following but not limited to:

- i. Study of existing procedures (both manual and IT based) practiced in all functional areas.
- ii. Identify area whereby bottlenecks in existing computerized system can be addressed and improvements on short term/long term basis can be made.
- iii. Identify existing manual procedures which can be shifted to IT side within the present infrastructure.
- iv. Study best national and international recruitments models suggesting improvements in the functioning of PPSC with the support of IT for long term.
- v. Feasibility study may be completed within specified period. Based upon this feasibility study, PC-I may be prepared which will be a part of the feasibility study.

4. Implementation period of PC-II: Six (6) Months

i. Month of Commencement: July 2022

ii. Month of Completion: Dec 2022

Activities/ Period	July & Aug 2022	Sep & Oct 2022	Nov & Dec 2022
Commencement of Project/PC-II			
Award of Work			
Preliminary Report			
Final Report			
Presentation on Findings			
Final Report Submission			

5. Objectives of Consultancy Services

The main objectives of this consultancy services are to define consultant' outcomes that would result in a well-defined project with clear objectives:

- i. Propose a best fit Application Recruitment Process having key features like find ways and means of legal, institutional and system arrangements for coordination with Universities, academic institutions, HEC for online verification of educational certificate, Data gathering & Process Application, online scrutiny based upon validation parameters as define in Policy Decisions & Regulations of Commission, Academic based Shortlisting, document attachments, NADRA verification of Applicants, Case/Application Tracking & Timelines with study of existing application and structure.
- ii. Analysis of Commission's Website in term of Security, Technology, well Planned Architecture and Frameworks. Analysis for Advisor/Examiner Enlistment that may include Online Registration, Profile reviewing, categorization, specialization, Feedback, Technical Review / Recommendations. Introduce Online Requisition System to automate scrutiny of the requisition received from different department for speedy disposal. Interactive and innovations for Requisition Tracking with Departments.
- iii. Perform analysis of the Question Databank System comprises of Syllabi sections, Questions data entry, verification, categorization. Secure Paper Printing & Packing process and propose best fit state of the art models for Data Banks.
- iv. Review current Examination System of PPSC and proposal of improved and reliable Examination system keeping in view national and international recruitments model and give suggestions / recommendations of best fit model and system considering confidentiality and reliability. Written Test Paper printing, packing, delivery & receiving mechanism or e-system of paper solving & transmission.

- v. Propose & develop best fit Result Compilation System & Recommendation for best Compilation of written Test/Exams, Processing through OMR. Solution based on different parameter as defined in Policy Decision of Commission.
- vi. Perform Situation Analysis for the Introduction of ERP modules where required in the Punjab Public Service Commission including but not limited to Office Automation, HRMIS (Employees, Time Off, Appraisals and Fleets etc.), Inventory (Purchases, Maintenance, Quality Controls), Finance (Accounting, Invoicing, Expense, Documents, Sign), Record Archiving System both digital & paper-based record. Archiving documents (like Recommendation File, Employee files, Written Test Result files etc.) is to avoid losing data, Statistics, Research & Planning (for quantitative and qualitative research and processes to conduct primary and secondary research, for different purposes across management disciplines).
- vii. Review current interview methodology and suggest best fit interview system keeping in view public and international models. Proposals for E-interview & Scheduling that may include Scheduling of Interview, awarding interview marks, e-interview. E-communication to candidates, Interview Panel and allied quarters with focus on confidentiality & reliability.

6. Expected Outcomes

The feasibility study has the following outcomes:

- i. Review of all the existing activity process and development of new models with legal and institutional arrangements.
- ii. Preparation of implementation plan for the information technology infrastructure
- iii. Development of necessary prototypes
- iv. Detailed Situation Analysis Report / Gap Analysis Report
- v. Detailed Technical Design and Network Architecture
- vi. Specifications, reports and Items costing details
- vii. An analysis of existing business process models and recommendations for their reforms
- viii. Trainings/Coaching Recommendations
- ix. Final PC-I.

7. Estimated cost for Consultancy

Sr. No.	Source of Funding	Total Cost
1	Planning & Development Board through ADP	17.50 million

8. Item-wise summary of Cost

Head Wise Costing		
Sr. No	Head	PKR. Cost
1	Core Team of Experts	16,400,000
2	Direct Cost	500,000
Total		17,500,000

A) Tentative/Remuneration Package of Core Team inclusive of Govt. Taxes

Core Team of Experts					
Sr. No	Position Title	No of Positions	No of Months	Package/Month	Total Cost in PKR
1	Team Leader (IT Expert)	1	6	800,000	4,800,000
3	Business Analysis Expert	1	4	600,000	2,400,000
4	Business Process Re-Engineering Expert	1	3	600,000	1,800,000
5	System Analyst / ERP Expert	2	3	500,000	3,000,000
6	Legal and Change Management Expert	1	4	500,000	2,000,000
7	IT Support	3	4	200,000	2,400,000
8	Technical Report Writer	1	4	150,000	600,000
Total					17,000,000

B) Reimbursable/Direct Cost inclusive of Govt. Taxes

Direct Cost Component			
Sr. No	Description	Lumpsum Cost	Total Cost in PKR
1	For Equipment/ Stationary/ Printing/Entertainment etc. of Consultant Team	500,000	500,000

9. Core Team of Experts required for the Assignments

The Description of Core Team which is required in Consultancy are as follows:

Sr. No	Expert Description	Minimum Qualification	Experience
1	Team Leader (IT Expert)	Minimum MS (18 Year) Years of education in Computer Science/Software Engineering/IT or related discipline from an HEC recognized local or foreign Institution. PhD and foreign degree are preferred.	10 Years of experience in case of PhD in Information Technology or related. 15 Years of experience in case of MS in Information Technology or related. Minimum 5 Years of international Project Implementation, design and development experience in the IT.
2	Business Analysis Expert	Minimum 16 Years of education in Computer Science/Software Engineering/IT or related discipline from an HEC recognized foreign Institution. Master and foreign degree is preferred.	5 Years' experience in developing Software system architecture, In-depth understanding of computer programming and network security. Minimum 3 Years of Working Experience as business process analysts. Must have worked with at least 5 large projects of similar nature.
3	Business Process Re-	Minimum 16 Years of	5 Years' experience in

	Engineering Expert	<p>education in Computer Science/Software Engineering/IT or related discipline from an HEC recognized foreign Institution.</p> <p>Master and foreign degree is preferred.</p>	<p>developing Software system architecture, In-depth understanding of computer programming and network security.</p> <p>Minimum 3 Years of Working Experience as business process analysts.</p> <p>Must have worked with at least 5 large projects of similar nature.</p>
4	System Analyst / ERP Expert	<p>16 Years of Education in Computer Science/ Computer Engineering/ IT or related from a reputed recognized local or foreign Institution. Master and foreign degree is preferred.</p>	<p>5 Years of relevant experience in software development, expertise in Implementing Oracle and/or SAP ERP solution.</p> <p>Must have worked for at least 10 similar ERP implementation Projects.</p> <p>Certified Oracle or SAP is desired</p>
6	Change Management / Legal Expert	<p>16 years of education in Law/ Policy studies/ Public Administration Related discipline from an HEC recognized local or foreign Institution</p>	<p>Minimum 10 years' experience in the field of Law /Policy Studies/Public Administration with 5 Years' experience in defining Legal and Institutional Gap analysis technically sound in legal matters and should have in depth knowledge of the local legal ,environment and Policy Institutional</p>
7	IT Support	<p>16 Years of Education in</p>	<p>1-Year of experience in</p>

		Computer Science/ Computer Engineering/ IT or related from a reputed recognized local or foreign Institution.	Developing software applications. Strong programming skills.
8	Technical Report Writer	16 Years of Education in Computer Science/ Computer Engineering/ IT or related from a reputed recognized local or foreign Institution. Excellent written English Communication – English Degree along with computer qualification is a preferred combination	3-Years of related experience. Must have worked on documenting software development process.

10. Change Management Strategy

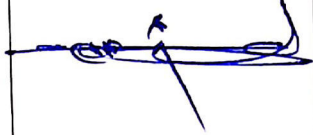



Helping the team adapt to business change usually involves some degree of training or other educational component. This can be accomplished through special sessions designed to introduce and educate staff on the changes.

11. Expected Outcome

The expected outcome of the project is to make the Punjab Public Service Commission the most advanced and modern Public Service Commission of Pakistan.

12. Certificate

It is certified that the project proposal has been prepared on the basis of instructions provided by the Planning Commission for the preparation of PC-II:

Prepared By	Mr. Shahid Amin Web Designer (BS-17) Punjab Public Service Commission	
Checked By	Mr. Muhammad Naeem System Analyst (BS-18) Punjab Public Service Commission	
Verified By	Rao Afzal Mohsin Director General (Technical) (BS-20) Punjab Public Service Commission	
Recommended By	Syeda Malika Secretary (BS-20) Punjab Public Service Commission	
Approved By	Secretary I&C Services and General Administration Department	