



## HEALTH & POPULATION DEPARTMENT

### INDIVIDUAL CONSULTANTS REQUIRED FOR SHORT TERM CONSULTANCY

#### Bid Reference SO (G)H&PD/1-55/2022

Health & Population Department, Government of the Punjab intends to hire the services of individual consultants on short term consultancy, against the work, qualification and experience as mentioned below: -

Sr. No.	Nature of Consultancy	No. of Posts	Eligibility Criteria
1.	Consultant Office Case Hearing	01	<ul style="list-style-type: none"><li>BA-LLB or equivalent degree from HEC recognized university</li><li>05 years professional experience in relevant field</li></ul>
2.	Consultant Court Case Hearing	01	

The services of aforementioned individual consultants will be hired as per PPRA Rules, 2014 for the period of six (06) months.

#### Terms & Conditions:-

- The hiring/recruitments will be made strictly on merit basis as per selection criteria mentioned in Rule 46 of PPRA Rules, 2014
- Detailed terms of reference (TORs), are available at <https://pshealthpunjab.gov.pk/Home/Jobs> / <https://ppra.punjab.gov.pk>
- Consultancy Fee is Negotiable.
- A one- to two-page cover letter stating the individual's interest in the role and why they think they are suited for it. The cover letter will be used as a go/no-go criterion, with poor or unprofessional cover letters leading to an application being discarded.
- Late and incomplete applications will not be entertained
- The interested individual consultants having expertise in above-mentioned fields may send their applications (Cover letter & CV), original documents, and copy of all documents to the office of Section Officer (General), Health & Population Department, 1-Birdwood Road, Lahore up till **13.02.2026** before **5:00 PM**.

**SECTION OFFICER (GENERAL)**  
**GOVERNMENT OF THE PUNJAB,**  
**HEALTH & POPULATION DEPARTMENT**  
**1-BIRDWOOD ROAD, LAHORE. PH: 042 99205826**

**Job Descriptions/Terms of References (TORs) and Required Qualification for Hiring the Services of Individual Consultants**

**1. Consultant Office Case Hearing**

- Study the case received from Chief Secretary Punjab office for hearing to the complainant / representative.
- Consult the relevant Section of the Department and study the file
- Collect the relevant rules/policy with regard to the case
- Make parawise comments of the writ complaint/representation
- Make brief for the Secretary P&SH Department.
- Move the file for fixing the hearing date.
- Inform the petitioner and other concerned to attend the hearing on fixed date, time and venue.
- Writ down all the points raised and replied during the hearing.
- Make draft speaking order for the approval of the Secretary P&SH Department.
- Ensure delivery of speaking orders to all concerned.
- Make draft parawise comments on the directions of the Apex Court/LHC/Lower Court on behalf of the Chief Secretary Punjab.
- Prepare CPLA case wherever adverse decision is passed by the LHC.
- Take up the CPLA cases with Solicitor Department.
- File the CPLA in the Supreme Court of Pakistan and brief the AAG.
- Submit monthly progress report on the above deliverables to Additional Secretary (Admin), P&SH Department on or before 27 of every month without fail.
- Perform miscellaneous job-related duties whenever assigned.

**2. Consultant Court Case Hearing**

- Study the case thoroughly wherein the Apex Court/LHC/Lower Court has ordered to hear the petitioner and decide the case in accordance with law/policy/rules.
- Consult the relevant Section of the Department and study the relevant file
- Collect the relevant rules/policy with regard to the case.
- Make parawise comments of the writ petition.
- Make brief for the Secretary P&SH Department.
- Move the file for fixing the hearing date.
- Inform the petitioner and other concerned to attend the hearing on fixed date, time and venue.
- Writ down all the points raised and replied during the hearing.
- Make draft speaking order for the approval of the Secretary P&SH Department.
- Ensure delivery of speaking orders to all concerned.
- Submit monthly progress report on the above deliverables to Additional Secretary (Admin), P&SH Department on or before 27 of every month without fail.
- Perform miscellaneous job-related duties whenever assigned.