



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">• BA-LLB or equivalent degree from HEC recognized university• 05 years professional experience in relevant field
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.