



Primary & Secondary Healthcare Department

INDIVIDUAL CONSULTANTS REQUIRED FOR SHORT TERM CONSULTANCY

Reference No. SO(G)/P&SHD/1-55/2018

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

Sr. No.	Nature of Consultancy	No. of Consultants	Consultancy Duration	Eligibility Criteria
01	Consultant Legal	01	06 Months	<ul style="list-style-type: none">• BA, LLB or an equivalent degree duly HEC recognized university.• Minimum 04 years' professional experience in relevant filed.
02	Consultant Accounts	01	06 Months	<ul style="list-style-type: none">• B.Com, B.B.A or an equivalent degree duly HEC recognized university.• Minimum 16 years' professional experience in relevant filed.
03	Consultant Accounts Assistant	01	06 Months	<ul style="list-style-type: none">• B.Com, B.B.A or an equivalent degree duly HEC recognized university.• Minimum 04 years' experience in relevant field.

Terms & Conditions:-

- The hiring of short term consultancy services of Individual Consultants 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 www.pshealth.punjab.gov.pk/jobs
- Only shortlisted candidates will be called for interview telephonically or through SMS.
- No TA/DA shall be paid for appearing in the interview.
- Consultancy fee is negotiable.
- The application should clearly indicate the nature of Consultancy applied for on one side of envelope along with Curriculum Vitae (CV), 01 passport size photograph and attested copies of all educational documents, CNIC, domicile etc.
- Late and incomplete applications will not be entertained.
- The interested individual consultants having expertise in above mentioned fields may send the applications upto **17th June, 2020** during office hours.
- Interviews for individual consultants will be conducted on **19th June, 2020 at 11:00 AM.**
- The Department reserves the right to cancel/reject any application/selection process without giving any reason.

Section Officer (General)

Government of Punjab, Primary & Secondary Healthcare Department
1-Birdwood, Lahore. Ph: 042-99205826

Job Descriptions/Terms of References (TORs) for Hiring the Services of Individual Consultants

1. Consultant Legal

- To Assist Legal Advisor.
- To prepare the cases i.e. draft, Replies, Para-wise Comments, Reports and to prepare arguments.
- To do legal research work.
- To give opinion regarding Departmental quarries.
- To assist the Government pleaders in all Courts regarding pending mater/cases on behalf of the Department.
- To give recommendations regarding the drafts of SOPs, TORs, Acts Ordinances, Rules and Regulations.
- To analyze and evaluate the Departmental Agreements with different organizations and give recommendations to give briefing to the high ups regarding the pending mattes.
- To accomplish all the given task as assigned by the Authority.
- To maintain the office in workable conditions and to take all the equipment diligently.

2. Consultant Accounts

- To assist the department in Budget and Accounts matters
- Utilization of Departmental Budget according to direction of the Competent Authority
- Reconciliation of expenditures with Accountant General Punjab Lahore
- To conduct the External Audit of budget utilization from Chartered Accountant firm.
- To conduct the External Audit from the Auditor General Punjab, Lahore
- Preparation of Working papers of Advance/draft paras for SDAC and PAC meeting
- Preparation of Schedule of New Expenditures (SNE) and submission to Finance Department for approval
- Preparation of Document for Advance drawl from Finance Department for purchase of official vehicles
- Preparation of 1st list of Excesses & Surrender and submission to Finance Department for approval
- Preparation of 2nd list of Excesses & Surrender and submission to Finance Department for approval
- Coordination with the Accountant General Punjab for opening of vendor numbers for payment purpose
- Computerized record of salary of new hiring in the Accountant General Punjab, Lahore office
- Sort of approval of expenditures from Competent Authority
- Deduction of I.Tax. PST & GST at source on vendor invoices according to FBR and PRA withholding Tax Rules.
- To assist the Department for procurement of Goods & Services according to PPRA Rules.

3. Consultant Accounts Assistant

- Utilization of Departmental Budget.
- Reconciliation of expenditures with Accountant General Punjab Lahore.
- Sort of approval of expenditures from Competent Authority.
- Coordination with Accountant General Punjab for opening of vendor numbers for payment purpose.
- Computerized record of salary of new hiring in the Accountant General Punjab, Lahore office.
- To conduct the External Audit of budget utilization from Chartered Accountant firm.
- To conduct the External Audit from the Auditor General Punjab, Lahore.
- Preparation of 1st list of Excesses & Surrender for the Financial Year and submission to Finance Department for approval.
- Preparation of 2nd list of Excesses & Surrender for the Financial Year and submission to Finance Department for approval.
- Preparation of Schedule of New Expenditures (SNE) and submission to Finance Department for approval.
- Experience of procurement according to PPRA Rules.

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