



# INDIVIDUAL CONSULTANT REQUIRED FOR SHORT TERM CONSULTANCY

PCR Based Diagnostic Laboratory , Primary & Secondary Healthcare Department, Government of Punjab intends to procure Services of Individual Consultant on short term consultancy

The PCR Based Diagnostic Laboratory, Primary & Secondary Healthcare Department invites resume / Curriculum Vitae (CV) for individual Consultant having bellow mentioned qualification and experience:

Sr.	Nature	QTY	Eligibility Criteria
1.	Individual Consultant	01	<ul style="list-style-type: none"><li>• Master degree from recognized University preferably in Human Resource.</li><li>• Minimum Three (03) years professional experience in Public / Government Sector of Office Management/Administration/ Record maintenance, Human Resource / Recruitment, Data Management, Procurement and accounts management as per guidelines of Accountant General, Punjab etc.</li><li>• Should be active tax payer.</li></ul>

The services of aforementioned individual consultant will be procured through a competitive process to accomplish the Terms of References (TOR).

### Instructions for Applicants:

- The procurement shall be made strictly in accordance with the rules and criteria.
- Detailed terms of references (TORs), qualification requirements and experience details are available at [www.pshealth.punjab.gov.pk](http://www.pshealth.punjab.gov.pk).
- Applicants shall be called for interview and negotiations.
- The applicants should submit sealed envelope containing Curriculum Vitae (CV) and attested copies of all relevant experiences along with the financial proposal for the assignment to be completed. The application should reach in the office of the PCR Based Diagnostic Laboratory, Primary & Secondary Healthcare Department, 06-Birdwood Road, Lahore till **1<sup>st</sup> February, 2020 on or before 04:00 PM which shall be opened on the same day at 04:30 PM**. Interviews for individual consultancy will be conducted on **2<sup>nd</sup> February, 2020 at 11:00 AM in the same office**.
- All the relevant taxes shall be deducted as per government rates.
- Contract will be signed after negotiations.
- Late and incomplete applications will not be entertained.

**PCR Based Diagnostic Laboratory**  
Primary & Secondary Healthcare Department  
06-birdwood Road, Lahore

## **TERMS OF REFERENCE (TORs)**

- Data Management of the record of the office as per public record management requirements.
- Scrutinize the existing files / record of Human Resource / Laboratory items etc.
- Prepare a comprehensive report on scrutinized data with the recommendations.
- File tagging with proper documentation.
- Management of Rabies Vaccination portal from the source code.
- Scrutinize record of procurements and accounts, submit recommendations.
- Cloud based management of data.
- Month wise management of procurement record with recommendations.
- Any other TOR added while negotiations to comprehend the assignment.