



Primary & Secondary Healthcare Department

EXPRESSION OF INTEREST FOR SHORT TERM CONSULTANCY

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

01- Primary & Secondary Healthcare 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 Post
01	Consultant Legal	01
02	Consultant Audit & Accounts	01
03	Consultant Audit & Accounts Assistant	01

02- The services of aforementioned individual consultants will be hired up to 30th June, 2020 as per Rule 46 of PPRA Rules, 2014 for the Financial Year 2019-20.

Application Instructions

- The hiring/recruitments will be made strictly on merit basis a per selection criteria mentioned in Rule 46 of PPRA Rules, 2014.
- Only shortlisted candidates will be called for interview.
- 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 relevant documents, Copy of domicile, CNIC/Certificates/Degree. Late and incomplete applications will not be entertained
- The interested individual consultants having expertise in above mentioned fields may approach the undersigned along with their CV, original documents and copy of all documents up till **16th December, 2019 at 11:30 AM.**

Section Officer (General)
Government of Punjab, Primary & Secondary Healthcare Department
1-Birdwood, Lahore.
Ph: 042-99205826

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

(a) Consultant Audit & 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.

Selection Criteria of Consultant (Audit & Accounts)

The candidate will be selected on the basis of the following competencies:

Qualification and Experience Requirements

- Graduation/ 14 Years education (B.Com, B.B.A or equivalent degree/certificate duly HEC recognized university.
- Minimum 16 years' experience in Public Sector organization.

(b) Consultant Audit & 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.

Selection Criteria of Consultant (Audit & Accounts Assistant)

The candidate will be selected on the basis of the following competencies:

Qualification and Experience Requirements

- Graduation/ 14 Years education (B.Com, B.B.A or equivalent degree/certificate duly HEC recognized university.
- 03 years' experience in relevant field.

(c) 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.

Selection Criteria of Consultant (Legal)

The candidate will be selected on the basis of the following competencies:

Qualification and Experience Requirements

- BA, LLB from well reputed university or an equivalent degree from HEC, However, any equivalent combination or education and experience sufficient to perform job duties may be considered.
- 03 years' professional experience in relevant filed.

Section Officer (General)
Primary & Secondary Healthcare
Department