



**Primary & Secondary
Healthcare Department**

INDIVIDUAL CONSULTANT REQUIRED

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

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

Consultancy	No. of Consultant	Duration	Eligibility Criteria
Consultant Legal	01	06 Months	<ul style="list-style-type: none">• BA, LLB or an equivalent degree duly HEC recognized university.• Minimum 03 years' professional experience in relevant filed.

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.pshealthpunjab.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 consultant having expertise in above mentioned fields may send the applications upto **05th October, 2020** during office hours.
- Interviews for individual consultant will be conducted on **08th October, 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 THE PUNJAB,
PRIMARY & SECONDARY HEALTHCARE DEPARTMENT
1-Birdwood Road. Lahore. Ph: 042-99205826**

Job Descriptions/Terms of References (TORs) of 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.