



**TERMS OF REFERENCES
(TORs)**

For

**Hiring of Individual Consultant (Short Term
Consultancy) For Development of Detailed
Draft Rules & Regulations and University
Calendar**

Rawalpindi Medical University, Rawalpindi

The Rawalpindi Medical University (RMU) was established in 2017 through The Rawalpindi Medical University ACT 2017 (Act XVI of 2017) previously it was a Medical College established in Faisalabad on 18th March 1974 and later on shifted to Rawalpindi on 5th November 1974. It is one of the best educational institutes in the field of Medical Education. Since 1947 more than 7900 students have graduated and are serving nationally and internationally. RMU is privileged to claim top positions in university examination several times. Best of the best graduate is also a Rawalian. The RMU got full recognition by General Medical Council UK, American Specialty Boards and internship programs with different universities abroad and WHO. RMU is trying hard to become the best Medical University in the world generally and especially in Pakistan.

2. QUALIFICATION REQUIREMENT

The Rawalpindi Medical University invites proposals from individual Consultant (Male/Female) for framing/ developing complete rules and regulations, University Calendar and other quality Documents (as required). The Individual Consultant is required as per following academic qualification and experience ;

Sr. No.	Services Required	Eligibility Criteria	Age Requirement
01	Short Term Consultancy	i. MBBS/MBA/ MPA (HR) or Equivalent ii. Degree/Diploma in Law & iii. At least 07 Years Administrative Experience in a Public Sector University & At least 03 Years of Experience in Quality Documentation	45 to 58

3. OBJECTIVES

Objectives for this short-term consultancy are to support the Vice Chancellor to develop guidelines and then frame the following rules to be consolidated in University Calendar;

- i. Employees Welfare and Insurance Fund Statutes
- ii. Pension Rules
- iii. General Provident Fund (GPF) Rules
- iv. Rawalpindi Medical University Service Statutes
- v. Teachers Appointment & Scales of Pay
- vi. Tenure Track System Statutes
- vii. Administrative Officers Appointment & Scales of Pay Statutes
- viii. Ministerial, Technical, Support and Other Staff Appointment & Scales of Pay Statutes
- ix. Maintenance of the Register of the Registered Graduates
- x. Affiliation and De-affiliation of Educational Institutions and Related Matters
- xi. University Election of the University Authorities
- xii. Establishment of Faculties, Teaching Departments, Constituent Institutions, Constituent Colleges and Other Academic Divisions

xiii. University Employees Efficiency and Discipline Rules

xiv. Constitution, Functions and Powers of Authorities of the University

4. SCOPE OF WORK

To work under the direction of the Vice Chancellor on the above-mentioned objectives or any other assigned duty as directed by the Vice Chancellor

5. DUTIES & RESPONSIBILITIES

- i. Ensure working in the light of objectives or duty assigned by the Vice Chancellor
- ii. work for the betterment of the university within budgets and schedules
- iii. Prepare and submit detailed report of working at the end of every month.
- iv. Responsible for interfacing with appropriate levels of management to obtain the desired results as per objectives and scope of work.
- v. In certain circumstances, the consultant may be responsible for managing special studies, initiatives or due diligence assignments.
- vi. Coordinating with governmental branches and regulatory agencies as required to ensure that objectives be achieved under supervision of the Vice Chancellor.

6. Duration of Assignment

Duration of assignment is 03 months and may be extendable with mutual consent of both parties maximum up to 06 months subject to the requirement and satisfactory performance of the consultant.

7. PAY/PACKAGE

- i. Rs.200,000/- per month (All taxes of the Govt. will be admissible)
- ii. Payment will be made within ten (10) working days subsequent to completion of each month. The Consultant shall be paid on time-based services.
- iii. The consultant shall be responsible for payment of tax or duty related to the performance of the services in Pakistan under applicable laws.
- iv. All other terms and conditions, including the Consultant's fee shall be decided between the parties at the time of execution of the contract.

8. OTHER TERMS & CONDITIONS

- i. CVs along with the application must be received in the office of the Registrar up to 3:00 PM on or before the closing date; dispatched date will not be considered.
- ii. Agreement will be signed on stamp paper of Rs.100/- .
- iii. The University however, reserves the rights to reject any application due to certain reasons.
- iv. Taxes will be applicable as per Govt. Rules & Regulations.
- v. The Consultant will abide by all the rules, regulations of the University and time to time amendments.

9. SELECTION CRITERIA

Sr. No	Description	Total Marks	Marks Obtained
1	i. MBBS/MBA/ MPA (HR) or Equivalent ii. Degree/Diploma in Law & iii. At least 07 Years Administrative Experience in a Public Sector University & At least 03 Years of Experience in Quality Documentation	10	
2	Degree/Diploma in Law	05	
3	Teaching/Administrative Experience	10	
4	Documentation Experience	05	
5	Interview	20	

Note: Consultant will be selected on the basis of highest marks in technical evaluation.

RAWALPINDI MEDICAL UNIVERSITY, RAWALPINDI
APPLICATION FORM

(PLEASE MAKE ALL ENTRIES IN BLOCK LETTERS)

Name of Post Applied for: _____

Name of Applicant: _____

S/o, D/o _____

Date of Birth (according to SSC) DD/MM/YYYY _____ Domicile District _____

Age on closing date of applications (i.e) _____ Years _____ Months _____ Days.

Valid Computerized National Identity Card No.

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Marital Status: Married/Unmarried _____ Sex: Male/Female _____ Religion _____

Postal Address: _____

Permanent Address: _____

Contact No. PTCL : _____ Mobile What Sapp No. _____ Email: _____

BASIC QUALIFICATIONS

Sr.No.	Qualification	Name of Institutions/ Board	Year of Passing	Marks		Grade/ Division	Percentage
				Obtained	Out of		
1.	Matric						
2.	F.Sc or equivalent						

BASIC MEDICAL QUALIFICATION/GRADUATION ETC.

Sr.No.	Qualification	Name of Institution/ University	Year of Passing	Marks		Grade/ Division	Percentage
				Obtained	Out of		
	First Prof. P-1						
	First Prof. P-1I						
	2 nd Prof.						
	3 rd Prof.						
	Final Prof.						
Total MBBS Marks (First Prof. to Final Prof.)							
	Others						
	BS/BSC/Equivalent						
	MSc						
	MS/M Phill						
	PhD						
	Any other						

Paste attested
Fresh Passport
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JOB EXPERIENCE

Sr. No.	Name of Institution/Hospital	Department/Specialty	Period from	to	Paid / Honorary
1.					
2.					
3.					
4.					

POSITION/DISTINCTION IN MATRIC/F.SC/MBBS/BDS/FELLOWSHIP/EQUIVALENT OR OTHERS

S.No.	Examination	Name of Institution/Board/ University	Year of Passing	Marks Obtained	Grade/ Division	Position
1.						
2.						

ANY ADDITIONAL INFORMATION

Signature of Candidate _____

Dated _____