

Terms of Reference (TOR) for Individual Consultant for Admission process of MBBS & BDS for Public and Private Sector Medical Colleges

A) Introduction:

The University of Health Sciences being a public sector medical university was established under Ordinance No. LVIII of 2002 dated September 28, 2002 promulgated by the Governor of Punjab / Chancellor. Under Section 3(2) of the Ordinance, the University is body corporate under the administrative control of Government of the Punjab, Health Department, Lahore.

b) Background:

The Government of the Punjab has assigned the task to the University of Health Sciences, Lahore to conduct Medical & Dental Colleges Admission Test (MDCAT) for admission into public and private sector medical colleges of Punjab. The University is being conducting MDCAT test since 2008 on behalf of the Government of the Punjab.

c) Scope of Work:

The Consultant will provide support to the University for Smooth Admission Process. Task of an individual Consultant as under:

- i) Compilation of data of MDCAT candidates
- ii) Declaration of MDCAT result
- iii) Submission of admission forms
- iv) Manage the test of Hufaz-e-Quran
- v) Medical Examination of disable candidates
- vi) Preparation of merit list of Public and Private Sector Medical Colleges
- vii) Allocation of students into the medical and dental colleges as per merit list
- viii) Address queries/ problem cases regarding admission

d) Institutional Arrangement:

- a. The Consultant will be working under the direction and supervision of the Vice Chancellor / Chairman Admission Board.
- b. Submit report reports on a daily basis to the Vice Chancellor.
- c. The Consultant will be supported by the Examination Department and Admission Cell of the University.

e) Duration of Contract

Initially the duration of the consultancy is of 06 months. The starting date will be upon contract signature. The duration may be varied with the approval of Board of Governors. However, the contract can be terminated at any time with one month notice by authority.

f) Duty Station:

Admission Cell, University of Health Sciences, Lahore.

g) Qualifications Required:

The consultant should possess the following minimum qualification.

- MBBS/BDS with major Post Graduate qualification (i.e. PhD/MPhil in any Medical Sciences)

h) Experience:

Minimum 10 year experience of admission process of MBBS and BDS.

i) Preference:

Individual having experience of public sector educational institutions will be preferred.

j) Schedule of Payment:

Remuneration would be paid to the consultant on monthly basis after acceptance of reports by the Vice Chancellor. Proportionate deduction from remuneration shall be made after approval of Vice Chancellor in case the services are found unsatisfactory. The decision of Board in this regard shall be final.

k) Facilities

The Remuneration proposed by the intending consultant shall include all costs i.e. Transport etc. The UHS shall not be responsible to pay any other allowance or extent any facility except agreed remuneration