INFORMATION TECHNOLOGY UNIVERSITY (ITU)

SHORT TERM INDIVIDUAL CONSULTANT REQUIRED

Information Technology University requires the services of Qualified and Experienced Individual as a short term consultant. **Applications are invited for the following consultancy from Individuals who meet the specified criteria:**

Sr. No.	Title of Consultancy	No. of Individuals	Qualification & Experience
1.	**Consultant (Legal Advisor)**	**01**	• Master's Degree or equivalent degree award after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with five years' relevant experience from a reputed university or institution. • The legal advisor must be enrolled as an advocate of the High Court and must have been actively practicing as an advocate for a period not less than five (5) years.

1. The above required consultant shall be engaged for short term consultancy by following Punjab Procurement Rules, 2014.
2. The detailed TORs and Advertisement is available at www.itu.edu.pk.
3. The duration of the consultancy engagement is **six (6) months**.
4. The procurement shall be completed in accordance with Punjab Procurement Rules 2014, on Single Stage – One Envelope Bidding Procedure.
5. Incomplete/pruned (having cutting) / unsigned/ application based on incorrect information received after due date shall be rejected.
6. Applications/EOIs along with the credentials must reach in the Procurement Wing of ITU (6th Floor, Arfa Software Technology Park, 346-B Ferozepur Road, Lahore) on or before **30/10/2026.**
7. Only shortlisted individuals will be called for interview.
8. Only those candidates having degrees from HEC recognized university/ college/ institute or well reputed foreign university recognized by HEC shall be considered.

DEPUTY DIRECTOR PURCHASE
INFORMATION TECHNOLOGY UNIVERSITY
6th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore.
Phone: (042) 111-111-488
Web: www.itu.edu.pk, procurement@itu.edu.pk

TERMS OF REFERENCES (TORs)

(For the engagement of Legal Advisor)

Part 1 – Position

Legal Advisor

Part 2 – Place of Employment

6th Floor, Arfa Software Technology Park, 346-B Ferozepur Road, Lahore, Pakistan and ITU Main Campus, Barki Road, Lahore.

Part 3 – Structural Position

Legal Advisor – will report to the Registrar under the overall supervision of the Vice Chancellor of the University.

Part 4 – Qualifications

Master's Degree or equivalent degree award after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with five years' relevant experience from a reputed university or institution.

Part 5 – Additional Requirements

The legal advisor must be enrolled as an advocate of the High Court and must have been actively practicing as an advocate for a period not less than five years.

Part 6 – Major Duties and Responsibilities

1. Advise the University Offices in various writ petitions on a routine basis where ITU through its Vice Chancellor / Registrar is included as a respondent.
2. Deliberate and draft reports/para-wise comments on each case for submission in the Honorable Court of law, and also need to present before the Honorable Court of law on the date of hearing fixed by the Court.
3. Assist in drafting and advise the University offices after vetting the contracts and awards of any legal nature.
4. Assist in drafting and advise the University offices after vetting the hiring contracts.
5. Assist in drafting and advise the University offices after vetting the purchase contracts.
6. Advise the University offices on any legal affairs of the external communications requiring any legal substance.
7. To perform all such tasks and undertake all such duties related to administrative affairs of the university as assigned by the Competent Authority.

Part 7 – Position Hiring Process

This post will be selected through an open and competitive process as per the PPRA rules. The successful candidate is expected to work at the Information Technology University (ITU) as soon as formalities are completed. The remuneration will be defined according to PPRA rules governing the engagement of a short-term consultant.

Part 8 – Term

The Legal Advisor will only be engaged for six (06) months.