



UNIVERSITY OF NAROWAL

The University of Narowal intends to appoint a Tax Consultant (short term consultancy). Applications are invited from experienced and qualified professionals for the one-time assignment of Tax Consultant:

ELIGIBILITY CRITERIA

- i) Must hold a valid Tax Consultant License.
- ii) Proven experience of at least 5 years in handling FBR returns and tax matters.
- iii) Strong knowledge of the Income Tax Ordinance, 2001, and FBR procedures.

RESPONSIBILITIES:

- Submission of FBR Annual Income Tax Return for the Financial Year 2022-23, 2023-24 and 2024–2025.
- Submission of quarterly withholding statement for the Financial Year 2022-23, 2023-24 and 2024–2025.
- Preparation and submission of Application for Refund of Tax for the period FY 2016 to FY 2025.
- Any other special cases assigned by the Vice-Chancellor.

TERMS & CONDITIONS

- The appointment of Tax Consultant shall be made on contract basis at fixed monthly remuneration.
- Preference will be given to the candidate(s) who have substantial experience in handling taxation matters and are well-versed in relevant Tax Laws, Rules, Regulations, FBR procedures, and allied financial/compliance frameworks.
- The duration of consultancy services likely to be four months (04) extendable based on the satisfactory performance and need of the University.
- A committee constituted by the Vice-Chancellor shall assess/recommend the suitable candidate on the basis of required professional credentials of the candidate.

HOW TO APPLY:

- **Walk-in Interviews will be conducted on 29th April, 2026 from 11:00 AM to 12:00 PM at the Registrar Office, New Campus University of Narowal.**
- The responsibility of authenticity/ genuineness of the documents / data provided / given with the application will rest absolutely on the applicant. In case any information provided by the applicant in his / her application form is found incorrect or false at any stage, he / she will be disqualified and action will be taken under the Rules.
- Dismissed / terminated from the service or penalized contrary to the service(s), by any of the University / Government Department / Autonomous Body / Semi- Government / Service Tribunal or any court of Law are not eligible to apply against aforementioned post.

REGISTRAR

University of Narowal, Shakargarh-Narowal Road, Narowal.

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