

Government of Pakistan
National History and Literary Heritage Division
Islamabad

VACANCY ANNOUNCEMENT
EXECUTIVE DIRECTOR, LOK VIRSA

Services of a dynamic and qualified full time professional are required for the senior position of the Executive Director in National Institute of Folk and Traditional Heritage (Lok Virsa), Islamabad.

Pay Scale	MP-I/MP-II/MP-III (in terms of Finance Division's instruction)
Tenure	<ul style="list-style-type: none">• The appointment will be on contract basis for a period of (02) two years• The selected candidate shall cease to hold office of the Executive Director Lok Virsa on attaining the age of 65 years or expiry of term whichever is earlier
Maximum age-limit	63 years

MINIMUM QUALIFICATION

Master's degree in Sociology/Ethnology/Anthropology/Folklore and other related fields from HEC recognized University; and

EXPERIENCE

- 15 years experience in grade 17 and above in government, semi-government or autonomous bodies or equivalent in private sector including 5 years experience of working at senior management level;
- eminent professional of known integrity, reputation, competence and expertise in the field of research, collection, documentation, preservation and dissemination of Pakistan's folk heritage; and
- must have sound knowledge of administration, financial management, art, history, public relations and cultural diplomacy.

2. Interested applicants should send their applications (on prescribed proforma), CV and testimonials to the undersigned within 15 days after the publication of this advertisement. The applicants working in Government institutions should route their applications through proper channel.

3. Eligibility will be determined and selection will be finalized as per approved Government policy. Shortlisted applicants will be invited for an interview. The candidates shall not be entitled to any TA/DA for appearing in the interview.

(In case of selection, the candidate working in Government Department or Autonomous or Semi Autonomous Bodies will have to resign or seek retirement before joining of the new assignment)

4. Application form can be downloaded from www.lokvirsa.org.pk and www.heritage.pakistan.gov.pk

(Nazir Ahmad)
Deputy Secretary (Heritage)
National History and Literary Heritage Division
4th Floor, Kohsar Block, Pak Secretariat
Islamabad
Phone: 051-9222751

**GOVERNMENT OF PAKISTAN
NATIONAL HISTORY AND LITERARY HERITAGE DIVISION**

APPLICATION FORM FOR

**EXECUTIVE DIRECTOR, NATIONAL INSTITUTE OF FOLK & TRADITIONAL HERITAGE
(LOK VIRSA)**

Name:	
Father's Name	
CNIC No:	
Postal Address:	
Domicile:	
Date of Birth:	
Age on closing date	
Email:	
Phone (Cell No.)	
Phone (Residence)	

A. Qualification (start with highest qualification)

Degree/ Certificate	Passing year	Marks obtained/ total marks	Division/ Grade	Distinction	Major subjects	Board/ University/ Institution

B. Specialization Courses/ Seminars/Workshops/ Trainings

Course/ Seminars/Workshops/ Trainings	Duration	Subject	Institution

Experience (Professional)

Position/ Post	From – To	Period of service	Organization

D. Experience (Administration and Financial Management)

Position/ Post	From – To	Period of service	Organization

E. Research Work (Books/Articles/ Papers)

Book/Article/ Paper	Title/ Details	Publisher	Year of publication

F. Membership of Professional bodies

- a.
- b.
- c.

G. Three references

- a.
- b.
- c.

Certificate:

It is solemnly affirmed that the information contained in this Form is true and correct to the best of my knowledge and belief.

Date:

(Name & Signature)