

**GOVERNMENT OF PAKISTAN
NATIONAL HERITAGE AND CULTURE DIVISION**

APPLICATION FORM FOR

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

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

A. Qualification (start from the latest)

Degree/ Qualification	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

C. Experience (Professional) (start from the latest)

Position/ Post	Organization	Period From	Period To	Key Responsibilities

D. Allied Skills (Please elaborate)

1.	IT Skills	
2.	Communication skills	
3.	Other skills	

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.

H. Awards (if any)

Description / Title	Institution / Organization	Date

I. Any other Information

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)

*Additional pages can be attached in case of more information.

A. Job Description of the post of Executive Director (Lok Virsa):-

- I. The Executive Director shall be the chief executive of the Institute and shall be responsible to the Board for carrying out the objectives of the institute.
- II. The Executive Director shall:-
 - a. Exercise powers of the head of a attached department as specified in Finance Division Office Memorandum No. F.1(5)R.12/80, dated 11th March, 1981 and such other administrative and financial powers as may be delegated to him by the Board or Executive Committee;
 - b. prepare the annual report of the Institute for the Board and the Government;
 - c. prepare and submit the annual budget of the Institute to the Board;
 - d. operate the accounts of the Institute;
 - e. open with the prior approval of the Board and the Government, an account in any scheduled bank in Pakistan; and
 - f. be the drawing, disbursing and controlling officer in respect of the bills of the employees of the institute and his own bills.

B. Targets / Functions and Powers of the Institute:-

- (a) In research, systematic collection, documentation, scientific preservation, projection and dissemination of oral tradition, folklore and other aspects of indigenous cultural heritage;
- (b) Strengthening and nurturing the roots of Pakistan cultural and to achieve fundamental objective regarding its rediscovery and reinterpretation to project the true identity of Pakistan
- (c) Establish cultural complexes and museums for the purpose of displaying living arts and crafts, cultural artifacts and rare object from all parts of Pakistan;
- (d) establish cultural industries, art and craft galleries, artisan village and to hold and organize festival;
- (e) Retrieves advance knowledge of the general public and promotion of cultural heritage and cultural industries of Pakistan;
- (f) Carry out studies, investigations, surveys, to collect data to prepare feasibility report about schemes, projects and programmes to the extent required of fulfilling the objects;
- (g) To arrange and provide training and technical assistance to its staff as well as participating NGOs and community based organizations, educational institutions through training programmes, purchase of existing services, workshops, seminars, publications and training programmes and scholarships within Pakistan or in such other countries as the Board may deem appropriate;
- (h) Establish centres of excellence and to activate existing institutions and build or innovate new institutions and forge mutually beneficial private / public sector partnerships;
- (i) Prepare and implement plans and programmes to promote cultural heritage of Pakistan;
- (j) to promote cultural heritage such that it plays its rightful role in developmental issues such as economic reforms, investment, industry, education, literature, poverty alleviation, human rights and human development;
- (k) to cause to be prepared and implemented such schemes and programmes for the promotion of welfare of its employees; and
- (l) to do all such other things as are necessary or incidental to the promotion or advancement of the objects of the Institute.
