**Pakistan National Council of the Arts**

National Heritage & Culture Division

Government of Pakistan

**JOB OPPORTUNITIES**

Applications are invited for the following vacant positions in Pakistan National Council of the Arts from Pakistani Nationals on regular basis fulfilling the criteria and requirements as detailed below: -

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| **Sr.** | **Post** | **BPS** | **No of post** | **Domicile** | **Age limit** | **Qualification/ Experience** |
|  | Director –  Publication, Research & Reference | 19 | 01 | KP (Merit) | 45 years | Master’s Degree with 12 years’ experience in the relevant field OR Master’s Degree and specialization in the relevant field with 08 years’ experience or graduation with 15 years’ experience in the relevant field. |
|  | Director –  National Puppet Theatre/  Children Art Workshop | 19 | 01 | Merit | 45 years |
|  | Director –  National Performing Arts Group | 19 | 01 | Sindh (R) (Merit) | 45 years |
|  | Deputy Director –  Project Development Coordination | 18 | 01 | Merit | 35 years | Master’s Degree with 07 years’ experience in the relevant field OR Graduate with 10 years’ experience in the relevant field. |
|  | Supervisor –  National Performing Arts Group | 17 | 01 | Merit | 30 years | Master’s Degree with 01 year experience in the relevant field OR Graduate with 05 years’ experience in the relevant field. |
|  | Programme. Executive – Performing Arts Division | 17 | 01 | Ex-Fata (Merit) |
|  | Makeup Artist | 17 | 01 | AJK (Merit) |
|  | Librarian | 17 | 01 | KP (Merit) |
|  | Designer – Visual Arts Division | 17 | 02 | 1. Sindh(R) (Merit) 01 post 2. Punjab (Merit) 01 post |
|  | Accountant | 17 | 02 | 1. Merit 01 post 2. KP (Merit) 01 post | 28 years | B. Com with 3 years’ experience in the relevant field. |
|  | Craft Master | 16 | 02 | 1. Merit 01 post 2. KP (Merit) 01 post | 28 years | Graduation in the relevant field or 03 years diploma course from National College of Arts / Polytechnic Institute / College of Technology with 03 years’ experience in the relevant field. |
|  | Lower Division Clerk | 09 | 02 | 1. Merit 01 post 2. Balochistan (Merit) 01 post | 25 years | Matriculate with 30 w.p.m. |
|  | Urdu typist | 08 | 01 | Merit | 25 years | Urdu Typing with 30 w.p.m. in Urdu typing |

**CONDITIONS OF ELIGIBILITY:**

1. Government servants should submit their applications through proper channel.
2. Only shortlisted candidates shall be called for test/interview.
3. No TA/DA will be paid for appearance in the test / interview.
4. All recruitment for the above-mentioned posts will be made as per recruitment policy of the PNCA.
5. Maximum age limit has been prescribed in the above said advertisement, however, age relaxation will be given as per government policy.
6. PNCA reserves the right to withhold or cancel the recruitment process at any stage without assigning any reason.
7. Please send application on the prescribed application form (digitally filled and signed) along with attested copies of all educational, experience and professional certificates within 15 days of publishing of this advertisement at the address given below.
8. This advertisement is also available at PNCA website [www.pnca.org.pk](http://www.pnca.org.pk). All the interested candidates can also apply at National Jobs Portal on the link https://njp.gov.pk/

**Pakistan National Council of the Arts,**

**Plot-5, Sector F/5-1, Islamabad.**

**PAKISTAN NATIONAL COUNCIL OF THE ARTS, ISLAMABAD**

**SECTOR F-5/1, ISLAMABAD**

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**APPLICATION FOR THE POST OF**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Applicant** |  | | | | | **Father’s/Husband Name** | | |  | | |
| **Date of Birth** | (01-JAN-1900) | | | **Domicile** | | (Province) | | | (District) | | |
| **CNIC #** |  | | | | | **Age on closing date of Advertisement** | | | (00 Years, 00 Months) | | |
| **Postal Address** |  | | | | | | | | | | |
| **Permanent Address** |  | | | | | | | | | | |
| **Contact #** |  | | | | | | | | | | |
| **Qualification (Highest Degree First)** | | | | | | | | | | | |
| **Degree** | **Board/University** | | **Major subject** | | | **Marks obtained** | | **Grade/Division/GPA** | | | **Passing Year** |
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| **Experience (Latest Position First)** | | | | | | | | | | | |
| **Current Position/Job** | | **Current Pay Grade/BPS** | | | **Name of Department/Organization** | | **Starting date** | | | **Closing date** | |
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**(Name & Signature with date)**

**Important Note:**

* **Please make sure to follow the Check List/Details of Attested Copies of following documents.**
* **Fill the form in digital format and print before signing with proper date.**

1. **CNIC**
2. **Domicile Certificate**
3. **Educational Certificates (Highest Degree first)**
4. **Police / Character Certificate**
5. **NOC (in case of applying through proper channel)**