

PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION

Subject:- **RECRUITMENT TO 02 POSTS OF ASSISTANT DIRECTOR (CREATIVE & CULTURE) / CREATIVE DESIGNER / SENIOR RESEARCH OFFICER / ASSISTANT DIRECTOR (ART & CRAFT) (BS-17) ON CONTRACT BASIS FOR THE PERIOD OF 05-YEARS IN PUNJAB SMALL INDUSTRIES CORPORATION (PSIC), INDUSTRIES, COMMERCE & INVESTMENT DEPARTMENT**

JOB DESCRIPTION / JOB ANALYSIS.

(Main Responsibilities and Tasks)

1. Write-up and survey about traditional/ cultural crafts.
2. Design development based on Historical & cultural designs and motif.
3. Create Design into latest utility / decorative crafts.
4. Packing and presentation of crafts products market linkage.
5. Printing, publicity and publication.
6. Branding of PSIC crafts.

OCCASIONAL TASKS AND RESPONSIBILITIES

1. Cluster/Regional based training of staff of HDC's and Sami Skilled and unskilled Artisans.
2. Participation in Fair & Exhibition, Workshop and Fashion show
3. Interior and exterior of PSIC stalls and shops
4. Photography of events.
5. Duties assigned by Directorate of C&CI and Management.

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