



BUREAU OF INDIAN STANDARDS

Manak Bhavan, 9, Bahadur Shah Zafar Marg, New Delhi – 110002

Advertisement No. 01(ABC)/2019/ Estt.

Bureau of Indian Standards (BIS), statutory body under the administrative control of Govt. of India, Ministry of Consumer Affairs, Food & Public Distribution, Department of Consumer Affairs and engaged in the activities in the field of Standardization, Product and System Certification, Hallmarking of Gold/Silver Jewellery, Laboratory Testing etc., in the country, **INVITES** applications from the eligible candidates for filling up of the vacancies in the following posts by **Deputation**:

Sl No	Name of the post	Level of the post	No. of vacancies likely to be filled up
1	Deputy Director (Public Relation)	Level-11	5
I) Eligibility: i) Officers holding analogous post on regular basis; OR ii) Officers with 5 years regular service in the Level - 10 II) Educational & other qualifications required for the post: Post Graduate Degree / Diploma in Journalism / Public Relations / Advertising / Marketing III) Place of posting: New Delhi; Chennai; Kolkata; Chandigarh; and Mumbai IV) Period of deputation: Three year extendable upto five years			
2	Deputy Director (Administration & Finance)	Level-11	2
I) Eligibility: i) Officers holding analogous post on regular basis; OR ii) Officers with 5 years regular service in the Level – 10 and possessing experience in the field of Administration / Finance II) Educational & other qualifications required for the post: i) For Personnel Administration: A Degree of a recognized University; and a member of the Master of Business Administration (MBA) (specialization in Personnel Management) / Post Graduate Degree or Diploma in Personnel Management (2 years') ii) For Finance/Accounts: Chartered Accountant / Cost and Works Accountant / Graduate Subordinate Accounts Service (SAS) Accountant / Master of Business Administration (MBA) with finance specialization III) Place of posting: Any BIS office situated at New Delhi; Chennai; Kolkata; Chandigarh; and Mumbai, as per the requirement. IV) Period of deputation: One year extendable upto three years			

3	Laboratory Officer (B)	Level-7	17												
<p>I) Eligibility: i) Persons holding analogous post on regular basis; OR ii) Candidates in the Level-6 with 5 years regular service</p> <p>II) Educational qualification No. of vacancies Places where vacancies are likely to be filled up</p> <table> <tr> <td>B.Sc. Chemistry</td> <td>9</td> <td>(5- Sahibabad; 2- Kolkata; 2- Mohali)</td> </tr> <tr> <td>B. Sc. Chemistry/3 years' } Diploma in Chemical }</td> <td>7</td> <td>(2-Mumbai; 3-Bengaluru; 2-Guwahati)</td> </tr> <tr> <td>3 years' diploma in mechanical</td> <td>1</td> <td>(1-Chennai)</td> </tr> </table> <p>III) Period of deputation: One year extendable upto three years</p>				B.Sc. Chemistry	9	(5- Sahibabad; 2- Kolkata; 2- Mohali)	B. Sc. Chemistry/3 years' } Diploma in Chemical }	7	(2-Mumbai; 3-Bengaluru; 2-Guwahati)	3 years' diploma in mechanical	1	(1-Chennai)			
B.Sc. Chemistry	9	(5- Sahibabad; 2- Kolkata; 2- Mohali)													
B. Sc. Chemistry/3 years' } Diploma in Chemical }	7	(2-Mumbai; 3-Bengaluru; 2-Guwahati)													
3 years' diploma in mechanical	1	(1-Chennai)													
4	Section Officer	Level-7	5												
<p>I) Eligibility: i) Persons holding analogous post on regular basis; OR ii) Candidates in the Level-6 with 5 years regular service.</p> <p>II) Educational & other qualifications required for the post: University Degree with Inter ICWA / CA / SAS / LLB / Post Graduate Diploma in Personnel management / Human Resources management / Business Administration of two years' duration from a reputed institute</p> <p>III) Place of posting: Any of the BIS offices all over India.</p> <p>IV) Period of deputation: One year extendable upto three years</p>															
5	Senior Master Technician	Level-6	7												
<p>I) Eligibility: i) Candidates holding analogous post on regular basis; OR ii) Candidates in the Level-5 with 6 years regular service.</p> <p>Educational qualification No. of vacancies Place where vacancies are likely to be filled up</p> <table> <tr> <td>ITI in Turner/Mechanist/} Carpenter/Mason }</td> <td>1</td> <td>(1-Kolkata)</td> </tr> <tr> <td>ITI in Mechanical & Electrical</td> <td>2</td> <td>(2-Bengaluru)</td> </tr> <tr> <td>ITI in Carpenter</td> <td>3</td> <td>(1-Mohali, 1-Patna; 1-Guwahati)</td> </tr> <tr> <td>ITI in Fitter & Welder</td> <td>1</td> <td>(1-Chennai)</td> </tr> </table> <p>IV) Period of deputation: One year extendable upto three years</p>				ITI in Turner/Mechanist/} Carpenter/Mason }	1	(1-Kolkata)	ITI in Mechanical & Electrical	2	(2-Bengaluru)	ITI in Carpenter	3	(1-Mohali, 1-Patna; 1-Guwahati)	ITI in Fitter & Welder	1	(1-Chennai)
ITI in Turner/Mechanist/} Carpenter/Mason }	1	(1-Kolkata)													
ITI in Mechanical & Electrical	2	(2-Bengaluru)													
ITI in Carpenter	3	(1-Mohali, 1-Patna; 1-Guwahati)													
ITI in Fitter & Welder	1	(1-Chennai)													

6	Upper Division Clerk	Level-4	79
<p>I) Eligibility: i) Persons holding analogous post on regular basis; OR ii) 8 years regular service in LDC Grade</p> <p>II) Educational & other qualifications required for the post: Graduate from recognized University with typing on computer and knowledge of computer application will be desirable.</p> <p>III) Place of posting: Any of the BIS offices all over India</p> <p>IV) Period of deputation: One year extendable upto three years</p>			

2. The other terms and conditions for recruitment on deputation are given in the **Annexure I**.

3. The candidates, irrespective of any category, who fulfill the eligibility criteria required for the posts, as detailed above, may send their applications **through proper channel** in the prescribed proforma, given in **Annexure II**, so as to reach to **Director (Establishment), Bureau of Indian Standards, Manak Bhavan, 9, Bahadur Shah Zafar Marg, New Delhi 110002** alongwith attested copies of certificates relating to age, caste/category, qualifications and experience within 60 days from the date of publication of this advertisement in the 'Employment News'/Rozgar Samachar. The application should be sent **only** by **Speed Post** in the envelope superscribing "**The application for the post of** (name of the post applied for) on **Deputation**".

4. The concerned authorities are requested to forward the applications of the **eligible** candidates alongwith their (i) APAR dossiers (attested copies) for the last five years; (ii) Vigilance Clearance Certificate; and (iii) Integrity Certificate duly signed by the appropriate authority.

5. The **Declaration** to be submitted by the candidate alongwith the certificate for the use of forwarding authorities, is given in **Annexure – III**.

Annexure – I

Terms and conditions

1. **Maximum Age Limit:**
56 years (On the closing date of the receipt of applications)
2. **Last date of receipt of applications –**
60 days from the release of advertisement in the Employment News / Rozgar Samachar
3. **Others:**
The general terms & conditions of deputation, shall apply.
4. *Departmental candidates of BIS will not be eligible to apply for the post on deputation*
5. *BIS reserves right to increase or decrease the number of vacancies in any or all posts. BIS also reserves right to withhold or cancel the recruitment process at any time without assigning any reason. No correspondence shall be entertained in this regard.*

Annexure - II
Application Form
(To be filled in Capital Letters)



1. Name of the Applicant :
2. a) Father's Name :
b) Husband's Name (wherever applicable) :
3. Category (General/SC/ST/OBC/PWD) :
4. Date of Birth :
5. Age as on last date of receipt of application: ----years-----months-----days.
6. Present Post held and date of regular appointment to the post :
7. Scale of Pay and Present Basic Pay :

Level in the Pay Matrix (as per 7 th CPC)	Present Pay in the Level in the Pay Matrix (as per 7 th CPC)

8. Name of Present Ministry/Dept/Orgn. (where presently employed) :
9. Preference for place of posting (From among the places given in Advertisement, wherever required) :
i)
ii)
iii)
10. Educational Qualification (Graduation onwards):

Examination passed	Name of the University/Institute	Subject(s)/Discipline	Division/Grade	Percentage of Marks	Year of Completion

11. Details of other qualifications, required for the post:

Name of the Degree/diploma/etc	Name of the University/Institute	Subject(s)/Discipline	Division/Grade	Percentage of Marks	Year of Completion

12 Experience (In Chronological Order):

Ministry/Dept. /Organization	Post Held on regular basis	Scale of pay / Pay drawn	Period of Service		Total Experience (years/ months)	Nature of duties performed
			From (date)	To (date)		

13. Address for Correspondence (in capital letters)

- i) a) Office Address :
-
-
-
- b) Residential Address :
-
-
-
- ii) Mobile No. :
- iii) Email ID :

Dated:

(Signature of the Applicant)

(Name of the applicant)

Annexure - III

DECLARATION

1. I hereby certify and declare that
 - (i) I have carefully gone through the conditions given in the Advertisement;
 - (ii) All the statements made and information given by me in this Application Form are true, complete and correct to the best of my knowledge and belief;
 - (iii) I fulfill all the criteria of eligibility regarding age, educational/other qualifications and experience, etc prescribed, as on closing date of the receipt of applications for the post applied; and
 - (iv) In case my application is not received by BIS within the stipulated date due to postal delay or any reason, BIS will not be responsible for such delay.
2. I fully understand that in the event of incomplete Application Form OR any information or part of it, being found false or incorrect, before or after appointment, action can be taken against me by BIS and my candidature/appointment shall automatically stand cancelled/terminated.

(Name & Signature of the Applicant)

Date :

Place :

CERTIFICATE

(For use of Forwarding Authority)

1. It is certified that;
 - (i) Shri / Smt.fulfills the eligibility criteria given in the advertisement;
 - (ii) There is no vigilance/administrative case either pending or contemplated against Shri / Smt.; and
 - (iii) No major/minor penalty has been imposed on Shri/Smt. during the last 10 years. (In case any penalty was imposed, the details thereof may please be given)
2. Duly attested copies of APARs of the applicant, for the last five years, are enclosed herewith.
3. On Selection of Shri/Smt..... for the post of in BIS on deputation, he/she will be relieved at the earliest.

(Signature)

Date: Name of the Forwarding Officer :
Place: Designation :
Office Phone No. :
Office email ID :
Office Seal :