



BUREAU OF INDIAN STANDARDS

Applications are invited from ELIGIBLE CANDIDATES for filling up the existing vacancies and preparing a panel for future vacancies to the under mentioned posts for office of this Bureau (BIS), functioning under the administrative control of Ministry of Consumer Affairs, Food & Public Distribution, Govt. of India, located at New Delhi and its various Branch Offices spread all over India.

| | | <u>SC</u> | <u>ST</u> | <u>OBC</u> | <u>UR</u> | <u>TOTAL</u> | <u>PH</u> |
|------|-----------------------------|-----------|-----------|------------|-----------|--------------|-----------|
| i) | ASSISTANT | 01 | - | 03 | 06 | 10 | 01 |
| ii) | STENOGRAPHER | - | - | 01 | 01 | 02 | - |
| iii) | TECHNICAL ASSISTANT (LAB) - | 01 | - | - | 02 | 03 | 01 |
| iv) | JUNIOR STENOGRAPHER | 01 | 02 | 07 | 05 | 15 | 01 |
| v) | LOWER DIVISION CLERK | 04 | - | 12 | 10 | 26 | 01 |

NOTE: The number of vacancies is provisional and may vary as per the requirement of the Bureau.

2. Place of Work: The selected candidates will be liable to serve anywhere in India. Therefore, **only the candidates willing to work anywhere in India, need apply.**

3. Reservation: "Interlocking reservation will be provided to PH CANDIDATES AS PER GOVT. OF INDIA INSTRUCTIONS". Handicapped persons with minimum 40% disability can apply for competing for the posts advertised.

- 4. Age limit:**
- 18-30 years as on 01 July 2009 for the posts of Assistant and Stenographer
 - 18-27 years as on 01 July 2009 for the posts of Technical Assistant (Lab.), Junior Stenographer and Lower Division Clerk
 - 50 yrs as on 01 July 2009 for Departmental candidates, as per BIS (Rectt. to Admn., Finance & Other Posts) Regulations, 2007;
 - Relaxation in age for SC/ST/OBC/PH/Ex-servicemen, as per GOI rules

5. Fee Payable for each post as under, only by **Demand Draft** in favour of **BUREAU OF INDIAN STANDARDS** payable at **NEW DELHI:**

- Assistant** : **Rs 300.00**
- Stenographer** : **Rs 300.00**
- Technical Assistant (Lab):** **Rs 300.00**
- Junior Stenographer** : **Rs 250.00**
- Lower Division Clerk** : **Rs 250.00**

(Fee Exemption for

- SC/ST/PH and departmental candidates for all posts
- Ex-servicemen for the posts of Junior Stenographer and LDC

6. The Scales of Pay and the qualification prescribed for the posts are as under:

I. ASSISTANT -

- i) Scale of Pay: Rs. 5500-175-9000 (Pre- revised)**
[Placed in PB-2/ Rs 9300- 34800 + Grade Pay Rs. 4200 in the revised pay structure]
- ii) Qualification:** Degree from a recognized University
- iii) Process of recruitment:**
- a) Written Examination:** English Language, Clerical Aptitude, General Awareness, Numerical Aptitude
- b) Interview-**

II. STENOGRAPHER -

- i) Scale of Pay: Rs. 5500-175-9000 (Pre- revised)**
[Placed in PB-2/ Rs 9300- 34800 + Grade Pay Rs. 4200 in the revised pay structure]
- ii) Qualification:**
- a) Degree from a recognized University
- b) Shorthand speed of 100 words per minute in English/Hindi
- c) Knowledge of Computer
- iii) Process of recruitment:**
- a) Written Examination:** English Language, Clerical Aptitude, General Awareness, Numerical Aptitude
- b) Shorthand Test** at the speed of 100 wpm in English/Hindi
- c) Interview-**

III. **TECHNICAL ASSISTANT (LAB) -**

- i) **Scale of Pay: Rs. 5000-150-8000 (Pre- revised)**
[Placed in PB-2/ Rs 9300-34800 + Grade Pay Rs. 4200 in the revised pay structure]
- ii) **Qualification:** Bachelor's Degree in Science (with Chemistry /Microbiology/Physics /Bio-Technology as one of the main subject) with minimum 60% marks (50% marks for SC/ST)
- OR**
- Three years' diploma in Mechanical/Electrical / Civil / Chemical / Electronics / Agricultural Engineering/Food Technology with minimum 60% marks (50% marks for SC/ST)
- iii) **Process of recruitment:**
- a) **Written Examination: Part A**
Subject paper in 3 disciplines with physics, chemistry, biology/mathematics
- Part B**
General Paper (General awareness, numerical ability, etc.)
- b) **Interview-**

IV. **JUNIOR STENOGRAPHER -**

- i) **Scale of Pay: Rs. 4000-100-6000 (Pre- revised)**
[Placed in PB-1/ Rs 5200-20200 + Grade Pay Rs. 2400 in the revised pay structure]
- ii) **Qualification:**
- a) Graduate with One Year Diploma/Certificate in computers from a reputed Organizations
- b) Shorthand speed of 80 words per minute in English or Hindi &
- c) Knowledge of computer
- iii) **Process of recruitment:**
- a) **Written Examination:** English Language, Clerical Aptitude, General Awareness, Numerical Aptitude
- b) **Shorthand Test** at the speed of 80 wpm in English/Hindi

V. LOWER DIVISION CLERK –

- i) Scale of Pay: Rs. 3050-75-3950-80-4590 (Pre- revised)**
[Placed in PB-1/Rs 5200-20200 + Grade Pay Rs. 1900] in the revised pay structure]
- ii) Qualification :**
- a) Graduate from a recognized University with One Year Diploma/ Certificate Course in Computer from a reputed Institution.
- b) English typing speed of 30 words per minute or Hindi typing speed of 25 words per minute
- iii) Process of recruitment:**
- a) **Written Examination:** English Language, Clerical Aptitude, General Awareness, Numerical Aptitude
- b) **Typing Test** at the speed of 25/30 wpm in Hindi/English

7. The Written Exam is likely to be conducted at **New Delhi, Mumbai, Chennai, Kolkata Hyderabad and Guwahati** or any other place where the concentration of applicants is large. However, the examination centre other than these places can be decided/changed as per need/administrative reasons.

8. Allowances and other benefits: The candidates recruited shall be entitled for Dearness Allowance, House Rent Allowance, Transport Allowance, Leave, Medical Benefits, etc. as per Central Government Rules.

HOW TO APPLY

Candidates satisfying the conditions of eligibility as on **01.07.2009** shall submit their Application in the format given in the annexure which shall be either hand-written in bold capitals or typewritten on **A4 size** paper only. **The candidates may download the application format from our website www.bis.org.in**. The application should be properly signed. **DO NOT attach any certificate or copy except copy of Caste Certificate** in respect of SC/ST/OBC and PH candidates claiming relaxation/concession.

Application fee (non-refundable)

The application fee shall be paid by **demand draft** only (valid for six months), favoring **“BUREAU OF INDIAN STANDARDS”** payable at **New Delhi**. Cheque / Postal Orders or Money Order Remittances will not be accepted. Candidate’s name, mailing address, post applied for and mobile number should be written on the reverse of the Demand Draft.

Last date for receipt of application form together with demand draft towards application fees will be **one month from the date of release of advertisement** in the **Employment News/Rozgar Samachar**. Application form completed in all respects with enclosures should be sent in a closed cover with a superscription on the cover “Post Applied for _____” to the following address by **ORDINARY POST only**:

**POST BAG NO. 4
INDRAPRASTHA HEAD POST OFFICE
NEW DELHI 110 002**

The Application sent other than by ordinary post will not be accepted and BIS will not take any responsibility for the same . (Application sent through Registered Post/ Speed Post Courier will not be accepted under any circumstances.) BIS will not take any responsibility for delay in receiving the Application Form or for loss in postal transit. No communication will be entertained in this regard.

GENERAL INSTRUCTIONS:

- a. Candidates should ascertain, before applying, that they satisfy all the eligibility conditions as stipulated in the advertisement. Candidates who do not satisfy the eligibility conditions will be liable to be disqualified at any stage of recruitment/selection.
- b. If a candidate applies for more than one post, he should **send separate application for each post alongwith separate application fees**. Applying for more than one post in single application may lead to rejection of such application. **The envelope** containing the application **must be superscribed in bold** letters on top as **“APPLICATION FOR THE POST OF _____”**
- c. Application Form not in the prescribed format or incomplete / unsigned or received without the Demand Draft for application fee wherever applicable or without Caste Certificate in case of SC/ST/OBC/PH applicants shall not be considered and are liable to be rejected. Those candidates working in Government/Semi-Government/Public Sector Undertakings should apply through proper channel. However, BIS employees shall send their applications directly through their respective Departmental Heads.

d. The candidates must check the following on the Bank Draft before dispatch of application form:-

- Date of Issue must be correct on the Draft
- Check whether Signature of Bank authorities are there
- Address of the Issuing Bank should be there on the draft including Branch Code.
- Draft Amount i.e. words and figures must be written correctly.
- Draft must be in favour of “BUREAU OF INDIAN STANDARDS” payable at New Delhi
- Bank Draft must be valid for six months
- Candidate name, Father name, Telephone no. must be mentioned on reverse of bank draft.

Mutilated / incorrect drafts enclosed with application are liable to be treated as rejected

e. Application once submitted will not be allowed to be withdrawn and the Application fee once paid will not be refunded under any circumstances nor will it be held in reserve for future recruitment. The eligible candidates will be intimated separately about the exact date & venue of the examination.

f. Decision of the BIS in all matters regarding eligibility, conduct of examination, other tests, Interview, selection and posting would be final and binding on all candidates. No representation or correspondence will be entertained by the BIS in this regard.

g. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

12. Educational / Technical Qualification

| Examination passed | University/ Institute | Subject/Discipline | Year of Passing | Percentage of Marks | Division |
|--------------------|-----------------------|--------------------|-----------------|---------------------|----------|
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| | | | | | |
| | | | | | |

13. Experience if any, starting from previous to present (Total Experience ____ Years ____Months)

| Post Held | Designation | Scale of pay / salary per month | Period of Service | | Total Experience in years | Nature of work, in brief |
|-----------|-------------|---------------------------------|-------------------|----|---------------------------|--------------------------|
| | | | From | To | | |
| | | | | | | |
| | | | | | | |

14. Permanent Address:

| | | |
|---------------|---|----------|
| Name | : | |
| Father's Name | : | |
| Address | : | |
| | : | |
| District | : | |
| State | : | Pin Code |

Please affix one self attested recent passport size photograph

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby certify and declare that (i) I am an Indian National, (ii) I have read the provisions given in the Advertisement, (iii) All statements made and information given by me in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or incorrect before or after the exam./interview or appointment, action can be taken against me by the BIS and my candidature / appointment shall automatically stand cancelled/terminated, (iv) I further declare that I fulfill all the conditions of eligibility regarding age, educational, technical qualifications, etc. prescribed for the post applied for as on 1st July 2009. (v) In case my application is not received by BIS within the stipulated date due to postal delay or otherwise, BIS will not be responsible for such delay.

Place:

Date:

(Signature of the Applicant)

Note : Please do Not attach any certificate or photocopies of the certificate's EXCEPT Caste Certificate in respect of SC/ST/OBC and PH Category candidates claiming relaxation/concession.

Encls: 1. Demand Draft
2. Caste Certificate (only if the candidate belongs to SC/ST/OBC).