

## **BUREAU OF INDIAN STANDARDS**

1) Applications are invited from eligible/qualified candidates to fill up **FIVE** posts of Deputy Director [Administration & Finance] by **Direct Recruitment** [04 for Delhi and 01 for Chennai] in the pay-scale of 10000-325-15200.

2) **Eligibility Conditions:**

**Age Limit:** 40 years as on 01-01-2008

**Essential Qualification:** A Degree of a recognized University; and a member of the Institute of Company Secretary of India/master of Business Administration (MBA) (specialization in Personnel Management)/Post Graduate Degree or Diploma in Personnel Management/Labour and Social Welfare from a University or a recognized Institution;

**or**

Chartered Accountant/Cost and Works Accountant/Graduate Subordinate Accounts Service (SAS) Accountant/Master of Business Administration (MBA) with finance specialization.

**Experience:** Atleast 8 years' experience in the relevant work area [Accounts/Finance/Legal/Establishment/Administration] in a Government, Semi-Government or in a commercial concern of repute, out of which 05 years shall be in a senior position.

**Desirable Qualification:** A degree in law. At least 08 years' experience in the relevant work area, out of which 05 years in a senior position in a Government, Semi-Government or in a commercial concern of repute.

**Duties attached to post:**

- (a) **Dy. Director (Finance/Accounts):** Coordination of the functions of all sections under the Department at Headquarters; coordination with Regional/Branch Offices; Finalization of Accounts and preparation of Balance Sheet; Coordination of Internal & Statutory Audit; Authorization of all payments; Signing of cheques and operation of Bank Accounts; Filing of Statutory Returns; Financial examination of proposals; budget and budgetary control; Salaries & Advances; Provident Fund Accounts; and Pension & Retirement Benefits.
- (b) **Dy. Director (Legal):** General Administration and supervision of the activities of Legal Department, advise on all matters having legal implications; interpretation of BIS Act, Rules and Regulations, amendments, etc; legal vetting of documents, notices, correspondences and other related certification, administration and personnel matters; coordination with advocates; examination of cases/enforcement cases; filing handling and monitoring the cases; handling of disputes in labour courts and rendering advice; matters related to Legal Advisory Committee; arbitration, MRTTP cases. civil suites, etc; coordination with Ministry, State Level and National Level Commissions, Consumer Forums, etc; coordination with ROs/BOs and Enforcement Department.
- (c) **Dy. Director (Establishment):** General Administration and coordinating with all the sections of the Establishment Department at Headquarters and reporting to head of the department, policy formulation and implementation, manpower planning, selection & recruitment, industrial relations, disciplinary matters, establishment matters including reservation policy.
- (d) **Dy. Director (Administration):** In general, to look after all the activities of the department, scrutinizing and also signing of proposals, bill, etc. emanating from various sections of the departments; specific responsibilities for looking after telephone services, hiring of office premises, insurance of the office property and the welfare activities .
- (e) **Dy. Director (Administration & Finance), Southern Regional Office (SRO), Chennai -** General Administration, legal and Accounts work of RO, coordination with and guidance to the Branches under RO regarding the Administration & Accounts matters; Coordination with Accounts and Finance and other related departments at Hqrs; Finalization of Accounts of the RO; Coordination of Internal & Statutory Audit; Authorization of all payments; signing of cheques and operation of Bank Accounts; filing of statutory returns..

- 3) **Place of Posting** Initial place of posting would primarily be at Headquarters, New Delhi and SRO, Chennai but liable to be transferred anywhere in India.
- 4) **Allowances and other benefits:** Allowances similar to those enjoyed by the Central Govt. Employees and Leave Encashment as per BIS Rules in force.
- 5) **Selection:** As per BIS Rules.
- 6) **How to apply:** Candidates fulfilling the above criteria should submit their applications on a foolscap size paper, type in double space or neatly hand written in the format given below, through their employers or by his written consent.

The completed application alongwith the attested copies of certificates relating to age, qualifications, experience, one recent passport size photograph, duly pasted on the Application, etc should reach the **Director [Establishment], Bureau of Indian Standards, Manak Bhavan, 9, Bahadur Shah Zafar Marg, New Delhi – 110 002** within one month from the date of publication of the advertisement.

**POST OF .....**

- 1) **NAME (IN BLOCK LETTERS:**
- 2) **FATHER'S/HUSBAND'S NAME:**
- 3) **DISCIPLINE:**  
*(Accounts/Finance/Legal/Personnel/Administration}*
- 4) **DATE OF BIRTH:**
- 5) **QUALIFICATION:**  
*(with division and %age of marks)*
- 6) **NATIONALITY:**
- 7) **PRESENT ADDRESS:**
- 8) **PERMANENT ADDRESS:**
- 9) **OFFICIAL ADDRESS:**
- 10) **PRESENT POST HELD WITH PAY SCALE:**
- 11) **WHETHER TEMPORARY/PERMANENT:**
- 12) **DATE OF APPOINT/PROMOTION TO PRESENT POST:**

*Paste your self attested recent passport size photograph*

13) **DETAILS OF SERVICE:**

Sl. No.	Name of the Office	Post Held	From	To	Scale of Pay	Nature of duties
(1)	(2)	(3)	(4)	(5)	(6)	(7)

14) **OTHER INFORMATION, IF ANY:**

- 15) **DECLARATION:** I hereby declare that all the statements made in the application for true, complete and correct to the best of my knowledge and belief.

Date:  
Place

Signature of Candidate