



BUREAU OF INDIAN STANDARDS
Manak Bhawan, 9, Bahadur Shah Zafar Marg, New Delhi – 110 002
Website : <http://www.bis.org.in>

Applications are invited by the Bureau to fill up the following posts on deputation basis. Officers of Central Government/State Government/Autonomous Bodies who fulfill the eligibility conditions may send their applications in the prescribed proforma given below so as to reach the Director [Establishment], Manak Bhawan, 9, Bahadur Shah Zafar Marg, New Delhi 110 002 through proper channel alongwith (i) CR dossiers (attested copies) for the last five years (ii) Vigilance Clearance Certificate (iii) Integrity Certificate duly signed by the Competent Authority (iv) list of minor/major penalties imposed during the last 10 years, if any, within 45 days from the date of publication of this advertisement in the Employment News.

Sl. No.	Name of the Post	No. of Posts/Place of Posting	Pay Band + Grade Pay (in Rs.)	Eligibility Conditions
1	Secretary	01/ New Delhi	PB-3 (15600-39100) + 7600	(a) (i) Officers holding analogous post on regular basis, or (ii) Officers with 5 years' regular service in the scale of pay of Rs. 10000-325-15200 (pre-revised)/Pay Band:PB-3(15600-39100) + 6600 (Grade Pay) (revised). (b) Graduate, qualified Company Secretary/Post Graduate Degree or Diploma in Personnel Management/Labour and Social Welfare from a University or a recognized Institution, 10 years' experience in the field of Personnel Management in a Government, Semi-Government, or reputed large organization, of which 5 years shall be in a senior position through knowledge of Government of India Rules pertaining to conditions of service.
2	Director [Finance]	01/ New Delhi	PB-3 (15600-39100) + 7600	(a) (i) Officers holding analogous post on regular basis, or (ii) Officers with 5 years' regular service in the scale of pay of Rs. 10000-325-15200 (pre-revised)/Pay Band:PB-3(15600-39100) + 6600 (Grade Pay) (revised); and (b) Officers possessing qualifications of Chartered Accountant, Cost and Works Accountant/Subordinate Accounts Services (SAS) Accountant/Master of Business Administration (MBA) (with finance specialization).
3	Dy. Director [Administration & Finance]	03/ One each at New Delhi, Chandigarh and Kolkata	PB-3 (15600-39100) + 6600	Officers of the Central Government/State Government/Autonomous Bodies, (a) Holding analogous post on regular basis, or (b) with 5 years regular service in the scale of pay of Rs. 8000-13500 (pre-revised)/PB-3 Rs. 15600-39100 + Rs. 5400 (GP) (revised) and possessing experience in the field of Administration/Finance. (c) possessing Educational Qualifications of 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.
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General : The period of deputation will be for a period of three years. The maximum age limit for appointment on deputation shall not exceed 56 years as on closing date of receipt of applications. Applications received after due date or without the confidential reports or otherwise found incomplete, will not be considered.

CURRICULUM VITAE PROFORMA

1. NAME OF THE CANDIDATE (in block letters) :
2. Date of Birth :
3. Date of retirement under Central/State Government Rules :
4. Nationality & Religion :
5. Address for Communication: :
[Pl. also indicate the contact nos., if any]
6. Permanent Address :
7. Whether Educational Qualifications & Experience required for the post are satisfied. (If qualification has been treated as equivalent to the one prescribed in the Rules, state the Authority for the same) :

Affix your recent passport size photo

Qualification/Experience required	Qualifications/Experience possessed by the officer
Essential: i) :	:
ii) :	:

8. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post:
9. Details of employment in chronological order [of the last five years]. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post Held	Period of the post held	Scale of Pay and Basic Pay	Nature of duties (in detail)
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10. Nature of the present employment i.e. *ad hoc* or Temporary or Quasi-Permanent or Permanent
11. Additional details about present employment:
Please state whether working under (indicate the name of your employer against the relevant column):
 - (a) Government
 - (b) Semi Government
 - (c) Autonomous Body
12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
13. Total emoluments per month now drawn

14. Additional information, if any, which you would like to mention in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the advertisement (NOTE - Enclose a separate sheet, if the space is insufficient).
15. Whether belongs to SC/ST
16. Whether applied anywhere else also? If yes, pl. mention details and present status.

I hereby declare that I have carefully gone through the Advertisement and I am also aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date:

Place:

Signature of the candidate:

CERTIFICATE

(to be given by the authority forwarding the application)

- i) Certified that the particulars furnished by the candidate have been checked from the records and found correct.
- ii) Certified that the candidate is eligible as per conditions mentioned in the advertisement.
- iii) Certified that there is no vigilance/administrative case either pending or contemplated against him/her.
- iv) No major/minor penalty has been imposed on Shri/Smt. during the last 10 years.
- v) The complete CR dossiers for the last five years (photocopies of the ACRs duly attested by the officer not below the rank of Under Secretary) of the candidate are enclosed herewith.

Signature

Name and Seal of the authority forwarding the application

Date..

Place:.....

Telephone No.....