



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 direct recruitment/deputation basis. The candidates who fulfill the eligibility conditions may send their applications in the proforma prescribed below, so as to reach the Director [Establishment], Manak Bhawan, 9, Bahadur Shah Zafar Marg, New Delhi 110 002 through proper channel alongwith (i) attested copies of certificates relating to age, caste/category, qualifications and experience; (ii) CR dossiers (attested copies) for the last five years; (iii) Vigilance Clearance Certificate; (iv) Integrity Certificate duly signed by the Competent Authority; and (iv) list of minor/major penalties imposed during the last 10 years, if any, **within 30 days** from the date of publication of this advertisement in the Employment News dated 02 -08 June 2012 i.e. upto 01 July 2012

Sl. No.	Name of Post/ Method of Recruitment	Place of Posting	No. of post(s)/ Category	Pay Band + Grade Pay (in Rs.)	Age Limit/ other information	Eligibility Conditions
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Secretary/ By Direct Recruitment	New Delhi	01 /UR	PB-3/ Rs. 15600- 39100 + 7600 (GP)	Maximum age limit will be 45 Yrs as on the closing date of applications. Relaxation in age for SC/ST/ OBC/PH/Ex-Servicemen, as per GOI's Rules	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; thorough knowledge of Government of India Rules pertaining to conditions of service.
2.	Director [Establishment]/ By Deputation basis	New Delhi	01	PB-3/ Rs. 15600- 39100 + 7600 (GP)	The maximum age limit for appointment on deputation shall not exceed 56 years as on closing date of receipt of applications. Period of deputation shall initially be for one year which may be extended , if required	(a) (i) Officers holding analogous post on regular basis, or (ii) Officers with 5 years' regular service in the pay-scale of PB-3/Rs. 15600-39100 + 6600 (Grade Pay) ; and (b) Officers possessing qualification Degree in Science or Arts; 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 filed of Personnel Management in a Government, Semi-Government or a reputed large organization, of which five years' shall be in a senior position.
3.	Dy. Director [Administration & Finance]/ By Direct Recruitment	Chandigarh/ Mumbai/ New Delhi	UR 01 SC 01 OBC 01 <hr/> Total 03	PB-3/ Rs. 15600- 39100 + 6600 (GP)	Maximum age limit will be 40 Yrs as on the closing date of applications. Relaxation in age for SC/ST/OBC/ PH/Ex-Servicemen, as per GOI's Rules	Deputy Director (Personnel Administration) – 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 with 08 years' experience in the field of Personnel Management in a Government, Semi-Government or in a commercial concern of repute, out of which 05 years shall be in a senior position. OR

Sl. No.	Name of Post/ Method of Recruitment	Place of Posting	No. of post(s)/ Category	Pay Band + Grade Pay (in Rs.)	Age Limit/ other information	Eligibility Conditions
(1)	(2)	(3)	(4)	(5)	(6)	(7)
						Deputy Director (Finance/Accounts) – Chartered Accountant/Cost and Works Accountant/Graduate Subordinate Accounts Service (SAS) Accountant/Master of Business Administration (MBA) with finance specialization with atleast 8 years experience in Accounts work in a Government, Semi-Government or in a Commercial concern of repute, out of which 05 years shall be in a senior position.
4.	Dy. Director [Administration & Finance]/ By Deputation	New Delhi	01	PB-3/ Rs. 15600-39100 + 6600 GP	The maximum age limit for appointment on deputation shall not exceed 56 years as on closing date of receipt of applications. Period of deputation shall be for three years.	a) (i) Officers holding analogous post on regular basis, or (ii) Officers with 5 years' regular service in the pay-scale of PB-3/ Rs. 15600-39100 + 5400 (Grade Pay); and (b) Officers possessing qualification prescribed for direct recruitment under Column 7 of Sl.. No. 3.

Applications received after due date or without the confidential reports or otherwise found incomplete, shall be summarily rejected. BIS will not take any responsibility for delay in receiving the application or loss in post transit and no communication shall be entertained in this connection.

APPLICATION FOR THE POST OF

1. **NAME OF THE CANDIDATE**(in block letters):
2. **Date of Birth :**
3. **Age as on closing date of advertisement:**
4. **Date of retirement** under Central/State Government Rules
5. **Nationality & Religion:**
6. **Address for Communication:**
[Pl. also indicate the contact nos., if any]
7. **Present Employer's address for communication:**
[Pl. also indicate the contact nos., if any]
8. **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: a) :

b)

9.	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post:						
10.	Details of employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.						
	Name, address and status of Deptt./Office <i>[Whether Govt./Semi-Govt./Reputed large concern or organization]</i>	Post held/Nature of employment <i>[Whether permanent or temporary or on deputation]</i>	Period of the post held		Scale of Pay+ Basic Pay per month	Total Experience [in years]	Nature of duties (in brief)
			From	To			
	(1)	(2)	(3)	(4)	(5)	(6)	(7)

- 11 **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.
- 12 **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).
- 13 **Whether belongs to SC/ST/OBC/PH/Ex-Servicemen** :
- 14 **Whether applied anywhere else also?** If yes, pl. mention details and :
 . present status.

DECLARATION

I hereby certify and declare that I have carefully gone through the conditions given in the Advertisement and 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 and after the interview or appointment, actions can be taken against me by the BIS and my candidature/appointment shall automatically stand cancelled/terminated.

I further declare that: i) I fulfill all the conditions of eligibility regarding age, educational qualifications and experience, etc prescribed as on closing date of the receipt of applications for the post applied and ii) 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.

Date:

Place:

Signature of the applicant

CERTIFICATE

(to be given by the authority forwarding the application of the candidate in service)

- i) Certified that the candidate is eligible as per conditions mentioned in the advertisement.
- ii) Certified that there is no vigilance/administrative case either pending or contemplated against him/her.
- iii) No major/minor penalty has been imposed on Shri/Smt..... during the last 10 years.
- iv) The complete APARs/ACRs of the applicant, for the last five years, duly attested by the officer not below the rank of Under Secretary, are enclosed herewith.

Signature

***Name and Seal of the authority forwarding
 the application***

Date:.....

Place:.....

Telephone No.....