

## **ANNEXURE - I**

1. **Probation:** 2 years
2. **Service benefits:** Leave /LTC/Medical benefits/ Leave Encashment for 15 days in a year
3. **Posting:** BIS reserves right to post the candidates on appointment in any of its offices located all over India.
4. **Career prospects:**
  - a) Promotional avenues to higher posts are available for all the posts.
  - b) Three Financial up-gradations in the higher grades under Modified Assured Career Progression Scheme are also available to all the posts.

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## ANNEXURE - II

### GENERAL INSTRUCTIONS REGARDING RESERVATION

**Abbreviations:** UR – Un-reserved, SC - Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Classes, PWD – Persons with Disabilities, VI – Visually Impaired, HI- Hearing Impairment, OH – Orthopedically Handicapped, ID & MI - Autism, intellectual disability, specific learning disability and mental illness, MD- Multiple disabilities, EWSs-Economically Weaker Sections.

- General:** i) “Interlocking reservation will be provided to PWD candidates as per Govt. of India instructions”; and
- ii) PWDS with minimum 40% disability shall only be eligible to apply for competing for the posts advertised.

#### 1. Definition of Persons with Disabilities (PW Ds)[Divyangjan]:

Under Section 2 (r) of the Right of Persons with Disabilities Act 2016, only such persons would be eligible for reservation who suffer from not less than 40% of specified disability and are certified by a Medical Board constituted by the Central/State Government. Candidates claiming such benefits should produce certificate in original (by the Competent Authority issued on or before the last date of online submission of application in the prescribed format available at the end of this advertisement) in support of their claim at the time of Interview/at any stage of the recruitment process. Persons with Disabilities will have to work in any Regional Office/Branch Office as per requirement. Candidates with the following disabilities are eligible to apply against the vacancies reserved for them (as per GOI guidelines dated 15 January 2018):

- i) Blindness and Low Vision –
- a) "blindness" means a condition where a person has any of the following conditions, after best correction—
- (i) total absence of sight; or
- (ii) visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or (iii) limitation of the field of vision subtending an angle of less than 10 degree.
- (b) "low-vision" means a condition where a person has any of the following conditions, namely:—
- (i) visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or
- (ii) limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.
- ii) Deaf and Hard of Hearing—
- (a) "deaf" means persons having 70 DB hearing loss in speech frequencies in both ears; (b) "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;.
- iii) Locomotive disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy –
- A Locomotor disability (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including—
- (a) "leprosy cured person" means a person who has been cured of leprosy but is suffering from—(i) loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;(ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;(iii) extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall construed accordingly;

(b) "cerebral palsy" means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;

(c) "dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;

(d) "muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterised by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;

(e) "acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance

iv) Autism, intellectual disability, specific learning disability and mental illness

1. "speech and language disability" means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.

2. Intellectual disability, a condition characterised by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behaviour which covers a range of every day, social and practical skills, including—

(a) "specific learning disabilities" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;

(b) "autism spectrum disorder" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

3. Mental behaviour,—

"mental illness" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognise reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by sub normality of intelligence.

4. Disability caused due to—

(a) chronic neurological conditions, such as—

(i) "multiple sclerosis" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;

(ii) "parkinson's disease" means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.

(b) Blood disorder—

(i) "haemophilia" means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterised by loss or impairment of the normal clotting ability of blood so that a minor wound may result in fatal bleeding;

(ii) "thalassemia" means a group of inherited disorders characterised by reduced or absent amounts of haemoglobin.

(iii) "sickle cell disease" means a hemolytic disorder characterised by chronic anemia, painful events, and various complications due to associated tissue and organ damage; "hemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of hemoglobin.

- v) Multiple disabilities from amongst persons with disabilities [under clause i to iv] including deaf-blindness -  
Multiple Disabilities (more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.

## **2. GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE**

- a) In case of candidates with benchmark disabilities in the category of locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/lab assistant shall be given, if so desired by the candidate.
- b) In case of other category of candidates with benchmark disabilities, the provision of scribe/lab assistant can be allowed on production of a certificate from the Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **APPENDIX-A**, to the effect that the person concerned has physical Limitation to write, and scribe is essential to write examination on his behalf.
- c) In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The candidates with benchmark disabilities opting for own scribe shall have to submit details of the own scribe as per proforma at **APPENDIX- B**

**Other terms & conditions for providing scribes as mentioned in the "Guidelines for conducting written examination for persons with benchmark disabilities 2018" issued by Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) on 29 August 2018 shall prevail.**

3. The Competent Authority for the issue of certificate shall be as specified in the "The Rights of Person with Disabilities Rules, 2017": (as notified by GOI from time to time):
- The Competent Authority for the issue of certificate For SC/ST/OBC:
- a) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner
- b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
- c) Revenue Officer not below the rank of Tahsildar
- d) Sub-divisional officer of the area where the candidate and or his family normally resides
4. The format of certificate to be produced by a Candidate belonging to scheduled caste or scheduled tribe and Other Backward Classes shall be as per FORM – A and FORM – B respectively, appended hereinafter.
5. For persons with Disabilities, the format of certificate of disability to be as per applicable Form (s) appended to "The Rights of Person with Disabilities Rules, 2017".
6. Reservation for Economically Weaker Sections (EWSs) will be as per provision(s) contained in DoPT OM no No.36039/1/2019-Estt (Res) dated 31st January 2019. The format of certificate to be produced by a Candidate will be as per Form(s) appended to the said OM

### **ANNEXURE – III**

- 1: The applicant should possess the required qualifications on the last date of submitting the application i.e. Therefore, appearing cases / incomplete qualification will not be accepted under any circumstances. Experience, wherever required, should be for the period after acquiring requisite educational qualifications for the post.
- 2: Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA / OGPA is awarded, the same should be converted into percentage and indicated in the online application.
- 3: Calculation of Percentage: The percentage marks shall be arrived at by dividing the marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honors/optional / additional optional subject, if any. This will be applicable for those Universities also where Class / Grade is decided on basis of Honors marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 49.99 % will be treated as less than 50%.
- 4: All the educational qualifications mentioned should be from a University/Institution/Board recognized by UGC, Govt. of India/approved by Govt. Regulatory Bodies. In the case of dual qualifications/specialization, candidates have to necessarily produce proof at the time of recruitment process that their major specialization conforms to the requisite eligibility prescribed for the post.

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## **ANNEXURE - IV**

### **UPPER AGE RELAXATION**

Permissible relaxation in upper age limit for different categories are as under:

<b>Code No.</b>	<b>Category</b>	<b>Age-relaxation permissible beyond the upper age limit</b>
01	SC/ ST	5 years
02	OBC	3 years
03	PwD (Unreserved)	10 years
04	PwD (OBC)	13 years
05	PwD (SC/ ST)	15 years
06	Ex-Servicemen (EXSM)	03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application.
07	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.	03 years
08	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ ST/OBC).	08 years for SC/ST and 06 years for OBC
09	Widows/ Divorced Women/ Women judicially separated and who are not remarried.	35 years of age
10	Widows/ Divorced Women/ Women judicially separated and who are not remarried (SC/ ST/OBC).	Up to 40 years of age for SC/ST 38 for OBC
11	BIS employees [Existing only]	Upto 50 years.

**NOTE:**

Cumulative Age Relaxation will not be available either under the above items or in combination with any other items.

**NOTE I:** The term Ex-Servicemen will apply to the persons who are defined as Ex-servicemen in the Ex-Servicemen (Re-employment in Civil Services and Posts) Rules, 1979, as amended from time to time.

**NOTE II:** The age concession under para (a) & (b) above will not be admissible to Ex-Servicemen and Commissioned Officers including ECOs/SSCOs who are released on own request.

**NOTE III:** Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of skill test/practical test/trade test and at any subsequent stage of the recruitment process as may be required by BIS.

**NOTE IV:** SC/ST/OBC (non- creamy layer) candidates applying against un-reserved vacancies shall be considered under General Standard of merit and no relaxation in upper age limit shall be available to them.

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**ANNEXURE – V**

**STRUCTURE OF EXAM**

**A) Technical Assistant (Lab)**

The exam shall comprise of the following syllabus:

Sl. No.	Name of the Test	No. of Questions	Maximum Marks	Total Time
1.	Reasoning	50	50	120 minutes
2.	English Language	50	50	
3.	General Awareness	50	50	
4.	Technical Knowledge of concerned discipline (Electric / Mechanical/ Chemical/ Microbiology/Civil)	50	50	
Total		200	200	

*The candidates will be required to secure at least 50% marks in the concerned discipline and also at least 50 % marks in aggregate out of total maximum marks in the on-line examination, to be called for skill test/practical test/trade test, which shall be qualifying in nature.*

**B) Senior Technician**

The exam shall comprise of the following syllabus:

Sl. No.	Name of the Test	No. of Questions	Maximum Marks	Total Time
1.	Reasoning	50	50	120 minutes
2.	English Language	50	50	
3.	General Awareness	50	50	
4.	Questions related to common syllabus of ITI	50	50	
Total		200	200	

*The candidates will be required to secure at least 50% marks in the Questions related to Common Syllabus of ITI (Sl. No.4) and also at least 50 % marks in aggregate out of total maximum marks in the on-line examination, to be considered for skill test/practical test/trade test, which shall be qualifying in nature.*

**NOTE1:** All the above-mentioned tests except the Test of English Language will be available bilingually, i.e. English and Hindi.

**NOTE2:** **PENALTY FOR WRONG ANSWERS:** There will be deduction of 0.25 marks for each wrong answer.



**ANNEXURE – VI**  
**EXAMINATION CENTRES**

The examination will/may be conducted at the following Centres:

<b>S.No</b>	<b>State</b>	<b>Test Cities</b>	<b>Sl. No.</b>	<b>State</b>	<b>Test Cities</b>
1	Andhra Pradesh	Vishakhapatnam	22	Telangana	Hyderabad
2	Andhra Pradesh	Vijayawada	23	Uttar Pradesh	Lucknow
3	Bihar	Patna	24	Uttar Pradesh	Allahabad
4	Chhattisgarh	Raipur	25	Uttarakhand	Dehradun
5	Goa	Panji	26	West Bengal	Kolkata
6	Gujarat	Ahmedabad	27	Chandigarh	Chandigarh
7	Gujarat	Vadodara	28	Delhi	Delhi
8	Haryana	Chandigarh	29	Sikkim	Gangtok
9	Himachal Pradesh	Shimla	30	Assam	Guwahati
10	Jammu and Kashmir	Jammu	31	Meghalaya	Guwahati
11	Jharkhand	Ranchi	32	Arunachal Pradesh	Guwahati
12	Karnataka	Bengaluru	34	Manipur	Guwahati
13	Kerala	Thiruvananthapuram	35	Meghalaya	Guwahati
14	Madhya Pradesh	Bhopal	36	Mizoram	Guwahati
15	Maharashtra	Mumbai	37	Tripura	Guwahati
16	Odisha	Bhubaneswar	38	Andaman and Nicobar Islands	Chennai
17	Punjab	Chandigarh	39	Dadar and Nagar Haveli	Ahmedabad/ Vadodara
18	Punjab	Bhathinda	40	Daman and Diu	Ahmedabad/ Vadodara
19	Rajasthan	Jaipur	41	Lakshadweep	Coimbatore
20	Tamil Nadu	Chennai	42	Puducherry	Chennai
21	Tamil Nadu	Coimbatore			

1. The address of the venue will be intimated through admit card to be sent by email.
2. No request for change of centre/venue /session date for Examination shall be entertained.
3. BIS reserves the right to cancel any of the Examination Centers and/ or add some other Centers, at its discretion, depending upon the concentration of candidates in a particular centre, administrative feasibility.
4. BIS reserves the right to allot the candidate to any centre other than the one he /she has opted for.
5. Candidate will have to appear for the examination at Exam. Centre at his/her risks and expenses.
6. BIS will not be responsible for any injury or losses of any nature.

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## ANNEXURE VII

### **OTHER GUIDELINES / INFORMATION FOR APPEARING IN ON-LINE EXAMINATION**

#### **1. CUT-OFFSCORE:**

- i) The candidates will be required to secure at least 50% marks in each test and also at least 50 % marks in aggregate out of total maximum marks in the on-line examination, to be considered for further selection process.
- ii) The corrected marks obtained by each of the candidates in different sessions (If held) will be normalized using equi percentile method; and
- iii) Mere passing in individual tests may not be sufficient as candidates should also obtain sufficiently high on total in order of merit, to be called for skill test/practical test/trade test, as the case maybe.

#### **2. PROCESS FOR ARRIVING AT SCORES**

The Scores of Online Examination are obtained by adopting the following procedure:

- (i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.
- (ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores\*

\* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

- (iii) Test wise scores and scores on total is reported with decimal point upto two digits.

**Note:** Cutoffs are applied in two stages:

- (i) on scores in individual tests;                      (ii) on Total Score

#### **3. VERIFICATION OF CANDIDATES: (IDENTITY VERIFICATION)**

In the examination hall as well as during the process of selection, the admit card along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the Admit Card) such as PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card with a photograph/ Employee ID with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the Admit Card, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

E-Aadhar Card and Ration Card are not valid id proofs for this project.

#### **NOTE:**

Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with online Examination Admit Card while attending the examination/skill test/practical test/trade test respectively, without which they will not be allowed to take up the examination/ skill test/practical test/trade test. Candidates must note that the name as appearing on the Admit Card (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the names indicated in the Admit Card and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate/affidavit in original.

- 3. **CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the Admit Card for Examination, **will not be permitted** to take the examination. The reporting time mentioned on the Admit Card is prior to the Start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification; and collection of various requisite documents; logging in; giving of instructions; etc.

#### **4. SELF ENSURING OF ELIGIBILITY**

- (ii) Before applying for the mentioned posts, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore to read this advertisement carefully and follow all the instructions given for submitting online application.
- (iii) Candidate's admission to the examination/subsequent process is strictly provisional. The mere fact that the Admit Card(s) has been issued to the candidate does not imply that his/ her candidature has been finally cleared. BIS would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect / false information / certificate / documents or has suppressed any material fact(s). If any of these shortcomings is/are detected after appointment, his/her services are liable to be summarily terminated.
- (iv) Decision of BIS in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the BIS in this behalf.

#### **5. INTIMATIONS:**

- (i) Intimations will be sent by email and/ or sms only at the registered email ID and/or mobile number registered in the online application form for Online Exam.
- (ii) BIS shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of BIS. Candidates are advised to keep a close watch on the BIS Website [www.bis.gov.in](http://www.bis.gov.in) for latest updates.

#### **6. USE OF MOBILE PHONES, PAGERS, CALCULATORS OR ANY SUCH DEVICES**

- (i) Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban for future examinations.
  - (ii) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/ pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.
  - (iii) Candidates are not permitted to use or have in possession calculators in examination premises.
7. Other detailed information regarding the Online Exam, will be given in an Information Handout, which will be made available for the candidates to download along with the Admit Cards from the BIS website.
8. The scribe arranged by the candidate should not be a candidate for the examination for any post. If violation of the above is detected at any stage of the process, candidature of the both, the candidate and the scribe, will be cancelled. Multiple attendance/ appearances in examination will be summarily rejected/ candidature cancelled.
9. Online applications once registered will not be allowed to be withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other examination.

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## 10. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- (a) using unfair means or
- (b) impersonating or procuring impersonation by any person or
- (c) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (d) resorting to any irregular or improper means in connection with his/ her candidature; **or**
- (e) obtaining support for his/ her candidature by unfair means, or
- (f) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
  - (i) To be disqualified from the examination for which he/ she is a candidate;
  - (ii) To be debarred either permanently or for a specified period from any examination conducted by BIS;
  - (iii) For termination of service, if he/ she has already joined the BIS.

**Important:** BIS would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by BIS in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, BIS reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

## 11. CALL LETTERS

The Centre, venue address, post applied for, date and time for examination / skill test/practical test/trade test, wherever applicable, shall be intimated in the respective Admit Card. A candidate who has registered successfully should download his/her Admit Card from the BIS's website [www.bis.gov.in](http://www.bis.gov.in) by entering his/her details i.e. Registration Number and Password/Date of Birth. No hard copy of the Admit Card/ Information Handout will be sent by post/ courier. **Intimations will be sent by email and/ SMS to the email ID and mobile number registered in the online application form.** BIS will not take responsibility for late receipt/ non-receipt of any communication e-mailed/ sent via SMS to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of BIS.

Candidates are hence advised to regularly keep in touch with the BIS website [www.bis.gov.in](http://www.bis.gov.in) for updates and any information which may be posted for further guidance well as to check their registered e-mail account from time to time during the recruitment process.

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## **Annexure – VIII**

### **HOW TO APPLY**

#### **DETAILED GUIDELINES/PROCEDURES FOR:**

##### **A. APPLICATION REGISTRATION**

##### **B. PAYMENT OF FEES**

##### **C. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD**

Candidates can apply **online only** from **09:00 hrs, 17 February 2020** to **18:00 hrs, 08 March 2020** and no other mode of application will be accepted.

#### **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should-

- i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- ii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download Admit Cards for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.
- iii. **APPLICATION FEES/ INTIMATION CHARGES (NONREFUNDABLE)**  
**PAYMENT OF FEE ON-LINE : [09:00 hrs, 17 February 2020 to 18:00 hrs, 08 March 2020]**  
Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

#### **A. APPLICATION PROCEDURE**

1. Candidates will have to go to the BIS website [www.bis.gov.in](http://www.bis.gov.in) and click on tab "Recruitment Advt./Results" under the head "Career Opportunities" and then click on "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMITBUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINALSUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

#### **A. PAYMENT OF FEES (ONLINE MODE)**

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLECHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take **a printout of the e-Receipt** and online Application Form. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. There is facility to print application form containing fee details after payment of fees.

#### **B. GUIDELINES FOR SCANNING AND UPLOAD OF PHOTOGRAPH (4.5CM ×3.5CM) & SIGNATURE**

**Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.**

##### **Photograph Image:**

- Photograph must be a recent passport style color picture.
- Make sure that the picture is in color, taken against a light-colored, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning.

##### **Signature Image:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Attendance sheet and wherever necessary.
- The applicant's signature obtained on the Admit Card and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the applicant may be disqualified.

- Dimensions 140 x 60 pixels(preferred)
- Size of file should be between 10kb –20kb
- Ensure that the size of the scanned image is not more than20kb
- Signature in CAPITAL LETTERS shall NOT be accepted.

### **Scanning the photograph & signature:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

### **Procedure for Uploading the Photograph and Signature**

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button

Your Online Application will not be registered unless you upload your photograph and signature as specified.

### **Note: :**

- (1) In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- (2) After registering online candidates are advised to take a printout of their system generated online application forms.

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## **Annexure –IX**

### **OTHER IMPORTANT INSTRUCTIONS**

- All the communications/directions/information relating to recruitment process or even thereafter shall be made through the registered email ID/SMS at the registered mobile number only. Important notices and information shall be uploaded on BIS website also. Therefore, the candidates should check their email ID/SMS and also visit BIS website regularly for updated information.
- Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Delhi.
- **PENALTY FOR WRONG ANSWERS:** There will be deduction of 0.25 marks for each wrong answer in the on-line examination.
- Canvassing in any form will be a disqualification.
- In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on BIS website shall prevail.
- BIS shall not be responsible for any application made / wrong information provided by an unauthorized person / institution. Candidates are advised not to share their application details with anyone.
- Appointment of candidates shall be subject to his/her being declared medically fit, and also subject to service and conduct rules applicable to BIS. Decision of BIS will be final and binding on candidates.
- BIS reserves the right to change (cancel/ modify or add) any of the criteria, method of selection and allotment with or without assigning any reason.
- The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- BIS shall make efforts to conduct the online examination for each post in a separate session, but in case, the on-line examination for all (or certain) posts is required to be conducted on the same day and at the same time, due to any reason, in such a situation, the candidate will be able to appear in on-line examination for only one post. Therefore, the candidates are advised to make note of this fact.

**Instructions for Existing Departmental Candidates of BIS** *(i.e. presently*



*serving BIS employees*) who fulfill the eligibility criteria can apply directly and will not require separate permission.

**Instructions for candidates already in service:** Candidates already in service in Govt./State/PSU/etc. will have to submit “No Objection Certificate” from their employer at the time of skill test/practical test/trade test, as the case may be.

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