

**BUREAU OF INDIAN STANDARDS**

Manak Bhawan, 9 Bahadur Shah Zafar Marg, New Delhi-110002

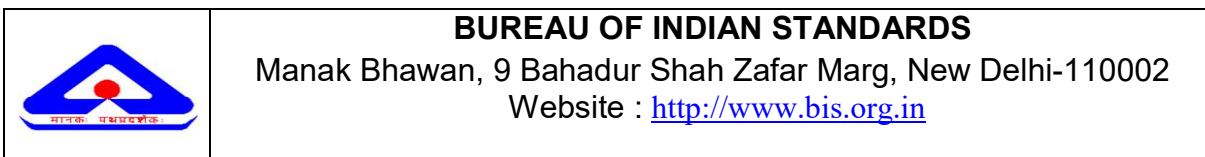
Website : <http://www.bis.org.in>**INDICATIVE ADVERTISEMENT NO. 2/2015/Estt.**

Bureau of Indian Standards (BIS), the statutory body functioning under the administrative control of the Govt. of India, Ministry of Consumer Affairs, Food and Public Distribution (Department of Consumer Affairs) and responsible for activities in the field of Standardization, Product and System Certification, Hallmarking of Gold/Silver Jewellery, Laboratory Testing, etc. in the country, **INVITES** on-line applications from the ELIGIBLE individuals for filling up of vacancies in the following posts at BIS Headquarters, New Delhi and/or BIS Offices anywhere in India, as per the details given below:

Sl. No.	Name of the post(s)	Categories and number of vacancies						Vacancies reserved for Ex-Service Men out of the total number of vacancies
		UR	SC	ST	OBC	PWD	TOTAL	
1.	Junior Stenographer	12	3	2	6	-	23	2
2	Stenographer	-	5	5	-	1 (VH)@	11	-
3	Upper Div. Clerk	-	9	13	-	3@ (one each for VH/HH/OH)	25	2
4	Senior Technician	9	2	2	4	-	17	1
Discipline-wise break-up of 17 vacancies: <b>7 – Mechanical</b> (Fitter-1; Welder-2; Plumber-1; Carpenter-2; Air-conditioning-1); <b>8- Electrical</b> (Electrician-7; Wireman-1); and <b>2- Civil</b> (Mason)								
5	Technical Assistant (Lab)	21	7	4	10	-	42	-
Discipline-wise break-up of 42 vacancies: <b>7-Mechanical</b> ; <b>15 - Electrical</b> ; <b>12 - Chemical</b> ; <b>2- Civil</b> ; <b>6 - Microbiology</b>								
*@PWDs belonging to General & OBC category can also apply for these post(s).								

- “Interlocking reservation” will be provided to PWD candidates as per Govt. of India instructions”. PWDs with minimum 40% disability shall only be eligible to apply for competing for the posts advertised.
- The detailed advertisement is available under the tab “Career Opportunities” at home page of the BIS Website: [www.bis.org.in](http://www.bis.org.in)

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Bureau of Indian Standards (BIS), the statutory body functioning under the administrative control of the Govt. of India, Ministry of Consumer Affairs, Food and Public Distribution (Department of Consumer Affairs) and responsible for activities in the field of Standardization, Product and System Certification, Hallmarking of Gold/Silver Jewellery, Laboratory Testing, etc. in the country, **INVITES** on-line applications from the ELIGIBLE individuals for filling up of vacancies in the 5 posts of Junior Stenographer; Stenographer; Upper Division Clerk; Senior Technician; and Technical Assistant (Lab), at BIS Headquarters, New Delhi and/or BIS Offices anywhere in India, as per the details given below:

**1. NO. OF VACANCIES:** The category-wise break-up of vacancies in these posts is as detailed below:

Sl. No.	Name of the post(s)	Categories and number of vacancies						TOTAL	Vacancies reserved for Ex-Service Men out of the total number of vacancies
		UR	SC	ST	OBC	PWD			
1.	Junior Stenographer	12	3	2	6	-	23	2	
2	Stenographer	-	5	5	-	1 (VH)@	11	-	
3	Upper Div. Clerk	-	9	13	-	3@ (one each for VH/HH/OH)	25	2	
4	Senior Technician	9	2	2	4	-	17	1	
Discipline-wise break-up of 17 vacancies: <b>7 – Mechanical</b> (Fitter-1; Welder-2; Plumber-1; Carpenter-2; Air-conditioning-1); <b>8 - Electrical</b> (Electrician-7; Wireman-1); and <b>2- Civil</b> (Mason)									
5	Technical Assistant (Lab)	21	7	4	10	-	42	-	
Discipline-wise break-up of <b>42</b> vacancies: <b>7-Mechanical; 15 - Electrical; 12 - Chemical; 2- Civil; 6 - Microbiology</b>									
@ PWDs belonging to General & OBC category can also apply for these post(s).									

Number of vacancies may increase or decrease for filling up, as per requirement. BIS reserves right to post the candidates on appointment in any of its offices located anywhere in India. For important service conditions, please refer to **Annex-I (p-4)**.

**2. Reservation for disabilities:** For details regarding all the reservations, please refer to **Annex-II (p-5-10)**.

**3. EDUCATIONAL AND OTHER QUALIFICATIONS:**

Sl No	Name of the post	Educational & Other Qualifications required
1.	Junior Stenographer	Graduate with One Year Diploma/Certificate in Computers from a reputed Organization; Shorthand speed of 80 words per minute <b>which the candidates shall be required to transcribe in 50 minutes (English dictation) and in 65 minutes (Hindi dictation)</b> in English or in Hindi and knowledge of Computer.
2.	Stenographer	(a) Degree from a recognized University (b) Shorthand test in English or Hindi comprising dictation test at 100 words per minute for ten minutes <b>which the candidates shall be required to transcribe in 40 minutes (English dictation) and in 55 minutes (Hindi dictation)</b> and knowledge of Computer.
3.	Upper Division Clerk	Graduate from recognized university
4.	Senior Technician	Matric or equivalent; Certificate from ITI in the trade of Electrician / Air-Conditioning/Mechanic (Diesel Engine) or its equivalent, two years' practical experience in the respective trade after having obtained the ITI Certificate or ITI Certificate in the trade of Fitter / Carpenter / Plumber / Wireman / Welding, preferably having also passed Welders qualifying tests as per IS 7318 or its equivalent, two years practical experience in the respective trade after having obtained the ITI Certificate.
5.	Technical Assistant (Lab)	Bachelor's Degree in Science (with Microbiology as one of the main subject) with minimum 60% marks (50% for Scheduled Castes and Scheduled Tribes) or three years Diploma in Mechanical / Electrical / Civil/Chemical with minimum 60% marks (50% marks for Scheduled Castes and Scheduled Tribes)

For further details, please refer to **Annex-III (p-11)**.

**4. AGE LIMIT:**

- (i) The candidates must be between 18 – 30 years of age for the post of Stenographer. The candidate should have born **“not earlier than 31 January 1986”** and also **“not later than 1 February 1998”**;
- (ii) The candidates must be between 18-27 years for the posts of Junior Stenographer; Upper Division Clerk; Senior Technician; and Technical Assistant (Lab), as on the last date of the registration of on-line applications. The candidate should have born **“not earlier than 31 January 1989”** and also **“not later than 1 February 1998”**; and
- (iii) For relaxation in upper age limit, please refer to **Annex-IV (p-12-13)**.

**5. PAY STRUCTURE (PAY SCALES), PROCESS OF RECRUITMENT FOR RECRUITMENT TO THE POSTS:**

Sl. No.	Name of the post	Pay Band (Rs)	Grade Pay (Rs)	Group of post	Process of Recruitment
1	Junior Stenographer	PB-1/ Rs 5200 - 20,200	2400	C	On-line Exam; and Skill Test in Shorthand
2	Stenographer	PB-2/Rs 9300 - 34800	4200	B	On-line Exam & Skill Test in Shorthand
3	Upper Div. Clerk	PB-1/ Rs 5200 - 20,200	2400	C	On-line Exam
4	Senior Technician	PB-1/ Rs 5200 - 20,200	2400	C	On-line Exam & Practical Trade Test
5	Technical Assistant (Lab)	PB-2/Rs 9300 - 34800	4200	C	On-line Exam & Trade Test / Interview

**6. ON-LINE EXAMINATION:** For details regarding structure of On-line Examination; Examination Centres; and other Guidelines / information for appearing in on-line examination, are given in Annex-V, VI & VII, respectively (p- 14, 15 & 16-18).

**7. HOW TO APPLY –** Candidates will be required to apply online through BIS Website which will remain opened for 21 days. No other means/mode of submission of application will be accepted under any circumstances. For further details please refer to **Annex – VIII** (p- 19-21).

**8. PAYMENT OF APPLICATION FEES:**

- i) The application fees of Rs 500/- will be payable only by General and OBC category candidates. No fee would be paid by SCs/STs/PWDs/ Women and BIS Departmental candidates;
- ii) The payment of the application fee is to be made through on-line system only;
- iii) Fees would be payable during 21 days of online registration of the applications and shall be non-refundable.
- iv) Ex-servicemen are exempted from payment of fee only for the posts of Junior Stenographer; Upper Division Clerk; and Senior Technician; and
- v) Bank Transaction charges, if any, incurred for Online Payment of application fees / intimation charges, will have to be borne by the candidate himself/herself.

**9. SCHEDULE OF EVENTS** shall be as follows:

<b>Online Events</b>	<b>Date (s)/period</b>
Registration of applications	From <b>12.01.2016 (09:00 hrs) to 01.02.2016 (23:59 hrs)</b>
Application Fee Payment (on-line)	From <b>12.01.2016 (09:00 hrs) to 01.02.2016 (23:59 hrs)</b>
Issue of Call Letters for on-line exam.	15.2.2016 (Tentative)
On-line Examination	21.2.2016 (Tentative)
Result of Online Examination	31.3.2016 (Tentative)

Candidates should regularly keep in touch with the authorized BIS Website and their registered email ID for details and updates.

**10. IMPORTANT INSTRUCTIONS:** For details refer **Annex –IX** (p-22)

**11. ANNOUNCEMENTS:** All further announcements/details pertaining regarding recruitment process will be sent only at registered email ID of the candidate and also shall be published/provided on BIS website [www.bis.org.in](http://www.bis.org.in) from time to time.

Director [Establishment]  
e-mail: [dest@bis.org.in](mailto:dest@bis.org.in)

Date: **8.1.2016**  
Place: New Delhi

**ANNEX – 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 anywhere in India.
4. **Career prospects:** Promotional avenues to higher posts are available for all the posts. Three Financial up-gradations in the higher grades under Modified Career Progression Scheme are also available to all the posts

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## Annex-II

### GENERAL INSTRUCTIONS REGARDING RESERVATION

**Abbreviations:** UR – Un-reserved, SC - Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Classes, PWD – Persons with Disabilities, VH – Visually Handicapped, HH-Hearing Handicapped, OH – Orthopaedically Handicapped

- 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 (PWDs):**

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board constituted by the Central/State Government. Accordingly, candidates with the following disabilities are eligible to apply (as per GOI guidelines dated 29.07.2013). 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 process. Persons with Disabilities will have to work in any Regional Office/Branch Office as per requirement.

- i) **Visually Handicapped (VH)** – A person having not less than 40% visual impairment is only eligible to apply.
- ii) **Hearing Handicapped (HH)** – “Hearing Impairment” means loss of sixty decibels or more in the better ear in the conversational range of frequencies.
- iii) **Orthopedically Handicapped (OH)** – A person having not less than 40% physical impairment with disability of such type with which the independent mobility is not affected, is eligible to apply.

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

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/her own scribe at his/her own cost.
- The scribe arranged by the candidate should not be a candidate for the same examination .If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- **For the posts of Senior Technician; and Technical Assistant (Lab), the scribe should be from an different academic stream from that prescribed for the post. However, the scribe may be from any academic stream for the posts of Jr. Steno/Steno/UDC.**
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.

- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

(ii)Guidelines for Candidates with locomotor disability and cerebral palsy

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40%impairment).

(iii)Guidelines for Visually Impaired candidates

•Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

3. The Competent Authority for the issue of certificate: (as notified by GOI from time to time):

- **For Persons with Disabilities:**

Authorized certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic/Ophthalmic/ENT Surgeon.

- **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

6. The format of certificate to be produced by a Candidate belonging to scheduled caste or scheduled tribe ; Other Backward Classes; and Persons with Disabilities, shall be as per FORM – A (p-7); FORM – B (p-8); AND FORM – C (p-9-10), respectively, appended hereinafter at pages :

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FORM A

**FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS/HER CLAIM**

1. This is to certify that Shri/Smt/Kumari\*..... son/daughter\* of ..... Of village/town\*..... In

District/Division\*..... of the State/Union Territory\*..... Belongs to the ..... Caste/Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\* under:

- \*The Constitution (Scheduled Castes) Order, 1950;
- \*The Constitution (Scheduled Tribes) Order, 1950;
- \*The Constitution (Scheduled Castes) Union Territories Order, 1951;
- \*The Constitution (Scheduled Tribes) Union Territories Order, 1951;
- [as amended by the Scheduled Castes and Scheduled Tribes lists (Modification Order), 1956; the Bombay Reorganization Act, 1960; the Punjab Reorganization Act 1966; the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganization) Act 1971; the Constitution/Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976];
- \*The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;
- \*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;
- \*The Constitution ( Dadra and Nagar Haveli ) Scheduled Castes Order, 1962;
- \*The Constitution ( Dadra and Nagar Haveli ) Scheduled Tribes Order, 1962;
- \*The Constitution ( Pondicherry ) Scheduled Castes Order, 1964;
- \*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- \*The Constitution (Goa, Daman and Diu ) Scheduled Castes Order, 1968;
- \*The Constitution (Goa, Daman and Diu ) Scheduled Tribes Order, 1968
- \*The Constitution ( Nagaland ) Scheduled Tribes Order, 1970;
- \*The Constitution (Sikkim) Scheduled Castes Order, 1978;
- \*The Constitution (Sikkim) Scheduled Tribes Order, 1978;
- \*The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;
- \*The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990;
- \*The Constitution (ST) Orders (Amendment) Ordinance, 1991;
- \*The Constitution (ST) Orders (Second Amendment) Act, 1991;
- \*The Constitution (ST) Orders (Amendment) Ordinance, 1996

#2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons, who have migrated from one state/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes\* Certificate issued to Shri/Smt/Kumari\*..... Father/Mother\* of Shri/Smt/Kumari\*..... of village/town .....in District/Division\* .....of the State/Union Territory\*..... Who belong to the ..... Caste/Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\* in the State/Union Territory\* ..... issued by the ..... (Name of the authority) vide their no..... dated.....

(x) Shri/Smt./Kumari\* ..... and/or\* his/her\* family ordinarily resides (s) in village/town\* ..... of .....District/Division\* of the State/Union Territory\* of ..... Signature ..... Designation..... (with seal of office/State/Union Territory)

Date: -----

Place: .....

Note: The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of Peoples Act, 1950

(xi) Please delete the words which are not application.

# Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste/Tribe Certificates:

1. District Magistrate/Additional District Magistrate/Collator/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate
3. Revenue Officer not below the rank of Tahsildar
4. Sub-divisional officer of the Area where the candidate and or his family normally resides.



-8-  
FORM B

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kum..... Son/Daughter of  
.....Shri/Smt..... of .....village/town of  
.....District/Division in..... state belongs to ..... community which  
is recognized as a Backward Class under:

- (i) Resolution No. 12011/68/93-BCCI, dated the 10<sup>th</sup> September 1993, published in the Gazette of India, Extraordinary, Part-I, Section-I, No. 186, dated the 13<sup>th</sup> September 1993.
- (ii) Resolution No. 12011/9/94-BCCI, dated the 19<sup>th</sup> October 1994, published in the Gazette of India, Extraordinary, Part-I, Section-I, No. 163 dated the 20 October 1994
- (iii) Resolution No. 12011/7/95-BCCI, dated the 24 May 1995, published in the Gazette of India, Extraordinary, Part-I, Section-I, No. 88, dated the 25 May 1995..
- (iv) Resolution No. 12011/96/94-BCCI, dated the 9<sup>th</sup> March 1996.
- (v) Resolution No. 12011/44/96-BCCI, dated the 6<sup>th</sup> December 1996, published in the Gazette of India, Extraordinary, Part-I, Section-I, No. 210, dated the 11<sup>th</sup> December 1996..
- (vi) Resolution No. 12011/13/97-BCC, dated the 3<sup>rd</sup> December 1997.
- (vii) Resolution No. 12011/99/94-BCC, dated the 11<sup>th</sup> December 1997.
- (viii) Resolution No. 12011/68/98-BCC, dated the 27<sup>th</sup> October 1999.
- (ix) Resolution No. 12011/88/98-BCC, dated the 6<sup>th</sup> December 1999, published in the Gazette of India, Extraordinary, Part-I, Section-I, No. 270, dated the 6<sup>th</sup> December 1999..
- (x) Resolution No. 12011/36/99-BCC (, dated the 4<sup>th</sup> April 2000, published in the Gazette of India, Extraordinary, Part-I, Section-I No. 71, dated the 4<sup>th</sup> April, 2000
- (xi) Resolution No. 12011/44/99-BCC, dated the 21 September 2000, published in the Gazette of India, Extraordinary, Part-I, Section-I, No. 210, dated the 21 September 2000..

Shri/Smt./Kum.....and/or his/her family ordinarily reside(s) in the .....  
District/Division of the ..... State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the schedule to the Government of India, Department of Personnel and Training OM No. 36012/22/93-Estt.[SCT], dated 8-9-1993, and modified vide Department of Personnel and Training OM No. 36033/3/2004 Estt.(Res.) dated 9.3.2004 and 14.10.2008.

District Magistrate or Deputy Commissioner, etc  
Signature with Seal

Date: \_\_\_\_\_

Place: \_\_\_\_\_

NB: (a) The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of Peoples Act, 1950

(ξ)

The authorities competent to issue Cast Certificates are indicated below

- (i) District Magistrate/Additional District Magistrate/Collator/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate
- (iii) Revenue Officer not below the rank of Tahsildar
- (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

**FORM - C**

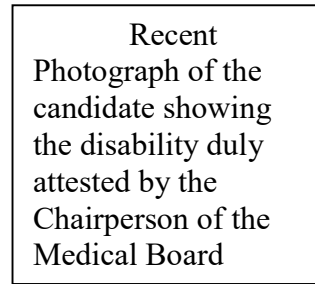
**DISABILITY CERTIFICATE**

**(a) ANNEXURE-I to O.M. dated 29-12-2005**

NAME AND ADDRESS OF THE INSTITUTE /HOSPITAL

Certificate No.....

Date.....



This is certified that Shri/Smt./Km. ....son/wife/daughter of  
Shri.....age.....sex.....identification mark (s).....is  
suffering from permanent disability of following category:-

**A. Locomotor or cerebral palsy:**

- (i) BL-Both legs affected but not arms.
- (ii) BA-Both arms affected. (a) Impaired reach  
(b) Weakness of grip
- (iii) BLA-both legs and both arms affected
- (iv) OL-One leg and both arms affected (right or left) (a) Impaired reach  
(b) Weakness of grip  
(c) Ataxic
- (v) OA-One arm affected (a) Impaired reach  
(b) Weakness of grip  
(c) Ataxic
- (vi) BH-Stiff back and hips (cannot sit or stoop)
- (vii) MW-Muscular weakness and limited physical endurance.

**B. Blindness or Low Vision:**

- (i) B-Blind
- (ii) PB-Partially Blind

**C. Hearing Impairment:**

- (i) D-Deaf
- (ii) PD-Partially Deaf  
(Delete the category, whichever is not applicable)

2. This condition is progressive /non-progressive /likely to improve/not likely to improve.

Re-assessment of this case is not recommended/ is recommended after a period of  
.....years.....months.\*

3. Percentage of disability in his/her case is.....per cent.

4. Sh/Smt/Kum.....meets the following physical requirements for discharge of his/her duties:-

- |  |        |
|--|--------|
| (i) F-can perform work by manipulating with fingers. | Yes/No |
| (ii) PP-can perform work by Pulling and pushing.     | Yes/No |
| (iii) L-can perform work by lifting.                 | Yes/No |
| (iv) KC-can perform work by kneeling and crouching   | Yes/No |
| (v) B- can perform work by bending                   | Yes/No |
| (vi) S-can perform work by sitting                   | Yes/No |
| (vii) ST-can perform work by standing                | Yes/No |
| (viii) W- can perform work by walking                | Yes/No |
| (ix) SE- can perform work by seeing                  | Yes/No |
| (x) H- can perform work by hearing                   | Yes/No |
| (xi) RW- can perform work by reading and writing     | Yes/No |

(Dr.....)  
Member  
Medical Board

(Dr.....)  
Member  
Medical Board

(Dr.....)  
Member  
Medical Board

Countersigned by the  
Medical Superintendent/CMO/Head of Hospital  
(with seal)

**ANNEX - III**

- 1: The applicant should possess the required qualifications on the last date of submitting the application i.e. **1.2.2016**. 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 indicate the same in 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 honours / optional / additional optional subject, if any. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours 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 interview as also at the time of recruitment that their major specialization conforms to the requisite eligibility prescribed for the post.

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**ANNEX - IV**

**UPPER AGE RELAXATION**

The maximum age limit will be **on the closing date of On-line submitting the applications**. The relaxation in maximum age limit for SC/ST/OBC/Persons with Disabilities (PWD)/ Ex-Servicemen/Meritorious Sports persons(MSP)/Widows, Divorced Women and Women judicially separated from Husbands/Persons who had ordinarily been domiciled in the State of J&K during the period from 01 Jan 1980 to 31 Dec 1989 shall be as under:

- i) SC/ST : 05 years
- ii) OBC : 03 Years
- iii) PWD(Gen) : 10 years
- iv) PWD (SC/ST) : 15 years
- v) PWD (OBC) : 13 years
- vi) Candidate in BIS Service : upto the age of 50 years
- vii) **Meritorious Sports Persons (MSP):** - The relaxation in maximum age limit of 05 years for MSP (Gen), 10 years for MSP (SC/ST) and 08 years for MSP (OBC) is allowed. Meritorious sports women/sportsmen in the field of Games/Supports recognized by the Government for such purpose provided they satisfy all other conditions prescribed by Government from time to time. The persons claiming relaxation under this would be required to produce a certificate issued by the competent authority in the prescribed proforma.
- viii) **Age Relaxation for Widows, Divorced Women and Women judicially separated from Husbands:** - The upper age limit is relaxable upto the age of 35 years (upto 40 years for members of Scheduled Castes/Scheduled Tribes and upto 38 years for members belonging to the other Backward Classes in respect of the posts reserved for them) for Widow, divorced Women and Women Judicially separated from their Husbands who are not remarried. The person claiming age relaxation under this sub-para would be required to produce following documentary evidence.
  - (a) In case of Widow, the Death Certificate of her husband together with the Affidavit that she has not remarried since.
  - (b) In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgment/decree of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced Women and they have not remarried since.
- (ix) **Age relaxation to persons who had ordinarily been domiciled in the State of J&K during the period from 1<sup>st</sup> January, 1980 to 31<sup>st</sup> December, 1989:**

The relaxation in upper age limit of 5 years shall be admissible to all persons who had ordinarily been domiciled in the State of J&K during the period from 01<sup>st</sup> January, 1980 to 31<sup>st</sup> December, 1989. The persons claiming relaxation under this sub-para would be required to produce a certificate to this effect from the District Magistrate within whose jurisdiction they had ordinarily resided or from any other authority designated in this behalf by the Government of Jammu and Kashmir. This relaxation shall remain in force upto 31.12.2013.
- (x) **Age relaxation for Ex-Servicemen** (on the closing date of On-line registration of applications)
  - A) FOR THE POST OF STENOGRAPHER (SL. NO. 1):**
    - a) Upto a maximum of five years in the case of Ex-servicemen including Commissioned Officers including Emergency Commissioned Officers or Short Service Commissioned Officers who have rendered at least five years Military Service and have been released (i) on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency, or (ii) on account of physical disability attributable to Military Service, or (iii) on invalidation.

- b) Upto a maximum of five years in the case of ECOs/SSCOs who have completed an initial period of assignment of five years Military Service and whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues a certificate that they can apply for civil employment and that they will be released on three months notice on selection from the date of receipt of offer of appointment.
- c) Upto a maximum of three years (8 yrs for SC/ST) in the case of Disabled Defence services personnel subject to the condition that they would not be allowed to avail of a larger number of chances in respect of recruitment to a service, or group of services, than the maximum number of chances permissible to general candidate under the age limit.

**B) FOR THE POSTS OF TECHNICAL ASSISTANT (LAB); SENIOR TECHNICIAN; JUNIOR STENOGRAPHER; AND UPPER DIVISION CLERK (SL. NO. 2 to 5):**

- a) Ex-servicemen who have put in not less than six months' continuous service in the Armed Forces shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the prescribed maximum age by more than three years, he shall be deemed to satisfy the condition regarding age limit;
- b) Those ex-servicemen who have already secured regular employment under the Central Government in civil post would be permitted the benefit of age relaxation as admissible for ex-servicemen for securing another employment in any higher post or service under the Central Government irrespective of any Group/Post. However, such candidates will not be eligible for the benefit of reservation, if any, for ex-servicemen in Central Government [O.M. 36034/6/90-Estt(SCT) dated 10.10.94; and
- c) Disabled Defence Services Personnel will be allowed a relaxation of age limit up to three years (eight years in the case of disabled Defence Services Personnel belonging to SC/ST) in excess of the prescribed upper age-limit, subject to the condition that they would not be allowed to avail of a larger number of chances in respect of recruitment to a service, or group of services, than the maximum number of chances permissible to any general candidate under the age-limit. (For purpose of claiming the age concession, a certificate from the Director-General, Resettlement, Ministry of Defence will be accepted as a documentary evidence in support of the claim of Disabled Defence Services Personnel).

**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 /Trade Test / Interview and at any subsequent stage of the recruitment process as 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.

**xi) For BIS Employees:** The upper age limit (maximum age) for existing Departmental candidates of BIS (existing employees of BIS) for all posts is 50 years.

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**ANNEX – V**

**STRUCTURE OF THE ONLINE EXAM**

**A)** For the posts of **Junior Stenographer; Stenographer; and Upper Division Clerk**, the exam shall be of Graduate Level comprising 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.	Current Affairs	50	50	
4.	Quantitative Aptitude	50	50	
<b>Total</b>		<b>200</b>	<b>200</b>	

➤ *To be considered to be called for Skill Test, the candidates will be required to secure at least 50% marks out of Total Maximum Marks in the on-line examination.*

**B)** For the post of **Senior Technician**, the exam shall be of Matric Level comprising of the following syllabus:

Sl. No.	Name of the Test	No. of Questions	Maximum Marks	Total Time
1.	Questions related to common syllabus of ITI	50	100	90 minutes
2.	Quantitative Aptitude	50	50	
<b>Total</b>		<b>100</b>	<b>150</b>	<b>90</b>

➤ *To be considered to be called for Trade Test, the candidates will be required to secure at least 50% marks out of Total Maximum Marks in the on-line examination;*

**C)** For the post of **Technical Assistant (Lab)**, the exam shall be of Diploma Level comprising 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.	Technical knowledge in the concerned discipline of Electrical, Mechanical, Chemical, Civil and Microbiology	50	50	
4.	Quantitative Aptitude	50	50	
<b>Total</b>		<b>200</b>	<b>200</b>	<b>200</b>

➤ *To be considered to be called for Trade Test / Interview, the candidates will be required to secure at least 50% marks in the test of "Technical knowledge in the concerned discipline" and also at least 50% marks out of total maximum marks in the on-line examination.*

**NOTE 1:** All the above-mentioned tests except the Test of English Language will be available bilingually, i.e. English and Hindi.

**NOTE 2:** **PENALTY FOR WRONG ANSWERS:** There will be deduction of 0.25 marks for each wrong answer.

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**ANNEX - VI**

**EXAMINATION CENTERS**

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

1. New Delhi/NCR/Bahadurgarh	24. Jaipur
2. Amritsar/Jalandhar	25. Mumbai/Greater Mumbai/ Navi Mumbai/Thane
3. Allahabad	26. Mangalore
4. Agartala	27. Meerut
5. Ahmedabad/Gandhinagar	28. Nagpur
6. Bengaluru/Tumkur/Mysore	29. Patna
7. Bhopal	30. Goa
8. Bhuaneswar/Cuttack	31. Pune
9. Berhampur	32. Puducherry/Villupuram/Cuddalore
10. Bikaner	33. Raipur/Durg/Bhilai
11. Chennai	34. Ranchi
12. Coimbatore /Tirupur	35. Shimla
13. Chandigarh/Mohali/Panchkula	36. Shillong / Imphal
14. Dehradun/Roorkee	37. Siliguri
15. Durgapur/Burdwan/Asansol	38. Thiruvananthapuram
16. Kolkata/Greater Kolkatta/ Howrah/Hooghly/Kalyani	39. Lucknow/Sitapur/Barabanki/ Unnao / Kanpur
17. Gangtok/Bardang	40. Kochi/Ernakulam
18. Guwahati / Imphal	41. Vishakhapatnam/Vizianagaram
19. Hyderabad/Rangareddy	42. Vijaywada /Kanchikacharla/ Mylavaram
20. Itanagar	43. Indore/Ujjain
21. Jammu	44. Vadodara/Anand/VV Nagar
22. Jamshedpur	45. Udaipur
23. Jabalpur	-

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

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

**1. CUT-OFF SCORE:**

- (i) For the posts of Jr. Stenographer; Stenographer; Upper Division Clerk; and Senior Technician, each candidate will have to secure minimum fifty percent marks out of total maximum marks in the competitive on-line examination, to be considered to be called for skill test/trade test, as the case may be;
- (ii) For the post of Technical Assistant (Lab), each candidate will have to secure minimum fifty percent marks in the test of "Technical Knowledge of concerned Discipline" and minimum fifty percent marks out of the total maximum marks in the competitive on-line examination, to be considered to be called for trade test / interview, as the case may be;
- (iv) The corrected marks obtained by each of the candidates in different sessions (if held) will be normalized using equipercentile method; and
- (v) 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 /Trade Test / Interview.

**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 at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Driving Licence/ 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 call letter, 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 Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (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 name indicated in the Call Letter 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 call letter for Examination, **will not be permitted** to take the examination. The reporting time mentioned on the call letter 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 call letter(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.org.in](http://www.bis.org.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 call letters 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/trade test/ interview shall be intimated in the respective Call Letter. A candidate who has registered successfully should download his/her call letter from the BIS's website [www.bis.org.in](http://www.bis.org.in) by entering his/ her details i.e. Registration Number and Password/Date of Birth. No hard copy of the call letter/ 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.org.in](http://www.bis.org.in) for details, updates and any information which may be posted for further guidance** as well as to check their registered e-mail account from time to time during the recruitment process.

## Annex – 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 **12.01.2016 (09:00 hrs) to 01.02.2016 (23:59 hrs)** 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 call letters 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 (NON REFUNDABLE)**  
**PAYMENT OF FEE ON-LINE : 12.01.2016 (09:00 hrs) to 01.02.2016 (23:59 hrs)**

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.org.in](http://www.bis.org.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 SUBMIT BUTTON.
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 FINAL SUBMIT.
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.

**B. 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 DOUBLE CHARGE
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.**

**C. 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 colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, 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–50 kb
- 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 colours 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 call letter 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 than 20kb
- 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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**Annex –IX**

**OTHER IMPORTANT INSTRUCTIONS**

- 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 is 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/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.
- There is a possibility that the on-line examination for all these 5 posts may be conducted on the same day and at the same time. 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 and apply accordingly.

**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 Trade Test / Interview, as the case may be.

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