



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

Applications are invited by the Bureau to fill up the following posts on direct recruitment/deputation basis. The candidates who fulfill the eligibility conditions may send their applications in the proforma prescribed below, so as to reach Director [Establishment], Bureau of Indian Standards, Manak Bhawan, 9, Bahadur Shah Zafar Marg, New Delhi 110 002 through proper channel alongwith (i) attested copies of certificates relating to age, caste/category, qualifications and experience; (ii) APARs/ACRs dossiers (attested copies) for the last five years; (iii) Vigilance Clearance Certificate; (iv) Integrity Certificate duly signed by the Competent Authority; and (v) list of minor/major penalties imposed during the last 10 years, if any, **within 45 days** from the date of publication of this advertisement in the Employment News dated 10-16 Nov 2012.

Sl. No.	Name of Post/ Place of posting/Method of Recruitment	No. of post(s)/ Category	Pay Band + Grade Pay (in Rs.)	Maximum Age Limit & other information	Eligibility Conditions
(1)	(2)	(3)	(4)	(5)	(6)
1.	Director [Finance]/ New Delhi/ by Direct Recruitment	01 UR	PB-3/ Rs. 15600- 39100 + 7600 (GP)	i) 45 years on the closing date of applications.  ii) Relaxation in age for SC/ST/OBC/PH/Ex- Servicemen, as per GOI's Rules	Chartered Accountant, Cost and Works Accountant/Subordinate Accounts Service (SAS) Accountant/Master of Business Administration (MBA) (with finance specialization) with at least 10 years experience in accounts work in a Government, or Semi Government organization or in a commercial concern of repute of which five years' shall be in a senior position.
2.	Director (Accounts)/ New Delhi/ By Deputation	01	PB-3/ Rs. 15600- 39100 + 7600 (GP)	i) 56 years on closing date of receipt of applications.  ii) Period of deputation shall initially be for 02 years which may be extended , if required	a) (i) Officers holding analogous post on regular basis, or (ii) Officers with 5 years' regular service in the pay-scale of PB- 3/Rs. 15600-39100 + 6600 (Grade Pay) ; and b) . Officers possessing qualification of Chartered Accountant, Cost and Works Accountant/Subordinate Accounts Service (SAS) Accountant/Master of Business Administration (MBA) (with finance specialization) with at least 10 years experience in accounts work in a Government, or Semi Government organization or in a commercial concern of repute of which five years' shall be in a senior position.
3.	Director [Administration]/ New Delhi/ By Deputation	01	PB-3/ Rs. 15600- 39100 + 7600 (GP)	i) 56 years on closing date of receipt of applications.  ii) Period of deputation shall initially be for 02 years which may be extended , if required	a) (i) Officers holding analogous post on regular basis, or (ii) Officers with 5 years' regular service in the pay-scale of PB- 3/Rs. 15600-39100 + 6600 (Grade Pay) ; and b) Officers possessing qualification of a Degree of a recognized University, 10 years' experience in Office Management, Stores Purchase, General Services in a Government, Semi-Government or a reputed large organization, of which five years' shall be in a senior position, thorough knowledge of Government of India Rules pertaining to office management, stores purchase, etc. experience in staff welfare activities and building maintenance.
4.	Director [Establishment]/ New Delhi/ By Deputation	01	PB-3/ Rs. 15600- 39100 + 7600 (GP)	i) 56 years on closing date of receipt of applications.  ii) Period of deputation shall initially be for 01 year which may be	(a) (i) Officers holding analogous post on regular basis, or (ii) Officers with 5 years' regular service in the pay-scale of PB-3/Rs. 15600-39100 + 6600 (Grade Pay) ; and (b) Officers possessing qualification of Degree in Science or Arts; Company/Secretary/Post Graduate Degree or Diploma in Personnel Management//Labour and Social Welfare from a University or a recognized Institution, 10

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(1)	(2)	(3)	(4)	(5)	(6)
				extended , if required	years' experience in the field of Personnel Management in a Government, Semi-Government or a reputed large organization, of which five years' shall be in a senior position.
5.	Dy. Director [Administration & Finance]/ 01 Chandigarh & 01 New Delhi/ By Direct Recruitment	UR 01 OBC 01 Total 02	PB-3/ Rs. 15600-39100 + 6600 (GP)	i) 40 Yrs on the closing date of applications.  ii) Relaxation in age for SC/ST/OBC/ PH/Ex-Servicemen, as per GOI's Rules	<b>Deputy Director (Personnel Administration)</b> – A Degree of a recognized University; and a member of the Institute of Company Secretary of India/master of Business Administration (MBA) (specialization in Personnel Management)/Post Graduate Degree or Diploma in Personnel Management/Labour and Social Welfare from a University or a recognized Institution with 08 years' experience in the field of Personnel Management in a Government, Semi-Government or in a commercial concern of repute, out of which 05 years shall be in a senior position. Or <b>Deputy Director (Finance/Accounts)</b> – Chartered Accountant/Cost and Works Accountant/Graduate Subordinate Accounts Service (SAS) Accountant/Master of Business Administration (MBA) with finance specialization with atleast 8 years experience in Accounts work in a Government, Semi-Government or in a Commercial concern of repute, out of which 05 years shall be in a senior position.

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

### CURRICULUM VITAE PROFORMA

**NAME OF THE POST APPLIED FOR .....**

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

**Affix your recent  
passport size photo**

**Qualification/Experience required**

**Qualifications/Experience possessed by the officer**

- a) :
- b) :

9.	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post:				
10.	<b>Details of employment in chronological order.</b> Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.				
Name, address and status of	Post held/Nature of	Period of the post	Scale	Total	Nature of

Deptt./Office [Whether Govt./Semi-Govt./Reputed large concern or organization]	employment [Whether permanent or temporary or on deputation]	held		of Pay+ Basic Pay per month	Experience [in years]	duties (in brief)
		From	To			
(1)	(2)	(3)	(4)	(5)	(6)	(7)

11. **Are you in Revised Scale of Pay?** If yes, give the date from which the revision took place :  
and also indicate the pre-revised scale.
12. **Additional information, if any, which you would like to mention in support of your suitability for the post** (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the advertisement (NOTE – Enclose a separate sheet, if the space is insufficient).
13. **Whether belongs to SC/ST/OBC/PH/Ex-Servicemen** :
14. **Whether applied anywhere else also?** If yes, pl. mentions details and present status. :

#### DECLARATION

I hereby certify and declare that I have carefully gone through the conditions given in the Advertisement and all statements made and information given by me in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or incorrect before and after the interview or appointment, actions can be taken against me by the BIS and my candidature/appointment shall automatically stand cancelled/terminated.

I further declare that: i) I fulfill all the conditions of eligibility regarding age, educational qualifications and experience, etc prescribed as on closing date of the receipt of applications for the post applied and ii) In case my application is not received by BIS within the stipulated date due to postal delay or otherwise, BIS will not be responsible for such delay.

**Date:**

**Place:**

**Signature of the applicant**

#### **CERTIFICATE**

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

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

Signature .....

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

Date:.....

Place:.....

Telephone No.....