



**BUREAU OF INDIAN STANDARDS**  
Manak Bhawan, 9 Bahadur Shah Zafar Marg, New Delhi-110002  
Website : <http://www.bis.org.in>

**Advertisement No. 01/2013/Estt (B&C)**

**Bureau of Indian Standards (BIS)**, statutory body under the administrative control of **Govt. of India**, Ministry of Consumer Affairs, Food and Public Distribution, (Department of Consumer Affairs) responsible for activities in the field of Standardization, Product and System Certification, Hallmarking of Gold/Silver Jewellery, Laboratory Testing etc., in the country **INVITES** applications for recruitment to the various posts, as per the details given below:

**1. IMPORTANT DATES:**

<b>Opening Date</b> for On-Line Registration of Applications	<b>27 April 2013 (08.00 hrs)</b>
<b>Last Date</b> for Completion of Step-1 of On-Line Registration	<b>17 May 2013 (23:59 hrs)</b>
<b>Last date</b> for depositing examination fee at State Bank of India	<b>21 May 2013</b> (closing hour of business)
<b>Last date</b> for completion of Step-2 of on-line registration and closing of registration	<b>24 May 2013 (23.59 hrs)</b>

For more details, please refer to instructions under “How to apply” in this advertisement while filling up on-line registration form and also the detailed instructions given in the main instructions page of the on-line application. The application form for all the posts shall be filled in by the candidate in English language only.

**2. NAME OF POSTS AND NUMBER OF VACANCIES:**

S. No.	Name of the post	Categories and number of vacancies					Vacancies reserved for Persons with Disabilities out of total number of vacancies.	Vacancies reserved for Ex-servicemen out of the total number of vacancies.
		UR	SC	ST	OBC	TOTAL		
1	ASSISTANT	03	02	08	04	17	01 (HH(PD)/OH)	-
2	JUNIOR TRANSLATOR (HINDI)	-	-	-	02	02	-	-
3	LOWER DIVISION CLERK	25	06	04	11	46	02 (VI/HH/OH)	05
4	JUNIOR STENOGRAPHER	11	02	02	06	21	01 (VI/HH/OH)	02
5	STENOGRAPHER	05	04	05	01	15	01(OH)	-
6	TECHNICAL ASSISTANT (LAB) (Chemical) - (33 vacancies)	49	14	07	27	97	02 (OH only)	-
7	TECHNICAL ASSISTANT (LAB) (Mechanical) - (35 vacancies)							
8	TECHNICAL ASSISTANT (LAB) (Electrical) - (22 vacancies)							
9	TECHNICAL ASSISTANT (LAB) (Microbiology) - (07 vacancies)							

- NOTE:** I) The number of vacancies is tentative and may increase or decrease.
- II) The Technical Assistants (Lab) may be posted in any of the BIS Laboratories situated at the following places and they shall remain transferable to any lab all over India:

Central Lab, Sahibabad	Mumbai	Chennai	Kolkata
Mohali	Bengaluru	Patna	Guwahati@

@ Shall be initially posed at Kolkata.

- III) The posts of Assistant, Stenographer, Jr. Translator (Hindi), Jr. Stenographer and Lower Division Clerk may be filled up at any of the following places, subject to requirement of BIS:
- BISHQ, New Delhi / Central Lab., Sahibabad/ NITS, Noida
  - Chandigarh, Mohali, Kanpur, Lucknow, Faridabad, Parwanoo
  - Mumbai, Ahmedabad, Nagpur, Pune, Rajkot
  - Kolkata, Patna, Bhubaneshwar, Guwahati, Jamshedpur, Rourkela, Durgapur
  - Chennai, Bengaluru, Hyderabad, Kochi, Coimbatore, Vishakhapatnam
  - Ghaziabad, Jaipur, Bhopal, Dehradun, Bhilai
- IV) 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 / Interview, as the case may be; and
- V) **Existing Departmental Candidates of BIS (i.e. presently serving BIS employees)** who fulfil the eligibility criteria can apply directly and will not require separate permission to apply.

**Abbreviations:** UR – Un-reserved, SC - Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Classes, PWD – Persons with Disabilities, HH (PD)- Hearing Handicapped (Partially deaf), VI – Visually Impaired, OH – Orthopaedically Handicapped,

### **3. PAY STRUCTURE (PAY SCALES) & PROCESS OF RECRUITMENT OF THE POSTS:**

<b>Name of the post</b>	<b>Pay Band (Rs)</b>	<b>Grade Pay (Rs)</b>	<b>Process of Recruitment</b>
<b>ASSISTANT</b>	PB-2/ Rs 9300 - 34800	4200	Written Exam & Interview
<b>JUNIOR TRANSLATOR (HINDI)</b>	PB-2/ Rs 9300 - 34800	4200	Written Exam & Interview
<b>LOWER DIVISION CLERK</b>	PB-1/ Rs 5200 - 20 200	1900	Written Exam & prescribed Typing Test
<b>JUNIOR STENOGRAPHER</b>	PB-1/ Rs 5200 - 20 200	2400	Written Exam & prescribed Shorthand Test
<b>STENOGRAPHER</b>	PB-2/ Rs 9300 - 34800	4200	Written Exam, prescribed Shorthand Test & Interview
<b>TECHNICAL ASSISTANT (LABORATORY)</b>	PB-2/ Rs 9300 - 34800	4200	Written Exam & Interview

### **4. ESSENTIAL QUALIFICATIONS:**

- Note: (i) The applicant should possess the required qualifications as on 31 March 2013 & therefore, appearing cases / incomplete qualification will not be accepted under any circumstances.
- (ii) In case, CGPA / GPA / Grades are allotted by the University / Institute, CGPA / GPA of 6 on a scale of 10 will be taken as 60% & CGPA / GPA of 5 on the scale of 10 will be taken as 50% respectively.

S. No.	Name of the post	Educational & Other Qualifications required
1.	Assistant	Degree from a recognized University
2.	Junior Translator (Hindi)	Master's Degree of a recognized University or equivalent in Hindi/English with English/Hindi as a subject at the degree level <b>or</b> Master's Degree of a recognized University or equivalent in any subject with English/Hindi as a subject at the degree level <b>or</b> Master's Degree of recognized University or equivalent in any subject with English/Hindi medium and Hindi/English as subject at the Degree level. Diploma/Certificate course in translation <b>or</b> 2 years' experience of technical translation from Hindi to English and vice-versa preferably of technical or scientific literature.
3	Lower Division Clerk	Graduate from a recognized University with One Year Diploma/Certificate Course in Computer from a reputed Institution. English typing speed of 30 words per minute or Hindi typing speed of 25 words per minute.
4.	Junior Stenographer	Graduate with One Year Diploma/Certificate in Computers from a reputed Organization; Shorthand speed of 80 words per minute in English or in Hindi and knowledge of Computer.
5.	Stenographer	(a) Degree from a recognized University (b) Shorthand test in English or Hindi comprising dictation test at 100 words per minute for seven minutes which the candidates shall be required to transcribe in 45 minutes (English dictation) and in 60 minutes (Hindi dictation) and knowledge of Computer.
6.	Technical Assistant (Lab) (Chemical)	Bachelor's Degree in Science (with Chemistry as one of the main subject) with minimum 60% marks (50% for Scheduled Castes and Scheduled Tribes) <b>OR</b> Three years Diploma in Chemical Engg. with minimum 60% marks (50% marks for Scheduled Castes and Scheduled Tribes)
7.	Technical Assistant (Lab) (Mechanical)	Three years Diploma in Mechanical Engg. with minimum 60% marks (50% marks for Scheduled Castes and Scheduled Tribes)
8.	Technical Assistant (Lab) (Electrical)	Three years Diploma in Electrical Engg. with minimum 60% marks (50% marks for Scheduled Castes and Scheduled Tribes)
9.	Technical Assistant (Lab) (Microbiology)	Bachelor's Degree in Science (with Microbiology / Bio-Technology as one of the main subject) with minimum 60% marks (50% for Scheduled Castes and Scheduled Tribes) <b>OR</b> Three years Diploma in Agricultural Engineering / Food Technology with minimum 60% marks (50% marks for Scheduled Castes and Scheduled Tribes)

5. **AGE LIMIT:** (I) : The age limit for each post as on 31 March 2013 shall be as under:

Sl. No.	Name of the post	Age Limit * (Minimum & Maximum age)
1	Assistant	18-30 years
2	Junior Translator (Hindi)	18-27 Years
3	Lower Division Clerk	18-27 Years
4	Junior Stenographer	18-27 Years
5	Stenographer	18-30 years
6	Technical Assistant (Lab) (Chemical)	18-27 years
7	Technical Assistant (Lab) (Mechanical)	18-27 years
8	Technical Assistant (Lab) (Electrical)	18-27 years
9	Technical Assistant (Lab) (Microbiology)	18-27 years

\*The upper age limit (maximum age) for existing Departmental candidates of BIS for all posts is 50 years.

(II) Candidates must be between 18-30 years for the posts given at Sl. No. 1 & 5 and 18-27 years of age, for the posts given at Sl. No. 2, 3, 4, 6, 7, 8 & 9 as on 31 March 2013.

(III) Relaxation in upper age limit for SC/ST/OBC/PWD/Ex-Servicemen etc. shall be as per Central Government Rules as on 31 March 2013, as under:

- |                    |   |                |          |
|--------------------|---|----------------|----------|
| a) SC/ST           | 5 years   | b) OBC         | 3 years  |
| c) PWD*(Gen)       | 10 years  | d) PWD*(SC/ST) | 15 years |
| e) PWD*(OBC)       | 13 years  |                |          |
| f) Ex-Servicemen - | Length of military service increased by three years |                |          |
- (\*PWD - Persons with Disabilities)

6. **SELECTION PROCEDURE:** (I) Eligible candidates will be required to appear in written examination at their own expense, as per the schedule given below:

Sl No.	Name of the post for which written exam to be conducted	Tentative Schedule of written examination		Total Marks / Total Questions	Description of questions
		Duration ( Minutes)	Time		
<b>DAY - 1</b>					
I)	Lower Division Clerk	120	1000-1200 hrs (forenoon)	120/120	General intelligence & Numerical Aptitude, Clerical Aptitude & English language
II)	Assistant	120	1500-1700 hrs (afternoon)	120/120	-do-
III	Jr. Translator (Hindi)	120	1500-1700 hrs (afternoon)	120/120	Objective Questions on General English & General Hindi, Vocabulary, Official Language (Rajbhasha) & Descriptive Questions related to Translation from English to Hindi and from Hindi to English
<b>DAY - 2</b>					
I)	Jr. Stenographer	120	1000-1200 hrs (forenoon)	120/120	General intelligence & Numerical Aptitude, Clerical Aptitude & English language
II)	Stenographer	120	1500-1700 hrs (afternoon)	120/120	-do-
III)	Technical Assistant (Lab)	120	1500-1700 hrs (afternoon)	120/120	Questions related to respective discipline of Electrical, Mechanical, Chemical and Microbiology. & General Intelligence, Numerical Aptitude, Clerical Aptitude & English Language

**Note:**

- i. There shall be 0.25% negative marking for each incorrect answer.
- ii. The Question Paper will be set in English & Hindi only.
- iii. No late coming will be allowed. The candidates will be required to report at the examination centre atleast 30 minutes before the commencement of the written examination.
- iv. Time Schedule may change depending upon the number of applications received for a particular post.

**II)** The written examination will be conducted at **New Delhi, Mumbai, Kolkata, Chennai and Guwahati**. The Candidates will have to choose the Test Cities for appearing in the written examination and indicate their preference in the On-line Application form. No request for change of examination centre / examination city shall be entertained. However, BIS reserves the right to direct the candidate to appear for Written Examination at any Examination City other than the preferred by the candidate, due to any administrative reason.

**III)** Candidates short-listed on the basis of Written Examination will be called for Skill Test / Interview, as the case may be. The number of candidates to be called for Skill Test / Interview shall be as decided by the Bureau.

**IV)** Skill Tests for the posts of Stenographer / Jr. Stenographer / Lower Division Clerk will be conducted on Computers.

**V)** Final Selection of the candidates will be based on written examination and skill test / interview (as applicable). Appointment of successful candidates will be subject to verification of various original documents relating to age, qualification, caste, etc & medical fitness certificate issued by the medical authorities, as per GOI Rules.

## **7. APPLICATION FEE AND MODE OF REMITTANCE:**

**I) Fee Payable (non-refundable) for each post is to be deposited** by the candidates through System Generated Challan at any branch of State Bank of India only, as under:

<b>S. No.</b>	<b>Post</b>	<b>Fees (in Rs.)</b>	<b>Transaction Charges of Bank (Rs)</b>	<b>Total Amount (in Rs.)</b>
i)	Assistant	500	35	535 (Five Hundred & Thirty Five Only)
ii)	Stenographer	500	35	535 (Five Hundred & Thirty Five Only)
iii)	Junior Translator (Hindi)	500	35	535 (Five Hundred & Thirty Five Only)
iv)	Technical Assistant (Lab)	500	35	535 (Five Hundred & Thirty Five Only)
v)	Junior Stenographer	350	35	385 (Three Hundred & Eighty Five Only)
vi)	Lower Division Clerk	350	35	385 (Three Hundred & Eighty Five Only)

### **II) Fee Exemption for:**

- (a) SC/ST/PWD/Women Candidates and existing departmental candidates of BIS for all posts
- (b) Ex-servicemen – Exemption applicable only for the posts of Junior Stenographer and LDC

### **III) APPLICATION FEE & MODE OF REMITTANCE**

- a) The candidates have to visit any branch of the **State Bank of India** for depositing the fee through pre-printed challan only. Transaction charges of the bank @ Rs 35/- shall be borne by the candidates.
- b) Candidates are advised to keep the receipt of remittance of fee (i.e. copy of Bank Challan) with them for future reference.

## **8. Reservation for Persons with Disabilities (PWD):**

- i. “Interlocking reservation will be provided to Persons with Disabilities as per GOVT. OF INDIA INSTRUCTIONS”.
- ii. Only such persons would be eligible for reservation in service / posts who suffer from not less than 40 per cent of relevant disability.
- iii. A person who wants to avail the benefit of reservation would have to submit a Disability Certificate issued by a Competent Authority in format prescribed by GOI, at the time of interview/skill test, wherever applicable.

**9. HOW TO APPLY:** Candidates are advised to read following instructions carefully before applying on-line and also all the instructions given on main instruction page of on-line applications:

- i. Candidates are required to apply On-line through BIS website in English only. No other means/mode of submission of applications will be accepted under any circumstances. The on-line registration process involves two steps for successful registration of the application.
- ii. Candidates should have a valid personal e-mail ID. It should be kept active during the currency of this recruitment process. Registration number, password, admit card for written test / skill test call letter and Interview call letter or any other important communication will be sent on the same registered e-mail ID of candidate. The candidates are, therefore, requested to check regularly their e-mail for any communication from BIS. Under no circumstances, the candidate should share/mention e-mail ID or password to/ or any other candidate / person. Please note that the Admit Card for written test will not be sent by post.
- iii. Candidates should take utmost care to furnish the correct details while filling in on-line application. Any mistake committed by the candidate shall be his/her sole responsibility. Once the application is submitted (Step 1), no change / edit will be allowed, thereafter.
- iv. If a candidate intends to apply for more than one post, he will have to submit individual on-line application for each post alongwith prescribed application fees (as applicable). In such a case he/she should have separate valid email ID for applying for each post.
- v. The written examination for the posts of Assistant / Jr. Translator (Hindi) on the **Day-1** & Stenographer / Technical Assistant (Lab) on **Day-2** shall be conducted at the **same time**. Therefore, the candidates are advised to make note of this fact and apply for these posts accordingly.
- vi. The candidates should ensure the completion of Step 1 and Step 2 of the registration process and depositing of examination fee (wherever applicable) in any branch of State Bank of India by the stipulated date and time given in para 1 of this advertisement.
- vii. Before starting to fill up the on-line application, the candidates should keep at hand the following details/documents/ information:-
  - a) His/her educational qualification details with percentage of marks, etc., as per eligibility criteria.
  - b) His/her personal details.
  - c) His/her caste / tribe certificate (for SC / ST/ OBC candidate)
  - d) His/her Disability Certificate (only for Persons with disabilities (PWD) – Issued by the Competent Authority, serial number and date of issue of certificate and name of the issuing authority, etc.
  - e) His/her scanned photograph and signature.
  - f) Discharge Certificate in case of ex-serviceman; and
  - g) Matriculation certificate in case of women candidate.

#### **STEP- 1**

- a) Candidates are now ready to apply on-line by revisiting the BIS website and going to the tab “RECRUITMENT ADVT / RESULT” on BIS website ([www.bis.org.in](http://www.bis.org.in)).
- b) The candidate should now fill up all the desired information in the on-line form about himself/herself, correctly and register.
- c) On registration, a message will be received in candidate’s registered email ID conveying his registration number, password and a link for printing the bank challan. The candidate should take a print of the bank challan. This completes the Step-1 of on-line registration process.
- d) The candidate should deposit the requisite fee and bank charges by presenting the bank challan printed under Step-1 to any branch of State Bank of India on all bank working days (after minimum 24 hrs of Step 1 completion). The Bank will return to the candidate one copy of bank challan after accepting the examination fee as a token of receipt. The copy of challan will also contain a transaction / journal number.

- e) Candidates are advised to keep with them the copy of the bank challan as a token of remittance of fee for future reference.
- f) On successful registration of on-line application Step - 1, candidates are advised not to attempt for registration for the same post again since multiple registration numbers and passwords may create problem for candidates in future. In case of multiple registrations for the same post, the candidature is liable for cancellation/rejection without any notice/intimation to the candidate.

**Instructions for the candidates who are exempted to deposit the Application Fees:**

As no fee has been prescribed for SC/ST/Women/Person with Disabilities & existing departmental candidates of BIS, for all posts and Ex-serviceman only for the posts of Junior Stenographer & LDC, **no bank challan will be generated for such candidates.** These candidates will directly enter Step -2 after completion of Step – 1.

However, such candidates have to fill up the registration / serial number of the caste / category certificate issued by the Competent Authority, in the appropriate column in the application form. The women candidates have to fill up the certificate number of Matriculation / Secondary School examination certificate in the appropriate column in the application form. The existing departmental candidates of BIS will have to provide details of their employment in the on-line application form.

On filling up of the certificate number, such candidates can straightway go/access to the Step-2 of on-line registration.

**STEP- 2**

- a) The candidates who are required to deposit application fee, may check and confirm their payment status **after minimum 48 hrs** of the deposit of the application fees (*from the closing hour of Bank Business*). In case, the candidate has deposited the fee at SBI and he is not able to confirm payment on BIS website after 48 hours of the deposit of the fee, then he should fill in the details in the Grievance Redressal Form, given at the end of the this advertisement and send the same by email alongwith the scanned copy of the paid challan to [BIShelpdesk2013@gmail.com](mailto:BIShelpdesk2013@gmail.com). Only on confirmation of payment of fees, the candidate will be able to access Step -2 of application for uploading of photograph & signature.
- b) After depositing the examination fee in State Bank of India, candidate should keep the following items ready for completion of Step-2 of registration:
- Clearly scanned copies of latest photograph and signature of self, as per prescribed dimension. In case the face in the photograph or signature is unclear, the candidate's registration may be rejected.
  - Registration number and password conveyed earlier to him through BIS's e-mail under Step-1 of the on-line registration.
- c) Instructions regarding scanning of PHOTGRAPH and SIGNATURE: Scanned image of his/her photograph and signature, should be as per the specifications given below:
- i) Photograph Image:**
- Photograph must be a recent passport size 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.
  - Photograph in cap/hat/dark glasses will not be acceptable. Religious headwear is allowed but it must not cover the face.
  - Size of photograph file should be between 20kb-50kb and Dimensions 200X230 pixels, only.

- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, number of colours etc., during the process of scanning.

**ii) 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 admit card and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination does not match with the signature on the admit card, the applicant will be disqualified.
- Please scan the signature area only and not the entire page.
- Size of signature file should be between 10kb-20kb only and Dimensions 140x60 pixels, only.
- Ensure that the size of the scanned image is not more than 20kb.

**iii) 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 JPEG format. An example file name is :Image01.Jpg. Image dimension can be checked by listing the folder files or moving the mouse over the file image icon.”
  - Candidates using MS Window/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MS Office 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 do not match with the prescribed size and format, an error message will be displayed. In such case, the candidate has to rectify the size and re-load it.
- d) The candidate should now login to upload his/her photograph and signature, as per the instructions given in the following paragraphs:

**Direction regarding uploading the photograph and signature:**

- While filling in the online application form, the candidate will be provided with a link to upload his photograph and signature.
  - There will be two separate links for uploading photograph and signature
  - Click on the respective link to 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. With this command the photograph/signature will get uploaded.
- e) After the registration is confirmed by the system after completion of Step-2, a system-generated e-mail will be sent to candidate's registered e-mail ID. The mail will contain a copy of information filled in by the candidate. The candidate should keep a copy of this information sheet after signing the same for his future guidance. This should NOT be sent to BIS.
- f) Admit card for written test, containing the details of the centre/venue for the examination etc., will be sent to the candidates at their registered e-mail ID. The candidates are required to take a print-out of their admit cards. The candidates can also download their admit cards from the BIS website using their registration number and the password. Candidates will not be allowed to enter the examination hall without valid admit card.



- g) Candidates are advised in their own interest to register on-line much before the closing date as per schedule mentioned in para 1 of this advertisement and not to wait till the last date for depositing the fees to avoid the possibility of disconnection/ inability/failure to log on the BIS's website on account of heavy load on internet/website jam/disconnection.
  - h) BIS does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the BIS.
  - i) Please note that the above procedure is the only valid procedure for applying. Application shall not be accepted through any other mode.
  - j) Candidates serving in Govt/Quasi Govt. offices/ Public Sector Undertakings/etc. are required to submit "No Objection Certificate" from their employer at the time of skill test / interview, failing which they shall not be allowed to appear in skill test / interview and their candidature shall be treated as cancelled.
  - k) The Admit cards issued to the candidates are Provisional. However, in case any ineligible candidate had been issued admit card and had appeared in the written examination or even called for the interview/skill test or allowed to join the BIS, his/her candidature will automatically be treated as cancelled at any stage of this recruitment/ service in BIS on grounds of his ineligibility. Therefore, before submitting the application, the candidate must ensure that he/she fulfills all the eligibility criteria as laid down in this advertisement. His/her candidature will be purely provisional subject to eligibility and other verifications before or after his/her appointment in BIS.
  - l) The decision of the BIS about the mode of selection to the post and eligibility conditions shall be final and binding. No correspondence will be entertained in this regard.
10. Identity verification: The candidates called for interview/skill test shall be advised to produce certain documents for verification in original and also to submit the attested photocopies thereof at the time of interview/skill test. Such documents shall be listed in the interview/skill test call letter. If the identity of the candidate is in doubt or he is not able to produce the requisite documents or there is mismatch of information in the documents, he will not be allowed to appear in the interview/skill test and his candidature will be treated as cancelled.
11. Background check: In case of selection on the above-said post, such selection shall be provisional subject to verification of character and antecedents of the candidate and verification of caste certificate and other documents submitted by the candidate and subject to his meeting the requisite medical standards for the post and other requirements applicable for appointments under the Central Govt. /PSUs.
12. SC/ST certificate: Reservation of vacancies for SC/ST will be as per Government directives. Candidates belonging to SC/ST category shall have to submit the attested copy of Caste/Tribe certificate issued by the Competent Authority at the time of Interview / Skill Test.
13. OBC Certificate: The candidates applying against vacancies reserved for OBCs should note that they have to produce a valid caste certificate at the time of interview/skill test in support of their belonging to OBC community issued by the Competent Authority in the prescribed format for this purpose so as to prove that they do not belong to "Creamy Layer" of the OBCs. Further, the caste to which the candidate belongs should be the one included in the Central list of OBC issued by the Government of India. A declaration shall also be submitted by the candidate before his appointment that he does not belong to the Creamy Layer of OBC.
14. Canvassing in any form will disqualify a candidate.
15. The process of examination/ recruitment does not involve any correspondence by the BIS with candidate at any stage regarding deficiency in application / documents / payment of examination fee etc. It shall be responsibility of the candidate to satisfy himself to furnish correct, complete and desired information/ documents etc. No correspondence will be entertained from the candidates found ineligible and not called for written test/interview/skill test or for non-selection.

16. BIS will provide the facility SCRIBE to the Visually Handicapped candidates for written examination, as per rule. For availing the facility of scribe, the visually handicapped candidates will have to give their option while filling in on-line application form. The facility of scribe will be allowed to a person who has disability of 40% or more. Candidates who use SCRIBE will be eligible for compensatory time of 20 minutes per hour of the examination.

17. ACTION AGAINST MISCONDUCT:

(i) Candidates are advised in their own interest that they should not furnish any information that is false, tampered, fabricated or should not suppress any material information while filling up the “on-line” application.

(ii) At any stage of recruitment or later, if a candidate is or has been found guilty of any misconduct such as:

- a) Using unfair means during the examination; or
- b) Impersonating or procuring impersonation by any person; or
- c) Misbehaving in the examination hall or taking away question booklet/answer sheets from the examination hall; or
- d) Resorting to any irregular means in connection with his/her candidature during selection process; or
- e) Using undue influence for his/her candidature by any means; or
- f) Submitting of false certificates/ documents /information or suppressing any information at any stage; or
- g) Giving wrong information regarding his/her category (SC/ST/OBC/PWD/Ex-serviceman, etc.) while appearing in the examination or thereafter; or
- h) Writing irrelevant matter including obscene language or pornographic matter in the script(s); or
- i) Being in possession of calculator, mobile phone, pager, bluetooth, headphone, earplug, laptop, ipad and other computing /communication devices;
- j) Possessing any form of textual material / handwritten (or typed) pages etc.

he/she, in addition to rendering himself/herself liable to **legal**/criminal prosecution, will also become liable to be :

- a) Disqualified from the examination and /or ;
- b) Debarred either permanently or for a specified period from any exam/recruitment and /or
- c) Discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment to the service of BIS.

18. Calculator, Mobile phone/Microphone (or its accessories), Pager, Bluetooth, Headphone, Earplug, Laptop, ipad and other computing /communication devices are not permitted inside the examination centre. Therefore, the candidates shall be responsible for safe-keeping of such devices because arrangement for keeping these devices safe, cannot be assured by BIS.

19. There shall be complete ban on possessing or using the electronics devices such as Mobile Phone or its accessories, texted/ printed material / calculator in the examination Hall, finding which the candidature of the candidate shall be cancelled, the candidate shall be banned at least for 5 years for applying for any post in BIS and also action may be taken against him under Indian Penal Code.

20. Information on website only: Any further information / corrigendum/ details regarding applications or applicants / any other information regarding schedule of examinations or interviews/ call letters for interview/ skill test / notices / results /panels shall be posted only on the official website of BIS. No publication in any media will be made. Thus, the candidates are advised to keep updating themselves by checking the official website of BIS very frequently.

21. The legal jurisdiction will be Delhi in case of any cause.
22. The application format is available on BIS official website [www.bis.org.in](http://www.bis.org.in).
23. Only queries related to **ONLINE APPLICATION SOFTWARE** shall be replied at: **BIShelpdesk2013@gmail.com**

24. **IMPORTANT SERVICE CONDITIONS:**

- (i) **PROBATION:** 2 years for all posts.
- (ii) **SERVICE BENEFITS:** Leave / LTC / Medical facilities / GIS and other allowances as per Central Govt. Rules, are admissible.
- iii) **Posting:** Anywhere in India

25. **OTHER IMPORTANT DETAILS:**

- (i) *Candidates are required to apply through ON-LINE only. No documents/certificates and application forms are required to be sent to BIS by post;*
- (ii) *Candidates desirous of applying for more than one post are required to apply on-line for each post separately; further they should have separate e-mail ID for each separate post they are applying for.*
- (iii) *BIS will accept fee through System Generated Challan of SBI only. Fee submitted by any other mode will not be accepted.*
- (iv) *Application once submitted will not be allowed to be withdrawn and fee once paid will not be refunded in any case neither it shall be held reserve for any other recruitment or selection process in future.*
- (v) *Canvassing in any form will be disqualification of candidature.*
- (vi) *In case of any dispute on account of interpretation of this advertisement in version other than English, the English version shall prevail.*

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**Grievance Redressal Form**

In case, the candidate has deposited the fee at State Bank of India and he is not able to confirm payment on BIS website **after 48 hours** of the deposit of the fee (**from the closing hour of Bank Business**), then he should fill in the following details and send the same by email alongwith the scanned copy of the paid challan to [BIShelpdesk2013@gmail.com](mailto:BIShelpdesk2013@gmail.com):

<b>Sl. No.</b>	<b>Particular</b>	<b>Detail</b>
(i)	Name of the candidate	
(ii)	Registration / ID Ref. No.	
(iii)	Date of deposit	
(iv)	Branch code (where deposited)	
v)	Amount including bank charges (Rs)	
vi)	Mobile No.	
vii)	e-mail ID	

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