BIS/ON : 03/2013  
Dated : 17-01-2013

BUREAU OF INDIAN STANDARDS  
(ESTABLISHMENT DEPARTMENT)

OFFICE NOTE

In accordance with BIS (Recruitment to Administration, Finance & Other Posts) Regulations, 2007, it is obligatory for all the Junior Stenographers / Lower Division Clerks to pass the Style Manual Test (SMT) before they become eligible for consideration for promotion to the next higher post.

2. The Junior Stenographers/Lower Division Clerks, who have not yet passed the SMT and are willing to appear in the test, may send their names through their Departmental Heads to the undersigned, latest by 31 Jan 2013.

3. The next Style Manual Test shall be conducted in the second/third week of Mar 2013. The exact date and venue shall be intimated in due course.

4. The test will be held in accordance with IS 12:2005 Guide for Drafting and Presentation of Indian Standards (Fourth Revision). There will be two Question Papers as under:

<table>
<thead>
<tr>
<th>Paper</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Paper I</td>
<td>1000 h (Duration 90 minutes)</td>
</tr>
<tr>
<td>Paper II</td>
<td>1145 h (Duration 90 minutes)</td>
</tr>
</tbody>
</table>

5. The use of IS 12: 2005 Guide for Drafting and Presentation of Indian Standards (Fourth Revision) will be permitted in case of Paper II only. The employees may bring their own copies of IS 12:2005.

6. **The applications received after 31 Jan 2013 shall not be entertained.**

Sd/-
(H.L. Kaul)  
Director-SG (Establishment)

Our Ref: Estt I-51(1) (2013)

Circulated to: Departments at HQ/CL/Regional/Branch/Inspection Offices of BIS through Intranet/E-mail.

( Hindi version will follow )