



**BUREAU OF INDIAN STANDARDS**  
**Department of Consumer Affairs**  
**Ministry of Consumer Affairs, Food & Public Distribution,**  
**Govt. of India**  
Manak Bhawan, 9 Bahadur Shah Zafar Marg, New Delhi-110002

**Advertisement No. 01/2021/ESTT(DEPUTATION)**

Bureau of Indian Standards (BIS), the Statutory Body under the Ministry of Consumer Affairs, Food and Public Distribution (Department of Consumer Affairs), Govt. of India. **INVITES** applications from the ELIGIBLE candidates for filling up of vacancies in the following posts on **DEPUTATION BASIS** for a period of 3 years at BIS Headquarters, New Delhi.

Sl No	Name of the post	Level of the post	No. of vacancies likely to be filled up	Places where lying vacant
1.	Secretary	Level-12 (Rs.78800- 209200)	1	New Delhi

**I) Eligibility:**

- i) Officers holding analogous post on regular basis; or
- ii) Officers with five years' regular service in the level-11 (Rs.67700-208700) in the pay matrix;

**II) Educational & other qualifications required for the post:**

Post Graduate Degree in Personnel Management or Human Resource Management or Labour and Social Welfare from a recognized University or All India Council for Technical Education approved Institution; Or Post Graduate Diploma in Personnel Management or Human Resource Management or Labour and Social Welfare from a recognized University or All India Council for Technical Education approved Institution.

2.	Name of the post	Level of the post	No. of vacancies likely to be filled up	Places where lying vacant
	Director (Legal)	Level-12 (Rs.78800- 209200)	1	New Delhi
<p><b>I) Eligibility:</b></p> <p>i) Officer holding analogous post on regular basis; or Officer with five years' regular service in the level-11 (Rs.67700-208700) in the pay matrix; or</p> <p>ii) Officers with ten years' regular service in the level-10 (Rs.56100- 177500) in the pay matrix; or Officers with ten years' combined regular service in the level-11 and level-10 in the pay matrix</p> <p><b>II) Educational &amp; other qualifications required for the post:</b></p> <p>i) Bachelor's Degree in Law/ LLB from a recognized university; and</p>				

**NOTE :** **Period of deputation:** For a period of Three year from the date of joining which is further extendable based on the satisfactory performance for a period likely to be decided on mutual consent of both the organizations. This is applicable for all the above posts as mentioned.

2. The other terms and conditions for recruitment on deputation are given in the **Annexure I**.
3. The candidates, irrespective of any category, who fulfill the eligibility criteria required for the posts, as detailed above, may send their applications **through proper channel** in the prescribed proforma, given in **Annexure II**, so as to reach to **Director (Establishment), Bureau of Indian Standards, Manak Bhavan, 9, Bahadur Shah Zafar Marg, New Delhi 110002** alongwith attested copies of certificates relating to age, caste/category, qualifications and experience within 21 days from the date of publication of this advertisement in the 'Employment News'/Rozgar Samachar. The application should be sent **only** by **Speed Post** in the envelope superscribing "**The application for the post of -----**  
----- (name of the post applied for) on **Deputation**".
4. The concerned authorities are requested to forward the applications of the **eligible** candidates alongwith their (i) APAR dossiers (attested copies) for the last five years; (ii) Vigilance Clearance Certificate; and (iii) Integrity Certificate duly signed by the appropriate authority.
5. The **Declaration** to be submitted by the candidate alongwith the certificate for the use of forwarding authorities, is given in **Annexure - III**.

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**Annexure – I**

**Terms and conditions**

1. **Maximum Age Limit:**  
56 years (On the closing date of the receipt of applications)
2. **Last date of receipt of applications –**  
21 days from the release of advertisement in the Employment News / Rozgar Samachar
3. **Others:**  
The general terms & conditions of deputation as applicable from time to time, shall apply.
4. *Departmental candidates of BIS will not be eligible to apply for the post on deputation*
5. *BIS reserves right to increase or decrease the number of vacancies in any or all posts. BIS also reserves right to withhold or cancel the recruitment process at any time without assigning any reason. No correspondence shall be entertained in this regard.*

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**TERMS & CONDITIONS FOR APPOINTMENT OF SHRI/SMT.----- TO THE  
POST OF ----- ON DEPUTATION IN BUREAU OF INDIAN STANDARDS.**

- i) **Period of Deputation** : Maximum 03 Years
- ii) **Pay and Allowances** : He will draw the pay either in the scale of pay on deputation from the borrowing organization or the pay in the parent department plus deputation allowance and other allowances as per the rules of the borrowing organization.
- iii) **Leave Salary and Pension Contribution**: He will be governed by the Leave Rules applicable in BIS and the borrowing organization will pay to BIS the Leave Salary Contribution, for the period of deputation as per the Govt. of India rules on the subject. The expenditure on compensatory allowance in respect of the period of leave taken during the period of deputation or at the end will also be borne by the borrowing organization, Pension Contribution, in respect of Shri ----- will be paid by the borrowing organization for the period of deputation.
- iv) **Leave Encashment**: He will be entitled to encash earned leave for a period of fifteen days in a calendar years in accordance with the rules of BIS and the expenditure incurred on this account will be borne by the borrowing organization.
- v) **Leave Salary in respect of disability**: The Leave Salary in respect of disability incurred in and through foreign Service even though such disability manifests even after the termination of Foreign Service, will be paid by the borrowing organization.
- vi) **GPF Contribution** : He will continue to subscribe the GPF of BIS. The amount of the subscription will be deducted from his pay at the prescribed rates and remitted to BIS.
- vii) **Group Insurance Scheme**: He will continue to be a member of Group Insurance Scheme of BIS.
- viii) **LTC**: He will be entitled to LTC in accordance with the rules of BIS and the expenditure incurred on this account will be borne by the borrowing organization.
- ix) **Medical Facility**: The borrowing organization shall afford for him, the medical facilities, not inferior to what he is enjoying in BIS.
- x) **Benevolent Fund**: He will continue to be a member of Benevolent Fund Scheme of BIS.
- xi) **Disciplinary Authority** : Director General of the Bureau will be the Disciplinary Authority.

**Director [Establishment]**

ACCEPTED.

(Authorized Officer)

**Annexure – II**

**Application Form**

(To be filled in Capital Letters)

**Name of the Post applied for**  
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1. Name of the Applicant :
2. a) Father's Name :  
b) Husband's Name (wherever applicable) :
3. Category (General/SC/ST/OBC/PWD) :
4. Date of Birth :
5. Age as on last date of receipt of application: ----years-----months-----days.
6. Present Post held and date of regular appointment to the post :
7. Scale of Pay and Present Basic Pay :



Level in the Pay Matrix (as per 7 <sup>th</sup> CPC)	Present Pay in the Level in the Pay Matrix (as per 7 <sup>th</sup> CPC)

8. Name of Present Ministry/Dept/Orgn. :  
(where presently employed)
9. Preference for place of posting : i)  
(From among the places given in ii)  
Advertisement, wherever required) : iii)
10. Educational Qualification (Graduation onwards):

Examination passed	Name of the University/ Institute	Subject(s)/ Discipline	Division/ Grade	Percentage of Marks	Year of Completion

11. Details of other qualifications, required for the post:

Name of the Degree/ diploma/etc	Name of the University/ Institute	Subject(s)/ Discipline	Division/ Grade	Percentage of Marks	Year of Completion

12 Experience (In Chronological Order):

Ministry/Dept. /Organization	Post Held on regular basis	Scale of pay / Pay drawn	Period of Service		Total Experience (years/ months)	Nature of duties performed
			From (date)	To (date)		

13. Address for Correspondence (in capital letters)

i) a) Office Address : .....

.....

.....

.....

b) Residential Address : .....

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.....

.....

ii) Mobile No. : .....

iii) Email ID : .....

Dated:

(Signature of the Applicant)

(Name of the applicant)

**Annexure - III**

**DECLARATION**

1. I hereby certify and declare that
  - (i) I have carefully gone through the conditions given in the Advertisement;
  - (ii) All the statements made and information given by me in this Application Form are true, complete and correct to the best of my knowledge and belief;
  - (iii) I fulfill all the criteria of eligibility regarding age, educational/ other qualifications and experience, etc prescribed, as on closing date of the receipt of applications for the post applied; and
  - (iv) In case my application is not received by BIS within the stipulated date due to postal delay or any reason, BIS will not be responsible for such delay.
2. I fully understand that in the event of incomplete Application Form OR any information or part of it, being found false or incorrect, before or after appointment, action can be taken against me by BIS and my candidature /appointment shall automatically stand cancelled/terminated.

(Name & Signature of the Applicant)

Date :

Place :

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**CERTIFICATE**

(For use of Forwarding Authority)

1. It is certified that;
  - (i) Shri / Smt. ....fulfills the eligibility criteria given in the advertisement;
  - (ii) There is no vigilance /administrative case either pending or contemplated against Shri / Smt. ....; and
  - (iii) No major /minor penalty has been imposed on Shri/Smt. .... during the last 10 years. (In case any penalty was imposed, the details thereof may please be given)
2. Duly attested copies of APARs of the applicant, for the last five years, are enclosed herewith.
3. On Selection of Shri/Smt..... for the post of ..... in BIS on deputation, he/she will be relieved at the earliest.

	(Signature)	:
Date:	Name of the Forwarding Officer	:
Place:	Designation	:
	Office Phone No.	:
	Office email ID	:
	Office Seal	: