



सत्यमेव जयते



## BUREAU OF INDIAN STANDARDS

Department of Consumer Affairs

Ministry of Consumer Affairs, Food & Public Distribution, Govt. of India.  
Manak Bhavan, 9, Bahadur Shah Zafar Marg, New Delhi – 110 002.



### Advertisement No. 02/2024/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 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** applications from the ELIGIBLE serving employees of Central Govt./ State Govt./ Union Territory Govt./Statutory/Autonomous Body/Public Sector Undertaking(PSUs)/Reputed Govt. Agency, for filling up of vacancies in the posts of Deputy Director (Administration & Finance), Deputy Director (Marketing & Consumer Affairs) and Deputy Director (Publication) on **DEPUTATION BASIS**, at BIS Headquarters, New Delhi and its offices located in the country, are given below.

Sl. No.	Name of the post	Level of the post	No. of vacancies likely to be filled up	Place of posting and vacancies
1.	Deputy Director (Administration & Finance)	Level-11 (Rs.67700-208700)	03	Chennai (01) Delhi/NCR (02)

#### Eligibility:

a) i) Officers holding analogous post on regular basis;

or

ii) Officers with five years' regular service in the level-10 (Rs. 56100-177500) in the pay matrix and possessing five years' experience in the field of Administration /Finance;

#### b) Educational & other qualification required for the post:

##### For Deputy Director (Administration):

- Master of Business Administration (with Personnel specialization) of two years' duration from a recognized university/ All India Council for Technical Education approved Institution; or Post Graduate Degree/ Post Graduate Diploma in Personnel Management / Human Resource Management of two years' duration from a recognized university/ All India Council for Technical Education approved Institution; or Degree in law from a recognized university/ Bachelor of law; and
- Eight years' experience in the field of personnel management, out of which five years shall be in a senior position in Central/ State/ Union Territory Government or Statutory/ Autonomous Body/ Public Sector Undertaking/ reputed Government agency

**For Deputy Director (Finance):**

- (i) Bachelor's Degree from a recognized University;
- (ii) Chartered Accountant/ Cost & Works Accountant/ Subordinate Accounts Service Accountant/ Master of Business Administration (with finance specialization);
- (iii) Eight years' experience in accounts work, out of which five years shall be in a senior position in Central/ State/ Union Territory Government or Statutory/ Autonomous Body/ Public Sector Undertaking/ reputed Government agency.

<b>Sl. No.</b>	<b>Name of the post</b>	<b>Level of the post</b>	<b>No. of vacancies likely to be filled up</b>	<b>Place of posting and vacancies</b>
<b>2.</b>	<b>Deputy Director (Marketing &amp; Consumer Affairs)</b>	<b>Level-11 (Rs.67700-208700)</b>	<b>04</b>	<b>BIS-HQs (01) Chandigarh (01) Mumbai (01) Kolkata (01)</b>

**Eligibility:**

- a) i) Officers holding analogous post on regular basis;  
or  
ii) Officers with five years' regular service in the level-10 (Rs.56100-177500) in the pay matrix;
- b) Educational & other qualifications required for the post:**
- i) Masters of Business Administration (Marketing) or master's Degree or Post Graduate Diploma in Mass Communication or Master's Degree or Post Graduate Diploma in Social Work from a recognized University/Institution; and
- ii) Five years' experience in the field of Marketing / Mass Communication / Social Work in Central Government/ State Government/ Union Territory Government/ Statutory/ Autonomous Body/ Public Sector Undertaking/ reputed Government agency.

<b>Sl. No</b>	<b>Name of the post</b>	<b>Level of the post</b>	<b>No. of vacancies likely to be filled up</b>	<b>Place of Posting</b>
<b>3.</b>	<b>Deputy Director (Publication)</b>	<b>Level-11 (Rs.67700-208700)</b>	<b>01</b>	<b>BIS-HQs, New Delhi</b>

**Eligibility:**

- a) i) Officers holding analogous post on regular basis;  
or  
ii) Officers with Five years' regular service in the level-10 (Rs.56100-177500) in the pay matrix;
- b) Educational & other qualifications required for the post:**
- i) Bachelor's Degree in Science or Arts from a Recognized University;
- ii) Diploma in Printing Technology/Publication from a recognized institution; and
- iii) At least five years' experience in responsible capacity in a well-established publishing/printing house of technical and scientific publications of which five years' shall be in a senior position in Central Government/ State Government / Union Territory Government/ Statutory/ Autonomous Body/ Public Sector Undertaking/ reputed Government agency.

**1. NOTE:**

- i) For the post of Deputy Director (Administration & Finance):** Period of deputation for a period of Two years, which may be further extended for a period of another one year.
- ii) For the post of Deputy Director (Marketing and Consumer Affairs/Publication):** Period of deputation for a period of Three years, which may be further extended for a period of another one year.
- 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 45 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/Administrative 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***.

-----

**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 –**  
45 days from the release of the 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.*
6. The candidate who fulfill the prescribed eligibility requirements and are shortlisted by Screening Committee shall be considered for selection.

-----

**Annexure – II**

**Application Form**

(To be filled in Capital Letters)

Affix recent  
passport size  
photo

**Name of the Post applied for .....**

1. Name of the Applicant :
2. a) Father's Name :
- b) Husband's Name :
- (wherever applicable)
3. Category  
(General/EWS/Exs/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 :

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

8. Name of Present Ministry/Deptt. /Org. :  
(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):

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

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

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

12. Experience (In Chronological Order):

Ministry/Deptt. /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 : .....

.....

.....

.....

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 fulfil 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 :

---

**CERTIFICATE**

(For use of Forwarding Authority)

1. It is certified that;
  - (i) Shri / Smt. .... fulfils 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: