

**BUREAU OF INDIAN STANDARDS**

Manak Bhawan, 9, Bahadur Shah Zafar Marg, New Delhi – 110 002

Website : <http://www.bis.org.in>

Advertisement No. 1/DDPR/2014

Bureau of Indian Standards [BIS], invites applications from talented and professional individuals for filling up the following post through direct recruitment for posting at BIS Headquarters, New Delhi/BIS Offices anywhere in India. The candidates who fulfill the eligibility conditions may send their applications in the proforma prescribed below, so as to reach the Director [Establishment], Manak Bhawan, 9, Bahadur Shah Zafar Marg, New Delhi 110 002. **within 21 days** from the date of publication of this advertisement in the Employment News dated 08 to 14 March 2014 i.e. 28 March 2014.

Name of Post/ Pay Scale	No. of Posts & Category	Eligibility Conditions	
		Age Limit	Education and other qualification required
(1)	(2)	(4)	(5)
Deputy Director [Public Relations] PB-3/ Rs. 15600- 39100 + 6600 Grade Pay	01 UR	Maximum age limit will be 40 Yrs as on the closing date of applications. Relaxation in age for SC/ST/ OBC/PH/Ex-Servicemen, as per GOI's Rules	Degree in Science; Post Graduate Degree/ Diploma in Journalism/ Public Relations/ Advertising/ Marketing from a recognized University/ Institution with 10 yrs' experience in a relevant field.

1. Attested photocopies of the certificates relating to age, qualifications, experience and category are to be enclosed with the applications.
2. Candidates working in Govt./Semi-Govt./Public Undertaking, etc must apply through proper channel. In the event of application not sent through proper channel, the candidate would be required to produced No Objection Certificate from his employer, if short-listed for the interview, at the time of the interview, failing which the candidate will not be allowed to appear for the interview and his/her TA/DA would not be reimbursed.
3. Selected candidates will be required to serve in any office of the Bureau.
4. Incomplete or unsigned applications, applications not conforming to the eligibility conditions will be summarily rejected. If the candidate does not fulfill any of the conditions given in the detailed Advertisement, his/her candidature will be cancelled at any stage on scrutiny whenever the discrepancy is noticed.
5. Applicants should give clear and complete postal address, e-mail id and phone number for correspondence. Bureau will not be responsible for any postal delay/wrong delivery/non-delivery of any communication at any stage of the recruitment process. While Bureau will exercise every care to avoid errors in the conduct in all stages of the recruitment process, it shall not take any liability for any error as may inadvertently occur in the process.
6. Decision of the Bureau to call the candidates for selection shall be final. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
7. Those who have qualifications equivalent to any of the prescribed qualifications should produce certificate from the concerned University certifying that the said Degree/Diploma is equivalent to the particular Degree of the University. Applications without the authoritative equivalency certificate will not be considered.
8. No interim correspondence will be entertained.

PERFORMA

APPLICATION FOR THE POST OF DIRECTOR [PUBLIC RELATIONS]

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:**
(clearly indicate postal address, email id and contact numbers)
7. **Present Employer's address for communication:**
[clearly 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, furnish the authoritative equivalency certificate)



Qualifications & Experience required

Qualifications & Experience possessed

- (i) Degree in Science; :
- (ii) Post Graduate Degree/Diploma in Journalism/Public Relations/Advertising/ Marketing from a recognized University/Institution :
- (iii) 10 years experience in relevant field :

9.	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post:					
10.	Details of employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
Name, address and status of Deptt./Office]	Post held/Nature of employment <i>[Whether permanent or temporary or on deputation]</i>	Period of the post held		Scale of Pay+ [in CDA/IDA/ CTC p.a. pattern)	Total Experience [in years]	Nature of 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. Are you :**
seeking age relaxation as per GOI's instructions?
14. **Whether applied anywhere else also? If yes, pl. mention 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 candidate 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.

Signature

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

Date:.....

Place:.....

Telephone No.....