

ADVERTISEMENT NO. 2/AD/2014

**RECRUITMENT TO THE POSTS OF ASSISTANT DIRECTOR
(ADMINISTRATION AND FINANCE] AND ASSISTANT DIRECTOR
[PUBLIC RELATIONS]**

Bureau of Indian Standards (BIS), a statutory body under the administrative control of Ministry of Consumer Affairs, Food and Public Distribution, Govt. of India, is the National Standards Body of India and is responsible for activities in the Standardization, Product and System Certification, Hallmarking of Gold/Silver Jewellery, Laboratory Testing, etc. in the country.

BIS invites applications from the talented and professional individuals for filling up of vacancies in the following posts at BIS Headquarters, New Delhi and/or BIS Offices anywhere in India, as per the details given below:

1. NAME OF POSTS AND NUMBER OF VACANCIES

	Name of the Post	Categories and number of vacancies					Vacancy reserved for persons with disabilities out of total number of vacancies (see note below)
		UR	SC	ST	OBC	Total	
1.	Assistant Director [Administration and Finance]	05	01	Nil	01	07	Nil
2.	Assistant Director [Public Relations]	01	Nil	Nil	01	02	01 [VI/HI/OH]

Note: “Interlocking reservation” will be provided to “Persons with Disabilities” as per Govt. of India Instructions. Persons with minimum 40% disabilities can apply for competing for these posts.

The posts are in the Pay-Band-3/ Rs.15600-39100 + Grade Pay Rs. 5400 *plus* allowances as applicable. The indicative gross salary as on date at New Delhi will be Rs. 52,280/- approx. On appointment, the candidate would be on probation for two years. For details regarding all reservations refer to **Annex I.**

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

2. EDUCATIONAL AND OTHER QUALIFICATIONS REQUIRED ON 14 APRIL 2014

	Name of Post	Educational and other Qualifications required
1.	Assistant Director [Administration and Finance]	Chartered Accountant/Cost and Works Accountant/Subordinate Accounts Service (SAS) Accountant/Master of Business Administration (MBA) (with finance specialization) with three years experience; Master of Business Administration (MBA) (with specialization in Personnel)/Post Graduate Diploma in Personnel Management / Human Resource Management of two years' duration from reputed institute/L.L.B with three years' experience.
2.	Assistant Director [Public Relations]	Post Graduate Degree/Diploma in Journalism/Public Relations/Advertising/Marketing, with atleast two years' professional experience in a reputed organization in Public Relations/Publicity/Advertising/Scientific Journalism

All the educational qualifications mentioned should be from a University/Institution/Board recognized by Govt. of India/approved by Govt. Regulatory Bodies. In the case of dual qualifications/specialization, candidates have to necessarily produce proof at the time of interview as also at the time of recruitment that their major specialization conforms to the requisite eligibility prescribed for the post.

Candidates already in service in Govt./State/PSU/etc. will have to submit "No Objection Certificate" from their employer at the time of interview. *Departmental Candidates serving in BIS, who fulfill the educational and other qualifications required for the posts can apply online directly and would not require separate permission from BIS. Upper age limit for departmental candidates would be upto the age of 50 years.*

3. AGE LIMIT – The maximum age limit for recruitment to these posts is 30 years. Relaxation in upper age limit for SC/ST/OBC/PWD/Ex-Servicemen/Meritorious Sports Persons/Widows or Divorced Women or Women Judicially separated from Husbands/persons who had ordinarily been domiciled in the State of J&K during the period from 01 January 1980 to 31 December 1989 shall be as per Central Government. Crucial date for determining age limit shall be the closing date of submitting the online applications by the candidates. For further details regarding age relaxation refer to **Annex II**.

4. SELECTION PROCEDURE – Candidates possessing the essential qualifications, experience and age limit shall be eligible for the post. Eligible candidates will be required to appear an online examination at their own expenses. Candidates short-listed will be interviewed for which travel expenses upto second class train fare for to-and fro journeys from normal place of residence by shortest route shall be payable. The interview will be conducted at New Delhi and the address of venue, time and date of interview will be informed to the short-listed candidates in the call letter for interview. Candidates would be required to download their online examination call letters from authorized BIS website: www.bis.org.in. The candidates will be selected on the basis of merit as determined by the aggregate marks obtained by giving equal weightage to the online examination and interview. For further details regarding online examination and examination centres refer **Annex III**.

5. **HOW TO APPLY** – Candidates will be required to apply online through BIS Website which will be open for 21 days. No other means/mode of submission of application will be accepted under any circumstances. For further details refer to **Annex IV**.

6. **PAYMENT OF APPLICATION FEES** – The application fees/intimation charges will be Rs. 750/- and will be made through online payment only. Fees would be payable within 21 days from the date of opening of online registration and is non-refundable. No fees would be required to be paid by SC/ST/PWD/Women & BIS Departmental Candidates. Bank Transaction charges, if any, for Online Payment of application fees/intimation charges will have to be borne by the candidates.

7. **SCHEDULE OF EVENTS** shall be as follows:

Online Events	Date (s)/period
Registration	From 25 March 2014 to 14 April 2014
Application Fee Payment	From 25 March 2014 to 14 April 2014
Call Letter Download	15 May 2014 (Tentative)
Examination	25 May 2014
Result of Online Examination	27 May 2014

Candidates would be advised to regularly keep in touch with the authorized BIS Website for details and updates.

8. **IMPORTANT INSTRUCTIONS:** For details refer **Annex V**.

9. **NOTICE:** Advertisements published in “Employment New” dated 21 Jan-06 Feb 2009 (EN 44/124) and 26 Dec 2009-01 Jan 2010 (EN 39/89) for filling up of 02 (UR) vacancies in the post of Assistant Director [Administration and Finance] and 02 (01 UR and 01 OBC) vacancies in the post of Assistant Director [Public Relations] in the Bureau respectively, have been treated as cancelled. Candidates, who had applied earlier against these advertisements, are required to apply fresh through this advertisement.

10. **ANNOUNCEMENTS:** All further announcements/details pertaining to this process will only be published/provided on BIS website www.bis.org.in from time to time.

Director [Establishment]
e-mail: estt@bis.org.in

New Delhi
Date: 24 Mar 2014

ANNEX I

GENERAL INSTRUCTIONS REGARDING RESERVATION

1. Definition of Persons with Disabilities

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board constituted by the Central/State Government. Accordingly, candidates with the following disabilities are eligible to apply (as per GOI guidelines dated 29.07.2013). Candidates claiming such benefits should produce certificate in original (by the Competent Authority issued on or before the last date of online submission of application in the prescribed format available at the end of this advertisement) in support of their claim at the time of Interview/at any stage of the process. Persons with Disabilities will have to work in any Regional Office/Branch Office as per requirement.

- (i) **Visually Impaired (VI)** – A person having not less than 40% visual impairment is only eligible to apply.
- (ii) **Hearing Impaired (HI)** – “Hearing Impairment” means loss of sixty decibels or more in the better ear in the conversational range of frequencies.
- (iii) **Orthopedically Handicapped (OH)** – A person having not less than 40% physical impairment with disability of such type with which the independent mobility is not affected, is eligible to apply.

“Interlocking Reservation” will be provided to Persons with Disabilities as per Govt. of India Instructions.

(a) Guidelines for Candidates with Disabilities using a Scribe

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the written examination. In all such cases, where a scribe is used, the following rules will apply:

- (i) The candidate will have to arrange own scribe at his/her own cost.
- (ii) The scribe arranged by the candidate should **not** be a candidate for any post. If violation of the above is detected at any stage of the process, candidature for online examination of both the candidate and the scribe will be cancelled.
- (iii) The scribe should be from an academic stream different from that stipulated for the post.
- (iv) Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of online examination.
- (v) Those candidates, who use a scribe, shall be eligible for compensatory time of 20 minutes for every hour of the examination.

(b) Guidelines for Candidates with Locomotor’s Disability and Cerebral Palsy

A compensatory time of 20 minutes per hour shall be permitted for the candidates with locomotor’s disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment), **although no scribe shall be permitted to such candidates.**

(c) Guidelines for Visually Impaired Candidates

Visually Impaired Candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font. This facility will not be available to Visually Impaired candidates who use the services of a scribe for the examination. Compensatory time will also be available to visually impaired candidates using magnified font.

Guidelines are subject to change in terms of GOI guidelines/clarifications, if any, from time to time.

2. The Competent Authority for the issue of certificate to SC/ST/OBC/PWD is as under (as notified by GOI from time to time):

For Scheduled Castes/Scheduled Tribes/Other Backward Classes:

- a) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner
- b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate
- c) Revenue Officer not below the rank of Tahsildar
- d) Sub-divisional officer of the area where the candidate and or his family normally resides

For Persons with Disabilities: Authorized certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic/Ophthalmic/ENT Surgeon.

- (3) Prescribed formats of SC/ST & OBC Certificates, as applicable, to be submitted at the time of interview can be downloaded from BIS Website www.bis.org.in. Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

The format of certificate to be produced by a Candidate belonging to scheduled caste or scheduled tribe in support of his/her claim shall be as per FORM A and the format of certificate to be produced by a Candidate belonging to Other Backward Classes in support of his/her claim shall be as per FORM B.

FORM A

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS/HER CLAIM

1. This is to certify that Shri/Smt/Kum*..... son/daughter* of
..... Of village/town*..... In District/Division*..... of the
State/Union Territory*..... Belongs to the Caste/Tribe* which is recognized as a Scheduled
Caste/Scheduled Tribe* under:

*The Constitution (Scheduled Castes) Order, 1950;

*The Constitution (Scheduled Tribes) Order, 1950;

*The Constitution (Scheduled Castes) Union Territories Order, 1951;

*The Constitution (Scheduled Tribes) Union Territories Order, 1951;

[as amended by the Scheduled Castes and Scheduled Tribes lists (Modification Order), 1956; the Bombay Reorganization Act, 1960; the Punjab Reorganization Act 1966; the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganization) Act 1971; the Constitution/Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976];

*The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;

*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;

*The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;

*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;

*The Constitution (Pondicherry) Scheduled Castes Order, 1964;

*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967

*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;

*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968

*The Constitution (Nagaland) Scheduled Tribes Order, 1970;

*The Constitution (Sikkim) Scheduled Castes Order, 1978;

*The Constitution (Sikkim) Scheduled Tribes Order, 1978;

*The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;

*The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990;

*The Constitution (ST) Orders (Amendment) Ordinance, 1991;

*The Constitution (ST) Orders (Second Amendment) Act, 1991;

*The Constitution (ST) Orders (Amendment) Ordinance, 1996

#2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons, who have migrated from one state/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes* Certificate issued to Shri/Smt/Kumari*..... Father/Mother* of Shri/Smt/Kumari*..... of village/town
.....in District/Division*of the State/Union Territory*..... Who belong
to the Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory*
..... issued by the (Name of the authority) vide their no.....
dated.....

(x) Shri/Smt./Kumari* and/or* his/her* family ordinarily resides (s) in village/town* of
.....District/Division* of the State/Union Territory* of

Signature

Designation.....

(with seal of office/State/Union Territory)

Date:

Place:

Note: The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of Peoples Act, 1950

(ξ) Please delete the words which are not application.

Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste/Tribe Certificates:

1. District Magistrate/Additional District Magistrate/Collator/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate
3. Revenue Officer not below the rank of Tahsildar
4. Sub-divisional officer of the Area where the candidate and or his family normally resides.

FORM B

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kum..... Son/Daughter of Shri/Smt..... of village/town of District/Division in..... state belongs to community which is recognized as a Backward Class under:

- (i) Resolution No. 12011/68/93-BCCI, dated the 10th September 1993, published in the Gazette of India, Extraordinary, Part-I, Section-I, No. 186, dated the 13th September 1993.
- (ii) Resolution No. 12011/9/94-BCCI, dated the 19th October 1994, published in the Gazette of India, Extraordinary, Part-I Section-I, No. 163 dated the 20 October 1994
- (iii) Resolution No. 12011/7/95-BCCI, dated the 24 May 1995, published in the Gazette of India, Extraordinary, Part-I, Section-I, No. 88, dated the 25 May 1995..
- (iv) Resolution No. 12011/96/94-BCCI, dated the 9th March 1996.
- (v) Resolution No. 12011/44/96-BCCI, dated the 6th December 1996, published in the Gazette of India, Extraordinary, Part-I, Section-I, No. 210, dated the 11th December 1996..
- (vi) Resolution No. 12011/13/97-BCC, dated the 3rd December 1997.
- (vii) Resolution No. 12011/99/94-BCC, dated the 11th December 1997.
- (viii) Resolution No. 12011/68/98-BCC, dated the 27th October 1999.
- (ix) Resolution No. 12011/88/98-BCC, dated the 6th December 1999, published in the Gazette of India, Extraordinary, Part-I, Section-I, No. 270, dated the 6th December 1999..
- (x) Resolution No. 12011/36/99-BCC (, dated the 4th April 2000, published in the Gazette of India, Extraordinary, Part-I, Section-I No. 71, dated the 4th April, 2000
- (xi) Resolution No. 12011/44/99-BCC, dated the 21 September 2000, published in the Gazette of India, Extraordinary, Part-I, Section-I, No. 210, dated the 21 September 2000..

Shri/Smt./Kum..... and/or his/her family ordinarily reside(s) in the District/Division of the State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the schedule to the Government of India, Department of Personnel and Training OM No. 36012/22/93-Estt.[SCT], dated 8-9-1993, and modified vide Department of Personnel and Training OM No. 36033/3/2004 Estt.(Res.) dated 9.3.2004 and 14.10.2008.

District Magistrate or Deputy Commissioner, etc
Signature with Seal

Date:

Place:

NB: (a) The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of Peoples Act, 1950

(ξ)

The authorities competent to issue Cast Certificates are indicated below

- (i) District Magistrate/Additional District Magistrate/Collator/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate
- (iii) Revenue Officer not below the rank of Tahsildar
- (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

ANNEX II

UPPER AGE RELAXATION

The maximum age limit is 30 years of age on the closing date of On-line submitting the applications. The relaxation in maximum age limit for SC/ST/OBC/Persons with Disabilities (PWD)/Ex-Servicemen/Meritorious Sports persons(MSP)/Widows, Divorced Women and Women judicially separated from Husbands/Persons who had ordinarily been domiciled in the State of J&K during the period from 01 Jan 1980 to 31 Dec 1989 shall be as under:

- i) SC/ST : 05 years
- ii) OBC : 03 Years
- iii) PWD(Gen) : 10 years
- iv) PWD (SC/ST) : 15 years
- v) PWD (OBC) : 13 years
- vi) Candidate in BIS Service : upto the age of 50 years
- vii) **Meritorious Sports Persons (MSP):** - The relaxation in maximum age limit of 05 years for MSP (Gen), 10 years for MSP (SC/ST) and 08 years for MSP (OBC) is allowed. Meritorious sports women/sportsmen in the field of Games/Supports recognized by the Government for such purpose provided they satisfy all other conditions prescribed by Government from time to time. The persons claiming relaxation under this would be required to produce a certificate issued by the competent authority in the prescribed proforma.
- viii) **Age Relaxation for Widows, Divorced Women and Women judicially separated from Husbands:** - The upper age limit is relaxable upto the age of 35 years (upto 40 years for members of Scheduled Castes/Scheduled Tribes and upto 38 years for members belonging to the other Backward Classes in respect of the posts reserved for them) for Widow, divorced Women and Women Judicially separated from their Husbands who are not remarried. The person claiming age relaxation under this sub-para would be required to produce following documentary evidence.
 - (a) In case of Widow, the Death Certificate of her husband together with the Affidavit that she has not remarried since.
 - (b) In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgment/decree of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced Women and they have not remarried since.
- (ix) **Age relaxation to persons who had ordinarily been domiciled in the State of J&K during the period from 1st January, 1980 to 31st December, 1989:**

The relaxation in upper age limit of 5 years shall be admissible to all persons who had ordinarily been domiciled in the State of J&K during the period from 01st January, 1980 to 31st December, 1989. The persons claiming relaxation under this sub-para would be required to produce a certificate to this effect from the District Magistrate within whose jurisdiction they had ordinarily resided or from any other authority designated in this behalf by the Government of Jammu and Kashmir. This relaxation shall remain in force upto 31.12.2013.

(x) **Age relaxation for Ex-Servicemen**

- a) Upto a maximum of three years in the case of Defence Services personnel disabled in operations during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.
- b) Upto a maximum of five years in the case of Ex-servicemen including Commissioned Officers and ECOs/SSCOs who have rendered at least five years Military Service as on 01.12.2013 and have been released (i) on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency, or (ii) on account of physical disability attributable to Military Service, or (iii) on invalidment.
- c) Upto a maximum of five years in the case of ECOs/SSCOs who have completed an initial period of assignment of five years Military Service as on 01.12.2013 and whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues a certificate that they can apply for civil employment and that they will be released on three months notice on selection from the date of receipt of offer of appointment.

Note I: The term Ex-Servicemen will apply to the persons who are defined as ex-servicemen in the Ex-Servicemen (Re-employment in Civil Services and Posts) Rules, 1979, as amended from time to time.

Note II: The age concession under para (a) & (b) above will not be admissible to Ex-Servicemen and Commissioned Officers including ECOs/SSCOs who are released on own request.

NOTE III: Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview and at any subsequent stage of the recruitment process as required by BIS.

ANNEX III

1. STRUCTURE OF THE ONLINE EXAM

Sr. No.	Name of the Test (for both post of AD[A&F] and AD[PR])	No. of Questions	Maximum Marks	Total Time
1.	Quantitative Aptitude	50	50	120 minutes
2.	Reasoning	50	50	
3.	English Language	50	50	
4.	Economic Development & Social Issues	50	50	
Total:		200	200	

The above tests except the Test of English Language will be available bilingually, i.e. English and Hindi. There will be penalty for wrong answers. Minimum Score in each test is 40% of Maximum Marks and Total Minimum Score to be considered to be called for interview is 50% of Total Maximum Marks

2. PENALTY FOR WRONG ANSWERS

There will be deduction of 0.25 marks for each wrong answer.

3. EXAMINATION CENTERS

- (i) The examination may be held at the following Centres:

1. New Delhi/NCR/Bahadurgarh
2. Amritsar/Jalandhar
3. Allahabad
4. Agartala
5. Ahmedabad/Gandhinagar
6. Bengaluru/Tumkur/Mysore
7. Bhopal
8. Bhanuashwar/Cuttack
9. Berhampur
10. Bikaner
11. Chennai
12. Coimbatore /Tirupur
13. Chandigarh/Mohali/Panchkula
14. Dehradun/Roorkee
15. Durgapur/Burdwan/Asansol/Suri
16. Kolkata/Greater Kolkatta/Howrah/Hooghly/Kalyani
17. Gangtok/Bardang/Chisopani/Majhitar
18. Guwahati
19. Hyderabad/Rangareddy
20. Itanagar
21. Jammu
22. Jamshedpur
23. Jabalpur
24. Jaipur
25. Mumbai/Greater Mumbai/Navi Mumbai/Thane
26. Mangalore
27. Meerut
28. Nagpur
29. Patna

30. Goa
31. Pune
32. Puducherry/Villupuram/Cuddalore
33. Raipur/Durg/Bhilai
34. Ranchi
35. Shimla
36. Shillong
37. Siliguri
38. Thiruvananthapuram
39. Lucknow/Sitapur/Barabanki/Unnao/Kanpur
40. Kochi/Ernakulam
41. Vishakhapatnam/Vizianagaram
42. Vijaywada /Kanchikacharla/Mylavaram/Gudlavalleru
43. Indore/Ujjain
44. Vadodara/Anand/VV Nagar
45. Udaipur

- (ii) The address of the venue will be advised in the call letters.
- (iii) No request for change of centre/venue /session date for Examination shall be entertained.
- (iv) BIS reserves the right to cancel any of the Examination Centers and/ or add some other Centers, at its discretion, depending upon the response, administrative feasibility.
- (v) BIS also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- (vi) Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and BIS will not be responsible for any injury or losses of any nature.

4. CUT-OFF SCORE

Each candidate will have to secure a minimum score in each test and also on total to be considered to be called for interview. The corrected scores obtained by each of the candidates in different sessions (if held) will be normalized using equipercentile method. Mere passing in individual tests may not be sufficient as candidates should also score sufficiently high on total in order of merit, to be called for interview.

Please note that candidates will not be permitted to appear for the Online Exam without the following documents:

- (i) Valid Call Letter for the respective date, post and session of Examination;
- (ii) Photo-identity proof (specified in Para 6(i) below) in original; and
- (iii) Photocopy of photo-identity proof (mentioned in (ii) above)

5. **CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the call letter for Examination **will not be permitted** to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

6. IDENTITY VERIFICATION

- (i) Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof at the time of examination and interview respectively.
- (ii) Before applying for the mentioned posts, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore to carefully read this advertisement and follow all the instructions given for submitting online application.
- (iii) Candidate's admission to the examination/ shortlisting for interview and/subsequent process is strictly provisional. **The mere fact that the call letter(s) has been issued to the candidate does not imply that his/ her candidature has been finally cleared. BIS would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s).** If any of these shortcomings is/are detected after appointment, his/her services are liable to be summarily terminated.
- (iv) Decision of BIS in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the BIS in this behalf.

7. Intimations will be sent by email and/ sms only to the email ID and mobile number registered in the online application form for Online Exam.

8. BIS shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of BIS. Candidates are advised to keep a close watch on the BIS Website www.bis.org.in for latest updates.

9. USE OF MOBILE PHONES, PAGERS, CALCULATORS OR ANY SUCH DEVICES

- (i) Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban for future examinations.
- (ii) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/ pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.
- (iii) Candidates are not permitted to use or have in possession calculators in examination premises.

10. Other detailed information regarding the Online Exam, will be given in an Information Handout, which will be made available for the candidates to download along with the call letters from the BIS website.

11. The scribe arranged by the candidate should not be a candidate for the examination for any post. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Multiple attendance/ appearances in examination and/ interview will be summarily rejected/ candidature cancelled.

12. Online applications once registered will not be allowed to be withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other examination.

13. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- (a) using unfair means or
- (b) impersonating or procuring impersonation by any person or
- (c) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (d) resorting to any irregular or improper means in connection with his/ her candidature or
- (e) obtaining support for his/ her candidature by unfair means, or
- (f) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
 - (i) to be disqualified from the examination for which he/ she is a candidate
 - (ii) to be debarred either permanently or for a specified period from any examination conducted by BIS
 - (iii) for termination of service, if he/ she has already joined the BIS.

Important:

BIS would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by BIS in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, BIS reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

14. CALL LETTERS

The Centre, venue address, post applied for, date and time for examination and interview shall be intimated in the respective Call Letter.

A candidate who has registered successfully should download his/her call letter from the BIS's website www.bis.org.in by entering his/ her details i.e. Registration Number and Password/Date of Birth. No hard copy of the call letter/ Information Handout will be sent by post/ courier.

Intimations will be sent by email and/ sms to the email ID and mobile number registered in the online application form. BIS will not take responsibility for late receipt/ non-receipt of any communication e-mailed/ sent via sms to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of BIS. **Candidates are hence advised to regularly keep in touch with the BIS website www.bis.org.in for details, updates and any information which may be posted for further guidance** as well as to check their registered e-mail account from time to time during the recruitment process.

ANNEX IV

HOW TO APPLY

Candidates can apply online only from 25 March 2014 to 14 April 2014 and no other mode of application will be accepted.

Pre-Requisites for Applying Online

Before applying online, candidates should—

- (i) scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in Guidelines for Scanning and Upload of Photograph and Signature.
- (ii) keep the necessary details/documents for **Online Payment** of the requisite application fee/intimation charges ready.
- (iii) have a valid personal email ID, which should be kept active till the declaration of results of online exam. BIS may send call letters for the Examination through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

The Application Fees/ Intimation Charges [Payable from 25 March 2014 to 14 April 2014 (only through Online payment mode) both dates inclusive] is Rs. 750/- and is Non-Refundable. **No fees is required to be paid by SC/ST/PWD/Women Candidates and BIS Departmental Candidates .**

The application fee is Non-Refundable. Bank Transaction charges, if any, for Online Payment of application fees/ intimation charges will have to be borne by the candidate.

Procedure for applying online

- (1) Candidates are first required to go to the BIS website www.bis.org.in and click on the Home Page to open the link "Recruitment to post of Assistant Director" and then click on the option "CLICK HERE TO APPLY ONLINE FOR ASSISTANT DIRECTOR" to open the On-Line Application Form.
- (2) Candidates will have to enter their basic details and upload in the online application form. Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature. . In the event of the candidate not able to fill the data in one go, candidate can save the data already entered. When the data is saved, provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the provisional registration number and password. Email/SMS indicating the provisional Registration Number and Password will be sent. Candidates can reopen the saved data using provisional Registration Number and Password and edit the particulars, if needed. The facility will be available for three times in all. Once the application is filled completely, candidate should submit the data and pay fees to complete the registration process.
- (3) Candidates should carefully fill in the details in the On-Line Application at appropriate places very carefully and click on the "SUBMIT" button at the end of the Online Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. The name of the candidate or his /her father/husband should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.
- (4) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

- (5) The payment can be made by using only Master/ Visa Debit or Credit cards or Internet Banking by providing information as asked on the screen.
- (6) After the upload of photograph and signature an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- (7) On successful completion of Registration, a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference.
- (8) If the online transaction has not been successfully completed then the following message is displayed 'Your online transaction was unsuccessful. Please register again' Candidates may then **revisit the 'Apply Online'** link and fill in their application details again.
- (9) On successful completion of the transaction, **an e-receipt** will be generated.
- (10) Candidates are required **to take a printout of the e-receipt and the submitted online application form.**
- (11) If e-receipt is not generated, the transaction may not have been completed. Candidates must ensure that e-receipt is generated
- (12) **If a candidate intends to apply for more than one post, he will have to submit individual online application for each post alongwith prescribed applications fees. In such a case he/she should have separate valid email ID for applying for each post.** In case of multiple registrations for the same post, only last registration will be kept valid.

Note:

- (i) After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge
- (ii) For Credit Card users: All prices are listed in Indian Rupee. If you use anon-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- (iii) To ensure the security of your data, please close the browser window once your transaction is completed.

After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the BIS.

Candidates shall be solely responsible for filling up the online applications correctly. In case of invalid applications due to errors committed by the applicant no claims for refund of application money so collected shall be entertained by the BIS.

To avoid last minute rush, candidates are advised to pay the application fees and register on-line at the earliest.

Note- There is also a provision to reprint the submitted application containing fee details, after fee payment.

Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. BIS will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.

An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.

Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on to the BIS website on account of heavy load on internet/website jam.

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.

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her is found to be false at a later stage.

No request for change of address, or changes in any other details mentioned in the online application form will be entertained. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet and in all correspondences with the BIS in future should be identical and there should be no variation of any kind.

A recent, recognizable photograph should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process, doubt about identity at any stage could lead to disqualification.

Guidelines for scanning and Upload of Photograph & Signature

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

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.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours, during the process of scanning.

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 the Call Letter and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20kb

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 JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MsOffice 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 the preceding paragraphs in this Annexure above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature Click on the respective link "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
- Your Online Application will not be registered unless you upload your photograph and signature as specified.

Note: (1) In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form, candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
 (2) After registering online candidates are advised to take a printout of their system generated online application forms.

ANNEX V

OTHER IMPORTANT INSTRUCTIONS

- Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Delhi.
- Canvassing in any form will be a disqualification.
- In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on BIS website shall prevail.
- BIS shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share their application details with anyone.
- Appointment of candidates is subject to his/her being declared medically fit, and also subject to service and conduct rules applicable to BIS. Decision of BIS will be final and binding on candidates.
- BIS reserves the right to change (cancel/ modify/add) any of the criteria, method of selection and allotment with or without assigning any reason.
- The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centers or to conduct of another examination if considered necessary. Decision of BIS in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.
