



**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. 3/2020/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** individuals for filling up of vacancies in the following posts on **DEPUTATION BASIS** at BIS Headquarters, New Delhi and its offices located in the country, as per the details given below:

Sl. No.	Name of the Post	Level of the Post	No. of vacancies likely to be filled up	Place where lying vacant	
1.	<b>Deputy Director (Administration &amp; Finance)</b>	Level -11 (Rs. 67700-208700)	04	Kolkata-01 Mumbai-01	Chennai- 01 Chandigarh-01

**I) Eligibility:**

- i) Officers holding analogous post on regular basis; OR
- ii) Officers with five years regular service in the Level – 10 (56100-177500) in the pay matrix and possessing five years' experience in the field of Administration/Finance.

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

**For Deputy Director (Administration) :**

- i) 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.

**For Deputy Director (Finance) :**

- i) Bachelor's Degree from a recognized University; and
- ii) Chartered Accountant/ Cost & Works Accountant/ Subordinate Accounts Service Accountant/ Master of Business Administration (with finance specialization).

2.	<b>Deputy Director (Marketing &amp; Consumer Affairs)</b>	Level -11 (Rs. 67700-208700)	03	Kolkata-01 Chandigarh-01	Mumbai-01
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**I) Eligibility:**

- 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.

**II) 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.

Sl. No.	Name of the Post	Level of the Post	No. of vacancies likely to be filled up	Place where lying vacant
3.	<b>Deputy Director (Library)</b>	Level -11 (Rs. 67700-208700)	01	BIS-HQ, New Delhi

**I) Eligibility:**

- 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.

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

- i) Master's Degree (Post Graduate Degree) in Library Science or Library and Information Science from a recognized University or Institution;

OR

Post Graduate Diploma in Library Science or Library and Information Science from a recognized University or Institution.

4.	<b>Section Officer</b>	Level-7 (Rs. 44900-142400)	20	Kolkata - 02 Ahmedabad-01 Parwanoo-01 Bhubneshwar-01 Ghaziabad-01 New Delhi (HQs) and BIS-Labs, BIS NITS (10)	Chennai-01 Rajkot-01 Jammu-01 Faridabad-01
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**I) Eligibility:**

- i) Persons holding analogous post on regular basis; OR
- ii) Candidates in the Level-6 (Rs.35400-142400) in the pay matrix with three years regular service.

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

Master of Business Administration (with Personnel/ Finance 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/ Finance of two years 'duration from a recognized university/ All India Council for Technical Education approved Institution.

5.	<b>Librarian</b>	Level-7 (Rs. 44900-142400)	01	Chennai-01
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**I) Eligibility:**

- i) Persons holding analogous post on regular basis; OR
- ii) Candidates in the Level-6 (Rs.35400-112400) in the pay matrix with three years regular service.

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

Master's Degree in Library Science from a recognized University; or Master's Degree in Library and Information Science from a recognized University; or Degree in Library Science from a recognized University; or Degree in Library and Information Science from a recognized University.

6.	<b>Deputy Librarian</b>	Level-6 (Rs. 35400-112400)	03	Kolkata -01 NITS, Noida- 01	Mumbai-01
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**I) Eligibility:**

Persons holding analogous post on regular basis.

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

Master's Degree in Library Science or Master's Degree in Library and Information Science from a recognized University.

**NOTE :**

1. **Period of deputation:** For the initial period of One 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. The total period of deputation shall not exceed three years in any case. 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 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 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 & IV***.

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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** :  
45 days from the release of advertisement in the Employment News / Rozgar Samachar.
3. **Others:**  
The general terms & conditions of deputation, 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.