

Application Form

(To be filled in Capital Letters)

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/SC/ST/OBC/EWS/PWD) :
4. Gender : Male / Female / Others
5. Date of Birth (DD/MM/YYYY format) :
6. Age as on last date of receipt of application: ----years-----months ----- days.
7. Present Post held and date of regular appointment to the post :
8. Scale of Pay and Present Basic Pay :



| Level in the Pay Matrix (as per 7th CPC) | Present Pay in the Level in the Pay Matrix (as per 7th CPC) |
|--|---|
| | |

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

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

12. 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 |
|--|--|-------------------------------|------------------------|----------------------------|---------------------------|
| | | | | | |
| | | | | | |

13. 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) | | |
| | | | | | | |
| | | | | | | |

14. 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 - II

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 :

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 05 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:

Place:

Name of the Forwarding Officer:

Designation

Office email ID

Office Seal

: Office Phone No. :

:

:

Annexure - III

**TERMS & CONDITIONS ON APPOINTMENT TO THE POST OF SECTION OFFICER ON DEPUTATION BASIS IN
BUREAU OF INDIAN STANDARDS**

- i) **Period of Deputation:** The appointment of _____ to the post of Section Officer shall be effective from the date he/she assumes charge of the post on deputation basis for an initial period of two (02) years which may be further extended for a period of another one (01) year.
- ii) **Pay and Allowances:** The official will be given option to draw pay either in the level attached to deputation post (Level-7 of the Pay Matrix) or draw his/her basic pay of parent department plus deputation allowance as per DoPT rules and other allowances in accordance with and subject to the conditions laid down in BIS Rules and Regulations from time to time in respect of its employees.
- iii) **TA/DA for journey on duty:** The official will be paid Traveling Allowance and Daily Allowance by the BIS as per its Rules and Regulations for the journey undertaken by him in connection with BIS's official work.
- iv) **Leave & Pension:** The official will be governed by the CCS (Leave) Rules, 1972 and Pension Rules of the parent department. BIS will pay leave salary and pension contributions annually in accordance with rates prescribed by the Government of India from time to time.
- v) **Provident Fund:** The official will continue to be governed by the provident fund scheme/ New Pension Scheme (NPS) in the parent Department to which he/she may be subscribing when the official is placed on deputation in accordance with the rules of such Scheme.
- vi) **Medical Facility:** The official will be eligible for Medical Facilities under the Rules/ Regulations of BIS.
- vii) **Conduct, Disciplinary and Appeal Rules:** The official will continue to be governed by BIS Rules and Regulations on the subject.
- viii) **Group Insurance Scheme:** The official will be covered by the Group Insurance Scheme of the parent department.
- ix) **Transport Allowance:** Transport Allowance will be provided as per their entitlement as mentioned by DoPT.
- x) **Joining time and Joining Time Pay:** Joining time will be provided as per DoPT rules on the subject. The official will be entitled to be paid joining time pay equal to the pay which was drawn before relinquishment of charge in parent department which would be borne by BIS.
- xi) **Transfer T.A:** Transfer TA will be provided as per their entitlement as mentioned by DoPT.
- xii) **Children Education Allowance:** The official will be entitled to CEA as per the DoPT rules from the date of his joining in BIS.
- xiii) **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 BIS from the date of his joining in BIS.
- xiv) **Residuary Matters:** In all matters relating to conditions of service and benefits/facilities and prerequisites in the BIS not covered in Items (i) to (xiii) above, he/she will be governed by the existing rules, regulations and orders of BIS.

The above-mentioned terms and conditions will be applicable till _____ remains on deputation with BIS.

Director (Establishment)

Accepted.

**(Authorized Officer)
(Signed & Stamped)**