

 <p>मानक: पथप्रदर्शक: Bureau of Indian Standards</p>	<p>BUREAU OF INDIAN STANDARDS WESTERN REGIONAL OFFICE, 5th Floor/ MTNL CETTM Technology Street, Hiranandani Gardens, Powai , Mumbai- 400076 Ph 022-25700030, email-wro@bis.gov.in</p>	
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Advertisement No. 01S PC/2023/WRO

1. 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 field of Standardization, Product and System Certification, Hallmarking, Laboratory Testing etc., in the country.
2. BIS offers excellent opportunities to Indian nationals with proven academic credentials, professional achievements, and good working knowledge of technology-based skills, strong communication and interpersonal skills and leadership qualities for engaging with BIS as consultants for standard promotion on short term contract basis. The details of the advertisement are as follows: -

Sl. No.	Name of the position	Consultant (Standard promotion)
1.	Number of positions	18 (For details check Annex-A)
2.	Method of recruitment	Contract-based engagement through interviews at regional level.
3.	Educational qualifications	<p>Essential: M.B.A. (Marketing) or equivalent degree in Mass Communication or Masters in Social Work (MSW)</p> <p>Desirable: i. Proficiency in IT tools (e.g. MS Office) ii. Proficiency in written and oral English and Hindi</p> <p>(In addition Preference will be given to candidates having fluency in local language)</p> <p>Experience Required: 2 years of experience in marketing and mass communication, preferably in Central Govt./State Govt./PSU/Autonomous Organizations.</p>
4.	Job description	<p>(i) Provide assistance to the Branch Office in preparing the plan of action for the creation of the new Standards Clubs.</p> <p>(ii) Liaise with the administrative authorities and educational institutions concerned to create the new Standards Clubs.</p> <p>(iii) Provide assistance to the Branch Office in organizing the capacity-building programmes for the Mentors and Orientation Programmes and activities at the institutions.</p> <p>(iv) Provide assistance to the BO in identifying Resource Persons, organizing capacity-building programmes for them, deputing them</p>

		<p>for Standards Club activities and keeping a record of their activities.</p> <p>(v) Maintain the error-free database of the Standards Clubs in the manner laid down by the Bureau in this regard.</p> <p>(vi) Maintain the records and reports relating to the Standards Clubs in the manner laid down by the Bureau.</p> <p>(vii) Any other work assigned in connection with the creation, operationalization or effective functioning of the Standards Clubs.</p>
5.	Last date of Application	18 September 2023 upto 1700h

3. Selection Process: All the applications received shall be scrutinized and shortlisted. Candidates will be shortlisted in the light of their qualifications, experience and other details provided in the application form. Mere fulfilment of qualification or shortlisting shall not confer any right to be engaged as consultant for standard promotion. Shortlisted candidates will be called for interview. After selection they will be deployed in the BOs as per the Deployment plan. The preference of the BO indicated by the selected applicant will be considered, but if there are more than one applicant opting for the same BO, the deployment will be done on the basis of merit; and in that scenario, deployment for other applicants made by the DDGR concerned shall be final. BIS reserves the right to reject any or all applications without assigning any reason thereof.

4. Transfers: Consultants for Standard Promotion can be transferred anywhere in western region depending upon the requirement.

5. Tenure of Engagement: The engagement is purely for the short term on a contract basis for a period of 6 months.

6. Nature of Engagement: The engagement is purely on a short-term (not exceeding Six Months) contract basis and the engagement will be subject to termination at the end of the contract period. The Bureau can terminate the contract immediately, by paying one month's agreed remuneration in lieu of the notice period.

7. Remuneration: A consolidated monthly remuneration of Rs. 50,000/- (Rupees Fifty Thousand only), will be paid to the consultants for standards promotion. The remuneration is subject to statutory deductions.

8. TA/DA: No TA/DA shall be admissible for joining the assignment or on its completion. If required to travel and stay in connection with the official assignment, TA/DA and lodging allowance as admissible to regular BIS officers of the level of Sc-B/Assistant Director, will be paid.

9. Leave: Consultants for standards promotion shall be eligible for paid leave at the rate of 1.5 days for each completed months of service. No remuneration for the period of absence in excess of admissible leave will be paid. Also, un-availed leave shall neither be carried forward to next year nor encashed.

10. Working Hours: The Consultants shall follow the normal office working hours as prescribed (9.00 AM to 5.30 PM). However, as per the exigency, one has to sit late to complete the time-bound work or outstation assignments. Attendance would be made through the Bio- metric attendance system.

11. No Other Assignment: The engagement is on a full-time basis and the consultants shall not take any other assignment during the period of engagement in BIS.

12. Travel, Medical Clearance and Service incurred Death, Injury or illness: In the event of the death, injury or illness of the individual consultant which is attributable to the performance of services on behalf of BIS under the terms of the contract, and/or while travelling for official duty or is performing any services under the contract in any offices or premises of BIS or Government of India, the individual consultant or the individual consultant's dependents, as appropriate shall not be entitled to any compensation or any claim whatsoever.

13. Medical fitness and Police Verification: Police verification will be conducted after the engagement of the consultant. The consultant will also submit a medical fitness certificate from an authorized/registered Medical Practitioner, at the time of joining.

14. Termination of Contract/Engagement: The engagement of consultants can be terminated by BIS at any time without assigning any reasons thereof by giving them 30 days' notice. However, in case the consultant wishes to resign, he/she will have to give 30 days' advance notice or remuneration in lieu of thereof, before resigning from the engagement.

Termination of Contract:

- (i) If the consultant is unable to address the assigned work;
- (ii) If the Quality of the work is not to the satisfaction of the department;
- (iii) If the consultant fails to achieve the assigned task on time;
- (iv) If the consultant is found lacking in honesty and integrity.

14. Confidentiality of Data and Documents:

- (a) The intellectual property rights of the data collected as well as deliverables produced for the BIS shall remain with BIS.
- (b) The data shall not be utilized or published or disclosed or to be part with, to a third party, any part of the data or statistical or proceedings or information collected for the purpose of his assignment in BIS.
- (c) The consultant is bound to hand over the entire set of records of assignment to the BIS before the expiry of the contract or before the final payment is released.
- (d) The job of consultant attracts highest standards of confidentiality and it is expected to be maintained in all the actions of officer, at all levels.

15. Conflict of Interest: The consultant appointed, shall in no case represent or give opinion or advice to others in any matter which is in conflict to the interest of BIS.

16. OTHER TERMS AND CONDITIONS AND GENERAL INSTRUCTIONS

- i) Candidates should have a valid e-mail ID & Mobile No. which should be entered at appropriate place in the application form and must remain active/ valid until recruitment processes are completed.

No change in the email ID & mobile number will be accepted once submitted. The candidate himself/herself shall be responsible for incorrect or expired email ID & mobile number.

ii) Candidates should note that, if at any stage of engagement, it is found that the candidates have submitted any false/fabricated information/documents, his/her candidature will be cancelled immediately and he/she will be liable for action as per applicable Law/Rules.

iii) Bureau reserves the right to amend/modify vacancies notified and any provision of this advertisement in case of any errors and omissions/deviation/sudden requirements or to cancel the advertisement and engagement if the circumstances so warrant.

iv) Candidate should note that their candidature at all stages of engagement is purely on contract basis.

v) Any resulting dispute arising out of this advertisement including the engagement process shall be subject to the sole jurisdiction of the Courts situated at concerned Regional/Branch legal jurisdiction.

vi) Only one application is to be submitted. Multiple application will be liable for rejecting the candidature of the applicant

vii) **Warning:** Selection in the Bureau is free, fair and merit based. Any attempt to influence the selection process detected at any stage is liable to termination of the candidature or service and legal action against the concerned individual will be initiated.

viii) **Applicants having fluency in local/regional language in addition to Hindi and English will be given preference.** Applicant are required to specify local/regional language he/she is having fluency.

17. **Submission of Application:** *Candidates are required to apply On-line through the google form (<https://forms.gle/tLmXcNF8ow6GgX1B9>) only. The supporting documents like photograph of applicant, Aadhar card, DoB certificate, Qualification certificate and experience certificate shall be emailed to wro@bis.gov.in. In case only application form is received or only supporting documents are received the applicant will be rejected.* The Branch wise distribution along with the vacancies in each Branch is given at **Annex-A**. Candidate is required to give three references of Branches where he/she intends to apply. BIS shall make efforts to accommodate the preference; however, the posting shall be done as per the organizational requirement. The closing date for applying will be **18 September 2023 upto 1700h. No other means/mode of submission of applications will be accepted under any circumstances.**

18. **Application fees:** No fees is required to be paid by the applicant.

19. **Announcements:** All further details pertaining to this process will only be provided through WRO's Email Id (wro@bis.gov.in). In case of any queries please write to wro@bis.gov.in

Note: BIS reserves the right to Revise/Reschedule/Modify/Cancel/Suspend, the process without assigning any reasons. The decision of BIS shall be final and no appeal shall be entertained in this regard.

Annex-A

Job Location	Branch	Number of Position
AHMEDABAD	AHBO	2
MUMBAI	MUBO I	2
	MUBO 2	2
NAGPUR	NGBO	2
PUNE	PNBO	2
RAJKOT	RJBO I	2
	RJBO II	2
SURAT	SUBO	2
VADODRA (At present Vadodra Branch Office is being operated at Ahmedabad)	VDBO	2