

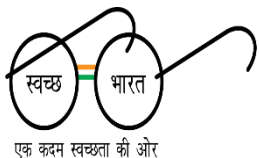


BUREAU OF INDIAN STANDARDS

Department of Consumer Affairs

Ministry of Consumer Affairs, Food & Public Distribution, Govt. of India.

Manak Bhavan, 9, Bahadur Shah Zafar Marg, New Delhi – 110002.



Advertisement No. 01/2025/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 serving employees of Central Govt./ State Govt./ Union Territory Govt./Statutory/Autonomous Body/Public Sector Undertaking(PSUs)/Reputed Govt. Agency, for filling up of vacancies in the posts of, Deputy Director (Administration & Finance), Deputy Director (Marketing & Consumer Affairs), Deputy Director (Publication) and Deputy Director (Hindi) on **DEPUTATION BASIS**, at BIS Headquarters, New Delhi and its offices located in the country, are given below.

Sl. No.	Name of the post	Level in the pay Matrix	No. of vacancies	Place of posting and vacancies
1.	Deputy Director (Administration & Finance)	Level-11 (Rs.67700-208700)	03	Chennai (01) Delhi/NCR (02)

Eligibility:

a) 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 and possessing five years' experience in the field of Administration / Finance.

b) Educational & other qualification 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
- (ii) 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
- (iii) Degree in law from a recognized university/ Bachelor of law; and
- (iv) Eight years' experience in the field of personnel management, out of which five years shall be in a senior position in Central/ State/ Union Territory Government or Statutory/ Autonomous Body/ Public Sector Undertaking/ reputed Government agency.

For Deputy Director (Finance):

- (i) Bachelor's Degree from a recognized University;
- (ii) Chartered Accountant/ Cost & Works Accountant/ Subordinate Accounts Service Accountant/ Master of Business Administration (with finance specialization);
- (iii) Eight years' experience in accounts work, out of which five years shall be in a senior position in Central/ State/ Union Territory Government or Statutory/ Autonomous Body/ Public Sector Undertaking/ reputed Government agency.

Sl. No.	Name of the post	Level in the pay Matrix	No. of vacancies	Place of posting and vacancies
2.	Deputy Director (Marketing & Consumer Affairs)	Level-11 (Rs.67700-208700)	06	BIS-HQs / Delhi (02) Chennai (01) Mumbai (01) Kolkata (01) Chandigarh (01)

Eligibility:

- a) 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.

b) 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; and
- ii) Five years' experience in the field of Marketing / Mass Communication / Social Work in Central Government/ State Government/ Union Territory Government/ Statutory/ Autonomous Body/ Public Sector Undertaking/ reputed Government agency.

Sl. No.	Name of the post	Level in the pay Matrix	No. of vacancies	Place of posting and vacancies
3.	Deputy Director (Publication)	Level-11 (Rs.67700-208700)	01	BIS-HQs, New Delhi

Eligibility:

- a) 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.

b) Educational & other qualifications required for the post:

- i) Bachelor's Degree in Science or Arts from a recognized university;
- ii) Diploma in Printing Technology/Publication from a recognized institution; and
- iii) At least five years' experience in responsible capacity in a well-established publishing/printing house of technical and scientific publications of which five years' shall be in a senior position in Central Government/ State Government / Union Territory Government/ Statutory/ Autonomous Body/ Public Sector Undertaking/ reputed Government agency.

Sl. No.	Name of the post	Level in the pay Matrix	No. of vacancies	Place of posting and vacancies
4.	Deputy Director (Hindi)	Level-11 (Rs.67700-208700)	01	BIS-HQs, New Delhi

Eligibility:

- (a) (i) Officers holding analogous posts on regular basis;
- (ii) Officers with five years' regular service in the level-10 (Rs.56100-177500) in the pay matrix.

a) Educational & other qualifications required for the post:

- (i) Master's Degree/Post Graduate Degree or equivalent of a recognized University in Hindi with English as a subject at the Degree level;
- or
- (ii) Master's Degree/Post Graduate Degree or equivalent of a recognized University in English with Hindi as a subject at the Degree level;
- or
- (iii) Master's Degree/Post Graduate Degree or equivalent of a recognized University in any subject with Hindi and English as subjects at the Degree level;
- or
- (iv) Master's Degree/Post Graduate Degree or equivalent of a recognized University in any subject with English/Hindi medium and Hindi/English as subjects at the Degree level.

1. Note:

- i) For the post of Deputy Director (Administration & Finance):** Period of deputation for a period of **Two years**, which may be further extended for a period of another one year, as and when required.
- ii) For the post of Deputy Director (Marketing and Consumer Affairs):** Period of deputation for a period of **Three years**, which may be further extended for a period of another one year, if required.
- iii) For the post of Deputy Director (Publication):** Period of deputation for a period of **Three years**, which may be further extended for a period of another one year, if required.
- iv) For the post of Deputy Director (Hindi):** Period of deputation for a period of **Two years**, which may be further extended for a period of another one year, if required.

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 along with their (i) APAR dossiers (attested copies) for the last five years; (ii) Vigilance/Administrative 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***.

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 the advertisement in the Employment News/Rozgar Samachar
3. **Others:**
The general terms & conditions of deputation as applicable from time to time, 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.
6. The candidate who fulfill the prescribed eligibility requirements and are shortlisted by Screening Committee shall be considered for selection.
