

**SCOPE OF WORK**

1. **National Institute of Training for Standardization (NITS)** - The incumbent will assist BIS in:
  - Formulating the training policy.
  - Development of training programs, courses, teaching & learning materials, etc.
  - Identification of domain area expert, in service sectors.
  - Networking with other academic & training institutions.
  - Development of online courses & modules.
  - Research in the area of Standardization, Certification and Testing of Products.
  - Any other related work/activity assigned by the Bureau.
  
2. **Think Nudge and Move Department (TNMD)** — The incumbents will be assisting in the following matters:
  - Matters related to Standard promotion.
  - Matters related to Consumer Awareness.
  - Consumer Policy Advisory Committee.
  - Matters related to the publicity of BIS activities.
  - Reward and Recognition Scheme.
  - National Mirror Committee of ISO COPOLCO (Committee on Consumer Policy of International Organization for Standardization) and work related to other Technical/Project Committees of ISO (ISO PC 303 & ISO PC 311).
  - Any other related work/activity assigned by the Bureau.
  
3. **Standards Coordination & Monitoring Department (SCMD)** – The incumbents will be assisting in the following matters:
  - Preparing and implementing action plan for Educational Outreach of standards including assisting in implementing MoUs with educational institutions and operationalizing them for collaboration in standardization and conformity assessment, educational utilization of standards through integration of standards in their curriculum, guest lectures and instituting and operationalizing/monitoring Standardization Chairs.
  - Coordination with technical departments of BIS and other stakeholders on matters of and relating to standardization including R&D projects, interaction with industry/industry associations, R&D bodies, coordination with and accreditation/recognition of Standards Developing Organizations (SDOs).
  - Any other related work/activity assigned by the Bureau.
  
4. **International, Relations Technical Information Services Department (IR&TISD)** - The incumbent will assist BIS in:
  - Study of Standardization and Conformity Assessment related aspects pertaining to National Standards Bodies (NSB) and Standard Development Organizations (SDOs) of other countries, and carrying out necessary dialogues as deemed necessary,

- Study of bilateral trade related aspects for operationalization of existing Bilateral Cooperation Agreements (BCAs) and implementation of BCAs/Mutual Recognition Agreements (MRAs) with nations identified by Govt. of India,
- Study of Specific Trade Concerns (STCs) raised by WTO members before the WTO Committee on Technical Barriers to Trade (TBT Committee) which are relevant to India, and consultation with the appropriate stakeholders for formulating inputs,
- Examination of issues associated with policy related documents pertaining to international standard setting bodies and assimilating viewpoints for projection based on consultations with BIS departments,
- Undertaking necessary actions for implementation of Memorandums of Understanding (MoUs) and for exploring areas for further cooperation with international bodies,
- Engagement with NSBs for promotion of Indian Standards overseas, soliciting support on Indian proposals for new work areas and for acquiring new positions, and for other matters deemed appropriate,
- Strengthening and deepening collaboration with NSBs of developing and developed countries through regular dialogues,
- Identification of strategic areas for standardization in consultation with stakeholders where India may take a lead internationally,
- BIS Young Standardization programme and BIS Young Professionals Programme,
- Work related to Technical Information services for providing information and related services to interested parties/applicants,
- Monitoring and update of ISO Global Directory and IEC Expert Management System database.
- Any other related work/activity assigned by the Bureau.