BIS invites applications from Indian Nationals for filling up of vacancies in the following posts at BIS Headquarters, New Delhi and/or BIS Offices anywhere in India, as per the details given below:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Post/ Pay Scale</th>
<th>No. of Vacancy (ies)</th>
<th>Method of Recruitment</th>
<th>Maximum age limit</th>
<th>Educational and other Qualifications required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Deputy Director [Hindi] Pay-scale: PB-3/ Rs. 15600-39100 + 6600 Grade Pay</td>
<td>01</td>
<td>Deputation#</td>
<td>56 years</td>
<td>i) Officers of Central/State Govt/ Govt. Undertakings/Autonomous Organizations/Universities holding (a) (i) analogous posts on regular basis (ii) Officers with five years' regular service in the scale of pay of Rs.8000-13500 [PB-3 (15600-39100) + 5400] in the grade; and b) Officers Possessing educational qualification of Master's Degree of a recognized University or equivalent in Hindi with English as a subject at the Degree level; OR Master's Degree of a recognised University or equivalent in English with Hindi as a subject at the Degree level; OR Master's Degree of a recognized University or equivalent in any subject with Hindi and English as subjects at the Degree level.</td>
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<tr>
<td>2.</td>
<td>Assistant Director (Hindi) Pay-scale: PB-3/ Rs. 15600-39100 + 5400 Grade Pay</td>
<td>UR: 01 SC: - ST: - OBC: 01 (NCL) Total: 02</td>
<td>Direct Recruitment</td>
<td>30 years</td>
<td>i) Master's Degree of a recognized University or equivalent in Hindi with English as a subject at the Degree level; OR Master's Degree of a recognised University or equivalent in English with Hindi as a subject at the Degree level; OR Master's Degree of a recognized University or equivalent in any subject with Hindi and English as subjects at the Degree level; OR Master's Degree of recognized University or equivalent in any subjects with English/Hindi medium and Hindi/English as subjects at the Degree level. ii) Five years' experience of terminological; work in Hindi and/or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature.</td>
</tr>
<tr>
<td>3.</td>
<td>Junior Translator (Hindi) Pay Scale: PB-2/ Rs. 9300-34800 + 4200 Grade Pay</td>
<td>01 (UR)</td>
<td>Direct Recruitment</td>
<td>27 years</td>
<td>Master's Degree of a recognized University or equivalent in Hindi/English with English/Hindi as a subject at the degree level or Master's Degree of a recognized University or equivalent in any subject with English/Hindi as a subject at the degree level or Master's Degree of recognized University or equivalent in any subject with English/Hindi medium and Hindi/English as subject at the Degree level. Diploma/Certificate course in translation or 2 years' experience of technical translation from Hindi to English and vice-versa preferably of technical or scientific literature.</td>
</tr>
</tbody>
</table>

#Initial tenure of deputation shall be for three years.
Note: (i) “Interlocking reservation” will be provided to “Persons with Disabilities” as per Govt. of India Instructions. Persons with minimum 40% disabilities can apply for competing for these posts

(ii) Advertisement published in “Employment New” dated 21 Jan-06 Feb 2009 (EN 44/124) for filling up of 01 (UR) vacancy in the post of Assistant Director [Hindi] in the Bureau has been treated as cancelled. Candidates, who had applied earlier against this advertisement, are required to apply fresh through this advertisement.

GENERAL INSTRUCTIONS:

1. Educational qualifications mentioned should be from a UGC recognized Indian University/UGC recognized Indian Deemed University. In the case of dual qualifications/specialization, candidates have to necessarily produce proof at the time of interview as also at the time of recruitment that their major specialization conform the requisite eligibility prescribed for the post.

2. Age Relaxation for Direct Recruitment: SC/ST/OBC (Non Creamy Layer) candidates applying against unreserved (UR) posts shall be considered under general standard of merit and no relaxation in upper age limit shall be available to them. Age relaxation for Department Candidates shall be 50 years, as per BIS [Recruitment to Administration, Finance and Other Posts] Regulations, 2007. The crucial date for determining the age limit/qualifications/experience shall be the closing date of receipt of application.

3. Emoluments: Besides Pay + Grade Pay, the posts carry D.A., HRA and Transport allowance at Central Govt. rates/ Other benefits include New Defined Contribution Pension Scheme, Gratuity, Group Insurance, Medical reimbursement and LTC as per rules of the Bureau.

4. Placement: Employment in the Bureau involves liability to serve anywhere in the country.

5. Application Fee:
   (i) Deputy Director (Hindi) - Nil
   (ii) Assistant Director (Hindi) - Rs. 800/-
   (iii) Junior Translator (Hindi) - Rs. 500/-

   Candidates belonging to General and OBC [Non-Creamy layer] category are required to pay a non-refundable application fee by Demand Order in favour of Bureau of Indian Standards, payable at New Delhi. Demand Draft must be valid for three months. Candidate’s name, Father's name, Telephone No. must be mentioned on reverse of Demand Draft. Mutilated/incorrect drafts enclosed with application are liable to be treated as rejected. No fees would be required to be paid by SC/ST/PWD/Women & BIS Departmental candidates. However, for claiming exemption in application fee, SC/ST/PWD candidates will have to attach a self attested copy of SC/ST/PWD certificate as applicable, issued by the Competent Authority in the prescribed format alongwith their applications.

6. How to Apply:
   (i) Applications should be submitted only in prescribed proforma [refer Annex I/II] duly completed and signed alongwith self attested photocopies of the following documents:
      a) Date of Birth proof.
      b) Caste/Tribe Certificate [in case of SC/ST/OBC category]/ Disability certificate [in case of PWD]/Ex-servicemen Proof [in case of Ex-servicemen Candidates]/Latest Caste certificate [in case of OBC (Non-Creamy Layer)] in the prescribed format issued by the Competent Authority as prescribed by Govt. of India.
      c) All certificates/Testimonials in respect of qualifications [all semesters/year-wise Mark Sheets, Degree and Diploma Certificates starting from Graduation onwards].
      d) Complete and proper Experience Certificates/Documents issued by Employer in support of experience details mentioned by the candidate in the application form.
      e) NOC/Forwarding letter from the employer in case the candidate is employed in Central/State Govt/ Govt. Undertakings/Autonomous Organizations/Universities. In the case of applications for the post on deputation basis, the forwarding letter from the
employer must be accompanied by i) photocopies of complete APAR/ACR dossiers for
the last 05 years duly attested by the officer not below the rank of Under Secretary to the
GOI or equivalent; ii) Vigilance Clearance/Certificate; ii) Cadre Clearance; iii) Integrity
Clearance/Certificate; and Statement of major/minor penalties, if any, imposed upon the
officer during the last 10 years. The last date for receipt of application will not be
extended on account of delay in transmitting application by the concerned office. BIS
employees shall send their applications directly through their respective Departmental
Heads.

(ii) Candidates should ensure that they submit all the documents mentioned above. In the
event of failure of candidate to submit any of the required documents as mentioned above
within the stipulated period, candidature of such candidate shall be liable to be rejected.

(iii) The prescribed application form duly signed and affixing latest passport size colour
photograph alongwith required Demand Draft [if applicable] and self attested copies of
the testimonials/documents/APARs mentioned above should be sent to "The Director
( Establishment), Bureau of Indian Standards, Manak Bhavan, 9 Bahadur
Shah Zafar Marg, New Delhi-110002" by regd./speed post only. Envelope
containing application should be superscribed with the name of post applied for e.g.
"Application for the post of ...........", on top Right Hand corner of the envelope.

(iv) Closing date regarding receipt of applications:
1. For deputation post: 14.08.2015
2. For direct recruitment post: 30.07.2015

(v) Application received after closing date will not be entertained and will stand rejected. No
communication shall be made/entertained regarding rejection of application.

(vi) No original documents are required to be sent to Bureau in connection with this
recruitment process unless directed to do so.

7. Selection Process: Candidates possessing the essential qualifications, experience and age limit
shall be eligible for the post. Selection Process will involve Screening of Applications by Screening
Committee or Screening/Written Test. Candidates shortlisted would be interviewed by the
Selection Committee. The test/interview would be conducted at New Delhi. Venue/entry exit
point will be intimated in the call letter. The candidates will be selected on the basis of merit. In
the case of direct recruitment, the merit shall be determined by the aggregate marks obtained by
giving equal weightage to test and interview. Schedule of test and interview will be displayed on
Website www.bis.org.in. Therefore, candidate should keep visiting the website for important
announcement/information throughout the selection processes at various stages.

Note: No travel expenses will be admissible to the candidates for direct recruitment for
appearing in screening/written test. However, the expenses upto second class train fare for to and
fro journeys from normal place of residence by shortest route shall be payable for appearing in
interview.

OTHER TERMS AND CONDITIONS AND GENERAL INSTRUCTIONS

(i) Only Indian Nationals are eligible to apply. Candidates should note that, if at any stage of
recruitment, it is found that the candidates has submitted any false/ fabricated
information/documents, his/her candidature will be cancelled immediately and he/she will be
liable for action as per Law/Rules.

(ii) Any representation/recommendation for recruitment will make the candidature of a candidate
liable for disqualification.

(iii) Candidates applying for more than one post are required to submit separate application for
each post with application fee.
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 e-mail ID & mobile No. will be accepted once submitted. The candidate himself shall be responsible for wrong or expired e-mail ID & Mobile No.

(v) Candidate should note that their candidature at all stages of Recruitment is purely provisional, subject to satisfying the prescribed eligibility conditions as per Recruitment Rules for particular post & other orders/norms issued time to time by the Bureau. Submission of any false/incorrect/dubious information in application form shall disqualify the candidate at any stage of selection processes (before or after test/interviews).

(vi) Canvassing in any form will be a disqualification.

(vii) The Bureau will not be responsible for postal delays/loss/failure during any stage of recruitment processes.

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

(ix) Statutory 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 lead to termination of the candidature of service and legal action against the concerned individual will be initiated.

(x) Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Delhi.

(xi) Appointment of candidates is subject to his/her being declared medically fit, and also subject to service and conduct rules applicable to BIS. Decision of BIS will be final and binding on candidates.

10. ANNOUNCEMENTS: All further announcements/details will only be published /provided on BIS website www.bis.org.in from time to time.

Director [Establishment]
e-mail: estt@bis.org.in

New Delhi
Date:

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