



BUREAU OF INDIAN STANDARDS
Department of Consumer Affairs
Ministry of Consumer Affairs, Food & Public Distribution,
Govt. of India
Manak Bhawan, 9 Bahadur Shah Zafar Marg, New Delhi-
110002

Advertisement No. 02/2021/ESTT.

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. **INVITES** applications from the ELIGIBLE candidates for filling up of One (01) vacancy in the post of **DIRECTOR (LEGAL) THROUGH DIRECT RECRUITMENT.**

1.	Name of the post	Level of the post	No. of vacancies likely to be filled up	Places where lying vacant
	Director (Legal)	Level-12 (Rs.78800- 209200)	1	New Delhi

1. Educational & other qualifications required for the post:

- i) Bachelor's Degree in Law/ LLB from a recognized university; and
- ii) At least ten years' experience in the field of Law, out 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.

GENERAL INSTRUCTIONS:

1. **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 Departmental Candidates shall be 50 years, as per BIS [Recruitment to Administration, Finance and Other Posts] Regulations, 2020. The crucial date for determining the age limit/qualifications/experience shall be the closing date of receipt of application.
2. **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.
3. **Placement:** Employment in the Bureau involves liability to serve anywhere in the country.
4. **Application Fee** - Rs. 800/-

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.

5. How to Apply:

- (i) Applications should be submitted only in prescribed proforma 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. 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 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 Director(Legal)".
 - (iv) **Closing date regarding receipt of applications: 21 days from the date of publication of the advertisement in the Employment News/Rozgar Samachar.**
 - (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.
6. **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. Candidates shortlisted would be interviewed by the Selection Committee. The 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. Schedule of 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: 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) 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 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.
- (iv) 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).
- (v) Canvassing in any form will be a disqualification.
- (vi) The Bureau will not be responsible for postal delays/loss/failure during any stage of recruitment processes.
- (vii) 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.
- (viii) **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.
- (ix) 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.
- (x) 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:

Annexure – I

Application Form

(To be filled in Capital Letters)

Name of the Post applied for

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1. Name of the Applicant :
2. a) Father's Name :
b) Husband's Name (wherever applicable) :
3. Category (General/SC/ST/OBC/PWD) :
4. Date of Birth :
5. Age as on last date of receipt of application: ----years-----months-----days.
6. Present Post held and date of regular appointment to the post :
7. Scale of Pay and Present Basic Pay :

Affix
passport
size Photo

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

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

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

11. 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

12 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)		

13. Address for Correspondence (in capital letters)

i) a) Office Address :

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b) Residential Address :

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ii) Mobile No. :

iii) Email ID :

Dated:

(Signature of the Applicant)

(Name of the applicant)

Annexure - II

D E C L A R A T I O N

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 :

C E R T I F I C A T E

(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 10 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:	Name of the Forwarding Officer	:
Place:	Designation	:
	Office Phone No.	:
	Office email ID	:

Office Seal

: