



भारतीय मानक ब्यूरो

(उपभोक्ता मामले विभाग)

उपभोक्ता मामले, खाद्य और सार्वजनिक वितरण मंत्रालय, भारत सरकार)

मानक भवन,
9 बहादुर शाह जफर मार्ग,
नईदिल्ली-110002

हमारा संदर्भ: स्थापना /02/01/2021

दिनांक: 02 Nov 2021

विज्ञापन संख्या - स्थापना /02/01/2021

सलाहकार के लिए

Applications in the prescribed proforma (as per Annexure I to the advertisement) are invited from eligible candidates for hiring of posts of Consultants in the Bureau of Indian Standards, New Delhi, as per details given below:

Sl. No.	Name of the Post	Nature of duties	Qualification
1.	Consultant for Standard Promotion	For Standard Promotion activity	Ex- BIS Officer having an experience of 20 years in different departments of BIS and is well acquainted with standards promotion activities.
2.	Consultant for Finance	<ul style="list-style-type: none">Internal Audit of BISAdvise on financial MattersCreating an institutionalised framework for internal auditReview and preparation of Annual Accounts	Ex- BIS Officer having experience of 20 years in Finance and Accounts
3.	Consultant for Civil Works	<ul style="list-style-type: none">Renovation BIS buildingPurchase of landConstruction of new building for branch office/ BIS-Laboratory	Ex- BIS Officer having experience of 20 years in BIS and is well acquainted with activities of PMW
4.	Period of Consultancy	Initially 06 (Six) Month The Bureau can terminate the contract immediately, by paying one month's agreed remuneration in lieu of the notice period.	
5.	Job Location	Bureau of Indian Standards, Manak Bhawan, 9, Bahadur Shah Zafar Marg, New Delhi Depending on the precise nature of duties assigned to the Consultant from time to time, he/she may be given office space within the premises of Bureau.	

Sl. No.	Name of the Post	Nature of duties	Qualification
6.	Remuneration	(Last Pay + DA drawn)- (Basic Pension+ Dearness Relief)	
7.	How to apply	<ul style="list-style-type: none"> ▪ Interested applicants may send their application indicating their interest in working for the Bureau of Indian Standards as per proforma given on estt@bis.gov.in. ▪ In case of queries, kindly contact at below address: <p style="text-align: center;">Room No. 507 Establishment Department Bureau of Indian Standards (BIS) Manak Bhawan, 9, Bahadur Shah Zafar Marg, New Delhi- 110 002 Telephone No:23239394</p> ▪ The applications should include a detailed bio-data listing the educational qualifications of the candidate, their areas of expertise, details of publication journals (if any,) and any prior work experience. Self-attested copies of educational certificates and mark-sheets (from under-graduate level onwards) should be included. ▪ The application should include the contact details of the candidate, including residential address, email ID and landline and mobile numbers. ▪ Bureau of Indian Standards will review the applications, and will shortlist candidates it considers suitable. Shortlisted candidates will be called for interview. ▪ The date, time and venue of the interview will be conveyed in the Interview call letter. ▪ Candidates will have to make their own arrangements to reach the place of interview. ▪ No TA/DA will be payable by the Bureau to attend the interview. ▪ The final selection will be based on their performance at the interview. ▪ The decision of the Bureau on selection of candidates will be final. 	

The last date for receiving applications is 15 days from the date of publishing the advertisement in BIS website. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard.

Sd/-
एन.रवि शंकर
निदेशक स्थापना
Telephone No: 23239394
Email id:estt@bis.gov.in

ANNEXURE-I

**APPLICATION PROFORMA FOR THE POST OF CONSULTANT
BUREAU OF INDIAN STANDARDS, NEW DELHI**

- Name :
 - Date of Birth :
 - Gender :
 - Educational Qualifications :
 - Mobile No. :
 - Email ID :
- Details of employment in the chronological order, if applicable.
(Enclose a separate sheet, if space below is insufficient)



Department/ Institution/ Organisation	Post held	From	To	Emoluments	Nature of duties performed

- Details of courses/training programmes attended, if any:
- Details of publication, if any:
- Languages known:
- Details of previous Consultancy, if any:
- Additional information, if any, which you would like to mention in support of your suitability for the post.
Enclose a separate sheet, if need:
- Remarks :

(Signature of candidate)

Address:

Date:

ANNEXURE-II

(To be submitted separately in a sealed cover giving expected remuneration & perks)

APPLICATION PROFORMA FOR THE POST OF CONSULTANT IN
BUREAU OF INDIAN STANDARDS , NEW DELHI

Paste your recent
passport size photo

- Name :
- Date of Birth :
- Gender :
- Educational Qualifications :
- Mobile No. :
- Email ID :
- Expected Remuneration & Perks:
- Remarks :

(Signature of candidate)

Address:

Date: