



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. 05 (Consultant)/2022/HRD

ENGAGEMENT OF CONSULTANT ON CONTRACT BASIS
IN THE BUREAU OF INDIAN STANDARDS

Bureau of Indian Standards (BIS), a statutory body under the Ministry of Consumer Affairs, Food and Public Distribution, Govt. of India, is the National Standards Body of India. It undertakes activities in the field of Standardization, Product and System Certification, Hallmarking of Gold/Silver Jewellery, Laboratory Testing etc., in the country.

2. Applications in the prescribed proforma (as per Annexure 2 to the advertisement) are invited from eligible candidates for filling up the position of Consultant on contract basis in the Bureau of Indian Standards, as per details given below:

Sl. No.	Parameter	Details
1.	Number of position	01 (One)
2.	Method of recruitment	Contract-based engagement of retired Government officials or Ex-Bureau of Indian Standards employees through interviews.
3.	Period of contract	Six Months.
4.	Educational qualifications	Degree of a recognized University/Institute
5.	Eligibility Criteria	For retired Government officials: Retired officers from Central Government/State Government/PSUs/Autonomous Bodies at the level equivalent to Director and above (Defence: Equivalent to Colonel or above). Minimum 25 years' experience in Certification, Laboratory and Standardization Activity. Ex-Bureau of Indian Standards employees: Group-A Scientific Cadre Officer at the level of Sc-F or above at the time of retirement/ relieving from BIS and who had a minimum of 25 years' experience in different departments of BIS and is well-acquainted with Certification, Laboratory and Standardization Activity.
6.	Age Limit	Should not be more than 63 years of age as on the last date of receipt of application.
7.	Job description	To Provide consultancy to DG, BIS for standards promotion activities which inter alia included the

		<p>following:</p> <p>To Advise Think, Nudge & Move Deptt. (TNMD) of BIS for designing new strategies.</p> <p>To Review and support the implementation of the existing activities for their effectiveness and identifying areas for improvements.</p> <p>To Document good standards promotion activities and sharing them within BIS and stakeholders.</p> <p>To Liaise with Consumer Organizations and other for their enhanced participation in quality & standards promotion activities.</p> <p>Any other related work assigned by the Competent Authority.</p>
8.	Remuneration (per month)	The person engaged shall be paid an all-inclusive monthly remuneration as fixed by the following formula: (Last Pay + DA Drawn) – (Basic Pension + Dearness Relief)]
9.	Terms and Conditions	As per Annexure 1
10.	Job Location	<p>Bureau of Indian Standards, Manak Bhawan, 9, Bahadur Shah Zafar Marg, New Delhi.</p> <p>Depending on the precise nature of the duties assigned to the Consultant from time to time, he/she may be given office space within the premises of the Bureau.</p>
11	Method, Last date and time for Applying	<p>The applications need to be downloaded, filled and scanned copy should be sent to hrd@bis.gov.in latest by 18 June 2022, 6.00 PM.</p> <p><i>All the relevant documents have to be uploaded along with the application and the same will be verified during the interviews. Applications received after the deadlines or missed due to any technical glitches shall not be entertained.</i></p>

For any queries please email at hrd@bis.gov.in.

Sd/-
Head (HRD)
E-mail: hrd@bis.gov.in

Terms and Conditions

- a. The engagement of the Consultant will be purely on contract basis.
- b. Bureau of Indian Standards (BIS) has the right to terminate the contract at any time, without assigning any reason.
- c. The engagement of the Consultant can be terminated by either of the parties by giving 30 days' notice in advance or payment of one month's remuneration by either side in lieu of 30 days' notice period, as the case may be, and the contract would terminate automatically at the end of such period.
- d. The Consultant engaged shall be required to execute an Agreement with the BIS.
- e. The applicant should be cleared from the vigilance and disciplinary angle at the time of his/her retirement. The document in support of the same would be required to be produced by the candidate at time of the selection process.
- f. He/ She will be allowed to avail the canteen facility for lunch/tea/breakfast/snacks as per subsidized rates applicable to the employees of BIS.
- g. The Consultant engaged will be provided with need-based support and personal staff including secretarial assistance purely based on job requirement.
- h. He/ She will have access to the Library facilities during the period of their engagement and shall be allowed to borrow books as per the extant Library rules.
- i. The Consultant will be required to attend office on all working days and also on holidays, if required, on account of exigencies of work.
- j. He/ She shall be entitled to paid leaves at the rate of 1.5 day for each completed month during the tenure. Accumulation of leaves beyond a calendar year may not be allowed. Absence beyond leave credit period will attract a deduction of remuneration.
- k. Though the Headquarters of Consultant will be in Delhi, He/ She may be liable to serve anywhere in India, as per the organizational requirement.
- l. The Consultant shall not be entitled to local conveyance allowance/transport facilities.
- m. The Consultant shall be entitled to TA/DA and Hotel Accommodation on official tours as per the normal rules as applicable to any serving officer of an equivalent rank in BIS.
- n. He/ She shall not be entitled to use the staff car for private purposes and also for journey between residence and office.
- o. The Consultant shall not be entitled to any residential accommodation from BIS.
- p. The consultant shall require to sign a non-disclosure undertaking. Consultant shall require to follow all the rules and regulations of BIS. He will be expected to display honesty, secrecy of office and sincerity while discharging his duties.

Annexure 2

**APPLICATION PROFORMA FOR THE POSITION OF CONSULTANT
ON CONTRACT BASIS IN BUREAU OF INDIAN STANDARDS**

1. Name :
2. Date of Birth :
3. Gender :
4. Address :
5. Mobile No. :
6. Email ID :
7. Aadhaar No. (enclose a copy) :
8. Educational Qualifications :

Paste your Photograph here

Degree/ Examination	Discipline/ Area/ Subject	Board/ University/ Institute	Year of Passing	Percentage	Division

9. Details of employment in the chronological order, if applicable.
(Enclose a separate sheet, if space below is insufficient)

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

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

I hereby declare that all the statements in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue or incorrect at any stage or I am not satisfying any of the eligibility criteria stipulated and also in case of creating influence/ undue pressure regarding selection shall tantamount to cancellation of my candidature.

(Signature of candidate)

Address: _____

Date:

Note: All the relevant documents have to be uploaded along with the application and the same will be verified during the interviews.