

BUREAU OF INDIAN STANDARDS

(Think, Nudge & Move Deptt.)

Our Ref: TNMD/SP/ 3:8**30 Aug 2023**

Subject: Guidelines for Recruitment of 2 short-term consultants for standards promotion in each of the BOs on a contract basis not exceeding six months

1. BIS had taken the initiative of creating Standard Clubs in educational institutions with an objective of inculcating the concept of standardization and quality consciousness in young minds. Diverse activities like Standard Writing Competitions, Quizzes, Essay Writing & Poster Making Competitions, etc. are organized regularly in these clubs. Exposure visits to industrial units and laboratories are also organized.
2. As on date, more than 6,000 clubs have been established across the country with no. of student members exceeding 1.50 Lakhs. Keeping in view of the success of the initiative and the positive response received from the education institutions and students, it has been decided to further enhance the no. of Standard Clubs to the level of 10,000 at the end of the current FY 2023-24.
3. To facilitate the BOs to achieve the assigned targets for the current FY 2023-24, it was decided for engagement of two short term consultants for 6 months duration in each of the 38 Branch Offices of BIS. The approved terms and conditions for engagement of short-term consultants are attached as **Annex-1**. As per the directions of the Competent Authority, the recruitment process for these consultants shall be conducted at the RO level, adhering to the approved terms and conditions of appointment referred above and the following guidelines given below:

4. Recruitment process

4.1 Inviting Applications

4.1.1 Consultants will be selected by inviting applications at the RO level. The Regional Offices (ROs) shall issue an advertisement/notice inviting applications for the position of short-term consultants at different branch offices (BOs) under their jurisdiction. Advertisement may be issued on BIS website, Local newspaper along with Social Media of BIS. The places of postings to be indicated clearly by the ROs in the advertisement/notices issued for inviting applications. The interested candidates may apply for engagement in multiple BOs, but they should be informed that interview dates may clash and BIS cannot guarantee avoiding such clash of date. Therefore, candidates should be advised to check the interview date(s) carefully while applying.

4.1.2 RO shall scrutinize the applications with respect to eligibility criteria defined in terms and conditions and after screening shall forward the applications to concerned BOs based on choice(s) of place of interview filled by applicant in application form. In case large number of applications are received by any ROs, shortlisting criteria as decided by DDGRs may be used to shortlist candidates for interview. Applicants having fluency in local/ regional language apart from Hindi and English may be given preference and same may be indicated in the advertisement. Shortlisted/ eligible candidates shall be invited for interviews informing date(s), time and location by RO.

4.1.3 They will be deployed in the BOs of the respective regions as per the deployment plan approved by DDGRs. The preference of the BO indicated by the selected applicant will be considered, however if there are more than one selected applicant opting for the same BO, the deployment will be done on the basis of merit; and in that scenario, deployment for other applicants made by the DDGR concerned shall be final. If no or only one applicant has indicated preference for a BO, in this scenario too, the deployment made by the DDGR shall be final.

4.2 Duration of Engagement

4.2.1 The engagement of short-term consultants shall be for a period of six months from the date of joining. The term cannot be extended beyond this period. This is to indicated clearly in advertisement issued by Regional Office.

4.3 Interview Panel Composition

4.3.1 RO shall constitute the interview panel for each BO consisting of the following four members:

- a) Head of the respective BO, Chairperson
- b) One scientific officer (preferably Scientist-D level) from another BO or BIS Lab
- c) One officer from the concerned Regional Office (RO)
- d) One external member from outside (Government Organization or Academic Institution)

4.4 Interview Evaluation Criteria

4.4.1 The interview shall carry a total of 50 marks and will be evaluated based on the following criteria:

Serial No.	Evaluation Criteria	Marks
i)	Understanding of the role, relevance, and rewards of Standards Promotion	15
ii)	Innovative and interesting ideas for standards promotion	15
iii)	Communication skills	10
iv)	Experience in field-level activities	10

4.5 Candidate Panel Approval

4.5.1 Based on the marks obtained by the applicants during the interview conducted by the Branch Offices, RO concerned shall prepared the final merit list and deployment plan (see 4.1.3).

4.5.2 A panel shall be made by RO based on the merit list considering 2 candidates per BO for the posting and another panel of 2 candidates per BO for waiting list that shall remain valid for a period of six months from the date of approval.

For example, if under an RO there are 8 BOs then RO will prepare a panel @2candidates per BO, i.e., panel of total 16 selected candidates based on final merit for posting and offering appointment letters to join. Another panel of 16 candidates shall be prepared as waiting list based on merit and

in case any selected candidate fails to join the post within the period prescribed in appointment letter the candidate from the waiting list panel shall be offered that position on merit basis.

4.5.3 In case more than one candidates scoring same marks after interviews, final merit shall be fixed keeping in view the following aspects:

a) Candidate with higher qualification shall be preferred.

b) If qualification level is also same then the second aspect shall be preference to candidate having more experience.

4.5.4 The decision of DDGR shall be final in the above cases as well as those not covered/anticipated above.

4.6 Timely Completion

4.6.1 The entire recruitment process should be completed by 25 September 2023 so that the consultants are available with BOs for the second half of the year w.e.f. 01 Oct 2023.

4.6.2 ROs/BOs to ensure compliance to the guidelines while conducting the recruitment process for short-term consultants.

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Subject: Standard Terms and Conditions for short-term consultants for standards promotion in each of the BO on a contract basis not exceeding six months

1. Scope of Work

(a) The Engagement of short-term consultants for standards promotion is intended for various branch offices of BIS as per requirement and in the organizational interest. After the successful creation of 4291 nos. of standards clubs at the end of FY 2022-23 an ambitious target of increasing the nos. of clubs to 10,000 has been set for FY 2023-24. Accordingly, individual targets have been assigned to the BOs.

(b) The functions of consultants for standards promotion include, but are not restricted to:

- (i) Provide assistance to the Branch Office in preparing the plan of action for the creation of the new Standards Clubs.
- (ii) Liaise with the administrative authorities and educational institutions concerned to create the new Standards Clubs.
- (iii) Provide assistance to the Branch Office in organising the capacity-building programmes for the Mentors and Orientation Programmes and activities at the institutions.
- (iv) Provide assistance to the BO in identifying Resource Persons, organising capacity-building programmes for them, deputing them for Standards Club activities and keeping a record of their activities.
- (v) Maintain the error-free database of the Standards Clubs in the manner laid down by the Bureau in this regard.
- (vi) Maintain the records and reports relating to the Standards Clubs in the manner laid down by the Bureau.
- (vii) Any other work assigned in connection with the creation, operationalisation or effective functioning of the Standards Clubs.

2. Educational Criteria and Experience

To ensure the engagement of highly qualified and competent individuals as Standard Promotion Consultants, the following educational and experience criteria are proposed:

a) Essential Qualification required	M.B.A. (Marketing) or equivalent degree in Mass Communication or Masters in Social Work (MSW)
b) Desirable	i. Proficiency with IT tools (e.g. MS Office). ii. Fluency in written and oral English and Hindi.
c) Experience required	2 years of experience in marketing and mass communication, preferably in Central Govt./State Govt./PSU/Autonomous Organizations.

3. Selection Process: Consultants will be selected by inviting applications at the Regional level. They will be deployed in the BOs of the respective regions as per the Deployment plan approved by DDGRs. The preference of the BO indicated by the selected applicant will be considered, but if there are more than one applicants opting for the same BO, the deployment will be done on the basis of merit; and in that scenario, deployment for other applicants made by the DDGR concerned shall be final. If no or only one applicant has indicated preference for a BO, in this scenario too, the deployment made by the DDGR shall be final.

4. Tenure of Engagement: The engagement is purely for the short term on a contract basis for a period of 6 months.

5. Nature of Engagement: The engagement is purely on a short-term (not exceeding Six Months) contract basis and the engagement will be subject to termination at the end of the contract period. The Bureau can terminate the contract immediately, by paying one month's agreed remuneration in lieu of the notice period.

6. Remuneration: A consolidated monthly remuneration of Rs. 50,000/- (Rupees Fifty Thousand only), will be paid to the consultants for standards promotion. The remuneration is subject to statutory deductions.

7. TA/DA: No TA/DA shall be admissible for joining the assignment or on its completion. If required to travel and stay in connection with the official assignment, TA/DA and lodging allowance as admissible to regular BIS officers of the level of Sc-B/Assistant Director, will be paid.

8. Leave: Consultants for standards promotion shall be eligible for paid leave at the rate of 1.5 days for each completed months of service. No remuneration for the period of absence in excess of admissible leave will be paid. Also, un-availed leave shall neither be carried forward to next year nor encashed.

9. Working Hours: The Consultants shall follow the normal office working hours as prescribed (9.00 AM to 5.30 PM). However, as per the exigency, one has to sit late to complete the time-bound work or outstation assignments. Attendance would be made through the Bio-metric attendance system.

10. No Other Assignment: The engagement is on a full-time basis and the consultants shall not take any other assignment during the period of engagement in BIS.

11. Travel, Medical Clearance and Service incurred Death, Injury or illness: In the event of the death, injury or illness of the individual consultant which is attributable to the performance of services on behalf of BIS under the terms of the contract, and/or while travelling for official duty or is performing any services under the contract in any offices or premises of BIS or Government of India, the individual consultant or the individual consultant's dependents, as appropriate shall not be entitled to any compensation or any claim whatsoever.

12. Medical fitness and Police Verification: Police verification will be conducted after the engagement of the consultant. The consultant will also submit a medical fitness certificate from an authorized/registered Medical Practitioner, at the time of joining.

13. Termination of Contract/Engagement: The engagement of consultants can be terminated by BIS at any time without assigning any reasons thereof by giving them 30 days' notice. However, in case the consultant wishes to resign, he/she will have to give 30 days advance notice or remuneration in lieu of thereof, before resigning from the engagement.

Termination of Contract:

- (i) If the consultant is unable to address the assigned work;
- (ii) If the Quality of the work is not to the satisfaction of the department;
- (iii) If the consultant fails to achieve the assigned task on time;
- (iv) If the consultant is found lacking in honesty and integrity.

14. Confidentiality of Data and Documents:

- (a) The intellectual property rights of the data collected as well as deliverables produced for the BIS shall remain with BIS.
- (b) The data shall not be utilized or published or disclosed or to be part with, to a third party, any part of the data or statistical or proceedings or information collected for the purpose of his assignment in BIS.
- (c) The consultant is bound to hand over the entire set of records of assignment to the BIS before the expiry of the contract or before the final payment is released.
- (d) The job of consultant attracts highest standards of confidentiality and it is expected to be maintained in all the actions of officer, at all levels.

15. Conflict of Interest: The consultant appointed, shall in no case represent or give opinion or advice to others in any matter which is in conflict to the interest of BIS.

16. Place of Posting: As the recruitment process would be conducted by the each ROs/BOs individually, place of posting would be mentioned by the ROs while advertising the requirement.

17. Relaxation: Where DG, BIS is of the opinion that it is necessary or expedient to do so, it may be order and for reasons to be recorded in writing, relax any of the provisions of these rules.

18. OTHER TERMS AND CONDITIONS AND GENERAL INSTRUCTIONS:

- i) Candidates should note that, if at any stage of engagement, it is found that the candidates have submitted any false/fabricated information/documents, his/her candidature will be cancelled immediately and he/she will be liable for action as per applicable Law/Rules.
- ii) Candidate should note that their candidature at all stages of engagement is purely on contract basis.
- iii) Any resulting dispute arising out of this advertisement including the engagement process shall be subject to the sole jurisdiction of the Courts situated at concerned Regional/Branch legal jurisdiction.