



भारतीय मानक ब्यूरो  
BUREAU OF INDIAN STANDARDS  
पूर्वी क्षेत्रीय कार्यालय  
Eastern Regional Office

Advertisement No. ERO/01(STC-SP)/2023

प्लॉट नंबर 7/7 और 7/8, CP ब्लॉक, सेक्टर V,  
बिधाननगर, सेक्टर V, साल्टलेक, कोलकाता, पश्चिम  
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1. Bureau of Indian Standards (BIS), a Statutory Body under the administrative control of Ministry of Consumer Affairs, Food and Public Distribution, Govt. of India, is the National Standards Body of India and is responsible for activities in the field of Standardization, Product and System Certification, Hallmarking, Laboratory Testing, etc. in the country.
2. BIS offers excellent opportunities to Indian nationals with proven academic credentials, professional achievements, good working knowledge of Marketing, strong communication, interpersonal skills and leadership qualities for engaging with BIS as Consultants on short-term basis (six months) for Standards Promotion for our seven branch offices under Bureau of Indian Standards Eastern Regional Office at Kolkata. The details of the advertisement are as follows:-

Sl. No.	Particulars	Description
1	Number of positions	2 for each branch office (Kolkata Branch Office-I, Kolkata Branch Office –II, Jamshedpur Branch Office, Guwahati Branch Office, Bhubaneswar Branch Office, Raipur Branch Office & Patna Branch Office.
2	Method of recruitment	Contract-based engagement through Interview at our respective branch offices.
3	Educational qualifications & Experience	<b>a) Essential Qualification required:</b> M.B.A. (Marketing) or equivalent degree in Mass Communication or Masters in Social Work (MSW) <b>b) Desirable:</b> i. Proficiency with IT tools (e.g. MS Office).ii. Fluency in written and oral English, Hindi and Local Language. <b>c) Experience required:</b> 2 years of experience in marketing and mass communication, preferably in Central Govt./State Govt./PSU/Autonomous Organizations.
4	Job Description	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 organizing 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, organizing 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, operationalization or effective functioning of the Standards Clubs.
5	Last date of application	<b>15.09.2023</b>

3. **Place of posting:** Kolkata Branch Office-I(2 nos), Kolkata Branch Office –II(2 nos), Jamshedpur Branch Office(2 nos), Guwahati Branch Office(2 nos), Bhubaneswar Branch Office(2 nos), Raipur Branch Office(2 nos) & Patna Branch Office(2 nos).

**4. Dates of interview:** At Jamshedpur Branch Office & Guwahati Branch Office - 20.09.2023  
At Kolkata Branch Office-I, Patna Branch Office & Bhubneshwar Branch Office - 21.09.2023  
At Kolkata Branch Office-II & Raipur Branch Office - 22.09.2023

**5. Selection Process:** Applications for selection of Consultants are being invited at the Regional level by Eastern Regional Office (ERO) of BIS for all the Branch Offices under ERO, as given at Annex – A below. All the applications received shall be scrutinized and shortlisted. Candidates will be shortlisted based on their qualifications, experience and other details provided in the application form. Mere fulfillment of qualification or shortlisting will not confer any right to be engaged as consultant for standard promotion. Shortlisted candidates will be called for interview. They will be deployed in the Branch Offices (BOs) as per the Deployment plan approved by BIS. The preference of the BO indicated by the selected applicant will be considered, but if there are more than one 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 BIS shall be final. If no or only one applicant has indicated preference for a BO, in this scenario too, the deployment made by BIS shall be final.

Candidates may apply for engagement in multiple BOs, by visiting the websites, as given at Annex – A, but interview dates may clash and BIS cannot guarantee avoiding such clash of date. Candidates are hence advised to check the interview date(s) carefully while applying.

Applicants having fluency in local / regional language, apart from Hindi and English, will be given preference. Applicants should specify local/regional language he/she is having fluency.

**6. Tenure of Engagement:** The engagement is purely for the short term on a contract basis for a period of 6 months from the date of joining, and cannot be extended beyond this period.

**7. 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.

**8. 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.

**9. 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.

**10. 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.

**11. 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.

**12. 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.

**13. 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.

**14. 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.

**15. 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.

**16. 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.

**17. 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

**18. OTHER TERMS AND CONDITIONS AND GENERAL INSTRUCTIONS**

- i) 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 email ID & mobile number will be accepted once submitted. The candidate himself/herself shall be responsible for incorrect or expired email ID & mobile number.
- ii) 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.
- iii) Bureau reserves the right to amend/modify vacancies notified and any provision of this advertisement in case of any errors and omissions/deviation/sudden requirements or to cancel the advertisement and engagement if the circumstances so warrant.
- 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 Kolkata legal jurisdiction.

**19. Warning:** Selection in the Bureau is free, fair and merit based. Any attempt by the candidate to influence the selection process, detected at any stage, is liable to termination of the candidature or service and legal action against the concerned individual will be initiated.

**20. Submission of Application:** Candidates are required to apply On-line through the google form ([https://docs.google.com/forms/d/e/1FAIpQLSeMHV2pMYNJgUgUludO2\\_6pl7m26PWf1qfWNSPp4iLP\\_cLY0g/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeMHV2pMYNJgUgUludO2_6pl7m26PWf1qfWNSPp4iLP_cLY0g/viewform)) only. Online portal for submission of applications will be made functional from the date of publication of advertisement in Newspapers. In case only application form is received or only supporting documents are received the applicant will be rejected. The Branch wise distribution along with the vacancies in each Branch is given at Annex-A. BIS shall make efforts to accommodate the preferences; however, the posting will be done as per organizational requirements. No other means/mode of submission of applications will be accepted under any circumstances.

**21. Application fees:** No fee is required to be paid by the applicant

**22. Announcements:** All further announcements/details pertaining to this process will only be published/provided on BIS website <https://www.bis.gov.in> from time to time. Candidates are advised to regularly keep in touch with the authorized BIS website [www.bis.gov.in](https://www.bis.gov.in) for details and updates. In case of any queries please write to [adminero@bis.gov.in](mailto:adminero@bis.gov.in)

प्रमुख (कोलकाता शाखा कार्यालय-I)  
Assistant Director (A&F)  
ई-मेल: [adminero@bis.gov.in](mailto:adminero@bis.gov.in)

**Note:** BIS reserves the right to Revise/Reschedule/Modify/Cancel/Suspend, the process without assigning any reasons. The decision of BIS shall be final and no appeal shall be entertained in this regard.

**ANNEX – A**

**Posting Details for the Short-Term Consultants for Standard Promotion**

<b>Place of posting</b>	<b>Name of Branch Office (BO)</b>	<b>No. of vacancies</b>	<b>Website link for online application</b>
<b>Kolkata</b>	<b>KKBO – I</b>	<b>02</b>	<b><a href="https://www.bis.gov.in">https://www.bis.gov.in</a></b>
	<b>KKBO – II</b>	<b>02</b>	<b><a href="https://www.bis.gov.in">https://www.bis.gov.in</a></b>
<b>Bhubaneswar</b>	<b>BHBO</b>	<b>02</b>	<b><a href="https://www.bis.gov.in">https://www.bis.gov.in</a></b>
<b>Guwahati</b>	<b>GHBO</b>	<b>02</b>	<b><a href="https://www.bis.gov.in">https://www.bis.gov.in</a></b>
<b>Jamshedpur</b>	<b>JDBO</b>	<b>02</b>	<b><a href="https://www.bis.gov.in">https://www.bis.gov.in</a></b>
<b>Patna</b>	<b>PTBO</b>	<b>02</b>	<b><a href="https://www.bis.gov.in">https://www.bis.gov.in</a></b>
<b>Raipur</b>	<b>RPBO</b>	<b>02</b>	<b><a href="https://www.bis.gov.in">https://www.bis.gov.in</a></b>