

## **BIS LABORATORY INTERNSHIP SCHEME**

*(revised w.e.f. 28-07-2025)*

### **1 Objective**

Bureau of Indian Standards, the National Standards Body of India, seeks to engage students (Diploma and Undergraduate) as "Interns", who would be given exposure to the laboratory activity of BIS. The Interns would also be required to carry out regular testing of the various products received by BIS Laboratories under different BIS conformity assessment schemes.

The Scheme is envisaged to be mutually beneficial to students and BIS. BIS would benefit in the form of getting fresh thoughts, perspectives and updated technical knowledge from the young generation on the ongoing testing operations and procedures. For the "Interns", the exposure to the functioning of BIS laboratories, testing of products, test methods and procedures, implementation of Laboratory Quality Management System and operation of high-end testing equipment, which would be an add-on in furthering their own career goals in the Industries or International Organizations.

### **2 Salient Features**

#### **2.1 Eligibility**

- (i) Internship Scheme can be availed by students enrolled in University/Institution within India (only such Universities which are State promoted or recognized by Association of Indian Universities) pursuing the following levels of course(s) in any of the disciplines given under Appendix A:
  - a. Under graduation (having completed studies at least 4 Semesters)
  - b. Post-Graduation (having completed studies at least 2 Semesters)
  - c. Post Graduate Diploma
  - d. Research Scholars.
  - e. Under Diploma Course
- (ii) Degree/Diploma holders who have completed their studies within the last 180 days are also eligible for internship. (For considering the eligibility of the applicant, the last date of the term of the university/institution of the applicant and the date of submission of internship application by the applicant will be taken for calculation of 180 days)
- (iii) Students pursuing Undergraduate/Post Graduate/Post Graduate Diploma Courses shall have a good academic record and with minimum 75% Marks or Cumulative Grade Point Average (CGPA) of 7.5 out of 10 as on the last semester, whose result has been declared.
- (iv) Research Scholars, shall have a good academic record and with minimum First Division or Cumulative Grade Point Average of 7.5 out of 10 in their Post-Graduation.
- (v) Students/Research Scholars shall be Indian Nationals.

#### **2.2 Duration**

The Internship Scheme would be available throughout the year based on the requirements of BIS and the timelines for Internship in the selected Institutions. The duration of Internship shall be for minimum one months to maximum upto six months.

### 2.3 Stipend

The Interns pursuing Bachelor's degree in Science / Diploma Courses will be provided stipend of Rs. 15,000/- per month and the interns pursuing Bachelor's in Engineering/Technology or Master's degree or higher will be provided a stipend of Rs. 20,000/- per month. The stipend will be calculated on pro-rata basis for each completed week.

### 2.4 Logistic Support

BIS would provide adequate infrastructure facilities to the Interns at its labs and also proper authorization for carrying out the testing and related activities. For the local/outstation visits, if required to be undertaken as part of the Internship, BIS would reimburse the travel and stay expenses as admissible to BIS employees at Pay Level 10 or actual, whichever is less.

### 2.5 Attendance

Interns shall be required to have a minimum of 95% attendance out of the actual working days. Loss of attendance due to unforeseen circumstances may be compensated by extension of the Internship for the commensurate number of days, subject to recommendations by the sponsoring Institution and approval by the Head of the concerned BIS Labs. Such extension would however not entitle the Intern for any additional stipend.

### 2.6 Certificate

Interns who have completed the Internship with minimum 95% attendance and having submitted the Report to the Head of the BIS Lab to which the Intern was attached would be issued Certificate of Internship Appendix B.

2.7 The Internship shall neither be considered as employment for the student nor shall it be considered as an assurance for any employment in BIS.

## 3 Process of Engagement of Interns

3.1 The BIS Laboratories situated at the addresses given below shall engage the interns:

Sl. No.	Lab	Address	Maximum no. of interns which can be engaged at a time
1.	CL	Bureau of Indian Standards, Central Laboratory, Plot No. 20/9, Site IV, Sahibabad Industrial Area, Sahibabad 201 010	40
2.	NRL	Bureau of Indian Standards, Northern Regional Laboratory B-69, Phase VII, SAS Nagar Industrial Focal Point, Mohali-160051	20
3.	ERL	Bureau of Indian Standards, Eastern Regional Laboratory, P-230, C.I.T. Scheme VII M, Block-W, Kankurgachi, Kolkata-700054	20

4.	WRL	Bureau of Indian Standards, Western Regional Laboratory, E-9, M.I.D.C., Behind Marol Telephone Exchange. Andheri (East), Mumbai 400 093	20
5.	SRL	Bureau of Indian Standards, Southern Regional Laboratory, C.I.T Campus, IV Cross Road Chennai-600 113	20
6.	BNBL	Bureau of Indian Standards, Bangalore Branch Laboratory Peenya Industrial Area, 1 <sup>st</sup> Stage, Bangalore-Tumkur Road, Bangalore-560 058	20
7.	PBL	Bureau of Indian Standards, Patna Branch Laboratory Pataliputra Industrial Estate, Patna-800 013	20
8.	GBL	Bureau of Indian Standards, Guwahati Branch Laboratory 2nd Floor, West End Block, HOUSEFED Building Complex, Beltola, Dispur, Guwahati-781006	10
9.	HYBL	Bureau of Indian Standards, Hyderabad Branch Laboratory, Plot no 1, Sy no 367/1, Industrial Development Park, Moula ali, Hyderabad -500 040	8
10.	JKBL	Bureau of Indian Standards, Jammu & Kashmir Branch Laboratory, Lane No.4, SIDCO Industrial Complex, Bari Brahmana, Jammu – 181133 (J&K)	2

### 3.2 Receipt of Applications

Applications will be invited on prescribed proforma (Appendix C) from the identified Institutions. Inviting applications and their further processing would be done online to the extent possible.

### 3.3 Screening Committee for selection of interns

The candidates applying for internship would be screened by the Committee constituted by DDGL for each BIS Lab from the officers/staff of the laboratory.

Applications which are found to be eligible will be placed before the Screening Committee for its approval on the basis of merit, discipline and preferred location for Internship. In case no application is received for any particular field, the Committee may also suggest inviting fresh applications from same or other institutions.

The Committee would examine the candidates for suitability of consideration under the Internship Scheme. The Committee would recommend the Interns required in each discipline.

The recommendations, along with financial implications would-be put-up Head of the Lab for approval.

## 4 Commencement of Internship

- (i) Individual Interns and their respective Institutions would be informed about the selection, including date of commencement and duration of internship, by the respective BIS laboratories where the Interns have to report.
- (ii) The Intern shall be briefed appropriately about the laboratory, modalities, etc. by the concerned officer of the laboratory under whom the Intern has been assigned. Further briefing will be done by the Head of the concerned Lab under whose jurisdiction the intern will be carrying out the internship.
- (iii) Conduct, work and performance of the Interns should be reviewed periodically by the Head of the lab under whose jurisdiction the intern will be carrying out their term.
- (iv) The Internship would be deemed to be completed only on satisfactory submission of their project report based on the work during their tenure in BIS labs. The report should be submitted to the Lab Head under whose jurisdiction the internship was carried out.

## **5 Power to Relax**

Any of the provisions of this Scheme may be relaxed by Director General, BIS as considered necessary and expedient to do so in the interest of BIS for achieving the objective of the Scheme.

## Essential Academic Qualification

Sl. No.	Disciplines	Qualification (Students pursuing following or higher academic course in the concerned discipline)
1.	Food Technology	Diploma or Bachelor's Degree in Engineering or Technology
2.	Dairy Technology	
3.	Chemical	
4.	Electrical	
5.	Civil	
6.	Mechanical	
7.	Production & Industrial	
8.	Metallurgical	
9.	Plastics	
10.	Any other discipline relevant to the laboratory and testing operations	
11.	Agriculture	Master's Degree in the discipline
12.	Chemistry	
13.	Bio-Chemistry	
14.	Microbiology	
15.	Any other discipline relevant to the laboratory and testing operations	

**FORMAT OF CERTIFICATE**

**BUREAU OF INDIAN STANDARDS**  
**----- Laboratory**

It is certified that Shri / Smt. / Ms. \_\_\_\_\_ is student of  
\_\_\_\_\_ (name of  
College/University/Institution) has successfully completed the training/ internship / subject (title)  
\_\_\_\_\_ from period \_\_\_\_\_ to  
\_\_\_\_\_. During the course of internship / training his/her conduct was found to  
be very good and most professional.

**Signature of Department Head**  
**along with Official Seal**

**Date:**

**PROFORMA OF APPLICATION FOR BIS LABORATORY INTERNSHIP SCHEME**

- 1. Name of the Institution:**
- 2. Address of the Institution:**
- 3. Contact details of the institution**
  - a. Contact Person's Name:
  - b. Designation
  - c. Email ID
  - d. Phone No.
- 4. Name of the student:**
- 5. Contact details of the student:**
  - a. Address:
  - b. Email:
  - c. Mobile No.:
- 6. Date of Birth:** (dd/mm/yyyy)
- 7. Nationality:**
- 8. Educational Qualification** (10<sup>th</sup> class onwards):

Sl. No.	Name of Institute / Board / University	Examination Passed	Year of Passing	Marks Obtained (Percentage / CGPA)	Subjects

- 9. Course Completed / presently being pursued:** *(attach certificate from institution as per Annexure II)*

**10. Marks (%) or CGPA Overall / of last semester**

**11. Period suitable for Internship**  
*(Indicate Month & Year)*

**12. Area of interest**  
*(Indicate 2 options out of the list at Appendix A)*

### **DECLARATION**

I \_\_\_\_\_ hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature / engagement shall be liable to cancellation/ termination without notice or any compensation in lieu thereof. I agree to the terms and conditions of Internship at **Annexure I**.

**Signature of the Student**

**Place:**

**Date:**



## **Annexure I**

### **Terms & Conditions of Internship**

- (i)** The Intern, under no circumstances shall claim to become the employee of BIS. Nothing in this Scheme shall create, or be deemed to create, a partnership or the relationship of employer and employee between BIS & the Intern.
- (ii)** The Interns shall be duty-bound to follow the methodology and instructions given by the BIS and adhere to the time-frame for various aspects of their work.
- (iii)** The Interns shall be required to submit the Report for the duration as completed, to the concerned BIS authority failing which s/he would not be issued the Certificate of Internship.
- (iv)** Interns shall not divulge or disclose to any person, any details of BIS office(s), security arrangements, administrative/operational process, any technical know-how, and other organizational matters.
- (v)** Interns shall maintain confidentiality of data and shall not divulge or disclose to any person, any details of the Manufacturer or other organizations collected/ obtained as part of their internship.
- (vi)** Interns shall be liable for costs accrued on account of any loss that might be caused to BIS due to lapse on his/her part while discharging in willful or accidental manner including fraud, etc.
- (vii)** Any violation of instructions or suppression of facts or disclosure of BIS matters, records, documents, Indian Standards, Special Publications etc. in hard or soft form to an outsider shall lead to termination of Internship without any reference.
- (viii)** The BIS shall be within its right to terminate the Internship forthwith or take any other action without assigning any reason whatsoever.
- (ix)** Any or all the terms and conditions can be changed with the approval of DG, BIS.

## **Annexure II**

### **Certificate from University / Institution**

It is to certify that Shri/Smt./Ms. \_\_\_\_\_ Son/Daughter  
of Shri/Smt. \_\_\_\_\_ is a bonafide student of our  
Institution/University pursuing \_\_\_\_\_ (Name of degree/diploma  
course) and he/she is presently in \_\_\_\_\_ year/semester.

**OR**

It is to certify that Shri/Smt./Ms. \_\_\_\_\_ Son/Daughter  
of Shri/Smt. \_\_\_\_\_ was enrolled in our  
Institution/University and has completed \_\_\_\_\_ (Name of  
degree/diploma course).

We certify that his/her candidature for Internship at Bureau of Indian Standards, submitted in the prescribed proforma along with the acceptance of Terms & Conditions is duly endorsed by our University/Institution and we have no objection to his candidature being considered. It is also certified that as per our record the information given by him/her is true and he/she bears good moral conduct.

**Date:**

**(Signature of Head of Institution / Registrar of University  
with Name, Contact No. and Official Seal)**