



भारतीय राष्ट्रीय मानक संस्थान  
NATIONAL STANDARDS BODY OF INDIA



भारत सरकार  
GOVERNMENT OF INDIA

भारतीय मानक ब्यूरो  
BUREAU OF INDIAN STANDARDS

उपभोक्ता मामले, खाद्य एवं  
सार्वजनिक वितरण मंत्रालय  
MINISTRY OF CONSUMER AFFAIRS,  
FOOD & PUBLIC DISTRIBUTION

Our Ref: Estt-II/02/DR/2024

Dated: 12 Aug 2025

उम्मीदवारों की जानकारी के लिए सूचना  
NOTICE FOR INFORMATION OF THE CANDIDATES

विषय: सहायक अनुभाग अधिकारी (एएसओ) और कनिष्ठ सचिवालय सहायक (जेएसए) के पदों पर  
रिक्तियों को भरने के लिए सीधी भर्ती

Subject: Direct Recruitment to fill up the vacancies in the post of Assistant Section  
Officer (ASO) and Jr. Secretariat Assistant (JSA)

यह भारतीय मानक ब्यूरो में सहायक अनुभाग अधिकारी (एएसओ) और कनिष्ठ सचिवालय सहायक (जेएसए) के पद के लिए 30 जुलाई 2025 को जारी नियुक्ति प्रस्ताव के संदर्भ में है।

This is with reference to the Offer of appointment issued on 30 Jul 2025 for the post of Assistant Section Officer (ASO) and Junior Secretariat Assistant (JSA) in Bureau of Indian Standards.

2. यह सूचित किया जाता है कि उम्मीदवारों को सहायक अनुभाग अधिकारी (एएसओ) के पद के लिए 21 अगस्त 2025 को और कनिष्ठ सचिवालय सहायक (जेएसए) के पद के लिए 22 अगस्त 2025 को ठीक 09.00 बजे निम्नलिखित पते पर कार्यभार ग्रहण-सह-दस्तावेज सत्यापन के लिए रिपोर्ट करना होगा:

It is informed that the candidates have to report for joining-cum-document verification on **21 Aug 2025** for the post of **Assistant Section Officers (ASO)** & **22 August 2025** for the post of **Junior Secretariat Assistant (JSA)** sharp at **09.00 hrs** at the following address:

Bureau of Indian Standards  
Dr. Lal C. Verman Hall  
Manak Bhavan, 9 Bahadur Shah Zafar Marg  
New Delhi 110 002

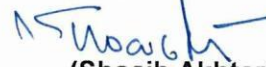
3. इसके अलावा, सहायक अनुभाग अधिकारी (एएसओ) के पद के लिए 21 अगस्त 2025 से 03 सितंबर 2025 तक और कनिष्ठ सचिवालय सहायक (जेएसए) के लिए 22 अगस्त 2025 से 03 सितंबर 2025 तक निम्नलिखित पते पर दो सप्ताह का आवासीय आगमन प्रशिक्षण कार्यक्रम आयोजित करने का भी निर्णय लिया गया है:

Further, it has also been decided to conduct Two Weeks' Residential Induction Training Programme starting from **21 Aug 2025 to 03 Sep 2025** for the post of **Assistant Section Officers (ASO)** and from **22 Aug 2025 to 03 Sep 2025** for the post of **Junior Secretariat Assistant (JSA)**, at the following address:

National Institute of Training for Standardization (NITS)  
A-20&21, Institutional Area  
Block-A, Industrial Area, Sector-62 Noida-201307 (Uttar Pradesh)

4. दो सप्ताह के आवासीय आगमन प्रशिक्षण कार्यक्रम के लिए क्या करें और क्या न करें की जानकारी भी अनुपालन हेतु संलग्न है।

Dos & DON'Ts for Two Weeks' Residential Induction Training Programme is also enclosed for compliance.

  
(Shoaib Akhter)  
Director (Establishment)

मानक भवन, 9, बहादुरशाह ज़फ़र मार्ग, नई दिल्ली 110002 Manak Bhavan, 9, Bahadur Shah Zafar Marg, New Delhi-110002

दूरभाष / Telephone : +91-11-2323 0131, 2323 3375, 2323 9402 ई-मेल / e-mail : info@bis.gov.in वेबसाइट / Website : www.bis.gov.in

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For verification of ISI-marked goods and hallmarked gold jewellery"





# **National Institute of Training for Standardization**

## **Residential Induction Training Programme (02 Weeks, Aug-Sept. 2025)**

### **INFORMATION FOR PARTICIPANTS**

#### **DOs**

1. Participants should be at the **venue by 09:00am** to attend the classes. Attendance in all sessions is mandatory. In case of inability to attend any class or session, the participant shall inform the Course Coordinator and the reason for the same.
2. Participants shall sign the daily attendance sheet the same day.
3. Participants are advised to always go out in groups and report back to the Hostel by 09:00pm.
4. While going out and coming back, Participants shall be required to make entries at the Entrance Gate. Please cooperate.
5. Participants are advised to keep all valuables in their own custody.
6. The following timings for lunch/dinner/breakfast would be strictly followed.

S.No.	Particulars	Timings	Remarks
1.	Breakfast	08:00am to 08:50am	To be served in the Dining Hall of Hostel Block
3.	Lunch	01:15pm to 02:15pm	
5.	Dinner	08:15pm to 09:30pm	

7. While leaving your Hostel rooms please ensure that all water fittings, electrical appliances, etc. are shut off/closed.
8. Sports items should be returned promptly after use.
9. Participants are required to wear formal attire during training sessions.
10. For yoga sessions, please bring comfortable, flexible clothing that allows movement, such as t-shirt, yoga pants and suitable footwear.



11. Participants are expected to maintain respectful and courteous behaviour towards staff, fellow trainees, and training facilitators.
12. Trainees are expected to keep their rooms and shared facilities clean and tidy.
13. For any assistance on room services, kindly contact Hostel Assistants.

### **DONTs**

1. Late arrivals or absenteeism from training sessions will be considered a violation of protocol.
2. Mobile phone usage is strictly prohibited during session time to ensure full focus and participation.
3. Guests of participants are not allowed inside the Hostel rooms.
4. Smoking and consumption of liquor is strictly prohibited within NITS campus.
5. Wearing shorts in cafeteria is not allowed.
6. While checking out the room, the participants are expected to ensure that the Electronic Safes are left in open position and the equipment, gadgets in the rooms are intact.
7. Disruptive behaviour, inappropriate conduct, or actions that cause inconvenience to others will not be tolerated under any circumstances.

### **General**

For any requirement related to catering and housekeeping please contact Estate Manager in the **Room No.108 of Hostel**. Complaints may be recorded in the Complaint Register kept for the purpose. First Aid box is available with Estate Manager in the hostel block.