



BUREAU OF INDIAN STANDARDS
Manak Bhawan, 9 Bahadur Shah Zafar Marg, New Delhi – 110 002
Website : <http://www.bis.org.in>

1. Applications are invited from ELIGIBLE CANDIDATES for filling up the under- mentioned post in BIS.

Name of the post	No. of vacancies						Pay Band + Grade Pay (Rs.)	Age limit	Educational and other Qualifications required for direct recruits
	SC	ST	OBC	UR	TOTAL	PH(OH)+ Ex-servicemen			
HELPER	1	-	9	11	21	01 + 02	PB-1/5200-20200+1800 (GP)	18-27 Yrs as on the last day of receiving the applications. Relaxation in age for SC/ST/OBC/PH/Ex-servicemen as per GOI Rules	i) Shall have passed Xth Standard (Matriculate) i) Shall be able to read and write Hindi/English/Regional language

Note: Decision of the BIS in the matters regarding eligibility, conduct of tests/interview, selection and posting shall be final and binding on all candidates. No representation or correspondence will be entertained by the Bureau in this regard. Canvassing in any form will be a disqualification.

2. **Nature of Work:** Extending general assistance to the corporate officer and other staff.
- Maintaining of files and submitting them on requirement.
 - Photocopying and fax work.
 - Movement of dak and carrying files/papers/stationery.
 - Fetching and serving water, tea and such other refreshments, etc. to Officers, staff, committee members and visitors.
3. **Place of Work:** The selected candidates will be liable to serve anywhere in India. Therefore, only the candidates willing to work anywhere in India, need apply.
4. **Reservation:** "Interlocking Reservation will be provided to PH Candidates as per Govt. of India Instructions". Handicapped persons with minimum 40% disability can apply for competing for the post advertised. OBC Candidates must ensure that they do not fall in creamy layer on the crucial date i.e. the last date of receiving the applications.
5. **Allowances and other benefits:** The candidates recruited shall be entitled for Dearness Allowance, House Rent Allowance, Transport Allowance, Leave, Medical benefits, etc. as per Central Government Rules.
6. **How to Apply:** Candidates satisfying the conditions of eligibility as on **the last day of receiving the applications** shall submit their applications in the format given in the Annexure which shall be either handwritten in bold capitals or typewritten on A4 size paper only. The candidates may download the application format from BIS website www.bis.org.in. The application should be properly signed. Those in service [Govt./Semi Govt./Public Sector Undertakings or Enterprises/Autonomous organizations, etc) should apply through their employers. The complete application alongwith the attested copies of certificates relating to age, caste/category, qualifications, experience, etc should be sent to **Director [Establishment], Bureau of Indian Standards, Manak Bhawan, 9 Bahadur Shah Zafar Marg, New Delhi – 110002**, through **EITHER REGISTERED POST OR SPEED POST** within 45 days from the date of release of advertisement in the Employment News/Rozgar Samachar. Application received after the last date shall be summarily rejected. BIS will not take any responsibility for delay in

receiving the application or loss in post transit and no communication shall be entertained in this connection.

7. Unsigned/Incomplete applications, in any respect, shall not be entertained.

ANNEXURE

POST APPLIED FOR HELPER

- 1) NAME (IN BLOCK LETTERS):
- 2) FATHER'S/HUSBAND'S NAME:
- 3) Date of Birth [*in Christian era*]
- 4) Age as on as on the last day of receiving the applications:
- 5) Registration No. with Employment Exchange:
- 6) Name of the Employment Exchange:
- 7) Do you fulfill the eligibility conditions as per the advertisement:
- 8) Gender [Male/Female]:
- 9) Whether belongs to GEN/SC/ST/OBC/PH/Ex-Ser:
- 10) Nationality & Religion:
- 11) Present Address for communication [in capital letters]
- 12) Contact No. & email address :
- 13) Permanent Address with pin code.
- 14) Details of Educational/Professional Qualifications:

*Paste your recent
passport size
photograph here*

Examination passed	University/Institute	Subject/Discipline	Year of passing	Percentage of Marks	Division
(1)	(2)	(3)	(4)	(5)	(6)

- 15) Experience [starting from previous to present employment, if any]

Name, address of the Deptt/Office and Status of the Deptt/Office [Whether Govt./PSU/Autonomous/etc.]	Post Held/ Nature of Employment, [Whether Permanent/ Temporary]	Scale of Pay/ Salary per month	Period of Service		Total Experience in years	Nature of work, in brief
			From	To		
(1)	(2)	(3)	(4)	(5)	(6)	(7)

- 16) Other information, if any:

DECLARATION TO BE SIGNED BY THE APPLICANT

1. I hereby certify and declare that i) I am an Indian National, ii) I have read the provisions given in the Advertisement, iii) All statements made and information given by me in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or incorrect before and after the exam/interview or appointment, actions can be taken against me by the BIS and my candidature/appointment shall automatically stand cancelled/terminated.

2. I further declare that: i) I fulfill all the conditions of eligibility regarding age, educational qualifications, etc. prescribed for the post applied for as on the last day of receiving the applications and ii) In case my application is not received by BIS within the stipulated date due to postal delay or otherwise, BIS will not be responsible for such delay.

Signature of the applicant

Place:

Date: