



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

Applications are invited by the Bureau to fill up the following post on **DEPUTATION BASIS**. Officers of Central Government/State Government/Autonomous Bodies/Public Sector Undertakings who fulfill the eligibility conditions may send their applications in the prescribed proforma given below so as to reach the Director [Establishment], Manak Bhawan, 9 Bahadur Shah Zafar Marg, New Delhi 110 002 through proper channel alongwith i) CR Dossiers [attested copies] for the last five years, ii) Vigilance Clearance Certificate, iii) Integrity Certificate duly signed by the Competent Authority, and iv) List of minor/major penalties imposed during the last 10 years, if any, **within 45 days** from the date of publication of this advertisement in the Employment News.

Name of the Post and Place of Posting	No. of Post	Pay Band + Grade Pay (in Rs.)	Eligibility Criteria
Director (Legal) New Delhi	01	Rs. 12000-375-16500 (Pre-revised) [Placed in PB-3/15600-39100 +7600 (GP)]	(a) (i) Officers holding analogous posts on regular basis; or (ii) Officers with 05 years' regular service in the scale of pay of Rs. 10000-325-15200 (Pre-revised) [Placed in PB-3/Rs. 15600-39100 + 6600 (GP)] (b) Officers possessing Degree in Law, at least 10 years' experience in senior position in labour laws, civil laws, etc, or practice in civil or labour courts or judicial experience; proven ability in drafting of petitions, written statements, replications, agreements, written opinions involving interpretation of laws, preparation of charge-sheets etc; full proficiency in labour and industrial laws, civil and criminal procedures.

General: The period of deputation will be for a period of three years. The maximum age limit for appointment on deputation shall not exceed 56 years as on closing date of receipt of applications. **Applications received after due date or without the confidential reports or otherwise found incomplete, will not be considered.**

CURRICULUM VITAE PROFORMA

1. NAME OF THE CANDIDATE(in block letters) :
2. Date of Birth :
3. Date of retirement under Central/State Government Rules :
4. Nationality & Religion :
5. Address for Communication: :
[Pl. also indicate the contact nos., if any]
6. Permanent Address :
7. Whether Educational Qualifications & Experience required for the post are satisfied. (If qualification has been treated as equivalent to the one prescribed in the Rules, state the Authority for the same) :

Qualification/Experience required

- i) Degree in Law from a recognized University/Institution. :
- ii) 10 years' experience in senior position in labour laws, civil laws, etc, or practice in civil or labour courts or judicial experience; proven ability in drafting of petitions, written statements, replications, agreements, written opinions involving interpretation of laws, preparation of charge-sheets etc; full proficiency in labour and industrial laws, civil and criminal procedures. :
- iii) Holding analogous post in regular service **or** with 5 years' regular service in the scale of pay of Rs. 10000-325-15200 [pre-revised]/ [Placed in PB-3/Rs. 15600-39100 + 6600 (Grade Pay)] :

Affix your recent passport size photo

Qualifications/Experience possessed by the officer

8. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post:

9. Details of employment in chronological order [of the last five years]. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.				
Office/Institution	Post Held	Period of the post held	Scale of Pay and Basic Pay	Nature of duties (in detail)

10. Nature of the present employment i.e. *ad hoc* or Temporary or Quasi-Permanent or Permanent :
11. In case the present employment is held in deputation/contract basis, please state –
 (a) date of initial appointment
 (b) period of appointment on deputation/contract :
 (c) Name of the parent office/organization to which you belong :
12. Additional details about present employment: :
 Please state whether working under (indicate the name of your employer against the relevant column):
 (a) Central Government
 (b) State Government
 (c) Autonomous Bodies
 (d) Public Sector Undertakings
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale. :
14. Total emoluments per month now drawn :
15. Additional information, if any, which you would like to mention in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the advertisement (NOTE – Enclose a separate sheet, if the space is insufficient). :
16. Whether belongs to SC/ST/OBC :
17. Whether applied anywhere else also? If yes, pl. mention details and present status. :

I hereby declare that entries made in Curriculum Vitae and the supporting documents submitted by me are true to my best knowledge and belief and I am also aware that the same would be assessed by the Selection Committee at the time of selection to the post.

Date:

Place:

Signature of the candidate.

CERTIFICATE

(to be given by the authority forwarding the application)

- i) Certified that the particulars furnished by the candidate have been checked from the records and found correct.
- ii) Certified that the candidate is eligible as per conditions mentioned in the advertisement.
- iii) Certified that there is no vigilance/disciplinary case either contemplated or pending against him/her.
- iv) No major/minor penalty has been imposed on Shri/Smt..... during the last 10 years.
- v) The complete CR dossiers for the last five years (photocopies of the ACRs duly attested by the officer not below the rank of Under Secretary) of the candidate are enclosed herewith.

Signature
 Name and Designation.....
 Office Address with seal.....
 Telephone No.....

Date:.....

Place:.....