

भारतीय मानक ब्यूरो  
(मानव संसाधन विकास विभाग)

कार्यालय आदेश

**विषय : अल्प अवधि के आधार पर व्यवसायियों को नियुक्त करने की बीआईएस की योजना**

मानव शक्ति संसाधनों को बढ़ाने और बीआईएस की गतिविधियों में नये विचारों और मतों को शामिल करने और इसके कार्य के परिप्रेक्ष्य में बीआईएस में अल्प अवधि के आधार पर विद्यार्थियों, नए स्नातकों और पोस्ट ग्रेजुएट और स्कॉलरों को कार्य के लिए नियुक्त करने का निर्णय लिया है। इसका लाभ बीआईएस और विद्यार्थियों, नए स्नातकों और पोस्ट ग्रेजुएट और स्कॉलरों, दोनों को होगा, क्योंकि उन्हें राष्ट्रीय मानक निकाय के कार्य को निकट से जानने का मौका मिलेगा तथा उन्हें मानकीकरण, अनुरूपता मूल्यांकन तथा प्रशासन और वित्त जैसी अन्य गतिविधियों के क्षेत्र में भी कार्य करने का अवसर मिलेगा। इन युवाओं की नियुक्ति नीचे दिए गए तीन विभिन्न प्रोग्रामों के माध्यम से की जाएगी :

- 1) द इन्टर्नशिप प्रोग्राम (बीआईएस-आईपी)
- 2) द एप्रेन्टिसशिप प्रोग्राम (बीआईएस-एपी)
- 3) द यंग प्रोफेशनल प्रोग्राम (बीआईएस-वाईपीपी)

शर्तों और प्रबंधन सहित विवरण इसके साथ संलग्न 'अल्प अवधि के आधार पर व्यवसायियों को नियुक्त करने की बीआईएस की योजना' में दिए गए हैं।

इसे डीजी, बीआईएस के अनुमोदन से जारी किया जाता है।

हस्ता/-  
(लेफि. कर्नल कुमार शांतुनु)  
प्रमुख (एचआरडी)

संदर्भ : फाइल सं. एचआरडी/21(69)/प्रोफेशनल्स

परिचालित : सभी संबंधितों को बीआईएस इंटरनेट/इंटरनेट के माध्यम से

**BUREAU OF INDIAN STANDARDS**  
**(Human Resource Development Department)**

**OFFICE ORDER**

**Sub: BIS Scheme for engaging professionals on short term basis**

In order to augment the manpower resources and infuse fresh ideas, thoughts and perspective in the working of BIS activities, BIS has decided to engage students, fresh graduates, post graduates and research scholars on short term basis. This will be a mutually beneficial exercise which will benefit both BIS and the students and the fresh graduates/post graduates/research scholars as they will be getting an exposure of the working of the National Standards Body and would also get a role in the field of Standardization, Conformity assessment and also get exposure of the other activities like administration and finance.

The engagement of the youngsters will be through three different Programmes envisaged for the purpose and are as follows:

1. The Internship Programme (BIS-IP)
2. The Apprenticeship Programme (BIS-AP)
3. The Young Professional Programme (BIS-YPP)

The details of the same including the terms and conditions are provided in the 'BIS Scheme for engaging professionals on short terms basis' enclosed herewith.

This issues with the approval of DG, BIS.

Sd/-

(Lt. Col. Kumar Shantanu)  
H(HRD)

**Ref: File no.HRD/21(69)/Professionals**

**Circulated to: all concerned through BIS intranet/ internet**

**BIS SCHEME FOR ENGAGING PROFESSIONALS ON SHORT TERM BASIS**

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 of Gold/Silver Jewellery, Testing & Calibration etc., in the country. BIS is also responsible for Standardization and Certification at the International level.

2. In order to augment the manpower resources and infuse fresh ideas, thoughts and perspective in the working of BIS activities, BIS has decided to engage students, fresh graduates, post graduates and research scholars on short term basis. This will be a mutually beneficial exercise which will benefit both BIS and the students and the fresh graduates/post graduates/research scholars as they will be getting an exposure of the working of the National Standards Body and would also get a role in in the field of Standardization and Conformity assessment. They will also get exposure of the other activities like administration and finance.

3. The engagement of the youngsters will be through three different Programmes envisaged for the purpose and are as follows:

- i. The Internship Programme (BIS-IP)
- ii. The Apprenticeship Programme (BIS-AP)
- iii. The Young Professional Programme (BIS-YPP)

4. It is expected that through these programmes BIS will be able to engage persons with a passion for development and the potential to become future leaders in their respective fields. Under these programme, highly qualified, motivated individuals will get opportunity in the BIS to gain experience in the fields of National and International Standardization, Conformity Assessment Procedures, Management System Certification, Quality Management and Quality Assurance, Management, Administration, Finance and Accounts, amongst others. These programmes require candidates to demonstrate proven academic credentials, professional achievement and leadership qualities. The selection of the interested participants in the programme will be through the advertisements to be put in the public domain from time to time.

5. The details of the Schemes are given in the following chapters.

**CHAPTER 1**

**BIS INTERNSHIP PROGRAMME (BIS-IP)**

**(I) BACKGROUND**

BIS has decided to initiate an Internship Scheme from 1st April, 2018. This Scheme seeks to engage Indian Nationals, who are Students pursuing Graduation, Post graduation, Post Graduate Diploma course or who are Research Scholars enrolled in reputed University/ Institution within India (only such Universities which are state promoted or recognized by Association of Indian Universities) or abroad and specializing in associated disciplines as per Annex 1 of this policy, as "Interns".

These "interns" shall be attached within the various Departments/ Branch Offices/ Regional Offices of BIS based on their discipline of studies/ specialization. They would be expected to supplement the process of analysis within the Department through empirical collection and collation of in-house and other information. For the "Interns" the exposure to the functioning of the Bureau may be an add-on in furthering their own career goals in the Industries or International Organizations.

**(II) OBJECTIVES**

**(a)** The purpose of the internship scheme is to have mutual benefit.

**(b)** With the implementation of the scheme, BIS will be benefitted by getting fresh thoughts, perspectives and updated technical knowledge from the young generation. The intern's output will add to the existing human resource available in BIS.

**(c)** The "Interns" may benefit by getting an exposure to the functioning of Bureau and the Policy issues in National & International Standardization/ Certification schemes/ Management System Certification/ Quality Management & Quality Assurance/ Management/Administration/ Finance & Accounts and contribute to the Policy formulation by generating policy inputs such as empirical analysis, briefing reports, policy papers etc.

(III) **SALIENT FEATURES**

The salient features of the programme are as under :-

1	Name of post	Internship
2	Terms of Reference	<p>Departments in BIS desirous of utilising the Interns shall prepare Terms of Reference for the work and outputs in the format prescribed at Annex – 2.</p> <p>Based on their requirement, the concerned Departments will send a request to HRD, through their activity heads. HRD will invite applications for the available slots and place the same on BIS website and in national newspapers.</p>
3	Number of Interns:	<p>The criteria for determining number of interns shall be as under:</p> <ul style="list-style-type: none"><li>i. In certification activity one intern with each RO/BO/CMD</li><li>ii. In standards formulation maximum of two interns per department.</li><li>iii. Laboratory , one intern per discipline in each lab..</li><li>iv. In other departments/ activities: As per the projects available for interns determined by the concerned Activity Heads with a maximum of two interns in each department.</li></ul> <p>Any changes in these numbers will require prior approval of DG.</p> <p>The number of interns to be taken at any given time in a financial year shall be decided in advance. The number of projects available shall be determined by the Activity heads for departments under them in various activities. The approval of Director General, BIS regarding number of interns to be taken at any given time in a financial year shall be taken before applications are invited by putting up a statement as per Annex 3.</p>
4	Eligibility Criteria	<p>The programme is open to students currently enrolled in reputed University/ Institution within India (only such Universities which are state promoted or recognized by Association of Indian Universities) or abroad fulfilling the required educational qualifications.</p>
5	Educational Qualifications	<p>The applicant should be a student of Graduation, Post Graduation or Research level academic courses who is enrolled in reputed University/ Institution within India (only such Universities which are state promoted or recognized by Association of Indian Universities) or abroad in associated disciplines as per Annex 1 of this policy.</p>
6	Logistics & Support	<p>Interns will be required to have their own laptops. BIS shall provide them working space, internet facility and other necessities as deemed fit by the concerned Heads.</p>
7	Other Attributes	<p>Candidates should have good working knowledge of technology based skills on the computer. They should also possess strong communication and interpersonal skills.</p>
8	Types of Internship	<p>There shall be two types of internships namely, Winter internship and Summer internship.</p>

		<p><b>Winter Internship:</b></p> <p>a) Winter Internship shall be available only from October to April every year to Post Graduate &amp; Research students. Only Research scholars and students pursuing Master's degree course in disciplines listed at Annex 1 shall be eligible for the internship.</p> <p><b>Summer Internship:</b></p> <p>a) Summer Internship shall be available from the months of May to September every year.</p> <p>b) In addition to candidates eligible under winter internship, students pursuing undergraduate courses who have completed second year of three year course or third year of four year course who are meeting minimum qualification in associated disciplines as per Annex 1 of this policy, shall be eligible for consideration for summer Internship.</p>
9	Remuneration (per month)	<p>Token remuneration @ Rs. 10,000/- per month per Intern shall be payable for each month of internship for the Winter Internship.</p> <p>For summer Internship a token remuneration of Rs 5000/- per month per intern shall be payable for each month of internship.</p> <p>This honorarium shall be applicable only when the intern is found to be suitable and has been engaged for a minimum period of two months.</p>
10	Duration of Internship	<p>The period of Internship shall be for a minimum period of two months but shall not exceed six months in individual cases. However, in case of students pursuing Chartered Accountancy this period may be for a maximum of nine months.</p>
11	Expected Outcome	<p>The Interns shall prepare the outline of the expected outcome in discussion with the Department/ Branch heads and submit to the concerned Deputy Director General, the project plan along with the time lines. After completion, the Intern shall submit the project both in a hard copy and a soft copy to the concerned Deputy Director General. Where it may be desirable to have a wider consultation on the report the same may be presented in the SOM or a meeting organized for the purpose.</p>
12	Method of recruitment	<p>Through the advertisements to be put in the public domain from time to time.</p>

**(IV) APPLICATION AND SELECTION**

- (i) The application can be made through online application module available on BIS Website ([www.bis.org.in](http://www.bis.org.in)) only.
- (ii) Application may be made during following two periods in a year:
  - a. 01 March to 10 April (for Summer Internship)
  - b. 01 August to 10 September (for winter Internship)
  - c. Interns must also clearly indicate the area of interest.
- (iii) A candidate can apply for internship only once during a financial year,
- (iv) The application shall be made on the prescribed proforma as given in Annex 4 through concerned University/ Institution only. In no case shall the application received without required certificate from University/ Institution as per Proforma given in Annex 4 shall be considered.

- (v) The final selection shall be made on recommendation of the Selection Committee.
- (vi) All necessary administrative approvals shall be obtained by the HRD Department/ Establishment Department and issue communication to the selected interns to join within fifteen days.

**(V) Selection Committee**

- i) A Selection Committee shall be formed to recommend number of interns to be hired to the Director General. The Selection Committee to comprise of Activity Heads of Certification, Standardization, Testing & Calibration and Administration or any other person nominated by Director General with Head (HRD) as Member Secretary. This Committee shall make its recommendation by 31<sup>st</sup> January for Summer Internship & by 30<sup>th</sup> June for Winter Internship respectively.
- ii) The Selection Committee shall recommend applicants for final selection as per provision of this Policy for approval of Director General.

**(VI) Terms & Conditions for Interns:**

- (i) The intern under no circumstances shall claim to become the employee of BIS. Nothing in this Policy shall create, or be deemed to create, a partnership or the relationship of employer and employee between BIS & the interns.
- (ii) 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.
- (iii) In case of any loss that might be caused to BIS due to lapse on the part of Interns, discharging in wilful or accidental manner including fraud, Interns shall bear the losses in this connection.
- (iv) Any violation of instructions/ contract or suppression of facts or disclosure of BIS matters, records, documents, Indian Standards, Special Publications etc in hard or soft form to an outsider will attract cancellation of internship without any reference.
- (v) The BIS shall be within its right to terminate the internship forthwith or take any other action without assigning any reason whatsoever.

**(VII) GENERAL INFORMATION REGARDING PROGRAMME :**

- (i) The interns to be placed at station/ department for which selected.
- (ii) The Interns shall be attached to Department/ Branch heads who shall ensure timely initiation of the work plan and final submission of the Project Report. Important issues arising out of such issues and policy suggestions based on it may be presented to the Director General through concerned Deputy Director General.
- (iii) The work and performance of the Interns shall be reviewed periodically by the concerned HOD/ Activity Head.
- (iv) The internships shall not be for routine work. The interns should be given specific projects with defined outputs.
- (v) A Certificate in standard format as per Annex 5 shall be given by the Department to the Interns after they have completed their tenure and submitted their project Report.

**CHAPTER 2**

**BIS APPRENTICESHIP PROGRAMME (BIS-AP)**

(I) The apprentice scheme shall be as per the provisions of “The Apprentices Act 1961” and the “National Apprenticeship Training Scheme (NATS)”.

(II)

Under the apprenticeship programme, BIS would engage a prescribed number of persons having Master’s Degree in relevant subject or technical qualifications like B.Tech, MBA, CA or equivalent in relevant field/subject or Diploma holders in engineering/technology in designated subject fields as Graduate/ Technician apprentices and place them in various departments/activities across BIS to provide them training.

The number of apprentices and the relevant disciplines for which the Apprentices are to be contracted shall be as decided by BIS from time to time as per requirements.

(III) The salient features of the programme are as under :-

1	Name of post	Apprentice
2	Number of vacancies:	To be decided from time to time.
3	Eligibility Criteria	a. Candidates who are citizens of India and fulfil the educational qualifications are eligible for the programme. b. However, candidates who have already undergone apprenticeship training or at present undergoing apprenticeship training under any organisation are not eligible to apply. c. Candidates with more than one year of work experience are not eligible to apply. d. Candidates with post graduate qualification are not eligible to apply.
4	Educational Qualifications	<b>Graduate Apprentices:</b> (a) Persons having Master’s Degree in relevant subject or technical qualifications like B.Tech, MBA, CA or equivalent in relevant field/subject by a Statutory University. (b) Persons having Master’s Degree in relevant subject or technical qualifications like B.Tech, MBA, CA or equivalent in relevant field/subject. granted by an Institution empowered to grant such degree by an Act of parliament. (c) Graduate examination of professional bodies in relevant field/subject. recognized by the Central Government as equivalent to degree.  <b>Technician apprentices:</b> (a) A Diploma in Engineering or Technology granted by a State Council or Board of Technical Education established by a State Government. (b) A Diploma in Engineering or Technology by a University. (c) A Diploma in Engineering or Technology granted by an Institute recognized by the State Govt. or Central Govt. as equivalent to (a) and (b) above.

5	Stipend (per month)	A monthly stipend of Rs. 20000/- would be paid to the apprentice.
6	Obligations of Apprentices	Every graduate and technician apprentice undergoing apprenticeship training shall have the following obligations, namely:  a) to learn his subject field consciously and diligently at his place of training; b) to attend the practical and instructional classes regularly; c) to carry out all lawful orders of his mentor/ trainer and superiors in the establishment; d) to carry out his obligations under the contract of apprenticeship which shall include the maintenance of such records of his work as may be prescribed.
7	Period of Training	The period of apprenticeship training in case of engineering graduates and diploma holders shall be one year.
8	Method of selection	The selection of apprentices shall be by any or combination of the following methods:  a) Through press advertisement. b) Seeking list of aspiring candidates from institutes located in and around the areas.  c) Seeking application directly through notice from the Directorate of Technical Education. d) Obtaining list directly from the student data base from the National Web portal ( <a href="http://www.mhrdnats.gov.in">www.mhrdnats.gov.in</a> ).

**(III) Terms & Conditions for Apprentice:**

- a. The apprentice under no circumstances shall claim to become the employee of BIS. Nothing in this Policy shall create, or be deemed to create, a partnership or the relationship of employer and employee between BIS & the apprentice.
- b. The apprentice 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.
- c. In case of any loss that might be caused to BIS due to lapse on the part of apprentice, discharging in wilful or accidental manner including fraud, Apprentice shall bear the losses in this connection.
- d. Any violation of instructions/ contract or suppression of facts or disclosure of BIS matters, records, documents, Indian Standards, Special Publications etc in hard or soft form to an outsider will attract cancellation of apprenticeship without any reference.
- e. The BIS shall be within its right to terminate the apprenticeship forthwith or take any other action without assigning any reason whatsoever.

**(IV) GENERAL INFORMATION REGARDING PROGRAMME:**

- a. The apprentices will be provided training in the various activities of BIS in different departments, as applicable.
- b. Selection of candidates from SC/ST/OBC category would be as per Apprenticeship rules.
- c. Selected apprentices will have to sign contracts of apprenticeship training with BIS.
- d. It shall not be obligatory on the part of BIS to offer any employment to the apprentice on completion of period of apprenticeship training, nor shall it be obligatory on the part of the apprentice to claim an employment with BIS.
- e. Every apprentice undergoing apprenticeship training in BIS shall be a trainee and not a worker and as such, the provisions of any law with respect to labour shall not apply in relation to such apprentice.
- f. Every Graduate or Technician apprentice, who completes his/her apprenticeship training satisfactorily will be granted a certificate.
- g. An apprentice shall be entitled to such leave as may be prescribed and to such holidays as are observed in the organisation.
- h. Every apprentice should maintain a daily record of work done by him relating to the apprenticeship training in the form of a workshop or laboratory note-book.
- i. Every department to which an apprentice is allocated shall be required to maintain a record of the work done by the Graduate/ Technician apprentice engaged, on quarterly basis.

**CHAPTER 3**  
**BIS YOUNG PROFESSIONALS PROGRAMME (BIS-YPP)**

**(I) BACKGROUND**

The BIS-Young Professionals Programme (BIS-YPP) proposes to provide a unique opportunity for persons below the age of 35 years of exposure to the functioning of the National Standards Body of India. It seeks to engage persons with a passion for development and the potential to become future leaders in their respective fields. Under this programme, highly qualified, motivated individuals will work in the BIS to gain experience in the fields of National and International Standardization, Conformity Assessment Procedures, Management System Certification, Quality Management and Quality Assurance, Management, Administration, Finance and Accounts, amongst others. This programme requires candidates to demonstrate proven academic credentials, professional achievement and leadership qualities. The selection of the interested participants in the programme will be through the advertisements to be put in the public domain from time to time.

**(II) SALIENT FEATURES**

The salient features of the programme are as under:-

1	Name of post	Young Professional
2	Number of posts BIS:	50 (Tentative – Actual may vary). However, the total number of Young Professionals under BIS- YPP at any point of time shall not exceed 100.
3	Eligibility Criteria	The programme is open to citizens of India only fulfilling the required educational qualifications
4	Educational Qualifications	<u>Essential:</u> Persons having Master’s Degree in relevant subject or technical qualifications like B.Tech, MBA, CA or equivalent in relevant field/subject. <u>Desirable:</u> Persons with M. Tech/M.Phil/ PhD or additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.
5	Work Experience	Minimum of one year of work experience relevant to the job description. The broad work experience shall be based on the functional areas of BIS. Preference will be given to persons with work experience in the relevant field supported by published work/ policy papers/ appraisal/ monitoring of projects & programmes etc.
6	Other Attributes	Candidates should have good working knowledge of technology based skills on the computer. They should also possess strong communication and interpersonal skills.
7	Age Limit	Candidates should be below 35 years of age as on 1st January of the year of application.
8	Remuneration (per month)	A <i>consolidated</i> amount of Rs.50,000 per month shall be provided. There shall be an annual increase of Rs.5,000/- subject to satisfactory performance.
9	Job Description	BIS-YPs will be required to provide high quality inputs in National and International Standardization, Conformity Assessment Schemes, Management System Certification, Quality Management and Quality Assurance, Management, Administration, Finance and Accounts, as applicable.
10	Period of Contract	BIS YP’s shall be engaged for a period of 2 years on a non-extendable basis. Further, in case a person leaves before completion of one year, he/she will be paid the remuneration on

		pro-rata basis. However, he/she will not get any work certificate.
11	Method of recruitment	Through the advertisements to be put in the public domain from time to time.

(III) **PROEDURE FOR SELECTION**

(a) Procedure to be followed for selecting candidates for engagement as Young Professionals shall be as under:

(i) Departments in BIS desirous of utilising the YPs shall prepare Terms of Reference for the work and outputs in the format prescribed at Annex – 6.

(ii) Based on their requirement, the concerned Departments will send a request to HRD, through their activity heads. HRD will invite applications for the available slots and place the same on BIS website and in national newspapers.

**(b) Screening Committee:**

(i) All the applications received in response to the vacancies advertised will be scrutinized by the HRD in accordance with eligibility and other conditions prescribed

(ii) The scrutinized candidates shall be called for an interview by a Screening Committee consisting of the following:

a. Additional Director General – Chairman

b. Concerned Activity Heads - Members

c. Head, HRD - Member Secretary.

(iii) A panel consisting of the selected candidates, along with a waitlist of 10% of the total vacancies, shall be made by the Screening Committee and put up for approval of Director General.

(iv) The panel would be valid for a period of one year.

**(IV) Terms & Conditions for Young Professional:**

a. The Young Professional under no circumstances shall claim to become the employee of BIS. Nothing in this Policy shall create, or be deemed to create, a partnership or the relationship of employer and employee between BIS & the Young Professional.

b. The Young Professional 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.

c. In case of any loss that might be caused to BIS due to lapse on the part of apprentice, discharging in wilful or accidental manner including fraud, Young Professional shall bear the losses in this connection.

d. Any violation of instructions/ contract or suppression of facts or disclosure of BIS matters, records, documents, Indian Standards, Special Publications etc in hard or soft form to an outsider will attract cancellation of contract without any reference.

e. The BIS shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.

**(V) GENERAL INFORMATION REGARDING PROGRAMME:**

a. **Place of Posting:** The Young Professional to be placed at station/ department for which selected

b. **Rotation:** Depending on the requirements of BIS and candidate's personal skills, he/she can be rotated to other departments/activities within BIS.

c. **Performance Appraisal:** The work and performance of the YP shall be reviewed periodically by the concerned HOD/ Activity Head.

d. **Capacity Building:** BIS-Young Professionals shall be provided orientation training for 2 weeks for acquiring job related skills.

e. **Leave:** Leave of 8 days shall be allowed in a year on pro-rata basis.

f. **TA/DA:** YPs shall be entitled to TA/DA as per the eligibility of Scientist B/ Assistant Director as per the BIS regulations.

**ANNEXURE 1**

**ESSENTIAL ACADEMIC QUALIFICATIONS**

<b>Discipline</b>	<b>Minimum Qualification (Students pursuing following academic course or higher academic course in the concerned discipline)</b>
<ol style="list-style-type: none"> <li>1. Food Technology</li> <li>2. Agriculture</li> <li>3. Bio-Technology</li> <li>4. Dairy Technology</li> <li>5. Chemical</li> <li>6. Petro-Chemical</li> <li>7. Environment</li> <li>8. Leather</li> <li>9. Textile Engineering &amp; Fibre Science</li> <li>10. Electrical</li> <li>11. Instrumentation</li> <li>12. Electronics &amp; Telecommunications</li> <li>13. Computer</li> <li>14. Civil</li> <li>15. Architecture &amp; Planning</li> <li>16. Transport</li> <li>17. Mechanical</li> <li>18. Production &amp; Industrial</li> <li>19. Automobile</li> <li>20. Mining</li> <li>21. Bio-medical</li> <li>22. Metallurgical</li> </ol>	<p>Bachelor's Degree in Engineering or Technology.</p>
<ol style="list-style-type: none"> <li>1. Agriculture</li> <li>2. Chemistry</li> <li>3. Bio-Chemistry</li> <li>4. Micro Biology</li> <li>5. Physics</li> <li>6. Computer Sciences &amp; Information Technology</li> <li>7. Economics/ Financial Economics/ Development Economics</li> <li>8. Statistics</li> <li>9. Mathematics</li> <li>10. Travel, Tourism, Hospitality</li> </ol>	<p>Master's Degree in the discipline</p>
<ol style="list-style-type: none"> <li>1. Personnel Management</li> <li>2. Human Resource Management</li> <li>3. Marketing</li> </ol>	<p>Master of Business Administration/ PG Diploma in Management</p>
<ol style="list-style-type: none"> <li>1. Accounts</li> <li>2. Finance</li> </ol>	<p>Chartered Accountancy/ Cost &amp; Work Accountancy/ Subordinate Account Service Accountancy/ Master of Business Administration (Finance)/ PG Diploma in Management (Finance)</p>

1. Public Relations 2. Advertising 3. Library Sciences 4. Sales & Marketing 5. Social Work 6. Tourism	Masters Degree/ PG Diploma
Law	Bachelors Degree in Law (LL.B)

**ANNEXURE 2**

**Terms of Reference for the work to be assigned to Interns**

**(a) Precise statement of Objectives:-**

Disciplines or the domains where engagement of Interns is required to be indicated.

**(b) Outline of the tasks to be carried out:-**

Details of work required to be carried out specific tasks/activities to be assigned to Interns to be indicated.

**(c) Schedule for completion of Tasks:-**

The time frame for the jobs as well as the deliverables to be clearly identified and shall be amenable to periodic monitoring over the duration of the internship.

**(d) The support or inputs to be provided by BIS to facilitate the Interns:-**

Officer who will provide guidance to the Intern and to whom reporting is to be done should be specified.

**(e) The final outputs that will be required of the Interns at the end of the period should be specified.**

**ANNEXURE3**  
**REQUIREMENT OF INTERNS**

<b>Activity</b>	<b>Department/ Stations</b>	<b>No. of Intake (to be recommended by Selection Committee for approval of DG, BIS)</b>	<b>Qualifications for which Enrolled</b>
Standardization	All technical departments PCD, PGD, TED, TXD at New Delhi		
Certification	All BO's All ROs CMDs		
Laboratory	Central Lab, Sahibabad BNBOL, Bangalore SROL, Chennai NRO L, Mohali EROL, Kolkata WROL, Mumbai		
Human Resource	HRD Department, New Delhi		
Administration	GSD & Administration Department, New Delhi		
Accounts & Finance	Finance Department Accounts Department		
Library	LSC, New Delhi		
Sales	Sales Department, New Delhi		
Public Relations Advertising Marketing	Public Relations Department, New Delhi		
Law	Legal Department, New Delhi		
CAD	CAD		
TRAINING	NITS		

**ANNEXURE 4**

**PROFORMA OF APPLICATION FOR BIS INTERNSHIP SCHEME, 2018**

**Name** :

**Address for correspondence** :  
(With contact no.)

**E-mail address** :

**Date of Birth** :

**Nationality** :

**Educational Qualification** :  
(Starting from 10th onward)

Sl. No.	Name of Board/ University/Institute	Examination Passed	Year of Passing	Division Obtained With Percentage	Subjects

**Course presently pursuing, the University/Institute and its duration** :  
(Letter from the present institution  
Indicating his/her status to be enclosed)

**Period for which internship applied** :  
(2-6 Months only)

**Areas of interest in which Internship is required (Indicate 2 options out of the list at Annex 1);** :

**Why do you want to join this Internship In the chosen area** :  
(In brief not exceeding 50 words)

**Two recommendations (not exceeding 500 Words each) from Professor/Guide/ Employer/Peer** :

**Certificate from University/ Institution**

**(Duly filled & signed copy to be Scanned & uploaded along with on-line application)**

It is certified that Shri/ Smt./ Ms. \_\_\_\_\_ Son/Daughter of Shri / Smt. \_\_\_\_\_ is a bonafide student of our Institution/ University pursuing \_\_\_\_\_ (Name of Degree Course) \_\_\_\_\_ and he is presently in \_\_\_\_\_ year/ semester .

We certify that his candidature for Internship at Bureau of Indian Standards 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. & Official Seal)**

**ANNEXURE 5**

**Format of Certificate**

**BUREAU OF INDIAN STANDARDS** ( \_\_\_\_\_ Department)

It is certified that Shri/ Smt./ Ms. \_\_\_\_\_ student of

\_\_\_\_\_ (name of College/ University/ Institution) has successfully  
completed the training /Internship on project/ subject (title)  
\_\_\_\_\_ from period \_\_\_\_\_ to \_\_\_\_\_.

During the course of internship/ training his conduct was found to be very good and most professional.

**(Signature of Departmental Head along with Official Seal)**

**Date:**

**ANNEXURE 6**

**Terms of Reference for the work to be assigned to Young Professionals**

**(i) Precise statement of Requirement:-**

The activities for which the YPs are required to be recruited along with the justification for the same to be indicated.

**(ii) Outline of the work to be carried out:-**

Details of work required to be carried out and specific tasks/activities to be assigned to Young Professionals to be indicated.

**(iii) The support or inputs to be provided by BIS to facilitate the Young Professionals:-**

Details of officer who will provide guidance to the Young Professional and to whom reporting is to be done to be specified.