



BUREAU OF INDIAN STANDARDS
भारतीय मानक ब्यूरो
Manak Bhavan, 9 Bahadur Shah Zafar Marg
New Delhi – 110 002

ENGAGEMENT OF CONSULTANT IN THE BUREAU OF INDIAN STANDARDS
(भारतीय मानक ब्यूरो -सलाहकार की नियुक्ति)

Bureau of Indian Standards (BIS), a statutory body under the Ministry of Consumer Affairs, Food and Public Distribution, Govt. of India, is the National Standards Body of India. It undertakes activities in the field of Standardization, Product and System Certification, Hallmarking of Gold/Silver Jewellery, Laboratory Testing etc., in the country. BIS is also responsible for Standardization and Certification at the International level.

Applications in the prescribed proforma (as per Annexure 2 to the advertisement) are invited from eligible candidates for filling up the following position of Consultant in the Bureau of Indian Standards, as per details given below:

S. No.	Name of the position	Consultant
1.	Number of position	02
2.	Method of Recruitment	Contract-based engagement of retired Government officials or Ex-Bureau of Indian Standards employees through interviews.
3.	Period of Contract	Six Months. The Bureau can terminate the contract immediately, by paying one month of agreed remuneration in lieu of the notice period.
4.	Educational qualifications	Degree of a recognized University/Institute
5.	Eligibility Criteria	For retired Government officials: Retired officers from Central Government/ State Government/ PSUs/Autonomous Bodies at the level equivalent to Director and above (Defence: Colonel equivalent or above). Minimum 25 years' experience in Certification, Laboratory and Standardization Activity. Ex-Bureau of Indian Standards employees: Group A Scientific Cadre Officer at the level of Sc-F or above at the time of retirement/ relieving from BIS and who had a minimum of 25 years' experience in different departments of BIS and is well-acquainted with Certification, Laboratory and Standardization Activity.
6.	Age Limit	Should not be more than 63 years of age as on the last date of receipt of application.

7.	Job description	<p>To Provide consultancy to DG, BIS for standards promotion activities which inter alia included the following:</p> <ul style="list-style-type: none"> i) Preparation of Standard Action National Plan and its periodic revision ii) Assessment of the strategic plans made by various Division Councils iii) Study of the priority areas flagged by the Government or identified at the international level and advise on their applicability for BIS. iv) Continuous engagement with the technical and professional institutions for the integration of Indian Standards with the curricula and dedicated sessions on Indian Standards. v) Development of teaching materials and reference books on Indian Standards and vi) Coordination with the Chairs on standardization created in various professional and technical institutions. vii) To Advise Think, Nudge & Move Deptt. (TNMD) of BIS for designing new strategies. viii) To Review and support the implementation of the existing activities for their effectiveness and identifying areas for improvements. ix) To Document good standards promotion activities and sharing them within BIS and stakeholders. x) To Liaise with Consumer Organizations and other for their enhanced participation in quality & standards promotion activities. xi) Any other related work assigned by the Competent Authority.
8.	Remuneration (per month)	The person engaged shall be paid an all-inclusive monthly remuneration as fixed by the following formula: (Last Pay + DA Drawn) – (Basic Pension + Dearness Relief)]
9.	Terms and Conditions	As per Annexure 1
10.	Job Location	Bureau of Indian Standards, Manak Bhawan, 9, Bahadur Shah Zafar Marg, New Delhi. Depending on the precise nature of the duties assigned to the Consultant from time to time, he/she may be given office space within the premises of the Bureau.

11	Method, Last date and time for Applying	The applications need to be downloaded, filled, scanned and should be sent to hrd@bis.gov.in latest by 26 Dec 2022, 6.00 PM. All the relevant documents have to be uploaded along with the application and the same will be verified during the interviews. Applications received after the deadlines or missed due to any technical glitches shall not be entertained.
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For any queries please email at hrd@bis.gov.in.

Sd/-
(Head, HRD)
BIS

The terms & conditions of his engagement shall be as given below:

- i. **Tenure of Engagement:** He will be engaged as a Full-Time Consultant for initially a period of six months with effect from the date he assumes the charge. The Bureau can terminate the contract immediately, by paying one month's agreed remuneration in lieu of the notice period.
- ii. **Duties and Functions:** He will be required to work as Consultant for Standard Promotion activity, or any other work assigned by DG, BIS from time to time.
- iii. **Fee and Local Conveyance:** As a Full-Time Consultant, he will be paid consultancy [i.e. (Last Pay + DA Drawn) – (Basic Pension + Dearness Relief)]. The payment would be made on monthly basis as per monthly remuneration agreed to at the time of engagement. Income tax or any other tax, whichever are applicable will be deducted as per the prevailing rules at source before effecting the payment for which the Department will issue TDS Certificate.
- iv. **Canteen Facility:** He shall be allowed to avail the canteen facility for breakfast/snacks/tea/lunch as per subsidized rates applicable to the employees of BIS.
- v. **Supporting Staff:** He shall be provided with need-based support and personal staff including secretariat assistance purely based on job requirement.
- vi. **Library Facilities:** He shall have access to the BIS Library during the period of engagement as Consultant and shall be allowed to borrow books as per the Library Rules.
- vii. **Leave:** He shall be eligible for paid leave at the rate of 1.5 days for each completed months of service. No remuneration for the period of absence in excess of admissible leave(s) will be paid. Also, un-availed leave(s) shall neither be carried forward to next year nor encashed.
- viii. **TA/DA:** TA/DA on official tour, would be admissible, as per the entitlements to the Consultant at the time of the retirement.
- ix. **Working Hours:** He shall follow the normal office working hours as prescribed (i.e. 9.00 AM to 5.30PM). However, as per the exigency one has to sit late to complete the time bound work or outstation assignments. Attendance would be followed through Bio-metric attendance system.
- x. **Good Health Certificate:** He shall submit a Statement or Good Health Certificate from a recognized physician at the time of joining in BIS.
- xi. **Head Quarters:** Though the Headquarters of Consultant will be at Delhi or he/she may be liable to serve anywhere in India, as per the organizational requirement.
- xii. **Transport Facilities & Local Conveyance allowance:** Transport Allowance for the purpose of commuting between the residence and the place of work shall be

allowed not exceeding the rate of applicable to the appointee at the time of retirement.

- xiii. Staff Car Facility: He shall not be entitled to use the staff car for private purposes and also for journey between residence and office.
- xiv. Accommodation: He will not be entitled to any residential accommodation from BIS.
- xv. Undertaking: The Consultant will require to sign a non-disclosure undertaking.
- xvi. No Other Assignment: The said engagement is on full-time basis and he shall not take any other assignment during the period of engagement in BIS.
- xvii. Termination of Contract/Engagement: The engagement of Consultant can be terminated by BIS at any time without assigning any reasons thereof by giving them 30 days' notice. However, in case the officer wishes to resign, he/she will have to give 30 days' advance notice or remuneration in lieu of thereof, before resigning from the engagement.

Termination of Contract:

- a. If the Consultant is unable to address the assigned work;
 - b. If the Quality of the work is not to the satisfaction of the department;
 - c. If the Consultant fails to achieve the assigned task on time;
 - d. If the Consultant is found lacking in honesty and integrity.
- xviii. Confidentiality of Data and Documents:
- a. The intellectual property rights of the data collected as well as deliverables produced for the BIS shall remain with BIS.
 - b. The data shall not be utilized or published or disclosed or to be part with, to a third party, any part of the data or statistical or proceedings or information collected for the purpose of his assignment in BIS.
 - c. The Consultant is bound to hand over the entire set of records of assignment to BIS before the expiry of contract or before the final payment is released.
 - d. The job of Consultant attracts highest standards of confidentiality and it is expected to be maintained in all the actions of officer, at all levels.
- xix. Conflict of Interest: The Consultant appointed, shall in no case represent or give opinion or advice to others in any matter which is adverse to BIS.

**APPLICATION PROFORMA FOR THE POSITION OF CONSULTANT
BUREAU OF INDIAN STANDARDS
(सलाहकार के पद के लिए आवेदन प्रपत्र)
(भारतीय मानक ब्यूरो)**

1. Name :
2. Date of Birth :
3. Gender :
4. Address :
5. Mobile No. :
6. Email ID :
7. Aadhar No. (enclose a copy) :
8. Educational Qualifications :

Paste your Photograph here

Degree/ Examination	Discipline/ Area/ Subject	Board/ University/ Institute	Year of Passing	Percentage	Division

9. Details of employment in the chronological order, if applicable. (*Enclose a separate sheet, if space below is insufficient*)

Department/ Institution/ Organization	Post held	From	To	Emoluments	Nature of duties performed

10. Details of courses/training programmes attended, if any:
11. Details of publication, if any :
12. Languages known :
13. Details of previous Consultancy, if any :
14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.
15. Remarks :

I hereby declare that all the statements in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue or incorrect at any stage or I am not satisfying any of the eligibility criteria stipulated and also in case of creating influence/ undue pressure regarding selection shall tantamount to cancellation of my candidature.

(Signature of candidate)
उम्मीदवार के हस्ताक्षर

Address:
पता:

Date:
दिनांक:

Note: All the relevant documents have to be uploaded along with the application and the same will be verified during the interviews.