
	<p align="center"><b>BUREAU OF INDIAN STANDARDS</b>  <b>Ministry of Consumer Affairs, Food &amp; Public Distribution</b>  <b>(Department of Consumer Affairs), Govt. of India</b>  Manak Bhawan, 9 Bahadur Shah Zafar Marg,  New Delhi-110002</p>	
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### **Advertisement No. 05 (ME)/2024/HRD**

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, Laboratory Testing etc., in the country. BIS is responsible for Standardization and Certification at the International level.

2. Bureau of Indian Standards (BIS) invites online applications from willing and eligible candidates for engaging **Management Executive (ME)** on contract basis in BIS. Persons with requisite qualifications and experience as prescribed below may apply online. The details of the advertisement are as follows: -

Category	No. of Posts*	Essential Educational Qualification	Work Experience	Upper age Limit	Remuneration per month
SCMD/IR&TISD	4	MBA**	03 Years' work experience in relevant field	45 years (As on last date of application)	₹ 1.5 Lakh per month
TNMD	1	MBA** in Marketing or Degree in Mass Communication	03 Years' work experience in relevant field		
NITS	1	Engineering Graduate with MBA**	05 Years' work experience in relevant field		

\* The number of posts may vary and/or can be interchanged at any stage of hiring process by BIS.

\*\* The requisite minimum educational qualification is a regular MBA or equivalent with 2 years duration.

### **3. Qualification, Experience, Age Limit, and Remuneration, etc.:**

Candidate should note that only those candidates who can join within one month of issue of offer letter, if selected, should apply.

4. **Selection Process:** All the applications received shall be scrutinized and shortlisted. Applications will be scrutinized in the light of their qualifications, experience and other details provided in the application form. Wherever the number of applications is large, shortlisting of the candidates may be done based on the marks obtained in essential qualification or as decided by BIS. Mere fulfillment of qualification or shortlisting shall not confer any right to be engaged as Management Executive. Shortlisted candidates will be called for technical knowledge assessment, interview, etc. BIS reserves the right to reject any or all applications without assigning any reason thereof.

### **5. Scope of Work:**

- The Engagement of Management Executives is for various departments of BIS as per the requirement given in **Annex-I**.
- BIS reserves the right to change the functionalities of Management Executives subject to performance and organisational requirement. BIS is authorised to post candidates as per the needs and vacancies in various department in the organization.

6. **Tenure of Engagement:** The engagement is purely on contract basis for a period of Two years and may extend further for a period of one year.

**7. Nature of Engagement:** The engagement is purely on contract basis and the engagement will be subject to termination at the end of contract period.

**8. Remuneration:** A consolidated monthly remuneration of ₹ 1.50 Lac (Rupees One Lakh and Fifty Thousand Only) will be paid to the Management Executive. The remuneration is subject to statutory deductions. Further, an annual increment of 5% of consolidated monthly remuneration is admissible, subject to performance and review.

**9. TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. If required to travel and stay in connection with the official assignment, TA/DA and lodging allowance as admissible to a regular BIS officer of the Level of Sc-B, will be paid.

**10. Leave:** Management Executive shall be eligible for Twelve (12) days leave in a year. No remuneration for the period of absence in excess of admissible leave will be paid. Also, un-availed leave shall neither be carried forward to next year nor en-cashed.

**11. Working Hours:** The Management Executive shall follow the normal office working hours as prescribed (i.e. 9.00AM to 5.30PM). However, in case of any exigency, one has to sit late to complete the time-bound work or outstation assignments. Attendance would be made through Bio-metric attendance system.

**12. No Other Assignment:** The engagement is on full-time basis and Management Executive shall not take any other assignment during the period of engagement in BIS.

**13. Compensation for Death, Injury or illness:** In the event of the death, injury or illness of the individual Management Executive which is attributable to the performance of services on behalf of BIS under the terms of the contract, and/or while travelling for official duty or performing any services under the contract in any offices or premises of BIS or Government of India, the individual Management Executive or his/her dependents shall not be entitled to any compensation or any claim whatsoever.

**14. Medical fitness and Police Verification:** Police verification will be conducted after the engagement of the Management Executive. The Management Executive will also submit, a medical fitness certificate from an authorized/registered Medical Practitioner, at the time of joining.

**15. Termination of Contract/Engagement:** The engagement of Management Executive 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 thereof, before resigning from the engagement.

**16. 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) No part of the data or statistics or information or proceeding or records collected for the purpose of his/her assignment in BIS shall be utilised, published, disclosed or parted with any third party.
- (c) The Management Executive is bound to hand over the entire set of records of assignment to the BIS before the expiry of contract.
- (d) The job of Management Executive attracts highest standards of confidentiality and it is expected to be maintained in all the actions of officer, at all levels.

**17. Conflict of Interest:** The Management Executive appointed, shall in no case represent or give opinion or advice to others in any matter which is in conflict to the interest of BIS.

## 18. OTHER TERMS AND CONDITIONS AND GENERAL INSTRUCTIONS

- i) Candidates should note that, if at any stage of engagement, it is found that the candidates has submitted any false/fabricated information/documents, his/her candidature will be cancelled immediately and he/she will be liable for action as per Law/Rules.
- ii) Candidates should have a valid e-mail ID & Mobile No. which should be entered at appropriate place in the application form and must remain active/valid until recruitment process is completed. No change in the email ID & mobile number will be accepted once submitted. The candidate himself/herself shall be responsible for wrong or expired email ID & mobile number.
- iii) Candidate should note that their candidature at all stages of engagement is purely on contract basis.
- iv) Bureau reserves the right to amend/modify vacancies notified and any provision of this advertisement in case of any errors and omissions/deviation or to cancel the advertisement and engagement if the circumstances so warrant.
- v) Warning: Selection in the Bureau is free, fair and merit based. Any attempt to influence the selection process detected at any stage is liable to lead to termination of the candidature of service and legal action against the concerned individual will be initiated.
- vi) Any resulting dispute arising out of this advertisement including the engagement process shall be subject to the sole jurisdiction of the Courts situated at Delhi.

19. **Submission of Application:** Candidates are required to **apply On-line** through BIS website only i.e. [www.bis.gov.in](http://www.bis.gov.in). The candidates are required to apply ONLINE from 28.12.2024 till 17.01.2025 (last date) through BIS website. No other means/mode of submission of applications will be accepted under any circumstances. **Applications received after the deadline or missed due to any technical glitches shall not be entertained.** In case of any queries please write to [me.hrd@bis.gov.in](mailto:me.hrd@bis.gov.in).

20. **Application Fee:** ₹ 1,000/- + GST

21. **Announcements:** All further announcements/details pertaining to this process will only be published/provided on BIS website [www.bis.gov.in](http://www.bis.gov.in) from time to time. Candidates are advised to regularly keep in touch with the authorized BIS website [www.bis.gov.in](http://www.bis.gov.in) for details and updates.

**BIS reserves the right to Revise/Reschedule/Cancel/Suspend the process without assigning any reasons. The decision of BIS shall be final and no appeal shall be entertained in this regard.**



Date: 28.12.2024  
Place: New Delhi

**Head (HRD)**  
**Bureau of Indian Standards**

**SCOPE OF WORK**

1. **National Institute of Training for Standardization (NITS)** - The incumbent will assist BIS in:
  - Formulating the training policy.
  - Development of training programs, courses, teaching & learning materials, etc.
  - Identification of domain area expert, in service sectors.
  - Networking with other academic & training institutions.
  - Development of online courses & modules.
  - Research in the area of Standardization, Certification and Testing of Products.
  - Any other related work/activity assigned by the Bureau.
  
2. **Think Nudge and Move Department (TNMD)** — The incumbents will be assisting in the following matters:
  - Matters related to Standard promotion.
  - Matters related to Consumer Awareness.
  - Consumer Policy Advisory Committee.
  - Matters related to the publicity of BIS activities.
  - Reward and Recognition Scheme.
  - National Mirror Committee of ISO COPOLCO (Committee on Consumer Policy of International Organization for Standardization) and work related to other Technical/Project Committees of ISO (ISO PC 303 & ISO PC 311).
  - Any other related work/activity assigned by the Bureau.
  
3. **Standards Coordination & Monitoring Department (SCMD)** – The incumbents will be assisting in the following matters:
  - Preparing and implementing action plan for Educational Outreach of standards including assisting in implementing MoUs with educational institutions and operationalizing them for collaboration in standardization and conformity assessment, educational utilization of standards through integration of standards in their curriculum, guest lectures and instituting and operationalizing/monitoring Standardization Chairs.
  - Coordination with technical departments of BIS and other stakeholders on matters of and relating to standardization including R&D projects, interaction with industry/industry associations, R&D bodies, coordination with and accreditation/recognition of Standards Developing Organizations (SDOs).
  - Any other related work/activity assigned by the Bureau.
  
4. **International, Relations Technical Information Services Department (IR&TISD)** - The incumbent will assist BIS in:
  - Study of Standardization and Conformity Assessment related aspects pertaining to National Standards Bodies (NSB) and Standard Development Organizations (SDOs) of other countries, and carrying out necessary dialogues as deemed necessary,

- Study of bilateral trade related aspects for operationalization of existing Bilateral Cooperation Agreements (BCAs) and implementation of BCAs/Mutual Recognition Agreements (MRAs) with nations identified by Govt. of India,
- Study of Specific Trade Concerns (STCs) raised by WTO members before the WTO Committee on Technical Barriers to Trade (TBT Committee) which are relevant to India, and consultation with the appropriate stakeholders for formulating inputs,
- Examination of issues associated with policy related documents pertaining to international standard setting bodies and assimilating viewpoints for projection based on consultations with BIS departments,
- Undertaking necessary actions for implementation of Memorandums of Understanding (MoUs) and for exploring areas for further cooperation with international bodies,
- Engagement with NSBs for promotion of Indian Standards overseas, soliciting support on Indian proposals for new work areas and for acquiring new positions, and for other matters deemed appropriate,
- Strengthening and deepening collaboration with NSBs of developing and developed countries through regular dialogues,
- Identification of strategic areas for standardization in consultation with stakeholders where India may take a lead internationally,
- BIS Young Standardization programme and BIS Young Professionals Programme,
- Work related to Technical Information services for providing information and related services to interested parties/applicants,
- Monitoring and update of ISO Global Directory and IEC Expert Management System database.
- Any other related work/activity assigned by the Bureau.