



BUREAU OF INDIAN STANDARDS

**Manak Bhawan, 9 Bahadur Shah Zafar Marg,
New Delhi-110002**

Website : <http://www.bis.gov.in>



**IMPORTANT INSTRUCTIONS FOR APPLYING FOR YOUNG PROFESSIONALS,
INTERNS AND TRAINEES**

General Instructions:

1. Candidates can apply online only from 26 March 2018 to 25 April 2018 and no other mode of application will be accepted.
2. Canvassing in any form will be a disqualification.
3. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the process will lead of disqualification of the candidate from the selection process. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.
4. BIS reserves the right to change (cancel/ modify/add) any of the criteria, method of selection and allotment with or without assigning any reason.
5. All further announcements/ details pertaining to this process will only be published/ provided on BIS website www.bis.gov.in from time to time. Intimations of selection will be sent by email and/or sms to the email ID and/or mobile number registered in the online application form. Candidates are hence advised to regularly keep in touch with the BIS website www.bis.gov.in for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the process. BIS will not take responsibility for late receipt/ non-receipt of any communication e-mailed/ sent via sms to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of BIS.

Important Points to be Noted Before Registration

Before applying online, candidates should:

1. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under the 'Guidelines for photograph & signature scan and upload'. In case the face in the photograph or signature is unclear, the application may be rejected.

2. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Process. BIS may send call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

Application Procedure

1. Candidates are required to go to the BIS website www.bis.gov.in and click on the option "**Career Opportunities> Recruitment Advt./Results**" which will open a new screen.
2. Read and understand the detailed advertisement and 'Important instructions for applying for young professionals, interns and trainees,' carefully.
3. Carefully fill in all the information.
4. The Name of the candidate and his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Identity proof/ Mark sheets. Any change/alteration found may disqualify the candidature.
5. The candidates can select maximum two Areas by clicking on the selection along with Ctrl key.
6. The candidates can select multiple desired stations of posting by clicking on the selection along with Ctrl key.
7. While filling in the Online Application Form the candidate will be provided with two separate links for uploading Photograph and Signature. Click on the respective link "Upload Photograph / Signature". Browse & Select the location where the Scanned Photo/ Signature file has been saved. Select the file by clicking on it. Click the 'Upload' button.
8. If the file size and format are not as prescribed, an error message will be displayed.
9. Candidates are advised to carefully fill the online application themselves as no change will be possible/ entertained after clicking the SUBMIT button.

GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN

PHOTOGRAPH IMAGE:

- a. Photograph must be a recent passport size colour picture.
- b. The picture should be in colour, against a light-coloured, preferably white, background.
- c. Look straight at the camera with a relaxed face.
- d. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- e. If you have to use flash, ensure there's no "red-eye".
- f. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- g. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- h. Dimensions - 160 x 220 pixels
- i. Size of the scanned image is not more than 50KB.

SIGNATURE IMAGE:

- a. The applicant has to sign on white paper with Black Ink pen.
- b. The signature must be signed only by the applicant and not by any other person.
- c. The Applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the candidate may be disqualified.
- d. Dimensions - 160 x 80 pixels
- e. Size of the scanned image is not more than 50KB.

SCANNING THE PHOTOGRAPH & SIGNATURE:

- a. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- b. Set Color to True Color.
- c. File Size as specified above.
- d. Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- e. The image file should be JPG or JPEG format.
- f. Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.