



BUREAU OF INDIAN STANDARDS
Department of Consumer Affairs
Ministry of Consumer Affairs, Food & Public Distribution, Govt. of India
 Manak Bhawan, 9 Bahadur Shah Zafar Marg, New Delhi-110002



ADVERTISEMENT NO. 2/2020/ESTT

Bureau of Indian Standards (BIS), the statutory body under the Ministry of Consumer Affairs, Food and Public Distribution (Department of Consumer Affairs), Govt. of India and responsible for activities in the field of Standardization, Product and System Certification, Hallmarking of Gold/Silver Jewellery, Laboratory Testing, etc. in the country, **INVITES** on-line applications from the ELIGIBLE individuals for filling up of vacancies in the following posts by DIRECT RECRUITMENT at BIS Headquarters, New Delhi and BIS Offices located in the country, as per the details given below:

1. DETAILS OF VACANCIES

Sl. No.	Name of the post & Level in Pay Matrix	Maximum age limit	No of vacancies	UR	EWS	SC	ST	OBC	Horizontal vacancies	
									PwD	EXSM
GROUP - A										
1	Assistant Director (Administration & Finance) [01- Legal & 01-Finance] Level -10 (Rs. 56100-177500)	35 Years	02	02	-	-	-	-	-	-
2	Assistant Director (Marketing & Consumer Affairs) Level -10 (Rs. 56100-177500))	35 Years	01	01	-	-	-	-	-	-
3	Assistant Director (Library) Level -10 (Rs. 56100-177500)	35 Years	01	01	-	-	-	-	-	-
GROUP - B										
4	Assistant Section Officer Level -6 (Rs.35400-112400)	30 Years	17	08	01	02	01	05	01 (HI)	
5	Personal Assistant Level -6 (Rs.35400-112400)	30 Years	16	08	01	02	01	04	01 (VI)	-
6	Junior Translator (Hindi) Level -6 (Rs.35400-112400)	27 Years	01	-	01	-	-	-	-	-
GROUP C										
7	Library Assistant Level - 5 (Rs.29200-92300)	27 Years	01	01	-	-	-	-	-	-
8	Stenographer Level - 4 (25500-81100)	27 Years	17	08	03	01	02	03	01 (VI)	01
9	Senior Secretariat Assistant Level - 4 (25500-81100)	27 Years	79	35	07	11	05	21	02 (VI), 01 (ID& MI/MD)	07
10	Junior Secretariat Assistant Level - 2 (Rs.19900-63200)	27 Years	36	17	03	05	01	10	01(VI)	03

Abbreviations:

UR - Unreserved	OBC - Other Backward Classes	EWS - Economically Weaker Section
PwD - Persons with Disability	SC - Scheduled Caste	ST - Scheduled Tribe
EXSM - Ex-servicemen	HI - Hearing Impairment	VI - Visual Impairment
ID&MI/MD - Intellectual Disability & Mental Illness/Multiple Diseases		

Note:

- i) "Interlocking reservation" will be provided to PwD candidates as per Govt. of India instructions"
- ii) PwD with minimum 40% disability shall only be eligible to apply for competing against the vacancies reserved for them or availing any relaxation/concession.
- iii) Number of vacancies may increase or decrease for filling up, as per requirement. BIS reserves right to post the candidates on appointment in any of its offices located in the country.
- iv) Online Registration of Applications: **05 September 2020 [9 A.M.] to 26 September 2020 [6 P.M.]**

2. EDUCATIONAL QUALIFICATIONS AND EXPERIENCE:

Sl No	Name of the post	Educational & Other Qualifications required
1	Assistant Director (Administration & Finance) [01- Legal & 01 Finance]	<p><u>For Assistant Director (Administration) for Legal</u> i) Degree in law from a recognized university/ Bachelor of law; and (ii) Three years' experience in the relevant field in Central/ State/ Union Territory Government or Statutory/ Autonomous Body/ Public Sector Undertaking/ reputed Government agency.</p> <p><u>For Assistant Director (Finance)</u> (i) Chartered Accountant/ Cost and Works Accountant/ Subordinate Accounts Service Accountant/ Master of Business Administration (with finance specialization) from a recognized university/ All India Council for Technical Education approved Institution; and (ii) Three years experience in the relevant in Central/ State/ Union Territory Government or Statutory/ Autonomous Body/ Public Sector Undertaking/ reputed Government agency.</p>
2	Assistant Director (Marketing & Consumer Affairs)	<p>i) Masters of Business Administration (Marketing) or Master's Degree or Post Graduate Diploma in Mass Communication Or Master's Degree or Post Graduate Diploma in Social Work from a recognized University/Institution; and (ii) Five years' experience in the field of Marketing / Mass Communication / Social Work in Central Government/ State Government/ Union Territory Government/ Statutory/ Autonomous Body/ Public Sector Undertaking/ reputed Government agency.</p>
3	Assistant Director (Library)	<p>(i) Master's Degree (Post Graduate Degree) in Library Science or Library and Information Science from a recognized University or Institution or Post Graduate Diploma in Library Science or Library and Information Science from a recognized University or Institution; and (ii) At least five years' experience in a library under Central Government/ State Government/ Autonomous Body/ Public Sector Undertaking/ recognized University/Institute. Desirable: Diploma in Computer Applications.</p>
4	Assistant Section Officer	<p>(i) Bachelor's Degree from a recognized University or equivalent; and (ii) Computer Proficiency Test: The candidate should be proficient at least upto Level-6 of National Skill Qualification Framework. The test shall be qualifying in nature; and (iii) Qualifying Skill Test in Computer Proficiency</p>
5	Personal Assistant	<p>(a) Degree from a recognized University; (b) Computer Proficiency Test: The candidate should be proficient at least upto Level-6 of National Skill Qualification Framework. The test shall be qualifying in nature; and (c) Shorthand test in English or Hindi comprising dictation test at hundred words per minute for seven minutes which the candidates shall be required to transcribe in forty five minutes (English dictation) and in sixty minutes (Hindi dictation) and knowledge of computer. Visually disabled candidates having disability of forty percent and above will be required to transcribe the matter in seventy minutes for English shorthand test and in ninety minutes for Hindi shorthand test. Permissible mistakes: five per cent. The permissible mistakes shall be relaxable upto ten per cent, if adequate number of qualified candidates (i.e. with five per cent mistakes) are not available in any category against the vacancies advertised.</p>
6	Junior Translator (Hindi)	<p>(i) Master's Degree/Post Graduate Degree of a recognized University in Hindi with English as a subject at the Degree level; Or Master's Degree/Post Graduate Degree of a recognized University in English with Hindi as a subject at the Degree level;</p>

Sl No	Name of the post	Educational & Other Qualifications required
		<p style="text-align: center;">or</p> <p>Master's Degree/Post Graduate Degree of a recognized University in any subject with Hindi and English as subjects at the Degree level;</p> <p style="text-align: center;">Or</p> <p>Master's Degree/Post Graduate Degree of a recognized University in any subject with English/Hindi medium and Hindi/English as subjects at the Degree level;</p> <p>(ii) Diploma or Certificate course in translation from Hindi to English and vice versa; or Two years' experience of terminological work in Hindi or translation work from English to Hindi or vice-versa preferably of technical or scientific literature.</p>
7	Library Assistant	Graduate with recognized Diploma in Library Science with three years' experience.
8	Stenographer	<p>(i) Bachelor's Degree from a recognized University;</p> <p>(ii) Computer Proficiency Test: The candidate should be proficient at least upto Level-5 of National Skill Qualification Framework. The test shall be qualifying in nature; and</p> <p>(iii) Shorthand Test: English/Hindi Shorthand test at the speed of eighty words per minute which the candidates shall have to transcribe on Computer in fifty or sixty five minutes, respectively.</p> <p><i>Visually disabled candidates having disability of forty percent and above will be required to transcribe the matter in seventy minutes for English shorthand test and in ninety minutes for Hindi shorthand test.</i></p> <p>Permissible mistakes: five per cent. The permissible mistakes shall be relaxable upto ten per cent, if adequate number of qualified candidates (i.e. with five per cent mistakes) are not available in any category against the vacancies advertised.</p>
9	Senior Secretariat Assistant	<p>(i) Bachelor's Degree from a recognized University; and</p> <p>(ii) Qualifying Skill Test in Computer Proficiency consisting of:</p> <p>(a) Word Processing Test - 2000 Key Depressions in fifteen minutes;</p> <p>(b) Test in Spread Sheets on Microsoft Excel - fifteen minutes; and</p> <p>(c) Test in Power Point (Microsoft Power Point) – fifteen Minutes</p>
10	Junior Secretariat Assistant	<p>(i) Bachelor's Degree from a recognized University;</p> <p>(ii) Computer Proficiency Test: The candidate should be proficient at least upto Level-5 of National Skill Qualification Framework. The test shall be qualifying in nature; and</p> <p>(iii) Typing Speed Test: A typing speed of thirty five words per minute in English or thirty words per minute in Hindi on computer (thirty five words per minute and thirty words per minute correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word). (Time allowed - ten minutes)</p>

3. PROCESS OF RECRUITMENT:

Sl. No.	Name of the post	Maximum age limit	Group of post	Process of Recruitment
1	Assistant Director (Administration & Finance)	35 Years	A	a) On-line Exam; and b) Interview
2	Assistant Director (Marketing & Consumer Affairs)	35 Years	A	a) On-line Exam ; and b) Interview
3	Assistant Director (Library)	35 Years	A	a) On-line Exam ; and b) Interview
4	Assistant Section Officer	30 Years	B	<p>a) On-line Exam; and</p> <p>b) Typing Speed Test: [A typing speed of thirty five words per minute in English or thirty words per minute in Hindi on computer (thirty five words per minute and thirty words per minute correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word). Time allowed - ten minutes]. The test shall be qualifying in nature.</p>

Sl. No.	Name of the post	Maximum age limit	Group of post	Process of Recruitment
5	Personal Assistant	30 Years	B	a) On-line Exam; and b) Shorthand Test . Shorthand test in English or Hindi comprising dictation test at hundred words per minute for seven minutes which the candidates shall be required to transcribe in forty five minutes (English dictation) and in sixty minutes (Hindi dictation) and knowledge of computer. <i>Visually disabled candidates having disability of forty percent and above will be required to transcribe the matter in seventy minutes for English shorthand test and in ninety minutes for Hindi shorthand test. The test shall be qualifying in nature.</i>
6	Junior Translator (Hindi)	27 Years	B	a) On-line Exam; and b) Practical Skill Test for Translator. The test shall be <u>qualifying in nature.</u>
7	Library Assistant	27 Years	C	a) On-line Exam ; and b) Practical Skill on Library Science. The test shall be <u>qualifying in nature.</u>
8	Stenographer	27 Years	C	a) On-line Exam; and b) Shorthand Test English/Hindi Shorthand test at the speed of eighty words per minute which the candidates shall have to transcribe on Computer in fifty or sixty five minutes, respectively. The test shall be <u>qualifying in nature.</u>
9	Senior Secretariat Assistant	27 Years	C	a) On-line Exam; and b) Qualifying Skill Test in Computer Proficiency consisting of: (a) Word Processing Test - 2000 Key Depressions in fifteen minutes; (b) Test in Spread Sheets on Microsoft Excel - fifteen minutes; and (c) Test in Power Point (Microsoft Power Point) – fifteen Minutes
10	Junior Secretariat Assistant	27 Years	C	a) On-line Exam; and b) Typing Speed Test: A typing speed of thirty five words per minute in English or thirty words per minute in Hindi on computer (thirty five words per minute and thirty words per minute correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word). Time allowed - ten minutes]. The test shall be <u>qualifying in nature</u>

Note:

- Candidates needs to upload proof of educational qualification, caste, experience, etc wherever required, at the time of filling online application
- For the post of Stenographer and Junior Secretariat Assistant, candidates needs to upload proof of Computer Proficiency upto Level-5 of National Skill Qualification Framework, at the time of filling online application
- For the post of Personal Assistant and Assistant Section Officer, candidates needs to upload proof of Computer Proficiency upto Level- 6 of National Skill Qualification Framework at the time of filling online application

4. ON-LINE EXAMINATION: Details regarding structure of On-line Examination; Examination Centres; and other Guidelines / information for appearing in on-line examination, are given below:

A) STRUCTURE OF ONLINE EXAM

i) For the posts of **Assistant Director (Administration & Finance), Assistant Director (Marketing & Consumer Affairs) and Assistant Director (Library)**, the exam shall be of Post-graduate Level comprising of the following syllabus:

Sl. No.	Name of the Test	No. of Questions	Maximum Marks	Total Time
1.	General Intelligence & Reasoning	40	40	120 minutes
2.	English Language	40	40	
3.	Quantitative Aptitude	20	20	
4.	For Assistant Director (Finance) - Domain Knowledge in Finance For Assistant Director (Legal) - Domain Knowledge in Law For Assistant Director (Marketing & Consumer Affairs) - Domain knowledge on Public Relations/ Publicity/ Advertising/ Scientific Journalism For Assistant Director (Library) - Domain knowledge on Library Science	50	50	
Total		150	150	

The candidates will be required to secure atleast 50 % marks in aggregate out of total maximum marks in the on-line examination, to be considered for interview.

ii) For the posts of **Assistant Section Officer, Personal Assistant, Stenographer, Senior Secretariat Assistant and Junior Secretariat Assistant**, the exam shall be of Graduate Level comprising of the following syllabus:

Sl. No.	Name of the Test	No. of Questions	Maximum Marks	Total Time
1.	General Intelligence & Reasoning	50	50	120 minutes
2.	General Awareness	25	25	
3.	Quantitative Aptitude	25	25	
4.	English Language	50	50	
Total		150	150	

The candidates will be required to secure atleast 50 % marks in aggregate out of total maximum marks in the on-line examination, to be considered for next selection process.

iii) For the post of **Junior Translator (Hindi) and Library Assistant**, the exam shall be of Graduate Level comprising of the following syllabus:

Sl. No.	Name of the Test	No. of Questions	Maximum Marks	Total Time
1.	General Intelligence & Reasoning	50	50	120 minutes
2.	General Awareness	25	25	
3.	English Language	25	25	
4.	For Junior Translator (Hindi) - Domain knowledge on General Hindi & Vocabulary For Library Assistant - Domain knowledge on Library Science	50	50	
Total		150	150	

The candidates will be required to secure atleast 50 % marks in aggregate out of total maximum marks in the on-line examination, to be considered for next selection process.

B. UPPER AGE RELAXATION

Permissible relaxation in upper age limit for different categories are as under:

Code No.	Category	Age-relaxation permissible beyond the upper age limit
01	SC/ ST	5 years
02	OBC	3 years
03	PwD (UR/EWS)	10 years
	PwD (OBC)	13 years
	PwD (SC/ ST)	15 years
04	EX-SERVICEMEN	
	Group A & B (Ex-Servicemen (EXSM) commissioned Officers including ECOs/ SSCOs)	05 years
	Group C Ex-Servicemen (UR/EWS)	03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application
	Group C Ex-Servicemen (OBC)	06 (3+3) years after deduction of the military service rendered from the actual age as on closing date of receipt of online application.
	Group C Ex-Servicemen (ST/SC)	08 (3+5) years after deduction of the military service rendered from the actual age as on closing date of receipt of online application.
05	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof	03 years [Maximum 45 years]
	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ ST).	08 years (Maximum 50 years)
06	GROUP C POSTS	
	Widows/ Divorced Women/ Women judicially separated and who are not remarried (UR/EWS)	35 years
	Widows/ Divorced Women/ Women judicially separated and who are not remarried (SC/ ST).	40 years
07	BIS employees [Serving only]	Upto 50 years

NOTE: Cumulative Age Relaxation will not be available either under the above items or in combination with any other items.

Age relaxation for Ex-Servicemen (on the closing date of On-line registration of applications)

1) FOR THE POSTS OF ASSISTANT DIRECTOR (ADMINISTRATION & FINANCE, ASSISTANT DIRECTOR (MARKETING & CONSUMER AFFAIRS, ASSISTANT DIRECTOR (LIBRARY), ASSISTANT SECTION OFFICER, PERSONAL ASSISTANT AND JUNIOR HINDI TRANSLATOR :

- a) upto a maximum of three years (eight years for SC/ST) in the case of Defence Services Personnel disabled in operations during hostilities with any foreign country or in a disturbed area and released as a consequence thereof
- b) upto a maximum of five years in the case of Ex-servicemen including Commissioned Officers and ECOs/SSCOs who have rendered at least five years Military Service as on and have been released; (a) on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency, or (b) on account of physical disability attributable to Military Service, or (c) on invalidment.
- c) upto a maximum of five years in the case of ECOs/SSCOs who have completed an initial period of assignment of five years Military Service as on 26 September 2020 and whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues a certificate that they can apply for civil employment and that they will be released on three months' notice on selection from the date of receipt of offer of appointment.

2) FOR OTHER POSTS:

- a) Ex-servicemen who have put in not less than six months' continuous service in the Armed Forces shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the prescribed maximum age by more than three years, he shall be deemed to satisfy the condition regarding age limit;
- b) Those ex-servicemen who have already secured regular employment under the Central Government in civil post would be permitted the benefit of age relaxation as admissible for ex-servicemen for securing another employment in any higher post or service under the Central Government irrespective of any Group/Post. However, such candidates will not be eligible for the benefit of reservation, if any, for ex-servicemen in Central Government [O.M. 36034/6/90-Estt(SCT) dated 10.10.94;and
- c) Disabled Defence Services Personnel will be allowed a relaxation of age limit up to three years (eight years in the case of disabled Defence Services Personnel belonging to SC/ST) in excess of the prescribed upper age-limit, subject to the condition that they would not be allowed to avail of a larger number of chances in respect of recruitment to a service, or group of services, than the maximum number of chances permissible to any general candidate under the age-limit. (For purpose of claiming the age concession, a certificate from the Director-General, Resettlement, Ministry of Defence will be accepted as a documentary evidence in support of the claim of Disabled Defence Services Personnel).

NOTE I: The term Ex-Servicemen will apply to the persons who are defined as Ex-servicemen in the Ex-Servicemen (Re-employment in Civil Services and Posts) Rules, 1979, as amended from time to time.

NOTE II: The age concession under para 1 (a) & (b) and 2 (a) & (b) above will not be admissible to Ex-Servicemen and Commissioned Officers including ECOs/SSCOs who are released on own request.

NOTE III: Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of interview/skill test/shorthand test/practical skill test and at any subsequent stage of the recruitment process, as may be required by BIS.

NOTE IV: SC/ST/OBC (non- creamy layer) candidates applying against un-reserved vacancies i.e. for the posts in which vacancies for SCs/STs/OBCs are not advertised, shall be considered under General Standard of merit and no relaxation in upper age limit shall be available to them.

C) EXAMINATION CENTRES

The examination will/may be conducted at the following Centres:

Sl.No.	State	Test Cities	Sl.No.	State	Test Cities
1	Andhra Pradesh	Vishakhapatnam	26	Tamil Nadu	Chennai
2	Andhra Pradesh	Vijayawada	27	Tamil Nadu	Coimbatore
3	Bihar	Patna	28	Tamil Nadu	Madurai
4	Chhattisgarh	Raipur	29	Telangana	Hyderabad
5	Goa	Panji	30	Uttar Pradesh	Lucknow
6	Gujarat	Ahmedabad	31	Uttar Pradesh	Allahabad
7	Gujarat	Rajkot	32	Uttarakhand	Dehradun
8	Haryana	Chandigarh	33	West Bengal	Kolkata
9	Himachal Pradesh	Shimla	34	Sikkim	Guwahati
10	Jharkhand	Ranchi	35	Assam	Guwahati
11	Karnataka	Bengaluru	36	Arunachal Pradesh	Guwahati
12	Kerala	Thiruvananthapuram	37	Meghalaya	Guwahati
13	Kerala	Kochi	38	Tripura	Guwahati
14	Madhya Pradesh	Bhopal	39	Manipur	Guwahati
15	Madhya Pradesh	Gwalior	40	Mizoram	Guwahati
16	Madhya Pradesh	Indore	41	Nagaland	Guwahati
17	Maharashtra	Mumbai	42	Andaman and Nicobar Islands	Chennai
18	Maharashtra	Nashik	43	Chandigarh	Chandigarh
19	Maharashtra	Pune	44	Delhi/NCR	Delhi/NCR
20	Maharashtra	Nagpur	45	Dadar and Nagar Haveli, Daman and Diu	Surat
21	Odisha	Bhubaneswar	46	Jammu & Kashmir	Jammu
22	Punjab	Chandigarh	47	Ladakh	Jammu
23	Punjab	Bathinda	48	Lakshadweep	Kochi
24	Rajasthan	Jaipur	49	Puducherry	Chennai
25	Rajasthan	Jodhpur			

1. The address of the online examination venue will be intimated through admit card to be sent by email/SMS.
2. No request for change of centre/venue /session date for Examination shall be entertained.
3. BIS reserves the right to cancel any of the Examination Centers and/ or add some other Centers, at its discretion, depending upon the concentration of candidates in a particular centre, administrative feasibility.
4. BIS reserves the right to allot the candidate to any centre other than the one he/she has opted for.
5. Candidate will have to appear for the examination at Exam. Centre at his/her risks and expenses.
6. BIS will not be responsible for any injury or losses of any nature.

D) OTHER GUIDELINES / INFORMATION FOR APPEARING IN ON-LINE EXAMINATION

1. CUT-OFFSCORE:

- (i) The candidates will be required to secure at least 50 % marks in aggregate out of total maximum marks in the on-line examination, to be considered for further selection process.
- (ii) The corrected marks obtained by each of the candidates in different sessions (If held) will be normalized using equi percentile method; and
- (iii) Mere passing in individual tests may not be sufficient as candidates should also obtain sufficiently high on total in order of merit, to be called for interview/skill test/shorthand test/practical skill test, as the case maybe.

2. PROCESS FOR ARRIVING AT SCORES

The Scores of Online Examination are obtained by adopting the following procedure:

- (i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.
- (ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*

* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

- (iii) Test wise scores and scores on total is reported with decimal point upto two digits.

Note: Cutoffs are applied in two stages:

- (i) on scores in individual tests;
- (ii) on Total Score

3. VERIFICATION OF CANDIDATES: (IDENTITY VERIFICATION)

In the examination hall as well as during the process of selection, the admit card along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the Admit Card) such as PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card with a photograph/ Employee ID with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the Admit Card, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

E-Aadhar Card and Ration Card are not valid id proofs for this project.

NOTE: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with online Examination Admit Card while attending the examination/ interview/skill test/shorthand test/mini written test respectively, without which they will not be allowed to take up the examination/ interview/skill test/shorthand test/mini written test. Candidates must note that the name as appearing on the Admit Card (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the names indicated in the Admit Card and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate/affidavit in original.

4. CANDIDATES REPORTING LATE i.e. after the reporting time specified on the Admit Card for Examination, **will not be permitted** to take the examination. The reporting time mentioned on the Admit Card is prior to the Start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification; and collection of various requisite documents; logging in; giving of instructions; etc.

5. SELF ENSURING OF ELIGIBILITY

- (i) Before applying for the mentioned posts, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore required to read this advertisement carefully and follow all the instructions given for submitting online application.
- (ii) Candidate's admission to the examination/subsequent process is strictly provisional. The mere fact that the Admit Card(s) has been issued to the candidate does not imply that his/ her candidature has been finally cleared. BIS would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect / false information / certificate / documents or has suppressed any material fact(s). If any of these shortcomings is/are detected after appointment, his/her services are liable to be summarily terminated.
- (iii) Decision of BIS in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the BIS in this behalf.

6. INTIMATIONS:

- (i) Intimations will be sent by email and/ or sms only at the registered email ID and/or mobile number registered in the online application form for Online Exam.
- (ii) BIS shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of BIS. Candidates are advised to keep a close watch on the BIS Website www.bis.gov.in for latest updates.

7. USE OF MOBILE PHONES, PAGERS, CALCULATORS OR ANY SUCH DEVICES

- (i) Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban for future examinations.
- (ii) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/ pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.
- (iii) Candidates are not permitted to use or have in possession calculators in examination premises.
- (iv) Other detailed information regarding the Online Exam, will be given in an Information Handout, which will be made available for the candidates to download along with the Admit Cards from the BIS website.
- (v) The scribe arranged by the candidate should not be a candidate for the examination for any post. If violation of the above is detected at any stage of the process, candidature of the both, the candidate and the scribe, will be cancelled. Multiple attendance/ appearances in examination will be summarily rejected/ candidature cancelled.
- (vi) Online applications once registered will not be allowed to be withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other examination.

8. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- (a) using unfair means or
- (b) impersonating or procuring impersonation by any person or

- (c) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (d) resorting to any irregular or improper means in connection with his/ her candidature; **or**
- (e) obtaining support for his/ her candidature by unfair means, or
- (f) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
 - (i) To be disqualified from the examination for which he/ she is a candidate;
 - (ii) To be debarred either permanently or for a specified period from any examination conducted by BIS;
 - (iii) For termination of service, if he/ she has already joined the BIS.

Important: BIS would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by BIS in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, BIS reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

9. CALL LETTERS

The Centre, venue address, post applied for, date and time for examination/ interview/skill test/shorthand test/mini written test, wherever applicable, shall be intimated in the respective Admit Card. A candidate who has registered successfully should download his/her Admit Card from the BIS's website www.bis.gov.in by entering his/her details i.e. Registration Number and Password/Date of Birth. No hard copy of the Admit Card/ Information Handout will be sent by post/ courier. **Intimations will be sent by email and/ SMS to the email ID and mobile number registered in the online application form.** 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.

Candidates are hence advised to regularly keep in touch with the BIS website www.bis.gov.in for updates and any information which may be posted for further guidance well as to check their registered e-mail account from time to time during the recruitment process.

10. HOW TO APPLY

DETAILED GUIDELINES/PROCEDURES FOR:

A. APPLICATION REGISTRATION

B. PAYMENT OF FEES

C. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

Candidates can apply **online only** from **05 September 2020 [9 A.M.] to 26 September 2020 [6 P.M.]** and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- ii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download Admit Cards 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.
- iii. **APPLICATION FEES/ INTIMATION CHARGES (NONREFUNDABLE)**

PAYMENT OF FEE ON-LINE : 05 September 2020 [9 A.M.] to 26 September 2020[6 P.M.]

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. APPLICATION PROCEDURE

- 1. Candidates will have to go to the BIS website www.bis.gov.in and click on tab "Recruitment Advt./Results" under the head "Career Opportunities" and then click on "**APPLY ONLINE**" which will open a new screen.

2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMITBUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next 'button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINALSUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit 'button.

B. PAYMENT OF FEES (ONLINE MODE)

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLECHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take **a printout of the e-Receipt** and online Application Form. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. There is facility to print application form containing fee details after payment of fees.

C. GUIDELINES FOR SCANNING AND UPLOAD OF PHOTOGRAPH (4.5CM ×3.5CM) & SIGNATURE

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

Photograph Image:

- Photograph must be a recent passport style color picture.
- Make sure that the picture is in color, taken against a light-colored, preferably white, background.
- Look straight at the camera with a relaxed face

- 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
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels(preferred)
- Size of file should be between 20kb–50kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning.

Signature Image:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Attendance sheet and wherever necessary.
- The applicant's signature obtained on the Admit Card and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the applicant may be disqualified.
- Dimensions 140 x 60 pixels(preferred)
- Size of file should be between 10kb –20kb
- Ensure that the size of the scanned image is not more than20kb
- Signature in CAPITAL LETTERS shall NOT be accepted.

Scanning the photograph & signature:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- 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).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MSSOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MSSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph /Signature"
- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload 'button

Your Online Application will not be registered unless you upload your photograph and signature as specified.

Note:

- (1) In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.

- (2) After registering online candidates are advised to take a printout of their system generated online application forms.

D. PAYMENT OF APPLICATION FEES:

- i) For the post of Assistant Director (Administration & Finance), Assistant Director (Marketing & Consumer Affairs) and Assistant Director (Library), the application fees will be Rs 800/- and for the remaining posts the fee will be Rs.500/-
- ii) No fee would be paid by SCs/STs/PWDs/ Women and BIS serving employees;
- iii) The payment of the application fee is to be made through on-line payment method;
- iv) Fees would be payable during online registration of the applications and shall be non-refundable;
- v) Ex-servicemen are exempted from payment of fee only for Group C posts;
- vi) Any other charges, if any, incurred for Online Payment of application fees, will have to be borne by the candidate (s).

11. SCHEDULE OF EVENTS shall be as follows:

Online Events	Date (s)/period
Registration of applications	05 September 2020 [9 A.M.] to 26 September 2020 [6 P.M]
Application Fee Payment (on-line)	05 September 2020 [9 A.M.] to 26 September 2020 [6 P.M]
Issue of Admit Card for on-line exam.	20 October 2020* [Tentative]
On-line Examination	08 November 2020 * [Sunday] [Tentative]
<i>* If MHA guidelines permits</i>	

13. Reservation: For details regarding all the reservations, please refer to **Annexure-I**.

14. OTHER IMPORTANT INSTRUCTIONS

- (1) All the communications/directions/information relating to recruitment process or even thereafter shall be made through the registered email ID/SMS at the registered mobile number only. Important notices and information shall be uploaded on BIS website also. Therefore, the candidates should check their email ID/SMS and also visit BIS website regularly for updated information.
- (2) Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Delhi.
- (3) **PENALTY FOR WRONG ANSWERS:** There will be deduction of 0.25 marks for each wrong answer in the on-line examination.
- (4) Canvassing in any form will be a disqualification.
- (5) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on BIS website shall prevail.
- (6) BIS shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share their application details with anyone.
- (7) Appointment of candidates shall be subject to his/her being declared medically fit, and also subject to service and conduct rules applicable to BIS. Decision of BIS will be final and binding on candidates.
- (8) BIS reserves the right to change (cancel/ modify or add) any of the criteria, method of selection and allotment with or without assigning any reason.
- (9) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- (10) BIS shall make efforts to conduct the online examination for each post in a separate session, but in case, the on-line examination for all (or certain) posts is required to be

conducted on the same day and at the same time, due to any reason, in such a situation, the candidate will be able to appear in on-line examination for only one post. Therefore, the candidates are advised to make note of this fact.

- (11) All the above-mentioned tests except the Test of English Language will be available bilingually, i.e. English and Hindi.
- (12) Separate examination will be held for each post. The examination for two or more posts can be held during same session. Candidates applying for more than one post should keep this in mind.
- (13) For Group 'A' posts, the candidates shall be selected by giving eighty-five per cent weightage to the written or online examination and fifteen per cent weightage to the interview and the number of candidates to be called for interview shall be not more than four times the number of vacancies advertised in the order of merit from among the candidates who have secured at least fifty percent marks in the written or online examination.
- (14) For Group 'B' and Group 'C' posts, the candidates shall be selected on the basis of merit as determined by the aggregate marks obtained in written or online examination and qualifying the prescribed Skill Test viz. Shorthand Test or Typing Speed Test or Trade Test or combination thereof, which shall be qualifying tests only and the number of candidates to be called for skill test shall be not more than four times the number of vacancies advertised, in the order of merit from among the candidates who have secured at least fifty percent marks in the aggregate in the written or online examination.
- (15) **Instructions for Existing Departmental Candidates of BIS** (i.e. presently serving BIS employees) who fulfill the eligibility criteria can apply directly and will not require separate permission.
- (16) **Instructions for candidates already in service:** Candidates already in service in Govt./State/PSU/etc. will have to submit "No Objection Certificate" from their employer at the time of interview/skill test/shorthand test, as the case may be.
- (17) The applicant should possess the required qualifications on the last date of submitting the application i.e. Therefore, appearing cases / incomplete qualification will not be accepted under any circumstances. Experience, wherever required, should be for the period after acquiring requisite educational qualifications for the post.
- (18) Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA / OGPA is awarded, the same should be converted into percentage and indicated in the online application.
- (19) Calculation of Percentage: The percentage marks shall be arrived at by dividing the marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honors/optional / additional optional subject, if any. This will be applicable for those Universities also where Class / Grade is decided on basis of Honors marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 49.99 % will be treated as less than 50%.
- (20) All the educational qualifications mentioned should be from a University/Institution/Board recognized by UGC, Govt. of India/approved by Govt. Regulatory Bodies. In the case of dual qualifications/specialization, candidates have to necessarily produce proof at the time of recruitment process that their major specialization conforms to the requisite eligibility prescribed for the post.

Date: 05 September 2020
Place: New Delhi

Sandeep Meena
Director (Establishment)
Bureau of Indian Standards

ANNEXURE - I

GENERAL INSTRUCTIONS REGARDING RESERVATION

Abbreviations:

<i>UR</i> - Unreserved	<i>OBC</i> - Other Backward Classes	<i>EWS</i> - Economically Weaker Section
<i>PwD</i> - Persons with Disability	<i>SC</i> - Scheduled Caste	<i>ST</i> - Scheduled Tribe
<i>EXSM</i> - Ex-servicemen	<i>HI</i> - Hearing Impairment	<i>VI</i> - Visual Impairment
<i>ID&MI/MD</i> - Intellectual Disability & Mental Illness/Multiple Diseases		

- General:**
- i)** "Interlocking reservation will be provided to PWD candidates as per Govt. of India instructions"; and
 - ii)** PWDS with minimum 40% disability shall only be eligible to apply for competing for the posts advertised.

1. Definition of Persons with Disabilities (PWDs) [Divyangjan]:

Under Section 2 (r) of the Right of Persons with Disabilities Act 2016, only such persons would be eligible for reservation who suffer from not less than 40% of specified disability and are certified by a Medical Board constituted by the Central/State Government. Candidates claiming such benefits should produce certificate in original (by the Competent Authority issued on or before the last date of online submission of application in the prescribed format available at the end of this advertisement) in support of their claim at the time of Interview/at any stage of the recruitment process. Persons with Disabilities will have to work in any Regional Office/Branch Office as per requirement. Candidates with the following disabilities are eligible to apply against the vacancies reserved for them (as per GOI guidelines dated 15 January 2018):

- i) Blindness and Low Vision –**
 - a)** "blindness" means a condition where a person has any of the following conditions, after best correction—
 - (i)** total absence of sight; or
 - (ii)** visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or
 - (iii)** limitation of the field of vision subtending an angle of less than 10 degree.
 - (b)** "low-vision" means a condition where a person has any of the following conditions, namely:—
 - (i)** visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or
 - (ii)** limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.
- ii) Deaf and Hard of Hearing–**
 - (a)** "deaf" means persons having 70 DB hearing loss in speech frequencies in both ears; **(b)** "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;.
- iii) Locomotive disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy –**

A Locomotor disability (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including—

 - (a)** "leprosy cured person" means a person who has been cured of leprosy but is suffering from—**(i)** loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;**(ii)** manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;**(iii)** extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall construed accordingly;
 - (b)** "cerebral palsy" means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;
 - (c)** "dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;
 - (d)** "muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have

incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterised by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;

- (e) "acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance
- iv) Autism, intellectual disability, specific learning disability and mental illness
1. "speech and language disability" means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.
 2. Intellectual disability, a condition characterised by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behaviour which covers a range of every day, social and practical skills, including—
 - (a) "specific learning disabilities" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;
 - (b) "autism spectrum disorder" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.
 3. Mental behaviour,—
"mental illness" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognise reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by sub normality of intelligence.
 4. Disability caused due to—
 - (a) chronic neurological conditions, such as—
 - (i) "multiple sclerosis" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;
 - (ii) "parkinson's disease" means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.
 - (b) Blood disorder—
 - (i) "haemophilia" means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterised by loss or impairment of the normal clotting ability of blood so that a minor would may result in fatal bleeding;
 - (ii) "thalassemia" means a group of inherited disorders characterised by reduced or absent amounts of haemoglobin.
 - (iii) "sickle cell disease" means a hemolytic disorder characterised by chronic anemia, painful events, and various complications due to associated tissue and organ damage; "hemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of hemoglobin.
- v) Multiple disabilities from amongst persons with disabilities [under clause i to iv] including deaf-blindness -
Multiple Disabilities (more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.

2. GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE

- (a) In case of candidates with benchmark disabilities in the category of locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe shall be given. if so desired by the candidate.

- (b) In case of other category of candidates with benchmark disabilities, the provision of scribe/lab assistant can be allowed on production of a certificate from the Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **APPENDIX-A**, to the effect that the person concerned has physical Limitation to write, and scribe is essential to write examination on his behalf.
- (c) In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The candidates with benchmark disabilities opting for own scribe shall have to submit details of the own scribe as per proforma at **APPENDIX- B**

Other terms & conditions for providing scribes as mentioned in the “Guidelines for conducting written examination for persons with benchmark disabilities 2018” issued by Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) on 29 August 2018 shall prevail.

3. The Competent Authority for the issue of certificate shall be as specified in the “The Rights of Person with Disabilities Rules, 2017”: (as notified by GOI from time to time):

The Competent Authority for the issue of certificate For SC/ST/OBC:

- a) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner
- b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
- c) Revenue Officer not below the rank of Tahsildar
- d) Sub-divisional officer of the area where the candidate and or his family normally resides

4. The format of certificate to be produced by a Candidate belonging to scheduled caste or scheduled tribe and Other Backward Classes shall be as per **FORM – A** and **FORM – B** respectively, appended hereinafter.
5. For persons with Disabilities, the format of certificate of disability will be as per applicable Form (s) appended to “The Rights of Person with Disabilities Rules, 2017”. The format of certificate to be produced by a Candidate is given on **FORM C (i, ii & iii)**
6. Reservation for Economically Weaker Sections (EWSs) will be as per provision(s) contained in DoPT OM no No.36039/1/2019-Estt (Res) dated 31st January 2019. The format of certificate to be produced by a Candidate is given on **FORM D**
7. Undertaking to be submitted by Ex-servicemen is given in **Form E**

APPENDIX- A

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person (nature and percentage of disability as with mentioned in the certificate of disability), s/o/D/o _ a resident of _____(Village/ District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/ Civil Surgeon/ Medical
Superintendent of a Government health care institution

Name & Designation.

Name of Government Hospital/ Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/ disability (eg, Visual impairment - ophthalmologist, Locomotor disability - Orthopaedic specialist/ PMRJ).

APPENDIX B

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____ (name of the disability) appearing for he _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____, _____ (name of the State). My qualification is _____

I do hereby state that _____ (name of the scribe) will provide the service of scribe/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is _____. In case, subsequently it is found that this qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place :

Date :

FORMAT FOR SC/ ST CERTIFICATE

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India

This is to certify that Shri/ Shrimati /Kumari* _____ son/daughter of _____ of _____ village/town/* _____ District/Division* _____ of the State/Union Territory* _____ belongs to the _____ caste/ Tribes* which is recognized as a Scheduled Castes/Scheduled Tribes* under:-

@The Constitution (Scheduled Castes) Order, 1950 @The Constitution (Scheduled Tribes) Order, 1950 @The Constitution (Scheduled Castes) Union Territories Order, 1951 @The Constitution (Scheduled Tribes) Union Territories Order, 1951

[As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971; the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- @ The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956
- @The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976.
- @The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962. @The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962. @The Constitution (Pondicherry) Scheduled Castes Order 1964
- @The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967 @The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968
- @The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @The Constitution (Sikkim) Scheduled Castes Order 1978 @ The Constitution (Sikkim) Scheduled Tribes Order 1978
- @The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989 @ The Constitution (SC) orders (Amendment) Act, 1990
- @The Constitution (ST) orders (Amendment) Ordinance 1991 @ The Constitution (ST) orders (Second Amendment) Act, 1991
- @ The Scheduled Castes and Schedules Tribes Orders (Amendment) Act, 2002 @The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

%2. Applicable in the case of Scheduled Castes/ Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati* _____ Father/mother of Shri/Srimati/Kumari* _____ of _____ village/town* _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory of _____ issued by _____ the _____ dated _____

3. Shri/Shrimati/Kumari* _____ and /or * his/her family ordinarily reside(s) in village/ town* _____ of _____ District/ Division* of the State/ Union Territory* of _____.

Signature _____
 **Designation _____
 (with seal of office)
 State/ Union Territory*

Place: _____
 Date: _____

- *Please delete the words which are not applicable
- @ Please quote specific presidential order
- % Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

** List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificates :

- (i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Dy.Collector/ Ist Class Stipendiary Magistrate/ +Sub- Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
 + (not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.
- (v) Administrator/ Secretary to Administrator/ Development Officer (Lakshadweep).

FORM B

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR
APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari _____ son/daughter of _____ of village/town _____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____.*. Shri/Smt./Kumari _____ and /or his/her family ordinarily reside (s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8.9.1993, OM No. 36033/3/2004-Estt. (Res) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013**.

Signature_____

Designation_____

Dated:

Seal

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

\$ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)

I _____ Son/daughter of Shri.....resident of village/town/city.....district.....state.....hereby declare that I belong to the.....community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that as on closing date, I do not belong to persons/sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Signature:.....

Full Name:.....

Address:.....

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness) [See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph (Showing face only) of the person with disability.

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of Birth (DDMM/YY) _____ Age _____ years, male/female - _____ registration No _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____

(C) he/she has _____ % (in figure) _____ percent (in words) permanent

locomotor disability/dwarfism/blindness in relation to his/her _____ (part of body) as per guidelines (.....number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/thumb impression of the person in whose favour certificate of disability is issued

Certificate of Disability
(In cases of multiple disabilities)
[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size
attested photograph

(Showing face only) of
the person with
disability

Certificate No _____

Date: _____

This is to certify that we have carefully examined Shri/Smt/Kum
_____ son/wife/daughter of Shri
_____ Date of Birth (DD/MM/YY) _____ Age _____
years, male/female _____
Registration No _____ permanent resident of House No _____
Ward/Village/Street _____ Post Office _____ District _____ State
_____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (... number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

S No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			

13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (.....number and date of issue of the guidelines to be specified), is as follows :

In figures -----percent

In words :-percent

2 This condition is progressive/non-progressive/likely to improve/not likely to improve

3 Reassessment of disability is :

(i) not necessary,

or

(ii) is recommended/after----- years ----- months, and therefore this certificate shall be valid till (DD/MM/YY) -----

@ eg Left/right/both arms/legs

eg Single eye

£ eg Left/Right/both ears

4 The applicant has submitted the following document as proof of residence:

Nature of document	Date of issue	Details of authority issuing certificate

5 Signature and seal of the Medical Authority

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/thumb impression of the person in whose favour certificate of disability is issued

Certificate of Disability
(In cases other than those mentioned in Forms **V and VI**)

(Name and Address of the Medical Authority issuing the Certificate)
(See rule 18(1))

Recent passport size
attested photograph
(Showing face only) of the
person with disability

Certificate No _____

Date: _____

This is to certify that I have carefully examined

Shri/Smt/Kum _____ son/wife/daughter of Shri

_____ Date of Birth (DD/MM/YY) _____

Age _____ years, male/female _____ Registration No _____ permanent

resident of House No _____ Ward/Village/Street _____ Post Office

_____ District _____ State _____, whose

photograph is affixed above, and am satisfied that he/she is a case of

_____ disability His/her extent of percentage physical

impairment/disability has been evaluated as per guidelines (.....number and date of

issue of the guidelines to be specified) and is shown against the relevant disability in

the table below:

S No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning			

	Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2 The above condition is progressive/non-progressive/likely to improve/not likely to improve

3 Reassessment of disability is:

(i) not necessary, or

(ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till (DD/MM/YY) _____

@ - eg Left/Right/both

arms/legs # - eg Single

eye/both eyes

€ - eg Left/Right/both ears

4 The applicant has submitted the following document as proof of residence:

Nature of document	Date of issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned
{Countersignature and seal
of the Chief Medical Officer/Medical
Superintendent/ Head of Government
Hospital, in case the Certificate is issued by
a medical authority who is not a Government
servant (with seal)}

Signature/thumb impression of the person
in whose favour certificate of disability is
issued

Note: In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District

Government of

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/ Union Territory _____ Pin Code _____ Whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/ her 'family'** is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year _____ His/ her family does not own or possess any of the following assets *** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III Residential plot of 100 sq. yards and above in notified municipalities;
- IV Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office _____

Name _____

Designation _____



***Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

****Note 2:** The term **'Family'** for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

*****Note 3:** The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

FORM E

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I _____, bearing Roll No... ,
appearing for the Document Verification of the
..... Examination, 20....., do
hereby undertake that:

- (a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re- employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.
- (b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group „C“ and „D“ posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re- employment; or
- (c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined ason..... in the office of
..... I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or
- (d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined ason..... in the office of
..... Therefore, I am eligible for age-relaxation only;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature:

Name:

Roll Number:

Date:

Date of appointment in Armed Forces:

Date of Discharge:

Last Unit/ Corps:

Mobile Number:

Email ID: