



Bureau of Indian Standards (BIS), a statutory body under Ministry of Consumer Affairs, Food and Public Distribution, Govt. of India, is the National Standards Body of India. It undertakes activities in the field of Standardization, Product and System Certification, Hallmarking of Gold/Silver Jewellery, Laboratory Testing etc., in the country. BIS is also responsible for Standardization and Certification at the International level. BIS offers excellent career opportunities to bright, young dynamic persons for the post of **Scientist-‘B’**. These posts are in the Pay Level 10 as per the Seventh Central Pay Commission plus allowances as applicable. The indicative gross salary as on date at New Delhi will be Rs. 79,929/-. For important Service Conditions refer to [Annex 1](#).

1. **No. of Posts:** The total number of vacancies is 109, including backlog vacancies, in various disciplines as per details given below:-

Discipline	Number of vacancies				
	Total	UR	OBC	SC	ST
<b>Mechanical Engineering</b>	21	10	6	3	2
<b>Metallurgical Engineering</b>	10	5	3	1	1
<b>Civil Engineering</b>	18	8	5	3	2
<b>Electrical Engineering</b>	10	4	3	2	1
<b>Electronics Engineering</b>	17	8	5	3	1
<b>Chemical Engineering</b>	12	6	3	2	1
<b>Food Technology</b>	5	2	2	1	0
<b>Microbiology</b>	13	6	4	2	1
<b>Textile Engineering and Fibre Science</b>	3	1	1	1	0
<b>Total</b>	<b>109</b>	<b>50</b>	<b>32</b>	<b>18</b>	<b>09</b>

2. **Reservation for Persons with Benchmark Disabilities:**

Nine vacancies which include five backlog vacancies shall be reserved, as follows, for Persons with Benchmark Disabilities:

Type of Disabilities	Number of vacancy
Blindness and low vision	2
Deaf and hard of hearing	5
Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	1
Autism, intellectual disability, specific learning disability and mental illness	1
Multiple disabilities from amongst persons under above clauses including deaf-blindness	

For further details regarding all reservations refer to [Annex 2](#).

**3. ESSENTIAL QUALIFICATIONS:**

<b>Discipline</b>	<b>Qualification</b>
Mechanical Engineering	Bachelor's Degree in Engineering or Technology or equivalent in concerned discipline with not less than 60% marks in aggregate (50% for SC/ST candidates).
Metallurgical Engineering	
Civil Engineering	
Electrical Engineering	
Electronics Engineering	
Chemical Engineering	
Food Technology	
Textile Engineering & Fibre Science	
Microbiology	Master's Degree or equivalent with not less than 60% marks in aggregate (50% for SC/ST candidates).

For further details refer to [Annex 3](#).

**4. AGE LIMIT:** The candidates must be between **21-30 years** of age as on **01.03.2018**.

Relaxation in upper age limit for SC/ST/OBC/ Persons with Benchmark Disabilities /Ex-Servicemen/ Persons who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1st January, 1980 to 31st December, 1989 shall be as per Central Government.

The Relaxation in upper age limit for SC/ST candidates shall be 5 years; for OBC candidates shall be 3 years; for Persons with Benchmark Disabilities (UR) candidates shall be 10 years; for Persons with Benchmark Disabilities (SC/ST) candidates shall be 15 years; for Persons with Benchmark Disabilities (OBC) candidates shall be 13 years. The upper age limit for Departmental candidates serving in BIS is 50 years.

**Age relaxation to persons who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1st January, 1980 to 31st December, 1989:**

The relaxation in upper age limit of 5 years shall be admissible to all persons who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 01<sup>st</sup> January, 1980 to 31st December, 1989. The persons claiming relaxation under this sub-para would be required to produce a certificate to this effect from the District Magistrate within whose jurisdiction they had ordinarily resided or from any other authority designated in this behalf by the Government of Jammu and Kashmir.

## **Age relaxation for Ex-Servicemen**

(i) 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;

(ii) 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 **01.03.2018** 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.

(iii) 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 01.03.2018 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.

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 (ii) & (iii) 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 and at any subsequent stage of the recruitment process as required by BIS.

**5. SELECTION PROCEDURE:** Eligible candidates will be required to appear in an online examination at their own expenses. The tentative list of examination centers is at [Annex 4](#). Candidates short-listed will be interviewed for which traveling expenses upto second class train fare for to-and-fro journeys from normal place of residence by shortest route shall be payable to outstation candidates. Candidates who have been shortlisted in the online examination will subsequently be called for an Interview. The details of the Interview like structure, interview centre, address of the venue, time & date of Interview will be informed to the shortlisted candidates in the call letter. Candidates are required to download their interview call letters from authorized BIS website [www.bis.gov.in](http://www.bis.gov.in).

**For further details regarding online examination refer [Annex 5](#).**

**6. HOW TO APPLY:** Candidates are required to apply On-Line from **16.03.2018 to 02.04.2018** through BIS website [www.bis.gov.in](http://www.bis.gov.in). **No other means/mode of submission of applications will be accepted under any circumstances. For further details refer to [Annex 6](#).**

**7. PAYMENT OF APPLICATION FEES:** The Application Fees/ Intimation Charges [Payable from **16.03.2018 to 02.04.2018** (only through Online payment mode) both dates inclusive] is Rs. 750/- and is Non-Refundable. No fees is required to be paid by SC/ST/ Ex-Serviceman/ Person with benchmark disability/Women Candidates. Bank Transaction charges, if any, for Online Payment of application fees/ intimation charges will have to be borne by the candidate.

**8.** The tentative schedule of events is as follows:

Events	Tentative Dates
Online Registration	16.03.2018 to 02.04.2018
Payment of Application Fees- Online	16.03.2018 to 02.04.2018
Download of Call letter for Online Exam	Around 07.04.2018
Online Exam	15.04.2018

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.

**9. IMPORTANT INSTRUCTIONS:** Refer [Annex 7](#) for details.

**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.

**Head (HRD)**

New Delhi

Date: 15.03.2018

## ANNEX 1

### IMPORTANT SERVICE CONDITIONS

- (i) **SURETY BOND:** A candidate, on appointment to the post of Scientist-B through competitive examination, shall furnish a surety bond in the form specified by the Bureau, for serving the Bureau for a minimum period of three years. If he/she decides to leave the service either by resignation or absence from service without permission earlier than three years from the date of employment, he/she shall be required to reimburse the Bureau six months' emoluments at the rate last drawn by him unless he/she has worked for a shorter period in which case he/she shall be required to reimburse the full amount drawn by him/her.
- (ii) **PROBATION:** 2 Years.
- (iii) **SERVICE BENEFITS:** Leave/LTC/Medical benefits are admissible including Leave encashment for 15 days in a year.
- (iv) **POSTING:** Anywhere in India.
- (v) **CAREER PROSPECTS:** Scientific Cadre Officers of this Organization are presently covered under the 'Modified Flexible Complementing Scheme' as applicable to various Scientific Organizations with promotions based on performance and assessment or as applicable from time to time.

## ANNEX 2

### GENERAL INSTRUCTIONS REGARDING RESERVATION

#### a) Definition of Persons with Benchmark Disabilities

The “person with benchmark disability” means a person with not less than forty per cent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.

b) Accordingly, candidates with the following disabilities are eligible to apply (as per GOI guidelines dated 15.01.2018).

- (i) Blindness and low vision
- (ii) Deaf and hard of hearing
- (iii) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy
- (iv) Autism, intellectual disability, specific learning disability and mental illness
- (v) Multiple disabilities from amongst persons under clauses (i) to (iv) above including deaf-blindness

c) 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 in support of their claim at the time of Interview/at any stage of the process.

d) Persons with Benchmark Disabilities will have to work in any Regional Office/ Branch Office as per requirement.

#### e) Guidelines for Persons with Benchmark Disabilities using a Scribe

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (2) to (4) below. In all such cases where a scribe is used, the following rules will apply:

- 1) The candidate will have to arrange his/her own scribe at his/her own cost.
- 2) The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Eligible candidates who wish to use the services of a scribe in the examination should invariably & carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.

- 3) A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- 4) The scribe should be from an academic stream different from that prescribed for the post.
- 5) Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- 6) Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- 7) Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
- 8) Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature

**f) Guidelines for Candidates with locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims, muscular dystrophy and candidates with multiple disabilities**

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims, muscular dystrophy and candidates with Multiple disabilities where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

**g) Guidelines for Visually Impaired candidates**

Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.

The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

**h)** The Competent Authority for the issue of the certificate to SC / ST / OBC / Person with Benchmark Disability is as under (as notified by GOI from time to time):

**For Scheduled Castes / Scheduled Tribes / Other Backward Classes:**

- a) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / Sub-Divisional Magistrate (not below of the rank of First Class Stipendiary 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.
- (e) Administrator/ Secretary to Administrator/ Development Officer (Lakshadweep)

The format of certificate to be produced by a Candidate belonging to scheduled caste or Scheduled tribe in support of his / her claim shall be as per **FORM A** and the format of certificate to be produced by a Candidate belonging to Other Backward Classes in support of his / her claim shall be as per **FORM B** and **FORM C**. The candidates belonging to these categories are required to produce the certificates strictly in these formats only, at the time of interview.

**For Persons with Benchmark Disabilities:** Authorized certifying authority would be in accordance with “The Rights of Person with Disabilities Rules, 2017”:

- (a) a medical authority or any other notified competent authority to issue such a certificate in the district of residence of the applicant as mentioned in the proof of residence in the application; or
- (b) the concerned medical authority in a government hospital where he may be undergoing or may have undergone treatment in connection with his disability:

The format of certificate of disability to be as per Form V, VI, VII appended to “The Rights of Person with Disabilities Rules, 2017”.

The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) shall continue to be valid for the period specified therein.



### ANNEX 3

#### GENERAL INSTRUCTIONS REGARDING ESSENTIAL QUALIFICATIONS

- a) In case the candidates are obtaining grades in the final Bachelor's Degree/Master's Degree, their grades should be equivalent to the required percentage.
- b) Departmental candidates serving in BIS who fulfill the eligibility criteria will not require separate permission and can apply directly.
- c) All the educational qualifications mentioned should be from a University/ Institution/ Board recognized by Govt. of India/ approved by Govt. Regulatory Bodies and the result should have been declared on or before **01.03.2018**. Proper document from Board / University for having declared the result on or before **01.03.2018** has to be submitted at the time of interview. The date of passing the examination which is reckoned for eligibility will be the date of passing appearing on the marksheet/ Provisional certificate.
- d) 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 indicate the same in online application.
- e) 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 honours / optional / additional optional subject, if any. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.
- f) Multiple applications will be summarily rejected.
- g) In case of dual qualifications/ specializations candidates have to necessarily produce proof at the time of interview as also at the time of recruitment that their major specialization conforms to the requisite eligibility prescribed for the post.

**ANNEX 4**  
**EXAMINATION CENTERS (Tentative List)**

The examination may be held at the following centers and the address of the venue will be advised in the call letters. BIS, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility. BIS also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

<b>Sr. No.</b>	<b>Centre</b>
1)	Hyderabad/ Secunderabad
2)	Vishakhapatnam
3)	Vijaywada
4)	Naharlagun
5)	Guwahati
6)	Patna
7)	Chandigarh/ Mohali
8)	Raipur
9)	Mapusa
10)	Ahmedabad/ Gandhinagar
11)	Vadodara
12)	Baddi and Bilaspur
13)	Jammu
14)	Bhilai
15)	Ranchi
16)	Jamshedpur
17)	Bengaluru
18)	Mangalore
19)	Kannur
20)	Thiruvananthapuram
21)	Bhopal
22)	Indore
23)	Jabalpur
24)	Greater Mumbai/ Navi Mumbai/ Thane
25)	Nagpur
26)	Pune
27)	Shillong
28)	National Capital Region (NCR)

29)	Bhubaneshwar
30)	Berhampur (Ganjam)
31)	Puducherry
32)	Amritsar
33)	Bikaner
34)	Jaipur
35)	Udaipur
36)	Gangtok/ Bardang
37)	Chennai
38)	Coimbatore
39)	Agartala
40)	Allahabad
41)	Lucknow
42)	Dehradun
43)	Durgapur/ Asansol
44)	Greater Kolkata
45)	Siliguri

## ANNEX 5

### ONLINE EXAM

#### i) Structure of the Online Exam:

Sr. No.	Name of the Tests	No. of Questions	Maximum Marks	Total Time
1	Reasoning	50	50	120 Minutes
2	English Language	50	50	
3	Technical Knowledge of Concerned Discipline	50	50	
4	Quantitative Aptitude	50	50	
	<b>Total</b>	<b>200</b>	<b>200</b>	

The above tests except the Test of English Language will be available bilingually, i.e. English and Hindi. There will be penalty for wrong answers marked in the Objective Tests.

#### ii) EXAMINATION CENTERS

- a) The examination will be conducted online in venues given in the respective call letters.
- b) No request for change of centre/venue/date/session for Examination shall be entertained.
- c) BIS, however, reserves the right to cancel any of the Examination Centres and/or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- d) BIS also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- e) Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and BIS will not be responsible for any injury or losses etc. of any nature.
- f) Choice of centre once exercised by the candidate will be final.
- g) If sufficient number of candidates does not opt for a particular centre for "Online" examination, BIS reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, BIS reserves the right to allot any other centre to the candidate.

iii) **PENALTY FOR WRONG ANSWERS**

Each question for which a wrong answer has been given by the candidate 25% of the marks assigned to the question will be deducted as penalty to arrive at corrected score (i.e. 0.25 marks will be deducted as penalty for a wrong answer of 1 mark question). If a question is left blank (i.e. no answer is marked by the candidate), there will be no penalty for that question.

iv) **SCORES**

If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.

v) **CUTOFF SCORE**

Each candidate will have to secure minimum fifty percent marks in the test of “Technical Knowledge of concerned Discipline” and minimum fifty percent marks out of total maximum marks in the competitive online examination to be considered to be called for interview.

vi) Please note that candidates will not be permitted to appear for the Online Exam without the following documents:

- 1) Valid Call Letter for the respective date, post and session of Examination
- 2) Photo-identity proof (specified in Para (viii) below) in original and
- 3) Photocopy of photo-identity proof (as mentioned in (2) above)

vii) Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter 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.

viii) **IDENTITY VERIFICATION**

- a) In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate’s currently valid photo identity such as PAN Card/ Passport/ Permanent Driving Licence/ Voter’s Card/ Bank or Post Office Passbook with photograph/ valid recent Identity Card issued by a recognized College/ University/ Aadhar/ E-Aadhar card with a photograph/ Employee ID/ Bar Council Identity Card 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 call letter, 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.

- b) Ration Card and Learner's Driving License 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 Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (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 name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination.

**ix) BIOMETRIC DATA – Capturing and Verification**

(a) The biometric data (thumb impression) and the photograph of the candidates shall be captured on the day of the On-line Examination. The biometric data and photograph will be verified subsequently. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

(b) Candidates are required to take care of the following points in order to ensure a smooth process:

- 1) If fingers are coated (stamped ink/mehndi/coloured etc.), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- 2) If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- 3) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- 4) If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre. In such cases impression of other fingers may be captured.

(x) **Intimations will be sent by email and/ sms only to the email ID and mobile number registered in the online application form for Online Exam.**

(xi) 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](http://www.bis.gov.in) for latest updates.

(xii) **Use of Mobile Phones, pagers, calculator or any such devices:**

- (a) 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 from future examinations.
- (b) 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.
- (c) Candidates are not permitted to use or have in possession calculators in examination premises.

(xiii) 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 call letters from the BIS website.

(xiv) A candidate can apply for only one post and not more than one application should be submitted by any candidate. The scribe arranged by the candidate should not be a candidate for the examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Multiple attendance/ appearances in written examination and/ interview will be summarily rejected/ candidature cancelled.

(xv) 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.

(xvi) **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 :

(1) to be disqualified from the examination for which he/ she is a candidate

(2) to be debarred either permanently or for a specified period from any examination conducted by BIS

(3) 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.**

(xvii) **CALL LETTERS**

The Centre, venue address, post applied for, date and time for examination and interview shall be intimated in the respective Call Letter.

(xviii) A candidate who has registered successfully should download his/her call letter from the BIS's website [www.bis.gov.in](http://www.bis.gov.in) by entering his/ her details i.e. Registration Number and Password/Date of Birth. No hard copy of the call letter/ 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](http://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 recruitment process.



## ANNEX 6

### 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 16.03.2018 to 02.04.2018 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. 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.
- iii. The Application Fees/ Intimation Charges [Payable from 16.03.2018 to 02.04.2018 (only through Online payment mode) both dates inclusive] is Rs. 750/- and is Non-Refundable. No fees is required to be paid by SC/ST/ Ex-Serviceman/ Person with Benchmark Disability/Women Candidates.

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

#### **A. Application Procedure**

1. Candidates are required to go to the BIS website [www.bis.gov.in](http://www.bis.gov.in) and click on the option "**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 SUBMIT BUTTON.
5. 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.
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 FINAL SUBMIT.
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 DOUBLE CHARGE.
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 containing fee details. **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 PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD**

IN CASE THE FACE IN THE PHOTOGRAPH OR SIGNATURE IS UNCLEAR, THE APPLICATION MAY BE REJECTED.

CANDIDATE MAY EDIT THE APPLICATION AND RE-UPLOAD THE PHOTOGRAPH/ SIGNATURE IN SUCH CASE.

CANDIDATE SHOULD ALSO ENSURE THAT PHOTO IS UPLOADED AT THE PLACE OF PHOTO AND SIGNATURE AT THE PLACE OF SIGNATURE. IF PHOTO IN PLACE OF PHOTO AND SIGNATURE IN PLACE OF SIGNATURE IS NOT UPLOADED PROPERLY, CANDIDATE WILL NOT BE ALLOWED TO APPEAR FOR THE EXAM

**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 200 x 230 pixels (preferred).
- i. Size of file should be between 20kb-50kb.
- j. 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.
- k. If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- l. Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

**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
- e. 140 x 60 pixels (preferred).
- f. Size of file should be between 10kb —20kb.
- g. Ensure that the size of the scanned image is not more than 20KB.
- h. Candidates should ensure that the signature uploaded is clearly visible

**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. 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/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office 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 50KB (photograph) & 20KB (signature) by using crop and then resize option [Please see point 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 photograph and signature.

**Procedure for Uploading the Photograph and Signature**

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

## ANNEX 7

### OTHER IMPORTANT INSTRUCTIONS

- i. 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.
- ii. Canvassing in any form will be a disqualification.
- iii. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process of BIS in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.
- iv. In case any dispute arises on account of interpretation of clause(s) in any version of this advertisement other than English, the English version available on BIS website shall prevail.
- v. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
- vi. The possibility for occurrences 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 the conduct of another examination if considered necessary.
- vii. Outstation candidates called for interview will be paid II class to & fro railway/ bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/ bus ticket). The above concession will not be admissible to candidates who are already in service in Central / State Government, Corporations, Public Undertakings / Local Government, Institutions and Panchayats.
- viii. 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.

- ix. Appointment of candidates is 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.
- x. BIS reserves the right to change (cancel/ modify/add) any of the criteria, method of selection and allotment with or without assigning any reason.
- xi. The possibility for occurrences of some problem in 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 the problem, which may include shifting the candidates to the other centers or to conduct of another examination if considered necessary. Decision of BIS in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.
- xii. The candidates presently employed with Central Government / State Government / Quasi Government Offices / Public Sector Undertakings will be required to produce No Objection Certificate (NOC) from their employer at the time of interview.

## FORM A

### FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM.

1. This is to certify that Sri / Smt / Kum\*-  
son / daughter\*  
of \_\_\_\_\_ of village / town\*  
\_\_\_\_\_ in District / Division\* \_\_\_\_\_ of the  
State / Union Territory\* \_\_\_\_\_ belongs to the  
\_\_\_\_\_ Caste/Tribe\* which is recognized as a Scheduled Caste/ Scheduled  
Tribe\* under:

- \* The Constitution ( Scheduled Castes) Order, 1950 ;
- \* The Constitution (Scheduled Tribes) Order, 1950;
- \* The Constitution (Scheduled Castes) (Union Territories) Orders, 1951 ;
- \* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951;
- [as amended by the Scheduled Castes and Scheduled Tribes lists (Modification Order),1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation) Act, 1971, the Constitution)Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987 ]:
- \* The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956 ;
- \* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (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 and Diu) Scheduled Castes Order, 1968 ;
- \* The Constitution (Goa, Daman and 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 and Kashmir) Scheduled Tribes Order, 1989 ;
- \* The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
- \* The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
- \* The Constitution (ST) Orders (Second Amendment) Act,1991 ;
- \* The Constitution (ST) Orders (Amendment) Ordinance, 1996.
- \*The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act, 2002
- \* The Constitution (Scheduled Caste) Orders (Amendment) Act, 2002
- \* The Constitution (Scheduled Caste and Scheduled Tribes) Orders (Amendment) Act, 2002
- \* The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002



:: 2 ::

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

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes\*

Certificate issued to Shri / Smt / Kumari\*  
\_\_\_\_\_ Father /Mother\* of Sri / Smt /  
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\* \_\_\_\_\_ issued by  
the \_\_\_\_\_[Name of the authority] vide their No.  
\_\_\_\_\_ dated \_\_\_\_\_.

3.Shri/Smt/Kumari\*\_\_\_\_\_and/or\* his/her\*  
family ordinarily reside(s) in village/town\*\_\_\_\_\_  
of\_\_\_\_\_ Distict / Division\* of the State / Union Territory\* of  
\_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Place : [With seal of Office]  
Date : State/Union Territory

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

-----\* Please delete the words which are not applicable.

# Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / Sub-Divisional Magistrate (not below of the rank of First Class Stipendiary Magistrate) / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
3. Revenue Officer not below the rank of Tehsildar
4. Sub-divisional officer of the Area where the candidate and or his family normally resides.
5. Administrator/ Secretary to Administrator/ Development Officer (Lakshadweep)

## FORM B

### **The form of certificate to be produced by Other Backward Classes candidates in support of his/her claim**

This is to certify that Shri/ Shrimati /Kumari.....son/daughter\* of Shri.....of village/town\*.....in District/Division ..... of the State/Union Territory\*..... belongs to the .....Community which is recognized as a backward class under:

@ Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC © dated 10th September, 1933 published in the Gazette of India Extraordinary Part-I, Section- 1, No. 186 dated 13th September, 1993.

@ Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94 published in the Gazette of India Extraordinary Part-I, Section- 1, No. 163 dated 20-10-1994.

@ Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5-95 published in the Gazette of India Extraordinary Part-I, Section- 1, No. 88 dated 25-5-1995.

@ Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March, 1996 published in the Gazette of India Extraordinary Part-I, Section- 1, No. 60 dated 11th March, 1996.

@ Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section- 1, No. 210 dated 11th December, 1996.

@ Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section- 1, No. 236 dated 12th December, 1997.

@ Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3th December, 1997 published in the Gazette of India Extraordinary Part-I, Section- 1, No. 239 dated 17th December, 1997.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section- 1, No. 241 dated 24th October, 1999.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section- 1, No. 270 dated 6th December, 1999.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated 1st April, 2000 published in the Gazette of India Extraordinary Part-I, Section- 1, No. 71 dated 4th October, 2000.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section- 1, No. 210 dated 21st September, 2000.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section- 1, No. 246 dated 6th September, 2001.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section- 1, No. 151 dated 20th June, 2003.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary Part-I, Section- 1, No. 9 dated 13th January, 2004.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary Part-I, Section- 1, No. 67 dated 12th March, 2007.

Shri/Shrimati/Kumari\*.....and/or\* his/her\* family ordinarily resides in village/town\*.....of .....District/Division\* of the State/ Union Territory\* of.....

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 O.M. No. 36033/3/2004-Estt. 9Res) dated 9th March, 2004 and O.M. No. 360033/3/2004-Estt. (Res) dated 14th October, 2008.

Signature.....

\*\*Designation.....

(With seal of Office)

State/Union Territory

Place.....

Date.....

\*Please delete the words which are not applicable.

@Strike out whichever 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 issued OBC Certificate

(i) District Magistrate/Additional District magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st 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 Officer of the area where the candidate and/or his/her family normally resides.

(v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep)

**Note 1:** Candidates claiming to belong to OBCs should note that the name of their Caste (including its spellings) as indicted in their certificates, should be exactly the same as published in the lists notified by the Central Government, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the Caste name will not be accepted.

**Note 2:** The OBC claim of a candidate will be determined in relation to the State ( or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce and OBC certificate which should have been issued to him/her based on his/her father’s OBC certificate from the State which he (father) originally belongs.

**Note 3:** No change in the community status already indicated by a candidate in his/her simplified application form for this examination will ordinarily be allowed.

**Form C**

**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, I do not belong to persons/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.....