



**Bureau of Indian Standards (BIS)**, a statutory body under the administrative control of Ministry of Consumer Affairs, Food and Public Distribution, Govt. of India, is the National Standards Body of India and is responsible for activities in the field of Standardization, Product and System Certification, Hallmarking 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’ in the specified disciplines and categories. These posts are in the Pay Level 10 as per the Seventh Central Pay Commission plus allowances as applicable. The gross emoluments at the time of joining will be approximately Rs. 87,000/- at Delhi at present. For important Service Conditions refer to [Annex 1](#).

- No. of Posts:** The total number of vacancies is 150 in various disciplines as per details given below:-

| Discipline                                  | Number of vacancies<br>(including backlog vacancies) |           |           |           |           |           |
|---|--|-----------|-----------|-----------|-----------|-----------|
|   | Total  | UR        | OBC       | SC        | ST        | EWS       |
| Mechanical Engineering                      | 48   | 17        | 15        | 07        | 04        | 05        |
| Metallurgical Engineering                   | 25   | 09        | 08        | 03        | 02        | 03        |
| Civil Engineering                           | 07   | 02        | 02        | 01        | 01        | 01        |
| Electrical Engineering                      | 19   | 06        | 06        | 03        | 02        | 02        |
| Electronics & Telecommunication Engineering | 05   | 02        | 01        | 01        | -         | 01        |
| Computer Engineering                        | 11   | 04        | 04        | 01        | 01        | 01        |
| Food Technology                             | 14   | 05        | 04        | 02        | 01        | 02        |
| Chemical Engineering                        | 16   | 05        | 06        | 02        | 01        | 02        |
| Bio-Technology                              | 01   | 01        | -         | -         | -         | -         |
| Petro-Chemical Engineering                  | 01   | 01        | -         | -         | -         | -         |
| Bio-medical Engineering                     | 03   | 01        | 01        | 01        | -         | -         |
| <b>Total</b>                                | <b>150</b>   | <b>53</b> | <b>47</b> | <b>21</b> | <b>12</b> | <b>17</b> |

**Abbreviations:-**

UR: Unreserved  
OBC: Other Backward Classes  
SC: Scheduled Castes  
ST: Scheduled Tribes  
EWS : Economically Weaker Sections

## 2. Reservation for Persons with Benchmark Disabilities:

From among the number of vacancies mentioned at para 1, Eleven vacancies (including backlog vacancies) shall be reserved horizontally, as follows, for Persons with Benchmark Disabilities:

| Type of Disabilities   | Number of Vacancies |
|--|---------------------|
| Blindness and low vision   | 03                  |
| Deaf and hard of hearing   | 05                  |
| Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy | 02                  |
| Autism, intellectual disability, specific learning disability and mental illness                                   | 01                  |
| Multiple disabilities from amongst persons under above clauses including deaf-blindness                            |                     |

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

## 3. ESSENTIAL QUALIFICATIONS:

| Discipline                                  | Required Qualification   | Essential | Corresponding GATE Paper and its Code          |
|---|--|-----------|--|
| Mechanical Engineering                      | 1) Bachelor's Degree in Engineering or Technology or equivalent with not less than 60% marks in aggregate (50% for SC/ST candidates).<br>2) Having valid GATE (Graduate Aptitude Test in Engineering) score of 2018/2019/2020. The GATE score must be valid as on <b>31.03.2020</b> (closing date of application). |           | Mechanical Engineering (ME)                    |
| Metallurgical Engineering                   |  |           | Metallurgical Engineering (MT)                 |
| Civil Engineering                           |  |           | Civil Engineering (CE)                         |
| Electrical Engineering                      |  |           | Electrical Engineering (EE)                    |
| Electronics & Telecommunication Engineering |  |           | Electronics & Communication Engineering (EC)   |
| Computer Engineering                        |  |           | Computer Science & Information Technology (CS) |
| Food Technology                             |  |           | Food Technology (XE-G or XL-U)                 |
| Chemical Engineering                        |  |           | Chemical Engineering (CH)                      |
| Biotechnology                               |  |           | Biotechnology (BT)                             |
| Petro-Chemical Engineering                  |  |           | Petroleum Engineering (PE)                     |
| Bio-medical Engineering                     | Bio-medical Engineering (BM)   |           |  |

For important information relating to Essential Qualification refer to [Annex 3](#).

## 4. AGE LIMIT: The maximum age limit of candidates is **30 years** of age as on **31<sup>st</sup> March 2020**.

Relaxation in upper age limit for SC/ST/OBC/ Persons with Benchmark Disabilities/Ex-Servicemen shall be as notified by Central Government, from time to time.

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 and meeting requisite essential qualifications is 50 years.

### **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 31.03.2020 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 31.03.2020 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.

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 Online Application, Interview and at any subsequent stage of the recruitment process as required by BIS.

**5. SELECTION PROCEDURE:** The selection methodology will comprise of following stages:–

a) **Short-listing based on GATE 2018, GATE 2019, GATE 2020 Score:** The short-listing of candidates for Personal Interview will be based on the valid score of GATE 2018, GATE 2019 or GATE 2020, as may be applicable. Short-listing of candidates for Personal Interview will be done in order of merit of valid GATE Scores. **In case of tie, with two or more candidates having same GATE score, then the seniority in the merit will be decided based on following criteria:**

(i) Candidate having higher Percentile will be given seniority in merit. Percentile will be calculated by following formula:

Percentile = (Number of Candidates appeared in concerned GATE paper– All India Rank of Candidate in the concerned GATE paper)/ Number of Candidates appeared in concerned GATE paper.

(ii) In case of further tie in Percentile, seniority in merit will be based on age of candidates, with candidate having earlier date of birth (i.e. elder in age) given higher seniority.

b) **Personal Interview:** Only the shortlisted candidates will be called for Personal Interview at New Delhi. Number of candidates to be called for interview will not be higher than 4 times the number of vacancies in the concerned discipline & category. The candidates will be allowed to take part in the Personal Interview process only after successful completion of the Document Verification process. The date, time and venue of interview will be intimated by e-mail. The same will also be hosted on our website: [www.bis.gov.in](http://www.bis.gov.in).

c) **Final merit list:** Candidates shall be selected discipline wise on the basis of merit as determined by the aggregate marks obtained by giving eighty-five percent (85%) weightage to GATE Score and fifteen percent (15%) weightage to the marks obtained in interview.

**6. HOW TO APPLY:** Candidates are required to apply On-Line from **02.03.2020 to 31.03.2020** 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 4](#).

**7. PAYMENT OF APPLICATION FEE:** The Application Fee [Payable from **02.03.2020 to 31.03.2020** (only through Online payment mode) both dates inclusive] is Rs. 100/- and is Non-Refundable. No fee 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. IMPORTANT INSTRUCTIONS:** Refer [Annex 5](#) for details.

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

**Head (HRD)**

New Delhi

Date: 29.02.2020

## ANNEX 1

### IMPORTANT SERVICE CONDITIONS

- (i) **SURETY BOND:** A candidate, on appointment to the post of Scientist- B, 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 as per BIS guidelines/Central government rules.
- (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. For further details please refer Bureau of Indian Standards (Recruitment to Scientific Cadre) Regulations, 2019.

## 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:

- (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 may have to work in any Regional Office/ Branch Office as per requirement.

**E) Economically Weaker Sections (EWS):** The reservation and applicable criteria for Economically Weaker Sections (EWS) shall be as per Office Memorandum No. 36039/1/2019-Estt (Res) dated 31.01.2019 of Department of Personnel and Training, Government of India.

**F) The Competent Authority for the issue of the certificate to Scheduled Castes (SC) / Scheduled Tribes (ST) / Other Backward Classes (OBC)/ Economically Weaker Sections (EWS) is as under (as notified by Government of India from time to time):**

i) 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

(ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate

(iii) Revenue Officer not below the rank of Tahsildar

(iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

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 the declaration as per **FORM C**. The format of certificate to be produced by a Candidate belonging to Economically Weaker Sections shall be as per **FORM D**. The candidates belonging to these categories are required to upload the scanned copy of certificate, strictly in these formats only, at time of online application and also produce the original copy of certificates, strictly in these formats only, at the time of interview.

**G) The Competent Authority for the issue of the certificate to Persons with Benchmark Disabilities (as notified by Government of India from time to time):** The authorized certifying authority would be in accordance with “The Rights of Person with Disabilities Rules, 2017”:

(i) 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

(ii) 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 will be as per applicable Form (s) appended to “The Rights of Person with Disabilities Rules, 2017”.

H) The candidates belonging to any of the above mentioned categories are required to upload the scanned copy of certificate, strictly in the specified formats only, at time of online application and also produce the original copy of certificates at the time of interview.



### ANNEX 3

#### GENERAL INSTRUCTIONS REGARDING ESSENTIAL QUALIFICATIONS

- a) The details relating to corresponding GATE Paper and guidelines regarding Essential Qualification of Bachelor's Degree in Engineering or Technology or equivalent are given below:

| Discipline in which vacancy is advertised   | Corresponding GATE Paper and its Code        | Guidelines relating to Essential Qualification  |
|---|--|---|
| Mechanical Engineering                      | Mechanical Engineering (ME)                  | The Essential Qualification Degree must be in "Mechanical" Engineering.<br><br>In case, of dual specialization/ qualification, "Mechanical" Engineering/Technology must be appearing as major specialization in the Degree of essential qualification.            |
| Metallurgical Engineering                   | Metallurgical Engineering (MT)               | The Essential Qualification Degree must be in "Metallurgical" Engineering.<br><br>In case, of dual specialization/ qualification, "Metallurgical" Engineering/Technology must be appearing as major specialization in the Degree of essential qualification.      |
| Civil Engineering                           | Civil Engineering (CE)                       | The Essential Qualification Degree must be in "Civil" Engineering/Technology.<br><br>In case, of dual specialization/ qualification, "Civil" Engineering/Technology must be appearing as major specialization in the Degree of essential qualification.           |
| Electrical Engineering                      | Electrical Engineering (EE)                  | The Essential Qualification Degree must be in "Electrical" Engineering/Technology.<br><br>In case, of dual specialization/ qualification, "Electrical" Engineering/Technology must be appearing as major specialization in the Degree of essential qualification. |
| Electronics & Telecommunication Engineering | Electronics & Communication Engineering (EC) | The Essential Qualification Degree in either "Electronics" Engineering/Technology or "Telecommunication" Engineering/ Technology or   |

|                            |  |   |
|----------------------------|--|---|
|                            |  | <p>both “Electronics &amp; Telecommunications” Engineering/Technology is acceptable.</p> <p>In case, of dual specialization/ qualification, “Electronics” or “Telecommunication” Engineering/Technology must be appearing as major specialization in the Degree of essential qualification.</p> |
| Computer Engineering       | Computer Science & Information Technology (CS) | <p>The Essential Qualification Degree must be in “Computer” Engineering/Technology.</p> <p>In case, of dual specialization/ qualification, “Computer” Engineering/Technology must be appearing as major specialization in the Degree of essential qualification.</p>                            |
| Food Technology            | Food Technology (Either XE-G or XL-U)          | <p>The Essential Qualification Degree must be in “Food Technology”.</p> <p>In case, of dual specialization/ qualification, “Food Technology” must be appearing as major specialization in the Degree of essential qualification.</p>  |
| Chemical Engineering       | Chemical Engineering (CH)                      | <p>The Essential Qualification Degree must be in “Chemical” Engineering/Technology.</p> <p>In case, of dual specialization/ qualification, “Chemical” Engineering/Technology must be appearing as major specialization in the Degree of essential qualification.</p>                            |
| Biotechnology              | Biotechnology (BT)                             | <p>The Essential Qualification Degree must be in “Biotechnology”.</p> <p>In case, of dual specialization/ qualification, “Biotechnology” must be appearing as major specialization in the Degree of essential qualification.</p>  |
| Petro-Chemical Engineering | Petroleum Engineering (PE)                     | <p>The Essential Qualification Degree must be in “Petro-Chemical” Engineering/Technology.</p> <p>In case, of dual specialization/ qualification, “Petro-Chemical” Engineering/Technology must be appearing as major specialization in the Degree of essential qualification.</p>                |
| Bio-medical Engineering    | Bio-medical Engineering (BM)                   | <p>The Degree of Essential Qualification must be in “Bio-medical” Engineering/Technology.</p>   |

|  |  |  |
|--|--|--|
|  |  | In case, of dual specialization/ qualification, “Bio-medical” Engineering/Technology must be appearing as major specialization in the Degree of essential qualification. |
|--|--|--|

- b) In case the candidate has obtained grades in the final Bachelor’s Degree in Engineering or Technology or Equivalent, their grades when converted to percentage should be equal or more than the required percentage [i.e. 60% marks in aggregate (50% for SC/ST candidates)].
- c) Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA / OGPA/ CPI is awarded, the same should be converted into percentage and indicated in online application. **In such cases, it shall be the responsibility of the candidate to produce conversion formula to percentage duly issued by concerned University/ Institute at the time of Interview, failing which the candidature is liable to be rejected.**
- d) **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 49.99% will be treated as less than 50%.
- e) Departmental candidates serving in BIS who fulfill the eligibility criteria will not require separate permission and can apply directly.
- f) All the educational qualifications should be from University/ Institution/ Board recognized by Govt. of India/ approved by Govt. Regulatory Bodies and the result should have been declared on or before **31.03.2020** (closing date of application). The date of passing the examination which is reckoned for eligibility will be the date of passing appearing on the marksheet/ Provisional certificate.
- g) **Multiple applications will be summarily rejected.**

## Annex 4

### HOW TO APPLY

#### DETAILED GUIDELINES/PROCEDURES FOR

##### A. APPLICATION REGISTRATION

##### B. SCAN AND UPLOAD DOCUMENTS/ CERTIFICATES/ GATE SCORE CARD/ SIGNATURE /PHOTO

##### C. PAYMENT OF FEE

Candidates can apply online only from 0900 hr on 02.03.2020 to 2359 hr on 31.03.2020. 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.
- ii. Scan the following certificates/ documents: Date of Birth Certificate, GATE Scorecard, Identity Proof, Degree and Marksheet of Essential Qualification, Degree & Marksheet of Higher/ Additional Qualifications (if any), Category Certificate (if applicable).
- iii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. BIS will send Interview call letters etc. through the registered e-mail ID.
- iv. The Application Fee [0900 hrs on 02.03.2020 to 2359 hrs on 31.03.2020] (only through Online payment mode) both dates inclusive] is Rs. 100/- 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** (Read all Instructions Carefully)

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 " **Register (New Candidate)**" and enter Name, Contact details and Email-id etc. An Application Number will be generated by the system and displayed on the screen. Candidate should note down the Application Number. An Email & SMS indicating the Application Number will also be sent.
3. All details in the application form should be filled carefully by the candidate.
4. 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 CONTINUE" tab.
5. The Name of the candidate and his /her Father/ Mother etc. should be spelt correctly in the application as it appears in the Certificates/ Identity proof/ Mark sheets. Any change/alteration found may lead to disqualification of the candidature.
6. Candidates can proceed to fill other details of the Application Form.
7. Candidates can proceed to upload Photo, Signature, Date of Birth Document, GATE Scorecard, Identity Proof, Degree and Marksheet of Essential Qualification, Degree & Marksheet of Higher/ Additional Qualifications (if any), Category Certificate (if applicable).
8. One of the following documents/ IDs is acceptable for identity verification of candidate: Aadhar Card/ Passport/ PAN Card/ Driving License/ Voter's Card/ Bank Passbook with Photograph/ Valid University or College Identity Card/ Employee Identity Card of Government or Public Sector Organization.
9. Click on the Preview Tab to preview and verify the entire application form before final submission.
10. Modify details, if required, and **FINAL SUBMIT** Only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after the final submission.

**B. GUIDELINES FOR SCANNING & UPLOAD OF PHOTOGRAPH, SIGNATURE & DOCUMENTS**

**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. Ensure that the size of the scanned image is not more than 200KB.
- i. If the photo is not uploaded at the place of Photo Candidate him/herself will be responsible for the same.
- j. 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 on attendance sheet at the time of the interview should match the uploaded signature. In case of mismatch, the candidate may be disqualified.
- d. Ensure that the size of the scanned image is not more than 200KB.
- e. Candidates should ensure that the signature image uploaded is clearly visible.

#### **OTHER DOCUMENTS**

- a. Ensure that the size of the scanned image is not more than 1 MB.
- b. Candidates should ensure that the document(s) uploaded are clearly visible.

#### **Procedure for Uploading the Photograph, Signature& Documents**

- a. There will be separate links for uploading Photograph, Signature, Date of Birth Certificate, GATE Scorecard, Essential Qualification Degree/ Provisional Certificate & consolidated marksheet, Higher/ Additional qualification Degree/ Provisional Certificate & consolidated marksheet (if any), Category Certificate (if applicable) and Identity Proof.
- b. Click on the respective link "Upload".
- c. Browse & Select the location where the Scanned Photo/ Signature/Document file has been saved.
- d. Select the file by clicking on it.
- e. Click the 'Upload' button

## C. PAYMENT OF FEE

### 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, Credit Cards and Internet Banking.
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.

IN CASE ANY OF THE DOCUMENTS UPLOADED INCLUDING PHOTOGRAPH & SIGNATURE IS UNCLEAR, THE APPLICATION MAY BE REJECTED.

CANDIDATE SHOULD ALSO ENSURE THAT PHOTO IS UPLOADED AT THE PLACE OF PHOTO, SIGNATURE AT THE PLACE OF SIGNATURE AND ALL DOCUMENTS AT THEIR RESPECTIVE PLACES AS APPEARING IN APPLICATION. IF PHOTO/ SIGNATURE/ GATE SCORECARD/ EDUCATIONAL CERTIFICATES/ DATE OF BIRTH CERTIFICATE/ IDENTITY PROOF IS NOT UPLOADED PROPERLY, CANDIDATURE IS LIABLE TO BE CANCELLED.

## Annex 5

### OTHER IMPORTANT INSTRUCTIONS

- i. The applicant must be Citizen of India.
- ii. **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.**
- iii. 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.
- iv. Canvassing in any form will be a disqualification.
- v. 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.
- vi. 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.
- 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.

**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 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. 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 / 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 \_\_\_\_\_ District / 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.

**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 the Government of India, Ministry of Social Justice and Empwermment’s Resolution No..... dated .....\*.

Shri/Shrimati/Kumari .....and/or his/her family ordinarily resides in .....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\*\*.

District Magistrate  
Deputy Commissioner etc.

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.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.

**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.....

**Form D**

**FORMAT OF 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  
Ifamily\*\* 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 \_\_\_\_\_

Recent Passport  
Size attested  
photograph of  
applicant

\*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.