



Advertisement No. 07 (ME)/2023/HRD

Bureau of Indian Standards (BIS), a statutory body under the administrative control of Ministry of Consumer Affairs, Food and Public Distribution, Govt. of India is the National Standards Body of India and is responsible for activities in the field of Standardization, Product and System Certification, Hallmarking, Laboratory Testing etc., in the country. BIS is responsible for Standardization and Certification at the International level.

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

Post	Category	Educational Qualification	Experience	No. of Posts	Upper age Limit	Remuneration per month
Management Executive (ME)	SCMD	Engineering Graduate with MBA (Finance/ Marketing/HR/ General)	05 Years experience post MBA in relevant field in Central Government/ State Government/ Union Territory Government/ Statutory/ Autonomous Body/ Public Sector Undertaking/ reputed Government agency/ Private Sector Organization with country wide operations.	01	45 years	Rs. 1.5 Lakh (fixed)
	IR&TISD	Essential: Engineering Graduate with MBA (Regular) Desirable: MBA in International Relations/International Business		01		

3. **Qualification, Experience, Age Limit and Remuneration:** The Educational Qualification, experience, age limit and remuneration are given above. The requisite minimum educational qualification is regular MBA or equivalent with 2 years duration;

4. **Selection Process:** All the applications received shall be placed before the Screening Committee and thereafter, the list of candidates will be finalized as per eligibility conditions and candidates will be informed of the subsequent selection process. BIS reserves the right to reject any or all applications without assigning any reason thereof.

5. **Scope of Work:**

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

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

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

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

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

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

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

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

13. **Termination of Contract/Engagement:** The engagement of Management Executive can be terminated by BIS at any time without assigning any reasons thereof by giving them 30 days' notice. However, in case the officer wishes to resign, he/she will have to give 30 days' advance notice or remuneration in lieu thereof, before resigning from the engagement.

14. Confidentiality of Data and Documents:

- (a) The intellectual property rights of the data collected as well as deliverables produced for the BIS shall remain with BIS.
- (b) The data shall not be utilized or published or disclosed or to be part with, to a third party, any part of the data or statistical or proceedings or information collected for the purpose of his assignment in BIS.
- (c) The Management Executive is bound to hand over the entire set of records of assignment to the BIS before the expiry of contract or before the final payment is released.
- (d) The job of Management Executive attracts highest standards of confidentiality and it is expected to be maintained in all the actions of officer, at all levels.

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

16. OTHER TERMS AND CONDITIONS AND GENERAL INSTRUCTIONS

- i) Candidates should note that, if at any stage of engagement, it is found that the candidates has submitted any false/fabricated information/documents, his/her candidature will be cancelled immediately and he/she will be liable for action as per Law/Rules.

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

17. **Submission of Application:** The candidates are required to apply ONLINE from 02.12.2023 till 16.12.2023 (last date) through BIS website. No other means/mode of submission of applications will be accepted under any circumstances. **Applications received after the deadline or missed due to any technical glitches shall not be entertained. In case of any queries please write to me.hrd@bis.gov.in.**

18. **Application Fee:** Nil

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



Date: 02.12.2023
Place: New Delhi

Head (HRD)
Bureau of Indian Standards

SCOPE OF WORK

1. Standards Coordination & Monitoring Department (SCMD) – The incumbents will be assisting in the following matters:

- Preparing and implementing action plan for Educational Outreach of standards including assisting in implementing MoUs with educational institutions and operationalizing them for collaboration in standardization and conformity assessment, educational utilization of standards through integration of standards in their curriculum, guest lectures and instituting and operationalizing/monitoring Standardization Chairs.
- Coordination with technical departments of BIS and other stakeholders on matters of and relating to standardization including R&D projects, interaction with industry/industry associations, R&D bodies, coordination with and accreditation/recognition of Standards Developing Organizations (SDOs).
- Any other related work assigned.

2. International, Relations Technical Information Services Department (IR&TISD) - The incumbent will assist BIS in:

- Study of Standardization and Conformity Assessment related aspects pertaining to National Standards Bodies (NSB) and Standard Development Organizations (SDOs) of other countries, and carrying out necessary dialogues as deemed necessary,
- Study of bilateral trade related aspects for operationalization of existing Bilateral Cooperation Agreements (BCAs) and implementation of BCAs/Mutual Recognition Agreements (MRAs) with nations identified by Govt. of India,
- Study of Specific Trade Concerns (STCs) raised by WTO members before the WTO Committee on Technical Barriers to Trade (TBT Committee) which are relevant to India, and consultation with the appropriate stakeholders for formulating inputs,
- Examination of issues associated with policy related documents pertaining to international standard setting bodies and assimilating viewpoints for projection based on consultations with BIS departments,
- Undertaking necessary actions for implementation of Memorandums of Understanding (MoUs) and for exploring areas for further cooperation with international bodies,
- Engagement with NSBs for promotion of Indian Standards overseas, soliciting support on Indian proposals for new work areas and for acquiring new positions, and for other matters deemed appropriate,
- Strengthening and deepening collaboration with NSBs of developing and developed countries through regular dialogues,

- Identification of strategic areas for standardization in consultation with stakeholders where India may take a lead internationally,
- BIS Young Standardization programme and BIS Young Professionals Programme,
- Work related to Technical Information services for providing information and related services to interested parties/applicants,
- Monitoring and update of ISO Global Directory and IEC Expert Management System database, and
- Any other related activity assigned by the Bureau.