



**BUREAU OF INDIAN STANDARDS**  
**Southern Regional office**  
**Department of Consumer Affairs**  
**Ministry of Consumer Affairs, Food & Public Distribution,**  
**Govt. of India**  
**C.I.T Campus, IV Cross Road, Chennai-600113**

**Advertisement No. 03 (SPC)/SRO/2025**

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.

2. BIS, Southern Regional Office (SRO), Chennai offers excellent opportunities to Indian nationals with proven academic credentials, professional achievements, good working knowledge of technology-based skills, strong communication and interpersonal skills and leadership qualities for engaging with BIS, SRO as Standard Promotion Consultants (SPCs) on contract basis for a period of 6 months. The details of the advertisement are as follows:-

S. No.	Name of the position	Standard Promotion Consultants
1.	Number of positions	1 for Hubli Branch office - Karnataka
2.	Method of recruitment	Contract-based engagement through interviews at branch level.
3.	Educational qualifications	<b>Essential:</b> M.B.A. (Marketing) or equivalent degree in Mass Communication or Masters in Social Work (MSW) <b>Experience:</b> Two years of experience in marketing and mass communication, preferably in Central Govt./State Govt./PSU/Autonomous Organizations. <b>Desirable:</b> Proficiency with IT tools (e.g. MS Office).ii. Fluency in written and oral English, Hindi and Local Language.
4.	Job description	<ul style="list-style-type: none"><li>• Provide assistance to the Branch Office in preparing the plan of action for the creation of the new Standards Clubs.</li><li>• Liaise with the administrative authorities and educational institutions concerned to create the new Standards Clubs.</li><li>• Provide assistance to the Branch Office in organising the capacity building programmes for the Mentors and Orientation Programmes and activities at the institutions.</li><li>• Provide assistance to the BO in identifying Resource Persons, organising capacity-building programmes for them, deputing them for Standards Club activities and keeping a record of their activities.</li><li>• Maintain the error-free database of the Standards Clubs in the manner laid down by the Bureau in this regard.</li><li>• Maintain the records and reports relating to the Standards Clubs in the manner laid down by the Bureau.</li><li>• Any other work assigned in connection with Standard Promotion.</li></ul>

3. **Job Location:** Standard Promotion Consultants shall be posted at Hubli branch office, Karnataka.

4. **Selection Process:** All the applications received shall be scrutinized and shortlisted. Candidates will be shortlisted in the light of their qualifications, experience and other details provided in the application form. Mere fulfillment of qualification or shortlisting shall not confer any right to be engaged as Standard Promotion Consultants. Shortlisted candidates will be called for practical assessment, written assessment, technical knowledge assessment and interview. The preference of the BO indicated by the selected applicant will be considered. BIS reserves the right to reject any or all applications without assigning any reason thereof.

5. **Tenure of Engagement:** The engagement is purely on contract basis for a period of 6 months. The Bureau also reserves the right to extend the tenure of engagement.

6. **Nature of Engagement:** The engagement is purely on contract basis and the engagement will be subject to termination at the end of contract period.
7. **Remuneration:** A consolidated monthly remuneration of Rs.50,000/- (Rupees Fifty Thousand only), will be paid to the Standard Promotion Consultants. The remuneration is subject to statutory deductions.
8. **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/Assistant Director, will be paid.
9. **Leave:** Consultants for standards promotion shall be eligible for paid leave at the rate of 1.5 days for each completed months of service. 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 encashed.
10. **Working Hours:** The Standard Promotion Consultants shall follow the normal office working hours as prescribed (9.00AM to 5.30PM). However, as per the exigency one has to sit late to complete the time bound work or outstation assignments. Attendance would be made through Bio-metric attendance system.
11. **No Other Assignment:** The engagement is on **full-time basis** and Standard Promotion Consultants shall not take any other assignment during the period of engagement in BIS.
12. **Travel, Medical Clearance and Service incurred Death, Injury or illness:** In the event of the death, injury or illness of the individual SPC which is attributable to the performance of services on behalf of BIS under the terms of the contract, and/or while travelling for official duty or is performing any services under the contract in any offices or premises of BIS or Government of India, the individual SPC or the individual SPC's dependents, as appropriate shall not be entitled to any compensation or any claim whatsoever.
13. **Medical fitness :** The Standard Promotion Consultants will also submit a medical fitness certificate from an authorized/registered Medical Practitioner, at the time of joining.
14. **Termination of Contract/Engagement:** The engagement of Standard Promotion Consultant can be terminated by BIS at any time without assigning any reasons thereof by giving them 30 days' notice. However, in case the SPC wishes to resign, he/she will have to give 30 days' advance notice or remuneration in lieu of thereof, before resigning from the engagement.
15. **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 Standard Promotion Consultant 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 Standard Promotion Consultant attracts highest standards of confidentiality and it is expected to be maintained in all the actions of officer, at all levels.
16. **Conflict of Interest:** The Standard Promotion Consultant 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.

## 17. OTHER TERMS AND CONDITIONS AND GENERAL INSTRUCTIONS

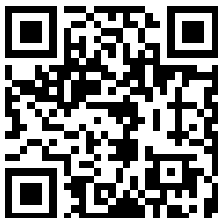
- i) **Candidates should note that he/she can apply only through one application.** Multiple applications will be liable for rejecting the candidature of the applicant.
  - ii) Candidates should note that, if at any stage of engagement, it is found that the candidates has submitted any false/fabricated information/documents, his/her candidature will be cancelled immediately and he/she will be liable for action as per applicable Law/Rules.
  - iii) 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 processes are completed. **No change in the email ID & mobile number will be accepted once submitted. The candidate himself/herself shall be responsible for incorrect or expired email ID & mobile number.**
  - iv) Candidate should note that their candidature at all stages of engagement is purely on contract basis.
  - v) Bureau reserves the right to amend/modify vacancies notified and any provision of this advertisement in case of any errors and omissions/deviation/sudden requirements or to cancel the advertisement and engagement if the circumstances so warrant. Bureau reserves the right to call the waitlisting candidates in case of non-joining of selected candidates or resignation of any candidate.
  - vi) **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 termination of the candidature or service and legal action against the concerned individual will be initiated.
  - vii) Any resulting dispute arising out of this advertisement including the engagement process shall be subject to the sole jurisdiction of the Courts situated at concerned Regional/Branch legal jurisdiction.
  - viii) Applicants having fluency in local/regional language in addition to Hindi and English will be given preference. Applicant are required to specify local/regional language he/she is having fluency.
- (a) **Submission of Application: Candidates are required to apply On-line through BIS website only** i.e. <https://forms.gle/Kkc9AdEdGKNMhmMw9> or scan below mentioned QR code. There are One vacancy in Hubli branch offices  
Online portal for submission of applications will be made functional from the date of publication of advertisement in National Daily. The closing date for applying will be 21 days from the date of publication of advertisement in National Daily. **No other means/mode of submission of applications including emails will be accepted under any circumstances.**

18. **Application fees:** No fees is required to be paid by the applicant.

19. **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. In case of any queries please write to [sro@bis.gov.in](mailto:sro@bis.gov.in)

DD (A & F)

Email: [sro@bis.gov.in](mailto:sro@bis.gov.in)



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