

BUREAU OF INDIAN STANDARDS
(Establishment Department)

Manak Bhavan
9, Bahadur Shah Zafar Marg,
New Delhi - 110002

CIRCULAR

Subject: **Notification of the BIS (Rectt. to Admin., Finance & Other posts) Regulations, 2020**
- Regarding Merger and Re-designation of various Group A, B & C posts

It is circulated for information of all the concerned that:

- i) The Bureau of Indian Standards (Recruitment to Administration, Finance & Other Posts) Regulations, 2020 have been notified vide Notification F. No. BS/11/08/2020 dated 25.6.2020. These regulations are in supersession of the Bureau of Indian Standards (Recruitment to Administration, Finance & Other Posts) Regulations, 2007; and
- ii) The following posts existing in the said Regulations 2007 have been merged and / or re-designated or shall be re-designated, as per the details given below:

Sl. No	Name of the post(s) as per Regulations 2007	Level of the post	Name of the post(s) as per Regulations 2020	Level of the post(s)
1	Director (Public Relations)	Level-12	Director (Marketing and Consumer Affairs)	Level-12
2	Director (Information Service)	Level-12	Director (General Service)	Level-12
3	Director (Printing)	Level-12	Director (Training)	Level-12
4	Director (Sales)	Level-12	Director (Human Resource Development)	Level-12
5	Director (Foreign Languages)	Level-12	Director (Vigilance)	Level-12
The posts given at Sl. No. 1 to 5 under Col. 2 above shall be personal to the present incumbents and these posts shall be re-designated respectively as given at Sl. No. 1 to 5 under Col. 4 on cessation of the service of the present incumbents on their retirement / resignation/etc.				
6	Deputy Director (Public Relations / Library / Sales / Printing/ Foreign Language / Computer / Publications)	Level-11	Deputy Director (Marketing and Consumer Affairs / Publication / Library)	Level-11
7	Assistant Director (Public Relations)	Level-10	Assistant Director (Marketing and Consumer Affairs / Publication / Library)	Level-10

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Sl. No	Name of the post as per Regulations 2007	Level of the post	Name of the post(s) as per Regulations 2020	Level of the post(s)
8	i) Supervisor (Drawing); ii) Supervisor (Editing & Printing); and iii) Senior Technical Assistant (Drawing)	Level-7	Supervisor (Computer Aided Design)	Level-7
9	i) Deputy Librarian; and ii) Assistant Librarian	Level-7	Deputy Librarian	Level-7
10	Assistant	Level-6	Assistant Section Officer	Level-6
11	Stenographer	Level-6	Personal Assistant	Level-6
12	Senior Proof Reader	Level-6	Assistant (Computer Aided Design)	Level-6
13	Junior Stenographer	Level-4	Stenographer	Level-4
14	Upper Division Clerk	Level-4	Senior Secretariat Assistant	Level-4
15	Lower Division Clerk	Level-2	Junior Secretariat Assistant	Level-2
16	Head Security Guard	Level-2	Estate Manager	Level-2
17	Senior Attendant	Level-2	Senior Multi-Tasking Staff	Level-2
18	Garden Chowdhury	Level-2	Horticulture Supervisor	Level-2
19	i) Attendant; ii) Helper; iii) Farash; iv) Mali; and v) Beldar	Level-1	Multi-Tasking Staff	Level-1
20	i) Coffee-cum-Tea Maker; ii) Bearer; and iii) Wash Boy	Level-1	Canteen Attendant	Level-1

2. The seniority of the incumbents, wherever the posts have been merged, shall be determined as per the guidelines issued by the GOI from time to time.


(Sandeep Meena)
Director (Establishment)

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All the departments at BISHQ including Central Laboratory / NITS and Regional / Branch / Sub-Branch Offices / Regional Labs and Branch Labs of the Bureau through BIS Intranet