

**BUREAU ON INDIAN STANDARDS**

(Establishment Department)

Manak Bhavan  
9, B. S. Z. Marg  
New Delhi 110002**C I R C U L A R****Subject:** Examination of Matriculate Group C(Ugraded) employees for appointment on promotion to the post of Junior Secretariat Assistant

It is circulated for information that the Bureau will be conducting a Qualifying Examination of Matriculate Group C(Ugraded) Employees of BIS, for appointment on promotion to the post of Junior Secretariat Assistant on 22 November 2024 (Friday) at BIS Hqrs., New Delhi.

2. Details of the Examination are as under

**I. NUMBER OF POST TO BE FILLED: 04 (Four)****II. CONDITION OF ELIGIBILITY**

- i) Educational Qualification : Matric (Any Division) or its equivalent  
ii) Age Limit : No age Limit  
iii) Minimum Length of Service : 03 years regular service

**III. SCHEME OF EXAMINATION:**

Paper	Subject	Maximum Marks	Time Allowed	
			General Candidate	Visually Handicap candidate
I	<b>Short Essay</b> (Hindi or English)	100	1 Hour 30 Mins.	2 Hr
II	a) <b>Language</b> (General English or Saamanya Hindi) (50 Questions – 50 marks)	100	2 Hour	2 Hr 40 Mins.
	b) <b>General Knowledge</b> (English or Hindi) (50 Questions – 50 marks)			
	Total	200		

**IV. MINIMUM PASS MARK:** 60% (50 % for SC/ST) aggregate.**V. TA/DA TO CANDIDATES APPEARING IN THE EXAMINATION:** Candidate appearing in the examination will be entitled to TA/DA for not more than twice.

3. Accordingly, those Matriculate Group C(Ugraded) employees, fulfilling the eligibility conditions as mentioned above and interested in taking the examination may send their application in the enclosed form through their Departmental Heads so as to reach Establishment Dept. latest by 28 October 2024. Applications received after 28 October 2024 shall not be entertained.

**Shoaib Akhter**  
**Director (Establishment)****Encl.:** As above**Our Ref.:** Estt-II/21/3/2024**Date:** 16 October 2024**Circulated to:** All Departments at BISHQ & CL/NITS/ROs/Labs/BOs/IOs through BIS Intranet.

**SYLLABUS OF THE QUALIFYING EXAMINATION**

<b>Paper I</b>	<b>Short Essay</b> (Hindi or English) (100 Marks)	One Essay of 400-500 words to be written on any of the several specified subjects.
<b>Paper II</b>	<b>a) Language</b> (General English or Saamanya Hindi) (50 Questions - 50 marks)	Candidate will be tested in simple composition and Applied Grammar
	<b>b) General Knowledge</b> (English or Hindi) (50 Questions - 50 marks)	Knowledge of current events and of such matters of every day observation and experience, general information about India.

**IMPORTANT NOTE**

Candidates are allowed the option to answer both the question papers either in English or in Hindi (in Devanagri Script). The option will be for both the papers viz. Short Essay (Paper-I) and Language and General Knowledge (Paper-II)

The question papers will be in bilingual form. Paper II will be of objective type consisting of multi choice questions. In Paper-II, there will be negative marking of 0.25 marks for each wrong answer. Candidates are therefore, advised to keep this in mind while answering the question

Candidate exercising the option to answer the papers either in English or in Hindi (in Devanagri Script) must indicate their OPTION to do so clearly in the Application Form, otherwise, it would be presumed that they would answer the papers in English. The option once exercised will be final and no request for change of option will ordinarily be entertained

Visually Handicapped with visual disabilities of 40% and above can avail the assistance of 'SCRIBE' for indicating/writing the replies on their behalf. For this, they have to indicate their option in the enclosed form, alongwith a copy of disability certificate. Scribe will be provided in the examination hall itself.

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**BUREAU OF INDIAN STANDARDS**

**Ref.:** Estt-II/21/3/2024

**Dated:** 16 October 2024

**Subject:** Qualifying Examination of Matriculate Group C(Ugraded) employees for appointment on promotion to the post of Junior Secretariat Assistant

With reference to Estt-II/21/3/2024 dated 16 October 2024, I hereby apply to appear in the Qualifying Examination for Matriculate Group C(Ugraded) employees for appointment on promotion to the post of Junior Secretariat Assistant as per my details given below:

1. Name :
2. Date of Birth :
3. Qualification (Matriculation onwards) :  
(attach attested copy of Certificate and Marksheet)
4. Category to which he/she belongs :  
(Gen/SC/ST/PH)
5. If belongs to PH (Visual), please indicate :  
whether to avail the assistance of 'SCRIBE'
6. Date of regular appointment in BIS :
7. Language option for answering both the papers :  
(Please write either English or Hindi)

**Dated:**

Signature : \_\_\_\_\_  
Designation: \_\_\_\_\_  
Employee No.: \_\_\_\_\_  
Place of Posting: \_\_\_\_\_

(Through HOD concerned)

Establishment Dept.  
BIS HQ, New Delhi