

BUREAU OF INDIAN STANDARDS
(Establishment Department)

C I R C U L A R

It is circulated for information that in accordance with the offer of appointment issued to Junior Secretariat Assistant and Stenographer (on compassionate ground), they are required to pass the Computer Proficiency Test cum typing test on computer at the speed of 35/30 wpm in English/Hindi within two years from the date of joining, failing which his/her service may be terminated.

2. As decided by the Competent Authority, the Computer Proficiency Test cum Typing Test on computer shall be conducted for them on Friday, 20 October 2023 in Establishment Department at BIS Hqrs., New Delhi.

3. All the candidates as mentioned in Annex, are required to appear in Computer Proficiency Test cum typing test. They are required to submit the medium for taking the typing test on Computer i.e. in Hindi/English by 18 September 2023. Accordingly, the Junior Secretariat Assistant listed in the Annex are requested to appear in the Computer Proficiency Test cum Typing Test and Stenographer listed in the Annex are requested to appear in the Computer Proficiency Test to be held at 1000 hrs. on Friday, 20 October 2023 in Establishment Department at BIS-Hqrs., New Delhi.



(Shoaib Akhter)
Director (Establishment)

Our Ref: Estt-II/21/2/2023

Dated: 14 September 2023

Circulated to: Departments at HQ/CL/NITS/Regional Office/Branch Office of BIS through BIS Intranet.

ANNEXURE

**JUNIOR SECRETARIAT ASSISTANT AND STENOGRAPHER FOR COMPUTER
PROFICIENCY TEST CUM TYPING TEST**

Sl. No.	Emp. No.	Name	Place of Posting
Stenographer			
1.	071315	Ms. Sonali	CL, Sahibabad
Junior Secretariat Assistant			
2.	071323	Shri Rahul	GZBO, Ghaziabad
3.	071331	Shri Dheeraj Dolia	JPBO-II, Jaipur