

HUMAN RESOURCE DEVELOPMENT DEPARTMENT

Ref: HRD/21(69)/ 2021

13 Aug 2021

Subject: Recruitment of Scientist-B: Arrangement for Interviews of Candidates through Video Conferencing at the Regional and Branch Offices of BIS

- 1) The recruitment for 28 vacancies for the post of Scientist-B is under process. During the first phase, interview of candidates of Textile Engineering and Instrumentation Engineering disciplines (total 23 in number) will be conducted on **18 & 19 August 2021** at BIS Headquarters, New Delhi. The candidate-wise and discipline-wise schedule of interview is available on the BIS Website.
- 2) The applicants were required to apply online for the post and to upload the supporting documents for essential qualification degree, consolidated marksheet, Date of Birth Certificate, GATE Scorecard, Additional/ Higher Qualification Degree & Marksheet (if any), Category Certificate (if applicable), Identity Document and Document in support of employment (if any). The screening of application & of uploaded documents has been carried out before short listing the candidates for Interview.
- 3) In view of special circumstances due to COVID-19, the candidates have been given the option for attending the interview **either In-Person or through Video Conferencing** as per the details mentioned below :
 - a) In case a candidate is residing/ stationed at Delhi-NCR, he/she shall be interviewed in person at **BIS Headquarters, New Delhi**.
 - b) In case the candidate is residing/ stationed outside Delhi-NCR, he/she will be reporting at the nearest Regional or Branch Office of Bureau of Indian Standards for Interview to be held through **Video Conferencing**. The candidates have been asked to indicate their choice of venue and inform HRD Department through mail.
 - c) In case a candidate is residing/ stationed outside Delhi-NCR, but wishes to attend the interview in person at BIS headquarters, he/she can do so with prior intimation.
- 4) In view of above, the RO/BOs are requested to follow the attached **Standard Operating Procedure (SOP)** regarding conduct of interview of shortlisted candidates through Video Conferencing.

-sd/-
(Jitender Kumar)
Head (HRD)

Encl: As above

To: All Regional Offices and Branch Offices of BIS through Intranet

STANDARD OPERATING PROCEDURE

- 1 The ROs/BOs are requested to ensure that the Video Conferencing facility is fully functional during the above mentioned dates of interviews.
- 2 The candidates have been asked to **report at 0900 hrs** for interview on the allotted date. The ROs/BOs may please make appropriate arrangements for thermal screening; sanitization; seating with social distancing etc. (including other Covid-19 guidelines in force) and other necessary arrangements like tea/snacks, lunch etc. for the candidates.
- 3 A Team of 3/4 Officials or as per requirement, may be nominated by the concerned Deputy Director General for Regional Office and by the concerned Head of Branch for the Branch Office(s). A Team Leader may also be nominated and the details (name, designation, mobile number and email address of the team leader & members) maybe informed to HRD Department at these addresses:

hrd@bis.gov.in & hrd-recruitment2021@bis.gov.in with CC to hhrd@bis.gov.in

All correspondence relating to interviews will be made with the Team Leader by HRD Department. The Team Leader & Members should also familiarize themselves with the Detailed Recruitment Advertisement and Schedule of Interview (with instructions for candidates) available on BIS Website.

- 4 HRD Department will inform in advance, the details of candidates who have opted to be interviewed at particular RO/BO to the concerned Team Leader. The application form of candidates along with the copy of documents/ credentials uploaded by candidates during online application submission will be sent to the Team Leaders by email. Any deficiency in document(s) observed at the time of screening and any other specific document/ undertaking required to be obtained from the candidate **shall be informed on priority**.
- 5 The Candidates have been instructed to bring the following **documents (in original)** for interview:
 - i) Certificate relating to Date of Birth.
 - ii) Essential Educational Qualifications prescribed in the advertisement including Degree and consolidated Marks-Sheet, indicating marks obtained in qualifying Degree Examination and date of issue of such document(s). In case Grade Points/ CGPA/OGPA/ CPI etc. is awarded by University/ Institute, they are required to bring conversion formula duly authenticated by the Appropriate Authority of the University. In case conversion formula is available on website of the University/ Institute, self-attested copy of printout from website will be acceptable.
 - iii) GATE Scorecard.
 - iv) Degree and Mark-sheet of Higher/ Additional Qualification (if any; as indicated by candidate in Application form).
 - v) Original Certificate of Scheduled Caste/Scheduled Tribe/Other Backward Classes- Non-Creamy Layer/Economically Weaker Sections/Person with Benchmark Disability/ Ex-Serviceman, (if applicable), duly issued by the Competent Authority, in support of category indicated in the Application form.

vi) Identity Document (as uploaded along with application form).

vii) One set of self attested photocopies of the documents mentioned at (i) to (vi) above.

viii) Two copies of recent Passport Size Photograph.

ix) In case the candidate is employed in Central/State Govt./Public Sector Undertaking/ Autonomous Body etc., he/she is required to bring a “**NO OBJECTION CERTIFICATE (NOC)**” from the present employer. In the absence of NOC, candidate will neither be interviewed nor any TA will be reimbursed to him/her.

6 The Team at RO/BO shall be required to verify the above documents and take self attested photocopy & two photographs as mentioned above. **NOC (if applicable) shall be obtained in original.** The original documents shall also be verified against the scanned copy uploaded by candidate in application form.

7 On the day of interview, HRD Department will contact the concerned Team Leader at RO/BO, prior to the start of interview of the particular candidate(s) and **the candidate shall be allowed to appear for interview only after confirmation by the Team Leader regarding successful verification** of document and identity of the respective candidate.

8 In case of queries, the following Officers will be the contact points for HRD Department:

a) Shri Jitender Kumar, Head (HRD) [Phone: 011-23230908; Mobile: 9212765357]

b) Shri Kumar Harshwardhan, Scientist-C (HRD) [Mobile: 9718756736]

c) Shri Sandeep Kumar, ASO (HRD) [Mobile: 8700189512]

9 In case the candidate is coming to attend the Interview from outstation, traveling expenses upto second class train fare for to-and-fro journeys from his/her normal place of residence (as declared in application form) to Delhi/ Nearest Regional or Branch Office (as applicable) by shortest route will have to be reimbursed, provided it has not been drawn from any other source(s) by candidate. The candidate has to provide the original tickets in support of his/her travel. **The re-imburement of traveling expenses shall also be made by the concerned RO/BO** as above and necessary formalities may be completed on the same day itself.

10 This issues with the approval of Director General, BIS.