

मानव संसाधन विकास विभाग

संदर्भ :HRD/21(69)/Trng/ Vol II

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**Subject: Bureau of Indian Standards Policy for Confirmation in Service for Scientific Cadre Officers**

The Bureau of Indian Standards Policy for Confirmation in Service for Scientific Cadre Officers, as approved by Competent Authority, is enclosed for information of all concerned.

2. This policy shall come into force with immediate effect superseding the erstwhile Bureau of Indian Standards Policy for Confirmation in Service for Scientific Cadre Officers dated 06 July 2016.



(Jitender Kumar)  
Scientist-E & Head (HRD)

**Circulated to all Concerned through BIS Intranet**

## **BUREAU OF INDIAN STANDARDS POLICY FOR CONFIRMATION IN SERVICE FOR SCIENTIFIC CADRE OFFICERS**

In pursuance of the Regulation 7 of Bureau of Indian Standards (Terms & Conditions of Service of Employees) Regulations, 2020 and Regulation 7 of Bureau of Indian Standards (Recruitment to Scientific Cadre) Regulations, 2019, the following policy guidelines are issued:

1. **Title** - This policy may be called the BIS Policy for Confirmation in Service for Scientific Cadre Officers.
2. **Definitions- In this policy, unless the context otherwise requires:**
  - a) 'Probationer' means a person appointed to the Service on probation.
3. **Period of Probation** – Every person recruited for the service in accordance with
  - a) BIS (Recruitment to Scientific Cadre) Regulations, 2019 (Appointment by Direct Recruitment).
  - b) BIS (Recruitment to Scientific Cadre) Regulations, 2019 (Appointment by Promotion from Group 'B' posts).

shall be appointed to the service on probation for a period of two years.
4. **Conditions applicable to Scientific Cadre Officers appointed either by Direct Recruitment or by Promotion from Group 'B' posts**
  - i) **Induction/Orientation Training**
    - a) The Probationer shall be required to undergo Induction and/or Orientation training of such duration as may be decided by the Director General, BIS.
    - b) **Discipline & Conduct During the Training** – Provisions of the Central Civil Services (Conduct) Rules, 1964, and the Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time, shall be applicable to the probationers.
  - ii) **Examination:**
    - a) An examination would be conducted by HRD / NITS after one year of joining based on the syllabus of topics covered during the Induction and/or Orientation training of the probationer.
    - b) The probationer would be required to score minimum of 50% marks in order to pass in this examination.

- c) A probationer who fails to clear examination in first attempt or who fails to appear for examination shall be given an opportunity to appear for examination once again, provided that such examination has to be qualified before completion of a period of 2 years from the date of joining of the probationer.

**iii) Assessment of Performance during Probation**

- a) The Assessment of the Performance during Probation would be carried out by the concerned Reporting Officer & Reviewing Authority of the probationer in the format for Assessment of the Performance during Probation given at Appendix 'A' for each year of probation.
- b) A probationer, who is not making satisfactory progress, should be informed of his/her shortcomings by the concerned Reporting Officer/ Reviewing Authority well before the expiry of the original probation period so that he/she can make special efforts at self-improvement. This can be done by giving him/her a written warning to the effect that his/her general performance has not been such as to justify his/her confirmation and that, unless he/she showed substantial improvement within a specified period, the option of discharging him/her would have to be considered.

**iv) Confirmation** – The confirmation of the probationer will be based on the following:

- a) Obtaining minimum pass marks of 50% in the examination as specified at paragraph 4 (ii).
- b) The performance of the probationer being found satisfactory in the “Assessment of the Performance during Probation” as specified at paragraph 4 (iii).
- c) Probationer being found suitable for post and no major shortcomings being reported in the “Assessment of the Performance during Probation”
- v) Where a probationer fails to meet above conditions and does not complete the probation period successfully or is not found suitable for the post during the period, the Competent Authority may either extend the probation period or terminate the services as per the existing Regulations. Under no circumstances shall the services of a probationer be confirmed in case the probationer fails to meet criteria as mentioned above.

5. **Seniority of Probationers** – The relevant provision pertaining to seniority as per BIS (Terms & Conditions of Service of Employees) Regulations, 2020 would be applicable.

## APPENDIX A

### ASSESSMENT OF PERFORMANCE DURING PROBATION

#### PART I: ASSESSMENT BY THE REPORTING OFFICER

- I) Period under Report:
- II) Assessment by the Reporting Officer:

**(a) General Comments**

*(General appraisal of the officer's qualities in narrative, on aspects relating to integrity, overall personality, conduct & discipline, keenness to learn, special efforts made, if any, to acquire knowledge relevant to job, quality of work output, amenability to suggestions etc.)*

- (b)** Shortcomings pointed out, if any. If so, then the subsequent corrective action taken by the officer (*\*Important Note given below may be referred for suitable action in respect of probationer, who is not making satisfactory progress.*):

- (c) Recommendation:** The performance & conduct during the period under report is found to be *(strike off whichever is not applicable)*:

**SATISFACTORY**

**or**

**UN-SATISFACTORY**

Signature of the Reporting Officer:

Designation

Date:

*(\*Important Note:* A probationer, who is not making satisfactory progress, should be informed of his/her shortcomings well before the expiry of the original probation period so that he/she can make special efforts at self-improvement. This can be done by giving him/her a written warning to the effect that his/her general performance has not been such as to justify his/her confirmation and that, unless he/she showed substantial improvement within a specified period, the question of discharging him/her would have to be considered.)

**PART II: REVIEW BY THE REVIEWING OFFICER**

III) Period of Review:

IV) \*\* I agree with Assessment made by the Reporting Officer.

or

\*\* I disagree with Assessment made by the Reporting officer.

(\*\* Strike off whichever is not applicable)

V) In case the Reviewing Officer does not agree with the assessment of the reporting officer:

i) Reason for disagreement (give specific details):

ii) Final Assessment of the Reviewing Officer

Signature of the Reviewing Officer:

Name & Designation

Date