



## GUIDELINES FOR ONBOARDING OF EXPERTS

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## A. Introduction

BIS shall normally perform the certification activities and testing by itself that it contracts to undertake. Where BIS subcontracts any part of the activity, it shall ensure, and be able to demonstrate that the agency/individual is competent to perform the activities in question and, where applicable, complies with the relevant requirements specified by BIS under the *BIS Act of 2016, Rules and Regulations*. Experts having relevant expertise in each technical area of accreditation is required for the development of competency documentation in each technical area. These guidelines act as a framework for empanelling aforementioned experts.

## B. Scope

BIS may consider empanelling experts for its operations, these operations are exclusive operation of the organization and poses no threat of loss of business by competitors becoming the outsourced personnel. The specific purpose, rules, and procedures to be followed for employing experts depend on the circumstances of the particular activity. However, following considerations would guide the need and the selection process:

- a) Absence of required expertise in-house;
- b) The need for high quality services;
- c) The need for economy and efficiency;
- d) The need to have qualified experts for providing the certification services;
- e) The identification of scope of work and the time frame for which services are to be availed of;
- f) Identification of standards (through expertise), which can be converted into certification schemes;
- g) Ease of operations.

## C. Job Description may contain

1. Work on drafting competence/ expertise requirements including safety/technical/service requirements related to the area
2. Completing due diligence to include terms & conditions on operations, legal and financial terms of Certification Scheme
3. Provide inputs on statutory/ legal requirements
4. Bring data on certification of national and international standards
5. Designing the formats
6. Designing the checklists
7. Developing a joint venture scheme for operation of a scheme with other certification bodies
8. Development of innovative certification scheme
9. Design administration requirements, budget and technical framework for scheme implementation
10. Expected revenue generation from the scheme
11. Preparation of scope, purpose and content for the certification scheme based on the process standard

12. Developing the marketing plan for increasing the adoption of scheme
13. The key challenges that they face when not having this certification and how they can offset the challenges
14. Provides examples/success stories from previous certification programmes
15. Design Scheme specific rules for certification and accreditation (reference to appropriate international standard, additional requirements)

#### D. Qualification Criteria

The expert(s) will fulfil the following criteria to be eligible:

- 1) Meet the required competence identified for each area of expertise along with minimum educational qualification, minimum experience, sector specific knowledge and sector specific experience. ( As per Form 1)
- 2) Knowledge of *BIS Act of 2016, Rules & Regulation*, procedure(s) of BIS assessment, and related documents specific to the engagement. (Undertaking as per Form 2)
- 3) Expert should be independent of all stakeholders involved (a confidentiality agreement will be signed). (As per Form 2)
- 4) Should not be engaged in any activities that may conflict with their independence of judgment, and integrity in relation to assigned activities by the organization.(As per Form 2)

#### E. Evaluation criteria of marks

| Sr.No. | Criteria                          | Weightage |
|--------|-----------------------------------|-----------|
| 1      | Minimum Educational Qualification | 8%        |
| 2      | Additional Qualification          | 2%        |
| 3      | Minimum Experience                | 10%       |
| 4      | Sector Specific Knowledge         | 25%       |
| 5      | Sector Specific Experience        | 25%       |
| 6      | Interview                         | 30%       |
|        | TOTAL                             | 100%      |

*\*minimum marks to qualify is 60%. Interview will be conducted only for those who qualify.*

Those who qualify will be ranked according to the marks and further selection will be based on interview (which can be conducted through VC/electronic media/Face-to-Face).

A two-member committee to be set up for evaluation and interview.

#### F. Remuneration

- a) Rs. 5000 /- per man-day exclusive of boarding and travelling charges (8 hours per day excluding lunch).

#### G. Identification of experts

- 1) By invitation/advertisement/ website portal/social media

- 2) Requirement of experts to be identified once in every 3 months and approved as per Form 1.

## H. Validity of Engagement

The validity of the empanelment will be calculated based on the work anticipated. As stated under “*Remuneration*”, the validity will depend upon the man-days required for executing the engagement (decided at the time of contract). The engagement will be open to re-negotiation for extension, depending on the volume of work available, and manpower required.

## I. Termination

- 1) The expert hired may be terminated if -
  - i. the expert has indulged in unfair /unethical practices;
  - ii. has made false declaration in relation to the work assigned in falsification of records or unfair trade practices;
  - iii. the expert has violated any conditions of agreement.
- 2) Before termination the Bureau shall give a written notice of not less than twenty one days through email or any other suitable means of communication, informing its intention of termination or refusal of renew the agreement, along with the grounds, with provision for submitting his written explanation and for personal hearing of the expert, if sought. If the agreement is not already under suspension, the notice shall also contain instructions to holder of agreement directing him to stop operation of work assigned to him by BIS.
- 3) In case of non-receipt of a written explanation within a period of twenty-one days from the date of issue of the notice, the Bureau may terminate the agreement.
- 4) If an explanation is submitted, the Bureau may take into consideration the explanation so submitted and give a personal hearing, if sought, to the holder of agreement or his authorized representative before taking a decision in this regard.
- 5) The decision taken by the Bureau for termination of this scheme shall be communicated to the auditor through e-mail or any other suitable means of written communication along with the grounds.

## J. Annexure I

### **FORM 1**

*Contains the qualification criteria stated as per D) (i), to be raised by concerned department.*

#### Identification of requirement of expert(s)

1. Date:
2. Department:
3. Activity:
4. Area of Expertise Requirement:
5. Need for on boarding expert, please mark 'X' where required:
  - ( ) Absence of required expertise in-house;
  - ( ) The need for high quality services;
  - ( ) The need for economy and efficiency;
  - ( ) The need to have qualified experts for providing the certification services;
  - ( ) The identification of scope of work and the time frame for which services are to be availed of;
  - ( ) Identification of standards (through expertise), which can be converted into certification schemes;
  - ( ) Ease of operations.
6. Job Description, please mark 'X' where required:
  - ( ) Work on drafting competence/ expertise requirements including safety/technical/service requirements related to the area
  - ( ) Completing due diligence to include terms & conditions on operations, legal and financial terms of Certification Scheme
  - ( ) Provide inputs on statutory/ legal requirements
  - ( ) Bring data on certification of national and international standards
  - ( ) Designing the formats
  - ( ) Designing the checklists
  - ( ) Developing a joint venture scheme for operation of a scheme with other certification bodies
  - ( ) Development of innovative certification scheme
  - ( ) Design administration requirements, budget and technical framework for scheme implementation
  - ( ) Expected revenue generation from the scheme
  - ( ) Preparation of scope, purpose and content for the certification scheme based on the process standard
  - ( ) Developing the marketing plan for increasing the adoption of scheme
  - ( ) Key challenges that they face when not having this certification and how they can offset the challenges
  - ( ) Provides examples/success stories from previous certification programmes

( ) Scheme specific rules for certification and accreditation (reference to appropriate international standard, additional requirements).

7. Qualification Required:

Basic Qualification:

Degree: Graduation/Post Graduation

8. No. of man-days :

9. Expected output from the expert with time frame :

| Sr.No. | Expected Output | Timeframe |
|--------|-----------------|-----------|
|        |                 |           |
|        |                 |           |
|        |                 |           |

(\*more lines can be added as per requirement)

10. Additional Qualification (if any):

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**FOR OFFICE USE ONLY**

Evaluation Marks

| Sr.No. | Criteria                          | Marks |
|--------|-----------------------------------|-------|
| 1      | Minimum Educational Qualification |       |
| 2      | Minimum Experience                |       |
| 3      | Sector Specific Knowledge         |       |
| 4      | Sector Specific Experience        |       |
| 5      | Interview                         |       |
|        | TOTAL                             | 100   |

**FORM 2**

*Expert Application Form*

|   |   |
|---|---|
| Name  | <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">Paste Photo<br/>(Self-attested)</div> |
| Address   |   |
| Contact Details:<br>a) Tel No.(with STD code)<br>b) E-mail id   |   |
| Qualification   |   |
| Total Experience  |   |
| Sector Specific Experience  |   |
| Time line of the output agreement   |   |
| <b>Terms &amp; Conditions</b>   |   |
| <ol style="list-style-type: none"><li>1. I undertake that the information given in Form 2 is true, I also certify that:</li><li>2. I am aware of BIS Act of 2016, Rules &amp; Regulations, procedure(s) of BIS assessment and related documents;</li><li>3. I don't have any association with all stakeholders involved;</li><li>4. I shall not engage in any activities that may conflict with their independence of judgment, and integrity in relation to assigned activities by the organization;</li><li>5. I agree to all terms &amp; conditions given in F, G, H, and I of the guidelines.</li></ol> |   |
| <b>Signature:</b>   |   |
| <b>Date:</b>  |   |