

HUMAN RESOURCE DEVELOPMENT DEPARTMENT

Ref: HRD/21(69)/ 2019-2020

15 July 2020

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 total 150 vacancies for the post of Scientist-B is under process for which the interview of candidates (total 591 in number) will be conducted during **03 August 2020 to 21 August 2020** 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 have been carried out before shortlisting candidates for Interview.
- 3) In view of special circumstances due to COVID-19, the candidates have been given option for attending the interview either in person or by video conference as detailed below:
 - a) In case candidate is residing/ stationed at NCR Delhi, he/she shall be interviewed in person at **BIS Headquarters, New Delhi**.
 - b) In case candidate is residing/ stationed outside NCR Delhi, he/she will be reporting at the nearest Regional or Branch Office of Bureau of Indian Standards for Interview to be held by **Video Conference**. The candidates have been asked to indicate their choice of venue and inform HRD Department.
 - c) In case candidate is residing/ stationed outside NCR Delhi, but want to attend interview in person at BIS headquarters, he/she can do so with prior intimation.
- 4) In view of above, the BIS RO/BO's are requested to follow the attached Standard Operating Procedures (SOPs) regarding conduct of interview of shortlisted candidates through video conferencing.

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(Deepak Kumar Aggarwal)
Head (HRD)

Encl: As above

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

STANDARD OPERATING PROCEDURE

- 1 The RO/BOs are requested to ensure that the video conferencing facility is functional during the said period of interviews.
- 2 The candidates have been asked to report at 0900 hrs for interview on the allotted date. The RO/BOs may please make appropriate arrangements for thermal screening; seating and other necessary arrangements like tea/ snacks, lunch for candidates.
- 3 A Team of 3/4 Officials or as per requirements, may be nominated by concerned Deputy Director General for Regional Offices and by the concerned Head of Branch for the Branch Offices. A Team Leader may also be nominated and the details (name, designation ,mobile number and email address) may be informed to HRD Department at email hrd@bis.gov.in & hrd-recruitment@bis.gov.in. All correspondence relating to interviews will be made with the Team Leader by the HRD Department. The Team Leader & Members should also familiarize themselves with the Detailed Recruitment Advertisement and Schedule (and instructions for candidates) of Interview 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 candidate alongwith the copy of documents/ credentials uploaded by candidates alongwith application will be sent to the Team Leader by email. Any deficiency in document observed at the time of screening and any other specific document/ undertaking needed to be obtained from the candidate will also be informed.
- 5 The Candidates have been instructed to bring the following documents (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. 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 candidate is employed in Central/State Govt./Public Sector Undertaking/ Autonomous Body etc. you are required to bring a “**NO OBJECTION CERTIFICATE (NOC)**” from your 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 per above. NOC (if applicable) shall be obtained in original. The original documents may 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 Team Leader regarding successful verification of document and identity of the candidate.
- 8 In case of queries, the following Officers will be the contact points for HRD Department:
- a) Shri Deepak Kumar Aggarwal, Head (HRD) [Phone: 011-23230908; Mobile: 9643587968; email: hhrd@bis.gov.in, hrd@bis.gov.in]
 - b) Shri Sumit Kumar, Scientist-D (MHD/HRD) [Mobile: 9711112972; email: hrd@bis.gov.in; hrd-recruitment@bis.gov.in, sumit@bis.gov.in]
 - c) Shri Sinam Hudson Singh, Scientist-D (HRD) [Mobile: 8966005637; email: hrd@bis.gov.in;]
- 9 In case the candidate is coming to attend 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 sources by candidate. The candidate has to provide the original tickets of traveling. **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 please.
- 10 This issues with approval of Director General, BIS.