

BUREAU OF INDIAN STANDARDS
(HRD Department)

Our Ref: HQ-HRD01/4/2022-GE

04 October 2022

Subject: Selection for the post of Graduate Engineer **on contract basis** in BIS

Application No.: GE2207335267 (MCM)

Juluru Srija

13-404/12-1-1, park street,renigunta, Tirupathi, 517520, ANDHRA PRADESH

Email: jsrija26@gmail.com

Contact: 8639087072

Sir/Madam,

We are pleased to inform you that on the basis of application received and subsequent selection process held at BIS, you have been selected for the position of Graduate Engineer **on contract basis** in BIS.

2. You are required to sign and submit the acceptance of Terms & Conditions attached herewith not later than 06 October 2022.

3. Your engagement is subject to the acceptance of the Terms and Conditions enclosed as Annexure-I.

4. You are required to report for duties at **9.30 AM on Monday, 10 October 2022 at Bureau of Indian Standards, (CNBO-I)**, Chennai Branch Office -I CIT Campus, IV Cross Road, Taramani, Chennai, Tamil Nadu - 600 113., failing which it would be considered that you are not interested in this offer.

5. You are also requested to bring the following documents at the time of joining failing which you shall not be allowed to join:

- a) Printout of this Call Letter;
- b) Identity Proof viz Aadhaar Card/ Pan Card original and one self-attested of the identity proof;
- c) Two passport size photographs (same as attached in the online application); and
- d) All Original Certificates of Educational Qualification prescribed in the advertisement such as 10th/equivalent, 12th, Graduation degree, post-graduation marks sheet and post-graduation professional qualification degree etc. along with a self attested copy of each certificate
- e) Documents validating the work experience.
- f) One set of self-attested photocopy of the documents mentioned above.
- g) A medical fitness certificate from a authorized/registered Medical Practitioner
- h) No reimbursement in respect journey and for accommodation/hotel charges shall be made by the Bureau.

6. **Please note that your joining is subject to fulfilment of eligibility conditions and verification of the same through applicable documents relating to all educational qualifications.**

7. **Please also note that BIS is organizing 5 days residential training program for GEs, scheduled to be held at NITS, Noida w.e.f. 17 October till 21 October 2022.**

Thanking you,

Encl: As above.

Head (HRD)

BUREAU OF INDIAN STANDARDS
(HRD DEPARTMENT)

Our Ref: HQ-HRD01/4/2022-GE

04 October 2022

Subject: Standard Terms and Conditions for Graduate Engineer on contract basis in BIS

1. Scope of Work:

- (a) The Engagement of Graduate Engineer is intended for various departments of BIS as per requirement and in organisational interest.
- (b) The Graduate Engineer's function include, but not restricted to :-
 - i) Scrutiny of the Inspection Reports (IRs) and Test Reports (TRs) of Factory Inspections.
 - ii) Inspection of the Test Reports (TRs) of the Market Samples.
 - iii) Management of the Market Surveillance Cell.
 - iv) Scrutiny of applications for the Grant of license and examination of the Test Reports (TRs) in respect of Application Samples.
 - v) Assisting Certification Officers in conducting (Search & Seizure) S&S operations.
 - vi) Assisting Heads of BOs in following up the prosecution of offenders.
 - vii) Any other work assigned by BIS.
 - viii) BIS reserves the right to change the functionalities of Graduate Engineer subject to performance and organisational requirement.

2. Tenure of Engagement: The engagement is purely on contract basis for **a period of Two years.**

3. Nature of Engagement: The engagement is purely on contract basis and the engagement will be subject to termination at the end of contract period.

4. Remuneration: A consolidated monthly remuneration of Rs.50,000/- (Rupees Fifty Thousand only), will be paid to the Graduate Engineers. The remuneration is subject to statutory deductions.

5. TA/DA: No TA/DA shall be admissible for joining the assignment or on its completion. If required to travel and stay in connection with the official assignment, TA/DA and lodging allowance as admissible to a regular BIS Group C employees, will be paid.

6. Leave: Graduate Engineers shall be eligible for Eight (8) days leave in a calendar year. No remuneration for the period of absence in excess of admissible leave will be paid. Also, un-availed leave shall neither be carried forward to next year nor en-cashed.

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7. Working Hours: The Graduate Engineers shall follow the normal office working hours as prescribed (9.00AM to 5.30PM). However, as per the exigency one has to sit late to complete the time bound work or outstation assignments. Attendance would be made through Bio-metric attendance system.

8. No Other Assignment: The engagement is on **full-time basis** and Graduate Engineer shall not take any other assignment during the period of engagement in BIS.

9. Travel, Medical Clearance and Service incurred Death, Injury or illness: In the event of the death, injury or illness of the individual GE which is attributable to the performance of services on behalf of BIS under the terms of the contract, and/or while travelling for official duty or is performing any services under the contract in any offices or premises of BIS or Government of India, the individual GE or the individual GE's dependents, as appropriate shall not be entitled to any compensation or any claim whatsoever.

10. Medical fitness and Police Verification: Police verification will be conducted after the engagement of the GEs. The GEs will also submit a medical fitness certificate from a authorized/registered Medical Practitioner, at the time of joining.

11. Termination of Contract/Engagement: The engagement of Graduate Engineer can be terminated by BIS at any time without assigning any reasons thereof by giving them 30 days' notice. However, in case the GE wishes to resign, he/she will have to give 30 days' advance notice or remuneration in lieu of thereof, before resigning from the engagement.

Termination of Contract:

- (i) If the Graduate Engineer is unable to address the assigned work;
- (ii) If the Quality of the work is not to the satisfaction of the department;
- (iii) If the Graduate Engineer fails to achieve the assigned task on time;
- (iv) If the Graduate Engineer is found lacking in honesty and integrity.

12. Confidentiality of Data and Documents:

- (a) The intellectual property rights of the data collected as well as deliverables produced for the BIS shall remain with BIS.
- (b) The data shall not be utilized or published or disclosed or to be part with, to a third party, any part of the data or statistical or proceedings or information collected for the purpose of his assignment in BIS.
- (c) The Graduate Engineer is bound to hand over the entire set of records of assignment to the BIS before the expiry of contract or before the final payment is released.
- (d) The job of Graduate Engineer attracts highest standards of confidentiality and it is expected to be maintained in all the actions of officer, at all levels.

13. Conflict of Interest: The Graduate Engineer appointed, shall in no case represent or give opinion or advice to others in any matter which is in conflict to the interest of BIS.

14. OTHER TERMS AND CONDITIONS AND GENERAL INSTRUCTIONS

- i) Candidates should note that, if at any stage of engagement, it is found that the candidates has submitted any false/fabricated information/documents, his/her candidature will be cancelled immediately and he/she will be liable for action as per applicable Law/Rules.
- ii) Candidate should note that their candidature at all stages of engagement is purely on contract basis.
- iii) Any resulting dispute arising out of this advertisement including the engagement process shall be subject to the sole jurisdiction of the Courts situated at concerned Regional/Branch legal jurisdiction.

Sd/-

Head (HRD)

Signature of the Candidate – Accepted/not accepted

Date:

Place: