

Annexure II

PROFORMA OF APPLICATION FOR BIS INTERNSHIP SCHEME, 2020

1. Name & Address of the Institution :

2. Contact details of the Institution :
(Contact Person's Name & Designation, Email, Phone)

3. Name of Student :

4. Contact details of student :
(Address, Email, Mobile)

5. Date of Birth :

6. Nationality :

7. Educational Qualifications :
(Starting from 10th onward)

Sl. No.	Name of Board/ University/Institute	Examination Passed	Year of Passing	Division Obtained With Percentage /CGPA	Subjects

8. Course presently being pursued :
(Attach Certificate from Institution, as per Page 2)

9. CGPA of the last semester :

10. Period during which internship could be Undertaken :

11. ~~Areas of interest~~ - Pre Standardization Studies

12. ~~Preferred places for working as Intern~~ : Delhi

DECLARATION

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature / engagement shall be liable to cancellation/ termination without notice or any compensation in lieu thereof. I agree to the terms and conditions of Internship at Appendix A.

Place:

Date:

Signature of the Student

National Institute of Training for Standardization (NITS)

Our Ref: NITS/HQ-PRTD03/1/2022-PRTD-BIS

19/06/2023

Subject: Standard Terms and Conditions for Interns in BIS

1. Tenure of Engagement:

The duration of Internship shall be of two continuous months.

2. Stipend:

The Interns will be provided a stipend of Rs. 20,000/- per month, calculated on pro-rata basis for each completed week.

3. Logistic:

Interns would be required to bring their own laptops. For the local/outstation visits, if required to be undertaken as part of the Internship, BIS would reimburse the travel & stay expenses as applicable to BIS employees, Level 6 or actual, whichever is less.

4. Attendance:

Interns shall be required to have a minimum of 75% attendance out of the actual working days. Loss of attendance due to unforeseen circumstances may be compensated by extension of the Internship for the commensurate number of days, subject to recommendations by the sponsoring Institution and approval by the Head of the concerned BIS Office. Such extension would however not entitle the Intern for any additional stipend.

5. Working Hours:

It will be mandatory for the interns to work for 1 week (7 working days), under the direct supervision and guidance of the Standardization Department concerned. The Interns shall follow the normal office working hours as prescribed (i.e. 9.00 AM to 5.30 PM). However, as per the exigency one has to sit late to complete the time bound work or outstation assignments. The concerned department may allow the interns to work from home thereafter. However, the intern shall be in constant touch with the Standardization Department and must attend VCs or webinars organized to discuss their work. Draft report should be submitted positively by Week 6 of the assignment and final report within Week 7 incorporating the suggestions and comments on the draft report, and presentation will be followed thereafter till end of internship.

6. Conduct, Work and Performance:

- (i) The Interns shall be willing to carry out the project at the station for which selected, irrespective of the preferred location(s) indicated in the application proforma.

- (ii) The Interns shall be duty-bound to follow the methodology and instructions given by the BIS and adhere to the time-frame for various aspects of the project.
- (iii) Conduct, work and performance of the Interns should be reviewed periodically by the Head of the BIS Office under whose jurisdiction the intern will be carrying out the project.
- (iv) The Interns shall be required to submit the Report for the Project as completed, to the concerned BIS authority failing which s/he would not be issued the Certificate of Internship.
- (v) The Internship would be deemed to be completed only on submission of the project report based on study/survey with suitable recommendations based on analysis of data. The report should be submitted to the BO Head under whose jurisdiction the project was carried out.
- (vi) Interns shall be liable for costs accrued on account of any loss that might be caused to BIS due to lapse on his/her part while discharging in wilful or accidental manner including fraud, etc.
- (vii) The Intern, under no circumstances shall claim to become the employee of BIS. Nothing in this Scheme shall create, or be deemed to create, a partnership or the relationship of employer and employee between BIS & the Intern.

7. Certificate:

Interns who have completed the Internship with minimum 75% attendance and having submitted the Report to the Head of the BIS Office to which the Intern was attached would be issued Certificate of Internship.

8. No other Assignment:

The engagement is on full-time basis and the Intern shall not take any other assignment during the period of engagement in BIS.

9. Termination of Assignment:

Any violation of instructions or suppression of facts or disclosure of BIS matters, records, and documents, Indian Standards, Special Publications etc in hard or soft form to an outsider shall lead to termination of Internship without any reference.

The BIS shall be within its right to terminate the Internship forthwith or take any other action without assigning any reason whatsoever.

10. Confidentiality of Data and Documents:

Interns shall maintain confidentiality of data and shall not divulge or disclose to any person, any details of the Manufacturer or other organizations collected/obtained as part of the project.

Interns shall not divulge or disclose to any person, any details of BIS office(s), security arrangements, administrative/operational process, any technical know-how, and other organizational matters

11. Conflict of Interest:

The Intern shall in no case represent or give opinion or advice to others in any matter, which is adverse to BIS

12. Any or all the terms and conditions can be changed with the approval of DG,BIS.

(Name of the Candidate)

Signature of the candidate – Accepted / not accepted

Date:

Place:

Certificate from University/Institution

It is to certify that Shri/Smt./Ms. _____ Son/
Daughter of Shri/Smt. _____ is a bonafide student of our
Institution/University pursuing _____ (Name of Degree Course) and
he/she is presently in _____ year/semester.

We certify that his/her candidature for Internship at Bureau of Indian Standards, submitted in the prescribed proforma along with the acceptance of Terms & Conditions is duly endorsed by our University/Institution and we have no objection to his candidature being considered. It is also certified that as per our record, the information given by him/her is true and he/she bears good moral conduct.

Date:

**(Signature of Head of Institution/ Registrar
of University with Name, Contact no. & Official Seal)**