

PROFORMA FOR APPLICATION FOR BIS INTERNSHIP SCHEME

1. Name and Address of the Institution :
2. Contact details of the Institution :
(Contact Person's Name and Designation, Email, Phone)
3. Name of the Student :
4. Contact Details of the Student
Address :
Email :
Mobile :
5. Date of Birth (in dd/mm/yyyy) :
6. Nationality :
7. Educational Qualifications (10th Class onwards) :

Affix
recent
photo
(to be cross-
signed by the
applicant)

Sl. No.	Name of Institute/ Board/University	Examination Passed	Month/ Year of Passing	Marks Obtained (Percentage/CGPA)	Subjects

8. Course presently being pursued :
(Attach NOC from Institution, as per Annexure II)
9. Current Year/Semester :
10. (i) Average Marks (%) or CGPA in all the years/ semesters whose results have been declared till the date of application :
(ii) Marks (%) or CGPA in graduation :
(iii) Marks (%) in the last year of integrated five year course in law :
(Fill one of the above options which is applicable as per 2.2)

contd./-

11. Period suitable for Internship :

*(Indicate the duration in Day, Month & Year, for example,
15 May XXXX to 15 July XXXX)*

12. Choice of location for working as Intern* :

*(Indicate 3 options out of the cities listed in Annexure III in the
order of preference)*

*(*Applicable for Engagement of Interns for Departments/Offices
other than BIS-HQ, New 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 **Annexure I**.

Place:

(Name and Signature of the Student)

Date:

Annexure II

FORMAT FOR NOC TO BE OBTAINED FROM INSTITUTION/UNIVERSITY
(To be given on Letter Head)/To be signed by Head/Principal/Registrar of the Institution/University

Dated:

Subject: No Objection Certificate for BIS Internship Programme

It is certified that <Shri/Smt./Ms.> _____ is a bonafide student <College/Institute/University ID No. ____> of <Semester/Year> of <Name of the course/programme> of this <Institution/University>

We certify that his/her candidature for Internship at Bureau of Indian Standards, submitted in the prescribed proforma along with the acceptance of Terms and 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.

The Institute/University has no objection for doing the Internship programme at BIS for the period from <_____ to _____>. It is also certified that he/she is not registered/will be registered for any course/assignment requiring his/her attendance in the class during the said period.

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

Annexure I

TERMS AND CONDITIONS OF INTERNSHIP

- (i) The Interns shall be willing to carry out the project at the station for which selected, irrespective of the choice of location(s) indicated in the application proforma.
- (ii) 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 and the Intern.
- (iii) 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.
- (iv) The Interns shall be required to submit the Report for the Project, to the concerned BIS authority failing which s/he would not be issued the Certificate of Internship.
- (v) 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.
- (vi) 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 internship project.
- (vii) 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 willful or accidental manner including fraud, etc.
- (viii) Any violation of instructions or suppression of facts or disclosure of BIS matters, records, documents, Indian Standards, Special Publications, etc in hard or soft form to an outsider shall lead to termination of Internship without any reference.
- (ix) The BIS shall be within its right to terminate the Internship forthwith or take any other action without assigning any reason whatsoever.
- (x) Any or all the terms and conditions can be changed with the approval of DG, BIS.