BUREAU OF INDIAN STANDARDS
(Department of Consumer Affairs
Ministry of Consumer Affairs, Food & Public Distribution, Govt of India]
Manak Bhawan,9 Bahadur Shah Zafar Marg, New Delhi -110002

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UPDIKSHA
युपी–दीक्षा

BIS Recruitment 2024 Syllabus

BIS Recruitment Logical Reasoning Syllabus 2024 =

- Verbal and Non-verbal Reasoning
- Alpha numeric series
- Blood relations
- Calendars
- Cause and Effects
- Clocks
- Coding and Decoding
- Cubes and dices
- Decision Making
- Statement Analysis
- Data Sufficiency
- Series and sequences
- Input Output
- Puzzles
- Syllogism

BIS Recruitment Quantitative Aptitude Syllabus 2024

- Number Series
- Rate of Interest
- Ratio and Proportion
- Percentage
- Profit and loss
- Mensuration: Cone, Cylinder, Rectangular Parallelepiped
- Trigonometry
- Mixture and allegations
- Sums on Ages
- Pipes and cisterns

- Boats and Streams
- Speed, time, distance
- Unitary Method
- Fractions and Decimals
- Simplification

BIS Recruitment English Language Syllabus 2024 =

- Reading Comprehension
- Spellings
- Detection of errors
- Cloze Test
- Basic Grammar
- Vocabulary
- Tenses and Rules
- Prepositions
- Articles
- Parts of Speech
- Fill in the Blanks
- Improving Sentences
- Paragraph Completion
- Grammar (Nouns, Pronouns, Adjectives, Verbs, etc.)
- Comprehension
- Sentence Rearrangement
- Error Detection
- Fill in the Blanks
- Synonyms and Antonyms
- Idioms and Phrases
- Sentence Improvement
- Sentence Rearrangement
- Idioms and Phrases
- Synonyms
- Antonyms
- Active Passive
- Narration
- One Word
- Cloze test

BIS Recruitment Finance (Assistant Director) Syllabus 2024 =

- Money and Banking
- Financial Risk Management
- Structured Finance
- Mixed Income Markets

- Bank Managements
- Infrastructure and Project Finance
- Management Control System

BIS Recruitment Marketing (Assistant Director) Syllabus 2024 =

- Marketing Management
- Operations Management
- Digital Marketing and Social Media Management
- Consumer Strategy
- Product Strategy and Branding
- International and National Marketing
- Salesforce Marketing
- BIS Recruitment Library Science Syllabus 2024 =
- Library Foundation and Management
- Classification Theory
- Cataloguing Theory
- Basics of Information Technology
- Classification Practicals
- Cataloguing Practicals
- Information Sources and Services

General Awareness Syllabus for BIS

- Current Affairs (National and International)
- Important Days and Events
- Awards and Honors
- Indian Economy
- Indian Constitution
- Science and Technology
- Sports
- Government Schemes
- History and Geography
- Static GK

3. PROCESS OF RECRUITMENT (for the posts to be filled up by Direct Recruitment):

Sl. No.	Name of the post	Process of Recruitment
1	Assistant Director (Hindi)	a) **On-line Exam;** and b) Interview
2	Assistant Director (Administration & Finance) – For administration	a) **On-line Exam;** and b) Interview
3	Assistant Director (Marketing & Consumer Affairs)	a) **On-line Exam;** and b) Interview
4	Personal Assistant	a) **On-line Exam**; and b) **Skill Test**: (i) Computer Proficiency Test: The test shall comprise course on Level-6 of National Skill Qualification Framework, which shall be qualifying in nature (ii) Shorthand Test . Shorthand test in English or Hindi comprising dictation test at hundred words per minute for seven minutes which the candidates shall be required to transcribe in forty five minutes (English dictation) and in sixty minutes (Hindi dictation) and knowledge of computer. *Visually disabled candidates having disability of forty percent and above will be required to transcribe the matter in seventy minutes for English shorthand test and in ninety minutes for Hindi shorthand test.* The test shall be qualifying in nature.
5	Assistant Section Officer	a) **On-line Exam**; and b) **Skill Test**: (i) Computer Proficiency Test: The test shall comprise course on Level-6 of National Skill Qualification Framework, which shall be qualifying in nature (ii) Typing Speed Test: [A typing speed of thirty five words per minute in English or thirty words per minute in Hindi on computer (thirty five words per minute and thirty words per minute correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word). Time allowed - ten minutes]. The test shall be qualifying in nature.
6	Assistant (Computer Aided Design)	a) On-line Exam ; and b) Practical Skill Test on drawing using Auto CAD/draftsmanship. The test shall be qualifying in nature.
7	Stenographer	a) **On-line Exam**; and b) **Skill Test**: (i) Computer Proficiency Test: The test shall comprise course on Level-5 of National Skill Qualification Framework, which shall be qualifying in nature (ii) Shorthand Test . English/Hindi Shorthand test at the speed of eighty words per minute which the candidates shall have to transcribe on Computer in fifty or sixty five minutes, respectively. The test shall be qualifying in nature.
8	Senior Secretariat Assistant	a) On-line Exam; and b) Qualifying Skill Test in Computer Proficiency consisting of: (a) Word Processing Test - 2000 Key Depressions in fifteen minutes; (b) Test in Spread Sheets on Microsoft Excel - fifteen minutes; and (c) Test in Power Point (Microsoft Power Point) – fifteen Minutes
9	Horticulture Supervisor	a) On-line Exam ; and b) Practical Skill Test on gardening. The test shall be qualifying in nature.
10	Technical Assistant (Lab)	a) On-line Exam; and b) Practical/Skill Test
11	Senior Technician	a) On-line Exam; and b) Practical/Trade Test

ON-LINE EXAMINATION: Details regarding structure of On-line Examination; Age relaxation; Examination Centre's; and other Guidelines / information for appearing in on-line examination for the posts to be filled up direct recruitment, are given below:

A) **STRUCTURE OF ONLINE EXAM**
i) For the posts of **Assistant Director (Hindi), Assistant Director (Administration & Finance)** and **Assistant Director (Marketing & Consumer Affairs),** the exam shall be of Post-graduate Level comprising of the following syllabus:

Sl. No.	Name of the Test	No. of Questions	Maximum Marks	Duration	Version
1.	General Intelligence & Reasoning	40	40	30 minutes	Bilingual i.e. English and Hindi except for the test of English Language
2.	English Language	40	40	30 minutes	
3.	Quantitative Aptitude	20	20	20 minutes	
4.	- For Assistant Director (Hindi): Domain Knowledge in Hindi Language - For Assistant Director (Administration & Finance)- (For Administration): Domain Knowledge in General Administration on CCS (Conduct) Rules; CCS (CCA Rules); GFR 2016; CVC guidelines; HR matters, CCS (Leave) Rules, etc. - For Assistant Director (Marketing & Consumer Affairs): Domain knowledge in Public Relations/ Publicity/ Advertising/ Scientific Journalism	50	50	40 minutes	
	Total	**150**	**150**	120 minutes	

The candidates will be required to secure aleast 50 % marks in aggregate out of total maximum marks in the on-line examination, to be considered for interview.

ii) For the posts of **Technical Assistant (Laboratory) and Assistant (Computer Aided Design)** the exam shall be of Graduate Level **and for the post of Senior Technician,** the exam shall be of be Matriculate Level; comprising of the following syllabus:

Sl. No.	Name of the Test	No. of Questions	Maximum Marks	Duration	Version
1.	General Intelligence & Reasoning	50	50	40 minutes	Bilingual i.e. English and Hindi except for the test of English Language
2.	General Awareness	25	25	20 minutes	
3.	English Language	25	25	20 minutes	
4.	**Technical Assistant (Lab.)** Technical Knowledge of concerned discipline (Mechanical, Chemical, Microbiology) **Assistant (Computer Aided Design)** Questions related to basics of Auto CAD, Engineering drawing and CAD in the disciplines of Civil/Mechanical/Electrical **Senior Technician** Questions related to common syllabus of ITI & relevant trade	50	50	40 minutes	
	Total	**150**	**150**	**120 minutes**	

The candidates will be required to secure aleast 50 % marks in the concerned discipline and also at least 50% marks in aggregate out of total maximum marks in the on-line examination, to be called for skill test/practical test/trade test, which shall be qualifying in nature.

iii) For the posts of **Assistant Section Officer, Personal Assistant, Stenographer and Senior Secretariat Assistant** the exam shall be of Graduate Level and for the post **of Horticulture Supervisor** the exam shall be of Matriculate Level; comprising of the following syllabus:

Sl. No.	Name of the Test	No. of Questions	Maximum Marks	Duration	Version
1.	General Intelligence & Reasoning	50	50	35 minutes	Bilingual i.e. English and Hindi except for the test of English Language
2.	General Awareness	25	25	20 minutes	
3.	Quantitative Aptitude	25	25	25 minutes	
4.	English Language	50	50	40 minutes	
	Total	**150**	**150**	**120 minutes**	

The candidates will be required to secure aleast 50 % marks in aggregate out of total maximum marks in the on-line examination, to be considered for next selection process.