बौद्धिक संपदा भारत
Intellectual Property INDIA

सत्यमेव जयते
भारतसरकार
GOVERNMENT OF INDIA
कार्यालय महानियंत्रक एकस्व, अभिकल्प और व्यापार चिह्न
Office of The Controller General
Patents, Designs & Trade Marks
वाणिज्य और उद्योग मंत्रालय
Ministry of Commerce & Industry
उद्योग संवर्धन और आंतरिक व्यापार विभाग
Department for Promotion of Industry and Internal Trade

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No. CGPDTM-16014(12)/3/2022-CGOFFICE/5014 Date: 05.11.2026

PUBLIC NOTICE

Applications are invited from eligible candidates for hiring contractual manpower in the capacity of **Consultant, Research Associates and Young Professionals purely on Contract basis.**

The selected candidates will be posted at Indian Intellectual Property (IP) Office, New Delhi and may be required to visit Indian Intellectual Property (IP) Offices located at Mumbai, Chennai, Kolkata, Ahmedabad and Nagpur as per requirement. The period of engagement will be initially for a period of one year further extendable subject to satisfactory periodic performance evaluated on yearly basis. The hiring of the professionals is purely on contract basis and may be terminated at any time by the O/o CGPDTM without assigning any reason by giving 15 days' notice or pay in lieu thereof and will not confer any right for regularization, absorption, permanency or continuation beyond the said date.

1.1 Minimum Essential Qualification, Age Limit & Experience:

Category	No. of Positions	Upper Age (limit)	Essential Qualifications and Experience
Consultant	01*	65 Years	**Essential Qualification –** Master degree in Sciences or LLM with Graduation in Sciences or BE/BTech from institute of national importance or equivalent reputed Institution/University. **Desirable Qualification –** Ph.D. in Sciences/IPR Management or MTech/MS **Experience** – at least 15 years in handling IPR matters.
Research Associate	02*	48 Years	**Essential Qualification –** Master degree in Sciences or BE/B. Tech or MBA from institute of national importance or equivalent reputed Institution/University.

			Desirable Qualification – (a) Ph.D. in Sciences/Law; or (b) Professional working knowledge of IPR management or MTech, M.Sc., working knowledge in IPR & policy matter; and Knowledge of High-Quality MS Office, Power Point Presentations, Professional presentations with graphs, info graphical displays, Trend analysis and other data governance and quality assessment software tools, etc. would be preferred. (c) LLB/LLM or Degree/Diploma in IPR (full time - at least 1 year) or training and development experience from reputed institution. **Experience** - at least 3 years in handling IPR matters
Young Professional (Law & IP)	01*	35 years	**Essential Qualification**- Graduation/Post-graduation in Law or MBA in international business with domain knowledge in required areas from institute of national importance or equivalent reputed Institution/University. **Desirable Qualification**- Ph.D. in Law & IP field **Experience**- at least 1-year Law & IP field research experience preferably in IPR matters. **Note:** Individual should have knowledge of handling legal work/drafting of rules/regulations/replies in respect of court matters etc.
Young Professional (Finance)	01*	35 Years	**Essential Qualification –** MBA or PGDM (full time - 2 years course) in the discipline of Finance from institute of national importance or equivalent reputed Institution. **Desirable Qualification** - Higher qualification in the field of finance would be preferred. **Experience –** at least one-year relevant experience preferably in a government department/institution/office.

Cut-off date for calculating / deciding the eligibility of candidates will be the closing date for receipt of application.
** Competent authority reserves the right to increase or decrease the number of vacancies as may be required.*

Age as on 1st July of the year of advertisement.

Note 1: Only post qualification experience after completion of minimum essential qualification against which the candidate will apply will be counted as effective experience.

Note 2: Experience also includes upto 3 years for Ph.D. holders, provided no other work experience counted during those three years.

Note 3: Candidates who previously applied for these posts under the public notice dated 01.02.2026 or 05.05.2026 need not reapply, as they remain ineligible for the current recruitment year.

How to Apply: Candidates (Indian National Only) must apply online through the website http://www.ipindia.gov.in.

Applications received through any other mode would not be accepted and summarily rejected.

Opening Date for Online Applications: 06th November, 2026

Closing Date for Online Applications: 16th November, 2026

2. The procedure for selection of candidates will be as below:

2.1 Consultant:

Selection for the post of consultant will be done through an interview. All eligible candidates who have successfully submitted online applications for the post of consultant and their applications have been scrutinized will be called for an interview. In case of receipt of large no. of applications, shortlisting of candidates will be done by taking a ratio of 5:1 against the sanctioned posts. For shortlisting of the candidates for the interview, following modalities will be observed:

a. On the basis of higher educational qualification than the minimum prescribed in the advertisement,
b. On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement,
c. On the basis of prescribed Desirable Qualification (DQ).

Merit list of the qualified candidates will be prepared based on the marks obtained in the interview. In case the selected candidate to whom the offer of appointment has been given fails to join the post within the given time or resigns after joining, the offer of appointment will be given to next candidate in the merit list. The final merit list will be valid for 1 year. The final selection of eligible candidates for appointment to the post of consultant will be based on the performance of the candidate in interview and verification of documents submitted by the candidates.

2.2 Research Associates and Young Professionals:

Selection for the post of Research Associates and Young Professional will be done through an interview. All eligible candidates who have successfully submitted online applications for the post of Research Associates and Young Professional, their applications have been scrutinized will be called for an interview. In case of

receipt of large no. of applications, shortlisting of candidates will be done by taking a ratio of 5:1 against the sanctioned posts. For shortlisting of the candidates for the interview, following modalities will be observed:

a. On the basis of higher educational qualification than the minimum prescribed in the advertisement,

b. On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement,

c. On the basis of prescribed Desirable Qualification (DQ).

Merit list of the qualified candidates will be prepared based on the marks obtained in the interview. In case the selected candidate to whom the offer of appointment has been given fails to join the post within the given time or resigns after joining, the offer of appointment will be given to next candidate in the merit list. The final merit list will be valid for 1 year.

The final selection of eligible candidates for appointment to the post of Research Associates and Young Professional will be based on the performance of the candidate in interview and verification of documents submitted by the candidates.

3. The interview will be conducted at **Office of Controller General of Patents, Designs and Trade Marks, Bouddhik Sampada Bhawan, Plot No. 32, Sector 14, Dwarka, New Delhi-110078. In case of any change in venue for interview, the same will be communicated accordingly.**

No T.A or D.A. will be paid for attending interview, if called.

4. Verification of the qualifications testimonials and experience certificate will be carried out before the interview on the same day.

General Instructions:

1. Overview of Office of the Controller General of Patents, Designs & Trade Marks:

The Office of the Controller General of Patents, Designs & Trade Marks (O/o CGPDTM) under the Department for promotion of Industry & Internal Trade (DPIIT), Ministry of Commerce & Industry (MoC&I) is responsible for grant of Patents, registration of Designs, Trade Marks, Copyright, Geographical Indications (Gis) and Layout design of integrated circuits in India (IC). The Office advises to the Government on matters relating to Intellectual Property Rights (IPRs) including Intellectual Property (IP) policy, protection, and enforcement and promotes the stronger and more effective IP protection in the country. The O/o CGPDTM works with other agencies, both national and international, for effective IP protection for Indian innovators and entrepreneurs worldwide. It also conducts training, education, capacity building and public outreach and communications programs for creating a robust IP culture in the country.

2. Contractual Terms & Conditions

2.1 Legal status

Any professional hired under these guidelines shall be Consultant, and Young Professional (herein after refers to as "Contractual Staff") who shall have the legal status of a Contractual Staff and shall not be regarded, for any purposes, as being either a "Staff member" of O/o CGPDTM, or an "Official" of O/o CGPDTM. Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee or of principal and agent, between O/o CGPDTM and the Contractual Staff.

2.2 Standards of Conduct

2.2.1 In General the Contractual Staff shall neither seek nor accept instructions from any authority external to O/o CGPDTM in connection with the performance of its obligations under the Contract. The Contractual Staff shall not take any action or any formal/informal engagement(s) in respect of its performance of the Contract or otherwise related to its obligations under the Contract that may adversely affect the interests of O/o CGPDTM, and the Contractual Staff shall perform its obligations under the Contact with the fullest regard to the interests of O/o CGPDTM. The Contractual Staff warrants that it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Contract or the award thereof to any representative, official, employee or other agent of O/o CGPDTM. The Contractual Staff shall comply with all laws, ordinances, rules & regulations and guidelines bearing upon the performance of its obligations under the Contract. In the performance of the Contract the Contractual Staff shall comply with the standards of Conduct. Failure to comply with the same is grounds for termination of the Contractual Staff for cause.

2.2.2 Prohibition of Sexual Exploitation and Abuse: In the performance of the Contract, the Contractual Staff shall comply with the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013". The Contractual Staff acknowledges and agrees that any breach of any of the provisions hereof shall constitute a breach of an essential term of the Contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for termination of the Contract. In addition, nothing herein shall limit the right of O/o CGPDTM to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.

2.3 Title Rights, Copyrights, Patents and Other Proprietary Rights

2.3.1 Title to any equipment and supplies that may be furnished by O/o CGPDTM to the Contractual Staff for the performance of any obligations under the Contract shall rest with O/o CGPDTM, and any such equipment shall be returned to O/o CGPDTM at the conclusion of the Contract or when no longer needed

by the Contractual Staff. Such equipment, when returned to O/o CGPDTM, shall be in the same condition as when delivered to the Contractual Staff, subject to normal wear and tear, and the Contractual Staff shall be liable to compensate O/o CGPDTM for any damage or degradation of the equipment that is beyond normal wear and tear.

2.3.2 O/o CGPDTM shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the Contractual Staff has developed for O/o CGPDTM under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractual Staff acknowledges and agrees that such products, documents and other materials constitute works made for hire for O/o CGPDTM. Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Contractual Staff under the Contract shall be the property of O/o CGPDTM, shall be made available for use or inspection by O/o CGPDTM at reasonable times and in reasonable places, shall be treated as confidential and shall be delivered only to authorized officials of O/o CGPDTM on completion of work under the Contract.

2.4 Confidential Nature of Documents and Information

The Contractual Staff would be subject to the provisions of the Indian Official Secrets Act, 1923. The Contractual Staff shall not, except with the previous sanction of O/o CGPDTM or in the bona fide discharge of his or her duties, publish a book or a compilation of articles or participate in radio broadcast or contribute an article or write a letter in any newspapers or periodical either in his own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast or letter relates to subject matter assigned to him by O/o CGPDTM.

2.5 Use of Name, Emblem or Official Seal of O/o CGPDTM

Contractual Staff shall not advertise or otherwise make public for purposes of commercial advantage that it has a contractual relationship with O/o CGPDTM, nor shall the Contractual Staff, in any manner whatsoever, use the name, emblem or official seal of O/o CGPDTM, or any abbreviation of the name of O/o CGPDTM, in connection while discharging the duties under the contract or any business / activities or otherwise without the written permission of O/o CGPDTM.

2.6 Insurance

The Contractual Staff shall be solely responsible for taking out and for maintaining adequate insurance required to meet any of its obligations under the Contract, as well as for arranging, at the Contractual Staff's

sole expense, such life, health and other forms of insurance as the Contractual Staff may consider to be appropriate to cover the period during which the Contractual Staff provides services under the Contract.

2.7 Travel, Medical Clearance and Service Incurred Death, Injury or Illness

2.7.1 O/o CGPDTM may require the Contractual Staff to submit a Statement of Good Health from a recognized physician prior to commencement of work in any offices or premises of O/o CGPDTM.

2.7.2 In the event of the death, injury or illness of the Contractual Staff which is attributable to the performance of services on behalf of O/o CGPDTM under
the terms of the Contract while the Contractual Staff is traveling at O/o CGPDTM expense or is performing any services under the Contract in any offices or premises of O/o CGPDTM or Government of India, the Contractual Staff or the Contractual Staff's dependents, as appropriate, shall not be entitled to any compensation.

2.8 Force Majeure and other Conditions

2.8.1 Force majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the Contractual Staff.

2.8.2 The Contractual Staff acknowledges and agrees that, with respect to any obligations under the Contract that the Contractual Staff must perform in or for any areas in which O/o CGPDTM is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delay or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract.

2.9 Termination

Engagement of Contractual Staffs may be terminated at any time by the O/o CGPDTM without assigning any reason by giving 15 days' notice or pay in lieu thereof. Similarly, Contractual Staffs may also disengage themselves after giving notice of similar period or pay in lieu thereof.

2.10 Claim of subsequent employment:

The period of engagement as Contractual Staffs may not confer any claim or right for subsequent engagement/employment with O/o CGPDTM or any other Govt.
Department at a later date.

2.11 Audits and Investigations

Each invoice paid by O/o CGPDTM shall be subject to a post-payment audit by auditors, whether internal or external, of O/o CGPDTM or by other authorized and qualified agents of O/o CGPDTM at any time during the term of the Contract and for a period of two (2) years following the expiration or prior termination of the Contract. The O/o CGPDTM shall be entitled to a refund from the Contractual Staff for any amounts shown by such audits to have been paid by O/o CGPDTM other than in accordance with the terms and conditions of the Contract. The Contractual Staff acknowledges and agrees that, from time to time, O/o CGPDTM may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Contractual Staff generally relating to performance of the Contract. The right of O/o CGPDTM to conduct an investigation and the Contractual Staff's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract. The Contractual Staff shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractual Staff's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to O/o CGPDTM access to the Contractual Staff's premises at reasonable times and on reasonable conditions in connection with such access to the Contractual Staff's personnel and relevant documentation.

2.12 Settlement of Disputes:

The O/o CGPDTM and the Contractual Staff shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Contract or the breach, termination or invalidity thereof.

2.13 Arbitration:

Any dispute, controversy or claim between the parties arising out of the Contract, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred by either of the parties to the Controller General of Patents, Designs & Trade Marks (CGPDTM) for arbitration. The CGPDTM may appoint an arbitrator for the settlement of the controversy.

2.14 Conflict of Interest:

The Contractual Staff shall be expected to follow all the rules and regulations of the Government of India which are in force. He/she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of the Contractual Staff are not found satisfactory or found in conflict with the interests of the O/o CGPDTM/Government of India, his/her services will be liable for discontinuation without assigning any reason. The candidate shall be expected to disclose their professional conflict in the matter which they are dealing while execution of the contract at the O/o

CGPDTM/Government of India. Any conflict arising without the any such disclosure in any matter related to the work under the contract shall be liable to terminate the contract by the O/o CGPDTM.

3. Terms of Reference

3.1 The tasks to be performed by Contractual Staff shall be decided, as per requirements as deemed necessary, by the CGPDTM, and/or the officer of O/o CGPDTM with whom the Contractual Staff is attached.

3.2 The terms of reference are mandatory and shall form part of the individual contract. The terms of reference shall include the outputs to be delivered and the functions to be performed. The outputs and functions shall be specific, measurable, attainable, resultsbased and time-bound.

4. General Terms & Conditions

4.1 Tenure: Engagement of Contractual Staff is for a fixed period, will be initially for a period of one year, which is extendable upto 03 years - one year at a time for providing high-end professional services on specific spheres as per requirement of the O/o CGPDTM. However, their continuation in their respective position beyond the first and subsequent years could be contingent on a satisfactory Annual Performance Review based on clearly defined Key Performance Indicators. No extension will be granted after three years.

4.2 Professionals with requisite qualification and experience as prescribed would be hired as Contractual Staff.

4.3 The Contractual Staff may be appointed on full-time basis and would not be permitted to take up any other assignment during the period of work with O/o CGPDTM.

4.4 The appointment of Contractual Staff is of a temporary nature and the O/o CGPDTM can cancel the appointment at any time without providing any reason for it.

4.5 Number of Contractual Staffs: The total number of Contractual Staffs to be engaged by O/o CGPDTM shall depend on the actual requirement at a particular point of time and provision of budget allocations and as approved by the Secretary, DPIIT.

5. Remuneration:

Position	Total Number of Position	Pay Band (Remuneration in rupees per month)
Consultant	1	₹ 1,25,000
Research Associate	2	₹ 90,000
Young Professional (Law & IP)	1	₹ 70,000
Young Professional (Finance)	1	₹ 70,000

6. Increment:

An annual increment @ 10% will be granted subject to completion of the period with satisfactory performance.

In case the contract is for more than one year, the remuneration of Contractual Staff may be reviewed after completion of one year on annual basis. The enhancement in remuneration will be based on his/her performance during the year after the recommendation of the Review Committee to be constituted duly approved by the CGPDTM.

7. TA/DA:

The Contractual Staffs may be required to undertake domestic tours subject approval of the competent authority. Contractual Staffs may be allowed to avail journey by air in Economy class or by rail in AC Two Tier. Hotel accommodation of upto Rs. 2250/- per day; taxi charges of upto Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day shall be allowed as per the Government of India eligibility of Level-10.

8. Payment

The payment will be released by O/o CGPDTM within one week after completion of the month based on the biometric attendance registered by the Contractual Staff or on certification by concerned Head of Office, in case the Contractual Staff has been placed to other location.

9. Working Hours & Leave:

Working hours shall normally be from 9:30 AM to 6:00 PM during the working days. However, in the exigencies of work, Contractual Staffs may be required to sit late and may be asked to attend office on Saturdays/ Sundays and other holidays also. Further, Contractual Staffs may be granted paid leave at the rate of 1.5 days for each completed month. The intervening Saturdays, Sundays or Gazetted holidays during a spell of leave shall not be counted against the paid leave at the rate of 1.5 days for each completed month. Accumulation of leave beyond year may not be allowed. Moreover, the absence up to one month for any valid reason may be considered without remuneration. Exceptional cases like need for professional development, training etc, this condition may be relaxed with the approval of the Competent Authority, subject to official exigencies. Apart from this, the women Contractual Staffs may be considered for grant of maternity leave for a period of maximum 26 weeks as per Maternity Benefit Amendment Act 2017, but the said leave would without pay with approval of the Competent Authority.

10. Tax Deduction at Source

The Income Tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment, for which the O/o CGPDTM will issue TDS Certificate/s. Goods and Service

Tax, as applicable shall be admissible to the Contractual Staffs. The O/o CGPDTM undertake no liability for taxes or other contribution payable by the Contractual Staff on payments made under this contract.

11. Police Verification

Police verification of the Contractual Staffs shall be done as per the latest instructions issued by MHA. In case the police verification is received as negative, the contract of Contractual Staff shall cease to exist with immediate effect without any notice.

12. Training

After joining, a minimum of three days induction training will be organized for all the Contractual Staffs.

13. Cooling off Period:

The young professionals for a period of two (2) years following the termination or conclusion of their engagement with the Department shall not, directly or indirectly, seek or accept employment, consultancy, advisory roles, or any other professional association with foreign mission/firms/think tanks if there is conflict of interest with the work that he/she has done in the Department.

14. Relaxation

Any relaxation in either of the terms of contract beyond the said guidelines shall reviewed by the committee constituted to deal with any such matter. The committee shall be formed by the CGPDTM. All such relaxation shall be governed through the aligned ministry.

Date of Interview: will be communicated to the applicant in due course of time.

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Controller General of Patents, Designs &

Trade Marks (CGPDTM), RoC, GI & SICLDR