

## **FILLING UP POSTS ON DEPUTATION BASIS**

Following vacancies are to be filled by Deputation/Deputation (including short term contract) in the Office of the Controller General of Patents, Designs and Trade Marks:

### **VACANCIES IN PATENT OFFICE**

1. One post of Senior Joint Controller of Patents & Designs (Group 'A' Gazetted) is to be filled by deputation.
2. Two posts of System Analyst cum Computer Programmer (Group 'A' Gazetted) are to be filled by deputation (including short term contract).
3. One post of Public Information Officer (Group 'B' Gazetted) is to be filled by deputation (including short term contract).
4. One post of Accounts Officer (Group 'B' Gazetted) is to be filled by deputation.
5. Two posts of Receptionist (Group 'C') are to be filled by deputation.

### **VACANCIES IN TRADE MARKS REGISTRY**

1. One post of Law Officer (Group 'A' Gazetted) is to be filled by deputation (including short term contract)
2. One post of Programmer/IT Specialist (Group 'A' Gazetted) is to be filled by deputation (including short term contract)

The details regarding the above mentioned posts are given below:

### **VACANCIES IN PATENT OFFICE**

**(1) Senior Joint Controller of Patents & Designs** (1 Post) in the Pay Band-4 (Rs. 37,400 – 67,000) plus Grade Pay of Rs. 8,900/- (Group 'A' Gazetted):

Applications are invited from officers of the Central Government:

- (I) (i) holding analogous posts on regular basis, OR  
(ii) with two years regular service rendered after appointment thereto on regular basis in posts in the Pay Band-4 (Rs. 37,400 – 67,000) plus Grade Pay of Rs. 8,700/- in the parent cadre or department; and
- (II) possessing the following educational qualifications and experience:
- (a) Master Degree in any discipline of Science (except Mathematics, Statistics and related subjects) OR Pharmaceutical Science OR Bachelor Degree in Engineering or Technology from a recognized University or Institute or equivalent; and
- (b) (i) fifteen years of experience in research with record of original research and published papers and knowledge of patenting procedures including drafting of patenting specifications; or  
(ii) fifteen years practical experience in supervisory capacity in an Industrial or Engineering Organization of repute and knowledge of patenting procedures including drafting of patenting specifications; or  
(iii) fifteen years experience in Group 'A' post in the Patent Office.

**Duties:**

Senior Joint Controller of Patents & Designs is the senior most technical officer having supervisory powers relating to administration of the Patents Act, 1970 and Designs Act, 2000 and the Rules there under. To act as Tribunal in respect of disputed matters in relating to Patents and Designs. To advise the Controller General of Patents, Designs and Trade Marks on Patents & Designs matters and may have to represent the Government in International forum like the WIPO & act as speaker/resource person at international seminars and meetings on Patents & Designs matters. Any other work may be assigned relating to the subject by the Controller General of Patents, Designs and Trade Marks as per the exigency of workload.

**Note 1** – The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**Note 2** – Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of application.

**(2) System Analyst cum Computer Programmer** (2 Posts) in the Pay Band-3 (Rs. 15,600 – 39,100) plus Grade Pay of Rs. 5,400/- (Group ‘A’ Gazetted):

Applications are invited from officers of the Central Government or State Government or Union Territory Administration or Universities or Recognized Research Institutions or Public Sector Undertaking or Semi Government or Autonomous or Statutory Organizations -

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or  
(ii) with two years’ regular service rendered after appointment thereto on regular basis in the grade in Pay Band–2 (Rs. 9,300 – 34,800) with Grade Pay of Rs. 4,800 or equivalent in the parent cadre or Department; or  
(iii) with three years’ regular service rendered after appointment thereto on regular basis in the grade in Pay Band–2 (Rs. 9,300 – 34,800) with Grade Pay of Rs. 4,600 or equivalent in the parent cadre or Department; or  
(iv) with eight years’ regular service rendered after appointment thereto on regular basis in the grade in Pay Band–2 (Rs. 9,300 – 34,800) with Grade Pay of Rs. 4,200 or equivalent in the parent cadre or Department; and
- (b) possessing the following educational qualifications and experience:
- (A) (I) Masters Degree in Computer Application or Computer Science or Master of Technology (with specialization in Computer Application) or Bachelor of Engineering or Bachelor of Technology in Computer Engineering or Computer Science or Computer Technology from a recognized University; and  
(II) Two years experience of Electronic Data Processing work including experience of actual programming; Or
- (B) (I) Degree in Computer Applications or Computer Science or Degree in Electronics or Electronics and Communication Engineering from a recognized University or equivalent; and  
(II) Three years experience of Electronic Data Processing out of which at least one year experience must be in actual programming; Or

- (C) (I) Masters Degree from a recognized University or equivalent or Degree in Engineering of a recognized University or equivalent; and  
(II) Four years experience of Electronic Data Processing out of which at least two years experience must be in actual programming; Or
- (D) (I) 'A' level Diploma under Department of Electronics Accreditation of Computer Course Programme or Post Graduate Diploma in Computer Application offered under University Programme or Post Polytechnic Diploma in Computer Application awarded by State Council of Technical Education or equivalent; and  
(II) Four years experience of Electronic Data Processing work out of which at least two years experience must be in actual programming;

**Duties:**

To maintain the database and different servers of the Patent Office. Knowledge of networking and Internet technologies including knowledge of International Telecommunication Union (ITU) standards. To maintain online filing of the Patent application. Design, development, implementation and policy formulation of systems in one or more of the following areas: E-Commerce Solutions, Security in E-Commerce Applications incorporating network security, secure web services, client browser interface, etc.

**Note 1** – The period of deputation (including short term contract) including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed three years.

**Note 2** – The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of the receipt of applications.

**Note 3** – For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> day of January, 2006, the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation.

**(3) Public Information Officer** (1 Post) in the Pay Band-2 (Rs. 9,300 – 34,800/-) plus Grade Pay of Rs. 4,600/- (Group "B" Gazetted):

Applications are invited from officers of the Central Government or State Governments or Union Territories or Recognized Research Institutions or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organizations-

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or  
(ii) with five years service in the grade in Pay Band-2 (Rs. 9,300 – 34,800/-) plus Grade Pay of Rs. 4,200/- or equivalent in the parent cadre or Department; and  
(b) possessing the following educational qualifications and experience:

**Essential:**

- i) Degree from a recognised University;

ii) At least two years' experience in handling the Public relations work in the Central Government or State Governments or Union Territories or Recognized Research Institutions or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organizations.

**Desirable:**

Diploma in Journalism or Mass Communication from a recognized University or Institution.

**Duties:**

To attend public enquiries related to procedure for filing of Patent Applications etc., to attend the matters relating to the Registered Patent Agents, Renewal of Registration of Patent Agents etc., supervising the work of diarising and dispatch section. Marking of letters received in the office to the concerned sections. Preparation and submission of all types of reports including Annual Reports of Patent Office, WIPO Reports, weekly, fortnightly, monthly, quarterly, half-yearly and other periodical reports. To collect and maintain statistics of the Patent office.

**Note 1** – The period of deputation (including short term contract) including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed three years.

**Note 2** – The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of the receipt of applications.

**Note 3** – For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> day of January, 2006 the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation.

**(4) Accounts Officer** (1 Post) in the Pay Band-2 (Rs. 9,300 – 34,800/-) plus Grade Pay of Rs. 4,600/- (Group "B" Gazetted):

Applications are invited from officers of the Central Government -

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or  
(ii) with five years service in the grade in Pay Band-2 (Rs. 9,300 – 34,800/-) plus Grade Pay of Rs. 4,200/- or equivalent in the parent cadre or Department; and
- (b) possessing the following educational qualifications and experience:
- (i) A pass in the Subordinate Accounts Service or equivalent examination conducted by any of the Organised Accounts Department of the Central Government; or
- (ii) Successfully completed training in the Cash & Accounts work in the Institute of Secretariat Training and Management or equivalent and possessing experience of two years in Cash, Accounts & Budget Work.

**Duties:**

Functions of the Drawing and Disbursing Officer; Scrutinizing bills and monitor Cash Section; maintaining accounts related with e-filing; passing of all files relating to bills (salary, TA, contingency etc.) cash, receipt & payment section etc., increment, G.P.F, tuition fees, medical claims, R.A., establishment returns and statements, purchase, maintenance,

accommodation, holiday, budget, expenditure and service stamps, liveries, refund cases, plan and A.M.C tender processing, correspondence to PAO; checking and signing of bank challans for remittance, vouchers, all bills including contingent bills, cheques, formal receipts, daily statement of fees received, cash book, various registers, stamp accounts, etc.; correspondence in connection with defective fees received from the parties and to attend to the duties of various types of miscellaneous nature in case of need.

**Note 1** – The period of deputation (including short term contract) including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed three years.

**Note 2** – The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of the receipt of applications.

**Note 3** – For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> day of January, 2006 the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation

**(5) Receptionist** (2 Posts) in the Pay Band-1 (Rs. 5,200 – 20,200) plus Grade Pay of Rs. 1,900/- (Group 'C'):

Applications are invited from officers of the Central or State Government or Union Territory Administration or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organizations-

- (a) holding analogous posts on regular basis in the parent cadre/department; and
- (b) possessing the following educational qualifications and experience:

**Essential:**

- (i) a Degree from a recognised University or equivalent;
- (ii) knowledge of computer operations

**Desirable:**

Experience of two years in public relation work or reception services in a Government Department or Undertaking.

**Duties:**

Attend visitors and deal with inquiries on the phone and face to face. Supply information regarding the organization to the general public and organize meetings. As needed, assists with clerical tasks to include typing, filing, proof reading, maintenance of service logs and data entry.

**Note** – Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of application.

## **VACANCIES IN TRADE MARKS REGISTRY**

**(1) Law Officer** (1 Post) in the Pay Band-3 (Rs. 15,600 – 39,100) plus Grade Pay of Rs. 5,400/- (Group 'A' Gazetted):

Applications are invited from officers of the Central Government or State Governments or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organizations-

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or  
(ii) with two years' regular service in the grade in Pay Band-2 (Rs. 9,300 – 34,800) plus Grade Pay of Rs. 4,800 or equivalent in the parent cadre or Department; or  
(iii) with three years' regular service in the grade in Pay Band-2 (Rs. 9,300 – 34,800) with Grade Pay of Rs. 4,600 or equivalent in the parent cadre or Department; and  
(b) possessing the following educational qualifications and experience:

**Essential:**

- (I) A Degree in Law from a recognised University.  
(II) Three years experience in handling legal matters in a Government Department or University or Research Institution or Public Sector Undertaking or Semi Government or Autonomous or Statutory Organization.

**Desirable:**

- (I) Administrative experience of one year.  
(II) Undergone foundation course in computer in Institute of Secretariat Training and Management or any other in-service training institution under the aegis of State Government  
(III) One year experience in handling matters relating to Trade Marks Act, 1999 (47 of 1999)

**Duties:**

1. To provide legal opinion on any matter entrusted by Registrar
2. To handle on a full time basis all types of Trade Marks litigation cases of any TMR offices relating to appeals before IPAB or any court of law .
3. To interact with Law Ministry, Government Counsel and to prepare para-wise reply/comments
4. To prepare para-wise comments and sign the affidavit on behalf of Registrar of Trade Marks as and when required.
5. To provide legal advice to Registrar on administrative and service related matters
6. To brief the Registrar/Ministry/Counsel in respect of the above.

**Note 1** – The period of deputation (including short term contract) including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed three years.

**Note 2** – The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of the receipt of applications.

**Note 3** – For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> day of January, 2006 the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on

the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation.

**(2) Programmer /IT Specialist** (1 Post) in the Pay Band-3 (Rs. 15,600 – 39,100) plus Grade Pay of Rs. 5,400/- (Group ‘A’ Gazetted):

Applications are invited from officers of the Central Government or State Governments or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organizations-

- (a) (i) holding analogous post on regular basis in the parent cadre or Department; or  
(ii) with three years’ regular service in the grade in Pay Band–2 (Rs. 9,300 – 34,800) plus Grade Pay of Rs. 4,600 or equivalent in the parent cadre or Department; or  
(iii) with eight years’ regular service in the grade in Pay Band–2 (Rs. 9,300 – 34,800) plus Grade Pay of Rs. 4,200 or equivalent in the parent cadre or Department; and

(b) possessing the following educational qualifications and experience:

**Essential:**

- (I) Bachelor Degree in Engineering in Information Technology or Computer Science OR Masters Degree in Computer Application from a recognized University or Institute OR ‘B’ level Diploma under Department of Electronics Accreditation of Computer Course Scheme
- (II) Three years experience of Electronic Data Processing work in any Department or Organisation of the Central Government or State Government or Union Territory or University or Recognized Research Institution or Public Sector Undertaking or Semi Government or Autonomous or Statutory Organizations out of which at least one year experience must be in actual programming on an electronic computer.

**Desirable:**

- (I) Masters Degree in Engineering in Information Technology or Computer Science from a recognized University or Institute.
- (II) At least six months training in Computer programming or System Design or Analysis in a recognized Institute.
- (III) Working experience of one year in one or more programming languages, networking and Internet technologies including International Telecommunication Union (ITU) standards in any Department or Organisation of the Central Government or State Government or Union Territory or University or Recognized Research Institution or Public Sector Undertaking or Semi Government or Autonomous or Statutory Organization.

**Duties:**

To maintain the database and different servers of the Trade Marks Registry. Knowledge of networking and Internet technologies including knowledge of International Telecommunication Union (ITU) standards. To maintain online filing of the Trade Marks application. Design, development, implementation and / or policy formulation of systems in one or more of the following areas:

E-Commerce Solutions, Security in E-Commerce Applications incorporating network security, secure web services, client browser interface, etc.

**Note 1** – The period of deputation (including short term contract) including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed three years.

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**Note 3** – For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> day of January, 2006 the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation.

The application in the prescribed proforma duly signed by the candidate and countersigned by the employer along with the complete up-to-date attested photo copy of the Confidential Report for the last five years of the officer who could be spared in the event of their selection should reach the **Controller General of Patents, Designs & Trade Marks, Boudhik Sampada Bhavan, S. M. Road, Antop Hill, Mumbai-400 037 on or before 14<sup>th</sup> February, 2013.**

Applications received after the last date or without the Confidential Reports or otherwise found incomplete will not be considered while forwarding the applications. It may please be verified and certified by the controlling Officer that particulars furnished by the officers are correct and the no disciplinary case is pending or contemplated against the officer.

(Chaitanya Prasad)  
Controller General of Patents,  
Designs & Trade Marks