

1. Details of posts in Patent Office as on 28.02.2021

Sl No	Name of the post	Category	Level in the pay matrix	Sanctioned strength	Working strength
1	Senior Joint Controller of P & D	Group A	Level 13 (A)	5	0
2	Joint Controller of P & D	Group A	Level 13	11	4
3	*Director	Group A	Level 13	1	1
4	*Deputy Secretary	Group A	Level 12	1	1
5	Deputy Controller of P & D	Group A	Level 12	51	49
6	Principal System Analyst	Group A	Level 12	1	0
7	Senior System Analyst	Group A	Level 11	2	0
8	Senior Administrative Officer	Group A	Level 11	1	0
9	Assistant Controller of P and D	Group A	Level 11	196	192
10	Examiner of Patents and Designs	Group A	Level 10	673	613
11	Syst Analyst/Computer Programmer	Group A	Level 10	5	0
12	Administrative Officer	Group A	Level 10	4	1
13	Senior Finance & Accounts Officer	Group A	Level 10	1	0
14	Assistant Director (OL)	Group A	Level 10	1	1
15	Assistant Administrative Officer	Gr B (G)	Level 7	6	5
16	Private Secretary	Gr B (G)	Level 7	4	1
17	Assistant Library & Information Officer	Gr B (G)	Level 7	2	2
18	Finance Officer	Gr B (G)	Level 7	1	0
19	Store Officer	Gr B (G)	Level 7	5	0
20	Senior Translator	Gr B (G)	Level 7	1	0
21	Office Superintendent	Gr B (NG)	Level 6	76	53
22	Library and Information Assistant	Gr B (NG)	Level 6	5	1
23	Junior Translator	Gr B (NG)	Level 6	3	2
24	Stenographer Grade I	Gr B (NG)	Level 6	10	3
25	Accountant	Gr B (NG)	Level 6	1	0
26	Legal Assistant	Gr B (NG)	Level 6	4	0
27	Photography Assistant	Group C	Level 5	3	3
28	Upper Division Clerk	Group C	Level 4	67	42
29	Stenographer Grade II	Group C	Level 4	2	2
30	Data Entry Operator	Group C	Level 4	10	9
31	Receptionist	Group C	Level 4	1	1
32	Lower Division Clerk	Group C	Level 2	44	27
33	Multi-tasking staff	Group C	Level 1	60	42
			TOTAL	1258	1055
	(* Ex-cadre post)				