

Guidelines for Filing the Application

Candidates can apply for Patent Agent Examination 2024 and the Trade Marks Agent Exam 2024 **online only** from 13/09/2023 (12 noon) to 30/09/2023 (05.30 PM). There is **NO** other mode of application.

Pre-Requisites for applying online

Before applying online, candidates should–

- Scan color photograph in jpg/jpeg format not exceeding 300 KB in size.
- Scan signature (BLACK INK) in jpg/jpeg format not exceeding 100KB. Signature in CAPITAL LETTERS will NOT be accepted.
- Keep scanned copy of following documents in .pdf format, preferably self-attested and other necessary details ready-
 - i. Proof of age - Aadhaar card/PAN Card/Driving License/Class 10th Certificate/Birth Certificate, etc.
 - ii. Degree Certificate in accordance with either Section 126(1)(c) of the Patents Act, 1970 (as amended) or under Rule 144 of the Trade Marks Rules, 2017, whichever applicable.
 - iii. Proof of Citizenship - Passport/Voter Id card/Certificate of Nationality (**Aadhaar card is not a Proof of Citizenship**).
- Ensure to have a valid personal email Id.
- Ensure to have a mobile number.

Note:-

1. Candidates who are willing to appear in Trade Marks Agent Examination 2024 may check their eligibility as per the provision under Rule 144 of the Trade Marks Rules, 2017. Similarly, candidates who are willing to appear in the Patent Agent Examination 2024 may check their eligibility as per the provision under Section 126 of the Patents Act, 1970 (as amended). The O/o CGPDTM will check for the eligibility criteria only at the time of issuance of the Patent Agent Certificate or Trade Marks Agent Certificate, upon receiving the requisite applicable forms and the prescribed fee thereto. **The Office shall not entertain any request in this regard as the responsibility of eligibility lies on the applicant.**
2. In case a candidate does not own an e-mail Id and a mobile number, he/she is advised to create new e-mail ID and get in possession of a mobile number, before applying online

and responsibly maintain them till the completion of this examination process. All the communication relating to the examination shall be done on registered e-mail Id only.

3. Scan of applicant's photograph and signature should be sufficiently clear, failing which the application may be rejected.
4. Ensure to have correctly entered all the details before clicking on ***Final submit*** option.

Procedure for applying online

- Go to www.ipindia.nic.in
- Click on "Registration For Patent/Trade Marks Agent Examination 2024". The online application filing system will be available from **13/09/2023 (12:00 noon) to 30/09/2023 (05:30 PM)**.
- ***Registration (New Applicant)***.
- After successful registration, sign in to your account and fill ***Application Form***. Upload scanned copy of colored photograph, signature in prescribed format, documents of proof of age, citizenship and degree certificate.
- Ensure to have correctly entered all the details before clicking on ***Final submit*** as no subsequent amendment in details entered is possible thereafter.
- Complete the application by paying the fee online through ***Make Payment***.
- Submitted application form and payment details can be viewed any time using ***Pre-View*** and ***Print CBR***, respectively in the Main Menu after login.
- Please **DO NOT** send a copy of the application form to the office of Controller General of Patents, Designs and Trademarks, Mumbai by post or through mail.

Note:

1. Furnishing of false information will lead to forfeiture of candidature.
2. There is no other mode besides **Online** for making an application for the Patent Agent Examination 2024 and Trade Marks Agent Examination 2024.
3. The application can also be saved using ***Save Draft*** option and completed at a later time.
4. Candidates may use any standard web browser preferably **Google Chrome**.
5. Pop-up blocker should be disabled.
6. **NO request for change of Centre of the examination** shall be considered once the application is submitted by ***Final Submit***.

Mode of Payment

Fee for making an application for Patent Agent Examination 2024 shall be Rs. 1600/- as stipulated under Rule 109(3) of the Patents Rules, 2003 (as amended) and for Trade Marks Agent Examination 2024 shall be Rs. 4,500/- as stipulated Rule 147 & 149 of the Trade Marks Rules, 2017. The same shall be paid **online** through Payment Gateway services (Internet Banking/Debit Card/Credit Card/UPI) only. **Applications not accompanied with the prescribed fee will be rejected.** Transaction facilitation charges of different banks, if any, as applicable, shall be borne by the candidate.

Note:-

1. Candidates are advised in their own interest to apply online well before the closing date and not to wait till the last date for depositing the fee/completing the application, to avoid any eventual situation like: failure of internet connection/transaction, etc.
2. Candidates are advised to make payments after 7 PM on any working day. This caution is exercised in view of the anticipated heavy traffic in the NTRP portal during the working hours.

Last date for online registration shall not be extended in any case.

e-Admit Card

1. The applicants are required to download a color copy of e-admit card from the official website. **Admit cards are likely to be made available online for download and print from 15th December 2023 to 5th January, 2024; however, these dates may change in special circumstances.**
2. Applicants are advised to visit the website www.ipindia.gov.in on regular interval.
3. Please read the instructions behind admit card carefully.
4. tampering of e-Admit Card is a criminal offence.

Failed Transaction

Any query with regards to payment and transaction failure while submitting the application form for Patent Agent Exam 2024 may be sent to patentagentexam.ipo@nic.in and for Trade Marks Agent Examination 2024 to trademarkagtextam.tmr@gov.in with Name of the candidate, Applicant ID and Transaction ID from his/her registered email address only.

Structure of Written Examination

Patent Agent Examination 2024 and the Trade Marks Agent Examination 2024 will be conducted in two sessions.

Paper-I (Two Hours)	Objective type; Multiple Choice Questions having one and/or more than one option correct	100 marks
Paper-II (Three Hours)	Descriptive type	100 marks

Candidates are advised to read the instructions on the Question Papers before attempting.

Qualifying Marks

The candidates fulfilling the requirements of rule 110 of the Patent Rules, 2003 (as amended) shall be declared as 'Passed' the Patent Agent Examination 2024. The qualifying marks for Trade Marks Agent Exam 2024 under the rule 148(2) of the Trademarks Rules, 2017 shall be the same as applicable for Patent agent Examination 2024.

Syllabus

For Patent: Patent Act, 1970, Patent Rules 2003 (as amended) & IP Administration.

For Trade Marks: Trade Marks Act, 1999 & Trademarks Rules, 2017(as amended) & IP Administration.

Language choice for Question Paper

Candidate has to choose the language for question paper as either Hindi or English at the time filing the application. Once the application form is submitted, a candidate will not be able to change the option of language as chosen by him/her.

Date & Centres of Examinations

Trade Marks Agent Examination 2024 is likely to be held on 06th January, 2024 (Saturday) at locations Ahmedabad, Bangalore, Chandigarh, Chennai, Cochin, Delhi, Guwahati, Hyderabad, Kolkata, Lucknow, Mumbai, Nagpur, Ranchi and Vishakhapatnam.

Patent Agent Examination 2024 is likely to be held on 07th January, 2024 (Sunday) at locations Ahmedabad, Bangalore, Chandigarh, Chennai, Cochin, Delhi, Guwahati, Hyderabad, Kolkata, Lucknow, Mumbai, Nagpur, Ranchi and Vishakhapatnam.











Frequently Asked Questions (FAQs)

S. No.	Question	Reply
1.	My name in 10 th board certificate/other documents is different, as after marriage, I have acquired the different surname/changed name.	Please apply with the current name. You are required to carry ID proof at the examination center that bears the current name.
2.	Page is taking unusually long time to open.	This is purely a case of good/poor internet connection and speed. You can save the details entered by you using Save Draft option and complete the application later, before the last date.
3.	Due to internet/server problem, I could not complete my application before last date.	Failure will be considered at your side. You are advised to complete the process well before the last date.
4.	Due to internet/server problem, I could not pay the fee applicable for my application before last date.	Failure will be considered at your side. You are advised to complete the process well before the last date.
5.	How do I ensure that my application is complete?	An application is considered complete when the CBR is generated. Please check Print CBR
6.	If the transaction failure occurs, will the debited amount be refunded?	For unsuccessful transactions at payment gateways, if the amount is debited from the user's bank account and payment gateway shows unsuccessful transaction then in such cases, the amount will be refunded by the payment gateway to the user's bank account. In any of the circumstances, the last date of applying remains intact.
7.	If the transaction failure occurs, then after what time gap should I re-attempt payment?	In case where the transaction has been unsuccessful, the users are advised to wait for at least 60 minutes before re-attempting for payment. Users are also advised to see the Pending Transaction on the Main Menu to assess the status of payment. In any of the circumstances, the last date of applying remains intact.
8.	If even after successful payment, CBR is not generated?	In case the CBR is not generated against a "successful" transaction and the payment gateway shows "Success", then there is no need to make another payment. The applicant may go to Pending Transaction on the Main Menu to assess the status of payment. In case of difficulty, please write to patentagentexam.ipo@nic.in/ trademarkagtextam.tmr@gov.in . In any of the circumstances, the last date of applying remains intact.
9.	I want to change the center for examination?	NO request for change of Centre of the examination shall be considered once the application is submitted by Final Submit .
10.	I could not send the completed	The process of application is completely online and

	application to the O/o CGPDTM.	you are NOT required to send a physical copy by post or an electronic copy by email.
11.	There is no information regarding <i>Viva-Voce</i> examination on the website or admit card.	Schedule for <i>Viva-Voce</i> examination will be announced after the completion of written examination. List of the candidates selected for the <i>Viva-Voce</i> examination will be published on the website. Only those candidates who have scored minimum of 50% marks in each paper will be allowed to appear for <i>Viva-Voce</i> .
12.	When can I print the Admit card?	Admit card for the examination shall be made available online from 24/12/2023 to 05/01/2024 . A good quality colour print of same is required to be taken to appear in the examination.
13.	I am a visually impaired/physically handicapped (Divyang) candidate and need assistance in the examination.	You may write your request in email on patentagentexam.ipo@nic.in / trademarkagtexam.tmr@gov.in . before 15/12/2023 along-with valid disability certificate as well as the identity certificate of (assistant) reader/writer/reader & writer, as may be applicable. A reader/writer/reader & writer shall not be a science/engineering/technology/relevant field/law/IP related field graduate or pursuing graduation in the field of science/engineering/technology/relevant field/law/IP related subjects. Further documents may be called upon receiving such request.
14.	I have applied for center in Mumbai, now I wish to change it to another city.	NO request for change of Centre of the examination shall be considered once the application is submitted by <i>Final Submit</i> .
15.	I live in Jaipur but I don't see Jaipur as a center. If I choose Delhi as a center, would I get Delhi for sure?	Examination will be conducted in 14 cities only: Ahmedabad, Bangalore, Chandigarh, Chennai, Cochin, Delhi, Guwahati, Hyderabad, Kolkata, Lucknow, Mumbai, Nagpur, Ranchi, Guwahati Vishakhapatnam Quite likely applicants will get center city of their choice. However, no such assurance can be given.
16.	I wish to know the arrangement of boarding and food by O/o CGPDTM.	NO such arrangements will be provided by the O/o CGPDTM. Candidates shall make all such arrangements on their own.
17.	I wish to know whether travel expenses will be paid by the O/o CGPDTM?	No, Candidates shall make all such arrangements at their own expenses.
18.	If I am unable to take the examination, then will the fees paid be refunded.	Fees once paid shall not be refunded.
19.	I want to sit for both the exams. Can I do it?	Yes, it is the candidates' choice as both exams will be held on different dates. Please check your eligibility

		before applying.
20.	Please guide a training Institute.	<p>O/o CGPDTM does not recognize any training institute for Patent/Trade Marks Agent Examination preparation. Candidates are advised to read the Patents Act and Patents Rules</p> <p>(as amended from time to time) & Trade marks Act and Trade marks Rules (as amended from time to time), related case laws and previous years question papers are available on the website www.ipindia.gov.in for reference purpose.</p>

Not Acceptable	Reason for rejection	Acceptable
	Mobile Photograph	
	Blue background	
	Facial area less than 50%	
	Not looking straight into camera	
	Face partially covered	

	Shadow on face, different background	
	Improper flash	
	Glare on spectacles	
	Dark glasses on face	
	Poor resolution of photograph	

Advisory for uploading photograph

Advisory for uploading signature

Signature of the candidate in **BLACK INK** on a white paper shall be scanned and relevant portion shall be cropped for the purpose of uploading. Application of a candidate who uploads small signature (un-cropped) in full page will be rejected.