

(8)

लिए अपेक्षित अनुभव रखने वाले उन समुदायों के अभ्यर्थियों के पर्याप्त संख्या में उपलब्ध होने की संभावना नहीं है।

टिप्पण 3 : आंकड़ा प्रविष्टि कार्य के लिए 8000 की-डिप्रेशन प्रति घंटा की गति का निर्धारण गति परीक्षण द्वारा किया जाएगा।

(11)

सीधी भर्ती द्वारा।

टिप्पण :— पदधारी के प्रतिनियुक्ति पर स्थानान्तरण या लम्बी बीमारी या अध्ययन छुट्टी या किन्हीं अन्य परिस्थितियों में एक वर्ष या उससे अधिक अवधि के लिए बाहर रहने के कारण हुई रिक्तियां, केन्द्रीय सरकार के ऐसे पद धारियों में से प्रतिनियुक्ति द्वारा भरी जा सकेंगी जो मूल काडर या विभाग में नियमित आधार पर सदृश पद धारण किए हुए हैं और जिनके पास स्तंभ (8) के अधीन सीधे भर्ती किए जाने वाले व्यक्तियों के लिए विहित अर्हताएं हैं।

(12)

लागू नहीं होता

(13)

समूह 'ग' विभागीय प्रोन्नति समिति (पुष्टि के संबंध में विचार करने के लिए) जिसमें निम्नलिखित होंगे :—

(14)

लागू नहीं होता।

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| (1) संयुक्त नियंत्रक, एकस्व और अभिकल्प | — अध्यक्ष |
| (2) उप नियंत्रक, एकस्व और अभिकल्प | — सदस्य |
| (3) सहायक नियंत्रक, एकस्व और अभिकल्प | — सदस्य |

[फा. सं. 2/4/2009-आईपीआर-1]

गोपाल कृष्ण, संयुक्त सचिव

MINISTRY OF COMMERCE AND INDUSTRY

Department of Industrial Policy and Promotion

NOTIFICATION

New Delhi, the 29th September, 2009

G.S.R. 708(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution the President hereby makes the following rules regulating the method of recruitment to the posts of Receptionist and Data Entry Operator in Patent Office in the Office of the Controller General of Patents, Designs and Trade Marks under the Ministry of Commerce and Industry, Department of Industrial Policy and Promotion, namely :—

1. **Short title and commencement.**—(1) These rules may be called the Patent Office (Group 'C' posts) Recruitment Rules, 2009.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Number of post, classification and Pay Band, Grade Pay and Pay Scales.**—The number of the said posts, their classification and the Pay Band, Grade Pay and Pay Scale attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. **Method of recruitment, age limit, qualifications, etc.**—The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in columns (5) to (14) of the said Schedule aforesaid.

4. Disqualification.—No person,—

- (a) who, has entered into or contracted a marriage with a person having a spouse living; or
 (b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said posts :

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to relax.—Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving.—Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other Special Categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of the post	Number of posts	Classification	Pay Band, Grade Pay and Pay Scale	Whether selection post or non-selection post	Age limit for direct recruits	Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1. Receptionist	2* (2009) *Subject to variation dependent on workload.	General Central Service, Group 'C', Non-Ministerial.	Pay Band-1 Rs. 5200-20200 plus Grade Pay of Rs. 1900	Not applicable	Not applicable	Not applicable
Educational and other qualifications required for direct recruits		Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees			Period of probation, if any	
(8)		(9)			(10)	
Not applicable		Not applicable			Not applicable	
Method of recruitment : Whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods			In case of recruitment by promotion or deputation or absorption grades from which promotion or deputation or absorption to be made			
(11)			(12)			
By deputation			Deputation : Officers of the Central or State Government or Union Territory Administration or Public Sector or Semi-Government Undertakings or Autonomous or Statutory Organisations,			

(12)

(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; and

(ii) knowledge of computer operations;

Desirable :

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

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

If a Departmental Promotion Committee exists, what is its Composition

Circumstances in which Union Public Service Commission is to be consulted in making recruitment

(13)

(14)

Not applicable

Not applicable.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
2. Data Entry Operator	20* (2009) *Subject to variation dependent on workload.	General Central Service, Group 'C', Non-Ministerial.	Pay Band-1 Rs. 5200-20200 plus Grade Pay of Rs. 1900	Not applicable	18 to 27 years. (Relaxable for Government servants upto the age of forty years in the case of general candidates and upto forty-five years in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time.	No

Note : The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, the Union

rent			Territory of the Andaman and Nicobar Islands or the Union Territory of Lakshadweep).
and	(8)	(9) Not applicable	(10) Two years.

(i) 12th Standard pass from a recognized University or Board or equivalent; and

(ii) should possess a speed of not less than 8000 Key Depressions per hour, for data entry work.

Note 1.—Qualifications are relaxable at the discretion of the Staff Selection Commission in case of candidates otherwise well qualified.

Note 2.—The Qualification regarding experience, is relaxable at the discretion of the Staff Selection Commission in case of candidates belonging to Scheduled Castes or the Scheduled Tribes, if any stage of selection, the Staff Selection Commission is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill the vacancies reserved for them.

Note 3.—The speed of 8000 Key Depressions per hour for data entry work is to be judged by conducting a speed test.

(11)	(12) Not applicable
By direct recruitment.	
Note.—Vacancies caused by incumbent being away on transfer on deputation or long leave or study leave or under other circumstances for a duration of one year or more may be filled, by deputation from the officials of the Central Government holding analogous posts on regular basis in the parent cadre or department and possessing the qualifications prescribed for direct recruits under column (8).	

(13)	(14) Not applicable.
Group 'C' Departmental Promotion Committee (for confirmation) consisting of:	

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| 1. Joint Controller of Patents and Designs | —Chairman |
| 2. Deputy Controller of Patents and Designs | —Member |
| 3. Assistant Controller of Patents and Designs | —Member |

[F. No. 2/4/2009-IPR-I]
GOPAL KRISHNA, Jt. Secy.