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 Central Government 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

<table>
<thead>
<tr>
<th>Name of the post</th>
<th>Number of posts</th>
<th>Classification</th>
<th>Pay Band, Grade Pay and Pay Scale</th>
<th>Whether selection post or non-selection post</th>
<th>Age limit for direct recruits</th>
<th>Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972</th>
</tr>
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<tbody>
<tr>
<td>Receptionist</td>
<td><em>(2009)</em></td>
<td>General Service, Group 'C', Non-Ministerial.</td>
<td>Pay Band-1 Rs. 5200-20200 plus Grade Pay of Rs. 1900</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

**Educational and other qualifications required for direct recruits**

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<th>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</th>
<th>Period of probation, if any</th>
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<tbody>
<tr>
<td>Not applicable</td>
<td>Not applicable</td>
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**Method of recruitment:**

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<tr>
<th>In case of recruitment by promotion or deputation or absorption grades from which promotion or deputation or absorption to be made</th>
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<tr>
<td>By deputation</td>
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**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

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<th>(7)</th>
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| 2. Data Entry Operator | 20* (2009) | General Pay Band-1 | Rs. 5200-20200 plus | 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. 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 Territory of Chandigarh, Lakshadweep, and the Union Territory of Dadra and Nagar Haveli including Daman and Diu).)

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

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<th>(13)</th>
<th>(14)</th>
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<tbody>
<tr>
<td>Not applicable</td>
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No.

Subject to variation dependent on workload.
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<tr>
<td>(8)</td>
<td>(9)</td>
<td>(10)</td>
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<tr>
<td>Not applicable</td>
<td>Two years</td>
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</table>

(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.

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).

Group C: Departmental Promotion Committee (for confirmation)

consisting of:

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-1]

GOPAL KRISHNA, Jt. Secy.