

“Engagement of Professionals as ‘Assistant Vice President’, Manager’ and “ Assistant Manager’ on Contractual Basis for CIPAM under DPIIT”

Cell for IPR Promotion and Management

The Cell for IPR Promotion and Management (CIPAM) is set up under the aegis of Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India as a professional body which ensures focused action on issues related to Intellectual Property Rights (IPRs) and address the 7 identified objectives of the National IPR Policy 2016. CIPAM assists in simplifying and streamlining IP processes apart from undertaking steps for furthering IPR awareness, enforcement and commercialization.

In its endeavour to achieve its objectives, CIPAM is looking for young and energetic professionals at the Level of Assistant Vice President, Manager and Assistant Manager. All these posts are project based and as such selected candidates shall be engaged for a period of one year. However, the tenure may be extended at the sole discretion of CIPAM keeping in view the requirements and performance of the incumbents.

The department is inviting applications from candidates who fulfil the eligible criteria for the following positions:

| S.no | Position | Emoluments* | Nature of Job# | Requirement | Eligibility Criteria |
|-------------|--------------------------|--------------------|-----------------------|--------------------|-----------------------------|
| 1. | Assistant Vice president | 160000-240000 | Contractual | 1 | Annexure A |
| 2. | Manager | 100000-130000 | Contractual | 4 | Annexure B |
| 3. | Assistant Manager | 50000-75000 | Contractual | 6 | Annexure C |

*At the time of hiring, lowest pay band will be offered. However, for deserving candidates, higher salary may be offered on recommendation of recruitment committee members.
Initially contract will be offered for a period of one year which may be renewed annually keeping in view the requirements and performance of the candidate.

IMPORTANT:

1. Mere fulfilment of eligibility criteria does not entitle a candidate to be shortlisted for further Selection Process. CIPAM reserves the right to raise qualification and experience criteria in order to restrict number of candidates to be considered for further selection process. If a candidate is found to be eligible for higher position, he/she shall not be considered for a lower position.
2. Interested applicants should submit their application in prescribed format, with a scanned passport size photograph affixed on top right corner of application. Application must clearly contain contact details (Tel no. and email address) date of birth, details of qualifications, details of experience with nature of duties and **clearly mention applying for which post**. Applications not containing essential details shall be summarily rejected.
3. Only shortlisted candidates shall be contacted for verification of their documents, and subsequent to their eligibility confirmation will be called for the interview.
4. **Application should be submitted through email only at cipam-dipp@gov.in** in the prescribed format (Annexure D). Applications received through post or any other mode and in any other format shall not be entertained.
5. Last date of submission of application is 25th January, 2021.

ASSISTANT VICE PRESIDENT:

We are looking for experienced and energetic individuals with a drive and strong conceptual and research skills. The incumbent will be required to work independently as well as a team. Excellent interpersonal communication and public speaking skills are integral requirements for the post.

Eligibility Criteria:

- Post-Graduation from recognized university in any discipline or equivalent,
- Age should be less than 50 years as on 1st January,2021.
- Minimum ten years work experience other than internships and work experience as part of course requirement.

However, preference will be given to:

- Candidates with experience more than minimum requirement.
- Candidates with educational qualification in law or experience in legal field.
- Prior experience of working with a Government organization/Department in any field.

Job Responsibilities :

- Prepare and implement business strategies of IPR Policy objectives (Creating IPR Awareness, Generation of Legal and Legislative framework for IPRs. Administration and Management Commercialization of IPR, Enforcement and Adjudication, Human Capital Development.
- Provide effective and inspiring leadership by being actively involved in all projects and new initiatives of CIPAM.
- Overall responsibility and accountability for providing leadership in long range planning program development, problem solving, and staff development in an administrative department.
- Lead a high performing team of Managers and Assistant Managers to the next level by further developing and implementing a feedback mechanism and working on professional development, and retention strategies.

Annexure-B

MANAGER:

We are looking for experienced and energetic individuals with a drive and strong conceptual and research skills. The incumbent will be required to work independently as well as a team. Excellent interpersonal communication and public speaking skills are integral requirements for the post.

Eligibility Criteria:

- Post-Graduation from recognized university in any discipline or equivalent,
- Age should be less than 45 years as on 1st January,2021.
- Minimum six years work experience other than internships and work experience as part of course requirement.

However, preference will be given to:

- Candidates with experience more than minimum requirement.
- Candidates with educational qualification in law or experience in legal field.
- Prior experience of working with a Government organization/Department in any field.

Job Responsibilities :

- Working in the field of generation and promotion of IPRs including creating awareness of IPs, commercialisations of IPs & developing a strong ecosystem for IPRs in the country.
- Carrying out Research and Analysis to provide legal support in respective IPs such as Patent, Trademark, Copyright & Design.
- Coordinate with various departments and sections within DPIIT for appropriate execution of assigned work.
- Ability/capacity to undertake travel in India and if needed abroad.
- Any other responsibility that may be assigned.

ASSISTANT MANAGER:

We are looking for young and energetic individuals with a drive and strong conceptual and research skills. The incumbent will be required to work independently as well as a team. Excellent interpersonal communication and public speaking skills are integral requirements for the post.

Eligibility Criteria:

- Graduation from recognized university in any discipline or equivalent,
- Age should be less than 35 years as on 1st Jaunary,2021
- Minimum two years work experience other than internships and work experience as part of course requirement.

However, preference will be given to:

- Candidates with post-graduation degree.
- Candidates with experience more than minimum requirement.
- Candidates with educational qualification in law or experience in legal field.

Job Responsibilities:

- Working in the field of generation and promotion of IPRs including creating awareness of IPs, commercialisations of IPs & developing a strong ecosystem for IPRs in the country.
- Carrying out Research and Analysis to provide legal support in respective IPs such as Patent, Trademark, Copyright & Design.
- Coordinate with various departments and sections within DPIIT for appropriate execution of assigned work.
- Ability/capacity to undertake travel in India and if needed abroad.
- Any other responsibility that may be assigned.

Annexure D

Cell for IPR Promotion and Management
Department for Promotion of Industry and Internal Trade
Ministry of Commerce and Industry

Application for position in CIPAM

| | |
|--|------------------------|
| Date: _____ Position Applied For: _____ | Passport Size Photo |
|--|------------------------|

I. Personal Data

| | |
|---|--|
| Name in Full | |
| Date of Birth DD-MM-YYYY Age as on 01-01-2021 | |
| Address for correspondence | |
| Mobile/Phone Number | |
| E-mail ID | |
| Nationality | |
| AADHAR/VOTER ID/PASSPORT No. | |

II. Educational Qualifications (starting from highest)

| Degree/ Diploma | University/Institution | Subjects | % of Marks/ Grade | Year |
|--------------------|------------------------|----------|----------------------|------|
| | | | | |
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III. Work Experience

| Organisation | Designation | Nature of Work | Duration (From-To) | Tenure (in Months) |
|--------------|-------------|-------------------|-----------------------|-----------------------|
| | | | | |
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IV. Present Employment

| Organisation | Designation | Nature of Work | Current CTC | Date of Joining |
|--------------|-------------|----------------|-------------|-----------------|
| | | | | |

V. Any other information relevant to candidate e.g. significant achievements, award, etc.

| Particulars | Year |
|-------------|------|
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VI. References

| Name and contact information | Particulars of relationship |
|-------------------------------------|------------------------------------|
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Declaration & Certificate

I hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to incorrect or suppressed, my candidature is liable to be rejected at any stage during and after selection process or after joining without any reference. Further, I understand that this position is purely temporary on contract basis.

(Signature of Applicant)

Name:

Place :

Date :