

Office of the Controller General of Patents, Designs & Trade Marks

Boudhik Sampada Bhavan, S. M. Road, Antop Hill,
Mumbai-400037

Filling up two posts of receptionist in the Patent Office under the Controller General of Patents, Designs and Trade Marks on Deputation Basis.

Applications are invited in the prescribed proforma appended below for the post of Receptionist (Group "C") in the pay band PB-1 of (Rs. 5200 - 20200) + Grade-Pay of Rs. 1900 in the Patent Office, Mumbai and New Delhi under the Controller General of Patents, Designs and Trade Marks, Mumbai, Ministry of Commerce & Industry, Department of Industrial Policy & Promotion on deputation basis from amongst suitable officials under Central/State Government/Union Territory Administration/Public Sector/Semi-Government Undertakings/Autonomous or Statutory Organizations, (a) holding analogous posts on a regular basis in the parent cadre/department and (b) possessing the following educational qualifications and experience: **Essential:** (i) a Degree from a recognized 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.

Duties: Attend to visitors and deal with inquiries on the phone and face to face. Supply Information regarding the organization to the general public. General administrative and clerical support.

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

The application in the prescribed proforma appended below duly signed by the candidate and countersigned by the employer along with the complete up-to-date photocopy of the Confidential Report of the officer who could be spared in the event of their selection should reach the **Administrative Officer, Office of the Controller General Patents, Designs & Trade Marks, Boudhik Sampada Bhavan, S. M. Road, Antop Hill, Mumbai-400037** within two month from the date of this advertisement.

Applications received after the last date or without the Confidential Reports or otherwise found incomplete will not be considered. It may please be verified and certified by the Controlling Officer that particulars furnished by the official are correct and no disciplinary case is pending or contemplated against the official.

Annexure-I

Proforma

- Name and address (in block letters):
- Date of Birth (in Christian era):
- Date of retirement under Central/State Government rules:
- Educational Qualifications:
- whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.)

Qualifications/Experience required

Qualifications/Experience possessed by the Officer

Essential: (i) (ii)**Desirable:**

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post:

7. Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held	From	To	Pay band, Grade Pay and Basic Pay	Nature of Duties (in details)

8. Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent.

9. In case the present employment is held on deputation/contract basis, please state:

- The date of initial appointment
- Period of appointment on deputation/contract
- Name of the parent office/organization to which you belong

10. Additional details about present employment:

Please state whether working under Central/State Government/Union Territory Administration/Public Sector/Semi-Government Undertakings/Autonomous or Statutory Organizations/Others. (Indicate the name of your employer)

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale:

13. Total emoluments per month now drawn:

14. Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet, if the space is insufficient.)

15. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment basis.

16. Whether belongs to SC/ST:

17. Remarks.

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate
Address: _____

Date: _____

Countersigned
(Employer with seal)