RECRUITMENT OF EXAMINER PATENTS & DESIGNS

for Office of the Controller General of Patents, Designs and Trade Marks

Under Department of Industrial Policy & Promotion, Ministry of Commerce & Industry, Government of India

INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

The Candidates applying for the examination should ensure that they fulfill all eligibility conditions for admission to examination. Their admission to all the stages of the examination will be purely provisional, subject to satisfying all the prescribed eligibility conditions.

To fill up the registration part of the online application form, please follow the following instructions

i.   To apply, Candidate should visit the website: **www.recruitmentnpc.in**
ii. After arriving at the Homepage, follow the link to: **APPLY ONLINE,** where the **Registration page** will open up for filling in the basic particulars in the appropriate format, as provided.
iii. Candidate must fill in all the required fields. Fields marked with Red Asterisk (*) are mandatory fields and have to be essentially filled in by the Candidate.
iv. Candidates are required to create a Login ID for **Online Registration**.

How to create a Login ID for online registration

1. Enter the required Information / Select from Drop-Down menu as given for all the fields in the form.
2. After filling and ensuring all the information has been completely and appropriately filled-in, Click the button **"Submit"**.
3. After the successful registration, a Registration ID & Password will be generated and information will be sent to your registered E-mail ID and valid Mobile Number.
4. You are advised to note down your Registration ID and Password, for all future references and correspondences, in this regard.
5. All Fields marked with a Red Asterisk (*) are mandatory and required to be necessarily filled, throughout the application form.

REGISTRATION

Discipline Applied For: Please select the Discipline that you wish to Apply for the post of Examiner – Patents and Designs, from the given Drop-Downs. For example, the snapshots are provided as under:

*Discipline Applied For: | CHEMISTRY ▼

Qualification: Choose the appropriate qualification that you possess from the given Drop-Downs.

*Qualification: | MASTERS DEGREE IN CHEMISTRY ▼

Desired Qualification: Please select YES/NO for each of the Desired Qualification from Drop-Downs. If you possess the required qualification select YES else select NO.

*Do you have a Degree in Law from a recognised University ?	YES ▼
*Do you have a Certificate (Minimum 6 months)/Diploma from a recognized University/Institute in a Foreign Language ?	YES ▼
*Do you have minimum 3 years or more of Research Experience from a recognised University or R&D Institute/Organisation ?	NO ▼

Category: The candidates should fill the appropriate category from amongst the Un-Reserved/OBC/SC/ST. The Candidates belonging to OBC Category and falling under the 'Creamy Layer' are not entitled to OBC reservation as per Government of India Rules. Such Candidates will be treated as belonging to Un-Reserved.

*Category: UN-RESERVED ▼

Physically Handicapped: Please select if you belong to Handicapped category. If YES, then you would also be required to select the applicable sub-category i.e. Visually Handicapped (VH), Hearing Handicapped (HH) or Orthopaedically Handicapped (OH).

*Are you a Physically Handicapped (PH) Candidate (Min. 40% disability) ?	YES ▼
*Type of Physical Disability:	--SELECT-- ▼

--SELECT--
VH
HH
OH

The PH Category Candidates with less than 40% disability will be considered as NON-PH and they will not be considered eligible for claiming any age relaxation applicable for PH under the Government of India Rules. The candidates must have the physically challenged/Disability certificate issued from the appropriate authority in the prescribed form, mandatorily which is issued by the Government Hospital.

J&K Domicile Candidate: Please select YES from Drop-Down, If you were ordinarily been domiciled in the state of J&K during the period 01-Jan-1980 to 31-Dec-1989. Else, select 'NO'.

*Are you a Candidate who has ordinarily been domiciled in J&K during the period 01-Jan-1980 to 31-Dec-1989 ?	NO ▼

Defence Service Personnel: Please select YES from Drop-Down if you have been a Defence Service Personnel disabled in operations during hostilities with any foreign country or in a disturbed area and have been released thereof. Else select 'No'.

*Are you a Defence Service Personnel disabled in operations during hostilities with any foreign country or in a disturbed area and have been released thereof ? | YES ▼ |

Ex-Servicemen: You need to select YES as an option if you are Ex-Servicemen/Commissioned Officer/ECO/SSCO having rendered min. 5 years of service as on 01-Jun-2015 and released thereof. Else select 'No'

*Are you an Ex-Servicemen/Commissioned Officer/ECO/SSCO having rendered min. 5 years of service as on 01-Jun-2015 and released thereof ? | NO ▼ |

Candidate's Name: Please type and provide your Name as recorded in the Matriculation/Secondary Examination Certificate. Do not use abbreviations in the First/Middle/Last Name.

For e.g. NIMISHA MATHUR should be written as:

*First Name:	NIMISHA
Middle Name:	
*Last Name:	MATHUR

Date of Birth: The Candidate should enter the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate. Please select the **Year of Birth first** to activate the calendar options of Month and Date.

*Date of Birth:
(Please select your Year of Birth FIRST)

*Age:

◀	AUG ▾	1981 ▾	▶
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

The Desirable Age as on 01-Aug-2015 will automatically get calculated.

Govt. Service: In case the candidate is currently employed in a Govt. Organisation, please select YES. Else select 'NO'.

*Are you currently in Govt. Service ? | --SELECT-- ⌄ |

Email Address: Candidate is required to firstly enter his/her currently active E-mail ID and re-type it again to confirm the same. <u>The Copy & Paste option will not work here.</u>

*Email Address : [   ]

*CONFIRM Email Address : [   ]

Mobile No.: Candidate will be required to enter his/her Mobile Number that is active for last 1 year and ensure that the same is not on DND list so that they are able to receive the SMS alerts. Do not prefix with '+91' or '0' while entering your mobile number. Simply Place your complete 10 digit mobile number.

*Mobile Number : [   ]

CLICK THE <mark>SUBMIT</mark> BUTTON TO GENERATE YOUR APPLICATION NUMBER.

On successful Registration, Candidate's Unique Application No. will be generated. The Application No. will be unique for each candidate and a message (as given below) will be reflected on the screen:

Dear Candidate,

You have successfully completed the registration process for NPC.

Application No : - NPC000227

We have sent an Email and SMS containing your login details to the registered email address and mobile number.

Please check your email address and SMS for the login credential.

LOGIN through the tab given below with your Application No. and Date of Birth to complete your registration.

Thanks and Regards,
NPC Recruitment Team

LOGIN

Candidate will be required to login for detailed filling of the Application with the allotted Unique Application No. and Date of Birth (D.O.B) as entered in the Registration form to complete the detailed application form.

Husband/Father's Name: FIRST NAME   MIDDLE NAME   LAST NAME

Gender: The Candidate should select the applicable Gender from the drop down box menu as shown below.

* Gender:	--SELECT--
	MALE
	FEMALE
	OTHERS

Nationality: [Indian ▼]

The candidates will be considered as Indian by default as per the requirement of the Application. Candidate should note that only Indian citizens are eligible to apply. The others before applying should have the required certificate issued by the Government of India.

Marital Status:

The candidate should choose from Unmarried /Married /Others from the above drop down menu.

Marital Status:	--SELECT--
	MARRIED
	UNMARRIED
	OTHERS

Address: Candidates should fill the correct address for communication and permanent address with correct PIN Codes. Candidate can select the check box if Address for Communication is same as Permanent Address.

Permanent Address		☐ (Check for Same as Permanent) **Address for Communication :**	
*LINE 1 :	[ ]	*LINE 1 :	[ ]
*LINE 2 :	[ ]	*LINE 2 :	[ ]
*CITY :	[ ]	*CITY :	[ ]
* STATE :	SELECT STATE ⌄	* STATE :	SELECT STATE ⌄
* PINCODE :	VALID PINCODE	* PINCODE :	VALID PINCODE

QUALIFICATION

The candidates should furnish and fill the appropriate information correctly, such as:

Examination Passed, Subjects, Board/College/Institute/University, Year of Acquiring Qualification, CGPA/OGPA Score, CGPA Maximum and % of marks obtained.

NOTE: Please fill CGPA/OGPA Scores achieved and out of CGPA/OGPA Maximum as per the Rules of Concerned Board/University/Institution and convert these CGPA scores into exact Percentage according to the rules and regulations of issuing Boards/Institutes/Universities, since the aggregate %age is mandatory. Non Compliance/Incomplete/unfilled percentages by the candidate while filling the online application form will lead to disqualification of the candidate's application for the examination.

ESSENTIAL QUALIFICATION

Educational Qualification:

Examination Passed	Subjects	Board/College/Institute/University	Year of Acquiring Qualification	CGPA Score	CGPA Maximum	% of marks obtained
10TH CLASS			--SELECT--	out of		
12TH CLASS			--SELECT--	out of		
			--SELECT--	out of		
			--SELECT--	out of		
			--SELECT--	out of		
			--SELECT--	out of		

DESIRABLE QUALIFICATION

Desirable Qualification:

LLB			--SELECT--	out of		
CERTIFICATE/DIPLOMA FORIEGN			--SELECT--	out of		

Under the Desirable Qualification, as indicated in the Registration form, the candidates must fill-in the details pertaining to LLB and Certificate/Diploma in Foreign Language, candidate should fill-in details about Certificate course of minimum six months duration with a diploma/degree from a recognized University/Institute in German, French, Russian, Spanish, Japanese, Chinese languages only.

Research Experience:

Experience Details :

Research Experience:

Organization name	Post Held	From Date	To Date	Total Experience	Job Description

Experience details are to be filled in a chronological order. You are required to enter the details such as Organization Name (where Research Experience has been gained), Post Held, (Period of Experience) from date and to date with Total Experience and Job Description.

CENTRE SELECTION

You will be required to select two preferences for the Preliminary Examination and one preference for the Main Examination. No TA/DA shall be paid to the candidates appearing in the examination including all reserved categories.

Center Selection (Preliminary Examination):

Preference 1:	SELECT PREFERENCE1
Preference 2:	SELECT PREFERENCE2

Center Selection (Main Examination):

Preference 1:	SELECT PREFERENCE1

UNDERTAKING

There will be an undertaking at the end of the application form wherein, the Candidate should declare that all information furnished in this application are true, complete and correct to the best of their knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected before or after the examination and their candidature will be cancelled and they will be debarred from any such government selection / recruitment.

After Undertaking, Candidates have to upload images of their photograph and signature.

Upload Photograph :	Browse...	**UPLOAD**
Upload Signature :	Browse...	**UPLOAD**

IMPORTANT (PHOTO UPLOAD):
1. The photograph uploaded must be with the placard mentioning the full name and date of photograph taken, by the candidate. The photograph must have been taken only after 1st July 2015 and not earlier.
2. The candidate should upload the photograph without sunglasses, head scarf, any covering of face or mask, etc. any undue Photograph uploaded by the candidate shall call for rejection of the candidature summarily.
3. The photograph must be taken in a white or a very light background.
4. In the photograph, the face should occupy about 50% of the area, and with a full-face view looking into the camera directly. No Mobile clicked photos, etc. without given specifications to be uploaded.
5. The main features of the face must not be covered by hair of the head, any cloth or any shadow. Forehead, eyes, nose and chin should be clearly visible.
6. If you normally wear spectacles, then glare on glasses is not acceptable in your photo. Glare can be avoided with a slight downward tilt of the glasses or by removing the glasses for the photo shoot.
7. You must not wear spectacles with dark or tinted glasses, only clear glasses are permitted.
8. Ask your photo studio to provide the image in a JPEG format and also on a standard 3.5 cm × 4.5 cm (Width x Height) print.
9. Maximum pixel resolution for JPEG: 480 × 640 (0.3 Mega pixel up to 500 kb) (Ask your studio to reduce it to this resolution if it is higher).
10. Minimum pixel resolution for JPEG: 240 × 320
11. For your own benefit for recognition and identification during the examination, it is prudent not to intentionally change your facial features or hair styles as displayed in the photograph until the day of the exam.

IMPORTANT (SIGNATURE UPLOAD):
1. Please draw a rectangular box of size 2 cm × 7 cm (Height x Width) on an A4 white paper. Put your signature with a proper black or dark blue ink pen within this box.
2. Get the signature digitally image scanned by a professional using a scanner, and get the image cropped to the box by the professional.
3. Only JPEG image formats will be accepted.
4. The maximum pixel resolution for the image is 160 × 560
5. The minimum pixel resolution for the image is 80 × 280 (should be fixed upto 200 kb)
6. Photographs of the signatures taken using mobile phone are not acceptable, and can result in disqualification of the application without any refund of the fee.

FEE PAYMENT

The Examination Fee of Rs. 200/- is applicable for the Un-Reserved Category and OBC category and the SC, ST, PH and Female Candidates are exempted from making any payment towards examination fee. For making the online fee payment, the candidates have the following three options:-

1. Candidates can pay online using any **Visa/Master Debit or Credit Card** issued by any Bank.
2. Candidates can pay online using the Net Banking facility.
3. The candidates are required to go through the website "**www.recruitmentnpc.in**" for complete details regarding the payment, etc. details.

<div align="center">

Payment

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Credit Card	Net Banking	Debit card

*Click here for Bank Transaction Charges

Visa/ MasterCard/ Rupay

Card Number:*

Pin/CVV:*

Rupees:*   **Pay Now**

Acknowledgement:

Here, the system displays all the information filled in by the candidate in the Online Application for verification at his/her end. The candidates are advised to check the filled in details and satisfy themselves that all information is correctly filled in. No changes to the information filled in by the candidates would be allowed at any later stage of the Online Recruitment Application process once the same is **submitted**.

Candidates applying online need NOT send hard copy of the Online Application filled by them online or any other document/certificate/testimonial to CGPDTM by POST or E-mail.

Once the acknowledgement is complete then the Option as under are displayed:

Submit   **Print**

After Taking a Printout of the Application Form, the candidates may click on the SUBMIT button.

After submission of the Application, the candidates may keep on visiting the website: www.recruitmentnpc.in for updates and further instructions.