

“Engagement of (01) one Senior Consultant in CIPAM, DPIIT on contractual basis”

Cell for IPR Promotion and Management

The Cell for IPR Promotion and Management (CIPAM) is a professional body set up under the aegis of Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India with a mandate to ensure focused action on issues related to Intellectual Property Rights (IPRs) and addressing 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.

CIPAM invites applications from persons retired from the post of DS/Director/equivalent and above from Central Government Ministries, Departments, Attached and Subordinate organizations having experience of more than 15 years of functioning of Central Government Ministries/Departments for engagement as Senior Consultant on contract basis on full time basis with relevant experience in the specific domain areas purely on contract basis for a period of 01-03 years for working in the IPR–CIPAM Division, DPIIT. The tenure may be extended at the sole discretion of the department keeping in view the requirements and performance of the incumbents. Interested and eligible candidates are requested to apply/submit the application online within **20 days** from the date of publication fulfilling the eligibility criteria given below:

Educational Qualifications, Age and Experience:

- Minimum educational qualification-Master's Degree in Law.
- Age limit for applicant has been fixed at 63 years or below as on last date of submission of applications.
- Minimum 15 years of work experience in the Middle management level or executive head in technical as well as administration.

Desirable:

- Applicants with MPhil., Ph.D, would be preferred.
- Preference would be given to candidates having specialization in IPR
- Candidates with experience more than minimum requirement.
- Prior working experience in IPR.
- Prior experience of working with a Government organization/Department.

Remuneration:

The remuneration will be governed as per instructions of Department of Expenditure O.M.No.3-25/2020- E.IIIA dated 09.12.2020. A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/ percentage increase during the contract period. No Increment and Dearness Allowance shall be allowed during the term of the contract.

Requirement: 01

Job Description:

- Review of National IPR Policy 2016
- Develop business strategies and innovative approaches for implementing objectives of IPR policy.
- Research and analysis work related to Amendment of IP laws, rules and regulations.
- Preparing India's position on WIPO agenda points for various meetings
- Provide advisories in relation to international free trade agreement and legal and policy matters in IPs.
- Developing ideas for creative marketing campaigns for IPR promotional activities.
- Provide effective and inspiring leadership by actively involved in all projects and new initiatives of CIPAM.
- Coordination with various stakeholders in IP related matters.
- Examine cases/proposals, policy issues in the light of Central Govt. rules and regulation, prepare briefs/presentations and analyse the proposals assigned.
- Provide support to DPIIT officials for appropriate execution of any ad-hoc request.
- Ability/capacity to undertake travel in India and if needed abroad.

2. General conditions for engaging Consultants/ Sr. Consultant.

2.1 Consultants/Senior Consultants will be engaged for a fixed period ranging from 1-3 years to provide high quality services on specific tasks/projects. They will also be engaged for fixed periods for working with the Senior Officers on projects and issues that are considered important to advance the objectives of the Department. Consultants/Senior Consultants would normally not be engaged as heads of the divisions.

2.2 The initial tenure of engagement for a person as Consultant/Senior Consultant would be maximum upto 3 years subject to renewal every year. Continuation of the Consultant in DPIIT beyond 3 years, for up to additional 2 years will be considered on case to case basis by the Competent Authority in the Department.

2.3 Consultant/ Senior Consultant shall be appointed on full-time basis. Consultant/ Senior Consultant appointed on full-time basis would not be permitted to take up any other assignment during the period of Consultancy with DPIIT.

2.4 The appointment of Consultant/ Senior Consultant is of a temporary nature and the DPIIT can cancel the appointment at any time without providing any reason for it, with a notice period of 15 days or remuneration in lieu of the notice period on pro-rata basis.

2.5 The terms & conditions for engagement (If the applicant is retired Govt. officer) of such consultants related to remuneration, eligibility, leave, working hours etc. shall be regulated by the Department of Expenditure's O.M. No.3-25/2020- E.IIIA dated 09.12.2020. The consolidated

remuneration shall be payable, subject to periodical completion of work certified by the controlling Officer. They will not be eligible for any other allowance or facility in addition to the consolidated pay. They will, however, continue to draw their pension and relief on pension, as per their entitlement.

2.6 The maximum age limit for applicants has been fixed at 63 years or below as on the last date for submission of applications. The engaged personnel should be medically/physically fit to render services as desired.

2.7 Working hours shall normally be from 9 AM to 5.30 PM during working days. However, in exigencies of work, they may be required to sit late and may be called on Saturdays/Sundays and other holidays. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service subject to the approval of the controlling Officer.

2.8 They will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement as 'Consultant' in the Department. All such documents will be property of the Government.

2.9 They will not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of their assignments or during the course of, assignment for the Department without the express written consent of the Department.

2.10 The Intellectual Property Rights (IP) of the data collected as well as deliverables produced for the Department shall remain with the Department.

2.11 Their attention is drawn to Central Vigilance Commission's circular no. 01/01/17 dated 23.1.2017 and circular no. 08/06/2011 dated 24.6.2011 regarding engagement of consultants. They will be completely accountable for any advice or any service rendered by them during their engagement in this Department in view of norms of ethical business and professionalism.

2.12 They must act, at all times, in the interest of DPIIT and render any advice/ service with professional integrity.

2.13 They will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in this Department. If required, they will cooperate fully with any legitimately provided/ constituted investigative body, conducting inquiry into processing or execution of the consultancy contract/ any other matter related with discharge of contractual obligations by the consultant.

2.14 The consultants appointed by the Department shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department nor will they indulge in any activity outside the terms of the contractual assignment.

2.15 They will complete the assigned task within the stipulated period as per the requirement of their controlling officers. They will not take up any assignment or contract which conflicts with the interest of the Government during the contract period.

2.16 They shall be bounded to hand-over the entire documents of assignment to the Department before the expiry of the contract and before the final payment is released by the Department.

Interested applicants may submit their applications in the enclosed format along with a copy of work experience letters/PPO and Last Pay Certificate to the Under Secretary (IPR-CIPAM), Room No. 205, Vanijya Bhawan, New Delhi – 110001 within **20 days (23.07.2023)** of issue of this circular. The application can also be sent by email given below and at **cipam-dipp@gov.in**. Incomplete applications or applications received after due date will be rejected.



(Rajesh Ranjan)

Under Secretary to Govt. of India

Email- rajesh.ranjan@gov.in

All Ministries/ Departments of the Government of India

Copy to:

1. Under Secretary, CS-I Division, DOPT, Lok Nayak Bhawan, New Delhi- with request to give wide publicity to the circular.
2. NIC, DPIIT for uploading this circular on DPIIT website.
3. E-office Notice Board, DPIIT.
4. Guard File.

ANNEXURE-I

Application for the post of Senior Consultant on contract basis in Cell for IPR Promotion and Management (CIPAM).

1.	Full Name (in Block Letters)				
2.	Date of Birth				
3.	Email				
4.	Mobile Number				
5.	Residential Address				
6.	Educational Qualification				
7.	Date of Superannuation/retirement				
8.	PPO Number (Enclose a copy)				
9.	Post held at the time of retirement				
10.	Last Pay Drawn (Pay Level & Pay)				
11.	Transport allowance (basic) at the time of retirement				
12.	Organisation superannuated from				
13.	Organisation currently working in, if any				
14.	Working knowledge of MS Office, e- office and Internet browsing (Yes/No)				
15.	Brief particulars of Experience of last Post 15 years (a separate sheet may be held annexed)	Post Held	From	To	Experience/Nature of Work

Undertaking:

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this circular and accept all the terms and conditions for engagement of consultants.

Place:

Date:

(Signature of the Applicant)