



सत्यमेव जयते

Office of Controller General of Patents, Designs & Trade Marks
Department for Promotion of Industry and Internal Trade
Ministry of Commerce & Industry, Government of India

"Bauddhik Aagman"

— An Induction Journey at IP Office —



Objective

The Office of the Controller General of Patents, Designs and Trademarks administers the intellectual property laws relating to Patents, Designs, Trademarks, Geographical Indications, Copyrights and Semiconductor Integrated Circuits layout designs. The objective of induction at Intellectual Property (IP) Office is to help the newcomers understand specific processes and learn through hands-on, practical experiences to make them ready to perform the official duties assigned to them. The induction also aims to immerse them into the culture of IP office and imbibe in them the organisational values.

This approach aims to:

2 Enhance Learning Retention

Ensure that knowledge gained during induction is retained and applied effectively by engaging the officials in active learning experiences.

3 Build Confidence and Competence

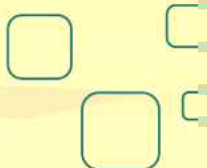
Allow new officials to gain confidence in their abilities and develop necessary skills through guided practice and real-time feedback with continual assessments.

1 Facilitate Smooth Onboarding

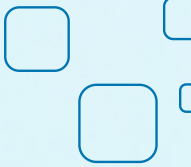
Help newcomers to quickly adapt to their roles by providing real-world tasks and scenarios that mirror their daily responsibilities.

4 Foster Engagement and Collaboration

Encourage teamwork and communication among new hires, fostering a sense of belongingness ensuring a scientific approach of collaboration with the experienced officials.

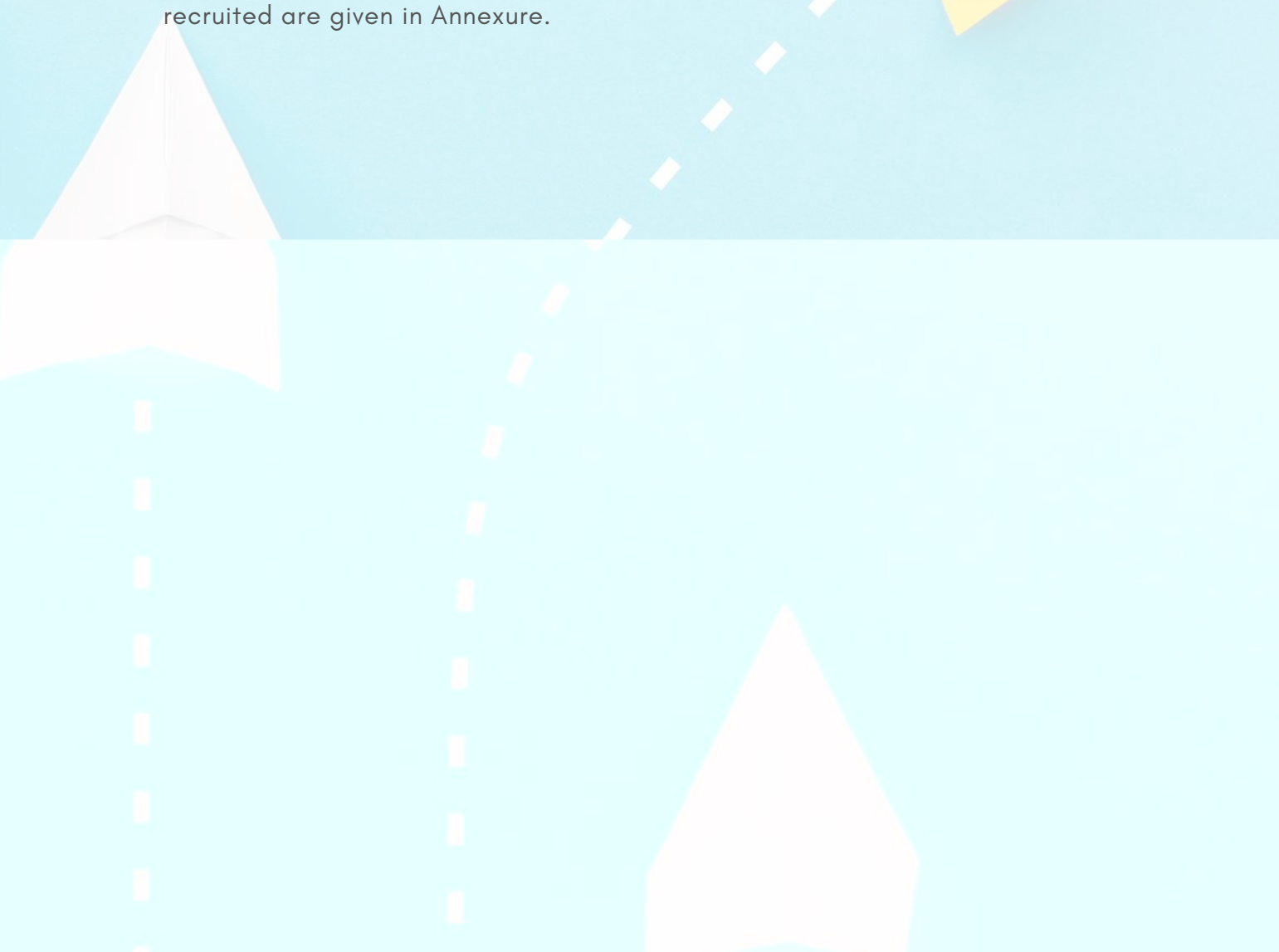


Scope



The Scope of this induction is to onboard 553 Examiners of Patents and Designs through a comprehensive process. It begins with a 4-month dedicated induction, followed by 8 months of intensive on-the-job training. It is to ensure that new employees meet the required standards and contribute effectively from the start.

The Examiners of Patents and Designs conduct search and examination to submit a report to the Controller, whether to grant Patents and register the Designs for which applications are received in the Patents/Design offices. These Examiners from time to time are recruited from 14 different disciplines of Engineering and Science. Currently the Patents and Designs offices have 222 Examiners. This Induction Training plan is meant for imparting training to 553 candidates who are selected for the post of Examiner of Patents & Designs, being recruited in the year 2024-25. The number of trainee examiners from various disciplines recently recruited are given in Annexure.





3. Providing Feedback and Guidance

- **Purpose:** To offer constructive feedback to trainees based on their performance in assessments, guiding them toward improvement and readiness for their roles.

- **Approach:** Approach: Feedback sessions will be scheduled post-assessments periodically, where the strengths and areas of development will be discussed with each trainee. Tailored support will be provided to address the diverse learning needs of trainees, ensuring that everyone has the opportunity to fully understand and engage with the training content.



- **Outcome:** This personalised feedback helps trainees to focus on specific areas for improvement and accelerates their adaptation to the organisational environment.

4. Ensuring Consistency and Standards

- **Purpose:** To maintain consistency in the quality of the induction process, ensuring that all newcomers meet the organisation's standards before they are fully integrated into their roles.



- **Approach:** The training will be imparted by in-house and external Subject Matter Experts and will be facilitated with the planning and necessary tools for training. Standardised identification criteria for Subject Matter Experts (SMEs), especially for the in-house trainers will be followed based on knowledge and teaching skills. Feedback on SMEs will be captured through a standardised evaluation matrix.
- **Outcome:** This consistency helps in upholding organisational standards and ensures that every newcomer at IP office is prepared to contribute effectively.

5. Certification and Credentialing

- **Purpose:** To certify the new officers on successfully completing the induction program to be ready to take on their roles.
- **Approach:** Successful candidates will be awarded a completion certificate or other credentials that signify their readiness and qualification.
- **Outcome:** This formal recognition serves as a benchmark for the organization, ensuring that all inducted employees meet the requisite standards.



6. Continual Improvement of Induction Programs

- **Purpose:** To offer constructive feedback to trainees based on their performance in assessments, guiding them toward improvement and readiness for their roles.

- **Approach:** Feedback sessions will be scheduled post-assessments periodically, where the strengths and areas of development will be discussed with each trainee. Tailored support will be provided to address the diverse learning needs of trainees, ensuring that everyone has the opportunity to fully understand and engage with the training content.



- **Outcome:** This personalised feedback helps trainees to focus on specific areas for improvement and accelerates their adaptation to the organisational environment.

7. Mentorship and Support

- **Purpose:** To offer guidance and support to newcomers as they transition into their roles.



- **Approach:** A mentor will be assigned to each of the newcomers who are expected to handhold the newcomers through ongoing learning support, providing advice, answering questions, and helping them navigate challenges during the additional 8 months of on-the-job induction and at least till completion of the probation period. This ensures continued opportunity for the trainees to hone their knowledge and skills during the period.
- **Outcome:** This mentorship fosters a supportive environment, helping newcomers to integrate more smoothly and confidently into the organization.

8. Mission Karmayogi's Self Directed Learning via iGOT

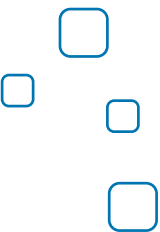
- **Purpose:** To empower newcomers with right competencies as guided by Mission Karmayogi, the newcomers will be provided opportunities of continuous, self-directed learning via iGOT. These shall be accessible as per their convenience, promoting lifelong learning and professional development.
- **Approach:** The iGOT platform shall be leveraged to provide Karmayogi Manchitras- learning paths tailored to individual roles and competencies.
- **Outcome:** This approach nurtures a culture of self-improvement, enabling officers to enhance their skills and knowledge continuously. It ensures that employees are equipped with up-to-date information and competencies, driving both personal and organisational growth.

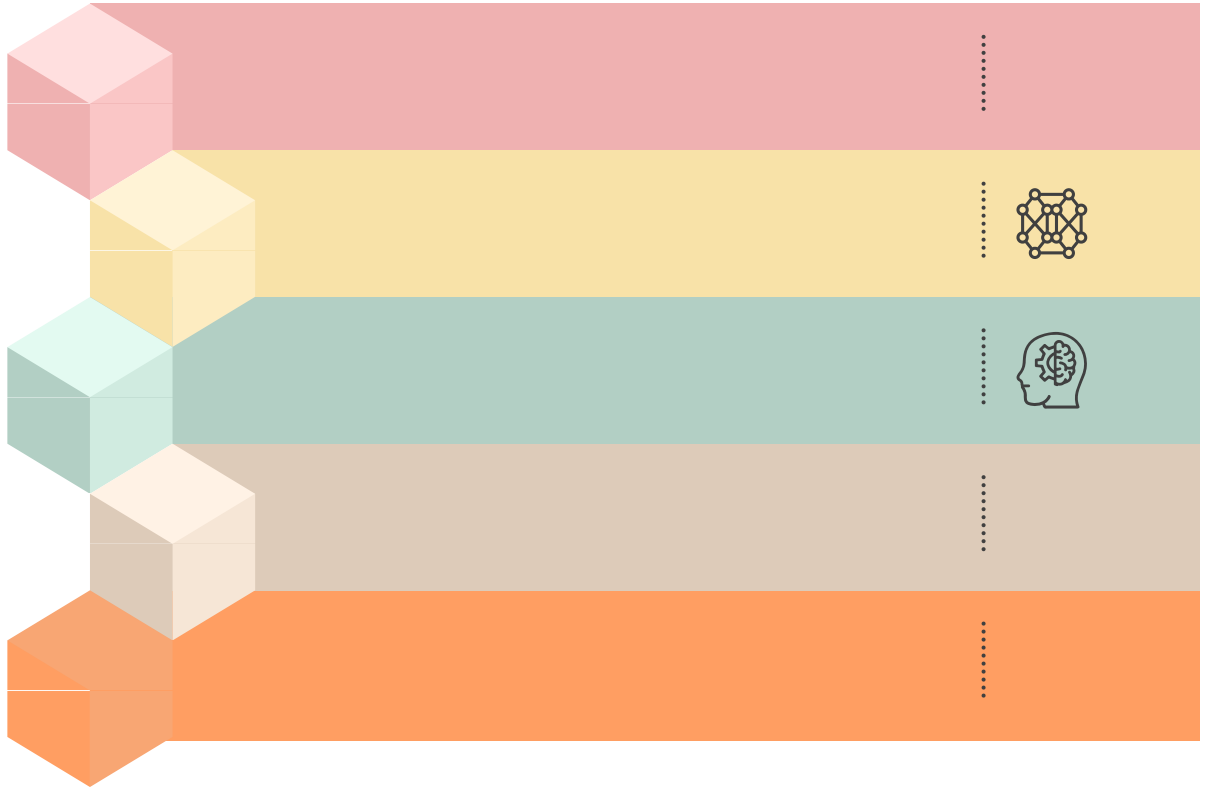


Features of Induction Plan

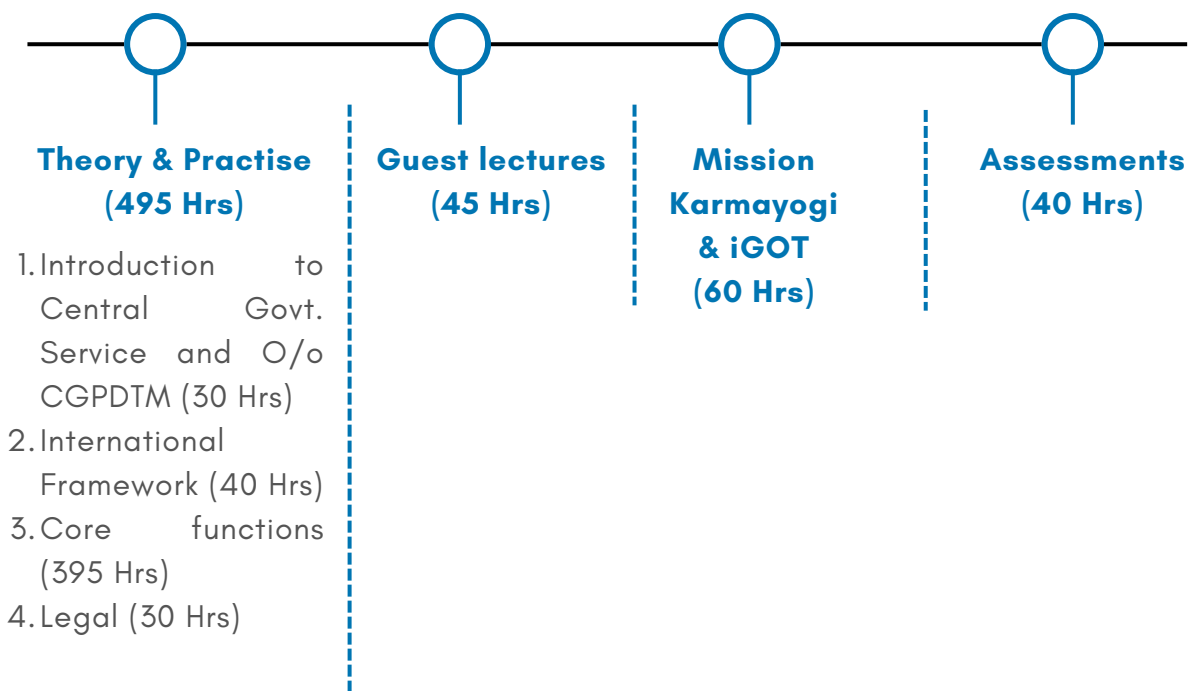
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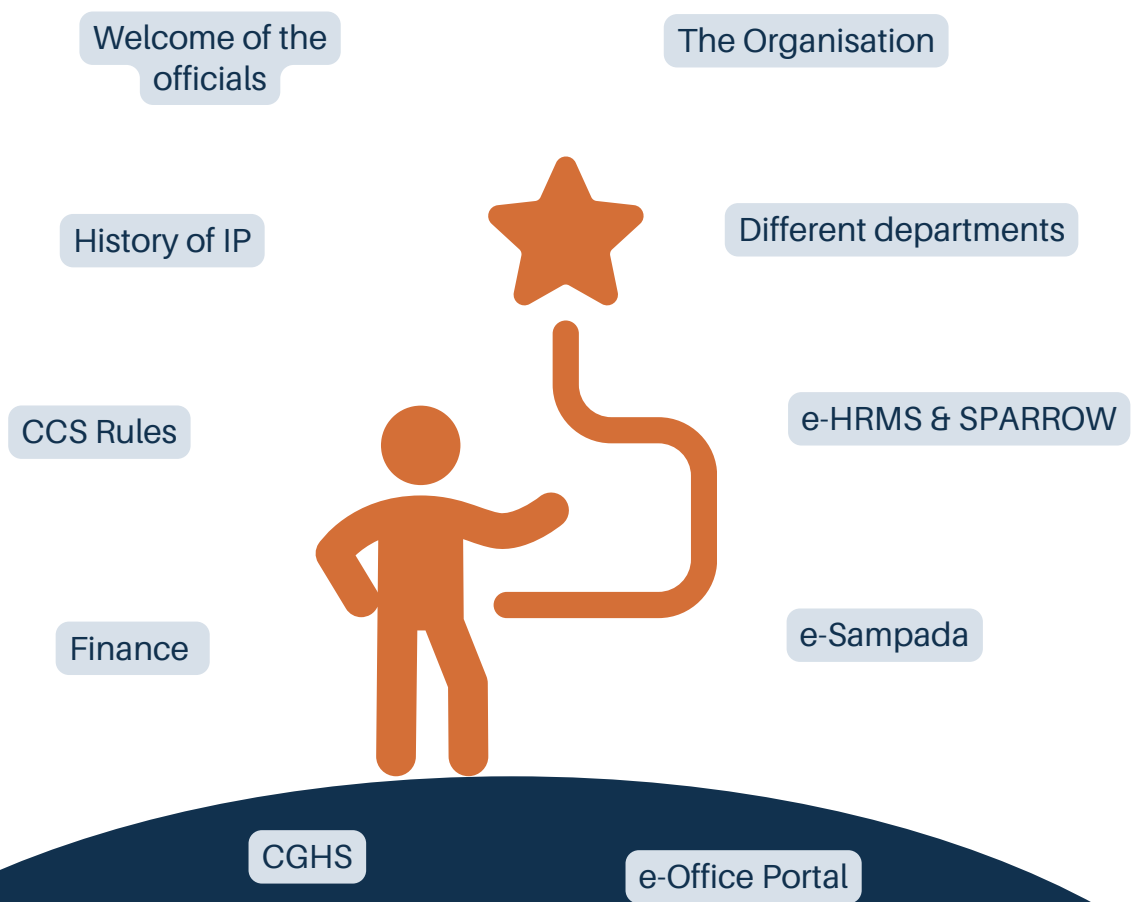
Total Hours (640)



Overview & Purpose of Modules

1. Introduction to Central Government Service and O/o CGPD TM

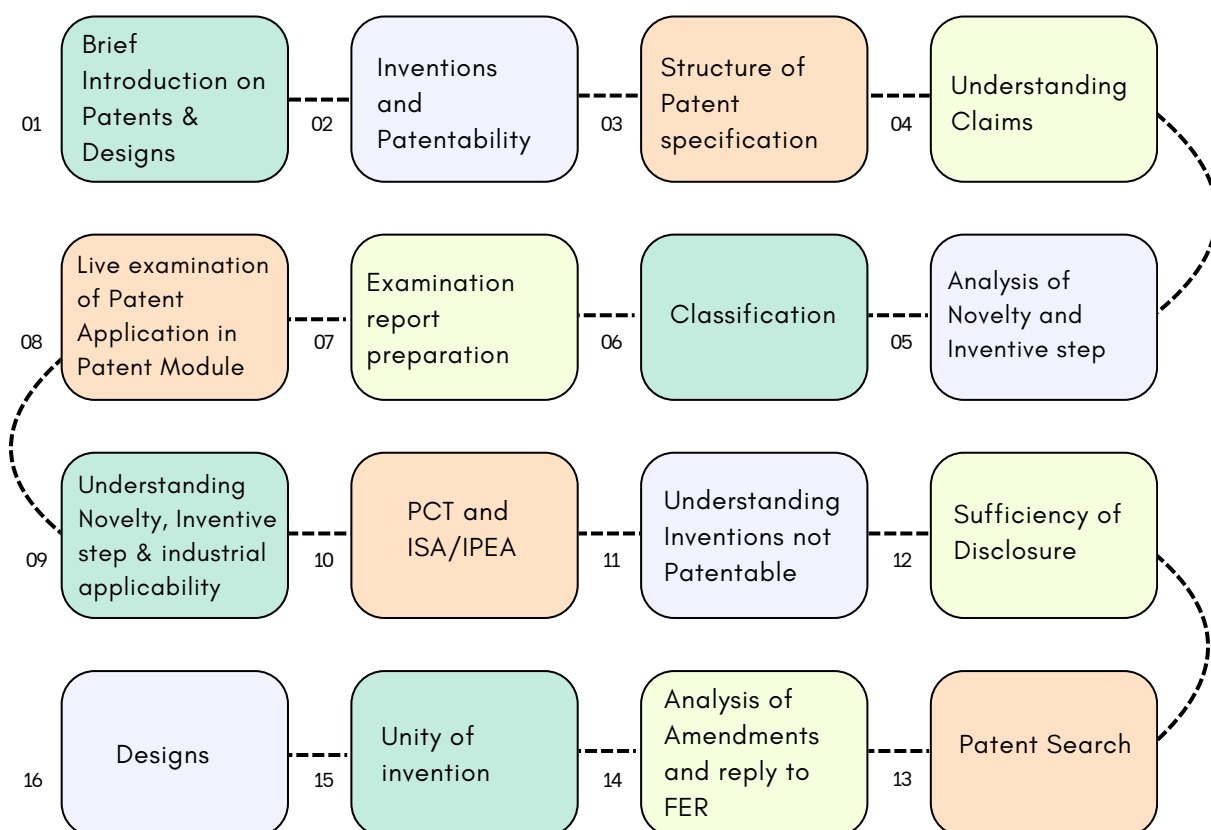
This session is a critical component of the induction process designed to familiarize newcomers with the key aspects of the organization. The session intends to provide them with a clear understanding of the organization's structure, including key departments, teams, and their respective functions. It also ensures the development of a relationship that helps foster collaboration and support. The purpose of the office along with its organisational structure and inter relationship among different departments will be covered. Conduct Rules, Leave Rules, LTC, medical, reimbursements, pay and allowances, CGHS, Transfer, E- sampada (portal for allotment of Govt. Quarter), e-module, e-HRMS and APAR will be covered.



2. Training on Core functions

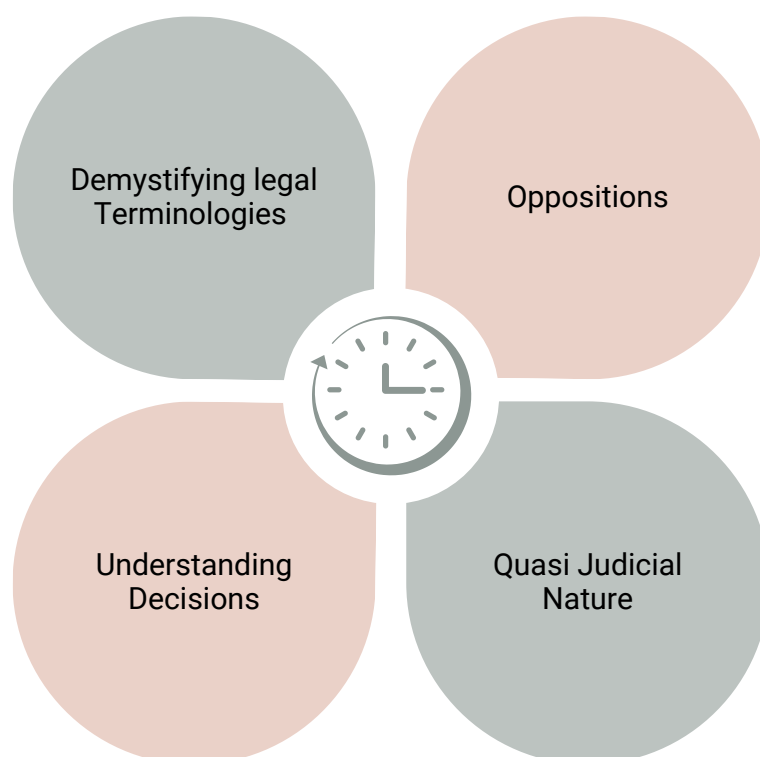
This module covers the topics related to core functions of the examiner to equip them with necessary knowledge, and skills, to effectively and efficiently evaluate a patent application and to understand Patent law, Search methodology and techniques as well as effective drafting of examination reports. Recognising that the examiner's work is the basis on which a patent is decided to be granted or a design to be registered, this module follows experiential multimodal learning which immerses learners in practical tasks and activities closely aligned with their actual professional responsibilities emphasising active engagement over passive learning methods such as lectures.

Learners tackle real patent applications rather than hypothetical scenarios, thereby providing a direct correlation with their job function given the fact that Patent law's abstract nature will be challenging for an engineering/ science background trainee to comprehend and apply. This module is designed keeping in mind that the interpretation of law and the ability to apply a specific legal concept to a scenario, without knowing how real-life applications can exist is too demanding for the new examiner recruits. This training will be largely handled by in-house trainers who are selected through an objective process of identifying Patent officers who were maintaining consistent standards in jurisprudential decision writing skills and search in day to day work performed in the Patent office. The functional as well as behavioural competency plays an important role apart from the domain competency for the overall competency of Examiner. Accordingly, the functional and behavioural development would be one more objective of the training.



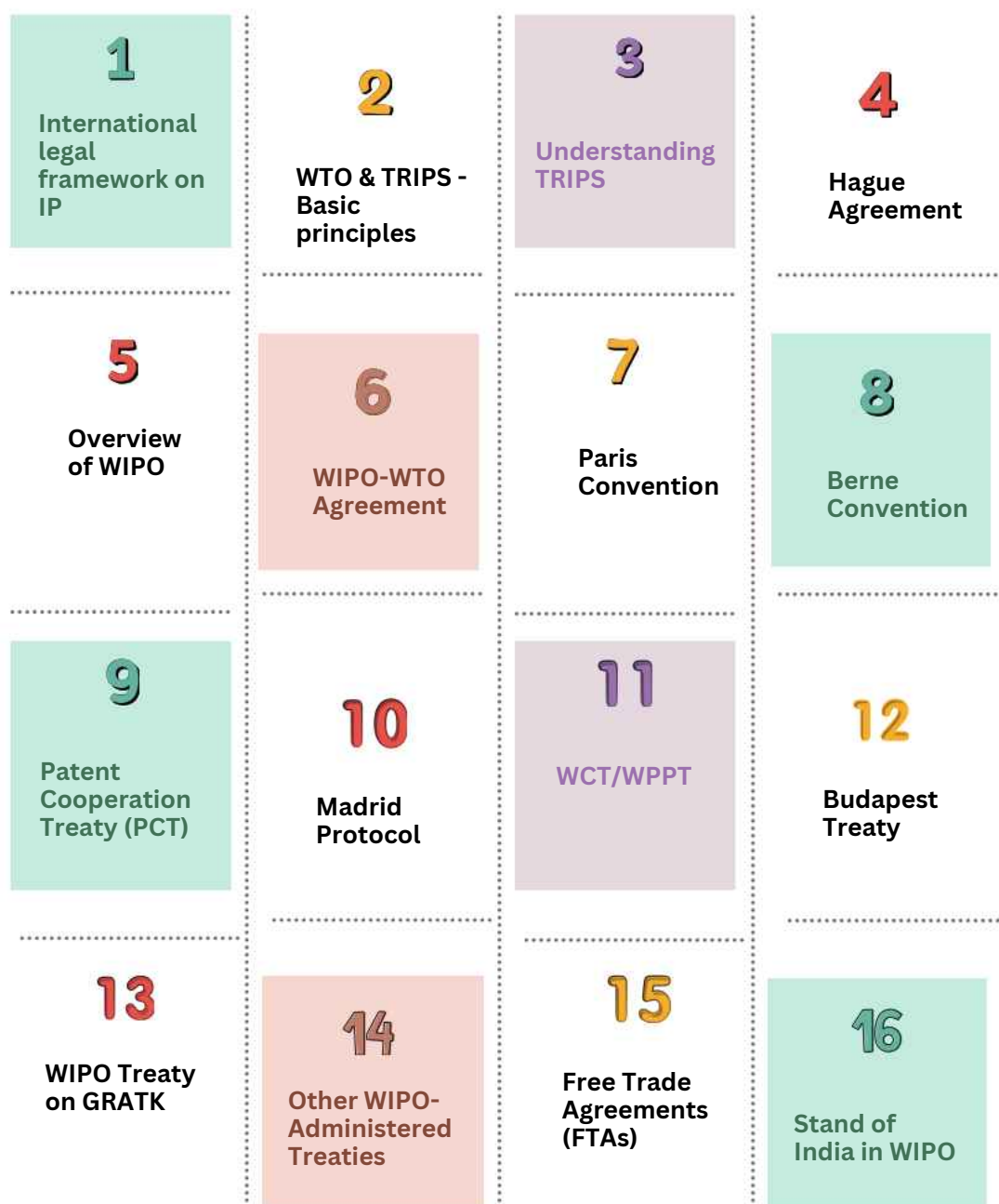
3. Training on legal aspects

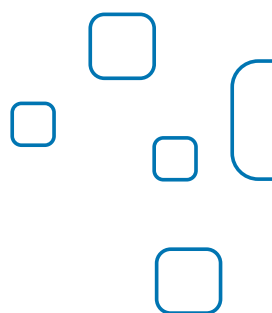
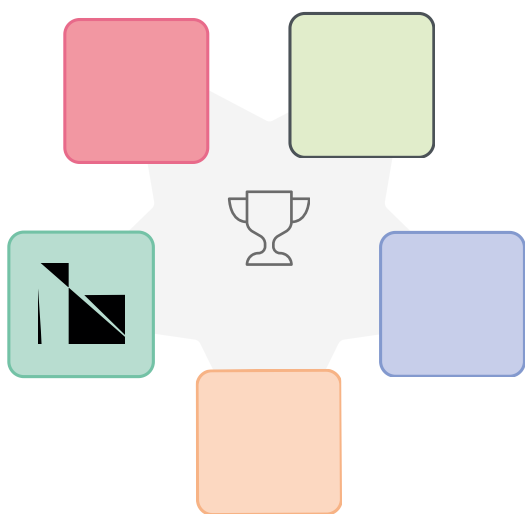
This is to acquaint new officers with a comprehensive understanding of the laws relating to Patents and Designs. The objective of this module is to provide an understanding of the legal principles that govern patents, including the criteria for patentability, the rights conferred by a patent, and the legal framework that supports these principles. This would help new officers delve into the legal mechanisms that protect the rights of third parties during the prosecution of a patent application, ensuring that the process is fair and compliant with legal standards. This module covers the topics related to legal basics, how to communicate facts related to deciding the patentability of a patent application in a jurisprudentially compliant manner as well as legal mechanisms relating to the rights of third parties in the prosecution of a Patent application. The training pedagogy envisages providing real life applications for simulated learning opportunities, practice along with corrective feedback, measuring a trainee's ability to apply concepts to such applications. The training program takes into account the fact that the search skills and patentability assessment skills are not separate but are intertwined. The examiner is given exposure to learn about hearings, writing reasoned orders etc. to which the examiner does not otherwise get exposure during routine work. This is done with a de-siloed approach to make them understand the interlink between the search and examination skills of examiners and their bearing on Controller's decision making. Thus it is the objective to groom the examiners to produce reports that withstand legal scrutiny by all stakeholders including courts. This would enable the trainees to appreciate that reports like Examination reports /Hearing notices/Decisions which are legal documents ought to convince anyone else that the conclusions in such reports are lawful every time and at every forum.



4. Overview of International IP Framework

This module gives an overview of various Intellectual Property (IP) agreements and activities at the International level. It also introduces different international treaties to which India is a party to and explains the underlying principles governing them. In particular, this module elaborates the Patent Cooperation Treaty (PCT) administered by WIPO to which India is a party. Apart from the treaties, the trainees will be familiarized with Free Trade Agreements (FTAs). This module also helps the trainee examiners to understand the international obligations and the potential/opportunities to create impact through national and international work products of IP office.





Induction Training Modules

Introduction to Central Government Service and O/o CGPDTM

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1	Introduction & KYO	Welcome of the officials	Introductory Message from Dr. Unnat
2	Introduction & KYO	Introduction to the Organisation	- Brief introduction to the Team and Key members - Ministry->Department->Office of IP - Brief introduction to the organisation structure (as per Organogram) and functions they perform, including admin and finance
3	Introduction & KYO	History of IP	1. Historical Lens - Concept of Property, Types of IPRs & importance of IPRs 2. Significant functional events: - Role and Function of WIPO in the administration of IPR - Significance of the Paris Convention - Concept of TRIPS - Significance of PCT and WTO on the Indian Patent Law - Milestones
4	Introduction & KYO	Role of Different departments	Interaction of Different departments
5	Govt Service & CCS	General Service Rules	Conduct Rules, Leave Rules, LTC, medical, reimbursements, pay and allowances, CGHS, Transfer, separation
6	Govt Service & CCS	Compliances	CCS, E- sampada (allotment of Govt Quarter), e-module, e-HRMS, APAR



7	Admin, Finance & Employee related	Finance	• GFR (financial power rules) • GPF • Pension • PFMS • Salary and Allowances (DA, HRA, Conveyance, LTC, CEA, HBA, Computer etc), Annual Increments • NPS • Form 16/ ITR filing • TA rules (TA bills submissions/TA on tour/TA Local journey/TA Advance) • GeM /Tendering • Various claims reimbursements (News Paper, Telephone/Internet, Office bag, Medical bills etc.)
8	Introduction & KYO	Introduction to Mission Karmayogi	• Approach of Mission Karmayogi and Role of CBC • Overview of IP's journey in Mission Karmayogi
9	Introduction & KYO	Booklet	• Briefing WAO • Briefing Competency Profile • Introducing Karmayogi Manchitras
10	Introduction & KYO	Session on iGOT	Orientation session on iGOT: • Familiarisation with iGOT • iGOT onboarding • iGOT features • Discussions • Initiation of iGOT registrations by officials using NIC email id • Reporting of any technical issues faced during onboarding
11	other	Good IP practices (best practices)	• Do and Donts • Ethics and Integrity • Attitude • Punctuality
12	Behavioral	Planning and Coordination	
13	Behavioral	Attention to Detail and seeking information	Understand different fundamentals of Attention to Detail (Focus, Knowledge, System check, Policy); Understanding the attention span and organising data to have a detailed approach
14	Behavioral	Communication	Understand different communication styles, Framework for effective communication, communication styles, Practical Application of Communication, Reflection and take aways
15	Behavioral	Result Orientation	
16	Behavioral	Conceptual Thinking	



Core Functions (Technical)

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1	Technical Search, Analysis	Brief Introduction of Patent and Design	• Basic overview of “Patents” • Overview of patents and designs • Overview of different sections
2	Introduction & KYO	Roles and Responsibilities of the Position holder	• Appointment of Examiners and Controller as per the Act • Role of Examiner of Patents
3	Technical Search, Analysis (Subject-wise)	Introduction to Cutting Edge Technologies	• Introduction to Cutting Edge Technologies patents granted (subject-wise)
4	Technical Search, Analysis	Introduction to a real Patent application	• Examiners shall be introduced to a real Patent application
5	Patent Act & Patentability	Patents and Patentability	• Implication of Patents- 360 degrees approach form technical, Legal, economic and business aspects • Examples to be specific to subject grouping of batches
6	Patent Act & Patentability	Understanding Inventions not Patentable	• Inventions not patentable- 360 degrees approach form technical, Legal, economic, business aspects, and national interest • Examples to be specific to subject grouping of batches
7	Patent Act & Patentability	Structure of Patent specification and its understanding	• Structure of Patent specification and its understanding: how will the patent specification be structured interlink between parts purpose of each of the structure
8	Patent Act & Patentability	Understanding Novelty, Inventive step and industrial applicability	• As an objective tool for assessing patentability • Processes/steps to be followed for novelty and inventive step's assessment • Analysing the features of the invention (i.e. claimed features) w.r.t. the disclosures of cited prior arts. Whether the mapping (of the claimed features) can be done in a single prior art OR in a plurality of prior arts? Consequently, “Novelty” and “Inventive Step” (Obviousness) determination! • Novelty Assessment: - Prior Publication - Prior Claiming - Explicit and Implicit Anticipation • 5 Step Analysis with regard to fulfilment of criteria for establishment of Inventive Step

9	Technical Search, Analysis	Understanding Claims	• Understanding the structure and components of claims • Categories of claims typically seen in Indian patent applications • Independent claims and dependent claims and the rationale of dependency/Multiple dependency in claims • Functional claiming and its implications • Application/Use claims and their allowability under The Indian Law • Product-by-process claims • Generic Markush Claims V/s Specific Markush Claims • Method of treatment claims in disguise of product claims with specific reference to dosage claims
10	Patent Act & Patentability	Inventions not Patentable	• Inventions not Patentable • Rationale • Categorisation of non-patentable subject matters • Guidelines issued by Patent office • Judgements from high court on non-patentable subject matter interpretation of IPO
11	Patent Act & Patentability	Analysis of Novelty and Inventive step	• This session will provide knowledge on application of theory in real situations and will be supported with the case studies • Processes/steps to be followed for novelty and inventive step's assessment • Analysing the features of the invention (i.e. claimed features) • Novelty Assessment: Prior Publication Prior Claiming Explicit and Implicit Anticipation • 5 Step Analysis with regard to fulfilment of criteria for establishment of Inventive Step“



12	Patent Act & Patentability	Sufficiency of Disclosure	• Sufficiency of Disclosure • Enablement: Provide enough details and information for a person skilled in the art to make and use the invention, in the entire breadth of claims. • Best mode: Disclose the best way of carrying out the invention known to the inventor. • Written description: Clearly describe the invention in words and with working examples, and if necessary, drawings, to effectively testify for the possession of the invention. • Reproducibility: Ensure that the results claimed can be consistently achieved. • Deposit of Biological Material: Particularly in inventions that make use of biological material, if the same is not publicly available or not sufficiently described, it has to be deposited with a registered depository such that it will be accessible for the public who want to make and use the invention.
13	Technical Search, Analysis	Classification (theory)	• Classification (Theory+ Practice): • Need for classification • Various types of classification • Rules of classification • Mapping technical features classification • Neighboring classification
14	Technical Search, Analysis (Subject-wise)	Patent Search	• Patent Search (Theory +Practice) • Understand different patent search databases • Identify Keywords and synonyms • Formulate search queries to identify suitable classifications systems • Combine classifications and keywords for conducting search to obtain relevant citations • Determine Strategies to be followed for prior art search (novelty / inventive step) • Refine the search and know when to stop search • Arrive at the suitable documents and Review the retrieved documents • Apply different search approaches in arriving at relevant prior art

15	Examination Report Preparation	Examination report preparation	• FER preparation • Understanding the invention • Deciding suitable provisions of the Act applicable • Deciding if any exceptions are applicable (non-patentable, divisional for example) • Deciding whether to carry out search or not • Analysing the claims and search results to conclude on patentability requirements and drafting objections • Checking for coherency to the extent required in the report
16	Examination Report Preparation	Analysis of Amendments and reply to FER	• Analysis of amendments • Determining the Scope of the specification before and after amendment if any • Determining the scope of claims before and after an amendment • Determining if the scope of claims violates the provisions of Section 59 • Determining Applicability of non-patentable subject matter clause subsequent to amendments • Reply to FER • Determining if all objections are addressed and are in compliance with legal provisions • Determining the scope and validity of amendments • Determining if the reply is coherent
17	Examination Report Preparation	SER Preparation	• SER Preparation • Deciding if claimed technical features are patentable • Deciding if the reply to FER and claims are coherent • Deciding whether to carry out search or not • Drafting objections regarding non compliance



18	Technical Search, Analysis	Unity of invention	• Unity of invention • Understanding the intent, plurality of independent claims • Are the claims meeting Single inventive concept requirements • So-called “Markush practice”; and • Intermediate and final products. • Divisional application, Patent of addition etc
19	Technical Search, Analysis	International Search Report	• International Search Report: • Differences and similarities between Examination reports of IPO and ISR and IPER.
20	Patent Act & Patentability	Designs	• Designs: • Provisions of Designs Acts, Preparing FER, identification and classification, cancellation matters
21		Live examination of Patent Application in Patent Module	

Legal Aspects

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1	Legal Jurisprudence	Demystifying Legal Terminologies	• Introduction to the Legal terms that shall be of everyday use to the officials in Patent office : treaty , convention, ACT, Rules, Manual, guidelines etc
2	Legal Jurisprudence	Understanding Decisions	• Understanding Decisions, the importance and link between examination reports, hearing notice and Decision, characteristics of jurisprudence compliant decisions, identifying jurisprudence compliant decisions by exercise
3	Legal Jurisprudence	Oppositions	• Oppositions: Pre grant, post grants, opposition proceedings, post grant board recommendations

International IP Framework

Sl. No.	Type	Module Name	Session Topic
1	International IP Framework	International legal framework	- GATT - Why it came into existence, geopolitical situation - Subject matter - Free Trade movement, historical perspective & its state/status at that point in time - WTO - Geopolitical situation - Why it came into existence - Subject matter - Primary differences between GATT & WTO - Strategy/Agenda of the developed world and effects of lobbying by various industry groups - Negotiations by the developing and least developed countries, their expectations - TRIPS - Subject Matter - Broad Framework
2	International IP Framework	TRIPS	- Introduction to TRIPS: Background and its objectives - Key principles of TRIPS: Minimum standards for IP protection, enforcement, and dispute resolution - Key flexibilities - Provisions related to innovation, technology transfer, and access to medicines - WTO Ministerial Declaration (DOHA), 2001 - Compliance with TRIPS obligations and implications for member countries - Dispute settlement mechanism vis-à-vis GATT



3	International IP Framework	TRIPS - basic principles	- Part I - General Provisions and Basic Principles 1. Minimum Standards and flexibilities to implement 2. Subject Matter 3. Important mandatory provisions of Paris Convention & Berne Convention 4. Status of Hong Kong, Macau & Taiwan, Palau, Micronesia, South Sudan, Palestine 5. National Treatment, Most-Favored-Nation Treatment, Mandatory Obligations, Flexibilities, and innovative ways to manage these issues 6. Relationship of TRIPS with WIPO 7. Agreement to disagree on Exhaustion 8. Objectives and principles and their importance in implementing the TRIPS agreement. 9. Questions for participants for encouraging discussions on above issues
4	International IP Framework	TRIPS - copyright	- Relationship with Berne Convention - Status of Moral Rights - Protection of Computer Programs & precise subject matter of protection - Rental Rights - Term of Protection - Limitations & Exceptions, Section 31(d) of Copyrights Act, 1970 - Phonograms - Broadcasting Organisations - Questions for participants for encouraging discussions on above issues
5	International IP Framework	TRIPS - trademarks	- Subject Matter - Rights - Exceptions - Term - Use - Other Requirements - Licensing and Assignment - Questions for participants for encouraging discussions on above issues



6	International IP Framework	TRIPS - geographical indications	1. Subject Matter 2. Rights 3. Interface of GIs & TMs 4. Enhanced Protection 5. Exceptions 6. Questions for participants for encouraging discussions on above issues
7	International IP Framework	TRIPS - industrial designs	1. Subject Matter 2. Rights 3. Linkage with Copyrights in India 4. Term 5. Questions for participants for encouraging discussions on above issues
8	International IP Framework	TRIPS - patents	1. Subject Matter 2. Exclusions 3. Rights 4. Term 5. Right to seek information 6. Exceptions 7. Other Use without authorisation 8. Revocation 9. Burden of Proof: Process Patents 10. Questions for participants for encouraging discussions on above issues
10	International IP Framework	TRIPS- Protection of Undisclosed Information	1. Undisclosed information, Trade secrets, Clinical Trial Data 2. Mandate Provided 3. Flexibilities 4. Examples of Flexibilities availed by India 5. Efforts of developed world 6. Effect on Public health 7. Questions for participants for encouraging discussions on above issues
		TRIPS - Anti competitive practices	1. Subject matter 2. Flexibilities 3. Consultations



		TRIPS - Enforcement of Intellectual Property Rights	1. General Obligations 2. Flexibilities 3. Balanced approach taken by India with examples 4. Approach taken by developed countries with examples 5. Natural justice 6. No obligation to create a specific new system for IPRs 7. Right to information 8. Procedures to be fair and equitable 9. Evidence 10. Injunctions 11. Damages 12. Right to information 13. Administrative procedures 14. Border Measures 15. Criminal Procedures
11	International IP Framework	TRIPS - Acquisition and maintenance of IPRs and related Inter-Partes Procedures	1. Mandate 2. Important conditions that Member States have to comply 3. Flexibilities 4. Review / appeal 5. Natural justice
12	International IP Framework	TRIPS - Dispute Prevention and Settlement	1. Subject matter 2. Transparency 3. Request for consultation 4. Dispute settlement mechanism
13	International IP Framework	WIPO-WTO Agreement	1. Geopolitical situation 2. Need for this agreement 3. Utilisations of WIPO's resources 4. Article 6ter and prominent Countries 5. Legal technical assistance and technical cooperation
14	International IP Framework	Paris Convention	1. Understanding the Convention 2. Principles and benefits 3. Scope, protection, and flexibilities
15	International IP Framework	Berne Convention	1. Understanding the Convention 2. Principles and benefits 3. Scope, protection, and flexibilities
16	International IP Framework	Patent Cooperation Treaty (PCT)	1. Understanding the Treaty 2. Principles and benefits 3. Scope, protection, and flexibilities
17	International IP Framework	Madrid Protocol	1. Understanding the Protocol 2. Principles and benefits 3. Scope, protection, and flexibilities

18	International IP Framework	WCT	1. Understanding the Treaty 2. Principles and benefits 3. Scope, protection, and flexibilities 4. Interesting examples
19	International IP Framework	WPPT	1. Understanding the Treaty 2. Principles and benefits 3. Scope, protection, and flexibilities 4. Interesting examples
20	International IP Framework	WIPO Treaty on GRATK	1. Understanding the Treaty 2. Principles and benefits 3. Scope, protection, and flexibilities 4. Changes required to IN law if IN has to accede
21	International IP Framework	Other WIPO-Administered Treaties	1. Overview of WIPO-Administered treaties: Strasbourg Agreement, Locarno • Agreement, Vienna Agreement, Budapest Treaty, Hague Agreement, and Lisbon • Agreement 2. Special focus on their respective areas of IP protection 3. Exploring the benefits and practical aspects of using these treaties for IP holders
22	International IP Framework	Free Trade Agreements (FTAs)	1. India's Free Trade Agreements (FTAs) with other countries 2. Prominent provisions 3. Case Study - FTA - Vodafone India - Netherlands Tax Issue 4. TRIPS WTO Dispute - EU and US award under dispute settlement mechanism of TRIPS 5. Need to comply while discharging duties
23	International IP Framework	Stand of India in WIPO	• Stand in different WIPO Administered Treaties



Introduction to Mission Karmayogi and iGOT

Sl. No.	Session Details
1	Introduction to Mission Karmayogi: • Approach of Mission Karmayogi and Role of CBC • Overview of journey of IP Office in Mission Karmayogi
2	Understanding the Competency-based Capacity Building Process through Work Profile Booklet: • Overview of Competency-based Capacity Building • Introduction to the Work Profile Booklet of 'Examiner of Patents' • Briefing on Work Allocation Order • Briefing Competency Profile • Introduction to Karmayogi Manchitras
3	Introduction to iGOT platform: • Orientation session on iGOT and its various hubs, features and process of onboarding • Initiation of iGOT registrations by officials using NIC email id • Reporting of any technical issues faced during onboarding • Familiarisation with the iGOT portal
4	Competency-aligned learning on iGOT: • Periodic courses on iGOT as per Karmayogi Manchitras (Induction) • Filling up Learner Feedback form
5	Competency-aligned team building activities: • Periodic Team Building Activities addressing Behavioral Competencies



Annexure

Subject Wise	Number of New Examiners to join
MECHANICAL	99
COMPUTER	63
COMMUNICATION	59
ELECTRONICS	59
CHEMISTRY	56
BIOMEDICAL	53
BIOTECHNOLOGY	50
PHYSICS	30
ELECTRICAL	29
BIOCHEMISTRY	20
FOOD	15
CIVIL	9
POLYMER	9
TEXTILE	8
METALLURGY	4



Job Description of Patent Examiner

Examiner-Patents conducts Prior Art Search, Performs formal and substantive examination to ascertain the application's conformity with the provisions of the Patents Act and Rules and prepares Examination Reports to communicate observations for further analysis and action by Asst/Deputy/Joint/Sr Joint Controller.

Role 1	Activity Descriptions
Role Label: Formal Examination	• Examines whether the patent application is filed in the prescribed manner and that all relevant forms and documents, including the specification(s), are filed with in the prescribed time period and are duly signed by authorised signatories. • Verifies that the prescribed fee is paid in accordance with the Patents Act and Rules. • Checks the accuracy of data provided in the relevant Forms in accordance with the Patent Act and Rules. • Verifies the fulfilment of proof of right, power of attorney, deed of assignment, etc, if required. • In case of requests for expedited examinations, verifies the grounds applicable for filing such request, as well as the documents submitted as evidence for eligibility in accordance with the prescribed Patents Rules. • Checks whether PCT National Phase applications comply with the requirement of Patents Rule 20. • Checks the requirement for filing a priority document, translation of documents, where necessary, in accordance with the Patents Act and Rules. • Conducts any other formality checks prescribed by the Patents Act and Rules.
Role Description: Performs formal examination to ascertain the application's conformity with the provisions of the Patent Act and Rules.	

Role 2	Activity Descriptions
Role Label: Patent Classification, Search and Substantive Examination	• Performs detailed examination of patent application in accordance with Section 12 of the Patents Act, 1970. • Conducts comprehensive search to ascertain patentability of the claimed invention. • Understands the invention and assigns appropriate classification codes to the applications under International Patent Classification (IPC) and Cooperative Patent Classification (CPC). • Checks whether the invention claimed in any claim of the complete specification has been anticipated by publication before the date of filing of the applicant's complete specification in any specification filed in an application for a patent made in India and dated on or after the 1st day of January, 1912 or elsewhere in any document other than the document mentioned earlier. • Checks whether the invention claimed in any claim of the complete specification is claimed in any claim of any other complete specification published on or after the date of filing of the applicant's complete specification, being a specification filed in pursuance of an application for a patent made in India and dated before or claiming the priority date earlier than that date. • Checks whether invention claimed in a complete specification is not anticipated by various provisions of sections 29 to 34 of the Patents Act, 1970. • Conducts technical examination for unity of invention, as per Section 10(5) of the Patents Act. • Examines the novelty, inventive step and industrial applicability of the claimed invention and arrives at relevant prior art and remarks. • Examines the non-patentability aspect of the claimed invention under section 3 and 4 of Patents Act, 1970. • Examines and investigates application at the amended stage in like manner as the original specification. • Examines the opposition matters filed by way of representation. • Assists the Controller in the hearing proceedings. • In case of PCT international applications, prepares ISR/WO/IPRP as per the PCT regulations. • Coordinates with Examiners from other fields, in case of interdisciplinary applications and follow-up with Group Leaders, Peers and other Verticals in case of queries/for support.
Role Description: Conducts search and performs substantive examination to ascertain the claimed invention's patentability	

Role 3	Activity Descriptions
Role Label: Examination Report Writing	- Prepares the substantive Examination Report based on the referred application, the specification and other supporting documents and in the amended stage as well, within the prescribed period as per Section 12 of the Patents Act. - Prepares and submits the revised Examination Report in case the application is referred back by the Controller
Role Description: Drafts Examination Reports to communicate observations/objections for further action	

Role 4	Activity Descriptions
Role Label: Assistance on procedural and administrative matters	- Assists RECS (Receipt, EDP, Classification and Screening Section) in-charges in carrying out various responsibilities associated with their respective sections such as publication, abandonment and withdrawal of patent applications, post-dating patent applications etc. - Assists RMID (Record Management Information Dissemination)/PCT-RO (Patent Cooperation Treaty-Receiving Office) section in-charges in carrying out various responsibilities associated with their respective sections such as disposal of request for issuance of certified copies, processing of request for renewal of patents, IP Archive related work etc. - Assists GPM (General Patent Matters) section in-charges in carrying out various responsibilities associated with their respective sections such as disposal of Form 15, 16, requests filed under Rule 94 (1) and 94 (3) etc. - Assists in the maintenance of the register of patents as per section 67 of the Patents Act, 1970 which contains names and addresses of grantees of patents, notifications of assignments, extension, and revocations of patents; and particulars of such other matters affecting the validity or proprietorship of patents as may be prescribed (RMID- Record Management Information Dissemination) /(GPM-General Patent Matters).
Role Description: Provide assistance to the Controller on procedural and administrative matters related to IP administration in general	

	• Assists in publication of official journals periodically under Section 145 of The Patents Act, 1970 (RECS). • Screens patent applications according to the field of invention at pre- allotment stage. • Performs classification of patent applications according to the International • Patent Classification (IPC) and Cooperative Patent Classification (CPC)at • pre-allotment stage. • Performs duties in the capacity as an Opposition Board Member. • Participates and contributes to various committees constituted by the higher • authorities. • Performs work related to International Affairs matters. • Assists in conducting patent agent examination • Assists in screening& evaluation of IP Award applications. • Promotes IP awareness as a resource person. • Performs work in various sections in CG Office, IT Office, etc. • Assists in the functioning of Quality Cell • Performs any other task assigned by the competent authority.

A Patent Examiner plays the critical role of reviewing patent applications to determine whether the invention claimed qualifies for a patent. An examiner reviews a patent application substantively to determine whether it complies with the legal requirements for granting of a patent. Comprehending the patent specification, a techno-legal document, strategically crafted to overcome potential prior art that takes away the novelty or inventive step of the claimed invention, is the foremost challenge. This task involves understanding the invention and scope of claims as well as judging the sufficiency of disclosure. The Examiner then searches on specialized patent search databases playing with keywords and synonyms along with language agnostic patent classification codes; wisely blending them with Boolean operators to zero in on the closest prior art documents from millions of technical documents. The examiners compare the claimed invention with the prior art to prepare a conclusive report on novelty, inventive step and industrial applicability and other compliances required for grant of a patent. Thus each patent application brings in the excitement to learn a new innovation sometimes multi-disciplinary, a challenge to hone the skills and an opportunity to collaborate with colleagues in patent office.

Glimpses of 2023



Hon'ble Minister of Commerce and Industry and WIPO Director General are committed to long-lasting cooperation.



Hon'ble Minister of Commerce & Industry Shri Piyush Goyal and WIPO Director General Shri Daren Tang



Smt. Himani Pande, Joint Secretary (IPR), DPIIT, Sh. Rajesh Kumar Singh, Secretary, DPIIT, Sh. Som Parkash, Union Minister of State for Commerce and Industry, Sh. Daren Tang, Director General, World Intellectual Property Organization (DG, WIPO), Sh. Sanjeev Sanyal, Member of the Economic Advisory Council to the Prime Minister's Office, Dr. (Prof) Unnat P. Pandit, CGPDTM, (RoC), GI at National IP & WIPO Awards 2023



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