

ANNEXURE – I

APPOINTMENT RULES FOR: STORE OFFICER

IN MINISTRY: MINISTRY OF COMMERCE AND INDUSTRY
DEPARTMENT OF INDUSTRIAL POLICY AND PROMOTION

PATENT OFFICE UNDER THE CONTROL OF THE CONTROLLER GENERAL OF PATENTS, DESIGNS & TRADEMARKS

Name of post	Number of post	Classification	Pay Band and Grade Pay	Whether Selection post or Non-selection post	Age limit for direct recruits
1	2	3	4	5	6
Store Officer	5* (2018) *Subject to variation depending upon the workload	General Central Service Group -BØ Gazetted, Ministerial	Level 7 in Pay Matrix	Selection	Not Applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation if any	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.
7	8	9	10
Not Applicable	Not Applicable	Not Applicable	Promotion

In case of recruitment by promotion / Deputation / absorption, grades from which promotion / deputation / transfer to be made.	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
11	12	13
<p>PROMOTION: Office Superintendent in the Level 6 in Pay Matrix with five years of regular service in the grade and have successfully completed up to 2 weeks of training in office administration.</p> <p>Note 1 Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2 For the purpose of computing minimum qualifying service for promotion basis, the service rendered on a regular basis by an officer prior to the 1st day of January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission</p>	<p>Group -B Departmental Promotion Committee (for promotion / confirmation) consisting of :</p> <ol style="list-style-type: none"> 01. Controller General of Patents, Designs, Trade Marks & and Geographical Indications Chairman 02. Senior Joint Controller / Joint Controller / Deputy Controller of Patents and Designs Member 03. Deputy Registrar / Assistant Registrar / Senior Examiner of Trade Marks & Geographical Indications Member 	<p>Consultation with Union Public Service Commission not necessary.</p>