

ANNEXURE 6 I

APPOINTMENT RULES FOR: LEGAL ASSISTANT

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	Level in the Pay Matrix	Whether Selection post or Nonselection post	Age limit for direct recruits
01	02	03	04	05	06
Legal Assistant	4* (2018) *Subject to variation depending upon the workload	General Central Service, Group -B Non-Gazetted, Non-Ministerial.	Level 6 in Pay Matrix	Not Applicable	Not exceeding 30 years (Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Central Government) Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division, of J & K State, Lahaul & Spiti district and pangi sub division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshdweep.

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.
07	08	09	10
<p>Essential: (i) Bachelors Degree in Law of a recognised University established or incorporated by or under a Central Act or Provincial Act, or a State Act, or any institution for higher education deemed to be a University by the Central Government or any other institution or foreign University approved by the Central Government; and (ii) Two years experience in legal matters in Central or State Government or Public Sector Undertakings or Semi Government or Autonomous or Statutory Organizations or listed Private Sector Organisations. Or Two years experience as a legal practioner. Note 1: Qualifications are relaxable at the discretion of the Staff Selection Commission or competent authority for reasons to be recorded in writing in case of candidates otherwise well qualified. Note 2: The qualification regarding experience is relaxable at the discretion of the Staff Selection Commission in case of candidates belonging to Scheduled Castes and Scheduled Tribes, if at any stage of selection, the Staff Selection Commission is of the opinion that sufficient number of candidates from those communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>	Not applicable	Two years	Promotion failing which by deputation failing both by direct recruitment

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 on the basis of seniority: Upper Division Clerk/Data Entry Operator in Level 4 in Pay Matrix with ten years of regular service in the grade having a Bachelors Degree in Law of a recognised University. Note: Where juniors who have completed their qualifying or eligibility service are considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two 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. Deputation: Officers under the Central Government :- (a) (i) holding analogous posts on regular basis in the parent cadre or</p>	<p>Group -BØ Departmental Promotion Committee (for promotion) consists of: 01. Senior Joint Controller / Joint Controller / Deputy Controller of Patents & Designs ó Chairman 02. Assistant Controller / Examiner of Patents & Designs ó Member 03. Deputy Registrar / Assistant Registrar of Trade Marks & Geographical Indications ó Member Group -BØ Departmental Promotion Committee (for confirmation) consisting of: 01. Controller General of Patents, Designs & Trade Marks ó Chairman 02. Senior Joint Controller / Joint Controller of Patents & Designs ó Member 03. Deputy Controller / Assistant Controller of Patents & Designs ó Member</p>	Not applicable

<p>Department: OR</p> <p>(ii) with five yearsØ service rendered after appointment thereto on regular basis in posts in Level 5 in Pay Matrix in the parent cadre or Department; and</p> <p>(b) possessing the educational qualification and experience prescribed for direct recruits under column (7).</p> <p>Note 1.- The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2.- Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p> <p>Note 3.- For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st day of January, 2006 the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations 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 except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p> <p>Promotion on the basis of Limited Departmental Competitive Examination:</p> <p>Upper Division Clerk/Data Entry Operator in Level 4 in Pay Matrix with six yearsØ regular service having a Bachelors Degree in Law of a recognised University.</p>		
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