

## ANNEXURE – I

APPOINTMENT RULES FOR: ASSISTANT ADMINISTRATIVE OFFICER

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

TRADE MARKS & GEOGRAPHICAL INDICATIONS REGISTRY UNDER CONTROL OF DEPARTMENT OF INDUSTRIAL POLICY AND PROMOTION

Name of post	Number of post	Classification	Level in the Pay Matrix	Whether Selection post or Non-selection post	Age limit for direct recruits
1	2	3	4	5	6
Assistant Administrative Officer	3* (2018) *Subject to variation depending upon the workload	General Central Service Group 'B' 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><b>PROMOTION:</b></p> <p>(i) Office Superintendent in the Level – 6 in Pay Matrix with five years’ of regular service in the grade and having successfully completed up to 2 weeks of training in office administration.</p> <p>(ii) Failing which through Limited Departmental Competitive Examination amongst the officials of the Trade Marks Registry and GI who served at least 10 years of regular service not below the level of 4 in the pay matrix and having 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 1<sup>st</sup> 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> <p><b>01.</b> Controller General of Patents, Designs &amp; Trade Marks – Chairman</p> <p><b>02.</b> Senior Joint Registrar / Joint Registrar / Deputy Registrar of Trade Marks &amp; Geographical Indications – Member</p> <p><b>03.</b> Assistant Registrar/Senior Examiners of Trade Marks and GI – Member</p> <p><b>Note:</b> In case of designated officers are not available in Trade Marks &amp; GI Registry, Corresponding officers from Patent Office may be considered for constitution of DPC.</p>	<p>Consultation with Union Public Service Commission not necessary.</p>