

ANNEXURE – I

APPOINTMENT RULES FOR: OFFICE SUPERINTENDENT

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 the post	Number of post	Classification	Level in the Pay Matrix	Whether selection or Non – selection post	Age limit for direct recruits
1	2	3	4	5	6
Office Superintendent	*13 (2018) * Subject to variation dependent of workload	General Central Service Group ‘B’ Non-Gazetted Ministerial	Level – 6 in Pay Matrix	Not applicable	Not applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes	Period of probation if any	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of vacancy to be filled by various methods
7	8	9	10
Not applicable	Not applicable	Two years	60% by Promotion on the basis of seniority failing which by Limited Departmental Competitive Examination failing which by deputation 40% by Promotion on the basis of Limited Departmental Competitive Examination failing which by deputation

In case of recruitment by promotion /deputation / absorption, grades from which promotion / deputation / absorption 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: Assistant Superintendent/Cashier with six years’ of regular service in the grade and having successfully completed up to 2 weeks of training in office administration.</p> <p>Promotion on the basis of Limited Departmental Competitive Examination: Any employee of the Trade Marks and Geographical Indication Registry rendered Eight years regular services not below the level 4 of pay matrix, shall be considered for the Departmental Competitive Examination.</p> <p>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</p>	<p>Group ‘B’ Departmental Promotion Committee for promotion consists of:</p> <p>01. Senior Joint Registrar / Joint Registrar / Deputy Registrar of Trade Marks & Geographical Indications – Chairman 02. Assistant Registrar / Senior Examiner / Examiner of Trade Marks & Geographical Indications – Member 03. Deputy Controller / Assistant Controller of Patents and Designs – Member</p> <p>Note: In case of designated officers are not available in Trade Marks & GI Registry, Corresponding officers from Patent Office may be considered for constitution of DPC.</p>	Not applicable.

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 Department:
OR

(ii) with five years' service rendered after appointment thereto on regular basis in posts in the Level – 5 in Pay Matrix or equivalent in the parent cadre or Department; and

(b) Possessing the following educational qualifications and experience:

Essential:

(i) Bachelor's degree from a recognised University

(ii) Possessing two years experience in Establishment, Administration & Accounts work in a Government Office/Public body/Commercial organisation.

Desirable:

Undergone computer training in ISTM or any other in-service training institution

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.

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.

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, 2016 the date from which the revised pay matrix based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay matrix 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.