

“Engagement of professionals as Assistant Vice President (02) , ‘Manager - (05) and Assistant Manager –(08)’ on contractual basis for CIPAM and GI under DPIIT”

Cell for IPR Promotion and Management

The Cell for IPR Promotion and Management (CIPAM) is set up under the aegis of Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India as a professional body which ensures focused action on issues related to Intellectual Property Rights (IPRs) and address the 7 identified objectives of the National IPR Policy 2016. CIPAM assists in simplifying and streamlining IP processes apart from undertaking steps for furthering IPR awareness, enforcement and commercialization.

In its endeavour to achieve its objectives, CIPAM is looking for young and energetic professionals at the level of AVP, Manager and Assistant Manager. The post is project based and as such selected candidates shall be engaged for a period of one year. However, the tenure may be extended at the sole discretion of CIPAM keeping in view the requirements and performance of the incumbents.

The department is inviting applications from candidates who fulfil the eligible criteria for the following position:

S N	Position	Emoluments* (in Rs)	Nature of Job **	Requirement	Eligibility Criteria
1.	Assistant Vice President	160000-240000	Contractual	02	Annexure A
2.	Manager	1,00,000-1,30,000	Contractual	03	Annexure B
3.	Assistant Manager	50,000-75,000	Contractual	04	Annexure C
4.	Manager-GI	1,00,000-1,30,000	Contractual	02	Annexure D
5.	Assistant Manager-GI	50,000-75,000	Contractual	04	Annexure E

*The numbers indicated are only tentative and subject to change. The department reserves the right to increase or decrease the number of positions in accordance with its requirements.

**At the time of hiring, lowest pay band will be offered. However, for deserving candidates, higher salary may be offered on recommendation of recruitment committee members.

***Initially contract will be offered for a period of one year which may be renewed annually keeping in view the requirements and performance of the candidate.

IMPORTANT:

1. Mere fulfilment of eligibility criteria does not entitle a candidate to be shortlisted for further selection process. CIPAM reserves the right to raise qualification and experience criteria in order to restrict number of candidates to be considered for further selection process. If a candidate is found to be eligible for higher position, he/she shall not be considered for a lower position.
2. Interested applicants to submit their application in prescribed format, Application must clearly contain contact details (Tel number and email address) date of birth, details of qualifications, details of experience with nature of duties and **clearly mention the post applying for**. Applications not containing essential details shall be summarily rejected.
3. Only shortlisted candidates shall be contacted for verification of their documents, and subsequent to their eligibility confirmation will be called for the interview.

All application to be submitted and registered electronically in accordance with the instructions placed at Job application Link <https://dpiit.gov.in/cipam-app/> in case of any queries related to job application, you may send your queries at cipam-admin@gov.in . Applications received through post or any other mode or in any other format shall not be entertained.

5. The department reserves the right to select candidates in accordance with its requirements and existing vacancies and is not obliged to offer selection to any candidate, if the candidature is found unfit or not desirable for the advertised post.
6. **Last date of submission of application is 09th February, 2023.**

ASSISTANT VICE PRESIDENT:

We are looking for experienced and energetic individuals with a drive and strong conceptual and research skills, Experience in identifying target audiences and devising effective campaigns, Excellent understanding of the full marketing mix. And ability to work independently and effectively in a hybrid team environment, partnering across staff levels within and beyond department. Excellent interpersonal communication, public speaking and leadership skills are integral requirements for the post.

Eligibility Criteria:

- Minimum educational qualification - Post-Graduation from government recognized university.
- Educational qualification either in field of Law or related with *IPRs*
- Age should be less than 50 years as on 1st January,2023.
- Minimum ten years work experience other than internships and work experience as part of course requirement and atleast four years working experience in field of *IPRs*

However, preference will be given to:

- Candidates with experience more than minimum requirement.
- Prior working experience related to *IPR* promotional activities or technology business incubators.
- Prior experience of working with a Government organization/Department in any field.

Job Responsibilities :

- Prepare and implement business strategies of *IPR* Policy objectives.
- Research analysis work related to *IPR* laws, rules and regulations to streamline *IP* policy and procedure
- Coordinate with various stakeholders for reducing compliance and improving *IP* reform process
- Work emanating from international cooperation and negotiations and work related to *WIPO* matters.
- Provide advisories in relation to international free trade agreement and work related to legal and policy matters in respective *IPs*.
- Developing ideas for creative marketing campaigns for *IPR* promotional activities.
- Provide effective and inspiring leadership by being actively involved in all projects and new initiatives of *CIPAM*.

- Overall responsibility and accountability for providing leadership in long range planning program development, problem solving, and staff development in an administrative department.
- Lead a high performing team of Managers and Assistant Managers to the next level by further developing and implementing a feedback mechanism and working on professional development, and retention strategies.
- Participate in legal and other compliance-related projects.
- Provide support to DPIIT officials for appropriate execution of any ad-hoc request.
- Ability/capacity to undertake travel in India and if needed abroad.
- Any other responsibility that may be assigned.

MANAGER:

CIPAM is looking for experienced and energetic individuals with a drive and strong conceptual and research skills. Ability to work independently and effectively in a hybrid team environment, partnering across staff levels within and beyond department. Excellent interpersonal communication, public speaking and leadership skills are integral requirements for the post.

Eligibility Criteria:

- Minimum educational qualification -Post-Graduation from government recognized university.
- Educational qualification either in field of Law or related with *IPR*.
- Age should be less than 45 years as on 1st January,2023.
- Minimum six years work experience other than internships and work experience as part of course requirement and atleast two years working experience in field of IPRs.

However, preference will be given to:

- Candidates with experience more than minimum requirement.
- Prior experience of working with a Government organization/Department in any field.
- Prior working experience related to International IP laws.

Job Responsibilities :

- To coordinate with various stakeholders in relation to international cooperation and negotiations and work related to WIPO matters.
- Provide advisories in relation to international free trade agreement and work related to legal and policy matters in respective IPs.
- To generate and promote IPRs including creating awareness of IPs, carrying out GI promotional activities, carrying out awareness activities with respect to commercialisations of IPs to various industry bodies/academic institutions, etc & developing a strong ecosystem for IPRs in the country.
- Provide written summaries of legal and regulatory developments to relevant stakeholders and advise on such developments as needed.
- Carrying out Research and Analysis to provide legal support in respective IPs such as Patent, Trademark, Copyright & Industrial Design.
- Provide support to DPIIT officials for appropriate execution of any ad-hoc request. Ability/capacity to undertake travel in India and if needed abroad.
- Any other responsibility that may be assigned.

ASSISTANT MANAGER:

CIPAM is looking for young and energetic individuals with a drive and strong conceptual and research skills. The incumbent will be required to work independently as well as a team. Excellent interpersonal communication and public speaking skills are integral requirements for the post.

Eligibility Criteria:

- Graduation degree in any discipline from government recognized university.
- Age should be less than 35 years as on 1st January, 2023.
- Minimum two years of working experience other than internships and work experience as part of course requirement.

However, preference will be given to:

- Candidates with post-graduation degree in any discipline from government recognized university.
- Candidates with experience more than minimum requirement.
- Candidates with educational qualification in law or experience in legal field.
- Prior experience of working with a Government organization/Department in any field.

Job Responsibilities:

- Work related to international cooperation and negotiations and WIPO matters.
- Research and analyse laws, regulations, and rules to assess applicability and impact on the department and assisting with the development of policies, procedures.
- Participate in legal and other compliance-related projects.
- To generate and promotion of IPRs including creating awareness of IPs, carrying out GI promotional activities, carry out awareness activities with respect to commercialisations of IPs to various industry bodies/academic institutions, etc & developing a strong ecosystem for IPRs in the country.
- Articulation of various publications such as develop IP related content/ resource material for CIPAM or various stakeholders and for multiple platforms, such as magazines, websites, social media, videos etc.
- Provide support to DPIIT officials for appropriate execution of any ad-hoc request.
- Ability/capacity to undertake travel in India and if needed abroad.
- Any other responsibility that may be assigned by superiors.

MANAGER (GI):

CIPAM is looking for experienced and energetic individuals with a ability to develop brand and marketing strategies and communicate recommendations to executives, Experience in identifying target audiences and devising effective campaigns, Excellent understanding of the full marketing mix. And ability to work independently and effectively in a hybrid team environment, partnering across staff levels within and beyond department. Excellent interpersonal communication, public speaking and leadership skills are integral requirements for the post.

Eligibility Criteria:

- The applicant should be holding degree in Marketing or Master in Business Administration with specialization in Marketing (MBA) or Post Graduate diploma in Management in Marketing (PGDM) from government recognized university.
- Age should be less than 45 years as on 1st January,2023.
- Minimum six years work experience other than internships and work experience as part of course requirement and atleast two years work experience in promotional activities and branding.

However, preference will be given to:

- Candidates with experience more than minimum requirement.
- Prior experience of working with a Government organization/Department in any field.
- Certification course in IP laws if any.
- Prior working experience related to IPR promotional activities or technology business incubators.

Job Responsibilities :

- Brainstorming and developing ideas for creative marketing campaigns for GI promotional activities.
- Assisting in outbound or inbound marketing activities by demonstrating expertise in various areas (content development and optimization, advertising, events planning etc.)
- Articulation of various publications such as develop GI related content/ promotional material etc.
- Carrying out Research Analysis and Surveys to provide insights about GIs and its landscape.
- Gap analysis study should be conducted through the scheme so as to ensure that gaps in promotion of GI are identified.
- Categorization of GI products on the basis of market potential, market reach, market readiness, quality etc.

- Based on the categorization of products, focus areas for the scheme and specific interventions may be identified
- Based on activities identified, the scheme spending may be categorised into general promotional activities and specific products related promotions.
- Assessment of quality of products from the cluster and suggesting measures to enhance quality.
- Research and analyse laws, regulations, and rules to assess applicability and impact on the department and assisting with the development of policies, procedures.
- Participate in legal and other compliance-related projects.
- Provide support to DPIIT officials for appropriate execution of any ad-hoc request.
- Ability/capacity to undertake travel in India and if needed abroad.
- Any other responsibility that may be assigned.

ASSISTANT MANAGER (GI):

CIPAM is looking for young and energetic individuals with energetic individuals with a ability to develop brand and marketing strategies and communicate recommendations to executives. The incumbent will be required to work independently as well as a team. Excellent interpersonal communication and public speaking skills are integral requirements for the post.

Eligibility Criteria:

- The applicant should be holding graduation degree from government recognized university in any discipline.
- Age should be less than 35 years as on 1st January,2023
- Minimum two years of work experience in marketing other than internships and work experience as part of course requirement.

However, preference will be given to:

- Candidates with post-graduation diploma in Management (PGDM)/ Master in Business administration (MBA) degree from recognized govt. university with specialisation in marketing.
- Candidates with experience more than minimum requirement.
- Candidates with educational qualification in Bachelors in Business Administration (BBA).
- Prior working experience related to IPR promotional activities or technology business incubators.

Job Responsibilities:

- To generate and developing ideas for creative marketing campaigns for GI promotional activities.
- Assisting in outbound or inbound marketing activities by demonstrating expertise in various areas (content development and optimization, advertising, events planning etc.)
- Carrying out Research Analysis and Surveys to provide insights about GIs and its landscape.
- Research and analyse laws, regulations, and rules to assess applicability and impact on the department and assisting with the development of policies, procedures.
- Participate in legal and other compliance-related projects.
- Provide support to DPIIT officials for appropriate execution of any ad-hoc request.
- Ability/capacity to undertake travel in India and if needed abroad.
- Any other responsibility that may be assigned.