

F.1/111(21)/2019-R.II/SPC-I
UNION PUBLIC SERVICE COMMISSION
DHOLPUR HOUSE, SHAHJAHAN ROAD
NEW DELHI – 110 069

To

Dear candidates,

Subject: Recruitment to 65 posts of Examiner of Trade Marks and Geographical Indications, Office of the Controller General of Patents, Designs and Trade Marks, Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry [Advt. No. 15/2019 dated 09.11.2019, Vacancy No. 19111501209, Item No. 01].

Sir/Madam,

With reference to your application for the above mentioned post, this is to inform that you have been shortlisted for interview. You are accordingly requested to appear for the interview as per the reporting schedule given below. Reporting time for candidates called for interview in Forenoon Session is **09.00 A.M** and the Reporting time for candidates called for interview in Afternoon Session is **12.00 Noon**, in the UPSC Office, Dholpur House, Shahjahan Road, New Delhi – 110 069.

2. You are requested to bring all the original documents (alongwith their attested photocopies) regarding educational qualification, experience, age proof, community/PH certificate, equivalence certificate etc. as per exhaustive details given in the Commissions website (<http://www.upsc.gov.in>) under Recruitment/Interview/List of documents (Annexure I) while appearing for the interview.

3. You are also requested to submit Attestation Form alongwith photographs and fill TA Bill Form (if an outstation candidate). In this regard please read carefully and follow the procedures, terms & conditions governing the Interview as indicated in the Commissions website under Recruitment/Interview/Procedure, Terms & Conditions (Annexure II) and download the requisite forms.

Note-I: The candidate called for interview provisionally should ensure to produce the originals of the deficient documents (for which they have been called provisionally) at the time of interview.

Note-II: No request for change of date of interview will be entertained.

Yours faithfully,

Sd/-

Under Secretary (SPC-I)
Union Public Service Commission
23098591-4922

ANNEXURE-I

List of original documents to be submitted on the day of Interview.

- (i) Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating Date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth will be considered (like in case of Tamil Nadu & Kerala).
- (ii) Essential Qualification as mentioned in the Advertisement No. 15/2019 (Vacancy No. 19111501209) alongwith marksheets pertaining to all the academic years/final year as proof of educational qualification claimed. In the absence of Degree, provisional certificate along with mark sheets pertaining to all the academic years/final year will be accepted.
- (iii) Certificate(s) in the "**prescribed proforma**" from the Head(s) of Organization(s) /Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay, nature of duties performed/experience obtained in the post(s) with duration(s). Only the experience in the field relevant to the post would be considered. Experience certificate not in prescribed proforma would be considered on merits by the Commission.
- (iv) Caste certificate in the prescribed proforma in case of candidates seeking reservation as SC/ ST/ OBC from the competent authority indicating clearly the candidate's Caste, the Act/ Order under which the Caste is recognized as SC/ ST/ OBC and the village/ town the candidate is ordinarily a resident of and EWS certificate in prescribed format.
- (v) A declaration in the "**prescribed proforma**" by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer on the crucial date, in addition to the community certificate (OBC). Unless specified otherwise, the prescribed last date for receipt of Online Recruitment Application on ORA website for the post is to be treated as crucial date.
- (vi) Physically Handicapped (PH) certificate in "**prescribed proforma**" issued by the competent authority by Physically Handicapped persons eligible for appointment to the post on the basis of prescribed standards of Medical Fitness.
- (vii) **Candidate claiming change in name** after matriculation on marriage or remarriage or divorce etc. must submit the following documents:
- a) In case of marriage of women - Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner.
 - b) In case of re-marriage of women - Divorce Deed/Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
 - c) In case of divorce of women - Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.
 - d) In other circumstances for change of name for both male and female - Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of

applicants permanent and present address or nearby area) and Gazette Notification.

- e) In case of error in spelling of name- An Affidavit duly sworn before the Oath Commissioner.

(viii) **Certificate in respect of Age relaxation in case of :**

- a) Ex-Servicemen and Commissioned Officers including ECOs/SSCOs in "**prescribed proforma**" from competent authority.
- b) Central/UT Government Employees/Servants in "**prescribed proforma**" from competent authority.
- c) Meritorious Sports persons in "**prescribed proforma**" from competent authority.
- d) Widows/Divorced Women/Women Judicially separated from Husbands.
- e) Persons who had ordinarily been domiciled in the State of J & K during the period from 1st January, 1980 to 31st December, 1989.

(ix) Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/ad hoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.

(x) In case you have claimed to be a Government servant a certificate from your employer clearly stating that **as on the closing date for this/these posts(s)** you were a Government servant.

(xi) Any other condition* (*e.g., in case of ex-servicemen)

Note: Candidates may refer to the relevant advertisement for the above post in the Employment News or to one of the recruitment advertisements under the tab 'Recruitment' on the Commission's website www.upsc.gov.in for the prescribed formats of certificates, etc.

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Procedures, Terms and Conditions for Interview

1. DURING THE VERIFICATION OF THE DOCUMENTS/CERTIFICATES IF ANY INFORMATION GIVEN BY YOU OR ANY CLAIM MADE BY YOU IN YOUR ONLINE APPLICATION IS FOUND TO BE FALSE, YOUR CANDIDATURE WILL BE LIABLE TO BE REJECTED AND YOU MAY ALSO BE DEBARRED EITHER PERMANENTLY OR FOR A SPECIFIED PERIOD BY THE :

- COMMISSION FROM ANY EXAMINATION OR SELECTION HELD BY THEM
- THE CENTRAL GOVERNMENT FROM ANY EMPLOYMENT UNDER THEM

If you are already in service under the government you would be liable to disciplinary action under the appropriate rule.

2. Kindly fill up the Attestation Form (available in Commissions website), with one recent photograph (Passport size) (5 cms x 7 cms) affixed on it at the space specified therein and submit the same on the day of checking of original documents/certificates. Candidate is also required to bring two additional identical photographs self signed on front in ink and mentioning your (i) Roll Number, (ii) Date of interview and (iii) the name of the Post in the back of it. Only the upper half of the photograph should be utilized for writing Roll Number etc. and the lower half should be left blank for Official use.

3. You may bring along with you books, publications, manuscripts etc. the authorship of which you claim, and/or any Thesis/Dissertation submitted for post-graduate qualification, reprints of papers published in journals of repute, any literary/artistic and architectural work done by you which may have relevance to the advertised post and which you may wish to submit to the Interview Board for their scrutiny.

4. The candidature of candidates is PROVISIONAL subject to their being found eligible in all respects. Candidates are summoned for interview subject to production of documents/certificates in support of their claim relating to age, claim for age relaxation as Government Servant, educational qualifications, experience in relevant field, community, physical disability etc as per prescribed eligibility criteria for the post IN ORIGINAL alongwith one set of attested photocopies of documents/certificates at the time of interview. (Closing date is crucial date for receipt of application as all claims of essential qualification/age relaxation/community etc. are governed by the closing date). The candidates are, therefore, advised to keep the said certificates ready and check beforehand the requirement of certificates in accordance with important instructions available in the detailed advertisement and their claim for the post.

5. The fact that you have been called for interview by the Commission does not guarantee your selection for appointment or that your demand for a higher starting salary, if any, will be supported by the Commission in case, you are selected for appointment. The initial pay of a candidate already in Central Government Service will be fixed ordinarily in accordance with the rules on the subject.

6. The Union Public Service Commission does not defray traveling or other expenses of candidates called for interview. Only the outstation candidates called for interview are paid contribution towards these expenses to the extent mentioned below:

“Candidates may travel by Air and lowest ‘to and fro’ air fair in Air India or any other private airline/s would be reimbursed. However, reimbursement of such travelling expenses (TA to candidates) will be subject to:

a. **Opting cheapest flight option under economy class among the airlines operating in the concerned sector.**

b. **Booking of tickets directly from the airlines (Booking counters, website of airlines) or through travel agents authorized by Department of Expenditure, Ministry of Finance (Ashoka Tours & Travels, Balmer and Lawrie and IRCTC)”.**

For this purpose, they are required to fill in the two blank T. A. bill forms and hand these over at the Commission Office. The contribution would be paid in cash on the date of Interview itself and you should collect it from the cashier in the Commission’s Office before you leave.

NB: In case a candidate is not allowed for interview for any reason mentioned in the above paras, or any other reason the Commission’s contribution towards his/her travelling expenses will not be paid. In case the candidate is interviewed conditionally due to some reason, in that case also the Commission’s contribution towards his/her travelling expenses will not be paid till such conditionality is cleared by the Commission. It would, therefore, be in the own interest of the candidate to have with him/her adequate funds for the return journey.

7. Any change in your postal address should immediately be communicated to this office.

8. Please bring this letter with you and on arrival, report to the Reception Officer in the Commission’s Office for entering the Commission’s premises and quote the number and the date of this letter and the post applied for in all future correspondence.

Note 1: During the months of December to February the weather at Delhi is cold. Candidates are, therefore, advised to equip themselves adequately.

Note 2: Use of mobile phones and other electronic gadgets in the UPSC premises is banned. Candidates are, therefore, advised to avoid bringing mobile phones with them, as the Commission does not undertake to keep them for their custody.

F.1/111(21)/2019-R.II/SPC-I
UNION PUBLIC SERVICE COMMISSION
SPECIAL CELL- I

INTERVIEW SCHEDULE

NAME OF REQUISITION : 65 posts of Examiner of Trademarks and Geographical Indications, Office of the Controller General of Patents, Designs and Trade Marks, Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry.

ADVERTISEMENT NO. : 15/2019

VACANCY NUMBER : 19111501209

VENUE OF INTERVIEW : UPSC, DHOLPUR HOUSE, SHAHJAHAN ROAD, NEW DELHI – 110069

Date of Interview	Reporting Time for Interview	Roll Numbers					
22.11.2021	Forenoon Session 09.00 A.M	0003978	0004308	0004667	0003969	0004033	0005023
		0003677	0003727	0003756	0003808	0003886	0003980
		0004079	0004129	0004162	0004575	0004769	0004952
		0005072	0005136	0005242	0005435	0003280	0003645
	Afternoon Session 12.00 Noon	0003652	0003690	0003693	0003837	0003852	0003884
		0003906	0003907	0003950	0003953	0003981	0004132
		0004198	0004226	0004305	0004428	0004504	0004532
		0004635	0004652	0004724	0004751	0004776	0004975
23.11.2021	Forenoon Session 09.00 A.M	0004992	0005020	0005165	0005275	0005343	0005357
		0005407	0005441	0005480	0002372	0003653	0003657
		0003697	0003705	0003718	0003721	0003725	0003777
		0003781	0003794	0003841	0003848	0003857	0003866
	Afternoon Session 12.00 Noon	0003871	0003894	0003905	0003957	0003968	0003988
		0004007	0004021	0004032	0004036	0004064	0004072
		0004087	0004096	0004118	0004136	0004161	0004179
		0004213	0004214	0004238	0004248	0004278	0004325

Date of Interview	Reporting Time for Interview	Roll Numbers					
24.11.2021	Forenoon Session 09.00 A.M	0004327	0004330	0004391	0004447	0004448	0004455
		0004505	0004507	0004573	0004583	0004625	0004646
		0004659	0004679	0004719	0004740	0004790	0004793
		0004817	0004837	0004976	0005010	0005126	0005138
	Afternoon Session 12.00 Noon	0005192	0005207	0005219	0005241	0005251	0005270
		0005312	0005333	0005351	0005382	0005415	0003192
		0003384	0003609	0003671	0003685	0003708	0003765
		0003773	0003801	0003810	0003849	0003861	0003925
25.11.2021	Forenoon Session 09.00 A.M	0003935	0003937	0003989	0004002	0004004	0004044
		0004056	0004057	0004074	0004091	0004100	0004119
		0004121	0004128	0004143	0004166	0004170	0004197
		0004218	0004220	0004222	0004243	0004247	0004289
	Afternoon Session 12.00 Noon	0004333	0004335	0004386	0004400	0004441	0004442
		0004450	0004456	0004463	0004472	0004478	0004487
		0004522	0004528	0004540	0004546	0004550	0004617
		0004622	0004623	0004653	0004656	0004695	0004734
26.11.2021	Forenoon Session 09.00 A.M	0004739	0004755	0004779	0004781	0004834	
		0004853	0004861	0004870	0004871	0004893	
		0004911	0004961	0004978	0004989	0004991	0005147
	Afternoon Session 12.00 Noon	0005150	0005216	0005264	0005265	0005269	
		0005277	0005316	0005335	0005376	0005383	
		0005395	0005402	0005427	0005449	0005454	