राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला

NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

NITR/ES/2026/L/3449 Date: 06/11/2026

NOTICE

NIT Rourkela invites applications from eligible Indian Nationals for the post of **Patent Officer (on contract)** at the Centre for Intellectual Property Rights (CIPR). CIPR protects, manages, and facilitates the commercialization of innovative research and technologies developed within the institute. Accordingly, applications are invited from the eligible candidates as per the criteria stated below.

ELIGIBILITY:

A. Essential Qualifications and Experience:

- Bachelor's in Engineering/ Technology or Master's in Science, or related fields (full time) from a reputed University/ Institute with at least 60% marks or 6.00 CGPA.
- At least 2-3 years of post-qualification experience in patent filing, IP management, or technology transfer in academic, R&D organizations, or industry.

B. Desirable Qualification & Experience:

Preference will be given to candidates having:

- Patent Agent Certification (must pass the official Indian Patent Agent Examination).
- Experience in drafting Indian patent specifications and handling IP databases.
- Familiarity with international patent laws.
- Drafting experience for Patent Applications for PCT, USPTO, EP etc.
- Post-graduation from a reputed Institution/ university with relevant experience in an educational institute or industry of higher repute.
- Coursework or certification in Patent Drafting, IP Management, or Technology Transfer.
- Working or having experience in IITs/ IIMs/ IISERs/ NITs/ CFTIs/reputed industry.
- Excellent communication skills, interpersonal skills, and ability to interact with the students and faculty.
- Proficiency in maintaining databases, OpenAI tools, social media, data management, report generation, and presentations.
- Ready to work in the flexible office timings and willing to travel as and when required.

C. Skills and Competence

- Strong understanding of IPR including patents, designs, copyrights, trademarks etc.,
- Knowledge of IP laws, filing procedures, documentation, and compliance requirements. (preferably in India) and IPR policies.
- Familiarity with patent databases and search tools (such as Google Patents, WIPO, etc.).
- Excellent written and verbal communication skills in English, and coordination skills.
- Ability to conduct prior-art searches and analyze patentability and suitability of other forms of IP for filing.
- Familiarity with innovation ecosystems and technology transfer processes.

D. Age:

Preferably less than 45 Years as on the last date of application. Persons with higher age and experience may also be considered if found suitable (including recently retired professionals).

DUTIES AND RESPONSIBILITIES:

1. IPR Lifecycle Management Facilitation and Support: Providing end-to-end assistance for patent filing, including prior art search, patentability assessment, drafting, documentation, and coordination with patent attorneys.

2. IP Portfolio Management: Maintain and periodically review the Institute's patents, published applications, trademarks, copyrights, designs, and other IP assets.

3. Patentability & Prior-Art Assessment: Coordinate prior-art searches and preliminary assessment of novelty, inventive step, patentability, and commercial potential.

4. Patent Prosecution: Coordinate with IP attorneys/IP firms/assigned agents for drafting, filing, examination, FER responses, hearings, amendments, oppositions, and related proceedings of different IPs.

5. Expedited Processing: Establishing a streamlined process and standardized workflow to ensure that potential inventions are evaluated and filed promptly.

6. IP Compliance & Administration: Track statutory deadlines, renewals, ownership, assignments, licenses, confidentiality obligations, and compliance with Institute IP policies and applicable laws.

7. Awareness and Training: Assisting the Centre of IPR in organizing regular workshops, seminars, and awareness programs on intellectual property rights, patent procedures, and technology commercialization. Keeping track of national and international events and training programs on IPR.

8. Faculty Support: Assisting faculty in identifying patentable outcomes from sponsored research and consultancy projects and ensuring the timely filing of invention disclosures.

9. Database and Monitoring: Maintaining a comprehensive institutional database of filed, published, and granted patents, designs, and other IPs, and tracking the progress of each application.

10. Assisting the Chairperson of CIPR and other members in IPR-related work.
11. Drafting and vetting of MoUs/ MoAs/TTAs/NDAs/ Licensing/ Assignment, etc., related to IP.

REMUNERATION:

During the contract period, [₹ 80,000/- PM (Consolidated)]

MODE OF SELECTION:

Applications received in response to the Notice will be scrutinized and the shortlisted candidates will be called for a personal interaction and documents verification.

HOW TO APPLY:

1. Interested candidates need to submit duly filled application form in Google Form using the below link: https://forms.gle/4f4B5eYbHBnwXXkT9
2. The scanned copy of original documents, experience certificates, etc., along with detailed CV have to be submitted in the Google Form.
3. Last date for application submission is **29/11/2026, 23:59:59 HRS.**
4. Incomplete application forms shall not be considered for shortlisting and the criteria of shortlisting shall be as per the Institute requirements and norms.

TERMS AND CONDITIONS:

1. The applicant must be a citizen of India
2. The appointment shall be on a purely temporary basis on yearly renewal (maximum for 03 years), subject to the satisfactory annual performance evaluation of the selected candidate and the requirements of the Institute. The contract may be terminated with one month's notice from either side.
3. Suitable on-campus family accommodation, Institute medical facilities as per the norms of contractual employment of NIT Rourkela will be provided.
4. The appointment is not a regular employment and does not entitle any claim or privilege or benefits of regular employment.
5. The appointment is not regular employment and does not entitle any claim, privilege, or benefits of regular employment.
6. Aspiring applicants should read the requisite essential qualifications, age and eligibility, experience criteria, etc., carefully, laid down in the advertisement before applying for the relevant post. Fulfillment of qualifications and experience is an essential requirement; failing to meet this requirement, the application will be rejected.
7. The applicants who are already employed under Central/State Govt./PSU/Autonomous Bodies will have to bring and submit a No Objection

Certificate (NOC) from the concerned employer at the time of interview/ written test/ trade test etc. failing which the applicant will not be allowed to appear for interview/ written test/ trade test and the candidature for the said posts shall not be considered.

8. Applicants shall have to produce all original documents in support of qualification/experience, etc., at the time of document verification.
9. The Institute may verify the antecedents or documents submitted by an applicant either at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the applicants are fake or the applicant has clandestine antecedents/background and has suppressed the said information, his services shall be liable to be terminated.
10. In case of any inadvertent error in the process of selection which is detected at any stage, even after the issue of the appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the applicants.
11. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
12. No TA and DA will be paid to the applicants attending the Selection Process.
13. No interim enquiry or correspondence will be entertained.
14. Canvassing in any form or any attempt to influence will lead to automatic disqualification of candidature.
15. Applicant seeking clarification, guidance, or assistance related to the application process or examination/recruitment details can contact the Chairperson, CIPR [E-mail: ipr-nitrkl@nitrkl.ac.in; Mob: 7735453175].

NOTE: Intimation about the Shortlisted Candidates for personal interaction and the selected candidates for immediate joining will be sent via email only. Applicants are advised to provide their correct, active email ID and mobile numbers in the application. As all correspondence will be conducted via email only, regular email checks by applicants are expected.

Sd/-
REGISTRAR