

Indian Institute of Technology Gandhinagar (IITGN)
Advertisement No. OTH/R&D/12276/Advt0140 dt. 23.10.2025

Position: Program Associate II (Patent Officer)

Consolidated Salary Range: Rs. 50,000/- to Rs. 78,000/- per month

Employment Type: Contractual (initially for 01 year, extendable based on performance)

Office: Research and Development Office, IIT Gandhinagar

Reporting to: Dean of Research and Development

Key Responsibilities:

- **Facilitation and Support:** Providing end-to-end assistance for patent filing, including prior-art search, patentability assessment, drafting, documentation, and coordination with patent attorneys.
 - **Expedited Processing:** Establishing a streamlined process and standardized workflow to ensure that potential inventions are evaluated and filed promptly.
 - **Awareness and Training:** Organizing regular workshops, seminars, and awareness programs on intellectual property rights, patent procedures, and technology commercialization.
 - **Faculty Support:** Assisting faculty in identifying patentable outcomes from sponsored research and consultancy projects and ensuring timely filing of invention disclosures.
 - **Database and Monitoring:** Maintaining a comprehensive institutional database of filed and granted patents and tracking the progress of each application.
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Qualifications and Experience:

- **Essential:**
 - Master's degree in Law or Science or Engineering or related discipline.
 - At least 02 years of post-qualification experience in patent filing, IP management, or technology transfer in academic or R&D organizations.
 - **Desirable:**
 - Qualification in Intellectual Property Law or Patent Agent Certification.
 - Experience in drafting patent specifications and handling IP databases.
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Skills and Competencies:

- Strong understanding of patent laws, filing procedures, and IPR policies.
 - Excellent communication, documentation, and coordination skills.
 - Ability to conduct patent searches and analyze patentability.
 - Familiarity with innovation ecosystems and technology transfer processes.
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How to Apply:

- Anyone interested in applying online at the mentioned URL <http://recruitment.iitgn.ac.in/projectstaff/> only.
- No manual / Paper / Email application will be entertained.
- Read the instructions carefully and fill in the online application form giving accurate information about your candidature.
- The percentage/grade points with respect to the academic qualifications will be a minimum of 60% or equivalent grade from Graduation onwards and 55% or equivalent grade in class 10th and 12th.
- Last date for submitting the online application will be **15.11.2025**

General Conditions and Instructions:

- Fulfillment of “Minimum Qualifications” and “Eligibility” does not entail a call for an interview. The applications received in response to the advertisement shall be scrutinized and only candidates shortlisted from valid applicants, based on better qualification and quality of relevant experience, shall be called for written test and/or interview.
- Eligible candidates shortlisted based on submitted online application may have to appear for the selection process conducted at IITGN premises.
- The selection process may comprise a written test followed by a personal interview. IITGN reserves all the rights not to call an applicant for interview, without assigning any reason.
- Only Indian Nationals are eligible to apply.
- Relaxation of age and/or educational qualifications will be considered in case of exceptionally meritorious candidates, with prior approval of IIT Gandhinagar.
- All qualifications should be from an Indian University / Institute recognized by AICTE /appropriate statutory authority.
- Candidature of the applicant is liable to be rejected at any stage of recruitment process or after recruitment or joining if any information provided by the candidate is false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.

- Shortlisted candidates must bring their original photocopies of PAN card, mark sheets, certificates and testimonials of work experience at the time of written test and/or interview.
- IITGN reserves the right to cancel / restrict / enlarge/ modify / alter the recruitment process, if needed, without issuing any further notice or assigning any reason whatsoever.
- IITGN reserves the right not to select any candidate for the post.
- Incomplete applications will be summarily rejected.
- No interim correspondence will be entertained. Canvassing in any form shall lead to automatic disqualification.

Prof. Vimal Mishra

Dean of Research and Development

Indian Institute of Technology Gandhinagar