

RECRUITMENT FOR THE POSTS OF EXAMINER OF PATENTS AND DESIGNS

INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

The Candidates applying for the examination should ensure that they fulfil all eligibility conditions for admission to examination. Their admission to all the stages of the examination will be purely provisional, subject to satisfying all the prescribed eligibility conditions.

INSTRUCTIONS FOR FILLING THE ONLINE APPLICATION FORM FOR CGPDTM: -

1.	The Applicants can apply ONLY through ONLINE MODE.
2.	First, the applicant has to visit the website " https://www.cgpdmtrecruitment.in " and should read notification, instructions and vacancy position carefully before applying online.
3.	<p>Subsequently, the applicant has to click on the link "REGISTRATION (New Registration)" and generate Application Number and Password. One has to click on "LOGIN" on the same page or can login again through website by clicking on "Login (If Already Registered)".</p> <p>The applicant must keep ready scanned image of latest passport size photograph and signature in .jpg format before applying online.</p> <p>a) Photo size should be equal to or less than 100-200 KB with 200 dpi. The Dimension should be 3.5 cms (width) X 4.5 cms (height)</p> <p>b) Signature size should be equal or less than 100-200 KB with 200 dpi. The Dimension should be 6 cms (width) X 2 cms (height)</p>
4.	<p>The online application involves the following process:</p> <p>Step 1. Registration/Login with Application Number and Password (A mail and SMS will be sent with unique application number and password).</p> <p>Step 2. Enter Personal details & Educational qualification</p> <p>Step 3. Upload photograph and signature</p> <p>Step 4. Preview – Edit Application / Proceed for Payment</p> <p>Step 5. Complete the Payment and Print Application Form</p> <p>* Review all your details before you move to Payment.</p> <p>** Filling in your information correctly is required. Our online system generates an application number and auto generated password.</p>
5.	Mode of Payment: The applicant can deposit the fee only through online mode. In case of non-payment of fee, the application registered will not be considered for further process. The applicants are advised to keep a copy of application form for future reference.
6.	CGPDTM reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if needed, without issuing any notice.

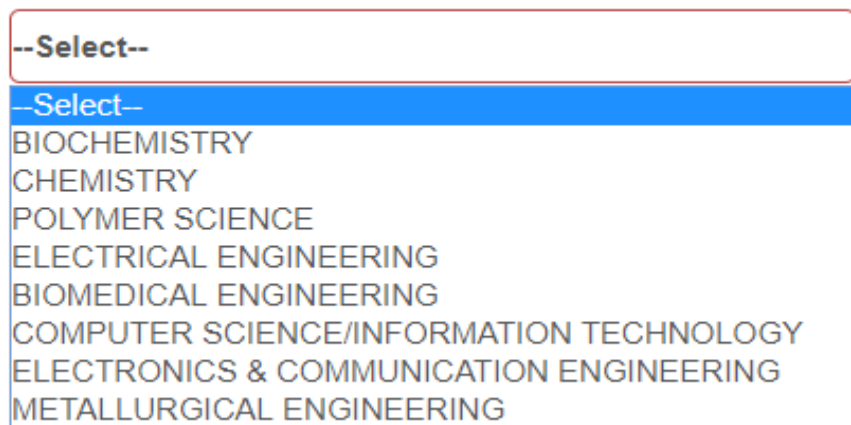
To apply, Candidate should visit the website: <https://www.cgpdtmrecruitment.in>

- On the landing page under APPLY SECTION, candidates are requested to click on “**REGISTRATION (NEW REGISTRATION)**”. A new page will open, candidates are requested to read the IMPORTANT INFORMATION and click on “**REGISTER NOW**”.
- Candidate must fill in all the required fields. Fields marked with Red Asterisk (*) are mandatory fields and have to be essentially filled in by the Candidate.

STEP 1: REGISTRATION PROCESS

Post Applied For: - Please select the Post that you wish to Apply for CGPDTM, from the given Drop-Downs. For example, the snapshots are provided as under:

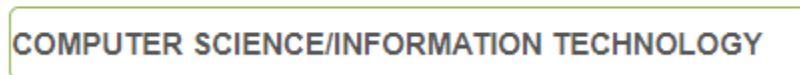
Discipline Applied For *



A screenshot of a web form showing a dropdown menu for 'Discipline Applied For'. The menu is open, displaying a list of disciplines. The top of the menu shows '--Select--' in a blue bar. Below it, the following disciplines are listed: BIOCHEMISTRY, CHEMISTRY, POLYMER SCIENCE, ELECTRICAL ENGINEERING, BIOMEDICAL ENGINEERING, COMPUTER SCIENCE/INFORMATION TECHNOLOGY, ELECTRONICS & COMMUNICATION ENGINEERING, and METALLURGICAL ENGINEERING.

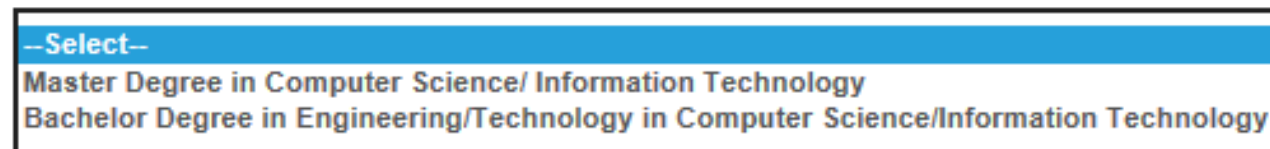
According to the above mentioned dropdown list, please select the Post. If you select for the Post of Computer Science/Information Technology, then below Qualification field will be displayed.

Discipline Applied For *



A screenshot of a web form showing a dropdown menu for 'Discipline Applied For'. The menu is closed, and the selected option is 'COMPUTER SCIENCE/INFORMATION TECHNOLOGY'.

Qualification: *



A screenshot of a web form showing a dropdown menu for 'Qualification'. The menu is open, displaying two options: 'Master Degree in Computer Science/ Information Technology' and 'Bachelor Degree in Engineering/Technology in Computer Science/Information Technology'.

Category: The candidates should fill the appropriate category from amongst the Un-Reserved/OBC/SC/ST. The Candidates belonging to OBC Category and falling under the 'Creamy Layer' are not entitled to OBC reservation as per Government of India Rules. Such Candidates will be treated as belonging to Un-Reserved

Category *

Physically Handicapped: - Please select Yes, if you belong to PH – Hearing Handicapped (HH) with (Min. 40% Disability) Category.

Are you a PH – Hearing Handicapped (HH) Candidate (Min. 40% Disability)? *

Domicile of J&K: - Candidate need to select Yes/No from the drop-down list if one has been ordinarily domiciled in J&K during the period 01-Jan-1980 to 31-Dec-1989.

Are you a Candidate who has ordinarily been domiciled in J&K during the period 01-Jan-1980 to 31-Dec-1989 ? *

Defence Service Personnel: - Candidate need to select Yes/No from the drop-down list if one is a Defence Service Personnel and disabled in operations during hostilities with any foreign country or in a disturbed area and have been released thereof.

Are you a Defence Service Personnel disabled in operations during hostilities with any foreign country or in a disturbed area and have been released thereof ? : *

Ex-Servicemen: - Candidate need to select Yes/No from the drop-down list if one is an Ex-Servicemen/Commissioned Officer/ECO/SSCO having rendered min. 5 years of service as on 04-Sep-2018 and released thereof.

Are you an Ex-Servicemen/Commissioned Officer/ECO/SSCO having rendered min. 5 years of service as on 04-Sep-2018 and released thereof ? *

Govt. Service: - Candidate need to select Yes/No from the drop-down list if one is currently in Govt. Service.

Are you currently in Govt. Service ? *

Candidate's Name: Please type and provide your Name as recorded in the Matriculation/Secondary Examination Certificate. Do not use abbreviations in the First/Middle/Last Name.

For e.g. NIMISHA MATHUR should be written as:

First Name *	Middle Name	Last Name *
<input type="text" value="NIMISHA"/>	<input type="text"/>	<input type="text" value="MATHUR"/>

Date of Birth: The Candidate should enter the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate. Please select the Year of Birth first to activate the calendar options of Month and Date.

Date Of Birth *

Age as on 04th Sep 2018 *

1 Sep 1997

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

After selecting the DOB Age will be auto-calculated in the above-mentioned field as on 4th September, 2018.

Email Address: Candidate is required to enter his/her currently active E-mail ID in the below mentioned field.

Email Address *

Mobile No.: Candidate is required to enter his/her Mobile Number and ensure that the same is not in DND list so that they are able to receive the SMS alerts. Do not prefix with '+91' or '0' while entering your mobile number. Simply Place your complete 10-digit mobile number.

Mobile No (Enter a valid 10 digit mobile number) *

Captcha Code: Candidate need to enter Captcha Code as shown below.

Captcha Code * F8RXKG Enter Code Shown In Image

Terms & Conditions: - Need to check the below given box:

I acknowledge that I have read the Information Bulletin and accept all the terms and conditions.

Submit & Continue After accepting the above field, Candidate need to **Submit & Continue** as mentioned below.

Submit and Continue

Cancel

After clicking on Submit and Continue, you will be able to see the below mentioned screen for registration completion. Your Application No. and Password is generated here.

Registration – Step 1 Completed

Dear Candidate,

Congratulations, you have registered yourself..

You are required to login with your Application Number and Password in the Tab given below to complete the Application Process and make the payment..

Please find below your Application Number and Password for logging into CGPDTM online form for completing your application process:.

Application No : CS000006

Password : 1-Sep-1997

We have sent an Email and SMS containing your login details to the registered email address and mobile number.

Please note down the Application Number and Password for future use.

With Regards,
Examination Cell, CGPDTM

Login To Continue

STEP 2: COMPLETION OF APPLICATION FORM

To complete the application process, Candidates has to login again with autogenerated Application Number and Password. Candidates can Login through “**LOGIN To CONTINUE**” immediately upon generation of Application Number And Password on the same page OR by clicking on “**LOGIN**” on the website at anytime later before day of closing of the form.

CANDIDATE LOGIN

Login with your Application Number and Password

Application Number *

Date Of Birth *

Captcha Code: SDC69H

Enter Application Number and Password which was sent to your e-mail and Mobile number. After clicking on Login, you will be directed to second step of the registration and the tab title “**Personal and Education Details**” will open, personal Information details will be displayed, candidate has to enter some more information accordingly

PERSONAL INFORMATION

Discipline Applied for
BIOCHEMISTRY

Qualification
MASTERS DEGREE IN BIOCHEMISTRY

First Name * SDGD	Middle Name * DF	Last Name * BDFD
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Are you a 1TH-Hearing Handicapped (HH) candidate (Min.40% Disability)
YES

Age as on 04th Sep 2018 21 YEARS, 0 MONTHS, 0 DAYS	Mobile No 9900000000	Date Of Birth 4-SEP-1997
Father's/Husband Name * JHGGJ		Gender * MALE
Marital Status * MARRIED		
Nationality * A PERSON OF INDIAN ORIGIN WHO HAS MIGRATED FROM		

ADDRESS FOR CORRESPONDENCE

Address Line 1 * SDG	Address Line 2 DFOF	Address Line 3 DFOF
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Registration Second Step Personal Details: -

Father's/Husband's Name & Mother's Name has to be entered in the below mentioned fields.

Father's/Husband Name *

Rajesh Kumar

Mother's Name *

Sandhya Singh

Gender: The Candidate should select the applicable Gender from the drop down box menu as shown below.

Gender *

--Select--

--Select--

MALE

FEMALE

OTHERS

Marital Status: The candidate should choose from Unmarried /Married /Others from the below drop down menu.

Marital Status *

--SELECT--

--SELECT--

MARRIED

UNMARRIED

OTHERS

Nationality: Candidates need to select their Nationality from the drop down list.

Nationality *

--Select--

CITIZEN OF INDIA

SUBJECT OF NEPAL

SUBJECT OF BHUTAN

A TIBETAN REFUGEE WHO CAME OVER TO INDIA BEFORE 1ST JANUARY, 1962 WITH THE INTENTION OF PERMANENTLY SETTLING IN INDIA

A PERSON OF INDIAN ORIGIN WHO HAS MIGRATED FROM UGANDA WITH THE INTENTION OF PERMANENTLY SETTLING IN INDIA

A PERSON OF INDIAN ORIGIN WHO HAS MIGRATED FROM THE UNITED REPUBLIC OF TANZANIA (FORMERLY TANGANYIKA AND ZANZIBAR) WITH THE INTENTION OF PERMANENTLY SETTLING IN INDIA

A PERSON OF INDIAN ORIGIN WHO HAS MIGRATED FROM ZAMBIA WITH THE INTENTION OF PERMANENTLY SETTLING IN INDIA

A PERSON OF INDIAN ORIGIN WHO HAS MIGRATED FROM ZAIRE WITH THE INTENTION OF PERMANENTLY SETTLING IN INDIA

A PERSON OF INDIAN ORIGIN WHO HAS MIGRATED FROM ETHIOPIA A WITH THE INTENTION OF PERMANENTLY SETTLING IN INDIA

A PERSON OF INDIAN ORIGIN WHO HAS MIGRATED FROM VIETNAM WITH THE INTENTION OF PERMANENTLY SETTLING IN INDIA

A PERSON OF INDIAN ORIGIN WHO HAS MIGRATED FROM MALAVI WITH THE INTENTION OF PERMANENTLY SETTLING IN INDIA

A PERSON OF INDIAN ORIGIN WHO HAS MIGRATED FROM PAKISTAN WITH THE INTENTION OF PERMANENTLY SETTLING IN INDIA

A PERSON OF INDIAN ORIGIN WHO HAS MIGRATED FROM BURMA WITH THE INTENTION OF PERMANENTLY SETTLING IN INDIA

A PERSON OF INDIAN ORIGIN WHO HAS MIGRATED FROM SRI LANKA WITH THE INTENTION OF PERMANENTLY SETTLING IN INDIA

A PERSON OF INDIAN ORIGIN WHO HAS MIGRATED FROM KENYA WITH THE INTENTION OF PERMANENTLY SETTLING IN INDIA

Address for Correspondence & Permanent Address: -

In the address for correspondence & permanent address fields, candidate need to enter House No/ Locality, Village/Street/Town, Country, City/District, State, Pin code accordingly as mentioned below. If permanent address is same as correspondence address, please tick the box as mentioned in below screenshot.

ADDRESS FOR CORRESPONDENCE

Address Line 1 *	Address Line 2	Address Line 3
FLAT NO 24	SHIPRA ENCLAVE	RAJ NAGAR
State/UT *	City/District *	Pincode *
CHANDIGARH	CHANDIGARH	656565

PERMANENT ADDRESS PLEASE CHECK IF PERMANENT ADDRESS IS SAME AS CORRESPONDENCE ADDRESS

Address Line 1 *	Address Line 2	Address Line 3
FLAT NO 24	SHIPRA ENCLAVE	RAJ NAGAR
State/UT *	City/District *	Pincode *
CHANDIGARH	CHANDIGARH	656565

I acknowledge that I have read the Information Bulletin and accept all the terms and conditions.

[Save & Continue](#)

Press Save & Continue to move to Education Details Page.

Education Details: -

The candidates should furnish and fill the appropriate information correctly, such as: Examination Passed, Stream Subject/Board/College/Institute/University, Year of Acquiring Qualification, Total marks/CGPA, secured Marks/CGPA & and % obtained

ACADEMIC & PROFESSIONAL DETAILS

EDUCATION DETAILS

Educational Qualification	Stream/Subject	Board/Institution/University	Year of Acquiring Qualification	Maximum Marks/CGPA Maximum	Obtained Marks/CGPA Score	% of marks obtained
10th Class						
12th Class/Diploma						
MASTERS DEGREE IN C						

Test City Preferences: -

Candidate need to select Preference of Exam City. Candidates can submit **3 preferences for Prelims Exam and 1 Preference for Mains Exam**. Check the Terms & Conditions box and click on Save & Continue.

Center Selection (Preliminary Examination):	
Preference 1:	Select Preference1
Preference 2:	Select Preference1
Preference 3:	Ahmedabad Bengaluru Bhopal Bhubaneswar Chandigarh Chennai Delhi Guwahati Hyderabad Jaipur Kolkata Lucknow Mumbai Patna

I acknowledge that I have read the Information Bulletin and accept all the terms and conditions.

[Save & Continue](#)

After selecting City preferences. Click on Check Box and Click on Save & Continue to move to Photo Upload Page.

Upload Photograph & Signature: -

Candidate need to upload Photograph & Signature as mentioned below by following the steps provided to upload. SAVE AND CONTINUE button will appear only after you have uploaded the images. Thereafter, candidate will be directed to Preview Details page.

UPLOAD PHOTOGRAPH AND DOCUMENTS

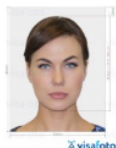
Signature uploaded successfully

- The photograph must be a recent passport size looking directly at the camera, in colour preferably, against a white or light background
- If there is a red-eye effect, please edit to remove it
- If you wear glasses, these should not be tinted glasses. Check to make sure that the photograph has no reflections. Your eyes and face should be clearly visible
- Wearing of caps, hats or any tinted or dark glasses is not acceptable. Religious head wear is allowed but it must not cover the face
- Preferred dimensions of your photograph is given below.
a) Photo size should be equal to or less than 100-200 KB with 200 dpi. The Dimension should be 3.5 cms (width) X 4.5 cms (height)
b) Signature size should be equal or less than 100-200 KB with 200 dpi. The Dimension should be 8 cms (width) X 3 cms (height)
- Please upload correct photograph and signature, otherwise your application will be cancelled
- Click [HERE](#) to resize your image

Upload Photograph (JPG/JPEG Format only)

STEP 1.a No file chosen

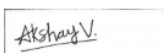
STEP 1.b



Upload Signature (JPG/JPEG Format only)

STEP 2.a No file chosen

STEP 2.b



[Save & Continue](#)

Preview Details: -

In this Step candidate need to check & reconfirm all the details entered. Candidate can now **EDIT** the fields if found any incorrect data entered. After checking all the details candidate need to check the box provided at the bottom of page and click on **CONTINUE TO PAYMENT** page as mentioned in the below screen.

I CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE & BELIEF. IF AT ANY STAGE, ANY INFORMATION IS FOUND TO BE FALSE OR INCORRECT, MY APPLICATION WILL BE LIABLE TO BE REJECTED AND I AM LIABLE TO BE PROSECUTED FOR GIVING SUCH FALSE INFORMATION.



Payment Details: -

Candidates belonging to SC/ST/PH/Women candidates of any community are exempted from application fee. Therefore, for them NO FEES option will appear. Candidate has to click on **“I confirm that the information provided by me is true in all respects and if any information is found to be false. I understand that my registration/candidature will stand cancelled and no refund of fee will be claimed”**. And **MUST** click on **GET APPLICATION FORM** to complete the application process.

Candidate belonging to General (Un-reserved) / OBC need to check the box provided in this step as mentioned below and click on click to pay.

PAYMENT INFORMATION	
Amount To Pay	NO FEES (Payment Exempted)
<input checked="" type="checkbox"/> I confirm that the information provided by me is true in all respects and if any information is found to be false, I understand that my registration / candidature will stand cancelled and no refund of fee will be claimed	
Get Application Form	Logout

PAYMENT INFORMATION	
Amount To Pay	150
<input checked="" type="checkbox"/> I confirm that the information provided by me is true in all respects and if any information is found to be false, I understand that my registration will stand cancelled / withheld automatically.	
Click to Pay	

After clicking on click to pay, it will be redirected to Payment page as below.

Pay By **Net Banking**

Net Banking
Credit Card
Debit Card
Cash Card
Mobile Wallet

Please Select Your Bank Account

<input type="radio"/> Allahabad Bank	<input type="radio"/> DCB BANK Personal	<input type="radio"/> Jammu and Kashmir Bank	<input type="radio"/> State Bank Of Bikaner and Jaipur	<input type="radio"/> Vijaya Bank
<input type="radio"/> Andhra Bank	<input type="radio"/> Deutsche Bank	<input type="radio"/> Karnataka Bank	<input type="radio"/> State Bank of Hyderabad	<input type="radio"/> Yes Bank
<input type="radio"/> Axis Bank	<input type="radio"/> Dhanlaxmi Bank	<input type="radio"/> Karur Vysya Bank	<input type="radio"/> State Bank of India	
<input type="radio"/> Bank of Baroda	<input type="radio"/> Federal Bank	<input type="radio"/> Kotak Mahindra Bank	<input type="radio"/> State Bank of Mysore	
<input type="radio"/> Bank of India	<input type="radio"/> HDFC Bank Retail	<input type="radio"/> Lakshmi Vilas	<input type="radio"/> State Bank of Patiala	
<input type="radio"/> Bank of Maharashtra	<input type="radio"/> ICICI Bank	<input type="radio"/> Oriental Bank Of Commerce	<input type="radio"/> State Bank of Travancore	
<input type="radio"/> Canara Bank	<input type="radio"/> IDBI Bank	<input type="radio"/> Punjab and Sind Bank	<input type="radio"/> SyndicateBank	
<input type="radio"/> Central Bank of India	<input type="radio"/> Indian Bank	<input type="radio"/> Punjab National Bank	<input type="radio"/> Uco Bank	
<input type="radio"/> City Union Bank	<input type="radio"/> Indian Overseas NetBanking	<input type="radio"/> South Indian Bank	<input type="radio"/> Union Bank of India	
<input type="radio"/> Corporation Bank	<input type="radio"/> Indusind Bank	<input type="radio"/> Standard Chartered Bank	<input type="radio"/> United Bank Of India	

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INSTANT pay

One Click Payment BUY WITH MasterPass [Learn More](#)

As per the above mentioned payment page, candidate need to select the mode of payment and click on continue to payment.

After payment, Candidate need to Download/Print Application Summary.

Note: For any queries regarding your login details, payment, registration process, please send an email mentioning your application number in subject line to cgpdtmrecruitment@gmail.com