



## National Institute for Micro, Small and Medium Enterprises (ni-msme)

An Organization of the Ministry of MSME, GoI & ISO 9001:2015 Certified Organization

Yousuffguda, Hyderabad - 500045, Telangana

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### NOTIFICATION FOR CONSULTANTS

S. No	Name of the Post	No. of Posts	Age Limit	Other Information
1	IPR Executive	01	Up to 35 years	For further details regarding qualification, experience, application format and general instructions please visit Institute's website: <a href="http://www.nimsme.org">www.nimsme.org</a>

Interested candidates are requested to send resumes to [recruitment@nimsme.org](mailto:recruitment@nimsme.org) latest by 15.07.2024. Only short-listed candidates will be called for a written test followed by an Interview. No correspondence will be entertained from the non-short-listed candidates.

**ADMIN & ACCOUNTS OFFICER**

#### About the Role:

National Institute for Micro, Small and Medium Enterprises (**ni-msme**) is seeking a qualified and enthusiastic **IPR Executive** to join its Intellectual Property Facilitation Center (IPFC). This role plays a vital part in supporting the institute's mission of empowering MSMEs by protecting their Intellectual Property (IP) Rights.

#### Essential Qualifications:

- Master's/Bachelor's degree in Business Administration, Science, Technology, Engineering, Law, or a related field.
- Strong understanding of intellectual property concepts, including patents, trademarks, copyrights, and designs.
- Excellent analytical and research skills.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).

#### Desirable Qualifications:

- Certification in Intellectual Property Law or a related field
- Experience in IP database management.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Atleast 1 year of experience in an Intellectual Property environment.
- Handling IP matters, especially for MSMEs, will be highly regarded. Experience working within a government organization is a plus.

**Work Experience:** Atleast 2 years

#### Job Description:

- Provide guidance and support to MSME clients on intellectual property protection strategies.
- Coordinate communication between inventors/creators, external IP attorneys or patent filers, and other relevant departments.
- Prepare clear and concise reports on IP activities.
- Maintain and analyze records of MSME client portfolio.
- Assist in analyzing the IP portfolio and identifying areas for improvement.
- Track and manage deadlines for IP renewals and filings.
- Docket the filed hard copies of the IP applications and maintain the physical records.
- Respond to queries from applicants and pursue with IP team for registrations.
- Ensure the maintenance of IP registrations with requisite Act compliances and timely payments.
- Manage administrative tasks related to the IPFC, including budget control, expense reports, and travel arrangements (if applicable).
- Stay updated on the latest developments in Indian and international IP laws.