Guidelines

Candidates can apply for Patent Agent Examination-2016 **online only** from **28.09.2016 to 27.10.2016 (6:00 PM).** There is NO other mode of application.

Pre-Requisites for applying online

Before applying online, candidates should –

➢ scan color photograph and signature. Ensure that size of the photograph and signature in jpeg /jpg format) do not exceed 300 KB and 100KB respectively. Signature in CAPITAL LETTERS will NOT be accepted.

➢ keep the scanned copy of the following documents (.pdf format, preferably self attested) and other necessary details ready before applying for examination:

   i. Proof of age

   ii. Degree Certificate in accordance with the Patents Act, 1970.

   iii. Proof of Citizenship (Passport / Voter Id / Certificate of Nationality)

   iv. other document, if applicable (marriage certificate etc.): may be scanned and combined with proof of age for uploading purpose.

➢ ensure to have a valid personal email Id, which remains active till the completion of this examination process. A candidate is required to enter the mobile number and email ids carefully while applying for examination.

Note: - 1. In case a candidate does not own an e-mail Id, he/she is advised to create new e-mail ID before applying online and responsibly maintain it. All the communication relating to the examination shall be done on registered e-mail Id only.

2. Scan of applicant's photograph and signature should be sufficiently clear, failing which the application may be rejected.

3. Ensure to have correctly entered all the details before clicking on *Final submit* option.

Procedure for applying online

➢ Go to www.ipindia.nic.in

➢ Click on Apply Online For Patent Agent Examination 2016. The online application filing system will be **available from 28.09.2016 to 27.10.2016.**

➢ Register (New Applicant).

➢ After successful registration, sign in to your account and apply for examination. Upload scanned copy of colored photograph, signature in prescribed format, documents of proof of age, nationality, degree certificate etc.

➢ Ensure to have correctly entered all the details before clicking on *Final submit* option as no subsequent amendment in detail is possible.

➢ Complete the application by paying the fee online. Keep a copy of application and payment details with you for future reference.

➢ You are **NOT** required to send a copy of application form to the office of Controller General of Patents, Designs and Trade Marks by post or through mail.

Note:- 1. Candidates are advised to carefully fill online application; any false information may lead to forfeiture of candidature.

2. There is no other mode for making an application for the Patent Agent Examination 2016.

3. The application can also be saved and completed at a later time. The candidates may use the update profile feature in case of a subsequent change in contact details.

4. Candidates may prefer **Google Chrome** for online application.

5. Pop-up blocker should be disabled.

6. **NO** request to change the centre of the examination shall be considered once the application is finalized.

Mode of Payment

Applicable fee (Rs. 1600/-) for Patent Agent Examination-2016 shall be paid online through Internet Banking / Credit / debit Card only, failing which application shall be considered incomplete. Transaction facilitation charges of different banks, if any, as applicable, shall be borne by the candidate.

Note:- Candidates are advised in their own interest to apply online well before the closing date and not to wait till the last date for depositing the fee / completing the application, to avoid any eventual situation like: failure of internet connection / transaction etc.

Last date for online registration shall not be extended in any case.

e-Admit Card

1. The applicants are required to download a color copy of e-admit card from the official website. **Admit cards are likely to be made available online for download and print from 06.11.2016 to 15.11.2016; these dates may however change in special circumstances.**

2. Applicants are advised to visit the website on regular interval.

3. Please read the instructions behind admit card carefully.

4. Tempering of e-Admit Card to appear in the examination is a criminal offence.

Failed Transaction

1. Any query with regards to payment and transaction failure may be sent upon patentagentexam.ipo@nic.in with following details: name, applicant id, date of birth (DD/MM/YYYY).

Structure of Written Examination

Paper-I (Two Hours)	Objective type; Multiple Choice Questions having one and /or more than one option correct
Paper-II (Three Hours)	Descriptive

Candidates shall read the instructions in Admit Card prior to examination and on the Question Papers in the examination carefully.

Frequently Asked Questions (FAQs)

S. No.	Question	Reply
1.	My name in 10th board certificate / other documents is different as after marriage I have acquired the different surname/ changed name.	Please apply with the name as on 10th board certificate. Provide the name of your husband in the relevant column, wherever applicable. Also attach the proof of change of name in the application enclosures. You are advised to carry the copy of 10th board certificate (having photograph on that), in original at the centre of examination along with a self-attested photo copy.
2.	Page is taking unusually long time to open.	This is purely a case of good / poor internet connection and speed. You can save the details entered by you in the application information page and complete the application later before the last date.
3.	Due to internet /server problem, I could not	Failure will be considered at your side. You

	complete my application before last date.	are advised to complete the process well before the last date.
4.	Due to internet /server problem, I could not pay the fee applicable for my application before last date.	Failure will be considered at your side. You are advised to complete the process well before the last date.
5.	How do I ensure that my application is complete.	An application is considered complete, only, in case, where the acknowledgement receipt of payment of fee for examination is generated.
6.	If the transaction failure occurs, can I re-process again?	Yes, in rare cases where the fee is deducted from the account but acknowledgment slip is not generated, candidate may wait for 30 minutes and check in the online module itself if acknowledgement receipt is generated. If same is not generated, candidate may pay the fee again. Amount deducted in case of failed transaction may be returned automatically. In any of the above circumstances, the time-line remains intact.
7.	I want to change the centre for examination.	Once the application is finally submitted, no change in center is allowed.
8.	I could not send the completed application to the O/o CGPDTM.	The process of application is completely online and you are **NOT** required to send a physical copy or an electronic copy.
9.	There is no information regarding *Viva-Voce* examination on the website or admit card.	Schedule for *Viva-Voce* examination will be announced after the completion of written examination. Only those candidates who have scored minimum of 50% marks in each paper will be allowed to appear for *Viva-Voce.* Separate list for same would be provided. Admit card for the examination shall be available online from 06.11.2016 to 15.011.2016. A good quality print of same is required to be taken to appear in the examination.
10.	I am a visually impaired / physically handicapped (Divyang) candidate and need assistance in the examination	You may write your request in email on patentagentexam.ipo@nic.in before **30.10.2016** along-with valid certificate as well as the identity certificate of (assistant) reader / writer / reader & writer, as may be applicable. A reader / writer / reader & writer shall not be a science / law / relevant field graduate or pursuing graduation in the field of science / law / relevant subject. Further documents may be called upon sending the request.