

**ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION
JOB DESCRIPTION**

1. JOB IDENTIFICATION:

- 1.1 Position Title: Asst. Examiner (Trademark/Patent/Design)
- 1.2 Position Level: P5
- 1.3 Major Group: Trade, Industry & Tourism Services Group
- 1.4 Sub-Group: Intellectual Property Services
- 1.5 Job Code No.: 18-781-03
- 1.6 Job Location: *(Complete as appropriate):* **Thimphu**
Ministry: Trade and Industry; Division: Intellectual Property
Division; Section: Registry of Trademark/Registry of Patents/Registry
of Industrial Designs;
- 1.7 **Title of First Level Manager *(Official title of the Manager):* Examiner**

2. PURPOSE, DUTIES AND RESPONSIBILITIES *(Describe the purpose, duties and responsibilities, indicating what is done and how it is done. Duties should be presented in decreasing order of relative importance):*

PURPOSE:

The primary purpose of Assistant Examiner is to assist the Examiner in examination of patent, trademark and design applications to ascertain whether they meet the technical and legal requirements of relevant laws so that effective property rights can be granted and maintained in inventions, trademarks and industrial designs in Bhutan;

| DUTIES AND RESPONSIBILITIES | % of time |
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| 1. <u>Assistant Trademark Examiner</u> | |

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| <ul style="list-style-type: none"> • Receive applications and assignment of application numbers | 20 |
| <ul style="list-style-type: none"> • Carry out formal examination of applications | |
| <ul style="list-style-type: none"> • Carry out check of proper classification of goods and services with reference to the Nice Classification and correct fee payments | 60 |
| <ul style="list-style-type: none"> • Carry out substantial examination of applications under supervision of Examiner: <ul style="list-style-type: none"> ○ Search of database for similar marks ○ Determination as to registrability of mark with reference to requirements laid down in the Industrial Property Act and rules there under | 10 |
| <ul style="list-style-type: none"> • Prepare the Examination Report | 10 |
| <ul style="list-style-type: none"> • Assign accepted applications for publication in the Official Bulletin | 30 |
| <ul style="list-style-type: none"> • Assists in preparation of manuscript of Official Bulletin for printing. | 40 |
| <p>2. <u>Assistant Patent Examiner</u></p> | 5 |
| <ul style="list-style-type: none"> • Receive applications | 5 |
| <ul style="list-style-type: none"> • Examine the formal requirements of the applications such as proper description of claims, filing of abstracts, drawing, etc. | |
| <ul style="list-style-type: none"> • Examine subject matter for patentability | 20 |
| <ul style="list-style-type: none"> • Classify the patent applications under the Strasbourg Classification system of patents (IPC) | 40 |
| <ul style="list-style-type: none"> • Entry of application in database | 10 |
| <ul style="list-style-type: none"> • Prepare bibliographical materials | 5 |
| <ul style="list-style-type: none"> • Record of patent in Register of Patents . | 5 |
| <ul style="list-style-type: none"> • Post registrations matters such as records of licensing and assignments of patents | |

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| <p>3. <u>Assistant Design Examiner</u></p> <ul style="list-style-type: none"> • Receive applications for registration of industrial designs • Carry out formal examination of applications • Check correctness of classification under the Locarno Classification system • Carry out searches and substantial examination as to novelty of industrial designs with reference to the Industrial Property Act and rules there under • Publication of industrial designs in Official Bulletin • Entry of design in Register of Designs after grant of design right • Post registration actions relating to registered designs e.g. assignments and renewals <p>Other responsibilities extending beyond purely Registry- related functions</p> <ul style="list-style-type: none"> • Participate in outreach programmes of the Intellectual Property Division to create awareness on intellectual property matters in the country | <p>10</p> |
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3. KNOWLEDGE AND SKILLS REQUIREMENTS *(Minimum requirement for performance of work described (Level of Education, Knowledge, Skill and Ability):*

3.1 Education:

Bachelors with PGCDM

3.2 Training:

3.3 Length and type of practical experience required:

Entry

3.4 knowledge of language and specialized requirements:

Excellent written and spoken English. Knowledge of computer essential.

4. COMPLEXITY OF WORK *(Describe the intricacy of tasks, steps, processes or methods involved in work, difficulty and originality involved in work):*

The work of Assistant Examiner is technically highly complex involving expert knowledge of diverse subjects, including market conditions and the technological processes of modern industries and advancements in scientific research. The work also involves highly legalistic processes in applying provisions of the Industrial Property Act to applications for grant of rights.

5. SCOPE AND EFFECT OF WORK *(Describe the breadth of work performance and the effect the work has on the work of others or on the functions of the organisation):*

Under the overall supervision of Examiner, Assistant Examiners need to apply legal and technical processes rigorously in examination of applications for grant of property rights in intellectual property.

6. INSTRUCTIONS AND GUIDELINES AVAILABLE:

6.1 Instructions *(Describe controls exercised over the work by the Superior; how work is assigned, reviewed and evaluated):*

Work will be assigned by the Examiner. Assistant Examiners will work under the overall supervision of the Examiner

6.2 Guidelines *(Indicate what written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines):*

Functions under the Industrial Property Act, the Rules under the Act, and Office Work Manuals

7. WORK RELATIONSHIPS *(Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organisation (other than contacts with superiors):*

Sit in with Examiner at frequent meetings with applicants and their legal representatives in the course of work besides consultation meetings in-house.

- 8. SUPERVISION OVER OTHERS** *(Describe responsibility this position has for supervision of other employees, including the nature of supervisory responsibilities and categories and number of subordinates, both directly and indirectly supervised):*

None

- 9. JOB ENVIRONMENT** *(Describe physical demands required, such as walking, standing, lifting heavy objects, etc., and/or any risks or discomforts like exposure to hazards such as exposure to chemicals, infections, radiation, extreme weather and other hostile working conditions. Will the person be required to travel in this position? If so, how often?):*

No risk