No 4/1/2014-EO(MM-II)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  

North Block, New Delhi  
Dated 18th November, 2016  

To  
1. The Chief Secretaries  
   All State Governments  
2. All Secretaries  
   Ministries/Departments of Government of India  

Subject: Filling up the post of the Registrar of Copyrights, Copyright Office under the  
Department of Industrial Policy & Promotion, Ministry of Commerce & Industry.  

Sir/Madam,  

It is proposed to fill up the post of Registrar of Copyrights, Copyright office, under the  
Department of Industrial Policy & Promotion, Ministry of Commerce & Industry on deputation basis.  
The post is a non-CSS post to be filled through Civil Services Board procedure.  

2. The Registrar of Copyrights is the head of the Copyright Office and all copyright registrations  
are issued under his superintendence and direction. He exercises the powers of a Civil Court for  
disposing copyright applications and acts as the competent authority to allow changes as per law. He  
gives effect to the orders of Copyright Board and registers/monitors functioning of Copyright societies.  
He has to coordinate with various Ministries/Departments, liaison with various higher education  
institutions and stakeholders from various fields and strata of society. He is also required to participate  
in negotiations for drafting the legal text for various proposed treaties related to copyright matters in  
WIPO.  

3. The Officers of the rank of Deputy Secretary/Director of the Government of India or equivalent  
level, eligible for appointment under the Central Staffing Scheme are eligible for the post. The period  
of deputation is 4/5 years at Dy. Secretary/Director level respectively.  

4. The post may be circulated amongst officers eligible to be appointed at Deputy  
Secretary/Director or equivalent levels in the Government of India on priority basis. Names of willing  
and eligible officers who can be spared by the State Governments/Ministries/Departments may be  
forwarded to this Department along with cadre clearance, vigilance clearance, detailed bio-data in the  
enclosed proforma and CR Dossier. For officers working in the cadre, it may also be ensured that the  
‘Cooling off’, after a previous stint on deputation, if any, is completed and the officer is eligible to be  
appointed on Central Deputation as per extant guidelines.  

5. It is requested that the application(s) of the eligible officer(s) may be forwarded so as to reach  
this Department within one month from the date of issue of this circular.  

Yours faithfully  

[Signature]  
(J. Srinivasan)  
Director(MM)  
Tel: 23092842  

Copy to:  
1. D/o Industrial Policy & Promotion, Ministry of Commerce & [Shri Sushil K. Satpute, Director],  
2. NIC Cell, DOPT for placing on Department’s website.  
3. PS to Director(MM) for uploading through bulk e mail system.
<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name</th>
<th>Date of Birth</th>
<th>Service</th>
<th>Batch</th>
<th>Contact Telephone No. (O) (R) (M)</th>
<th>Educational Qualifications</th>
<th>Complete Experience/Posting Profile</th>
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<tr>
<th>Sl.No.</th>
<th>Period</th>
<th>Post held/ Organization</th>
<th>Cadre post/ Deputation post</th>
<th>Place of Posting</th>
<th>Brief Job description</th>
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<th>Whether clear from Vigilance angle?</th>
<th>YES / NO</th>
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<tr>
<td>Whether the officer has been on deputation earlier. If so please provide details of organization, nature of deputation and period (dates) of deputation.</td>
<td>YES / NO</td>
</tr>
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</table>

| Whether the officer is debarred from deputation under the Central Staffing Scheme. | YES / NO |

11. Certified that the above particulars are correct and complete.

Signature of the applicant
Date: __________________________

Signature
Name/Designation & Rubber Stamp of officer certifying the above Particulars

Note:
Columns 1-7 to be filled in by applicant.
Columns 9-11, to be filled in by Ministry/Department concerned.