

No 4/1/2014-EO(MM-II)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
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North Block, New Delhi  
Dated 02.06.2014

To

- i The Chief Secretaries  
All State Governments
- ii All Secretaries  
Ministries/Departments of Government of India

**Subject: Filling up the post of the Registrar of Copyright, Copyright Office under the Ministry of Human Resource Development.**

Sir/Madam,

It is proposed to fill up the post of Registrar of Copyrights, Copyright office, under the Ministry of Human Resource Development 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 act as competent authority to allow changes as per law. He gives effect to the orders of Copyright Board and register/monitor functioning of Copyright societies. He will have to coordinate with various Ministries/Departments, liaison with various higher education institutions and all the stakeholders from various fields and strata of the 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 for Dy. Secretary/Director respectively.

4 The post may be circulated amongst officers eligible to be appointed at Deputy Secretary/Director or equivalent level 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 the Department along with cadre clearance, vigilance clearance, detailed bio-data in the enclosed Performa 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 appointment on Central Deputation as per instructions.

5 It is requested that the application(s) of the eligible candidate(s) may please be forwarded so as to reach this Department not later than 01.07.2014.

Yours faithfully

  
(Chhatra Mani)

Under Secretary to the Government of India

Copy to:

- 1 Department of Higher Education, [Shri G.R. Raghavender, Director (BP & CR)/Registrar of Copyrights], 4th Floor, Jeevan Deep Building, Parliament Street, New Delhi (w.r.t. O.M.No 27-6/2014-CO (Part) dated 21/04/2014.
- 2 ✓ NIC Cell, DOPT for placing on Department's website.
- 3 PS to DS(MM) for uploading through bulk e-mail system.

**Bio-Data**

|        |  |                            |                                   |                     |                          |
|--------|--|----------------------------|-----------------------------------|---------------------|--------------------------|
| 1      | Name   | :                          |                                   |                     |                          |
| 2      | Date of Birth  | :                          |                                   |                     |                          |
| 3      | Service  | :                          |                                   |                     |                          |
| 4      | Batch  | :                          |                                   |                     |                          |
| 5      | Contact Telephone No. (O)  | (R)                        | (M)                               |                     |                          |
| 6      | Educational Qualifications   | :                          |                                   |                     |                          |
| 7      | Complete Experience/Posting Profile  |                            |                                   |                     |                          |
| Sl.No. | Period   | Post held/<br>Organization | Cadre post/<br>Deputation<br>post | Place of<br>Posting | Brief Job<br>description |
|        |  |                            |                                   |                     |                          |
| 8      | Whether clear from Vigilance angle?  |                            | :                                 | YES / NO            |                          |
| 9      | Whether the officer has been on deputation earlier. If so please provide details of organization, nature of deputation and period (dates) of deputation. |                            | :                                 |                     |                          |
| 10     | 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 Cadre Controlling Authority.*