



JOB DESCRIPTION – ASSISTANT MANAGER (IPR)

At BITS Pilani, the Research & Innovation initiative aims to cultivate innovation and entrepreneurship nationwide. The objective is to establish an enabling ecosystem for Innovation, Incubation, and Entrepreneurship. Interested candidates are invited to apply for the position of Assistant Manager – IPR, reporting to the Professor in-charge (Research & Innovation). Further details can be found at: Details are as per the following:

Position:	Assistant Manager- Intellectual Property Rights
Position & Location	One Position, Hyderabad Campus
Position Details	Assistant Manager – IPR will assist the Manager (Intellectual Property Rights) to assist in the overall IPR activities across campuses of BITS Pilani.
Reporting To	Manager - Intellectual Property Rights
Key roles and responsibilities:	<ul style="list-style-type: none">● Support Manager-IPR in IP management, legal forms, stakeholder management, data management, and report delivery● Assist in managing the institute's intellectual property portfolio, identifying expansion opportunities and renewals● Provide assistance in IP-related activities like prosecution advisory, analysis, landscaping, mapping, and prior art search● Review documents for compliance with copyright, trademark, and patent requirements● Maintain the intellectual property financial administration system, process related invoices, and generate reports● Correspond with external patent agents and intellectual property counsel, write reports and letters on international patent prosecution activities● Prepare official government forms for patent and trademark applications● Develop automation methods for data extraction from departmental databases● Keep abreast of government regulations related to intellectual properties and conduct legal research● Assist in developing search strategies for trademark, copyright, design, and patent registrations.
Qualification:	<ul style="list-style-type: none">● Post graduate in science or Graduate in Engineering along with Bachelors / Masters in Law with specialization in Intellectual Property Laws● Experience: 2 to 3 years● Mandatory Skills: Must be aware of Indian Trade Marks, Copyright, Patent and Design Laws and its operational requirements.
Upper Age Limit	Age Less than 40 years as on the date of interview.
Remuneration	Upto Rs. 12 Lakhs annual CTC (based on experience which includes target-based performance incentives).
Tenure:	Term of appointment is for 3 years and will be renewed based on satisfactory performance review against the goals set.

