

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS**

**Ministry:** Foreign Affairs, Regional Integration and International Trade (International Trade Division)

**Post:** Controller, Industrial Property Office

**Salary:** Rs 60,575 x 1,800 – 69,575 x 2,425 – 72,000 x 2,500 – 77,000 x 3,000 – 80,000 (18 80 89)

**Effective Date:** 13 February 2014

**Qualifications:**

- A. A degree in Law from a recognised institution.
- B. (i) A Master's Degree in Law from a recognised institution or  
(ii) A postgraduate diploma in Intellectual Property or in a related field from a recognised institution.

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

C. Candidates should –

- (i) reckon at least five years' experience in legal matters;
- (ii) have excellent administrative and managerial capabilities;
- (iii) have good negotiating, communication and interpersonal skills; and
- (iv) be computer literate.

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of experience/knowledge claimed.

**Role and Responsibilities** To be responsible for providing an effective Industrial Property service in line with the legislations in force and international obligations such as compliance with World Trade Organisation (WTO) and Trade Related Aspects of Intellectual Property Rights (TRIPS) Agreement.

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CERTIFIED CORRECT

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*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*

13 February 2014

Date.....

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**Duties:**

1. To be responsible for the effective operation and management of the Industrial Property Office.
2. To provide a sound legal framework for the protection of Industrial Property Rights and an effective enforcement mechanism for Industrial Property Rights against infringements, piracy and counterfeiting.
3. To assist in policy formulation with regard to industrial property.
4. To administer, implement and advise on the industrial property legislations.
5. To review and keep up-to-date legislations on industrial property.
6. To keep abreast of developments in the field of industrial property by liaising with relevant international organisations.
7. To use ICT in the performance of his duties.
8. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Controller, Industrial Property Office in the roles ascribed to him.



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