

Dated: 23.01.2024

INSTITUTE OF LIVER & BILIARY SCIENCES
(An Autonomous society under the Govt. of NCT of Delhi)
Sector D-1, Vasant Kunj, New Delhi, India

Applications are invited for the Patent Filing (Attorney) and Auditor (CA/CA Firm) and on Part Time/Consultation basis.

Applications are invited for the Patent Filing (Attorney) and Auditor (CA/CA Firm) and on Consultation basis/case latest by 10th February, 2024 at the Research and Development Cell, Institute of Liver & Biliary Sciences, D-1, Vasant Kunj, Delhi-110070.

S. No.	Name of the Post	Eligibility Criteria
1	Patent Attorney	Essential: At least Three Year Prior Experience of filing the patent in the field of Medical or in any equivalent fields. Job Description: 1. Drafting and filing the patent application on behalf of the institute. 2. Drafting and filing the copyright application on behalf of the institute. 3. Defend the patent examination report received from the patent office. 4. Maintaining the record of number of patents filed/awarded. 5. Keeping track of the filed patent application. 6. Any other task related to patents
2	CA firm/ Chartered Accountant	Essential: at least three year prior experience of preparing and vetting the utilization certificate in the field of medical or in any equivalent fields. Job Description: 1. Auditing and verifying the utilization certificate/Statement of Expenditure. 2. Keeping records of entries and Bharat Kosh 3. Keeping track of the progress of the utilization certificates to be prepared. 4. Any other task assigned by the officer, related to utilization certificates/statement of expenditure.

GENERAL INSTRUCTIONS

1. Applicants should send their application (with background, expertise and experience and proposed charges/case) on: rdc.ilbs@gmail.com latest by **10.02.2024**.
2. Important: The subject line should contain exactly the following: #For the work of Patent Attorney/Chartered Accountant.
3. Applications will be shortlisted on the basis of information provided as point-1 and the final selection will be made after due verification of the original documents and negotiations.
4. Only shortlisted applications will be called for deliberations

Gurpreet Bhatti