



JOB DESCRIPTION – MANAGER INTELLECTUAL PROPERTY RIGHTS

At BITS Pilani, the Centre for Innovation, Incubation & Entrepreneurship [CIIE] is formed to excite and nurture the innovative and entrepreneurial spirit nationwide. The objective of CIIE is to provide an enabling ecosystem of Innovation, Incubation and Entrepreneurship. More details about CIIE activities can be seen from: <https://www.bits-pilani.ac.in/research>. With an aim to further augment such institutional cross-campus activities, applications are invited from interested and suitable candidates for the post of Manager – IPR reporting to Professor in-charge (CIIE). Details are as per the following:

Position:	Manager- Intellectual Property Rights (University Wide)
Position & Location	One Position, Hyderabad Campus
Position Details	<ul style="list-style-type: none"> • Manager – IPR will promote innovation, creativity and development in the areas of technology, sciences, commerce, humanities and other emerging areas by encouraging new ideas and research initiatives, within the Institute;
Reporting To	Professor in-charge, Center for Innovation, Incubation and Entrepreneurship (CIIE)
Key roles and responsibilities:	<ul style="list-style-type: none"> • To promote innovation, creativity and development in the areas of technology, sciences, commerce, humanities and other emerging areas by encouraging new ideas and research initiatives, within the Institute; • Managing the institute intellectual property portfolio by identifying new opportunities for expansion and renewal of existing uses of intellectual property • To protect intellectual property (IP) rights created by faculty, visiting faculty, researchers, students, and staff of the Institute, by translating their creative and innovative work into IP rights; • To establish an efficient, fair, and transparent framework for creation, protection, ownership, assignment of IP, created and owned by the Institute; • To Organize, manage and control activities related to IP Management: Patent/Trade Mark/Design /Copyright/ searches, drafting, Filing and responses. • IP related prosecution advisory, analysis, landscaping, IP mapping, prior art search including the tracking of all upcoming action dates etc. • Complete detailed analyses of costs associated with patent prosecution activities Provide expense projections for budgetary purposes. • Review documents for compliance with applicable laws regarding, copyright trademark and patent requirements • Maintain the intellectual property financial administration system including reviewing and processing of intellectual property related invoices • Enter data into databases and generate scheduled and ad hoc reports. • Correspond with external patent agents and intellectual property counsel. • Write detailed reports and letters on complex international patent prosecution activities. Write detailed instructions to external patent counsels. • Write & review assignment agreements, MTA, NDA and other types of legal contracts. • Write a variety of documents including, but not limited to, correspondence, letters, and meeting minutes. • Prepare official government forms for patent and trademark applications that are in compliance with legal regulations. Remain current with changes to intellectual property policies, legislation, and procedures



	<ul style="list-style-type: none"> • To encourage more collaborations between academia and industry through transparency on issues of IP rights and ownership. • Develop methods to extract data from departmental databases in response to outside queries. • If required, draft patent applications and office action responses • Conduct trademark searches and provide input on trademark filings • IP Enforcement: Dealing with matters pertaining to Infringement of Intellectual Property. • Supervising and maintaining databases of Trademark searches, applications, registration, renewals, litigation (Civil and Criminal both). • Must keep themselves up to date with various government regulations related to intellectual properties and Legal Research to update respective departments of new developments, amendments in law and their compliances. • Independently develop various search strategies to conduct preliminary searches for registration of trademark, copyright and design
Other Requirements	<p>Functional:</p> <ul style="list-style-type: none"> • Practical Prior experience in handling Patent, Trade Marks, Copyright, patent portfolio management and Design Laws. • Hands on experience of working in an educational institution in the IPM team • Ability to work in a fast-paced, demanding, timeline-driven environment • Innovative and creative mindset • Experience of managing contracts with external parties. • An ability to work effectively with an internal and external of stakeholders. • Possesses excellent science communication, organization, management, and administrative skills. <p>Behavioral:</p> <ul style="list-style-type: none"> • Excellent interpersonal, communication, writing, and presentation skills • Ability to work and perform within a disciplinary and cross disciplinary team • Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail.
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: 5 to 8 years • Mandatory Skills: Well versed with Trade Marks, Copyright, Patent and Design Laws and operational requirements.
Upper Age Limit	Age Less than 45 years as on the date of interview.
Remuneration	Upto Rs. 18 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.

