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राष्ट्रीय परीक्षा एजेंसी  
National Testing Agency

Excellence in Assessment



उद्योग संवर्धन और आंतरिक व्यापार विभाग  
DEPARTMENT FOR  
PROMOTION OF INDUSTRY AND  
INTERNAL TRADE

(उच्चतर शिक्षा विभाग, शिक्षा मंत्रालय, भारत सरकार के तहत एक स्वायत्त संगठन)

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## Advisory and Instructions for the Candidates for the Post of Examiner of Patents and Designs against 553 vacancies (Preliminary Exam) - Reg.

Dear Candidate,

We hope that you have downloaded the Admit Card and are now fully prepared to appear for the **Post of Examiner of Patents and Designs against 553 vacancies (Preliminary Exam)** Examination on the **date, shift, Paper, and venue of Test Centre as indicated on the Admit Card** downloaded from NTA website.

**No Candidate should adopt any unfair means, or indulge in any unfair examination practices as the examination centres are under surveillance of CCTV and equipped with Jammers.**

### Kindly keep in mind the following:

1. Please download your Admit Card from the NTA website <https://exams.nta.ac.in/DPIIT/>
2. Please check the following as indicated on the Admit Card:
  - Reporting Time at Centre
  - Gate Closing time of Centre
  - Date of Examination
  - Shift and Timings of Test
  - Venue of Test
3. You should visit the Examination Centre, in advance and familiarize yourself with the location and means of reaching the venue of the Test on time.
4. On the day of the Examination, please reach the venue of the Test at the **Reporting Time** mentioned in the Admit Card. If you report beyond the **Gate Closing time of the Centre**, you will not be allowed to enter the Test venue. Instructions have been issued for strict compliance. Several pre-examination formalities need to be completed and therefore please arrive on time.
5. You should carry with you only the following items :
  - **Admit Card downloaded from the NTA Website (a clear, preferably colour printout on A4 size paper).**
  - **Two (02) additional Passport size photographs (same as uploaded with the Online Application Form) are to be affixed on the Attendance Sheet at the Centre.**
  - **Candidate must carry "Any one of the original and valid Photo Identification Proof issued by the Government" – PAN card/Driving License/Voter ID/ Passport/ Aadhaar Card (With photograph)/ E-Aadhaar/ Ration Card/ Aadhaar Enrolment No. with Photo. All other IDs/Photocopies of IDs even if attested/scanned photo of IDs in the mobile phone will NOT be considered valid ID Proof.**
  - **Personal transparent water bottle,**
  - **A simple transparent Ball Point Pen**



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- **PwD certificate** issued by the Competent Authority, if claiming the relaxation under the PwD category. Candidates with Physical Disability are requested to report early for facilitation during entry.
- A PwD candidate having a physical limitation to write may be allowed Compensatory/ Extra time of 20 minutes per hour of the examination, whether such candidate uses the facility of Scribe or not.
- The facility of the Scribe, in case he/she has a physical limitation and a scribe is essential to write the examination on his/her behalf, being so certified in the prescribed format by a CMO/Civil Surgeon/ Medical Superintendent of a Government Health Care Institution.
- Scribe will be provided by the NTA to PwD candidates who have opted for the same in the Online Application Form. Candidates will not be allowed to bring their own Scribe.

6. The candidate should ensure that the Question Paper available on the computer screen is as per his/her opted subject/medium indicated in the Admit Card. In case, the subject/medium of the Question Paper is other than his/her opted subject/medium, the same may be brought to the notice of the Invigilator concerned.
7. This Admit Card is for Phase 1 i.e. Preliminary exam only. For subsequent phases, separate Admit Cards will be issued to the eligible candidates.
8. Candidates are **NOT** allowed to carry Instrument/ Geometry/ Pencil box, Handbag, Purse, any kind of Paper/ Stationery/ Textual material (printed or written material), Eatables (loose or packed), Mobile Phone/ Ear Phone/ Microphone/ Pager, Calculator, DocuPen, Slide Rules, Log Tables, Camera, Tape Recorder, to wear/carry any type of watch including Electronic Watches with facilities of calculator, any metallic item or electronic gadgets/ devices in the Examination Hall/Room There may not be any provision for safe keeping of valuables at the Centre.
9. **Diabetic students will be allowed to carry eatables like sugar tablets/fruits (like bananas/apples/oranges) and transparent water bottles** to the Examination Hall/Room. However, they will not be allowed to carry packed foods like chocolates/candy/sandwiches, etc.
10. **Blank paper sheets of A4 size for rough work will be provided in the examination Hall/Room. Candidates must write their name and Roll Number at the top of each of the sheets.**
11. The candidates will be allowed to carry the Admit Card with them.



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12. Candidates must enter the required details in the Attendance Sheet in legible handwriting, put their signature, Left Hand Thumb Impression, and paste the Photograph at the appropriate place. They should ensure that their Left-Hand Thumb Impression is clear and not smudged.
13. **The candidates are advised to carefully read the Subject-Specific Instructions (Annexure-1) and General Instructions (Annexure-2) mentioned in the Question paper and abide by the same.**
14. Candidates may also note that the Examination will be computer-based and hence they should familiarize themselves.
15. Candidate should also go through all Instructions given in the Admit Card.
16. For further clarification related to the aforesaid examination, the candidates can also contact [ntaexam@nta.ac.in](mailto:ntaexam@nta.ac.in)

Looking forward to your kind co-operation.

**We wish you the very best and Good Luck to you.**

*Sadhana Parashar*

**(Dr. Sadhana Parashar)  
Senior Director (Exams)  
National Testing Agency**



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Annexure - 1

### Subject Specific Instructions

#### Preliminary Exam (Phase 1)

(Maximum Marks: 150)

- There will be **150 questions** in this Paper and all questions are compulsory.
- This Paper contains **06 sections** as per the details given below:

S.No	Section	No of Question	Series
1	General English	15	1 to 15
2	Verbal and Non Verbal Reasoning	30	16 to 45
3	Quantitative Aptitude	30	46 to 75
4	General Knowledge and Current Affairs	30	76 to 105
5	General Science	30	106 to 135
6	IP legislation in India, WIPO, and related treaties	15	136 to 150

- The medium of the Question paper will be in **English** only.
- Each question will have four options. **ONLY ONE** of the four options is **the most appropriate** or the best answer, which will be considered as the correct answer.
- The answer to each question will be evaluated according to the following Marking Scheme:

Full marks	<b>+1</b> Correct answer
No Mark	<b>0</b> Unanswered/Unanswered and marked for review
Minus One Mark	<b>-0.25</b> In all other cases



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Annexure – 2

## General (CBT) Instructions

Please read the instructions carefully

### General Instructions:

1. The total duration of the examination is **120** minutes for the **Preliminary Exam (i.e. Phase 1)**.
2. The clock will be set on the server. The countdown timer in the top right corner of the screen will display the remaining time available for you to complete the examination. When the timer reaches zero, the examination will end by itself. You will not be required to end or submit your examination.
3. The Question Palette displayed on the right side of the screen will show the status of each question using one of the following symbols:



You have not visited the question yet.



You have not answered the question.





You have answered the question.



You have NOT answered the question, but have marked the question for review.



The question(s) "Answered and Marked for Review" will be considered for evaluation.

4. The 'Marked for Review' status for a question simply indicates that you would like to look at that question again.
5. You can click on the ">" arrow which appears to the left of the question palette to collapse the question palette thereby maximizing the question window. To view the question palette again, you can click on "<" which appears on the right side of the question window.
6. You can click on your "Profile" image on the top right corner of your screen to change the language during the exam for the entire question paper. On clicking on the Profile image, you will get a drop-down to change the question content to the desired language.
7. You can click on  to navigate to the bottom and  to navigate to the top of the question area, without scrolling.



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### Navigating to a Question:

8. To answer a question, do the following:
  - a. Click on the question number in the Question Palette at the right of your screen to go to that question directly. Note that using this option does NOT save your answer to the current question.
  - b. Click on **Save & Next** to save your answer for the current question and then go to the next question.
  - c. Click on **Mark for Review & Next** to save your answer for the current question, mark it for review, and then go to the next question.

### Answering a Question :

9. Procedure for answering a Multiple Choice Type question:
  - a. To select your answer, click on the button of one of the options.
  - b. To deselect your chosen answer, click on the button of the chosen option again or click on the **Clear Response** button.
  - c. To change your chosen answer, click on the button of another option.
  - d. To save your answer, you must click on the Save & Next button
  - e. To mark the question for review, click on the '**Mark for Review & Next**' button.
10. To change your answer to a question that has already been answered, first select that question for answering and then follow the procedure for answering that type of question.

### Navigating through sections:

11. Sections in this question paper are displayed on the top bar of the screen. Questions in a section can be viewed by clicking on the Section name. The section you are currently viewing is highlighted.
12. After clicking the **Save and Next** button on the last question for a Section, you will automatically be taken to the first question of the next section.
13. You can shuffle between sections and questions anytime during the examination as per your convenience only during the time stipulated.
14. The candidate can view the corresponding section summary as part of the legend that appears in every section above the question palette.

### **Instruction for Question:**

15. For the correctness of the translation for a particular language, only the **English version** will be considered as the final version for evaluation purposes.



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150  
YEARS OF  
CELEBRATING  
THE MAHATMA





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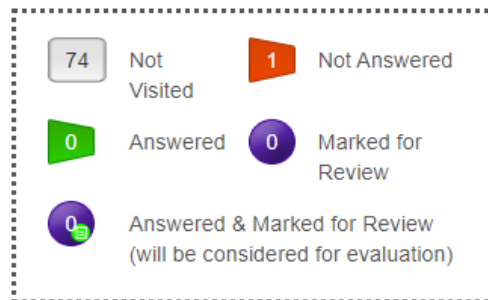
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The keyboard attached to the computer, if any, will be disabled during the entire duration of the examination. Depending on the type of question, the answers to questions can either be entered by clicking on the virtual on-screen keyboard (numeric or otherwise) using the computer mouse or by clicking the chosen option(s) using the computer mouse. Candidates will have the option to change/modify answers already entered at any time during the entire duration of the examination.

In case the computer/mouse allotted to any candidate malfunctions during the test, he/she will be immediately allotted another computer system and the time lost due to this will be adjusted in the server so as to give the candidate the full allotted time.

The on-screen computer clock counter of every candidate will be set on the server. The countdown timer on the top right side of the computer screen will display the time remaining (in minutes) available for the candidate to complete the examination. When the timer reaches zero, the examination will end by itself. The candidates will not be required to end or submit the examination.

The Question Palette displayed on the screen will show the status of each question using one of the following symbols:



The question(s) “Answered and Marked for Review” status for a question indicates that the candidates would like to have a relook at that question again. A candidate has the option of answering a question and simultaneously “Marked for Review”, these answers will be considered for evaluation. However, if a candidate has simply put “Marked for Review” for a question without answering it, the corresponding question marked for review without an answer will not be considered for evaluation. It may be noted that a candidate can return to any “Marked for Review” question at any time during the examination by clicking on the corresponding question number icon displayed on the Question Palette of the corresponding section.

- (a) The candidates can click on the “>” arrow which appears to the left of the question palette to collapse the question palette thereby maximizing the question viewing window. To view the question palette again, the candidate can click on “<” which appears on the right side of the question window.



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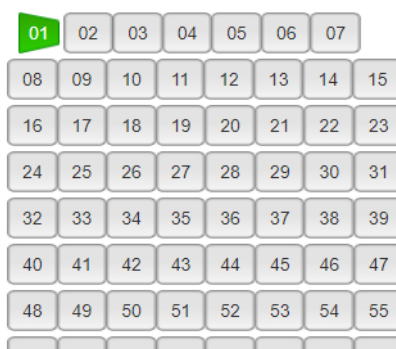
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- (b) Candidates can click to navigate to the bottom and to navigate to the top of the question area, without scrolling. Using the computer mouse the candidate can scroll up and down the question viewing area for viewing the entire question.
- (c) The full paper can be viewed by clicking the “Question Paper” icon on the top right corner of the screen.
- (d) Blank Sheets for doing Rough Work/calculations shall be provided to the candidates. The blank sheets may have a Header page for the candidates to write down his/her Name and Roll Number. All calculations/writing work is to be done only in the Blank Sheets provided at the Centre in the Examination Room/Hall and on completion of the test candidates must hand over the rough sheets to the invigilator on duty in the Room/Hall.
- (e) **Navigating to a Question To navigate between questions within a Paper, the candidate**

**needs to do the following:**

- (a) Click on the question number in the Question Palette at the right of the screen to go to that numbered question directly. Note that using this option does NOT save the answer to the currently displayed question.
- (b) Click on “Save and Next” to save the answer to any question. Clicking on “Save and Next” will save the answer for the current question and the next question will be displayed on the candidate’s computer screen.
- (c) Click on “Mark for Review and Next” to mark a question for review (without answering it) and proceed to the next question.



**(f) Answering a Question**

To navigate between questions within a Paper, the candidate needs to do the following:

Procedure for answering a Multiple-Choice type question:

- (a) To select the option(s), click on the corresponding button(s) of the option(s).
- (b) To deselect the chosen answer, click on the button of the chosen option again or click on the “Clear Response” button.



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- (c) To save the answer, the candidate MUST click on the “Save and Next” button.
- (d) To mark the question for review (without answering it), click on the “Mark for Review and Next” button.

**(g) Navigating through sections:**

- (i) Sections in the question paper are displayed on the top bar of the screen. Questions in a section can be viewed by clicking on the section name. The section in which the candidate is currently viewing will be highlighted.
- (ii) After clicking the “Save and Next” button on the last question for a section, the candidate will automatically be taken to the first question of the next section.
- (iii) Candidates can shuffle between sections and questions within sections anytime during the examination as per convenience only during the time stipulated.
- (iv) The candidate can view the corresponding section summary as part of the legend that appears in every section above the question palette.

**(h) Procedure for answering questions that require inputs from the on-screen virtual keyboard (numeric or otherwise):**

- (a) The candidate will have to use the on-screen virtual keyboard (that would be displayed just below the question statement of these types of questions) and the attached computer mouse to enter his/her answer in the space provided for the answer.

**On-Screen Virtual Keyboard**



- (b) The answer can be changed, if required, anytime during the test. To save the answer, the candidate MUST click on the “Save and Next” button.
- (c) To mark the question for review (without answering it), click on the “Mark for Review and Next” button.



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**The candidates will have the option to change previously saved answers to any question, anytime during the entire duration of the test. To change the answer to a question that has already been answered, first select the corresponding question from the Question Palette, then click on “Clear Response” to clear the previously entered answer and subsequently follow the procedure for answering that type of question.**

**(i) ROUGH WORK:**

All calculations/writing work is to be done only in the rough sheet provided at the Centre in the Examination Room/Hall and on completion of the test candidates must hand over the rough sheets to the invigilator on duty in the Room/Hall



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