

**INTELLECTUAL PROPERTY DEPARTMENT**  
**Non-Civil Service Vacancy**

**Patent Examiner I**  
**(Salary: \$62,895 per month)**

**Entry Requirements:**

Candidates should have –

- (a) a bachelor's degree with second class honours or above in one or more subject(s) in the fields of Chemistry, Electricity and/or Mechanical Engineering\* from a local university in Hong Kong, or equivalent (see item (g) of General Notes below); and
- (b) (i) at least two years of experience in substantive examination of patent applications in an intellectual property/patent office; or
  - (ii) at least two years of experience in prosecuting tasks relating to substantive examination of patent applications in English or Chinese, including but not limited to drafting patent specification and claims, providing advice on issues on patentability, prosecution of patent applications and other pre-grant or post-grant patent related issues, such as patent validity.

*\* The three major fields of Chemistry, Electricity and Mechanical Engineering are broadly classified to include, but not limited to, the following technical subjects:*

<b>Fields</b>	<b>Chemistry</b>	<b>Electricity</b>	<b>Mechanical Engineering</b>
<b>Technical Subjects</b>	<i>Applied Biology;</i> <i>Applied Chemistry;</i> <i>Biochemistry;</i> <i>Bioengineering;</i> <i>Biological Science;</i> <i>Biomedical Engineering;</i> <i>Biomedicine;</i> <i>Biotechnology;</i> <i>Cell and Molecular Biology;</i> <i>Chemical Engineering;</i> <i>Chemical Technology;</i> <i>Chemistry;</i> <i>Chinese Medicine;</i> <i>Environmental Science;</i> <i>Food Science;</i> <i>Green Energy Science;</i> <i>Life Science;</i> <i>Medical Engineering;</i> <i>Medical Technology;</i> <i>Medicine;</i> <i>Pharmacology;</i> <i>Pharmacy</i>	<i>Applied Physics;</i> <i>Computer Engineering;</i> <i>Computer Science;</i> <i>Electrical Engineering;</i> <i>Electricity;</i> <i>Electronic Engineering;</i> <i>Information Engineering;</i> <i>Information Technology;</i> <i>Internet &amp; Multimedia Technologies;</i> <i>Physics;</i> <i>Telecommunication</i>	<i>Civil Engineering;</i> <i>Materials Engineering;</i> <i>Materials Science;</i> <i>Mechanical Engineering;</i> <i>Mechatronic Engineering</i>

**Notes:**

*Candidates should have good comprehensive, analytical, research and presentation skills and be able to explain complicated issues in clear terms.*

**Duties:**

A Patent Examiner I is mainly deployed on performing the duties under the Patents Ordinance (Cap. 514) and pertinent to the patent system in relation to classification and examination of original grant patent applications and short-term patents as well as other examination tasks, assisting the Senior Patent Examiner to carry out the necessary statutory duties relating to applications for/grant of original grant patents and short-term patents, conducting research and analysis on patent issues, and providing support to promotional and industry development activities.

**Terms of Appointment:**

Successful candidates will be appointed on non-civil service contract terms for one year. Renewal of contract will be subject to the service needs of the Department and the performance of the candidate.

## **Fringe Benefits:**

An end-of-contract gratuity may be granted if the contract is satisfactorily completed with consistently high standard of performance and conduct. Such gratuity, if granted, plus any contribution made by the Government to a Mandatory Provident Fund (“MPF”) Scheme in respect of an appointee as required by the MPF Schemes Ordinance (Cap. 485), will be equal to 15% of the total basic salary drawn during the contract period.

12 days paid annual leave. Sickness allowance, rest days, statutory holidays and paternity/maternity leave, where appropriate, will be granted in line with the provisions of the Employment Ordinance (Cap. 57).

## **How to Apply:**

- (a) Applications should be made in the prescribed application form [G.F. 340 (Rev. 7/2023)] which can be obtained from any Home Affairs Enquiry Centres of District Offices, Home Affairs Department or any Job Centres of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau's website (<https://www.csb.gov.hk/english/recruit/application/331.html>). The new version of application form for Government jobs G.F. 340 (Rev. 7/2023) has been in use with effect from 26 July 2023. If candidates submit the old version form G.F.340 (Rev. 3/2013), they will be required to fill in the new G.F. 340 (Rev. 7/2023) afresh and submit it within seven days upon request. If candidates fail to submit the new G.F. 340 (Rev. 7/2023) within the stipulated deadline, their applications **will not be processed further**.
- (b) **Completed application form [G.F. 340 (Rev. 7/2023)] and a full curriculum vitae (C.V.) setting out -**
- (1) local/overseas academic qualification (**with copies of certificates and transcripts**); and
  - (2) employment records with detailed description of duties and experience (**with copies of documentary proof of the working experience**),

**must be submitted on or before the Closing Date for Application** via one of the following means:

- (i) **sending the application documents by post** to the Contact Address as stated below;  
or
- (ii) **applying online** through the G.F.340 On-line Application System at the Civil Service Bureau's website ([https://csboa1.csb.gov.hk/csboa/jve/JVE\\_003.action?jobid=48235&extractDto.mark=&languageType=2&extractDto.showCheckList=Y&extractDto.onlineGF340=Y](https://csboa1.csb.gov.hk/csboa/jve/JVE_003.action?jobid=48235&extractDto.mark=&languageType=2&extractDto.showCheckList=Y&extractDto.onlineGF340=Y)). Candidates who apply online should submit their C.V. and copies of the required supporting documents by post with sufficient postage to the Contact Address **within one week after the close of application period**. The online application number should be quoted on the envelope and the copies of the C.V. and the supporting documents. Please specify on the envelope ***“Application for the Post of Patent Examiner I”***.

For all submission by post, please mark “*Application for the Post of Patent Examiner I*” on the envelope. The postmark date on the envelope will be regarded as the date of submission of application form and/or copies of supporting documents. To avoid delayed or unsuccessful delivery of applications, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage is affixed before posting. *Mail items bearing insufficient postage will not be delivered to the Contact Address and will be returned to the sender or disposed of by the Hongkong Post, where appropriate.* Applicants will bear any consequences arising from not paying sufficient postage.

- (c) Applications which are late, incomplete, not duly signed, submitted by fax or email, or not made in the prescribed form [G.F. 340 (Rev. 7/2023)] will NOT be considered. If the required C.V. and the supporting documents are not provided/sufficient, or are submitted after the closing date for application or the stipulated deadline, such applications will NOT be considered. If it is not clear from the applications that the entry requirements are met, the applications will NOT be considered.
- (d) All relevant academic qualifications and professional experience should be obtained on or before the closing date for application. Qualifications and professional experience obtained after the closing date for application will NOT be considered.
- (e) Candidates who are selected for interview will normally receive an invitation in about six to ten weeks after the closing date for application. Candidates may be required to complete a written work during the interview. Those who are not invited for interview may assume that their applications are unsuccessful. As invitations will be issued by email, candidates should provide an accurate email address in the Application Form [G.F. 340 (Rev. 7/2023)]. To avoid missing any invitations or notifications, candidates are responsible for (a) ensuring that the settings of their email accounts do not block emails from the Enquiry Email Address; and (b) checking each incoming mailbox (including the spam folder) regularly.

**Contact Address:**

Administration Unit, Intellectual Property Department, 25/F, Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong

**Enquiry Telephone:** 3520 0747/ 3520 0740

**Enquiry Email Address:** [adminunit.pr@ipd.gov.hk](mailto:adminunit.pr@ipd.gov.hk)

**Closing Date for Application:** 12 July 2024 6:00 p.m. (Hong Kong Time)

**Newspapers Advertised (with date(s)):** Ming Pao Daily News (21 June 2024) and South China Morning Post (22 and 29 June 2024)

**ALL APPLICATIONS WILL BE HANDLED IN STRICT CONFIDENCE.**

## General Notes:

- (a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (b) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (c) Non-civil service vacancies are **not** posts on the civil service establishment. Candidates appointed are **not** on civil service terms of appointment and conditions of service. Candidates appointed are **not** civil servants and will **not** be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (d) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (e) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend recruitment test(s) and/or interview(s).
- (f) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend recruitment test(s) and/or interview(s) without being subject to any further shortlisting criteria. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government policy and other related measures on employment of persons with disabilities are set out in the booklet "*Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities*" which is available for reference on the Civil Service Bureau's website at <https://www.csb.gov.hk/english/admin/appoint/856.html> under "Administration of the Civil Service – Appointments".
- (g) Holders of academic qualifications other than those obtained from Hong Kong institution/Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should attach to their applications copies of their diplomas/certificates, official transcripts of studies and official documents issued by the relevant academic institutions stating the mode of delivery (e.g. full-time/part-time, on campus/distance learning, etc.) of the study programmes. Candidates who apply online should quote the online application number on the envelope and the copies of the supporting documents.
- (h) Towards the application deadline, the online application system would likely be overloaded due to large volume of applications. To ensure timely completion of your online application, it is advisable to submit the application as early as possible.