



CDFD

CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS

Office Block: 2nd floor, Block No. 7, Gruhakalpa Complex, M J Road, Nampally, Hyderabad 500 001.

Ph: +91-40-2478 5469 Fax: +91-40-2478 5416, www.cdfd.org.in

ADVERTISEMENT No. 4/2010

The Centre for DNA Fingerprinting and Diagnostics (CDFD), Hyderabad is a premier autonomous R & D Institute under the Societies Act funded by the Department of Biotechnology, Ministry of Science and Technology, Government of India that has been established to provide services and to undertake R & D in DNA Fingerprinting, DNA Diagnostics and other areas of modern biology.

CDFD wishes to fill up under mentioned vacancies under Direct Recruitment basis in various Administrative / Technical Cadres of which Code No. 01 is for **COE – I**, Code No. 05 is for **COE – II** and Code Nos. 02, 03, 04 and 06 are for **Core** cadre of **CDFD**.

The post at Code No. 01 may also be filled on deputation basis for a period ordinarily not more than 3 years.

COE – I and **COE – II** are Centres of Excellence projects sanctioned to the CDFD of five years duration, which is likely to be extended thereafter.

1. TECHNICAL OFFICER – IV (1 Post for COE – I, Unreserved, Code No. 01)

Age limit: 40 years

Pre-revised Scale of Pay: Rs. 10000-325-15200

Revised Pay Band Rs. 15600-39100 Plus Grade Pay Rs. 6600 (PB-3)

Educational Qualifications and Experience

Essential Qualifications: Should be Graduate with SAS/CA/ICWA and minimum 5/7 years experience as Pay & Accounts Officer/Accounts Officer/Head of Finance & Accounts Division in the grade of Rs. 8000-13500 / 7450-11500 (Pre-revised) respectively or equivalent experience gained (i) in the private sector, in a company (or companies) incorporated under Companies Act 1956, and/or (ii) in an Institute registered under the Societies Act.

Desirable: Knowledge of Govt. rules and regulations and Computer Applications.

Job Requirements: Supervision of Accounts work, preparation of balance sheet, construction accounts/checking of contractors bills, annual budget, dealing with Finance Committee/Governing Body decisions on financial matters etc.

For Deputation Candidates: The candidates holding analogous post **OR** the candidate has worked in the lower post in the pre-revised pay scale of Rs. 8000-13500 for at least five years in Accounts Department possessing SAS/CA/ICWA qualifications.

2. ACCOUNTS OFFICER (1 Post for Core, Unreserved, Code No. 02)

Age limit: 35 years

Pre-revised Scale of Pay: Rs. 7450-225-11500

Revised Pay Band Rs. 9300-34800 Plus Grade Pay Rs. 4600 (PB-2)

Educational Qualifications and Experience:

Essential Qualifications: A first class Degree with a Post Graduate Diploma / MBA (Finance) with 5 years experience.

Desirable : Knowledge of financial rules of Government of India. Experience in a scientific R & D organization.

Job Requirements: To manage and administer the finances of the Centre in accordance with the rules of Government of India; to prepare balance sheet, budget, etc.; to carry out day-to-day financial transactions / activities and to compile and present the data to the management as and when required.

3. TECHNICAL ASSISTANT (1 Post for Core, Reserved for OBC with PHC, Code No. 03)

Age limit: between 18-30 years

Pre-revised Scale of Pay: Rs. 5000-150-8000

Revised Pay Band Rs. 9300-34800 Plus Grade Pay Rs. 4200 (PB-2)

Educational Qualifications and Experience:

Essential Qualifications:

First Class B.Sc / B.Tech with three years experience **OR** Post Graduate in Science / Technology **OR** PG Diploma in Science / Technology with one year experience.

The post is reserved for the person with PHC under the category of Hearing Impairment OR Orthopaedically Handicapped from among OBC Category.

In respect of Physically Handicapped persons, candidates with following Physical disability will be eligible.

- i. D – Deaf
- ii. PD – Partially Deaf
- iii. OA – One arm affected (R or L)
- iv. OL – One leg affected (R or L)
- v. BL – Both legs affected but not arms

The minimum degree of disability is 40% in order for a person to be eligible for any concession/benefits.

4. TECHNICAL ASSISTANT (Instrumentation) (1 Post for Core, Unreserved, Code No. 04)

Age limit: between 18-30 years

Pre-revised Scale of Pay: Rs. 5000-150-8000

Revised Pay Band Rs. 9300-34800 Plus Grade Pay Rs. 4200 (PB-2)

Essential Qualifications:

B.Sc. First Class or B.Tech./B.E./M.Sc. second class in Physics, Electronics / Instrumentation with some experience or B.Sc. (electronics) or 3 years diploma in computer engineering / hardware / software from a reputed institution ; or matriculation with ITI Certificate / Diploma in Electronics / Telecommunication / Instrumentation with seven years experience.

Desirable: Work experience in reputed organizations in the above areas.

Job Requirements : To assist the Centre in instrumentation activities and / or maintenance of relevant equipments.

5. TECHNICAL ASSISTANT (Administrative Services) (1 Post for COE-II, Unreserved, Code No. 05)

Age limit: between 18-30 years

Pre-revised Scale of Pay: Rs. 5000-150-8000

Revised Pay Band Rs. 9300-34800 Plus Grade Pay Rs. 4200 (PB-2)

Educational Qualifications and Experience:

Essential Qualifications:

First Class Graduate with minimum five years experience in the grade of Rs. 4500-125-7000 (Pre-revised) **with Typewriting English 40 wpm and Shorthand English 100 wpm.** Knowledge of Computer / Word processor is essential.

Admn: Persons having diploma in Personnel Management will be preferred.

Accounts: Commerce Graduate with SAS or Intermediate in CA will be preferred.

Stores: Persons having diploma in sales / marketing management will be preferred.

6. JUNIOR ASSISTANT – I (Administrative Services) (1 post for Core, ST, Code No. 06)

Age limit: between 18-30 years

Pre-revised Scale of Pay: Rs. 4000-100-6000

Revised Pay Band Rs. 5200-20200 Plus Grade Pay Rs. 2400 (PB-1)

Educational Qualifications and Experience:

Essential Qualifications:

Graduate with one year's experience. **Typewriting English 30 wpm and Shorthand English 80 wpm.**

Commerce Graduates will be preferred for Accounts posts. Knowledge of Computer/Word processor operation is desirable.

Job Requirements

Admn – Maintenance of files, putting up cases to supervisors, dealing with attendance, Leave, LTC, Bonus, grant of incentives, probation period, keeping office record, telephone bills, typing work.

Accounts – Preparation of CVs, cheques, drafts, vouching of bills, writing cash books, ledgers, typing work.

Stores – Receipt / Issue of stores, maintenance of purchase files, docketing of papers, assist in physical verification of stocks, typing work.

Note: *Reservations as per the Government of India norms in respect of SC/ST/OBC/Physically Handicapped/Ex-servicemen etc. will apply.*

The **Application Form** and the **General Conditions** governing the advertisement may be downloaded from the CDFD website <http://www.cdfd.org.in>. Alternatively, blank application forms and General Conditions can also be obtained by sending a self addressed stamped envelope from the **O/o. the Head – Administration, CDFD, Office Block : 2nd Floor, Block No. 7, Gruhakalpa Complex, M J Road, Nampally, Hyderabad – 500 001.**

The detailed advertisement has appeared in the Employment News dated 28th August 2010. The last date for receiving filled in applications is 4 weeks from the date of publication in the Employment News i.e. 27th September 2010.

Sd/-
Head – Administration

GENERAL CONDITIONS :

The general conditions governing the Advertisement No. 4/2010 are as follows:

1. All the advertised positions carry usual allowances as admissible to Central Government Employees of the same pay and status posted at Hyderabad. Higher initial start may be considered in deserving cases.
2. The number of vacancies advertised against each category is provisional and may vary at the time of selection, if more vacancies with identical job requirements become available at the time of selection or within one year after the selection, these can also be filled from among the candidates who might apply for the above posts.
3. It may be possible to consider appointments with one grade lower than the grade advertised (in the same group) depending upon the recommendations of the Selection Committee.
4. Designations of various posts may change.
5. Mere fulfilling minimum qualification will not entitle a candidate for being called for interview. The applications will be screened by a Committee and candidates found eligible as per criteria will be called for interview. The decision of the Controlling Authority will be final in this respect.
6. Applications from employees working in Government Departments, Public Sector Undertakings and Government funded research agencies will be considered only if forwarded through proper channel and with a clear certificate that the applicant will be relieved within one month of the receipt of appointment order.
7. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the post.
8. Age limits shall be reckoned as on the closing date for receipt of application.
9. The maximum age prescribed for a post is to be reckoned in the case of SC/ST/OBC/Ex-service persons/Physically Handicapped persons, with relaxations as admissible under the Central Government rules. Other prevailing concessions for these categories will also be observed.
10. Reservation for Physically handicapped persons in accordance with section 33 of Disabilities Act, 1995 will apply.
11. Experience for the positions mentioned in the advertisement will be reckoned from the date of acquiring the qualification prescribed for the position.

12. The specifications in respect of experience, educational qualifications and age may be relaxed by the Controlling Authority at its discretion, in the case of candidates otherwise well qualified.
13. Candidates called for test/interview will be paid single second class rail fare from the actual place of undertaking the journey or from the normal place of residence whichever is nearer to Secunderabad Railway Station on production of relevant document of travel. However, reservation and sleeper charges and surcharge on superfast trains will be admitted if requisite ticket/receipt etc., is submitted as proof of having actually incurred the expenses. In the absence of valid details in the TA claim, the surcharges, etc., will not be allowed.
14. Incomplete applications and/or the applications received after the last date are not likely to be considered and no interim enquiries will be attended to.
15. The employees of CDFD are liable to be transferred anywhere in India.
16. Downloaded applications duly completed and supported by attested copies of certificates, testimonials and Caste Certificate in the case of SC/ST/OBC candidates and Disability Certificate in the case of Physically Handicapped candidates issued by the competent authority, **duly superscribing the name of the post** in bold letters along with DD for an amount of Rs. 100/- drawn in favour of **the Director, CDFD** should be sent to The Head - Administration, Centre for DNA Fingerprinting and Diagnostics (CDFD), Office Block: 2nd floor, Block No. 7, Gruhakalpa Complex, M J Road, Nampally, Hyderabad 500 001, so as to reach on or before **27th September 2010**. No fee for SC/ST candidates. Physically handicapped persons are also exempted from payment of fee subject to submission of prescribed medical certificate. No fee exemption is, however, available to OBC candidates and they are required to pay the full prescribed fee.
17. Separate application with the DD has to be made for each position applied.

Sd/-
Head - Administration
CDFD



CDFD (www.cdfd.org.in)

CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS

(An autonomous Centre of the Department of Biotechnology, Ministry of Science & Technology, Govt. of India)

Office Block: 2nd floor, Block No. 7, Gruhakalpa Complex, M J Road, Nampally,
Hyderabad 500 001, India

Photo

(To be filled in by the **candidate** in his/her **own hand writing**)

1. Advertisement No.

2. Post applied for:

Code No.

3.

Details of fees	DD No.	Dated	for Rs.

4.

Name: _____
(IN BLOCK LETTERS) (Surname) (First Name) (Middle
initial)

5. Father's / Husband's Name:

6. a) Date of Birth:

b) Age as on the last date for receipt of applications:

7. Do you belong to SC/ST/OBC/PH/Ex-servicemen category: Yes / No
If yes give details and attach certificate from the Competent Authority

8. a) Are you a citizen of India? Yes / No

b) Are you a person who has migrated from
Pakistan with the intention of permanently
settling in India or subject of Nepal? Yes / No

9. Address for Correspondence Permanent Address

Tel. No. _____

Tel No. _____

E-mail _____

10. Have you been convicted by a Court of Law? Is there any legal case filed against you in a Court of Law?

Yes / No

If yes, provide details:

Contd.....2

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11. Are you related to any body at present employed in CDFD? Yes/No; If yes, give the name of employee and nature of relationship (i.e., parent, child, sibling, cousin, uncle, aunt, nephew or niece, of self or of spouse)

12. Educational Qualifications:

Level	Degree	Year of Passing	College / University	Subject (s)	Division & % marks obtained
Matriculation / SSC	---				
Intermediate					
Bachelor's Degree					
Post Graduate Degree					
Ph.D.					
Any other diploma certificate etc.	1. 2. 3. 4.				

13. Awards and Honours (if any):

14. What languages can you read or speak. State any examination passed in each:

Read only	Speak only	Read & Speak	Examination Passed

Contd.....3

15. Employment Experience:

Date		Employer	Position held	Salary drawn	Reason for leaving
From	To				

16. What type of experience, skills expertise, you have acquired upto now? (attach extra sheets if required) :

17. No. of papers published

For positions of Scientists II & III enclose full list and copies of important publications including title, names of all authors, name of Journal, vol. no., page nos., year of publication (attach extra sheets if required).

18. Are you willing to take up the appointment at the minimum scale Yes / No

19. Copies of Testimonials attached with the application. Please list them:

20. Names of reference with full addresses / telephone no.

1.

2.

Declaration:

1. I hereby declare that the entries in this form and the additional particulars, if any, furnished herewith are true to the best of my knowledge and belief.

2. I have informed my Head of Office/Department in writing that I am applying for this post and shall produce "No objection" certificate at the time of the interview.

Signature of Candidate

Send the complete application with required DD to:

The Head - Administration
Centre for DNA Fingerprinting and Diagnostics
Office Block: 2nd floor, Block No. 7,
Gruhakalpa Complex, M J Road,
Nampally, Hyderabad 500 001.