



सीडीएफडी

डी एन ए फिंगरप्रिंटिंग एवं निदान केन्द्र

(जैव प्रौद्योगिकी विभाग, विज्ञान एवं प्रौद्योगिकी मंत्रालय, भारत सरकार का स्वायत्त संस्थान)

CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS

(An autonomous institute of the Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)

इनर रिंग रोड, उप्पल, हैदराबाद - 500039, तेलंगाना, भारत

Inner Ring Road, Uppal, Hyderabad - 500039, Telangana, India

दूरभाष / Tel+ : 91-40-2721 6099 / 6088 वेबसाइट/ Website : <http://www.cdfd.org.in>

ADVERTISEMENT NO. 01 /2021

RECRUITMENT OF CONSULTANT-RESEARCH MANAGEMENT

The Centre for DNA Fingerprinting and Diagnostics (CDFD), Hyderabad is a premier autonomous R & D Institute 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, Diagnostics and other areas of modern biology.

CDFD wishes to hire a **Consultant - Research Management, purely on temporary basis** whose tenure shall initially be for a period of 12months and likely to be extended further on need basis.

Post Name: Consultant - Research Management- 01 post

Consultancy fee: Minimum Rs.50,000/-P.M to Maximum Rs.75,000/-PM
(Based on qualification and experience)

Age:50 Years or below

Essential Qualifications: PhD or equivalent degree of any recognized University / Institute.

Essential Experience:3 years of post-Ph D work experience, including experience in research / laboratory management.

Job Requirements / Responsibility:

- Coordinate between CDFD Scientists, different departments of Administration (including EMPC and Finance and Accounts), and Funding Agencies for submission of various reports, financial statements, and other documentation for extra mural projects.
- Assistance in writing and management of multi-institutional / programme grants and agreements related to such grants.
- Liaise with government agencies regarding CDFD's research and service activities.
- Communication with external agencies including media and Press, about CDFD's research and service activities.
- Dissemination of information on CDFD's research and service activities through CDFD's Official social media handles.
- Maintenance of a database archiving CDFD research services, HRD and other activities, to be used as a resource for annual reports and other compliance documents.

- Coordination of intellectual property management at CDFD.
- Liaise with various companies and institutes for translation of CDFD's research activities

Candidates having relevant experience in the above areas will be preferred.

The eligible candidates are advised to fill in the application format (as per Annexure A) and forward the same along with the following documents in PDF format to recruitment@cdfd.org.in

The last date for receipt of duly filled in online applications along with the below mentioned copies of certificates is 31.05.2021 by 6 pm. Only those applications that are submitted through on line before the due date and time will be considered for further evaluation. The applicant should attach the following documents along with the application:

- (i) Identity proof (Aadhar, PAN, Driving License, etc.,)
- (ii) Proof of Date of birth.
- (iii) Educational Qualification (from matriculation/10th class onwards; allmark sheets and certificates).
- (iv) Experience Certificate/s on the letter head of the employer duly signed by the authorized signatory mentioning the details of designation, date of joining, date of relieving, salary drawn particulars.

The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience as per the minimum prescribed in the advertisement. Mere fulfilling the essential and desirable qualifications will not entitle an applicant to be eligible for interview / selection. The Institute reserves the right not to fill the post herein advertised. Canvassing in any form shall disqualify the candidate.

In case large number of applications are received, the Screening Committee will screen the applications to limit the number of candidates to those possessing higher/relevant qualification and experience. The decision of Director, CDFD in this regard is final and binding.

Waiting list as deemed fit will be maintained. Any vacancy arising because of non- joining by selected candidate in this selection or by resignation of candidate who had joined after selection will be offered to the candidates from the waiting list according to their merit, if any.

If the consultant wishes to resign within the first 03 (three) months of joining, then neither he/she will be issued a No Objection Certificate (NOC) nor he/she will receive any Relieving Letter or Experience Certificate from CDFD.

The details of shortlisted candidates will be displayed on CDFD website and the interviews shall be through Video Conferencing mode. All the candidates are advised to indicate their 'Gmail and skype' account details as well as mobile phone number with whatsapp facility in the application form.

Sd/-
प्रमुख- प्रशासन
Head – Administration



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आवेदनफार्म / APPLICATION FORM

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

1. Post Applied for : _____

2. Name: _____

(IN BLOCK LETTERS) (As per SSC / CBSE / ICSE)

3. Parent's / Spouse Name: _____

4. Date of Birth (Date / Month / Year): _____

5. Nationality: _____

6. Religion : _____

7. Sex : _____ Male ☐ Female ☐ Other ☐

8. Address for Correspondence

Permanent Address

Mobile No. _____

Mobile No. _____

E-mail ID _____

Skype ID : _____

9. Have you been convicted by a Court of Law? Yes / No

Is there any legal case filed against you in a Court of Law?

If yes, provide details: _____

10. Are you related to anybody at present employed in CDFD/DBT? 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) _____

11. Educational Qualifications:

Level	Name of the Exam passed	College / University / Board	Year of passing	Division & % marks or CGPA
Matriculation/SSC				
Intermediate				
Bachelor's Degree				
Post Graduate Degree				
Ph.D				
Any other diploma certificate etc. 1. 2. 3. 4.				

12. Are you working at present : Yes / No _____

13. Nature of Appointment : Regular ☐ Temporary ☐ Govt. ☐ Private ☐

14. Employment Experience (Starting from current employment): Attach separate sheets, if required;

Date		Employer	Position held	Nature of Duties
From	To			

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

Sl. No.	Name	Address	Email / Phone
1.			
2.			

16. Time required for joining if selected :

घोषणा / DECLARATION

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.

Signature of Candidate
उम्मीदवारकाहस्ताक्षर

Date: _____