



CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS

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

Inner Ring Road, Uppal, Hyderabad – 500 039, Telangana, India

Ph: +91-40-2721 6000, Fax+91-40-2721 6006, www.cdfd.org.in

CDFD

ADVERTISEMENT NO. 01/2018

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 the under mentioned Administrative vacancies under Direct Recruitment basis for **Core** Cadre of CDFD.

1. JUNIOR HINDI TRANSLATOR (2 Posts, Unreserved, Code No. 1)

Age limit : 30 years (5 years relaxation to be given for Govt. employees)

Basic Pay ₹ 35,400/- in the revised pay scale of Pay Matrix Level – 6
(Pre-revised Pay Scale of ₹ 9300-34800 Plus GP ₹ 4200/-)

Essential Qualifications and Experience:

Master's Degree in Hindi or English with English or Hindi as essential or optional subject as examination at degree level from a recognized university.

OR

Master's Degree in Hindi or English with Hindi or English subject as essential or optional subject or English or Hindi subject as medium of examination at degree level from a recognized university.

OR

Hindi or English as essential or optional subject in degree level or as medium of examination and Master's Degree in a subject other than Hindi or English from a recognized university.

AND

Recognized Diploma / Certificate for translation from Hindi to English and vice versa or 2 years' experience of translation from Hindi to English or vice versa in offices of Central Government / State Government along with Public Enterprises.

Contd...2

Desirable:

- (i) Language listed in 8th schedule of constitution other than Hindi at the level of matric and equivalent from recognized board.
- (ii) Diploma and certificate course in translation from Hindi to English or vice versa from recognized Institution / University.

OR

Two years' experience in translation from Hindi to English and vice versa from Central or State Government and Enterprise of Government of India.

Job requirements: The incumbent will be required to translate official correspondence / scientific literature etc. from English to Hindi and vice versa and any other work that may be assigned.

Mode of selection: Written Test as per the following Scheme.

Paper	Subject	Maximum Marks	Duration of Exam.	Qualifying Marks
1.	Translation	150	2 hours	75 marks
2.	General Hindi and General English	150	2 hours	75 marks

The final selection will be made on the basis of the aggregate marks secured by the candidate in Paper I & II of the examination.

Syllabus of Examination:

Paper-I (Translation): The paper will contain a total of four passages for doing translation. Two passages will be for translation from Hindi to English while two passages will be for translation from English to Hindi.

Paper-II(a) General Hindi and (b) General English: The questions in these papers will be designed to test candidate's ability and understanding of the language including correct use of words, phrases and idioms, ability to write the language correctly, precisely and effectively.

2. HINDI TYPIST (1 Post, Unreserved, Code No. 2)

Age limit : 30 years (5 years relaxation to be given for Govt. employees)

Basic Pay ₹ 19,900/- in the revised pay scale of Pay Matrix Level – 2
(Pre-revised Pay Scale of ₹ 5200-20200 Plus GP ₹ 1900/-)

Essential Qualifications :

- (i) 12th class examination passed with Hindi as a subject or medium of examination.
- (ii) Certificate from any Government recognized Institute for Hindi typing with 30 w.p.m. speed.

Desirable Qualifications :

- (i) Adequate knowledge in Computer operation.
- (ii) Knowledge of English typing with 30 words per minute.

Mode of selection: Written Test and Skill Test.

Skill Test in Hindi Typing @ 30 w.p.m. Those who secure minimum 50% marks each in both objective and descriptive type questions in the written test will be considered for short-listing for Skill Test.

Skill Test will be purely on 'go-no-go' basis and marks obtained in the skill test shall not be considered for selection. For the skill test, candidates have to type 300 words in Hindi using Computer in 10 minutes. A maximum of 5% mistakes are allowed.

The final selection, shall be based on the scores obtained in the written test for the candidates who have qualified in the Skill Test. The final selection will be done amongst qualified candidates purely based on the scores obtained in the written test. From amongst the candidates who qualify in the skill test, empanelment shall be done in the order of marks obtained in the written test, depending upon the number of vacancies notified.

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, Inner Ring Road, Uppal, Hyderabad – 500 039, Telangana, India.

The last date for receiving filled in applications is 4 weeks from the date of publication in the Employment News.

Sd/-
Head – Administration
CDFD



डीएनए फिंगरप्रिंटिंग एवं निदान केन्द्र

(विज्ञान एवं पौद्योगिकी मंत्रालय, भारत सरकार के जैव पौद्योगिकी विभाग का स्वायत्त संस्थान)
इनर रिंग रोड , उप्पल, हैदराबाद - 500039, तेलंगना, भारत, फोन: 91-40-27216000 फैक्स : 91-4027216006,
www.cdfd.org.in

विज्ञापन सं. 01/2018

डीएनए फिंगरप्रिंटिंग एवं निदान केन्द्र (सीडीएफडी), हैदराबाद जोकि जैव पौद्योगिकी विभाग, विज्ञान एवं पौद्योगिकी मंत्रालय, भारत सरकार द्वारा वित्तपोषित सोसाइटीज एक्ट के तहत एक अग्रणी स्वायत्तशासी आरएंडडी संस्थान है जिसकी डीएनए फिंगरप्रिंटिंग, डीएनए निदान एवं अधुनिक जीवविज्ञान के अन्य क्षेत्रों में अनुसंधान एवं विकास करने हेतु तथा सेवाएं प्रदान करने के लिए स्थापना की गई है।

सीडीएफडी के कोर काडर हेतु सीधी भर्ती आधार के तहत उल्लेखित प्रशासनिक रिक्तियां भरने के लिए सीडीएफडी इच्छुक है।

1. जूनियर हिन्दी अनुवादक (2 पद, अनारक्षित, कोड नं. 1)

आयु सीमा: 30 वर्ष (5 वर्ष की रियायत सरकारी कर्मचारियों को दी जायेगी)

मूल वेतन रु. 35,400/- पे मेट्रिक्स लेवल-6 के संशोधित वेतनमान में (पूर्व संशोधित वेतनमान रु. 9300-34800 प्लस जीपी रु. 4200)

अनिवार्य योग्यता एवं अनुभव:

मान्यता प्राप्त विश्वविद्यालय से डिग्री स्तर पर परीक्षा का अनिवार्य या ऐच्छिक विषय जैसे हिन्दी अथवा अंग्रेजी सहित हिन्दी या अंग्रेजी में मास्टर डिग्री

अथवा

मान्यता प्राप्त विश्वविद्यालय से डिग्री स्तर पर परीक्षा का माध्यम जैसे हिन्दी अथवा अंग्रेजी विषय या अनिवार्य अथवा ऐच्छिक विषय के रूप में हिन्दी या अंग्रेजी के साथ हिन्दी या अंग्रेजी में मास्टर डिग्री

अथवा

मान्यता प्राप्त विश्वविद्यालय से हिन्दी अथवा अंग्रेजी के अलावा विषय में मास्टर डिग्री एवं परीक्षा का माध्यम जैसे अथवा डिग्री स्तर पर अनिवार्य या ऐच्छिक विषय के रूप में हिन्दी अथवा अंग्रेजी

और

सार्वजनिक उद्यमों के साथ केन्द्रीय सरकार/राज्य सरकार के कार्यालयों में हिन्दी से अंग्रेजी या इसके विपरीत (वाइस वर्सा) से अनुवाद का दो वर्ष का अनुभव अथवा हिन्दी से अंग्रेजी एवं वाइस वर्सा से अनुवाद के लिए मान्यता प्राप्त डिप्लोमा/प्रमाण-पत्र

वांछनीय

(i) मान्यता प्राप्त बोर्ड से मेट्रिक एवं समकक्ष स्तर पर हिन्दी के अलावा संविधान की 8वीं अनुसूची में दर्ज भाषा।

(ii) मान्यता प्राप्त संस्थान/विश्वविद्यालय से हिन्दी से अंग्रेजी या वाइस वर्सा से अनुवाद में डिप्लोमा एवं सर्टिफिकेट कोर्स।

अथवा

केन्द्रीय या राज्य सरकार एवं भारत के उद्यमों से हिन्दी से अंग्रेजी एवं वाइस वर्सा से अनुवाद में दो वर्ष का अनुभव

कार्य अर्हताएं: अभ्यर्थियों को दिया गया कोई अन्य कार्य एवं अंग्रेजी से हिन्दी एवं वाइस वर्सा से अधिकारिक पत्राचार/वैज्ञानिक साहित्य आदि का अनुवाद करना होगा।

चयन का तरीका: निम्नलिखित स्कीम के अनुसार लिखित परीक्षा

पेपर	विषय	अधिकतम अंक	परीक्षा की अवधि	उत्तीर्णता अंक
1	अनुवाद	150	2 घंटे	75 अंक
2	सामान्य हिन्दी एवं सामान्य अंग्रेजी	150	2 घंटे	75 अंक

परीक्षा के पेपर I & II में उम्मीदवार द्वारा प्राप्त एग्रीगेट अंक के आधार पर अंतिम चयन होगा।

परीक्षा का पाठ्यक्रम:

पेपर-I (अनुवाद): पेपर में अनुवाद करने के हेतु कुल चार पैसेज शामिल रहेगा। दो पैसेज हिन्दी से अंग्रेजी में अनुवाद एवं दो पैसेज अंग्रेजी से हिन्दी में अनुवाद करना होगा।

पेपर-II (a) सामान्य हिन्दी एवं (b) सामान्य अंग्रेजी: इन पेपर में प्रश्न संक्षिप्त एवं प्रभावी, भाषा सही-सही लिखने की योग्यता, शब्दों, वाक्यांशों एवं मुहावरों का सही उपयोग समेत भाषा की समझ एवं उम्मीदवारों की योग्यता को जांच करने के लिए होगा।

2. हिन्दी टाईपिस्ट (1 पद, अनारक्षित, कोड नं. 2)

आयु सीमा: 30 वर्ष (5 वर्ष की रियायत सरकारी कर्मचारियों को दी जायेगी)

मूल वेतन रु. 19,900/- पे मेट्रिक्स लेवल-2 के संशोधित वेतनमान में (पूर्व संशोधित वेतनमान रु. 5200-20200 प्लस जीपी रु. 1900)

अनिवार्य योग्यता:

(i) परीक्षा का माध्यम अथवा विषय के रूप में हिन्दी के साथ 12वीं कक्षा परीक्षा उत्तीर्ण

(ii) 30 शब्द प्रति मिनट स्पीड से हिन्दी टाईपिंग हेतु किसी सरकार मान्यता प्राप्त संस्थान से प्रमाण-पत्र

वांछनीय योग्यता:

(i) कम्प्यूटर ऑपरेशन में पर्याप्त ज्ञान

(ii) 30 शब्द प्रति मिनट सहित अंग्रेजी टाईपिंग का ज्ञान

चयन का तरीका: लिखित परीक्षा एवं स्किल टेस्ट

हिन्दी टाईपिंग 30 शब्द प्रति मिनट में स्किल टेस्ट। जो उम्मीदवार लिखित परीक्षा में वस्तुपरक एवं डिस्क्रिप्टिव टाईप प्रश्नों दोनों में हर एक में न्यूनतम 50% अंक हासिल करेंगे, उन्हें स्किल टेस्ट के लिए सूचीबद्धता हेतु विचार किया जायेगा।

स्किल टेस्ट पूर्णतः 'go-no-go' आधार पर होगा एवं स्किल टेस्ट में प्राप्तांक पर चयन के लिए विचार नहीं होगा। स्किल टेस्ट हेतु, उम्मीदवार को 10 मिनट में कम्प्यूटर द्वारा हिन्दी में 300 शब्द टाईप करना होगा। अधिकतम 5% मिस्टेक की अनुमति होगी।

अंतिम चयन, जो उम्मीदवार स्किल टेस्ट में उत्तीर्ण होंगे, उन्हें लिखित परीक्षा में प्राप्त स्कोर्स के आधार पर होगा। अंतिम चयन लिखित परीक्षा में पूर्णतः प्राप्त स्कोर्स पर योग्य उम्मीदवारों में से किया जायेगा। जो उम्मीदवार स्किल टेस्ट में उत्तीर्ण होते हैं, लिखित परीक्षा में प्राप्तांक के क्रम में नामांकन किया जायेगा जो अधिसूचित रिक्तियों की संख्या पर निर्भर करेगा।

नोट: एससी/एसटी/ओबीसी/दिव्यांगजन/पूर्व-सैनिक के संबंध में आरक्षण भारत सरकार के मानदंड के अनुसार लागू होगा।

आवेदन प्रपत्र एवं विज्ञापन की सामान्य शर्तें सीडीएफडी वेबसाइट <http://www.cdfd.org.in> से डाउनलोड की जा सकता है। वैकल्पिक रूप में, रिक्त आवेदन प्रपत्र एवं सामान्य शर्तें प्रमुख-प्रशासन, सीडीएफडी, इनर रिंग रोड, उप्पल, हैदराबाद-500039, तेलंगना, भारत के कार्यालय से अपना पता लिखा हुआ स्टाम्पयुक्त लिफाफा भेजकर भी प्राप्त किया जा सकता है।

भरा हुआ आवेदन प्राप्ति हेतु अंतिम तिथि एम्प्लॉयमेंट न्यूज में प्रकाशन की तिथि से 4 सप्ताह है।

हस्ता
प्रमुख - प्रशासन
सीडीएफडी

GENERAL CONDITIONS :

The general conditions governing the Advertisement No. 01/2018 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 test. The applications will be screened by a Committee and candidates found eligible as per criteria will be called for test. 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. As per the DoPT guidelines, there will be no interview as a part of selection for Group 'B' (non-gazetted) and Group 'C' posts.

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11. Selections will be made as per the following criteria;

Junior Hindi Translator

Sl. No.	Particulars		Marks
1	Marks for essential qualifications (maximum)		20
	Upto 50%	4	
	51% to 60%	8	
	61% to 70%	12	
	71% to 80%	16	
	Above 81%	20	
2	Marks for Additional Qualifications (Maximum)		10
	M. Phil / Professional Qualifications in the field	5	
	Ph. D	10	
3	Marks for essential experience		20
4	Marks for Written / Trade Test (maximum)		300
	Total Marks		350

Hindi Typist

Sl. No.	Particulars		Marks
1	Marks for essential qualifications (maximum)		30
	Upto 50%	10	
	51% to 60%	15	
	61% to 70%	20	
	71% to 80%	25	
	Above 81%	30	
2	Marks for Additional Qualifications (Maximum)		20
	Degree	10	
	PG Degree	20	
4	Marks for Written test (Objective / Descriptive type Questions / (maximum)	100	200
	Skill Test (maximum)	100	
	Total Marks		250

12. Outstation unemployed SC / ST candidates who are called for Written / Skill / Trade Test will only be paid Second Class Train fare by the shortest route on production of journey tickets and valid caste certificate. However, travelling allowance is not admissible to those SC / ST candidates who are already in Central / State Government services, Central / State Government Corporation, Public Sector Undertakings, Local Government Institutions and Panchayats and to those who have availed concession from Railways, if any, for undertaking journey for attending Written / Skill / Trade test.

13. Reservation for Physically handicapped persons in accordance with section 33 of Disabilities Act, 1995 will apply.

14. Experience for the positions mentioned in the advertisement will be reckoned from the date of acquiring the qualification prescribed for the position.

Contd...3

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15. 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.
16. 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.
17. The employees of CDFD are liable to be transferred anywhere in India.
18. 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 ₹ 500/- drawn in favour of "**The Director, CDFD**" should be sent to The Head - Administration, Centre for DNA Fingerprinting and Diagnostics (CDFD), Inner Ring Road, Uppal, Hyderabad – 500 039, Telangana, India so as to reach on or before **05.11.2018**. No fee for SC / ST and Women 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.
19. Separate application with the DD has to be made for each position applied.

Sd/-
Head - Administration
CDFD



CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS

Inner Ring Road, Uppal, Hyderabad – 500 039, Telangana, India

Ph: +91-40-2721 6000, Fax+91-40-2721 6006, www.cdfd.org.in

CDFD

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

1. Advertisement No.

2. Post applied for:

Code No.

Photo

3.

Details of fees	DD No.	Dated	for ₹
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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

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	Whether obtained through Full-Time Regular Course / Part-Time / Correspondence Course / Distance Education Programme	Year of Passing	College / University	Subject (s)	Division & % marks obtained
Matriculation / SSC	---					
Intermediate						
Bachelor's Degree						
Post Graduate Degree						
Ph.D.						
1. Any other diploma certificate etc. 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

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 (CDFD)
Inner Ring Road
Uppal, Hyderabad – 500 039
Telangana, India