



**CDFD**

**CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS**  
Office Block: 2<sup>nd</sup> floor, Block No. 7, Gruhakalpa Complex, M J Road,  
Nampally, Hyderabad – 500 001

Ph: +91-40-2474 9451 Fax: +91-40-2474 9490, [www.cdfd.org.in](http://www.cdfd.org.in)

**ADVERTISEMENT No. 2/2012**

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 (Phase-II)**, Code No. 02 is for **WTDBT Alliance Project**, Code No. 03 is for **COE – II** and Code No. 04 is for **Core** cadre of **CDFD**.

**COE – I (Phase-II)**, **COE – II** and **WTDBT Alliance Projects** are sanctioned to the CDFD for a duration of five years, which are likely to be extended thereafter.

- 1. SECRETARY** [01 Post for COE – I (Phase-II), Un Reserved]  
(Post Code No.01)

**Age limit: 45 years**

**Revised Pay Band ₹ 15600 - 39100 Plus Grade Pay ₹ 5400 (PB-3)**

**Educational Qualifications and Experience:**

**Essential Qualifications:** Graduate with proficiency in English shorthand (120 wpm) and English typing (50 wpm). Candidates should be able to handle work processor, conversant with secretarial practice or passed stenographer's examination conducted by Staff Selection Commission.

**Job Requirements:** Stenographic / Secretariat work of Senior Officers, maintenance of records, files, appointments, liaison work, liaison with Administrative Section, maintenance of performance records of staff, handling confidential documents, preparation of brief of cases, put up to Senior Officers.

**Contd...2**

**2. TECHNICAL OFFICER - II** (01 Post for WTDBT Alliance Project, Un Reserved)  
(Post Code No.02)

**Age limit: 30 years**

**Revised Pay Band ₹ 9300 - 34800 Plus Grade Pay ₹ 4600 (PB-2)**

**Educational Qualifications and Experience:**

**Essential Qualifications:** First Class B Sc or equivalent with 08 years relevant experience / M Sc or equivalent with 04 years relevant experience / B Tech or equivalent with 04 years relevant experience.

**Desirable Qualification & Experience:** M Sc in Life Sciences with 04 years relevant experience. Expertise in basic molecular biology and biochemistry techniques. Experience in laboratory management.

**3. TECHNICAL OFFICER - I** (02 Posts, one post for COE – II and another post for Core Cadre, both are Un Reserved) (Post Code No.03 & 04)

**Age limit: 30 years**

**Revised Pay Band ₹ 9300 - 34800 Plus Grade Pay ₹ 4200 (PB-2)**

**Educational Qualifications and Experience:**

**Essential Qualifications:** First Class B Sc with 05 years experience **OR** M Sc or equivalent with 02 years experience.

**Desirable Experience:** Experience in related areas of Molecular Biology like DNA / RNA extraction from Blood / Tissues, PCR, Electrophoresis, Genotyping, Sequencing and their interpretations.

**Job Requirements:** To Carry out DNA bases tests for patients with Genetic Disorders.

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

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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 : 2<sup>nd</sup> Floor, Block No. 7, Gruhakalpa Complex, M J Road, Nampally, Hyderabad – 500 001.**

The detailed advertisement has appeared in the Employment News dated 28.04.2012. The last date for receiving filled in applications is 4 weeks from the date of publication in the Employment News i.e. 28.05.2012.

Sd/-  
Head – Administration  
CDFD

## GENERAL CONDITIONS :

**The general conditions governing the Advertisement No. 2/2012 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.

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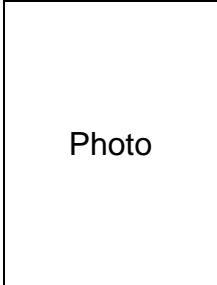
12. The specifications in respect of experience, educational qualifications and age may be relaxed by the Controlling Authority at its discretion, in the case of candidates otherwise well qualified.
13. Candidates called for test / interview will be paid single second class rail fare from the actual 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 ` 100/- drawn in favour of **the Director, CDFD** should be sent to The Head - Administration, Centre for DNA Fingerprinting and Diagnostics (CDFD), Office Block: 2<sup>nd</sup> floor, Block No. 7, Gruhakalpa Complex, M J Road, Nampally, Hyderabad 500 001, so as to reach on or before **28.05.2012**. 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.
17. Separate application with the DD has to be made for each position applied.

Sd/-  
Head - Administration  
CDFD



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(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:

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

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: 2<sup>nd</sup> floor, Block No. 7,  
Gruhakalpa Complex, M J Road,  
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