



CDFD

CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS

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

Ph: +91-40-24749451, Fax: +91-40-24749490, www.cdfd.org.in

ADVERTISEMENT No. 03/2011

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 vacancies on **purely contractual basis** whose tenure is likely to be extended at six-monthly intervals.

As per the policy of CDFD for positions on contract, consolidated monthly emoluments are calculated @ 145% of the equivalent salary in Central Govt. post comprising of Basic Pay + Dearness Allowance (DA) + Transport Allowance (TA) (45% loading is being given in lieu of HRA, Medical, LTC, terminal benefits etc.). For each of the vacancies below, the equivalent Central Govt. Scale / Pay Band has been indicated in parentheses.

Consolidated emoluments mentioned against vacancies below have been calculated at the present rate of Dearness Allowance of 58%.

1. JUNIOR MANAGERIAL ASSISTANT

(Equivalent to Post in the Pay Band – 1, Rs. 5200-20200 Plus Grade Pay Rs. 2800/-)

Age limit: between 18-30 years

Consolidated Emoluments: ` 29,692/-

Educational Qualifications and Experience:

Essential Qualifications: Graduate with minimum 3 years experience in Govt. Office or a Public body or an organisation of repute 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 and with **Typewriting English 30 wpm and Shorthand English 80 wpm.**

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Admn: Persons having training in Management subjects will be preferred.

Accounts: Commerce Graduates will be preferred.

Stores: Persons having training / exposure in Stores work will be preferred.

2. JUNIOR ASSISTANT - I

(Equivalent to Post in the Pay Band – 1, Rs. 5200-20200 Plus Grade Pay Rs. 2400/-)

Age limit: between 18-30 years

Consolidated Emoluments: ` 26,370/-

Educational Qualifications and Experience:

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

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

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.

3. LAB HELPER / ATTENDANT

(Equivalent to Post in the Pay Band – 1, Rs. 5200-20200 Plus Grade Pay Rs. 1800/-)

Age limit: between 18-30 years

Consolidated Emoluments: ` 17,412/-

Educational Qualifications and Experience:

Essential Qualifications: Matriculation with ITI Certificate **(OR)** Diploma in Medical/Pharmaceutical/Lab Technology or equivalent.

4. OFFICE ATTENDANT

(Equivalent to Post in the Pay Band – 1, Rs. 5200-20200 Plus Grade Pay Rs. 1800/-)

Age limit: between 18-30 years

Consolidated Emoluments : ₹. 17,412/-

Educational Qualifications and Experience:

Essential Qualifications: Matriculation (OR) equivalent.

Job Requirements: Assist in Office / Section / Lab work including outdoor duties of dak delivery, keeping office files, records neat and clean, and perform such other duties, as may be assigned by supervisors attending to bank work, photocopying, operating franking machines, duplicating machines.

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 05.11.2011. The last date for receiving filled in applications is 4 weeks from the date of publication in Employment News i.e. 05.12.2011.

Sd/-
Head – Administration
CDFD

GENERAL CONDITIONS:

The general conditions governing the Advertisement No. 03/2011 are as follows:

1. 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.
2. 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.
3. Designations of various posts may change.
4. 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.
5. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the post.
6. Age limits shall be reckoned as on the closing date for receipt of application.
7. 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.
8. Reservation for Physically handicapped persons in accordance with section 33 of Disabilities Act, 1995 will apply.
9. Experience for the positions mentioned in the advertisement will be reckoned from the date of acquiring the qualification prescribed for the position.
10. 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.
11. 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.
12. The employees of CDFD are liable to be transferred anywhere in India.

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13. 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 **05.12.2011**. 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.

14. Separate application with the DD has to be made for each position applied.

Sd/-
Head - Administration
CDFD



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Nampally, Hyderabad – 500 001

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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:

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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 |
|-----------|------------|--------------|--------------------|
| | | | |

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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,
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