



CDFD

CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS

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

Ph: +91-40-2474 9451 Fax: +91-40-2474 9490, www.cdfd.org.in

ADVERTISEMENT No. 03/2014

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 under Direct Recruitment basis in various Administrative / Technical Cadres of which Code No. 02, 03, 04 and 06 are for **Core Cadre** and Code No. 01, 05 and 07 are for **COE – I (Phase-II)**.

COE – I is Centre of Excellence project sanctioned to the CDFD of five years duration, **Phase – I** of which ended on 27.09.2011 (inclusive of 05 months extension) and **COE – I (Phase-II)** is Centre of Excellence project sanctioned to the CDFD for a five years duration upto 27.09.2016.

1. TECHNICAL OFFICER – IV (1 post for COE – I (Phase-II), Unreserved Code No.01)

Age limit: 40 years

Revised Pay Band ₹ 15600-39100 Plus Grade Pay ₹ 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 ₹ 8000-13500 / 7450-11500 (Pre-revised) respectively or equivalent.

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

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

Age limit: 35 years

Revised Pay Band ₹ 9300-34800 Plus Grade Pay ₹ 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 OFFICER - II (01 Post for Core, Un Reserved Code No. 03)

Age limit: 30 years

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

Educational Qualifications and Experience:

Essential Qualifications: First Class BSc or equivalent with 08 years relevant experience / MSc or equivalent with 04 years relevant experience / BTech or equivalent with 04 years relevant experience.

Desirable Qualification & Experience: MSc in Life Sciences with four years relevant experience. Expertise in basic molecular biology and biochemistry techniques. Experience in laboratory management.

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

Age limit: between 18-30 years

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

Essential Qualifications:

Degree in Engineering (BE / B Tech) **OR** AMIE **OR** Intermediate plus first class Diploma in Engineering technology (3 – year course) with three years post diploma experience.

Desirable: Experience in Operation and Maintenance of:

- 1) HVAC systems like Central Air-conditioning, Package ACs, Split ACs and Window ACs.
- 2) Building water supply and different types of pumps.
- 3) Hot water / Low Pressure steam boilers.
- 4) Diesel generators up to 750 KVA.
- 5) Fire safety equipment.
- 6) Knowledge in project supervision as per drawings and agreement standards.
- 7) Liaison with AMC providers to ensure maintenance schedules of equipment.
- 8) Fair knowledge in building electrical, fire detection systems and civil works.

5. TECHNICAL ASSISTANT (Scientific Services) (1 Post for COE – I (Phase-II), Unreserved Code No.05)

Age limit: between 18-30 years

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

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.

Desirable: Hands-on experience in Molecular biology techniques including nucleic acids manipulations, sequencing, genotyping, application of statistical tools for genotypic and population analysis and handling of bones, extracted body parts, crime scene samples preserved specimens for nucleic acid manipulations and genotyping.

6. JUNIOR ASSISTANT- I (Administrative Services)(1 Post for Core reserved for ST Code No. 06)

Age limit: between 18-30 years

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

Educational Qualifications and Experience:

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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.

7. LABORATORY ASSISTANT (2 Posts for COE – I (Phase-II), Unreserved Code No. 07)

Age limit: 30 years

Revised Pay Band ₹ 5200-20200 Plus Grade Pay ₹ 1900 (PB-1)

Essential Qualifications and Experience: Matriculation with ITI certificate (OR) Diploma in Medical / Pharmaceutical / Lab Technology or equivalent.

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

Sd/-
Head – Administration
CDFD

GENERAL CONDITIONS:

The general conditions governing the Advertisement No. 03/2014 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.

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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 ₹ 500/- 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 **03.11.2014**. 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
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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.

Photo

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	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 2. certificate etc. 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: 2nd floor, Block No. 7,
Gruhakalpa Complex, M J Road,
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