



डी एन ए फिंगरप्रिंटिंग एवं निदान केन्द्र

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

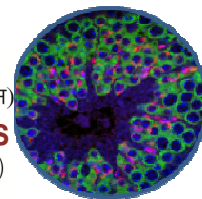
CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS

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

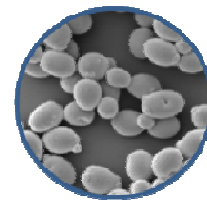
इनर रिंग रोड, उप्पल, हैदराबाद - 500039, तेलंगाना, भारत
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वेबसाईट / Website : <http://www.cdfd.org.in>

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CDFD

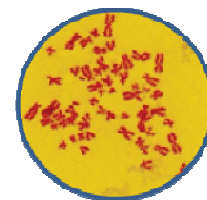


दूरभाष / Tel : +



Advertisement No. 01/2022

Date of commencement of online applications	:	30.05.2022
Last Date for Receipt of online applications	:	30.06.2022
Last date for receipt of hard copy applications	:	15.07.2022



GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY

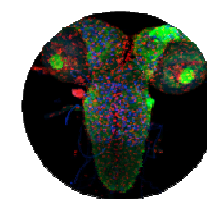
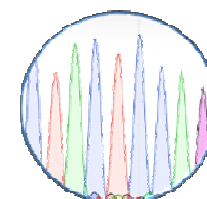
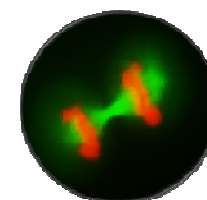
The Centre for DNA Fingerprinting and Diagnostics (CDFD), Hyderabad is a premier autonomous R & D Institute under Department of Biotechnology, Ministry of Science and Technology, Government of India, that has been established to provide services in DNA fingerprinting and diagnosis of genetic disorders, and to undertake high quality basic research in different areas of modern biology.

CDFD wishes to fill up the under mentioned vacancies on Direct Recruitment basis. The emoluments and age limit for various posts is summarized below:

Designation	Pay Matrix	Basic Pay	Total Monthly Emoluments	No of Posts & reservation	Upper Age limit not exceeding (as on last date)
Technical Officer – II	Level 7	44,900/-	77,113/-	01 – EWS	30 years**
Technical Assistant	Level 6	35,400/-	61,818/-	01 – EWS	30 years**
Junior Managerial Assistant	Level 5	29,200/-	51,836/-	01 – EWS	25 years**
Junior Assistant – II	Level 2	19,900/-	33,858/-	01 – EWS	25 years**
Junior Assistant – II	Level 2	19,900/-	33,858/-	01 – UR	25 years**
Skilled Work Assistant – II	Level 1	18,000/-	30,789/-	01 – UR	25 years**

*Total Emoluments means approximate total emoluments on minimum of scale including all allowances.

**Please see age relaxation under Relaxation column.



Post code : 01
Name of post : Technical Officer - II
Age Limit : 30 years
No of posts and reservation : 01 (Reserved for EWS)
Pay Matrix : Level 7
Basic Pay : ₹ 44,900/-

Essential Qualifications : First class B.Sc. or equivalent with 8 years relevant experience / M.Sc. or equivalent with 4 years relevant experience / B.Tech. or equivalent with 04 years relevant experience.

Desirable Qualification & Experience: M.Sc. in Life Sciences with four years relevant experience. Expertise in basic molecular biology and biochemistry techniques. Experience in laboratory management. Expertise in one or more of the following areas is preferable:

- (a) Handling of pathogenic organisms.
- (b) Working with small laboratory animals (mice, rats, rabbits, guinea pigs etc).
- (c) Experiments in biosafety level 2/2+3 laboratory.

Job Description: Management of the CDFD Animal Biosafety Laboratory (ABSL-3) including setting up of instruments; preparation of SOPs; day-to-day supervision and conduct of experiments involving biosafety level 3 pathogenic organisms, including infection of laboratory animals.

Post code : 02
Name of post : Technical Assistant
Age Limit : 30 years
No of posts and reservation : 01 (Reserved for EWS)
Pay Matrix : Level 6
Basic Pay : ₹ 35,400/-

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 Qualifications & Experience: M.Sc. in Life Sciences with experience in Molecular Biology and other disciplines of Modern Biology.

Job Description : Assist in Scientific and services Laboratories in CDFD as well as in facilities such as the Sophisticated Equipment Facility, the Experimental Animal Facility, the BSL-3, and Genomics facility.

Post code : 03
Name of post : Junior Managerial Assistant
Age Limit : 25 years
No of posts and reservation : 01 (Reserved for EWS)
Pay Matrix : Level 5
Basic Pay : ₹ 29,200/-

Educational Qualifications: Graduate with minimum 3 years experience in Govt. Office or a Public body or an organization 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.

Admin : 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.

Desirable Experience: Should have sound knowledge in Central Govt. Rules and Regulations, working knowledge in computerized accounting package/software etc.

Job Description: Taking dictations, typing letters, assisting in the Admin Section on day to day administrative issues.

Note: The candidate should possess the certificate for Typewriting English qualification of 30 w.p.m and Shorthand English 80 w.p.m. through recognized board/university.

Post code : 04
Name of post : Junior Assistant – II
Age Limit : 25 years
No of posts and reservation : 01 (Reserved for EWS)
Pay Matrix : Level 2
Basic Pay : ₹ 19,900/-

Educational Qualifications: The candidate should possess 12th Class or equivalent qualification from a recognized Board or University, with typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer.

Desirable Experience: Working knowledge in FRSR, handling establishment matters, service matters, administrative matters in Central Govt. Institutes etc., Proficiency in MS Office and Computer Applications.

Job Description: Assisting the Section Head in processing of various day to day Establishment and administrative matters.

Note : The candidate should possess the certificate for typewriting speed of 35 wpm in English or 30 w.p.m in Hindi through recognized board / university.

Post code : 05
Name of post : Junior Assistant – II
Age Limit : 25 years
No of posts and reservation : 01 (Reserved for UR)
Pay Matrix : Level 2
Basic Pay : ₹ 19,900/-

Educational Qualifications: The candidate should possess 12th Class or equivalent qualification from a recognized Board or University, with typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer.

Desirable Experience: Working knowledge in GFR and Central Govt. Accounting Rules. Proficiency in MS Office, accounting packages etc.

Job Description:

Payroll Administration, processing of bills, scrutiny of files / documents etc., Project funds management, preparation UC and SOEs etc.,

Note : The candidate should possess the certificate for typewriting speed of 35 wpm in English or 30 w.p.m in Hindi through recognized board / university.

Post code : 06
Name of post : Skilled Work Assistant – II
Age Limit : 25 years
No of posts and reservation : 01 (Reserved for UR)
Pay Matrix : Level 1
Basic Pay : ₹ 18,000/-

Educational Qualifications:

Matriculate or equivalent from a recognized Board.

Desirable Experience : 01 or 02 years working experience in a Biological R & D Centre in preparing media, autoclaving and assisting the students / staff in the day to day experiments.

Job Description: To assist the Scientist in regular laboratory tasks including preparation of media/solutions, cleaning, washing of glassware and plastic ware, autoclaving, handling chemicals, maintenance of equipment, stock taking of consumables etc.,

INSTRUCTIONS FOR FILLING THE ONLINE APPLICATION

Applications are invited from Indian citizens for filling up of the following technical and administrative posts on direct recruitment basis.

Interested candidates are advised to go through the entire advertisement and the detailed terms and conditions carefully before filling the online application.

Eligible candidates are required to apply ONLINE through our website <http://www.cdfd.org.in> and also send the HARD COPY of the application before the due date.

1. Registration Process:

Candidates have to first register by clicking on the "New Registration" button in the login section. Candidates have to create a password during registration and preserve it for future logins for application submission/downloading. Candidates who wish to apply for more than one post have to register for each post separately.

Candidates should register with a valid email address as the same would be considered throughout this recruitment process for correspondence as no postal correspondence would be made or entertained.

Upon successful registration, a confirmation email with Registration ID and details of Post applied for will be sent to the candidate's registered email address. These details along with the created password are important for accessing Online Application Form.

Candidates who want to apply for more than one post need to Register separately for each post and submit separate application form for each post indicating the post code of the post along with all requisite documents. Each application should be accompanied by separate fee payment receipt.

** Candidates should ensure that the same photograph, mobile Number and E-mail ID are used throughout this recruitment process.

2. Fee Payment:

- Candidates are required to remit the application fee in favour of "Director, CDFD" through online payment system only viz., SB Collect by using the link: <https://www.onlinesbi.com/sbcollect/icollecthome.htm>

SB Collect Portal – procedure:

The following procedure may be followed while remitting through SB Collect:

Link to SB Collect Gateway: <https://www.onlinesbi.com/sbcollect/icollecthome.htm>

Accept the terms and conditions and proceed to select the following

- Select State – Select Telangana
 - Select type – Select Govt. Department
 - Select Govt. Department – Select – Centre for DNA Fingerprinting and Diagnostics and press Submit button
 - Select Category – Select – Application fee
 - Please fill : Advt No. 01/2022
 - Fill all the information required.
 - Under application fee – Please fill the applicable amount as ₹ __
 - In next page – select the appropriate payment link (mode) and remit the amount.
- The candidates are required to generate acknowledgement of remitted application fee from the online payment system, containing UTR Number/Transaction Number and transaction date and the same is required to be attached along with the hard copies of online applications.
 - The following details must be mentioned on the backside of printed copy of generated acknowledgement of remitted application fee.
 - Registration ID
 - Candidate Name
 - Post code applied for

- Candidate category
- Candidates are advised to download and preserve the E-receipt generated on successful payment of fee as the transaction number needs to be mentioned in the application.
- Successful payment of fee is not considered as successful submission of Application. **Application form is considered to be complete only when all the supporting documents are uploaded and requisite fee is paid.**

Fee details:

Post Name	General Candidates	EWS Candidates	SC/ST Candidates	Women / Ex-servicemen and PwBD candidates
Technical Officer – II	200	200	Nil	Nil
Technical Assistant	200	200	Nil	Nil
Junior Managerial Assistant	200	200	Nil	Nil
Junior Assistant – II	200	200	Nil	Nil
Skilled Work Assistant – II	200	200	Nil	Nil

- All Women candidates, candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST) Ex-servicemen and Persons with Benchmark Disabilities (PwBD) are exempted from payment of Application Fee provided they upload the proof such as SC/ST/PwBD/PPO/Discharge certificates etc along with other documents in our website at the time of filling up of online application and submit the hardcopy of the same along with hardcopy of online application.
- Fee once paid will not be refunded on any account nor can it be held in reserve future recruitment process.
- The last date for applying online application and remitting of application fee through online payment system is 30.06.2022.

3. Application filling and submission:

- Login to the portal using Post code, Registration ID and Password to access the application form and fill the information.
- **Candidates should fill the correct information and are responsible for any typographical or other errors in data feeding. No request will be entertained for correction subsequently.**
- Before starting the process of filling the application, the candidate should keep ready, the following details/ documents wherever applicable:
 - Valid E-mail ID & Mobile Number.
 - Scanned copy of the recent passport size color Photograph (not older than 3 months). Dimensions of the photograph should be 300px width, 400px height (3:4 ratio) and maximum 100kb size in .jpg format
 - Clearly visible scanned signature with image dimensions: 160px width X 40px height (4:1 ratio) and maximum size 100kb in .jpg format
 - Scanned certificate copies of Proof of Date of birth, SSC/10th Standard, Intermediate /+2 standard, Bachelor Degree certificates, Diploma certificates and Training certificates, Technical Qualification certificates, typewriting qualification, shorthand qualification (all combined as a single pdf file).
 - Experience certificate pdf file.
 - NOC from the present employer (Annexure – I) or Undertaking (Annexure – II) for in-service candidates as a pdf file.
 - Scanned copies of Category Certificates (SC/ST/EWS/Ex-Service Persons/PwBD), if applicable as a pdf file.
 - Copy of fee transaction receipt as a pdf file.
 - Other documents, if any as a pdf file.
 - File type and maximum file size of the Documents accepted
 - Photograph : jpg / 100KB
 - Signature : jpg / 100KB
 - Memorandum of marks / certificates : pdf / 5MB
 - Experience certificate: pdf / 500KB
 - Self Declaration / NOC: pdf / 500KB
 - Category certificates (SC/ST/EWS/Ex-Service Persons/PwBD) : pdf / 500KB
 - Other Documents, if any : pdf / 500KB

- Candidates can Login any number of times and navigate across the pages to fill / edit the information. Information can be saved by clicking "Save".
- After filling the required information in all the pages, please click the "Upload Documents" button to proceed to upload the required documents.
- Once uploading the required documents, candidates may click "Submit" button to submit the application.
- Candidates may please note that once the application is submitted, candidates will not have access to edit any information in Online Application Form. Hence, candidates have to ensure that they complete the application form in all respects with correct details and verify it before submitting.
- Any change/edit in the application form after the final submission of online application will not be allowed.
- Print Application feature will be available until the closing date of the advertisement. Hence, candidates are advised to take a print out of their respective applications immediately after successful submission of their application.

4. ACKNOWLEDGEMENT

- After final submission of the online application form, a confirmation message will be displayed with a link to download the application. Candidates are advised to make a note of this information for future use. However, a confirmation message will also be sent to the registered email address. Candidates are advised to go through the entire advertisement and the detailed terms and conditions carefully before filling the on line application.

5. HARD COPY SUBMISSION

- The print out of online application duly signed by the candidate and accompanied with self-attested copies of attachments and other certificates / documents should be sent in an envelope superscripted "**APPLICATION FOR THE POST OF _____ (Post Code _____)**", **To The Head-Administration, Centre for DNA Fingerprinting and Diagnostics, Inner Ring Road, Uppal, Hyderabad – 500039, Telangana on or before 15.07.2022, separately for each post, in case a candidate applies for multiple posts.**
- Candidates should specifically note that the applications received after the closing date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by CDFD, Hyderabad.
- **Incomplete applications (i.e unsigned, without photograph/application fee / applicable certificates not enclosed) will be summarily rejected without further reference.**

Following documents must be attached with HARD COPY of the application

- Signed copy of printed Online application form.
- Copy of acknowledgment of remitted application fee, wherever applicable.
- One recent Passport size Coloured photograph (Same as uploaded on online application) pasted on the form and signed across in full.
- Self attested photocopy of Date of Birth Certificate.
- Self attested photocopies of educational and technical qualifications certificates/marks sheets.
- Self attested photocopy of Typewriting or Shorthand certificate, if applicable.
- Self attested photocopy of latest caste/category certificate, in the prescribed format signed by the specified authority, if applicable.
- Self attested photocopy of latest PwBD certificate, in the prescribed format signed by the specified authority, if applicable.
- Self attested photocopies of all experience certificates, if applicable.
- No Objection Certificate from present employer, wherever applicable as per Annexure I & II.
- Valid document for Identification (viz., Aadhar card, Voter ID Card, etc)
- Any other relevant certificate, in support of claim.

For any advertisement queries please write to recruitment@cdfd.org.in and regarding any technical problem while submitting the form please write to webmaster@cdfd.org.in with "Advertisement No. 01/2022" in the subject on or before 20.06.2022.

TERMS AND CONDITIONS

Before filling the application, the candidates are advised to read the terms and conditions carefully which are listed below:

1. The candidates must fulfill all the essential requirements of the posts stipulated in the advertisement as on the last date of receipt on online application.
2. The candidates are advised to indicate in the online application all the qualifications and experience in the relevant areas over and above the prescribed qualifications.
3. The prescribed qualifications should have been obtained through recognized Boards / Universities / Institutions etc.
4. The applicant must be a citizen of India.
5. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for written test / interview. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates over and above the minimum criteria given in the advertisement depending on the Centres requirements. The candidate should therefore, mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed essential qualifications and attach all the documents as proof.
6. The period of experience rendered by a candidate on project assignments on full time basis will be counted while calculating the valid experience. The period of experience rendered by a candidate on part time basis, daily wages, visiting/ guest faculty will not be counted while calculating the valid experience for short listing the candidates.
7. Experience for the positions mentioned in the advertisement will be reckoned from the date of acquiring the qualification prescribed for the position.
8. If any document / certificate furnished by the candidate is in a language other than Hindi or English, a transcription of the same duly attested by a Gazetted Officer or Notary is to be submitted.
9. In respect of equivalent clause in essential qualifications, if a candidate is claiming a particular qualification is equivalent qualification as per the requirement of advertisement, the candidate is required to produce order / letter in this regard, indicating the authority (with number and date) under which it has been so treated otherwise the application will be liable for rejection.
10. Candidates are advised to mention their correct and active email ID in the online application, as all the correspondence like issuance of call letters to eligible candidates or any other information will be communicated through email and will be displayed on the Institute web site. Therefore, all the candidates are advised to check their Emails and institute website regularly for any updates.
11. The applicant will be responsible for the authenticity of submitted information / documents and photograph. It is also the responsibility of the candidate to assess his / her own eligibility to the post(s) for which he/she is appearing in accordance to the advertisement, if it is detected at any time in future, during the process of selection or even after appointment that the candidate was not eligible as per the prescribed Recruitment Rules of the Institute which could not be detected at the time of selection for whatsoever reason; his/her candidature/appointment shall be liable to be cancelled/terminated immediately.
12. The composition of the screening-cum-shortlisting Committee and Expert selection committee etc. shall be as per the Recruitment Rules of CDFD. Eligible candidates will be shortlisted by the Screening-cum-shortlisting Committee based on a well-defined criterion which includes possessing of desirable qualifications and / or experience more than that prescribed in the advertisement and/or qualifications/ experience in a particular field as per the specific requirement of the Department. The Department will restrict the number of candidates to be called for interview to a reasonable limit i.e. ten times the number of vacancies.
13. **Medical Examination and Police Verification:** All selected candidates who qualify the Written Test/Interview, shall be compulsorily required to clear prescribed medical examination and police verification before actual appointment. Failure to undergo medical examination or in the event of not qualifying medical examination and police verification, the selected candidates may not be recommended for final appointment.

14. The applicant will be responsible for the authenticity of submitted information / documents and photograph. It is also the responsibility of the candidate to assess his / her own eligibility to the post(s) for which he/she is appearing in accordance to the advertisement, if it is detected at any time in future, during the process of selection or even after appointment that the candidate was not eligible as per the prescribed Recruitment Rules of the Institute which could not be detected at the time of selection for whatsoever reason; his/her candidature/appointment shall be liable to be cancelled/terminated immediately.
15. **Reservations:** Candidates seeking reservation benefits available for the respective categories must ensure that they are entitled to such reservation as per Government of India orders and possess the valid certificates in the format prescribed by the Government of India in support of their claim.
16. If a candidate indicates in his/her application form for CDFD that he/she belongs to General Category but subsequently writes to the CDFD to change his/her category to a reserved one, such request will not be entertained.
17. A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belongs is included in the list of reserved communities issued by the Central Government.
18. Once a candidate has chosen a reserved category, no request shall be entertained for change to other reserved category viz. SC to ST, ST to SC, OBC to SC/ST or SC/ST to OBC, SC to EWS, EWS to SC, ST to EWS, EWS to ST, OBC to EWS, EWS to OBC (or) any other such requests.

19. Reservation for Economically Weaker Sections (EWS) :

As per As per DoPT O.M. No. 36039/1/2019-Estt.(Res.) dated 31st Jan 2019, the benefit of reservation under Economically Weaker Sections (EWS) can be availed upon production of an Income and Asset Certificate issued by a Competent Authority as per the format prescribed by the Govt. of India. Candidates who are not covered under the scheme of reservation for SC/ST/OBC (NCL) and whose family has gross annual income below Rs 8.00 Lakh (Rupees eight lakh only) are to be identified as EWS for benefit of reservation for EWS. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application.

- Whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:
 - a) 5 acres of agricultural land and above;
 - b) Residential flat of 1000 sq. ft. and above;
 - c) Residential plot of 100 sq. yards and above in notified municipalities;
 - d) Residential plot of 200 sq. yards and above in areas other than the notified Municipalities.
- The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.
- The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/herspouse and children below the age of 18 years.
- The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities shall only be accepted as candidate's claim as belonging to EWS:
 1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
 2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 3. Revenue Officer not below the rank of Tehsildar and
 4. Sub-Divisional Officer or the area where the candidate and/or his family normally resides.
- The EWS candidates are advised to note that in case of appointment, the same is provisional and is subject to the Income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate.

- The crucial date for submitting income and asset certificate by the candidate may be treated as the closing date for receipt of application for the post i.e. 30.06.2022.
 - The EWS candidates are advised to note that in case of appointment, the same is provisional and is subject to the Income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate.
20. The appointing authority will verify the veracity of the Income and asset certificate submitted by the candidate through the certificate issuing authority.
 21. **Age Limit and Relaxations** : Age limits shall be reckoned as on the closing date for receipt of online application.
 22. Upper age limit is relaxable up to 05 years for the regular employees working in Government Departments, autonomous bodies and public sector undertaking employees.
 23. Relaxation in upper age limit by 05 years for SC/ST candidates and 03 years for OBC candidates, against the posts reserved for these categories would be admissible. Relaxation of age would be admissible for Ex-servicemen, PwBD candidates as per Central Government Rules.
 24. Upper age limit shall not be applicable for existing employees of the Institute or any employee of DBT if they apply for any post of the Institute provided they possess the prescribed qualifications.
 25. **Mode of selection**:
 - (a) **For post code No. 01**: Selection shall be made through interview. However, depending upon the number of applications received, the screening committee may decide to conduct a written test for further shortlisting.
 - (b) **For post code Nos. 02 to 06**: Selection shall be made on the basis of written test as per DoPT guidelines.
 - (c) Skill test / practical test / Trade Test etc. are only qualifying in nature.

Note: The scheme of written test, syllabus etc., will be hosted on the CDFD website for the information of the candidates in due course of time.
 26. All New Entrants will be governed by the "National Pension Scheme". The post will be covered under New Pension Scheme of Govt. of India and incumbent will be eligible for other benefits like Medical, LTC, etc. as per the Government / Institute norms.
 27. The Institute reserves the right to not to fill the post advertised and rejecting any or all of the applications without assigning any reason thereof.
 28. Position may also be filled from the applicants from Physically Handicapped Category (Persons with benchmark disabilities) and Ex-Serviceman if found suitable subject to fulfilling the Government of India guidelines.
 29. The Institute shall verify the antecedents or documents submitted by a candidate at any time, at the time of appointment or during the tenure of the services. In case, it is detected that the documents submitted by the candidates are fake or the candidates has a clandestine antecedents / background and has suppressed the said information, then his / her services shall be terminated and legal action may be initiated against such candidates / employees as per law.
 30. In case a selected candidate is already employed in a permanent post, his / her request for pay protection will be considered as per Government of India rules, regulations and guidelines.
 31. Canvassing in any form and / or bringing in any influence, political or otherwise will automatically disqualify the candidate for the post.

32. Outstation unemployed SC / ST candidates who are called for interview will only be paid Second Class Sleeper 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 interview.
33. Any discrepancy found between the information given in application and as evident from original documents will make the candidate ineligible from appearing in written test/interview. For such candidates reimbursement of rail fare will also be not made.
34. The candidate selected for the post will be on probation for two years from the date of joining.
35. Applications from employees working in Government Departments, Public Sector Undertakings and Government funded research agencies must be routed through proper channel., i.e, to upload the NOC in PDF format as per Annexure - I while filling the online applications.
36. In order to avoid the delay, the candidates may submit a Declaration (as per Annexure – II) and submit the NOC at the time of interview / written test.
37. Non uploading of NOC / Declaration by the applicants while filling the on line application process will be treated as incomplete application and may not be considered for further evaluation.
38. In case of Typewriting and shorthand Qualifications, the candidates are advised to indicate the examination passed (Lower / Intermediate / Higher etc), and typing Speed such as 30 wpm, 35 wpm, 40 wpm 45 wpm etc., and language passed etc., regular/correspondence/distance and attach the proof of certificate with the application.
39. The Educational Qualification, Technical Qualification, Typewriting Qualification shorthand qualification etc should be supported by proper certificates issued by the respective Boards/Universities and should be uploaded while applying failing which such applications shall be liable for rejection without further communication.
40. The selection committee may recommend wait list candidates upto a maximum of 02 candidates per post valid for a period of 01 year. These wait list candidates are not entitled for appointment against any fresh vacancies that may arise during the wait list period.
41. The written test wherever applicable will be conducted at Hyderabad and no request will be entertained to change the test venue to other city.
42. Any corrigendum / addendum pertaining to this advertisement, the same shall be published on the Institute's website only. Accordingly, all applicants in their own interests are advised to regularly visit the Institute's website www.cdfd.org.in. They should also regularly check their email account for updates.
43. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Appointing Authority in all matters relating to eligibility, acceptance or rejection of applications, mode of screening and selection, conduct of examination / interview / skill test etc will be final and binding on the candidates and no query or correspondence will be entertained in this connection from any individual or his / her agency.
44. The Appointing Authority has a right to amend, delete and add terms and conditions to this advertisement and reserves the right to cancel the recruitment without assigning any reason. Any resultant dispute arising out of this advertisement shall be subject to the sole Jurisdiction of the Courts situated at Hyderabad.

PLEASE VISIT CDFD WEBSITE : <http://cdfd.org.in> FOR FURTHER DETAILS AND TO FILL IN THE ON LINE APPLICATION PROCESS.

Sd/-
प्रमुख - प्रशासन
Head – Administration