



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

Inner Ring Road, Uppal, Hyderabad - 500039, Telangana, India

दूरभाष / Tel : +91-40-2721 6091 / 6086, फैक्स / Fax: +91-40-2721 6006

वेबसाइट / Website : <http://www.cdfd.org.in>

WALK-IN-INTERVIEW

Centre for DNA Fingerprinting and Diagnostics (CDFD), Hyderabad is a premier autonomous R & D Institute funded by Department of Biotechnology, Ministry of Science and Technology, Government of India, that has been established to provide services increase of and to undertake R & D in DNA Fingerprinting, DNA Diagnostics and other areas of modern biology.

CDFD wishes to engage Consultant (Admin) and Consultant (Accounts) **purely on temporary basis** with initial tenure of 12 (twelve) months and is likely to be extended further on need basis.

1. Post Name: Consultant (Admin) – 01 post

Consultancy fee: ₹ 50,000/- per month

Age: Not more than 62 years

Educational Qualifications: Graduate in any discipline.

Experience: Retired Officers of Central Govt. / Central Autonomous Bodies / Central Universities or Central Academic Institutions etc at level 10 and above as per 7th CPC and having considerable experience in handling various administrative matters of Central Govt. Institutes / R & D Centers etc.

Scope of work: Advising the Head of Administration on all administrative and establishment matters, scrutiny of issues, RTI responses, legal matters, disciplinary matters etc.

2. Post Name: Consultant (Accounts) – 01 post

Consultancy fee: ₹ 50,000/- per month

Age: Not more than 62 years

Educational Qualifications: Graduate in Commerce.

Contd..2

Experience: Retired Officers of Central Govt. / Central Autonomous Bodies / Central Universities or Central Academic Institutions etc at level 10 and above as per 7th CPC and having considerable experience in handling various financial matters of Central Govt. Institutes / R & D Centers etc.

Scope of work: Advising the Head of Accounts on financial matters, files, proposals, budget, PFMS, UC, SoE, Compilation of Accounts, BRS etc.

Terms and Conditions:

- (i) Appointment will be purely on temporary on need basis only.
- (ii) The Consultants are to work on all working days on full-time basis between 9.30 am to 6.00 pm.
- (iii) Selected candidate should arrange his/her own transport for attending duties.
- (iv) The total monthly remuneration and the pension drawn by the Consultant shall not be more than the last pay drawn by him / her calculated at the current rates of DA.
- (v) Consultants shall not be entitled for any kind of allowances or accommodation facility.
- (vi) Consultants shall be eligible for 08 days of leave in a calendar year on prorata basis. No carry forward of leave is allowed.
- (vii) Tax deducted at source (TDS) as admissible shall be deducted from the monthly remuneration of Consultants. The TDS certificate shall be issued by the DDO on request.
- (viii) The selected candidate to join CDFD on or before 01.12.2019.
- (ix) The engagement of consultants can be terminated by either side without assigning any reasons thereof by giving 30 days notice period or pay in lieu of notice.
- (x) The selected candidate to execute the consultancy agreement as per rules.
- (xi) The candidates are required to make their own arrangements for travel. No travel / Lodging / boarding expenses shall be reimbursed.
- (xii) These officials are to travel to Delhi or other places depending on the requirement and they are eligible for TA / DA as per rules.

Contd..3

: 3 :

The candidates desirous of attending the Walk-in-Interview are required to fill-in the application form in all respects and submit the same along with self-attested certificates substantiating their educational qualifications and experience.

Note: The candidates are required to produce following original documents with copies at the time of interview:

- (i) Filled in application form.
- (ii) Identity proof (Aadhar Card / Election Card / Pan Card / Passport / Driving License).
- (iii) Date of birth / Proof of age.
- (iv) Educational Qualification (all mark sheets and certificates).
- (v) Experience Certificate/s.

Director, CDFD shall have the right to relax any terms in deserving cases based on the recommendations of the Selection Committee.

The Institute reserves the right to restrict the number of candidates for interview to reasonable limit on the basis of qualifications and experience as prescribed in the advertisement. Mere fulfilling the essential eligibility criteria will not entitle an applicant to be eligible for interview / selection. The Institute reserves the right not to fill the post herein advertised. Canvassing in any form shall disqualify the candidate.

Walk-in-Interview for the said post will be held at **10.30 AM** on **22.10.2019** at the Address given in the advertisement. Only candidates who reach & register in CDFD Administration before 10.30 AM on 22.10.2019 will be eligible for verification of documents and further screening for eligibility to attend those interviews. Advance copies of applications should not be sent to CDFD as will not be considered.

Sd/-
I/c – Administration
CDFD



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

Inner Ring Road, Uppal, Hyderabad - 500039, Telangana, India

दूरभाष / Tel : +91-40-2721 6000, फैक्स / Fax: +91-40-2721 6006

वेबसाइट / Website : <http://www.cdfd.org.in>

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

1. Advertisement No.

2. Post applied for:

3.

Photo

Details of fees	DD No.	Dated	for ₹
-----------------	--------	-------	-------

4. Name: _____
(IN BLOCK LETTERS) (As per SSC / CBSE / ICSE)

5. Father's / Husband's Name:

6. Mother Tongue:

7. a) Date of Birth:

b) Age as on the last date for receipt of applications:

8. Nationality :

9. Religion :

10. Do you belong to SC/ST/OBC/PH/Ex-servicemen category: Yes / No
If yes give details and attach certificate from the Competent Authority

11. Sex : Male / Female

12. Marital Status:

13. Address for Correspondence

Permanent Address

Tel. No. _____

Tel. No. _____

E-mail _____

Contd... 2

::2::

14. 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:

15. 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)

16. 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.						

17. Awards and Honours (if any):

18. What languages can you read or speak. State any examination passed in each:

Read only	Speak only	Read & Speak	Examination Passed

Contd...3

19. Employment Experience:

Date		Employer	Position held	Salary drawn	Reason for leaving
From	To				

20. What type of experience, skills expertise, you have acquired upto now? (attach extra sheets if required) :

21. No. of papers published

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).

22. Copies of Testimonials attached with the application. Please list them:

23. 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 I/c - Administration
Centre for DNA Fingerprinting and Diagnostics (CDFD)
Inner Ring Road
Uppal, HYDERABAD – 500 039
Telangana, India