



CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS
INNER RING ROAD, UPPAL,
HYDERABAD – 500 039
Ph: +91-40-27216015
www.cdfd.org.in



Advt. No. CDFD/EMPC/01/Mar' 22

CDFD, an autonomous institute of the Department of Biotechnology, Ministry of Science and Technology, invites applications from Indian nationals for the following purely temporary vacancies in research project entitled “**NATIONAL GENOMICS CORE**” funded by DBT. The application form may be downloaded from the CDFD website <http://www.cdfd.org.in>.

CDFD wishes to fill up the following post in the above project.

The description of the position and the Essential & Desirable qualification are as follows:

Project Coordinator : (01 No.post)

Age Limit: 45 years

Consolidated Emoluments: Rs 50,000/- – Rs 75,000/- p.m.

Essential qualifications:

1. Master's degree / M.Com
2. Minimum 3 years of management /finance / accounts experience in service industry

Desirable Qualifications:

1. MBA from a reputed organization
2. Experience in life science/genomics services industry
3. Experience in project-planning, oversight of time execution and delivery of service to clients.
4. Experience in preparation of bills and handling financial queries of clients
5. Experience in preparation of Utilization Certificate of funds, Audit negotiations, responding to Audit queries

Nature of Duty:

Will provide administrative support for management including financial management of Core activities, inventory management, procurement of reagents and consumables, documentation and human resource management. Will be responsible for business development for Core, achieving set objectives by creating adequate market coverage for expansion of its activities and generation of service revenues & managing cash flow for sustenance and expansion of the Core.

GENERAL TERMS AND CONDITIONS:

The general terms and conditions governing the Advertisement No. CDFD/EMPC/01/MAR'22 are as follows:

1. No TA/DA will be paid for attending the interview.
2. Depending on the qualifications, experience and recommendations of the Selection Committee, the selected candidates may be placed in a scale and designation lower than the grade advertised/applied (in the same group).
3. All these positions are purely temporary and are initially for a maximum of one year. They could be extended/terminated depending on the continuation of the project(s).
4. Reservation for SC/ST/OBC/Physically Handicapped/Ex-service person applicants will be as per Govt. of India rules.
5. Relaxation of age for SC/ST/OBC/Physically Handicapped/Ex-service person/ Women applicants will be as per Govt. of India rules.
6. Mere fulfilling the minimum qualifications will not entitle the candidate for being called for interview. The applications will be screened by a Committee and candidates found suitable will be called for interview. The decision of the Director, CDFD will be final in this respect and no correspondence will be entertained in this regard.
7. Any of the selected individuals may from time to time be assigned to perform any other duties commensurate with their qualifications, by the Director, CDFD.
8. Those Candidates who have attended the Walk-in-interview earlier for the above post(s), need not appear again for the same post.
9. The Director, CDFD reserves the right to suitably change/relax any of the above conditions. He also reserves the right to accept or reject any application without assigning any reason.

NOTE: The candidates desirous of attending the Walk-in-Interview are required to produce following original documents with copies of self-attested certificates substantiating their educational qualifications and experience:

- (i) Filled in application form in all respects
- (ii) Identity proof (Aadhaar 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
- (vi) Disability Certificate (if applicable)
- (vii) Certificate/s of reservation (if applicable)

The Institute reserves the right to restrict the number of candidates for interview to reasonable limit on the basis of qualifications and experience as per the minimum prescribed in the advertisement. The Institute reserves the right not to fill the post herein advertised. Canvassing in any form shall disqualify the candidate.

SELECTION PROCEDURE:

Interested Candidates are requested to appear for the Walk-in-Interview at CDFD, Inner Ring Road, Uppal, Hyderabad – 500 039 for the position of Project Coordinator on 21.03.2022 at 10.00 a.m

Please note that only the Candidates who fulfill the Essential Qualifications would be interviewed by the Selection Committee.

[In case you find any difficulty in reaching CDFD, please dial 040–27216014 / 15 for assistance.]

**Officer Incharge
Acad & EMPC
CDFD**

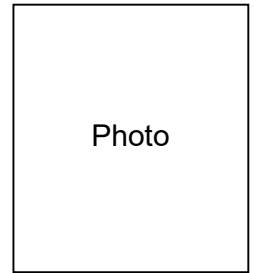
PROFORMA OF ONLINE APPLICATION

CDFD (www.cdfd.org.in)

CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS

(An autonomous Centre of the Department of Biotechnology, Ministry of Science & Technology, Govt. of India)

Inner Ring Road, Uppal, HYDERABAD– 500 039, INDIA



1. Advertisement No.: : **CDFD/EMPC/3/OCT' 21** Last date for receipt of application : **13.11.2021**

2. Name of the post applied for :

3. Complete Name (in Block letters) (Upload Photo ID):

4. Sex :

5. Father's / Husband's Name :

6. Date of Birth :

7. Age as on the last date for receipt of application:

8. Category : General/EWS/SC/ST/OBC/PH/Ex-Servicepersons (Upload Caste Certificate/EWS Certificate issued by Competent Authority)
If PH, percentage of handicap (Upload PHC Certificate) :

9. a) Are you a citizen of India? :

b) Are you a person who has migrated from Pakistan with the intention of permanently Settling in India or subject of Nepal? :

10. Address for Correspondence

Permanent Address

Tel. No. _____

Tel No. _____

E-mail _____

11. Have you been convicted by a Court of Law? Is there any legal case filed against you in a Court of Law? If, yes, provide details :

12. 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)

13. 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						
(Give details of any Project / Project Training undertaken during graduation / Post graduation) 1. Title of the project 2. Institute / University						
Ph.D.						
1. Any other diploma 2. certificate etc. 3. 4.						

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

Re ad 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. Have you applied against any of the CDFD advertisements before? If so, please give details:

18. Names of references with full addresses / telephone nos.

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