



सीडीएफडी

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)

इन्डर रिंग रोड, उप्पल, हैदराबाद - 500039, तेलंगाना, भारत

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

दूरभाष /Tel+ : 91-40-2721 6099 / 6088 वेबसाईट / Website : <http://www.cdfd.org.in>

ADVERTISEMENT NO. 01 / 2021

RECRUITMENT OF PART TIME CONSULTANT LIBRARIAN

The Centre for DNA Fingerprinting and Diagnostics (CDFD), Hyderabad is a premier autonomous R & D Institute 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 hire a Consultant Librarian **purely on temporary basis** whose tenure is initially 12 months and likely to be extended further on need basis.

Post Name: Consultant Librarian (part-time) – 01 post

Once a week between 9.30 AM to 6.00 PM or twice a week half day or on payment of honorarium of Rs.2500/- per assignment.

Consultancy fee: Rs.10,000/- to 20,000/- per month

Age: Below 62 years

Essential Qualifications: Degree in Library Science or equivalent

Essential Experience:

- (i) 2 to 3 years experience in library management
- (ii) Experience in providing research database management in a Library of R & D Institute.

Job Requirements / Responsibility:

- (a) The person should be able to locate CDFD publications from databases like Pubmed, Scopus, Web of Science.
- (b) Should be aware of journal impact factors and should be able to obtain impact factors for all CDFD publications.
- (c) Should be able to populate the CDFD publication repository from time to time.
- (d) Should be well versed with open source software.

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The eligible candidates are advised to fill in the application format (as per Annexure A) and forward the same along with the following documents in PDF format to recruitment@cdfd.org.in

The last date for receipt of duly filled in online applications along with the below mentioned copies of certificates is 31.05.2021 by 6 pm. Only those applications that are submitted through on line before the due date and time will be considered for further evaluation. The applicant should attach the following documents along with the application:

- (i) Identity proof (Aadhar, PAN, Driving License, etc.,)
- (ii) Proof of Date of birth.
- (iii) Educational Qualification (from matriculation / 10th class onwards; all mark sheets and certificates).
- (iv) Experience Certificate/s on the letter head of the employer duly signed by the authorized signatory mentioning the details of designation, date of joining, date of relieving, salary drawn particulars.

The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience as per the minimum prescribed in the advertisement. Mere fulfilling the essential and desirable qualifications 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.

In case large number of applications are received, the Screening Committee will screen the applications to limit the number of candidates to those possessing higher/relevant qualification and experience. The decision of Director, CDFD in this regard is final and binding.

Waiting list as deemed fit will be maintained. Any vacancy arising because of non- joining by selected candidate in this selection or by resignation of candidate who had joined after selection will be offered to the candidates from the waiting list according to their merit, if any.

If the consultant wishes to resign within the first 03 (three) months of joining, then neither he/she will be issued a No Objection Certificate (NOC) nor he/she will receive any Relieving Letter or Experience Certificate from CDFD.

The details of shortlisted candidates will be displayed on CDFD website and the interviews shall be through Video Conferencing mode. All the candidates are advised to indicate their 'Gmail and skype' account details as well as mobile phone number with whatsApp facility in the application form.

Sd/-
प्रमुख- प्रशासन
Head – Administration



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आवेदन फार्म / APPLICATION FORM

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

1. Post Applied for : _____

2. Name: _____

(IN BLOCK LETTERS) (As per SSC / CBSE / ICSE)

3. Parent's / Spouse Name: _____

4. Date of Birth (Date / Month / Year): _____

5. Nationality : _____

6. Religion : _____

7. Sex : _____ Male Female Other

8. Address for Correspondence

Permanent Address

Mobile No. _____

Mobile No. _____

E-mail ID _____

Skype ID : _____

9. Have you been convicted by a Court of Law? Yes / No
Is there any legal case filed against you in a Court of Law?

If yes, provide details: _____

10. Are you related to anybody at present employed in CDFD/DBT? 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) _____

Contd ..2

11. Educational Qualifications:

Level	Name of the Exam passed	College / University / Board	Year of passing	Division & % marks or CGPA
Matriculation/SSC				
Intermediate				
Bachelor's Degree				
Post Graduate Degree				
Ph.D				
Any other diploma certificate etc. 1. 2. 3. 4.				

12. Are you working at present : Yes / No _____

13. Nature of Appointment : Regular Temporary Govt. Private

14. Employment Experience (Starting from current employment): Attach separate sheets, if required;

Date		Employer	Position held	Nature of Duties
From	To			

15. Names of reference with full addresses / telephone no.

Sl. No.	Name	Address	Email / Phone
1.			
2.			

16. Time required for joining if selected :

घोषणा / DECLARATION

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.

Signature of Candidate
उम्मीदवार का हस्ताक्षर

Date: _____