



सीडीएफडी
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 6091 / 6090, फैक्स / Fax: +91-40-2721 6006
वेबसाइट / Website : <http://www.cdfd.org.in>

ADVERTISEMENT NO. 01/2024

RECRUITMENT OF CONSULTANT (ADMIN)

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) **purely on temporary basis** with initial tenure of six months and is likely to be extended further on need basis.

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

Consultancy fee: ₹ 40,000/- to 50,000/- per month

Age: Not more than 64 years as on the closing date of application.

Educational Qualifications: Graduate in any discipline.

Essential Experience:

1. Retired Officers of the rank of Superintendent / Section Officer or equivalent or above (i.e. not below the pay level 6 of 7th CPC).
2. well versed with all government of India Rules and Regulations, Disciplinary matters, Vigilance matters, Court Cases, Grievance Redressal, RTI matters etc.
3. well versed with MS Word / Excel.

Other Terms & Conditions:

1. **Period of engagement :** The engagement shall be initially for a period of six months which may be extended/curtailed depending upon the performance of the Consultant or functional requirement of the Centre with the approval of the Competent Authority.
2. **Selection Procedure :** The engagement will be purely on short term contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of the applicants. Consultant will be selected from shortlisted candidates. The Competent Authority reserves the right to reject an application without mentioning any reason.
3. **Remuneration :** Apart from consolidated remuneration, no perquisites such as HRA, DA, residential accommodation etc. will be provided.

4. **Scope of Duties** : During the period of such engagement, the Consultant would be required to perform work as assigned to him by the Competent Authority in the Institute.
5. **Leave** : Consultant shall be entitled to 1 day Leave for every completed month of service. No other kinds of leave, whatsoever, shall be admissible to the Consultant. In special circumstances, the consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid.
6. **TA/DA** : No TA/DA will be paid to the candidates if called for attending the interview or for joining the assignment or on its completion. Should they be required to travel outside Hyderabad in connection with the work of the institute during the period of his engagement he will be entitled to draw TA/DA as per normal rules as applicable to any serving Officer of an equivalent rank in CDFD.
7. **Office time and working hours** : Working hours shall be from 9.30AM to 6.00 PM during working days including half an hour lunch break in between. The Consultant will not be allowed to take any other assignment during the period of contractual engagement. He/she may be called on Saturday/Sunday/Other Gazetted holidays, if required. The consultant will be required to mark his/her attendance in biometric system.
8. **Tax deduction at Source** : The Income tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.
9. **Confidentiality of data and documents**: The Consultant shall maintain confidentiality / absolute secrecy of the work carried out by him/her. He / She shall be bound to hand over all the records / files handled by him / her to the designated authority of CDFD before expiry of the contract period.
10. **Conflict of interest** : The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office.

11. He/she would not be permitted to take up any other assignment during the period of engagement.

12. **Termination of service:** The engagement may be terminated at any time by the Centre without assigning any reason by giving an advance notice of 30 days from either side.

13. In the event, if the consultant is found unfit on any account or if he/she is found to be involved in indiscipline or misconduct, his/her services will be terminated immediately without any notice.

The eligible candidates are advised to fill in the attached application format and forward the same along with the following documents in PDF format to : cdfd-admin@cdfd.org.in.

- (i) Identity proof
- (ii) Date of birth / Proof of age.
- (iii) Educational Qualification (all mark sheets and certificates).
- (iv) Experience Certificate/s

The last date for receipt of duly filled in online applications is 22.02.2024. Applications submitted through on line before the due date will be considered for further evaluation.

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. 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.

The details of shortlisted candidates will be displayed on CDFD website and no individual correspondence shall be sent in this regard. Please keep watching the institute website www.cdfd.org.in for updates.

sd/-
Head – Administration
CDFD

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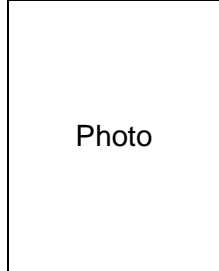
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APPLICATION FORM

(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. Father's / Husband's 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) _____



11. Educational Qualifications:

Level	Name of the Exam passed	Year of passing	College / University / Board	Subject (s)	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. Employment / other Experience (Starting from current employment): Attach separate sheets, if required;

Date		Employer	Position held	Nature of Duties
From	To			

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

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

14. Time required for joining if selected:

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief, I further declare that I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all the terms and conditions for engagement of Consultant.

Signature of Candidate