



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)

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

Advertisement No 03/2020 Dated 30.09.2020
Last Date for Receipt of the applications 30.11.2020



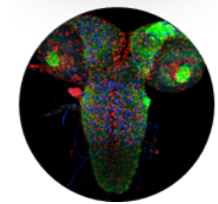
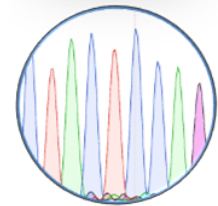
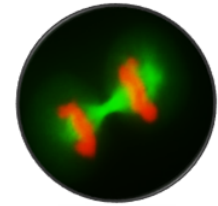
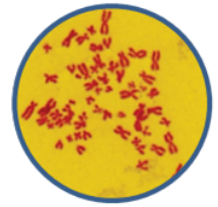
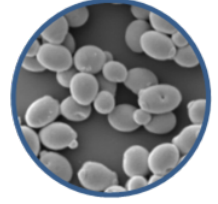
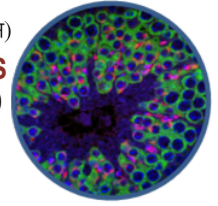
The Centre for DNA Fingerprinting and Diagnostics (CDFD), Hyderabad is a premier autonomous R & D Institute under Department of Biotechnology, Ministry of Science and Technology, Government of India, that has been established to provide services in DNA fingerprinting and diagnosis of genetic disorders,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

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

Designation	Pay Matrix	No of Posts & reservation	Total Monthly Emoluments	Upper Age limit not exceeding (as on last date)
Junior Managerial Assistant	Level 5	01 - EWS	Rs. 45384/-*	25 years**
Junior Assistant – II	Level 2	01 - EWS	Rs.29639/-*	25 years**
Junior Assistant – II	Level 2	01 - UR	Rs.29639/-*	25 years**
Skilled Work Assistant – II	Level 1	01 – EWS	Rs.26960/-*	25 years**

*Total Emoluments means approximate total emoluments on minimum of scale including House Rent Allowance in Class 'X' City.

**Please see age relaxation under Relaxation column.



Post code: 01

Name of post/ Age Limit: Junior Managerial Assistant / 25 years

No of posts and reservation: 01 (Reserved for EWS)

Pay Matrix: Level 5

Total Emolument: Approx. Rs. 45384 /-

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

Job Description: taking dictations, typing letters, Maintenance of Cash Book, Bank Reconciliations, assisting in finalizing the annual accounts etc.,

Post code: 02

Name of post/ Age Limit: Junior Assistant – II / 25 years

No of posts and reservation: 01 (Reserved for EWS)

Pay Matrix: Level 2

Total Emolument: Approx. Rs. 29639/-

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 : 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.

Post code: 03

Name of post/ Age Limit: Junior Assistant – II / 25 years

No of posts and reservation: 01 (Reserved for UR)

Pay Matrix: Level 2

Total Emolument: Approx. Rs. 29639/-

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 : 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.,

Post code: 04

Name of post/ Age Limit: Skilled Work Assistant – II / 25 years

No of posts and reservation: 01 (Reserved for EWS)

Pay Matrix: Level 1

Total Emolument: Approx. Rs. 26960/-

Educational Qualifications: Matriculate or equivalent from a recognized Board.

Desirable : Diploma in Medical Lab Technology (DMLT) or 2 years working experience in in a Biological R & D Centre.

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.,

UR: Unreserved; OBC: Other Backward Class; SC: Scheduled Caste, EWS : Economically Weaker Sections

How to apply : Interested candidates may visit CDFD website www.cdfd.org.in for further details of Advertisement No. 3/2020 and to fill the online application process.

1. Candidates should apply through online process only. No other mode will be accepted.
2. Candidates desirous to apply for more than one post should apply for each post separately.
3. Candidates fulfilling the eligibility as per the above given criteria may apply by paying the applicable application fee through **SBI collect payment gateway**.
4. The applicant must be a citizen of India.
5. The prescribed qualifications should have been obtained through recognized Boards / Universities / Institutions etc.
6. 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.
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. 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.
10. 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.
11. In case of posts reserved for OBC, their caste should be in the Central List of OBCs and they should be Non Creamy Layer Category.
12. Age limits shall be reckoned as on the closing date for receipt of application.
13. The age relaxation for reserved category applicants is admissible only in the case of vacancies reserved for such categories.
14. Age relaxations as per DoPT OM No. 15012/2/2010-Estt. (D) dated 27.03.2012 for candidates belonging to SC/ST/OBC community, Physically Handicapped (Divyangs) and Ex-serviceman shall be applicable.
15. Upper age limit is relaxable up to 05 years for the regular employees working in Government Departments, autonomous bodies and public sector undertaking employees.
16. 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, PwD candidates as per Central Government Rules
17. 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.
18. **Reservation for Other Backward Class – (OBC – NCL)** In case of posts reserved for OBC, their caste should be in the Central List of OBCs and they should be Non Creamy Layer Category
19. Further, in case of OBC-NCL candidates, the certificate should be obtained in the format prescribed by the Govt. of India and specifically indicate that the candidate does not belong to the Persons/Sections (Creamy Layer) mentioned in Column 3 of the Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/93- Estt. (SCT) dated 08.09.93 & its subsequent revision through O.M.No.36033/3/2004-Estt. (Res) dated 09.03.2004, 27.05.2013, 13.09.2017 and further revision if any received till the closing date for online submission. The candidate should ensure that he/she belongs to the OBC- Non Creamy Layer category while applying for the posts. All such candidates are advised to produce a valid OBC certificate during Document Verification.

20. The Non-creamy Layer Certificate would be applicable to OBC candidates who are covered under Income/Wealth Test criterion. The income limit is decided on the basis of income earned during three previous financial years preceding the year of appointment.
21. Non-Creamy Layer certificate issued during any month of the financial years viz. 2017-18, 2018-19 and 2019-20 be accepted by CDFD as a Valid Certificate against this advertisement.
22. Validity period of OBC Certificate in respect of 'creamy layer' status of the candidates as per DoPT F.No. 36036/2/2013-Estt (Res - I) dated 31.03.2016 is 3 years. Creamy Layer status Certificate obtained prior to 01.04.2017 will not be considered for OBC reservations.
23. The appointing authority will verify the veracity of the Income and asset certificate submitted by the candidate through the certificate issuing authority

24. 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/her spouse 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:
 - a) 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.

b) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate.

c) Revenue Officer not below the rank of Tehsildar and

d) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

- 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.30.11.2020.
- 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 appointing authority will verify the veracity of the Income and asset certificate submitted by the candidate through the certificate issuing authority

25. Positions may also be filled from the applicants from Physically Handicapped Category (Persons with disabilities) and Ex-Servicemen if found suitable subject to fulfilling the Government of India guidelines.

26. **Mode of selection** : Selection shall be made on the basis of written test / skill test /Practical Test as per DoPT guidelines. The scheme of written test, syllabus etc., will be hosted on the website for the information of the candidates in due course of time.

27. The candidates are advised to note that the prescribed qualifications are the minimum and mere possession of the same does not entitle the candidates to be shortlisted for Test / interview. The duly constituted screening committee if deemed fit may recommend for written test at Hyderabad for short listing the candidates based on number of applications received and the functional requirements of the Centre.

28. All New Entrants will be governed by the “National Pension Scheme”.

29. 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.

30. Positions may also be filled from the applicants from Physically Handicapped Category (Persons with disabilities) if found suitable subject to fulfilling the Government of India guidelines.

31. 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.

32. 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.

33. Canvassing in any form and / or bringing in any influence, political or otherwise will automatically disqualify the candidate for the post.
34. 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.
35. **Application Fee:** All general (Un-reserved) and Economically Weaker Sections (EWS category) candidates are advised to remit an application fee of Rs.200/- (Rupees Two hundred only). Candidates belonging to OBC are advised to remit an amount of Rs.100/- .
36. All Women candidates, candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST) Ex-servicemen and Persons with Disabilities (PwD) are exempted from payment of Application Fee provided they upload the proof such as SC/ST/PwD/PPO/Discharge certificates etc along with other document in our website at the time of filling up of online application.
37. After registration of application on-line, the candidates have to pay the fee through the payment link SBI collect through online Net Banking/ Debit Card/ Credit Card etc.,
38. The candidates are requested to fill up the application number or transaction reference number while making payment through SBI collect, failing which the payment cannot be linked with the concerned candidate's application.
39. The qualification and experience prescribed is the minimum requirement and the same does not automatically make candidates eligible for interview / written test etc.
40. 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.
41. Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
42. The candidate selected for the post will be on probation for two years from the date of joining.
43. Applications from employees working in Government Departments, Public Sector Undertakings and Government funded research agencies must apply through proper channel., i.e to upload the NOC in PDF format as per **Annexure - II** while filling the on line applications.
44. In order to avoid the delay, the candidates may submit an undertaking (as per **Annexure – III**) and submit the NOC at the time of interview / written test.
45. Non uploading of NOC / undertaking by the in-service applicants while filling the on line application process will be treated as incomplete application and may not be considered for further evaluation.

46. The candidates are advised to note that the prescribed qualifications are the minimum and mere possession of the same does not entitle the candidates to be shortlisted for interview.
47. 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.
48. 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 selection, conduct of examination / interview 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.
49. Any resultant dispute arising out of this advertisement shall be subject to the sole Jurisdiction of the Courts situated at Hyderabad.

Sd/-
Head – Administration
CDFD