



**CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS**  
**HOSTEL & RESIDENTIAL COMPLEX, SURVEY NOS. 728, 729, 730 & 734,**  
**OPP. UPPAL WATER TANK, BESIDE BSNL T E BUILDING,**  
**UPPAL, RANGA REDDY DIST – 500 039**  
**Ph: +91-40-24749418**  
**[www.cdfd.org.in](http://www.cdfd.org.in)**

**Advt. No. CDFD/EMPC/1/SEP' 17**

The Centre for DNA Fingerprinting and Diagnostics (CDFD) is a premier autonomous R & D Institute under the Societies Act 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 fill up the following post in the Centre of Excellence project for Microbial Biology – Phase 2, whose duration is until 07.12.2019. The application form and the General Conditions governing the advertisement may be downloaded from the CDFD website <http://www.cdfd.org.in>. The last date for receiving filled in applications is 13.10.2017.

**SECRETARY (1 Post, Unreserved)**

**Emoluments:** The position is in the scale as per the 6<sup>th</sup> Pay Commission of Pay Band – 2, Grade Pay 4600 and the appointee shall receive Consolidated emoluments of ₹ 43,743/- per month with 5% annual increment for the duration of the project.

**Educational Qualifications and Experience:**

**Essential Qualifications:** Graduate with proficiency in shorthand (100 wpm) and typing (40 wpm). Candidates should be able to handle word processor, conversant with secretarial practice or passed stenographer's examination conducted by Staff Selection Commission.

**Job Requirements:** Stenographic/secretariat work of Senior Officers, maintenance of records, files, appointments, liaison work, liaison with Admn. Section, maintenance of performance records of staff, handling confidential documents, preparation of brief of cases, put up to Senior Officers.

## **GENERAL CONDITIONS**

The general conditions governing the Advertisement No. CDFD/EMPC/1/SEP' 17 are as follows:

1. Mere fulfilling minimum qualification will not entitle a candidate for being called for interview. The applications will be screened by a committee and candidates found eligible as per criteria will be called for interview. The decision of the Controlling Authority will be final in this respect.
2. For the above post candidates should not have completed the age of 58 years, even after considering the relaxation for the Reserved Categories. Age limits shall be reckoned as on the closing date of receipt of applications.
3. Applications from employees working in Government Departments, Public Sector Undertakings and Government funded research agencies will be considered only if forwarded through proper channel and with a clear certificate that the applicant will be relieved within one month of the receipt of appointment order.
4. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the post.
5. Reservation for Physically handicapped persons in accordance with section 33 of Disabilities Act, 1995 will apply. Other prevailing concessions for SC/ST/OBC/Ex-service persons/Physically Handicapped person will also be observed.
6. No TA / DA will be paid for attending the interview
7. The position is purely temporary and is co-terminus with the duration of the project. It could be extended/terminated depending on the continuation of the project.
8. The selected individual may from time to time be assigned to perform any other duties commensurate with their qualifications, by the Director, CDFD.
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.

10. Incomplete applications and/or the applications received after the last date are not likely to be considered and no interim enquiries will be attended to.
11. Downloaded applications duly completed and supported by attested copies of certificates, testimonials and Caste Certificate in the case of SC/ST/OBC candidates duly superscribing the name of the post in bold letters along with DD for an amount of ₹. 200/- (Rupees Two hundred only) by way of Demand draft / IPO drawn in favour of **"The Director, CDFD"** payable at **Hyderabad** should be sent to **"The Co-ordinator – EMPC, Hostel & Residential Complex, Survey Nos. 728, 729, 730 & 734, Opp. Uppal Water Tank , Beside BSNL T E Building, Uppal, Ranga Reddy Dist – 500 039"**, so as to reach on or before **20.10.2017**. No fee for SC/ST/Women candidate. Physically handicapped person are also exempted from payment of fee subject to submission of prescribed medical certificate. No fee exemption is, however, available to OBC candidates and they are required to pay the full prescribed fee.

**Co-ordinator – EMPC  
CDFD**

**Note: Applications received against the earlier advertisement No. CDFD/EMPC/1/APR' 17 for this post will be deemed as valid for the current advertisement, and hence these individuals need not apply again.**

## **PROFORMA OF APPLICATION**

**CDFD** ([www.cdfd.org.in](http://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)*

Hostel & Residential Complex, Survey Nos. 728, 729, 730 & 734, Opp. Uppal Water Tank  
Beside BSNL T E Building, Uppal, RANGA REDDY Dist – 500 039, INDIA

Photo

1. Advertisement No.: **CDFD/EMPC/1/SEP'17** Last date for receipt of application : **20.10.2017**

2. Application No.:

3. Name of the post applied for :

4.

Details of fees	DD No.	Dated	for Rs.
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5. Complete Name (in Block letters) :

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6. Sex :

7. Father's / Husband's Name :

8. Date of Birth :

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

10. Category : SC/ST/OBC/PH/Ex-Servicepersons/General :  
If PH, percentage of handicap

11. 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? :

\*

12. Address for Correspondence

Permanent Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel. No. \_\_\_\_\_

Tel No. \_\_\_\_\_

E-mail \_\_\_\_\_

13. 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 :
14. 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)
15. 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						
Any other diploma 2. certificate etc.	1.					
	3.					
	4.					

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

Read only	Speak only	Read & Speak	Examination Passed

17. Employment Experience:

Date		Employer	Position held	Salary drawn	Reason for leaving
From	To				

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

19. 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**