



CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS
Office Block: 2nd floor, Block No. 7, Gruhakalpa Complex, M J Road, Nampally,
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ADVERTISEMENT No. 2/2012

The Centre for DNA Fingerprinting and Diagnostics (CDFD), Hyderabad 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 under mentioned vacancies under Direct Recruitment basis in various Administrative / Technical Cadres of which Code No. 01 is for **COE - I (Phase-II)**, Code No. 02 is for **WTDBT Alliance Project**, Code No. 03 is for **COE - II** and Code No. 04 is for **Core cadre** of CDFD.

COE - I (Phase-II), **COE - II** and **WTDBT Alliance Projects** are sanctioned to the CDFD for a duration of five years, which are likely to be extended thereafter.

1. SECRETARY (01 Post for COE - I (Phase-II), Un Reserved) (Post Code No.01)

Age limit: 45 years

Revised Pay Band ₹15600 - 39100 Plus Grade Pay ₹ 5400 (PB-3)

Educational Qualifications and Experience:

Essential Qualifications: Graduate with proficiency in English shorthand (120 wpm) and English typing (50 wpm). Candidates should be able to handle work 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 Administrative Section, maintenance of performance records of staff, handling confidential documents, preparation of brief of cases, put up to Senior Officers.

2. TECHNICAL OFFICER - II (01 Post for WTDBT Alliance Project, Un Reserved) (Post Code No.02)

Age limit: 30 years

Revised Pay Band ₹ 9300 - 34800 Plus Grade Pay ₹ 4600 (PB-2)

Educational Qualifications and Experience:

Essential Qualifications: First Class B Sc or equivalent with 08 years relevant experience / M Sc or equivalent with 04 years relevant experience / B Tech or equivalent with 04 years relevant experience.

Desirable Qualification & Experience: M Sc in Life Sciences with 04 years relevant experience. Expertise in basic molecular biology and biochemistry techniques. Experience in laboratory management.

3. TECHNICAL OFFICER - I (02 Posts, one post for COE - II and another post for Core Cadre, both are Un Reserved) (Post Code No.03 & 04)

Age limit: 30 years

Revised Pay Band ₹ 9300 - 34800 Plus Grade Pay ₹ 4200 (PB-2)

Educational Qualifications and Experience:

Essential Qualifications: First Class B Sc with 05 years experience OR M Sc or equivalent with 02 years experience.

Desirable Experience: Experience in related areas of Molecular Biology like DNA / RNA extraction from Blood / Tissues, PCR, Electrophoresis, Genotyping, Sequencing and their interpretations.

Job Requirements: To Carry out DNA bases tests for patients with Genetic Disorders.

Note: Reservations as per the Government of India norms in respect of SC/ST/OBC/Physically Handicapped/Ex-servicemen etc. will apply.

The Application Form and the General Conditions governing the advertisement may be downloaded from the CDFD website <http://www.cdfd.org.in>. Alternatively, blank application forms and General Conditions can also be obtained by sending a self addressed stamped envelope from the O/o the Head - Administration, CDFD, Office Block : 2nd Floor, Block No. 7, Gruhakalpa Complex, M J Road, Nampally, Hyderabad - 500 001.

The last date for receiving filled in applications is 4 weeks from the date of publication in the Employment News.

Sd/-
Head - Administration
CDFD