



## 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

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

विज्ञापन सं. 02/2024 दिनांक 25.05.2024

Advt. No. 02/2024 dated 25.05.2024

Date of commencement of online applications	:	25.05.2024
Last date for receipt of online applications	:	21.06.2024
Last date for receipt of online submitted printed hard copy applications	:	05.07.2024



सीडीएफडी अपने कार्यबल में लिंग संतुलन बनाए रखने में प्रयासरत है और महिला उम्मीदवारों को विशेष रूप से आवेदन करने के लिए प्रोत्साहित किया जाता है।

**CDFD STRIVES TO MAINTAIN GENDER BALANCE IN IT'S WORKFORCE AND WOMEN CANDIDATES ARE ESPECIALLY ENCOURAGED TO APPLY**

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 frontier areas of modern biology.

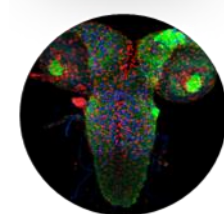
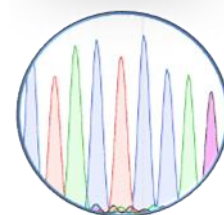
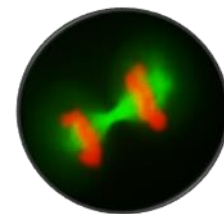
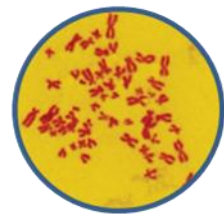
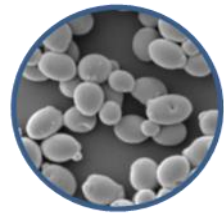
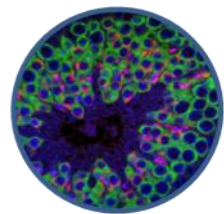
CDFD wishes to fill up one post of **ACCOUNTS OFFICER** on Direct Recruitment basis. The details of the post are summarized below:

Designation	Basic Pay & Pay Matrix	Total Monthly Emoluments	No of Posts & reservation	Upper Age limit not exceeding (as on last date)
लेखा अधिकारी Accounts Officer	44,900/- Level 7	84,873/-	01 – UR	30 years

\*Total Emoluments means approximate total emoluments on minimum of scale including all allowances.

**अनिवार्य योग्यताएं / ESSENTIAL QUALIFICATIONS:** A first class degree with a Post Graduate Diploma / MBA (Finance) with 5 years' experience.

**वांछनीय / DESIRABLE:** Knowledge of financial rules of Govt. of India. Experience in a scientific organization.



## ऑनलाइन आवेदन भरने के लिए निर्देश

### **INSTRUCTIONS FOR FILLING THE ONLINE APPLICATION**

Applications are invited from Indian citizens for filling up of the posts on direct recruitment basis.

Interested candidates are advised to go through the entire advertisement and the detailed terms and conditions carefully before filling the online application.

Eligible candidates are required to apply ONLINE through our website <http://www.cdfd.org.in> and also send the online applied printed HARD COPY so as to reach CDFD before the last date.

#### 1. **पंजीकरण की प्रक्रिया:** **Registration Process:**

Candidates have to first register by clicking on the "New Registration" button in the login section. Candidates have to create a password during registration and preserve it for future logins for application submission/downloading.

Candidates should register with a valid email address as the same would be considered throughout this recruitment process for correspondence, as no postal correspondence would be made or entertained.

Upon successful registration, a confirmation email with Registration ID and details of Post applied for will be sent to the candidate's registered email address. These details along with the created password are important for accessing Online Application Form.

Application should be accompanied by separate fee payment receipt.

**Candidates should ensure that the same photograph, mobile Number and E-mail ID are used throughout this recruitment process.**

#### 2. **शुल्क भुगतान:** **Fee Payment:**

- Candidates are required to remit the application fee of ₹ 200/- ( Rupees Two Hundred only ) through online payment system via SBI Collect payment link. Please log on <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>. Search for Centre for DNA Fingerprinting and Diagnostics in the search bar and click it and proceed to select the following:
  - Enter payment category: Select Application Fee
  - Please fill : Advt. No., Amount, under Remarks : enter for the post of Accounts Officer
  - Fill your details such as name, date of birth, mobile number and email ID
  - Tick and accept the terms and conditions and enter captcha and enter Next
  - In next page – select the appropriate payment link (mode) and remit the amount.
- The candidates are required to generate acknowledgement of remitted application fee from the online payment system, containing UTR Number/Transaction Number & transaction date and the same is required to be attached along with the hard copies of online applications.
- The following details must be mentioned on the backside of printed copy of generated acknowledgement of remitted application fee:

- Registration ID
  - Candidate Name
  - Post applied for
- Candidates are advised to download and preserve the E-receipt generated on successful payment of fee as the transaction number needs to be mentioned in the application.
  - Successful payment of fee is not considered as successful submission of Application. **Application form is considered to be complete only when all the supporting documents are uploaded, requisite fee is paid and hard copy sent so as to reach CDFD before last date.**
  - All Women candidates, Ex-servicemen and Persons with Benchmark Disabilities (PwBD) (Divyangjans) are exempted from payment of Application Fee provided they upload the proof along with other documents in our website at the time of filling up of online application and submit the same along with hardcopy of online application.
  - Fee once paid will not be refunded on any account nor can it be held in reserve for future recruitment process.
  - The last date for applying online application and remitting of application fee through online payment system is **21.06.2024**.

### 3. आवेदन भरना और जमा करना:

#### Application filling and submission:

- Login to the portal using Post code, Registration ID and Password to access the application form and fill the information.
- **Candidates should fill the correct information and are responsible for any typographical or other errors in data feeding. No request will be entertained for correction subsequently.**
- Before starting the process of filling the application, the candidate should keep ready along with the following details/ documents wherever applicable:
  - i. Valid E-mail ID & Mobile Number.
  - ii. Scanned copy of the recent passport size colour Photograph (not older than 3 months). Dimensions of the photograph should be 300px width, 400px height (3:4 ratio) and maximum 100kb size in .jpg format.
  - iii. Clearly visible scanned signature with image dimensions: 160px width X 40px height (4:1 ratio) and maximum size 100kb in .jpg format
  - iv. Scanned certificate copies of Proof of Date of birth, SSC/10<sup>th</sup> Standard, Intermediate /+2 standard, Bachelor Degree certificates, Diploma Certificates, MBA certificate, Training Certificates (all combined as a single pdf : 5 MB file).
  - v. Experience certificate pdf file : 500 KB
  - vi. No Objection Certificate (NOC) from the present employer (Annexure – I) or Self Declaration (Annexure – II) for in-service candidates as a pdf file : 500 KB
  - vii. Copy of fee transaction receipt as a pdf file : 500 KB
  - viii. Other documents, if any as a pdf file: 500 KB
  - ix. File type and maximum file size of the Documents accepted

1. Photograph : .jpg / 100KB
2. Signature : .jpg / 100KB
3. Memorandum of marks / certificates : pdf / 5MB
4. Experience certificate: pdf / 500KB
5. Self Declaration / NOC: pdf / 500KB
6. Other Documents, if any : pdf / 500KB

- Candidates can Login any number of times and navigate across the pages to fill / edit the information. Information can be saved by clicking "Save".
- After filling the required information in all the pages, please click the "Upload Documents" button to proceed to upload the required documents.
- Once uploading the required documents, candidates may click "Submit" button to submit the application.
- Candidates may please note that once the application is submitted, candidates will not have access to edit any information in Online Application Form. Hence, candidates have to ensure that they complete the application form in all respects with correct details and verify it before submitting.
- Any change/edit in the application form after the final submission of online application will not be allowed.
- Print Application feature will be available until the closing date of the advertisement. Hence, candidates are advised to take a print out of their respective applications immediately after successful submission of their application.

#### 4. पावती / ACKNOWLEDGEMENT

- After final submission of the online application form, a confirmation message will be displayed with a link to download the application. Candidates are advised to make a note of this information for future use. However, a confirmation message will also be sent to the registered email address. Candidates are advised to go through the entire advertisement and the detailed terms and conditions carefully before filling the on line application.

#### 5. हार्ड कॉपी जमा करना / HARD COPY SUBMISSION

- The print out of online application duly signed by the candidate and accompanied with self-attested copies of attachments and other certificates / documents, super scribed as "**APPLICATION FOR THE POST OF ACCOUNTS OFFICER**", on the envelope and should be sent **To The Head-Administration, Centre for DNA Fingerprinting and Diagnostics, Inner Ring Road, Uppal, Hyderabad – 500039, Telangana on or before 05.07.2024.**
- Candidates should specifically note that the applications received after the closing date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by CDFD, Hyderabad.
- **Incomplete applications (i.e unsigned, without photograph/application fee / applicable certificates not enclosed) will be summarily rejected without further reference.**

**ऑनलाइन जमा किए गए आवेदन की प्रिंट हार्ड कॉपी के साथ निम्नलिखित दस्तावेज संलग्न किए जाने चाहिए**  
**Following documents must be attached with the online submitted and printed HARD COPY of the application**

- Signed copy of printed Online application form.
- Copy of acknowledgment of remitted application fee, wherever applicable.
- One recent Passport size Coloured photograph (Same as uploaded on online application) pasted on the form and signed across in full.
- Self attested photocopy of Date of Birth Certificate.
- Self attested photocopies of educational and technical qualifications certificates/marks sheets.
- Self attested photocopy of latest caste/category certificate, in the prescribed format signed by the specified authority, if applicable.
- Self attested photocopy of latest PwBD (Divyangjan) certificate, in the prescribed format signed by the specified authority, if applicable.
- Self attested photocopies of all experience certificates, if applicable.
- No Objection Certificate from present employer, wherever applicable as per Annexure I & II.
- Valid document for Identification (viz., Aadhar card, Voter ID Card, etc)
- Any other relevant certificate, in support of claim.

For any advertisement queries please write to [cfd.recruitment@gmail.com](mailto:cfd.recruitment@gmail.com) and regarding any technical problem while submitting the form please write to [webmaster@cfd.org.in](mailto:webmaster@cfd.org.in) with "Advertisement No. 02/2024" in the subject.

## **निबंधन और शर्तें**

### **TERMS AND CONDITIONS**

Before filling the application, the candidates are advised to read the terms and conditions carefully which are listed below:

1. The candidates must fulfil all the essential requirements of the post stipulated in the advertisement as on the last date of receipt of online application.
2. 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.
3. The prescribed qualifications should have been obtained through recognized Boards / Universities / Institutions etc.
4. The applicant must be a citizen of India.
5. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates over and above the minimum criteria given in the advertisement depending on the number of applicants and Centre's requirements. The candidate should therefore, mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed essential qualifications and attach all the documents as proof.
6. The period of experience rendered by a candidate on project assignments on full time basis will be counted while calculating the valid experience. The period of experience rendered by a candidate on part time basis, daily wages, visiting/ guest faculty will not be counted while calculating the valid experience for short listing the candidates.

7. Experience for the position 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. 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.
10. Documentary evidence such as letter of appointment, joining notification, pay certificate and Experience certificate for the period claimed as experience must be submitted. The experience certificate should clearly state the duration of experience indicating date of joining and date of relieving of various organizations concerned as claimed by the candidate. Further, experience certificate must be issued by the Authority, competent to issue such certificates, with respect of the organization[s]/ Institutes concerned.
11. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post[s].
12. Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification for the post.
13. Request of change/ correction in any particulars in the application form, once submitted, will not be entertained under any circumstances.
14. Candidates are advised to mention their correct and active email ID in the online application, as all the correspondence like issuance of call letters to eligible candidates or any other information will be communicated through email and will be displayed on the Institute web site. Therefore, all the candidates are advised to check their Emails and institute website regularly for any updates.
15. 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 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.
16. **चिकित्सा परीक्षण एवं पुलिस सत्यापन :**  
**Medical Examination and Police Verification:** All selected candidates who qualify the Interview, shall be compulsorily required to clear prescribed medical examination and police verification before actual appointment. Failure to undergo medical examination or in the event of not qualifying medical examination and police verification, the selected candidates may not be recommended for final appointment.
17. **आयु सीमा :**  
**Age Limit:** Age limits shall be reckoned as on the closing date for receipt of online application.

18. Upper age limit is relaxable up to 05 years for the regular employees working in Government Departments, autonomous bodies and public sector undertaking employees.
19. 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, provided they possess the prescribed qualifications.
20. **चयन का तरीका:**  
**Mode of selection:** Selection shall be made through interview. However, depending upon the number of applications received, the screening committee may decide to conduct a written test for further shortlisting.
21. All New Entrants will be governed by the “National Pension Scheme”. The post will be covered under New Pension Scheme of Govt. of India and incumbent will be eligible for other benefits like Medical, LTC, etc. as per the Government / Institute norms.
22. 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.
23. Positions may also be filled from the applicants from Physically Handicapped Category (Persons with benchmark disabilities) and Ex-Serviceman if found suitable subject to fulfilling the Government of India guidelines.
24. 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 as per law.
25. 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.
26. Canvassing in any form and / or bringing in any influence, political or otherwise will automatically disqualify the candidate for the post.
27. Any discrepancy found between the information given in application and as evident from original documents will make the candidate ineligible from appearing in written test/interview.
28. The candidate selected for the post will be on probation for two years from the date of joining.
29. Applications from employees working in Government Departments, Public Sector Undertakings and Government funded research agencies must be routed through proper channel i.e, to upload the NOC in PDF format as per Annexure - I while filling the online applications.
30. In order to avoid the delay, the candidates may submit a Self Declaration (as per Annexure – II) and submit the NOC at the time of interview / written test.
31. Non uploading of NOC / Declaration by the applicants while filling the on line application process will be treated as incomplete application and may not be considered for further evaluation.
32. The written test wherever applicable will be conducted at Hyderabad and no request will be entertained to change the test venue to other city.

33. Any corrigendum / addendum pertaining to this advertisement, the same shall be published on the Institute's website only. Accordingly, all applicants in their own interest are advised to regularly visit the Institute's website [www.cdfd.org.in](http://www.cdfd.org.in). They should also regularly check their email account for updates.
34. 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 screening and selection, conduct of examination / interview / skill test etc 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.
35. The appointment to the post shall be governed by the provisions of the Central Civil Services (Conduct) Rules, 1964, Central Civil Services (Classification, Control and Appeal) Rules, 1965 as amended from time to time and other Service Rules to the extent made applicable as per approved Bye-Laws of CDFD and decision of the Director, CDFD as to their applicability shall be final.
36. No interim Enquiry or Correspondence will be entertained.
37. The Appointing Authority has a right to amend, delete and add terms & conditions to this advertisement and reserves the right to cancel the recruitment without assigning any reason. Any resultant dispute arising out of this advertisement shall be subject to the sole Jurisdiction of the Courts situated at Hyderabad.

**अधिक जानकारी के लिए और ऑनलाइन आवेदन प्रक्रिया के लिए कृपया सीडीएफडी की वेबसाइट: <http://cdfd.org.in> देखें।**

**PLEASE VISIT CDFD WEBSITE: <http://cdfd.org.in>. FOR FURTHER DETAILS AND TO FILL IN THE ON LINE APPLICATION PROCESS.**

**Sd/-  
प्रमुख – प्रशासन  
Head – Administration**



अनापत्ति प्रमाण पत्र (एनओसी)  
वर्तमान नियोक्ता / नियुक्ति प्राधिकारी द्वारा समर्थन  
(उचित माध्यम से आवेदन करने के लिए)

NO OBJECTION CERTIFICATE (NOC)  
ENDORSEMENT BY THE PRESENT EMPLOYER / APPOINTING AUTHORITY  
(FOR APPLYING THROUGH PROPER CHANNEL)

Ref. No. \_\_\_\_\_ date \_\_\_\_\_

Certified that Mr./Mrs./Miss./Dr. \_\_\_\_\_ is  
presently working as \_\_\_\_\_ in permanent capacity with effect  
from \_\_\_\_\_ and drawing pay of ₹ \_\_\_\_\_ in Pay Matrix Level \_\_\_\_\_.

It is further certified that:-

- (i) no disciplinary/vigilance proceedings are either pending or contemplated against the officer;
- (ii) that no Major/Minor Penalty has been imposed during last 10 years;
- (iii) that the integrity of the officer is certified;
- (iv) that the competent authority has no objection to the consideration of applicant for selection to the post applied for at CDFD.
- (v) If selected, he/she will be relieved within \_\_\_\_\_.

**Signature of the Head of the Organisation**  
Office Seal

स्वप्रमाणित घोषणा  
SELF DECLARATION

Certified that I am working as \_\_\_\_\_ in

\_\_\_\_\_

w.e.f. \_\_\_\_\_ on a permanent capacity and drawing a basic pay of ₹ \_\_\_\_\_  
in Pay Matrix Level \_\_\_\_\_.

Certified that I have already submitted my application to my present office with a request to forward the same to CDFD through proper channel or submit the NO OBJECTION CERTIFICATE.

However, to avoid the delay in process, I request you to please accept this undertaking as advance intimation and hereby undertake to forward the application through proper channel or submit the No Objection Certificate at the time of interview / written test and my candidature may be considered further.

Signature of the candidate

Name:

Date: