



सीडीएफडी

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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ADVERTISEMENT NO. 03/2022

RECRUITMENT OF CONSULTANT- RESEARCH MANAGEMENT

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 hire a **Consultant - Research Management, purely on temporary basis** whose tenure shall initially be for a period of 12 months and likely to be extended further on satisfactory performance and need basis after a break period of 03 days. The selected candidate will have to work from Monday to Friday from 9.30 AM to 6.00 PM

Post Name: Consultant - Research Management- 01 post

Consultancy fee: Minimum Rs. 50,000/-P.M to Maximum Rs.75,000/-PM

(Based on qualification and experience)

Age: 50 Years or below

Essential Qualifications: Ph D or equivalent degree of any recognized University / Institute.

Essential Experience: Minimum one year of post-PhD work experience, including experience in research / laboratory management.

Job Requirements / Responsibility:

- Coordinate between CDFD Scientists, different departments of Administration (including EMPC and Finance and Accounts), and Funding Agencies for submission of various reports, financial statements, and other documentation for extra mural projects.
- Assistance in writing and management of multi-institutional / program grants and agreements related to such grants.
- Liaise with government agencies regarding CDFD's research and service activities.
- Communication with external agencies including media and Press, about CDFD's research and service activities.
- Dissemination of information on CDFD's research and service activities through CDFD's official social media handles.
- Maintenance of a database archiving CDFD research services, HRD and other activities, to be used as a resource for annual reports and other compliance documents.
- Coordination of intellectual property management at CDFD.
- Liaise with various companies and institutes for translation of CDFD's research activities

Candidates having relevant experience in the above areas will be preferred.

The eligible candidates are advised to forward their CVs along with the following documents in PDF format before 2.00 PM on 29.12.2022 to cdfd.recruitment@gmail.com

- (i) Identity proof (Aadhar, PAN, Driving License, etc.,)
- (ii) Proof of Date of birth.
- (iii) Educational Qualification (from matriculation/10th class onwards; all mark sheets and certificates).
- (iv) Experience Certificate/s on the letter head of the employer duly signed by the authorized signatory mentioning the details of designation, date of joining, date of relieving, salary drawn particulars.

The Shortlisted candidates will be intimated to attend the online interviews on 30.12.2022

The Institute reserves the right to restrict the number of candidates for interview to a 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.

In case large number of applications are received, the Screening Committee will screen the applications to limit the number of candidates to those possessing higher/relevant qualification and experience. The decision of Director, CDFD in this regard is final and binding.

Waiting list as deemed fit will be maintained. Any vacancy arising because of non- joining by selected candidate in this selection or by resignation of candidate who had joined after selection will be offered to the candidates from the waiting list according to their merit, if any.

If the consultant wishes to resign within the first 03 (three) months of joining, then neither he/she will be issued a No Objection Certificate (NOC) nor he/she will receive any Relieving Letter or Experience Certificate from CDFD.

Sd/-
प्रमुख- प्रशासन
Head – Administration
Date: 21.12.2022