



CDFD
CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS
(An autonomous institute of the Dept. of Biotechnology, Ministry of Science and Technology, Govt. of India)

TENDER NOTICE

No. CDFD/Tech & Admin/01/2017

Date: 27.02.2017

Sealed Tenders are invited by the Director, CDFD, Hyderabad from the reputed Firms/Contractors, as per the details given below:

- Description** : Manpower (Technical and Administrative)
- Cost of Tender Document** : ` 1,000/- (non-refundable) vide DD favouring Director, CDFD, Hyderabad.
- EMD** : ` 2,85,000/- (Refundable) vide DD favouring Director, CDFD, Hyderabad.
- Sale of Tenders** : From 27.02.2017 to 15.03.2017 between 10.30 am to 4.30 pm.
- Last Date & Time for Submission of sealed Tenders** : 16.03.2017 till 2.00 pm.
- Date & Time of Opening Tender** : 16.03.2017 at 3.00pm
- Duration of Contract** : One year

Tender document can be had from the Office of I/c-Establishment, Office Block: Hostel and Residential Complex, Survey Nos. 728 to 730 and 734 Opp. Uppal Water Tank, Beside BSNL TE Building, Uppal, Hyderabad – 500 039

Place: Hyderabad
Date: 27.02.2017

Sd/-
I/c-Establishment



CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS

Office Block: Hostel & Residential Complex, Survey Nos. 728 to 730 and 734, Opp. Uppal Water Tank, Beside BSNL T E Building, Uppal, Hyderabad – 500 039, Ranga Reddy District.

Ph:+91-40-27209451, Fax: +91-40-27209490

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 hire under mentioned manpower (Technical and Administrative positions) through Outsourcing agency.

1. Technical Officer – II (Senior)

Educational Qualifications and Experience:

Essential Qualifications: M Sc (OR) equivalent with 04 years experience or B Sc with 08 years experience in any area of biology

Pay: ` 45,000/-

2. Technical Officer – II [(Senior) Bioinformatician]

Essential Qualifications: First class graduate in Science with additional qualifications such as post graduate diploma or degree in Computer Science or Computer Applications with 04 years experience.

Desirable qualifications: Experience in reputed organisation in handling (i) programming languages like FORTRAN, C, C++, JAVA, PERL; and (ii) Solaris operating system+ Sun system administration.

Job Requirements: To provide technical assistance in establishment and maintenance of biocomputing and bioinformatics facilities including intranet and internet services in the Centre.

Pay: ` 45,000/-

3. Technical Officer – II (Scientific)

Educational Qualifications and Experience:

Essential Qualifications: M Sc (OR) equivalent with minimum of 55% marks and nine years experience (OR) Ph D with four years experience in (i) any area of biology (for COE-I) (OR) (ii) Cytogenetics preferably human Cytogenetics.

Desirable: Exposure to molecular technologies.

Job Requirements: To provide scientific services in existing research / service groups and to assist scientific group heads in research projects in modern biology.

Pay: ` 43,000/-

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4. Technical Officer – II (Administration)

Educational Qualifications and Experience:

First Class Graduate and minimum 8 years experience OR Graduate with P G Diploma in Personnel Management and minimum five years experience having the knowledge of Administration, Finance and Accounts matters, Establishment, Housekeeping jobs etc. Experience could be in a Govt. Office or a Public body or an organisation 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.

Job Requirements: Dealing with Establishment matters, policies of Administration, Industrial relations, Supervision of work of Junior Administrative staff, interpretation of Bye-laws, Govt. of India rules, their application in dealing with personnel / administration matters.

Pay: ` 43,000/-

5. Technical Officer – II (Technical)

Educational Qualifications and Experience:

Essential Qualifications: First Class B Sc or equivalent with 8 years relevant experience OR M Sc or equivalent with 4 years relevant experience / B Tech or equivalent with 4 years relevant experience.

Desirable: Hands-on experience in Molecular Biology techniques including nucleic acid manipulations, sequencing, genotyping, application of statistical tools for genotypic and population analysis and handling of bones, extracted body parts, crime scene samples, preserved specimens for nucleic acid manipulations and genotyping.

Job Requirements: Processing of blood samples, body parts, skeletal remains, preserved specimens, admixture samples, vaginal smears, saliva samples, semen stains and other biological evidence provided by the law enforcing agencies / collected from crime scene for nucleic acid isolation, manipulation, genotyping and analysis of the data, establishing DNA-based population database for different Indian populations, writing of DNA examination report, deposition of evidence in the Courts of law and interaction with law enforcing personnel. The job in the public interest is transferrable anywhere in India.

Pay: ` 43,000/-

6. Technical Officer – I (Canteen Supervisor)

Educational Qualifications and Experience:

First Class Diploma in Hotel Management & Catering Technology (03 years course) from Central / State Council or Board of Technical Education established by Central / State Government or by a University or from a recognised institution with five year's experience in supervisory capacity in an established cafeteria / Restaurant.

Pay: ` 34,000/-

7. Technical Officer – I (Scientific)

Educational Qualifications and Experience:

First Class B Sc with five years experience OR M Sc or equivalent with two 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.

Pay: ` 34,000/-

8. Technical Officer – I (Technical)

Educational Qualifications and Experience:

Essential Qualifications: First Class B Sc or equivalent with 5 years relevant experience OR M Sc or equivalent with 2 years relevant experience.

Desirable: Hands-on experience in Molecular Biology techniques including nucleic acid manipulations, sequencing, genotyping, application of statistical tools for genotypic and population analysis and handling of bones, extracted body parts, crime scene samples, preserved specimens for nucleic acid manipulations and genotyping.

Job Requirements: Processing of blood samples, body parts, skeletal remains, preserved specimens, admixture samples, vaginal smears, saliva samples, semen stains and other biological evidence provided by the law enforcing agencies / collected from crime scene for nucleic acid isolation, manipulation, genotyping and analysis of the data, establishing DNA-based population database for different Indian populations, writing of DNA examination report, deposition of evidence in the Courts of law and interaction with law enforcing personnel. The job in the public interest is transferrable anywhere in India.

Pay: ` 34,000/-

9. Technical Officer – I [Technical (ARO)]

Educational Qualifications and Experience:

Essential Qualifications: B V Sc / M Sc (Microbiology / Biochemistry / Life Sciences) or equivalent OR First class B Sc (Microbiology / Biochemistry / Life Sciences) with three years experience OR B Tech (Biotechnology) with three years experience.

Desirable: Experience in rodent breeding, colony management, and maintaining proper records of animals in each cage. Knowledge and experience of euthanasia, dissection, administering test compounds by injection, genetic monitoring of laboratory animals, microbiological and biochemical testing, cell culture, and other common procedures would be an added advantage.

Job Requirements: Handling and maintaining rodents for research purpose, including: setting up breeding and maintaining proper breeding records; changing rodent cages, food, bedding and water periodically; marking individual animals in a colony; assisting on techniques and conducting approved procedures on laboratory animals like collection of blood, injections of test compounds by various routes, raising antibodies, dissection and necropsy, rodent surgery, animal cell culture, microbiological testing, genetic and regular screening techniques and recording data.

Pay: ` 34,000/-

10. Technical Assistant (Technical)

Educational Qualifications and Experience:

Essential Qualifications: First Class B Sc / B Tech with three years experience OR Post Graduate in Science / Technology OR PG Diploma in Science / Technology with one year experience.

Desirable: Hands-on experience in Molecular Biology techniques including nucleic acid manipulations, sequencing, genotyping, application of statistical tools for genotypic and population analysis and handling of bones, extracted body parts, crime scene samples, preserved specimens for nucleic acid manipulations and genotyping.

Job Requirements: Processing of blood samples, body parts, skeletal remains, preserved specimens, admixture samples, vaginal smears, saliva samples, semen stains and other biological evidence provided by the law enforcing agencies / collected from crime scene for nucleic acid isolation, manipulation, genotyping and analysis of the data, establishing DNA-based population database for different Indian populations, writing of DNA examination report, deposition of evidence in the Courts of law and interaction with law enforcing personnel. The job in the public interest is transferrable anywhere in India.

Pay: ` 34,000/-

11. Technical Assistant (Scientific)

Educational Qualifications and Experience:

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

Pay: ` 34,000/-

12. Junior Assistant – I

Educational Qualifications and Experience:

Essential Qualifications: Graduate with one year's experience. Typewriting English 30 wpm.

Commerce Graduate will be preferred for Accounts posts. Knowledge of Computer / Word processor operation is desirable.

Admn: Maintenance of files, putting up cases to supervisors, dealing with attendance, Leave, LTC, Bonus, grant of incentives, probation period, keeping office record, telephone bills, typing work.

Accounts: Preparation of CVs, cheques, drafts, vouching of bills, writing cash books, ledgers, typing work.

Stores: Receipt / Issue of stores, maintenance of purchase files, docketing of papers, assist in physical verification of stocks, typing work.

Pay: ` 25,000/-

13. Field Assistant (Plumber)

Essential Qualifications: ITI certificate in Plumbing trade with one year's experience

Pay: ` 21,000/-

14. Junior Assistant – II

Educational Qualifications and Experience:

Essential Qualifications: The candidate should possess 12th class or equivalent qualification from a recognised Board or University, with typing speed of 35 wpm in English or 30 wpm in Hindi on Computer.

Desirable Qualifications: Good command of English and Working knowledge of Hindi and Telugu.

Job Requirements: Dairy, Despatch, receipt/issue of stores, typing, postage records, maintenance of vouchers, records, registers.

Pay: ` 20,000/-

15. Laboratory Assistant

Essential Qualifications and Experience: Matriculation with ITI certificate (OR) Diploma in Medical / Pharmaceutical / Lab Technology or equivalent

Pay: ` 20,000/-