

डी एन ए फिंगरप्रिंटिंग एवं निदान केन्द्र (ब्रिक-सीडीएफडी)
CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS (BRIC-CDFD)
जैव प्रौद्योगिकी अनुसंधान और नवाचार परिषद, जैव प्रौद्योगिकी विभाग, विज्ञान एवं प्रौद्योगिकी मंत्रालय,
भारत सरकार के तहत अनुसंधान संस्थान

A Research Institute under Biotechnology Research and Innovation Council, Department of Biotechnology, Ministry of Science & Technology, Government of India

इनर रिंग रोड, उप्पल, हैदराबाद, तेलंगाना, भारत / Inner Ring Road, Uppal, Hyderabad – 500039, Telangana, India

दूरभाष / Tel+ : 91-40-2721 6000 / 6011, फैक्स / Fax: +91-40-2721 6006 वेबसाइट / Website: <http://www.cdfd.org.in>

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RECRUITMENT OF CONSULTANT- RESEARCH MANAGEMENT

The Centre for DNA Fingerprinting and Diagnostics (CDFD), Hyderabad is a Research Institute under Biotechnology Research and Innovation Council, 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, extendable based on the performance of the individual and organizational requirement.

Post Name: Consultant - Research Management– 01 post

Consultancy fee: Minimum of ₹ 60,000/- P.M to Maximum of ₹ 80,000/- P.M.
(based on qualifications and experience)

Age: 50 Years or below

Essential Qualifications:

Ph D in any branch of Science, from a recognized University / Institute.

Desirable Experience:

Two years of post-Ph D experience in research/laboratory management including, but not limited to, writing/administering research grants.

Job Requirements / Responsibility:

- Develop and Lead a Research Management Office at CDFD.
- The Research Management Office will be responsible for:
 - **Pre-award support:** Circulating national / international grant calls; providing assistance with grant applications, including preparation of supporting documents, coordination with collaborators for multi-institutional grants.
 - **Post-award support:** Assistance with grant activation; preparation of agreements with funding agencies and collaborating partners; coordination of hiring and record maintenance for project personnel; coordinating with accounts department, scientists, and collaborating institutes for submission of annual financial and progress reports; liaising with external funding agencies for project administration related issues.

- Administrative management of philanthropic and CSR grants and endowments.
- Maintaining a database archiving CDFD extra mural grants.
- Any other responsibility assigned by the Director / Reporting officer from time to time.

Candidates with relevant experience in the above activities will be preferred.

Eligible candidates are advised to forward their CVs along with the following documents in PDF format before **6.00 PM** on **31.05.2025** to cdfd.recruitment@gmail.com

- (i) Identity proof (Aadhar / PAN / Driving License)
- (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.

Non submission of above documents are liable for rejection.

The Shortlisted candidates will be required to attend an online interview on a date specified by CDFD.

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. The decision of Director, CDFD in this regard is final and binding.

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

Sd/-
प्रमुख- प्रशासन
Head – Administration