

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 अधीन अनुसंधान संस्थान
A Research Institute under Biotechnology Research and Innovation Council,
Department of Biotechnology, Ministry of Science & Technology, Government of India
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RECRUITMENT OF CONSULTANT – FINANCE & ACCOUNTS ON TEMPORARY BASIS

The Centre for DNA Fingerprinting and Diagnostics (CDFD), Hyderabad is a Research Institute under Biotechnology Research and Innovation Council (BRIC), 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 **Consultant – Finance & Accounts purely on temporary basis** whose tenure is initially for a period of 12 months which is likely to be extended for further period on satisfactory performance and need basis. The selected candidates have to work from Monday to Friday from 9.30 AM to 6.00 PM

Name of the Post	Consultant (Finance & Accounts)
No. of posts	One
Consultant Fee	Last Basic Pay drawn minus Basic Pension(in case of retired Govt. employees. The Maximum consultation fee shall not be more than Rs.70,000/-pm. In case of non-government officials or government officials without CCS Pension, a consolidated sum of ₹ 60,000/- P.M to ₹ 70,000/- P.M depending on experience of the candidates.
Qualification & Experience	Essential Qualification: Bachelor Degree in any discipline from Recognized University/Institution /Board. Essential Experience: At least 05 years of experience as Accounts Officer/ Finance & Accounts Officer in any department of State / Central / PSU / Autonomous Institutes / Universities with sound knowledge in Government Rules and Regulations, accounting and audit procedures, working knowledge/ experience in PFMS, TSA and Tally ERP or any other accounting packages.

Upper Age Limit	Not more than 63 years and should be in good health for discharging his/her duties effectively.
Work responsibilities	Guiding the staff and also performing financial procedures, Preparation of trial balance, receipts and payments account, Income And expenditure account and balance sheet, including schedules, Coordinating with Audit, replying to audit observations/paras of different Auditing agencies, monitoring statutory compliances (Taxes, PF, NPS and other applicable statutes) preparation and monitoring of Budget & other accounts related works and any other duties assigned by the Competent Authority.
Period of Consultancy	Initially for 12 months which may likely to be extended for further period based on consultant's performance and/or as per requirements of CDFD
Selection	Through interview (online/physical mode)

Other terms and conditions shall be as per the Contract Agreement to be executed at the time of joining.

The eligible candidates are advised to forward their CVs along with the following documents in PDF format before 06.00 PM on 30.11.2025 to cdfd.recruitment@gmail.com.

- (i) Identity proof (ii) Date of birth / Proof of age.
- (iii) Educational Qualification (all mark sheets and certificates).
- (iv) Experience Certificate/s on the letter head of the Institute duly signed by the authorized signatory mentioning the details of designation, date of joining, date of relieving, salary drawn particulars.

The Institute reserves the right to restrict the number of candidates for interview to 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 and or 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 ranking.

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