

बीआरआईसी
बायोटेक्नोलॉजी विभाग का संगठन
BRIC
a DBT Organization

सी डी एफ डी
CDFD
Innovating to benefit society

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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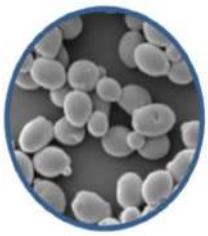


विज्ञापन सं. 06/2026 दिनांक 28.11.2026
Advertisement No. 06/2026 dated 28.11.2026

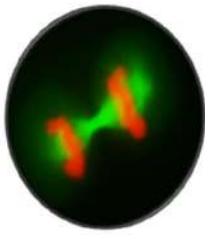
Date of commencement of online applications	**:**	**28.11.2026**
Last Date for Receipt of online applications	**:**	**18.01.2027**





बीआरआईसी – सीडीएफडी लिंग समानता बढ़ाने के लिए दृढ़ता से प्रतिबद्ध है

BRIC-CDFD IS STRONGLY COMMITTED TO ENHANCE GENDER PARITY

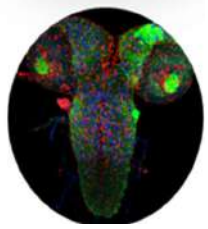


The Centre for DNA Fingerprinting and Diagnostics (CDFD), Hyderabad is a Research Institute of Biotechnology Research and Innovation Council (BRIC), Department of Biotechnology, Ministry of Science and Technology established and fully funded by the Government of India, that has been established to provide services in DNA fingerprinting and diagnosis of genetic disorders, and to undertake high quality basic research in different areas of modern biology.

BRIC-CDFD wishes to fill up the under mentioned vacancies on Direct Recruitment basis. The reservation and age limit for various posts is summarized below:



Name of the post	No of Posts & Reservation	Upper Age limit not exceeding (as on last date)
Administrative Officer	**01 – (UR)**	**40 years (*)**
Technical Officer – II	**01 – (EWS)**	**30 years**
Junior Managerial Assistant	**02 (01 UR & 01 SC)**	**25 years**



*** (In case of Deputation candidates, the maximum age limit is 56 years)**

1)	**Name of post**	**:**	**Administrative Officer (*)**
	Age Limit	**:**	**40 years**
	No of posts & Reservation	**:**	**01 (UR)**
	Pay Matrix	**:**	**Level 11 of 7th CPC**
	Initial Basic Pay	**:**	**₹ 67,700/-**

(*) Anticipated vacancy from 01.05.2027

The method of recruitment of Administrative Officer is by Direct Recruitment or through deputation basis.

Educational Qualifications and Experience:

(A) FOR DIRECT RECRUITMENT:

A 1st class Graduate with PGDM or MBA, with 5 years experience in Govt. / Autonomous Scientific R & D organizations.

Desirable Experience: Experience should be in areas of Administration / Materials / Finance / Establishment / Human Resource Management etc.

Job Description: Supervising Admin/Finance/Purchase/Security/Transport/Estate sections on day to day issues. Advising the Director, CDFD on all administrative / Financial matters/ legal/ statutory/ RTI/ Parliamentary matters, convening various Statutory and Non-Statutory meetings/Events, Selection Committees, Coordinating with Auditors, statutory compliance under various rules and regulations etc.,

Should have thorough knowledge in FR/SR, Conduct Rules, Office Procedures and Rules, General Financial Rules, CVC Guidelines and all the relevant rules applicable for Central Government Institutions.

(B) ON DEPUTATION BASIS:

Field of Deputation : Officers working in Central/State Governments/ Universities/ Govt. Research Institutions/ PSUs/ Semi-Government, Statutory or Autonomous Organisations;

(*) Holding analogous posts or lower posts in the pay scale of Rs. 15600-39100 + GP 5400 PB-3 with five years regular service.

OR

The candidate has worked for at least in the pay scale of Rs.9300-34800 + GP 4600 / 15600-39100 + GP 5400 (in level 10) with 8 years service in administration, accounts, housekeeping, establishment matters with at least Post graduation qualification in any discipline and provided that;

(a) The period of deputation shall ordinarily be three years which may be extended up to a maximum period of five years with the approval of the Controlling Authority. The total period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization / department shall not exceed five years.

(b) The candidates appointed on deputation shall not have any claim for promotion during the period of deputation against ex-cadre post.

(c) The department candidates in the feeder category who are in the direct line of the promotion shall not be eligible for consideration for appointment on deputation except for ex-cadre posts for which he/she is not a feeder grade officer.

2) Name of post : Technical Officer – II
Age Limit : 30 years
No of posts and reservation : 01 (EWS)
Pay Matrix : Level 7 of 7th CPC
Initial Basic Pay : ₹ 44,900/-

Essential Qualifications:

First class B.Sc. or equivalent with 8 years relevant experience
OR
M.Sc. or equivalent with 4 years relevant experience
OR
B.Tech. or equivalent with 04 years relevant experience.

Desirable Qualification & Experience: MSc in life Sciences with four years relevant experience. Expertise in basic molecular biology and biochemistry techniques. Experience in laboratory management

3) Name of post : Junior Managerial Assistant
Age Limit : 25 years
No of posts : 02 (01 UR & 01 SC)
Pay Matrix : Level 5 of 7th CPC
Initial Basic Pay : ₹ 29,200/-

Educational Qualifications: Graduate with minimum 3years experience in Govt. Office or a Public body or an organization 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, and with Typewriting English 30 wpm and Shorthand English 80 wpm.

Job Description: Assisting the Admin Section Heads in day to day administrative issues. Taking dictations, typing, maintenance of personal files, Maintaining Service Books/Ledgers, processing Indents/purchase orders / processing of payments/ payroll administration/ tax compliance/ Income Tax compliance / Bank Reconciliation works etc.,

Note: The candidate should possess the certificate in English Typewriting 30 wpm and Shorthand English 80 wpm issued by any government board/university/registered institutes and attach the same while submitting the online applications.

ऑनलाइन आवेदन भरने के लिए निर्देश / INSTRUCTIONS FOR FILLING THE ONLINE APPLICATION

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

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

Eligible candidates are required to apply through ONLINE at our website http://www.cdfd.org.in.

1. पंजीकरण की प्रक्रिया / Registration Process:

(i) 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.

(ii) 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.

(iii) 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.

(iv) Candidates who want to apply for more than one post need to register separately for each post and submit separate application form for each post indicating the name of post of the post along with all requisite documents**.** Each application should be accompanied by separate fee payment receipt.

(v) 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 as per the following table:

Post Applying for	Unreserved candidates	EWS candidates
Administrative Officer	₹ 500/-	-
Technical Officer – II	-	₹ 200/-
Junior Managerial Assistant	₹ 200/-	-

- Candidates are required to remit the application fee through online payment system via through online payment system via SBI Collect payment link.

- Please log on **https://www.onlinesbi.sbi/sbicollect/payment/listinstitution.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. 06/2026
    - Fill all the information required
    - Fill your details such as name, date of birth, mobile number and email ID
    - Under application fee – Please fill the fee amount
    - 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 and transaction date and the same is required to be entered while filling the application.

- 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.

- All Women candidates, candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Ex-servicemen and Persons with Benchmark Disabilities (PwBD) are exempted from payment of Application Fee provided they upload the proof such as SC/ST/PwBD/PPO/Discharge certificates etc., along with other documents in our website at the time of filling up of online 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.

- Reserved candidates if applying for a post under Unreserved Category (UR) shall pay full fees.

- The last date for applying online application and remitting of application fee through online payment system is **18.01.2027 at 06:00 PM.**

3. आवेदन भरना और जमा करना / Application filling and submission:

- Login to the portal using Post name, Registration ID and Password to access the application form and fill the information.

- **Candidates should fill the correct information and they shall be responsible for any typographical or other errors in data feeding. No request will be entertained for correction subsequently.**

- The particulars furnished by the candidate in his/her online application form will be taken as final, and data entry is processed/reports generated by the computer, based on these particulars only. Therefore, candidates should be careful while filling-in the details/uploading etc. Candidates should also note that the details provided by them in their online application are taken at their face value and the onus of proving the correctness and authenticity of the same, as and when required, lies with the candidates.

- CDFD shall not be responsible for any error/ omission/ commission/ suppression of any information provided by the applicants knowingly or unknowingly while submitting the application form.

- In case the applicants get shortlisted/selected on the basis of incorrect forged/fabricated details, his/her candidature shall be liable to be cancelled at any stage of recruitment or during the tenure of service and appropriate legal action under applicable law shall be initiated against such applicants.

- Before starting the process of filling the application, the candidate should keep ready, 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/10th Standard, Intermediate/+2 standard, Bachelor Degree certificates, Diploma certificates and Training certificates, Technical Qualification certificates, typewriting qualification wherever is applicable, shorthand qualification wherever is

applicable (all combined as a single pdf file).

v. Experience certificate pdf file.

vi. NOC from the present employer **(Annexure – I**) or Undertaking (**Annexure – II**) for in-service candidates as a pdf file.

vii. Scanned copies of Category Certificates (SC/ST/EWS/Ex- Service Persons/PwBD), if applicable as a pdf file.

viii. Copy of fee transaction receipt as a pdf file.

ix. Other documents, if any as a pdf file.

x. 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. Category certificates (SC/ST/EWS/Ex-Service Persons/PwBD) : pdf / 500KB
7. 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.

- After 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.

- Subsequent requests for any change(s) in the application form after the final submission of online application will not be entertained.

- Candidates are advised to take a print out of their respective applications immediately after successful submission of their application.

- Candidates are advised not to wait for last date and time to submit the online application. CDFD will not be responsible, if candidates are not able to submit their applications on time due to last minute heavy network traffic on the website OR for unforeseen technical problems. OR for any loss of email sent, due to invalid/wrong email ID provided by the candidate or due to any other reasons. Therefore, to avoid such problems, the prospective applicants are advised to apply through online well in advance without waiting for the last date.

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 complete advertisement and the detailed terms and conditions carefully before filling the online application.

For any advertisement queries please write to cdfd.recruitment@gmail.com and regarding any technical problem while submitting the form please write to webmaster@cdfd.org.in with “Advertisement No. 06/2026” 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 applicant must be a citizen of India.

2. The candidates must fulfill all the essential requirements of the posts stipulated in the advertisement as on the closing date of receipt on online application.

3. 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.

4. The prescribed qualifications should have been obtained through recognized Boards / Universities / Institutions etc.

5. The qualification and experience prescribed is the minimum requirement and the same does not automatically make candidates eligible for interview / written test etc.

6. The candidate should possess essential qualification at the time of submission of online application. The candidate appearing in final year or whose result of final examination is awaited need not apply.

7. The Educational Qualification, Technical Qualification, Typewriting Qualification shorthand qualification etc., should be supported by proper certificates issued by the respective Boards/Universities/Institutes and should be uploaded while applying failing which such applications shall be liable for rejection without further communication.

8. 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 competent authority (with number and date) under which it has been so treated otherwise the application will be liable for rejection.

9. The experience details wherever applicable should be produced on the letter head of the organization duly indicating the date of joining, date of relief, designation held with certifying the conduct during the employment with the organization which shall be signed by the authorized signatory.

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. 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.

12. The prescribed essential qualifications and experience are the minimum and the mere possession of the same does not entitle candidates to be called for written test / 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 Centres 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.

13. Period of experience mentioned against the above said posts shall be counted from the date of acquiring the prescribed essential qualifications that are obtained from recognized universities/Institutions which shall be counted upto the closing date of application.

14. Applications from regular 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.

15. In order to avoid any delay, the candidates may submit a Declaration as per **Annexure – II** and submit the NOC at the time of interview / written test. Non uploading of NOC / Declaration by the applicants while filling the online application process will be treated as incomplete application and may not be considered for further evaluation.

16. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post[s].

17. Request of change/correction in any particulars in the application form, once submitted, will notbe entertained under any circumstances.

18. Candidates are advised to mention their correct and active email ID in the online application for any correspondence if required by CDFD. The details of shortlisting and other details with regard to the Advt. No. 06/2026 will be displayed on CDFD website only. Therefore, all the candidates are advised to check their Emails as well as institute website regularly for any updates.

19. 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.

20. **चिकित्सा परीक्षण एवं पुलिस सत्यापन / Medical Examination and Police Verification:** All selected candidates 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 considered for final appointment.

21. **आरक्षण / Reservations:** Candidates seeking reservation benefits available for the respective categories must ensure that they are entitled to such reservation as per Government of India orders and possess the valid certificates in the format prescribed by the Government of India in support of their claim.

22. If a candidate indicates in his/her application form that he/she belongs to General Category but subsequently writes to change his/her category to a reserved one, such request will not be entertained.

23. A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belongs is included in the list of reserved communities issued by the Central Government.

    SC/ST certificate should be issued by any of the following authorities (format as per **Annexure – III**)

    a) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional' Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
    b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
    c) Revenue Officer not below the rank of Tehsildar and
    d) Sub-Divisional Officer of the area where the candidate and/or his family normally resides
    e) Administrator /Secretary to the Administrator / Development Officer (Lakshadweep)

    The certificate issued by any other authority or other than the format as per **Annexure – III** will not be accepted.

24. Once a candidate has chosen a reserved category, no request shall be entertained for change to other reserved category viz. SC to ST, ST to SC, SC to EWS, EWS to SC (or) any other such requests.

25. **आर्थिक रूप से कमजोर वर्ग (ईडब्ल्यूएस) के लिए आरक्षण / Reservation for Economically Weaker Sections (EWS) :**

    As per As per DoPT O.M. No. 36039/1/2019-Estt.(Res.) dated 31st Jan 2019, the benefit of reservation under Economically Weaker Sections (EWS) can be availed upon production of an Income and Asset Certificate issued by a Competent Authority as per the format prescribed by the Govt. of India. Candidates who are not covered under the scheme of reservation for SC/ST/OBC (NCL) and whose family has gross annual income below ₹ 8.00 Lakh (Rupees eight lakh only) are to be identified as EWS for benefit of reservation for EWS. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application.

    - Whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:
      a) 5 acres of agricultural land and above;
      b) Residential flat of 1000 sq. ft. and above;
      c) Residential plot of 100 sq. yards and above in notified municipalities;
      d) Residential plot of 200 sq. yards and above in areas other than the notified Municipalities.
    - The property held by a “Family” in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.

    - The term “Family” for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/herspouse and children below the age of 18 years.

    - The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority.

    - The Income and Asset Certificate issued by any one of the following

authorities shall only be accepted as candidate's claim as belonging to EWS:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar and
4. Sub-Divisional Officer or the area where the candidate and/or his familynormally resides.

- The EWS candidates are advised to note that in case of appointment, the same is provisional and is subject to the Income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate.

- The Income & Assets certificate issued by the Competent Authority should be obtained on or after **01.04.2026**. The Income & Asset Certificate obtained prior to **01.04.2026** will not be considered as valid for EWS reservation category. The certificate issued by any other authority or other than the format as per **Annexure – IV** will not be accepted.

- The EWS candidates are advised to note that in case of appointment, the same is provisional and is subject to the Income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Bharatiya Nyaya Sanhita (BNS) for production of fake/false certificate.

26. The appointing authority will verify the veracity of the Income and asset certificate submitted by the candidate through the certificate issuing authority.

27. **आयु सीमा और रियायत / Age Limit and Relaxations** : Age limits shall be reckoned as on the closing date for receipt of online application.

28. Upper age limit is relaxable up to 05 years for the regular employees working in Government Departments, autonomous bodies and public sector undertaking employees.

29. Relaxation in upper age limit by 05 years for SC/ST candidates the posts reserved for these categories would be admissible. Relaxation of age would be admissible for Ex-servicemen, PwBD candidates as per Central Government Rules.

30. The age relaxation for reserved category applicants is admissible only in the case of vacancies reserved for such categories.

31. 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/experience.

32. **चयन का तरीका / Mode of selection:**

(a) Selection for the post of **Administrative Officer (On Direct Recruitment basis):** (i) shall be made based on two rounds of interviews (Preliminary round and Final round) by the Selection Committee.

(ii) Eligible candidates will be shortlisted by the Screening Committee based on the advertised terms.

(iii) All the screened in candidates may be requested to attend the preliminary round of interviews through online mode by the Preliminary Selection Committee and further shortlisted candidates in the Preliminary round will be called for final round of interviews by the Selection Committee in physical mode.

In case of **Deputation,** the Selection will be made through final interview in physical mode before Selection Committee for the eligible candidates shortlisted by the Screening Committee based on the advertised terms.

(b) Selection for the post of **Technical Officer – II** shall be made based on interview by the Selection Committee in physical mode.

In case of large number of applications, based on the recommendations of the Screening Committee, CDFD may advise the eligible candidates to appear for a written test at Hyderabad. The details of syllabus and exam will be hosted on CDFD website for the information of the candidates in due course of time.

(c) Selection for the post of **Junior Managerial Assistant** is as per the following:

(i) Selection shall be made on the basis of merit in the written test as per DoPT guidelines.

(ii) Skill test / practical test / Trade Test etc. are only qualifying in nature.

Note: The scheme of written test, syllabus etc., will be hosted on the CDFD website for the information of the candidates in due course of time.

33. **Screening of Application**: Once the Screening Committee makes the recommendations of the candidates, this details of the screened-in or screened-out candidates along with the recommendations will be displayed on CDFD website for a period of one week. Grievances raised with in this period will be addressed by the committee.

34. Subject to the approval of the Committee, the Written Test will be Computer based or offline exam mode in English language only. In case of Offline mode, it will be OMR based.

35. The candidates will be admitted to the computer based exam/offline exam based on the application and the photocopy certificates provided which is provisional and subject to verification of the originals.

36. Once the written test is conducted the question paper along with the Answer Key will be displayed on CDFD website for a period of one week. Any objections raised within this period will be resolved by the Committee. Once the time period is over, no grievance/representations will be considered.

37. The Marks obtained by the candidates will be displayed on CDFD website for a period of one week. Any grievance with in this period will be resolved by the Committee. Once the time period is over, no grievance/representations will be considered.

38. **Conducting of Skill test**: All the qualified candidates in order of merit in the respective category will be called for the Skill test for **Junior Managerial Assistant.** The date and venue details will be uploaded on CDFD website for the information of all concerned.

39. A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/ 9000 KDPH on an average of 5 key depressions for each word).

40. In case of Typewriting and shorthand Qualifications, candidates are advised to indicate the examination passed (Lower / Intermediate / Higher, etc.,) and typing Speed such as 30 wpm, 35 wpm, 40 wpm 45 wpm etc., and language passed etc., attach the proof of certificate with the application.

41. **Documents verification:** The short listed candidates in the ratio of 1:3 (three candidates against one post) will be called for document verification on a convenient date and the candidates are advised to visit CDFD for the same at their own cost.

42. No correspondence whatsoever will be entertained from candidates regarding reason for not being called for interview / outcome of interview.

43. 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.

44. The selected candidate are required to work anywhere in India depending on the requirement of the Centre.

45. The Appointing Authority reserves the right not to fill the post advertised and to reject any or all applications at any stage without assigning any reason thereof.

46. Position may also be filled from the applicants belonging to Physically Handicapped Category (Persons with benchmark disabilities) and Ex-Serviceman if found suitable subject to fulfilling the Government of India guidelines.

47. 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, if 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.

48. 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.

49. Canvassing in any form and / or bringing in any influence, political or otherwise will automatically disqualify the candidate for the post.

50. Outstation unemployed SC/ST candidates who are called for Written Test will only be paid Second Class Sleeper fare by the shortest route on production of journey tickets and valid caste certificate. However, travelling expenses reimbursement is not admissible to those SC/ST candidates who are already in Central / State Government services, Central / State Government Corporation, Public Sector Undertakings, Local Government Institutions and Panchayats and to those who have availed concession from Railways, if any, for undertaking journey for attending interview.

51. 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. For such candidates reimbursement of rail fare will also be not made.

52. No accommodation will be provided by CDFD to the short-listed candidates called for Written Examination/Trade/Skill Test. Therefore, they should make their own arrangements.

53. The candidate selected for the post will be on probation for two years from the date of joining.

54. The written test wherever applicable will be conducted at Hyderabad and no request will be entertained to change the test venue to any other place.

55. Incomplete applications/illegible/multiple applications (for same post)/without receipt of prescribed application fee/required valid certificates, documents /without required uploads shall not be considered.

56. Any corrigendum / addendum pertaining to this advertisement shall be published on the Institute's website only. Accordingly, all applicants in their own interests are advised to regularly visit the Institute's website www.cdfd.org.in. They should also regularly check their email account for updates.

57. 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 agency.

58. No interim Enquiry or Correspondence will be entertained.

59. All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement as on last date of receipt of online application. They are advised to satisfy themselves before applying that they possess the prescribed essential qualifications and experience for the post as on last date of receipt of the applications. Enquiries asking for advice as to eligibility will not be entertained.

60. The screening of candidates will be conducted on the basis of the documents and information provided in the online application only. If at any stage it is discovered that a candidate does not meet the prescribed eligibility criteria or has submitted incorrect or false information in the application form, their candidature will be cancelled. Even after selection/appointment, such selection/appointment shall become null and void and such candidates shall be terminated in addition to any other legal action under the law. CDFD will not be responsible for any consequences resulting from the submission of such false/inaccurate information, therefore, the candidates must ensure that all information provided in the online application are accurate and correct.

61. Applications received for the post of Administrative Officer on deputation basis without the endorsement by their present employer / Cadre Controlling Authority will not be considered.

62. There is no application fee payable by the candidates applying against Deputation basis for the post of Administrative Officer.

63. The decision of the Director, BRIC-CDFD with regard to equivalence of qualification(s) and about recognition of Universities/Institutes shall be final and

binding. Applications not duly filled or uploaded without required certificates / documents will be summarily rejected.

64. The entire recruitment process may be completed within a maximum period of 08 months from the date of release of advertisement and the candidates are advised to note the same.

65. The Appointing Authority has the right to amend, delete and add terms and conditions to this advertisement and reserves the right to cancel the recruitment full or partial 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

Annexure – I

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

Annexure – II

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:

Annexure - III

SC/ST Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES (SC) AND SCHEDULED TRIBES (ST) CANDIDATES

1. This is to certify that Shri/ Shirmati/ Kumari*_____son/daughter* of _____ of Village/Town* _____ District/Division*_____of State/Union Territory*_____belongs to the _____Scheduled Caste / Scheduled Tribe* under :-

* The Constitution (Scheduled Castes) Order, 1950
* The Constitution (Scheduled Tribes) Order, 1950
* **The Constitution (Scheduled Castes) (Union Territories) Order, 1951**
* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002]

* The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;
* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976;
* **The Constitution (Dadara and Nagar Haveli) Scheduled Castes Order, 1962;**
* The Constitution (Dadara and Nagar Haveli) Scheduled Tribes Order, 1962;
* The Constitution (Pondicherry) Scheduled Castes Order, 1964;
* The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
* The Constitution (Nagaland) Scheduled Tribes Order, 1970;
* The Constitution (Sikkim) Scheduled Castes Order, 1978;
* The Constitution (Sikkim) Scheduled Tribes Order, 1978;
* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;
* The Constitution (Scheduled Castes) Order (Amendment) Act, 1990;
* The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991;
* The Constitution (Scheduled Tribes) Order (Second Amendment) Act, 1991.

2. # This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri /Shrimati* _____father/mother* of Shri /Shrimati /Kumari*_____of Village/Town* _____ in District/Division*_____ of the State State/Union Territory*_____who belong to the Caste / Tribe* which is recognised as a Scheduled Caste / Scheduled Tribe* in the State / Union Territory* _____issued by the_____ dated _____.

3. Shri/ Shrimati/ Kumari *_____and / or* his / her* family ordinarily reside(s)** in Village/Town* _____of_____District/Division* of the State Union Territory* of_____.

Signature:_____
Designation _____
(with seal of the Office)

Place: _____ State/Union Territory* _____

Date: _____

* Please delete the word(s) which are not applicable.
# Applicable in the case of SC/ST Persons who have migrated from another State/UT.
IMPORTANT NOTES

The term "ordinarily reside(s)**" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
4. Sub-divisional Officer of the area where the candidate and/ or his family normally reside(s).
5. Administrator / Secretary to Administrator / Development Officer (Lakshdweep Island).
6. Certificate issued by any other authority will be rejected.

Annexure - IV

Government of .....
(Name & Address of the authority issuing the certificate)

INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____ Date: _____

VALID FOR THE YEAR_____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District_____ in the State/Union Territory _____ Pin Code_____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above;
III. Residential plot of 100 sq. yards and above in notified municipalities;
IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office_____
Name _____
Designation _____

Recent Passport size attested photograph of the applicant

*Note1:. Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2:The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.