

**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

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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 and extensions will be based on the performance and need.

Post Name: Consultant - Research Management– 01 post

Consultancy fee: Minimum of ₹ 50,000/-P.M to Maximum of ₹ 80,000/-PM
(based on qualification and experience)

Age: 50 Years or below

Essential Qualifications:

(a) M.Sc / M.Tech in any branch of life sciences with 4 years of experience in research / laboratory management

OR

(b) Ph D or equivalent degree of any recognized University / Institute with 02 years of post-Ph D experience in research / laboratory management.

Job Requirements / Responsibility:

- Function as in-charge of the research management office under the supervision of Dean-Academics, CDFD.
- Administrative implementation of all extra mural grants in CDFD in coordination with CDFD Scientists including hiring staff under each project; liaison with external funding agencies; coordination with accounts section for generation of financial and other documents to be submitted to funding agencies; etc
- Administrative management of philanthropic and CSR grants and endowments

- Assist CDFD scientists in writing and management of multi-institutional / programe grants and agreements related to such grants.
- Update /inform on national and international grant application deadlines and facilitate grant applications and processing.
- Maintenance of a database archiving CDFD extra mural grants.

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 **6.00 PM** on **17.02.2025** 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.

The Shortlisted candidates will be intimated to attend the interviews on a convenient date.

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