

डी एन ए फिंगरप्रिंटिंग एवं निदान केन्द्र

(जैव प्रौद्योगिकी विभाग, विज्ञान एवं प्रौद्योगिकी मंत्रालय, भारत सरकार का स्वायत्त संस्थान)

CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS

(An autonomous institute of the Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)

CDFD**ADVERTISEMENT NO. 02/2023****RECRUITMENT OF CONSULTANT - FINANCE & ACCOUNTS**

The Centre for DNA Fingerprinting and Diagnostics (CDFD), Hyderabad is a premier autonomous R & D Institute under 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 recruit **Consultant (Finance & Accounts)** for an initial period of 12 months which may likely to be extended further on satisfactory performance and on 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) + Rs.5000/- pm towards Transport Allowance (Fixed amount). No other allowances are admissible. The maximum consultation fee (excluding Transport Allowance) shall not be more than Rs.75000/- pm. In case of non-government officials or government officials without CCS Pension, a consolidated sum of Rs. 60,000/- p.m.
Qualification & Experience	Essential Qualification: Bachelor Degree in any discipline from recognized university/institution. Essential Experience: At least 10 years of experience as Accounts Officer/Finance & Accounts Officer with sound knowledge in Central Government Rules & Regulations, accounting and audit procedures. Desirable: 1) Retired Government Officers with a minimum of 5 years' service in Level 10 (as per 7 th CPC) from Central Govt. / Autonomous Bodies / PSUs / Universities / Government Research and Development Organizations with overall experience of 10 years and above in the relevant field (i.e., Finance, Accounts & Audit). 2) Working knowledge/experience in PFMS, TSA, CNA and Tally ERP or any other accounting packages.

Upper Age Limit	64 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 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 duty 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 on or before 26.04.2023 to cdfd.recruitment@gmail.com.

- (i) Identity proof (Aadhar, PAN, Driving License, or other Government document)
- (ii) Date of birth / Proof of age.
- (iii) Educational Qualifications (all mark sheets and certificates).
- (iv) Experience Certificate(s) on the letter head of the respective Institute(s) 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 through email to attend the interviews to be held during end of April or beginning May, 2023.

Sd/-
प्रमुख- प्रशासन
Head – Administration