



बीआरआईसी
BRIC
a DBT Organization



सीडीएफडी
CDFD
Innovating to benefit society

डी एन ए फिंगरप्रिंटिंग एवं निदान केन्द्र (बीआरआईसी- सीडीएफडी) CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS (BRIC-CDFD)

जैव प्रौद्योगिकी अनुसंधान और नवाचार परिषद, जैव प्रौद्योगिकी विभाग,
A Research Institute under Biotechnology Research and Innovation Council
विज्ञान एवं प्रौद्योगिकी मंत्रालय, भारत सरकार के अधीन अनुसंधान संस्थान
Department of Biotechnology, Ministry of Science & Technology, Government of India
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WALK IN INTERVIEWS FOR RECRUITMENT OF CONSULTANT – FINANCE & ACCOUNTS

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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
Qualification & Experience	Essential Qualification: Bachelor Degree in any discipline from Recognized University/Institution /Board. Essential Experience: At least 03 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.
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.

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 bring their CVs along with the following documents;

- (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 Candidates who are unable to attend the walk in interviews in person may forward their CVs on or before 02.06.2026 to e-mail ID - cdfd.recruitment@gmail.com along with the above document.

Sd/-
प्रमुख- प्रशासन
Head – Administration