



## 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)

इनर रिंग रोड, उप्पल, हैदराबाद - 500039, तेलंगाना, भारत

Inner Ring Road, Uppal, Hyderabad - 500039, Telangana, India

CDFD/8/OM/1

July 24, 2019

### OFFICE MEMORANDUM

#### **Subject : Notifying the Recruitment Rules of CDFD – Reg.**

The approved Recruitment Rules of CDFD have been displayed on the website of CDFD for a period of 07days from 05.07.2019 to 11.07.2019 as required vide Clause No. 21 of Recruitment Rules of CDFD and the same have been removed from the website on 12.07.2019. During the period of display, no suggestions / complaints have been received.

The CDFD Recruitment Rules – 2018 as approved by the DBT vide letter No. BT/15021/01/2018 dated 03.07.2018 and 30.04.2019 are hereby notified for implementation which will come into force from the date of this notification.

The CDFD Recruitment Rules – 2018 are available on CDFD website under RTI page.

( G RAVINDAR )

I/c – Administration

#### Copy to:

1. Dr. A K Rawat, Adviser, DBT, Block-2, 7<sup>th</sup> floor, C.G.O. Complex, Lodi Road, New Delhi – 110003
2. All Group Heads – (by e-mail)
3. CPIO, CDFD
4. CVO, CDFD
5. I/c – Bioinformatics
6. Director's Secretariat
7. Personal File
8. Master File



Dated: 30<sup>th</sup> April, 2019

To

The Director,  
Centre for DNA Fingerprinting & Diagnostics,  
Inner Ring Road,  
Uppal, Hyderabad – 500 039, Telangana State

**Subject: Corrected/updated Recruitment Rules of CDFD, Hyderabad –reg.**

Sir,

I am directed to refer to your letter No. CDFD/Dir/RR/2018 dated 21.08.2018 and this Department's communication of even no. dated 03.07.2018 regarding forwarding the approved Recruitment Rules of CDFD, Hyderabad.

2. In this regard, the typographical errors noticed in the RRs have been corrected. The corrections/amendments are tabulated as under:-

Sl. No.	Page No. of the RRs and Point/ Rule No.	Revision/ Amendments
1	5 Rule No. 8 (xii)	The words "SC/ST/Women Candidates" may be <b>deleted</b> in Row no. 2 and Row No. 4 in the table of Rule No. 8 (xii).
2.	9 Rule No. 15 (xii)	The sentence may be corrected as:- Authority to Waiving Cooling off Period: Shall be Chairman, <b>Governing Council</b> for officers in Level-15 and above and Director of the Institute for officers in Level-14 and <b>below</b> .
3.	10 Rule No. 16 (i) The method of appointment by promotion	The word 'Scientific' needs to be corrected as ' <b>Scientist</b> '.
4.	10 Rule No. 16 (ii) The method of appointment by promotion	The following sentence may be added:- "Promotion to higher grades shall be subject to the availability of the vacancies as per Schedule 7/4. If there is no promotion avenue" .....
5.	11 Rule No. 20 (b) Contract Appointments	The words <b>Governing Body</b> may be corrected as <b>Governing Council</b> .
6.	11 Rule 20 (c) Contract Appointments	The word <b>Executive Director</b> may be corrected as <b>Director</b> .
7.	Schedule 7/2 (page 1) Column No. 8/ Row No. 8/ Scientist IV (Medical Post with NPA)	The words " <b>By Direct Recruitment/Promotion</b> " may be corrected as " <b>By Direct Recruitment</b> ".
8.	Schedule 7/2 (page 1) Column No. 8/ Row No. 8 /Scientist IV (Medical Post with NPA)	Schedule 7/2 Sl. No. 10 – Scientist IV (Medical Post with NPA) (Is the post included in Modified Flexible Complementing Scheme for promotions (only for posts in Scientific Cadre) - <b>Yes</b>
9.	Schedule 7/2 (page 1) Column No. 10/ Row No. 10/Scientist II	Schedule 7/2 Sl. No. 10 – Scientist II (Is the post included in Modified Flexible Complementing Scheme for promotions (only for posts in Scientific Cadre) - <b>Yes</b>

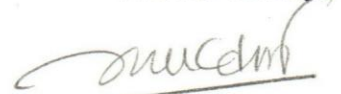
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10.	Schedule 7/2 (page 2) Column No. 11/ Row No. 10/ Scientist II (Veterinary Post with NPA)	Schedule 7/2 Sl. No. 10 – Scientist II (Veterinary Post with NPA) (Is the post included in Modified Flexible Complementing Scheme for promotions (only for posts in Scientific Cadre) - <b>Yes</b>
11.	Schedule 7/2 (page 2) Column No. 5/ Row No. 12/Scientist V(#) (Educational Qualification and Experience)	The words “C 18” and +D22 may <b>deleted</b> .
12.	Schedule 7/2 (page 2) Column No. 3/ Row No. 13/ Director* (Experience for Deputation)	.....(ISTC) should not exceed 58 years.....
13.	Schedule 7/2 (page 2) Column No. 5/ Row No. 13/ Scientist V(#) (Experience for Deputation)	The words <b>Scientist E-II</b> may be corrected as <b>Scientist IV</b> .
14.	Schedule 7/3 (page 1) Column No. 3 – 7/ Row No. 10	The words ‘ <b>Carrier Advancement Scheme</b> ’ may be corrected as ‘ <b>Merit and Normal Assessment Scheme (MANAS)</b> ’.
15.	Schedule 7/3 (page 2) Column No. 3/ Row No. 12/Assistant Engineer (Educational Qualification & Experience)	The words ‘ <b>by promotion.....</b> ’ may be deleted.
16.	Schedule 7/3 (page 3) Column No. 3-7/ Row No. 18	The correction already carried out in the hard copy of the RRs sent to CDFD.  <b>No correction required.</b>
17.	Schedule 7/4 (page 1) Column No. 14/ Row No. 6/Skilled Work Assistant-II (Is post exempted from consultation with UPSC before being filled)	The words ‘ <b>Applicable</b> ’ may be corrected as ‘ <b>Not applicable</b> ’.
18.	Schedule 7/4 (page 1) Column No. 9/ Row No. 12/ Assistant Security Officer (Educational Qualification and Experience)	The words ‘ <b>should</b> ’ may be corrected as ‘ <b>good</b> ’.
19.	Schedule 7/2 (page 1 to 3) Column No. 8 to 12.	The numbers may be changed and serial numbers may be <b>written as 8,9,10,11,12</b> .
20.	Schedule 7/4 (page 1) Column No. 4 to 15.	The numbers may be changed and serial numbers may be <b>written as 4,5,6,7,8,9,10,11,12,13,14,15</b>

3. After making all these corrections, a copy of the updated Recruitments Rules (as on 30.04.2019) is enclosed. This will supersede the RR’s forwarded to CDFD vide this Department’s communication of even no. dated 03.07.2018.

Yours faithfully,



(Bharat Bhushan)

Under Secretary to the Govt. of India

Encl: as above.

Copy to:- Dr. Sanjay Kalia, Scientist ‘E’, DBT/Nodal Officer of CDFD, Hyderabad for information please.

## CDFD RECRUITMENT RULES-2018

### 1. SHORT TITLE AND COMMENCEMENT

These Rules may be called "*CDFD Recruitment Rules-2018*".

They shall come into force from the date of notification by the Institute with the approval by the Government of India.

### 2. OBJECTIVES:

- i. To meet manpower requirements of the Institute by recruiting competent employees in terms of requisite capabilities, skills, qualification, aptitude, merit and suitability with a view to fulfill Institute's objectives.
- ii. To attract, select and retain the best talent available keeping in view the changing needs of the Institute.
- iii. To establish an objective and reliable system of selection.
- iv. To integrate growth opportunities of the employees with fulfillment of Institute's objectives.
- v. To provide for a system, which is, fair, objective and transparent in matters of promotion of employees.
- vi. To ensure compliance with relevant Government policies and directives on recruitment and promotion.

### 3. DEFINITIONS and ABBREVIATIONS

In these Rules unless the context otherwise requires the following terms shall mean as under

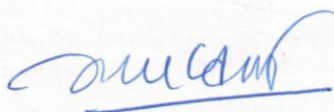
- i. **Approving Authority:** Shall be as specified at Clause 12 to these Rules.
- ii. **Appointing authority:** Shall be as specified at Clause 12 to these rules and shall be that authority who is holding charge in regular capacity under these rules.
- iii. **Bye Laws:** Shall mean the Bye Laws framed and amended from time to time having the approval of the Government under whom the Autonomous Institute lies.
- iv. **Cadre:** Shall essentially mean as total strength of a service (*in all relevant grades ie from lowest to highest grade comprising lowest recruitment grade to highest promotional grade*) or a part of a service sanctioned as a separate unit.
- v. **Competent Authority:** In relation to exercise of powers under these rules shall essentially be the Minister- in charge of Department of Biotechnology/Ministry of Science and Technology or any such authority to which such power is so delegated.



(updated as on 30.04.2019)

The updated RR's of CDFD are issued vide Department's letter No. BT/AI/15021/01/2018 dated 30.04.2019 signed by Shri Bharat Bhushan, Under Secretary, DBT.

- vi. **DBT:** Shall mean the Department of Biotechnology under Ministry of Science and Technology, Government of India.
- vii. **Departmental Recruitment Committee (DRC):** Shall be as per DBT instructions issued vide OM dated 19.07.2016 or DoPT/CVC, provided that CVO, CDFD shall not be part of any such selection committee.
- viii. **Departmental Promotion Committee (DPC):** Shall be as per DBT instructions issued vide DBT OM dated 19.07.2016 or DoPT/CVC, provided that CVO, CDFD shall not be part of any such committee.
- ix. **Director:** Shall mean the Director of the Institute.
- x. **DoPT:** Shall mean the Department of Personnel and Training, Government of India.
- xi. **Duty Post:** Shall mean all the posts which are included in Row 3 of schedules to these rules.
- xii. **EFC:** Shall mean the Expenditure Finance Committee of the Government.
- xiii. **Institute:** Shall mean the CDFD.
- xiv. **Government:** As defined at Clause 3c of The Rules and Regulations of CDFD Society.
- xv. **Governing Council:** Shall have the same meaning as defined in Memorandum of Association and the Bye Laws of the Institute. It shall at all times have ex-officio members of the Government.
- xvi. **Levels:** means level of posts specified in the Schedule-7/1-4 to these Rules as per 7<sup>th</sup> Pay Commission recommendations.
- xvii. **MHA:** Shall mean Ministry of Home Affairs under Government of India.
- xviii. **MEA:** Shall mean Ministry of External Affairs under Government of India.
- xix. **Recruitment Rules (RRs):** Shall mean the Rules framed by the Governing Council for the purposes of appointment to the duty posts specified in the Schedules to these Rules and approved by the Government.
- xx. **Schedule:** Shall mean the Schedules attached to these rules.
- xxi. **SCSC:** Shall have the same meaning as defined in DoPT OM No AB 14017/11/2004-Estt.(RR) dtd 30.07.2007, 21.10.2015 & 06.04.2016. Director of the Institute shall be an essential member of the committee for appointments to posts in Level-14 and above except to appointment for the post of Director. The SCSC shall be got approved from Minister in Charge.
- xxii. **The expressions "Scheduled Castes", "Scheduled Tribes", "Other Backward Classes" and the "The Persons with Disabilities"** shall have the meaning respectively assigned to them in the Constitution of India/Acts of Parliament.



(updated as on 30.04.2019)

The updated RR's of CDFD are issued vide Department's letter No. BT/AI/15021/01/2018 dated 30.04.2019 signed by Shri Bharat Bhushan, Under Secretary, DBT.

4. **CONSTITUTION:**

On the date of commencement of these Rules, such of the persons who have been engaged/appointed with due process in terms of extant instructions of Government of India on regular or on contract basis to Duty Posts and who will be appointed\* in terms of these Rules shall constitute the total operational strength of the work force of the Institute. The inter-se-seniority of officers/staff in each grade, who are appointed as per these Rules at the initial constitution shall be determined as per the date of regular appointment to the respective posts/grades/level subject to the condition that their inter-se-seniority within their respective posts/grades shall not be disturbed;

*(\*: shall also include contractually appointed persons on the rolls of the Institute before commencement of these Rules, whose appointments are recommended for confirmation and regularization by a duly constituted three member committee so constituted 90 days before the end of the contract period with the approval of the Approving Authority. Minutes of the committee shall be approved by the Approving Authority with the purpose of absorbing them permanently in the Institute. In the interest of administration and with the mutual consent of the contractual employee, Director, CDFD may constitute the confirmation committee (for all such employees in Level 13A and below) at an earlier date before the end of the contractual period which is not earlier than 90% of the successful completion of total contract period. 100-50% benefit of the period spent on contract basis after regularization of services in the grade is to be counted for eligibility for promotion to next grade).*

5. **SCHEDULES to these Rules:** are detailed as under:

- i. **Schedule-7/1:** Position of Posts created with the approval of the Cabinet/Department of Expenditure.
- ii. **Schedule - 7/2:** Appointment to posts in Scientific Cadre.
- iii. **Schedule - 7/3:** Appointment to posts in Technical Cadre.
- iv. **Schedule - 7/4:** Appointment to posts in Administrative Cadre.

6. **ELIGIBILITY NORMS:** Shall at all times conform to provisions of Para 8 of DBT OM No BT/AI/14013/3/2011 dated 19.07.2016 with respect to NATIONALITY, AGE, EDUCATIONAL QUALIFICATIONS and extant DoPT instructions. Work experience if required, shall be counted from the date of acquiring minimum educational qualifications and as on the closing date of advertisement notified for filling the post.

7. **LEVELS (7th CPC scales), AUTHORISED STRENGTH**

- i. The names, designation, levels for Scientific, Technical, Administrative posts are detailed vide **Schedule 7/1-4** of these Rules.
- ii. The orders for creation of these posts are detailed vide Clause 5 (i) of these Rules.
- iii. Notwithstanding anything contained in Clause 7(i-ii) of these Rules, the Government may by notification.
  - a) Make additions, alterations, substitutions or modifications to the number of sanctioned duty posts or grades, designation and Pay scales of duty posts specified in **Schedule 7/1-4** of these Rules.

(updated as on 30.04.2019)

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- b) Appoint any officer to a Duty post in the appropriate grade against the sanctioned post of the Institute.

**8. FUTURE MAINTENANCE OF THE SERVICE and Method of Recruitment For Scientific Cadre Posts:**

- i. From the commencement of these rules, all the initial appointments to be made in levels by method of direct recruitment as specified in the Schedules to these Rules.
- ii. The particular method of appointment (by Direct Recruitment/Promotion/Deputation/Contract *(including Short term Contract)* or Absorption to any level and percentage of appointment by each method is detailed in the Schedules to these Rules.
- iii. Post which are essentially to be filled by direct recruitment method in any level shall not be exempt from the purview of reservation. Reservation rules for members of Scheduled Caste/Scheduled Tribes/Other Backward Community shall be applicable in terms of extant DoPT instructions circulated vide DBT OM no BT/AI/14013/3/2011 dated 19.07.2016 and issued thereafter.
- iv. Scientific cadre posts in Level-10 to Level-14 detailed vide **Schedule- 7/2** of these Rules shall be eligible for appointment under the Modified Flexible Complementing Scheme-2010 as per extant DoPT instructions and amendments thereof.
- v. Upper age limit for unreserved candidates shall be as per extant DoPT instructions for all posts to be filled by Direct Recruitment method. Age relaxations as per DoPT OM No. 15012/2/2010-Estt. (D) dated 27.03.2012 for candidates belonging to SC/ST/OBC community, Physically Handicapped and Ex-serviceman shall be applicable.
- vi. Upper age limit shall not be applicable for existing employees of the Institute or any employee of Department of Biotechnology if they apply for the posts of the Institute under these rules which are proposed to be filled by Direct Recruitment/Deputation method. Upper age limit may be relaxed by 01 years in case of exceptional and meritorious candidates by the approving authority prior to appointment for positions in Level-14 and above.
- vii. Educational Qualifications required for eligibility are detailed vide Schedules 7/2-4 of these Rules. Equivalence of qualifications as in vogue for appointments under the Central Government shall be applicable for the purpose of determining equivalence of qualifications.
- viii. The residency period required for the promotions to higher grades and eligibility norms are detailed vide **Schedules 7/2-4** of these Rules.
- ix. Composition and level of DRC, DPC shall be as per Clause 3(vii-viii) these Rules.
- x. Detailed procedure for recruitment, periodicity between two recruitments shall be got approved from the Appointing authority before advertisement.
- xi. Instructions contained vide DBT OM No. BT/01/71/2016-PVC dated 23.01.2017 and other instructions issued by the Department of Biotechnology, DoPT CVC in

(updated as on 30.04.2019)

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matters of recruitment and MHA for filling up of posts in Rajbhasha Cadre shall be strictly adhered to as and when these instructions are issued.

- xii. **Following shall be the Application Fees for candidates applying for posts to be filled by open advertisement**

Applying for ->	Level 9 and Below	Level -10 and above	Level 14 and above
Unreserved candidates	Rs 200/-	Rs 500/-	Rs 1000/-
OBC candidates	Rs 100/-	Rs 300/-	Rs 500/-
Unreserved candidates from abroad with OCI Status	USD \$ 15	USD \$ 30	USD \$ 30
OBC candidates from abroad with OCI Status	USD \$ 10	USD \$ 20	USD \$ 20

- a. **All efforts to be made by the Institution to have posts filled by open advertisement to be a cost neutral exercise.**
- b. The fee structure shall be reviewed every 02 years by a duly constituted committee under the chairmanship of the Director.

#### 9. METHOD OF SELECTION

- i. The method of appointment for all the positions viz Level 13A and below as detailed at Schedules 7/2-4 which are to be filled by open advertisement shall be in terms of extant DoPT instructions circulated vide DBT OM no BT/AI/14013/3/2011 dated 19.07.2016 and issued thereafter.
- ii. Committees constituted for the purposes of recruitment/promotion shall be in conformity with the Schedules of these Rules as well as Clause 3 (vii - viii) of these Rules.
- iii. CVO of the Institute and any official of the Institute whose name is figuring in the agreed list or is not clear from the vigilance angle shall NOT be member of any such committee.
- iv. No person who is a recipient of grants or funding from the Ministry concerned i.e. (DST, DSIR-CSIR or DBT) or who is closely related to such a recipient shall be invited as a member of any such appointment Committee
- v. Complete transparency shall be observed in the all appointments.
- vi. The posts mentioned in the Schedules shall be filled by positive act and shall be advertised/notified before being filled up after due approval from the Approving Authority as provided in the RRs.
- vii. There shall be no change in vacancy or any of the procedures once the recruitment (*including criteria of eligibility, qualifying standards and criteria of empanelment*) or promotion has been initiated by way of advertisement/notification and the conditions mentioned in the

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advertisement/notification shall be strictly adhered to except with the approval of competent authority.

- viii. The actual method of appointment by direct recruitment/promotion/deputation/absorption/contract including application fees, experience, qualifying criteria for recruitment as well as promotion for unreserved/reserved/physically challenged/ex-servicemen candidates shall be elaborated in detail by separate orders and shall be in conformity in terms of extant DoPT instructions circulated vide DBT OM no BT/AI/14013/3/2011 dtd 19.07.2016 and issued thereafter. The same shall be got approved from the Approving Authority before actually recruiting/promoting any candidate/employee.
- ix. The panel recommended by the DRC/DPC prepared in order of merit for all posts in below Level 14 shall be got approved from the Approving authority before being implemented and shall be valid for a period of one year.
- x. Offer of appointment/promotion shall be made only for those posts which have been advertised/notified.
- xi. Appointments shall be made by the Appointing authority.
- xii. There shall be a minimum gap of 06 months between two cycles of recruitment/promotion (*from the date of advertisement/notification till approval from approving authority.*)
- xiii. All recruitment/promotion exercise once initiated shall be compulsorily finalized before a maximum period of 08 months for recruitment and 04 months for promotion unless stayed by orders of Court or otherwise by the Government. Efforts shall be made to finalize the exercise in minimum period by observing all due procedures in a transparent manner.
- xiv. In case of shortage of staff/difficulty in filling of posts then if considered necessary relaxation of eligibility conditions prior approval of the Approving Authority shall be obtained before any norms are relaxed/modified and that too before the same is advertised or notified.

**10. Determination of MERIT before APPOINTMENT**

- i. In case of selection of two or more candidates in the same Grade on the same date the recommendation shall invariably be made in order of merit of selected candidates for the purpose of determining seniority. In case, the marks obtained are same than merit among such candidates shall be decided as under:
  - a) **Age** : Elder one will be placed above in merit, if the candidates have same date of birth then,
  - b) By experience and if the same is also same then the names of candidates shall be arranged in order of merit alphabetically to determine merit and seniority.
- ii. The Selection Committee recommendations when approved by the Approving Authority shall remain valid for a period of one year from the date of such approval.



(updated as on 30.04.2019)

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**11. FIRST APPOINTMENT:**

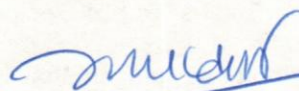
- i. For all cases of Direct Recruitment for the Level 14 or below shall be in conformity in terms of extant DoPT instructions circulated vide DBT OM no BT/AI/14013/3/2011 dated 19.07.2016 and issued thereafter.
- ii. All appointments in the Institute will be subject to the selected candidates being found medically fit by the medical authority as prescribed in the rules.

**12. APPOINTING AUTHORITY AND APPROVING AUTHORITY:**

- i. **For Director:** Chairman, Governing Council after the approval of the Appointments Committee of Cabinet, Govt. of India.
- ii. **For all posts in Level 14:** Director, with the approval of the Governing Council.
- iii. **For positions carrying from Level 11 to Level 13A: Head of Administration** with the approval of the Director.
- iv. **For positions carrying Level 10 and below: Head of Administration** with the approval of Director.

**13. PROBATION AND CONFIRMATION:**

- i. A candidate/staff member on initial appointment by direct recruitment /Contract including Short term contract (>2 years period) (*except for the post of Director*) shall be on probation for a period of two years from the date he/she assumes charge of the post.
- ii. Notwithstanding anything contained in rules above, the probation period of a staff member may be terminated or extended for a period not exceeding two years with the approval of the authority defined at *Clause 13 (v)* of these Rules.
- iii. If the probation is terminated, whether at the end of the normal probationary period or at the end of the extended period.
  - a) The services of the probationer, if he was directly recruited, will be terminated forth with, and
  - b) If the probationer was an employee of the Institute and was appointed as an internal candidate, he/she will be reverted back to his earlier post/ grade.
- iv. There shall, in each case of satisfactory completion of probation, be a written order to that effect confirming successful completion of probation period. The order shall specify the date on which the probation is deemed to have been satisfactorily completed. In the absence of such an order, the probation period will not be deemed to have been confirmed meaning thereby, that confirmation of probation period is not automatic but shall be done by a positive act with due process after the Departmental Confirmation Committee formed with the approval of the Approving Authority recommends the same. In any case, such a committee shall always be framed within 30 days of completion of probation period or extended period of probation. The committee shall make its recommendations within 08 weeks of its constitution.



(updated as on 30.04.2019)

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- v. All cases of confirmation of probation shall be approved by
  - a) Chairman, Governing Council for confirmation in Level-14 and above,
  - b) Director for confirmation in Level-13A and below.
  - c) Head of Administration for confirmation in Level-8 and below.
- vi. The Approving authority shall approve the recommendations of the confirmation committee. In case, the approving authority does not agree with the recommendations of the confirmation committee, he shall record his reasons in writing before disapproving the recommendations and terminate the services of the probationer forthwith.
- vii. The services of the probationer shall be regularized on the date of issue of order for confirmation, only after which he shall be deemed to be the regular employee of the Institute till his resignation/death/superannuation whichever is earlier.
- viii. Only regularly confirmed staff shall be eligible for service benefits of the Institute like leave benefits, pay and allowances, annual increments, medical benefits, other benefits, etc.
- ix. Only a regularly appointed and confirmed employees shall be eligible for promotion in order of seniority subject to meeting eligibility conditions of minimum service in the grade as detailed at Schedule-7/2-4 of these Rules, and
  - a) subject to the clearance from vigilance, minimum grading of very good in his annual performance report for last 04 years and on recommendations of duly constituted DPC.
- x. Services of contractual employees shall be governed by contract agreement terms and conditions signed by the employee with the Institute during the period of contract and not by these Rules unless such employees are duly confirmed and regularized by due process as outlined at Clause 4 of these Rules.

**14. NATIONALITY:**

- i. Only Indian citizen shall be eligible for appointment for all Technical and administrative posts are detailed in Schedule 7/1.
- ii. Indian citizens and persons with OCI status shall be eligible for appointment for all Scientific posts detailed in Schedule 7/1 subject to the condition that for all appointments to posts in Scientific Cadre of persons who are having Overseas Citizen of India (OCI) status, prior necessary clearances from Ministry of Home Affairs (MHA) and Ministry of External Affairs (MEA), or any authority specified by Government of India from time to time should be in place before appointment is offered to such individuals

**15. METHOD OF APPOINTMENT BY DEPUTATION/ABSORPTION:** Subject to the candidate having educational qualifications and experience as specified in the Schedules, candidates from other Central Government/State Government, Ministries / Departments, Semi-Govt. Organizations, Universities, Research Institutions, Autonomous Bodies, Public Sector Undertakings, can be taken on deputation basis provided that:

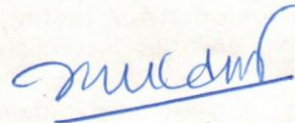
- i. The period of deputation shall be subject to a maximum of three years, which can be extended up to a maximum period of five years only after the written consent of the incumbent and lending organization. The total period of deputation including the period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other organization/department shall not

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normally exceed 3 years unless extended upto the prescribed maximum period of 5 years with consent of the candidates and the lending organization. The terms and conditions for tenure of deputation shall be as applicable in terms of extent Govt. of India instructions issued from time to time.

- ii. Subject to the approval of the lending Ministries/Departments/Organizations/Institutions etc. as also the willingness of the incumbent, the candidate can be absorbed in the Institute at any time during the period of deputation against a vacant post, if selected by the Selection Committee.
- iii. Candidate appointed on deputation shall not have any claim for any promotion during the period of deputation. However, such candidate may be considered for promotion in case of absorption, after such absorption takes effect.
- iv. In the case of a person, who is initially taken on deputation and absorbed later, his seniority in the grade in which he/she is absorbed will normally be counted from the date of absorption. If he has however been holding already (on the date of absorption) the same or equivalent grade on regular basis in his parent department, such regular service in the grade shall also be taken into account in fixing his seniority subject to the condition that he will be given seniority from the date he has been holding the post on deputation or the date from which he has been appointed on regular basis to the same or equivalent grade in his parent department whichever is earlier.
- v. The departmental candidates in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.
- vi. Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more can be filled on deputation basis from officers of other organizations as mentioned above.
- vii. During the period of Deputation, the candidate's term shall be regulated by the Conduct Rules of the borrowing Institute.
- viii. Borrowing organization shall be responsible for making any such contribution as mandated by the lending organization if the lending organization is a Central/State Government like foreign service contribution, PF, gratuity, etc.
- ix. The lien of the candidate appointed on deputation shall be retained in the lending organization if the lending organization is Central/State Government till the period of deputation. On the expiry of the period of deputation the candidate shall be repatriated back to his parent department immediately.
- x. Posts filled by Deputation shall be exempt from the purview of Reservation Rules.
- xi. **Cooling off period between two successive Deputations:** at least 3 years.
- xii. **Authority to Waiver Cooling of Period:** Shall be Chairman, Governing Council for officers in Level-15 and above and Director of the Institute for officers in Level-14 and below.



(updated as on 30.04.2019)

The updated RR's of CDFD are issued vide Department's letter No. BT/AI/15021/01/2018 dated 30.04.2019 signed by Shri Bharat Bhushan, Under Secretary, DBT.

16. **The method of appointment by promotion:** Promotion will be given to employees as under

(i) **Promotion for Scientific Cadre:**

In Scientific cadre, the promotion will be made through Modified Flexible Complementing Scheme (MFCS) (in situ promotion). The promotion will be governed as per DoP&T O.M. No. AB-14017/37/2008-Estt (RR) dated 10.09.2010 as amended from time to time. A Scientist will be eligible for promotion through the process of MFCS as applicable to the 'Scientific personnel' in the Scientific Departments of the Government of India and will be subject to amendment from time to time.

Sl. No.	Pay band & grade pay	Designation	Minimum Residency Period linked to Performance
1.	PB-3 (Rs.15600-39100) Grade Pay Rs.5400/	Scientist B/Staff Scientist-II or equivalent	3 years.
2.	PB-3 (Rs.15600-39100) Grade Pay Rs. 6600/	Scientist C/Staff Scientist-III or equivalent	4 years.
3.	PB-3(Rs.15600-39100) Grade Pay Rs. 7600/	Scientist D/Staff Scientist-IV or equivalent	4 years.
4.	PB-4 (Rs.37400-67000) Grade Pay Rs. 8700	Scientist E/Staff Scientist-V or equivalent	5 years.
5.	PB-4 (Rs.37400-67000) Grade Pay Rs. 8900	Scientist F/Staff Scientist-VI or equivalent	5 years.
6.	PB-4( Rs. 37400-67000) Grade Pay Rs. 10000/	Scientist G/ Staff Scientist-VII or equivalent	—

(ii) **Promotion for Administrative Cadre:**

Promotion to higher grades shall be subject to the availability of the vacancies as per Schedule 7/4. If there is no promotion avenue in Administrative Cadre, financial upgradation will be available in the next higher grade pay whenever an employee has completed 10 years of service in the same grade, as per Modified Assured Career Progression Scheme (MACPS), as applicable to administrative personnel in the Departments of the Government of India and will be subject to amendment from time to time.

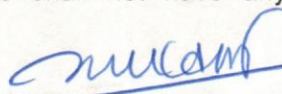
(iii) **Promotion for Technical Cadre:** The Merit and Normal Assessment Scheme (MANAS)\* for promotion of Technical staff members will be followed as per CSIR guidelines (MANAS) vide CSIR's letter No. 17(65/P.42)/90-PPS(pt. II) dated 18.01.1991 (**copy enclosed as Anneure-7A**) amended from time to time. The Merit and Normal Assessment Scheme (MANAS) can be downloaded from the following link:-

[http://www.csir.res.in/sites/default/files/PolicyDoc\\_44.pdf](http://www.csir.res.in/sites/default/files/PolicyDoc_44.pdf)

(updated as on 30.04.2019)

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17. **LIABILITY OF OFFICERS TO SERVE IN INDIA OR ABROAD:** All the employees who are appointed against these Rules shall be liable to serve anywhere in the country or abroad as per the directions of the Director of the Institute.
18. **DISQUALIFICATION:** No person
- who has entered into or contracted a marriage with a person having a spouse living, or
  - who is having a spouse living, has entered in or contracted a marriage with any other person, shall be eligible for appointment to any of the said posts;
  - whose character and antecedent has been objected by District Magistrate & Collector or whose identity has not been established by the Police.
- shall be eligible for appointment to the service on regular basis or engagement on contract basis.
19. **REVOCATION of APPOINTMENT:** can be done at any stage during the period of probation (*without notice*) or during service (*after the expiry of period of 14 days from the issue of show cause notice and the same received by the employee*) if the appointed person at any stage before or after appointment has:
- Withheld information, given any false information or provided false certificates/testimonials so as to secure appointment through wrongful means or intent,
  - lied under oath,
  - has been convicted of a criminal offence under Criminal Procedure Code and awarded punishment under any of the provisions of Indian Penal Code
  - indulged in activities which are prejudicial to the interests of the STATE.
20. **CONTRACT APPOINTMENTS:**
- All engagements on contract basis against a cadre post shall be governed by the contract agreement signed by the employee with the Institute in terms of Clause 13(x) of these Rules.
  - The Institute shall get model contract agreement duly approved from the Governing Council.
  - No contractual engagement shall exceed a period of 36 months (for Scientific Cadre except the post of Director) which may be extended by the Institute with the mutual consent of the employee and the Institute for not more than further period of 24 months.
  - For non-scientific cadre staff, no contract shall exceed for a period of more than 11 months.
  - The contract appointments will be made as per the bye laws of the institute.
21. **DISPLAY of RRs:** These Rules shall be displayed on the website of the Institute for a period of 07 days before being notified by the Institute.
22. **PERIODIC REVIEW OF RRs :** Shall be compulsorily done once in 05 years with view to affecting the changes as are necessary to bring them in conformity with the changed position, including additions to or reductions in the strength of the lower and higher level posts.
23. **AUTHORITY to exercise powers under these Rules:** Only regularly appointed Appointing Authority on substantive/regular/fulltime basis shall have powers to exercise authority under these Rules. Under these Rules, Officiating Director/InCharge/Pro tem/looking after Directors shall not have any appointing powers.



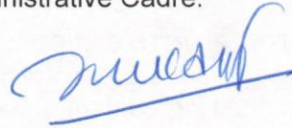
(updated as on 30.04.2019)

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24. **POWERS to RELAX / AMEND / MODIFY:** Notwithstanding anything contained in these Rules any of the provisions in these Rules can be relaxed/amended/modified with the approval of the competent authority in the Government of India upon the recommendations of the Governing Council of the Institute, provided they are in conformity with the instructions of the Government of India.
25. **JURISDICTION OF THE COURTS:** In cases of any dispute arising between the Institute and others, the jurisdiction of The High Court of Judicature at Hyderabad for the States of Telangana and Andhra Pradesh in whose jurisdiction the Institute lies shall apply.
26. **SAVING:** Nothing in these Rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the candidates belonging to the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, the Ex-Servicemen and the other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
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**Encl:**

- i. **Schedule - 7/I:** Position of Posts created with the approval of the Cabinet/Department of Expenditure.
- ii. **Schedule - 7/2:** Appointment to posts in Scientific Cadre:
- iii. **Schedule - 7/3:** Appointment to posts in Technical Cadre
- iv. **Schedule - 7/4:** Appointment to posts in Administrative Cadre.



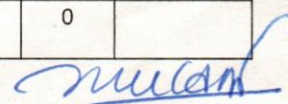
(updated as on 30.04.2019)

The updated RR's of CDFD are issued vide Department's letter No. BT/AI/15021/01/2018 dated 30.04.2019 signed by Shri Bharat Bhushan, Under Secretary, DBT.

Name of the AI: Centre for DNA Fingerprinting and Diagnostics (CDFD): Details of Sanctioned Posts by Department of Expenditure												
S.No	Department	Designation	PB	GP	Level in 7th CPC	Sanctioned Strength	Posts already Created			On Roll as on 01.01.2018	Vacancy (Col. 9-Col. 10)	REMARKS
							DoE letter No. & Date	DBT letter ref. No. & Date	Total			
1	2	3	4	5		6	7	8	9	10	11	12
1		DIRECTOR	67000-79000 with 3% annual increment		15	1		BT/02/004/91-PID, 22.07.1996 and upgraded vide D.O. No. 3546/5BT/98 dated 22.05.2001	1	1	0	
	Scientific	Scientist-VI	PB4	8900	13A	1		BT/CDFD/02/2002, 08.07.2003	1	0	1	
	Scientific	Scientist-V	PB4	8700	13	3		BT/CDFD/02/2002, 08.07.2003, BT/ABM-14011/3/05, 14.07.2006	3	3	0	
	Scientific	Scientist-E II (#)	PB4	8700	13	1		BT/02/004/91-PID, 24.04.1998	1	1	0	
	Scientific	Scientist-IV	PB 3	7600	12	6		BT/CDFD/02/2002, 08.07.2003, BT/ABM-14011/3/05, 14.07.2006	6	6	0	
	Scientific	Scientist-III	PB 3	6600	11	11		BT/02/004/91-PID, 22.07.1996, BT/02/004/91-PID, 24.04.1998, BT/CDFD/02/2002, 08.07.2003	11	11	0	
	Scientific	Scientist-II	PB 3	5400	10	5		BT/02/004/91-PID, 22.07.1996, BT/02/004/91-PID, 24.04.1998	5	4	1	
		<b>Sub Total</b>				<b>28</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>26</b>	<b>2</b>	
2	Technical	Assistant Engineer	PB 2	4600	7	2		BT/02/004/91-PID, 22.07.1996, BT/02/004/91-PID, 31.12.1997	2	2	0	
	Technical	Technical Officer-II	PB 2	4600	7	6		BT/02/004/91-PID, 22.07.1996, BT/02/004/91-PID, 31.12.1997, BT/CDFD/02/2002, 08.07.2003	6	6	0	
	Technical	Technical Officer-I	PB 2	4200	6	10		BT/02/004/91-PID, 22.07.1996, BT/02/004/91-PID, 31.12.1997, BT/CDFD/02/2002, 08.07.2003	10	10	0	
	Technical	Technical Assistant	PB 2	4200	6	19		BT/02/004/91-PID, 22.07.1996, BT/02/004/91-PID, 31.12.1997, BT/CDFD/02/2002, 08.07.2003	19	18	1	
	Technical	Tradesman*	PB 1	1900	2	5		BT/02/004/91-PID, 22.07.1996, BT/02/004/91-PID, 31.12.1997	5	6	0	
		<b>S Total</b>				<b>42</b>	<b>0</b>	<b>0</b>	<b>42</b>	<b>42</b>	<b>1</b>	
3	ADMIN	Administrative Officer	PB3	6600	11	1		BT/02/004/91-PID, 11.12.1996	1	1	0	
	ADMIN	Accounts Officer	PB2	4600	7	1		BT/02/004/91-PID, 11.12.1996	1	1	0	
	ADMIN	Section Officer	PB 2	4600	7	2		BT/02/004/91-PID, 11.12.1996, BT/02/004/91-PID, 21.04.1998	2	2	0	
	ADMIN	Security Officer	PB 2	4600	7	1		BT/02/004/91-PID, 01.06.1998	1	1	0	
	ADMIN	Management Assistant	PB 2	4200	6	3		BT/CDFD/02/2002, 08.07.2003	3	3	0	
	ADMIN	Junior Managerial Assistant	PB 1	2800	5	4		BT/02/004/91-PID, 11.12.1996	4	4	0	
	ADMIN	Assistant Security Officer	PB 1	2800	5	4		BT/02/004/91-PID, 25.06.1998	4	4	0	

(updated as on 30.04.2019)

The updated RR's of CDFD are issued vide Department 's letter No. BT/AI/15021/01/2018 dated 30.04.2019 signed by Shri Bharat Bhushan, Under Secretary, DBT.





ADMIN	Junior Assistant-I	PB 1	2400	4	8		BT/02/004/91-PID, 11.12.1996, BT/02/004/91-PID, 21.04.1998, BT/CDFD/02/2002, 08.07.2003	8	8	0	
ADMIN	Junior Assistant-II	PB 1	1900	2	9		BT/02/004/91-PID, 11.12.1996, BT/02/004/91-PID, 21.04.1998, BT/CDFD/02/2002, 08.07.2003	9	8	1	
ADMIN	Driver**	PB 1	1900	2	5		BT/02/004/91-PID, 11.12.1996, BT/02/004/91-PID, 21.04.1998	5	4	0	
ADMIN	Attendant-I	PB 1	1800	1	3		BT/02/004/91-PID, 11.12.1996, BT/02/004/91-PID, 21.04.1998	3	3	0	
ADMIN	Attendant-II	PB 1	1800	1	9		BT/CDFD/02/2002, 08.07.2003	9	8	1	
ADMIN	<b>S Total</b>				<b>50</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>47</b>	<b>2</b>	
	<b>G Total</b>				<b>120</b>	<b>0</b>	<b>0</b>	<b>120</b>	<b>115</b>	<b>5</b>	

(#) The post of Scientist E-II is equivalent to the post of Scientist V. Both the post are in the same Grade and Level.

\*\* One Tradesman post filled against vacancy of Driver

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**Schedule-7/2 : Posts in Scientific Cadre of CDFD**

S. No.	Type	Director *	Scientist-VI	Scientist-V (#)	Scientist E-II (#)	Scientist-IV	Scientist-IV	Scientist-III	Scientist-II	Scientist-II	Total
1	2	3	4	5	6	7	8	9	10	11	12
1	Department	HEAD of the Institute	Scientific	Scientific	Scientific	Scientific	Scientific	Scientific	Scientific	Scientific	
2	Level in 7 th CPC	15	13-A	13	13	12	12	11	10	10	
3	Sanctioned Strength	1	1	3	1	6	-	11	5	-	28
4	Is the post a Selection Post(S) or Non Selection Post (NS)	Selection Post	Selection by Merit	Selection by Merit	Selection by Merit	Selection by Merit	Selection by Merit	Selection by Merit	Selection by Merit	Selection by Merit	
5	Whether the posts are exempt from the purview of reservations in appointments for members of SC/ST/OBC's community	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	
6	Is post exempted from consultation with UPSC before being filled	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	
7	Nationality of Candidates recommended for appointment	Indian National/NRI/OCI/PIO	Indian National/NRI/OCI/PIO	Indian National/NRI/OCI/PIO	Indian National/NRI/OCI/PIO	Indian National/NRI/OCI/PIO	Indian National/NRI/OCI/PIO	Indian National/NRI/OCI/PIO	Indian National/NRI/OCI/PIO	Indian National/NRI/OCI/PIO	
8	Method of Appointment	Deputation (including short term contract) / Absorption	By Promotion/Deputation failing which by Direct Recruitment	By Promotion/Deputation failing which by Direct Recruitment	By Promotion/Deputation failing which by Direct Recruitment	By Promotion/Deputation failing which by Direct Recruitment	By Direct Recruitment	By Direct Recruitment / Promotion	Direct Recruitment	Direct Recruitment	
9	%age of each method of appointment	Not Applicable									
10	Is the post included in modified Flexible complementing Scheme for promotions (only for posts in Scientific cadre)	Not Applicable	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	

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**Schedule-7/2 : Posts in Scientific Cadre of CDFD**

S. No.	Type	Director *	Scientist-VI	Scientist-V (#)	Scientist E-II (#)	Scientist-IV	Scientist-IV	Scientist-III	Scientist-II	Scientist-II	Total
1	2	3	4	5	6	7	8	9	10	11	12
1	Department	HEAD of the Institute	Scientific	Scientific	Scientific	Scientific	Scientific	Scientific	Scientific	Scientific	
2	Level in 7 th CPC	15	13-A	13	13	12	12	11	10	10	
11	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	Not exceeding 58 years (by deputation/short term contract)	Not exceeding 55 years (Relaxable as per Central Govt. orders amended from time to time)	Not exceeding 50 years (Relaxable as per Central Govt. orders amended from time to time)	Not exceeding 50 years (Relaxable as per Central Govt. orders amended from time to time)	Not exceeding 45 years (Relaxable as per Central Govt. orders amended from time to time)	Not exceeding 45 years (Relaxable as per Central Govt. orders amended from time to time)	Not exceeding 40 years (Relaxable as per Central Govt. orders amended from time to time)	Not exceeding 35 years (Relaxable as per Central Govt. orders amended from time to time)	Not exceeding 35 years (Relaxable as per Central Govt. orders amended from time to time)	
12	Educational Qualification and Experience	<p>(In case of recruitment by promotion/deputation/absorption grades from which promotion/Deputation/absorption to be made)</p> <p>1. Scientists from Central/State Governments, Research Institutes, Autonomous Bodies, Government Funded Research Organizations/Institutions etc.</p> <p>(i) Holding analogous post on regular basis in the parent department; Or</p> <p>(ii) With 5 years' service in post with Grade pay of Rs 10,000/- or equivalent in the parent cadre/Department and possess the qualification &amp; experience as below:-</p> <p>Essential</p> <p>(i) Ph.D. in any Life Science discipline / MD or equivalent.</p> <p>(ii) Minimum 15 years experience of research in the area of organismal, cellular, molecular or systems biology or biotechnology.</p> <p>(iii) Excellent track record, hand in publications, patents and awards.</p> <p>Desirable</p> <p>(i) Experience in successfully running large programme centre, institution.</p> <p>(ii) Experience of guiding research activities in the area of specialization.</p>	<p><b>Direct Recruitment:</b></p> <p>1st class M Sc with 15 years exp. or 1st class M.Tech / MD / MVSc / M.Pharm / M.Biotech with fourteen years R &amp; D experience</p> <p>OR</p> <p>Ph.D. or corresponding degrees in other disciplines with original work as evidenced by patents or publications. Evidence of leadership with 12 yrs of R &amp; D experience</p>	<p><b>Direct Recruitment:</b></p> <p>1st class M Sc with eleven years exp. or 1st class M.Tech / MD / MVSc / M.Pharm / M.Biotech with ten years R &amp; D experience</p> <p>OR</p> <p>Ph.D or corresponding degrees in other disciplines with original work as evidenced by patents or publications. Evidence of leadership with 8 years of R &amp; D experience.</p>	<p><b>Direct Recruitment:</b></p> <p>1st class M Sc with eleven years exp. or 1st class M.Tech / MD / MVSc / M.Pharm / M.Biotech with ten years R &amp; D experience</p> <p>OR</p> <p>Ph.D or corresponding degrees in other disciplines with original work as evidenced by patents or publications. Evidence of leadership with 8 years of R &amp; D experience</p>	<p><b>Direct Recruitment:</b></p> <p>1st class M Sc with nine years exp. or 1st class M.Tech / MD / MVSc / M.Pharm / M.Biotech with eight years R &amp; D experience</p> <p>OR</p> <p>Ph.D or corresponding degrees in other disciplines with original work as evidenced by patents or publications. Evidence of leadership with about 5 years of R &amp; D experience</p>	<p><b>Direct Recruitment:</b></p> <p>Degree in Medicine recognized by the Medical Council of India, postgraduate qualifications such as MD / DM / DNB / MRCP / US Board Certification or equivalent in specialties such as Medicine, Pediatrics, Hematology, Obstetrics and Gynecology, or Clinical Genetics; and relevant experience in DNA-based diagnosis and management of human genetic disorders.</p>	<p><b>Direct Recruitment:</b></p> <p>1st class M Sc with five years exp. or 1st class M.Tech / MD / MVSc / M.Pharm / M.Biotech with four years R &amp; D experience</p> <p>OR</p> <p>Ph.D with 1 year post doctoral experience in the relevant field.</p>	<p><b>Direct Recruitment:</b></p> <p>1st class M Sc/M.Tech / MVSc / M.Pharm / M.Biotech with three years experience in relevant field</p> <p>OR</p> <p>Ph.D in the relevant field.</p>	<p><b>Direct Recruitment:</b></p> <p>MVSc or equivalent with three years experience OR BVsc or equivalent with four years experience with valid Registration.</p> <p><b>Desirable Qualifications:</b> MVSc in any of the following disciplines, viz. Veterinary Medicine, Genetics and Breeding, or Microbiology. Experience in management of a laboratory animal facility at a research institute or its equivalent.</p>	
13	Experience for Deputation	<p>2. In case of non-availability of eligible candidates, the Search-cum-Selection Committee may recommend for re-advertising the post after suitably relaxing the eligibility criteria, if deemed necessary and also explore the feasibility of operating the post at a lower level from the prescribed level of the post of Director.</p> <p>3. The period of Deputation includes period of deputation in other ex-cadre posts, held immediately preceding this appointment in the same or some other organization/Department should ordinarily not exceed 5 years. The maximum age limit for appointment on deputation (ISTC) should not exceed 58 years as on the closing date of receipt of applications.</p>	5 Year's experience as Scientist V or in equivalent grade pay	5 Year's experience as Scientist IV or in equivalent grade pay	5 Year's experience as Scientist IV or in equivalent grade pay	4 Year's experience as Scientist III or in equivalent grade pay	NA	4 Year's experience as Scientist II or in equivalent grade pay	NA	NA	

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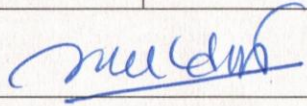
Schedule-7/2 : Posts in Scientific Cadre of CDFD

S. No.	Type	Director *	Scientist-VI	Scientist-V (#)	Scientist E-II (#)	Scientist-IV	Scientist-IV	Scientist-III	Scientist-II	Scientist-II	Total
1	2	3	4	5	6	7	8	9	10	11	12
1	Department	HEAD of the Institute	Scientific	Scientific	Scientific	Scientific	Scientific	Scientific	Scientific	Scientific	
2	Level in 7 th CPC	15	13-A	13	13	12	12	11	10	10	
14	Composition of Selection Committee	Selection through Search-cum-Selection Committee as per instructions of DoPT in this regard									
15	Composition of Confirmation committee	NA	As approved by Director								
16	Promotion by Selection (S) or Non Selection (NS)	NA	NA	NA	NA	NA	NA	NA	NA		
17	Composition of Promotion Committee	NA	1. Director or his nominee from outside the institute as Chairman; 2. One nominee of the Director from Senior Faculty as Member; 3. Two outside experts for each discipline in which the selection or assessment of a faculty is to be made to be nominated by the Director as Member. 4. Administrative Head of the Institute as Non-Member Secretary.								
18	Minimum yrs of regular service required in existing grade for promotion to next higher grade	NA	5	5	5	4		4	3		

\* AS outlined vide DBT OM No. BT/AI/14013/3/2011 dated 16.06.2017

\*\*The guidelines circulated vide DBT OM No BT/AI/14013/3/2011 dtd 19.07.2016 will be followed.

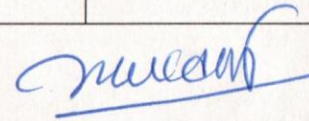
\*\*\*one position of Staff Scientist - IV performing duties of Medical and one position of Staff Scientist - II for Veterinary to be eligible for NPA.



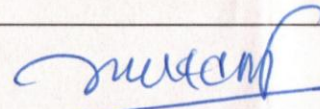
(#) The post of Scientist E-II is equivalent to the post of Scientist V. Both the post are in the same Grade and Level.

## Posts in Technical Cadre of CDFD

S. No.	Type	Assistant Engineer	Technical Officer-II	Technical Officer-I	Technical Assistant	Tradesman	Total	
1	2	3	4	5	6	7	8	
1	Department	Technical	Technical	Technical	Technical	Technical		
2	Level in 7 th CPC	7	7	6	6	2		
3	Sanctioned Strength	2	6	10	19	5	42	
4	Is the post a Selection Post(S) or Non Selection Post (NS)	Selection by Merit	Selection by Merit	Selection by Merit	Selection by Merit	Not Applicable		
5	Whether the posts are exempt from the purview of reservations in appointments for members of SC/ST/OBC's community	No	No	No	No	No		
6	Is post exempted from consultation with UPSC before being filled	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable		
7	Nationality of Candidates recommended for appointment	Indian	Indian	Indian	Indian	Indian		
8	Method of Appointment	Direct Recruitment	Promotion failing which by Direct Recruitment	Promotion failing which by Direct Recruitment	Direct Recruitment	Direct Recruitment		
9	%age of each method of appointment	Not Applicable						
10	Is the post included for promotion under MACP	As per Merit and Normal Assessment Scheme (MANAS)* (see para 16 (iii) of CDFD Recruitment Rules 2018)					Not Applicable	
11	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	30 years	30 years	30 years	30 years	Between 18 and 25 years		



12	Educational Qualification and Experience	<p><b>Essential Qualification &amp; Experience:</b>  <b>Direct Recruitment:</b> AMIE or Degree in Engineering with five years experience OR Diploma in Engineering with eight years experience.</p>	<p><b>Essential Qualification &amp; Experience:</b>  <b>By Promotion:</b> <b>Technical:</b> The promotion will be given from the feeder grade of Technical Officer-I in the pay scale of Rs. 9300-34800 + GP – 4200 (in Level 6) with 5 years experience having First Class B.Sc or equivalent  <b>Administration:</b> The promotion will be given from the feeder grade of Technical Assistant / Management Assistant with Graduate qualification having 5 years experience.  <b>By Direct Recruitment:</b>  <b>Technical:</b> <b>Essential Qualifications :</b> First class B.Sc. or equivalent with 8 years relevant experience / M.Sc. or equivalent with 4 years relevant experience / B.Tech. or equivalent with 04 years relevant experience.  <b>Desirable Qualification &amp; Experience :</b> MSc in Life Sciences with four years relevant experience. Expertise in basic molecular biology and biochemistry techniques. Experience in laboratory management.  <b>Administration:</b> <b>Essential Qualifications :</b> First Class Graduate and minimum 8 years experience OR Graduate with P.G Diploma in Personnel Management and minimum five years experience having the knowledge of Administration, Finance and Accounts matters, Establishment, Housekeeping jobs etc. Experience could be in a 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.</p>	<p><b>Essential Qualification</b>  <b>By Promotion:</b>  The Promotion will be given from the feeder grade of Technical Assistant in the pay scale of Rs. 9300-34800 + GP – 4200 (in Level 6) having B.Sc or equivalent qualifications OR Inter plus 3 years Diploma in Engineering Technology or equivalent OR Graduate plus Diploma in Computer applications or equivalent OR Graduate plus Diploma in photography or equivalent OR an incumbent has to pass departmental training and test of the standard of the above qualifications.  The merit assessment will be made at the stages of total service of 05 years.  <b>By Direct Recruitment:</b>  <b>Essential Qualifications :</b> First class B.Sc. with 5 years experience OR M.Sc. OR equivalent with 2 years experience</p>	<p><b>Essential Qualification:</b>  <b>By Promotion:</b> <b>Technical:</b> The promotion will be given from the post of Technician I in the pay scale of Rs. 5200-20200 + GP-2800 (in Level 5) after merit assessment at the stages of total service of 05 years.  <b>Administration:</b> The promotion will be given from the post feeder grade of Junior Managerial Assistant. The candidates having 5 years experience in the respective grade of 5200-20200+GP 2800 (in Level 5).  <b>By Direct Recruitment:</b>  <b>Scientific :</b>  Essential qualifications : First Class B.Sc / B.Tech with three years experience OR Post Graduate in Science / Technology OR PG Diploma in Science / Technology with one year experience.  <b>Instrumentation :</b>  Essential Qualifications : B.Sc. First Class or B.Tech / B.E. / M.Sc. second class in Physics, Electronics / Instrumentation with some experience or B.Sc. (electronics) or 3 years diploma in computer engineering / hardware /software from a reputed institution ; or matriculation with ITI Certificate / Diploma in Electronics / Telecommunication / Instrumentation with seven years experience.  Desirable :Work experience in reputed organizations in the above areas.  Job Requirements :To assist the Centre in instrumentation activities and / or maintenance of relevant equipments.  <b>Engineering : Electrical :</b>  Essential qualifications : Degree in Engineering (BE / B Tech) OR AMIE OR Intermediate plus first class Diploma in Engineering technology (3 – year course) with three years post diploma experience.  Desirable : Experience in Operation and Maintenance of :  1) HVAC systems like Central Air-conditioning, Package Acs, Split Acs, and Window Acs. 2) Building water supply and different types of pumps. 3) Hot water / Low Pressure steam boilers. 4) Diesel generators up to 750KVA. 5) Fire Safety equipment. 6) Knowledge in project supervision as per drawings and agreement standards.  7) Liaison with AMC providers to ensure maintenance schedules of equipment. 8) Fair knowledge in building electrical, fire detection systems and civil works.  <b>Engineering : Civil :</b>  Essential qualifications : Degree in Engineering (BE / B Tech) OR AMIE OR Intermediate plus first class Diploma in Engineering technology (3 – year course) with three years post diploma experience.  Desirable : Experience in Construction of Buildings, laying of Roads, Laying of Sewage and Water Pipe Lines, Maintenance of Buildings, Preparation of Estimates for Civil Works, Road Works, Wooden / Steel Furniture Works and Experience in Preparation of Tender Documents.  <b>Administration:</b> Essential qualifications : First Class Graduate with minimum of five years experience in the grade of Rs. 5200-20200 + GP – 2800 (in Level 5) with Typewriting English 40 wpm and Shorthand English 100 wpm. Knowledge of Computer / Word processor is essential.  Admn :Persons having diploma in Personnel Management will be preferred.  Accounts : Commerce Graduate with SAS or Intermediate in CA will be preferred.  Stores : Persons having diploma in sales / marketing management will be preferred.</p>	<p><b>Essential Qualification</b>  ITI Certificate in the respective trade with 1 year experience or VIlth pass with minimum 10 years experience in the respective trade.</p>	
13	Experience for Deputation	Not Applicable					
14	Composition of Selection Committee	1. Director or his nominee from outside the institute as Chairman; 2. One nominee of the Director from Senior Faculty as Member; 3. Two outside experts to be nominated by the Director as Member. 4. Administrative Head of the Institute as Member Secretary.					1. Director or his nominee from outside the institute as Chairman; 2. One nominee of the Director from Senior Faculty as Member; 3. One outside experts to be nominated by the Director as Member. 4. Administrative Head of the Institute as Member Secretary.
15	Composition of Confirmation committee	As approved by the Director as per extant instructions.					
16	Promotion by Selection (S) or Non Selection (NS)	NA	NA	NA	NA	NA	
17	Composition of Promotion Committee	1. Director or his nominee from outside the institute as Chairman; 2. One nominee of the Director from Senior Faculty as Member; 3. Two outside experts to be nominated by the Director as Member. 4. Administrative Head of the Institute as Member Secretary.					1. Director or his nominee from outside the institute as Chairman; 2. One nominee of the Director from Senior Faculty as Member; 3. One outside experts to be nominated by the Director as Member. 4. Administrative Head of the Institute as Member Secretary.



(updated as on 30.04.2019)

18	Minimum yrs of regular service required in existing grade for promotion to next higher grade	As per the Merit and Normal Assessment Scheme (MANAS)* (see para 16(iii) of CDFD Recruitment Rules 2018 (Annexure-7)).
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Schedule 7/8 - Posts in Administrative Cadre of CDFD														
S. No.	Type	Administrative Officer	Accounts Officer	Section Officer	Security Officer	Management Assistant	Junior Managerial Assistant	Assistant Security Officer	Junior Assistant-I	Junior Assistant-II	Driver	Skilled Work Assistant-I	Skilled Work Assistant-II	Total
1	Department	Admin	Admin	Admin	Admin	Admin	Admin	Admin	Admin	Admin	Admin	Admin	Admin	15
2	Level in 7th CPC	11	7	7	7	6	5	5	4	2	2	1	1	
3	Sanctioned Strength	1	1	2	1	1	4	4	8	9	2	3	9	50
4	Is the post a Selection Post(S) or Non Selection Post (NS)	Selection by Merit	Selection by Merit	Selection by Merit	Selection by Merit	Selection by Merit	Non-Selection	Non-Selection	Non-Selection	Non-Selection	Non-Selection	Non-Selection	Not Applicable	
5	Whether the posts are exempt from the purview of reservations in appointments for members of SC/ST/OBC's community	No	No	No	No	No	No	No	No	No	No	No	No	
6	Is post exempted from consultation with UPSC before being filled	Not Applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	
7	Nationality of Candidates recommended for appointment	Indian	Indian	Indian	Indian	Indian	Indian	Indian	Indian	Indian	Indian	Indian	Indian	
8	Method of Appointment	By Direct Recruitment or Deputation	By Direct Recruitment or Deputation	Promotion falling which by direct recruitment	Promotion falling which by direct recruitment	Promotion falling which by direct recruitment	By Promotion - 33% By Direct Recruitment or Deputation - 67%	By Direct Recruitment	Promotion falling which by direct recruitment	By Promotion - 33% By Direct Recruitment or Deputation - 67%	On contract basis*	Direct Recruitment	Direct Recruitment	
9	Age of each method of appointment	Not Applicable												
10	Is the post included for promotion under MACP	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
11	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	40 years	30 years	30 years	30 years	30 years	Between 18 and 25 years	Between 18 and 25 years	Between 18 and 25 years	Between 18 and 25 years	Between 18 and 25 years	Between 18 and 25 years	Between 18 and 25 years	
12	Educational Qualification and Experience	Direct recruitment: A 1st class graduate with PGDM or MBA with 5 years experience in Govt. / Autonomous Scientific R & D organizations. Those working in scientific institutions elsewhere can be considered on Deputation.  Desirable: Knowledge of areas such as administration / materials / management / finance / establishment etc.	By Promotion: The post will be filled up from the feeder grade of Management Assistant / Technical Assistant (Admin) with Graduate qualification having five years experience.  By Direct Recruitment: A first class degree with a Post Graduate Diploma / MBA (Finance) with 5 years experience Desirable: Knowledge of financial rules of Govt. of India. Experience in a scientific organization.	By Promotion: The post will be filled up from the feeder grade of Management Assistant / Technical Assistant with Graduate qualification having five years regular service in the grade.  By Direct Recruitment: Essential Qualifications: First Class Graduate and minimum 8 years experience OR Graduate with P.G. Diploma in Personnel Management and minimum five years experience having the knowledge of Administration, Finance and Accounts matters, Establishment, Housekeeping jobs etc. Experience could be in a 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.  Job Requirements: Dealing with Establishment matters, policies of Administration, Industrial relations, Supervision of work of junior administrative staff, interpretation of Bye-laws, Govt. of India rules, their application in dealing with personnel/administration matters.	By Promotion: The post will be filled up from the feeder grade of Assistant Security Officer having five years regular service in the grade.  By Direct Recruitment: A Bachelor's or Master's degree from any recognized University with at least 12 to 15 years of experience in a similar position in a large industrial undertaking, research laboratory, police or defense services. The incumbent should be conversant with modern methods of industrial / laboratory security, fire prevention, etc. and should be able to handle fire arms. Incumbent should possess a good physique and personality and be of sound health. Preference will be given to ex-serviceman.	By Promotion: The post will be filled up by promotion from the feeder grade of Junior Management Assistant. The candidates having five years experience in the grade.  By Direct Recruitment: Essential qualifications: First Class Graduate with minimum of five years experience in the grade of Rs. 5200-20200 + GP - 2800 (in Level 5) with Typewriting English 40 wpm and Shortland English 100 wpm. Knowledge of Computer / Word processor is essential.  Admin: Persons having diploma in Personnel Management will be preferred.  Accounts: Commerce Graduate with SAS or Intermediate in Accounts  Stores: Persons having diploma in sales / marketing management will be preferred.	By Promotion: The post will be filled up by promotion from the feeder grade of Junior Assistant - I in the pay scale of Rs. 5200-20200 + GP - 2400 (in Level 4) having five years regular service in the grade.  By Direct Recruitment: Graduate with minimum 3 years 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 Shortland English 80 wpm.  Admin: Persons having training in Management subjects will be preferred.  Accounts: Commerce Graduates will be preferred.  Stores: Persons having training / exposure in Stores work will be preferred.	A Bachelor's degree from any recognized University with at least 5 to 7 years of experience in a similar position in a large industrial undertaking, research laboratory, police or defense services. The incumbent should be conversant with modern methods of industrial / laboratory security, fire prevention, etc. and should be able to handle fire arms. Incumbent should possess a good physique and personality and be of good health. Preference will be given to an ex-serviceman.  Job Requirements: Admin: Maintenance of files, putting up cases to supervisors, dealing with attendance, Leave, LTC, Bonus, grant of incentives, probation period, keeping office record, telephone bills, typing work. Accounts: Preparation of CVs, cheques, drafts, vouching of bills, writing cash books, ledgers, typing work. Stores: Receipt / Issue of stores, maintenance of purchase files, docketing of papers, assist in physical verification of stocks, typing work.	By Promotion: The post will be filled from the feeder grade of Jr. Assistant - II with Matriculation qualification having five years experience in the grade.  Direct Recruitment: Essential Qualifications: Graduate with one year's experience. The promotion will be based on seniority cum fitness. The Skilled Work Assistant with the recommendations of the Selection Committee who is appointed as Junior Assistant-II is required to pass the typing test within a period of two years failing which he will be reverted to his original grade.  By Direct Recruitment: The candidate should possess 12th class or equivalent qualification from a recognized Board or University, with typing speed of 35 wpm in English or 30 wpm in Hindi on Computer. The post will be advertised through the prescribed media under the rules. The selection will be made by interview to be taken by the Selection Committee.	On Contract- Class VIII Pass. Must possess valid driving license for light or heavy vehicles. Knowledge of motor mechanics (should be able to remove minor defects in vehicles). Experience of driving of motor car for at least three years.	By Direct Recruitment: Matriculate or equivalent	By Direct Recruitment: Matriculate or equivalent		
13	Experience for Deputation	By Deputation: The candidates holding analogous post or lower posts in the pay scale of Rs. 15600-39100 + GP 5400 (B) with five years service or The candidate has worked for at least in the pay scale of Rs. 9300-34800 + GP 4200 (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 departmental 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. (d) Vacancies caused by the incumbent being away on transfer, on deputation or long illness or study leave or under other circumstances for a period of one year or more can be filled up on deputation basis.	By Deputation: The candidate holding analogous post on regular basis or The candidate has worked in the lower post for at least 5 years in the pay scale of Rs. 9300-34800 + GP 4200 (in level 6) in Accounts Department possessing SAS / CA / ICWA or successful completion of training in the cash and Accounts work in the ISM or equivalent and experience in Cash, Accounts and Budget work 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 departmental 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 is not a feeder grade officer. (d) Vacancies caused by the incumbent being away on transfer, on deputation or long illness or study leave or under other circumstances for a period of one year or more can be filled up on deputation basis.	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable

*(Handwritten signature)*



