

File No. A-11013/01/2022-UIDAI/748
Ministry of Electronics & Information Technology
Unique Identification Authority of India
Human Resource Division

Bangla Sahib Road,
Behind Kali Mandir,
Gole Market, New Delhi-110001
Date: 12th Sep, 2022

Sub: Vacancy circular for filling up the post of Consultant (Finance) on contract basis at Unique Identification Authority of India (UIDAI), Headquarters, New Delhi.

The Unique Identification Authority of India (UIDAI) invites applications from eligible retired officers for appointment of Consultant (Finance) for a period of one year on contract basis on the following terms and conditions:

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| 1. | Name of Position | Consultant (Finance) |
| 2. | Number of position | 1(one) |
| 3. | Place of Posting | Unique Identification Authority of India, Headquarters, New Delhi |
| 4. | Method of engagement | Contract based engagement on full time basis |
| 5. | Eligibility Criteria/Experience | <ol style="list-style-type: none">i. Candidate must be retired from Central Government/State Government /PSUs/ Autonomous bodies /Statutory bodies at Under Secretary or above level i.e. pay matrix level 11 or above.ii. Graduate or SAS under organized accounts cadre.iii. At least five years of experience in finance and accounts of government department/state government/PSU/autonomous bodies/statutory bodies funded by Central/State Government.iv. Must be well acquainted with the functioning of Government/Ministries/Autonomous bodies etc.v. Desirable – Having professional degree of CA or ICWA or MBA(Finance). |
| 6. | Knowledge, skills and competencies | <ol style="list-style-type: none">i. Understanding of accounting system of government department/PSU/state government/autonomous bodies/authorities of Central Government.ii. Knowledge of prevalent accounting standards and guidelines issued for preparation of accounts of autonomous bodies/authorities issued by Controller General of Accounts and Comptroller and Auditor General of India.iii. Experience of handling C&AG Audit. |
| 7. | Upper age limit | 63 years as on last date of receipt of application. |
| 8. | Period of engagement | One year extendable upto three years or upto the age of 65 years whichever is earlier on requirement basis. |
| 9. | Job responsibility | <ol style="list-style-type: none">i. To assist on issues relating to budget formulation, requisition of grants in aid from MeitY, reply to |

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| | | <p>PQs and Parliamentary Standing Committee on Demand for Grants;</p> <p>ii. Allocation of funds to Divisions and Regional Offices, release of payments, accounting and monitoring of receipt and expenditure, auditing arrangement, etc., as per the requirement of UIDAI;</p> <p>iii. Preparation of Internal Audit Plan, Coordination with Internal Audit teams, Vetting and Issue of Audit Reports, Follow up of Internal Audit Observations ;</p> <p>iv. Management of Contract awarded by Accounts and Finance division; and</p> <p>v. Any other work assigned by Seniors in the sphere of Finance and Accounts.</p> |
| 10. | Language | Fluency in Hindi and English |
| 11. | Travel | Willingness to travel |
| 12. | Remuneration | <p>i) The consultant will be paid a consolidated remuneration restricted to an amount equal to the last pay drawn minus pension in terms of D/o Expenditure's instructions/guidelines.</p> <p>ii) Retired officials not drawing pension will be paid a consolidated remuneration of Rs. 50,000/-.</p> <p>iii) Local Conveyance (fixed) @ Rs. 5000/- per month.</p> <p>iv) No other allowance such as Dearness Allowances, Provident Fund, Pension, Residential Telephone, Residential Accommodation, benefit of CGHS and medical reimbursement etc would be allowed.</p> |
| 13. | Leave | Consultant shall be eligible for 1.5 days leave of each completed month. Un-availed leave in a calendar year cannot be carried forward to next calendar year. |
| 14. | TA-DA | No Travel allowance/Dearness allowance shall be admissible for joining the assignment or on its completion. However, TA/DA for official tour shall be admissible at the rate admissible to Under Secretary level or equivalent in Government of India. |
| 15. | Other terms and Condition | <p>i. The engagement shall be temporary nature and UIDAI can cancel the engagement at any time without providing the reason. However, in normal course of engagement can be terminated by either parties, i.e. UIDAI or the Consultant by giving one month notice.</p> <p>ii. The Consultant shall not be permitted to take up any other assignment during the period of engagement with UIDAI.</p> <p>iii. The Consultant should maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of contract, failing which the consultant will be liable for suitable action, as deemed fit.</p> <p>iv. The Consultant shall have to perform</p> |

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| | | duties/services as assigned to him/her by his/her controlling officer with all the necessary skills, diligence, efficiency and economy. |
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2. Suitable and qualified candidates may send their application in the prescribed form (Annexure-1), along with self-attested copy of documents in support of age, educational & other qualifications and experience to **Director (HR), Unique Identification Authority of India (UIDAI), 4th Floor, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi-110001. The last date for receipt of applications complete in all respect is 27.10.2022.** Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

3. Applications received after the last date or otherwise found incomplete shall not be entertained.

4. UIDAI reserves the right to withdraw the vacancy circular at any time without assigning any reasons.

Piyush Gupta
12.09.2022
(Piyush Chand Gupta)
Director (HR)
Tel: 23478554

Application for the post of Consultant (Finance) on contract basis at Unique Identification Authority of India (UIDAI), Headquarters, New Delhi.

Recent
passport size
photograph

| | | | | | |
|-----|--|-------------|----------------------|------------------|----------------|
| 1. | Candidate's Name (in Capital letters) | | | | |
| 2. | Father's Name | | | | |
| 3. | Date of Birth | | | | |
| 4. | Retirement Date, place of last posting & Name of Organization and Last Pay/ Pension fixation details | | | | |
| 5. | Correspondence Address | | | | |
| 6. | Permanent Address | | | | |
| 7. | (a) E-mail (b) Mobile No. | | | | |
| 8. | Education and other Qualifications | | | | |
| | Sl. No. | Exam Passed | Year of Passing | Board/University | |
| | i. | | | | |
| | ii. | | | | |
| | iii. | | | | |
| 9. | Technical Qualifications | | | | |
| | i. | | | | |
| | ii. | | | | |
| | iii. | | | | |
| | iv. | | | | |
| 10. | Work experience in chronological order. (If the space given below is insufficient, attach a separate sheet and duly attest it with your signature) | | | | |
| | Sl. No. | Office | Pay scale /Pay Drawn | Period | Nature of Work |
| | | | | From | To |
| | i. | | | | |
| | ii. | | | | |
| | iii. | | | | |
| | iv. | | | | |
| 11. | Additional information (pertaining to the post applied for), if any, that you would like to mention in support of your suitability for the position. If the space below is insufficient, attach a separate sheet. | | | | |

It is certified that the above information and details given by me is true to the best of my knowledge and belief.

Date:

(Signature)

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Ministry of Electronic and Information Technology
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Human Resource

Bangla Sahib Road,
Behind Kali Mandir,
Gole Market, New Delhi-110001
Date: 12th Sep, 2022

Sub: Vacancy circular for filling up the post of Consultant (Finance) on contract basis at Unique Identification Authority of India (UIDAI), Headquarters, New Delhi.

The Unique Identification Authority of India (UIDAI) invites applications from eligible retired officers for appointment of one Consultant (Finance) for a period of one year on contract basis at its headquarters, New Delhi.

2. The application in the prescribed form (Annexure-I) along with self attested photocopies of supporting documents can be sent to the **Director (HR), Unique Identification Authority of India (UIDAI), 4th Floor, Bangla Sahib Marg, Behind Kali Mandir, Gole Market, New Delhi - 110001**. The last date to get the complete application form is **27.10.2022**.

3. Applications received after the last date of receipt of applications or incomplete will not be considered. Further details may be obtained from the website www.uidai.gov.in.

Piyush Gupta
12.09.2022
Director (HR)

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इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
भारतीय विशिष्ट पहचान प्राधिकरण
मानव संसाधन

बंगला साहिब रोड
काली मंदिर के पीछे
गोल मार्केट, नई दिल्ली, 110001
दिनांक : 12 सितंबर, 2022

विषय : भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), मुख्यालय, नई दिल्ली में अनुबंध के आधार पर परामर्शदाता (वित्त) के पद को भरने हेतु रिक्ति परिपत्र ।

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) अपने मुख्यालय, नई दिल्ली में पात्र सेवानिवृत्त अधिकारियों से परामर्शदाता (वित्त) के एक पद को, एक वर्ष के लिए अनुबंध के आधार पर, नियुक्ति के लिए आवेदन आमंत्रित करता है ।

2. निर्धारित प्रपत्र में आवेदन निदेशक (एच आर), भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), चतुर्थ तल, बंगला साहिब मार्ग, काली मंदिर के पीछे, गोल मार्केट, नई दिल्ली - 110001 को भेजा जा सकता है । सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि 27.10.2022 है ।

3. आवेदन प्राप्त करने की अंतिम तिथि के बाद या अधूरे पाये गए आवेदन पत्रों पर विचार नहीं किया जाएगा ।
विस्तृत जानकारी के लिए कृपया हमारी वेबसाइट www.uidai.gov.in देखें ।

प्रीत्यूष गुप्ता
12.09.2022
निदेशक (मा. सं)