

No. UIDAI/RO/Chandigarh/Admn./29/4/2019-2380-90  
 Govt. of India, Ministry of Electronics & Information Technology(MeitY)  
 Unique Identification Authority of India(UIDAI)  
 SCO-139-141, 3<sup>rd</sup> & 4<sup>th</sup> Floor, Sector-17 C, Chandigarh-160017.

Dated: 8 .07.2019

Adv.No.45/2018

**VACANCY CIRCULAR FOR FILLING UP THE POST OF SR.ACCOUNTS OFFICER/ASSISTANT ACCOUNTS OFFICER/PRIVATE SECRETARY/SECTION OFFICER & ASSISTANT SECTION OFFICER IN UNIQUE IDENTIFICATION AUTHORITY OF INDIA (UIDAI) RO CHANDIGARH ON DEPUTATION BASIS ONLY**

**Note:- Un-employed candidates and applicants from Private Sectors are not eligible for these posts.**

Unique Identification Authority of India (UIDAI) invites applications for filling up 01 post of Sr. Accounts Officer (Sr.AO) in the Pay Matrix Level-10( pre-revised Pay Band III Rs. 15600-39100 plus Grade Pay of Rs. 5400/-, 01 post of Assistant Accounts Officer (AAO), 01 post of Section Officer (SO) & 03 posts of Private Secretary (PS) in the Pay Matrix Level -08 (pre revised Pay Band II Rs.9300-34800 plus Grade Pay of Rs. 4800/-) & 02 posts of Assistant Section Officer (ASO) in the Pay Matrix Level-06 ( pre revised Pay Band II Rs.9300-34800 plus Grade Pay of Rs. 4200/-) on deputation basis in UIDAI, Regional Office, Chandigarh from amongst suitable/eligible officers. The eligibility criteria and qualifications as on last date of submission of application for these posts are as follows:-

Name of the post and pay band with Grade Pay	No.of posts vacant	Eligibility Criteria	Desirable Qualifications/ Experience.
1. Senior Accounts Officer, Pay Matrix Level -10 (pre-revised Pay Band -III Rs.15600-39100 plus Grade Pay of Rs.5400/- )	01	(i) Officials from the Central Government holding analogous post on <b>regular basis</b> in the parent cadre/department. OR With two years <b>regular service</b> in Level-9/PB 2GP 5400/- equivalent; OR With five years <b>regular service</b> in Level-8/PB 2 GP 4800/-equivalent. OR (ii) Officers from State Government/Autonomous Bodies/PSUs holding <b>regular post</b> in equivalent grade; (iii) Professional qualifications of Chartered Accountant/ Cost Accountant/MBA (Finance); OR Having passed SAS, equivalent examination of Organized Accounts Cadre of Central /State Government; OR Having successfully completed cash and accounts training conducted by ISTM;	Knowledge of /experience in, work on Tally or other accounting software.

<p>2. Assistant Accounts Officer, Pay Matrix Level-8 ( pre-revised Pay Band -II Rs. 9300-34800 plus Grade Pay of Rs.4800/- )</p>	<p>01</p>	<p>i) Officials from the Central Govt. holding analogous post <b>on regular basis</b> in the parent cadre/ department OR With three years <b>regular service</b> in Pay Matrix Level-7/PB 2 GP 4600/- equivalent; OR With five years <b>regular service</b> in Level-6/PB 2 GP 4200/-equivalent. OR ii) Officials from State Government/Autonomous Bodies/ PSUs holding <b>regular post</b> in equivalent grade; iii) Professional qualifications of Chartered Accountant/Cost Accountant/MBA (Finance); OR Having passed SAS/ equivalent examination of organized Accounts Cadre of Central/State Government; OR Having successfully completed Cash and Accounts training conducted by ISTM; iv) Five years experience in finance accounts and budget related matters.</p>	<p>Knowledge of /experience in work on Tally or other accounting software.</p>
<p>3. Private Secretary in Pay Matrix Level-08 (Pre revised PB-2, Rs.9300-34800 plus G.P. Rs.4800/-)</p>	<p>03</p>	<p>Officials from the Central Government/State Govt./ Autonomous Bodies/ PSUs:- i) Holding analogous posts in the parent cadre in the Pay Matrix Level-08 (pre-revised Pay Band 2 Rs. 9300-34800 plus Grade Pay of Rs.4800/-). OR having two years of <b>regular service</b> in the Pay Matrix Level-07 (pre-revised Pay Band 2 Rs. 9300-34800 plus Grade Pay 4600/-) OR having five years of <b>regular service</b> in the Pay Matrix Level-06 (pre-revised Pay Band 2 Rs. 9300-34800 plus Grade Pay 4200/-)</p>	<p>Good Stenographic and Typing Skills. Proficiency in handling computers with Excellent Computer skills.</p>

<p>4. Section Officer in Pay Matrix Level-08 (Pre revised PB-2, Rs.9300-34800 plus G.P. Rs.4800/-)</p>	<p>01</p>	<p>Officers of Central Government/ State Government/ UTs/PSUs/ Autonomous Bodies.</p> <p>i) Holding analogous post <b>on regular basis</b> in parent department/organization. OR With two years services in the grade rendered after appointment thereto <b>on regular basis</b> in posts in the Pay Matrix Level-7 (pre-revised Pay Band 2 Rs. 9300-34800 plus Grade Pay of Rs. 4600/-) or equivalent in the parent cadre/department. OR With six years services in the grade rendered after appointment thereto <b>on regular basis</b> in posts in the Pay Matrix Level-6 (pre-revised Pay Band 2 Rs. 9300-34800 plus Grade Pay of Rs. 4200/-) or equivalent in the parent cadre/department.</p>	<p>Two years experience in Finance/Accounts/ Administration/Legal/ Establishment/ Human Resources/ Budgeting/ Vigilance /procurement/planning and policy/Technical matters/implementation of Govt. schemes etc.</p> <p>Excellent noting/drafting</p> <p>Proficiency in handling computers with Excellent Computer skills.</p>
<p>5. Assistant Section Officer in the Pay Matrix Level-06 ( Pre revised Pay Band-II, Rs.9300-34800 plus Grade Pay of Rs.4200/-)</p>	<p>02</p>	<p>Officials from the Central Government/State Govt./ Autonomous Bodies/ PSUs :-</p> <p>i) Holding analogous in the parent cadre in the same Pay Matrix Level -6/ Pre-revised Pay Scale Rs.9300-34800+ Grade Pay Rs. 4200/-) OR ii) having five years of <b>regular service</b> in the Pay Matrix Level-4 (Pre-revised Pay Scale of Rs.5200-20200+ Grade Pay Rs. 2400/-)</p>	<p>Excellent noting drafting, typing skills, Proficiency in handling computers with Excellent Computer skills.</p> <p>Experience in handling cash, Finance/ Accounts/ Administration/ HR- Establishment matters/legal/ budget policy matters/ implementation of government schemes, etc.</p>

## 2. Period and other terms and conditions of deputation:

The initial period of deputation shall be for three years extendable by a further period of two years as per Department of Personnel & Training O.M.No. 6/8/2009-Estt(Pay-II) dated 17.06.2010. The terms and conditions of deputation will be governed by the aforementioned O.M.of 17.6.2010 and Govt. of India's instructions issued from time to time on the subject.

### Age Limit for deputation:

The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application.

### Eligibility for Government Accommodation:

The officer appointed in the UIDAI will be eligible for General Pool Accommodation at par with Central Government employees.

<p>4. Section Officer in Pay Matrix Level-08 (Pre revised PB-2, Rs.9300-34800 plus G.P. Rs.4800/-)</p>	<p>01</p>	<p>Officers of Central Government/ State Government/ UTs/PSUs/ Autonomous Bodies.</p> <p>i) Holding analogous post <b>on regular basis</b> in parent department/organization. OR With two years services in the grade rendered after appointment thereto <b>on regular basis</b> in posts in the Pay Matrix Level-7 (pre-revised Pay Band 2 Rs. 9300-34800 plus Grade Pay of Rs. 4600/-) or equivalent in the parent cadre/department. OR With six years services in the grade rendered after appointment thereto <b>on regular basis</b> in posts in the Pay Matrix Level-6 (pre-revised Pay Band 2 Rs. 9300-34800 plus Grade Pay of Rs. 4200/-) or equivalent in the parent cadre/department.</p>	<p>Two years experience in Finance/Accounts/ Administration/Legal/ Establishment/ Human Resources/ Budgeting/ Vigilance /procurement/planning and policy/Technical matters/implementation of Govt. schemes etc.</p> <p>Excellent noting/drafting</p> <p>Proficiency in handling computers with Excellent Computer skills.</p>
<p>5. Assistant Section Officer in the Pay Matrix Level-06 ( Pre revised Pay Band-II, Rs.9300-34800 plus Grade Pay of Rs.4200/-)</p>	<p>02</p>	<p>Officials from the Central Government/State Govt./ Autonomous Bodies/ PSUs :-</p> <p>i) Holding analogous in the parent cadre in the same Pay Matrix Level -6/ Pre-revised Pay Scale Rs.9300-34800+ Grade Pay Rs. 4200/-) OR ii) having five years of <b>regular service</b> in the Pay Matrix Level-4 (Pre-revised Pay Scale of Rs.5200-20200+ Grade Pay Rs. 2400/-)</p>	<p>Excellent noting drafting, typing skills, Proficiency in handling computers with Excellent Computer skills.</p> <p>Experience in handling cash, Finance/ Accounts/ Administration/ HR- Establishment matters/legal/ budget policy matters/ implementation of government schemes, etc.</p>

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### Age Limit for deputation:

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### Eligibility for Government Accommodation:

The officer appointed in the UIDAI will be eligible for General Pool Accommodation at par with Central Government employees.

3. Eligible and willing candidate may apply through proper channel in prescribed format Annexure-I, Cadre Authorities/ Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately on their selection. The applications of only such officers would be considered that are routed through proper channel and are accompanied by following documents:-

- (i) Application in prescribed proforma **Annexure-I**.
- (ii) Cadre Clearance Certificate from the Controlling Authority.
- (iii) Statement giving detail of Major/Minor penalties imposed upon the Officer, if any, during the last ten (10) years (**Annexure-II**).
- (iv) Vigilance Clearance/Integrity Certificate (**Annexure-II**).
- (v) Photocopies of the ACRs/APARs for the last five (5) years ( i.e. 1.4.2014 to 31.03.2019) duly attested on each page by an officer not below the level of Under Secretary or equivalent. If APAR for the period 01.04.2018 to 31.03.2019 is not available, in that case APAR for the period 01.04.2013 to 31.3.2018 will be considered (**Annexure-II**).

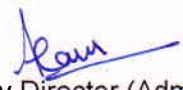
4. While forwarding the application it may also be verified and certified by the cadre controlling authority that the particulars furnished by the applicant are correct (**Annexure-II**).

5. The applications of suitable and eligible candidates complete in all respect, in the prescribed format (Annexure-I) along with documents listed in Para 3 and above may be forwarded to **Deputy Director (Admn), Unique Identification Authority of India (UIDAI), Regional Office, SCO-139-141, Chandigarh -160017**. The last date for receipt of applications complete in all respect is **15<sup>th</sup> September, 2019**. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

6. **Since the vacancies are to be filled up on deputation basis, private candidates are not eligible.**

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

8. UIDAI reserves the right to withdraw the vacancy circular at any time without assigning any reason and change the number of posts as per requirement.

  
Deputy Director (Admn)  
UIDAI, RO Chandigarh  
Tel.0172-2714141

Copy to:-

1. The OSD to CEO, UIDAI, HQ, New Delhi with the request to upload the vacancy circular on the UIDAI's website.
2. The ADG (HR) UIDAI, HQ, New Delhi for information please.
3. All Ministries/Departments of the Govt. of India. It is requested that the vacancies may be given wide publicity in the attached and subordinate offices under them.
4. Under Secretary (CS-II) CS Division, Deptt. of Personnel & Training, Lok Nayak Bhawan, New Delhi with the request to upload the enclosed vacancy circular on the DoP&T's website.
5. The Chief Secretary to Govt. of Himachal Pradesh, H.P. Sectt., Shimla-171001 with the request to give wide publicity to the advertisement in their Departments/Offices.
6. The Chief Secretary to Govt. of Haryana, 4<sup>th</sup> Floor, Haryana Civil Secretariat, Sector-1, Chandigarh with the request to give wide publicity to the advertisement in their Departments/Offices.
7. The Chief Secretary to Govt. of Punjab, 6<sup>th</sup> Floor, Punjab Civil Secretariat, Sector-1, Chandigarh, with the request to give wide publicity to the advertisement in their Departments/Offices.
8. The Chief Secretary of J&K, 2<sup>nd</sup> Floor, Main Building, Civil Secretariat, Jammu-180001 with the request to give wide publicity to the advertisement in their Departments/Offices.
9. The Advisor, UT Chandigarh with the request to give wide publicity to the advertisement in their Departments/Offices.
10. The IEC Manager, UIDAI, RO Chandigarh for publication the above advertisement in the Newspapers like, Employment News, The Tribune & Dainik Bhaskar.

**Annexure-I**

Application for the post of \_\_\_\_\_ in UIDAI, RO, Chandigarh  
(on deputation basis)

1.	Name		Paste your recent passport size photograph
2.	Date of Birth		
3.	Present Post		
4.	Date of order from which the present post is held on <b>regular basis</b> (Copy of the orders must be enclosed)		
5.	Present place of posting		
6.	Service & Batch		
7.	Parent cadre		
8.	Date of joining service		
9.	Pay Matrix of the Present Post		
10.	Basic Pay drawn		
11.	Old Pay Scale + Grade Pay		
12.	Whether the eligibility criteria prescribed for the post are satisfied.		
13.	Mobile/Office/Residence No.	Mobile _____ Office _____ Res. _____	
14.	Educational/Professional Qualification (Please mention Graduation Level and above.		

S.No.	Qualification	Subject	Year/Division	Institute/ University/Place/ Country	
15.	Details of Experience/employment( Please attach a separate sheet, if required)				
Sl.No.	Office	Post held	From	to	Pay Band along with Grade Pay
16.	Date of retirement under Central Government Rules				
17.	Training(s)undergone				

**Certified that the information furnished above by me is correct in all respect to the best of my knowledge and belief.**

Date & Place:

(Signature of the Candidate)

**Annexure-II**

To be filled up by the Cadre Controlling Authority

Office of .....

F.No.....

Date:.....

1. The applicant, if selected, will be relieved immediately.
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. No vigilance case is pending/contemplated against the officer.
6. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
7. Attested photocopies of up-to-date ACRs/APARs for the last 05 years are enclosed. Photocopies of ACR/APARs have been attested on each page by an officer not below the rank of Under Secretary or equivalent.

Signature .....

Name, Designation & Tele.of the forwarding officer.

(Office Stamp)

Date:

Place: