

F. no. HQ-12028/1/2021-HR-HQ-Part(1)
Unique Identification Authority of India
 (Human Resource Division)

UIDAI Head Office, 4th floor
 Bangla Sahib Road, Behind Kali Mandir
 Gole Market, New Delhi – 110 001
 Dated 21st February 2025

Subject: Vacancy circular for filling up the post of consultant as Assistant Section Officer on contract basis at Unique Identification Authority of India (UIDAI).

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

(i) Eligibility criteria and other terms and conditions:

1	Name of Position	Consultant, Assistant Section Officer
2	Number of positions	One (1)
3	Place of Posting	Unique Identification Authority of India, Regional office, Mumbai
4	Method of engagement	Contract based engagement on full time basis
5	Eligibility Criteria/ Experience	<p>Must be retired from Central Government /State Government /PSUs / Autonomous bodies/ Statutory bodies/ Public Sector Bank</p> <p>ii) Working experience on minimum pay level- 6 posts in Central Government/ State Government/ PSUs /Autonomous bodies/ Statutory bodies/ Public Sector Bank</p> <p>iii) Experience of work in Administration/ Legal/ Establishment/ Human Resource/ Finance/ Accounts/ Budgeting / Vigilance/ Procurement/ Planning and Policy / Project implementation and monitoring/ E-Governance etc.</p> <p>iv) Well versed in working in a computer environment.</p>
6	Upper age limit	63 years as on last date of receipt of application.
7	Period of engagement	one year or till the joining of regular officer whichever is earlier.
8	Remuneration	<p>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. 40,000/-.</p> <p>iii) Local Conveyance (fixed) @ Rs. 3000/- per month.</p> <p>iv) No other allowance such as Dearness Allowances,</p>

		Provident Fund, Pension, Residential Telephone, benefit of CGHS and medical reimbursement etc would be allowed.
9	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.
10	TA-DA	No TA-DA shall be admissible for joining the assignment or on its completion. TA/DA on official tour on rate applicable for pay level 6 of Central Government Employee shall be admissible.
11	Other terms and Conditions	<p>i. The engagement shall be temporary nature and UIDAI can cancel the engagement at any time without providing the reason. However, in the normal course of engagement can be terminated by either party, 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 duties/services as assigned to him/her by his/her controlling officer with all the necessary skills, diligence, efficiency and economy.</p>

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), Regional Office Mumbai, 7th Floor, MTNL Telephone Exchange, GD Somani Marg, Cuffe Parade, Colaba, Mumbai - 400 005. The last date for receipt of applications complete in all respects is 24.03.2025.** 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.

(Jyotiranjana Moharana)
 Director
 Tel: 011-23478554
 Email ID: dir.hr-hq@uidai.net.in

Annexure-1**Application for the post of Consultant on contract basis at Unique Identification Authority of India (UIDAI) Regional Office, Mumbai**

Recent passport size photograph
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1.	Post applied for					
2.	Location					
3.	Candidate's Name (in Capital letters)					
4.	Father's Name					
5.	Date of Birth					
6.	Retirement Date, place of last posting & Name of Organization and Last Pay/ Pension fixation details					
7.	Correspondence Address					
8.	Permanent Address					
9.	(a) E-mail (b) Mobile No.					
10.	Education and other Qualifications					
	Sl. No.	Exam Passed	Year of Passing	Board/University		
	i.					
	ii.					
	iii.					
11.	Technical Qualifications					
	i.					
	ii.					
	iii.					
12.	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.					
13.	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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Gole Market, New Delhi – 110 001
Dated 21st February 2025

Subject: Vacancy circular for filling up the post of consultant as Assistant Section Officer on contract basis at Unique Identification Authority of India (UIDAI).

The Unique Identification Authority of India (UIDAI) invites applications from eligible retired officers for appointment of one Consultant (Assistant Section Officer) for a period of one year on contract basis at its Regional Office, Mumbai

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), Regional Office Mumbai, 7th Floor, MTNL Telephone Exchange, GD Somani Marg, Cuffe Parade, Colaba, Mumbai - 400 005**. The last date to get the complete application form is 24.03.2025.

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.**

Director

फा.स. एचक्यू-12028/1/2021-एचआर-एचक्यू (भाग-1)

भारतीय विशिष्ट पहचान प्राधिकरण

मानव संसाधन प्रभाग

भा. वि. प. प्रा. मुख्यालय, चतुर्थ तल
बंगला साहिब रोड, काली मंदिर के पीछे
गोल मार्केट, नई दिल्ली – 110 001
दिनांक 21 फरवरी 2025

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

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) अपने क्षेत्रीय कार्यालय, मुंबई में पात्र सेवानिवृत्त अधिकारियों से परामर्शदाता (सहायक अनुभाग अधिकारी) 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 (एचआर), भारतीय विशिष्ट पहचान प्राधिकरण, क्षेत्रीय कार्यालय मुंबई, 7 वीं मंजिल, एमटीएनएल टेलीफोन एक्सचेंज, जीडी सोमानी मार्ग, कफ परेड, कोलाबा, मुंबई - 400 005** को भेजा जा सकता है । सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि 24.03.2025 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 ।**

निदेशक