

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

UIDAI Head Office  
 4<sup>th</sup> floor, Bangla Sahib Road  
 Gole Market, New Delhi – 110 001  
 Dated: June 2025

**Sub: Vacancy circular for filling up the post of Senior Consultant (Legal) on contract basis at Unique Identification Authority of India (UIDAI), Head office, New Delhi.**

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

1	Name of Position	Senior Consultant (Legal)
2	Number of positions	One
3	Place of Posting	Unique Identification Authority of India, Head Office, New Delhi
4	Method of engagement	Contract based engagement on full time basis
5	Eligibility Criteria/ Experience	i. Must be retired from Central Government / State Government / PSUs / Autonomous bodies / Statutory bodies / Public Sector Bank from Minimum pay level - 12/13 or its equivalent. ii. Possessing a Degree in Law from recognized University. iii. Should have an experience of at least 10 years in handling legal matter(s) in any of the organisations mentioned at point(i) above. iv. Well versed in working in computer environment. v. <b>Desirable:</b> Postgraduate in Law
6	Knowledge, skills and competencies	i. Proficient in Noting and Drafting and well acquainted with Govt. Rules and regulations. ii. Experience in drafting Acts, Regulations, contracts, MoUs etc. iii. Experience of handling litigation /arbitration. iv. Adequate computer knowledge
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, whichever is earlier on requirement basis.
9	Roles and	The Senior Consultant (Legal) will work as directed by UIDAI to

	Responsibilities	<p>provide services in respect of legal matters of the Authority. The tasks/job descriptions of the Consultant are as follows:</p> <ol style="list-style-type: none"> <li>Advice on legal procedures and practices (e.g. Policies, Rules, Regulations and any other relevant law)</li> <li>Timely preparation / submission of plaint / reply / counter affidavit before the Court of law</li> <li>Preparation of brief notes in court matters for apprising higher officers</li> <li>Assist in preparation of legal documents / opinion / brief etc.</li> <li>Legal Scrutiny of Document / Contract / MoU /Agreement</li> <li>Any other work relating to legal matters as per requirement by UIDAI</li> </ol>
10	Remuneration	<ol style="list-style-type: none"> <li>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.</li> <li>Retired officials not drawing pension will be paid a consolidated remuneration of Rs. 90,000/-.</li> <li>Local Conveyance (fixed) Rs. 5000/- per month.</li> <li>Accommodation at Aadhaar Housing Complex shall be provided as per UIDAI Policy.</li> <li>No other allowance such as Dearness Allowances, Provident Fund, Pension, Residential Telephone, benefit of CGHS and medical reimbursement etc would be allowed.</li> </ol>
11	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.
12	TA-DA	No TA-DA shall be admissible for joining the assignment or on its completion. However, TA/DA for official tour at rate admissible for Pay Matrix level 13 of Central Government Employees shall be payable based on his/her level at the time of retirement.
13	Other terms and Conditions	<ol style="list-style-type: none"> <li>The engagement shall be temporary in nature and UIDAI can cancel the engagement at any time without providing the reason in case of any violation of the terms and conditions of the engagement. However, in the normal course, engagement can be terminated by either parties, i.e UIDAI or the Consultant by giving one month's notice.</li> <li>The Consultant shall not be permitted to take up any other</li> </ol>

		<p>assignment during the period of engagement with UIDAI.</p> <p>iii. Working hours will be as per UIDAI policy and no remuneration or late hours sitting shall be admissible.</p> <p>iv. 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>v. 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>
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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), 4<sup>th</sup> Floor, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi-110 001. The last date for receiving applications complete in all respects is 18.7.2025.** 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.

(Bashisth Gupt)  
Deputy Director  
Tel: 011-23478564  
Email: dd.hr-hq@uidai.net.in

**Annexure-1****Application for the post of Senior Consultant (Legal) on contract basis at Unique Identification Authority of India (UIDAI), Head Office, New Delhi.**Recent  
passport  
size  
photograph

1.	Post applied for			Senior Consultant (Legal)		
2.	Candidate's Name (in Capital letters)					
3.	Father's Name					
4.	Date of Birth					
5.	Retirement Date, place of last posting & Name of Organization and Last Pay/ Pension fixation details					
6.	Correspondence Address					
7.	Permanent Address					
8.	(a) E-mail (b) Mobile No.					
9.	Education and other Qualifications					
	Sl. No.	Exam Passed	Year of Passing	Board/University		
	i.					
	ii.					
	iii.					
10.	Technical Qualifications					
	i.					
	ii.					
	iii.					
11.	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 From To		Nature of Work
	i.					
	ii.					
	iii.					
	iv.					
12.	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.	
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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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UIDAI Head Office  
4<sup>th</sup> floor, Bangla Sahib Road  
Gole Market, New Delhi – 110 001  
Dated June 2025

**Sub: Vacancy circular for filling up the post of Senior Consultant (Legal) on contract basis at Unique Identification Authority of India (UIDAI), Head office, New Delhi.**

The Unique Identification Authority of India (UIDAI) invites application from eligible retired officers for appointment of one post of Senior Consultant (Legal) for a period of one year on contract basis at its Head Office, 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), 4<sup>th</sup> Floor, Bangla Sahib Marg, Behind Kali Mandir, Gole Market, New Delhi – 110 001**. The last date to get the complete application form is 18.7.2025.

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](http://www.uidai.gov.in).**

**Deputy Director**

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भारतीय विशिष्ट पहचान प्राधिकरण

मानव संसाधन प्रभाग

बंगला साहिब रोड

काली मंदिर के पीछे

गोल मार्केट, नई दिल्ली, 110 001

दिनांक .6.2025

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

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) अपने मुख्यालय, नई दिल्ली में पात्र सेवानिवृत्त अधिकारियों से वरिष्ठ परामर्शदाता (लीगल) 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 – 110 001 को भेजा जा सकता है । सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि 18.07.2025 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](http://www.uidai.gov.in) देखें ।

उपनिदेशक