

No. UIDAI/RO/Chandigarh/Admn. 5078-83  
Govt. of India, Ministry of Electronics & Information Technology(MeitY)  
Unique Identification Authority of India  
SCO-139-141, 3<sup>rd</sup> & 4<sup>th</sup> Floor, Sector-17 C, Chandigarh-160017.

Dated: 21.08.2017

Adv.No38/2017

**VACANCY CIRCULAR FOR FILLING UP THE POST OF ACCOUNTS STAFF 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.**

The Unique Identification Authority of India (UIDAI) invites applications for filling up 01 post of Senior Accounts Officer(SAC) 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) in the Pay Matrix Level -08( pre-revised Pay Band -II Rs. 9300-34800 plus Grade Pay of Rs.4800/- )and 01 post of Accountant in the Pay Matrix Level -05( pre-revised Pay Band -II Rs. 5200-20200 plus Grade Pay of Rs.2800/- ) on deputation basis in Regional Office Chandigarh from amongst suitable/eligible officers. The eligibility criteria and qualifications 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.
Senior Accounts Officer, Pay Matrix Level -10 (pre-revised Pay Band -III Rs.15600-39100 plus Grade Pay of Rs.5400/- )	01	Officials of the Central Government, State Government, Autonomous Bodies, PSUs;  (a) Holding analogous post on regular basis, OR With two year regular service in Level-9/PB 2GP 5400/- equivalent; OR With five years regular service in Level-8/PB 2 GP 4800/-equivalent.  (b) Having passed SAS, SOGE or other similar examination conducted by accounts/audit cadre; OR Having successfully completed cash and accounts training conducted by ISTM;	Knowledge of /experience in work on Tally or other accounting software.

		<p>OR</p> <p>Having professional degree of CA or ICWA.</p> <p>(c) Five year experience in finance accounts and budget related matters.</p>	
<p>Assistant Accounts Officer, Pay Matrix Level-8 ( pre-revised Pay Band -II Rs. 9300-34800 plus Grade Pay of Rs.4800/- )</p>	01	<p>Officials of the Central Government, State Government, Autonomous Bodies, PSUs:</p> <p>(a) Holding analogous post on regular basis,</p> <p>OR</p> <p>With two year regular service in Level-7/PB II GP 4600/- equivalent;</p> <p>OR</p> <p>With five years regular service in Level-6/PB II GP 4200/-equivalent.</p> <p>(b) Having passed SAS, SOGE or other similar examination conducted by accounts/audit cadre;</p> <p>OR</p> <p>Having successfully completed cash and accounts training conducted by ISTM;</p> <p>OR</p> <p>Having professional degree of CA or ICWA.</p> <p>(c) Five year experience in finance accounts and budget related matters.</p>	<p>Knowledge of /experience in work on Tally or other accounting software.</p>

Accountant in the Pay Matrix Level -05( pre-revised Pay Band-II Rs. 5200-20200 plus Grade Pay of Rs.2800/- )	01	Officials of the Central Government, State Government, Autonomous Bodies, PSUs:  (a) Holding analogous post on regular basis, OR With two year regular service in Level-4/PB 1 GP 2400/- equivalent; OR With five years regular service in Level-4/PB 1 GP 1900/-equivalent.  (b) Graduate in any discipline;  (c) Experience in finance; accounts and budget related matters.	Knowledge of /experience in work on Tally or other accounting software.
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**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 OM.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 56years as on the closing date of receipt of application.

**Eligibility for Government Accommodation:**

As per the ongoing arrangement (further continuity of which is subject to approval of Ministry of Urban Development), the officers appointed in the UIDAI will be eligible for General Pool Residential 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 accompanied with following documents:-

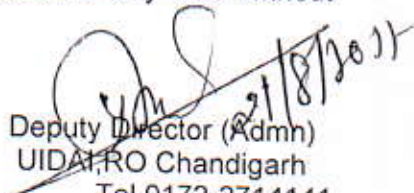
- i) Application in prescribed proforma **Annexure-I**.
- ii) Cadre Clearance Certificate from the Controlling Authority.
- iii) Statement giving detail of major/minor penalties imposed upon the officer, if any, during the last ten years **Annexure-II**.
- iv) Vigilance Clearance/Integrity Certificate **Annexure-II**.
- v) Photocopies of ACRs/APARs for the last 05 years duly attested on each page by an officer not below the level of Under Secretary or equivalent (**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) alongwith documents listed in Para 3 and above may be forwarded to **ADG(Admn), Unique Identification Authority of India (UIDAI), Regional Officer, SCO-139-141, Chandigarh -160017. The last date for receipt of applications complete in all respect is 3<sup>rd</sup> Oct., 2017.** Candidates who apply for the post will not be allowed to withdraw their candidature subsequently. Since this vacancy is to be filled up on deputation basis, private candidates are not eligible.

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

7. UIDAI reserves the right to withdraw the vacancy circular at any time without assigning any reason.

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

To

1. The ADG (Estt) UIDAI, HQ, New Delhi with the request to upload the enclosed vacancy circular on the UIDAI's website.
2. 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.
3. 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.
4. 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.
5. 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.
6. The IEC Manager, UIDAI, RO Chandigarh for publication the above advertisement in the Newspapers like, Employment News, The Tribune, Dainik Bhaskar, Hindustan Times and Indian Express.

**Annexure -I**

**Application for the post of Sr.Accounts Officer/Assistant Accounts Officer and Accountant in  
UIDAI, RO, CHANDIGARH**

1.	Name				
2.	Date of Birth				
3.	Present Post				
4.	Date from which the present post is held				
5.	Present Place of Posting				
6.	Service				
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 Number	Mobile: _____ Office: _____ Res: _____			
14.	Educational/ Professional Qualification (Please mention Graduation level and above)				
Sl.No.	Qualifications	Subject	Year/Division	Institution/ 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 Centre Govt. rules				
17.	Training(s) undergone				

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

Place and Date:

Signature of the Candidate

Annexure-II

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 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 upto date ACRs/APARs for the last 05 years are enclosed. Photocopies of ACRs/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

Date:

(Office Stamp)

Place: