

File No. HQ-12028/1/2021(Consultant HR)-HR-HQ  
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: 25 June 2021

**Sub: Vacancy circular for filling up the post of Consultant (Human Resource) 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 (Human Resource) for a period of six months on contract basis on the following terms and conditions:

1.	Name of Position	Consultant (Human Resource)
2.	Number of position	1(one)
3.	Place of Posting	Unique Identification Authority of India, Headquarters, New Delhi
4.	Method of engagement	Appointment on full time contract basis
5.	Eligibility Criteria/Experience	<ul style="list-style-type: none"><li>i. Candidate must be retired from Central Government/State Government /PSUs/ Autonomous bodies /Statutory bodies at Under Secretary or above level.</li><li>ii. Must be well acquainted with the functioning of Government/Ministries/Autonomous bodies etc.</li><li>iii. Having experience in handling of direct recruitments, creation and maintenance of reservation rosters, application of rosters in recruitment and promotion, other service matter like pay fixation, seniority, promotion etc.</li></ul>
6.	Upper age limit	63 years on last date of receipt of application.
7.	Period of engagement	Six months
8.	Job responsibility	<ul style="list-style-type: none"><li>i. To understand UIDAI regulation and provide input on direct recruitment.</li><li>ii. Preparation of reservation rosters for posts to be filled on direct recruitments and promotion.</li><li>iii. To advise on steps involved in direct recruitment processes and accordingly preparation of SOP and other terms and conditions for direct recruitment.</li><li>iv. Preparation and advertisement of vacancy circular for direct recruitment.</li><li>v. Coordination/liaison with the agency involved by UIDAI for direct recruitments.</li><li>vi. Preparation of merit list and finalization of offer of appointment letter as per UIDAI regulation.</li></ul>



		vii. Completion of joining formalities of selected candidates. viii. Any other work assigned by the ADG(HR) / DDG(HR).
9.	Travel	Willingness to travel
10.	Remuneration	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. ii) Retired officials not drawing pension will be paid a consolidated remuneration of Rs. 50,000/-. iii) Local Conveyance Allowance (fixed) @ Rs. 5000/- per month. iv) No other allowance such as Dearness Allowances, Provident Fund, Pension, Residential Telephone, Residential Accommodation, benefit of CGHS and medical reimbursement etc will be payable.
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 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 Deputy Director level of UIDAI.
13.	Other terms and Condition	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. ii. The Consultant shall not be permitted to take up any other assignment during the period of engagement with UIDAI. 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. 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.

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 **ADG (HR), Unique Identification Authority of India (UIDAI), 4<sup>th</sup> Floor, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi-110001.** The last date for receipt of applications complete in all respect is **30<sup>th</sup> July 2021.** 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*  
25-06-2021  
(Piyush Chand Gupta)  
Assistant Director General (HR)  
Tel: 23478554



**Application for the post of Consultant (Human Resource) on contract basis at Unique Identification Authority of India (UIDAI), Headquarters, New Delhi for six months.**

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 From To		Nature of Work
	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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**Sub: Vacancy circular for filling up the post of Consultant (Human Resource) 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 (Human Resource) for a period of six months 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 Assistant Director General (HR), Unique Identification Authority of India (UIDAI), 4<sup>th</sup> Floor, Bangla Sahib Marg, Behind Kali Mandir, Gole Market, New Delhi - 110001. The last date to get the complete application form is **30<sup>th</sup> July 2021**.

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).

*Piyush Gupta*  
25.06.2021  
Assistant Director General (HR)



एच क्यू-12028/1/2021(परामर्शदाता-मा.सं.)- मा.सं.-मु.  
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय  
भारतीय विशिष्ट पहचान प्राधिकरण  
मानव संसाधन

बंगला साहिब रोड  
काली मंदिर के पीछे  
गोल मार्केट, नई दिल्ली, 110001  
दिनांक : 25 जून, 2021

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

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) अपने मुख्यालय, नई दिल्ली में पात्र सेवानिवृत्त अधिकारियों से परामर्शदाता (मानव संसाधन) के पद हेतु 6 माह के लिए अनुबंध के आधार पर नियुक्ति के लिए आवेदन आमंत्रित करता है ।

2. निर्धारित प्रपत्र में आवेदन सहायक महानिदेशक (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 30 जुलाई 2021 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 ।

प्रीतूष गुप्ता  
25.06.2021  
सहायक महानिदेशक (मा. सं.)