

No. UIDAI/Mum/1/1/2017-Pers-X/-3943

**Government of India**  
**Ministry of Electronics & Information Technology**  
**Unique Identification Authority of India (UIDAI)**  
**7<sup>th</sup> Floor, MTNL Exchange Building**  
**GD Somani Marg, Cuff Parade, Mumbai-400 005**

Dated: 19<sup>th</sup> December 2018

**SUBJECT: Vacancy circular for the post of Senior Account Officer (SAO), Assistant Account Officer (AAO), Accountant, Private Secretary and Assistant Section Officer on deputation in UIDAI, Regional Office, Mumbai.**

Unique Identification Authority of India (UIDAI), Regional Office Mumbai invites applications for various posts on deputation basis in its office located in Mumbai, from amongst suitable and eligible officers of Central Government/State Government/ UTs/ PSUs/ Autonomous bodies. The details of posts, Number of vacancies, eligibility criteria and qualifications for this post are as follows:

Name of the post and pay scale with Grade Pay	Number of vacant posts	Eligibility Criteria	Desirable Qualifications/ Experience
<b>Senior Accounts Officer,</b> Pay Matrix Level-10 (Pre-revised Pay Band III Rs. 15600-39100 + GP 5400/-)	01 (One)	<p>i) Officials from the Central Government holding analogous post on regular basis in the parent cadre/department, OR With two years regular service in pay matrix Level 9/ PB 2 Grade Pay Rs.5400/equivalent; OR With five years regular service in Level 8/PB 2 Grade Pay Rs. 4800/equivalent. OR Officers from State Government / Autonomous Bodies / PSUs holding regular post in equivalent grade;</p> <p>ii) 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 &amp; Accounts training conducted by ISTM;</p> <p>iii) Five years experience in finance, accounts and budget related matters.</p>	Knowledge of/experience in work on tally or other accounting software.

<p><b>Assistant Accounts Officer,</b> Pay Matrix Level-8 (Pre-revised Pay Band II, Rs. 9300- 34800 plus Grade Pay of Rs. 4800/-)</p>	<p>01 (One)</p>	<p>i) Officials from the Central Government holding analogous post on regular basis in the parent cadre/ department, OR With three years regular service in pay matrix Level- 7/PB 2 Grade Pay Rs.4600/equivalent; OR With five years regular service in Level 6/PB 2 Grade Pay Rs. 4200/equivalent. OR Officers from State Government / Autonomous Bodies / PSUs holding regular post in equivalent grade; ii) 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 &amp; Accounts training conducted by ISTM; iii) 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><b>Accountant,</b> Pay Matrix Level-5 (Pre-revised Pay Band I Rs. 5200-20200 plus Grade Pay of Rs. 2800/-)</p>	<p>01 (One)</p>	<p>i) Officials from the Central Government holding analogous post on regular basis in the parent cadre/ department, OR With three years regular service in pay matrix Level 4/ PB-1 Grade Pay Rs.2400/equivalent: OR With five years regular service in Level 3/ PB-1 Grade Pay Rs. 1900/equivalent. OR Officers from State Government / Autonomous Bodies / PSUs holding regular post in equivalent grade; ii) Graduate in Commerce / Finance/ Accounts.</p>	<p>Knowledge of/experience in work on tally or other accounting software.</p>

<p><b>Private Secretary</b> Pay matrix Level -8 (Pre-revised Pay Band II, Rs. 9300- 34800 plus Grade Pay of Rs. 4800/-)</p>	<p>01 (One)</p>	<p>Holding analogous post in the parent cadre in the same Pay Matrix Level-8 (Pre-revised Pay Scale of Rs.9300-34800 Grade Pay Rs.4800/ equivalent ) <b>Or</b> Having two years regular service in Level 7/PB 2 Grade Pay Rs.4600/equivalent; <b>Or</b> Having five years of regular service in the Pay Matrix Level - 6, (Pre-revised Pay Band 2 of Rs.9300-34800 with Grade Pay of Rs. 4200/ equivalent)</p>	<p>Good stenography and typing skills. Proficiency in handling computers.</p>
<p><b>Assistant Section Officer</b> Pay Matrix Level-6 (Pre-revised Pay Band II, Rs. 9300- 34800 plus Grade Pay of Rs. 4200/-)</p>	<p>01 (One)</p>	<p>Holding analogous post in the parent cadre in the same Pay Matrix Level-6/ pre-revised Pay scale Rs. 9300-34800+GP Rs.4200/ equivalent -. <b>OR</b> Having five years of regular service in the pay matrix Level-4/pre-revised Pay scale Rs 5200-20200+ GP Rs.2400/ equivalent.</p>	<p>1.Excellent noting drafting, typing skills, Proficiency in handling computers with Excellent Computer skills. 2. Experience in handling cash, Finance/Accounts /Administrative/ 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 DoP&T's aforementioned O.M. of 17.6.2010 and Government of India's instructions issued from time to time on the subject.

## 3. Age Limit

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

## 4. Eligibility for Government Accommodation

As per the ongoing arrangement, the officers appointed in the UIDAI will be eligible for General Pool Residential Accommodation at par with Central Government employees.

5. 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:

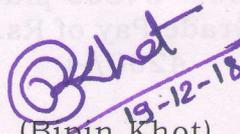
- i. Application in prescribed proforma - **Annexure I**.
- ii. Cadre Clearance Certificate from the Controlling Authority
- iii. Statement giving detail of Major/ Minor penalties, imposed upon the Officer, if any, during the last ten (10) years (**Annexure II**)
- iv. Vigilance Clearance/Integrity Certificate (**Annexure II**)
- v. Photocopies of the ACRs/APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary or equivalent (**Annexure II**).

6. 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**).

7. The applications of suitable and eligible officers complete in all respect, in the prescribed format (Annexure-I), along with documents listed above may be forwarded to **ADG (Admin), Unique Identification Authority of India (UIDAI), 7th Floor, MTNL Exchange Building, GD Somani Marg, Cuffe Parade, Mumbai- 400005. The last date for receipt of applications complete in all respect is 01.02.2019.** Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

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

9. UIDAI, Regional Office, Mumbai reserves the right to withdraw the vacancy circular at any time without assigning any reasons.

  
19-12-18

(Bipin Khot)

Assistant Director General

**Unique Identification Authority of India**

1. All Ministries/Departments of the Government of India, It is requested that the vacancy may be given wide publicity in the attached & subordinate Offices under them.
2. All the State Governments, including Union Territories are requested to give wide publicity to the vacancy in their various Departments/Offices.
3. All Public Sectors Undertaking/Statutory or Autonomous Organisations /O/o JS Trg. & CAO/AIR HQ/NAVY HQ/Director (Estt.), Bureau of Indian Standards, New Delhi.
4. Under Secretary (CS-II), CS Division, Dept of Personnel & Training, Lok Nayak Bhavan, New Delhi- with the request to upload the enclosed vacancy circular on the DoP&T's website.
5. Media Division, UIDAI HQ, for publication of above advertisement in National Dailies.

**Annexure-I**

**APPLICATION FOR THE POST Senior Account Officer (SAO), Assistant Account Officer (AAO),  
Accountant, Private Secretary and ASO at UIDAI, RO, MUMBAI**

1	Name		Paste your recent Passport Size Photograph			
2	Date of Birth					
3	Present Post					
4	Date from which the present post is held on regular basis					
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) (Attach separate sheet)					
Sl.No	Qualification	Subject	Year/ Division	Institution/ University Place/ Country		
15	Details of Experience/ employment (Please attach a separate sheet)					
S. No	Office	Post Held	From	To	Pay Band Along with Grade Pay	Nature of Duties
16	Date of retirement under Central Government Rules					
17	Training(s) undergone					

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

**Date & Place**

**(Signature of the Candidate)**

**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 5 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

(Office Stamp)

Date:

Place:

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

(Signature of the Candidate)

Date & Place