

# Employment News

23-29 December, 2017

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## Vacancy Circular

### Unique Identification Authority of India (UIDAI), Regional Office



Ministry of Electronics & IT (MeitY)

5th Floor, Block- III, My Home Hub, Madhapur, Hyderabad-500081

The Authority invites applications on the prescribed form for the following vacant posts on deputation in its Regional Office located at Hyderabad. The application form can be downloaded from our website [www.uidai.gov.in](http://www.uidai.gov.in). The applications complete in all respects may be forwarded to Shri. N. Satyanarayana, ADG, at the above address.

| Sl. No. | Name of the Post                    | Number of the Posts Vacant | Pay   |
|---------|-------------------------------------|----------------------------|---|
| 1.      | Deputy Director (DD)                | 01<br>(likely to vary)     | Pay Matrix Level- 11<br>(pre-revised: Pay Band-3<br>Rs. 15600-39100 plus<br>Grade Pay Rs. 6600/-) |
| 2.      | Senior Accounts Officer (Sr. A. O.) | 01                         | Pay Matrix Level- 10<br>(pre-revised Pay Band-3<br>Rs. 15600-39100 plus<br>Grade Pay Rs. 5400/-)  |
| 3.      | Assistant Accounts Officer (AAO)    | 01                         | Pay Matrix Level-8<br>(pre-revised : Pay Band-2<br>Rs. 9300-34800 plus<br>Grade Pay Rs. 4800/-)   |
| 4.      | Accountant                          | 01                         | Pay Matrix Level-5<br>(pre-revised Pay: PB-1<br>Rs. 5200-20200 plus<br>Grade Pay Rs. 2800/-)      |
| 5.      | Private Secretary                   | 01                         | Pay Matrix Level-8<br>(pre-revised : Pay Band-2<br>Rs. 9300-34800 plus<br>Grade Pay Rs. 4800/-)   |
| 6.      | Asst. Section Officer               | 01                         | Pay Matrix Level-6<br>(pre-revised : Pay Band-2<br>Rs. 9300-34800 plus<br>Grade Pay Rs. 4200/-)   |

For eligibility criteria and desirable qualification/experience related details, please visit: [www.uidai.gov.in](http://www.uidai.gov.in). Last Date for receipt of applications complete in all respects is 45 days from the date of publication of this advertisement in the 'Employment News'.

39/47/Central Government/Recruitment/Other/Other/Other/  
Other than Delhi



No. UIDAI/Hyd/Vacancies/1006-Vol.VI  
Government of India  
Ministry of Electronics & Information Technology  
Unique Identification Authority of India (UIDAI)  
Regional Office-Hyderabad

5<sup>th</sup> Floor, Block-III, My Home Hub,  
Madhapur, Hyderabad – 500 081.

Dated: 26<sup>th</sup> December, 2017.

**Subject: Vacancy circular for the posts of Deputy Director (DD), Senior Accounts Officer (SAO), Assistant Accounts Officer (AAO), Accountant, Private Secretary (PS) and Assistant Section Officer (ASO) on deputation basis in UIDAI, RO, Hyderabad.**

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Unique Identification Authority of India (UIDAI), Regional Office, Hyderabad invites applications for filling up posts of Deputy Director (DD), Senior Accounts Officer (SAO), Assistant Accounts Officer (AAO), Accountant, Private Secretary (PS) and Assistant Section Officer (ASO) on deputation basis in its office located at Hyderabad from amongst suitable and eligible officers. The Level in Pay Matrix (pre-revised Pay Band with Grade Pay), eligibility criteria and desirable qualifications/ experience for these posts are as follows:-

| Name of the Post and Level in Pay Matrix (pre-revised Pay Band with Grade Pay)  | Number of vacant posts | Eligibility Criteria   | Desirable Qualifications/ Experience  |
|---|------------------------|--|---|
| <b>Deputy Director</b><br>Pay Matrix Level-11 (pre-revised Pay Band-III ₹15600-39100 plus Grade Pay of ₹ 6600/-)          | 01 (likely to vary)    | Officers of the Central Government / State Governments / UTs / PSUs / Autonomous Bodies:<br><br>(a) Holding analogous post in the same level in Pay Matrix on regular basis in the parent cadre;<br>OR<br>Having five years regular service in PB-2/PB-3 with Grade Pay of ₹5400/- equivalent;<br>OR<br>Having six years regular service in PB-2 with Grade Pay of ₹4800/- equivalent. | (a) Having five years experience in Administration / Establishment / Budgeting / Procurement / Planning and Policy formulation / implementation of Government Schemes and Projects.<br><br>(b) Excellent Computer Skills. |
| <b>Senior Accounts Officer :</b><br>Pay Matrix Level-10 (pre-revised Pay Band III ₹15600-39100 plus Grade Pay of ₹5400/-) | 01                     | Officers of the Central Government/ State Governments / UTs / PSUs / Autonomous Bodies:<br><br>(a) Holding analogous post in the same level in Pay Matrix on regular basis in the parent cadre;<br>OR<br>With two years regular service in Pay Matrix Level-9/PB-2 with Grade Pay of ₹5400/- equivalent;<br>OR   | Knowledge and experience in working on Tally or other accounting software   |



|   |    |  |  |
|---|----|--|--|
|   |    | <p>With five years regular service in Pay Matrix Level-8/PB-2 with Grade Pay of ₹4800/- equivalent.</p> <p>(b) Having passed SAS, SOGE or other similar examination conducted by accounts/ audit cadre;<br/>OR<br/>Having successfully completed cash and accounts training conducted by ISTM;<br/>OR<br/>Having professional degree of CA or ICWA.</p> <p>(c) Five years experience in Finance, Accounts and Budget related matters.</p>  |  |
| <p><b>Assistant Accounts Officer :</b><br/>Pay Matrix Level-8 (pre-revised Pay Band II ₹ 9300-34800 plus Grade Pay of ₹ 4800/-)</p> | 01 | <p>Officers of the Central Government / State Governments / UTs / PSUs / Autonomous Bodies:</p> <p>(a) Holding analogous post in the same level in Pay Matrix on regular basis in the parent cadre;<br/>OR<br/>With two year regular service in Pay Matrix Level-7/PB-2 with Grade Pay of ₹4600/- equivalent;<br/>OR<br/>With five years regular service in Pay Matrix Level-6/PB-2 with Grade Pay of ₹4200/- equivalent.</p> <p>(b) Having passed SAS, SOGE or other similar examination conducted by accounts / audit cadre;<br/>OR<br/>Having successfully completed cash and accounts training conducted by ISTM;<br/>OR<br/>Having professional degree of CA or ICWA.</p> <p>(c) Five years experience in Finance, Accounts and Budget related matters.</p> | Knowledge and experience in working on Tally or other accounting software. |
| <p><b>Accountant:</b><br/>Pay Matrix Level-5 (pre-revised Pay Band-I ₹ 5200-20200 plus Grade Pay of ₹ 2800/-)</p>                   | 01 | <p>Officials of the Central Government/ State Governments / UTs / PSUs / Autonomous Bodies:</p> <p>(a) Holding analogous post in the same level in Pay Matrix on regular basis in the parent cadre;<br/>OR<br/>With two year regular service in Pay</p>  | Knowledge and experience in working on Tally or other accounting software. |



|   |    |   |  |
|---|----|---|--|
|   |    | <p>Matrix Level-4/PB-1 with Grade Pay of ₹2400/- equivalent;<br/>OR<br/>With five years regular service in Pay Matrix Level-3/PB-1 with Grade Pay of ₹ 1900/- equivalent;</p> <p>(b) Graduate in any discipline;</p> <p>(c) Experience in finance, Accounts and budget related matters.</p>   |  |
| <p><b>Private Secretary:</b><br/>Pay Matrix Level-8<br/>(Pre-revised Pay Band-II ₹9300-34800 plus Grade Pay of ₹4800/-)</p>         | 01 | <p>Officials of the Central Government/ State Governments / UTs / PSUs / Autonomous Bodies:</p> <p>(a) Holding analogous post in the same level in Pay Matrix on regular basis in the parent cadre;<br/>OR<br/>(b) Having five years of regular service in the Pay Matrix Level-6 / Level-7 / PB-II with Grade Pay of ₹4200/- / ₹4600/- equivalent.</p> | <p>Good Stenographic and Typing Skills.</p> <p>Proficiency in handling computers;</p>  |
| <p><b>Assistant Section Officer:</b><br/>Pay Matrix Level-6<br/>(pre-revised Pay Band-II ₹9300-34800 plus Grade Pay of ₹4200/-)</p> | 01 | <p>Officials of the Central Government/ State Governments / UTs / PSUs / Autonomous Bodies:</p> <p>(a) Holding analogous post in the same level in Pay Matrix on regular basis in the parent cadre;<br/>OR<br/>(b) Having five years of regular service in the Pay Matrix Level-4 / PB-I with Grade Pay of ₹2400/- equivalent.</p>                      | <p>Excellent noting drafting, typing skills.</p> <p>Proficiency in handling computers with excellent computer skills.</p> <p>Experience in handling Cash / Finance / Accounts / Budget / Administrative/ Legal / Establishment matters / 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.

### Age Limit

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

### Eligibility for Government Accommodation

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 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**).

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 officers complete in all respect, in the prescribed format (Annexure-I), along with documents listed in para 3 and 4 above may be forwarded to **Shri N. Satyanarayana, Assistant Director General, Unique Identification Authority of India (UIDAI), Regional Office, 5th Floor, Block-III, My Home Hub, Madhapur, Hyderabad – 500 081. The last date for receipt of applications complete in all respect is 45 days from the date of issue of this Notification in the Employment News (i.e. on or before 5<sup>th</sup> February, 2018).** 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, RO, Hyderabad reserves the right to withdraw any vacancy circular at any time without assigning any reasons.

  
(N. Satyanarayana)  
Assistant Director General  
Tel: 040-23119269

To

1. The Assistant Director General (Estt.), Unique Identification Authority of India, Ministry of Electronics and Information Technology (MeitY), Jeevan Bharati Building, Tower-I, 2<sup>nd</sup> Floor, Connaught Circus, New Delhi-110001 with the request to upload the enclosed vacancy circular on the UIDAI's website.
2. The Under Secretary (CS-II), CS Division, Deptt. Of Personnel & Training, Lok Nayak Bhavan, New Delhi with the request to upload the enclosed vacancy circular on the DoP&T's website.
3. All Ministries / Departments of the Govt. of India with a request that the vacancies may be given wide publicity in the attached & subordinate officers under them.
4. All Ministries / Departments of the State Governments, including Union Territories with a request that the vacancies may be given wide publicity in their various Departments / Offices.
5. All Public Sector Undertakings / Statutory or Autonomous Organizations with a request that the vacancies may be given wide publicity in their Offices.
6. Notice Board, UIDAI, RO, Hyderabad.



## Annexure-I

Application for the post of \_\_\_\_\_ on deputation basis in UIDAI, RO, Hyderabad  
(since this vacancy is to be filled up on deputation basis, private candidates are not eligible)

|         |   |   |  |   |
|---------|---|---|--|---|
| 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: _____<br>Office: _____<br>Res.: _____ |  |   |
| 14      | Educational/Professional Qualification<br>(Please mention Graduation level and above) |   |  |   |
| Sl. No. | Qualification   | Subject                                       | Year/Division                              | Institution/ University Place/ Country  |
| 15      | Details of Experience/ employment (Please attach a separate sheet, if required)       |   |  |   |
| Sl. No. | Office  | Post Held                                     | Nature of duties performed                 | From To Pay Level & Cell in Pay Matrix (Pay Band along with Grade Pay in pre-revised scale) |
| 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 & Telephone number  
of the forwarding officer

(Office Seal)

Date:

Place: