

A -12024/448/2017/ROB-Estt
Ministry of Electronics & Information Technology
Unique Identification Authority of India (UIDAI)

Khanija Bhavan, No.49, 3rd Floor, South Wing,
Race Course Road, Bengaluru-560001

Dated 23rd November, 2017

SUBJECT: Vacancy circular for the posts of Assistant Accounts Officer (AAO) and Accountant on deputation in UIDAI, Regional Office, Bengaluru.

Unique Identification Authority of India (UIDAI),Regional Office, Bengaluru invites applications for filling up 1 posts 1 post of Assistant Accounts Officer (AAO) in the Pay Matrix Level-8 (pre-revised Pay Band II Rs.9300- 34800 plus Grade Pay of Rs.4800/-) and 1 post of Accountant in the Pay Matrix Level-5 (pre-revised Pay Band-I Rs.5200-20200 plus Grade Pay of Rs.2800/-) on deputation basis in its Regional Office, Bengaluru from amongst suitable and eligible officers. The eligibility criteria and qualifications for these posts are as follows.

Name of the Post and Pay Scale with Grade Pay	Number of Vacant Posts	Eligibility Criteria	Desirable Qualifications/ Experience
Assistant Accounts Officer, Pay Matrix Level 8(Pre revised Pay Band II Rs.9300-34800 plus Grade Pay of Rs.4800/-)	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 7/ PB 2 G P 4600/ equivalent OR With five years regular service in Level 6/ PB 2 GP 4200/ 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: OR Having professional degree of CA or ICWA. (c) Five year experience in finance ,accounts and budget related matters	Knowledge of/ experience in work on Tally or other accounting software
Accountant, Pay Matrix Level 5 (Pre revised Pay Band I Rs.5200-20200 plus	01	Officials of the Central Government, State Government, Autonomous Bodies, PSUs: (a) Holding analogous Post on	Knowledge of/ experience in work on Tally or other accounting software

Grade Pay of Rs.2800/-)		regular basis, <p style="text-align: center;">OR</p> With two year regular service in Level 4/ PB I G P 2400/ equivalent <p style="text-align: center;">OR</p> With five years regular service in Level 3/ PB I GP 1900/ equivalent.	
		(b) Graduate in any discipline. (c) Experience in finance, accounts and budget related matters	

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

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 are accompanied by following documents:

- i. Application in prescribed proforma - **Annexure**
- 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 **Deputy Director (Estt), Unique Identification Authority of India (UIDAI), Khanija Bhavan, No.49, 3rd Floor, South Wing, Race Course Road, Bengaluru-560001. The last date for receipt of applications complete in all respect is 31.01.2018.** 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 reserve the right to withdraw the vacancy circular at any time without assigning any reasons.

(Ashok Lenin)
Deputy Director (Estt)
Ph No: 080 22340104

To,

1. All Ministries/ Departments of the Govt 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 Organizations/
O/o JS Trg. & CAO/AIR HQ/NAVY HQ/Head (HRD) Bureau of Indian Standards, New Delhi.
4. Under Secretary (CS-11), 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.
5. Media Division, UIDAI HQ, for publication of above advertisement in National Dailies.

Annexure -I

**Application for the posts of Assistant Accounts Officer (AAO)
and Accountant on deputation basis**

(Since this vacancy is to be filled up on deputation basis, private candidates are not eligible)

1.	Name				
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 of 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 Other)				
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	From	To	Pay band along with Grade Pay
16	Date of retirement under Central Government Rules				
17	Training (S) undergone				

Paste your
recent
Passport
Size
Photographs

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

(Signature of the Candidate)

Date & Place:

Annexure-II

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: