

**VACANCY CIRCULAR FOR THE POST OF ADG (FINANCE) ) ON  
DEPUTATION (Director level) in HQ, UIDAI.**

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The Unique Identification Authority of India (UIDAI) has been set up by Government under the Chairmanship of Shri Nandan Nilekani with a mandate to issue Unique ID number to every resident in the country. UIDAI will own and operate the UID database and be responsible for its updation and maintenance on an ongoing basis.

**Name of the Post:**

The Authority would like to fill up the post of Assistant Director General (ADG Finance ) (Director level) in HQ UIDAI by deputation through bilateral route.

**No. of Vacancies :** One

**Scale of Pay:**

Pay Band-IV (Rs.37400-67000) plus Grade Pay of Rs.8700/-

**Eligibility:**

- i. Officers of Central Government/ State Governments /UTs/ PSUs/ Autonomous bodies holding analogous posts to that of Director in the Central Government Ministries;
- ii. Officers who may be at the end of their tenure under Central Staffing Scheme and may be interested in continuing on deputation under Non-Central Staffing Scheme subject to 'No Objection Certificate' from DoP&T.

Applicants for the post should be holding analogous post in the same pay scale.

**2. Work Experience:-**

- i. The candidates should possess rich experience in the field of commercial accounting, administration involving purchase procedure, tendering and contract finalization, budgeting, accounting and auditing various functions such as purchases and finance, evaluation of internal controls etc in public sector and Government departments with exposure of audit of IT systems. Applicants possessing professional qualifications (CA, ICWA/degree/diploma in Financial Management etc) or international certifications in accounting (CIA, CISA) and computer knowledge especially of accounting software will be given preference.

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### **3. Job responsibilities:**

- i. Appraisal and evaluation of all individual investment decisions and monitoring of the intended outcomes to enable proper appreciation of the financial implications.
- ii. Designing internal systems to ensure due diligence and securing compliance of Ministry of Finance guidelines relating to procurements and contracts.
- iii. Cause appropriate course of action for initial building up of records of assets and liabilities and their ongoing updation as also for maintenance and optimum utilization of assets.
- iv. Monitoring the compilation and consolidation of accounts and their submission in the prescribed form to the Controller General of Accounts, preparation of Annual Appropriation Accounts for the Demands for Grants.
- v. Preparation of procedure and guidelines keeping in view the objective of management accounting system and rendition of technical advice to the Pay and Accounts Office, maintaining necessary liaison with office of the Controller General of Accounts and to effect overall coordination and control in accounting matters.
- vi. Monitoring the preparation of Performance and Outcome Budgets, annual/five year plans and Cabinet Notes/EFC proposals etc.
- vii. Review the progress of Internal Audit and internal inspections.
- viii. Participating in Tender committee meetings of various procurements and services as a Finance member.
- ix. Financial vetting of various tender and contract documents.
- x. Maintaining Appropriation Audit registers and to watch the progress of expenditure under the various grants.

### **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 17.06.10. The terms and conditions of deputation will be governed by the aforementioned DoP&T's O.M. of 17.6.10. Pay and allowances admissible would be the same as available in Pay Band-IV.

The maximum age of applicants for deputation should be below 56 years as on the closing date of receipt of applications.

### **Eligibility for Government Accommodation**

The officer appointed in the UIDAI will be eligible for General pool Residential Accommodation at par with Central Government employees at these locations.

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**Last Date for receipt of applications complete in all respects is 29.02.2012.**

**Documents to be forwarded alongwith application:**

The applications along with Cadre clearance/Vigilance clearance from Departments and copies of five years ACRs duly attested by an officer of the level of Under Secretary should be forwarded through parent Departments in the prescribed format attached.

**Address for communication:**

“The Assistant Director General (Estt.)  
Unique Identification Authority of India  
2nd Floor, Tower-I, Jeevan Bharti Building  
Connaught Place, New Delhi-1”

Application for the post of Assistant Director General (Director level) in  
Unique Identification Authority of India (UIDAI)

|       |  |         |               |  |
|-------|--|---------|---------------|--|
| 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 and Batch  |         |               |  |
| 7     | Parent Cadre   |         |               |  |
| 8     | Date of joining Service  |         |               |  |
| 9     | Pay Band of the present post   |         |               |  |
| 10    | Basic Pay drawn  |         |               |  |
| 11    | Grade Pay  |         |               |  |
| 12    | Whether the eligibility criteria prescribed for the post are satisfied       |         |               |  |
| 13    | Educational/Professional Qualification (Please mention Graduation and above) |         |               |  |
| Sl.No | Qualification  | Subject | Year/Division | Institution/ University Place/ Country |

|    |   |  |
|----|---|--|
| 14 | Details of Experience/ employment (Please attach a separate sheet, if required) |  |
|----|---|--|

| Office | Post Held | From | To | Pay Band alongwith Grade Pay |
|--------|-----------|------|----|------------------------------|
|--------|-----------|------|----|------------------------------|

|    |   |  |
|----|---|--|
| 15 | Date of retirement under Central Government Rules |  |
| 16 | Training(s) undergone (Long term)                 |  |

Certified that information furnished above by me is correct

(Signature of the Candidate)

- NOTE:** i. The above application should be forwarded through the parent department/ organisation along with Cadre Clearance/Vigilance Clearance and copies of five years Annual Confidential Records, duly attested by an officer of the level of Under Secretary.
- ii. Applications not forwarded through parent organisation along with requisite documents will not be considered.
- iii. Only serving Officers of Central Government/ State Governments /UTs/ PSUs/ Autonomous bodies are eligible to apply.

