

**Vacancy circular for the post of Assistant Director General (Finance) on deputation (Director level) in HQ, UIDAI.**

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Applications are invited from the officers of the following Finance and Accounts services for the post of Assistant Director General (Finance) (Director level) in the Pay Band-IV (Rs.37400-67000) plus Grade Pay of Rs.8700/-:

- i. Indian Audit & Accounts Service;
- ii. Indian Civil Accounts Service;
- iii. Indian Cost Accounts Service;
- iv. Indian Defence Accounts Service;
- v. Indian Posts and Telecommunications Accounts and Finance Service;
- vi. Indian Railway Accounts Service.

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 etc) or international certifications in accounting (CIA, CISA) and computer knowledge especially of accounting software will be given preference.

**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.

**4. 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.

**5. 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.

**Last Date for receipt of applications complete in all respects is 30.07.2011.**

**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”

