

F.No. UIDAI/RO/RNC/Deptn./2017
Ministry of Electronics & Information Technology
Unique Identification Authority of India (UIDAI)
Regional Office

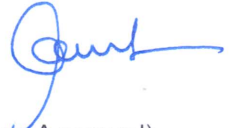
RIADA Central Office Building
1st Floor, Namkum Industrial Area
Lowadih, Namkum, Ranchi-834010

20 May, 2019

**Vacancy circular for the posts of , Senior Accounts Officer (SAO) on deputation in
UIDAI, Regional Office, Ranchi**

Ref : Vacancy circular of UIDAI, RO, Ranchi vide letter No. UIDAI/RO/RNC/Deptn/2017 dt 26-02-2019 (https://uidai.gov.in/images/career/vacancy_of_SAO_27022019.pdf) , also published in Employment News (English Edition) dt 6-12 April, 2019, inviting application for the post of Senior Account Officer Pay Matrix Level-10 (pre-revised Pay Band III Rs.15600-39100 plus Grade Pay of Rs.5400/-) on deputation basis in UIDAI, Regional Office, Ranchi.

2. The last date for submission of application through proper channel for the post of Sr. Account Orricer at UIDAI, Regional Office, Ranchi is hereby extended for 15 days from the date of publication in Employment News. Those who have applied against circular dt 26-02-2019 or through the advertisement published in the Employment News dated 6-12 April, 2019, through proper channel, need not apply fresh. However new applicants and applicants who have submitted only advance copy of the application may submit their applications complete in all respect thorough proper channel within the extended date. Since this vacancy is to be filled up on deputation basis, private candidates are not eligible.



(Ajit Kumar Agrawal)
Dy Director

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 Organisations/IOFS, Kolkata/O/o JS Trg. & CAO/AIR HQ/NAVY HQ/Head (HRD) Bureau of Indian Standards, New Delhi.
4. 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.

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RIADA Central Office Building
1st Floor, Namkum Industrial Area
Lowadih, Namkum, Ranchi-834010

26 February, 2019

SUBJECT: Vacancy circular for the posts of , Senior Accounts Officer (SAO) on deputation in UIDAI, Regional Office, Ranchi

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Unique Identification Authority of India, Regional Office, Ranchi invites applications for filling up of the 01 (one) post of Senior Accounts Officer from amongst suitable and eligible officers. The 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 Qualification s/ Experience |
|--|------------------------|---|--|
| Senior Accounts Officer, Pay Matrix Level-10 (pre-revised Pay Band III Rs.15600-39100 plus Grade Pay of Rs.5400/-) | 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 9/PB 2 GP 5400/equivalent; OR With five years regular service in Level 8/PB 2 GP 4800/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 |

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 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), alongwith documents listed in para 3 and 4 above may be forwarded to The Assistant Director General (Admn.), Unique Identification Authority of India (UIDAI), Regional Office, JIADA Central Office, 1st Floor, Namkum Industrial Area, Lowadih, Namkum, Ranchi - 834010. The last date for receipt of applications complete in all respect will be the 45 days from the date of publication of vacancy in the Employment News. 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 reserves the right to withdraw the vacancy circular at any time without assigning any reasons


(Deo Shankar)

Assistant Director General (Admn.)

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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 Organisations/IOFS, Kolkata/O.P. JS Trg. & CAO/AIR HQ/NAVY HQ/Head (HRD) Bureau of Indian Standards, New Delhi.
4. Under Secretary (CS-II), CS Division, Deptt of Personnel & Training, Lok Navak Bhavan, New Delhi- with the request to upload the enclosed vacancy circular on the DoP&T's website.

**Application for the post of Senior Accounts Officer (SAO)
on deputation basis**

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

| | | | | | | |
|---|---|-----------|---------------|--|---|--|
| 1. | Name | | | | | Paste your recent Passport Size Photographs |
| 2. | Date of Birth | | | | | |
| 3. | Date from which the present post is held on regular basis | | | | | |
| 4. | Present place of posting | | | | | |
| 5. | Service and Batch | | | | | |
| 6. | Parent Cadre | | | | | |
| 7. | Date of joining Service | | | | | |
| 8. | Pay Matrix Level/Pay Band of the present post (pre-revised) | | | | | |
| 9. | Basic Pay drawn | | | | | |
| 10. | Grade Pay (pre-revised) | | | | | |
| 11. | Whether the eligibility criteria prescribed for the post are satisfied | | | | | |
| 12. | Mobile/Office/Residence Number | | | | Mobile: _____ Office: _____ Res.: _____ | |
| 13. | Educational/Professional Qualification (Please mention Graduation level and above) | | | | | |
| 14. | Qualification | Subject | Year/Division | Institution/ University Place/ Country | | |
| Details of Experience/ employment (Please attach a separate sheet, if required) | | | | | | |
| Sl.No | Office | Post Held | From | To | Pay Band along with Grade Pay | Brief of duties |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 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
14. Certified that the particulars furnished by the officer have been checked from available records and found correct.
15. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
16. Integrity of the applicant is certified as 'Beyond Doubt'.
17. No Vigilance case is pending/contemplated against the Officer
18. 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).
19. 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: