

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

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

10th November, 2017

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

Unique Identification Authority of India, Regional Office, Ranchi invites applications for filling up 01 post of Senior Accounts Officer(SAO) in the Pay Matrix Level-10 (pre-revised Pay Band III Rs. 15600-39100 plus Grade Pay of Rs. 5400/-) and 01 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 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
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
Accountant, Pay Matrix Level-5 (pre-revised Pay Band I Rs. 5200-20200 plus Grade Pay of Rs. 2800/-)	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 4/PB 1 GP 2400/equivalent; OR With five years regular service in Level 3/PB 1 GP 1900/equivalent. (b) Graduate in any discipline; (c) Experience in finance, accounts and budget related matters.	Knowledge of/experience in work on Tally or other accounting software.



