

F. no. HQ-12028/1/2021-HR-HQ-Part (1)  
**Unique Identification Authority of India**  
 (Human Resources Division)

UIDAI Head Office, 4<sup>th</sup> floor, Bangla Sahib Road  
 Behind Kali Mandir, Gole Market  
 New Delhi – 110 001  
 Dated 14<sup>th</sup> June 2024

**Sub: Vacancy circular for filling up the posts of Consultant (Civil) and Consultant (Electrical) on contract basis at Unique Identification Authority of India (UIDAI), Head office, New Delhi.**

The Unique Identification Authority of India (UIDAI) invites applications from eligible retired officers for appointment of Consultant (Civil) and Consultant (Electrical) for a period of one year on contract basis on the following terms and conditions:

S.No	Name of Position	Consultant (Civil)	Consultant (Electrical)
1	Number of position	One	One
2	Place of Posting	Unique Identification Authority of India, Head Office, New Delhi	
3	Method of engagement	Contract based engagement on full time basis	
4	Eligibility Criteria/Experience	i) Must be retired at the level of Executive Engineer or above level post (pay matrix level 11 or above) from Central Government / State Government / PSUs / Autonomous bodies/ Statutory bodies ii) At least 05 years of experience as Executive Engineer(Civil) or equivalent post in Central Government / State Government / PSUs / Autonomous bodies / Statutory bodies etc. iii) Well versed in working	i) Must be retired at the level of Assistant Engineer (Electrical) or above level post (pay matrix level 8 or above and its equivalent) from Central Government /State Government /PSUs / Autonomous bodies/ Statutory bodies ii) At least 05 years of experience as Assistant Engineer (Electrical) or equivalent post in Central Government / State Government / PSUs / Autonomous bodies / Statutory bodies etc. iii) Well versed in working in

		in computer environment.	computer environment.
5	Job responsibilities	<p>i) Overall supervision of the UIDAI owned buildings and rented buildings all across the country related to Civil works.</p> <p>ii) Examination and scrutiny of the land/building proposals from Head Office, Regional Offices, State Offices, Technology Centres pertaining to new construction, O&amp;M of existing buildings and renovations of any newly hired premises.</p> <p>iii) Maintenance of building structure of own buildings of UIDAI by checks of building defects through regular walkthrough and identifying the defects.</p> <p>iv) Major/Minor civil repairs like leakage, replacement/repair of false ceiling, flowing, minor cracks, replacing glass panels, plumbing works and painting etc.</p> <p>v) Monitoring and reporting of major Civil works.</p> <p>vi) Maintenance of aluminum, wood and glass doors, partitions and windows, wall structure etc.</p> <p>vii) Maintenance/repair of all wall painting structure/art work.</p> <p>viii) Major repairs i.e.</p>	<p>i) Overall supervision of the UIDAI owned buildings and rented buildings all across the country related to Electrical works.</p> <p>ii) Examination and scrutiny of the proposals from Head Office, Regional Offices, State Offices, Technology Centres pertaining to Electrical work/Power Plant/DG etc.</p> <p>iii) Maintenance of Power plant/LT panel of UIDAI by checks of fault through regular walkthrough and identifying the faults.</p> <p>iv) Monitoring and reporting of major Electrical works.</p> <p>v) To arrange for issue of technical sanction and work orders.</p> <p>vi) To arrange for execution of works in order of priority.</p> <p>vii) To assess the requirement of materials and send the requirement for taking procurement action.</p> <p>viii) To take proper and corrective action in the works.</p> <p>ix) To supervise Plan, Non-Plan, Deposit works for proper implementation.</p> <p>x) Preparation/ scrutiny of designs, drawings for electrical works</p> <p>xi) Supervision of maintenance and repair of equipment's, oversee facility refurbishment and renovations.</p> <p>xii) O&amp;M/ Supervision of Solar Panel and Automatic Car Parking at UIDAI HQ</p> <p>xiii) RFP preparation,</p>

		<p>whitewash, furniture repair and replacement, polishing etc.</p> <p>ix) To arrange for issue of technical sanction and work orders.</p> <p>x) To arrange for execution of works in order of priority.</p> <p>xi) To assess the requirement of materials and send the requirement for taking procurement action.</p> <p>xii) To take proper and corrective action in the works.</p> <p>xiii) To supervise Plan, Non-Plan, Deposit works for proper implementation.</p> <p>xiv) Preparation/ scrutiny of designs, drawings and estimates for the required subject works.</p> <p>xv) Monitoring of Fire fighting system – fire hydrants, smoke detectors and fire extinguishers.</p> <p>xvi) Water management system – raw water, drinking water, flush water and sanitation and water tank cleaning etc.</p> <p>xvii) Operation &amp; maintenance of rooftop swimming pool.</p> <p>xviii) RFP preparation, Tendering process, etc.</p>	Tendering process, etc.
6	Upper age limit	63 years as on last date of receipt of application.	
7	Period of engagement	One year extendable upto three years or upto age of 65 years whichever is earlier on requirement basis.	
8	Language	Fluency in Hindi and English	
9	Remuneration	i) The consultant will be	i) The consultant will be paid a

		<p>paid a consolidated remuneration restricted to an amount equal to the last pay drawn minus pension in terms of D/o Expenditure's instructions/guidelines.</p> <p>ii) Retired officials not drawing pension will be paid a consolidated remuneration of Rs. 75,000/-.</p> <p>iii) Local Conveyance (fixed) @ Rs. 5000/- per month.</p> <p>iv) No other allowance such as Dearness Allowances, Provident Fund, Pension, Residential Telephone, benefit of CGHS and medical reimbursement etc would be allowed.</p>	<p>consolidated remuneration restricted to an amount equal to the last pay drawn minus pension in terms of D/o Expenditure's instructions/guidelines.</p> <p>ii) Retired officials not drawing pension will be paid a consolidated remuneration of Rs. 50,000/-.</p> <p>iii) Local Conveyance (fixed) @ Rs. 3000/- per month.</p> <p>iv) No other allowance such as Dearness Allowances, Provident Fund, Pension, Residential Telephone, benefit of CGHS and medical reimbursement etc would be allowed.</p>
10	Leave	Consultant shall be eligible for 1.5 days leave of each completed month. Un-availed leave in a calendar year cannot be carried forward to next calendar year.	
11	TA-DA	No TA-DA shall be admissible for joining the assignment or on its completion. However, TA/DA for official tour at the rate admissible to <b>Under Secretary level</b> (i.e. Pay Level 11) <b>or equivalent</b> to Consultant (Civil) and rate admissible in Pay Level -8 in Government of India to Consultant (Electrical) shall be admissible.	
12	Other terms and Conditions	<p>i) The engagement shall be temporary nature and UIDAI can cancel the engagement at any time without providing the reason. However, in normal course of engagement can be terminated by either parties, i.e UIDAI or the Consultant by giving one month notice.</p> <p>ii) The Consultant shall not be permitted to taken up any other assignment during the period of engagement with UIDAI.</p> <p>iii) The Consultant should maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of contract, failing which</p>	

		the consultant will be liable for suitable action, as deemed fit. iv) The Consultant shall have to perform duties/services as assigned to him/her by his /her controlling officer with all the necessary skills, diligence, efficiency and economy.
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2. Suitable and qualified candidates may send their application in the prescribed form (Annexure-1), along with self-attested copy of documents in support of age, educational & other qualifications and experience to **Director (HR), Unique Identification Authority of India (UIDAI), 4<sup>th</sup> Floor, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi – 110 001.**

**The last date for receipt of applications complete in all respect is 15.7.2024.** Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

3. Applications received after the last date or otherwise found incomplete shall not be entertained.

4. UIDAI reserves the right to withdraw the vacancy circular at any time without assigning any reasons.

(Piyush Chand Gupta)

Director

Tel.: 011-23478554

Email: dir.hr-hq@uidai.net.in

**Annexure-1****Application for the post of Consultant (Civil) and Consultant(Electrical) on contract basis at Unique Identification Authority of India (UIDAI), Headquarters, New Delhi.**

Recent passport size photograph
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1.	Post applied for				
2.	Candidate's Name (in Capital letters)				
3.	Father's Name				
4.	Date of Birth				
5.	Retirement Date, place of last posting & Name of Organization and Last Pay/ Pension fixation details				
6.	Correspondence Address				
7.	Permanent Address				
8.	(a) E-mail (b) Mobile No.				
9.	Education and other Qualifications				
	Sl. No.	Exam Passed	Year of Passing	Board/University	
	i.				
	ii.				
	iii.				
10.	Technical Qualifications				
	i.				
	ii.				
	iii.				
11.	Work experience in chronological order. (If the space given below is insufficient, attach a separate sheet and duly attest it with your signature)				
	Sl. No.	Office	Pay scale /Pay Drawn	Period From To	Nature of Work
	i.				
	ii.				
	iii.				
	iv.				
12.	Additional information (pertaining to the post applied for), if any, that you would like to mention in support of your suitability for the position.				

	If the space below is insufficient, attach a separate sheet.	
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It is certified that the above information and details given by me is true to the best of my knowledge and belief.

Date:

(Signature)

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(Human Resource Division)

UIDAI Head Office, 4<sup>th</sup> floor, Bangla Sahib Road  
Behind kali Mandir, Gole Market  
New Delhi – 110 001  
Dated 14<sup>th</sup> June 2024

**Sub: Vacancy circular for filling up the posts of Consultant (Civil) and Consultant (Electrical) on contract basis at Unique Identification Authority of India (UIDAI), Head office, New Delhi.**

The Unique Identification Authority of India (UIDAI) invites applications from eligible retired officers for appointment of one post each of Consultant (Civil) and Consultant (Electrical) for a period of one year on contract basis at its Head Office, New Delhi.

2. The application in the prescribed form (Annexure-I) along with self attested photocopies of supporting documents can be sent to the **Director (HR), Unique Identification Authority of India (UIDAI), 4<sup>th</sup> Floor, Bangla Sahib Marg, Behind Kali Mandir, Gole Market, New Delhi – 110 001**. The last date to get the complete application form is 15.7.2024.

3. Applications received after the last date of receipt of applications or incomplete will not be considered. **Further details may be obtained from the website [www.uidai.gov.in](http://www.uidai.gov.in).**

Director



फा.स. एचक्यू-12028/1/2021-एचआर-एचक्यू-भाग(1)

**भारतीय विशिष्ट पहचान प्राधिकरण**

(मानव संसाधन प्रभाग)

यूआईडीएआई मुख्यालय, बंगला साहिब रोड

काली मंदिर के पीछे, गोल मार्केट

नई दिल्ली – 110 001

दिनांक 14.6 2024

**विषय :** भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), मुख्यालय, नई दिल्ली में अनुबंध के आधार पर परामर्शदाता (सिविल) एवं परामर्शदाता ( इलैक्ट्रिकल) के पदों को भरने हेतु रिक्ति परिपत्र ।

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) अपने मुख्यालय, नई दिल्ली में पात्र सेवानिवृत्त अधिकारियों से परामर्शदाता (सिविल) एवं परामर्शदाता ( इलैक्ट्रिकल) के एक एक पदों को, एक वर्ष के लिए अनुबंध के आधार पर, नियुक्ति के लिए आवेदन आमंत्रित करता है ।

2. निर्धारित प्रपत्र में आवेदन निदेशक (एच आर), भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), चतुर्थ तल, बंगला साहिब मार्ग, काली मंदिर के पीछे, गोल मार्केट, नई दिल्ली – 110 001 को भेजा जा सकता है । सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि 15.7.2024 है ।

3. आवेदन प्राप्त करने की अंतिम तिथि के बाद या अधूरे पाये गए आवेदन पत्रों पर विचार नहीं किया जाएगा । विस्तृत जानकारी के लिए कृपया हमारी वेबसाइट [www.uidai.gov.in](http://www.uidai.gov.in) देखें ।

निदेशक

