

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

UIDAI Head Office  
 4<sup>th</sup> floor, Bangla Sahib Road  
 Gole Market, New Delhi – 110 001  
 Dated: June 2025

**Sub: Vacancy circular for filling up the post of Consultant (Accountant) on contract basis at Unique Identification Authority of India (UIDAI), Regional office, Ranchi.**

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

1	Name of Position	Consultant as Accountant
2	Number of positions	One
3	Place of Posting	Unique Identification Authority of India, Regional Office, Ranchi
4	Method of engagement	Contract based engagement on full time basis
5	Eligibility Criteria/ Experience	i. Must be retired from Central Government /State Government /PSUs / Autonomous bodies / Statutory bodies/ Public Sector Bank ii. Working experience on minimum pay level- 5 post in Central Government / State Government/PSUs /Autonomous bodies/ Statutory bodies/Public Sector Bank. iii. Experience in Finance/account/bill payment of government department/state government/PSU/Autonomous bodies/ Statutory bodies. iv. Well versed in working in computer environment. v. <b>Desirable:</b> Graduate in Commerce
6	Upper age limit	63 years as on last date of receipt of application.
7	Period of engagement	One year or filling up post through Government Employee through deputation whichever is earlier.
8	Remuneration	i) The consultant will be 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.

		ii) Retired officials not drawing pension will be paid a consolidated remuneration of Rs. 40,000/-. iii) Local Conveyance (fixed) Rs. 3000/- per month. iv) No other allowance such as Dearness Allowances, Provident Fund, Pension, Residential Telephone, benefit of CGHS and medical reimbursement etc would be allowed.
9	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.
10	TA-DA	No TA-DA shall be admissible for joining the assignment or on its completion. However, TA/DA for official tour at rate admissible for Pay Matrix level 5 of Central Government Employees shall be payable.
11	Other terms and Conditions	i. The engagement shall be temporary nature and UIDAI can cancel the engagement at any time without providing the reason. However, in the normal course of engagement can be terminated by either parties, i.e UIDAI or the Consultant by giving one month's notice. ii. The Consultant shall not be permitted to take up any other assignment during the period of engagement with UIDAI. 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 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.

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), Regional Office, 1st Floor, JIADA Central Office Building, Namkum Industrial Area, Near STPI Lowadih, Ranchi - 834 010. The last date for receipt of applications complete in all respects is 10.07.2025** 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.

(Bashisth Gupta)  
 Deputy Director  
 Tel: 011-23478564  
 Email: [dd.hr-hq@uidai.net.in](mailto:dd.hr-hq@uidai.net.in)

**Annexure-1****Application for the post of Consultant (Accountant) on contract basis at Unique Identification Authority of India (UIDAI), Regional Office, Ranchi.**

Recent  
passport  
size  
photograph

1.	Post applied for			Consultant (Accountant)		
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.	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.					
11.	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.					

It is certified that the above information and details given by me is true to the best of my knowledge and belief.

Date:

(Signature)