F.No. UIDAI/RO/RNC/Deptn./2017

Ministry of Electronics & Information Technology

Unique Identification Authority of India (UIDAI)

Regional Office

RIADA Central Office Builing

1st Floor, Namkum Industrial Area

Lowadih, Namkum, Ranchi-834010

July, 2018

**SUBJECT: Vacancy circular for the posts of Senior Accounts Officer (SAO), Section Officer and Private Secretary deputation in UIDAI, Regional Office, Ranchi and Camp Office, Patna**

**..........**

Unique Identification Authority of India, Regional Office, Ranchi invites applications for filling up of following posts 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  (for Ranchi) | Officials of the Central Government, State Government, Autonomous Bodies, PSUs:  (a) Holding analogous post on regular basis,  OR  With two year regular service in Pay Matrix Level -9/PB-2, GP-5400 (pre-revised) /equivalent;  OR  With five years regular service in Pay Matrix Level- 8/PB-2, GP-4800/- (pre-revised) /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 |
| Section Officer  Pay matrix Level -8  (pre-revised Pay Band II, Rs. 9300-34800 plus Grade Pay of Rs. 4800/-) | 01  (for Ranchi) | Holding analogous post on regular basis in the parent department/organisation  OR  With two years regular service in Pay Matrix -7/PB-2, GP-4600/- (pre-revised)/equivalent  OR  With five years regular service in Pay Matrix Level- 6/PB-2, GP-4200/- (pre-revised)/equivalent | 2 year experience in Admin/ Estt/budgeting/ procurement / planning and policy formulation/ implementation of Government schemes and projects.  Excellent Computer skills |
| Private Secretary  Pay matrix Level -8  (pre-revised Pay Band II, Rs. 9300-34800 plus Grade Pay of Rs. 4800/-) | 04  (01 for Patna and 03 for Ranchi) | Holding analogous post on regular basis in the parent department/organisation  or  With five years regular service in the Pay Matrix Level- 6/PB-2, GP-4200/- (pre-revised)/equivalent | Good stenography and typing skills  Proficiency in handling computers |

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 Assitant Director General (Admn.), Unique Identification Authority of India (UIDAI), Regional Office, RIADA 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 withdrawtheir 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.)

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.
5. Media Division, UIDAI HQ, for publication of above advertisement in National Dailies.

**Annexure-I**

**Application for the posts of Senior Accounts Officer (SAO),**

**Section Officer & Private Secretary on deputation basis**

(Since this vacancy is to be filled up on deputation basis,

private candidates are not eligible)

Paste your recent Passport Size Photographs

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Name | | | |  | | | | | |
| 2. | Post Applied for | | | |  | | | | | |
| 3. | Date of Birth | | | |  | | | | | |
| 4. | Names of places/stations in order of preference (in block letter) | | | | 1. 2. | | | | | |
| 5. | Date from which the present post is held on regular basis | | | |  | | | | | |
| 6. | Present place of posting | | | |  | | | | | |
| 7. | Service and Batch | | | |  | | | | | |
| 8. | Parent Cadre | | | |  | | | | | |
| 9. | Date of joining Service | | | |  | | | | | |
| 10. | Pay Matrix Level/Pay Band of the present post (pre-revised) | | | |  | | | | | |
| 11. | Basic Pay drawn | | | |  | | | | | |
| 12. | Grade Pay (pre-revised) | | | |  | | | | | |
| 13. | Whether the eligibility criteria prescribed for the post are satisfied | | | |  | | | | | |
| 14. | Mobile/Office/Residence Number | | | | Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Res.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| 15. | Educational/Professional Qualification  (Please mention Graduation level and above) | | | | | | | | | |
| Sl.No | Qualification | | Subject | | | Year/Division | | | Institution/ University Place/ Country | |
| 16. | Details of Experience/ employment (Please attach a separate sheet, if required) | | | | | | | | | |
| Sl.No | Office | Post Held | | | | | From | To | | Pay Band alongwith Grade Pay |
| 17. | Date of retirement under Central Government Rules | | |  | | | | | | |
| 18. | 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)**

**Annexure-II**

To be filled up by the cadre controlling authority

Office of .........................................

F.No.................... Date:.............................

1. The applicant, if selected, will be relieved immediately

1. Certified that the particulars furnished by the officer have been checked from available records and found correct.
2. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
3. Integrity of the applicant is certified as ‘Beyond Doubt’.
4. No Vigilance case is pending/contemplated against the Officer
5. 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).
6. 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: