

F. no. HQ-12044/1/2022-HR-HQ-Part(2)
Unique Identification Authority of India
 (Human Resources Division)

UIDAI Head Office
 4th floor, Bangla Sahib Road
 Gole Market, New Delhi – 110 001
 Dated: September 2025

Sub: Vacancy circular for empanelment of Sr. Advisor / Advisor at Unique Identification Authority of India (UIDAI), Head office, New Delhi from Retired Doctors.

The Unique Identification Authority of India (UIDAI) invites application from eligible retired Doctors for empanelment as **Sr. Advisor/ Advisor** for a period of three years on the following terms and conditions:

Name of Position	Senior Advisor	Advisor
Number of persons to be empanelled	1	2
Place	Unique Identification Authority of India, Head Office, New Delhi	
Method of engagement	Empanelment basis and payment will be made on per sitting basis	
Eligibility Criteria/Experience	a. Must be retired from Central Government /State Government /PSUs / Autonomous bodies/ Statutory bodies/ Public Sector Bank b. Working experience on minimum pay level- 13 A & above post in Central Government / State Government/PSUs /Autonomous bodies/ Statutory bodies/Public Sector Bank c. MBBS from a recognized University/ Statutory State Board/ Council/ Faculty of Indian Medicine or equivalent, recognized under the relevant council d. Experience in CGHS system/	a. Must be retired from Central Government /State Government /PSUs / Autonomous bodies/ Statutory bodies/ Public Sector Bank b. Working experience on minimum pay level- 12 & above post in Central Government / State Government/PSUs /Autonomous bodies/ Statutory bodies/ Public Sector Bank c. MBBS from a recognized University/ Statutory State Board/

	rules & regulations of government department/state government/PSU/Autonomous bodies/ Statutory bodies.	Council/ Faculty of Indian Medicine or equivalent, recognized under the relevant council d. Experience in CGHS system/ rules & regulations of government department/state government/PSU/ Autonomous bodies/ Statutory bodies.	
Upper age limit	63 years as on last date of receipt of application.		
Period of empanelment	3 years		
Language	Fluency in Hindi and English		
Remuneration	Particular	Sr. Advisor	Advisor
	Providing advice/attending meeting through physical presence	10,000/-per sitting	8,000/-Per sitting
		Continuous engagement upto 4 hrs in a single day will be treated as one sitting. In the event of engagement for more than four hours in a single day then @2000/- per hour will be paid for additional hours,	
	Providing advice/attending meeting in virtual mode	@2500 per hour	@2000 per hour
	Providing advice/opinion through email	Rs. 6000 per case	Rs. 5000 per case
TA-DA	TA/DA for official tour shall be admissible at the rate admissible to Level 13 in Government of India.		
Scope of Works	<ul style="list-style-type: none">To review, whenever referred to, the existing policies related to medical facilities to UIDAI employees and suggest improvementsTo review complicated medical bills and claims submitted by employeesProvide expert opinion regarding admissibility, compliance with government medical reimbursement rules, and cost		

	<p>reasonableness.</p> <ul style="list-style-type: none"> • Suggest solutions for disputes or unclear cases • Part of committee/panel constituted for settlement for disputed medical bill or other issues linked with medical reimbursement • Provide advice to UIDAI on empanelment of Hospitals and also empanelment rates • Assist in empanelment of hospitals • Recommendations on any other issues on medical matter as referred by UIDAI
Other terms and Condition	<p>a. The empanelment shall be temporary nature and UIDAI can cancel the engagement at any time without providing the reason.</p> <p>b. The Sr. Advisor/Advisor should maintain absolute confidentiality and secrecy of the information handled by him/her of the case</p> <p>c. The Sr. Advisor/Advisor shall have to perform duties/services as assigned to him/her with all the necessary skills, diligence, efficiency and economy.</p>

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), 4th Floor, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi-110 001. The last date for receiving applications complete in all respects is 23.10.2025.** 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 Gupt)
Deputy Director
Tel: 011-23478564
Email: dd.hr-hq@uidai.net.in

Annexure-1**Application for the post of Senior Advisor/Advisor for empanellment at Unique Identification Authority of India (UIDAI), Head Office, New Delhi.**Recent
passport
size
photograph

1.	Post applied for	Senior Advisor			
		Advisor			
3.	Candidate's Name (in Capital letters)				
4.	Father's Name				
5.	Date of Birth				
6.	Retirement Date, place of last posting & Name of Organization and Last Pay/ Pension fixation details				
7.	Correspondence Address				
8.	Permanent Address				
9.	(a) E-mail (b) Mobile No.				
10.	Education and other Qualifications				
	Sl. No.	Exam Passed	Year of Passing	Board/University	
	i.				
	ii.				
	iii.				
11.	Professional Qualifications				
	i.				
	ii.				
	iii.				
12.	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	Nature of Work
				From To	
	i.				
	ii.				
	iii.				
	iv.				
13.	Additional information (pertaining to the post)				

	<div>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.</div>	
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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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Sub: Vacancy circular for empanelment of Senior Advisor/ Advisor at Unique Identification Authority of India (UIDAI), Head office, New Delhi.

The Unique Identification Authority of India (UIDAI) invites application from eligible retired Doctors for empanelment on one post of Senior Advisor and two posts of Advisor for a period of three year 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), 4th Floor, Bangla Sahib Marg, Behind Kali Mandir, Gole Market, New Delhi – 110 001**. The last date to get the complete application form is 23.10.2025.

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.**

Deputy Director

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भारतीय विशिष्ट पहचान प्राधिकरण

(मानव संसाधन प्रभाग)

बंगला साहिब रोड

काली मंदिर के पीछे

गोल मार्केट, नई दिल्ली, 110 001

दिनांक 8.9.2025

विषय : भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), मुख्यालय, नई दिल्ली में वरिष्ठ परामर्शदाता / परामर्शदाता के पैनलबद्धता हेतु रिक्ति परिपत्र

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) अपने मुख्यालय, नई दिल्ली में पात्र सेवानिवृत्त डॉक्टरों से वरिष्ठ परामर्शदाता/ परामर्शदाता के क्रमशः एक व दो पदों को तीन वर्षों के लिए पैनलबद्धता हेतु, 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 23.10.2025 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 देखें।

उपनिदेशक