

**No.A-12013/21/ADG(HQ)/09-UIDAI**

Government of India  
Planning Commission  
Unique Identification Authority of India  
2<sup>nd</sup> Floor, Tower-I, Jeevan Bharti Building  
Connaught Circus

New Delhi, Dated 14<sup>th</sup> Feb 2014

**CIRCULAR**

**Subject : Filling up of one post of Assistant Director General (ADG) (Finance & Accounts ) Group 'A' in the pay scale of 37400-67000 (PB-4) + Grade Pay of Rs. 8700/- on deputation.**

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It is proposed to fill up one post of Assistant Director General, (Finance & Accounts ) (Director Level) on deputation in the pay scale of 37400-67000 (PB-4) + Rs. 8700 (Grade Pay) in Unique Identification Authority of India.

**Eligibility:**

- i. Officers of Central Government / State Governments / UTs/ PSUs/ Autonomous bodies holding analogous posts to that of Director in the Central Government Ministries;
- ii. Officers belonging to Accounts Branch in Indian Army, Indian Navy and Indian Air Force holding a post in the Grade Pay of 8700/-;
- iii. Officers who may be at the end of their tenure under Central Staffing Scheme and may be interested in continuing on deputation under Non-Central Staffing Scheme subject to 'No Objection Certificate' from DoP&T.

**Desirable Experience:**

The candidates should possess rich experience in the field of accounts, administration involving purchase procedure, tendering and contract finalization, budgeting, accounting and auditing of various functions such as purchases and finance, evaluation of internal controls etc in public sector and Government departments with exposure of audit of IT systems. Applicants possessing professional qualifications (CA, ICWA/degree/diploma in Financial Management etc) or international certifications in accounting (CIA, CISA) and computer knowledge especially of accounting software will be given preference.

**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 17.06.10. The terms and conditions of deputation will be governed by the DoP&T's aforementioned O.M. of 17.6.10.

## **Eligibility for Government Accommodation**

The officer appointed in the UIDAI will be eligible for General pool Residential Accommodation at par with Central Government employees at these locations.

**Last Date for receipt of applications complete in all respects is 31.03.14**

### **Documents to be forwarded alongwith application:**

The applications in the prescribed format (Annexure I & Annexure II) along with Cadre clearance/Vigilance clearance/Integrity Certificate from respective administrative Departments/Organisation and copies of five years ACRs duly attested by an officer of not below in rank equivalent to an Under Secretary should be forwarded through parent Departments at the following address:

“The Assistant Director General (Estt.)  
Unique Identification Authority of India  
2nd Floor, Tower-I, Jeevan Bharti Building  
Connaught Place, New Delhi-1”

(S.D Sharma)  
Assistant Director General (Estt)  
Tel: 23466869

To,

1. All Ministry /Departments of the Govt of India, It is requested that the vacancy may be given vide publicity to the attached & subordinate Offices under them.
2. Army HQ, Naval HQ and Air HQ, New Delhi.
3. All the State Governments including Union Territories- It is requested that the vacancy may be given vide publicity to the attached & Subordinate Offices under them
4. All Public Sectors Undertaking/Statutory or Autonomous Organisations.

**APPLICATION FOR THE POST OF ADG IN HQ UIDAI**

1. Name of applicant with Complete Office Address, e-mail & Telephone No. (in Block letters) .....
2. Date of Birth (in Christian era) .....
3. Date of retirement under Central/State Govt. Rules .....
4. Educational Qualifications .....
5. Whether belongs to Organised Gr. A Service Yes/No  
If Yes, then mention Name of Service and Batch
6. Whether Educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same) .....

		Qualification / Experience required	Qualification / Experience possessed by the officer
Essential	(1)		
	(2)		
	(3)		

7. Post held on regular (i.e. substantive) basis and the date from which held with pay scale .....
8. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post .....
9. Details of Employment, in chronological order, enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient .....

<u>Office/Instt/Orgn</u>	<u>Post held</u>	<u>From</u>	<u>To</u>	<u>Scale of pay and basic pay</u>	<u>Nature of duties</u>
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10. Nature of present employment, i.e. adhoc or temporary or permanent .....
11. In case the present employment is held on deputation/contract basis, please state
  - a) The date of initial appointment .....
  - b) The period of appointment on deputation/contract .....
  - c) Name of the parent office/organization to

which you belong .....

12. Training/Courses attended .....

13. Additional details about your present employment .....

Please state whether working under –

i. Central Government .....

ii. State Government .....

iii. Autonomous Organizations .....

iv. Government Undertakings .....

v. Universities .....

14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient. ....

Date:

(SIGNATURE)

Mobile No. ....

Certified that the service particulars given by the applicant have been verified from his/her service records and found to be correct.

Signature with seal of the Competent Authority

To be filled up by the cadre controlling authority

Office of .....

F.No.....

Date;.....

- 1.The applicant, if selected, will be relieved immediately
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
- 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:

