

No. UIDAI/RO/Chandigarh/Admn./2019-129-137  
Govt. of India, Ministry of Electronics & Information Technology(MeitY)  
Unique Identification Authority of India(UIDAI)  
SCO-139-141, 3<sup>rd</sup> & 4<sup>th</sup> Floor, Sector-17 C, Chandigarh-160017.

Dated: 04.01.2019

Adv.No.44/2019

**VACANCY CIRCULAR FOR FILLING UP THE POST OF ASSISTANT ACCOUNTS OFFICER & ASSISTANT SECTION OFFICER IN UNIQUE IDENTIFICATION AUTHORITY OF INDIA (UIDAI) RO CHANDIGARH ON DEPUTATION BASIS ONLY**

**Note:- Un-employed candidates and applicants from Private Sectors are not eligible for these posts.**

The Unique Identification Authority of India (UIDAI) invites applications for filling up 01 post of Assistant Accounts Officer (AAO) in the Pay Matrix Level -08 (pre-revised Pay Band -II Rs. 9300-34800 plus Grade Pay of Rs.4800/- & 01 post of Assistant Section Officer (ASO) in the Pay Matrix Level-06 (pre-revised Pay Band -II Rs.9300-34800 plus Grade Pay of Rs.4200/-) on deputation basis in Regional Office Chandigarh from amongst suitable/eligible officers. The eligibility criteria and qualifications for these posts are as follows:-

Name of the post and pay band with Grade Pay	No.of posts vacant	Eligibility Criteria	Desirable Qualifications/ Experience.
1. Assistant Accounts Officer, Pay Matrix Level-8 (pre-revised Pay Band -II Rs. 9300-34800 plus Grade Pay of Rs.4800/- )	01	<p>i) Officials from the Central Government holding analogous post on <b>regular basis</b> in the parent cadre/departement OR With three years regular service in Pay Matrix Level-7/PB II GP 4600/- equivalent; OR With five years regular service in Level-6/PB II GP 4200/-equivalent. OR Officials from State Government/Autonomous Bodies/ PSUs holding <b>regular post</b> in equivalent grade;</p> <p>ii) Professional qualification of Chartered Accountant/Cost Accountant/MBA (Finance); OR Having passed SAS/ equivalent examination of organized Accounts Cadre of Central/State Government; OR Having successfully completed cash and accounts training conducted by ISTM;</p> <p>iii) Five year experience in finance accounts and budget related matters.</p>	Knowledge of /experience in work on Tally or other accounting software.



2. Assistant Section Officer in the Pay Matrix Level -06 ( pre-revised Pay Band-II Rs. 9300-34800 plus Grade Pay of Rs.4200/- )	01	<p>Officials of the Central Government, State Government, Autonomous Bodies, PSUs:-</p> <p>i) Holding analogous post <b>on regular basis</b> in the parent cadre in Pay Matrix Level-06/Pre-revised Pay Band Rs.9300-34800+ Grade Pay of Rs.4200/-)</p> <p>OR</p> <p>ii) having 5 yrs of regular service in Pay Matrix Level-04 /Pre-revised Pay Band Rs.5200-20200+ Grade Pay of Rs. 2400/-)</p>	<p>Excellent noting drafting, typing skills, Proficiency in handling computers with Excellent Computer skills.</p> <p>Experience in handling cash, Finance/ Accounts/ Administrative/HR- Establishment matters/ Legal/budget policy matters/ implementation of Government Schemes etc.</p>
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## 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 OM.No. 6/8/2009-Estt(Pay-II) dated 17.06.2010. The terms and conditions of deputation will be governed by the aforementioned O.M.of 17.6.2010 and Govt. of India's instructions issued from time to time on the subject.

## 3. Age Limit for deputation:

The maximum age limit for appointment on deputation shall not exceed 56years as on the closing date of receipt of application.

## 4. 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.

5. 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 accompanied with 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 years **Annexure-II**.
- iv) Vigilance Clearance/Integrity Certificate **Annexure-II**.
- v) Photocopies of ACRs/APARs for the last 05 years duly attested on each page by an officer not below the level of Under Secretary or equivalent (**Annexure-II**).

6. 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**).

7. The applications of suitable and eligible candidates complete in all respect, in the prescribed format (Annexure-I) along with documents listed in Para 3 and above may be forwarded to **ADG(Admn), Unique Identification Authority of India (UIDAI), Regional Officer, SCO-139-141, Chandigarh -160017. The last date for receipt of applications complete in all respect is 31<sup>st</sup> March, 2019.** Candidates who apply for the post will not be allowed to withdraw their candidature subsequently. Since this vacancy is to be filled up on deputation basis, private candidates are not eligible.

8. Applications received after the last date or otherwise found incomplete shall not be entertained.
9. UIDAI reserves the right to withdraw the vacancy circular at any time without assigning any reason.

  
Deputy Director (Admn)  
UIDAI, RO Chandigarh  
Tel.0172-2714141

Copy to:-

- 1) The ADG (HRD) UIDAI, HQ, New Delhi with the request to upload the enclosed vacancy circular on the UIDAI's website.
- 2) Under Secretary (CS-II) CS Division, Deptt. of Personnel & Training, Lok Nayak Bhawan, New Delhi with the request to upload the enclosed vacancy circular on the DoP&T's website.
- 3) The Chief Secretary to Govt. of Himachal Pradesh, H.P. Sectt., Shimla-171001 with the request to give wide publicity to the advertisement in their Departments/Offices.
- 4) The Chief Secretary to Govt. of Haryana, 4<sup>th</sup> Floor, Haryana Civil Secretariat, Sector-1, Chandigarh with the request to give wide publicity to the advertisement in their Departments/Offices.
- 5) The Chief Secretary to Govt. of Punjab, 6<sup>th</sup> Floor, Punjab Civil Secretariat, Sector-1, Chandigarh, with the request to give wide publicity to the advertisement in their Departments/Offices.
- 6) The Advisor, UT Chandigarh with the request to give wide publicity to the advertisement in their Departments/Offices.
- 7) The IEC Manager, UIDAI, RO Chandigarh for publication the above advertisement through DAVP on DAVP rates in the newspapers i.e. The Tribune, Dainik Bhaskar and Employment News (specimen enclosed 10"X10")



Annexure-II

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 circular/advertisement.
4. The candidate is clear from vigilance angle and his integrity is certified as 'Beyond Doubt'.
5. It is certified that no penalty has been imposed on the applicant during the last 10years (Alternatively, penalty statement during the last 10years may be enclosed).
6. Photocopies of up-to-date ACRs/APARs for the last 05 years duly attested on each page by an officer not below the rank of Under Secretary or equivalent are enclosed.
7. Certified that the service particulars given by the applicant have been verified from his/her service records and found to be correct.

Signature .....

Name, Designation & Tele.of the forwarding officer.  
(Office Stamp)

Date:

Place:

**Annexure-I****Application for the post of Assistant Accounts Officer & Assistant Section Officer in UIDAI, RO, Chandigarh (on deputation basis)**

1.	Name		Paste your recent passport size photograph
2.	Date of Birth		
3.	Present Post		
4.	Date from which the present post is held		
5.	Present place of posting		
6.	Service & Batch		
7.	Parent cadre		
8.	Date of joining service		
9.	Pay Band of the Present Post/Pay Matrix		
10.	Basic Pay drawn		
11.	Grade Pay		
12.	Whether the eligibility criteria prescribed for the post are satisfied.		
13.	Mobile/Office/Residence No		
14.	Educational/Professional Qualification (Please mention Graduation and above.		

S.No.	Qualification	Subject	Year/Division	Institute/University/Place/Country	
15.	Details of Experience/employment( Please attach a separate sheet, if required)				
Sl.No.	Office	Post held	From	to	Pay Band along with GP
16.	Date of retirement under Central Government Rules				
17.	Training(s)undergone				

**Certified that the information furnished above by me is correct in all respects to the best of my knowledge and belief.**

Date & Place:

Signature of the Candidate