

No. A-12013/21/Deputation/RO Delhi/20-UIDAI/316  
Ministry of Electronics & Information Technology  
Unique Identification Authority of India (UIDAI)  
HR Division

Bangla Sahib Road, Behind Kali Mandir  
Gole Market, New Delhi – 110001  
Dated: 26<sup>th</sup> April, 2023

**CIRCULAR**

**Subject: Inviting application for various posts on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) Regional Office at Delhi.**

The Unique Identification Authority of India (UIDAI) is an autonomous statutory Authority set up under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 for Aadhaar enrolment, authentication and other functions specified in Section 23 and other Sections of the Act.

2. UIDAI invites applications for filling up the following vacancies (may vary at the time of selection) on deputation basis on Foreign Service terms, in its Regional Office Delhi from amongst suitable and eligible officers as per the following requirements:-

| Sl. No. | Name of the post and Scale of Pay                   | Number of vacancy | Eligibility / Qualification Criteria   |
|---------|---|-------------------|--|
| 1       | Assistant Account Officer<br><br>Pay Matrix Level-8 | 01(One)           | <b>Essential:</b><br>i) Officers from the Central Government holding analogous posts on regular basis in the parent cadre/ department, <b>OR</b><br>With three years of regular service in the Pay Matrix Level 7, <b>OR</b><br>With five years of regular service in the Pay Matrix Level 6.<br><b>OR</b><br>Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience.<br><br>ii) Professional qualifications of Chartered Accountant/Cost Accountant/MBA (Finance), <b>OR</b><br>Having passed SAS/equivalent examination of organised Accounts Cadre of Central/State Government, <b>OR</b><br>Having successfully completed Cash & Accounts Training organised by ISTM; <b>OR</b><br>Having at least five years' experience in handling accounts related work.<br><b>Desirable:</b><br>(i) Basic skills for working in a computerized office environment. |

<sup>1</sup> Officers already holding analogous posts in the parent cadre/department may be given preference.

| Sl. No. | Name of the post and Scale of Pay                    | Number of vacancy | Eligibility / Qualification Criteria   |
|---------|--|-------------------|--|
| 2       | Assistant Section Officer<br><br>Pay Matrix Level-06 | 01(One)           | <p><b>Essential:</b><br/>Officers from the Central Government holding analogous posts on regular basis in the parent cadre/ department; <b>OR</b><br/>With three years of regular service in the Pay Matrix Level 5; <b>OR</b><br/>With five years of regular service in the Pay Matrix Level 4; <b>OR</b><br/>With seven years of regular service in the Pay Matrix Level 3; <b>OR</b><br/>Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience.</p> <p><b>Desirable:</b><br/>i) Experience of work in Administration/ Legal/ Establishment/ Human Resource/ Finance/ Accounts/ Budgeting / Vigilance/ Procurement/ Planning and Policy / Project implementation and monitoring/ E-Governance etc.<br/>(ii) Basic skills for working in a computerized office environment.</p>     |
| 3       | Dy. Director<br><br>Pay Matrix Level-11              | 01 (One)          | <p><b>Essential :</b><br/>Officers from the Central Government holding analogous posts on regular basis in the parent cadre/ department; <b>OR</b><br/>With three years of regular service in the Pay Matrix Level 10; <b>OR</b><br/>With five years of regular service in the Pay Matrix Level 9; <b>OR</b><br/>With six years of regular service in the Pay Matrix Level 8; <b>OR</b><br/>Officers from State/UT Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience.</p> <p><b>Desirable:</b><br/>(i) Experience of work in Administration/ Legal/ Establishment/ Human Resource/ Finance/ Accounts/ Budgeting / Vigilance/ Procurement/ Planning and Policy / Project implementation and monitoring/ E-Governance etc.<br/>(ii) Basic skills for working in a computerized office environment.</p> |
| 4.      | Accountant<br><br>Pay Matrix Level-05                | 01(One )          | <p><b>Essential:</b><br/>i) Officers from the Central Government holding analogous posts on regular basis in the parent cadre/ department, <b>OR</b><br/>With three years of regular service in the Pay Matrix Level 4, <b>OR</b><br/>With five years of regular service in the Pay Matrix Level 3. <b>OR</b><br/>Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience.<br/>ii) Graduate in Commerce.</p> <p><b>Desirable:</b><br/>(i) Basic skills for working in a computerized office environment.</p>   |

3. **Age Limit:** for all the posts mentioned above, the candidate should be below 56 years of age as on the closing date of the application.

4. **Period and other terms and conditions of deputation:**

4.1 The period of deputation shall be of five years. The lending department may relieve an officer for a lesser period as per their own policy/rules, which should not be less than three years in any case.

4.2 The general terms and conditions of services at UIDAI will be governed as per Unique Identification Authority of India (Appointment of Officers and employees) Regulations, 2020 and

Unique Identification Authority of India (Salary, Allowances and other Terms & Conditions of Service of Employees) Regulations, 2020 and guidelines of the Central Government in this regard. The aforesaid regulations are available on the website of UIDAI (www.uidai.gov.in).

- 4.3 The terms of deputation, including the pay and allowances, except leave shall be governed by the provisions laid down in the Department of Personnel & Training Office Memorandum No. 6/8/2009-Estt.(Pay II) dated 17 June 2010 and other orders/guidelines issued in this regard from time to time. **Leave of an officer on deputation shall be regulated by leave rule of UIDAI.**
- 4.4 Central Government Employee completing 05 years of service may also apply for above posts.
5. Eligible and willing candidate may apply to the UIDAI in prescribed format – Annexure I, along with photocopies of the ACRs/APARs for the last five (5) years.
6. The willing applicants may submit their advance application upto **12.06.2023**, to the **Director (HR), Unique Identification Authority of India (UIDAI), Regional Office, Delhi, Below Supreme Court Metro Station, Pragati Maidan, New Delhi – 110001**. However, their applications will be considered only after receiving the same through proper channel.
7. Cadre Controlling 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, accompanying the following documents so as to reach UIDAI Regional Office Delhi latest by **27.06.2023**.
- Attested copy of application in prescribed proforma – **Annexure I**.
  - Cadre Clearance Certificate from the Controlling Authority.
  - Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years **Annexure II**.
  - Vigilance Clearance/Integrity Certificate (**Annexure II**).
  - 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**).
8. 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**).
9. Applications received after the last date/incomplete application shall not be entertained. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently. UIDAI reserves the right not to fill up all or any of the vacancies or to withdraw the circular at any time without assigning any reasons

Piyush Gupta  
26.04.2023  
(Piyush Chand Gupta)  
Director (HR)  
Tel: 23478554

To,

- Director (CS Division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi – with a request to post the same on DoPT website.
- All Ministries/Departments of the Govt of India with a request to give wide publicity to the vacancy in their Attached and Subordinate offices. Autonomous/Statutory Bodies and PSEs.
- All the State Governments, Administration of Union Territories with a request to give wide publicity to the vacancy in their various Departments/Offices.
- Head of organization; DRDO, Prasar Bharati, ISRO, NIC, Council of Scientific & Industrial

Research, TRAI, NHAI, C-DAC, BSNL, MTNL, BBNL with a request to give wide publicity to the vacancy in their Organization.

- v. Indian Banks' Association (IBA): with a request to give wide publicity to the vacancy in all PSU Banks.
- vi. Website of UIDAI/ NCS Portal
- vii. Media Division, UIDAI HQ for publicizing the vacancy in at least two national dailies and Employment News and on UIDAI Twitter account
- viii. UIDAI Regional Office, Delhi : with a request to wide circulation in states of their jurisdiction and publication of the circular in two local news papers.