

File No. A-11013/02/2022-UIDAI  
Unique Identification Authority of India  
(Human Resources Division)

UIDAI Head Office  
4<sup>th</sup> floor, Bangla Sahib Road  
Gole Market, New Delhi – 110 001  
Dated: February, 2024

**Sub: Vacancy circular for filling up the posts of Consultants on contract basis at Unique Identification Authority of India (UIDAI) Head Office, New Delhi.**

The Unique Identification Authority of India (UIDAI) invites applications from eligible retired officers for appointment as Consultant, as per the details given below, for a period of one year on contract basis. The locations, no. of posts and terms and conditions for engagement are as follows:

**i) Post Name with locations:**

Location	Post Name	Number of Post
UIDAI, Head Office, New Delhi	Consultant, Finance	1
	Consultant, Senior Account Officer	1
	Consultant, Junior Hindi Translator	1
	Consultant, Assistant Section Officer	2

**ii) Eligibility criteria and other terms and conditions:**

S. No.	Name of Position	Consultant, Finance	Consultant, Senior Account officer	Consultant, Junior Hindi Translator	Consultant, Assistant Section Officer
1	Number of position	As per table of Para-i			
2	Place of Posting	Unique Identification Authority of India, Head Office, New Delhi			
3	Method of engagement	Contract based engagement on full time basis			
4	Eligibility Criteria/ Experience	<p><b>i.</b> Must be retired from Central Government /State Government /PSUs / Autonomous bodies/ Statutory bodies/ Public Sector Bank</p> <p><b>ii.</b> Working experience on minimum pay Level- 11 post in Central Government / State Government/PSUs /</p>	<p><b>i.</b> Must be retired from Central Government /State Government /PSUs / Autonomous bodies/ Statutory bodies/ Public Sector Bank</p> <p><b>ii.</b> Working experience on minimum pay Level- 10 post in Central Government / State Government/PSUs / Autonomous</p>	<p><b>i.</b> Must be retired from Central Government /State Government /PSUs / Autonomous bodies/ Statutory bodies/ Public Sector Bank</p> <p><b>ii.</b> Working experience on minimum pay Level- 6 post in Central Government / State Government/PSUs</p>	<p><b>i.</b> Must be retired from Central Government /State Government /PSUs / Autonomous bodies/ Statutory bodies/ Public Sector Bank</p> <p><b>ii.</b> Working experience on minimum pay Level- 6 post in Central Government / State</p>

		Autonomous bodies/ Statutory bodies/Public Sector Bank <b>iii.</b> Graduate with SAS or its equivalent under organized account cadre <b>iv.</b> Experience in finance and account of government department/state government/PSU/Autonomous bodies/ Statutory bodies. <b>v.</b> Well versed in working in computer environment. <b>vi.</b> Desirable : CA or ICWA Or MBA (Finance)	bodies/ Statutory bodies/Public Sector Bank <b>iii.</b> Graduate with SAS or its equivalent under organized account cadre <b>iv.</b> Should have experience as Drawing and Disbursing Officer/ Chief Account Officer/ Account Officer <b>v.</b> Well versed in working in computer environment.	/ Autonomous bodies/ Statutory bodies/Public Sector Bank <b>iii.</b> Degree from recognized University or equivalent in Hindi/English with English/Hindi as a subject, <b>OR</b> Diploma/ Certificate course in translation, <b>OR</b> Two years' experience of technical translation from Hindi to English and vice-versa. <b>iv.</b> Well versed in working in computer environment.	Government/PSUs / Autonomous bodies/ Statutory bodies/Public Sector Bank <b>iii.</b> Experience of work in Administration/ Legal/ Establishment/ Human Resource/ Finance/ Accounts/ Budgeting / Vigilance/ Procurement/ Planning and Policy / Project implementation and monitoring/ E-Governance etc. <b>iv.</b> Well versed in working in computer environment.
5	Upper age limit	63 years as on last date of receipt of application.			
6	Period of engagement	One year extendable up to three years or up to the age of 65 years whichever is earlier on requirement basis.			
7	Language	Fluency in Hindi and English			
8	Remuneration	<b>i.</b> The consultant will be paid a consolidated remuneration restricted to an amount equal to the last pay drawn minus pension in terms of D/o Expenditure's instructions/guidelines. <b>ii.</b> Retired officials not drawing pension will be paid a consolidated remuneration of Rs. 75,000/-. <b>iii.</b> Local Conveyance (fixed) @Rs. 5000/- per month. <b>iv.</b> No other allowance such as Dearness	<b>i.</b> The consultant will be paid a consolidated remuneration restricted to an amount equal to the last pay drawn minus pension in terms of D/o Expenditure's instructions/guidelines. <b>ii.</b> Retired officials not drawing pension will be paid a consolidated remuneration of Rs. 60,000/-. <b>iii.</b> Local Conveyance (fixed) @ Rs. 5000/- per month. <b>iv.</b> No other allowance such as	<b>i.</b> The consultant will be paid a consolidated remuneration restricted to an amount equal to the last pay drawn minus pension in terms of D/o Expenditure's instructions/guidelines. <b>ii.</b> Retired officials not drawing pension will be paid a consolidated remuneration of Rs. 40,000/-. <b>iii.</b> Local Conveyance (fixed) @ Rs. 3000/- per month. <b>iv.</b> No other allowance such as	<b>i.</b> The consultant will be paid a consolidated remuneration restricted to an amount equal to the last pay drawn minus pension in terms of D/o Expenditure's instructions/guidelines. <b>ii.</b> Retired officials not drawing pension will be paid a consolidated remuneration of Rs. 40,000/-. <b>iii.</b> Local Conveyance (fixed) @ Rs. 3000/- per month. <b>iv.</b> No other allowance such as

		Allowances, Provident Fund, Pension, Residential Telephone, benefit of CGHS and medical reimbursement etc would be allowed.	Dearness Allowances, Provident Fund, Pension, Residential Telephone, benefit of CGHS and medical reimbursement etc would be allowed.	Dearness Allowances, Provident Fund, Pension, Residential Telephone, benefit of CGHS and medical reimbursement etc would be allowed.	Dearness Allowances, Provident Fund, Pension, Residential Telephone, benefit of CGHS and medical reimbursement etc would be allowed.
9	Leave	Consultant shall be eligible for 1.5 days leave of each completed month. Un-availed leave in a calendar year cannot be carried forward to next calendar year.			
10	TA-DA	No TA-DA shall be admissible for joining the assignment or on its completion. However, TA/DA for official tour at following rate shall be admissible:			
		Post name	Rate admissible equivalent pay matrix level of Central Government		
		Consultant, Finance	Pay matrix level -11		
		Consultant, Senior Account officer	Pay matrix level -10		
		Consultant, Junior Hindi Translator	Pay matrix level - 6		
		Consultant, Assistant Section Officer	Pay matrix level - 6		
11	Other terms and Conditions	<p><b>i.</b> The engagement shall be temporary nature and UIDAI can cancel the engagement at any time without providing the reason. However, in normal course of engagement can be terminated by either parties, <i>i.e.</i> UIDAI or the Consultant by giving one month notice.</p> <p><b>ii.</b> The Consultant shall not be permitted to taken up any other assignment during the period of engagement with UIDAI.</p> <p><b>iii.</b> The Consultant should maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of contract, failing which the consultant will be liable for suitable action, as deemed fit.</p> <p><b>iv.</b> The Consultant shall have to perform duties/services as assigned to him/her by his /her controlling officer 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 the **Director (HR), Unique Identification Authority of India (UIDAI), 4<sup>th</sup> Floor, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi – 110 001. The last date for receipt of applications complete in all respect is 29<sup>th</sup> February, 2024.** 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.

Director (HR)  
Tel: 011-23478554  
Email: dir.hr-hq@uidai.net.in

**Annexure-1****Application for the post of Consultants on contract basis at Unique Identification Authority of India (UIDAI), Head Office, New Delhi**

Recent passport size photograph
--

1.	Post applied for				
2.	Location				
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.	Technical 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 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.				

It is certified that the above information and details given by me is true to the best of my knowledge and belief.

Date:

(Signature)

File No. A-11013/02/2022-UIDAI  
Unique Identification Authority of India  
(Human Resources Division)

UIDAI Head Office  
4<sup>th</sup> floor, Bangla Sahib Road  
Gole Market, New Delhi – 110 001  
Dated: February, 2024

**Sub: Vacancy circular for filling up the posts of Consultants on contract basis at Unique Identification Authority of India (UIDAI), Head Office, New Delhi.**

The Unique Identification Authority of India (UIDAI) invites applications from eligible retired officers for appointment of following Consultants for a period of one year on contract basis:

Location	Post Name	Number of Post
UIDAI, Head Office, New Delhi	Consultant, Finance	1
	Consultant, Senior Account Officer	1
	Consultant, Junior Hindi Translator	1
	Consultant, Assistant Section Officer	2

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), 4<sup>th</sup> Floor, Bangla Sahib Marg, Behind Kali Mandir, Gole Market, New Delhi – 110001**. The last date to get the complete application form is **29<sup>th</sup> February, 2024**.

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](http://www.uidai.gov.in).**

**Director (HR)**

स. ए – 11013/02/2022-भा.वि.प.प्रा.

**भारतीय विशिष्ट पहचान प्राधिकरण**

मानव संसाधन प्रभाग

यूआईडीएआई मुख्यालय  
चतुर्थ तल, बंगला साहिब रोड  
काली मंदिर के पीछे  
गोल मार्केट, नई दिल्ली - 110 001  
दिनांक: फ़रवरी, 2024

**विषय : भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) में अनुबंध के आधार पर परामर्शदाता के पदों को भरने हेतु रिक्ति परिपत्र ।**

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) पात्र सेवानिवृत्त अधिकारियों से परामर्शदाता के निम्नलिखित पदों को, एक वर्ष के लिए अनुबंध के आधार पर, नियुक्ति के लिए आवेदन आमंत्रित करता है :

स्थान	पद का नाम	संख्या
यूआईडीएआई, मुख्यालय, नई दिल्ली	परामर्शदाता , फ़ाइनेंस	1
	परामर्शदाता , वरिष्ठ लेखा अधिकारी	1
	परामर्शदाता , कनिष्ठअनुवाद अधिकारी	1
	परामर्शदाता , सहायक अनुभाग अधिकारी	2

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 – 110001** को भेजा जा सकता है । सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि **29 फ़रवरी, 2024** 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](http://www.uidai.gov.in) देखें ।**

**निदेशक (मानव संसाधन)**