

File No. HQ-12028/1/2021-HR-HQ-Part(1)  
**Unique Identification Authority of India**  
 (Human Resources Division)

UIDAI Head Office  
 4<sup>th</sup> floor, Bangla Sahib Road  
 Gole Market, Hyderabad – 110 001  
 Dated 22<sup>nd</sup> April, 2024

**Sub: Vacancy circular for filling up the post of Consultant (Accountant), on contract basis at Unique Identification Authority of India (UIDAI) at Regional Office, Hyderabad.**

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, Regional Office, Hyderabad	Consultant (Accountant)	1

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

1	Method of engagement	Contract based engagement on full time basis
2	Eligibility Criteria/Experience	i) Must be retired from Central Government /State Government /PSUs / Autonomous bodies/ Statutory bodies/ Public Sector Bank ii) Working experience on minimum pay level - 5 post in Central Government / State Government/PSUs /Autonomous bodies/ Statutory bodies/Public Sector Bank. iii) Experience in Finance /account /bill payment of government department / state government /PSU/Autonomous bodies/ Statutory bodies. iv) Well versed in working in computer environment. v) <b>Desirable</b> : Graduate in Commerce
3	Upper age limit	63 years as on last date of receipt of application.
4	Period of engagement	One year extendable upto three years or upto age of 65 years whichever is earlier on requirement basis.
5	Remuneration	i) 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. ii) Retired officials not drawing pension will be paid a consolidated remuneration of Rs. 40,000/-. iii) Local Conveyance (fixed) @ Rs. 3000/- per month. iv) No other allowance such as Dearness Allowances, Provident Fund, Pension, Residential Telephone, benefit of CGHS and medical reimbursement etc would

		be allowed.
6	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.
7	TA-DA	No TA-DA shall be admissible for joining the assignment or on its completion. TA/DA on official tour on rate applicable for pay level 5 of Central Government Employee shall be admissible.
8	Other terms and Conditions	<p>i) 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.e UIDAI or the Consultant by giving one month notice.</p> <p>ii) The Consultant shall not be permitted to taken up any other assignment during the period of engagement with UIDAI.</p> <p>iii) 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>iv) 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 **Director (HR), Unique Identification Authority of India (UIDAI), 6th Floor, East Block, Swarna Jayanthi Complex, Beside Maitrivanam, Ameerpet Hyderabad-500 038, Telangana State.**

**The last date for receipt of applications complete in all respect is 22.5.2024.** 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 Consultant on contract basis at Unique Identification Authority of India (UIDAI) at Head Office, Hyderabad**

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. HQ-12028/1/2021-HR-HQ-Part(1)  
**Unique Identification Authority of India**  
(Human Resources Division)

UIDAI Head Office  
4<sup>th</sup> floor, Bangla Sahib Road  
Gole Market, Hyderabad – 110 001  
Dated: 22<sup>nd</sup> April, 2024

**Sub: Vacancy circular for filling up the post of Consultant (Accountant) on contract basis at Unique Identification Authority of India (UIDAI) at Head Office, Hyderabad**

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

Location	Post Name	Number of Post
UIDAI, Head Office, Hyderabad	Consultant (Accountant)	1

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), 6th Floor, East Block, Swarna Jayanthi Complex, Beside Maitrivanam, Ameerpet Hyderabad-500 038, Telangana State**. The last date to get the complete application form is 22.5.2024.

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**

स. ए – मुख्यालय-12028/1/2021-एचआर-मुख्यालय-भाग(1)

**भारतीय विशिष्ट पहचान प्राधिकरण**

मानव संसाधन प्रभाग

बंगला साहिब रोड  
काली मंदिर के पीछे  
गोल मार्केट, नई दिल्ली, 110 001  
दिनांक 22 अप्रैल, 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, क्षेत्रीय कार्यालय, हैदराबाद	परामर्शदाता (अकाउंटेंट)	1

2. निर्धारित प्रपत्र में आवेदन भारतीय विशिष्ट पहचान प्राधिकरण, क्षेत्रीय कार्यालय, छठी मंजिल, ईस्ट ब्लॉक, स्वर्ण जयंती कॉम्प्लेक्स, मातृवनम के बगल में, अमीरपेट हैदराबाद-500 038 को भेजा जा सकता है । सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि 22.5.2024 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