CIRCULAR

Subject: Vacancy circular for the post of Assistant Accounts Officer (AAO) on deputation in UIDAI, RO- Delhi, New Delhi-reg.

Unique Identification Authority of India (UIDAI) has invited applications for filling up of the post of Assistant Accounts Officer (AAO) on deputation basis in UIDAI RO- Delhi, New Delhi (copy enclosed).

2. All the cadre units are requested to give wide publicity to this circular. The eligible officers/officials who wish to apply may forward their application along with all the requisite documents through proper channel to:

ADG(Adm)
Unique Identification Authority of India (UIDAI)
Regional Office Delhi
Ground Floor
Near Pragati Maidan Metro Station
Pragati Maidan, New Delhi-110001

Ends: As above.

(Chirabrata Sarkar)
Under Secretary to the Govt. of India
Tele: 24623157

To
All the cadre units of CSSS(through website of this Department).

Copy for information to

(i) Unique Identification Authority of India (Shri Pankaj Goyal, ADG(Admn.)) Ground Floor, Pragati Maidan, Near Pragati Maidan Metro Station, New Delhi-110001.
SUBJECT: Vacancy circular for the post of Assistant Accounts Officer (AAO) on deputation in UIDAI RO-Delhi, New Delhi

Unique Identification Authority of India (UIDAI)RO-Delhi, invites applications for filling up 01 post of Assistant Accounts Officer(AAO) in the Pay Matrix Level-8 (pre-revised Pay Band II Rs. 9300-34800 plus Grade Pay of Rs. 4800/-) on deputation basis in RO-Delhi, from amongst suitable and eligible officers. The eligibility criteria and qualifications for this post is as follows:-

<table>
<thead>
<tr>
<th>Name of the Post and pay scale with Grade Pay</th>
<th>Number of vacant posts</th>
<th>Eligibility Criteria</th>
<th>Desirable Qualifications/ Experience</th>
</tr>
</thead>
</table>
| Assistant Accounts Officer, Pay Matrix Level-8 (pre-revised Pay Band II Rs. 9300-34800 plus Grade Pay of Rs. 4800/-) | 01 | i Officials from the Central Government Holding analogous post on regular basis in the parent cadre/department,  
OR  
With three year regular service in pay Matrix Level 7/PB 2 GP 4600/equivalent;  
OR  
With five years regular service in Level 6/PB 2 GP 4200/equivalent.  
OR  
ii Officers from State Government/Autonomous Bodies/PSUs holding regular post in equivalent grade;  
iii Professional qualifications 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;  
iv Five year experience in finance, accounts and budget related matters. | Knowledge of experience in work on Tally or other accounting software. |
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 O.M. No.6/8/2009-Estt. (Pay-II) dated 17.06.2010. The terms and conditions of deputation will be governed by the DoP&T’s aforementioned O.M. of 17.6.2010 and Government of India’s instructions issued from time to time on the subject.

**Age Limit**
The maximum age limit for appointment on deputation shall not exceed 55 years as on the closing date of receipt of application.

**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.

3. 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 are accompanied by 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 (10) years Annexure II
   iv. Vigilance Clearance/Integrity Certificate (Annexure II)
   v. 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).

4. 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).

5. The applications of suitable and eligible officers complete in all respect, in the prescribed format (Annexure-I), alongwith documents listed in para 3 and 4 above may be forwarded to ADG (Adm), Unique Identification Authority of India (UIDAI), Regional Office Delhi, Ground Floor, Near Pragati Maidan Metro Station, Pragati Maidan, New Delhi – 110001

6. **The last date for receipt of applications complete in all respect is 08/03/2019. 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.**

7. Applications received after the last date or otherwise found incomplete shall not be entertained.

8. UIDAI reserves the right to withdraw the vacancy circular at any time without assigning any reasons.

(Pankaj Goyal)
Assistant Director General (Admn)
Tel: 40851412

1. All Ministries/Departments of the Govt of India, it is requested that the vacancy may be given wide publicity in the attached & subordinate Offices under them.
2. All the State Governments, including Union Territories are requested to give wide publicity to the vacancy in their various Departments/Offices.
3. All Public Sectors Undertaking/Statutory or Autonomous Organizations/IOFS, Kolkata/Other JS Trg. & CAO/AIR HQ/NAVY HQ/Head (HRD) Bureau of Indian Standards, New Delhi.
4. Under Secretary (CS-II), CS Division, Depit of Personnel & Training, Lok Nayak Bhawan, New Delhi- with the request to upload the enclosed vacancy circular on the DoP&T’s website.
Annexure-I

Application for the posts of Assistant Accounts Officer (AAO),
on deputation basis
(Since this vacancy is to be filled up on deputation basis,
Private candidates are not eligible)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name</td>
</tr>
<tr>
<td>2</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>3</td>
<td>Present Post</td>
</tr>
<tr>
<td>4</td>
<td>Date from which the present post is held on regular basis</td>
</tr>
<tr>
<td>5</td>
<td>Present place of posting</td>
</tr>
<tr>
<td>6</td>
<td>Service</td>
</tr>
<tr>
<td>7</td>
<td>Parent Cadre</td>
</tr>
<tr>
<td>8</td>
<td>Date of joining Service</td>
</tr>
<tr>
<td>9</td>
<td>Pay Matrix of the present post</td>
</tr>
<tr>
<td>10</td>
<td>Basic Pay drawn</td>
</tr>
<tr>
<td>11</td>
<td>Old Pay Scale + Grade Pay</td>
</tr>
<tr>
<td>12</td>
<td>Whether the eligibility criteria prescribed for the post are satisfied</td>
</tr>
<tr>
<td>13.</td>
<td>Mobile/Office/Residence Number</td>
</tr>
<tr>
<td></td>
<td>Mobile: ____________</td>
</tr>
<tr>
<td></td>
<td>Office: ____________</td>
</tr>
<tr>
<td></td>
<td>Res.: ____________</td>
</tr>
<tr>
<td>14</td>
<td>Educational/Professional Qualification</td>
</tr>
<tr>
<td></td>
<td>(Please mention Graduation level and above)</td>
</tr>
<tr>
<td>15</td>
<td>Details of Experience/employment (Please attach a separate sheet, if required)</td>
</tr>
<tr>
<td>16</td>
<td>Date of retirement under Central Government Rules</td>
</tr>
<tr>
<td>17</td>
<td>Training(s) undergone</td>
</tr>
</tbody>
</table>

Certified that information furnished above by me is correct in all respect to the best of my knowledge & belief.

Date & Place

(Signature of the Candidate)
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. No Vigilance case is pending/contemplated against the Officer

6. 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).

7. 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: