

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,
NEW DELHI.**

No. 807 –Staff (App)-I/05- 2020/Vol. I
Dated: 06 /05/2021

To

1. All the Heads of Department in IA&AD
(except Commercial Audit offices)
2. Director (P).

Subject: Filling up the various posts in Unique Identification Authority of India (UIDAI), New Delhi on deputation (Foreign service term) basis– regarding.

Sir / Madam,

I am directed to intimate that the Ministry of Electronics and Information Technology, Unique Identification Authority of India (UIDAI), (Human Resource Division), New Delhi invites applications for filling up following posts on deputation (Foreign service term) basis. Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications. Details of the posts and eligibility conditions are as under: -

Sl. No.	Name & Number of the post	Level in pay matrix	Eligibility/experience
1.	Deputy Director 03 posts	Level- 11	Essential: Sr. Audit/Accounts Officer with three years of regular service in the cadre; OR Asstt. Audit/Accounts Officer with six years of regular service in the cadre. Desirable: - Experience of work in Administration/Legal/ Establishment/ Human Resource/Finance/Accounts/ Budgeting/Vigilance/Procurement/Planning and Policy/Project implementation and monitoring/e-Governance etc. - Basic skills for working in computerized office environment.
2.	Section Officer 01 post	Level-8	Essential: Asstt. Audit/Accounts Officers on regular basis in the cadre; OR Sr. Auditor/Sr. Accountant with five years of regular service in the cadre. Desirable: - Experience of work in Administration/Legal/ Establishment/ Human Resource/Finance/Accounts/ Budgeting/ Vigilance/Procurement/Planning and Policy/Project implementation and monitoring/e-Governance etc. - Basic skills for working in

			computerized office environment.
3.	Assistant Section Officer 03 posts	Level-6	Essential: Sr. Auditor/Sr. Accountant on regular basis in the cadre; OR Auditor/Accountant with three years of regular service in the cadre. Desirable: - Experience of work in Administration/Legal/Establishment/Human Resource/Finance/ Accounts/Budgeting/Vigilance/Procurement/ Planning and Policy/Project implementation and monitoring/ e- Governance etc. - Basic skills for working in computerized office environment.
4.	Sr. Accounts Officer 01 post	Level-10	Essential: Sr. Audit/Accounts Officer; OR Asstt. Audit/Accounts Officer with five years of regular service in the cadre. Desirable: - Basic skills for working in computerized office environment.
5.	Assistant Accounts Officer 01 post	Level-8	Essential: Asstt. Audit/Accounts Officer ; OR Sr. Auditor/Sr. Accountant with five years of regular service in the cadre. Desirable: - Basic skills for working in computerized office environment.

2. It is requested to kindly recommend the names of eligible officials who are willing and can be spared immediately in the event of their selection for above mentioned posts on deputation basis. The recommendations accompanied with the following documents / certificates may kindly be sent to the **Asstt. Comptroller and Auditor General (N) - I latest by 21/05/2021:**

- i. Bio- data (2 copies) in the enclosed prescribed proforma;
- ii. Photocopies of complete and up to date APARs for the last 5 years duly attested on each page; and
- iii. Integrity Certificate / Vigilance Clearance Certificate and statement of major/minor penalty during last 10 years.

3. The candidate once selected for the post will not be allowed to withdraw their candidature subsequently.

4. While forwarding the recommendations the Sanctioned Strength, Person-in- Position and vacancies in Sr. AO/AAO/Sr. Auditor/Sr. Accountant/Auditor/Accountant cadres may specifically be indicated in the forwarding letter.

Yours faithfully,

Encls:- As above.

Sd/-
(R.K. Tiwari)
Sr.. Administrative Officer/Staff (App)-I

**APPLICATION FOR DEPUTATION (FOREIGN SERVICE TERM BASIS) IN
UIDAI, HEADQUARTERS**

(Last date for receipt of Application: 26.04.2021)

(Since this vacancy is to be filled up on deputation basis, private candidates are not eligible)

1.	Post applied for (Please mention name of the post)					
2.	Name of the Candidate (in block letters)					
3.	Gender (√ the appropriate box)	Male		Female	Paste a recent Passport size photograph	
4.	Category (√ the appropriate box)	SC		ST		
		OBC		Others		
5.	Date of Birth (DD/MM/YYYY)					
6.	Date of retirement					
7.	Address for correspondence, mobile number and e-mail id					
8.	Education qualification (Graduation level and above)					
	Examination Passed	Year	Name of University/ Institute	Percentage of marks/ CGPA	Subjects	
9.	Details of employment in , in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)					
	Organization/ Institution	Post held	From	To	Scale of Pay	Nature of duties
10.	Complete office address along with telephone number of the present Employer					
11.	Nature of the present employment (√ the appropriate box)	Ad-hoc		Temporary		
		Quasi-permanent		Permanent		
12.	Present grade and date from which held on regular/substantive basis					
13.	Name of the Service, if belonging to Organised Service of the Central Government					
14.	Whether Educational and other qualifications required for the post are satisfied If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same. If applied for more than one post, desired experience for all such posts may be indicated.					

Qualification/ Experience required		Qualification/ Experience possessed by the officer	
Essential: (i) (ii) (iii)			
Desired: (i) (ii) (iii)			
15.	In case the present employment is held on deputation/ contract basis, please state	Date of initial appointment	
		Period of appointment on deputation/contract	
		Name of the parent office/organization to which you belong	
16.	Training/Courses attended		
17.	Details of award/ honour/ appreciation		
18.	Additional information, if any, which you would like to furnish in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient		

Date:

Place:

(Signature of the Candidate)

Mobile No. : _____

Office Tel.No. : _____

Certified that the service particulars given by the applicant have been verified from his/her service records and found to be correct.

Signature with seal of the Competent Authority

To be filled up by the cadre controlling authority

Office of

F.No.....

Date:.....

1. The applicant Shri/Smt./Ms 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: