

Government of India
 Ministry of Electronics & IT
 Unique Identification Authority of India (UIDAI)
 Tower II, 3rd Floor, Jeewan Bharati Building,
 Connaught Circus, New Delhi – 110 001
 Date: 14th December, 2016

Subject: Advertisement for engagement of a Consultant (Finance) on contract basis at UIDAI HQ.

UIDAI is looking forward to engage the services of a Consultant (Finance) on full time basis for 24 months, who will be responsible for advising the Authority on issues relating to migration of UIDAI from Government accounting system to commercial accounting system of the Authority. The responsibilities assigned shall include but not limited to the following:

- Preparation of rules relating to form of accounts, reports and returns for submission thereof to the Central Government for approval and notification;
- Adoption of the system of budget formulation, release of payments, accounting of receipt and expenditure, auditing arrangements, etc., stipulated for and prevalent in statutory bodies financed by Government of India, as per the requirement of UIDAI.

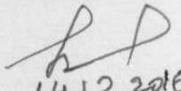
Details of the posts and terms & conditions for the appointment, eligibility, experience, etc. are as under:

1.	Name of position	Consultant (Finance)
2.	Number of position	1 (one)
3.	Place of posting	Unique Identification Authority of India, Tower II, 3 rd Floor, Jeewan Bharati Building, Connaught Circus, New Delhi-110001
4.	Method of engagement	Contract based engagement Retired officers of Government of India, State Government, Public Sector Undertaking, Autonomous Bodies or University/deemed university controlled by Government may also apply.
5.	Age limit	63 years on the date of publication of advertisement
6.	Period of engagement	Two years extendable upto three years or upto the age of 65 years whichever is earlier.
7.	Educational qualification and experience	- Having professional degree of CA or ICWA or MBA (Finance) or SAS under organized accounts cadre. - At least seven years experiences in finance and accounts of autonomous/statutory bodies funded by Central/State Government. - In case of retired officers of Central/State Government, Public Sector Undertaking, Autonomous/Statutory Bodies or

		University/deemed university controlled by Government, at least five years of experience in the relevant field should be in the level of Deputy Secretary/Joint Director, i.e. in the Pay Band of 15600-39100 with Grade Pay of 7600/- or above level; or equivalent level in the State Government, PSU, Statutory Body, etc..
8.	Knowledge, skills and competencies	• Understanding of accounting system of autonomous bodies/authorities of Central Government. • Knowledge of prevalent accounting standards and guidelines issued for preparation of accounts of autonomous bodies/authorities issued by Controller General of Accounts and Comptroller and Auditor General of India. • Experience of handling C&AG Audit.
9.	Language	Fluency in English and Hindi (written & spoken)
10	Travel	Willingness to travel
11	Remunerations	• Rs.60000/- + conveyance Rs.5,000/- per month (fixed) • No other allowance such as Dearness Allowance, Residential Telephone, Transport allowance, Residential Accommodation, benefit of CGHS and Medical Reimbursement etc. would be allowed.
12	Leave	Consultant (Finance) shall be eligible for eight days leave in a calendar year on pro-rata basis. The Consultant shall not draw any remuneration in case of his/her absence beyond eight days in a year calculated on a pro-rata basis. Also un-availed leave in a calendar year cannot be carried forward to next calendar year.
13	TA/DA	No TA/DA shall be admissible for joining the assignment or on its completion. However, the Consultant shall be allowed Hotel Accommodation, TA/DA for his/her travel within the country in connection with the official work at the rate admissible to Deputy Secretary/Joint Director level or equivalent in Government of India.
14	Other terms and condition	The engagement shall be of a temporary nature and the UIDAI can cancel the engagement at any time without assigning any reason. However, in normal course the engagement can be terminated by either parties, i.e. the UIDAI or the Consultant, by giving one month's notice. The Consultant shall not be permitted to take up any other assignment during the period of

	engagement with UIDAI. The Consultant would be expected to follow all rules and regulations of the Government of India as applicable to Group 'A' officers which are in force. He/she will display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of the Consultant are not found satisfactory or found in conflict with the interest of Government in general and the UIDAI in particular, his/her services will be liable to discontinuation without assigning any reason.
--	--

Submission of Applications: Eligible candidates may send their application in the prescribed proforma enclosed as Annexe I may be forwarded to ADG (Estt), Unique Identification Authority of India (UIDAI), 2nd Floor, Tower 1, Jeevan Bharti Building, Connaught Circus, New Delhi-110001 within 15 days from the date of publication of the advertisement in the Newspaper.


14.12.2016

(S D Sharma)

Asstt. Director General (Estt)

Tele: 23466869

**Application for the Post of Consultant (Finance) on Contract Basis at Unique Identification
Authority of India (UIDAI), Headquarter, New Delhi**

(If space is insufficient against any item, please attach extra papers/sheets, duly authenticated by your signature)

1.	Name of the Candidate (in Block letters)				Paste your recent passport size photograph	
2.	Father's Name					
3.	Aadhaar Number					
4.	Date of Birth (in Christian era)					
5.	Last place of duty					
6.	Date of retirement (if applicable)					
7.	Service to which originally belong (if applicable)					
8.	Postal Address					
9.	Permanent Address					
10.	i. E-mail ii. Mobile No. iii. Telephone No. (official/residence)					
11.	Educational qualifications (in reverse chronological order)					
	Degree/ Certificate	Name of University/ Institution	Year of passing	Division/ Grade/ % of marks obtained	Academic distinction	Subject/ specialization
12.	Work experience (in reverse chronological order)					
	Name and address of employer	Designation and whether regular/adhoc/ deputation/ contract	Period From To		Pay Scale and pay drawn	Nature of duties

13.	Information related to special knowledge and professional experience required for the job	(Please attach a separate sheet)
14.	Awards/honours, if any	
15.	Additional information, if any	

Declaration:

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted. If at any time, I am found to have concealed/distorted any material information, my contract shall be summarily liable to termination without notice.

(SIGNATURE)

Date:

Place: