

No.A-35018/43/2009/Circulars/MF.CGA(A)/Gr. 'B'/ 9/9
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS
LOK NAYAK BHAWAN, NEW DELHI

Date: 13 October, 2009

CIRCULAR No. 4/2009

Enclosed please find the following Vacancy Circular(s) regarding filling up of the posts of Sr.A.Os/AAOs on deputation basis at Unique Identification Authority of India (UIDAI):-

Sl. No.	Letter No. & Date	Organisation	Deputation Posts with Scale	Last Date for receipt of application
1	O.M. No. 50/DG-UIDAI/2009 dtd. 01.10.2009	Unique Identification Authority of India (UIDAI)	SrAOs/AAOs	20.10.2009

The applications of willing and eligible officers may please be forwarded to this office alongwith attested copies of ACRs for the last five years and Vigilance Clearance Certificate/Integrity Certificate/Statement of Major/Minor Penalty imposed, if any.

Encl: As above.


(PREM BALLABH)
Accounts Officer (Group 'B')

All Pr.CCAs/CCAs/CAs/DyCAs

No.50/DG-UIDAI/2009
 Government of India
 Planning Commission
Unique Identification Authority of India (UIDAI)

Room No.321, Yojana Bhavan
 New Delhi 110 001

Dated: October 01, 2009

OFFICE MEMORANDUM

**Subject: Filling up of post of Assistant Accounts Officer (AAO)
 on deputation basis**

Unique Identification Authority of India (UIDAI) invites applications for filling up the post of AAO in the pay band of PB-2 Rs. 9300-34800 GP Rs. 4800 on deputation basis. The total number of posts available is 10. Two of these posts are at the Authority's headquarters in Delhi and the rest eight are @ one post each at the Regional Offices of the Authority located at Bangalore, Chandigarh, Delhi, Guwahati, Hyderabad, Lucknow, Mumbai and Ranchi.

2. The responsibilities attached to the post mainly involve discharging the finance functions relating to purchase especially of services, preparing and monitoring of budgets, expenditure management, accounting responsibilities, and discharging the pre-audit responsibilities wherever necessary.

3. Applicants holding analogous posts or SOs with PB-2 Rs.9300-34800 with three years regular service or SOGE passed candidates with five years regular service may apply.

4. The candidate should possess rich experience in the field of accounting, administration involving purchase procedure budgeting etc and attending to various functions such as purchases and finance, evaluation of internal controls and Government departments with exposure of audit of IT systems.

5. The appointment will be made on deputation basis initially for a period of three years which may be extended further and will be governed by the terms and conditions prescribed by the Department of Personnel & Training, Government of India in this regard as amended from time to

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time. The maximum age limit as on the closing date of application shall not exceed 56 years.

6. Willing Candidates may apply to the undersigned in the prescribed proforma through proper channel. Applications duly forwarded by the Heads of Departments along with the attested copies of ACRs for the last five years and disciplinary/vigilance clearance certificate should reach the Unique Identification Authority of India latest by 25th October 2009

7. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.



(RS Sharma)
Director General & Mission Director

Encl: as above

To

1. Comptroller & Auditor General of India
2. Controller General of Accounts
3. Controller General of Defence Accounts

Proforma

**Application for deputation on the Grade of AAO in the
Unique Identification Authority of India, New Delhi**

- 1 Name of the official
- 2 Date of Birth
- 3 Whether belongs to SC/ST
- 4 Educational Qualifications
 - (a) Academic
 - (b) Professional
- 5 Date of passing SO examination
- 6 Present post held & it's pay-band
- 7 Date of appointment to the present post
- 8 Present place of posting
- 9 Details of experience/employment(Attach a separate sheet if necessary)
- 10 Details of deputation previously held
- 11 Knowledge of computers
- 12 Place of Posting applied for in UIDAI (HQs or Regional Office. Please indicate the name of the Regional Office, if application is for Regional Office):
- 13 Remarks

Signature of the candidate

(To be countersigned by the Controlling Authority)

No. 49/DG-UIDAI/2009
Government of India
Planning Commission
Unique Identification Authority of India (UIDAI)

Room No. 321, Yojana Bhavan
New Delhi 110 001

Dated: October 01, 2009

OFFICE MEMORANDUM

**Subject: Filling up of post of Senior Accounts Officer (SAO)
on deputation basis**

Unique Identification Authority of India (UIDAI) invites applications for filling up the post of SAO in the pay band of PB-3 Rs 15600-39100 GP Rs 5400 on deputation basis. The total number of posts available is 10. Two of these posts are at the Authority's headquarters in Delhi and the rest eight are @ one post each at the Regional Offices of the Authority located at Bangalore, Chandigarh, Delhi, Guwahati, Hyderabad, Lucknow, Mumbai and Ranchi.

2. The responsibilities attached to the post mainly involve discharging the finance functions relating to purchase especially of services, preparing and monitoring of budgets, expenditure management accounting responsibilities, and discharging the pre-audit responsibilities wherever necessary.
3. Applicants holding analogous posts or AOs (PB-2 9300-34800 GP Rs. 5400) with three years regular service may apply.
4. The candidate should possess rich experience in the field of accounting, administration involving purchase procedure budgeting etc and attending to various functions such as purchases and finance, evaluation of internal controls and Government departments with exposure of audit of IT systems.
5. The appointment will be made on deputation basis initially for a period of three years which may be extended further and will be governed by the terms and conditions prescribed by the Department of Personnel & Training, Government of India, in this regard as amended from time to time. The maximum age limit as on the closing date of application shall not exceed 56 years.

6. Willing Candidates may apply to the undersigned in the prescribed proforma through proper channel. Applications duly forwarded by the Heads of Departments along with the attested copies of ACRs for the last five years and disciplinary/vigilance clearance certificate should reach the Unique Identification Authority of India latest by 26th October 2009

7. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.



(RS Sharma)

Director General & Mission Director

Encl: as above

etc

To

1. Comptroller & Auditor General of India
2. Controller General of Accounts
3. Controller General of Defence Accounts

Proforma

**Application for deputation on the Grade of SAO in the
Unique Identification Authority of India, New Delhi**

- 1 Name of the official
- 2 Date of Birth
- 3 Whether belongs to SC/ST
- 4 Educational Qualifications
 - (a) Academic
 - (b) Professional
- 5 Date of passing SO examination
- 6 Present post held & it's pay-band
- 7 Date of appointment to the present post
- 8 Present place of posting
- 9 Details of experience/employment(Attach a separate sheet if necessary)
- 10 Details of deputation previously held
- 11 Knowledge of computers
- 12 Place of Posting applied for in UIDAI (HQs or Regional Office. Please indicate the name of the Regional Office, if application is for Regional Office):
- 13 Remarks

Signature of the candidate

(To be countersigned by the Controlling Authority)