

File No. A-11013/02/2022-UIDAI/231
 Ministry of Electronics & Information Technology
Unique Identification Authority of India
 Human Resource Division

Bangla Sahib Road,
 Behind Kali Mandir,
 Gole Market, New Delhi-110001
 Date: 01st April, 2022

Sub: Vacancy circular for filling up the post of Consultant (Secretarial Work) on contract basis at Unique Identification Authority of India (UIDAI), Headquarters, New Delhi.

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

1	Name of Position	Consultant (Secretarial Work)
2	Number of position	3 (Three)
3	Place of Posting	Unique Identification Authority of India, Headquarters, New Delhi
4	Method of engagement	Contract based engagement on full time basis
5	Eligibility Criteria/Experience	i. Candidate must be retired from Central Government/State Government /PSUs/ Autonomous bodies /Statutory bodies as Personal Assistant/Private Secretary or above level i.e. pay matrix level 07 or above. ii. Officers retired from the post of Section Officer and equivalent post may also be considered. iii. At least three years of experience as Personal Assistant/Private Secretary or Section Officer in Central Government/State Government/PSUs/Autonomous bodies/Statutory bodies etc. iv. Well versed in working in computer environment.
6	Knowledge, skills and competencies	i. Capable of taking dictation in shorthand and its transcription. ii. Knowledge of noting, drafting and issue of all correspondences.
7	Upper age limit	63 years on last date of receipt of application.
8	Period of engagement	One year extendable upto three years or upto the age of 65 years whichever is earlier on requirement basis.
9	Job responsibility	i. Secretarial Assistance to Deputy Director General/Director/ADG. ii. To manage the office record. iii. To assist in drafting, noting and preparation of record of discussions, MoM etc. iv. To issue correspondence as per direction of officers. v. Managing of appointments/engagement, attending

		<p>to the telephone call and receiving visitors.</p> <p>vi. Maintaining the paper required to be retained by the officer.</p> <p>vii. Maintaining the attendance record of staffs deputed in office.</p> <p>viii. Managing of file movement record.</p> <p>ix. To arrange video conference for meeting with ROs and other units of UIDAI.</p> <p>x. Co-ordination with Functional Wings, ROs and ministries/departments etc.</p> <p>xi. Any other work assigned by seniors</p>
10	Language	Fluency in Hindi and English
11	Remuneration	<p>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.</p> <p>ii) Retired officials not drawing pension will be paid a consolidated remuneration of Rs. 40,000/-.</p> <p>iii) Local Conveyance (fixed) @ Rs. 3000/- per month.</p> <p>iv) No other allowance such as Dearness Allowances, Provident Fund, Pension, Residential Telephone, Residential Accommodation, benefit of CGHS and medical reimbursement etc would be allowed.</p>
12	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.
13	TA-DA	No Travel allowance/Dearness allowance shall be admissible for joining the assignment or on its completion. However, TA/DA for official tour shall be admissible at the rate admissible to Under Secretary level or equivalent in Government of India.
14	Other terms and Condition	<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 take 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), 4th Floor, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi-110001. The last date for receipt of applications complete in all respect is 17th May 2022.** 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.

Piyush Gupta
01-04-2022

(Piyush Chand Gupta)
Director (HR)
Tel: 23478554

Application for the post of Consultant (Secretarial Work) on contract basis at Unique Identification Authority of India (UIDAI), Headquarters, New Delhi.

Recent
passport size
photograph

1.	Candidate's Name (in Capital letters)					
2.	Father's Name					
3.	Date of Birth					
4.	Retirement Date, place of last posting & Name of Organization and Last Pay/ Pension fixation details					
5.	Correspondence Address					
6.	Permanent Address					
7.	(a) E-mail (b) Mobile No.					
8.	Education and other Qualifications					
	Sl. No.	Exam Passed	Year of Passing	Board/University		
	i.					
	ii.					
	iii.					
9.	Technical Qualifications					
	i.					
	ii.					
	iii.					
	iv.					
10.	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.					
11.	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)

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Human Resource

Bangla Sahib Road,
Behind Kali Mandir,
Gole Market, New Delhi-110001
Date: 01st April, 2022

Sub: Vacancy circular for filling up the post of Consultant (Secretarial Work) on contract basis at Unique Identification Authority of India (UIDAI), Headquarters, New Delhi.

The Unique Identification Authority of India (UIDAI) invites applications from eligible retired officers for appointment of 03 (Three) Consultant (Secretarial Work) for a period of one year on contract basis at its headquarters, New Delhi.

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), 4th Floor, Bangla Sahib Marg, Behind Kali Mandir, Gole Market, New Delhi - 110001**. The last date to get the complete application form is **17th May 2022**.

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.

Riyush Gupta
01.04.2022

Director (HR)

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इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
भारतीय विशिष्ट पहचान प्राधिकरण
मानव संसाधन

बंगला साहिब रोड
काली मंदिर के पीछे
गोल मार्केट, नई दिल्ली, 110001
दिनांक : 01 अप्रैल, 2022

विषय : भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), मुख्यालय, नई दिल्ली में अनुबंध के आधार पर परामर्शदाता (सचिवालय कार्य) के पद को भरने हेतु रिक्ति परिपत्र ।

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) अपने मुख्यालय, नई दिल्ली में पात्र सेवानिवृत्त अधिकारियों से परामर्शदाता (सचिवालय कार्य) के तीन पदों को, एक वर्ष के लिए अनुबंध के आधार पर, नियुक्ति के लिए आवेदन आमंत्रित करता है ।

2. निर्धारित प्रपत्र में आवेदन निदेशक (एच आर), भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), चतुर्थ तल, बंगला साहिब मार्ग, काली मंदिर के पीछे, गोल मार्केट, नई दिल्ली - 110001 को भेजा जा सकता है । सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि 17 मई 2022 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 देखें ।

पीयूज गुप्ता
01.04.2022
निदेशक (मा. सं)