

F. no. HQ-12028/1/2021-HR-HQ-Part(1)  
**Unique Identification Authority of India**  
 (Human Resource Division)

UIDAI Head Office, 4<sup>th</sup> floor  
 Bangla Sahib Road, Behind Kali Mandir  
 Gole Market, New Delhi – 110 001  
 Dated 3<sup>rd</sup> December, 2025

**Subject: Vacancy circular for filling up the post of Consultant as Consultant (Civil) on contract basis at Unique Identification Authority of India (UIDAI).**

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

**(i) Eligibility criteria and other terms and conditions:**

1.	Name of Position	Consultant (Civil)
2	Number of positions	One
3	Place of Posting	Unique Identification Authority of India, Head Office, New Delhi
4	Method of engagement	Contract based engagement on full time basis
5	Eligibility Criteria/ Experience	<ul style="list-style-type: none"> <li>i. Must be retired at the level of Assistant Engineer or above level post (pay matrix level 8 or above) from Central Government / State Government / PSUs / Autonomous bodies/ Statutory bodies</li> <li>ii. At least 05 years of experience as Assistant Engineer (Civil) or equivalent post in Central Government / State Government / PSUs / Autonomous bodies / Statutory bodies etc.</li> <li>iii. Experience in Contract management of construction/maintenance (Buildings &amp; allied services) contracts.</li> <li>iv. Well versed in working in computer environment.</li> </ul> <p style="text-align: center;"><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>i. Experience in area of general Civil Engineering works like maintenance of multistorey buildings, sewage disposal, STP, water supply etc.</li> <li>ii. Experience in preparation of Cost Estimates/BOQs based on CPWD DSR.</li> <li>iii. Experience in preparation of tender documents &amp; contract management.</li> </ul>
6	Job responsibility	<ul style="list-style-type: none"> <li>i. Responsible for preparation of cost estimate, tender documents/BoQ, supervision and execution of the works according to the norms and specifications of contract.</li> <li>ii. The successful achievement of the targets fixed by the</li> </ul>

		<p>UIDAI for completion of each project due with consideration to speed and economy and proper maintenance of the buildings, structures, specific areas.</p> <p>iii. To see to the proper preservation of civil stores, weeding thereof and their proper account numerical and value both.</p> <p>iv. To inspect the buildings and structures, and areas and equipment in his/her charge every three months and to assess their condition from safety point of view and record a certificate to that effect</p>
7	Upper age limit	63 years as on last date of receipt of application.
8	Period of engagement	One year extendable up to three years on requirement basis or up to age of 65 years whichever is earlier on requirement basis.
9	Language	Fluency in Hindi and English
10	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. 50,000/-.</p> <p>iii. Local Conveyance (fixed) @ Rs. 3,000/- per month.</p> <p>iv. No other allowance such as Dearness Allowances, Provident Fund, Pension, Residential Telephone, benefit of CGHS and medical reimbursement etc would be allowed.</p>
11	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.
12	TA-DA	No TA-DA shall be admissible for joining the assignment or on its completion. However, TA/DA for official tour equivalent to pay matrix level-8 of Central Government shall be admissible
13	Other terms and Conditions	<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 taken 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</p>

		economy.
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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-110 001. The last date for receipt of applications complete in all respect is 5.1.2026.** 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.

(Bashisth Gupta)  
Deputy Director  
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Email: dd.hr-hq@uidai.net.in

**Annexure-1****Application for the post of Consultants on contract basis at Unique Identification Authority of India (UIDAI) Head Office, New Delhi**

Recent  
passport size  
photograph

1.	Post applied for			Consultant (Civil)		
2.	Location			UIDAI Head Office, New Delhi		
3.	Candidate's Name (in Capital letters)					
4.	Father's Name					
5.	Date of Birth					
6.	Retirement Date, place of last posting & Name of Organization and Last Pay/ Pension fixation details					
7.	Correspondence Address					
8.	Permanent Address					
9.	(a) E-mail (b) Mobile No.					
10.	Education and other Qualifications					
	Sl. No.	Exam Passed	Year of Passing	Board/University		
	i.					
	ii.					
	iii.					
11.	Technical Qualifications					
	i.					
	ii.					
	iii.					
12.	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.					
13.	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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**Subject: Vacancy circular for filling up the post of Consultant as Consultant (Civil) on contract basis at Unique Identification Authority of India (UIDAI).**

The Unique Identification Authority of India (UIDAI) invites applications from eligible retired officers for appointment of one Consultant (Civil) for a period of one year on contract basis at its Head Office, 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 Road, Behind Kali Mandir, Gole Market, New Delhi-110 001. The last date for receipt of applications complete in all respects is 5.1.2026.**

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](http://www.uidai.gov.in).**

Deputy Director