UID Project Society
State Planning Commission
Madhya Pradesh

Vacancy Announcement

No.:UID/SPC/1485, Bhopal, dated: 04/10/2013

UID Project Society is promoted by State Planning Commission, Govt of MP to implement and coordinate UID project in Madhya Pradesh, is inviting application from potential candidates, for the positions mentioned below, on contractual basis, for an initial contract period of one year.

S. No	Position	No of Vacancies	Eligibility Criteria*	Monthly Honorarium
1	Project Associate	One	CA/MBA Finance with at least 5 yrs relevant experience of which 2 yrs in a govt/Govt promoted organization	40,000
2	Finance Manager	One	CA/MBA Finance with at least 5 yrs relevant experience of which 2 yrs in a govt/Govt promoted organization	40,000
3	Data Analyst	One	MCA/MSc (comp sc)/BE (IT/Comp Sc) with at least 5 yrs with 2 yrs in a govt organization/project	30,000
4	Computer Operator	One	Graduate with min 55% marks and PG Diploma in Comp Sc with 2yrs relevant experience. Exp in govt/Semi Govt organization would be given preference	20,000
5	Account Assistant	One	CA (Inter)/MBA Finance/M.Com with min 55% marks with 2yrs relevant experience (familiarity in using Tally). Exp in govt/Semi Govt organization would be given preference	20,000

* Work Experience criteria may be relaxed in case of otherwise suitable candidate with experience in relevant area/ no suitable candidate found with requisite experience.

How to Apply:

1. The Job Description, application format and project details are available at http://www.mpplanningcommission.gov.in
2. Eligible interested Candidates should post/speed post their application in prescribed application format with a hand written covering letter along with self attested copies of eligibility qualification and experience to Project Coordinator, UID Project, State Planning Commission, Vindhyachal Bhavan, Arera Hills Bhopal – 462004 (MP).
3. On top of envelop this should be clearly mention "POST APPLIED FOR_____".

Last Date: 30th of Oct 2013: Candidates are requested to check the website periodically for interview notice/ any other announcements in this respect.

About UID Project:

The **Unique Identification Authority of India** (**UIDAI**), was established in February 2009, aims to provide a unique id number to all residents of the country. The authority will maintain a database of residents containing biometric and KYR (Know Your Resident) demographic data.

The UIDAI is part of the Planning Commission of India. A Unique National IDs will help in ensuring inclusive growth by providing a form of identity to those who do not have any identity. It seeks to provide UID numbers to the marginalized sections of society and thus would strengthen equity. Apart from providing identity, the UID will enable better delivery of services and effective governance through an online authentication services an integration of various beneficiary databases. The details are available at www.uidai.gov.in

UID Project Society:

UID Project Madhya Pradesh is a registered society to implement and coordinate UID project in Madhya Pradesh. The society is responsible for coordinating and facilitating various stakeholders in implementing UID project; the three important components are –

1. Ensuring free and fair Aadhaar enrolment of all the residents of the state
2. Integration of various beneficiaries database with Aadhaar enabled application interface to ensure better targeting and delivery of Govt services
3. Direct Benefit Transfer.

Job Descriptions:

Project Associate:

Would be overall in charge of operational team of UID project society, responsible for day to day functioning and achieving operational target of the society. This position shall report to Project Coordinator.

The job holder will support the Project Leader in monitoring the progress and coordinate with various stakeholders for effective implementation within given project period. This involves

- Support the preparation, review and implementation of rollout plan in the districts and provide necessary inputs to various stakeholders.
- Field visits and random audit of enrolment operations.
- Assist in disposal of queries, project related documentations and communications.
- Support the project leader and district administration in the roll out of awareness and communication efforts as part of the enrolment project
- Over all financial and administrative management of Society

Finance Manager:

This would be overall in charge of financial function of UID project society and responsible for maintaining all the financial and accounting standards. This position shall report to **Project Coordinator**. This involves

- Develop financial and accounting process and system for the society.
- Overseeing day to day financial activities.
- Take care of the entire statutory requirement related to tax, audit, issuing/ getting Utilization certificate of the funds received/ released.
- Over all financial management of Society

Data Analyst:

The job holder will support the Project Leader in monitoring the progress, developing required MIS and prepare necessary reports for effective implementation within given project period. This involves

- Implement suitable project monitoring framework for the state registrar in coordination with UIDAI and state nodal department.
- Providing technical support, trainings and hand holding to the field level nodal officers/ EA's
- UIDAI Registrar portal administration and management.
- Coordination with UIDAI tech support. Receiving, decryption and storage of EID-UID mapping files.
- Monitor the deadlines, targets, quality of enrolment centers, adherence to UIDAI enrolment guidelines by vendors.
- Field visits and random audit of enrolment operations.
- Helping stakeholders in on boarding with Aadhaar enabled integration and authentication mechanism.

Computer Operator:

The objective of this job is to provide secretarial support to the project leader/ Manger in implementation of UID project and performing day to day back office work. This involves

- Correspondence on paper and on Internet, routine computer work like Microsoft Office Word, Excel Etc. Should have good key board expertise, both, in Hindi and English to feed information/ draft communication on computer.

- Documentation and record management, routine communication over phone and mail, taking notes during meetings/ discussions and taking dictations.

Account Assistant:

The objective of this job is to provide support to the Finance Manager in financial accounting and day to day back office work. This position will report to Finance Manager. This involves

- Maintaining accounts on computers/ Tally.
- Maintaining bank account and keeping books of accounts, conduct audit etc.