A-12030/106/2014-Estt/Vol.II/ 1049 **Dated 13th Aug 2014**

VACANCY CIRCULAR FOR THE POSTS OF SECTION OFFICER/ PRIVATE SECRETARY/ ASSISTANT IN UNIQUE IDENTIFICATION AUTHORITY OF INDIA (UIDAI), REGIONAL OFFICE, BANGALORE

The Authority invites applications on the prescribed form for the following post on deputation in its Regional office located at Bangalore

S. No	Name of the post	Number of the posts vacant (likely to vary)	Pay scale with grade pay
01	Section officer	01	(Rs. 9300-34800+4800)
02	Private Secretary	04	(Rs. 9300-34800+4800)
03	Assistant	01	(Rs. 9300-34800+4200)

For application form, eligibility criteria, desirable qualification/experience and related details, please Visit: www.uidai.gov.in. Applications completed in all respect along with the CRs, Vigilance clearance etc should be sent through proper channel to ADG (Estt), UIDAI Regional Office, Bangalore on or before 19.09.2014, 1800Hrs

Sd/-
Deputy Director (Estt)

Applications for the post of <u>SECTION OFFICER/PRIVATE SECRETARY / ASSISTANT</u>
in Regional office of UIDAI, Bangalore

1	Name	
2	Date of Birth	
3	Present Post	
4	Date from which the present post is held	
5	Present place of posting	
6	Service and Batch	
7	Parent Cadre	
8	Date of joining service	
9	Pay Band of the present post	
10	Basic pay drawn	
11	Grade pay	
12	Whether the eligibility criteria prescribed for the post are satisfied	
13	Educational / Professional Qualification (Please mention Graduation and above)	

	Sl. No	Qualification	Subject	Year / Division	Institution / University Place / Country

14	Details of Experience / employment (Please attach a separate sheet, if required)	

Office	Post Held	From	To	Pay Band along with Grade pay

15	Date of retirement under Central Government Rules	
16	Training(s) undergone	

Certified that information furnished above by me is correct.

(Signature of the Candidate)

Note: i) The above applications should be forwarded through the parent Department /Organization along with Cadre Clearance / Vigilance Clearance and copies of five years Annual Confidential Records, duly attested by an officer of the level of Under Secretary.

ii) Applications not forwarded through parent organization along with requisite documents will not be considered.

iii) Only serving Officers of Central Government/State Government/UTs/ Autonomous bodies are eligible to apply.

VACANCY CIRCULAR FOR POST IN REGIONAL OFFICE, BANGALORE OF UNIQUE IDENTIFICATION AUTHORITY OF INDIA (UIDAI)

The Authority would like to fill up the following posts on deputation in its Regional Office located at Bangalore

Sl. No	Regional Office	Name of the posts	No. of vacant posts(Likely to vary)
1	Bangalore	Section Officer	1
2	Bangalore	Private Secretary	4
3	Bangalore	Assistant	1

Eligibility Criteria and Desirable Qualifications/Experience for the above posts are as under

Name of the Post and pay scale with Grade Pay	Number of vacant posts (likely to vary)	Eligibility Criteria	Desirable Qualifications/ Experience	Place of Posting
Section Officer (Rs.9300-34800+ 4800)	1	i. Holding analogous post in the same scale of pay; or ii. Having five years experience in the scale of 9300-34800+4200(GP)	2 years experience in Admin./Estt./budgeting/ procurement/planning and policy formulation/ implementation of Government schemes and projects. Excellent Computer skills.	UIDAI, RO Bangalore
Assistant (Rs.9300-34800+ 4200)	1	i. Holding analogous post in the same scale of pay; or ii. Having four years experience in the scale of 5200- 20200+2400 (GP)	Excellent drafting, typing skills, Proficiency in computers. Experience in handling Administrative matters/ budget/policy matters/ implementation of Government Schemes	UIDAI, RO Bangalore
Private Secretary (Rs. 9300-34800+ 4800)	4	i. Holding analogous post in the Same Pay Band and Grade Pay; or ii. Having five years experience in the Pay Band + Grade Pay of Rs. 9300 -34800+4200 (GP)	Good Stenographic and Typing skills Proficiency in handling computers	UIDAI, RO Bangalore

Field of Selection:

Officers of Central Government / State Governments / UTs / PSUs / Autonomous bodies

Period and other terms and condition of deputation

The initial period of deputation shall be for three years extendable by a further period of two years as per Department of personnel & Training O.M.No.6/8/2009-Estt. (pay-II) dated 17.06.10. The terms and conditions of deputation will be governed by the aforementioned DOP&T's O.M. of 17.6.10.

Eligibility for Government Accommodation

The officer appointed in the UIDAI will be eligible for General Pool Residential Accommodation at par with Central Government employees.

Last Date for receipt of applications complete in all respects: 19.09.2014, 1800Hrs

Documents to be forwarded along with application:

The application along with Cadre clearance/Vigilance clearance from Department and copies of five years ACRs duly attested by an officer of the level of Under Secretary should be forwarded through parent Departments in the prescribed format attached. Incomplete applications is liable for rejection.

Address for Communication:

The applications may be forwarded on the prescribed format to the Regional Office at the address given below:

Regional Office	Address
Bangalore	Assistant Director General (Estt) UIDAI Regional Office, No.49, Khanija Bhavan, Race Course Road, Bangalore – 560001 Telephone : 080- 22341611