

FILE No: - UIDAI/RO- GHY/ 07/2010/Vol-IV / 560

भारत सरकार / Govt of India

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय/Ministry of Electronics & I.T (MeitY)

भारतीय विशिष्ट पहचान प्राधिकरण Unique Identification Authority of India (UIDAI)

क्षेत्रीय कार्यालय, (असम, अरुणाचल प्रदेश, मिजोरम, मणिपुर, नागालैंड, मेघालय, सिक्किम और त्रिपुरा) गुवाहाटी  
Regional Office, (Assam, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Meghalaya, Sikkim and Tripura) Guwahati

ब्लॉक V, पहली मंजिल:: Block-V, 1<sup>st</sup> Floor

हाउस्फेद परिसर, दिसपुर, गुवाहाटी-781006

HOUSEFED Complex, Dispur, Guwahati -781006

Date/दिनांक: 19-06-2018

**Sub: Extension of last date of submission of application for filling up one vacant post of Section Officer and one anticipatory post of Assistant Section Officer on deputation basis at UIDAI, RO, Guwahati**

.....

**Reference: Vacancy circular of RO, UIDAI Guwahati vide letter even number dated 23-04-2018 inviting application for filling up one vacant post of Section Officer(SO) and one anticipatory post of Assistant Section Officer (ASO) in its Regional Office, Guwahati in the Pay Matrix Level -8 (pre-revised Pay Band II Rs. 9300-34800 plus Grade Pay of Rs. 4800/-) for SO and in the Pay Matrix Level -6 (pre-revised Pay Band II Rs. 9300-34800/- plus Grade Pay of Rs. 4200/-) for ASO on deputation basis.**

The date of submission of applications through proper Channel "**FOR THE POST OF SECTION OFFICER AND ASSISTANT SECTION OFFICER AT UIDAI REGIONAL OFFICE GUWAHATI**" is hereby further extended up to **31-07-2018**. Those who have applied against circular dated **23-04-2018** through proper channel need not apply afresh. However, new applicants and applicants who have submitted only advance copy of the application may submit their applications complete in all respect through proper channel within the extended date to **Assistant Director General, Unique Identification Authority of India (UIDAI), Regional Office, 1<sup>st</sup> Floor Block-V, HOUSEFED COMPLEX, Beltola-Basistha Road, PO, Assam Sachibalaya Dispur, Guwahati-781006**. Since this vacancy is to be filled up on deputation basis, private candidates are not eligible.

3. Application received after the last date or otherwise found incomplete shall not be considered. Further details may be obtained from the website [www.uidai.gov.in](http://www.uidai.gov.in).

(Piyush Chetiya)  
Assistant Director General

Copy to:

1. The Assistant Director General (HR.), Unique Identification Authority of India, Ministry of Electronics and Information Technology (MeitY), Aadhaar Building, 4th Floor, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi-110001 with the request to upload the enclosed vacancy circular on the UIDAI's website.
2. The Under Secretary (CS-II), CS Division, Deptt of Personnel & Training, LokNayak Bhavan, New Delhi- with the request to upload the enclosed vacancy circular on the DoP&T's website.
3. The Secretary, Department of Personnel & Training, Government of Assam/ Meghalaya/ Manipur/Mizoram/Nagaland/Arunachal Pradesh/ Tripura /Sikkim.



4. The Accountant General (Accounts & Entitlement), O/o the Accountant General, Beltola, Guwahati-28
5. The Accountant General (Audit), Beltola, Guwahati-28
6. The Chief Postmaster General, Meghdut Bhawan, Pan Bazar, Guwahati-781001
7. The General Manager (Hqrs.), N.F. Railway, Maligaon, Guwahati-781011.
8. The General Manager (Constructions), N.F. Railway, Maligaon, Guwahati-781011
9. The Commander (HQ), BRTF, Guwahati
10. The Chief General Manager, BSNL, Pan Bazar, Guwahati-781001
11. The Chief Commissioner of Income Tax, 'Ayakar Bhawan', G.S. Road, Guwahati-781005
12. The Station Director, All India Radio, Chandmari, Guwahati-781003
13. Additional Director General (E), North East Zone, AIR & Television, R.G. Baruah Road, Guwahati-781024
14. The Regional Director, Nehru Yuva Kendra Organisation, Rukminigaon, Guwahati-781006.
15. The Director, National Institute of Rural Development, Khanapara, Guwahati-781022
16. The Regional Director, National Institute of Public Co-operation and Child Development (NIPCCD), Khanapara, Guwahati-781022
17. The Director, Indian Institute of Entrepreneurs, Baisistha Road, Guwahati
18. The Chairman, Brahmaputra Board, Baisistha Road, Guwahati.
19. The Commissioner, National Commission for Scheduled Caste and Scheduled Tribes, Guwahati.
20. The Inspector General, Inspectorate of Customs & Central Excise, Guwahati.
21. The Registrar, Indian Institute of Technology, Amingaon, Guwahati.
22. The Regional Director, Songs & Drama Division, Ministry of Cultural Affairs, Guwahati.
23. The Regional Labour Commissioner, Ulubari, Guwahati.
24. The Controller of Defence Accounts, Udayan Vihar, Narengi Satgaon, Guwahati-781171
25. The Regional Director, Metrological Centre, Borjhar, Guwahati.
26. The Airport Authority of India, Borjhar, Guwahati.
27. The Addl. Director General (ER-II), Garchuk, National Highway, Guwahati-35
28. The Superintending Engineer, Guwahati Central Circle-I, CPWD, Guwahati-21.
29. The Superintending Engineer, Guwahati Central Circle-II, CPWD, Garchuk, National Highway, Guwahati-35.
30. The Superintending Engineer (EI), Guwahati Central Electrical Circle, CPWD, Bamunimaidan, Guwahati-21.
31. The Executive Engineer, GED-1, CPWD, Baminimaidan, Guwahati-21.
32. The Asstt. Registrar, Income Tax Appellate Tribunal, Guwahati Bench, Oriental Building, 1st Floor, Fancy Bazar, Guwahati-1
33. The Addl Director, CGHS, Guwahati, GMSD Complex, A.K. Azad Road, Gopinath Nagar Guwahati-16.
34. The Deputy Registrar, CAT, Guwahati Bench, Rajgarh Road, Bhangagarh, Guwahati-5.
35. The Asstt. Director (Admn.) Weavers Service Centre, Jawahar Nagar, IIHT Campus, Khanapara, Guwahati-22.
36. The Asstt. Director, SIB, Ministry of Home Affairs, Beltola, Guwahati-28.
37. The Technical Director and State Informatics Officer, NIC, Assam State Unit, F-Block, Assam Secretariat, Dispur, Guwahati-6.
38. The Director, Regional Passport, M/o External Affairs, Govt. of India, Guwahati-28.
39. The Regional Office DAVP, Nabin Nagar, Jana Path, Guwahati-24.
40. The Asstt. Director (Rehab), Vocational Rehabilitation Centre for Handicapped, M/o Labour (DGE&T), Rehabari, Guwahati-8.
41. The Director, Employees' Provident Fund Organisation, Regional Office, N.E. Region, G.S. Road, Bhangagarh, Guwahati-5.
42. The Regional Director, Central Ground Water Board, NER, M/o Water Resource, Garchuk Opposite Balaji Mandir, Guwahati
43. The Joint Director, Government Medical Stores Depot, A.K. Azad Road, Gopinath Nagar, Guwahati-16.
44. The Regional Director (NER), Staff Selection Commission, Housefed Complex, Beltola Road, P.O. Assam Sachivalaya, Guwahati-6.
45. The Regional Pay & Accounts Officer (NH). Hrishi Keshayan, H.R. Path, 6th Bye lane (West), R.G. Baruah Road, Guwahati-6.
46. The Station Director (NER), Doordarshan, H.R. Path, 6th Bye lane (West), R.G. Baruah Road, Guwahati-6.
47. The Scientist-In-Charge, National Test House, department of Consumer Affairs, Kalapahar, Guwahati-16.
48. The Administrative Officer, GD-II, Electronics Test & Development Centre, HOUSEFED Complex, Beltola-Basistha Road, Dispur, G.S. Road, Guwahati-6.
49. The Foreign Trade Development Officer, O/o Joint Director General of Foreign Trade, R.G. Baruah Road, Guwahati-24.
50. The Deputy Director (L), Central Hindi Directorate (NE), Department of Secondary Education & Higher Education, Das Enterprises, P.o Khanapara, Guwahati-22.
51. The Addl Director General, NSSO, (FOD) Assam, Housefed Complex, 2nd Floor, Basistha Road,



- Guwahati-6.
52. The Asstt. Regional Director (S&R), Save Grain Campaign Office, Milanpur, Bamunimaidan, Guwahati-21.
  53. The Officer-in Charge, North Eastern Regional Language Center, Beltola College Road, Guwahati-28.
  54. The Deputy Agricultural Marketing Adviser, Directorate of Marketing & Inspection, Regional Office, Kaliram Chowdhury, Bharalumukh, Guwahati-9.
  55. The Directorate of Marketing & Inspection, Deptt. Of Agriculture & Co-operation, Regional Office, Guwahati-9.
  56. The Enforcement Officer (Admn.), Enforcement Directorate, Bye lane no-4, Rajgarh Road, Guwahati-3.
  57. The Assistant Director General, Press Information Bureau, Panbazar Guwahati-781001.
  58. The Superintending Engineer, H.O. Circle, Central Water Commission, Behind Adabari Bus Stand, P.O. Guwahati University, Guwahati-14.
  59. The Executive Engineer, Middle Brahmaputra Division, CWC Complex, Behind Adabari Bus Stand, P.O. Guwahati University, Guwahati-14.
  60. The Executive Engineer, Division-VII, CGWB, Zoo Road, Guwahati-24.
  61. The Regional Officer, O/O the Chief Engineer, Rajgarh Road, M/o, Shipping, Road Transport & Highways, Guwahati-3.
  62. The Deputy Controller of Explosives, Guwahati, Bhuyan Mansion, 4th Floor, Panchawati, Silphukhuri, Guwahati.
  63. The Director, I/c National Savings Institute, R.G.B. Road, Udaypath, Guwahati-24.
  64. The Research Officer (Impl.), Regional Implementation Office (NER), Deptt. Of Language, Rajgarh Road, Bye Lane No 1, Silphukuri, Guwahati-3.
  65. The Director, Institute of Advance Study in science & Technology, Paschim Boragaon, Guwahati-35.
  66. The DIG & Head of Branch, Central Bureau of Investigation, Anti-corruption Branch, Bora Commercial Complex, VIP Road, Narangi Tiniali, Guwahati-26.
  67. NHPC Limited, Subansiri Lower HE Project, Gerukamukh, Dist. Dhemaji, Assam-787035.
  68. ONGC, Office of GM-Head HR/ER, Assam Asset, Nazira-785685.
  69. Oil India Limited, N.E.Frontier Project, Duliajan-786602
  70. North Eastern Zone Food Corporation of India, G.L.Publication Building, Ulubari, G.S. Road, Guwahati-781007.
  71. Kendriya Vidyala Sangathan, Guwahati Region, Jawahar Nagar, Khanapara, Guwahati-22.
  72. Kendriya Vidyala Sangathan, Regional office, Tinsukia, Oil Campus, Duliajan, Dibrugarh-788003.
  73. Kendriya Vidyala Sangathan, Silchar Chandmari Road, Opposite TV Centre, Tarapur, Silchar-788003.
  74. Notice Board, UIDAI, RO, Guwahati.

FILE No: - UIDAI/RO- GHY/ 07/2010/Vol-IV /167

भारत सरकार /Govt of India

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय/Ministry of Electronics &amp; I.T(MeitY)

भारतीय विशिष्ट पहचान प्राधिकरण Unique Identification Authority of India (UIDAI)

क्षेत्रीय कार्यालय, (असम, अरुणाचल प्रदेश, मिजोरम, मणिपुर, नागालैंड, मेघालय, सिक्किम और त्रिपुरा) गुवाहाटी  
Regional Office, (Assam, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Meghalaya, Sikkim and Tripura) Guwahatiब्लॉक V, पहली मंजिल:: Block-V, 1<sup>st</sup> Floor

हाउस्फेद परिसर, दिसपुर, गुवाहाटी-781006

HOUSEFED Complex, Dispur, Guwahati -781006

Date/दिनांक: 23-04-2018

SUB: Vacancy circular for the posts of Section Officer (SO) and Assistant Section Officer (ASO), on deputation in UIDAI Regional Office, Guwahati-reg

Unique Identification Authority of India (UIDAI), invites applications for filling up 01 post of Section Officer (SO) in the Pay Matrix Level-8 (pre-revised Pay Band II Rs. 9300-34800 plus Grade Pay of Rs. 4800/-), and one anticipated post (likely to vary) of Assistant Section Officer in the pay matrix level-6(pre-revised Pay Band II Rs.9300-34800 plus grade pay of Rs 4200) on deputation basis in its Regional Office, Guwahati, from amongst suitable and eligible officers. The eligibility criteria and qualifications for this post are as follows:-

Name of the Post and pay scale with Grade Pay	Number of Vacant Posts	Eligibility Criteria	Desirable Qualifications/ Experience
Section Officer, Pay Matrix Level-8(pre-revised Pay Band II Rs. 9300-34800/- plus Grade Pay of Rs. 4800/-)	01	Officers of the Central Government, State Government, Autonomous Bodies, PSUs:-  Holding analogous post in the same scale of pay on regular basis in the parent Department /Organization <b>Or</b> With two years services in the grade rendered after appointment thereto on regular basis in posts in the pay matrix level-7 (pre revised pay band II) Rs 9300-34800 plus grade pay of Rs. 4600/-)or equivalent in the parent cadre/department. <b>Or</b> Having six years in the grade rendered after appointment thereto on regular basis in posts in the Pay Matrix level-6(pre revised Pay Band II Rs. 9300-34800 plus grade pay of Rs. 4200/-) or equivalent in the parent cadre/department.	1. Two years experience in Finance /Accounts/ Administration/Legal / Establishment /Human Resource / Budgeting /Vigilance/Procurement / Planning and policy/Technical Matters/ Implementation of Government schemes, etc  2. Excellent noting/drafting  3. Proficiency in handling computers with Excellent Computer skills.
Assistant Section Officer in the pay matrix level-6(pre-revised Pay	01(one) anticipated post (likely	Holding analogous post in the same scale of pay on regular basis in the parent cadre/ Department /Organization <b>Or</b>	1. Excellent noting/drafting, typing skills, proficiency in handling Computers



Band II Rs.9300-34800 plus grade pay of Rs 4200)	to vary)	Having 5(five) years of regular services in the pay matrix Level-4/Pre-revised pay scale of Rs. 5200-20200+GP Rs. 2400/-	with Excellent Computer skills 2. Experience in handling cash, Finance/ /Accounts/Administrative/Legal/Establishment Matters/Budget Policy matters/Implementation of Government schemes, etc
--	----------	--	--

2. **Period and other terms and conditions 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 17.06.2010. The terms and conditions of deputation will be governed by the DoP&T's aforementioned O.M. of 17.6.2010 and Government of India's instructions issued from time to time on the subject.

**Age Limit**

The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application.

**Eligibility for Government Accommodation.**

As per the ongoing arrangement (further continuity of which is subject to approval of Ministry of Urban Development), the officers appointed in the UIDAI will be eligible for General Pool Residential Accommodation at par with Central Government employees.

3. Eligible and willing candidate may apply through proper channel in prescribed format - **Annexure I**. Cadre authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately on their selection. The applications of only such officers would be considered that are routed through proper channel and are accompanied by following documents:

- Application in prescribed proforma - **Annexure I**
- Cadre Clearance Certificate from the Controlling Authority
- Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years **Annexure II**
- Vigilance Clearance/Integrity Certificate (**Annexure II**)
- Photocopies of the ACRs/APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary or equivalent (**Annexure II**).

4. While forwarding the application it may also be verified and certified by the cadre controlling authority that the particulars furnished by the applicant are correct (Annexure II).

5. The applications of suitable and eligible officers complete in all respect, in the

Prescribed format (Annexure-I), along with documents listed in para 3 and 4 above may be forwarded to **Assistant Director General, Unique Identification Authority of India (UIDAI), Regional Office, 1<sup>st</sup> Floor Block-V, HOUSEFED COMPLEX, Beltola-Basistha Road, PO, Assam Sachibalaya Dispur, Guwahati-781006. The last date for receipt of applications complete in all respect is 25-06-2018.** Candidates who apply for the post will not be allowed to withdraw their candidature subsequently. Since this vacancy is to be filled up on deputation basis, private candidates are not eligible.

6. Applications received after the last date or otherwise found incomplete shall not be entertained.

7. UIDAI reserves the right to withdraw the vacancy circular at any time without assigning any reasons.



(Piyush Chetiya)  
Assistant Director General  
Tel: 0361-2228081

To,

1. The Assistant Director General (Estt.), Unique Identification Authority of India, Ministry of Electronics and Information Technology (MeitY) Jeevan Bharati Building, Tower-1, 2<sup>nd</sup> Floor, Connaught Circus, New Delhi-110001 with the request to upload the enclosed vacancy circular on the UIDAI's website.
2. The Under Secretary (CS-II), CS Division, Deptt of Personnel & Training, LokNayak Bhavan, New Delhi- with the request to upload the enclosed vacancy circular on the DoP&T's website.
3. All central Government Departments whose office/Headquarters located at Guwahati.
4. Secretary, Department of Personnel & Training, Government of Assam/ Meghalaya/ Manipur/Mizoram/Nagaland/Arunachal Pradesh/ Tripura /Sikkim.
5. Notice Board, UIDAI, RO, Guwahati.



## Annexure-I

**APPLICATION FOR THE POST OF SECTION OFFICER/ASSISTANT SECTION OFFICER IN RO, UIDAI, GUWAHATI**  
(Since this vacancy is to be filled up on deputation basis, private candidates are not eligible)

Paste Your  
recent  
passport  
size  
photographs

1	Name	
2	Date of Birth	
3	Present Post	
4	Date from which the present post is held on regular basis	
6	Service	
7	Parent Cadre	
8	Date of joining Service	
9	Pay Matrix of the present post	
10	Basic Pay drawn	
11	Old pay Scale-Grade Pay	
12	Whether the eligible criteria prescribed for the post are satisfied	
13	Mobile/Office/Residence Number	Mobile: Office: Res:
14	Educational / Professional Qualification (Please mention Graduation level and above)	
	Sl.No	Qualification
	Subject	Year Division
	Institution/University Place/Country	
15	Details of Experience/employment (please attach a separate sheet, if required)	
	Sl no	Office
	Post held	From
	To	Pay Band along with Grade pay
16	Date of retirement under Central Governments rule	
17	Training(s) undergone	

Certified that information furnished above by me is correct in all respect to the best of my knowledge & belief.

Date & Place

(Signature of the Candidate)

130

Annexure-II

To be filled up by the cadre controlling authority

Office of .....

F.No.....

Date:.....

1. The applicant, if selected, will be relieved immediately
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. No Vigilance case is pending/contemplated against the Officer
6. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
7. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an officer not below the rank of Under Secretary or equivalent.

Signature.....

Name, Designation &Tele of the forwarding officer

(Office Stamp)

Date:

Place: