

No.UIDAI/RO/Chd./HRD/PS/29/4/2018- 1071-78  
 Ministry of Electronics & Information Technology (MeitY)  
 Unique Identification Authority of India (UIDAI)  
 Regional Office, SCO 139-141, 3<sup>rd</sup> & 4<sup>th</sup> Floor  
 Sector-17 C, Chandigarh-160017.

Advt.No.43/2018

Dated: 11.6.2018

**Sub: Vacancy Circular for the post of Private Secretary on deputation in UIDAI, RO Chandigarh.**

The Unique Identification Authority of India (UIDAI), invites applications for filling up six posts (likely to vary) of Private Secretary in the Pay Matrix Level-8 (pre-revised Pay Band -II, Rs. 9300-34800 plus Grade Pay of Rs.4800/- ) on deputation basis in Regional Office, Chandigarh from amongst suitable and eligible officers. The eligibility criteria and qualifications for this post are as under:-

Name of the post and pay band with Grade Pay	No.of vacant posts	Eligibility Criteria	Desirable Qualifications/Experience.
Private Secretary in the Pay Matrix Level-8 (pre-revised Pay Band -II, Rs. 9300-34800 plus Grade Pay of Rs.4800/- )	06 (Likely to vary)	Holding analogous post in the Pay Matrix Level-8 (pre-revised Pay Band -II, Rs. 9300-34800 plus Grade Pay of Rs.4800/- ) Or Having two years of regular service in the Pay Matrix Level-7 (pre-revised Pay Band -II, Rs. 9300-34800 plus Grade Pay of Rs.4600/- ) Or Having five years of regular in the Pay Matrix Level-6 (pre-revised Pay Band -II, Rs. 9300-34800 plus Grade Pay of Rs.4200/- )	Good Stenographic and Typing skills.  Proficiency in handling computers with excellent Computer skills.

**Field of Selection:** Only regular employees of Central Govt./State Govt./UTs/PSUs/ Autonomous Bodies are eligible to apply.

**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 OM.No. 6/8/2009-Estt(Pay-II) dated 17.06.2010. The terms and conditions of deputation will be governed by the aforementioned DoP&T's 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 accompanied by following documents:

- i) Application in prescribed proforma –**Annexure-I**
- ii) Cadre Clearance Certificate from the Controlling Authority.
- iii) Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years –**Annexure-II**
- iv) Vigilance Clearance/Integrity Certificate (**Annexure-II**)
- v) Photocopies of the ACRs/APARs for the last five years duly attested on each page by an officer not below the level of Under Secretary of 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 ADG(Admn), UIDAI, Regional Office, SCO-139-141, 3<sup>rd</sup> & 4<sup>th</sup> Floor, Sector-17 C, Chandigarh-160017. The last date for receipt of applications complete in all respect is 1<sup>st</sup> August, 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 and retired employees are not eligible.

6. Applications received after due 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 reason.

  
Dy. Director (Admn)  
UIDAI, RO Chandigarh  
Tel: 0172-2704139

To,

1. The Assistant Director General (Admn) UIDAI, HQ, New Delhi.
2. Under Secretary (CS-II) CS Division, Deptt. of Personnel & Training, Lok Nayak Bhawan, New Delhi with the request to upload the enclosed vacancy circular on the DoP&T's website.
3. The Chief Secretary to Govt. of Himachal Pradesh, H.P. Sectt., Shimla-171001 with the request to give wide publicity to the advertisement in their Departments/Offices.
4. The Chief Secretary to Govt. of Haryana, 4<sup>th</sup> Floor, Haryana Civil Secretariat, Sector-1, Chandigarh with the request to give wide publicity to the advertisement in their Departments/Offices.
5. The Chief Secretary to Govt. of Punjab, 6<sup>th</sup> Floor, Punjab Civil Secretariat, Sector-1, Chandigarh, with the request to give wide publicity to the advertisement in their Departments/Offices.
6. The Advisor, UT Chandigarh with the request to give wide publicity to the advertisement in their Departments/Offices.
7. The IEC Manager, UIDAI, RO Chandigarh for publication the above advertisement in the Newspapers like, Employment News, The Tribune & Dainik Bhaskar.

## Annexure-I

Application for the post of Private Secretary on deputation basis in UIDAI RO Chandigarh  
(Since this vacancy is to be filled up on deputation basis, private candidates are not eligible)

1.	Name		Paste your recent passport size photograph
2.	Date of Birth		
3.	Present Post		
4.	Date from which the present post is held on regular basis		
5.	Present place of posting		
6.	Service & Batch		
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 eligibility criteria prescribed for the post are satisfied.		
13.	Mobile/Office/Residence No.	Mobile: _____ Office: _____ Res: _____	
14.	Educational/Professional Qualification (Please mention Graduation and above)		

S.No.	Qualification	Subject	Year/Division	Institute/ University/Place/ Country	
15.	Details of Experience/employment( Please attach a separate sheet, if required)				
Sl.No.	Office	Post held	From	to	Pay Band alongwith GP
16.	Date of retirement under Central Government Rules				
17.	Training(s)undergone				

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

Date & Place:

Signature of the Candidate

**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 or being contemplated against the officer.
6. It is certified that no penalty has been imposed on the applicant during the last 10years (Alternatively, penalty statement during the last 10years may be enclosed).
7. Attested photocopies of up-to-date ACRs/APARs for the last 05 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: