

No. UIDAI/RO/Chd/Admn/29/4/2017-10748-53
Ministry of Electronics & Information Technology(MeitY)
Unique Identification Authority of India
SCO-139-141, 3rd & 4th Floor, Sector-17 C, Chandigarh-160017.

Dated: 03.10.2017

VACANCY CIRCULAR FOR FILLING UP THE VACANT POST OF STENO IN UNIQUE IDENTIFICATION AUTHORITY OF INDIA (UIDAI) RO CHANDIGARH ON DEPUTATION BASIS ONLY

.....

Adv.No.39/2017

The Unique Identification Authority of India (UIDAI) invites applications for filling up one post of Steno on deputation in the Pay Matrix Level -6(Pre-revised pay band Rs.9300-34800 + 4200 GP) on deputation basis in Regional Office Chandigarh from amongst suitable/eligible employees. The eligibility criteria for this post are as follows:-

Name of the post and pay band with Grade Pay	No.of posts vacant.	Eligibility Criteria	Desirable Qualifications/ Experience.
Steno PB-II (Rs.9300-34800 + 4200 G.P. Level 6 in the Pay Matrix of Revised Pay Scale of 7 th Pay Commission.	01	Holding analogous post in the parent cadre in the same scale of pay (Rs.9300-34800+4200) PB-II Or Having four years of working experience in the scale of Rs.5200-20200 + 2400(pre-revised)	Good Stenographic and typing skills. Proficiency in handling computers.

Field of Selection:

Officers of Central Govt./State Govt./UTs/PSUs/Autonomous Bodies.

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 O.M.of 17.6.2010 and Govt. of India's instructions issued from time to time on the subject.

Age Limit for deputation:

The maximum age limit for appointment on deputation shall not exceed 56years as on the closing date 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 official 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 with 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 years **Annexure-II**.
- iv) Vigilance Clearance/Integrity Certificate **Annexure-II**.
- v) Photocopies of ACRs/APARs for the last five 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 candidates complete in all respect, in the prescribed format (Annexure-I) alongwith documents listed in Para 3 and above may be forwarded to **ADG(Admn), Unique Identification Authority of India (UIDAI), Regional Officer, SCO-139-141, Chandigarh -160017**. **The last date for receipt of applications will be 25th January 2018**. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

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 reason.


Deputy Director (Admn)
UIDAI, RO Chandigarh
Tel.0172-2714141

To,

1. The ADG (Estt) UIDAI, HQ, New Delhi with the request to upload the enclosed vacancy circular on the UIDAI's website.
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, 4th 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, 6th Floor, Punjab Civil Secretariat, Sector-1, Chandigarh, with the request to give wide publicity to the advertisement in their Departments/Offices.
6. The IEC Manager, UIDAI, RO Chandigarh for publication the above advertisement in the Newspapers like, Employment News, The Tribune, & Dainik Bhaskar.

Advt.39/2017**Application for the post of Steno in UIDAI, RO, CHANDIGARH (on deputation basis)**

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 & Batch	
7.	Parent cadre	
8.	Date of joining service	
9.	Pay Band of the Present Post/Pay Matrix	
10.	Basic Pay drawn	
11.	Grade Pay	
12.	Whether the eligibility criteria prescribed for the post are satisfied.	
13.	Mobile/Office/Residence No.	
14.	Educational/Professional Qualification (Please mention Graduation and above.	

Paste your recent passport size photograph

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 respects to the best of my knowledge and belief.

Date & Place:

Signature of the Candidate

Annexure-II

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 circular/advertisement.
4. The candidate is clear from vigilance angle and his integrity is certified as 'Beyond Doubt'.
5. 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)
6. Photocopies of up-to-date ACRs/APARs for the last 05 years duly attested on each page by an officer not below the rank of Under Secretary or equivalent are enclosed.
- 7.
8. Certified that the service particulars given by the applicant have been verified from his/her service records and found to be correct.

Signature
Name, Designation & Tele.of the forwarding officer.
(Office Stamp)

Date:

Place: