

**UIDAI/Mum/1/1/2013-Pers/
Planning Commission
Unique Identification Authority of India
Regional Office Mumbai
7th Floor, MTNL Exchange
G.D. Somani Marg, Cuffe Parade, Mumbai – 400 005**

12th July, 2013

OFFICE MEMORANDUM

Subject: Filling up of various positions in Unique Identification Authority of India (UIDAI),
Regional Office, Mumbai

The Unique Identification Authority of India (UIDAI Authority) is in the process of filling up various posts on deputation basis for its Regional Office at Mumbai.

2. The initial period of deputation shall be for three years extendable by a further period of two years as per GOI, DOPT OM No.6/8/2009-Estt(Pay-II) dated 17.06.2010 as amended from time to time. The terms and conditions of deputation will be governed by aforesaid DOPT OM dated 17.06.2010.

3. The officials appointed in the UIDAI will be eligible for General pool Residential Accommodation at par with Central Government employees at Mumbai

4. A vacancy circular for various positions in UIDAI is attached herewith as **Annexure I**. It is requested that the applications of eligible candidates who can be spared immediately in the event of their selection may be forwarded to UIDAI Regional Office Mumbai in the Performa as per **Annexure – II** along with duly attested photocopies of last five years ACRs and vigilance clearance of the applicants. The application may be forwarded to Assistant Director General, UIDAI, Regional Office, Mumbai, 7th Floor, MTNL Exchange Building, G.D. Somani Marg, Cuffe Parade, Mumbai – 400005. Tel. 22163492/93/94/95

The Last date for receiving the applications is 30th September, 2013.

The vacancy circular along with the Performa can be seen on the UIDAI website www.uidai.gov.in/www.uidai.nic.in.

(Dr. Ajay Bhushan Pandey, IAS)
Dy. Director General
UIDAI, RO, Mumbai

VACANCY POSITION CIRCULAR FOR VARIOUS POSITIONS IN REGIONAL OFFICE MUMBAI

| Sl. No. | Name of Post | Total Vacancy | Pay Scale | Field of Selection | Pay scale Eligibility Conditions | Desired Qualification / experience |
|---------|-------------------|---------------|-----------------------|--|---|---|
| 1. | Deputy Director | 1 | 15600-39100 + GP 6600 | On Deputation from Central Government/State Government/ UTs / PSUs/Autonomous Bodies | Holding equivalent post in the same scale of pay in the parent organisation or having five years of working experience at least in the scale of Rs.9300-34800+5400 or equivalent or having six years experience in the scale of Rs.9300-34800 + 4800. | Five years experience in Administration Establishment budgeting/procurement planning and policy formulation of Government schemes and projects . Excellent Computer Skills |
| 2. | Section Officer | 1 | 9300-34800 + GP 4800 | On Deputation from Central Government/State Government/ UTs / PSUs/Autonomous Bodies | Holding equivalent post in the same scale of pay in the parent organisation or having five years of working experience at least in the scale of Rs.9300-34800+4200 | Two year of experience in Administration /Establishment/ budgeting/procurement, planning and policy formulation of Government schemes and projects Excellent computer skills |
| 3. | Assistant | 2 | 9300-34800 + GP 4200 | On Deputation from Central Government/State Government/ UTs / PSUs/Autonomous Bodies | Holding equivalent post in the same scale of pay in the parent organisation or having four years of working experience at least in the scale of Rs.5200-20200+2400 | Excellent drafting, typing skills. Proficiency in computers. Experience in handling Administrative matters |
| 4. | Private Secretary | 6 | 9300-34800 + GP 4800 | On Deputation from Central Government/State Government/ UTs / PSUs/Autonomous Bodies | Holding analogous post in the same scale of pay in the parent organisation or having five years of working experience at least in the scale of Rs.9300-34800 + 4200 | Good stenographic and typing skills Proficiency in handling computers. |
| 5. | Stenographer | 1 | 9300-34800 + GP 4200 | On Deputation from Central Government/State Government/ UTs / PSUs/Autonomous Bodies | Holding analogous post in the same scale of pay in the parent organisation or having four years of working experience at least in the scale of Rs.9300-34800 + 2400 | Good stenographic and typing skills Proficiency in handling computers. |

Note:

- i. Applicants must have extensive work experience in Maharashtra, Gujarat, or Goa

- ii. Applicants must have good command over English language and one of the State languages - Marathi, Gujarati & Konkani
- iii. The number of vacancies are likely to vary

Annexure-II to UIDAI/Mum/1/1/2013-Pers/ 12th July, 2013

Proforma

Application for deputation in Unique Identification Authority of India, Regional Office, Mumbai

1. Post applied for
2. Name of the Applicant
3. Date of Birth
4. Whether belongs to SC/ST
5. Present place of posting
6. Parent Organization
7. Service to which belongs to
8. Educational Qualification
 - a) Academic
 - b) Professional
9. Present post and pay scale and Grade Pay of the present post
10. Date from which the present post is held on regular basis
11. Whether the eligibility criteria prescribed for the post are satisfied
 - a) Essential Criteria
 - b) Desirable Criteria
12. Details of experience /employment (attach separate sheet, if required)

| Office/ Institution | Post Held | From | To | Scale of Pay along with GP | Nature of duties |
|------------------------|-----------|------|----|-------------------------------|---------------------|
| | | | | | |
| | | | | | |

13. Knowledge of Computer

14. Remarks

Signature of the Candidate
Address
Mobile No
E-mail Id:

Date

N.B.:

1. A Pay Certificate indicating the present scale of Pay and Grade Pay as per 6th CPC scales of the Applicant duly attested by the DDO may be attached alongwith the application.
2. The applications without copies of last 5 years ACR / APAR and Vigilance Clearance will not be entertained.

To be countersigned by the Controlling Authority