

**No.A-12013/21/ADG(D)/10-UIDAI (Vol. VI) (Part)**

Government of India  
NITI Aayog (National Institution for Transforming India)  
Unique Identification Authority of India

2<sup>nd</sup> Floor, Tower -1, Jeevan Bharti Building  
Cannaught Circus, New Delhi-110001

Dated: 16<sup>th</sup> September 2015

**CIRCULAR**

.....

**Subject: Vacancy circular on deputation basis for the post of Assistant Director General (Director Level) at HQ, UIDAI**

Unique Identification Authority of India (UIDAI), intends to fill up one post of Assistant Director General (ADG) (Director level) in its Headquarters at Delhi in Pay Band IV (Rs. 37400-67000) plus Grade Pay of Rs. 8700/-on deputation. The eligibility criteria and qualification for this post is as follows:-

**Eligibility:**

- i. Officers of Central Government/State Governments/UTs/ PSUs/ Autonomous bodies holding analogous posts to that of Director's post in the Central Government Ministries;
- ii. Officers who may be at the end of their tenure under Central Staffing Scheme and may be interested in continuing on deputation under Non-Central Staffing Scheme subject to 'No Objection Certificate' from DoP&T.
- iii. Officers of Army/Navy/Airforce with core expertise in IT and holding analogous posts to that of Director's post in Central Government Ministries/Departments.

**Desirable Experience:**

Experience of Management of IT Projects, IT Networks, Data centers, IT Inventory Management, Information Security Management including Governance, Risk, Compliance and performance Appraisal.

**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 aforementioned DoP&T's O.M. of 17.6.2010.

**Age Limit**

The maximum age limit for appointment on deputation shall be 56 years as on the date of closing of the application.

## **Eligibility for Government Accommodation**

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

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 selection. The applications of only such officers would be considered that are routed through proper channel and are accompanied by following documents:

- i. Application in duplicate 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(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. It is therefore, requested that the application (in duplicate) of suitable and eligible officers, enclosing documents listed in para 3 above may be forwarded to **ADG (Estt), Unique Identification Authority of India(UIDAI), 2<sup>nd</sup> Floor, Tower 1, Jeevan Bharti Building, Cannaught Place, New Delhi-1. The last date for receipt of applications complete in all respect is 6<sup>th</sup> Nov. 2015.** Candidates who apply for the post will not be allowed to withdraw their candidature subsequently

6. Application 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.

(S.D Sharma)  
Assistant Director General (Estt)  
Tel: 23466869

To,

1. All Ministries/Departments of the Govt of India, It is requested that the vacancy may be given wide publicity in the attached & subordinate Offices under them.
2. All the State Governments, including Union Territories are requested to give wide publicity to the vacancy in their various Departments/Offices.
3. All Public Sectors Undertaking/Statutory or Autonomous Organisations/MOD AFHQ/AIR HQ/NAVY HQ/Bureau of Indian Standards, New Delhi.
4. Deputy Secretary (MM-I), (Shri J. Srinivasan), Deptt of Personnel & Training, Office of the Establishment Officer, North Block, New Delhi- with the request to upload the enclosed vacancy circular on the DoP&T's website.
5. Media Division, UIDAI, HQ, for publication of above Advt. in National Dailies and Employment News

**APPLICATION FOR THE POST OF ADG IN HQ, UIDAI, DELHI**

1. Name of applicant with Complete Office Address, e-mail & Telephone No. (in Block letters) .....
2. Date of Birth (in Christian era) .....
3. Date of retirement under Central/State Govt. Rules .....
4. Educational Qualifications .....
5. Whether belongs to Organised Gr. A Service Yes/No  
If Yes, then mention Name of Service and Batch
6. Whether Educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same

		Qualification/Experience required	Qualification/Experience possessed by the Officer
Essential	(1)		
	(2)		
	(3)		

7. Post held on regular (i.e. substantive) basis and the date from which held with pay scale .....
8. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post .....
9. Details of Employment, in chronological order, enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

<u>Office/Instt/Orgn</u>	<u>Post held</u>	<u>From</u>	<u>To</u>	<u>Scale of pay and basic pay</u>	<u>Nature of duties</u>

10. Nature of present employment, i.e. adhoc or temporary or permanent .....
11. In case the present employment is held on deputation/contract basis, please state
  - (a) The date of initial appointment .....
  - (b) The period of appointment on deputation/contract .....
  - (c) Name of the parent office/organization to which you belong .....

12. Training/Courses attended .....
13. Additional details about your present employment  
Please state whether working under:
- i. Central Government .....
  - ii. State Government .....
  - iii. Autonomous Organizations .....
  - iv. Government Undertakings .....
  - v. Universities .....
14. Additional information, if any, which you would like to mention in support of your suitability for the post.  
Enclose a separate sheet, if the space is insufficient. ....

Date:

(SIGNATURE)  
Mobile No.

Certified that the service particulars given by the applicant have been verified from his/her service records and found to be correct.

Signature with seal of the Competent Authority

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. 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).
6. 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: