

F. No. A-11019/16/2011/Adm/UIDAI (RO-Delhi)Vol-III

भारत सरकार

Government of India

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय

Ministry of Electronics & Information Technology

भारतीय विशिष्ट पहचान प्राधिकरण

Unique Identification Authority of India

क्षेत्रीय कार्यालय-दिल्ली

Regional Office-Delhi

भूतल, प्रगति मैदान मेट्रो स्टेशन,
प्रगति मैदान, नई दिल्ली-110001

दिनांक: 19th May, 2017

Subject : Vacancy circular for the post of Private Secretary (PS) on deputation in UIDAI, RO Delhi.

Unique Identification Authority of India (UIDAI),, RO Delhi invites applications for filling up of 03 (three) posts of Private Secretary(PS) in the Pay Matrix Level -8 (pre-revised Pay Ban II ₹ 9300-34800 plus Grade Pay of ₹ 4800/-) on deputation basis in its office located at Delhi from amongst suitable and eligible officers. The eligibility criteria and qualifications for this post are as follows:-

Eligibility:

Holding analogous post in the parent cadre in the same Pay Matrix Level -8/ pre-revised pay scale ₹ 9300-34800 + GP ₹4800.

Having five years of regular service in the pay matrix Level -6/ pre-revised Pay scale of ₹ 9300 - ₹34800 GP ₹ 4200/-

Desirable Experience :

Good Stenographic and Typing Skills and proficiency in handling computers.

2. Period and other terms and conditions of deputation

The initial period of deputations 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 17.06.2010 and Government of India's instruction 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.

Contd...2/p...

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 application 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.


- i. Application in prescribe preformed-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. Vigilances 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. The applications of suitable and eligible officers complete in all respect, in the prescribed format (Annexure-I, alongwith documents listed in para 3 and 4 above may be forwarded to **ADG(ADMN), UNIQUE IDENTIFICATION AUTHORITY OF INDIA (UIDAI), RO DELHI, GROUND FLOOR, PRAGATI MAIDAN METRO STATION, PRAGATI MAIDAN, NEW DELHI – 110001. THE LAST DATE FOR RECEIPT OF APPLICATIONS COMPLETE IN ALL RESPECT IS 27th June 2017.** 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, RO Delhi reserves the right to withdraw the vacancy circular at any time without assigning any reasons.


(Kumar Rakesh Sinha)
Assistant Director General (Admn)
Tel : 23481103

To,

1. All Ministers / Departments of the Govt. of India, It is requested that the vacancy may be given wide publicity in the attached & subordinate officers under them.
2. All the State Governments, including Union Territories are requested to give wide publicity to the vacancy in their various Departments/ Officers.
3. All Public Sectors Undertaking/Statutory or Autonomous Organisations /O/o JS Trg. & CAO/AIR HQ/NAVY HQ Director (Estt) Bureau of Indian Standards, New Delhi.
4. Under Secretary (CS-II), CS Division, Deptt. of Personnel & Training Lok Nayak Bhavan, New Delhi with the request to upload the enclosed vacancy circular other DoP& T's website.
5. Media Division, UIDAI HQ, for publication of above advertisement in National Dailies.

ANNEXURE-I

APPLICATION FOR THE POST OF

IN UIDAI, RO NEW DELHI

1	Name				
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				
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 Number			Mobile: _____	
				Office: _____	
				Resi: _____	
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 alongwith Grade Pay
16	Date of retirement under Central Government Rules				
17	Training(s) Undergone				

Paste your recent
Passport size
Photographs

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)

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 for the officer have been checked form 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: