

**VACANCY CIRCULAR FOR THE POST OF
SECTION OFFICER AND ASSISTANT IN
UNIQUE IDENTIFICATION AUTHORITY
OF INDIA (UIDAI) REGIONAL OFFICE,
BANGALORE**



The Authority invites applications on the prescribed form for the following post on deputation in its Regional office located at Bangalore

S. No	Name of the post	Number of the post vacant	Pay scale with grade pay
01	Section officer	01	(Rs.9300-34800+4800)
02	Assistant	01	(Rs. 9300-34800+4200)

For application form, eligibility criteria, desirable qualification/experience and related details, please Visit: www.uidai.gov.in. Applications completed in all respects along with the CRs, Vigilance clearance etc should be sent through proper channel to ADG (Estt), UIDAI Regional Office, Bangalore on or before 16.12.2015.

Sd/-
Deputy Director

**VACANCY CIRCULAR FOR POST IN REGIONAL OFFICE, BANGALORE OF UNIQUE
IDENTIFICATION AUTHORITY OF INDIA (UIDAI)**

The Authority would like to fill up one post of Section Officer and Assistant in Regional Office located at Bangalore as per the following details:

Eligibility Criteria and Desirable Qualifications/Experience the post is as under:

Name of the post and pay scale with Grade pay	Eligibility Criteria	Desirable Qualifications/Experience
Section Officer (Rs. 9300-34800 + 4800)	i) Holding analogous post in the same scale of pay; or ii) Having five years experience in the scale of Rs. 9300-34800 with Grade Pay of Rs.4200.	2 years experience in Admn./ Estt./ budgeting / procurement/planning and policy formulation/ implementation of Government schemes and projects. Excellent Computer skills.
Assistant (Rs.9300-34800+ 4200)	i) Holding analogous post in the same scale of pay; or ii) four years experience in the scale of Rs.5200-20200+2400	Excellent drafting, typing skills, Proficiency in computers. Experience in handling Administrative matters/budget/policy matters/ implementation of Government Schemes

Other details:

Field of Selection:	Officers of Central Government / State Governments / UTs / PSUs / Autonomous bodies
Period and other terms and condition 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 17.06.2010.
Eligibility for Government Accommodation	The officer appointed in the UIDAI will be eligible for General Pool Residential Accommodation at par with Central Government employees.
Last Date for receipt of applications complete in all respects:	On or before 16.12.2015
Documents to be forwarded along with application:	The application along with Cadre clearance/Vigilance clearance from Department and copies of last five years ACRs duly attested by an officer not below the rank of Under Secretary should be forwarded through parent Department in the prescribed format attached. Incomplete applications are liable for rejection.
Address for Communications: The applications may be forwarded on the prescribed format to the Regional Office Bangalore	Assistant Director General (Estt) UIDAI Regional Office, No.49, Khanija Bhavan, Race Course Road, Bangalore – 560001 Telephone : 080 22340104

**APPLICATIONS FOR THE POST OF SECTION OFFICER / ASSISTANT IN
UIDAI, REGIONAL OFFICE, BANGALORE**

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 and Batch				
7	Parent Cadre				
8	Date of joining service				
9	Pay Band of the present post				
10	Basic pay drawn				
11	Grade pay				
12	Whether the eligibility criteria prescribed for the post are satisfied				
13	Educational / Professional Qualification (Please mention Graduation and above)				
	Sl. No	Qualification	Subject	Year / Division	Institution / University Place / Country
14	Details of Experience / employment (Please attach a separate sheet, if required)				
	Office	Post Held	From	To	Pay Band along with Grade pay
15	Date of retirement under Central Government Rules				
16	Training(s) undergone				

Certified that the above information furnished by me is correct.

(Signature of the Candidate)

Note:

- i) The above applications should be forwarded through the parent Department /Organization along with Cadre Clearance / Vigilance Clearance and copies of five years Annual Confidential Records, duly attested by an officer of the level of under Secretary.
- ii) Applications not forwarded through parent organization along with requisite documents will not be considered.
- iii) Only serving Officers of Central Government/State Government/UTs/Autonomous bodies are eligible to apply.