

Govt. of India
Ministry of Electronics & Information Technology (MeitY)
Unique Identification Authority of India (UIDAI)
Regional Office, SCO-139-141, Sector-17 C, Chandigarh

Subject: Vacancy circular for the post of Private Secretary on deputation in UIDAI, RO Chandigarh.

The Unique Identification Authority of India (UIDAI) invites applications for filling up total four posts (likely to vary) of Private Secretary on deputation in the Pay Matrix Level -8 (Pre-revised pay band Rs.9300-34800 + 4800 GP) on deputation basis in Regional Office Chandigarh from amongst suitable/eligible employees/ retired employees (in case no suitable candidate is found eligible, the post will be filled from retired employees). The eligibility criteria for this post are as follows:-

Name of the post and pay scale with Grade Pay.	Number of vacant posts.	Eligibility Criteria	Desirable Qualifications/Experience.
Private Secretary Pay Band II (Rs. 9300-34800) plus Grade Pay of Rs. 4800/- (Pre-revised)	04 (likely to vary)	Holding analogues post in the parent cadre in the same Pay Matrix Level-8/ pre-revised pay scale of Rs.9300-34800+4800 Grade Pay or Having two years of regular service in PB-II (Rs.9300-34800+ GP 4600/- (pre revised)Pay Matrix 7 or Having five years of regular service in the PB-II (Rs.9300-34800+ GP 4200/- (pre revised)Pay Matrix-6	Good stenographic and typing skills. Proficiency in handling computers with excellent computer skills.

Eligibility :

Officers of Central Government/State Governments/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 DoPT's aforementioned O.M. of 17.6.2010 and Government 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.

Age Limit and Pay Structure for retired employees:

A consolidated amount of Rs.25, 000/-(Rs. Twenty Five Thousand) will be paid on selection and retiree should not be more than 65years of age as on the 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 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 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:-

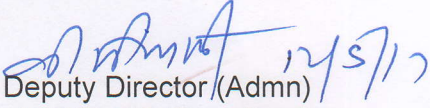
- i) Application in prescribed proforma **Annexure-I**.
- ii) Cadre Clearance Certificate from the Controlling Authority.
- iii) Statement giving detail of major/minor penalties imposed upon the officer, if any, during the last ten years **Annexure-II**.
- iv) Vigilance Clearance/Integrity Certificate **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 officers 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 15days from the date of publication of the advertisement in the **Employment News**. 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.

Annexure-I

Advt.36/2017

Application for the post of Private Secretary in UIDAI, RO, CHANDIGARH (on deputation basis/retired employees.

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. 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: