

**VACANCY CIRCULAR FOR THE POST OF PRIVATE SECRETARY IN
UNIQUE IDENTIFICATION AUTHORITY OF INDIA (UIDAI), HQ**

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Name of the Post:

The Authority would like to fill up the post of **Private Secretary** in HQ, UIDAI

Name of the Post and pay scale with Grade Pay	Number of vacant posts	Eligibility Criteria	Desirable Qualifications/ Experience
Private Secretary (Rs. 9300-34800+4800)	02 (likely to increase)	i. Holding analogous post in the same scale of pay; or ii. having five years experience in the scale of 9300 34800+4200	Good Stenographic and Typing skills Proficiency in handling computers

Field of Selection:

Officers of Central Government/ State Governments /PSUs/ Autonomous bodies

The maximum age of applicants for deputation should be below 56 years as on the closing date of receipt of applications.

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 17.06.10. The terms and conditions of deputation will be governed by the aforementioned DoP&T's O.M. of 17.6.10.

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 is 05th December 2012.

Documents to be forwarded alongwith application:

The applications along with Cadre clearance/Vigilance clearance from Departments and copies of five years ACRs duly attested by an officer of the level of Under Secretary should be forwarded through Parent Departments in the prescribed format attached.

Address for communication:

The Assistant Director General (Estt.)
Unique Identification Authority of India (UIDAI)
2nd Floor, Tower-I, Jeevan Bharti Building
Connaught Place
New Delhi – 110 001

Application for the post of _____

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 alongwith Grade Pay

15	Date of retirement under Central Government Rules	
16	Training(s) undergone	
17	Contact Number	

Certified that information furnished above by me is correct

(Signature of the Candidate)

- NOTE:**
- The above application should be forwarded through the Parent Department/ organisation alongwith Cadre Clearance/Vigilance Clearance and copies of five years Annual Confidential Records , dully attested.
 - Applications not forwarded through parent organisation alongwith requisite documents will not be considered.
 - Only serving Officers of Central Government/ State Governments /PSUs/ Autonomous bodies are eligible to apply.