

No. A-12013/21(SO/HQ)11-UIDAI (Estt)
Government of India
NITI Aayog
Unique Identification Authority of India
2nd Floor, Tower – 1, Jeevan Bharti Building
Cannaught Circus, New Delhi – 110001

Dated : 07th April, 2015

**VACANCY CIRCULAR FOR FILLING UP THE POST OF SECTION OFFICER IN
UNIQUE IDENTIFICATION AUTHORITY OF INDIA (UIDAI), DELHI AT
HQ/UIDAI, DATA CENTRE, MANESAR.**

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Unique Identification Authority of India (UIDAI), an attached office of the NITI Aayog, intends to fill up the posts of **Section Officer** in Headquarters at Delhi/Data Centre, Manesar in Pay Band II (Rs. 9300 -34800) plus Grade Pay of Rs. 4800/- on deputation. The eligibility criteria and qualification for the post are as follows:

Name of the Post and pay scale with Grade Pay	Number of likely vacancies	Eligibility Criteria	Desirable Qualifications/ Experience
Section Officer PB – II (Rs.9300-34800+4800)	05 (Likely to increase)	Holding analogous post in the same scale of pay (9300-34800+4800) PB-II in the parent cadre Or Having five years of working experience in the scale of 9300-34800+4200/-	2 years experience in Administration/ Establishment/ Budgeting/Procurement/ Planning and Policy formulation/of Government schemes and projects. Excellent Computer skills.

Field of Selection:

Officers of Central Government/State Governments/PSBs/PSUs/UTs Autonomous bodies.

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.

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

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 08 May 2015

Documents to be forwarded along with application: Eligible and willing candidate may apply through proper channel as per the 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 in the event of their selection. The application of only such officers would be considered that are routed through proper channel and are accompanied by following documents:

- i. Vigilance Clearance / Integrity Certificate (Item No. 4 of **Annexure II**)
- ii. 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 (Item No. 5 of **Annexure II**).

While forwarding the application it may also be certified by the cadre controlling authority that the particulars furnished by the applicant have been verified from his service records and found to be correct (item No. 6 of **Annexure II**)

5. It is therefore, requested that the application in respect of suitable and eligible officers, enclosing documents listed as above may be forwarded to **ADG (Estt), Unique Identification Authority of India (UIDAI), NITI Aayog, 2nd Floor, Tower – I, Jeevan Bharti Building, Cannaught Circus, new Delhi – 110001. The last date for receipt of applications complete in all respects is 08.05.2015.** Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Applications received after the last date or otherwise found incomplete shall not be entertained. UIDAI reserves the right to withdraw the vacancy circular at any time without assigning any reasons.

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

**Application for the post of Section Officer in
UIDAI HQ, New Delhi/Data Centre, Manesar**
(Candidate must specifically mention the place for which application is made)

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	

Certified that information furnished above by me is correct

Place and Date :

(Signature of the Candidate)

To be filled 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 circular / advertisement.
4. The candidate is clear from vigilance angle and his Integrity is certified as 'Beyond Doubt'.
5. Photocopies of ACRs/APARs for the last five years duly attested on each page by an officer not below the rank of Under Secretary or equivalent are enclosed.
6. 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 / Issuing Authority

Date :

Place :

No.A-12013/21(SO)/09-UIDAI
Government of India
NITI Aayog
Unique Identification Authority of India
2nd Floor, Tower-I, Jeevan Bharti Building
Connaught Circus, New Delhi – 1

**VACANCY CIRCULAR FOR THE POST OF SECTION OFFICER ON
DEPUTATION**

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Unique Identification Authority of India (UIDAI), an attached office of the NITI Aayog, wishes to fill up the post of Section Officer on deputation basis in its Headquarters Delhi/Data Centre, Manesar.

2. Applications complete in all respects should be forwarded through proper channel **on or before 08.05.2015**. Further details may be obtained from the website www.uidai.gov.in.

Assistant Director General (Estt.)