

No. UIDAI/RO/Chandigarh (Estt)  
Govt. of India, Deptt. of Electronics & Information Technology  
Unique Identification Authority of India  
SCO-139-141, 3<sup>rd</sup> & 4<sup>th</sup> Floor, Sector-17 C, Chandigarh-160017.

Dated:

**VACANCY CIRCULAR FOR FILLING UP THE POST OF STENO IN UNIQUE IDENTIFICATION AUTHORITY OF INDIA (UIDAI) RO CHANDIGARH**

.....

**Adv.No.33/2016**

The Authority would like to fill up following post on deputation basis in its Regional Office located at Chandigarh as per the following requirements:-

| Name of the post and pay band with Grade Pay      | No. of posts vacant. | Eligibility Criteria   | Desirable Qualifications/ Experience.  |
|---|----------------------|--|--|
| Steno<br><br>PB-II<br>(Rs.9300-34800 + 4200 G.P.) | 01                   | Holding analogous post in the parent cadre in the same scale of pay (Rs.9300-34800+4200) PB-II<br><br>Or<br>Having four years of working experience in the scale of Rs.5200-20200 + 2400 | Good Stenographic and typing skills.<br><br>Proficiency in handling computers. |

**Field of Selection:**

- i. Officers of Central Govt./State Govt./UTs/PSUs/Autonomous Bodies.
- ii. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of applications.

**Period and other terms and conditions of deputation:**

2. 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 aforementioned O.M.of 17.6.2010.

**Eligibility for Government Accommodation:**

3. The official appointed in the UIDAI will be eligible for General Pool Residential accommodation at par with Central Government employees.

**Documents to be forwarded along with application:**

4. 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. Application in respect of suitable and eligible candidates, enclosing documents as listed above may be forwarded to **Deputy Director(Admn.) Unique Identification Authority of India (UIDAI) Deptt. of Electronics & Information Technology, 3<sup>rd</sup> & 4<sup>th</sup> Floor, SCO-139-141, Sector-17C Chandigarh-160017. Last Date for receipt of applications complete in all respects is 30 days from the date of publication in Employment News.** 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.

Dy. Director (Admn)  
UIDAI, RO Chandigarh  
Tel.0172-2714141

## Application for the post of Steno in UIDAI, RO, CHANDIGARH

|        |   |         |               |  |
|--------|---|---------|---------------|--|
| 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  |         |               |  |
| 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) |         |               |  |
| 14.    | Educational/Professional Qualification (Please mention Graduation and above)  |         |               |  |
| Sl.No. | Qualifications  | Subject | Year/Division | Institution/<br>University Place<br>/Country |

|        |  |           |      |    |                               |
|--------|--|-----------|------|----|-------------------------------|
| 15     | Details of Experience/employment (Please attach a separate sheet, if required) |           |      |    |                               |
| Sl.No. | Office   | Post Held | From | To | Pay Band along with Grade Pay |

|     |   |  |
|-----|---|--|
| 16. | Date of retirement under Central Government Rules |  |
| 17. | Training(s) undergone                             |  |

## Whether the eligibility criteria met or not

|                      |        |                 |
|----------------------|--------|-----------------|
| Analogous Post/Scale |        | Yes/No          |
| One below post/Scale | Yes/No | Held since when |

Certified that information furnished above by me is correct in all respect to the best of my knowledge & belief.

Place and Date:

Signature of the Candidate  
Address:  
Phone/Mobile No.

**Note: i)**-The above application is to be forwarded through Parent Department/ Organization along with Cadre Clearance/Vigilance Clearance and copies of last five years ACR's duly attested.

ii) Application not forwarded through Parent Organization along with requisite documents will not be considered.

iii) Only serving officers of Central Govt./State Govts./UTs/PSUs/Autonomous Bodies eligible to apply.

**For further details, please visit <http://uidai.gov.in/>.**

**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. 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.

Date:

Signature with seal of the Competent/ Issuing Authority

Place: