

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

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The Authority would like to fill up the two posts of Assistant in HQ, UIDAI

Name of the Post and pay scale with Grade Pay	Number of vacant posts	Eligibility Criteria	Desirable Qualifications/ Experience
Assistant Rs.9300-34800+4200) (likely to arise)	02 (likely to increase)	i. Holding analogous post in the same scale of pay in the parent cadre; or ii. four years experience in the scale of 5200-20200+2400	Excellent drafting, typing skills. Proficiency in Computers. Experience in handling Administrative matters/Budget/policy matters/ implementation of Government Schemes.

Field of Selection:

Officers of Central Government/ State Governments /UTs/ PSUs/ 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.

Only serious candidates who are willing to serve for at least 3 years and whose services can be spared by the Parent Departments for three years, need apply.

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