

**No.A-12013/21/ADG(Guwahati)/10-UIDAI**

Government of India  
NITI Aayog (National Institution for Transforming India)  
Unique Identification Authority of India  
2<sup>nd</sup> Floor, Tower-I, Jeevan Bharti Building  
Connaught Circus

New Delhi, Dated 31<sup>st</sup> July, 2015

**CIRCULAR**

.....

**Subject: VACANCY CIRCULAR FOR THE POST OF ADG.**

....

The Authority would like to fill up one post of Assistant Director Generals (ADG) (Director level) at Guwahati [Regional Office].

**Scale of Pay:**

Pay Band-IV(Rs. 37400-67000) plus Grade Pay of Rs. 8700/-

**Eligibility:**

- i. Officers of Central Government/State Governments/UTs/ PSUs/ Autonomous bodies holding analogous posts to that of Director's post in the Central Government Ministries;
- ii. Officers who may be at the end of their tenure under Central Staffing Scheme and may be interested in continuing on deputation under Non-Central Staffing Scheme subject to 'No Objection Certificate' from DoP&T.

**Desirable Experience:**

1. Experience of Management of Projects, IT Networks, Data centres, IT Inventory Management, Planning and Implementation of IEC activities, Public Relations.
2. Experience of dealing with State Government Departments/Agencies; Development Programmes/Schemes.

**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 17.06.2010. The terms and conditions of deputation will be governed by the DoP&T's aforementioned O.M. dated 17.6.2010.

## **Eligibility for Government Accommodation**

The officer appointed in the UIDAI will be eligible for General pool Residential Accommodation at par with Central Government employees at these locations.

## **Age Limit**

The maximum age limit for appointment on deputation shall be 56 years as on the date of closing of the application.

**Last Date for receipt of applications complete in all respects is 15.09.2015.**

## **Documents to be forwarded alongwith application:**

The applications in the prescribed format (Annexure I & Annexure II) along with Cadre clearance/Vigilance clearance/Integrity Certificate from respective administrative Departments/Organisation and copies of five years ACRs/ APARS duly attested by an officer of not below in rank equivalent to an Under Secretary should be forwarded through parent Departments .

## **Address for communication:**

“The Assistant Director General (Estt.)  
Unique Identification Authority of India  
2nd Floor, Tower-I, Jeevan Bharti Building  
Connaught Place, New Delhi-110001”

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

To,

1. All Ministries /Departments of the Govt of India- It is requested that the vacancy may be given vide publicity in the attached & subordinate Offices under them.
2. All the State Governments, including Union Territories are requested give vide publicity to the vacancy in their various Departments/Offices.
3. All Public Sectors Undertakings/Statutory or Autonomous Organisations.
4. Employment News

**APPLICATION FOR THE POST OF ADG IN  
REGIONAL OFFICE UIDAI AT GUWAHATI**

1. Name of applicant with Complete Office Address,  
e-mail & Telephone No. (in Block letters) .....
2. Date of Birth (in Christian era) .....
3. Date of retirement under Central/State Govt. Rules .....
4. Educational Qualifications .....
5. Whether belongs to Organised Gr. A Service Yes/No  
If Yes, then mention Name of Service and Batch
6. Whether Educational and other qualifications  
required for the post are satisfied (If any  
qualification has been treated as equivalent to  
the one prescribed in the rules, state the authority for the same

		Qualification/Experience required	Qualification/Experience possessed by the Officer
Essential	(1)		
	(2)		
	(3)		

7. Post held on regular (i.e. substantive) basis and  
the date from which held with pay scale .....
8. Please state clearly whether in the light of entries made  
by you above, you meet the requirements of the post .....
9. Details of Employment, in chronological order, enclose a separate  
sheet, duly authenticated by your signature, if the space below is insufficient

<u>Office/Instt/Orgn</u>	<u>Post held</u>	<u>From</u>	<u>To</u>	<u>Scale of pay and basic pay</u>	<u>Nature of duties</u>

10. Nature of present employment, i.e. adhoc or  
temporary or permanent .....
11. In case the present employment is held on  
deputation/contract basis, please state
  - (a) The date of initial appointment .....
  - (b) The period of appointment on deputation/contract .....
  - (c) Name of the parent office/organization to which you belong .....

12. Training/Courses attended .....

13. Additional details about your present employment  
Please state whether working under:

i. Central Government .....

ii. State Government .....

iii. Autonomous Organizations .....

iv. Government Undertakings .....

v. Universities .....

14. Additional information, if any, which you would like  
to mention in support of your suitability for the post.  
Enclose a separate sheet, if the space is insufficient. ....

Date:

(SIGNATURE)  
Mobile No.

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 Authority

**Annexure-II**

To be filled up 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 the circular/advertisement.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
6. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an officer not below the rank of Under Secretary or equivalent.

Signature.....

Name, Designation & Tele of the forwarding officer  
(office Stamp)

Date:

Place:

**No.A-12013/21/ADG(Guwahati)/10-UIDAI**

Government of India  
NITI Aayog (National Institution for Transforming India)  
Unique Identification Authority of India  
2<sup>nd</sup> Floor, Tower-I, Jeevan Bharti Building  
Connaught Circus

**Filling up of one post of Assistant Director General (ADG) Group 'A' in the pay scale of 37400 - 67000 (PB-4) + Grade Pay of Rs. 8700/- on deputation basis – in UIDAI Regional Office at Guwahati**

.....

Unique Identification Authority of India (UIDAI), wishes to fill up the one post of Assistant Director General, on deputation basis at Regional Office, UIDAI, at Guwahati.

2. Applications complete in all respects should be forwarded through proper channel **on or before 15.09.2015**. Further details may be obtained from the website [www.uidai.gov.in](http://www.uidai.gov.in).

Assistant Director General (Estt.)

.....