**Annex I**

**Application Form**

To:

**Director (HR),**

**Unique Identification Authority of India (UIDAI),**

 **4th Floor, Bangla Sahib Road, Behind Kali Mandir,**

 **Gole Market, New Delhi-110001**

Subject: Application for appointment to the post referred to in UIDAI circular no. \_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_, dated \_\_\_ March, 2025

Sir/madam,

 I hereby apply for the post(s) in UIDAI, for which applications have been invited by UIDAI *vide* its circular no*.\_\_\_\_\_/\_\_\_\_,* dated \_\_\_\_ March, 2025 and furnish details as under:

* + 1. *Post and location applied for*:

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| --- | --- | --- |
| S. no. | Post | Location preference  |
| 1.1 | Private Secretary | UIDAI Head Office, New Delhi |

* + 1. *Basic details*:

|  |  |  |  |
| --- | --- | --- | --- |
| 2.1 | Name of applicant:(in BLOCK letters) |  | Recent passport size photograph(to be pasted) |
| 2.2 | Gender:  | Male | Female | Third gender |
| Tick as applicable: |  |  |  |
| 2.3 | Date of birth:  |  |  |  |  |  |  |  |  |
| D | D | M | M | Y | Y | Y | Y |
| 2.4 | Date of superannuation: |  |  |  |  |  |  |  |  |
| D | D | M | M | Y | Y | Y | Y |
| 2.5 | Contact details: | (a) Correspondence address: |  |
| (b) Mobile number: |  |
| (c) Email:(in BLOCK letters) |  |
| 2.6 | Education qualification (graduation/diploma level and above): |
| Qualification (degree, diploma, certificate etc.) | Year | Name of university, institution or other qualification-awarding body | Percentage of marks / Grade Point Average | Discipline / branch / specialisation |
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| 2.7 | If applicant is a member of an organised service, full name of the service: |  |
| 2.8 | Details of employment:(in reverse chronological order, for preceding 10 years; enclose a separate self-authenticated sheet, if required) |
| Organisation | Position held | Period (month and year) | Scale of pay | Brief description of nature of duties |
| From | To |
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| 2.9 | Present post held on: | Regular basis | Deputation basis |
| Tick as applicable: |  |  |
| 2.10 | If present post is held on regular basis, name of the post, details of the same: | (a) Level/scale of pay: |  |
| (b) Date of appointment: |  |
| 2.11 | If present employment is on deputation basis, details of the same: | (a) Date of appointment: |  |
| (b) Approved period of deputation: |  |
| (c) Parent organisation:  |  |
| 2.12 | Training/ courses attended: |  |
| 2.13 | Details of awards, honours, appreciation etc.: |  |
| 2.14 | Details of application forwarding authority: | (a) Name:  |  |
| (b) Full designation: |  |
| (c) Full office address: |  |
| (d) Office telephone number: |  |

* + 1. *Details regarding eligibility for post(s) applied for (see part 1 of this form):*

*For post(s) listed at serial number(s) 1.1: Private Secretary*

|  |  |
| --- | --- |
| Eligibility criteria | Details regarding meeting of the eligibility criteria |
| *Essential:* i) Officer from the Central Government holding analogous posts on regular basis in the parent cadre/department |  |
| *or*with three years of regular service in the Pay Matrix Level 7 of the 7th Central Pay Commission (₹ 44,900 – ₹ 1,42,400), |  |
| *or* with five years of regular service in the Pay Matrix Level 6 of the 7th Central Pay Commission (₹ 35,400 ₹ – ₹ 1,12,400) |  |
| *or*Officer from State/UT Government or Public Sector Undertaking (PSU) or Autonomous Organisation, holding regular post in corresponding grades with requisite experience |  |
| *Desirable:*(i) Experience of office management / Secretarial assistance.(ii) Experience in Stenography work.(iii) Basic skills of working in a computerized office environment. |  |
| Additional information, if any, in support of the applicant’s suitability for the post:(attach separate sheet, if required) |  |

Date:

Place:

Signature of applicant

Certified that the service particulars given by the applicant above have been verified from his/her service records and found to be correct.

Signature with stamp of office of the forwarding authority