**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*:

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| 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*

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| 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