

F. no. HQ-12016(15)/1/2021-HR-HQ  
**Unique Identification Authority of India**  
 (Human Resource Division)

UIDAI Head Office, Bangla Sahib Road  
 Gole Market, New Delhi – 110 001

Dated 6<sup>th</sup> January 2025

**Circular**

Subject: Inviting applications on deputation (on foreign service terms) in the Unique Identification Authority of India, Regional Office, Delhi for the post of Private Secretary and Accountant.

The Unique Identification Authority of India (UIDAI) is established under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 for developing the policy, procedure and systems for issuing Aadhaar numbers to individuals and perform authentication thereof under the Act.

2. UIDAI hereby invites applications from eligible officers for filling up one post of Private Secretary and one post of Accountant at Unique Identification Authority of India (UIDAI), Regional Office, Delhi, on deputation basis, on Foreign Service terms.

**3. Eligibility**

3.1 The details and eligibility criteria for the said post are as follows:

Post	Number of vacancy	Eligibility criteria
Private Secretary  {Pay Matrix Level-8 of the 7 <sup>th</sup> Central Pay Commission (₹ 47,600-1,51,100)}	one*	<p>1. <i>Essential:</i></p> <p>1.1 (i) Officers 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 7<sup>th</sup> Central Pay Commission (₹ 44,900 - ₹ 1,42,400) or with five years of regular service in the Pay Matrix Level 6 of the 7<sup>th</sup> Central Pay Commission (₹ 35,400 - ₹ 1,12,400)</p> <p style="text-align: center;"><i>Or</i></p> <p>(ii) Officer from a State or Union Territory (UT) Government, or a Public Sector Undertaking (PSU), or an Autonomous Organisation, holding regular post in corresponding grades with requisite experience</p>

		<p>1.2 Age below 56 years, as on the closing date for the application</p> <p>2. <i>Desirable:</i></p> <p>(i) Experience of office management/Secretarial assistance.</p> <p>(ii) Experience in Stenography work</p> <p>(iii) Basic skills of working in a computerized office environment</p>
<p>Accountant</p> <p>(Pay Matrix Level-5 of the 7<sup>th</sup> Central Pay Commission)</p> <p>(₹29,200 - ₹92,300)</p>	<p>one*</p>	<p>1. <i>Essential:</i></p> <p>1.1 (i) Officers 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-4 (₹25,500 - ₹81,100) or with five years of regular service in the Pay Matrix Level-3 (₹21,700 - ₹69,100) of the 7<sup>th</sup> Central Pay Commission.</p> <p style="text-align: center;"><i>or</i></p> <p>(ii) Officers from State or Union Territory (UT) Government, or a Public Sector Undertaking (PSU), or an Autonomous Organisation, holding regular post in corresponding grades with requisite experience</p> <p>1.2 Graduate in Commerce</p> <p>1.3 Age below 56 years, as on the closing date for the application</p> <p>2. <i>Desirable:</i></p> <p>(i) Experience of work in Finance/Accounts/Budgeting etc.</p> <p>(ii) Basic skills for working in a computerized office environment.</p>

\* UIDAI may change the number at any time, in its discretion

\*\* Only officers who have completed at least five years of government service may apply

*Note:*

1. Officers holding analogous post in the parent organisation may be preferred.
2. Individuals who apply for the post may not withdraw their candidature subsequently.
3. Since the post is to be filled up on deputation basis, private candidates are not eligible.

4. Minimum residual service should be 3 years, as on closing date for the application.

3.2 For eligibility of applicants from an organisation that has a different structure of pay than that in the Central Government, the following shall be considered as the equivalent pay scales/grades (along with experience, if any):

<b>Pay level of posts in UIDAI</b>	<b>Equivalent grade of and experience in substantive post in PSUs</b>	<b>Equivalent pay scale of substantive posts in Public Sector Banks</b>	<b>Equivalent pay scale of substantive posts in the Life Insurance Corporation of India</b>
Level - 8	(E-2 Grade): ₹ 50,000-1,60,000/- (Revised) ₹ 20,600- 46,500/- (Pre-Revised)	Deputy Manager/Scale II ₹ 48,170 - 69,810/- (Revised) ₹ 31,705 – 45,950/- (Pre-Revised)	₹ 53,600-1,02,900/-
Level - 7	(E-1 Grade): ₹ 40,000-1,40,000/- (Revised) ₹ 16,400- 40,500/- (Pre-Revised)	Assistant Manager/Scale I ₹ 36,000 - 63,840/- (Revised) ₹ 23,700 – 42,020/- (Pre-Revised)	
Level - 6	(Non-Executive Grade): ₹ 34,000-71,000/- (Revised) ₹ 14,900- 27,850/- (Pre-Revised)		
Level - 5	(Non-Executive Grade): ₹ 27,500-60,000/- (Revised) ₹ 12,520- 23,440/- (Pre-Revised)		

#### **4. Terms and conditions of deputation**

4.1 The period of deputation shall be five years. The lending organisation may relieve an officer for a lesser period, as per its policy/rules/regulations, subject to a minimum of three years.

4.2 During the period of deputation,—

- (a) the recruitment, appointment, salary, allowances, joining time, medical benefits, travelling allowance, etc. shall be as per the provisions of the Unique Identification Authority of India (Appointment of Officers and Employees) Regulations, 2020 and the Unique Identification Authority of India (Salary, Allowances and other Terms and Conditions of Service of Employees) Regulations, 2020 {said regulations are available on the website of UIDAI ([www.uidai.gov.in](http://www.uidai.gov.in))};
- (b) leave shall be regulated by the Central Civil Services (Leave) Rules, 1972; and
- (c) subject to the said regulations and rules, the terms and conditions of deputation shall be governed by the provisions of the Department of Personnel and Training (DoPT) Office Memorandum no. 6/8/2009-Estt.(Pay II), dated 17.6.2010 and other orders/guidelines issued by DoPT in this regard from time to time.

4.3 In case the appointment is made from an organisation whose pay structure and/or Dearness Allowance pattern is dissimilar to that in UIDAI, only the pay shall be protected and not the perquisites, as per paragraph 5.1(ii)(b) of DoPT Office Memorandum no. 6/8/2009-Estt.(Pay II), dated 17.6.2010.

## 5. Facilities available to officers of UIDAI

5.1 The officer/employee availing of medical facilities under the Central Government Health Scheme in the parent organization may opt to continue with the same. Further, Officer /Employee shall be eligible to avail of medical facilities as per Medical Reimbursement Scheme of UIDAI.

5.2 Aadhaar Housing Complex for residential accommodation may available for willing UIDAI Officers at DDU Marg, New Delhi.

## 6. Application procedure

6.1 Eligible and interested individuals may apply through proper channel in the form set out in Annex I.

6.2 **Addressee organisations are requested to forward the applications of such eligible and interested individuals in respect of whom they are the parent organisation, and whose services may be spared by the cadres controlling authority in case such an applicant is selected. Applications of individuals whose services cannot be spared by the cadre controlling authority may not be forwarded.**

6.2.1 In this connection, it is clarified that, for the purposes of this circular,—

- (a) in respect of members of the Indian Administrative Service, Indian Police Service and Indian Forest Service, including in respect of members serving in their allotted State cadre, the reference to cadre controlling authority means, respectively, the Department of Personnel and Training, the Ministry of Home

- Affairs and the Ministry of Environment and Forest in the Government of India;
- (b) in case no authority is specified as the cadre controlling authority in respect of the parent organisation, such authority as is competent to approve the relieving of the officer on deputation shall be construed as the cadre controlling authority.

6.3 Only applications received through proper channel, along with the following documents, may be considered:

- (a) Application in the form set out in Annex I; and
- (b) Certificate from the forwarding officer in the form set out in Annex II, along with—
- (i) cadre clearance from the cadre controlling authority; and
- (ii) copies of ACRs/APARs for the last five years, duly attested on each page by an officer not below the rank of Under Secretary to the Government of India or an officer of equivalent rank in the parent organisation.

6.4 Applications complete in all respects, in the form set out in Annex I, along with the documents specified in paragraph 6.3, may be forwarded to **Director (HR), Unique Identification Authority of India (UIDAI), Regional Office, Ground Floor, Supreme Court Metro Station, Pragati Maidan, New Delhi – 110 001**. The last date for receipt of applications complete in all respect is **7.3.2025**. Applications that are received after the last date or are incomplete may not be considered.

7. The Authority reserves the right to withdraw this circular at any time, without assigning any reason.

(Piyush Chand Gupta)

Director

Tel.: 011-23478554

Email: dir.hr-hq@uidai.net.in

To:

1. Director (CS Division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi, with the request to post this circular on the Department's website
2. Secretary to the Government of India in charge of a Ministry/Department (all, as per list), with the request to give wide publicity to this circular in their attached and subordinate offices and the autonomous and statutory organisations and public sector undertakings under their administrative purview
3. Chairperson and Chief Executive Officer, Railway Board, with the request to give wide publicity to this circular in their attached and subordinate offices and the autonomous and statutory organisations and public sector undertakings under their administrative purview
4. Chief Secretary to State Government (all, as per list), with the request to give wide publicity to this circular in their attached and subordinate offices and the

- autonomous and statutory organisations and public sector undertakings under their administrative purview
5. Chief Secretary, Government of NCT of Delhi / Government of Puducherry / Government of Jammu and Kashmir / Andaman and Nicobar Islands Administration, with the request to give wide publicity to this circular in their attached and subordinate offices and the autonomous and statutory organisations and public sector undertakings under their administrative purview
  6. Administrator, Dadra and Nagar Haveli and Daman and Diu Administration / Lakshadweep Administration, with the request to give wide publicity to this circular in their attached and subordinate offices and the autonomous and statutory organisations and public sector undertakings under their administrative purview
  7. Advisor to Administrator, Chandigarh Administration, with the request to give wide publicity to this circular in their attached and subordinate offices and the autonomous and statutory organisations and public sector undertakings under their administrative purview
  8. Advisor to Lieutenant Governor, Ladakh Administration, with the request to give wide publicity to this circular in their attached and subordinate offices and the autonomous and statutory organisations and public sector undertakings under their administrative purview
  9. Director General, National Informatics Centre / Centre for Development of Advanced Computing, with the request to give wide publicity to this circular in their respective organisations
  10. Director, Bhabha Atomic Research Centre, with the request to give wide publicity to this circular in the organisation
  11. Chairman and Managing Director, Bharat Electronics Limited / Bharat Sanchar Nigam Limited / Mahanagar Telephone Nigam Limited / Bharat Broadband Network Limited / RailTel Corporation of India Limited / Powergrid Corporation of India / Electronics Corporation of India Limited, with the request to give wide publicity to this circular in their respective organisations
  12. Secretary, Telecom Regulatory Authority of India, with the request to give wide publicity to this circular in the organisation
  13. Chairman, National Highways Authority of India / Food Corporation of India, with the request to give wide publicity to this circular in their respective organisations
  14. Managing Director, Centre for Railway Information Systems, with the request to give wide publicity to this circular in the organisation
  15. Chief Executive Officer, Centre for Development of Telematics, with the request to give wide publicity to this circular in the organisation
  16. The Indian Banks' Association (IBA), with the request to give wide publicity to the vacancy in all Public Sector Banks
  17. Deputy Managing Director and Chief Development Officer, State Bank of India, with the request to give wide publicity to this circular in the bank and its employees posted outside the bank
  18. Chief General Manager in charge of HR Department, Punjab National Bank / Canara Bank / Bank of Baroda / Union Bank of India / Bank of India / Indian Bank,

- with the request to give wide publicity to this circular in their respective banks and its employees posted outside the bank
19. Executive Director (Personnel), Life Insurance Corporation of India, with the request to give wide publicity to this circular in the corporation and its employees posted outside the Corporation
  20. Director, Indian Institute of Technology / National Institute of Technology / Indian Institute of Science Education and Research / Indian Institute of Information Technology / Indian Institute of Management (all, as per list), with the request to give wide publicity to this circular in their respective institutions
  21. Vice Chancellor of a Central University (all, as per list), with the request to give wide publicity to this circular in the university
  22. Vice Chancellor, Rashtriya Raksha University / National Forensic Science University, with the request to give wide publicity to this circular in their respective universities
  23. Director, Indian Institute of Science, Bengaluru / International Institute of Information Technology Bangalore / Indraprastha Institute of Information Technology Delhi / International Institute of Information Technology Delhi / Dr Shyama Prasad Mukherjee International Institute of Informational Technology, Naya Raipur, with the request to give wide publicity to this circular in their respective institutions
  24. Website of UIDAI
  25. National Career Service Portal
  26. Deputy Director General, Regional Office, Delhi for publicizing the vacancy in local news paper
  27. Media Division, UIDAI Head Office for publicising the vacancy in at least two national dailies, *Employment News* and the social media handles of UIDAI

**Annex I****Application Form**

To:

Director (HR)  
 Unique Identification Authority of India  
 Regional Office, Ground Floor  
 Supreme Court Metro Station  
 Pragati Maidan  
 New Delhi – 110 001

Subject: Application for appointment to the post referred to in UIDAI circular no. \_\_\_\_\_/\_\_\_\_\_, dated \_\_\_ January 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 \_\_\_ January 2025, and furnish details as under:

1. *Post and location applied for:*

S. no.	Post	Location preference
1	Private Secretary	Regional Office, Delhi
2	Accountant	Regional Office, Delhi

2. *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	
2.4	Date of superannuation:								
		D	D	M	M	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	
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		

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:	

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

(i) For post(s) listed at serial number(s) 1.1: Accountant

Eligibility criteria	Details regarding meeting of the eligibility criteria
<i>Essential:</i>	
Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department,	
<i>or</i>	
with three years of regular service in the Pay Matrix Level-4 (₹25,500 - ₹81,100)	
<i>or</i>	
with five years of regular service in the Pay Matrix Level-3 (₹21,700 - ₹69,100) of the 7 <sup>th</sup> Central Pay Commission.	
<i>or</i>	
Officer from State/UT Government or Public Sector Undertaking (PSU) or Autonomous Organisation, holding regular post in corresponding grades with requisite experience.	
<i>Desirable:</i>	
(i) Experience of work in Finance/Accounts/ Budgeting etc.	

(ii) Basic skills for 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

**Annex II****Certificate from forwarding authority  
(on the letter head of the organisation)**

No. \_\_\_\_\_

Date: \_\_\_\_\_

1. Dr/Mr/Ms \_\_\_\_\_, if selected for appointment on deputation in the Unique Authority of India, will be relieved for a period of \_\_\_\_\_ years.
2. The information furnished by the said officer has been checked against his/her service records and is correct.
3. Integrity of the officer is certified.
4. No vigilance case is either pending or being contemplated against the officer.
5. It is certified that no penalty has been imposed on the officer during the last 10 years.

*Or*

The details of penalties imposed on the officer during the last 10 years are given in the duly signed and stamped enclosed statement.<sup>2</sup>

6. Photocopies of ACRs/APARs for the last five years are enclosed herewith, duly attested on each page by an officer not below the rank of Under Secretary to the Government of India or an officer of equivalent rank.

Encls.: as above

Signature  
Name:  
Designation:  
Telephone:  
Email:

[Stamp of office]

Date: \_\_\_\_\_

Place: \_\_\_\_\_

---

<sup>1</sup> Period for which the officer shall be relieved should not be less than three years. In respect of officers borne on any cadre of services or posts of the Central Government or a State Government, this confirmation regarding the relieving of the applicant officer in the event he/she of she is selected should be made only with the requisite approval or no objection or "cadre clearance" from the relevant cadre controlling authority. In case no authority is specified as such in respect of the parent organisation, such authority as is competent to approve the relieving of the officer on deputation is to be considered as the cadre controlling authority for the purposes of this circular.

<sup>2</sup> Please strike out whichever is not applicable

**Unique Identification Authority of India**  
**Head Office, New Delhi – 110 001**  
**RECRUITMENT NOTICE**

No. 62/2024

Dated 6<sup>th</sup> January 2025

The Unique Identification Authority of India invites applications on deputation (on foreign service terms) for one post each of Private Secretary and Accountant at its Regional Office, Delhi in Pay Level-8 and Level-5 respectively of the 7<sup>th</sup> Central Pay Commission. Eligibility criteria are as follows:

**(i) Private Secretary**

**Essential:** Officers, below 56 years of age, 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 7<sup>th</sup> Central Pay Commission, or with five years of regular service in the Pay Matrix Level 6 of the 7<sup>th</sup> Central Pay Commission, *or* from a State/UT Government, or a PSU, or an Autonomous Organisation holding regular post in corresponding grade with requisite experience.

**Desirable:** Experience of office management/Secretarial assistance, Stenography work, Basic skills of working in a computerized office environment etc.

**(ii) Accountant**

**Essential:** Officers 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-4 (₹25,500 - ₹81,100) or with five years of regular service in the Pay Matrix Level-3 (₹21,700 - ₹69,100) of the 7<sup>th</sup> Central Pay Commission *or* from a State/UT Government, or a PSU, or an Autonomous Organisation holding regular post in corresponding grade with requisite experience.

ii. Graduate in Commerce

**Desirable:** Experience of work in Finance/Accounts/ Budgeting etc.

2. Further details, including the terms and conditions of deputation and application procedure, are available on the Authority's website at [https://uidai.gov.in/images/VC\\_62\\_2024.pdf](https://uidai.gov.in/images/VC_62_2024.pdf)

3. Interested individuals who are eligible may apply through proper channel as per said the application procedure, to **Director (HR), Unique Identification Authority of India (UIDAI), Regional Office, Ground Floor, Supreme Court Metro Station, Pragati Maidan, New Delhi – 110 001**. Last date for receipt of applications complete in all respects is 7.3.2025.

Director

**भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)****प्रधान कार्यालय, नई दिल्ली-110 001****भर्ती सूचना**

संख्या : 62/2024

दिनांक 6.1.2025

भारतीय विशिष्ट पहचान प्राधिकरण अपने क्षेत्रीय कार्यालय, दिल्ली में 7 वें केंद्रीय वेतन आयोग के वेतन मैट्रिक्स लेवल -8 में निजी सचिव (1 पद) तथा वेतन मैट्रिक्स लेवल 5 में लेखाकार (1 पद) के पदों को प्रतिनियुक्ति (बाह्य सेवा शर्तों) पर भरने हेतु आवेदन आमंत्रित करता है। पात्रता मानदंड इस प्रकार हैं:

**(i) निजी सचिव**

**अनिवार्य :** केंद्र सरकार के 56 वर्ष से कम आयु के अधिकारी, जिन्होंने मूल कैडर/विभाग में नियमित आधार पर सदृश्य पद धारण किया हो या वेतन मैट्रिक्स लेवल-7 में तीन साल की नियमित सेवा या वेतन मैट्रिक्स लेवल-6 में पांच साल की नियमित सेवा, या राज्य सरकार/संघ-राज्य क्षेत्र, या एक सार्वजनिक क्षेत्र के उपक्रम, या एक स्वायत्त संगठन में अपेक्षित अनुभव के साथ संबंधित ग्रेड में नियमित पद धारण किया हो।

**वांछनीय :** कार्यालय प्रबंधन/सचिवीय सहायता, आशुलिपि कार्य, कम्प्यूटरीकृत कार्यालय वातावरण में काम करने के लिए बुनियादी कौशल आदि में अनुभव।

**(ii) लेखाकार**

**आवश्यक:** केंद्र सरकार के 56 वर्ष से कम आयु के अधिकारी, जो मूल कैडर/विभाग में नियमित आधार पर सदृश्य पद धारण किए हों या वेतन मैट्रिक्स लेवल 4 में तीन साल या वेतन मैट्रिक्स लेवल 3 में पाँच साल की नियमित सेवा सेवा की हो या राज्य सरकार/ संघ-राज्य क्षेत्र/ सार्वजनिक क्षेत्र के उपक्रम/ स्वायत्त संगठन के अधिकारी जो अपेक्षित कार्य अनुभव के समतुल्यक श्रेणी में नियमित पद धारण किए हों।

ii. वाणिज्य में स्नातक

**वांछनीय:** वित्त/लेखा/बजट आदि में कार्य का अनुभव।

2. प्रति नियुक्ति और आवेदन प्रक्रिया के नियम और शर्तों का विस्तृत विवरण प्राधिकरण की वेबसाइट [https://uidai.gov.in/images/VC\\_62\\_2024.pdf](https://uidai.gov.in/images/VC_62_2024.pdf) पर उपलब्ध हैं।
3. इच्छुक व्यक्ति जो पात्र हैं, वे उक्त आवेदन प्रक्रिया के अनुसार उचित माध्यम से निदेशक (एचआर), भारतीय विशिष्ट पहचान प्राधिकरण, क्षेत्रीय कार्यालय, ग्राउंड फ्लोर, सुप्रीम कोर्ट मेट्रो स्टेशन, प्रगति मैदान, नई दिल्ली – 110 001 को भेजा जा सकता है। सभी प्रकार से पूर्ण आवेदन प्राप्त होने की अंतिम तिथि 7.3.2025 है।

निदेशक



**List of Secretaries to the Government of India in charge of a Ministries/Departments**

1. Secretary, Department of Agricultural Research and Education, First floor, Krishi Bhawan, New Delhi – 110 001
2. Defence Secretary, Department of Defence, 101-A, South Block, New Delhi – 110 001
3. Secretary, Department of Military Affairs, South Block, New Delhi – 110 001
4. Secretary, Ministry of Development of North Eastern Region, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi – 110 011
5. Secretary, Department of Drinking Water and Sanitation, C Wing, 4<sup>th</sup> floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi – 110 003
6. Secretary, Ministry of Earth Sciences, Mahasagar Bhawan, Block - 12, C.G.O Complex, Lodhi Road, New Delhi – 110 003
7. Secretary, Department of Empowerment of Persons with Disabilities, C Wing, Shastri Bhawan, Dr Rajendra Prasad Road, New Delhi – 110 001
8. Secretary, Department of Fertilizers, A Wing, Shastri Bhawan, New Delhi – 110 001
9. Secretary, Department of Fisheries, Krishi Bhawan, New Delhi – 110 001
10. Secretary, Department of Food and Public Distribution, H Wing, Krishi Bhawan, New Delhi – 110 001
11. Home Secretary, Ministry of Home Affairs, North Block, New Delhi – 110 001
12. Secretary, Ministry of Information and Broadcasting, Dr Rajendra Prasad Road, Shastri Bhawan, New Delhi – 110 001
13. Secretary, Department of Pharmaceuticals, A Wing, Shastri Bhawan, New Delhi – 110 001
14. Secretary, Department of School Education and Literacy, C Wing, Shastri Bhawan, Dr Rajendra Prasad Road, New Delhi – 110 001
15. Secretary, Department of Scientific and Industrial Research, Technology Bhawan, New Mehrauli Road, New Delhi – 110 016
16. Secretary, Ministry of Skill Development and Entrepreneurship, 2<sup>nd</sup> floor, Shivaji Stadium Annexe, Shaheed Bhagat Singh Marg, New Delhi – 110 001
17. Secretary, Department of Social Justice and Empowerment, C Wing, Shastri Bhawan, Dr Rajendra Prasad Road, New Delhi – 110 001
18. Secretary, Ministry of Statistics and Programme Implementation, 418, Sardar Patel Bhawan, Sansad Marg, New Delhi – 110 001

19. Secretary, Department of Water Resources, River Development and Ganga Rejuvenation, Shram Shakti Bhawan, Rafi Marg, New Delhi – 110 001
20. Secretary, Ministry of Women and Child Development, Shastri Bhawan, A Wing, Dr Rajendra Prasad Road, New Delhi – 110 001
21. Secretary, Department of Agriculture and Farmers Welfare, Krishi Bhawan, Dr Rajendra Prasad Road, New Delhi – 110 001
22. Secretary, Ministry of AYUSH, Ayush Bhawan, B Block, GPO Complex, Barapullah Road, INA Colony, New Delhi – 110 023
23. Secretary, Department of Chemicals and Petrochemicals, 236A, A Wing, 2<sup>nd</sup> floor, Shastri Bhawan, New Delhi – 110 001
24. Secretary, Ministry of Coal, Shastri Bhawan, Dr Rajendra Prasad Road, New Delhi – 110 001
25. Secretary, Department of Consumer Affairs, Krishi Bhawan, Dr Rajendra Prasad Road, New Delhi – 110 001
26. Secretary, Department of Animal Husbandry and Dairying, Krishi Bhawan, Dr Rajendra Prasad Road, New Delhi – 110 001
27. Secretary, Ministry of Heavy Industries, Udyog Bhawan, New Delhi – 110 001
28. Secretary, Ministry of Housing and Urban Affairs, Nirman Bhawan, C Wing, Dr Maulana Azad Road, New Delhi – 110 011
29. Secretary, Ministry of Labour and Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi – 110 001
30. Secretary, Ministry of Ports, Shipping and Waterways, Transport Bhavan, 1, Parliament Street, New Delhi – 110 001
31. Secretary, Department of Rural Development, Krishi Bhawan, Dr Rajendra Prasad Road, New Delhi – 110 001
32. Secretary, Department of Land Resources, NBO Building, G Wing, Nirman Bhawan, Dr Maulana Azad Road, New Delhi – 110 011
33. Secretary, Ministry of Tourism, Transport Bhavan, 1, Parliament Street, New Delhi – 110 001
34. Secretary, Department of Atomic Energy, E Block, Raisina Hill, New Delhi – 110 011
35. Secretary, Department of Space, Antariksh Bhavan, New BEL Road, Bangalore – 560 231
36. Secretary, Department of Economic Affairs, North Block, New Delhi - 110 001
37. Secretary, Department of Expenditure, North Block, New Delhi - 110 001
38. Secretary, Department of Public Enterprises, Block-14, CGO Complex, Lodhi Road, New Delhi – 110 003
39. Secretary, Department of Investment and Public Asset Management, 4th floor, Block No. 11 CGO Complex, Lodhi Road New Delhi – 110 003
40. Foreign Secretary, Ministry of External Affairs, South Block, New Delhi – 110 011
41. Secretary, Department of Personnel and Training, North Block, New Delhi – 110 001
42. Secretary, Department of Ex-servicemen Welfare, South Block, New Delhi – 110 011
43. Secretary, Department of Defence Research and Development, DRDO Bhawan, New Delhi – 110 011
44. Secretary, Department of Defence Production, South Block, New Delhi – 110 011

45. Secretary, Department of Science and Technology, Technology Bhawan, New Mehrauli Road, New Delhi – 110 016
46. Secretary, Ministry of Road Transport and Highways, Transport Bhavan, 1, Parliament Street, New Delhi – 110 001
47. Secretary, Department of Posts, Dak Bhawan, Patel Chowk, New Delhi – 110 001
48. Secretary, Legislative Department, A Wing, Shastri Bhawan, Dr Rajendra Prasad Road, New Delhi – 110 001
49. Secretary, Department of Revenue, North Block, New Delhi – 110 001
50. Secretary, Department of Administrative Reforms and Public Grievances, 513, Sardar Patel Bhawan, Sansad Marg, New Delhi – 110 001
51. Secretary, Department of Biotechnology, 7th floor, Block-2, CGO Complex, Lodhi Road, New Delhi – 110 003
52. Secretary, Department of Commerce, Udyog Bhawan, New Delhi – 110 011
53. Secretary, Ministry of Food Processing Industries, Panchsheel Bhawan, August Kranti Marg, New Delhi – 110 049
54. Secretary, Department of Higher Education, C Wing, Shastri Bhawan, Dr Rajendra Prasad Road, New Delhi – 110 001
55. Secretary, Department of Legal Affairs, A Wing, Shastri Bhawan, Dr Rajendra Prasad Road, New Delhi – 110 001
56. Secretary, Department of Justice, A Wing, Shastri Bhawan, Dr Rajendra Prasad Road, New Delhi – 110 001
57. Secretary, Ministry of Micro, Small and Medium Enterprises, Udyog Bhawan, Rafi Marg, New Delhi – 110 011
58. Secretary, Ministry of Mines, A Wing, 3rd floor, Shastri Bhawan, New Delhi – 110 001
59. Secretary, Ministry of Minority Affairs, 11th floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi – 110 003
60. Secretary, Ministry of New and Renewable Energy, Block no. 14, CGO Complex, Lodhi Road, New Delhi – 110 003
61. Secretary, Department of Official Language, NDCC-II Bhawan, A Wing, 3rd floor, Jai Singh Marg, New Delhi – 110 001
62. Secretary, Ministry of Panchayati Raj, Krishi Bhawan, Dr Rajendra Prasad Road, New Delhi – 110 001
63. Secretary, Department of Pension and Pensioners' Welfare, 514, Sardar Patel Bhawan, Sansad Marg, New Delhi – 110 001
64. Secretary, Ministry of Power, 2nd floor, Shram Shakti Bhawan, New Delhi – 110 001
65. Secretary, Department of Sports, C Wing, Shastri Bhawan, Dr Rajendra Prasad Road, New Delhi – 110 001
66. Secretary, Department of Youth Affairs, Room No. 1, C Wing, Shastri Bhawan, Dr Rajendra Prasad Road, New Delhi – 110 001
67. Secretary, Ministry of Civil Aviation, Rajiv Gandhi Bhawan, Block B, Jor Bagh, Safdarjung Airport Area, New Delhi – 110 003
68. Secretary, Department for Promotion of Industry and Internal Trade, Vanijya Bhawan, New Delhi – 110 011

69. Secretary, Department of Telecommunications, Sanchar Bhawan, 20, Ashoka Road, New Delhi – 110 001
70. Secretary, Ministry of Cooperation, 2nd floor, Atal Akshya Urja Bhawan, Pragati Vihar, New Delhi – 110 003
71. Secretary, Ministry of Corporate Affairs, A Wing, Shastri Bhawan, Rajendra Prasad Road, New Delhi – 110 001
72. Secretary, Ministry of Culture, Shastri Bhawan, Dr Rajendra Prasad Road, New Delhi – 110 001
73. Secretary, Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhawan, Jor Bagh Road, New Delhi – 110 003
74. Secretary, Department of Health and Family Welfare, A Wing, Nirman Bhavan, New Delhi – 110 011
75. Secretary, Department of Health Research, 1, Red Cross Road, Gokul Nagar, New Delhi – 110 001
76. Secretary, Ministry of Parliamentary Affairs, Parliament House, Sansad Marg, New Delhi – 110 001
77. Secretary, Ministry of Petroleum and Natural Gas, Shastri Bhawan, Rajendra Prasad Road, New Delhi – 110 001
78. Secretary, Ministry of Steel, Udyog Bhawan, New Delhi – 110 001
79. Secretary, Ministry of Textiles, Udyog Bhawan, New Delhi – 110 001
80. Secretary, Ministry of Tribal Affairs, B Wing, Shastri Bhawan, New Delhi – 110 001
81. Secretary, Department of Financial Services, 3rd floor, Jeevan Deep Building, Parliament Street, New Delhi – 110 001
82. Secretary, Ministry of Electronics and Information Technology, 6, CGO Complex, Lodhi Road, New Delhi – 110 003

### List of Chief Secretaries to State Governments

1. Chief Secretary, Government of Kerala, Secretariat, Thiruvananthapuram – 695 001, Email: chiefsecy@kerala.gov.in
2. Chief Secretary, Government of Jharkhand, 1st floor, Project Bhawan, Mantralaya, Dhurwa, Ranchi – 834 004, Email: cs-jharkhand@nic.in
3. Chief Secretary, Government of West Bengal, Nabanna, 13th floor, 325, Sarat Chatterjee Road, Shibpur, Howrah - 711 102, Email: cs-westbengal@nic.in
4. Chief Secretary, Government of Odisha, Odisha State Secretariat, Sachivalaya Marg, Unit-2, Bhubaneswar, Email: csori@nic.in
5. Chief Secretary, Government of Manipur, Babupara, Imphal West, Manipur – 795 001, Email: cs-manipur@nic.in
6. Chief Secretary, Government of Uttar Pradesh, 1st floor, Room no. 110, Lal Bahadur Shastri Bhawan, Lucknow – 226 001, Email: csup@nic.in
7. Chief Secretary, Government of Chhattisgarh, Mantralaya, Naya Raipur, Chhattisgarh - 492 002, Email: csoffice.cg@gov.in
8. Chief Secretary, Government of Karnataka, Room no. 320, 3rd floor, Vidhana Soudha, Bengaluru – 560 001, Email: cs@karnataka.gov.in
9. Chief Secretary, Government of Uttarakhand, 4 Subhash Road, Uttarakhand Secretariat, Dehradun - 248 001, Email: cs-uttarakhand@nic.in
10. Chief Secretary, Government of Madhya Pradesh, 4th floor, Mantralaya, Vallabh Bhavan-I, Bhopal – 462 004, Email: cs@mp.nic.in
11. Chief Secretary, Government of Punjab, 6th floor, Punjab Civil Secretariat-1, Sector 1, Chandigarh – 160 001, Email: cs@punjab.gov.in
12. Chief Secretary, Government of Telangana, Telangana Secretariat, 5th floor, Burgula Rama Krishna Rao Bhavan NH 44, Hill Fort, Adarsh Nagar, Delhi - 500 063, Email: cs@telangana.gov.in
13. Chief Secretary, Government of Andhra Pradesh, 1st Block, 1st floor, Andhra Pradesh Secretariat Office, Velagapudi – 522 023, Email: cs@ap.gov.in
14. Chief Secretary, Government of Arunachal Pradesh, Block-II, 5th floor, Civil Secretariat, Itanagar – 791 111, Email: cs-arunachal@nic.in
15. Chief Secretary, Government of Assam, Assam Secretariat, CM Block, Second Floor Dispur, Guwahati - 781 006, Email: cs-assam@nic.in
16. Chief Secretary, Government of Bihar, Main Secretariat, Patna – 800 015, Email: cs-bihar@nic.in
17. Chief Secretary, Government of Goa, Secretariat, Porviroim, Bardez – 403 521, Email: cs-goa@nic.in
18. Chief Secretary, Government of Gujarat, 1st Block, 5th floor, Sachivalaya, Gandhinagar, Email: chiefsecretary@gujarat.gov.in
19. Chief Secretary, Government of Haryana, 47, 9th floor, Haryana Civil Secretariat, Sector-1, Chandigarh - 160 001, Email: cs@hry.nic.in
20. Chief Secretary, Government of Himachal Pradesh, Himachal Pradesh Secretariat, Shimla - 171 002, Email: cs-hp@nic.in

21. Chief Secretary, Government of Maharashtra, Main Building, Mantralaya, 6th floor, Madam Cama Road, Mumbai – 400 032, Email: [chiefsecretary@maharashtra.gov.in](mailto:chiefsecretary@maharashtra.gov.in)
22. Chief Secretary, Government of Meghalaya, Main Secretariat Building, Rilang Building Meghalaya Secretariat, Shillong - 793 001, Email: [cso-meg@nic.in](mailto:cso-meg@nic.in)
23. Chief Secretary, Government of Nagaland, Civil Secretariat, Kohima – 797 004, Email: [csngl@nic.in](mailto:csngl@nic.in)
24. Chief Secretary, Government of Sikkim, New Secretariat, Gangtok – 737 101, Email: [cs-skm@nic.in](mailto:cs-skm@nic.in)
25. Chief Secretary, Government of Tamil Nadu, Secretariat, Chennai – 600 009, Email: [cs@tn.gov.in](mailto:cs@tn.gov.in)
26. Chief Secretary, Government of Tripura, New Secretariat Complex, Secretariat Agartala, West Tripura – 799 010, Email: [cs-tripura@nic.in](mailto:cs-tripura@nic.in)
27. Chief Secretary, Government of Mizoram, New Secretariat Complex, Aizwal – 796 001, Email: [cs-mizoram@nic.in](mailto:cs-mizoram@nic.in)
28. Chief Secretary, Government of Rajasthan, Main Building, Secretariat, Jaipur – 302 005, Email: [csraj@rajasthan.gov.in](mailto:csraj@rajasthan.gov.in)

**List of Indian Institutes of Technology, National Institutes of Technology, Indian Institutes of Science Education and Research, Indian Institutes of Information Technology and Indian Institutes of Management**

*List of Indian Institutes of Technology*

1. Director, Indian Institute of Technology Gandhi Nagar
2. Director, Indian Institute of Technology Bhubaneswar
3. Director, Indian Institute of Technology Madras
4. Director, Indian Institute of Technology Guwahati
5. Director, Indian Institute of Technology Indore
6. Director, Indian Institute of Technology Kanpur
7. Director, Indian Institute of Technology Jodhpur
8. Director, Indian Institute of Technology Kharagpur
9. Director, Indian Institute of Technology Delhi
10. Director, Indian Institute of Technology Mumbai
11. Director, Indian Institute of Technology Patna
12. Director, Indian Institute of Technology Delhi
13. Director, Indian Institute of Technology Ropar
14. Director, Indian Institute of Technology Mandi
15. Director, Indian Institute of Technology Roorkee
16. Director, Indian Institute of Technology, Varanasi
17. Director, Indian Institute of Technology Jammu
18. Director, Indian Institute of Technology Palakkad
19. Director, Indian Institute of Technology Tirupati
20. Director, Indian Institute of Technology Goa
21. Director, Indian Institute of Technology Bhilai
22. Director, Indian Institute of Technology Dharwad
23. Director, Indian Institute of Technology, Dhanbad

*List of National Institutes of Technology*

24. Director, National Institute of Technology, Agartala
25. Director, Motilal Nehru National Institute of Technology, Allahabad
26. Director, Maulana Azad National Institute of Technology, Bhopal
27. Director, National Institute of Technology, Calicut
28. Director, National Institute of Technology, Durgapur
29. Director, National Institute of Technology, Hamirpur
30. Director, Malaviya National Institute of Technology, Jaipur
31. Director, Dr. B. R. Ambedkar National Institute of Technology, Jalandhar
32. Director, National Institute of Technology, Jamshedpur
33. Director, National Institute of Technology, Kurukshetra
34. Director, Visvesvaraya National Institute of Technology, Nagpur
35. Director, National Institute of Technology, Patna
36. Director, National Institute of Technology, Raipur

37. Director, National Institute of Technology, Rourkela
38. Director, National Institute of Technology, Silchar
39. Director, National Institute of Technology, Srinagar
40. Director, Sardar Vallabhbhai National Institute of Technology, Surat
41. Director, National Institute of Technology, Surathkal
42. Director, National Institute of Technology, Tiruchirapalli
43. Director, National Institute of Technology, Warangal
44. Director, National Institute of Technology, Sikkim
45. Director, National Institute of Technology, Goa
46. Director, National Institute of Technology, Arunachal Pradesh
47. Director, National Institute of Technology, Meghalaya
48. Director, National Institute of Technology, Nagaland
49. Director, National Institute of Technology, Manipur
50. Director, National Institute of Technology, Mizoram
51. Director, National Institute of Technology, Uttarakhand
52. Director, National Institute of Technology, Hyderabad
53. Director, National Institute of Technology, Puducherry
54. Director, National Institute of Technology, Andhra Pradesh

*List of Indian Institutes of Science Education and Research*

55. Director, Indian Institute of Science Education and Research, Kolkata
56. Director, Indian Institute of Science Education and Research, Pune
57. Director, Indian Institute of Science Education and Research, Mohali
58. Director, Indian Institute of Science Education and Research, Bhopal
59. Director, Indian Institute of Science Education and Research, Thiruvananthapuram
60. Director, Indian Institute of Science Education and Research, Tirupati
61. Director, Indian Institute of Science Education and Research, Berhampur

*List of Indian Institutes of Information Technology*

62. Director, Indian Institute of Information Technology Allahabad
63. Director, Atal Bihari Vajpayee – Indian Institute of Information Technology, Gwalior
64. Director, Pandit Dwarka Prasad Mishra Indian Institute of Information, Technology, Design and Manufacturing, Jabalpur
65. Director, Indian Institute of Information Technology, Design and Manufacturing, Kanchipuram
66. Director, Indian Institute of Information Technology, Design and Manufacturing, Kurnool
67. Director, Indian Institute of Information Technology Guwahati
68. Director, Indian Institute of Information Technology Vadodara
69. Director, Indian Institute of Information Technology Sri City
70. Director, Indian Institute of Information Technology Kota
71. Director, Indian Institute of Information Technology Tiruchirapalli
72. Director, Indian Institute of Information Technology Kalyani



73. Director, Indian Institute of Information Technology Una
74. Director, Indian Institute of Information Technology Sonapat
75. Director, Indian Institute of Information Technology Lucknow
76. Director, Indian Institute of Information Technology Dharwad
77. Director, Indian Institute of Information Technology Kottayam
78. Director, Indian Institute of Information Technology Senapati
79. Director, Indian Institute of Information Technology Nagpur
80. Director, Indian Institute of Information Technology Ranchi
81. Director, Indian Institute of Information Technology Pune
82. Director, Indian Institute of Information Technology Bhopal
83. Director, Indian Institute of Information Technology Bhagalpur
84. Director, Indian Institute of Information Technology Surat
85. Director, Indian Institute of Information Technology Agartala
86. Director, Indian Institute of Information Technology Raichur

*List of Indian Institutes of Management*

87. Director, Indian Institute of Management Ahmedabad
88. Director, Indian Institute of Management Bangalore
89. Director, Indian Institute of Management Calcutta
90. Director, Indian Institute of Management Lucknow
91. Director, Indian Institute of Management Indore
92. Director, Indian Institute of Management Kozhikode
93. Director, Indian Institute of Management Shillong
94. Director, Indian Institute of Management Rohtak
95. Director, Indian Institute of Management Raipur
96. Director, Indian Institute of Management Ranchi
97. Director, Indian Institute of Management Tiruchirappalli
98. Director, Indian Institute of Management Kashipur
99. Director, Indian Institute of Management Udaipur
100. Director, Indian Institute of Management Amritsar
101. Director, Indian Institute of Management Bodh Gaya
102. Director, Indian Institute of Management Jammu
103. Director, Indian Institute of Management Nagpur
104. Director, Indian Institute of Management Sambalpur
105. Director, Indian Institute of Management Sirmour
106. Director, Indian Institute of Management Vishakhapatnam

### **List of Central Universities**

1. Vice Chancellor, Aligarh Muslim University, Aligarh
2. Vice Chancellor, Assam University, Silchar
3. Vice Chancellor, Babasaheb Bhimrao Ambedkar University, Lucknow
4. Vice Chancellor, Banaras Hindu University, Varanasi
5. Vice Chancellor, Central University of Bihar, Patna
6. Vice Chancellor, Central University of Gujarat, Gandhinagar
7. Vice Chancellor, Central University of Haryana, Haryana
8. Vice Chancellor, Central University of Himachal Pradesh
9. Vice Chancellor, Central University of Jammu, Jammu
10. Vice Chancellor, Central University of Jharkhand, Ranchi
11. Vice Chancellor, Central University of Karnataka, Gulbarga
12. Vice Chancellor, Central University of Kashmir, Srinagar
13. Vice Chancellor, Central University of Kerala, Trivandrum
14. Vice Chancellor, Central University of Orissa, Koraput
15. Vice Chancellor, Central University of Punjab, Bhatinda
16. Vice Chancellor, Central University of Rajasthan, Ajmer
17. Vice Chancellor, Central University of Tamil Nadu, Tiruvarur
18. Vice Chancellor, Dr Harisingh Gaur Vishwa Vidyalaya, Sagar
19. Vice Chancellor, Guru Ghasidas Vishwavidyalaya, Bilaspur
20. Vice Chancellor, Hemvati Nandan Bahuguna Garhwal University, Srinagar, Uttarkhand
21. Vice Chancellor, Indira Gandhi National Open University, New Delhi
22. Vice Chancellor, Indira Gandhi National Tribal University, Amarkantak
23. Vice Chancellor, Jamia Millia Islamia, New Delhi
24. Vice Chancellor, Jawaharlal Nehru University, New Delhi
25. Vice Chancellor, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Vardha, Maharashtra
26. Vice Chancellor, Manipur University, Imphal
27. Vice Chancellor, Maulana Azad National Urdu University, Delhi
28. Vice Chancellor, Mizoram University, Aizawl
29. Vice Chancellor, Nagaland University, Kohima
30. Vice Chancellor, North Eastern Hill University, Shillong
31. Vice Chancellor, Pondicherry University, Puducherry
32. Vice Chancellor, Rajiv Gandhi University, Itanagar, Arunachal Pradesh
33. Vice Chancellor, Sikkim University, Gangtok, Sikkim
34. Vice Chancellor, Tezpur University, Tezpur, Assam
35. Vice Chancellor, The English and Foreign Languages University, Delhi
36. Vice Chancellor, Tripura University, Agartala
37. Vice Chancellor, University of Allahabad, Allahabad
38. Vice Chancellor, University of Delhi, Delhi
39. Vice Chancellor, University of Delhi, Delhi
40. Vice Chancellor, Visva Bharati, Shanti Niketan, West Bengal
41. Vice Chancellor, Mahatma Gandhi Central University, Motihari, Bihar

42. Vice Chancellor, Central Sanskrit University, Delhi
43. Vice Chancellor, Shri Lal Bahadur Shastri National Sanskrit University, New Delhi
44. Vice Chancellor, National Sanskrit University, Tirupati

\*\*\*