

भारत सरकार,  
इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी मंत्रालय (एमईआईटीवाई),  
भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)

SCO- 95-98, Ground & IInd Floor,  
सेक्टर -17 B, चंडीगढ़ - 160017

दिनांक :- 09/11/2020

**Subject:- Vacancy circular for the post of Private Secretary (PS) on short term contract basis in UIDAI, RO, Chandigarh.**

Unique Identification Authority of India (UIDAI), RO Chandigarh invites applications for filling up of 02 (Two) posts of Private Secretary (PS) on short term contract basis in its office located at Chandigarh by retired officials of Central Government/State Government/PSU/Autonomous Bodies having considerable experience of functioning of Central Government Ministries/Departments. The eligibility criteria and qualifications for the post is as follows:-

**1) Eligibility:-**

Retired Officers of the Central Government, State Government, Autonomous Bodies, PSUs holding analogous post in the parent cadre in the same Pay Matrix Level - 8/pre revised pay band - II (₹9300-34800 + GP ₹4800) or equivalent at the time of retirement.

OR

Having two years of regular service in the pay matrix Level -7/pre-revised Pay band - II of (₹9300-34800 + GP ₹4600) or equivalent at the time of retirement.

OR

Having five years of regular service in the pay matrix Level -6/pre-revised Pay band - II of (₹9300-34800 + GP ₹4200) or equivalent at the time of retirement.

**2) Desirable Qualification/Experience:-**

Good Stenographic and Typing Skills.

Proficiency in handling computers with Excellent Computer Skills.

**3) Period and other terms and conditions of deputation**

The initial period of contract shall be for six months extendable upto two years as per UIDAI, HQ, New Delhi Office Memorandum No. A-12013/21/09-UIDAI dated 28.05.2012.

**4) Age Limit**

The maximum age limit for appointment on contract basis shall not exceed 65 years as on the date of application.

5) **Remuneration**

The maximum consolidated monthly remuneration shall be as under

Level of Pay in Pay Matrix	Remuneration
Level 6, 7 & 8	Rs. 25000/-

- 6) Eligible and willing candidate may apply in prescribed format – Annexure I. The application should be accompanied by the following documents:-
- Application in prescribed preformed Annexure I.
  - Photocopies of the ACRs/APARs for the last three (3) years of his service duly attested on each page by an officer not below the level of Under Secretary or equivalent  
OR  
Summary of the ACRs/APARs for the last three (3) years of his service duly attested by an officer not below the level of Under Secretary or equivalent
  - Copy of Self Attested - Pension Payment Order (PPO).
- 7) The applications of suitable and eligible officers complete in all respect, in the prescribed format- Annexure I alongwith documents listed in Para 6 above may be forwarded to Assistant Director General (Admin), Unique Identification Authority of India (UIDAI), Regional Office, SCO- 95-98, Ground & IInd Floor, Sector 17B, Chandigarh – 160017. The last date of receipt of applications complete in all respects is 30 days from the date of publication on website.
- 8) Applications received after the last date or otherwise found incomplete shall not be entertained.
- 9) UIDAI, RO, Chandigarh reserves the right to withdraw the vacancy circular at any time without assigning any reasons.

**Signed by Ashutosh  
Kaushik  
Date: 09-11-2020 15:30:17  
Reason: Approved  
Deputy Director (Admin)  
Tel:- 0172-2714141**

**To**

- Deputy Director (HR), UIDAI, HQ, New Delhi for uploading advertisement on UIDAI Website.

**Terms and Conditions for engagement as Private Secretary on Contractual Basis**

1. He/She shall perform the services as per Terms of Reference and the task/jobs assigned by him/her by the office where he is engaged.
2. The working hours would be that of the working hours of the office where he/she is engaged.
3. Under special circumstances, he/she could be called for services on holidays or beyond normal working hours for which no other benefits/leave will be granted.
4. The contract period will be for a period of six months from the date he/she enter into Contract Agreement with UIDAI, RO, Chandigarh further extendable upto 2 years if existing rules permits.
5. DDG, RO, Chandigarh shall have the right to examine/review/terminate the services provided by him/her at any time.
6. No other facility whatsoever except remuneration shall be provided to him/her.
7. The Department shall not be responsible for any loss, accident, damages/injury suffered by him/her whatsoever arising in or out of the execution of his/her work, including travel.
8. He/She shall abide with Contract agreement, Non-Disclosure Agreement, General Conduct Rules, Information Security Act and other restrictions applicable to Govt. Employees.
9. He/She shall be eligible for 08 days leave in a calendar year on pro-rata basis.

**APPLICATION FOR THE POST OF PRIVATE SECRETARY (PS) ON  
CONTRACT BASIS IN  
UIDAI, REGIONAL OFFICE, CHANDIGARH**

(Last date for receipt of Application: 30 Days from the date of publication of Advt on website)

1	Post applied for (Please mention name of the post)				
2	Name of the Candidate (in block letters)				
3	Gender	Male		Female	
4	Category	SC		ST	Paste a recent Passport Size photograph
		OBC		Others	
5	Date of Birth (DD/MM/YYYY)				
6	Date of Retirement				
7	Address for correspondence, mobile number and email id				
8	Education Qualification				
	Examination Passed	Year	Name of University/ Institute	% of marks/ CGPA	Subject
9	Details of employment in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)				
	Organization/ Institution	Post held	From	To	Scale of Pay
					Nature of Duties
10	Complete office address along with telephone number of the last Employer				
11	Grade held at the time of retirement & date of entry in that grade.				
12	In case the present employment is held on deputation/ contract basis. Please state				
13	Training/Courses attended				
14	Details of award / honour / appreciation				
15	Additional information, if any, which you would like to furnish in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient				

Date:  
Place:

(Signature of the Candidate)  
Mobile No. \_\_\_\_\_