

**VACANCY CIRCULAR FOR THE POST OF DEPUTY DIRECTOR IN UNIQUE IDENTIFICATION AUTHORITY OF INDIA (UIDAI) REGIONAL OFFICE, BENGALURU.**



The Authority invites applications on the prescribed form for the following post on deputation in its Regional office located at Bengaluru

S. No	Name of the post	Number of the posts vacant	Pay scale with grade pay
01	Deputy Director	01	Pay Matrix Level -11 (Pre-revised Pay Band III Rs.15600-39100+6600 )

For application form, eligibility criteria, desirable qualification/experience and related details, please

Visit: [www.uidai.gov.in](http://www.uidai.gov.in). Applications completed in all respects along with the CRs, Vigilance clearance etc., should be sent through proper channel to ADG (HR), UIDAI Regional Office, Bengaluru on or before 15.06.2018.

Sd/-  
Deputy Director

**VACANCY CIRCULAR FOR POST IN REGIONAL OFFICE, BENGALURU OF UNIQUE IDENTIFICATION AUTHORITY OF INDIA (UIDAI)**

The Authority would like to fill up the following posts on deputation in its Regional Office located at Bengaluru.

Sl. No	Regional Office	Name of the posts	No. of vacant post
1	Bengaluru	Deputy Director	1

**Eligibility Criteria and Desirable Qualifications/Experience for the above posts are as under**

Name of the post and pay scale with Grade pay	Eligibility Criteria	Desirable Qualifications/Experience
Pay Matrix Level -11 (Pre-revised Pay Band III Rs.15600-39100+6600 )	I )Holding analogous post in the same scale of pay; <b>Or</b> ii) With five years regular service in posts in PB II/III + Grade Pay of Rs. 5400/- <b>Or</b> iii) With six years regular service in posts in the Pay Band of Rs. 9300 – 34800 + Grade Pay of Rs.4800/-	1. 5 year experiences in Administration /Accounts & Finance/Budgeting/ Establishment/ Legal/ Procurement/ Planning and Policy formulation of Govt. schemes and projects.  2. Excellent and Computer Skills.

**Field of Selection:**

Officers of Central Government / State Governments / UTs / PSUs / Autonomous bodies

**2. Period and other terms and condition 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 aforementioned DOP&T's O.M. of 17.6.2010 and Government of India's instructions issued from time to time on the subject.

**Age limit**

The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application.

**Eligibility for Government Accommodation**

As per the ongoing arrangement (further continuity of which is subject to approval of Ministry of Urban Development), the officers appointed in the UIDAI will be eligible for General Pool Residential Accommodation at par with Central Government employees.

### 3. Documents to be forwarded along with application:

Eligible and willing candidate may apply through proper channel in prescribed format-Annexure I. Cadre authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately on their selection. The applications of only such officers would be considered that are routed through proper channel and are accompanied by following documents:

- i. Application in prescribed proforma – Annexure I.
- ii. Cadre Clearance Certificate from the Controlling Authority.
- iii. Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) Years Annexure II
- iv. Vigilance Clearance/Integrity Certificate (Annexure II)
- v. Photocopies of the ACRs/APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary or equivalent (Annexure III)

4. While forwarding the application it may also be verified and certified by the cadre controlling authority that the particulars furnished by the applicant are correct (Annexure II)

5. The applications of suitable and eligible officers complete in all respect, in the prescribed format (Annexure-I) alongwith documents listed in para 3 and 4 above may be forwarded at the below mentioned address. The last date for receipt of applications complete in all respect is 15<sup>th</sup> June, 2018. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently. Since this vacancy is to be filled up on deputation basis, private candidates are not eligible.

#### Address for Communications:

The applications may be forwarded on the prescribed format to the Regional Office at the address given below:

Regional Office	Address
Bengaluru	Assistant Director General (HR) UIDAI Regional Office, No.49, Khanija Bhavan, Race Course Road, Bengaluru – 560001 Telephone : 080 22340104

6. Applications received after the last date or otherwise found incomplete shall not be entertained.

7. UIDAI reserves the right to withdraw the vacancy circular at any time without assigning any reasons.

Sd/-  
Deputy Director

**APPLICATIONS FOR THE POST OF DEPUTY DIRECTOR IN RO, UIDAI IN BENGALURU**

(Since this vacancy is to be filled up on deputation basis, private candidates are not eligible)

1. Name of application 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;

Paste your recent Passport size photographs
--

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

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

Office Instt/Orgn	Post held from to pay Matrix Level/Scale of pay and basic pay	Nature of duties

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 or deputation/contract -----
  - c) Name of the parent office/organisation 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 Organisations -----
  - iv. Government Undertakings -----
  - v. Universities -----
14. 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:

(SIGNATURE)

Mobile No. : \_\_\_\_\_

Office Tel.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. No vigilance case is pending/contemplated against the Officer.
6. 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).
7. 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: