

No.A-12013/21(PS/HQ)09-UIDAI (Vol.III)
Ministry of Electronics & Information Technology
Unique Identification Authority of India (UIDAI)

2nd Floor, Tower – I, Jeevan Bharti Building
Connaught Circus, New Delhi – 110001
Dated: 19th February, 2018

SUBJECT: Vacancy circular for the post of Private Secretary & Stenographer on deputation in UIDAI HQ, New Delhi

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Unique Identification Authority of India (UIDAI), invites applications for filling up two posts (likely to vary) of Private Secretary in the Pay Matrix level 8 (pre-revised Pay Band II, Rs. 9300-34800 plus Grade Pay of Rs. 4800/-) and four posts (likely to vary) of Stenographer in the Pay Matrix level 6 (pre-revised Pay Band II, Rs. 9300-34800 plus Grade Pay of Rs. 4200/-) on deputation basis in its HQ, New Delhi, from amongst suitable and eligible officers. The eligibility criteria and qualifications for this post are as follows:-

Name of the Post and pay scale with Grade Pay	Number of vacant posts	Eligibility Criteria	Desirable Qualifications/ Experience
Private Secretary in the Pay Matrix level 08 (pre-revised Pay Band II Rs. 9300-34800 plus Grade Pay of Rs. 4800/-)	02 (Likely to vary)	Holding analogous post in the parent cadre in the Pay Matrix level 08 (pre-revised Pay Band II Rs. 9300-34800 plus Grade Pay of Rs. 4800/-) Or Having two years of regular service in the Pay Matrix level 07 (pre-revised Pay Band II Rs. 9300-34800 plus Grade Pay of Rs. 4600/-) Or Having five years of regular service in the Pay Matrix level 06 (pre-revised Pay Band II Rs. 9300-34800 plus Grade Pay of Rs. 4200/-)	Good Stenographic and Typing skills Proficiency in handling computers with Excellent Computer skills.
Stenographer in the Pay Matrix level 06 (pre-revised Pay Band II Rs. 9300-34800 plus Grade Pay of Rs. 4200/-)	04	Holding analogous post in the parent cadre in the Pay Matrix level 06 (pre-revised Pay Band II Rs. 9300-34800 plus Grade Pay of Rs. 4200/-) Or Having five years of regular service in the Pay Matrix Level 05/04 (pre-revised Pay Band II (Rs. 5200-20200) plus Grade Pay of Rs. 2800/2400)	Good Stenographic and Typing skills Proficiency in handling computers with Excellent Computer skills.

2. Period and other terms and conditions 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 DoP&T's aforementioned 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

The officers appointed in the UIDAI will be eligible for General Pool Residential Accommodation at par with Central Government employees.

3. 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:

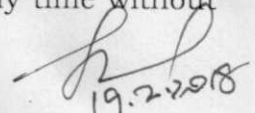
- i. Application in prescribed proforma – **Annexure I.**
- ii. Cadre Clearance Certificate from the Controlling Authority
- iii. Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years **Annexure II**
- iv. Vigilance Clearance/Integrity Certificate (**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 II**).

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 to **ADG (HR), Unique Identification Authority of India (UIDAI), 2nd Floor, Tower 1, Jeevan Bharti Building, Connaught Circus, New Delhi-110001. The last date for receipt of applications complete in all respect is 27.03.2018.** 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.

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.



(S.D Sharma)

Assistant Director General (HR)

Tel: 23466869

To,

1. All Ministries/Departments of the Govt of India, It is requested that the vacancy may be given wide publicity in the attached & subordinate Offices under them.
2. All the State Governments, including Union Territories are requested to give wide publicity to the vacancy in their various Departments/Offices.
3. All Public Sectors Undertaking/Statutory or Autonomous Organisations/O/o JS Trg. & CAO/AIR HQ/NAVY HQ/Director (Estt.), Bureau of Indian Standards, New Delhi.
4. Under Secretary (CS-II), CS Division, Deptt of Personnel & Training, Lok Nayak Bhavan, New Delhi- with the request to upload the enclosed vacancy circular on the DoP&T's website.
5. Media Division, UIDAI HQ, for publication of above advertisement in National Dailies.

Application for the post of Private Secretary/Stenographer on deputation basis

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

1.	Name			Paste your recent Passport Size Photographs	
2.	Date of Birth				
3.	Present Post				
4.	Date from which the present post is held on regular basis				
5.	Present place of posting				
6.	Service				
7.	Parent Cadre				
8.	Date of joining Service				
9.	Pay Matrix of the present post				
10.	Basic Pay drawn				
11.	Old Pay Scale + Grade Pay				
12.	Whether the eligibility criteria prescribed for the post are satisfied				
13.	Mobile/Office/Residence Number	Mobile: _____	Office: _____	Res.: _____	
14.	Educational/Professional Qualification (Please mention Graduation level and above)				
Sl.No	Qualification	Subject	Year/Division	Institution/ University Place/ Country	
15.	Details of Experience/ employment (Please attach a separate sheet, if required)				
Sl.No	Office	Post Held	From	To	Pay Band alongwith Grade Pay
16.	Date of retirement under Central Government Rules				
17.	Training(s) undergone				

Certified that information furnished above by me is correct in all respect to the best of my knowledge & belief.

Date & Place

(Signature of the Candidate)

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: