

इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी मंत्रालय/Ministry of Electronics & I.T(MeitY)
भारतीय विशिष्ट पहचान प्राधिकरण Unique Identification Authority of India (UIDAI)

क्षेत्रीय कार्यालय, (असम, अरुणाचल प्रदेश, मिजोरम, मणिपुर, नागालैंड, मेघालय, सिक्किम और त्रिपुरा) गुवाहाटी
Regional Office, (Assam, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Meghalaya, Sikkim and Tripura) Guwahati

ब्लॉक V, पहली मंजिल:: Block-V, 1st Floor

हाउस्फेद परिसर, दिसपुर, गुवाहाटी-781006

HOUSEFED Complex, Dispur. Guwahati -781006

Date/दिनांक: 03/07/2017

SUB: Vacancy circular for the post of Deputy Director (DD), on deputation in UIDAI Regional Office, Guwahati – regarding.

Unique Identification Authority of India (UIDAI), invites applications for filling up 01 (one) post of Deputy Director(DD) in the Pay Matrix Level-11 (pre-revised Pay Band III, Rs. 15600-39100/- plus Grade Pay of Rs. 6600/-), on deputation basis in its Regional Office, Guwahati, 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
Deputy Director, Pay Matrix Level-11(Pre revised Pay Band III Rs 15,600-39,100/- plus Grade Pay of Rs 6600/-	01	Officers of the Central Government, State Government, Autonomous Bodies, PSUs:- Holding analogous post in the same scale of pay on regular basis Or Having five years regular service in PB-2/PB-3 with grade pay of Rs 5400/- equivalent Or Having six years regular service in PB-2 with Grade pay of Rs. 4800/- equivalent.	Five years experience in Admn/ Estt/ Budgeting/ procurement / Planning and policy formulation/ Implementation of Government schemes and projects 2. 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.

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. 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:

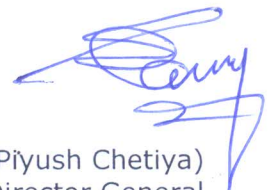
- Application in prescribed proforma - **Annexure I**
- Cadre Clearance Certificate from the Controlling Authority
- Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years **Annexure II**
- Vigilance Clearance/Integrity Certificate (**Annexure II**)
- 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), along with documents listed in para 3 and 4 above may be forwarded to **Assistant Director General, Unique Identification Authority of India (UIDAI), Regional Office, 1st Floor Block-V, HOUSEFED COMPLEX, Beltola-Basistha Road, PO, Assam Sachibalaya Dispur, Guwahati-781006. The last date for receipt of applications complete in all respect is 05/09/2018.** 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.



(Piyush Chetiya)
Assistant Director General
Tel: 0361-2228081

To

1. The Assistant Director General (Admn.), Unique Identification Authority of India, Ministry of Electronics and Information Technology (MeitY), Govt. of India, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi-110001 with the request to upload the enclosed vacancy circular on the UIDAI's website.
2. The Under Secretary (CS-II), CS Division, Deptt of Personnel & Training, LokNayak Bhavan, New Delhi- with the request to upload the enclosed vacancy circular on the DoP&T's website.
3. All central Government Departments whose office/headquarters located at Guwahati.
4. Secretary, Department of Personnel & Training, Government of Assam/ Meghalaya/ Manipur/Mizoram/Nagaland/Arunachal Pradesh/ Tripura /Sikkim.
5. Notice Board, UIDAI, RO, Guwahati.

APPLICATION FOR THE POST OF DEPUTY DIRECTOR IN RO UIDAI, GUWAHATI**(Since this vacancy is to be filled up on deputation basis, private candidates are not eligible.)**

1. Name of applicant 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)		
	(4)		
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

<u>Office/Instt./Orgn.</u>	<u>Post held From To Pay Matrix</u> <u>level/Scale of pay</u> <u>and basic pay</u>	<u>Nature of</u> <u>duties</u>

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 on deputation/contract
 - (c) Name of the parent office/organization 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 Organizations
 - 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:

Place:

(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

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: