

No. UIDAI/RO/Chd/Admn/29/4/17-10739-44
UNIQUE IDENTIFICATION AUTHORITY OF INDIA
REGIONAL OFFICE, SCO 139-141, 3rd AND 4th FLOOR
SECTOR-17 C, CHANDIGARH-160017.

Advt.No.40/2017

Dated: 3. 10. 2017

Sub: Vacancy Circular for the post of Private Secretary on deputation in UIDAI, RO Chandigarh.

The Unique Identification Authority of India (UIDAI), invites applications for filling up total four posts (likely to vary) of Private Secretary in Pay Band II (Rs. 9300-34800) plus Grade Pay of Rs.4800/- (Pre-revised) on deputation basis in Regional Office, Chandigarh from amongst suitable and eligible officers. The eligibility criteria and qualifications for this post are as under:-

Name of the post and pay band with Grade Pay	No. of vacant posts	Eligibility Criteria	Desirable Qualifications/Experience.
Private Secretary (PB-2, Rs.9300-34800 & G.P. Rs.4800/- Pre-revised) (As per 7 th Pay Commission Level-8 in Pay Matrix)	04 (Likely to vary)	Holding analogous posts in the parent cadre in the Pay Band II (Rs. 9300-34800) plus Grade Pay of Rs.4800/- (Pre-revised) Or Having 5 yrs of regular service in the Pay Band II (Rs. 9300-34800) plus Grade Pay of Rs.4200/- (Pre-revised)	Good stenographic and typing skills. Proficiency in handling computers with excellent Computer Skills.

Eligibility: Officers of Central Govt./State Govt./UTs/PSUs/Autonomous Bodies or retired employees.

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 OM.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.

Pay structure and age limit for retired employees: A consolidated amount of Rs.25,000/- (Rs. Twenty Five thousand) will be paid on selection and retiree should not be more than 65 years of age as on the date of application.

Eligibility for Government Accommodation: The official 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 years duly attested on each page by an officer not below the level of Under Secretary of 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 respects, in the prescribed format (Annexure-II) along with documents listed in para 3 may be forwarded to ADG(Admn), UIDAI, Regional Office, SCO-139-141, 3rd & 4th Floor, Sector-17 C, Chandigarh-160017(Tel.0172-2771214). The last date for receipt of applications complete in all respects is 15.12.2017. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
6. Applications received after due 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 reason.


Dy. Director (Admn)
UIDAI, RO Chandigarh
Tel: 0172-2714141

To,

To

1. The ADG (Estt) UIDAI, HQ, New Delhi with the request to upload the enclosed vacancy circular on the UIDAI's website.
2. Under Secretary (CS-II) CS Division, Deptt. of Personnel & Training, Lok Nayak Bhawan, New Delhi with the request to upload the enclosed vacancy circular on the DoP&T's website.
3. The Chief Secretary to Govt. of Himachal Pradesh, H.P. Sectt., Shimla-171001 with the request to give wide publicity to the advertisement in their Departments/Offices.
4. The Chief Secretary to Govt. of Haryana, 4th Floor, Haryana Civil Secretariat, Sector-1, Chandigarh with the request to give wide publicity to the advertisement in their Departments/Offices.
5. The Chief Secretary to Govt. of Punjab, 6th Floor, Punjab Civil Secretariat, Sector-1, Chandigarh, with the request to give wide publicity to the advertisement in their Departments/Offices.
6. The IEC Manager, UIDAI, RO Chandigarh for publication the above advertisement in the Newspapers like, Employment News, The Tribune, & Dainik Bhaskar.

Annexure-I

Application for the post of Private Secretary in UIDAI, RO, CHANDIGARH (on deputation basis)

1.	Name	
2.	Date of Birth	
3.	Present Post	
4.	Date from which the present post is held	
5.	Present place of posting	
6.	Service & Batch	
7.	Parent cadre	
8.	Date of joining service	
9.	Pay Band of the Present Post/Pay Matrix	
10.	Basic Pay drawn	
11.	Grade Pay	
12.	Whether the eligibility criteria prescribed for the post are satisfied.	
13.	Mobile/Office/Residence No.	
14.	Educational/Professional Qualification (Please mention Graduation and above.	

Paste your recent passport size photograph

S.No.	Qualification	Subject	Year/Division	Institute/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 GP
16.	Date of retirement under Central Government Rules				
17.	Training(s)undergone				

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

Date & Place:

Signature of the Candidate

Annexure-II

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 circular/advertisement.
4. The candidate is clear from vigilance angle and his integrity is certified as 'Beyond Doubt'.
5. It is certified that no penalty has been imposed on the applicant during the last 10years (Alternatively, penalty statement during the last 10years may be enclosed).
6. Photocopies of up-to-date ACRs/APARs for the last 05 years duly attested on each page by an officer not below the rank of Under Secretary or equivalent are enclosed.
7. Certified that the service particulars given by the applicant have been verified from his/her service records and found to be correct.

Signature
Name, Designation & Tele.of the forwarding officer.
(Office Stamp)

Date:

Place: