

No.A-12013/21/ADG/20-UIDAI (Vol. I)
Ministry of Electronics & Information Technology
Unique Identification Authority of India (UIDAI)

Bangla Sahib Road, Behind Kali Mandir
Gole Market, New Delhi – 110001

Dated: 20 May, 2020

CIRCULAR

Subject: Inviting application on deputation (Foreign Service term basis) in UIDAI for the posts of Assistant Director General (ADG) in Pay Matrix Level 13.

The Unique Identification Authority of India (UIDAI) is an autonomous statutory Authority set up under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 for Aadhaar enrolment, authentication and other functions specified in Section 23 and other Sections of the Act.

2. Unique Identification Authority of India (UIDAI), invites applications for filling up **14 posts¹** of Assistant Director General (ADG) in **Pay Matrix Level 13 (Rs. 1,23,100-2,15,900)** on deputation basis on Foreign Service terms, from amongst suitable and eligible officers. The locations, eligibility criteria and qualifications for this post are as follows:-

Location of posting

| | | | |
|-------|-----------------------------------|---|----------|
| i. | UIDAI Headquarters, New Delhi | - | 05 Posts |
| ii. | UIDAI Regional Office, Delhi | - | 01 Post |
| iii. | UIDAI Regional Office, Guwahati | - | 01 Post |
| iv. | UIDAI Regional Office, Lucknow | - | 01 Post |
| v. | UIDAI Regional Office, Mumbai | - | 02 Posts |
| vi. | UIDAI Regional Office, Hyderabad | - | 01 Post |
| vii. | UIDAI Regional Office, Chandigarh | - | 02 Post |
| viii. | UIDAI Regional Office, Bengaluru | - | 01 Post |

Eligibility:

- i. Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department; OR
With three years of regular service in the Pay Matrix Level 12 or above.
OR
- ii. Officers from State/ UT Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience.
- iii. Age below 56 years as on the closing date of the application.

Desirable Experience:

- i Experience in monitoring and implementation of large scale project(s) having multiple ecosystem partners.
- ii Experience in handling of matters relating to Budget, Accounts, Administration, Procurement of goods and services etc.
- iii Experience in e-Governance and ICT related projects.
- iv For one post at UIDAI Headquarters a degree in Law from a recognized University with experience in handling legal matters and court cases.

3. Period and other terms and conditions of deputation:

3.1 The period of deputation shall initially be of three years.

3.2 The general terms and conditions of services at UIDAI will be governed as per Unique Identification Authority of India (Appointment of Officers and employees) Regulations, 2020 and Unique

¹ The number of vacancies may vary at later stage at the time of selection.

Identification Authority of India (Salary, Allowances and other Terms & Conditions of Service of Employees) Regulations, 2020 and guidelines of the Central Government in this regard. The aforesaid regulations are available on the website of UIDAI (www.uidai.gov.in).

3.3 The terms of deputation, including the pay and allowances, shall be governed by the provisions laid down in the Department of Personnel & Training Office Memorandum No. 6/8/2009-Estt.(Pay II) dated 17 June 2010 and other orders/guidelines issued in this regard from time to time.

3.4 Accommodation and medical facility will be governed as per para 14 and 15 of Chapter IV of Unique Identification Authority of India (Salary, Allowances and other Terms & Conditions of Service of Employees) Regulations, 2020.

4. 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:

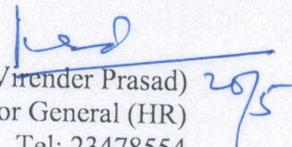
- i. Application in prescribed proforma – **Annexure I**
- ii. Cadre Clearance Certificate from the Controlling Authority
- iii. Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years **Annexure II**
- iv. Vigilance Clearance/Integrity Certificate (**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**)
- vi. No Objection Certificate from the Department of Personnel and Training in case the officer is serving under Central Staffing Scheme (CSS)

5. 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**)

6. The applications of suitable and eligible officers complete in all respect, in the prescribed format (Annexure-I), along with documents listed in para 4 and 5 above may be forwarded to **ADG (HR), Unique Identification Authority of India (UIDAI), 4th Floor, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi-110001. The application may also be sent through email on deputation@uidai.net.in.** The last date for receipt of applications complete in all respect is **22.06.2020**. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

7. Applications received after the last date or without necessary documents or otherwise found incomplete shall not be entertained.

8. UIDAI reserves the right not to fill up all or any of the vacancies or to withdraw the circular at any time without assigning any reasons.


(Virender Prasad) 20/5
Assistant Director General (HR)
Tel: 23478554

To,

- i. All Ministries/Departments of the Govt of India with a request to give wide publicity to the vacancy in their Attached and Subordinate offices. Autonomous/Statutory Bodies and PSEs.
- ii. All the State Governments, Administration of Union Territories with a request to give wide publicity to the vacancy in their various Departments/Offices.
- iii. Website of UIDAI.
- iv. Media Division, UIDAI HQ for publicizing the vacancy in at least two national dailies.

APPLICATION FOR THE POST OF ASSISTANT DIRECTOR GENERAL AT UIDAI
IN PAY MATRIX LEVEL 13

(Last date for receipt of Application: 22.06.2020)

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

| | | | | | | |
|-----|--|-----------------|----------------------------------|------------------------------|--------------|---|
| 1. | Location preference [Indicate order of preference in appropriate box(es)] | New Delhi | | | | |
| | | Guwahati | | | | |
| | | Lucknow | | | | |
| | | Mumbai | | | | |
| | | Hyderabad | | | | |
| | | Chandigarh | | | | |
| | | Bengaluru | | | | |
| 2. | Name of the Candidate (in block letters) | | | | | Paste a recent Passport size photograph |
| 3. | Gender (√ the appropriate box) | Male | | Female | | |
| 4. | Category (√ the appropriate box) | SC | | ST | | |
| | | OBC | | Others | | |
| 5. | Date of Birth (DD/MM/YYYY) | | | | | |
| 6. | Date of retirement | | | | | |
| 7. | Address for correspondence, mobile number and e-mail id | | | | | |
| 8. | Education qualification (Graduation level and above) | | | | | |
| | Examination Passed | Year | Name of University/ Institute | Percentage of marks/ CGPA | Subjects | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| 9. | Details of employment in , 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 present Employer | | | | | |
| 11. | Nature of the present employment (√ the appropriate box) | Ad-hoc | | | Temporary | |
| | | Quasi-permanent | | | Permanent | |
| 12. | Present grade and date from which held on regular/substantive basis | | | | | |

| | | |
|-----|---|--|
| 13. | Name of the Service, if belonging to Organised Group A Service | |
| 14. | 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. If applied for more than one post, desired experience for all such posts may be indicated. | |
| | Qualification/ Experience required | Qualification/ Experience possessed by the officer |
| | Essential: (i) (ii) (iii) | |
| | Desired: (i) (ii) (iii) | |
| 15. | In case the present employment is held on deputation/ contract basis, please state | Date of initial appointment |
| | | Period of appointment on deputation/contract |
| | | Name of the parent office/organization to which you belong |
| 16. | Training/Courses attended | |
| 17. | Details of award/ honour/ appreciation | |
| 18. | 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. : _____

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: