

No. UIDAI/RO/Chd/Admn/29/4/2017-10932  
 Ministry of Electronics & Information Technology (MeitY)  
 Unique Identification Authority of India  
 SCO-139-141, 3<sup>rd</sup> & 4<sup>th</sup> Floor, Sector-17 C, Chandigarh-160017.

Dated: 16.11.2017

**SUB: VACANCY CIRCULAR FOR THE POSTS OF DEPUTY DIRECTOR AND SECTION OFFICER ON DEPUTATION IN UNIQUE IDENTIFICATION AUTHORITY OF INDIA (UIDAI) RO CHANDIGARH.**

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**Adv.No. 41/2017**

Unique Identification Authority of India (UIDAI) invites applications for filling up one post of Deputy Director in the Pay Matrix Level -11 (Pre-revised PB-3, Rs. 15600-39100 plus 6600/-GP) & one post of Section Officer on deputation in the Pay Matrix Level -8 (Pre-revised PB-2, Rs.9300-34800+G.P. Rs.4800/-)on deputation basis in its Regional Office Chandigarh from amongst suitable/eligible officers. The eligibility criteria and qualifications for these posts are as follows:-

Name of the post and pay band with Grade Pay	No.of posts vacant	Eligibility Criteria	Desirable Qualifications/Experience.
Deputy Director Pay Matrix Level-11 (Pre-revised PB III Rs. 15600-39100 plus 6600/-GP)	01	<b>Officers of the Central Government/State Government/Autonomous Bodies, PSUs:</b>  i. Holding analogous posts in the same scale of pay; Or ii. Having five years regular service in PB-2/PB-3 with Grade Pay of Rs.5400/- equivalent, Or iii) Having six years regular service in PB-2 with Grade Pay of Rs. 4800/-	i) Five years experience in Administration/ Establishment/ Budgeting/Procurement/ Planning and Policy formulation/ implementation of Government Schemes and projects.  ii)Excellent computer skills.
Section Officer  Pay Matrix Level -8 (Pre-revised PB-2, Rs.9300-34800 + G.P. Rs.4800/-)	01	<b>Officers of the Central Government/State Government/Autonomous Bodies, PSUs:</b>  i) Holding analogous post on regular basis in parent cadre, Or ii. Having two yeas service in the grade rendered after appointment on regular basis in the Pay Matrix Level-7 ( Pre-revised PB-II Rs.9300-34800+GP 4600/-) or equivalent, Or iii) Having 6 yrs service in the grade rendered after appointment on regular basis in the Pay Matrix Level -6( Pre-revised PB-2, Rs. 9300-34800 Plus Grade Pay Rs.4200/- or equivalent in the parent department.	i) Two years experience in Finance/Accounts/Admimistration/ legal/Establishment./ Budgeting /vigilance/ procurement/Planning & policy Technical matters/ implementation of Govt. schemes.  ii)Excellent noting/ drafting  iii)Proficiency in handing 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 OM.No. 6/8/2009-Estt(Pay-II) dated 17.06.2010 and Govt. of India's instructions from time to time on the subject.

**Age Limit:** The maximum age limit for appointment on deputation shall not exceed 56years 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 accompanied with 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 years **Annexure-II.**
- iv) Vigilance Clearance/Integrity Certificate **Annexure-III.**
- v) Photocopies of ACRs/APARs for the last five 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-III**).

5. The applications of suitable and eligible candidates complete in all respect, in the prescribed format (Annexure-I) alongwith documents listed in Para 3 and 4 above may be forwarded to **ADG(Admn), Unique Identification Authority of India (UIDAI), Regional Officer, SCO-139-141, Chandigarh -160017. The last date for receipt of applications will be 30<sup>th</sup> January 2018.** Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

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 reason.

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

**Application for the post of Deputy Director in UIDAI, Regional Office, Chandigarh  
(Since this vacancy is to be filled 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 .....
- Whether belongs to Organized .....  
Gr.A Service, If yes, then mention  
Name of Service and Batch: .....
5. 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. ....



		Qualification/Experience	Qualification/Expeience possessed by the Officer.
<b>Essential</b>	(1)		
	(2)		
	(3)		
<b>Desirable</b>	(1)		
	(2)		

7. Post held on regular (i.e. substantive) basis and  
The date from which held pay scale. ....
8. Please state clearly whether in 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 Leave/Scale of pay and basic pay</u>	<u>Nature of 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:

Signature

NAME : \_\_\_\_\_

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

Office Tel. No.: \_\_\_\_\_

Certified that the service particulars given by the applicant have been verified from his/he service and found to be correct.

Signature with seal of the Competent Authority

**Application for the post of Section Officer in UIDAI, RO, Chandigarh on deputation basis**  
(Since this vacancy is to be filled up on deputation basis, private candidates are not eligible)

1.	Name	
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.	Pay Band of the present post + Grade Pay (Pre-revised)	
12.	Whether the eligibility criteria prescribed for the post are satisfied	

13.					
14.	Mobile /Office/Residence Number	Mobile: _____ Office: _____ Res: _____			
15.	<b>Educational/Professional Qualification</b> (Please mention Graduation level and above)				
Sl.No.	Qualifications	Subject	Year/Division	Institution/ University Place /Country	
Sl.No.	Office	Post Held	From	To	Pay Band along with 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 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 five 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.

Date:

Place:

(Office Stamp)