

No. A-12024/449/2017-Estt  
Ministry of Electronics & Information Technology  
Unique Identification Authority of India (UIDAI)

3<sup>rd</sup> Floor, South Wing, Khanija Bhavan  
No.49, Race Course Road, Bengaluru – 560 001  
Dated: 31<sup>st</sup> October, 2019

**Subject:** Vacancy circular for the post of Assistant Section Officer (ASO) on deputation in UIDAI, RO, Bengaluru.

Unique Identification Authority of India (UIDAI) invites applications for filling up one vacant post of Assistant Section Officer (ASO) 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 Regional Office, Bengaluru from amongst suitable and eligible officers. The eligibility criteria and qualifications for this post are as follows:

**Eligibility**

Holding analogous post in the parent cadre in the same Pay Matrix Level-6/pre-revised Pay Scale Rs.9300-34800+GP Rs.4200

OR

Having five years of regular service in the pay matrix level-4/pre-revised Pay scale of Rs.5200-20200 + GP Rs.2400/-.

**Desirable Experience:**

1. Excellent noting drafting, typing skills, proficiency in handling computers with Excellent Computer skills.
2. Experience in handling cash, Finance/Accounts/Administrative/HR Establishment matters/Legal/budget/policy matters/implementation of Government Schemes etc.

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 DoPT's aforementioned O.M of 17.06.2010 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:

- i. Application in prescribed proforma – **Annexure I**
  - ii. Cadre Clearance Certificate from the Controlling Authority.
  - iii. Statement giving details 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 **Deputy Director (HR), Unique Identification Authority of India (UIDAI), Khanija Bhavan, No.49, 3<sup>rd</sup> Floor, South Wing, Race Course Road, Bengaluru – 560 001. The last date for receipt of applications complete in all respect is 31.12.2019.** 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 reserve the right to withdraw the vacancy circular at any time without assigning any reasons.

  
(Ashok Lenin)  
Deputy Director (HR)  
Ph No: 080 22340104

To

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.

All the State Government, including Union Territories are requested to give wide publicity to the vacancy in their various Departments/Offices.

All Public Sectors undertaking/Statutory or Autonomous Organizations.

Under Secretary (CS-II), CS Division, Dept. of Personnel & Training, Lok Nayak Bhavan, New Delhi – with the request to upload the enclosed vacancy circular on the DoPT's website.

Media Division, UIDAI HQ, for publication of above advertisement in National Dailies.

**Annexure -I**

**Application for the posts of Assistant Section Officer (ASO) on deputation basis**

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

|       |  |                            |               |   |   |
|-------|--|----------------------------|---------------|---|---|
| 1.    | Name   |                            |               |   | Paste your<br>recent<br>Passport<br>Size<br>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 of 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:<br>Office:<br>Res: |               |   |   |
| 14.   | Educational/Professional Qualification<br>(Please mention Graduation Level and Other ) |                            |               |   |   |
| SL No | Qualification  | Subject                    | Year/Division | Institution/<br>University<br>Place/Country |   |
| 15    | Details of Experience/employment (Please attach a separate sheet, if required)         |                            |               |   |   |
| Sl No | Office   | Post Held                  | From          | To  | Pay band<br>along with<br>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 and belief**

(Signature of the Candidate)

Date & Place:

**Annexure-II**

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:

A-12012/325/2019  
Ministry of Electronics & Information Technology  
Unique Identification Authority of India (UIDAI)  
3<sup>rd</sup> Floor, South Wing, Khanija Bhavan  
No.49, Race Course Road  
Bengaluru -560 001

**Vacancy circular for 1 post of Assistant Section Officer (ASO) on deputation basis in  
UIDAI RO, Bengaluru**

Unique Identification Authority of India (UIDAI), invites applications for filling up 1 post of Assistant Section Officer (ASO) in the Pay Matrix Level-7 (pre-revised Pay Band II Rs.9300-34800 plus Grade Pay of Rs.4200/-) on deputation basis in its RO, Bengaluru.

2. The application may be furnished in the prescribed proforma and forwarded to Deputy Director (HR), Unique Identification Authority of India, 3<sup>rd</sup> Floor, South Wing, Khanija Bhavan, No.49, Race Course Road, Bengaluru -560 001. The last date of receipt of applications complete in all respects is **31.12.2019**. Since this vacancy is to be filled up on deputation basis, private candidates are not eligible.

3. Applications received after the last date or otherwise found incomplete shall not be considered. Further details may be obtained from the website [www.uidai.gov.in](http://www.uidai.gov.in)

Deputy Director (HR)

A-12012/325/2019

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय  
भारतीय विशिष्ट पहचान प्राधिकरण (युआईडीएआई)  
3 मंजिल, दक्षिण विंग, खनिजा भवन  
संख्या 49, रेस कोर्स रोड  
बेंगलुरु - 560 001.

विषय : भारतीय विशिष्ट पहचान प्राधिकरण (युआईडीएआई) के क्षेत्रीय कार्यालय बंगलुरु में सहायक अनुभाग अधिकारी के 1 पद को प्रतिनियुक्ति के आधार पर भरने हेतु रिक्ति परिपत्र ।

भारतीय विशिष्ट पहचान प्राधिकरण (युआईडीएआई) अपने क्षेत्रीय कार्यालय बंगलुरु में सहायक अनुभाग अधिकारी के 1 पद, वेतन मैट्रिक्स लेवल-7 (पूर्व संशोधित बैंड-II रुपये 9300-34800 + वेतन ग्रेड 4200 रुपये) को प्रतिनियुक्ति के आधार पर भरने की इच्छुक है ।

2. निर्धारित प्रपत्र में आवेदन उप निदेशक (एचआर), भारतीय विशिष्ट पहचान प्राधिकरण (युआईडीएआई) 3 मंजिल, दक्षिण विंग, खनिजा भवन, संख्या 49, रेस कोर्स रोड, बेंगलुरु - 560 001 को भेजा जा सकता है । सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि 31.12.2019 है । चूंकि यह रिक्ति प्रतिनियुक्ति के आधार पर भरी जानी है, अतः गैर-सरकारी अभ्यर्थी पात्र नहीं है ।

3. आवेदन प्राप्त करने की अंतिम तिथि के बाद प्राप्त या अधूरे पाए गए आवेदन पत्रों पर विचार नहीं किया जाएगा - विस्तृत जानकारी के लिए कृपया हमारी वेबसाइट [www.uidai.gov.in](http://www.uidai.gov.in) देखें ।

उप निदेशक (एचआर)