

F.No. A-11019/16/2011/Adm/UIDAI (RO-D)  
Government of India/Bharat Sarkar  
Planning Commission/Yojna Aayog  
Unique Identification Authority of India  
Regional Office Delhi

Room No.28, The Janpath Hotel,  
Janpath, New Delhi

Dated August, 2012

**VACANCY CIRCULAR FOR THE POST OF PRIVATE SECRETARY IN REGIONAL  
OFFICE, DELHI**

Unique Identification Authority of India (UIDAI), an attached office of the Planning Commission, wishes to fill up the post of Private Secretary on deputation in its Regional Office, Delhi.

2. Applications completed in all respects should be forwarded through proper channel to the above address by 28<sup>th</sup> September, 2012.

Assistant Director General (Admn.)

**VACANCY CIRCULAR FOR FILLING UP THE POST OF PRIVATE SECRETARY  
IN UNIQUE IDENTIFICATION AUTHORITY OF INDIA (UIDAI),  
REGIONAL OFFICE, DELHI**

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**Name of the Post:**

The Authority would like to fill up the post of **Private Secretary** in its Regional Office, Delhi:

<b>Name of the Post and pay scale with Grade Pay</b>	<b>Number of vacant posts</b>	<b>Eligibility Criteria</b>	<b>Desirable Qualifications/ Experience</b>
Private Secretary (Rs. 9300-34800+4800)	05	i. Holding analogous post in the same scale of pay; or ii. having five years experience in the scale of 9300-34800 with Grade Pay Rs.4200	Good Stenographic and Typing skills and Proficiency in handling computers.

**Field of Selection:**

- i. Officers of Central Government/ State Governments /UTs/PSUs/ Autonomous bodies

**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 17.06.10. The terms and conditions of deputation will be governed by the aforementioned DoP&T's O.M. of 17.06.10.

**Eligibility for Government Accommodation**

The officer appointed in the UIDAI will be eligible for General Pool Residential Accommodation at par with Central Government employees.

**Last Date for receipt of applications completed in all respects:**

28<sup>th</sup> September 2012.

**Documents to be forwarded alongwith application:**

The applications along with Cadre clearance/Vigilance clearance from Departments and copies of five years ACRs duly attested by an officer of the level of Under Secretary should be forwarded through parent Departments in the prescribed format attached.

**Address for communication:**

The applications may be forwarded to the following address:

The Assistant Director General (Admn.),  
Unique Identification Authority of India (UIDAI),  
Regional Office-Delhi,  
Room No.28, The Hotel Janpath, Janpath,  
Connaught Place,  
New Delhi – 110 001.

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**Application for the post of Private Secretary in UIDAI,  
Regional Office-Delhi**

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 and Batch				
7	Parent Cadre				
8	Date of joining Service				
9	Pay Band of the present post				
10	Basic Pay drawn				
11	Grade Pay				
12	Whether the eligibility criteria prescribed for the post are satisfied				
13	Educational/Professional Qualification (Please mention Graduation and above)				
Sl. No	Qualification	Subject	Year/Division	Institution/ University/Place/ Country	
14	Details of Experience/ employment (Please attach a separate sheet, if required)				
	Office	Post Held	From	To	Pay Band alongwith Grade Pay
15	Date of retirement under Central Government Rules				
16	Training(s) undergone				
17	Place of posting applied for (HQ or Regional Office, Delhi)				

Certified that information furnished above by me is correct

(Signature of the Candidate)

**NOTE:**

- i. The above application should be forwarded through the parent department/organisation alongwith Cadre Clearance/Vigilance Clearance and copies of five years Annual Confidential Records, duly attested.
- ii. Applications not forwarded through parent organisation alongwith requisite documents will not be considered.
- iii. Only serving Officers of Central Government/ State Governments/ UTs/PSUs/ Autonomous bodies are eligible to apply.