



UNIQUE IDENTIFICATION AUTHORITY OF INDIA
PLANNING COMMISSION
Government of India
UIDAI Regional Office, SCO 139-141, 3rd & 4th floors,
Sector 17-C, Chandigarh - 160017

The Authority would like to fill up the following posts on deputation in Regional Office located at Chandigarh, as per the following requirements.

Name of the post and pay scale with Grade Pay & Nos. of posts	Eligibility Criteria	Desirable Qualification /Experience
Private Secretary (Rs. 9300-34800 + 4800) (05 Posts)	i.) Holding analogous post in the same scale of pay; or ii.) Having five years experience in the scale of Rs. 9300-34800+4200	Good Stenographic and Typing skills. Proficiency in handling computers.
Steno. (Rs. 9300-34800 + 4200/-) (01 Post)	i. Holding analogous post in the same scale of pay; or ii. Having four years experience in the scale of Rs.5200-20200+2400	Good Stenographic and Typing skills Proficiency in handling computers.

Field of Selection: 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 O.M of 17.6.10.

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 of receipt of applications complete in all respects: 15 days from the date of publication of this advertisement in the 'Employment News'.

Documents to be forwarded alongwith application: The applications alongwith Cadre Clearance/Vigilance Clearance from Department and copies of five years ACRs duly attested by an officer of the level of Under Secretary should be forwarded through Parent Department in the prescribed format attached.

Address for communication: The applications may be forwarded to the Regional Office, Chandigarh at the address given below:

The Assistant Director General,
UIDAI Regional Office, SCO 139-141, 3rd & 4th floors, Sector 17-C, Chandigarh - 160017 Tel. 0172-2704139; 2771216

Application for the post of _____ in UIDAI RO, Chd

Name	DOB
DOJ	DOSA
Parent cadre	Service & Batch
Present post	Present station of posting

Details of the present post held

PB & Grade pay of the post	
BP as on date of appln	
GP as on date of appln	

Details of the posts held during last 10 years

Post held with office details	From	To	Brief job responsibilities	Pay scale (PB +GP) granted

Details of the Qualifications (Graduation onwards)

Qualification	University	Academic year	% or Divn. achieved

Details of the Trainings undergone

Name of the Trg.	Institute imparting Trg.	Period	Year	Area of Trg.

Whether the Eligibility criteria is met or not

Analogous post/ scale	Yes/ No	Held since when
One-below post/ scale	Yes/ No	Held since when

Certified that the above furnished information is correct as per the Service records.

Signature of the candidate

Note: i) The above application is to be forwarded through Parent Department/Organization along with Cadre Clearance/Vigilance Clearance and copies of five years ACR's, duly attested.

ii) Applications not forwarded through Parent Organization alongwith requisite documents will not be considered.

iii) Only serving officers of Central Govts./State Govt./UTs/PSUs/Autonomous Bodies are eligible to apply.

Please visit <http://uidai.gov.in/> for further details.