

No.A-12013/21(DDG)/2009-UIDAI(Estt)

Government of India  
Planning Commission  
Unique Identification Authority of India  
2<sup>nd</sup> Floor, Tower -1,Jeevan Bharti Building  
Connaught Circus, New Delhi-1

**Vacancy circular for filling up the post of Deputy Director General (JS level) on deputation basis in HQ, UIDAI.**

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The Authority would like to fill up one post of Deputy Director General in Pay Band 4 (Rs.37400-67000) plus Grade pay of Rs.10000/- in Unique Identification Authority of India at Delhi HQ on deputation basis from amongst suitable and eligible officers with following qualifications :-

**Essential**

- (a) i) holding analogous post on regular basis in the parent cadre/ department; or
- ii) with three year's service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-4; Rs.37400-67000 plus Grade Pay of Rs.8700 or equivalent in parent cadre/ department; and
- (b) possessing a Graduate degree in any discipline from a recognised University

**2. Period and other terms and conditions of deputation;**

i. The period of deputation including period of deputation in another ex cadre post held immediately preceding this appointment in the same or some other organisation/ departments of Central Government shall ordinarily not exceed five years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

ii. The pay and other terms and conditions of deputation will be regulated in accordance with Department of Personnel & Training O&M No.6/8/2009—Estt.(Pay-II) dated 17.6.2010 as amended from time to time.

iii. The officers appointed in UIDAI are eligible for General Pool Residential Accommodation at par with Central Government Employees.

3. Eligible and willing candidates 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 immediately in the event of 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 duplicate 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 applications it may also be verified and certified by the cadre controlling authority that the particulars furnished by the applicants are correct (**Annexure II**)

5. The applications ( in duplicate) of suitable and eligible officers, enclosing documents listed in para 3 above may be forwarded to **ADG(Estt), Unique Identification Authority of India(UIDAI), Planning Commission, 2<sup>nd</sup> Floor, Tower 1, Jeevan Bharti Building, Connaught Place, New Delhi-1 . The last date for receipt of applications complete in all respects is 10.06.2013.** Candidates who apply for the post will not be allowed to withdraw their candidature subsequently

6. Applications received after the last date and otherwise found incomplete shall not be entertained.

7. UIDAI reserves the right to withdraw the vacancy circular at any time without assigning any reasons.

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**APPLICATION FOR THE POST OF DDG IN HQ, UIDAI**

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 .....
5. Whether belongs to Organised Gr. A Service Yes/No  
If Yes, then mention Name of Service and Batch
6. 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 required	Qualification /Experience possessed by the officer
Essential	(1)		
	(2)		
	(3)		

7. Post held on regular (i.e. substantive) basis and the date from which held with pay scale .....
8. Please state clearly whether in the 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 .....

Office/Instt/Orgn      Post held      From      To      Scale of pay and basic pay      Nature of duties

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 mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient. ....

Date:

(SIGNATURE)

Mobile 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.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).
6. 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: