

UIDAI/Mum/1/1/2012-Pers/
Planning Commission
Unique Identification Authority of India
Regional Office Mumbai
7th Floor, MTNL Exchange
G.D. Somani Marg, Cuffe Parade, Mumbai – 400 005

Date: 16th May, 2012

CORRIGENDUM

In continuation to this office advertisement no. UIDAI/Mum/1/1/2012-Pers dated 25th April, 2012 notifying one post each of Dy. Director, Section Officer and Assistant, which is posted in the UIDAI website link: uidai.gov.in/images/vacancy_circular_for_subordinate_post-upto-deputy-director.pdf.

The last date of the receipt of application is now extended upto 08/06/2012.

Number of posts may vary. Other terms & conditions will remain unchanged.

**Assistant Director General (Admin)
UIDAI Regional Office, Mumbai**

Annexure-I to UIDAI/Mum/1/1/2012-Pers/25th April, 2012

VACANCY POSITION CIRCULAR FOR VARIOUS POSITIONS IN REGIONAL OFFICE MUMBAI

Sl. No.	Name of Post	Total Vacancy	Pay Scale	Field of Selection	Pay scale Eligibility Conditions	Desired Qualification / experience
1.	Deputy Director	2	15600-39100 + GP 6600	On Deputation from Central Government/State Government/ UTs / PSUs/Autonomous Bodies	Holding equivalent post in the same scale of pay in the parent organisation or having five years of working experience at least in the scale of Rs.9300-34800+5400 or equivalent or having six years experience in the scale of Rs.9300-34800 + 4800.	Five years experience in Administration Establishment budgeting/procurement planning and policy formulation of Government schemes and projects . Excellent Computer Skills
2.	Section Officer	2	9300-34800 + GP 4800	On Deputation from Central Government/State Government/ UTs / PSUs/Autonomous Bodies	Holding equivalent post in the same scale of pay in the parent organisation or having five years of working experience at least in the scale of Rs.9300-34800+4200	Two year of experience in Administration /Establishment/ budgeting/procurement, planning and policy formulation of Government schemes and projects Excellent computer skills
3.	Assistants	2	9300-34800 + GP 4200	On Deputation from Central Government/State Government/ UTs / PSUs/Autonomous Bodies	Holding equivalent post in the same scale of pay in the parent organisation or having four years of working experience at least in the scale of Rs.5200-20200+2400	Excellent drafting, typing skills. Proficiency in computers. Experience in handling Administrative matters
4.	Private Secretary	6	9300-34800 + GP 4800	On Deputation from Central Government/State Government/ UTs / PSUs/Autonomous Bodies	Holding analogous post in the same scale of pay in the parent organisation or having five years of working experience at least in the scale of Rs.9300-34800 + 4200	Good stenographic and typing skills Proficiency in handling computers.
5.	Stenographer	1	9300-34800 + GP 4200	On Deputation from Central Government/State Government/ UTs / PSUs/Autonomous Bodies	Holding analogous post in the same scale of pay in the parent organisation or having four years of working experience at least in the scale of Rs.5200-20200+2400	Good stenographic and typing skills Proficiency in handling computers

Note:

- i. Applicants must have extensive work experience in Maharashtra, Gujarat, or Goa
- ii. Applicants must have good command over English language and one of the State languages - Marathi, Gujarati & Konkani

Annexure-II to UIDAI/Mum/1/1/2012-Pers/25th April, 2012

Proforma

Application for deputation in Unique Identification Authority of India, Regional Office, Mumbai

1. Post applied for
2. Name of the Applicant
3. Date of Birth
4. Whether belongs to SC/ST
5. Present place of posting
6. Parent Organization
7. Service to which belongs to
8. Educational Qualification
 - a) Academic
 - b) Professional
9. Present post and pay scale and Grade Pay of the present post
10. Date from which the present post is held on regular basis
11. Whether the eligibility criteria prescribed for the post are satisfied
 - a) Essential Criteria
 - b) Desirable Criteria
12. Details of experience /employment (attach separate sheet, if required)

Office/ Institution	Post Held	From	To	Scale of Pay along with GP	Nature of duties

13. Knowledge of Computer
14. Remarks

Signature of the Candidate
Address
Mobile No
E-mail Id:

Date

N.B.:

1. A Pay Certificate indicating the present scale of Pay and Grade Pay as per 6th CPC scales of the Applicant duly attested by the DDO may be attached alongwith the application.
2. The applications without copies of last 5 years ACR / APAR will not be entertained.

To be countersigned by the Controlling Authority