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UNIQUE IDENTIFICATION AUTHORITY OF INDIA
PLANNING COMMISSION
GOVT. OF INDIA
REGIONAL OFFICE, SCO: 139-141, 3RD AND 4TH FLOOR
SECTOR 17C, CHANDIGARH – 160017

Advt. No. 6/2011

The Authority would like to fill up following posts on deputation/retired employees (in case no suitable candidate is found eligible the post will be filled from retired employees) in Regional Office located at Chandigarh, as per the following requirements:

Name of the posts and pay band with Grade Pay & nos. of posts
Private Secretary (Rs.9300-34800+4800)-(Three Post)

The last date for receipt application will be 15 days from the date of publication of the advertisement in the Employment News. For eligibility criteria, desirable qualification, experience & application form, etc., please log on to our website: uidai.gov.in

ASSISTANT DIRECTOR GENERAL(ADMN)
UNIQUE IDENTIFICATION AUTHORITY OF INDIA
PLANNING COMMISSION
GOVT. OF INDIA
REGIONAL OFFICE, SCO: 139-141, 3RD AND 4TH FLOOR
SECTOR 17C, CHANDIGARH – 160017
Tel: 0172-2771213,2771215

19/c

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Name of the Post and pay scale with Grade Pay	No. of Posts Vacant	Eligibility Criteria	Desirable Qualifications/ Experience
Private Secretary (PB-2 Rs. 9300-34800 & G.P. Rs. 4800/-)	03	i. Holding analogous post in the same scale of pay; or ii. having 5 yrs. experience in the scale of Rs.9300-34800+4200/-	Good Stenographic and Typing skills, Proficiency in handling computers.

Field of Selection: Officers of Central Government/State Governments/ UTs/PSUs/Autonomous bodies or retired employees

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 aforementioned DoP&T O.M of 17.6.2010. However, for retired employees in case of selection will be for six months.

Pay structure for retired employees: The pay of re-employed employees will be fixed in such a manner so that the pay minus pension should not exceed the substantive pay drawn immediately before retirement or the maximum of the scale applicable to the post.

Eligibility for Government Accommodation: The officer appointed in the UIDAI will be eligible for General Pool Residential Accommodation at par with Central Government employees for regular employees only, who will be selected in case of deputation.

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 along with 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 to the parent Departments in the prescribed format attached.

Address for communication: The applications may be forwarded on the prescribed Performa indicated here below to the Regional Office, Chandigarh at the address given below:

The Assistant Director General (Admin)
UIDAI Regional Office,
SCO 139-141, 3rd & 4th Floors,
Sector 17C, Chandigarh -160017,
Tel. 0172-2704139; 2771213

Application for the post of _____ in UIDAI, RO, Chandigarh
on deputation basis/retired employees.

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 applying	
GP as on date of applying	

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)

Details of the Trainings undergone

Name of the Training	Institute imparting Training	Period	Year	Area of Training

Whether the Eligibility criteria met or not

Analogous post/ scale		Yes/No
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/ Organisation along with Cadre Clearance/ Vigilance Clearance and copies of five years ACR's, duly attested.

(ii) Application not forwarded through Parent Organisation alongwith requisite documents will not be considered.

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

For further details, please visit <http://uidai.gov.in/>.