

**VACANCY CIRCULAR FOR FILLING UP THE POST OF SECTION OFFICER  
IN UNIQUE IDENTIFICATION AUTHORITY OF INDIA (UIDAI), DELHI**

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**Name of the Post:**

The Authority would like to fill up the post of **Section Officer on deputation** in its Headquarters 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>
Section Officer (Rs.9300-34800+4800)	05 (Likely to vary)	Holding analogous post in the same scale of pay (9300-34800+4800) in the parent cadre Or Having five years of working experience in the scale of 9300-34800+4200/-	2 years experience in Administration./Establishment./Budgeting/Procurement/Planning and Policy formulation/of Government schemes and projects.  Excellent Computer skills.

**Field of Selection:**

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

The maximum age of applicants for deputation should be below 56 years as on the closing date of receipt of applications.

**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 17.6.10.

**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 for receipt of applications complete in all respects is 30 Apr 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 (Estt.)  
Unique Identification Authority of India (UIDAI)  
2<sup>nd</sup> Floor, Tower-I, Jeevan Bharti Building

Connaught Place  
New Delhi – 110 001

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## Application for the post of Section Officer in HQ UIDAI

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	

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 , dully attested.
  - ii. Applications not forwarded through parent organisation alongwith requisite documents will not be considered.
  - iii. Only serving Officers of Central Government/ State Governments /PSBs/PSUs/UTs Autonomous bodies are eligible to apply.

