

A-12031/01/2018/UIDAI/LKO/  
Ministry of Electronics & Information Technology  
Unique Identification Authority of India (UIDAI)  
Regional Office, Lucknow

3<sup>rd</sup> Floor, UPSIDCO Building  
TC-46/V, Vibhuti Khand,  
Gomti Nagar  
Lucknow-226010  
Dated: 16th May, 2018

**SUB: Vacancy circular for the post of Assistant Section Officer (ASO) on deputation in UIDAI Regional Office, Lucknow.**

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Unique Identification Authority of India (UIDAI), invites applications for filling up 01 post of Assistant Section Officer in the Pay Matrix Level-6 (pre-revised Pay Band II Rs. 9300-34800 plus Grade Pay of Rs. 4200/-) on deputation basis in its Regional Office, Lucknow, from amongst suitable and eligible officers. The eligibility criteria and qualifications for these posts are as follows:-

<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>
Assistant Section Officer, Pay Matrix Level-6 (pre-revised Pay Band II Rs. 9300-34800 plus Grade Pay of Rs. 4200/-)	01	Officials of the Central Government, State Government, Autonomous Bodies, PSUs:-  (a) Holding analogous post in the parent cadre in the same Pay Matrix Level -6/ Pre-revised pay scale of Rs. 9300-34800 + GP Rs. 4200/-  OR  Having five years of experience in the pay matrix Level-4 / pre-revised pay Scale of Rs. 5200-20200+ GP Rs. 2400/-.	1. Excellent noting drafting, typing skills, Proficiency in handling computers with Excellent Computer Skills. 2. Experience in handling cash, Finance / Accounts / 3. Administrative/ Legal / Estt. Matters / budget policy matters / implementation of Government Schemes etc.

**2. 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 DoP&T's aforementioned O.M. of 17.6.2010 and Government of India's instructions issued from time to time on the subject.

**Age Limit**

The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application.

**Eligibility for Government Accommodation**

As per the ongoing arrangement (further continuity of which is subject to approval of Ministry of Urban Development), the officers appointed in the UIDAI will be eligible for General Pool Residential Accommodation at par with Central Government employees.

3. Eligible and willing candidate 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 on deputation immediately on 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 prescribed proforma – **(Annexure I)**
- ii. Cadre Clearance Certificate from the Controlling Authority **(Annexure II)**
- iii. Statement giving detail 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 application it may also be verified and certified by the cadre controlling authority that the particulars furnished by the applicant are correct **(Annexure II)**.

5. The applications of suitable and eligible officers complete in all respect, in the prescribed format (Annexure-I & II), alongwith documents listed in para 3 and 4 above may be forwarded to **ADG (HR), Unique Identification Authority of India (UIDAI), 3<sup>rd</sup> Floor, UPSCIDCO Building, TC-46/V, Vibhuti Khand, Gomti Nagar, Lucknow-226010. The last date for receipt of applications complete in all respect is 30.6.2018** Candidates who apply for the post will not be allowed to withdraw their candidature subsequently. **Since this vacancy is to be filled up on deputation basis, private candidates are not eligible.**

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

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

**(Pradeep Kumar)**  
**Assistant Director General (HR)**  
**Tel: 0522-2304985**

To,

1. ADG (HR), UIDAI Hqrs, New Delhi- with the request to upload the enclosed vacancy circular on the UIDAI's website.
2. Under Secretary (CS-II), CS Division, Deptt of Personnel & Training, Lok Nayak Bhavan, New Delhi- with the request to upload the enclosed vacancy circular on the DoP&T's website.
3. All central Government Departments whose office/headquarters located at Lucknow.
4. Secretary, Department of Personnel & Training, Government of U.P.
5. Notice Boards.

**Application for the post of Assistant Section Officer (ASO) on deputation basis**  
(Since this vacancy is to be filled up on deputation basis, private candidates are not eligible)

1.	Name				
2	Date of Birth				
3	Present Post				
4	Date from which the present post is held on regular basis				
5	Present place of posting				
6	Service				
7	Parent Cadre				
8	Date of joining Service				
9	Pay Matrix of the present post				
10	Basic Pay drawn				
11	Pay Band of the present post + Grade Pay (Pre-revised)				
12	Whether the eligibility criteria prescribed for the post are satisfied				
13.	Mobile/Office/Residence Number			Mobile: _____	Office: _____
				Res.: _____	
14	Educational/Professional Qualification (Please mention Graduation level and above)				
Sl.No	Qualification	Subject	Year/Division	Institution/ University Place/ Country	
15	Details of Experience/ employment (Please attach a separate sheet, if required)				
Sl.No	Office	Post Held	From	To	Pay Band alongwith Grade Pay
16	Date of retirement under Central Government Rules				
17	Training(s) undergone				

Paste your recent Passport Size Photographs
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**Certified that information furnished above by me is correct in all respect to the best of my knowledge & belief.**

**Date & Place**

**(Signature of the Candidate)**

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. No Vigilance case is pending/contemplated against the Officer
6. 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).
7. 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:

A-12031/01/2018/UIDAI/Lko/  
Ministry of Electronics & Information Technology  
Unique Identification Authority of India (UIDAI)  
3<sup>rd</sup> Floor, UPSCIDCO Building  
TC-46/V, Vibhuti Khand, Gomti Nagar  
Lucknow – 226010

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**Vacancy circular for the 01 post of Assistant Section Officer (ASO) on deputation basis in  
UIDAI Regional Office, Lucknow**

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Unique Identification Authority of India (UIDAI), invites applications for filling up 01 post of Assistant Section Officer (ASO) in the Pay Matrix Level-6 (pre-revised Pay Band II Rs. 9300-34800 plus Grade Pay of Rs. 4200/-) on deputation basis in its Regional Office, Lucknow.

2. The application may be furnished in the prescribed proforma and forwarded to ADG(HR), Unique Identification Authority of India, 3<sup>rd</sup> Floor, UPSCIDCO Building, TC-46/V, Vibhuti Khand, Gomti Nagar, Lucknow – 226010. The last date for receipt of applications complete in all respects is 30.6.2018. Since this vacancy is to be filled up on deputation basis, private candidates are not eligible.

3. Application received after the last date or otherwise found incomplete shall not be considered. Further details may be obtained from the website [www.uidai.gov.in](http://www.uidai.gov.in).

Assistant Director General (HR)

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इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय  
भारतीय विशिष्ट पहचान प्राधिकरण  
तृतीय तल, TC-46/V, विभूति खण्ड, गोमती नगर  
लखनऊ - 226010

**विषय : भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), क्षेत्रीय कार्यालय, लखनऊ में सहायक अनुभाग अधिकारी के 01 पद पर प्रतिनियुक्ति के आधार पर भरने हेतु रिक्ति परिपत्र ।**

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), क्षेत्रीय कार्यालय, लखनऊ में के सहायक अनुभाग अधिकारी के 01 पद, वेतन मैट्रिक्स लेवल – 6 (पूर्व संशोधित बैंड – II रूपये 9300-34800 + वेतन ग्रेड 4200/- रूपये) को प्रतिनियुक्ति के आधार पर भरने का इच्छुक है ।

2. निर्धारित प्रपत्र में आवेदन सहायक महानिदेशक (मा. सं.), भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), क्षेत्रीय कार्यालय, लखनऊ, तृतीय तल, UPSCIDCO बिल्डिंग, TC-46/V, विभूति खण्ड, गोमती नगर, लखनऊ – 226010 को भेजा जा सकता है । सभी तरह से पूर्ण आवेदन प्राप्त करने की अन्तिम तिथि 30.6.2018 है । चूँकि यह रिक्ति प्रतिनियुक्ति के आधार पर भरी जानी है, अतः गैर – सरकारी अभ्यर्थी पात्र नहीं हैं ।

3. आवेदन प्राप्त करने की अन्तिम तिथि के बाद प्राप्त या अधूरे पाए गए पत्रों पर विचार नहीं किया जायेगा । विस्तृत जानकारी के लिए कृपया हमारी वेबसाइट [www.uidai.gov.in](http://www.uidai.gov.in) देखें ।

सहायक महानिदेशक (मा.सं.)