

**VACANCY CIRCULAR FOR VARIOUS POSTS IN REGIONAL OFFICE OF UNIQUE IDENTIFICATION  
AUTHORITY OF INDIA (UIDAI) RANCHI**

The Authority would like to fill up the following posts on deputation in its Regional Office located at Ranchi:-

Sl.No	ROs	Number of the posts vacant			
		Section Officer	Private Secretary	Assistant	Steno
1.	Ranchi	01	05	03	01

**Eligibility Criteria and Desirable Qualification /Experience for the posts are as under:-**

Name of the post and pay scale with Grade Pay	Eligibility Criteria	Desirable Qualification /Experience
Section Officer (Rs.9300-34800+4800)	i)Holding analogous post in the same scale of pay in parent cadre or ii) having five years experience in the scale of 9300-34800+4200.	2 years experience in Admin./ Estt./ budgeting /procurement /planning and policy formulation / implementation and projects.  Excellent Computer skills.
Assistant (Rs.9300-34800+4200)	i)Holding analogous post in the same scale of pay: or ii) having four years experience in the scale of 5200-20200+2400	Excellent drafting skill ,typing skills proficiency in computers. Experience in handling Administrative matters / budget /policy matters / implementation of Government schemes.
Private Secretary (Rs.9300-34800+4800)	i)Holding analogous post in the same scale of pay: or ii) having five years experience in the scale of 9300-34800+4200	Good stenography and typing skills.  Proficiency in handling computers.
Steno (Rs.9300-34800+4200)	i)Holding analogous post in the same scale of pay: or ii) having four years experience in the scale of 5200-20200+2400	Good stenography and typing skills.  Proficiency in handling computers.

**Field of Selection :**

**Officers of Central Government / State Government / UTs/ PSUs / Autonomous bodies.**

**Period and other terms and condition of deputation :**

The initial 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 condition of deputation will be governed by the aforementioned DOP&T's O.M.of 17.06.10.

**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 application complete in all respect is one month from the date of publishing in Employment News..**

**Document to forward along with application:**

The application 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 Department in the prescribed format attached.

**Address for Communication :**

The application may be forwarded to be Regional Office at the address given below:

Assitant Director General (Admn)  
Regional Office, UIDAI  
(Planning Commission)  
1<sup>st</sup> Floor, RIADA  
Central Office Building Lowadih  
Namkum Industrial Area  
Near STPI Namkum  
Ranchi- 834010  
Tel: 0651-2460166

**Application for the Post of \_\_\_\_\_ in Regional Office of UIDAI , in Ranchi**

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	Education/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 along with Grade Pay

15	Date of retirement under Central Government Rules	
16	Training (s) undergone	

Certified the information furnished above by me is correct.

(Signature of the Candidates)

**NOTE:**

- I ) The above application should be forwarded through the parent Department/ organization along with Cadre Clearance / Vigilance Clearance and copies of five years Annual Confidential Records, dully attested
- ii) Application not forwarded through parent organization along with requisite documents will not be considered.
- iii) Only serving Officers of Central Government / State Government /UTs /
- iv) PSUs / Autonomous bodies are eligible to apply.

**UNIQUE IDENTIFICATION AUTHORITY OF INDIA  
REGIONAL OFFICE, RANCHI**

**VACANCY CIRCULAR FOR VARIOUS POSTS IN REGIONAL OFFICE  
RANCHI**

The Authority would like to fill up the following posts on deputation basis in its Regional Office located at Ranchi:-

S.N	ROs	Number of the posts vacant			
		Section Officer	Private Secretary	Assistant	Steno
1.	Ranchi	01	05	03	01

**Field of Selection :**

Officers of Central Government / State Government / UTs/ PSUs / Autonomous bodies.

**Period and other terms and condition of deputation :**

The deputation is initially for three years and may be extended for 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 condition of deputation will be governed by the aforementioned DOP&T's O.M.of 17.06.10.

**Last Date for receipt of application complete in all respect is one month from the date of publishing in Employment News.**

The application 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 Department **to Regional Office to Assitant Director General (Admn), Regional Office, UIDAI, 1<sup>st</sup> Floor, RIADA, Central Office Building Lowadih, Namkum Industrial Area, , Ranchi- 834010.**

**Eligibility Criteria and Desirable Qualification /Experience for the posts can be viewed in the website [www.uidai.gov.in](http://www.uidai.gov.in) under vacancy section**

Sd/-  
Assistant Director General (Admn)