

**VACANCY CIRCULAR FOR THE POSTS
OF SECTION OFFICER/PRIVATE
SECRETARY/STENO IN UNIQUE
IDENTIFICATION AUTHORITY OF
INDIA (UIDAI) REGIONAL OFFICE,
BANGALORE**



The Authority invites applications on the prescribed form for the following post on deputation in its Regional office located at Bangalore

S. No	Name of the post	Number of the posts vacant (likely to vary)	Pay scale with grade pay
01	Section officer	01	(Rs. 9300-34800+4800)
02	Private Secretary	04	(Rs. 9300-34800+4800)
03	Steno	01	(Rs. 9300-34800+4200)

For application form, eligibility criteria, desirable qualification/experience and related details, please Visit: www.uidai.gov.in. Applications completed in all respects along with the CRs, Vigilance clearance etc should be sent through proper channel to ADG(Estt), UIDAI Regional Office, Bangalore within 30 days from the date of this publication.

Applications for the post of SECTION OFFICER/PRIVATE SECRETARY /PERSONAL ASSISTANT in Regional office of UIDAI in Bangalore

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 along with 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 applications should be forwarded through the parent Department /Organization along with Cadre Clearance / Vigilance Clearance and copies of five years Annual Confidential Records, duly attested by an officer of the level of Under Secretary.
- ii) Applications not forwarded through parent organization along with requisite documents will not be considered.
- iii) Only serving Officers of Central Government/State Government/UTs/ Autonomous bodies are eligible to apply.

VACANCY CIRCULAR FOR POST IN REGIONAL OFFICE, BANGALORE OF UNIQUE

IDENTIFICATION AUTHORITY OF INDIA (UIDAI)

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

Sl. No	Regional Office	Name of the posts	No. of vacant posts
1	Bangalore	Section Officer	1
2	Bangalore	Private Secretary	4
3	Bangalore	Steno	1

Eligibility Criteria and Desirable Qualifications/Experience for the above posts are as under

Name of the post and pay scale with Grade pay	Eligibility Criteria	Desirable Qualifications/Experience
Section Officer (Rs.9300-34800 + 4800)	i)Holding analogous post in the same scale of pay; or ii)Having five years experience in the scale of Rs.9300-34800 with Grade Pay of Rs.4200.	2 years experience in Admn./Estt./budgeting/procurement/planning and policy formulation/implementation of Government schemes and projects. Excellent Computer skills.
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 Rs.9300-34800 with Grade Pay of Rs.4200	Good Stenographic and Typing skills and Proficiency in handling computers.

Steno (Rs.9300- 34800) 4200)	i) Holding analogous post in the same scale of pay; or ii) Four years experience in the scale of Rs.5200- 20200 with Grade Pay of Rs.2400	Good Stenographic and Typing skills Proficiency in handling computers
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Field of Selection:

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

Period and other terms and condition 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:

30 Days from the date of this advertisement.

Documents to be forwarded along with application:

The application along with Cadre clearance/Vigilance clearance from Department 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. Incomplete applications is liable for rejection.

Address for Communications:

The applications may be forwarded on the prescribed format to the Regional Office at the address given below:

Regional Office	Address
Bangalore	Assistant Director General(Estt) UIDAI Regional Office, No.49, 3 rd Floor ,South Wing KhanijaBhavan, Race Course Road, Bangalore – 560001 Telephone : 080-22340104