

F.No. UIDAI/RO/RNC/Deptn./2017/2576  
 Ministry of Electronics & Information Technology  
 Unique Identification Authority of India (UIDAI)  
 Regional Office

RIADA Central Office Building  
 1<sup>st</sup> Floor, Namkum Industrial Area  
 Lowadih, Namkum, Ranchi-834010

5<sup>th</sup> March, 2018

**SUBJECT: Vacancy circular for the posts of Deputy Director, Senior Accounts Officer (SAO), Private Secretary and Stenographer on deputation in UIDAI, Regional Office, Ranchi and Camp Office, Patna**

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Unique Identification Authority of India, Regional Office, Ranchi invites applications for filling up of following posts on deputation basis from amongst suitable and eligible officers. The eligibility criteria and qualifications for these posts are as follows:-

Name of the Post and pay scale with Grade Pay	Number of vacant posts	Eligibility Criteria	Desirable Qualifications/ Experience
Deputy Director Pay Matrix Level-11 (pre-revised Pay Band III Rs.15600-39100 plus Grade Pay of Rs.6600/-)	01 (for Patna)	Officials of the Central Government, State Government, Autonomous Bodies, PSUs:  (a) Holding analogous post on regular basis, OR (b) With five year regular service in Level 9/PB 2/GP 5400/equivalent OR (c) With six years regular service in Level 8/PB 2/GP 4800/equivalent.	5 years experience in Admin/Estt/ budgeting/procurement/planning & policy formulation /implementation of Govt. Schemes and projects.  Excellent Computer skills
Senior Accounts Officer, Pay Matrix Level-10 (pre-revised Pay Band III Rs.15600-39100 plus Grade Pay of Rs.5400/-)	01 (for Ranchi)	Officials of the Central Government, State Government, Autonomous Bodies, PSUs: (a) Holding analogous post on regular basis, OR With two year regular service in Level 9/PB 2 GP 5400/equivalent; OR With five years regular service in Level 8/PB 2 GP 4800/equivalent.  (b) Having passed SAS, SOGE or other similar examination conducted by accounts/ audit cadre;  OR Having successfully completed	Knowledge of/ experience in work on Tally or other accounting software



		cash and accounts training conducted by ISTM; OR Having professional degree of CA or ICWA.  (c) Five year experience in finance, accounts and budget related matters.	
Private Secretary  Pay matrix Level -8 (pre-revised Pay Band II, Rs. 9300-34800 plus Grade Pay of Rs. 4800/-)	04 (01 for Patna and 03 for Ranchi)	Holding analogous post in the parent cadre in the same Pay Matrix Level-8/ pre-revised Pay Scale of Rs. 9300-34800+4800 or Having five years of working Experience in the Pay Matrix Level – 6, pre-revised Pay Band 2 of Rs.9300-34800 with grade pay of 4200/-	Good stenography and typing skills  Proficiency in handling computers
Stenographer  Pay matrix Level -6 (pre-revised Pay Band II, Rs. 9300-34800 plus Grade Pay of Rs. 4200/-)	01 (for Ranchi)	Holding analogous post in the parent cadre in the same Pay Matrix Level – 6, pre-revised Pay Band 2 of Rs. 9300-34800+4200) or Having four years of working experience in the Pay Matrix Level – 4, pre-revised Pay Band 1 of Rs.5200 -20200 with Grade Pay of Rs. 2400/-	Good stenography and typing skills  Proficiency in handling computers

**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:

