

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
1st Floor, Namkum Industrial Area
Lowadih, Namkum, Ranchi-834010

5th 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

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



		<p>cash and accounts training conducted by ISTM; OR Having professional degree of CA or ICWA.</p> <p>(c) Five year experience in finance, accounts and budget related matters.</p>	
<p>Private Secretary</p> <p>Pay matrix Level -8 (pre-revised Pay Band II, Rs. 9300-34800 plus Grade Pay of Rs. 4800/-)</p>	<p>04 (01 for Patna and 03 for Ranchi)</p>	<p>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/-</p>	<p>Good stenography and typing skills</p> <p>Proficiency in handling computers</p>
<p>Stenographer</p> <p>Pay matrix Level -6 (pre-revised Pay Band II, Rs. 9300-34800 plus Grade Pay of Rs. 4200/-)</p>	<p>01 (for Ranchi)</p>	<p>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/-</p>	<p>Good stenography and typing skills</p> <p>Proficiency in handling computers</p>

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
- 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), alongwith documents listed in para 3 and 4 above may be forwarded to **The Assistant Director General (Admn.), Unique Identification Authority of India (UIDAI), Regional Office, RIADA Central Office, 1st Floor, Namkum Industrial Area, Lowadih, Namkum, Ranchi - 834010.** The last date for receipt of applications complete in all respect will be the 45 days from the date of publication of vacancy in the Employment News. 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.


(Deo Shankar)

Assistant Director General (Admn.)

To,

1. All Ministries/Departments of the Govt of India, It is requested that the vacancy may be given wide publicity in the attached & subordinate Offices under them.
2. All the State Governments, including Union Territories are requested to give wide publicity to the vacancy in their various Departments/Offices.
3. All Public Sectors Undertaking/Statutory or Autonomous Organisations/IOFS, Kolkata/O/o JS Trg. & CAO/AIR HQ/NAVY HQ/Head (HRD) Bureau of Indian Standards, New Delhi.
4. 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.
5. Media Division, UIDAI HQ, for publication of above advertisement in National Dailies.

**Application for the posts of Deputy Director, Senior Accounts Officer (SAO),
Private Secretary & Stenographers on deputation basis**

(Since this vacancy is to be filled up on deputation basis,
private candidates are not eligible)

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

Paste your
recent Passport
Size
Photographs

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: