

**VACANCY CIRCULAR FOR FILLING UP VARIOUS POSTS IN REGIONAL OFFICE
DELHI ,UNIQUE IDENTIFICATION AUTHORITY OF INDIA (UIDAI)**

Name of the Post:

The Authority would like to fill up the post of **Section Officer and Private Secretaries** in Regional Office, Delhi:-

Name of the Post and pay scale with Grade Pay	Number of vacant posts	Eligibility Criteria	Desirable Qualifications/Experience
Section Officer Rs.9300- 34800+4800)	02 (Likely to vary)	Holding analogous post in the same scale of pay (99300-34800+4800) in the parent cadre Or Having five years of working experience in the scale of 9300-34800 +4200/-	2 Years' experience in Administration. /Establishment. /Budgeting /Procurement / Planning and Policy formulation / of Government schemes and projects. Excellent Computer Skills.
Private Secretary (Rs. 9300- 34800+ 4800)	05	Holding analogous post in the same scale of pay Or Having five years experience in the scale of Rs. 9300-34800+4200	Good stenographic and typing skills Proficiency in handling computers

Field of Selection:

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

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-Esst. (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 is 26 Aug 2011.

Documents to be forwarded along with application:

The applications 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 departments in the prescribed format attached.

Address for communication:

The applications may be forwarded to the following address:

The Assistant Director General (Admn.),
Regional Office, Delhi
Unique Identification Authority of India (UIDAI)
Room No. 120, Janpath Hotel,
Janpath,
New Delhi-110 00

Application for post of Section Officer and Private Secretaries in Regional Office, UIDAI, Delhi

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

F.NO.A-11019/16/2011-RO(D)-UIDAI
Government of India/Bharat Sarkar
Planning Commission/Yojna Aayog
Unique Identification Authority of India
Regional Office Delhi

Room NO. 120, Janpath Hotel
Janpath, New Delhi
Dated 1st August, 2011

**VACANCY CIRCULAR FOR THE POST OF SECTION OFFICERS AND PRIVATE
SECRETARIES**

Unique Identification Authority of India (UIDAI), an attached office of the Planning Commission, wishes to fill up the post of Section Officers and Private Secretaries, on deputation in its Regional Office, Delhi.

2. Applications complete in all respects should be forwarded through proper channel **on or before 26 Aug 2011**. Further details may be obtained from the website www.uidai.gov.in

Assistant Director General (Admn.)

F.NO.A-11019/16/2011-RO(D)-UIDAI
Government of India/Bharat Sarkar
Planning Commission/Yojna Aayog
Unique Identification Authority of India
Regional Office Delhi

Room NO. 120, Janpath Hotel
Janpath, New Delhi
Dated 1st August, 2011

Subject: Vacancy circular for the post of Section Officer and Private Secretaries in Regional Office, Delhi UIDAI

The attached vacancy circular for the posts of Section Officers and Private Secretaries in Regional Office, Delhi may be got uploaded on the UIDAI's website.

(Suman Kumar)
ADG, RO-Delhi
1.08.2011

PS to Chairman, UIDAI