

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

Unique Identification Authority of India (UIDAI), Regional Office, Ranchi invites application for filling of various posts on deputation in its office located at Ranchi & Patna, from amongst suitable and eligible officers of Central Government/State Governments/UTs/PSUs/Autonomous bodies. The details of posts, number of vacancies, eligibility criteria and qualification 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/-)	02 (likely to vary). One vacancy each is for Ranchi & Patna	Holding analogous post in the parent cadre in the same Pay Matrix Level-11/ pre-revised Pay Scale of Rs. 15600-39100+6600) or Having five years of working Experience in the Matrix Level-9/10, pre-revised Pay Band 2/3 of Rs.9300-34800/Rs. 15600-39100 with Grade Pay of Rs. 5400/- or Having six years of working Experience in the Matrix Level-8, pre-revised Pay Band 2 of Rs. 9300-34800 with Grade Pay of Rs. 4800/-	5 year experience in Admin/ Estt/budgeting/ procurement / planning and policy formulation/ implementation of Government schemes and projects. Excellent Computer skills
Private Secretary Pay matrix Level -8 (pre-revised Pay Band II, Rs. 9300-34800 plus Grade Pay of Rs. 4800/-)	04 (One vacancy is for Patna)	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 (Ranchi/Patna)	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

Eligibility: Officers of Central Government/State Governments/UTs/PSUs/Autonomous bodies.

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 aforementioned O.M. dated 17.6.2010 and Government of India's instructions 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 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. 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 Asstt Director General (Admn), Unique Identification Authority of India Regional Office, Ministry Electronics & Information Technology, 1st Floor, RIADA Central Office Building, Lowadih; Namkum Industrial Area, 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.

6. Application received after the last date and/or otherwise found incomplete shall not be entertained.

7. UIDAI, RO, Ranchi reserves the right to withdraw the vacancy circular at any time without assigning any reasons.

**Application for the post of Deputy Director/Section Officer/Private
Secretary/Stenographer in UIDAI HQ**

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

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 relevant records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the Circular/advertisement.
4. The candidate is clear from disciplinary/vigilance angle and his/her Integrity is certified as 'Beyond Doubt'.
5. 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).
6. 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.
7. Certified that the service particulars given by the applicant have been verified from his/her service records and found to be correct.

Signature.....
Name , Designation &Tele of the forwarding officer

Date:

Place:

(Office Stamp)