

VACANCY CIRCULAR FOR THE POSTS OF DEPUTY DIRECTOR/ PRIVATE SECRETARY/ ASSISTANT 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	Deputy Director	02	(Rs.15600-39100+6600)
02	Private Secretary	04	(Rs. 9300-34800+4800)
03	Assistant	02	(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 on or before 24.03.2015.

NOTE: Those who had applied in response to earlier notification dated 17.12.2014 need not apply again.

Sd/-
Deputy Director

**Applications for the post of DEPUTY DIRECTOR/PRIVATE SECRETARY /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 (likely to vary)
1	Bangalore	Deputy Director	2
2	Bangalore	Private Secretary	4
3	Bangalore	Assistant	2

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
Deputy Director (Rs.15600-39100 + 6600)	i)Holding analogous post in the same scale of pay; or ii)Having five years experience in the scale of 9300-34800 with Grade Pay of Rs.5400; or iii) Having six years experience in the scale of Rs.9300-34800 with Grade Pay of Rs.4800;	5 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 9300-34800 with Grade Pay of Rs.4200	Good Stenographic and Typing skills and Proficiency in handling computers.
Assistant (Rs.9300-34800+ 4200)	i. Holding analogous post in the same scale of pay; or ii. four years experience in the scale of 5200-20200+2400	Excellent drafting, typing skills, Proficiency in computers. Experience in handling Administrative matters/ budget/policy matters/ implementation of Government Schemes

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:

On or before 24.03.2015

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 Departments 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, Khanija Bhavan, Race Course Road, Bangalore – 560001 Telephone : 080 22340104

Sd/-
Deputy Director