



सत्यमेव जयते

Vacancy Circular

Unique Identification Authority of India (UIDAI), Regional Office



**Ministry of Electronics & IT (MeitY)
5th Floor, Block-III, My Home Hub
Madhapur, Hyderabad-500 081**

The Authority invites applications on the prescribed form for the following vacant post on deputation in its Regional Office located at Hyderabad. The application form can be downloaded from our website www.uidai.gov.in. The applications complete in all respects may be forwarded to Shri. N. Satyanarayana, ADG, at the above address.

Sl. No.	Name of the Post	Number of the posts vacant	Pay
01	Section Officer	01	In Level 8 of 7th CPC Pay Matrix [Rs. 9300-34800 + 4800 GP in PB-2 in pre-revised scale)

For eligibility criteria and desirable qualification/experience related details, please visit: www.uidai.gov.in. Last Date for receipt of applications complete in all respects is **45 days** from the date of publication of this advertisement in the 'Employment News'.

4/29/Central Government/Recruitment/Other/Other/Other than Delhi

**VACANCY CIRCULAR FOR THE POST OF SECTION OFFICER IN THE REGIONAL OFFICE
OF UNIQUE IDENTIFICATION AUTHORITY OF INDIA (UIDAI) HYDERABAD**

The Authority would like to fill up the post of Section Officer on deputation in its Regional Office located at Hyderabad.

1. Eligibility Criteria and Desirable Qualifications/Experience for the post are as under :

Name of the Post and pay scale with Grade Pay	Eligibility Criteria	Desirable Qualifications/Experience
Section Officer Level - 8 in Pay Matrix of 7 th CPC (Rs.9300-34800+4800 in PB-2 in pre-revised scales)	<p>a) Holding analogous post on regular basis in the parent cadre or Department; or</p> <p>b) With two years service in the grade rendered after appointment thereto on regular basis in posts in the Pay Matrix Level-7 (Rs.9300-34800+4600 GP in PB-2 in pre-revised pay scales) or equivalent in the parent cadre/department; or</p> <p>c) Having six years service in the grade after appointment thereto on regular basis in posts in the Pay Matrix Level-6 (Rs.9300-34800+4200 GP in PB-2 in pre-revised pay scales)</p>	<p>a) Two years experience in Administration / Establishment / Legal / Vigilance / Finance / Budgeting / Accounts / Procurement / planning and policy formulation / implementation of Government schemes and projects, etc.</p> <p>b) Excellent noting & drafting.</p> <p>c) Excellent computer skills.</p>

2. Field of Selection:

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

3. 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 17.06.10. The terms and conditions of deputation will be governed by the aforementioned DoP&T's O.M. of 17.6.10 and Government of India's instructions issued from time to time on the subject.

4. Age Limit :

The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application.

5. Eligibility for Government Accommodation

The officer appointed in the UIDAI will be eligible for General Pool Residential Accommodation at par with Central Government employees.

6. Last Date for receipt of applications complete in all respects:

45 Days from the date of publication of this advertisement in the 'Employment News'.

7. Documents to be forwarded along with application:

The applications along with Cadre clearance/Vigilance clearance from Departments and copies of APARs for the last five years duly attested by an officer, not below the rank of Under Secretary or equivalent should be forwarded through parent Departments in the prescribed format attached.

8. While forwarding application, it may also be verified that certified by the cadre controlling authority that the particulars furnished by the applicant are correct.

9. Address for communication:

The applications may be forwarded to the Regional Office at the address given below:

Regional Office	Address
Hyderabad	<p>Shri. N. Satyanarayana Assistant Director General UIDAI Regional Office 5th Floor, Block-III, My Home Hub Madhapur, Hyderabad - 500 081. Tel:040-23119269</p>

**Application for the post of SECTION OFFICER
in Regional Office of UIDAI, Hyderabad**

Recent passport
size photograph
of the candidate
to be affixed
here

1	Name				
2	Date of Birth				
3	Present Post				
4	Date from which the present post is held on regular basis				
5	Present place of posting				
6	Service				
7	Parent Cadre				
8	Date of joining Service				
9	Pay Matrix of the present post in 7 th CPC				
10	Basic Pay drawn				
11	Old Pay Scale (Pay Band & GP) of the present post				
12	Whether the eligibility criteria prescribed for the post are satisfied				
13	Mobile / Office / Residence Phone Number			a) Mobile :	
			b) Office :		
			c) Residence :		
14	Educational / Professional Qualification (Please mention Graduation level and above)				
	Sl. No.	Qualification	Subject	Year/Division	Institution / University Place / Country
15	Details of Experience/employment (Please attach a separate sheet, if required)				
	Sl. No.	Name of Office	Post Held	From	To
					Pay Band along with Grade Pay
16	Date of retirement under Central Government Rules				
17	Training(s) undergone				

Certified that information furnished above by me is correct.

(Signature of the Candidate)

18. The above particulars furnished by the applicant are verified and certified.

(Signature of Forwarding Officer with Seal)

NOTE:

- i. The above application should be forwarded through the parent Department /Organization along with Cadre Clearance / Vigilance Clearance and copies of Annual Confidential Records for the last five years, duly attested by an officer not below the rank of Under Secretary or equivalent.
- ii. Applications not forwarded through parent organization along with requisite documents will not be considered.
- iii. Only serving Officers of Central Government/State Governments/ UTs/ PSUs/Autonomous Bodies are eligible to apply.