



Vacancy Circular

**UNIQUE IDENTIFICATION
AUTHORITY OF INDIA (UIDAI),
REGIONAL OFFICE**

Ministry of Electronics & IT
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 mentioned address.

Sl. No.	Name of the Post	Number of the posts vacant	Pay scale with Grade Pay
01	Assistant Section Officer	01	Level 6 of the 7 th CPC Pay Matrix (Rs.9300-34800 + 4200 GP in pre-revised scales)

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'.

39/80/Central Government/Recruitment/Other/Other/Deputation/ Other than Delhi

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

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

Eligibility Criteria and Desirable Qualifications/Experience for the above said post are as under:-

Name of the Post and pay scale	Eligibility Criteria	Desirable Qualifications/Experience
Assistant Section Officer Pay Scale : Level 6 of the 7 th CPC Pay Matrix (Rs.9300-34800+4200 GP in pre-revised scale)	i) Holding analogous post (regular) in the same scale of pay in the parent cadre, or ii) Having four years of working experience in the scale of Level-4 of 7 th CPC Pay Matrix (Rs.5200-20200 + 2400 GP in pre-revised scale) on regular basis.	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 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.

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:

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

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 Regional Office at the address given below:

Regional Office	Address
Hyderabad	N. Satyanarayana Assistant Director General Regional Office Unique Identification Authority of India (UIDAI) 5 th Floor, Block-III, My Home Hub Madhapur, Hyderabad – 500 081. Tel:040-23119269

Application for the post of _____ in Regional Office of UIDAI, in Hyderabad

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	Level of Pay in the present post (as per 7 th CPC Pay Matrix)				
10	Basic Pay drawn				
11	Whether the eligibility criteria prescribed for the post are satisfied				
12	Educational / Professional Qualifications (Please mention Graduation and above)				
	Sl.No	Qualification	Subject	Year/Division	Institution / University Place / Country

13	Details of Experience/employment (Please attach a separate sheet, if required)				
Office	Post Held	From	To	Details of Pay drawn	

14	Date of retirement under Central Government Rules				
15	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 /organization along with Cadre Clearance / Vigilance Clearance and copies of five years Annual Confidential Records, duly attested.
 - 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.