

**VACANCY CIRCULAR FOR THE POST OF ASSISTANT DIRECTOR
(OFFICIAL LANGUAGE) ON CONTRACT BASIS IN UNIQUE
IDENTIFICATION AUTHORITY OF INDIA (UIDAI), HQ**

Unique Identification Authority of India (UIDAI), an attached office of the Planning Commission, intends to fill up one post of Assistant Director (Official Language) on contract basis for six months (may be extended) in its Headquarters Delhi.

Field of Selection:

Retired Hindi Officers from Govt of India having experience of Translation from Hindi to English and vice versa for ten to fifteen years in Central Govt Ministries /Departments. Should have Computer Skills.

1. The age of retired personnel must not exceed 63 years at the time of application.
2. The retired personnel will not be assigned any work which involves financial transactions.

Responsibility of Job:-

- (i) Translation work from English to Hindi and vice-versa and vetting thereof. This will include translation of Notification, General Orders, Office Orders, Cabinet Notes, all Parliament Matters including matters relating to Parliamentary Committees, all Parliament Matters, Matter for Hindi Website, Minutes of Meetings.
- (ii) To acquaint the officers and staff of the Department with the provisions of the OL Act, OL rules and Government orders related to the Official Language and Hindi Training and to help them in implementing the same.
- (iii). To ensure proper compliance of the provisions of the Official Languages Act and the orders pertaining to Hindi Teaching Scheme and Official Language Policy in the Department and in its subordinate formations.
- (iv). To make suggestions from time to time for promotion the progressive use of Hindi and to keep liaison with the Official Language Department through proper channel.
- (v). To prepare the reference and help literature and to assist the Officers and staff in learning Hindi and using Hindi in official business.
- (vi). To organize Hindi Workshops with a view to remove the hesitation and also to train the officers/staff in doing their official work in Hindi.

Other terms and conditions:

The appointment will initially be for a period of for six months only, to be decided on a case to case basis. The period of appointment can be further extended up to maximum period of two years with adequate justification.

Pay : Consolidated Pay of Rs. : Rs. 22000/- (Fixed)

Last Date for receipt of applications complete in all respects is 15 Nov 2012

Address for communication:

The Assistant Director General (Estt.)
Unique Identification Authority of India (UIDAI)
2nd Floor, Tower-I, Jeevan Bharti Building
Connaught Place
New Delhi – 110 001

BIO-DATA

Application for the post of Assistant Director (OL)

1.	Name	
2.	Father's Name	
3	Date of Birth	
4	Educational Qualification	
5	Technical Qualification (if any)	
5	Work Experience in Ministries/Departments of Government of India	
6	Last appointment	
7	Last Drawn Salary	
8	Total Emoluments last drawn	
9	Date of Superannuation	
10	Address of Communication	
11.	Telephone/Mobile No.	

Declaration:-

Certified that information furnished above by me is correct

(Name and Signature)

Date

Place