

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

The Authority would like to fill up the following posts on deputation in its Regional Office located at Ranchi:-

S.N	ROs	Number of the posts vacant			
		Deputy Director	Section Officer	Private Secretary	Steno
1.	Ranchi	01*	01#	04	01**

* The post of Deputy Director is likely to be vacant w.e.f 27.12.2015.

The post of Section Officer is likely to be vacant w.e.f 31.03.2016.

**The post of Steno. Is likely to be vacant w.e.f. 1.1.2016.

Eligibility Criteria and Desirable Qualification /Experience for the posts are as under:-

Name of the post and pay scale with Grade Pay	Eligibility Criteria	Desirable Qualification /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 Pay Band +Grade Pay of Rs. 9300 - 34800+5400; or iii. having six years experience in the Pay Band + Grade Pay of Rs. 9300-34800+4800	5 years experience in Admin./Estt ./ budgeting/procurement / planning and policy formulation/ implementation of Government schemes and projects. Excellent Computer skills.
Section Officer (Rs.9300-34800+4800)	i)Holding analogous post in the same scale of pay in parent cadre or ii) having five years experience in the scale of 9300-34800+4200.	2 years experience in Admin./ Estt./ budgeting /procurement /planning and policy formulation / implementation 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+4200	Good stenography and typing skills. Proficiency in handling computers.
Steno (Rs.9300-34800+4200)	i)Holding analogous post in the same scale of pay: or ii) having four years experience in the scale of 5200-20200+2400	Good stenography and typing skills. Proficiency in handling computers.

Field of Selection :

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

Period and other terms and condition of deputation :

The initial 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 condition of deputation will be governed by the aforementioned DOP&T's O.M.of 17.06.10.

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 application complete in all respect is one month from the date of publishing in Employment News..

Document to forward along with application:

The application 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 Department in the prescribed format attached.

Address for Communication :

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

Assistant Director General (Admn.)
Regional Office, UIDAI
(Ministry of Communications & IT
Department of Electronics & Information Technology (DeitY)
1st Floor, RIADA
Central Office Building, Lowadih,
Namkum Industrial Area
Near STPI Namkum
Ranchi- 834010
Tel:

**Application for the Post of _____ in UIDAI, Regional Office,
Ranchi**

1.	Name			
2.	Date of Birth			
3.	Present Post in parent cadre (on regular basis)			
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 in parent cadre (on regular basis)			
10.	Basic pay drawn			
11.	Grade pay			
12.	Whether the eligibility criteria Prescribed for the post are satisfied			
13.	Education/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)				Pay Band along with Grade Pay	Nature of Duty
Office	Post Held	Regular of on Deputation	From	To		

15.	Date of retirement under Central Government Rules	
16.	Training (s) undergone	

Certified the information furnished above by me is correct.

(Signature of the Candidates)

NOTE:

- i) The above application should be forwarded through the parent Department/organization along with APAR/Vigilance clearance in prescribed format and copies of five years Annual Performance approval Report duly attested. (the format of vigilance clearance is enclosed).
- ii) Application not forwarded through proper channel along with past five year APAR and Vigilance Clearance will not be considered.
- iii) Only serving officers of Central Government/State Government/PSUS/UTS/Autonomous bodies are eligible to apply.