

UNIQUE IDENTIFICATION AUTHORITY OF INDIA
PLANNING COMMISSION
GOVT. OF INDIA
REGIONAL OFFICE, SCO: 139-141, 3RD AND 4TH FLOOR
SECTOR 17C, CHANDIGARH – 160017

Advt. No. 12/2012-13

The Authority would like to fill up following posts on deputation/retired employees (in case no suitable candidate is found eligible the post will be filled from retired employees) in Regional Office located at Chandigarh, as per the following requirements:

Name of the Post and pay band with Grade Pay	No. of Posts Vacant	Eligibility Criteria	Desirable Qualifications/ Experience
Private Secretary (PB-2 Rs. 9300-34800 & G.P. Rs. 4800/-)	03	i. Holding analogous post in the same scale of pay; or ii. having 5 yrs. experience in the scale of Rs.9300-34800+4200/-	Good Stenographic and Typing skills. Proficiency in handling computers.

Field of Selection: Officers of Central Government/State Governments/ UTs/PSUs/Autonomous bodies or retired employees.

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 17.06.2010. The terms and conditions of deputation will be governed by the aforementioned DCP&T O.M of 17.6.2010. However, for retired employees in case of selection will be for six months.

Pay structure & Age limit for retired employees: A consolidated amount of Rs.25,000/- (Rs. Twenty Five Thousand only) will be paid on selection and retiree should not be more than 65 years of age as on the date of application.

Eligibility for Government Accommodation: The officer appointed in the UIDAI will be eligible for General Pool Residential Accommodation at par with Central Government employees for regular employees only, who will be selected in case of deputation.

Last Date of receipt of applications complete in all respects: 15 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 on the prescribed Form as indicated here below to the Regional Office, Chandigarh at the address given below:

The Assistant Director General (Admin)
UIDAI Regional Office,
SCO 139-141, 3rd & 4th Floors,
Sector 17C, Chandigarh -160017,
Te. 0172- 2771213

Application for the post of _____ in UIDAI, RO, Chandigarh
on Deputation basis/Retired employees.

Name				
Date of Birth				
Date of Joining				
Date of superannuation				
Parent Cadre				
Service & Batch				
Present Post				
Present station of posting				
Details of the present post held				
PB & Grade pay of the post				
BP as on date of applying				
GP as on date of applying				
Details of the posts held during last 10 years				
Post held with office details	From	To	Brief Job Responsibilities	Pay scale (PB+GP) granted
Details of the Qualifications (Graduation onwards)				
Details of the Trainings undergone				
Name of the Training	Institute imparting Training	Period	Year	Area of Training
Whether the Eligibility criteria met or not				
Analogous post/ scale			Yes/No	
One-below post/ scale	Yes/No		Held since when	

Certified that the above furnished information is correct as per the Service records.

Signature of the Candidate

Address for Communication: _____

Phone/Mobile No. _____

- Note:** (i) The above application is to be forwarded through Parent Department/ Organisation along with Cadre Clearance/ Vigilance Clearance and copies of five years ACR's, duly attested.
(ii) Application not forwarded through Parent Organisation alongwith requisite documents will not be considered.
(iii) Only serving officers of Central Govt./ State Govts./ UTs/ PSUs/ Autonomous Bodies or retired employees from these organisations are eligible to apply.

For further details, please visit <http://uidai.gov.in/>.