

**VACANCY CIRCULAR FOR THE POSTS OF DY. DIRECTOR/SECTION OFFICER/PRIVATE SECRETARY/ASSISTANT IN UIDAI REGIONAL OFFICE, HYDERABAD**

The Authority would like to fillup the following posts in UIDAI Regional Office at Hyderabad.

<b>Name of the Post and pay scale with Grade Pay</b>	<b>Eligibility Criteria</b>	<b>Desirable Qualifications/Experience</b>
Dy Director (Rs.15600-39100+6600)	i)Holding analogous post in the same scale of pay; or ii)Having five years experience in the scale of 9300-34800+5400; or iii) having six years experience in the scale of 9300-34800+4800;	05 years experience in Admn./Estt./budgeting/procurement/planning and policy formulation/implementation of Government schemes and projects.  Excellent Computer skills.
Section Officer (Rs.9300-34800+4800) PB2	i)Holding analogous post in the same scale of pay; or ii)Having five years experience in the scale of 9300-34800+4200;	02 years experience in Admn./Estt./budgeting/procurement/planning and policy formulation/implementation of Government schemes and projects.  Excellent Computer skills.
Private Secretary (Rs.9300-34800+4800) PB2	i)Holding analogous post in the same scale of pay; or ii)Having five years experience in the scale of 9300-34800+4200;	Good Stenographic and Typing Skills.  Proficiency in handling computers;
Assistant (Rs.9300-34800+4200) PB2	i)Holding analogous post in the same scale of pay; or ii)four years experience in the scale of 5200-20200+2400;	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:**

15 Days from the date of publication of this advertisement in the 'Employment News'(dated 8<sup>th</sup> December, 2012)

**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 Offices at the address given below:

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

**Application for the post of \_\_\_\_\_ in UIDAI,Regional Office, Hyderabad**

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

**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, dully attested.  
ii) Applications not forwarded through parent organization alongwith requisite documents will not be considered.  
iii) Only serving Officers of Central Government/State Governments/UTs/PSUs/Autonomous bodies are eligible to apply.