

No.A-12013/21/ADG(Guwahati)/10-UIDAI  
Government of India  
Ministry of Electronics & Information Technology  
Unique Identification Authority of India (UIDAI)  
2<sup>nd</sup> Floor, Tower – I, Jeevan Bharti Building  
Connaught Circus, New Delhi – 110001  
Dated: 7<sup>th</sup> October, 2016

**SUBJECT: Vacancy circular for the post of Assistant Director General (Director Level) on deputation in UIDAI Regional Office, Guwahati**

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Unique Identification Authority of India (UIDAI), invites applications for filling up one post of Assistant Director General (ADG) (Director level) in the Pay Matrix Level 13 [pre-revised Pay Band IV (Rs. 37400-67000) plus Grade Pay of Rs. 8700/-] on deputation basis in its Regional Office, Guwahati, from amongst suitable and eligible officers. The eligibility criteria and qualifications for this post are as follows:-

**Eligibility:**

- i. Officers of Central Government/State Governments/UTs/PSUs/Autonomous bodies holding analogous posts to that of Director's post in the Central Government Ministries/Departments;
- ii. Officers who may be at the end of their tenure under Central Staffing Scheme and may be interested in continuing on deputation under Non-Central Staffing Scheme (Director Level) subject to 'No Objection Certificate' from DoP&T.

**Desirable Experience:**

1. Experience of Implementation/Management of Projects, handling of matters relating to Budget, Accounts, Administration, Procurement of goods and services, etc.
2. Experience of dealing with State Government Departments/Agencies; Development Programmes/Schemes.

**2. 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 DoP&T's aforementioned O.M. of 17.6.2010 and Government of India's instructions issued from time to time on the subject.

**Age Limit**

The maximum age limit for appointment on deputation shall be 56 years as on the date of closing of the application.

**Eligibility for Government Accommodation**

As per the ongoing arrangement (further continuity of which is subject to approval of Ministry of Urban Development), the officers appointed in the UIDAI will be eligible for General pool Residential Accommodation at par with Central Government employees.

3. Eligible and willing candidate may apply through proper channel in prescribed format – Annexure I. Cadre authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately on their selection. The applications of only such officers would be considered that are routed through proper channel and are accompanied by following documents:

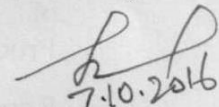
- i. Application in prescribed proforma – **Annexure I.**
- ii. Cadre Clearance Certificate from the Controlling Authority
- iii. Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years **Annexure II**
- iv. Vigilance Clearance/Integrity Certificate (**Annexure II**)
- v. Photocopies of the ACRs/APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary or equivalent (**Annexure II**).

4. While forwarding the application it may also be verified and certified by the cadre controlling authority that the particulars furnished by the applicant are correct (**Annexure II**)

5. The applications of suitable and eligible officers complete in all respect, in the prescribed format (Annexure-I), alongwith documents listed in para 3 above may be forwarded to **ADG (Estt), Unique Identification Authority of India (UIDAI), 2<sup>nd</sup> Floor, Tower 1, Jeevan Bharti Building, Connaught Circus, New Delhi-110001. The last date for receipt of applications complete in all respect is 30.11.2016.** Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

6. Applications received after the last date or otherwise found incomplete shall not be entertained.

7. UIDAI reserves the right to withdraw the vacancy circular at any time without assigning any reasons.



(S.D Sharma)

Assistant Director General (Estt)

Tel: 23466869

To,

1. All Ministries/Departments of the Govt of India, It is requested that the vacancy may be given wide publicity in the attached & subordinate Offices under them.
2. All the State Governments, including Union Territories are requested to give wide publicity to the vacancy in their various Departments/Offices.
3. All Public Sectors Undertaking/Statutory or Autonomous Organisations/O/o JS Trg. & CAO/AIR HQ/NAVY HQ/Head (HRD) Bureau of Indian Standards, New Delhi.
4. Director (MM-I), (Shri J. Srinivasan), Deptt of Personnel & Training, Office of the Establishment Officer, North Block, New Delhi- with the request to upload the enclosed vacancy circular on the DoP&T's website.
5. Media Division, UIDAI HQ, for publication of above advertisement in National Dailies as well as local newspapers of NE States and Employment News.

**APPLICATION FOR THE POST OF ADG (DIRECTOR LEVEL) IN REGIONAL OFFICE, GUWAHATI**

1. Name of applicant with Complete Office Address,  
e-mail & Telephone No. (in Block letters) .....
2. Date of Birth (in Christian era) .....
3. Date of retirement under Central/State Govt. Rules .....
4. Educational Qualifications .....
5. Whether belongs to Organised Gr. A Service Yes/No  
If Yes, then mention Name of Service and Batch
6. Whether Educational and other qualifications  
required for the post are satisfied (If any  
qualification has been treated as equivalent to  
the one prescribed in the rules, state the authority for the same

Paste your  
recent Passport  
Size  
Photographs

		Qualification/Experience required	Qualification/Experience possessed by the Officer
Essential	(1)		
	(2)		
	(3)		
Desirable	(1)		
	(2)		

7. Post held on regular (i.e. substantive) basis and  
the date from which held with pay scale .....
8. Please state clearly whether in the light of entries made  
by you above, you meet the requirements of the post .....
9. Details of Employment, in chronological order, enclose a separate sheet, duly authenticated  
by your signature, if the space below is insufficient

<u>Office/Instt/Orgn</u>	<u>Post held</u>	<u>From</u>	<u>To</u>	<u>Scale of pay and basic pay</u>	<u>Nature of duties</u>

10. Nature of present employment, i.e. adhoc or  
temporary or permanent .....

Contd... 2 ...

11. In case the present employment is held on deputation/contract basis, please state  
(a) The date of initial appointment .....  
(b) The period of appointment on deputation/contract .....  
(c) Name of the parent office/organization to which you belong .....
12. Training/Courses attended .....
13. Additional details about your present employment  
Please state whether working under:  
i. Central Government .....  
ii. State Government .....  
iii. Autonomous Organizations .....  
iv. Government Undertakings .....  
v. Universities .....
14. Additional information, if any, which you would like to furnish in support of your suitability for the post.  
Enclose a separate sheet, if the space is insufficient. ....

Date:

(SIGNATURE)

Mobile No. : \_\_\_\_\_

Office Tel.No. : \_\_\_\_\_

Certified that the service particulars given by the applicant have been verified from his/her service records and found to be correct.

Signature with seal of the Competent Authority

To be filled up by the cadre controlling authority

Office of .....

F.No.....

Date:.....

1. The applicant, if selected, will be relieved immediately
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. No Vigilance case is pending/contemplated against the Officer
6. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
7. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an officer not below the rank of Under Secretary or equivalent.

Signature.....

Name, Designation & Tele of the forwarding officer

(Office Stamp)

Date:

Place: