

No.A-12013/21(DDG)/2015-UIDAI (Estt)
Government of India
Ministry of Communications & IT
Department of Electronics & Information Technology (DeitY)
Unique Identification Authority of India (UIDAI)
2nd Floor, Tower – I, Jeevan Bharti Building
Connaught Circus, New Delhi – 110001
Dated: 11th January, 2016

**Vacancy circular on deputation basis for the post of
Deputy Director General (Legal) (JS level) at HQ, UIDAI**

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Unique Identification Authority of India (UIDAI), invites applications for filling up one vacant post of Deputy Director General (Legal) (JS level) at HQ, UIDAI in Pay Band IV (Rs. 37400-67000) plus Grade Pay of Rs. 10,000/- on deputation basis. The eligibility criteria and qualification for this post are as follows:-

Essential

- i) Holding analogous post on regular basis in the parent cadre/ department;
- ii) Possessing a degree in Law from a recognized University; and
- iii) At least three years experience in handling legal matters.

2. Period and other terms and condition of deputation;

- i. The period of deputation including period of deputation in another ex cadre post held immediately preceding this appointment in the same or some other organisation/departments of Central Government shall ordinarily not exceed five years.
- ii. The pay and other terms of condition of deputation will be regulated in accordance with Department of Personnel & Training O&M No.6/8/2009—Estt.(Pay-II) dated 17.6.2010 as amended from time to time.
- iii. The officer appointed in UIDAI is eligible for General Pool Residential Accommodation at par with Central Government Employees.

Age Limit

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

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 the following documents:

- i. Application in the prescribed proforma – **Annexure I.**
 - ii. Cadre Clearance Certificate from the Controlling Authority
 - iii. Statement giving details 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. It is therefore, requested that the application of suitable and eligible officers, complete in all respect alongwith documents listed in para 3 above may be forwarded to **ADG (Estt), Unique Identification Authority of India(UIDAI), 2nd Floor, Tower 1, Jeevan Bharti Building, Connaught Place, New Delhi-110001. The last date for receipt of applications is 14th March 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. Secretary, Department of Legal Affairs, Ministry of Law & Justice.
4. Secretary, Legislative Department, Ministry of Law & Justice.
5. Deputy Secretary (SM-I) (Ms. Nandini Paliwal), Deptt of Personnel & Training, Office of the Establishment Officer, North Block, New Delhi - with the request to upload the vacancy circular on the DoP&T's website.
6. Media Division, UIDAI, HQ for publication of above advertisement in National Dalies and Employment News

APPLICATION FOR THE POST OF DDG (LEGAL) IN HQ, UIDAI

Paste your recent
Passport Size
Photographs

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

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

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 From To Scale of pay and basic pay</u> | <u>Nature of duties</u> |
|--------------------------|---|-------------------------|
| | | |

10. Nature of present employment, i.e. adhoc or temporary or permanent
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 mention in support of your suitability for the post.
Enclose a separate sheet, if the space is insufficient.

Date:

(SIGNATURE)
Mobile 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. 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).
6. 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: