

No.A-12013/21(PS/HQ)09-UIDAI (Vol.III)  
Government of India  
Ministry of Communications & IT  
Department of Electronics & Information Technology (DeitY)  
Unique Identification Authority of India (UIDAI)  
2<sup>nd</sup> Floor, Tower – I, Jeevan Bharti Building  
Connaught Circus, New Delhi – 110001  
Dated: 08<sup>th</sup> January, 2016

**SUBJECT: Vacancy circular for the post of Private Secretary & Stenographer on deputation in UIDAI HQ, New Delhi**

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Unique Identification Authority of India (UIDAI), intends to fill up four posts of Private Secretary in Pay Band II (Rs. 9300-34800) plus Grade Pay of Rs. 4800/- and one post of Stenographer in Pay Band II (Rs. 9300-34800) plus Grade Pay of Rs. 4200/- on deputation in its Headquarters, New Delhi. The eligibility criteria and qualification for these posts are as follows:-

Name of the Post and pay scale with Grade Pay	Number of vacant posts	Eligibility Criteria	Desirable Qualifications/ Experience
Private Secretary PB-II (Rs.9300-34800+4800)	04 (Likely to vary)	Holding analogous post in the parent cadre in the same scale of pay (9300-34800+4800) PB-II Or Having five years of working experience in the Pay Band 2 of Rs.9300-34800 with Grade Pay of Rs.4200/-	Good Stenographic and Typing skills  Proficiency in handling computers with Excellent Computer skills.
Stenographer PB-II (Rs.9300-34800+4200)	01 (Likely to vary)	Holding analogous post in the parent cadre in the same scale of pay (9300-34800+4200) PB-II Or Having four years of working experience in the Pay Band 2 of Rs.9300-34800 with Grade Pay of Rs.2400/-	Good Stenographic and Typing skills  Proficiency in handling computers with Excellent Computer skills.

**Eligibility:** Officers of Central Government/State Governments/UTs/PSUs/Autonomous bodies.

**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 aforementioned O.M. dated 17.6.2010 of DoP&T's.

**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**

The officer 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 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. It is therefore, requested that the application of suitable and eligible officers, enclosing 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 Place, New Delhi-1. The last date for receipt of applications complete in all respect is 29<sup>th</sup> February 2016.** Candidates who apply for the post will not be allowed to withdraw their candidature subsequently

6. Application received after the last date and/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/NAVAL HQ/Bureau of Indian Standards, New Delhi.
4. Media Division, UIDAI, HQ for publication of above advertisement in National Dalies and Employment News

**Annexure-I****Application for the post of Private Secretary/Stenographer in UIDAI HQ**

1.	Name				
2	Date of Birth				
3	Present Post				
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				
10	Basic Pay drawn				
11	Grade Pay				
12	Whether the eligibility criteria prescribed for the post are satisfied				
13.	Mobile/Office/Residence Number				
14	Educational/Professional Qualification (Please mention Graduation and above)				
Sl.No	Qualification	Subject	Year/Division	Institution/ University Place/ Country	
15	Details of Experience/ employment (Please attach a separate sheet, if required)				
Sl.No	Office	Post Held	From	To	Pay Band alongwith Grade Pay
16	Date of retirement under Central Government Rules				
17	Training(s) undergone				

Paste your recent  
Passport Size  
Photographs

**Certified that information furnished above by me is correct in all respect to the best of my knowledge & belief.**

**Date & Place**

**(Signature of the Candidate)**

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 relevant records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
4. The candidate is clear from disciplinary/vigilance angle and his/her Integrity 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.
7. Certified that the service particulars given by the applicant have been verified from his/her service records and found to be correct.

Signature.....

Name , Designation &Tele of the forwarding officer

(Office Stamp)

Date:

Place:

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2<sup>nd</sup> Floor, Tower I, Jeevan Bharti Building  
Connaught Circus, New Delhi-110001

**Vacancy circular for the post of Private Secretary &  
Stenographer on deputation in UIDAI HQ, New Delhi**

.....

Unique Identification Authority of India (UIDAI), intends to fill up four vacancies for the post of Private Secretary in Pay Band II (Rs. 9300-34800) plus Grade Pay of Rs. 4800/- on deputation and one vacancy of Stenographer in its Headquarters at New Delhi in Pay Band II (Rs. 9300-34800) plus Grade Pay of Rs. 4200/- on deputation.

2. The application may be furnished in the prescribed proforma and forwarded to ADG (Estt), Unique Identification Authority of India 2<sup>nd</sup> Floor, Tower-I, Jeevan Bharti Building Connaught Circus, New Delhi -110001. The last date for receipt of applications complete in all respects is 29<sup>th</sup> February 2016.

3. Application received after the last date or otherwise found incomplete shall not be considered. Further details may be obtained from the website [www.uidai.gov.in](http://www.uidai.gov.in).

Assistant Director General (Estt.)

सं. ए-12013/21 (पीएस/एचक्यू)/09-भा.वि.प.प्रा.(स्थापना) (खण्ड-III)  
भारत सरकार

संचार एवं सूचना प्रौद्योगिकी मंत्रालय  
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी विभाग (डीईआईटीवाई)  
भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)

जीवन भारती भवन, टॉवर-I, द्वितीय तल,  
कनॉट सर्कस, नई दिल्ली-110001

दिनांक: 08 जनवरी, 2016

**विषय:** भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) के मुख्यालय, नई दिल्ली में, प्रतिनियुक्ति आधार पर निजी सचिव और आशुलिपिक के पद भरने हेतु रिक्ति परिपत्र।

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), नई दिल्ली अपने मुख्यालय में, वेतन बैंड-II रुपये 9300-34800 + ग्रेड पे रुपये 4800/-; में निजी सचिव के चार पद तथा वेतन बैंड-II रुपये 9300-34800 + रुपये 4200/-; में आशुलिपिक का एक पद प्रतिनियुक्ति के आधार पर भरने का इच्छुक है।

2. आवेदक अपने आवेदन, निर्धारित प्रपत्र में सहायक उपमहानिदेशक (स्थापना), भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), जीवन भारती भवन, टॉवर-I, द्वितीय तल, कनॉट सर्कस, नई दिल्ली-110001 को भेजा सकता है। सभी तरह से परिपूर्ण आवेदन पत्र, प्राप्त करने की अंतिम तिथि 29 फरवरी 2016 है।

3. आवेदन प्राप्त होने की अंतिम तिथि के बाद प्राप्त या अधूरे पाए गए आवेदन पत्रों पर विचार नहीं किया जाएगा। विस्तृत जानकारी के लिए कृपया हमारी वेबसाइट [www.uidai.gov.in](http://www.uidai.gov.in) देखें।

सहायक उपमहानिदेशक (स्थापना)