

(For Publish in Employment News and UIDAI Website)

No.A-12013/21(PS/HQ)09-UIDAI(Estt)
Government of India
NITI Aayog
Unique Identification Authority of India
2nd Floor, Tower -1,Jeevan Bharti Building
Connaught Circus, New Delhi-1

Dated: 1st May, 2015

**VACANCY CIRCULAR FOR FILLING UP THE POST OF PRIVATE SECRETARY IN
UNIQUE IDENTIFICATION AUTHORITY OF INDIA (UIDAI), DELHI AT HQ**

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Unique Identification Authority of India (UIDAI), an attached office of the Planning Commission, intends to fill up the posts of **Private Secretary** in Headquarters in Pay Band II (Rs. 9300-34800) plus Grade Pay of Rs. 4800/- on deputation in its Headquarters/ Delhi. The eligibility criteria and qualification for this post 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)	03 (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 PB II, Pay scale of Rs 9300-34800+ 4200/-	Good Stenographic and Typing skills Proficiency in handling computers with Excellent Computer skills.

Field of Selection:

- i. Officers of Central Government/ State Governments /PSUs/UTs Autonomous bodies.
- ii. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

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.

Documents to be forwarded along with application:

Eligible and willing candidate may apply through proper channel as per the 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. Vigilance Clearance / Integrity Certificate (Item No. 4 of **Annexure II**)
- ii. 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 (Item No. 5 of **Annexure II**)

While forwarding the application it may also be certified by the cadre controlling authority that the particulars furnished by the applicant have been verified from his service records and found to be correct (Item No. 6 of **Annexure II**)

5 It is therefore, requested that the application in respect of suitable and eligible officers, enclosing documents listed as above may be forwarded to **ADG(Estt), Unique Identification Authority of India (UIDAI), NITI Aayog, 2nd Floor, Tower 1, Jeevan Bharti Building, Cannaught Place, New Delhi-1** . **The last date for receipt of applications complete in all respects is 15.06.2015.** Candidates who apply for the post will not be allowed to withdraw their candidature subsequently

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

Annexure-I**Application for the post of Private Secretary in UIDAI at Delhi**

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	Educational/Professional Qualification (Please mention Graduation and above)				
Sl.No	Qualification	Subject	Year/Division	Institution/ University Place/ Country	
14	Details of Experience/ employment (Please attach a separate sheet, if required)				
Sl.No	Office	Post Held	From	To	Pay Band alongwith Grade Pay
15	Date of retirement under Central Government Rules				
16	Training(s) undergone				

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)

Mob No.....

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. The candidate is clear from vigilance angle and his Integrity is certified as 'Beyond Doubt'.
5. Photocopies of ACRs/APARs for the last five years duly attested on each page by an officer not below the rank of Under Secretary or equivalent are enclosed.
6. 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/ Issuing Authority

Date:

Place:

(To be published in News Papers)

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VACANCY IN UIDAI HQ FOR PRIVATE SECRETARY

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Unique Identification Authority of India (UIDAI) an attached office of NITI Aayog intends to fill three (03) posts of Private Secretary on deputation basis in UIDAI HQ, Delhi.

2. Interested applicants may forward the duly filled in application through proper channel latest by 15.06.2015. For details visit the UIDAI website (www.uidai.gov.in).

Assistant Director General (Estt.)

