

**VACANCY CIRCULAR FOR THE POST OF ASSISTANT IN UNIQUE
IDENTIFICATION AUTHORITY OF INDIA (UIDAI), HQ DELHI**

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Name of the Post:

The Authority would like to fill up the post of Assistant in HQ, UIDAI

| Name of the Post and pay scale with Grade Pay | Number of vacant posts | Eligibility Criteria | Desirable Qualifications/ Experience |
|--|-------------------------------|--|---|
| Assistant Rs.9300-34800+4200) | 01 (likely to increase) | i. Holding analogous post in the same scale of pay in the parent cadre; 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 is 29 Jun 2012.

Documents to be forwarded alongwith 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 following address:

The Assistant Director General (Estt.)
Unique Identification Authority of India (UIDAI)
2nd Floor, Tower-I, Jeevan Bharti Building
Connaught Place
New Delhi – 110 001

Application for the post of _____

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|-------|--|---------|---------------|--|
| 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) | | | |
| 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

(Signature of the Candidate)

- NOTE:**
- i. The above application should be forwarded through the parent Department/organisation alongwith Cadre Clearance/ Vigilance Clearance and copies of five years Annual Confidential Records, dully attested.
 - ii. Applications not forwarded through parent organisation alongwith requisite documents will not be considered.
 - iii. Only serving Officers of Central Government/ State Governments /UTs/ PSUs/ Autonomous bodies are eligible to apply.