

OFFICE MEMORANDUM

Sub: Application for permanent absorption in the cadre of Unique Identification Authority of India – reg.

Regulation 5 of the Unique Identification Authority of India (Appointment of Officers and Employees) Regulations, 2020 stipulates that:

“Initial constitution of the Cadre.—(1) The cadre shall be formed initially by absorption of the officers and employees who immediately before the constitution of cadre were holding any post as listed in Schedule, subject to the said post available for absorption in the Schedule. An offer for absorption shall be given to such officers and employees, who are holding any post provided under the Schedule to the present regulations, and on exercise of option by such officer or employee, the Authority shall consider absorption subject to the provisions contained herein.

(2) No person shall be considered for absorption, unless such person:

- (a) has completed three years of continuous service in the Authority; and
- (b) is free from disciplinary and vigilance angle.

(3) The Appointing Authority may absorb any person referred to in sub-regulation (1), above:-

(a) on recommendation of the Selection Committee and having regard to relative merit, suitability and requirement of such person in the Authority; and

(b) in consultation with his parent Ministry or Department or Public Sector Undertaking or Statutory or Autonomous Body, as the case may be, for absorption of such persons.

(4) For determining relative merit, suitability and requirement of a person:

(a) a brief of the eligible officers and employees, who exercise the option for absorption, indicating their past experience, performance reports, vigilance status, exceptional contributions etc., shall be placed for consideration of the Selection Committee; and

(b) shortlisted officers and employees shall be required to submit brief write-ups on five exceptional contributions made during his/her service at the Authority, for consideration of the Selection Committee.

(5) The Authority may prescribe such further conditions for said absorption, as it may deem fit from time to time.

(6) The service rendered by the officers and employees in the Authority prior to the date of notification of these regulations shall be counted as regular service for the purpose of this regulation”.

2. Application is invited from the willing candidates who fulfil the eligibility conditions for absorption on the last date prescribed for receipt of the application in the “APPLICATION FORM FOR ABSORPTION TO THE CADRE OF THE UNIQUE IDENTIFICATION AUTHORITY OF INDIA” annexed herewith.

3. The appointment, salary, allowances and other terms and conditions of the officers and employees of the Authority shall be governed by the Unique Identification Authority of India (Appointment of Officers and Employees) Regulations, 2020 and the Unique Identification Authority of India (Salary, Allowances and other Terms and Conditions of Service of Employees) Regulations, 2020. All the officers and employees opting to get considered for absorption are requested to carefully go through the provisions of the abovementioned Regulations and the Aadhaar (Targeted Delivery of

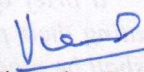
Financial and other Subsidies, Benefits and Services) Act, 2016, rules and regulations issued thereunder and other relevant rules, regulations and orders issued by the Government of India.

4. Mere fulfillment of the eligibility criteria by a candidate and submission of application form by her/him does not confer a right to get him/her absorbed in the cadre of Unique Identification Authority of India, which will be contingent of the recommendations of the Selection Committee, concurrence of the parent organisation/cadre, decision of the Appointing Authority and availability of vacancy for absorption in the respective posts.

5. The candidates willing to be get considered for absorption shall submit their application in duplicate (two original copies), **duly forwarded by their Controlling Officer** not below the rank of the Assistant Director General, to the Human Resource Wing (or Establishment Wing as the case may be) of the respective offices (Headquarters, Regional Offices or Technology Centre Bengaluru as the case may be) before the last date of submission of application, which will verify the particulars mentioned in the application from the service records and submit the same along with Annual Performance Appraisal Report of last five years to the Assistant Director General (HR) of UIDAI HQ within 10 working days of the last date of submission of the application. In case the records of five immediately preceding years are not available then the record of year(s) preceding the stipulated five-year period may be submitted for consideration. The candidates are advised not to wait till last date and submit their application as and when the same is ready. Further, the Section Officer of the Human Resource Wing (or Establishment Wing as the case may be) of the respective offices are advised to keep the service record and requisite APAR dossier of all officers and employees fulfilling the eligibility condition ready so as to minimize the time for their verification.

6. **The last date and time of submission of application is 1700 hrs. on 18 February 2020.** Any request for extension of date shall not be considered. The application received after last date shall not be considered. No conditional option shall be accepted.

7. This issues with the approval of the CEO, UIDAI.


(Virender Prasad) 29/11/2020

Assistant Director General (HR)

Encl: Application Form for Absorption to the Cadre of the Unique Identification Authority of India.

Copy to:

1. All officers and employees through e-mail
2. KM Portal
3. UIDAI Website
4. ADG in-charge of HR/Establishment of UIDAI HQ, ROs and Technology Centre
5. PS to CEO, UIDAI
6. PS to all DDGs of UIDAI

**APPLICATION FORM FOR ABSORPTION TO THE CADRE OF THE UNIQUE
IDENTIFICATION AUTHORITY OF INDIA**

[To be filled in duplicate; one original copy to be retained by the UIDAI and the other original copy to be sent to the parent organization/ cadre of the Applicant for concurrence/cadre clearance]

Ref: UIDAI's O.M. No. A-12013/01/Absorption/Office Orders/2020-UIDAI dated January 2020.

I _____ (name), presently holding the post of _____ (on deputation basis) since _____ (date of joining) at _____ (name of office UIDAI HQ/ Regional Office/Technology Centre) hereby give the following declarations and option:-

1. I declare that I have carefully gone through the provisions of the Unique Identification Authority of India (Appointment of Officers and Employees) Regulations, 2020 and the Unique Identification Authority of India (Salary, Allowances and other Terms and Conditions of Service of Employees) Regulations, 2020, the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016, rules and regulations issued thereunder and other relevant rules, regulations and orders issued by the Government of India and have understood them and accept the same.
2. I find myself eligible to be considered for absorption.
3. I hereby submit my application to get considered for my absorption in the cadre of the Authority in the post of _____.
4. I fully understand that mere fulfillment of the eligibility criteria and submission of application form by me does not confer a right to me to eventually get absorbed in the cadre of the Authority. The decision of the Appointing Authority shall be final in this regard.
5. I hereby declare that while serving in the Authority, I shall be liable to serve anywhere in India.
6. I further declare that my particulars given in the attached proforma are correct to the best of my knowledge.

Date:
Place:

Signature
Name
Designation

Note: This option form is required to be forwarded through the Controlling Officer (not below the rank of Assistant Director General)

(To be countersigned by the Controlling Officer)

The above option form duly completed and signed by the above named officer/ employee is hereby forwarded for consideration and further necessary action.

Date:
Place:

Signature
Name
Designation

Pro forma giving the particulars of the officers or employee

PART-A (to be filled by the Candidate)

(All columns are to be filled up. Wherever not applicable write N/A)

1.	Name in Full (as per service records)				Recent passport size photograph
2.	Gender (Male/Female)				
3.	Category as per records				
4.	Father's Name				
5.	Date of Birth				
6.	Residential Address (Present)				
7.	Permanent Address (As per records)				
8.	Phone/Mobile Number & Email address(Official/ personal)				
9.	Parent Cadre / Address				
10.	Date of joining Service in the parent cadre/first appointment				
11.	Present date of Superannuation				
12.	Particulars of the present post substantively held in the Parent Cadre				
	a. Name of the post				
	b. Class				
	c. Service (if any)				
	d. Pay scale (indicate substantive/NFU/ MACP as the case may be)				
	e. Pay (notional) in the parent cadre				
	f. Date from which present post is held				
13.	Particulars of the post held at UIDAI				
	a. Name of the post				
	b. Date of joining UIDAI				
	c. Pay level				
	d. Basic pay at UIDAI				
	e. Deputation allowance at UIDAI				
14.	Details of educational qualification (Graduation onwards)				
	Degree	Name of College/University	Year of Passing	Subjects/ Specialisation	Percentage of marks
15.	Details of previous employment(s)				
	Name of the office	Post held	Pay scale	Period	Nature of duties (in very brief)
16.	Details of trainings undergone				

17.	Brief write-up on five exceptional contributions made during service at the Authority (to be kept short, not more than 200 words)
<p>The application form of Shri M. [Name] [Designation] for absorption to the cadre of the Unique Identification Authority of India has been received on [date]. The diary number assigned to the receipt is [Number].</p> <p>Assistant Section Officer</p> <p>Note: The acknowledgement may be signed by the Assistant Section Officer and returned to the applicant in original. The diary number of the receipt may be recorded on the application before issue of the acknowledgement.</p>	
18.	Any other relevant information that the candidate likes to highlight
<p>Declaration: I certify that the foregoing information are correct and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. I understand that if at any time I am found to have concealed/ distorted any material information, I will be liable to suitable action as per the provisions of relevant law, rules and regulations.</p>	
Date:	Signature
Place:	Name
	Designation

Acknowledgement

To be filled by HR Division of the respective offices

The application form of Sh./Smt. _____,
[designation] for absorption to the cadre of the Unique Identification Authority of India has
been received on _____ [date]. The diary number assigned to the receipt is
_____.

Assistant Section Officer

Note: The acknowledgement may be signed by the Assistant Section Officer and returned to the applicant in original. The diary number of the receipt may be recorded on the application before issue of the acknowledgement.

PART-B

To be filled by HR Division of the respective offices (duly verified from service records)

1. Certified that particulars given by the officer concerned have been verified from the service records and found correct.
2. Certified that the applicant fulfils the conditions for being considered for permanent absorption basis as per the Unique Identification Authority of India (Appointment of Officers and Employees) Regulations, 2020.
3. It is certified that no penalty has been imposed on the applicant during the last 10 years, as per records (mention details, if otherwise).
4. As per the records, no vigilance or disciplinary case is pending or contemplated against the officer.
5. The APAR grading for the last five years are as under (enclose copy of APARs):-

Period	APAR Grading	Integrity status

Section Officer (HR)

PART-C

To be certified by Vigilance Section of UIDAI HQ

The clearance of the officer from vigilance/disciplinary angle has been obtained from CVO, UIDAI vide F.No. _____ dated _____.

Section Officer (HR/Vig)

PART-D

To be filled by HR Division of UIDAI HQ

As per the recommendation of the Selection Committee, conveyed vide F.No. _____ dated _____ (Sl. No. _____ of panel), and with the approval of the Appointing Authority obtained at F.No. _____ dated _____, the request for cadre clearance for permanent absorption has been sent to _____ (parent Ministry or Department or Public Sector Undertaking or Statutory or Autonomous Body, as the case may be, of the officer) vide letter No. _____ dated _____.

Section Officer (HR)

PART-E

To be filled by HR Division of UIDAI HQ

As per the cadre clearance received from _____ (parent Ministry or Department or Public Sector Undertaking or Statutory or Autonomous Body, as the case may be, of the officer) vide letter No. _____ dated _____ and based on the approval of the Appointing Authority conveyed vide F. No. _____ dated _____ Sh. _____ has been taken on the strength of UIDAI in the post of _____ on _____ with effect from _____. He has furnished the Declaration of Fidelity and Secrecy. His personal file No. is _____.

Section Officer (HR)

Period	APAR Grading	Integrity status

PART-C

To be certified by Vigilance Section of UIDAI HQ

The clearance of the officer from vigilance/disciplinary angle has been obtained from CVO, UIDAI vide F. No. _____ dated _____.

Section Officer (HR/Vig)

PART-D

To be filled by HR Division of UIDAI HQ

As per the recommendation of the Selection Committee conveyed vide F. No. _____ dated _____ (Sl. No. _____ of panel) and with the approval of the Appointing Authority obtained at F. No. _____ dated _____ the request for cadre clearance for permanent absorption has been sent to _____ (parent Ministry or Department or Public Sector Undertaking or Statutory or Autonomous Body, as the case may be, of the officer) vide letter No. _____ dated _____.

Section Officer (HR)