

F.No.A-12031/01/2012-UIDAI/LKO/Vol.II
Government of India
Planning Commission
Unique Identification Authority of India
Regional Office,

TC/46-V, 3rd Floor
U.P. Samaj Kalyan Nirman Nigam Building
Vibhuti Khand, Gomti Nagar
Lucknow – 226010.
Dated 10.10.2013

OFFICE MEMORANDUM

Sub : Filling up of various posts on deputation basis in the Unique Identification Authority of India (UIDAI), Regional Office, Lucknow.

The Unique Identification Authority of India (UIDAI), Regional Office, Lucknow is in the process of filling up various posts on deputation basis.

The particulars of the posts to be filled up are enclosed herewith as Annexure I. The terms and conditions of deputation will be governed by the Govt. of India, Department of Personnel & Training O.M.No.6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time.

It is requested that this vacancy circular may please be circulated among staff members of your office/organization and the applications of interested eligible candidates, who can be spared immediately in the event of their selection, may be forwarded to the Assistant Director General (HQ), UIDAI, Regional Office, TC/46-V, 3rd Floor, U.P. Samaj Kalyan Nirman Nigam Building, Vibhuti Khand, Gomti Nagar, Lucknow – 226010 so as to reach this office by **15th November 2013**. It may please be ensured that the application is submitted in the format enclosed as Annexure II and Cadre/Vigilance Clearance Certificate and photocopies of last five years ACRs/APARs duly attested by an officer not below the rank of Under Secretary are enclosed with the application.

The last date for receiving the applications complete in all respects is 15th November 2013.

The vacancy circular alongwith the format of application can also be downloaded from UIDAI website www.uidai.gov.in.

Encls : as above.

(C.S. Mishra)
Assistant Director General (HQ)

To

The Head of Department/Office
Offices/Institutes/Organizations under Central Govt./State Govt./UTs/
PSBs/PSUs/Autonomous Bodies

Annexure I**VACANCY CIRCULAR FOR FILLING UP VARIOUS POSTS ON DEPUTATION BASIS IN
REGIONAL OFFICE OF UNIQUE IDENTIFICATION AUTHORITY OF INDIA (UIDAI) IN
LUCKNOW.****Name of the posts :**

The Authority would like to fill up the following posts in its Regional Office located at Lucknow on deputation basis.

Name of the post and pay scale with Grade Pay	Number of vacant posts	Eligibility Criteria	Desirable Qualifications /Experience
Deputy Director Rs.15600-39100 + Rs. 6600	2*	1. Officers holding analogous post in the same scale of pay; or 2. Having five years experience in the scale of Rs.9300-34800 + GP Rs.5400; or 3. Having six years experience in the scale of Rs.9300-34800 + GP Rs.4800.	Five years experience in Administration/ Establishment/ budgeting/ procurement/ planning and policy formulation/ implementation of Government schemes and projects. Excellent computer skills.
Section Officer Rs. 9300-34800 + Rs.4800	1	1. Holding analogous post in the same scale of pay; or 2. Having five years experience in the scale of Rs.9300-34800 + GP Rs.4200	Two years experience in Administration/ Establishment/ budgeting/ procurement/ planning and policy formulation/ implementation of Government schemes and projects. Excellent computer skills.
Private Secretary Rs. 9300-34800 + Rs.4800	5	1. Holding analogous post in the same scale of pay; or 2. Having five years experience in the scale of Rs.9300-34800 + GP Rs.4200	Good Stenographic and Typing skills. Proficiency in handling computers.
Assistant Rs. 9300-34800 + Rs.4200	2*	1. Holding analogous post in the same scale of pay; or 2. Having four years experience in the scale of Rs.5200-20200 + GP Rs. 2400	Excellent drafting, typing skills, Experience in handling administrative matters/ Budget/ Policy matters. Proficiency in computers.
Stenographer Rs. 9300-34800 + Rs.4200	1	1. Holding analogous post in the same scale of pay; or 2. Having four years experience in the scale of Rs.5200-20200 + GP Rs. 2400	Good stenographic and typing skills. Proficiency in handling computers.

Note : *The number is subject to variation.

Field of Selection:

Officers of Central Government/State Governments/UTs/PSBs/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 17.06.2010. The terms and conditions of deputation will be governed by the aforementioned DoP&T's O.M. of 17.06.10.

Age limit :

Maximum age limit shall be 56 years as on the closing date for receipt of 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.

Last Date for receipt of applications complete in all respects is 15th November 2013.

Documents to be forwarded alongwith application:

The application alongwith Cadre clearance/Vigilance clearance from Department and copies of last five years ACRs/APARs duly attested by an officer not below the rank of Under Secretary should be forwarded through parent department in the prescribed format attached.

Address for communication:

The applications may be forwarded to the UIDAI, Regional Office, Lucknow at the address given below superscribing on the top of the cover/envelope – “APPLICATION FOR THE POSTS OF”:

**The Assistant Director General (HQ)
Unique Identification Authority of India
Regional Office
TC/46-V, 3rd Floor
U.P. Samaj Kalyan Nirman Nigam Building
Vibhuti Khand, Gomti Nagar
Lucknow – 226010.**

FORMAT OF APPLICATION

Application for the post of in Regional Office of UIDAI, Lucknow.

1. Name (in BLOCK LETTERS):
2. Father's name :
3. Date of Birth (DD/MM/YYYY):
4. Present Post :
5. Date from which the present post is held :
6. Present place of posting :
7. Service and Batch :
8. Name and Address of the Cadre
Controlling Authority
9. Date of Joining Govt. Service :
10. Pay Band & Grade Pay of the present post :
11. Pay Band & Grade Pay held/ drawn by the applicant :
12. Whether the eligibility criteria and desirable qualifications/experience prescribed for the post are satisfied :
13. Educational/Professional Qualification (Please mention Graduation and above) :

Sl No.	Qualification	Subject	Year/Division	Institution/University
1.				
2.				
3.				
4.				

14. Details of Experience/employment (Please attach a separate sheet, if required) :

Office/ Employer	Post Held	From	To	Pay Band along- with Grade Pay	Nature of work done

15. Date of retirement :

16. Training(s) undergone :

Certified that the information furnished above is correct.

Place:

Date :

Signature of the Candidate

Name

Designation

Office

Address

Note:

- 1 The above application should be forwarded through the parent department/organization alongwith Cadre Clearness/Vigilance Clearance and copies of last five years ACRs/APARs duly attested by an officer not below the rank of Under Secretary.
- 2 Applications not forwarded through parent organization alongwith requisite documents will not be considered.
- 3 Only serving Officers of Central Government/State Governments/UTs/PSBs/PSUs/ Autonomous bodies are eligible to apply.