

Unique Identification Authority of India (UIDAI) Guidelines for recruitment of Volunteers

1. Short Title and Commencement:

- (1) These Guidelines may be called UIDAI Volunteers Guidelines, 2011.
- (2) They shall come into force at once.

2. Definition: Unless the Context requires otherwise, following words shall have the meaning attributed to them in these Guidelines for the purpose of these Guidelines.

- (1) “Authority” means The Unique Identification Authority of India
- (2) A “Volunteer” is a person who wants to give services to the Authority, either on a part-time basis or on a full-time basis, without any remuneration from the Authority.
- (3) “Area of Expertise” means the subject or area in which the Volunteer possesses expertise.

3. Identification of Volunteers: The Authority may follow any of the processes given below to identify volunteers.

- (1) The Authority may, whenever it has the requirement of volunteers for any specific area or job(s), post an advertisement on its website prescribing the procedure to be followed for application from potential volunteers.
- (2) Any person who wishes to provide his services on a voluntary basis to the Authority may apply to the Authority as per the application form attached to these Guidelines.

4. Criteria and Methodology for Selection: The Authority will follow the following methodology for deciding if an applicant can be accepted as a Volunteer of the Authority:

- (1) Based on the application for becoming a Volunteer, the Authority shall assess if the Volunteer’s services are required in his/her area of expertise. The Authority will then conduct an interview (personal or telephonic).
- (2) If the Authority is satisfied that the Applicant possesses requisite specialized skills, experience and qualifications, has relevant professional/volunteer experience, has satisfactory background and references and that there is no conflict of interest between the Applicant working as a Volunteer for the Authority and any other work the Volunteer may be engaging in either for gain or as a Volunteer, then the Authority will issue an offer letter along with the specific role for the Volunteer and the reporting structure. The Volunteer will

convey acceptance by signing the offer letter and the non-disclosure and confidentiality agreement of the Authority.

- (3) In case of applications received under Guideline 3(2) of these Guidelines, the Authority shall first determine if the services of the volunteer are needed in the Area of Expertise of the person. If there are Volunteers in the Authority working in the Area of Expertise indicated by the applicant, then the determination will include whether or not more volunteers are required in that area.
- (4) The Authority may, from time to time and on a case by case basis issue job titles to certain volunteers who have roles that carry responsibility and have a high component of interaction with third parties. The titles must reflect the work that the Volunteer does in the Authority and should enable these specific Volunteers to represent themselves to third parties on behalf of the Authority as required in order to fulfil their responsibilities to the Authority.

5 (a). Code of Conduct: The Volunteers appointed by The Authority shall observe the following Code of Conduct, which shall include, but not be limited to, the following:

- (1) The Volunteers shall follow the policies of the Authority that are in general applicable to employees of the Authority.
- (2) The Volunteer shall follow the confidentiality protocol of the Authority and shall not reveal to any person or organisation confidential information of the Authority, its work and its policies. Some Volunteers may specifically be authorised to interact with third parties on behalf of the policies as well as the Volunteer's work in the Authority.
- (3) In general a Volunteer may not represent the Authority *vis a vis* third parties. Some Volunteers may specifically be authorised to interact with third parties on behalf of the Authority depending on the nature of their roles and responsibilities.
- (4) Volunteer interaction with third parties should be need based; in particular no Volunteer shall interact with or represent the Authority to the media (print and electronic).
- (5) Volunteers may, with the prior permission of the Authority, present their work to academic bodies and at seminars and conferences. However, even for this purpose information that is confidential to the Authority cannot be revealed under any circumstances.
- (6) Volunteers will follow the advice given to them by the Authority regarding representations to third parties.

- (7) Any papers and documents written and/or published by the Volunteer should carry the caveat that the views are the personal views of the Volunteer and do not represent or reflect the views of the Authority.
- (8) Volunteers shall develop work plans and work schedules in consultation with their supervisor and will adhere to the same.
- (9) Volunteers will conduct themselves professionally in their relationship with the Authority and the public in general.
- (10) Volunteers will be required to submit a report of their work prior to leaving the Authority.

5(b). Conflict of interest from private sector members moving from one category of employment to another.

Reference Addendum No. A-12025/S/2010-UIDAI Dated 7.3.2011

Current designation in the UIDAI →	Volunteer	Sabbatical member	PMU/TDU member	Employee of any other organisation
New design. in the UIDAI / Role ↓				
Volunteer	NA	Need NoC from parent sabbatical organisation & subject to Volunteer selection guidelines	Acceptable – subject to Volunteer selection guidelines	Acceptable – subject to Volunteer selection guidelines
Sabbatical member	NA	NA	NA	NoC from parent organisation as per Sabbatical guidelines & specific approval of UIDAI & parent organisation in case joining another organisation during the tenure
PMU/TDU member	Acceptable – subject to PMU/TDU Selection guidelines	Need NoC from parent Sabbatical organisation & subject to PMU/ TDU Selection guidelines	NA	Acceptable – subject to PMU/TDU Selection guidelines
Joining any other organisation	Require approval to safeguard UIDAI's interest	Require approval to safeguard UIDAI's interest	Require approval to safeguard UIDAI's interest	NA

6. Termination: Either the Volunteer or the Authority may terminate the relationship under any one of the following situations:

- (1) The Authority may disengage the Volunteer if the Authority is of the view that the services of the volunteer are no more required.
- (2) In general the Authority may terminate the services of the Volunteer at any time without assigning any reasons and with immediate effect.

- (3) In general, if the Volunteer decides to disengage from the Authority, he should provide 2 weeks' prior notice. However, the Authority may, in certain cases, particularly long term Volunteers, prescribe a notice period of upto one month. Notice period may be waived from time to time by the supervisor depending on the role of the Volunteer.
- (4) Upon termination, the Volunteer must hand over to the Authority, any papers, equipments or other tangible assets which might have been given to the Volunteer by the Authority in course of his work with the Authority. This will include any badges or ID Cards which may have been issued to the Volunteer.
- (5) If it comes to the notice of the Authority that the person whose services have been terminated by the Authority continues to act in a manner which gives an impression that he is still working as a volunteer for the Authority, the Authority shall be free to take appropriate legal action against such person.

7. Power to Remove Difficulties: The Authority shall have the power to remove any difficulty which comes in the way of the implementation of these Guidelines.

Volunteer Application Form
(See Guideline 3(2))

1. Covering Letter with the following information (not more than 500 words)
 - a) Areas of Expertise of the person.
 - b) Why they would like to work as a Volunteer with the Authority.
 - c) How the Authority would benefit from the Volunteer working with the Authority
2. Curriculum Vitae
3. Two references