

Email

Fwd: Vacancy circulars for various posts to be filled on deputation basis in UIDAI

Thu, Feb 17, 2022 11:08 AM

6 attachments

From : Shri Vijay Kumar Dev <csdelhi@nic.in>

Subject : Fwd: Vacancy circulars for various posts to be filled on deputation basis in UIDAI

To : S. B. Deepak Kumar <secservices@nic.in>

Office of the Secretary (Services)

Diary No. 3452

Dated 18/02/22

From : "bashisth gupta" <bashisth.gupta@uidai.net.in>

To : "ROOP KISHOR" <roop.kishor@meity.gov.in>, "Director General NIC" <dg@nic.in>, "Anil Kumar" <ddgena@stqc.gov.in>, "Pradeep Mehta" <mehta.pradeep@cca.gov.in>, registrar@cdac.in, "George Arakal" <george@digitalindia.gov.in>, "Prashant Kumar Mittal" <mdncisi@nic.in>, "Surya Prakash" <surya.prakash95@nic.in>, "Ajay Kumar Nema" <dirstaff-dot@gov.in>, "Khalid Bin Jamal" <jamalKB@cag.gov.in>, dsadm@dae.gov.in, "ROSHAN JAGGI JOINT SECRETARY AYUSH" <roshan.jaggi@gov.in>, "H K SUANTHANG" <hk.suanthang@nic.in>, "Partha Sarthi Sensharma" <sensharma.up@nic.in>, "Parveen Kumar" <parveen.19@gov.in>, "Venkatramana R" <v.hegde@nic.in>, "Vismita Tej" <Vismita.tej@nic.in>, "Keshav Chandra" <keshav.chandra@nic.in>, "Yogesh Gupta" <yogesh.gupta61@gov.in>, direct@indiapost.gov.in, "DS Establishment DoCA" <direstt-ca@nic.in>, "sreekumaran" <dsngen-ca@nic.in>, "jssa fpd" <jssa.fpd@nic.in>, "Subodh Kr.Singh JS Sugar" <jss-sugar@gov.in>, "K V R Murty Joint Secretary MCA" <kvr.murty@gov.in>, "Ms.Sanjukta Mudgal" <jsadmasi-culture@gov.in>, "m subbarayan" <m.subbarayan@nic.in>, "Sh. 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Somanathan" <secyexp@nic.in>, "Secretary DIPAM" <secydivest@nic.in>, "Shri Tarun Bajaj Secretary DOR" <rsecy@nic.in>, "Mr Atul Chaturvedi" <secyehd@nic.in>, "Secretary MoFPI" <Secy.mofpi@nic.in>, "Mr Rajesh Bhushan" <secyhfw@nic.in>, "Arun Goel" <shioff@nic.in>, "jsp-mha@nic.in", "Ms Anita Karwal" <secy.sel@nic.in>, "Apurva Chandra" <secy.inb@nic.in>, "Shri Pankaj Kumar" <secy-mowr@nic.in>, "O/o Secy Labour Employment" <secy-labour@nic.in>, "Barun Mitra" <secy-jus@gov.in>, "Bidyut Behari Swain" <secretary-msme@nic.in>, "Alok Tandon" <secy-mines@nic.in>, "Secretary (Minority Affairs)" <secy-mma@nic.in>, "Mr. Indu Shekhar Chaturvedi" <secy-mnre@nic.in>, "Mr Sunil Kumar" <secy-mopr@nic.in>, "Gyanesh Kumar" <secympa@nic.in>, "Shri V. 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<https://email.gov.in/h/printmessage?id=50401&tz=Asia/Kolkata&xim=1>

16/10/C

2/18/22, 10:27 AM

Email

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Cc: "atul chaudhary" <atul.chaudhary@uidai.net.in>, "piyushchand gupta" <piyushchand.gupta@uidai.net.in>, "rajeev sharma" <rajeev.sharma@uidai.net.in>

Sent: Wednesday, February 16, 2022 12:28:40 PM

Subject: Vacancy circulars for various posts to be filled on deputation basis in UIDAI

CAUTION:

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Madam/ Sir,

Please find attached the vacancy circulars for the following posts to be filled by the Unique Identification Authority of India (UIDAI) on deputation basis in its offices with a request to give wide publicity to the vacancy in your office/ Departments along with Attached and Subordinate offices, Autonomous/Statutory Bodies and PSEs:

Location wise vacancy/Name of post	UID AI HQ	RO, Delhi	State Office Bhopal	RO, Ranchi	State Office Kolkata	RO, Hyderabad	State Office, Bhubaneswar	State Office, Gandhinagar	State Office Thiruvananthapuram
Deputy Director	-	-	01	-	-	02	-	-	-
Section Officer	-	-	-	-	-	01	01	-	01
PS	-	01	01	-	-	02	01	01	01
Astt. Account- Officer	-	01	-	01	-	-	-	-	-
Accountant	-	01	-	-	-	-	-	-	-
Assistant Section Officer	03	02	01	01	01	-	-	01	-
Assistant Director(OL)	01	-	-	-	-	-	-	-	-
Junior Translation Officer	01	-	-	-	-	-	-	-	-

UIDAI is an autonomous statutory Authority under the aegis of the Ministry of Electronics and Information Technology set up under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 for Aadhaar enrolment, authentication and other functions specified in Section 23 and other Sections of the Act. For further details, please visit the website of UIDAI at www.uidai.gov.in

The vacancy circular is available at <https://uidai.gov.in/about-uidai/work-with-uidai/current-vacancies.html>

The last date for submission of application is 23.03.2022. Additional time period of 15 days beyond last date has been allowed for forwarding of application through proper channel.

with regards
BASHISTH GUPT
SECTION OFFICER(HR-I)
UIDAI HQ, NEW DELHI
PH NO 011-23478568



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- **Vacancy Circular for various posts at RO Ranchi and State Office, Kolkata dated 03.02.2022.pdf**
2 MB
 - **Vacancy Circular for various posts at UIDAI HQ dated 03.02.2022.pdf**
2 MB
 - **Vacancy Circular for various posts at State Office, Gandhinagar, Gujarat dated 03.02.2022.pdf**
2 MB
 - **Vacancy Circular for various posts at State Office, Thiruvananthapuram , Kerala dated 03.02.2022.pdf**
2 MB
 - **Vacancy Circular for various posts at RO Hyderabad and State Office Bhubaneswar dated 03.02.2022.pdf**
2 MB
 - **Vacancy Circular for various posts at RO Delhi and State Office, Bhopal dated 03.02.2022.pdf**
3 MB
-

CIRCULAR

Subject: Inviting application for various posts on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) Headquarters at New Delhi.

The Unique Identification Authority of India (UIDAI) is an autonomous statutory Authority set up under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 for Aadhaar enrolment, authentication and other functions specified in Section 23 and other Sections of the Act.

2. UIDAI invites applications for filling up the following posts on deputation basis on Foreign Service terms, in its Headquarters located at Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi - 110001 from amongst suitable and eligible officers as per the following requirements :-

S. No	Post Name	Number of vacancies ¹	Eligibility ² /qualification criteria
1	Assistant Director (OL) Pay matrix level-10	1(One)	Essential: Officers from the Central Government holding analogous posts on regular basis in the Parent cadre/departments; OR With four years of regular service in the Pay Matrix Level 7/Senior Translation Officer; OR With seven years of regular service in the Pay Matrix Level 6/Junior Translation Officer; OR Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience. (ii) Master's Degree of a recognized University in Hindi with English as a subject at the Degree level; OR Master's Degree of a recognized University in English with Hindi as a subject at the Degree level; OR Master's Degree of a recognized University in any subject with Hindi and English as subjects at the Degree level;
2	Junior Translation Officer Pay Matrix level-06	01(One)	Essential : (i) Officers from the Central Government holding analogous posts on regular basis in the Parent cadre/departments; OR With three years of regular service in the Pay Matrix Level 5 OR Officers from State Government/Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience. (ii) Degree from recognized University or equivalent in Hindi/English with English/Hindi as a subject, OR Diploma/Certificate course in translation, OR Two years' experience of technical translation from Hindi to English

¹ The number of vacancies may vary at later stage at the time of selection.

² Officers already holding analogous posts in the parent cadre/departments may be given preference.

S. No	Post Name	Number of vacancies ¹	Eligibility ² /qualification criteria
			and vice-versa.
3	Assistant Section Officer Pay Matrix Level-06	03(Three)	<p>Essential: Officers from the Central Government holding analogous posts on regular basis in the parent cadre/ department; OR With three years of regular service in the Pay Matrix Level 5; OR With five years of regular service in the Pay Matrix Level 4; OR With seven years of regular service in the Pay Matrix Level 3; OR Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience.</p> <p>Desirable: i) Experience of work in Administration/ Legal/ Establishment/ Human Resource/ Finance/ Accounts/ Budgeting / Vigilance/ Procurement/ Planning and Policy / Project implementation and monitoring/ E-Governance etc. (ii) Basic skills for working in a computerized office environment.</p>

3. **Age Limit:** for all the posts mentioned above, the candidate should be below 56 years of age as on the closing date of the application.

4. **Period and other terms and conditions of deputation:**

4.1 The period of deputation shall be of five years. The lending department may relieve an officer for a lesser period as per their own policy/rules, which should not be less than three years in any case.

4.2 The general terms and conditions of services at UIDAI will be governed as per Unique Identification Authority of India (Appointment of Officers and employees) Regulations, 2020 and Unique Identification Authority of India (Salary, Allowances and other Terms & Conditions of Service of Employees) Regulations, 2020 and guidelines of the Central Government in this regard. The aforesaid regulations are available on the website of UIDAI (www.uidai.gov.in).

4.3 The terms of deputation, including the pay and allowances, shall be governed by the provisions laid down in the Department of Personnel & Training Office Memorandum No. 6/8/2009-Estt.(Pay II) dated 17 June 2010 and other orders/guidelines issued in this regard from time to time.

4.4 Accommodation and medical facility will be governed as per para 14 and 15 of Chapter IV of Unique Identification Authority of India (Salary, Allowances and other Terms & Conditions of Service of Employees) Regulations, 2020.

5. Eligible and willing candidate may apply to the UIDAI in prescribed format – Annexure I, along with photocopies of the ACRs/APARs for the last five (5) years.

6. The applications in the prescribed format (Annexure-I) should reach to the **Assistant Director General (HR), Unique Identification Authority of India (UIDAI), Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi-110001** on or before the last date of receipt of the application. **The last date for receipt of applications is 23.03.2022.** Applications received after the last date shall not be entertained. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

7. Cadre authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately on their selection, accompanying the following documents latest within 15 days after the last date of submission of application :

- Attested copy of application in prescribed proforma – **Annexure I.**
- Cadre Clearance Certificate from the Controlling Authority.
- Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years **Annexure II.**
- Vigilance Clearance/Integrity Certificate (**Annexure II**).

- 1266/C
- v. 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 (**Annexure II**).
8. While forwarding the application it may also be verified and certified by the cadre controlling authority that the particulars furnished by the applicant are correct (**Annexure II**).
9. UIDAI may, in exceptional circumstances, convene the meeting of the Selection Committee and/ or consider a candidate without waiting for his/ her cadre clearance certificate and other documents listed in paragraph 7 of this circular. However, the offer for appointment to such candidate, in case of selection, shall be issued only on receipt of requisite documents from the cadre, duly attested and complete in all respects.
10. UIDAI reserves the right not to fill up all or any of the vacancies or to withdraw the circular at any time without assigning any reasons. Further, UIDAI reserves the right to reject any applications at any time without assigning any reasons.

Piyush Gupta
03.02.2022
(Piyush Chand Gupta)
Assistant Director General (HR)
Tel: 23478554

To,

- i. Director (CS Division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi – with a request to post the same on DoPT website.
- ii. All Ministries/Departments of the Govt of India with a request to give wide publicity to the vacancy in their Attached and Subordinate offices. Autonomous/Statutory Bodies and PSEs.
- iii. All the State Governments, Administration of Union Territories with a request to give wide publicity to the vacancy in their various Departments/Offices.
- iv. Head of organization: DRDO, Prasar Bharati, ISRO, NIC, Council of Scientific & Industrial Research, TRAI, NHA, C-DAC, BSNL, MTNL, BBNL with a request to give wide publicity to the vacancy in their Organization.
- v. Indian Banks' Association (IBA): with a request to give wide publicity to the vacancy in all PSU Banks.
- vi. Website of UIDAI/ NCS Portal
- vii. Media Division, UIDAI HQ for publicizing the vacancy in at least two national dailies and Employment News and UIDAI Twitter account.

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Annexure-I

APPLICATION FOR DEPUTATION (FOREIGN SERVICE TERM BASIS) IN UIDAI, HEADQUARTERS

(Last date for receipt of Application: 23.03.2022)

(Since this vacancy is to be filled up on deputation basis, private candidates are not eligible)

1.	Post applied for (Please mention name of the post)					
2.	Name of the Candidate (in block letters)					
3.	Gender (✓ the appropriate box)	Male		Female		Paste a recent Passport size photograph
4.	Category (✓ the appropriate box)	SC		ST		
		OBC		Others		
5.	Date of Birth (DD/MM/YYYY)					
6.	Date of retirement					
7.	Address for correspondence, mobile number and e-mail id					
8.	Education qualification (Graduation level and above)					
	Examination Passed	Year	Name of University/ Institute	Percentage of marks/ CGPA	Subjects	
9.	Details of employment in . in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)					
	Organization/ Institution	Post held	From	To	Scale of Pay	Nature of duties
10.	Complete office address along with telephone number of the present Employer					
11.	Nature of the present employment (✓ the appropriate box)		Ad-hoc		Temporary	
			Quasi-permanent		Permanent	
12.	Present grade and date from which held on regular/substantive basis					

13.	Name of the Service, if belonging to Organised Service of the Central Government		
14.	Whether Educational and other qualifications required for the post are satisfied If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same. If applied for more than one post, desired experience for all such posts may be indicated.		
	Qualification/ Experience required	Qualification/ Experience possessed by the officer	
	Essential:		
	(i)		
	(ii)		
	(iii)		
	Desired:		
	(i)		
	(ii)		
	(iii)		
15.	In case the present employment is held on deputation/ contract basis, please state	Date of initial appointment	
		Period of appointment on deputation/contract	
		Name of the parent office/organization to which you belong	
16.	Training/Courses attended		
17.	Details of award/ honour/ appreciation		
18.	Additional information, if any, which you would like to furnish in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient		

Date:

Place:

(Signature of the Candidate)

Mobile No. : _____

Office Tel.No. : _____

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 Authority

1603/C

Annexure-II

To be filled up by the cadre controlling authority

Office of

F.No.....

Date:.....

1. The applicant..... if selected, will be relieved immediately for a period of **five years**. The lending department may relieve an officer for a lesser period as per their own policy/rules, which should not be less than **three years** in any case.
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. Integrity of the applicant is certified as 'Beyond Doubt'.
5. No Vigilance case is pending/contemplated against the Officer
6. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
7. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an officer not below the rank of Under Secretary or equivalent.

Signature.....

Name, Designation & Tele of the forwarding officer

(Office Stamp)

Date:

Place:

1602/C

No. A-12013/21/Deputation/HQ/20-UIDAI
Ministry of Electronics & Information Technology
Unique Identification Authority of India (UIDAI)
HR Division

Bangla Sahib Road, Behind Kali Mandir
Gole Market, New Delhi – 110001

Dated: 03rd February, 2022

CIRCULAR

Subject: Inviting application for various posts on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) Headquarters at New Delhi.

Unique Identification Authority of India (UIDAI), invites application for filling up the posts of (i) Assistant Director(OL), (ii) Junior Translation Officer & (iii) Assistant Section Officer on deputation basis (Foreign Service terms) at its Headquarters in New Delhi.

2. The application may be furnished in the prescribed *pro forma* and forwarded to **Assistant Director General (HR), Unique Identification Authority of India (UIDAI), 4th Floor, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi-110001**. The last date for receipt of applications complete in all respect is 23.03.2022. **Since this vacancy is to be filled up on deputation basis private candidates are not eligible.**

3. Application received after the last date or otherwise found incomplete shall not be considered. **Further details may be obtained from the website www.uidai.gov.in.**

Pyush Gupta
03.02.2022
Assistant Director General (HR)

1601/C

स. ए-12013/21/ डेपुटेशन .प्रा.प.वि.भा - 20/मुख्यालय /
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
भारतीय विशिष्ट पहचान प्राधिकरण
(मानव संसाधन)

चतुर्थ तल, बंगला साहिब रोड
काली मंदिर के पीछे
गोल मार्केट, नई दिल्ली, 110001
दिनांक : 03 फरवरी, 2022

विषय : भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) मुख्यालय, नई दिल्ली में प्रतिनियुक्ति (बाह्य सेवा शर्तों के आधार पर पदों को भरने हेतु रिक्ति परिपत्र ।

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) अपने मुख्यालय, नई दिल्ली में (i) सहायक निदेशक (राजभाषा) (ii) कनिष्ठ अनुवाद अधिकारी एवं (iii) सहायक अनुभाग अधिकारी के पदों को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने का इच्छुक है ।

2. निर्धारित प्रपत्र में आवेदन सहायक महानिदेशक (एच आर), भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), चतुर्थ तल, बंगला साहिब मार्ग, काली मंदिर के पीछे, गोल मार्केट, नई दिल्ली - 110001 को भेजा जा सकता है । सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि 23.03.2022 है । चूंकि यह रिक्तियाँ प्रतिनियुक्ति के आधार पर भरी जानी है, अतः गैर-सरकारी अभ्यर्थी पात्र नहीं हैं ।

3. आवेदन प्राप्त करने की अंतिम तिथि के बाद या अधूरे पाये गए आवेदन पत्रों पर विचार नहीं किया जाएगा । विस्तृत जानकारी के लिए कृपया हमारी वेबसाइट www.uidai.gov.in देखें ।

मीश्वर २५/०२/२२

03-02-2022

सहायक महानिदेशक (मा. सं.)

Bangla Sahib Road, Behind Kali Mandir
Gole Market, New Delhi – 110001
Dated: 03rd February, 2022

CIRCULAR

Subject: Inviting application for various posts on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) Regional Office at Ranchi and State Office, Kolkata

The Unique Identification Authority of India (UIDAI) is an autonomous statutory Authority set up under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 for Aadhaar enrolment, authentication and other functions specified in Section 23 and other Sections of the Act.

2. UIDAI invites applications for filling up the following vacancies (may vary at the time of selection) on deputation basis on Foreign Service terms, in its Regional Office Ranchi and State Office, Kolkata from amongst suitable and eligible officers as per the following requirements :-

Sl. No.	Name of the post and Scale of Pay	Location and Number of vacancy(ies)	Eligibility/ Qualification Criteria
1	Assistant Account Officer Pay Matrix Level-08	RO, Ranchi-01	Essential¹ i) Officers from the Central Government holding analogous posts on regular basis in the parent cadre/ department, OR With three years of regular service in the Pay Matrix Level 7, OR With five years of regular service in the Pay Matrix Level 6. OR Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience. ii) Professional qualifications of Chartered Accountant/Cost Accountant/MBA (Finance), OR Having passed SAS/equivalent examination of organised Accounts Cadre of Central/State Government, OR Having successfully completed Cash & Accounts Training organised by ISTM; OR Having at least five years' experience in handling accounts related work. Desirable: (i) Basic skills for working in a computerized office environment.
2	Assistant Section Officer Pay Matrix Level-06	One each at RO, Ranchi and State Office, Kolkata	Essential¹: Officers from the Central Government holding analogous posts on regular basis in the parent cadre/ department; OR With three years of regular service in the Pay Matrix Level 5; OR With five years of regular service in the Pay Matrix Level 4; OR With seven years of regular service in the Pay Matrix Level 3; OR Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience. Desirable: i) Experience of work in Administration/ Legal/ Establishment/ Human Resource/ Finance/ Accounts/ Budgeting / Vigilance/ Procurement/ Planning and Policy / Project implementation and monitoring/ E-Governance etc. (ii) Basic skills for working in a computerized office environment.

¹ Officers already holding analogous posts in the parent cadre/department may be given preference.

3. **Age Limit:** for all the posts mentioned above, the candidate should be below 56 years of age as on the closing date of the application.

4. **Period and other terms and conditions of deputation:**

4.1 The period of deputation shall be of five years. The lending department may relieve an officer for a lesser period as per their own policy/rules, which should not be less than three years in any case.

4.2 The general terms and conditions of services at UIDAI will be governed as per Unique Identification Authority of India (Appointment of Officers and employees) Regulations, 2020 and Unique Identification Authority of India (Salary, Allowances and other Terms & Conditions of Service of Employees) Regulations, 2020 and guidelines of the Central Government in this regard. The aforesaid regulations are available on the website of UIDAI (www.uidai.gov.in).

4.3 The terms of deputation, including the pay and allowances, shall be governed by the provisions laid down in the Department of Personnel & Training Office Memorandum No. 6/8/2009-Estt.(Pay II) dated 17 June 2010 and other orders/guidelines issued in this regard from time to time.

4.4 Accommodation and medical facility will be governed as per Regulation 14 and 15 of Chapter IV of Unique Identification Authority of India (Salary, Allowances and other Terms & Conditions of Service of Employees) Regulations, 2020.

5. Eligible and willing candidate may apply to the UIDAI in prescribed format – Annexure I, along with photocopies of the ACRs/APARs for the last five (5) years.

6. The applications in the prescribed format (Annexure-I) should reach to the **Assistant Director General (HR), Unique Identification Authority of India (UIDAI), Regional Office, 1st Floor, RIADA Central Office Building, Namkum Industrial Area, Near STPI Lowadih, Ranchi - 834 010** on or before the last date of receipt of the application. **The last date for receipt of applications is 23.03.2022.** Applications received after the last date shall not be entertained. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

7. Cadre authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately on their selection, accompanying the following documents latest within 15 days after the last date of submission of application by the candidates:

- i. Attested copy of application in prescribed proforma – **Annexure I.**
- ii. Cadre Clearance Certificate from the Controlling Authority.
- iii. Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years **Annexure II.**
- iv. Vigilance Clearance/Integrity Certificate (**Annexure II**).
- v. 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 (**Annexure II**).

8. While forwarding the application it may also be verified and certified by the cadre controlling authority that the particulars furnished by the applicant are correct (**Annexure II**).

9. UIDAI may, in exceptional circumstances, convene the meeting of the Selection Committee and/ or consider a candidate without waiting for his/ her cadre clearance certificate and other documents listed in paragraph 7 of this circular. However, the offer for appointment to such candidate, in case of selection, shall be issued only on receipt of requisite documents from the cadre, duly attested and complete in all respects.

10. UIDAI reserves the right not to fill up all or any of the vacancies or to withdraw the circular at any time without assigning any reasons.

Piyush Gupta
(Piyush Chand Gupta)
Assistant Director General (HR)
Tel: 23478554

To,

- i. Director (CS Division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi – with a request to post the same on DoPT website.
- ii. All Ministries/Departments of the Govt of India with a request to give wide publicity to the vacancy in their Attached and Subordinate offices. Autonomous/Statutory Bodies and PSEs.
- iii. All the State Governments, Administration of Union Territories with a request to give wide publicity to the vacancy in their various Departments/Offices.
- iv. Head of organization; DRDO, Prasar Bharati, ISRO, NIC, Council of Scientific & Industrial Research, TRAI, NHAI, C-DAC, BSNL, MTNL, BBNL with a request to give wide publicity to the vacancy in their Organization.
- v. Indian Banks' Association (IBA): with a request to give wide publicity to the vacancy in all PSU Banks.
- vi. Website of UIDAI/ NCS Portal
- vii. Media Division, UIDAI HQ for publicizing the vacancy in at least two national dailies and Employment News and on UIDAI Twitter account
- viii. UIDAI Regional Office, Ranchi : with a request to wide circulation in states of their jurisdiction and publication of the circular in two local news papers.

**APPLICATION FOR DEPUTATION (FOREIGN SERVICE TERM BASIS) IN
UIDAI REGIONAL OFFICE, RANCHI AND STATE OFFICE KOLKATA**

(Last date for receipt of Application: 23.03.2022)

(Since this vacancy is to be filled up on deputation basis, private candidates are not eligible)

1.	Post applied for (Please mention name of the post)				
	Location (Ranchi/Kolkata)				
2.	Name of the Candidate (in block letters)				
3.	Gender (✓ the appropriate box)	Male		Female	
4.	Category (✓ the appropriate box)	SC		ST	
		OBC		Others	
5.	Date of Birth (DD/MM/YYYY)				
6.	Date of retirement				
7.	Address for correspondence, mobile number and e-mail id				
8.	Education qualification (Graduation level and above)				
	Examination Passed	Year	Name of University/ Institute	Percentage of marks/ CGPA	Subjects
9.	Details of employment in , in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)				
	Organization/ Institution	Post held	From	To	Scale of Pay
10.	Complete office address along with telephone number of the present Employer				
11.	Nature of the present employment (✓ the appropriate box)	Ad-hoc		Temporary	
		Quasi-permanent		Permanent	
12.	Present grade and date from which held on regular/substantive basis				
13.	Name of the Service, if belonging to Organised Service of the Central Government				
14.	Whether Educational and other qualifications required for the post are satisfied If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same. If applied for more than one post, desired experience for all such posts may be indicated.				
	Qualification/ Experience required		Qualification/ Experience possessed by the officer		
	Essential:				
	(i)				

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(i)
(ii)
(iii)
Desired:
(i)

1596/C

(ii)			
(iii)			
Desired:			
(i)			
(ii)			
(iii)			
15.	In case the present employment is held on deputation/ contract basis, please state	Date of initial appointment	
		Period of appointment on deputation/contract	
		Name of the parent office/organization to which you belong	
16.	Training/Courses attended		
17.	Details of award/ honour/ appreciation		
18.	Additional information, if any, which you would like to furnish in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient		

Date:

Place:

(Signature of the Candidate)

Mobile No. : _____

Office Tel.No. : _____

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 Authority

15957C

Annexure-II

To be filled up by the cadre controlling authority

Office of

F.No.....

Date:.....

1. The applicant Shri/Smt./Ms if selected, will be relieved immediately and it should not be less than three years in any case.
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. Integrity of the applicant is certified as 'Beyond Doubt'.
5. No Vigilance case is pending/contemplated against the Officer
6. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
7. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an officer not below the rank of Under Secretary or equivalent.

Signature.....

Name, Designation & Tele of the forwarding officer

(Office Stamp)

Date:

Place:

1594/c

No. A-12013/21/Deputation/RO Ranchi/20-UIDAI
Ministry of Electronics & Information Technology
Unique Identification Authority of India (UIDAI)
HR Division

Bangla Sahib Road, Behind Kali Mandir
Gole Market, New Delhi - 110001

Dated: 03rd February, 2022

CIRCULAR

Subject: Inviting application for various posts on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) Regional Office at Ranchi and state Office, Kolkata.

Unique Identification Authority of India (UIDAI), invites application for filling up the posts of (i) Assistant Account Officer and (ii) Assistant Section Officer on deputation basis (Foreign Service terms) at its Regional Office in Ranchi and state Office, Kolkata.

2. The application may be furnished in the prescribed *pro forma* and forwarded to Assistant Director General (HR), Unique Identification Authority of India, Regional Office (UIDAI), First Floor, RIADA Central Office Building, Namkum Industrial Area, Near STPI Lowadih, Ranchi - 834010. The last date for receipt of applications complete in all respect is 23.03.2022. Since this vacancy is to be filled up on deputation basis private candidates are not eligible.

3. Application received after the last date or otherwise found incomplete shall not be considered. Further details may be obtained from the website www.uidai.gov.in.

Piyush Gupta
03.02.2022
Assistant Director General (HR)

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स. ए-12013/21/डिपुटेशन/क्षे.का. रांची /20- भा.वि.प.प्रा.
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)
मा. सं. अनुभाग

चतुर्थ तल, बंगला साहिब रोड
काली मंदिर के पीछे
गोल मार्केट, नई दिल्ली-110001
दिनांक : 03 फरवरी, 2022

विषय : भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) क्षेत्रीय कार्यालय रांची एवं राज्य कार्यालय कोलकाता में भिन्न-भिन्न पदों को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने हेतु रिक्ति परिपत्र ।

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) क्षेत्रीय कार्यालय रांची एवं राज्य कार्यालय कोलकाता में
(i) सहायक लेखा अधिकारी एवं (ii) सहायक अनुभाग अधिकारी के पदों को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने का इच्छुक है ।

2. निर्धारित प्रपत्र में आवेदन सहायक महानिदेशक (एच आर), भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), क्षेत्रीय कार्यालय, प्रथम तल, रियाडा केन्द्रीय कार्यालय, नामकुम औद्योगिक क्षेत्र, लोवाडीह, नामकुम, रांची - 834010 को भेजा जा सकता है । सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि **23.03.2022** है । चूंकि यह रिक्तियाँ प्रतिनियुक्ति के आधार पर भरी जानी है, अतः गैर-सरकारी अभ्यर्थी पात्र नहीं हैं ।

3. आवेदन प्राप्त करने की अंतिम तिथि के बाद या अधूरे पाये गए आवेदन पत्रों पर विचार नहीं किया जाएगा । विस्तृत जानकारी के लिए कृपया हमारी वेबसाइट www.uidai.gov.in देखें ।

श्रीप्रज गुप्ता
03.02.2022
सहायक महानिदेशक (मा. सं.)

Bangla Sahib Road, Behind Kali Mandir
Gole Market, New Delhi – 110001
Dated: 03rd February, 2022

CIRCULAR

Subject: Inviting application for various posts on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI), State Office at Gandhinagar, Gujarat.

The Unique Identification Authority of India (UIDAI) is an autonomous statutory Authority set up under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 for Aadhaar enrolment, authentication and other functions specified in Section 23 and other Sections of the Act.

2. UIDAI invites applications for filling up the following vacancies (may vary at the time of selection) on deputation basis on Foreign Service terms, in its State Office, Gandhinagar, Gujarat from amongst suitable and eligible officers as per the following requirements:-

Sl. No.	Name of post and Scale of Pay	Number of vacancy	Eligibility/ Qualification Criteria
1.	Assistant Section Officer Pay Matrix Level – 6	01 (One)	Essential¹: (i) Officers from the Central Government holding analogous posts on regular basis in the parent cadre/ department; OR With three years of regular service in the Pay Matrix Level 5; OR With five years of regular service in the Pay Matrix Level 4; OR With seven years of regular service in the Pay Matrix Level 3; OR (ii) Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience. Desirable: (i) Experience of work in Administration/ Legal/ Establishment/ Human Resource/ Finance/ Accounts/ Budgeting / Vigilance/ Procurement/ Planning and Policy / Project implementation and monitoring/ E-Governance etc. (ii) Basic skills for working in a computerized office environment.
2.	Private Secretary Pay Matrix Level – 8	01 (One)	Essential¹: Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department, OR With three years of regular service in the Pay Matrix Level 7, OR With five years of regular service in the Pay Matrix Level 6. OR Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in, corresponding grades with requisite experience. Desirable: (i) Experience of office management/ secretarial assistance. (ii) Experience in stenography work. (iii) Basic skills for working in a computerized office environment.

3. **Age Limit:** for all the posts mentioned above, the candidate should be below 56 years of age as on the closing date of the application.

¹ Officers already holding analogous posts in the parent cadre/department may be given preference.

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4. **Period and other terms and conditions of deputation:**

4.1 The period of deputation shall be of five years. The lending department may relieve an officer for a lesser period as per their own policy/rules, which should not be less than three years in any case.

4.2 The general terms and conditions of services at UIDAI will be governed as per Unique Identification Authority of India (Appointment of Officers and employees) Regulations, 2020 and Unique Identification Authority of India (Salary, Allowances and other Terms & Conditions of Service of Employees) Regulations, 2020 and guidelines of the Central Government in this regard. The aforesaid regulations are available on the website of UIDAI (www.uidai.gov.in).

4.3 The terms of deputation, including the pay and allowances, shall be governed by the provisions laid down in the Department of Personnel & Training Office Memorandum No. 6/8/2009-Estt.(Pay II) dated 17 June 2010 and other orders/guidelines issued in this regard from time to time.

4.4 Accommodation and medical facility will be governed as per Regulation 14 and 15 of Chapter IV of Unique Identification Authority of India (Salary, Allowances and other Terms & Conditions of Service of Employees) Regulations, 2020.

5. Eligible and willing candidate may apply to the UIDAI in prescribed format – Annexure I, along with photocopies of the ACRs/APARs for the last five (5) years.

6. The applications in the prescribed format (Annexure-I) should reach to the **Assistant Director General (HR), Unique Identification Authority of India (UIDAI), Regional Office, 7th Floor, MTNL Telephone Exchange, GD Somani Marg, Cuffe Parade, Colaba, Mumbai - 400 005** on or before the last date of receipt of the application. **The last date for receipt of applications is 23.03.2022.** Applications received after the last date shall not be entertained. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

7. Cadre authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately on their selection, accompanying the following documents latest within 15 days after the last date of submission of application by the candidates:

- i. Attested copy of application in prescribed proforma – **Annexure I.**
- ii. Cadre Clearance Certificate from the Controlling Authority.
- iii. Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years **Annexure II.**
- iv. Vigilance Clearance/Integrity Certificate (**Annexure II**).
- v. 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 (**Annexure II**).

8. While forwarding the application it may also be verified and certified by the cadre controlling authority that the particulars furnished by the applicant are correct (**Annexure II**).

9. UIDAI may, in exceptional circumstances, convene the meeting of the Selection Committee and/ or consider a candidate without waiting for his/ her cadre clearance certificate and other documents listed in paragraph 7 of this circular. However, the offer for appointment to such candidate, in case of selection, shall be issued only on receipt of requisite documents from the cadre, duly attested and complete in all respects.

10. UIDAI reserves the right not to fill up all or any of the vacancies or to withdraw the circular at any time without assigning any reasons.

Piyush Gupta
03.02.2022
(Piyush Chand Gupta)
Assistant Director General (HR)
Tel: 23478554

To,

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- i. Director (CS Division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi – with a request to post the same on DoPT website.
- ii. All Ministries/Departments of the Govt of India with a request to give wide publicity to the vacancy in their Attached and Subordinate offices. Autonomous/Statutory Bodies and PSEs.
- iii. All the State Governments, Administration of Union Territories with a request to give wide publicity to the vacancy in their various Departments/Offices.
- iv. Head of organization: DRDO, Prasar Bharati, ISRO, NIC, Council of Scientific & Industrial Research, TRAI, NHAI, C-DAC, BSNL, MTNL, BBNL with a request to give wide publicity to the vacancy in their Organization.
- v. Indian Banks' Association (IBA): with a request to give wide publicity to the vacancy in all PSU Banks.
- vi. Website of UIDAI/ NCS Portal
- vii. Media Division, UIDAI HQ for publicizing the vacancy in at least two national dailies and Employment News and on UIDAI Twitter account
- viii. UIDAI Regional Office, Mumbai : with a request to wide circulation in states of their jurisdiction and publication of the circular in two local news papers

1589/c

Annexure-1

**APPLICATION FOR DEPUTATION (FOREIGN SERVICE TERM BASIS) IN
UIDAI STATE OFFICE, GANDHINAGAR, GUJARAT**

(Last date for receipt of Application: 23.03.2022)

(Since this vacancy is to be filled up on deputation basis, private candidates are not eligible)

1.	Post applied for (Please mention name of the post)				
2.	Name of the Candidate (in block letters)				
3.	Gender (✓ the appropriate box)	Male		Female	
4.	Category (✓ the appropriate box)	SC		ST	
		OBC		Others	
5.	Date of Birth (DD/MM/YYYY)				
6.	Date of retirement				
7.	Address for correspondence, mobile number and e-mail id				
8.	Education qualification (Graduation level and above)				
	Examination Passed	Year	Name of University/ Institute	Percentage of marks/ CGPA	Subjects
9.	Details of employment in , in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)				
	Organization/ Institution	Post held	From	To	Scale of Pay
10.	Complete office address along with telephone number of the present Employer				
11.	Nature of the present employment (✓ the appropriate box)	Ad-hoc		Temporary	
		Quasi-permanent		Permanent	
12.	Present grade and date from which held on regular/substantive basis				
13.	Name of the Service, if belonging to Organised Service of the Central Government				
14.	Whether Educational and other qualifications required for the post are satisfied If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same. If applied for more than one post, desired experience for all such posts may be indicated.				
Qualification/ Experience required			Qualification/ Experience possessed by the officer		
Essential:					
(i)					
(ii)					
(iii)					

Desired: (i) (ii) (iii)			
15.	In case the present employment is held on deputation/ contract basis, please state	Date of initial appointment	
		Period of appointment on deputation/contract	
		Name of the parent office/organization to which you belong	
16.	Training/Courses attended		
17.	Details of award/ honour/ appreciation		
18.	Additional information, if any, which you would like to furnish in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient		

Date:

Place:

(Signature of the Candidate)

Mobile No. : _____

Office Tel.No. : _____

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 Authority

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Annexure-II

To be filled up by the cadre controlling authority

Office of

Date:.....

F.No.....

1. The applicant Shri/Smt./Ms if selected, will be relieved immediately and it shall not be less than three years in any case.
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. Integrity of the applicant is certified as 'Beyond Doubt'.
5. No Vigilance case is pending/contemplated against the Officer
6. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
7. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an officer not below the rank of Under Secretary or equivalent.

Signature.....

Name, Designation & Tele of the forwarding officer

(Office Stamp)

Date:

Place:

No. A-12013/21/Deputation/RO Mumbai/20-UIDAI
Ministry of Electronics & Information Technology
Unique Identification Authority of India (UIDAI)
HR Division

Bangla Sahib Road, Behind Kali Mandir
Gole Market, New Delhi - 110001

Dated: 03rd February, 2022

CIRCULAR

Subject: Inviting application for various posts on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) State Office at Gandhinagar, Gujarat.

Unique Identification Authority of India (UIDAI), invites application for filling up the posts of (i) Assistant Section Officer, and (ii) Private Secretary on deputation basis (Foreign Service terms) at its State Office at Gandhinagar, Gujarat.

2. The application may be furnished in the prescribed *pro forma* and forwarded to **Assistant Director General (HR), Unique Identification Authority of India (UIDAI), Regional Office, 7th Floor, MTNL Telephone Exchange, GD Somani Marg, Cuffe Parade, Colaba, Mumbai - 400 005**. The last date for receipt of applications complete in all respect is **23.03.2022**. Since this vacancy is to be filled up on deputation basis private candidates are not eligible.

3. Application received after the last date or otherwise found incomplete shall not be considered. Further details may be obtained from the website www.uidai.gov.in.

Piyush Gupta
03.02.2022
Assistant Director General (HR)

1585/C

स. ए-12013/21/डेपुटेशन/मुंबई.का.क्षे/20 -भा.वि.प.प्रा.
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
भारतीय विशिष्ट पहचान प्राधिकरण
(मानव संसाधन)

बंगला साहिब रोड, काली मंदिर के पीछे
गोल मार्केट, नई दिल्ली, 110001
दिनांक : 03 फरवरी, 2022

विषय : भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) राज्य कार्यालय गांधीनगर, गुजरात में भिन्न-भिन्न पदों को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने हेतु रिक्ति परिपत्र ।

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) अपने क्षेत्रीय कार्यालय, गांधीनगर, गुजरात में (i) सहायक अनुभाग अधिकारी एवं (ii) निजी सचिव के पदों को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने का इच्छुक है ।

2. निर्धारित प्रपत्र में आवेदन सहायक महानिदेशक (एच आर), भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), क्षेत्रीय कार्यालय, 7 वीं मंजिल, एम.टी.एन.एल. टेलीफोन एक्स्चेंज, जी.डी.सोमानी मार्ग, कफ परेड, मुंबई -400005 को भेजा जा सकता है । सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि **23.03.2022** है । चूंकि यह रिक्तियाँ प्रतिनियुक्ति के आधार पर भरी जानी है, अतः गैर-सरकारी अभ्यर्थी पात्र नहीं हैं ।

3. आवेदन प्राप्त करने की अंतिम तिथि के बाद या अधूरे पाये गए आवेदन पत्रों पर विचार नहीं किया जाएगा । विस्तृत जानकारी के लिए कृपया हमारी वेबसाइट www.uidai.gov.in देखें ।

सिद्ध गुरा
03.02.2022

सहायक महानिदेशक (मा. सं.)

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No. A-12013/21/Deputation/RO Bengaluru/2020-UIDAI
Ministry of Electronics & Information Technology
Unique Identification Authority of India (UIDAI)
HR Division

Bangla Sahib Road, Behind Kali Mandir
Gole Market, New Delhi – 110001
Dated: 03rd February, 2022

CIRCULAR

Subject: Inviting application for various posts on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) State Office at Thiruvananthapuram, Kerala.

The Unique Identification Authority of India (UIDAI) is an autonomous statutory Authority set up under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 for Aadhaar enrolment, authentication and other functions specified in Section 23 and other Sections of the Act.

2. UIDAI invites applications for filling up the following vacancies (may vary at the time of selection) on deputation basis on Foreign Service terms, in its State Office at Thiruvananthapuram, Kerala from amongst suitable and eligible officers as per the following requirements :-

Sl. No.	Name of the post and Scale of Pay	Number of vacancy	Eligibility/ Qualification Criteria
1.	Section Officer Pay Matrix Level – 8	01 (One)	Essential¹: Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department; OR With three years of regular service in the Pay Matrix Level 7; OR With five years of regular service in the Pay Matrix Level 6; OR Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience. Desirable: (i) Experience of work in Administration/ Legal/ Establishment/ Human Resource/ Finance/ Accounts/ Budgeting / Vigilance/ Procurement/ Planning and Policy / Project implementation and monitoring/ E-Governance etc. (ii) Basic skills for working in a computerized office environment.
2.	Private Secretary Pay Matrix Level – 8	01 (One)	Essential¹: Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department, OR With three years of regular service in the Pay Matrix Level 7, OR With five years of regular service in the Pay Matrix Level 6. OR Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in, corresponding grades with requisite experience. Desirable: (i) Experience of office management/ secretarial assistance. (ii) Experience in stenography work. (iii) Basic skills for working in a computerized office environment.

3. **Age Limit:** for all the posts mentioned above, the candidate should be below 56 years of age as on the closing date of the application.

4. **Period and other terms and conditions of deputation:**

4.1 The period of deputation shall be of five years. The lending department may relieve an officer for a lesser period as per their own policy/rules, which should not be less than three years in any case.

¹ Officers already holding analogous posts in the parent cadre/department may be given preference.

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4.2 The general terms and conditions of services at UIDAI will be governed as per Unique Identification Authority of India (Appointment of Officers and employees) Regulations, 2020 and Unique Identification Authority of India (Salary, Allowances and other Terms & Conditions of Service of Employees) Regulations, 2020 and guidelines of the Central Government in this regard. The aforesaid regulations are available on the website of UIDAI (www.uidai.gov.in).

4.3 The terms of deputation, including the pay and allowances, shall be governed by the provisions laid down in the Department of Personnel & Training Office Memorandum No. 6/8/2009-Estt.(Pay II) dated 17 June 2010 and other orders/guidelines issued in this regard from time to time.

4.4 Accommodation and medical facility will be governed as per Regulation 14 and 15 of Chapter IV of Unique Identification Authority of India (Salary, Allowances and other Terms & Conditions of Service of Employees) Regulations, 2020.

5. Eligible and willing candidate may apply to the UIDAI in prescribed format – Annexure I, along with photocopies of the ACRs/APARs for the last five (5) years.

6. The applications in the prescribed format (Annexure-I) should reach to the **Assistant Director General (HR), Unique Identification Authority of India (UIDAI), Regional Office, 3rd Floor, South Wing, Khanija Bhavan, No. 49, Race Course Road, Bengaluru - 560001** on or before the last date of receipt of the application. **The last date for receipt of applications is 23.03.2022.** Applications received after the last date shall not be entertained. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

7. Cadre authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately on their selection, accompanying the following documents latest within 15 days after the last date of submission of application by the candidates:

- i. Attested copy of application in prescribed proforma – **Annexure I.**
- ii. Cadre Clearance Certificate from the Controlling Authority.
- iii. Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years **Annexure II.**
- iv. Vigilance Clearance/Integrity Certificate (**Annexure II**).
- v. 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 (**Annexure II**).

8. While forwarding the application it may also be verified and certified by the cadre controlling authority that the particulars furnished by the applicant are correct (**Annexure II**).

9. UIDAI may, in exceptional circumstances, convene the meeting of the Selection Committee and/ or consider a candidate without waiting for his/ her cadre clearance certificate and other documents listed in paragraph 7 of this circular. However, the offer for appointment to such candidate, in case of selection, shall be issued only on receipt of requisite documents from the cadre, duly attested and complete in all respects.

10. UIDAI reserves the right not to fill up all or any of the vacancies or to withdraw the circular at any time without assigning any reasons.

Piyush Gupta
03.02.2022

(Piyush Chand Gupta)
Assistant Director General (HR)
Tel: 23478554

To,

- i. Director (CS Division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi – with a request to post the same on DoPT website.
- ii. All Ministries/Departments of the Govt of India with a request to give wide publicity to the vacancy in their Attached and Subordinate offices. Autonomous/Statutory Bodies and PSEs.
- iii. All the State Governments, Administration of Union Territories with a request to give wide publicity to the vacancy in their various Departments/Offices.

- iv. Head of organization; DRDO, Prasar Bharati, ISRO, NIC, Council of Scientific & Industrial Research, TRAI, NHAI, C-DAC, BSNL, MTNL, BBNL with a request to give wide publicity to the vacancy in their Organization.
- v. Indian Banks' Association (IBA): with a request to give wide publicity to the vacancy in all PSU Banks.
- vi. Website of UIDAI/ NCS Portal
- vii. Media Division, UIDAI HQ for publicizing the vacancy in at least two national dailies and Employment News and on UIDAI Twitter account
- viii. UIDAI Regional Office, Bengaluru : with a request to wide circulation in states of their jurisdiction and publication of the circular in two local news papers.

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**APPLICATION FOR DEPUTATION (FOREIGN SERVICE TERM BASIS) IN
UIDAI STATE OFFICE, THIRUVANANTHAPURAM, KERALA**

(Last date for receipt of Application: 23.03.2022)

(Since this vacancy is to be filled up on deputation basis, private candidates are not eligible)

1.	Post applied for (Please mention name of the post)				
2.	Name of the Candidate (in block letters)				
3.	Gender (✓ the appropriate box)	Male		Female	
4.	Category (✓ the appropriate box)	SC		ST	
		OBC		Others	
5.	Date of Birth (DD/MM/YYYY)				
6.	Date of retirement				
7.	Address for correspondence, mobile number and e-mail id				
8.	Education qualification (Graduation level and above)				
	Examination Passed	Year	Name of University/ Institute	Percentage of marks/ CGPA	Subjects
9.	Details of employment in , in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)				
	Organization/ Institution	Post held	From	To	Scale of Pay
					Nature of duties
10.	Complete office address along with telephone number of the present Employer				
11.	Nature of the present employment (✓ the appropriate box)	Ad-hoc		Temporary	
		Quasi-permanent		Permanent	
12.	Present grade and date from which held on regular/substantive basis				
13.	Name of the Service, if belonging to Organised Service of the Central Government				
14.	Whether Educational and other qualifications required for the post are satisfied If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same. If applied for more than one post, desired experience for all such posts may be indicated.				
	Qualification/ Experience required		Qualification/ Experience possessed by the officer		
	Essential: (i) (ii) (iii)				

Annexure-I

(ii)
(iii)

In case the present employment is held on deputation/ contract, please state

Desired:

- (i)
(ii)
(iii)

15.	In case the present employment is held on deputation/ contract basis, please state	Date of initial appointment	
		Period of appointment on deputation/contract	
		Name of the parent office/organization to which you belong	
16.	Training/Courses attended		
17.	Details of award/ honour/ appreciation		
18.	Additional information, if any, which you would like to furnish in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient		

Date:

Place:

(Signature of the Candidate)

Mobile No. : _____

Office Tel.No. : _____

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 Authority

1579/C

Annexure-II

To be filled up by the cadre controlling authority

Office of

F.No.....

Date:.....

1. The applicant Shri/Smt./Ms if selected, will be relieved immediately and it shall not be less than three years in any case.
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. Integrity of the applicant is certified as 'Beyond Doubt'.
5. No Vigilance case is pending/contemplated against the Officer
6. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
7. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an officer not below the rank of Under Secretary or equivalent.

Signature.....

Name, Designation & Tele of the forwarding officer

(Office Stamp)

Date:

Place:

No. A-12013/21/Depuation/RO Bengaluru/20-UIDAI
Ministry of Electronics & Information Technology
Unique Identification Authority of India (UIDAI)
HR Division

Bangla Sahib Road, Behind Kali Mandir
Gole Market, New Delhi - 110001

Dated: 03rd February, 2022

CIRCULAR

Subject: Inviting application for various posts on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) State Office at Thiruvananthapuram, Kerala.

Unique Identification Authority of India (UIDAI), invites application for filling up the posts of (i) Section Officer and (ii) Private Secretary on deputation basis (Foreign Service terms) at its State Office at Thiruvananthapuram, Kerala.

2. The application may be furnished in the prescribed *pro forma* and forwarded to **Assistant Director General (HR), Unique Identification Authority of India (UIDAI), Regional Office, 3rd Floor, South Wing, Khanija Bhavan, No. 49, Race Course Road, Bengaluru - 560001**. The last date for receipt of applications complete in all respect is **23.03.2022**. Since this vacancy is to be filled up on deputation basis private candidates are not eligible.

3. Application received after the last date or otherwise found incomplete shall not be considered. **Further details may be obtained from the website www.uidai.gov.in.**

Piyush Gupta
03.02.2022

Assistant Director General (HR)

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स.ए-12013/21/डेपुटेशन -20 /बेंगलुरु .का.क्षे/भा.वि.प.प्रा
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
भारतीय विशिष्ट पहचान प्राधिकरण
(मानव संसाधन)

बंगला साहिब रोड, काली मंदिर के पीछे
गोल मार्केट, नई दिल्ली, 110001
दिनांक : 03 फरवरी, 2022

विषय : भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) राज्य कार्यालय थिरुवनथपुरम में भिन्न-भिन्न पदों को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने हेतु रिक्ति परिपत्र।

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) राज्य कार्यालय थिरुवनथपुरम में (i) अनुभाग अधिकारी एवं (ii) निजी सचिव के पदों को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने का इच्छुक है।

2. निर्धारित प्रपत्र में आवेदन सहायक महानिदेशक (एच आर), भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), क्षेत्रीय कार्यालय, 3 मंजिल, दक्षिण विंग, खानिजा भवन, संख्या 49, रेस कोर्स रोड, बेंगलुरु -560001 को भेजा जा सकता है। सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि 23.03.2022 है। चूंकि यह रिक्तियाँ प्रतिनियुक्ति के आधार पर भरी जानी है, अतः गैर-सरकारी अभ्यर्थी पात्र नहीं हैं।

3. आवेदन प्राप्त करने की अंतिम तिथि के बाद या अधूरे पाये गए आवेदन पत्रों पर विचार नहीं किया जाएगा। विस्तृत जानकारी के लिए कृपया हमारी वेबसाइट www.uidai.gov.in देखें।

लीडर 25/1/22
03.02.2022

सहायक महानिदेशक (मानव संसाधन)

Bangla Sahib Road, Behind Kali Mandir
Gole Market, New Delhi – 110001
Dated: 03rd February, 2022

CIRCULAR

Subject: Inviting application for various posts on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) Regional Office at Hyderabad and State office, Bhubaneswar.

The Unique Identification Authority of India (UIDAI) is an autonomous statutory Authority set up under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 for Aadhaar enrolment, authentication and other functions specified in Section 23 and other Sections of the Act.

2. UIDAI invites applications for filling up the following vacancies (may vary at the time of selection) on deputation basis on Foreign Service terms, in its Regional Office at Hyderabad and State Office, Bhubaneswar from amongst suitable and eligible officers as per the following requirements:-

Sl. No.	Name of the post and Scale of Pay	Location and Number of vacancies	Eligibility/ Qualification Criteria
1	Dy. Director Pay Matrix Level-11	Two at RO, Hyderabad	Essential¹: Officers from the Central Government holding analogous posts on regular basis in the parent cadre/ department; OR With three years of regular service in the Pay Matrix Level 10; OR With five years of regular service in the Pay Matrix Level 9; OR With six years of regular service in the Pay Matrix Level 8; OR Officers from State/UT Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience. Desirable: (i) Experience of work in Administration/ Legal/ Establishment/ Human Resource/ Finance/ Accounts/ Budgeting / Vigilance/ Procurement/ Planning and Policy / Project implementation and monitoring/ E-Governance etc. (ii) Basic skills for working in a computerized office environment.
2	Section Officer Pay Matrix Level – 8	One each at RO, Hyderabad and State Office, Bhubaneswar	Essential¹: (i) Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department; OR With three years of regular service in the Pay Matrix Level 7; OR With five years of regular service in the Pay Matrix Level 6; OR (ii) Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience. Desirable: (i) Experience of work in Administration/ Legal/ Establishment/ Human Resource/ Finance/ Accounts/ Budgeting / Vigilance/ Procurement/ Planning and Policy / Project implementation and monitoring/ E-Governance etc. (ii) Basic skills for working in a computerized office environment.

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3	Private Secretary Pay Matrix Level – 8	Two at RO, Hyderabad and one at State Office, Bhubaneswar	Essential¹: Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department, OR With three years of regular service in the Pay Matrix Level 7, OR With five years of regular service in the Pay Matrix Level 6. OR Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in, corresponding grades with requisite experience. Desirable: (i) Experience of office management/ secretarial assistance. (ii) Experience in stenography work. (iii) Basic skills for working in a computerized office environment.
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3. **Age Limit:** for all the posts mentioned above, the candidate should be below 56 years of age as on the closing date of the application.

4. **Period and other terms and conditions of deputation:**

4.1 The period of deputation shall be of five years. The lending department may relieve an officer for a lesser period as per their own policy/rules, which should not be less than three years in any case.

4.2 The general terms and conditions of services at UIDAI will be governed as per Unique Identification Authority of India (Appointment of Officers and employees) Regulations, 2020 and Unique Identification Authority of India (Salary, Allowances and other Terms & Conditions of Service of Employees) Regulations, 2020 and guidelines of the Central Government in this regard. The aforesaid regulations are available on the website of UIDAI (www.uidai.gov.in).

4.3 The terms of deputation, including the pay and allowances, shall be governed by the provisions laid down in the Department of Personnel & Training Office Memorandum No. 6/8/2009-Estt.(Pay II) dated 17 June 2010 and other orders/guidelines issued in this regard from time to time.

4.4 Accommodation and medical facility will be governed as per Regulation 14 and 15 of Chapter IV of Unique Identification Authority of India (Salary, Allowances and other Terms & Conditions of Service of Employees) Regulations, 2020.

5. Eligible and willing candidate may apply to the UIDAI in prescribed format – Annexure I, along with photocopies of the ACRs/APARs for the last five (5) years.

6. The applications in the prescribed format (Annexure-I) should reach to the Assistant Director General (HR), Unique Identification Authority of India (UIDAI), Regional Office, 6th Floor, East Block, Swarna Jayanthi Complex, Beside Matrivanam, Ameerpet Hyderabad-500 038, Telangana State. The last date for receipt of applications is 23.03.2022. Applications received after the last date shall not be entertained. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

7. Cadre authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately on their selection, accompanying the following documents latest within 15 days after the last date of submission of application by the candidates:

- Attested copy of application in prescribed proforma – Annexure I.
- Cadre Clearance Certificate from the Controlling Authority.
- Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years Annexure II.
- Vigilance Clearance/Integrity Certificate (Annexure 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 (Annexure II).

8. While forwarding the application it may also be verified and certified by the cadre controlling authority that the particulars furnished by the applicant are correct (Annexure II).

¹ Officers already holding analogous posts in the parent cadre/department may be given preference.

9. UIDAI may, in exceptional circumstances, convene the meeting of the Selection Committee and/ or consider a candidate without waiting for his/ her cadre clearance certificate and other documents listed in paragraph 7 of this circular. However, the offer for appointment to such candidate, in case of selection, shall be issued only on receipt of requisite documents from the cadre, duly attested and complete in all respects.

10. UIDAI reserves the right not to fill up all or any of the vacancies or to withdraw the circular at any time without assigning any reasons.

Piyush Gupta
(Piyush Chand Gupta)
Assistant Director General (HR)
Tel: 23478554
03.02.2022

To,

- i. Director (CS Division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi – with a request to post the same on DoPT website.
- ii. All Ministries/Departments of the Govt of India with a request to give wide publicity to the vacancy in their Attached and Subordinate offices, Autonomous/Statutory Bodies and PSEs.
- iii. All the State Governments, Administration of Union Territories with a request to give wide publicity to the vacancy in their various Departments/Offices.
- iv. Head of organization; DRDO, Prasar Bharati, ISRO, NIC, Council of Scientific & Industrial Research, TRAI, NHAI, C-DAC, BSNL, MTNL, BBNL with a request to give wide publicity to the vacancy in their Organization.
- v. Indian Banks' Association (IBA): with a request to give wide publicity to the vacancy in all PSU Banks.
- vi. Website of UIDAI/ NCS Portal
- vii. Media Division, UIDAI HQ for publicizing the vacancy in at least two national dailies and Employment News and on UIDAI Twitter account
- viii. UIDAI Regional Office, Hyderabad : with a request to wide circulation in states of their jurisdiction and publication of the circular in two local news papers.

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Annexure-I

**APPLICATION FOR DEPUTATION (FOREIGN SERVICE TERM BASIS) IN
UIDAI REGIONAL OFFICE, HYDERABAD AND STATE OFFICE, BHUBANESWAR**

(Last date for receipt of Application: 23.03.2022)

(Since this vacancy is to be filled up on deputation basis, private candidates are not eligible)

1.	Post applied for (Please mention name of the post)								
	Location Preference (Hyderabad/Bhubaneswar)								
2.	Name of the Candidate (in block letters)		Paste a recent Passport size photograph						
3.	Gender (✓ the appropriate box)	Male						Female	
4.	Category (✓ the appropriate box)	SC						ST	
		OBC						Others	
5.	Date of Birth (DD/MM/YYYY)								
6.	Date of retirement								
7.	Address for correspondence, mobile number and e-mail id								
8.	Education qualification (Graduation level and above)								
	Examination Passed	Year	Name of University/ Institute	Percentage of marks/ CGPA	Subjects				
9.	Details of employment in , in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)								
	Organization/ Institution	Post held	From	To	Scale of Pay	Nature of duties			
10.	Complete office address along with telephone number of the present Employer								
11.	Nature of the present employment (✓ the appropriate box)		Ad-hoc		Temporary				
			Quasi-permanent		Permanent				
12.	Present grade and date from which held on regular/substantive basis								
13.	Name of the Service, if belonging to Organised Service of the Central Government								
14.	Whether Educational and other qualifications required for the post are satisfied If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.								

If applied for more than one post, desired experience for all such posts may be indicated.			
Qualification/ Experience required		Qualification/ Experience possessed by the officer	
Essential:			
(i)			
(ii)			
(iii)			
Desired:			
(i)			
(ii)			
(iii)			
15.	In case the present employment is held on deputation/ contract basis, please state	Date of initial appointment	
		Period of appointment on deputation/contract	
		Name of the parent office/organization to which you belong	
16.	Training/Courses attended		
17.	Details of award/ honour/ appreciation		
18.	Additional information, if any, which you would like to furnish in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient		

Date:

Place:

(Signature of the Candidate)

Mobile No. : _____

Office Tel.No. : _____

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 Authority

To be filled up by the cadre controlling authority

Office of

F.No.....

Date:.....

1. The applicant Shri/Smt./Ms if selected, will be relieved immediately and it should be not less than three years in any case.
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. Integrity of the applicant is certified as 'Beyond Doubt'.
5. No Vigilance case is pending/contemplated against the Officer
6. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
7. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an officer not below the rank of Under Secretary or equivalent.

Signature.....

Name, Designation & Tele of the forwarding officer

(Office Stamp)

Date:

Place:

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No. A-12013/21/Deputation/RO Hyderabad/20-UIDAI
Ministry of Electronics & Information Technology
Unique Identification Authority of India (UIDAI)
HR Division

Bangla Sahib Road, Behind Kali Mandir
Gole Market, New Delhi - 110001

Dated: 03rd February, 2022

CIRCULAR

Subject: Inviting application for various posts on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) Regional Office at Hyderabad and State office, Bhubaneswar.

Unique Identification Authority of India (UIDAI), invites application for filling up the posts of (i) Deputy Director (ii) Section Officer & (iii) Private Secretary on deputation basis (Foreign Service terms) at its Regional Office in Hyderabad and State office, Bhubaneswar.

2. The application may be furnished in the prescribed *pro forma* and forwarded to **Assistant Director General (HR), Unique Identification Authority of India (UIDAI), Regional Office, 6th Floor, East Block, Swarna Jayanthi Complex, Beside Matrivanam, Ameerpet Hyderabad-500 038, Telangana State.** The last date for receipt of applications complete in all respect is 23.03.2022. Since this vacancy is to be filled up on deputation basis private candidates are not eligible.

3. Application received after the last date or otherwise found incomplete shall not be considered. **Further details may be obtained from the website www.uidai.gov.in.**

Piyush Gupta
03.02.2022
Assistant Director General (HR)

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स. ए-12013/21/डेपुटेशन/क्षे. का./ हैदराबाद/20- भा.वि.प.प्रा.
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)
मा. सं. अनुभाग

बंगला साहिब रोड
काली मंदिर के पीछे
गोल मार्केट, नई दिल्ली-110001
दिनांक : 03 फरवरी, 2022

विषय : भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) क्षेत्रीय कार्यालय, हैदराबाद एवं राज्य कार्यालय भुवनेश्वर में भिन्न-भिन्न पदों को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने हेतु रिक्ति परिपत्र ।

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) अपने क्षेत्रीय कार्यालय, हैदराबाद एवं राज्य कार्यालय भुवनेश्वर में (i) उप- निदेशक (ii) अनुभाग अधिकारी एवं (iii) निजी सचिव के पदों को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने का इच्छुक है ।

2. निर्धारित प्रपत्र में आवेदन सहायक महानिदेशक (एच आर), भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), क्षेत्रीय कार्यालय, छठी मंजिल, पूर्वी खंड, स्वर्ण जयंती कॉम्प्लेक्स, मातृवनम के साथ में, अमीरपेट, हैदराबाद - 500038 को भेजा जा सकता है । सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि 23.03.2022 है । चूंकि यह रिक्तियाँ प्रतिनियुक्ति के आधार पर भरी जानी है, अतः गैर-सरकारी अभ्यर्थी पात्र नहीं हैं ।

3. आवेदन प्राप्त करने की अंतिम तिथि के बाद या अधूरे पाये गए आवेदन पत्रों पर विचार नहीं किया जाएगा । विस्तृत जानकारी के लिए कृपया हमारी वेबसाइट www.uidai.gov.in देखें ।

प्रियूष गुप्ता

03.02.2022

सहायक महानिदेशक (मा. सं.)

CIRCULAR

Subject: Inviting application for various posts on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) Regional Office at Delhi and State Office, Bhopal.

The Unique Identification Authority of India (UIDAI) is an autonomous statutory Authority set up under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 for Aadhaar enrolment, authentication and other functions specified in Section 23 and other Sections of the Act.

2. UIDAI invites applications for filling up the following vacancies (may vary at the time of selection) on deputation basis on Foreign Service terms, in its Regional Office Delhi and State Office, Bhopal from amongst suitable and eligible officers as per the following requirements:-

Sl. No.	Name of the post and Scale of Pay	Location and Number of vacancies	Eligibility/ Qualification Criteria
1	Dy. Director Pay Matrix Level-11	01 (One) at State Office, Bhopal	Essential ¹: Officers from the Central Government holding analogous posts on regular basis in the parent cadre/ department; OR With three years of regular service in the Pay Matrix Level 10; OR With five years of regular service in the Pay Matrix Level 9; OR With six years of regular service in the Pay Matrix Level 8; OR Officers from State/UT Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience. Desirable: (i) Experience of work in Administration/ Legal/ Establishment/ Human Resource/ Finance/ Accounts/ Budgeting / Vigilance/ Procurement/ Planning and Policy / Project implementation and monitoring/ E-Governance etc. (ii) Basic skills for working in a computerized office environment.
2	Private Secretary Pay Matrix Level – 8	One each at RO, Delhi and State Office Bhopal	Essential ¹: Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department; OR With three years of regular service in the Pay Matrix Level 7; OR With five years of regular service in the Pay Matrix Level 6. OR Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in, corresponding grades with requisite experience. Desirable: (i) Experience of office management/ secretarial assistance. (ii) Experience in stenography work. (iii) Basic skills for working in a computerized office environment.

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Sl. No.	Name of the post and Scale of Pay	Location and Number of vacancies	Eligibility/ Qualification Criteria
3	Assistant Account Officer Pay Matrix Level-8	01(One) at RO, Delhi	<p>Essential¹:</p> <p>i) Officers from the Central Government holding analogous posts on regular basis in the parent cadre/ department, OR With three years of regular service in the Pay Matrix Level 7, OR With five years of regular service in the Pay Matrix Level 6.</p> <p>OR</p> <p>Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience.</p> <p>ii) Professional qualifications of Chartered Accountant/Cost Accountant/MBA (Finance), OR Having passed SAS/equivalent examination of organised Accounts Cadre of Central/State Government. OR Having successfully completed Cash & Accounts Training organised by ISTM; OR Having at least five years' experience in handling accounts related work.</p> <p>Desirable:</p> <p>(i) Basic skills for working in a computerized office environment.</p>
4.	Accountant Pay Matrix Level-05	One at RO, Delhi	<p>Essential¹:</p> <p>i) Officers from the Central Government holding analogous posts on regular basis in the parent cadre/ department, OR With three years of regular service in the Pay Matrix Level 4, OR With five years of regular service in the Pay Matrix Level 3.</p> <p>OR</p> <p>Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience.</p> <p>ii) Graduate in Commerce.</p> <p>Desirable:</p> <p>(i) Basic skills for working in a computerized office environment.</p>
5.	Assistant Section Officer Pay Matrix Level-06	Two at RO, Delhi and one at State Office, Bhopal	<p>Essential¹:</p> <p>Officers from the Central Government holding analogous posts on regular basis in the parent cadre/ department; OR With three years of regular service in the Pay Matrix Level 5; OR With five years of regular service in the Pay Matrix Level 4; OR With seven years of regular service in the Pay Matrix Level 3;</p> <p>OR</p> <p>Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience.</p> <p>Desirable:</p> <p>i) Experience of work in Administration/ Legal/ Establishment/ Human Resource/ Finance/ Accounts/ Budgeting / Vigilance/ Procurement/ Planning and Policy / Project implementation and monitoring/ E-Governance etc.</p> <p>(ii) Basic skills for working in a computerized office environment.</p>

3. **Age Limit:** for all the posts mentioned above, the candidate should be below 56 years of age as on the closing date of the application.

¹ Officers already holding analogous posts in the parent cadre/department may be given preference.

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4. **Period and other terms and conditions of deputation:**

4.1 The period of deputation shall be of five years. The lending department may relieve an officer for a lesser period as per their own policy/rules, which should not be less than three years in any case.

4.2 The general terms and conditions of services at UIDAI will be governed as per Unique Identification Authority of India (Appointment of Officers and employees) Regulations, 2020 and Unique Identification Authority of India (Salary, Allowances and other Terms & Conditions of Service of Employees) Regulations, 2020 and guidelines of the Central Government in this regard. The aforesaid regulations are available on the website of UIDAI (www.uidai.gov.in).

4.3 The terms of deputation, including the pay and allowances, shall be governed by the provisions laid down in the Department of Personnel & Training Office Memorandum No. 6/8/2009-Estt.(Pay II) dated 17 June 2010 and other orders/guidelines issued in this regard from time to time.

4.4 Accommodation and medical facility will be governed as per Regulation 14 and 15 of Chapter IV of Unique Identification Authority of India (Salary, Allowances and other Terms & Conditions of Service of Employees) Regulations, 2020.

5. Eligible and willing candidate may apply to the UIDAI in prescribed format – Annexure I, along with photocopies of the ACRs/APARs for the last five (5) years.

6. The applications in the prescribed format (Annexure-I) should reach to the **Assistant Director General (HR), Unique Identification Authority of India (UIDAI), Regional Office, Delhi, Below Supreme Court Metro Station, Pragati Maidan, New Delhi – 110001** on or before the last date of receipt of the application. **The last date for receipt of applications is 23.03.2022.** Applications received after the last date shall not be entertained. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

7. Cadre authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately on their selection, accompanying the following documents latest within 15 days after the last date of submission of application by the candidates:

- i. Attested copy of application in prescribed proforma – **Annexure I.**
- ii. Cadre Clearance Certificate from the Controlling Authority.
- iii. Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years **Annexure II.**
- iv. Vigilance Clearance/Integrity Certificate (**Annexure II**).
- v. 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 (**Annexure II**).

8. While forwarding the application it may also be verified and certified by the cadre controlling authority that the particulars furnished by the applicant are correct (**Annexure II**).

9. UIDAI may, in exceptional circumstances, convene the meeting of the Selection Committee and/ or consider a candidate without waiting for his/ her cadre clearance certificate and other documents listed in paragraph 7 of this circular. However, the offer for appointment to such candidate, in case of selection, shall be issued only on receipt of requisite documents from the cadre, duly attested and complete in all respects.

10. UIDAI reserves the right not to fill up all or any of the vacancies or to withdraw the circular at any time without assigning any reasons.

Piyush Gupta
03.02.2022

(Piyush Chand Gupta)
Assistant Director General (HR)
Tel: 23478554

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To,

- i. Director (CS Division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi - with a request to post the same on DoPT website.
- ii. All Ministries/Departments of the Govt of India with a request to give wide publicity to the vacancy in their Attached and Subordinate offices. Autonomous/Statutory Bodies and PSEs.
- iii. All the State Governments, Administration of Union Territories with a request to give wide publicity to the vacancy in their various Departments/Offices.
- iv. Head of organization; DRDO, Prasar Bharati, ISRO, NIC, Council of Scientific & Industrial Research, TRAI, NHAI, C-DAC, BSNL, MTNL, BBNL with a request to give wide publicity to the vacancy in their Organization.
- v. Indian Banks' Association (IBA); with a request to give wide publicity to the vacancy in all PSU Banks.
- vi. Website of UIDAI/ NCS Portal
- vii. Media Division, UIDAI HQ for publicizing the vacancy in at least two national dailies and Employment News and on UIDAI Twitter account
- viii. UIDAI Regional Office, Delhi : with a request to wide circulation in states of their jurisdiction and publication of the circular in two local news papers.

**APPLICATION FOR DEPUTATION (FOREIGN SERVICE TERM BASIS) IN
UIDAI REGIONAL OFFICE, DELHI AND STATE OFFICE, BHOPAL**

(Last date for receipt of Application: 23.03.2022)

(Since this vacancy is to be filled up on deputation basis, private candidates are not eligible)

1.	Post applied for (Please mention name of the post)				
	Location preference (Delhi/Bhopal)				
2.	Name of the Candidate (in block letters)				
3.	Gender (✓ the appropriate box)	Male		Female	
4.	Category (✓ the appropriate box)	SC		ST	
		OBC		Others	
5.	Date of Birth (DD/MM/YYYY)				
6.	Date of retirement				
7.	Address for correspondence, mobile number and e-mail id				
8.	Education qualification (Graduation level and above)				
	Examination Passed	Year	Name of University/ Institute	Percentage of marks/ CGPA	Subjects
9.	Details of employment in , in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)				
	Organization/ Institution	Post held	From	To	Scale of Pay
					Nature of duties
10.	Complete office address along with telephone number of the present Employer				
11.	Nature of the present employment (✓ the appropriate box)	Ad-hoc		Temporary	
		Quasi-permanent		Permanent	
12.	Present grade and date from which held on regular/substantive basis				
13.	Name of the Service, if belonging to Organised Service of the Central Government				
14.	Whether Educational and other qualifications required for the post are satisfied If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same. If applied for more than one post, desired experience for all such posts may be indicated.				
	Qualification/ Experience required	Qualification/ Experience possessed by the officer			
	Essential:				
	(i)				

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(ii)		
(iii)		
Desired:		
(i)		
(ii)		
(iii)		
15.	In case the present employment is held on deputation/ contract basis. please state	Date of initial appointment Period of appointment on deputation/contract Name of the parent office/organization to which you belong
16.	Training/Courses attended	
17.	Details of award/ honour/ appreciation	
18.	Additional information, if any, which you would like to furnish in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient	

Date:

Place:

(Signature of the Candidate)

Mobile No. : _____

Office Tel.No. : _____

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 Authority

To be filled up by the cadre controlling authority

Office of

F.No.....

Date:.....

1. The applicant Shri/Smt./Ms if selected, will be relieved immediately and it should not be less than three years in any case.
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. Integrity of the applicant is certified as 'Beyond Doubt'.
5. No Vigilance case is pending/contemplated against the Officer
6. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
7. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an officer not below the rank of Under Secretary or equivalent.

Signature.....

Name, Designation & Tele of the forwarding officer

(Office Stamp)

Date:

Place:

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No. A-12013/21/Deputation/RO Delhi/20-UIDAI
Ministry of Electronics & Information Technology
Unique Identification Authority of India (UIDAI)
HR Division

Bangla Sahib Road, Behind Kali Mandir
Gole Market, New Delhi - 110001

Dated: 03rd February, 2022

CIRCULAR

Subject: Inviting application for various posts on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) Regional Office at Delhi and State Office, Bhopal.

Unique Identification Authority of India (UIDAI), invites application for filling up the posts of (i) Deputy Director (ii) Private Secretary (iii) Assistant Accounts Officer (iv) Accountant & (v) Assistant Section Officer on deputation basis (Foreign Service terms) at its Regional Office in Delhi and State Office, Bhopal.

2. The application may be furnished in the prescribed *pro forma* and forwarded to Assistant Director General (HR), Unique Identification Authority of India (UIDAI), Regional Office Delhi, Below Supreme Court Metro Station, Pragati Maidan, New Delhi - 110001. The last date for receipt of applications complete in all respect is **23.03.2022**. Since this vacancy is to be filled up on deputation basis private candidates are not eligible.

3. Application received after the last date or otherwise found incomplete shall not be considered. Further details may be obtained from the website www.uidai.gov.in.

Piyush Gupta
03.02.2022
Assistant Director General (HR)

बंगला साहिब रोड
काली मंदिर के पीछे
गोल मार्केट, नई दिल्ली-110001
दिनांक : 03 फरवरी, 2022

विषय : भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) क्षेत्रीय कार्यालय दिल्ली एवं राज्य कार्यालय भोपाल में भिन्न-भिन्न पदों को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने हेतु रिक्ति परिपत्र ।

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) अपने क्षेत्रीय कार्यालय, दिल्ली एवं राज्य कार्यालय भोपाल में (i) उप- निदेशक (ii) निजी सचिव (iii) सहायक लेखा अधिकारी (iv) लेखाकार एवं (v) सहायक अनुभाग अधिकारी के पदों को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने का इच्छुक है ।

2. निर्धारित प्रपत्र में आवेदन सहायक महानिदेशक (एच आर), भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), क्षेत्रीय कार्यालय दिल्ली, सुप्रीम कोर्ट मेट्रो स्टेशन के नीचे, प्रगति मैदान, नई दिल्ली - 110001 को भेजा जा सकता है । सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि 23.03.2022 है । चूंकि यह रिक्तियाँ प्रतिनियुक्ति के आधार पर भरी जानी है, अतः गैर-सरकारी अभ्यर्थी पात्र नहीं हैं ।

3. आवेदन प्राप्त करने की अंतिम तिथि के बाद या अधूरे पाये गए आवेदन पत्रों पर विचार नहीं किया जाएगा । विस्तृत जानकारी के लिए कृपया हमारी वेबसाइट www.uidai.gov.in देखें ।

प्रियंका गुप्ता
03.02.2022

सहायक महानिदेशक (मा. सं.)