



Vacancy Circular

**Unique Identification  
Authority of India (UIDAI)  
Regional Office**



Ministry of Electronics & IT (MeitY)  
6th Floor, East Block, Swarnajayanthi  
Commercial Complex, Ameerpet  
Hyderabad-500038

The Authority invites applications on the prescribed form for the following vacant posts on deputation in its Regional Office located at Hyderabad. The application form can be downloaded from our website [www.uidai.gov.in](http://www.uidai.gov.in). The applications complete in all respects may be forwarded to Shri D. Bhaskara Rao, ADG, at the above address.

Sl. No.	Name of the Post	Number of vacant posts	Pay Level
01	Stenographer	01	Level- 6 in Pay Matrix (Pre-revised PB-2: Rs. 9300-34800+4200 GP)

For eligibility criteria and desirable qualification/experience related details, please visit: [www.uidai.gov.in](http://www.uidai.gov.in). Last date for receipt of applications complete in all respects is 45 days from the date of publication of this advertisement in the 'Employment News'.

EN 30/64

Employment News dt: 26 October - 1 November  
2019

No. UIDAI/Hyd/Vacancies/1006-Vol.VII  
Government of India  
Ministry of Electronics & Information Technology  
Unique Identification Authority of India (UIDAI)  
Regional Office, Hyderabad

East Block, 605-612, 6<sup>th</sup> Floor,  
Swarnajayanthi Commercial Complex,  
Ameerpet, Hyderabad – 500 038.  
Dated: 28<sup>th</sup> October, 2019.

**Subject: Vacancy circular for the post of Stenographer on deputation basis for three (3) years in UIDAI, RO, Hyderabad – Reg.**

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Unique Identification Authority of India (UIDAI), Regional Office, Hyderabad invites applications for filling up post of Stenographer on deputation basis for a period of three (3) years in its office located at Hyderabad from amongst suitable and eligible officers. The Level in Pay Matrix (pre-revised Pay Band with Grade Pay), eligibility criteria and desirable qualifications/ experience for the post are as follows:

Name of the Post and Level in Pay Matrix (pre-revised Pay Band with Grade Pay)	Number of vacant posts	Eligibility Criteria	Desirable Qualifications/ Experience
Stenographer : Level - 6 in Pay Matrix (Pre-revised PB-2 : Rs.9300-34800 + 4200 GP)	01	Officials of the Central Government/ State Governments / UTs / PSUs / Autonomous Bodies:  (a) Holding analogous post in the same level in Pay Matrix on regular basis in the parent cadre;  OR  (b) Having five years of regular service in the Pay Matrix Level-5/Level-4 (PB-I with Grade Pay of Rs.2800/- or Rs.2400 equivalent).	Good Stenographic and Typing Skills.  Proficiency in handling computers.

**2. Terms and conditions of deputation :**

**Period of deputation :**

The initial period of deputation shall be **for three years** extendable by a further period of two years as per Department of Personnel & Training O.M.No.6/8/2009-Estt. (Pay-II) dated 17.06.2010. The terms and conditions of deputation will be governed by the DoP&T's aforementioned O.M. of 17.6.2010 and Government of India's instructions issued from time to time on the subject.

**Age Limit :**

The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application.

**Eligibility for Government Accommodation :**

The officers appointed in the UIDAI will be eligible for General Pool Residential Accommodation at par with Central Government employees.

3. Eligible and willing candidate may apply through proper channel in prescribed format – Annexure I. 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. The applications of only such officers would be considered that are routed through proper channel and are accompanied by following documents:

- (i) Application in prescribed proforma – **Annexure-I**.
- (ii) Cadre Clearance Certificate from the Controlling Authority
- (iii) Statement giving details 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 rank of Under Secretary or equivalent (**Annexure-II**).

4. 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**).

5. The applications of suitable and eligible officers complete in all respect, in the prescribed format (Annexure-I), along with documents listed in para 3 and 4 above may be forwarded to **Shri D. Bhaskara Rao, Assistant Director General, Unique Identification Authority of India (UIDAI), Regional Office, East Block, 605-612, 6<sup>th</sup> Floor, Swarnajayanthi Commercial Complex, Ameerpet, Hyderabad – 500 038. The last date for receipt of applications complete in all respect is 45 days from the date of issue of this Notification in the Employment News. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently. Since this vacancy is to be filled up on deputation basis, private candidates are not eligible.**

6. Applications received after the last date or otherwise found incomplete shall not be entertained.

7. UIDAI, RO, Hyderabad reserves the right to withdraw any vacancy circular at any time without assigning any reasons.



(D. Bhaskara Rao)

Assistant Director General  
Tel: 040-23739334

To

1. The Assistant Director General (HR), Unique Identification Authority of India, Ministry of Electronics and Information Technology (MeitY), New Delhi-110001 with the request to upload the enclosed vacancy circular on the UIDAI's website.
2. The Under Secretary (CS-II), CS Division, Deptt. Of Personnel & Training, Lok Nayak Bhavan, New Delhi with the request to upload the enclosed vacancy circular on the DoP&T's website.
3. All Ministries / Departments of the Govt. of India with a request that the vacancy may be given wide publicity in the attached & subordinate offices under them.
4. All Ministries / Departments of the State Governments, including Union Territories with a request that the vacancy may be given wide publicity in their various Departments / Offices.
5. All Public Sector Undertakings / Statutory or Autonomous Organizations with a request that the vacancy may be given wide publicity in their Offices.
6. Notice Board, UIDAI, RO, Hyderabad.

**Annexure-I**

**Application for the post of \_\_\_\_\_ on deputation basis in UIDAI, RO, Hyderabad  
(since this vacancy is to be filled up on deputation basis, private candidates are not eligible)**

1	Name		Paste your recent Passport Size Photograph			
2	Date of Birth					
3	Present Post					
4	Date from which the present post is held on regular basis					
5	Present place of posting					
6	Service					
7	Parent Cadre					
8	Date of joining Service					
9	Pay Matrix of the present post					
10	Basic Pay drawn					
11	Old Pay Scale + Grade Pay					
12	Whether the eligibility criteria prescribed for the post are satisfied					
13.	Mobile/Office/Residence Number		Mobile: _____ Office: _____ Res.: _____			
14	Educational/Professional Qualification (Please mention Graduation level and above)					
Sl. No.	Qualification	Subject	Year/Division	Institution/ University Place/ Country		
15	Details of Experience/ employment (Please attach a separate sheet, if required)					
Sl. No.	Office	Post Held	Nature of duties performed	From	To	Pay Level & Cell in Pay Matrix (Pay Band along with Grade Pay in pre-revised scale)
16	Date of retirement under Central Government Rules					
17	Training(s) undergone					

**Certified that information furnished above by me is correct in all respect to the best of my knowledge & belief.**

**Date & Place**

**(Signature of the Candidate)**

**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
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 & Telephone number  
of the forwarding officer

(Office Seal)

Date:

Place: