

VACANCY CIRCULAR FOR VARIOUS POSTS IN REGIONAL OFFICE OF UNIQUE IDENTIFICATION AUTHORITY OF INDIA (UIDAI), RANCHI

Unique Identification Authority of India (UIDAI), Regional Office, Ranchi intends to fill up various posts on deputation in its office located at Ranchi. The details of posts, number of vacancies, eligibility criteria and qualification for these posts are as follows :-

Name of the post and pay scale with Grade Pay	Number of vacant posts	Eligibility Criteria	Desirable Qualifications/Experience
Deputy Director PB - 3 (Rs. 15600-39100+ GP 6660)	01 (likely to vary)	Holding analogous post in the parent cadre in the same scale of pay (15600-39100+6660) PB- 3 or Having five years of working Experience in the Pay Band 2/3 of Rs.9300-34800/ Rs. 15600-39100 with Grade Pay of Rs. 5400/- or Having six years of working Experience in the Pay Band 2 of Rs. 9300-34800 with Grade Pay of Rs. 4800/-	5 year experience in Admin/ Estt/budgeting/ procurement / planning and policy formulation/ implementation of Government schemes and projects. Excellent Computer skills
Section Officer PB - 2 (Rs. 9300-34800+ GP 4800)	01 (likely to vary)	Holding analogous post in the parent cadre in the same scale of pay (9300-34800+4800) PB- 2 or Having 5 yrs experience working experience in the scale of Rs.9300-34800 with Grade Pay of Rs. 4200/-	2 year experience in Admin/ Estt/budgeting/ procurement / planning and policy formulation/ implementation of Government schemes and projects. Excellent Computer skills
Private Secretary PB - 2 (Rs. 9300-34800+ GP 4800)	04	Holding analogous post in the parent cadre in the same scale of pay 9300 34800+4800) PB-2 or Having five years of working experience in the Pay Band 2 of Rs.9300 -34800 with Grade Pay of Rs.4200	Good stenography and typing skills Proficiency in handling computers
Stenographer PB - 2 (Rs. 9300-34800+ GP 4200)	01	Holding analogous post in the parent cadre in the same scale of pay (9300-34800+4200) PB-2 or Having four years of working experience in the Pay Band 1 of Rs.5200 -20200 with Grade Pay of Rs.2400	Good stenography and typing skills Proficiency in handling computers
Asstt. Section Officer PB - 2 (Rs. 9300-34800+ GP 4200)	01	Holding analogous post in the parent cadre in the same scale of pay (9300-34800+4200) PB-2 or Having four years of working experience in the Pay Band 1 of Rs.5200 -20200 with Grade Pay of Rs.2400	Excellent drafting & typing skills, proficiency in computers. Experience in handling Administrative matters/ Budget/ Policy matters/ Implementation of Government schemes

Eligibility: Officers of Central Government/State Governments/UTs/PSUs/Autonomous bodies.

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

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

Age Limit

The maximum age limit for appointment on deputation shall be 56 years as on the date of closing of the application.

Eligibility for Government Accommodation

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

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 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 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.**

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. It is therefore, requested that the application of suitable and eligible officers, enclosing documents listed in para 3 above may be forwarded to Asstt Director General (Admn), Unique Identification Authority of India Regional Office, Ministry of Communication & IT, Deptt of Electronics & Information Technology (DeitY), 1st Floor, RIADA Central Office Building, Lowadih, Namkum Industrial Area, Ranchi – 834010, within the 30 days from the date of publication of vacancy in the Employment News.

6. Application received after the last date and/or otherwise found incomplete shall not be entertained.

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

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Application for the post of Deputy Director/Section Officer/Private Secretary/Stenographer in UIDAI HQ

1	Name					
2	Date of Birth					
3	Present Post in parent cadre (on regular basis)					
4	Date from which the present post is held					
5	Present place of posting					
6	Service and Batch					
7	Parent Cadre					
8	Date of joining Service					
9	Pay Band of the present post					
10	Basic Pay drawn					
11	Grade Pay					
12	Whether the eligibility criteria prescribed for the post are satisfied					
13	Mobile/Office/Residence Number					
14	Educational/Professional Qualification (Please mention Graduation and above)					
SI NO.	Qualification	Subject	Year/Division	Institution/University /Place /Country		
15	Details of Experience/employment (Please attach a separate sheet, if required)					
S.N	Office	Post held	From	To	Pay Band alongwith Grade Pay	Nature of duty
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)

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 relevant records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the Circular/advertisement.
4. The candidate is clear from disciplinary/vigilance angle and his/her Integrity is certified as 'Beyond Doubt'.
5. 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).
6. 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.
7. Certified that the service particulars given by the applicant have been verified from his/her service records and found to be correct.

Signature.....
Name , Designation &Tele of the forwarding officer

Date:
Place: