

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

The Authority would like to fill up the following posts on deputation in its Regional Office located at Hyderabad:-

S.No	RO	Number of the posts vacant (likely to vary)	
		Private Secretary	Stenographer
1	Hyderabad	1	1

Eligibility Criteria and Desirable Qualifications/Experience for the above post are as under:-

Name of the Post and pay scale with Grade Pay	Eligibility Criteria	Desirable Qualifications/Experience
Private Secretary (Rs.9300-34800+4800)	i)Holding analogous post in the same scale of pay; or ii)Having five years experience in the scale of 9300-34800+4200	Good Stenographic and Typing Skills. Proficiency in handling computers;
Stenographer (Rs.9300-34800+4200)	i)Holding analogous post in the same Scale of pay, or ii)Having four years experience in the scale of 5200-20200+2400.	Good Stenographic and typing skills. Proficiency in handling computers.

**Field of Selection:**

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

**Period and other terms and conditions of deputation**

The initial period of deputation shall be for three years extendable by a further period of two years as per Department of Personnel & Training O.M.No.6/8/2009-Estt. (Pay-II) dated 17.06.10. The terms and conditions of deputation will be governed by the aforementioned DoP&T's O.M. of 17.6.10.

**Eligibility for Government Accommodation**

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

**Last Date for receipt of applications complete in all respects:**

30 Days from the date of publication of this advertisement in the 'Employment News'.

**Documents to be forwarded along with application:**

The applications along with Cadre clearance/Vigilance clearance from Departments and copies of five years ACRs duly attested by an officer of the level of Under Secretary should be forwarded through parent Departments in the prescribed format attached.

**Address for communication:**

The applications may be forwarded to the Regional Office at the address given below:

Regional Office	Address
Hyderabad	Shri. N. Satyanarayana, Assistant Director General UIDAI Regional Office, 5 <sup>th</sup> Floor, Block-III, My Home Hub, Madhapur, Hyderabad - 500 081. Tel:040-23119269