

A-12013/21/DDG/09-UIDAI (Vol. IV)
Government of India
Ministry of Communications & IT
Department of Electronics & Information Technology (DeitY)
Unique Identification Authority of India (UIDAI)
2nd Floor, Tower – I, Jeevan Bharti Building
Connaught Circus, New Delhi – 110001
Dated: 14th January 2016

**SUBJECT: Vacancy circular for the post of Deputy Director General
(JS level) on deputation in UIDAI HQ, New Delhi**

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Unique Identification Authority of India (UIDAI), invites applications for filling up one post of Deputy Director General (JS level) in Pay Band IV (Rs. 37400-67000) plus Grade Pay of Rs. 10,000/- on deputation basis in its Headquarters, New Delhi, from amongst suitable and eligible officers. The eligibility criteria and qualification for this post are as follows:-

Essential

- i) Holding analogous post on regular basis in the parent cadre/ department;
- ii) Possessing a Graduation degree in any discipline from a recognized University.
- iii) Officer having field experience of implementation of Projects will be preferred.

2. Period and other terms and condition of deputation;

- i. The total period of deputation including period of deputation in another ex cadre post held immediately preceding this appointment in the same or some other organisation/departments of Central Government shall ordinarily not exceed five years.
- ii. The pay and other terms and condition of deputation will be regulated in accordance with Department of Personnel & Training O&M No.6/8/2009—Estt.(Pay-II) dated 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 be 56 years as on the closing date for receipt 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 candidates 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 with the following documents:

- i. Application in prescribed proforma – **Annexure I.**
- ii. Cadre Clearance 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, complete in all respect alongwith documents listed in para 3 above may be forwarded to **ADG (Estt), Unique Identification Authority of India(UIDAI), 2nd Floor, Tower 1, Jeevan Bharti Building, Connaught Place, New Delhi-110001. The last date for receipt of application is 15th February 2016.** Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

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

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

(S.D Sharma)
Assistant Director General (Estt)
Tel: 23466869

To,

1. All Ministries/Departments of the Govt of India, It is requested that the vacancy may be given wide publicity in the attached & subordinate Offices under them.
2. All the State Governments, including Union Territories are requested to give wide publicity to the vacancy in their various Departments/Offices.
3. Deputy Secretary (SM-I) (Ms. Nandini Paliwal), Deptt of Personnel & Training, Office of the Establishment Officer, North Block, New Delhi - with the request to upload the vacancy circular on the DoP&T's website.
4. Media Division, UIDAI, HQ for publication of above advertisement in National Dailies and Employment News

Annexure-I**APPLICATION FOR THE POST OF DDG IN UIDAI HQ, NEW DELHI**

1. Name of applicant with Complete Office Address,
e-mail & Telephone No. (in Block letters)
2. Date of Birth (in Christian era)
3. Date of retirement under Central/State Govt. Rules
4. Educational Qualifications
5. Whether belongs to Organised Gr. A Service
If Yes, then mention Name of Service and Batch Yes/No
6. 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

Paste your recent
Passport Size
Photographs

		Qualification/Experience required	Qualification/Experience possessed by the Officer
Essential	(1)		
	(2)		
	(3)		

7. Post held on regular (i.e. substantive) basis and
the date from which held with pay scale
8. Please state clearly whether in the light of entries made
by you above, you meet the requirements of the post
9. Details of Employment, in chronological order, enclose a separate
sheet, duly authenticated by your signature, if the space below is insufficient

<u>Office/Instt/Orgn</u>	<u>Post held From To Scale of pay and basic pay</u>	<u>Nature of duties</u>

10. Nature of present employment, i.e. adhoc or
temporary or permanent
11. In case the present employment is held on
deputation/contract basis, please state
 - (a) The date of initial appointment
 - (b) The period of appointment on deputation/contract
 - (c) Name of the parent office/organization to which you belong

12. Training/Courses attended

13. Additional details about your present employment
Please state whether working under:

i. Central Government

ii. State Government

iii. Autonomous Organizations

iv. Government Undertakings

v. Universities

14. Additional information, if any, which you would like
to mention in support of your suitability for the post.
Enclose a separate sheet, if the space is insufficient.

Date:

(SIGNATURE)

Mobile 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, 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. 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.

Signature.....

Name ,Designation &Tele of the forwarding officer

(Office Stamp)

Date:

Place: