

**SUBJECT: Vacancy circular for the post of Deputy Director General
(JS level) on deputation in UIDAI Regional Office, Ranchi**

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Unique Identification Authority of India (UIDAI), intends to fill 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 in its Regional Office Ranchi, 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; or
- ii) With three years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band IV (Rs. 37400-67000) plus Grade Pay of Rs. 8,700/- or equivalent in parent cadre/department; and
- iii) Possessing a Graduation degree in any discipline from a recognized University.

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 as amended from time to time.

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 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 **ADG (Estt), Unique Identification Authority of India(UIDAI), 2nd Floor, Tower 1, Jeevan Bharti Building, Connaught Circus, New Delhi-1 . The last date for receipt of applications complete in all respect is 21st December 2015.** Candidates who apply for the post will not be allowed to withdraw their candidature subsequently

6. Application 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. All Public Sector Undertakings/Statutory or Autonomous Organisations/MOD AFHQ/AIR HQ/NAVY HQ/Bureau of Indian Standards, New Delhi.
4. 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 enclosed vacancy circular on the DoP&T's website.
5. 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 RO RANCHI

Recent
Passport Size
Photograph

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 Yes/No
If Yes, then mention Name of Service and Batch
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 circular, state the authority for the same).....

		Qualification/ required	Experience	Qualification possessed by the officer	/Experience
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
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Office/Instt/Orgn

Post held From To Scale of pay
and basic pay

Nature of
duties

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 his/her 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: