

फाइल नं: - यूआईडीएआई / आरओ-GHY/VACANCY/III/07/2010/247  
FILE No: - UIDAI/RO- GHY/ VACANCY/III/07/2010/247  
भारत सरकार / Govt of India

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय/Ministry of Electronics & I.T(MeitY)  
भारतीय विशिष्ट पहचान प्राधिकरण Unique Identification Authority of India (UIDAI)  
क्षेत्रीय कार्यालय, (असम, अरुणाचल प्रदेश, मिजोरम, मणिपुर, नागालैंड, मेघालय, सिक्किम और त्रिपुरा) गुवाहाटी  
Regional Office, (Assam, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Meghalaya, Sikkim and Tripura) Guwahati  
ब्लॉक V, पहली मंजिल: Block-V, 1<sup>st</sup> Floor: हाउस्फेद परिसर,, दिसपुर, गुवाहाटी-781006  
HOUSEFED Complex, Dispur, Guwahati -781006


DATE: दिनांक 02-05-2019

**Sub: Extension of last date for submission of applications for filling up one post of Private secretary (PS) [likely to vary] on deputation basis at UIDAI, RO, Guwahati.**

**Reference: Vacancy circular of UIDAI, RO, Guwahati vide letter of even number dated 8<sup>th</sup> March 2019 inviting application for filling up one post of Private Secretary (PS) [Likely to vary] in its Regional Office, Guwahati in the Pay Matrix Level-8 (pre-revised Pay Band III Rs. 9300-34800 plus Grade Pay of Rs.4800/-) on deputation basis.**

The last date for submission of applications through proper Channel "**FOR THE POST OF PRIVATE SECRETARY AT UIDAI REGIONAL OFFICE GUWAHATI**" is hereby further extended up to **31-08-2019**. Those who have applied against circular dated **08-03-2019 through** proper channel need not apply afresh. However, new applicants and applicants who have submitted only advance copy of the application may submit their applications complete in all respect through proper channel within the extended date to **Assistant Director General, Unique Identification Authority of India (UIDAI), Regional Office, 1<sup>st</sup> Floor Block-V, HOUSEFED COMPLEX, Beltola-Basistha Road, PO, Assam Sachibalaya Dispur, Guwahati-781006**. Since this vacancy is to be filled up on deputation basis, private candidates are not eligible.

2. Application received after the last date or otherwise found incomplete shall not be considered. Further details may be obtained from the website [www.uidai.gov.in](http://www.uidai.gov.in).

  
(Piyush Chetiya)  
Assistant Director General

Copy to:  
To,

1. The Assistant Director General (Estt.), Unique Identification Authority of India, Ministry of Electronics and Information Technology(MeitY), Aadhaar Building, Guru Duwara Bangla Sahib Road, Behind Kalibari, Gole Market, 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, LokNayak Bhavan, New Delhi- with the request to upload the enclosed vacancy circular on the DoP&T's website.
3. Secretary, Department of Personnel & Training, Government of Assam/ Meghalaya/ Manipur/Mizoram/Nagaland/Arunachal Pradesh/ Tripura /Sikkim.
4. The Accountant General (Accounts & Entitlement), O/o the Accountant General, Beltola, Guwahati-28
5. The Accountant General ( Audit), Beltola, Guwahati-28
6. The chief Postmaster General, Meghdut Bhawan, Pan Bazar, Guwahati-781001



फाइल नं: - यूआईडीएआई / आरओ- गुवाहाटी /Vacancy/07/2010/

FILE No. UIDAI/RO-GHY/ Vacancy/07/2010/ 2913-17

भारत सरकार /Government of India

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय/Ministry of Electronics & Information Technology (MeitY)

भारतीय विशिष्ट पहचान प्राधिकरण/Unique Identification Authority of India (UIDAI)

क्षेत्रीय कार्यालय, गुवाहाटी/Regional Office, Guwahati

ब्लॉक V, पहली मंजिल, हाउस्फेद परिसर, दिसपुर, गुवाहाटी-781006

Block-V, 1<sup>st</sup> Floor, HOUSEFED Complex, Dispur, Guwahati -781006

Dated, the 8<sup>th</sup> March, 2019

**Subject: Vacancy circular for one post of Private Secretary (PS) on deputation basis in Unique Identification Authority of India (UIDAI), Regional Office, Guwahati.**

UIDAI, Regional Office, Guwahati invites applications for filling up 01 (one) post of Private Secretary in the Pay Matrix Level-8 [Pre-revised Pay Band - 2 (Rs. 9300-34800 plus Grade Pay of Rs. 4800/-)] on deputation basis in its office located in Guwahati, from amongst suitable and eligible officers. The eligibility criteria and qualifications for the post are as follows:-

Name of the Post and Pay Scale	No. of Posts	Eligibility Criteria	Desirable Qualifications/ Experience
Private Secretary. Pay Matrix Level-8 [Pre-revised Pay Band - 2 (Rs. 9300-34800 plus Grade Pay of Rs. 4800/-)]	01 (Likely to increase to 02)	Officers of the Central Government, State Government, Autonomous Bodies, PSUs:- Holding analogous post in the parent cadre in the Pay Matrix Level - 8 [Pre-revised Pay Band - 2 (Rs. 9300-34800 plus Grade Pay of Rs. 4800/-)] or equivalent OR Having two years of regular service in the Pay Matrix Level - 7 [Pre-revised Pay Band - 2 (Rs. 9300-34800 plus Grade pay of Rs. 4600/-)] or equivalent OR Having five years of regular service in the Pay Matrix Level - 6 [Pre-revised Pay Band - 2 (Rs. 9300-34800 plus Grade pay of Rs. 4200/-)] or equivalent	1. Good stenographic and Typing Skills. 2. Proficiency in handling computers with Excellent Computer Skills.

**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 DoP&T's aforementioned O.M. of 17.6.2010 and Government of India's instructions issued from time to time on the subject.

Contd... [p./2]



**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:

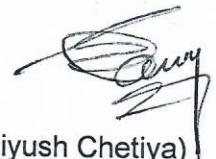
- i. Application in prescribed proforma – Annexure I.
- ii. Cadre Clearance Certificate from the Controlling Authority.
- iii. Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years - Annexure II.
- iv. Vigilance Clearance/Integrity Certificate - 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.

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), alongwith documents listed in para 3 and 4 above may be forwarded to the **Assistant Director General (Administration), Unique Identification Authority of India (UIDAI), 1<sup>st</sup> Floor, Block – V, HOUSEFED Complex, Beltola-Basistha Road, Dispur, Guwahati – 781 006 (Assam)**. The last date for receipt of applications complete in all respect is **07.05.2019**. 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, Regional Office, Guwahati reserves the right to withdraw the vacancy circular at any time without assigning any reasons.



(Piyush Chetiya)  
Assistant Director General

To

1. ADG (HR), UIDAI Hqrs, New Delhi- with the request to upload the enclosed vacancy circular on the UIDAI's website.
2. Media Division, UIDAI Hqrs., New Delhi for publication of the above advertisement in National Dailies.
3. Under Secretary (CS-II), CS Division, Department of Personnel & Training, Lok Nayak Bhavan, New Delhi- with the request to upload the enclosed vacancy circular on the DoP&T's website.
4. All Central Government Departments whose office/headquarters are located at Guwahati.
5. Notice Board.

  
(Piyush Chetiya)  
Assistant Director General

**Annexure-I**

**Application for the posts of Senior Accounts Officer(SAO),  
Assistant Accounts Officer(AAO) and Accountant on deputation basis**  
(Since this vacancy is to be filled up on deputation basis,  
private candidates are not eligible)

1.	Name	
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
		From
		To
		Pay Band alongwith Grade Pay
16	Date of retirement under Central Government Rules	
17	Training(s) undergone	

Paste your  
recent Passport  
Size  
Photographs

**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 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 & Tele of the forwarding officer

(Office Stamp)

Date:

Place: