

No. A-12024/449/2017-Estt
Ministry of Electronics & Information Technology
Unique Identification Authority of India (UIDAI)

3rd Floor, South Wing, Khanija Bhavan
No.49, Race Course Road, Bengaluru – 560 001

Dated: 15th July, 2019

Subject: Vacancy circular for the post of Assistant Section Officer (ASO) on deputation in UIDAI, RO, Bengaluru.

Unique Identification Authority of India (UIDAI) invites applications for filling up one vacant post of Assistant Section Officer (ASO) in the Pay Matrix Level-6 (Pre-revised Pay Band II Rs.9300-34800 plus Grade Pay of Rs.4200/-) on deputation basis in its Regional Office, Bengaluru from amongst suitable and eligible officers. The eligibility criteria and qualifications for this post are as follows:

Eligibility

Holding analogous post in the parent cadre in the same Pay Matrix Level-6/pre-revised Pay Scale Rs.9300-34800+GP Rs.4200

OR

Having five years of regular service in the pay matrix level-4/pre-revised Pay scale of Rs.5200-20200 + GP Rs.2400/-.

Desirable Experience:

1. Excellent noting drafting, typing skills, proficiency in handling computers with Excellent Computer skills.
2. Experience in handling cash, Finance/Accounts/Administrative/HR Establishment matters/Legal/budget/policy matters/implementation of Government Schemes etc.

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 DoPT's aforementioned O.M of 17.06.2010 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 not exceed 56 years as on the closing date of receipt of application.

Eligibility for Government Accommodation

As per the ongoing arrangement (Further continuity of which is subject to approval of Ministry of Urban Development), 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 details 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. 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 **Deputy Director (HR), Unique Identification Authority of India (UIDAI), Khanija Bhavan, No.49, 3rd Floor, South Wing, Race Course Road, Bengaluru – 560 001. The last date for receipt of applications complete in all respect is 30.09.2019.** 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 reserve the right to withdraw the vacancy circular at any time without assigning any reasons.

(Ashok Lenin)
Deputy Director (HR)
Ph No: 080 22340104

To

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.

All the State Government, including Union Territories are requested to give wide publicity to the vacancy in their various Departments/Offices.

All Public Sectors undertaking/Statutory or Autonomous Organizations.

Under Secretary (CS-II), CS Division, Dept. of Personnel & Training, Lok Nayak Bhavan, New Delhi – with the request to upload the enclosed vacancy circular on the DoPT's website.

Media Division, UIDAI HQ, for publication of above advertisement in National Dailies.

Annexure -I

Application for the posts of Assistant Section Officer (ASO) 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 of 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 Other)				
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 along with 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 and belief

(Signature of the Candidate)

Date & Place:

Annexure-II

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:

