


<b>VACANCY CIRCULAR FOR THE POST OF SECTION OFFICER (ADMINISTRATION) IN UIDAI TECHNOLOGY CENTRE, BENGALURU</b>				
Unique Identification Authority of India invites applications in the prescribed form for the post of Section officer on deputation basis for UIDAI Technology Centre located at Bengaluru.				
<b>Sl No</b>	<b>Name of the post</b>	<b>Scale pay &amp; Grade pay ( As per VI<sup>th</sup> CPC)</b>	<b>New scale of pay ( Pay Matrix)</b>	<b>Number of the post vacant</b>
1	Section Officer	Rs.9300-34800 plus Grade pay of Rs. 4,800/-	Level-8	01
For application form, eligibility criteria, desirable qualification/ experience and related details, please visit: <a href="http://www.uidai.gov.in">www.uidai.gov.in</a> . Applications completed in all respect alongwith the APARs, vigilance clearance etc should be sent through proper channel to ADG( In charge), UIDAI Tech Centre, Bangalore on or before dt: 08.02.2019				
				Sd/ Deputy Director

**Field of Section:** Officers of Central Government/ State Governments/ UTs/ PSUs/ Autonomous bodies.

**Eligibility criteria and educational qualifications:**

**Name of Post: Section Officer (Administration)**

Post	Eligibility Criteria	Desirable Experience
Section officer ( Admin) Scale of pay: Level-8 in 7 <sup>th</sup> CPC pay matrix	Officers working in Central Govt., State Govt. , PSUs, Autonomous bodies and 1. Holding analogous post on regular basis in the parent department/ organization. Or 2. With two years services in the grade rendered after appointment thereto on regular basis in posts in the Pay Matrix level-7 (pre revised Pay Band II Rs. 9300- 34800 plus Grade Pay of Rs. 4600/- ) or equivalent in the parent cadre/ department. Or 3. With six years services in the grade rendered after appointment thereto on regular basis in posts in the Pay Matrix level-6( Pre-revised Pay Band II Rs. 9300-34800 plus Grade pay of Rs. 4200/-) or equivalent in the parent cadre/ department	i) Five years' experience in Administration, Establishment, Budgeting/ Procurement, legal Establishment, human Resources, Vigilance, planning and policy formulation of Government schemes and projects. ii) Excellent noting/ drafting iii) Excellent computer skills

**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///2009- Estt . ( Pay- II) dated 17.06.10. The terms and condition of deputation will be governed by the aforementioned DoP&Ts O.M of 17.06.10.

**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 is 08.02.2019.**

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

**Address for communication: Applications complete in all respects may be forwarded to:**

Assistant Director General (In charge)

UIDAI Technology Centre,

Government of India,

Aadhaar Complex, NTI Layout,

Tata Nagar, Kodigehalli, Bangalore-560092.

## Application for the post of \_\_\_\_\_

01	Name			
02	Date of Birth			
03	Present Post			
04	Date from which the present post is held			
05	Present place of posting			
06	Service and Batch			
07	Parent Cadre			
08	Date of joining service			
09	Pay Band of the present post			
10	Basic Pay drawn			
11	Grade pay			
12	Whether the eligibility criteria prescribed for the post are satisfied			
13	Educational/ Professional Qualification ( Please mention Graduation and above)			
SI No	Qualification	Subject	Year / Division	Institution/ University place/ Country
14	Details of Experience/ employment ( Please attach a separate sheet, if required)			
15	Date of retirement under Central Government Rules			
16	Training(s) undergone			
17	Place of posting sought			

Certified that information furnished above by me is correct

**( Signature of the Candidate)**

**NOTE:** i). The above application should be forwarded through the parent Department/ organization along with Cadre clearance/ Vigilance Clearance and copies of five years Annual performance appraisal reports , duly attested.

ii) Applications not forwarded through parent organization along with requisite documents will not be considered.

iii) Only serving Officers of central Governments/ State Governments/ UTs/ PSUs/ Autonomous bodies are eligible to apply.

**To be filled up by the Cadre Controlling Authority**

Office of \_\_\_\_\_

File No. \_\_\_\_\_

Dated:

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 major/ minor penalty has been imposed on the applicant during the last 10 years ( alternatively, penalty statement during 10 year 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 & Telephone of the forwarding Officer**

**Office Stamp**

Date:

Place: