

**No. A-12013/21/Deputation/RO Hyderabad/20-UIDAI**

Ministry of Electronics & Information Technology

Unique Identification Authority of India (UIDAI)

HR Division

Bangla Sahib Road, Behind Kali Mandir

Gole Market, New Delhi – 110001

Dated: 06<sup>th</sup> August, 2021

**CIRCULAR**

**Subject: Inviting application for the post of Private Secretary on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) Regional Office at Hyderabad.**

The Unique Identification Authority of India (UIDAI) is an autonomous statutory Authority set up under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 for Aadhaar enrolment, authentication and other functions specified in Section 23 and other Sections of the Act. Regional Office, Hyderabad is responsible for coordinating the work of Aadhaar enrolment, authentication and other activities in the UT of Andaman and Nicobar Islands and State of Andhra Pradesh, Telangana, Odisha and Chhattisgarh.

2. UIDAI invites applications for filling up the following vacancies (may vary at the time of selection) on deputation basis on Foreign Service terms, in its Regional Office located at 6th Floor, East Block, Swarna Jayanthi Complex, Beside Matrivanam, Ameerpet Hyderabad-500 038, Telangana State from amongst suitable and eligible officers as per the following requirements:-

| Sl. No. | Name of the post and Scale of Pay             | Number of vacancies | Eligibility/ Qualification Criteria  |
|---------|---|---------------------|--|
| 1.      | Private Secretary<br><br>Pay Matrix Level – 8 | 02(Two)             | <b>Essential<sup>1</sup>:</b><br>Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department, <b>OR</b><br>With three years of regular service in the Pay Matrix Level 7, <b>OR</b><br>With five years of regular service in the Pay Matrix Level 6.<br><b>OR</b><br>Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in, corresponding grades with requisite experience.<br><b>Desirable:</b><br>(i) Experience of office management/ secretarial assistance.<br>(ii) Experience in stenography work.<br>(iii) Basic skills for working in a computerized office environment. |

3. **Age Limit:** for the post mentioned above, the candidate should be below 56 years of age as on the closing date of the application.

4. **Period and other terms and conditions of deputation:**

4.1 The period of deputation shall initially be of three years, extendable up to five years solely as per the requirements of the Authority.

4.2 The general terms and conditions of services at UIDAI will be governed as per Unique Identification Authority of India (Appointment of Officers and employees) Regulations, 2020 and Unique Identification Authority of India (Salary, Allowances and other Terms & Conditions of Service of Employees) Regulations, 2020 and guidelines of the Central Government in this regard. The aforesaid regulations are available on the website of UIDAI ([www.uidai.gov.in](http://www.uidai.gov.in)).

4.3 The terms of deputation, including the pay and allowances, shall be governed by the provisions laid down in the Department of Personnel & Training Office Memorandum No. 6/8/2009-Estt.(Pay II) dated 17 June 2010 and other orders/guidelines issued in this regard from time to time.

<sup>1</sup> Officers already holding analogous posts in the parent cadre/department may be given preference.

4.4 In terms of para 8.5 of Department of Personnel & Training Office Memorandum No. 6/8/2009-Estt.(Pay II) dated 17th June 2010, application of Central Government Employee, who has not completed 09 years service on last date of submission of application shall not be considered.

4.5 Accommodation and medical facility will be governed as per Regulation 14 and 15 of Chapter IV of Unique Identification Authority of India (Salary, Allowances and other Terms & Conditions of Service of Employees) Regulations, 2020.

5. Eligible and willing candidate may apply to the UIDAI in prescribed format – Annexure I, along with photocopies of the ACRs/APARs for the last five (5) years.

6. The applications in the prescribed format (Annexure-I) should reach to the **Assistant Director General (HR), Unique Identification Authority of India (UIDAI), Regional Office, 6th Floor, East Block, Swarna Jayanthi Complex, Beside Matrivanam, Ameerpet Hyderabad-500 038, Telangana State. The last date for receipt of applications is 23.09.2021.** Applications received after the last date shall not be entertained. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

7. 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, accompanying the following documents latest within 15 days after the last date of submission of application by the candidates:

- i. Attested copy of 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**).

8. 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**).

9. UIDAI may, in exceptional circumstances, convene the meeting of the Selection Committee and/ or consider a candidate without waiting for his/ her cadre clearance certificate and other documents listed in paragraph 7 of this circular. However, the offer for appointment to such candidate, in case of selection, shall be issued only on receipt of requisite documents from the cadre, duly attested and complete in all respects.

10. UIDAI reserves the right not to fill up all or any of the vacancies or to withdraw the circular at any time without assigning any reasons.

*Piyush Gupta*  
06.08.2021

(Piyush Chand Gupta)  
Assistant Director General (HR)  
Tel: 23478554

To,

- i. Director (CS Division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi – with a request to post the same on DoPT website.
- ii. All Ministries/Departments of the Govt of India with a request to give wide publicity to the vacancy in their Attached and Subordinate offices. Autonomous/Statutory Bodies and PSEs.
- iii. All the State Governments, Administration of Union Territories with a request to give wide publicity to the vacancy in their various Departments/Offices.
- iv. Website of UIDAI/NCS portal
- v. Media Division, UIDAI HQ for publicizing the vacancy in at least two national dailies, Employment News and on UIDAI Twitter account.
- vi. UIDAI Regional Office, Hyderabad : with a request to wide circulation in states of their jurisdiction and publication of the circular in two local news papers.



**APPLICATION FOR DEPUTATION (FOREIGN SERVICE TERM BASIS) IN  
UIDAI REGIONAL OFFICE, HYDERABAD**

**(Last date for receipt of Application: 23.09.2021)**

(Since this vacancy is to be filled up on deputation basis, private candidates are not eligible)

|     |   |                 |                                  |                              |   |  |
|-----|---|-----------------|----------------------------------|------------------------------|---|--|
| 1.  | Post applied for<br>(Please mention name of the post)   |                 |                                  |                              |   |  |
| 2.  | Name of the Candidate<br>(in block letters)   |                 |                                  |                              | Paste a recent Passport size photograph |  |
| 3.  | Gender (✓ the appropriate box)  | Male            |                                  | Female                       |   |  |
| 4.  | Category (✓ the appropriate box)  | SC              |                                  | ST                           |   |  |
|     |   | OBC             |                                  | Others                       |   |  |
| 5.  | Date of Birth<br>(DD/MM/YYYY)   |                 |                                  |                              |   |  |
| 6.  | Date of retirement  |                 |                                  |                              |   |  |
| 7.  | Address for correspondence, mobile number and e-mail id   |                 |                                  |                              |   |  |
| 8.  | Education qualification (Graduation level and above)  |                 |                                  |                              |   |  |
|     | Examination Passed  | Year            | Name of University/<br>Institute | Percentage of marks/<br>CGPA | Subjects                                |  |
|     |   |                 |                                  |                              |   |  |
|     |   |                 |                                  |                              |   |  |
|     |   |                 |                                  |                              |   |  |
| 9.  | Details of employment in , in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)  |                 |                                  |                              |   |  |
|     | Organization/<br>Institution  | Post held       | From                             | To                           | Scale of Pay                            |  |
|     |   |                 |                                  |                              | Nature of duties                        |  |
|     |   |                 |                                  |                              |   |  |
|     |   |                 |                                  |                              |   |  |
| 10. | Complete office address along with telephone number of the present Employer   |                 |                                  |                              |   |  |
| 11. | Nature of the present employment (✓ the appropriate box)  | Ad-hoc          |                                  | Temporary                    |   |  |
|     |   | Quasi-permanent |                                  | Permanent                    |   |  |
| 12. | Present grade and date from which held on regular/substantive basis   |                 |                                  |                              |   |  |
| 13. | Name of the Service, if belonging to Organised Service of the Central Government  |                 |                                  |                              |   |  |
| 14. | Whether Educational and other qualifications required for the post are satisfied<br>If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.<br>If applied for more than one post, desired experience for all such posts may be indicated. |                 |                                  |                              |   |  |

| Qualification/ Experience required |  | Qualification/ Experience possessed by the officer         |  |
|------------------------------------|--|--|--|
| Essential:<br>(i)<br>(ii)<br>(iii) |  |  |  |
| Desired:<br>(i)<br>(ii)<br>(iii)   |  |  |  |
| 15.                                | In case the present employment is held on deputation/ contract basis, please state   | Date of initial appointment                                |  |
|                                    |  | Period of appointment on deputation/contract               |  |
|                                    |  | Name of the parent office/organization to which you belong |  |
| 16.                                | Training/Courses attended  |  |  |
| 17.                                | Details of award/ honour/ appreciation   |  |  |
| 18.                                | Additional information, if any, which you would like to furnish in support of your suitability for the post.<br>Enclose a separate sheet, if the space is insufficient |  |  |

Date:

Place:

(Signature of the Candidate)

Mobile No. : \_\_\_\_\_

Office Tel.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 Shri/Smt./Ms ..... 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 &amp; Tele of the forwarding officer

(Office Stamp)

Date:

Place:

**No. A-12013/21/Deputation/RO Hyderabad/20-UIDAI**  
Ministry of Electronics & Information Technology  
Unique Identification Authority of India (UIDAI)  
HR Division

Bangla Sahib Road, Behind Kali Mandir  
Gole Market, New Delhi – 110001

Dated: 6<sup>th</sup> August, 2021

**CIRCULAR**

**Subject: Inviting application for the post of Private Secretary on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) Regional Office at Hyderabad.**

Unique Identification Authority of India (UIDAI), invites application for filling up the posts of Private Secretary on deputation basis (Foreign Service terms) at its Regional Office in Hyderabad.

2. The application may be furnished in the prescribed *pro forma* and forwarded to **Assistant Director General (HR), Unique Identification Authority of India (UIDAI), Regional Office, 6th Floor, East Block, Swarna Jayanthi Complex, Beside Matrivanam, Ameerpet Hyderabad-500 038, Telangana State.** The last date for receipt of applications complete in all respect is **23.09.2021**. Since this vacancy is to be filled up on deputation basis private candidates are not eligible.

3. 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 Gupta  
06.08.2021

Assistant Director General (HR)

स. ए-12013/21/डेपुटेशन/क्षे. का./ हैदराबाद/20- भा.वि.प.प्रा.  
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय  
भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)  
मा. सं. अनुभाग

बंगला साहिब रोड  
काली मंदिर के पीछे  
गोल मार्केट, नई दिल्ली-110001  
दिनांक : 06 अगस्त, 2021

**विषय :** भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) क्षेत्रीय कार्यालय, हैदराबाद में निजी सचिव के पदों को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने हेतु रिक्ति परिपत्र ।

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) अपने क्षेत्रीय कार्यालय, हैदराबाद में निजी सचिव के पदों को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने का इच्छुक है ।

2. निर्धारित प्रपत्र में आवेदन सहायक महानिदेशक (एच आर), भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), क्षेत्रीय कार्यालय, छठी मंजिल, पूर्वी खंड, स्वर्ण जयंती कॉम्प्लेक्स, मातृवनम के साथ में, अमीरपेट, हैदराबाद - 500038 को भेजा जा सकता है । सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि **23.09.2021** है । चूंकि यह रिक्तियाँ प्रतिनियुक्ति के आधार पर भरी जानी है, अतः गैर-सरकारी अभ्यर्थी पात्र नहीं हैं ।

3. आवेदन प्राप्त करने की अंतिम तिथि के बाद या अधूरे पाये गए आवेदन पत्रों पर विचार नहीं किया जाएगा । विस्तृत जानकारी के लिए कृपया हमारी वेबसाइट [www.uidai.gov.in](http://www.uidai.gov.in) देखें ।

जीप्रूष गुप्ता  
66.08.2021

सहायक महानिदेशक (मा. सं.)