

**No.A-12013/21/ADG/20-UIDAI (Vol. I)**  
Ministry of Electronics & Information Technology  
Unique Identification Authority of India (UIDAI)

Bangla Sahib Road, Behind Kali Mandir  
Gole Market, New Delhi – 110001  
Dated: 24<sup>th</sup> August, 2020

**CIRCULAR**

**Subject: Inviting application on deputation (Foreign Service term basis) in UIDAI for the posts of Assistant Director General (ADG) in Pay Matrix Level 13.**

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.

2. Unique Identification Authority of India (UIDAI), invites applications for filling up **06 posts** (may vary at the time of selection) of Assistant Director General (ADG) in Pay Matrix Level 13 (Rs. 1,23,100-2,15,900) on deputation basis on Foreign Service terms, from amongst suitable and eligible officers. The locations, eligibility criteria and qualifications for this post are as follows:-

**Location of posting**

i.	UIDAI Headquarters, New Delhi	-	02 Posts
ii.	UIDAI Regional Office, Lucknow	-	01 Post
iii.	UIDAI Regional Office, Mumbai	-	01 Posts
iv.	UIDAI Regional Office, Bengaluru	-	02 Posts

**Eligibility:**

- i. Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department; OR  
With three years of regular service in the Pay Matrix Level 12 or above.  
OR
- ii. Officers from State/ UT Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience.
- iii. Age below 56 years as on the closing date of the application.

**Desirable Experience:**

- i Experience in monitoring and implementation of large scale project(s) having multiple ecosystem partners.
- ii Experience in handling of matters relating to Budget, Accounts, Administration, Procurement of goods and services etc.
- iii Experience in e-Governance and ICT related projects.
- iv For one post at UIDAI Headquarters experience in handling of finance and account matters.

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

3.1 The period of deputation shall initially be of three years.

3.2 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)).

3.3 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.

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

4. 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 (**Annexure II**)
- vi. No Objection Certificate from the Department of Personnel and Training in case the officer is serving under Central Staffing Scheme (CSS)

5. 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**)

6. The applications of suitable and eligible officers complete in all respect, in the prescribed format (Annexure-I), along with documents listed in para 4 and 5 above may be forwarded to **ADG (HR), Unique Identification Authority of India (UIDAI), 4th Floor, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi-110001. The application may also be sent through email on [deputation@uidai.net.in](mailto:deputation@uidai.net.in).** The last date for receipt of applications complete in all respect is **24.09.2020**. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

7. The application of the candidates whose applications against the UIDAI's vacancy circular No.A-12013/21/ADG/20-UIDAI (Vol. I) dated 20-05-2020 received through proper channel after last date of the filling up of the application (i.e. 15-07-2020) would be considered against this vacancy circular subject to availability of the vacancy at the preferred location and they need not apply afresh. Similarly, applicants who had sent the advance copy of application against ibid vacancy circular dated 20-05-2020 may ensure that their application through proper channel is received at this office before the last date of receipt of application against this vacancy circular.

8. Applications received after the last date or without necessary documents or otherwise found incomplete shall not be entertained.

9. 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.

*Virender Prasad*  
(Virender Prasad) 24/8/20

Assistant Director General (HR)  
Tel: 011-23478555

To,

- i. 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.
- ii. All the State Governments, Administration of Union Territories with a request to give wide publicity to the vacancy in their various Departments/Offices.
- iii. Website of UIDAI.
- iv. Media Division, UIDAI HQ for publicizing the vacancy in at least two national dailies.

**APPLICATION FOR THE POST OF ASSISTANT DIRECTOR GENERAL AT UIDAI  
IN PAY MATRIX LEVEL 13**

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

1.	Location preference [Indicate order of preference in appropriate box(es)]	New Delhi				
		Lucknow				
		Mumbai				
		Bengaluru				
2.	Name of the Candidate (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 (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/ Institute	Percentage of marks/ 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/ 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 Group A Service					
14.	Whether Educational and other qualifications required for the post are satisfied					

<p>If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.          If applied for more than one post, desired experience for all such posts may be indicated.</p>	
Qualification/ Experience required	Qualification/ Experience possessed by the officer
Essential:	
(i)	
(ii)	
(iii)	
Desired:	
(i)	
(ii)	
(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. 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, 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:

**No.A-12013/21/ADG/20-UIDAI (Vol. I)**  
Ministry of Electronics & Information Technology  
Unique Identification Authority of India (UIDAI)  
(Human Resource Division)

Bangla Sahib Road, Behind Kali Mandir  
Gole Market, New Delhi – 110001  
Dated : 24<sup>th</sup> August, 2020

**CIRCULAR**

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Unique Identification Authority of India (UIDAI), invites application for filling up of 06 posts (may vary as per requirements) of Assistant Director General (ADG) in its Headquarter at New Delhi and Regional Offices at Lucknow, Mumbai, and Bengaluru in the Pay Matrix Level 13 (Rs. 1,23,100-2,15,900) on deputation (Foreign Service term basis).

2. The application may be furnished in the prescribed proforma and forwarded to **Assistant Director General (HR), Unique Identification Authority of India (UIDAI), 4th Floor, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi-110001**. The application may also be sent through email on **deputation@uidai.net.in**. The last date for receipt of applications complete in all respect is **24.09.2020**. Since the vacancy is to be filled on deputation basis private candidates are not eligible.

3. The application of the candidates whose applications against the UIDAI's vacancy circular No.A-12013/21/ADG/20-UIDAI (Vol. I) dated 20-05-2020 received through proper channel after last date of the filling up of the application (i.e. 15-07-2020) would be considered against this vacancy circular subject to availability of the vacancy at the preferred location and they need not apply afresh. Similarly, applicants who had sent the advance copy of application against ibid vacancy circular dated 20-05-2020 may ensure that their application through proper channel is received at this office before the last date of receipt of application against this vacancy circular.

4. 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).**

  
Assistant Director General (HR) 8/20

सं. ए-12013 / 21 / ए डीजी / 20 / भा.वि.प.प्रा. (खंड 1)  
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय  
भारतीय विशिष्ट पहचान प्राधिकरण (.आई.ए.डी.आई.यू)  
चतुर्थ तल, बंगला साहिब मार्ग, काली मंदिर के पीछे  
गोल मार्केट, नई दिल्ली - 110001

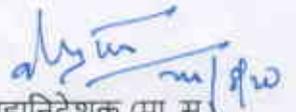
**विषय : भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) में सहायक महानिदेशक के पदों को प्रतिनियुक्ति के आधार पर भरने हेतु रिक्ति परिपत्र ।**

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) सहायक महानिदेशक के कुल 6 पदों को (परिवर्तनीय), वेतन मैट्रिक्स लेवल 13 (वेतन बैंड - रुपए 1,23,100/- - 2,15,900/-) पर अपने मुख्यालय नई दिल्ली एवं क्षेत्रीय कार्यालयों लखनऊ, मुंबई एवं बेंगलुरु में प्रतिनियुक्ति के आधार पर भरने के लिए आवेदन आमंत्रित करता है ।

2. निर्धारित प्रपत्र में आवेदन सहायक महानिदेशक मानव संसाधन, भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), चतुर्थ तल, बंगला साहिब मार्ग, काली मंदिर के पीछे, गोल मार्केट, नई दिल्ली - 110001 को भेजे जाएं । आवेदन पत्र को ई मेल के द्वारा [deputation@uidai.net.in](mailto:deputation@uidai.net.in) पर भी भेजा जा सकता है । सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि **24.09.2020** है । चूंकि यह रिक्तियाँ प्रतिनियुक्ति के आधार पर भरी जानी है, अतः गैर-सरकारी अभ्यर्थी पात्र नहीं हैं ।

3. अभ्यर्थी जिनके आवेदन यूआईडीएआई के दिनांक 20-05-2020 के रिक्ति परिपत्र सं ए-12013 / 21 / ए डीजी / 20 / भा.वि.प.प्रा. (खंड 1) के समक्ष उचित माध्यम से, आवेदन भरने की अंतिम तिथि (अर्थात 15-07-2020) के उपरांत प्राप्त हुए हैं, उनके आवेदन पत्रों पर भी इस रिक्ति परिपत्र के समक्ष उनके वरीय स्थान की उपलब्धता के आधार पर विचार किया जाएगा तथा उन्हें पुनः आवेदन करने की आवश्यकता नहीं है । इसी प्रकार, दिनांक 20-05-2020 के उपरोक्त रिक्ति परिपत्र के समक्ष जिन आवेदकों ने अपने आवेदन की अग्रिम प्रति भेजी थी, वे यह सुनिश्चित करें कि उनके आवेदन इस कार्यालय में उचित माध्यम से इस रिक्ति परिपत्र की अंतिम तिथि से पूर्व प्राप्त हो जाएं ।

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

  
सहायक महानिदेशक (मा. स.)