

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, 1st Floor, HOUSEFED Complex, Dispur, Guwahati -781006

Dated, the 8th 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 sh.all 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.

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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), 1st 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.

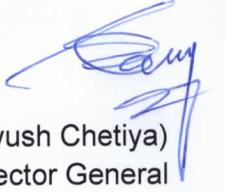
7. UIDAI, Regional Office, Guwahati reserves the right to withdraw the vacancy circular at any time without assigning any reasons.



(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

सहायक महानिदेशक
Assistant Director General
भारतीय विशिष्ट पहचान प्राधिकरण
Unique Identification Authority of India
क्षेत्रीय कार्यालय, गुवाहाटी
Regional Office, Guwahati

**APPLICATION FOR THE POST OF PRIVATE SECRETARY IN UIDAI, REGIONAL OFFICE,
GUWAHATI**

**Affix
Passport Size
Photograph**

1.	Name					
2.	Date of Birth					
3.	Present Post					
4.	Date from which the present post is held on regular basis					
5.	Service and Batch					
6.	Parent Cadre					
7.	Date of joining Service					
8.	Pay Matrix of the present post					
9.	Basic Pay Drawn					
10.	Old Pay Scale – Grade Pay					
11.	Whether the eligibility criteria prescribed for the post are satisfied					
12.	Contact Numbers		Mobile _____ Office _____ Residence _____			
13.	Educational / Professional Qualification					
	Sl. No	Qualification	Subject	Year Division	Institution/University Place/Country	
14.	Details of experience/employment					
	Sl. No.	Office	Post held	From	To	Pay Band along with Grade Pay
15.	Date of retirement under Central Government rules					
16.	Training (s) undergone					

Certified that the information furnished above by me is correct in all respect to the best of my knowledge and belief.

Date:

Place:

(Signature of the Candidate)

To be filled up by the Cadre Controlling Authority

Office of _____

File No. _____

Date: _____

1. The applicant, if selected, will be relieved immediately.
2. Certified that the particulars furnished by the officer have been checked from the 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.
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 and Tel. No. of the Forwarding Officer

Date:

Place:

(Office Seal)