

**No. A-12013/21/Deputation/HQ/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 August, 2020

**CIRCULAR**

**Subject: Inviting application for various posts on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) Headquarters at New Delhi.**

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. 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 Headquarters located at Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi – 110001 from amongst suitable and eligible officers as per the following requirements:-

Sl. No.	Name of post and Scale of Pay	Number of vacancies	Eligibility/ Qualification Criteria
1.	<b>Deputy Director</b>  <b>Pay Matrix Level – 11</b>	02 (Two)	<p><b>Essential:</b></p> <p>(i) Officers from the Central Government holding analogous posts on regular basis in the parent cadre/ department; <b>OR</b>                      With three years of regular service in the Pay Matrix Level 10; <b>OR</b>                      With five years of regular service in the Pay Matrix Level 9; <b>OR</b>                      With six years of regular service in the Pay Matrix Level 8;  <b>OR</b></p> <p>(ii) Officers from State/UT Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience.</p> <p><b>Desirable:</b></p> <p>(i) Experience of work in Administration/ Legal/ Establishment/ Human Resource/ Finance/ Accounts/ Budgeting / Vigilance/ Procurement/ Planning and Policy / Project implementation and monitoring/ E-Governance etc.                      (ii) Basic skills for working in a computerized office environment.</p>
2.	<b>Section Officer</b>  <b>Pay Matrix Level – 8</b>	02 (Two)	<p><b>Essential:</b></p> <p>(i) Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department; <b>OR</b>                      With three years of regular service in the Pay Matrix Level 7; <b>OR</b>                      With five years of regular service in the Pay Matrix Level 6;  <b>OR</b></p> <p>(ii) Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience.</p> <p><b>Desirable:</b></p> <p>(i) Experience of work in Administration/ Legal/ Establishment/ Human Resource/ Finance/ Accounts/ Budgeting / Vigilance/ Procurement/ Planning and Policy / Project implementation and monitoring/ E-Governance etc.                      (ii) Basic skills for working in a computerized office environment.</p>
3.	<b>Assistant Section Officer</b>  <b>Pay Matrix Level – 6</b>	03 (Three)	<p><b>Essential:</b></p> <p>(i) Officers from the Central Government holding analogous posts on regular basis in the parent cadre/ department; <b>OR</b>                      With three years of regular service in the Pay Matrix Level 5; <b>OR</b>                      With five years of regular service in the Pay Matrix Level 4; <b>OR</b>                      With seven years of regular service in the Pay Matrix Level 3;  <b>OR</b></p> <p>(ii) Officers from State Government/ Public Sector Undertaking/</p>

Sl. No.	Name of post and Scale of Pay	Number of vacancies	Eligibility/ Qualification Criteria
			<p>Autonomous Organization holding regular post in corresponding grades with requisite experience.</p> <p><b>Desirable:</b>            (i) Experience of work in Administration/ Legal/ Establishment/ Human Resource/ Finance/ Accounts/ Budgeting / Vigilance/ Procurement/ Planning and Policy / Project implementation and monitoring/ E-Governance etc.            (ii) Basic skills for working in a computerized office environment.</p>
4.	<p><b>Assistant Accounts Officer</b></p> <p><b>Pay Matrix Level – 8</b></p>	01 (One)	<p><b>Essential:</b>            (i) Officers from the Central Government holding analogous posts on regular basis in the parent cadre/ department, <b>OR</b>            With three years of regular service in the Pay Matrix Level 7, <b>OR</b>            With five years of regular service in the Pay Matrix Level 6.  <b>OR</b>            (ii) Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience.            (iii) Professional qualifications of Chartered Accountant/Cost Accountant/MBA (Finance), <b>OR</b>            Having passed SAS/equivalent examination of organised Accounts Cadre of Central/State Government, <b>OR</b>            Having successfully completed Cash &amp; Accounts Training organised by ISTM; <b>OR</b>            Having at least five years experience in handling accounts related work.</p> <p><b>Desirable:</b>            (i) Basic skills for working in a computerized office environment.</p>
5.	<p><b>Accountant</b></p> <p><b>Pay Matrix Level – 5</b></p>	01 (One)	<p><b>Essential:</b>            (i) Officers from the Central Government holding analogous posts on regular basis in the parent cadre/ department, <b>OR</b>            With three years of regular service in the Pay Matrix Level 4, <b>OR</b>            With five years of regular service in the Pay Matrix Level 3.  <b>OR</b>            (ii) Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience.            (ii) Graduate in Commerce.</p> <p><b>Desirable:</b>            (i) Basic skills for working in a computerized office environment.</p>
6.	<p><b>Junior Translation Officer</b></p> <p><b>Pay Matrix Level – 6</b></p>	01 (One)	<p><b>Essential:</b>            (i) Officers from the Central Government holding analogous posts on regular basis in the Parent cadre/department; <b>OR</b>            With three years of regular service in the Pay Matrix Level 5  <b>OR</b>            (ii) Officers from State Government/Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience.            (iii) Degree from recognized University or equivalent in Hindi/English with English/Hindi as a subject, <b>OR</b>            Diploma/Certificate course in translation, <b>OR</b>            Two years' experience of technical translation from Hindi to English and vice-versa.</p>

3. **Age Limit:** for all the posts 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).

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.

4.4 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 through proper channel in prescribed format – Annexure I. The 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)

6. 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)

7. The applications of suitable and eligible officers complete in all respect, in the prescribed format (Annexure-I), along with documents listed in para 5 and 6 above may be forwarded to the Assistant Director General (HR), Unique Identification Authority of India (UIDAI), 4<sup>th</sup> Floor, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi-110001. The last date for receipt of applications complete in all respect is 15.09.2020. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

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) 6/8/20  
Assistant Director General (HR)  
Tel: 23478554

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 DEPUTATION (FOREIGN SERVICE TERM BASIS) IN  
UIDAI, HEADQUARTERS**

**(Last date for receipt of Application: 15.09.2020)**

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

1.	Post applied for (Please mention name of the post)					
2.	Name of the Candidate (in block letters)					
3.	Gender (√ the appropriate box)	Male		Female		Paste a recent Passport size photograph
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 Service of the Central Government					
14.	Whether Educational and other qualifications required for the post are satisfied 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.					

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 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 & Tele of the forwarding officer

(Office Stamp)

Date:

Place: