

Govt. of India
Ministry of Communication & IT
Department of Electronics & Information Technology(DeitY)
Unique Identification Authority Of India
Regional Office, SCO-139-141, Sector-17 C, Chandigarh
Advt.No.29/2015

Dated:

The Authority would like to fill up the following posts on deputation/ retired employees (in case no suitable candidate is found eligible, the post will be filled from retired employees) in Regional Office located at Chandigarh as per the following requirements:-

Name of the post and pay band with Grade Pay	No.of posts vacant.	Eligibility Criteria	Desirable Qualifications/Experience.
Private Secretary (PB-2, Rs.9300-34800 & G.P. Rs.4800/-)	04	i. Holding analogous posts in the same scale of pay; or ii. having 5 yrs experience in the scale of Rs.9300-34800+4200/- G.P	Good stenographic and typing skills, proficiency in handling computers.

Field of Selection: Officers of Central Govt./State Govt./UTs/PSUs/Autonomous Bodies or retired employees.

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 OM.No. 6/8/2009-Estt(Pay-II) dated 17.06.2010. The terms and conditions of deputation will be governed by the aforementioned DoP&T's O.M.of 17.6.2010. However, in case of selection of retired employees, period will be for six months.

Pay structure and age limit for retired employees: A consolidated amount of Rs.25,000/- (Rs. Twenty Five thousand) will be paid on selection and retiree should not be more than 65 years of age as on the date of application.

Eligibility for Government Accommodation: The official appointed in the UIDAI will be eligible for General Pool Residential accommodation at par with Central Government employees.

Last Date of receipt of applications complete in all respects: 15 days from the date of publication of this advertisement in the 'Employment News'.

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

Address for communication: The applications may be forwarded on the prescribed Performa attached herewith to the Regional Office, Chandigarh at the address given below.

Dy. Director (Admn)
UIDAI, Regional Office,
SCO 139-141, 3rd & 4th Floors,
Sector 17 C, Chandigarh-160017.
Tel.0172-2714141

Advt.29/2015

Application for the posts of Private Secretary in UIDAI, RO, CHANDIGARH (on deputation basis/retired employees.

Name	
DOB	
DOJ	
DOSA	
Parent Cadre	
Service & Batch	
Present Post	
Present Station of Posting	
Present Address for correspondence	
Phone/Mobile No.	

Details of the present post held

PB & Grade Pay of the post	
BP as on date of applying	
GP as on date of applying	

Details of the post held during last 10 years

Post held with office details	From	To	Brief Job responsibilities	Pay Scale (PB+GP)granted

Details of the Qualifications (Gradation onwards)

Details of the Trainings undergone

Name of the Training	Institute imparting training	Period	Year	Area of Training

Whether the eligibility criteria met or not

Analogous post/Scale		Yes /No
One-below post/scale	Yes/No	Held since when

Certified that the above furnished information is correct as per the service records.

Signature of the Candidate
Address:
Phone/Mobile No.

- Note:** i)-The above application is to be forwarded through Parent Department/ Organization along with Cadre Clearance/Vigilance Clearance and copies of last five years ACR's duly attested.
ii) Application not forwarded through Parent Organization along with requisite documents will not be considered.
iii) Only serving officers of Central Govt./State Govts./UTs/PSUs/Autonomous Bodies eligible to apply.
iv) Retired employee not exceeding 65yrs. on date of application are also eligible to apply.

For further details, please visit <http://uidai.gov.in/>.