

F.No.A-12031/01/2014-UIDAI/LKO/Vol.V  
Government of India  
Ministry of Communications & IT  
Department of Electronics & Information Technology (DeitY)  
**Unique Identification Authority of India**  
Regional Office, Lucknow

TC/46-V, 3<sup>rd</sup> Floor  
UPSIDC Building  
Vibhuti Khand, Gomti Nagar  
Lucknow – 226010.  
Dated the 09<sup>th</sup> April, 2016

**OFFICE MEMORANDUM**

**Sub : Filling up of the post of Assistant Section Officer on deputation basis in the Unique Identification Authority of India (UIDAI), Regional Office, Lucknow.**

The Unique Identification Authority of India (UIDAI), Regional Office, Lucknow is in the process of filling up of one position of Assistant Section Officer on deputation basis.

The particulars of the post to be filled up are enclosed herewith as **Annexure I**. The terms and conditions of deputation will be governed by the Govt. of India, Department of Personnel & Training O.M.No.6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time.

It is requested that this vacancy circular may please be circulated among staff members of your office/organization and the applications of interested eligible candidates, who can be spared immediately in the event of their selection, may be forwarded to the Assistant Director General (HQ), UIDAI, Regional Office, TC/46-V, 3<sup>rd</sup> Floor, UPSIDC Building, Vibhuti Khand, Gomti Nagar, Lucknow – 226010 so as to reach this office by **15<sup>th</sup> May, 2016**. It may please be ensured that the application is submitted in the format enclosed as **Annexure II** and Cadre/Vigilance Clearance Certificate and photocopies of last five years ACRs/APARs duly attested by an officer not below the rank of Under Secretary are enclosed with the application.

**The last date for receiving the applications complete in all respects is 15<sup>th</sup> May, 2016.**

The vacancy circular alongwith the format of application can also be downloaded from UIDAI website [www.uidai.gov.in](http://www.uidai.gov.in).

Encls : as above.

Sd/-  
(C.S. Mishra)  
Assistant Director General (HQ)  
[csmishra@uidai.gov.in](mailto:csmishra@uidai.gov.in)

**VACANCY CIRCULAR FOR POST OF ASSISTANT SECTION OFFICER IN REGIONAL OFFICE OF UNIQUE IDENTIFICATION AUTHORITY OF INDIA (UIDAI) IN LUCKNOW**

The Authority would like to fill up the following post in its Regional Office located at Lucknow :

<b>Name of the Post and Pay scale with Grade Pay</b>	<b>Number of vacant posts</b>	<b>Eligibility Criteria</b>	<b>Desirable Qualification/Experience</b>
Assistant Section Officer (PB-2) Rs. 9300 -34800 + G.P. Rs. 4200/-	01 (may vary)	i) Holding analogous post in the same scale of pay; or Having five years experience in the scale of Rs. 5200-20200+ Rs. 2400(Grade Pay)	Excellent drafting, typing skills, Experience in handling administrative matters/Budget/Policy matters Proficiency in handling computers.

**Field of Selection:**

Officials of Central Government/State Governments/UTs/PSUs/Autonomous Bodies.

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

The period of deputation and other terms and conditions of deputation will be governed by the Department of Personnel & Training's O.M. No.6/8/2009-Estt. (Pay. II), dated 17.06.2010 and as amended from time to time.

**Age limit:**

Maximum age limit shall be 56 years as on the closing date for receipt of application.

**Eligibility for Government accommodation:**

The officer appointed in UIDAI will be eligible for General Pool Residential Accommodation at par with Central Government Employees.

**Last date for receipt of applications complete in all respects:**

**15<sup>th</sup> May, 2016.**

**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 not below the rank of Under Secretary should be forwarded through parent Departments in prescribed format attached.

**Address for Communication:**

The applications may be forwarded to Regional Office at the address given below:

**The Assistant Director General (HQ)  
UIDAI, Regional Office,  
TC/46-V, 3<sup>rd</sup> Floor, Vibhuti Khand,  
Gomti Nagar, Lucknow – 226010.**

## FORMAT OF APPLICATION

**Application for the post of ..... in Regional Office of UIDAI, Lucknow.**

1. Name (in BLOCK LETTERS):
2. Father's name :
3. Date of Birth (DD/MM/YYYY):
4. Present Post :
5. Date from which the present post is held :
6. Present place of posting :
7. Service and Batch :
8. Name and Address of the Cadre Controlling Authority :
9. Date of Joining Govt. Service :
10. Pay Band & Grade Pay of the present post :
11. Pay Band & Grade Pay held/ drawn by the applicant :
12. Whether the eligibility criteria and desirable qualifications/experience prescribed for the post are satisfied:
13. Educational/Professional Qualification (Please mention Graduation and above) :

Sl No.	Qualification	Subject	Year/Division	Institution/University
1.				
2.				
3.				
4.				

14. Details of Experience/employment (Please attach a separate sheet, if required) :

Office/ Employer	Post Held	From	To	Pay Band along-with Grade Pay	Nature of work done

15. Date of retirement :
16. Training(s) undergone :

Certified that the information furnished above is correct.

Place:

Date :

Signature of the Candidate  
Name  
Designation  
Office  
Address

Note:

1. The above application should be forwarded through the parent department/organization alongwith Cadre Clearness/Vigilance Clearance and copies of last five years ACRs/APARs duly attested by an officer not below the rank of Under Secretary.
2. Applications not forwarded through parent organization alongwith requisite documents will not be considered.
3. Only serving Officers of Central Government/State Governments/UTs/PSBs/PSUs/ Autonomous bodies are eligible to apply.