

**GOVT. OF INDIA  
PLANNING COMMISSION  
UNIQUE IDENTIFICATION AUTHORITY OF INDIA  
REGIONAL OFFICE, RANCHI**

**VACANCY CIRCULAR FOR VARIOUS POSTS IN UIDAI, REGIONAL OFFICE, RANCHI  
ON DEPUTATION BASIS**

Unique Identification Authority of India, Regional Office, Ranchi, Jharkhand is an attached office of Govt. of India, Planning Commission. The Authority would like to fill up the following posts on deputation in its Regional Office located at Ranchi:-

S.N	RO	Number of the posts vacant			
		Deputy Director	Section Officer	Private Secretary	Stenographer
1.	Ranchi	01*	01	02#	01

\* The post of Deputy Director is likely to be vacant wef 04.04.2014

# The Post of Private secretary may increase by one post in future.

**Eligibility Criteria and Desirable Qualification /Experience for the posts are as under:-**

Name of the post and pay scale with Grade Pay	Eligibility Criteria	Desirable Qualification /Experience
Deputy Director (Rs.15600-39100+6600)	i. Holding analogous post in the same scale of pay; or ii. having five years experience in the Pay Band +Grade Pay of Rs. 9300 - 34800+5400; or iii. having six years experience in the Pay Band + Grade Pay of Rs. 9300-34800+4800	5 years experience in Admin./Estt ./ budgeting/procurement / planning and policy formulation/ implementation of Government schemes and projects. Excellent Computer skills.
Section Officer (Rs.9300-34800+4800)	i)Holding analogous post in the same scale of pay in parent cadre or ii) having five years experience in the scale of 9300-34800+4200.	2 years experience in Admin./ Estt./ budgeting /procurement /planning and policy formulation / implementation and projects. Excellent Computer skills.
Private Secretary (Rs.9300-34800+4800)	i)Holding analogous post in the same scale of pay: or ii) having five years experience in the scale of 9300-34800+4200	Good stenography and typing skills. Proficiency in handling computers.
Stenographer (Rs.9300-34800+4200)	i)Holding analogous post in the same scale of pay: or ii) having four years experience in the scale of 5200-20200+2400	Good stenography and typing skills. Proficiency in handling computers.

**Field of Selection:**

**Officers of Central Government / State Government / UTs/ PSUs / Autonomous bodies.**

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

The deputation is initially for a period of 3 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 17.06.10. The terms and condition of deputation will be governed by the aforementioned DOPT O.M..

**Eligibility for Government Accommodation:**

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

**Last Date for receipt of application:** Application complete in all respect must reach to the address given below by **18 March, 2014.**

**Documents to be forwarded along with application:**

The application 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 and above should be forwarded through parent Department in the prescribed format attached.

**Address for Communication:**

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

Assistant Director General (Admn)  
UIDAI, Regional Office,  
(Govt. of India, Planning Commission)  
1<sup>st</sup> Floor, RIADA Central Office Building  
Namkum Industrial Area, Lowadih  
Ranchi- 834010  
Phone: 0651-2460359

**Application for the Post of \_\_\_\_\_ in UIDAI, Regional Office, Ranchi**

1.	Name			
2	Date of Birth			
3	Present Post			
4	Date from which the present post is held			
5	Present place of posting			
6	Whether the post is regular in parent cadre			
7	Parent Cadre			
8	Date of joining Service			
9	Pay Band of the present post			
10	Basic pay Drawn			
11	Grade pay			
12	Whether the eligibility criteria Prescribed for the post are satisfied			
13	Educational/Professional Qualification			
Sl No.	Qualification	Subject	Year/ Division	Institution/ University Place / Country
14	Details of Computer Proficiency			

15	Details of Experience / employment (Please attach a separate sheet , if required)			
Office	Post Held	From	To	Pay Band along with Grade Pay

16	Date of retirement under Central Government Rules	
17	Training (s) undergone	

Certified the information furnished above by me is correct.

(Signature of the Candidates)

**NOTE:**

- I) The above application should be forwarded through the parent Department/ organization along with Cadre Clearance / Vigilance Clearance and copies of five years Annual Confidential Records, dully attested
- ii) Application not forwarded through parent organization along with requisite documents will not be considered.
- iii) Only serving Officers of Central Government / State Government /UTs / PSUs / Autonomous bodies are eligible to apply.