

No.21/01/2021-CS-I (Coord)
Ministry of Personnel, Public Grievances Pension
Department of Personnel & Training
(C.S.I Division)

2nd Floor, 'A' wing,
Lok Nayak Bhawan,
Khan Market, New Delhi
Dated 17 August, 2021

OFFICE MEMORANDUM

Subject : Filling up the posts of Private Secretary at RO Hyderabad, Deputy Director (ii) Section Officer (iii) Assistants Accounts Officer & (iv) Private Secretary at RO Delhi, (i) Assistants Accounts Officer & (ii) Private Secretary at RO Chandigarh, (i) Deputy Director (ii) Assistants Accounts at RO Ranchi, (i) Section Officer (ii) Private Secretary at RO Lucknow and (i) Dy. Director at RO Mumbai respectively on deputation(foreign Service term basis) in Unique Identification Authority of India (UIDAI)-reg.

The undersigned is directed to circulate the vacancy circular No.A-12013/21/Deputation/ROHyderabad-Delhi-Chandigarh-Ranchi-Lucknow-Mumbai /20-UIDAI, dated 06.08.2021 received from Ministry , received received from Ministry of Electronics & Information Technology, UIDAI, for filling up above mentioned posts at different Regional Offices mentioned against the posts on deputation (foreign Service term basis)in Unique Identification Authority of India (UIDAI).

2. It may be noted that cadre clearance from C.S.I Division will be required in case of any Under Secretary and above level officers of CSS submit his candidature for the deputation post.
3. In case of any further clarification, applicants are requested to contact the concerned Ministries/Departments, who have issued the vacancy circular.


(Zachariah Thomas)

Under Secretary to the Government of India
Tele:- 24624046

To,

All Ministries/Departments (through DOPT's website)

No. A-12013/21/Deputation/RO Hyderabad/20-UIDAI/449
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: 6th August, 2021

CIRCULAR

Subject: Inviting application for the post of Private Secretary on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) Regional Office at Hyderabad.

Unique Identification Authority of India (UIDAI), invites application for filling up the posts of Private Secretary on deputation basis (Foreign Service terms) at its Regional Office in Hyderabad.

2. The application may be furnished in the prescribed *pro forma* and forwarded to Assistant Director General (HR), Unique Identification Authority of India (UIDAI), Regional Office, 6th Floor, East Block, Swarna Jayanthi Complex, Beside Matrivanam, Ameerpet Hyderabad-500 038, Telangana State. The last date for receipt of applications complete in all respect is **23.09.2021**. Since this vacancy is to be filled up on deputation basis private candidates are not eligible.

3. Application received after the last date or otherwise found incomplete shall not be considered. Further details may be obtained from the website www.uidai.gov.in.

Piyush Gupta
06.08.2021

Assistant Director General (HR)

207/12/8

US (Gen)

स. ए-12013/21/डेपुटेशन/क्ष. का./ हैदराबाद/20- भा.वि.प.प्रा. 1449
इलेक्ट्रॉनिक्स और सूचना प्रौद्योगिकी मंत्रालय
भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)
मा. सं. अनुभाग

बंगला साहिब रोड
काली मंदिर के पीछे
गोल मार्केट, नई दिल्ली-110001
दिनांक : 06 अगस्त, 2021

विषय : भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) क्षेत्रीय कार्यालय, हैदराबाद में निजी सचिव के पदों को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने हेतु रिक्ति परिपत्र ।

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) अपने क्षेत्रीय कार्यालय, हैदराबाद में निजी सचिव के पदों को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने का इच्छुक है ।

2. निर्धारित प्रपत्र में आवेदन सहायक महानिदेशक (एच आर), भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), क्षेत्रीय कार्यालय, छठी मंजिल, पूर्वी खंड, स्वर्ण जयंती कॉम्प्लेक्स, मातृवनम के साथ में, अमीरपेट, हैदराबाद - 500038 को भेजा जा सकता है । सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि **23.09.2021** है । चूंकि यह रिक्तियाँ प्रतिनियुक्ति के आधार पर भरी जानी है, अतः गैर-सरकारी अभ्यर्थी पात्र नहीं हैं ।

3. आवेदन प्राप्त करने की अंतिम तिथि के बाद या अधूरे पाये गए आवेदन पत्रों पर विचार नहीं किया जाएगा । विस्तृत जानकारी के लिए कृपया हमारी वेबसाइट www.uidai.gov.in देखें ।

जीयूएस गुलता
06.08.2021
सहायक महानिदेशक (मा. सं.)

No. A-12013/21/Deputation/RO Hyderabad/20-UIDAI/444
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: 06th August, 2021

CIRCULAR

Subject: Inviting application for the post of Private Secretary on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) Regional Office at Hyderabad.

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. Regional Office, Hyderabad is responsible for coordinating the work of Aadhaar enrolment, authentication and other activities in the UT of Andaman and Nicobar Islands and State of Andhra Pradesh, Telangana, Odisha and Chhattisgarh.

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 Regional Office located at 6th Floor, East Block, Swarna Jayanthi Complex, Beside Matrivanam, Ameerpet Hyderabad-500 038, Telangana State from amongst suitable and eligible officers as per the following requirements:-

Sl. No.	Name of the post and Scale of Pay	Number of vacancies	Eligibility/ Qualification Criteria
1.	Private Secretary Pay Matrix Level – 8	02(Two)	Essential¹: Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department, OR With three years of regular service in the Pay Matrix Level 7, OR With five years of regular service in the Pay Matrix Level 6. OR Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in, corresponding grades with requisite experience. Desirable: (i) Experience of office management/ secretarial assistance. (ii) Experience in stenography work. (iii) Basic skills for working in a computerized office environment.

3. **Age Limit:** for the post 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.

¹ Officers already holding analogous posts in the parent cadre/department may be given preference.

4.4 In terms of para 8.5 of Department of Personnel & Training Office Memorandum No. 6/8/2009-Estt.(Pay II) dated 17th June 2010, application of Central Government Employee, who has not completed 09 years service on last date of submission of application shall not be considered.

4.5 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 to the UIDAI in prescribed format – Annexure I, along with photocopies of the ACRs/APARs for the last five (5) years.

6. The applications in the prescribed format (Annexure-I) should reach to the Assistant Director General (HR), Unique Identification Authority of India (UIDAI), Regional Office, 6th Floor, East Block, Swarna Jayanthi Complex, Beside Matrivanam, Ameerpet Hyderabad-500 038, Telangana State. The last date for receipt of applications is 23.09.2021. Applications received after the last date shall not be entertained. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

7. 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, accompanying the following documents latest within 15 days after the last date of submission of application by the candidates:

- i. Attested copy of 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).

8. 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).

9. UIDAI may, in exceptional circumstances, convene the meeting of the Selection Committee and/ or consider a candidate without waiting for his/ her cadre clearance certificate and other documents listed in paragraph 7 of this circular. However, the offer for appointment to such candidate, in case of selection, shall be issued only on receipt of requisite documents from the cadre, duly attested and complete in all respects.

10. 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.

Piyush Gupta
06.08.2021
(Piyush Chand Gupta)
Assistant Director General (HR)
Tel: 23478554

To,

- i. Director (CS Division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi – with a request to post the same on DoPT website.
- ii. 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.
- iii. All the State Governments, Administration of Union Territories with a request to give wide publicity to the vacancy in their various Departments/Offices.
- iv. Website of UIDAI/NCS portal
- v. Media Division, UIDAI HQ for publicizing the vacancy in at least two national dailies, Employment News and on UIDAI Twitter account.
- vi. UIDAI Regional Office, Hyderabad : with a request to wide circulation in states of their jurisdiction and publication of the circular in two local news papers.

**APPLICATION FOR DEPUTATION (FOREIGN SERVICE TERM BASIS) IN
UIDAI REGIONAL OFFICE, HYDERABAD**

(Last date for receipt of Application: 23.09.2021)

(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:

No. A-12013/21/Deputation/RO Delhi/20-UIDAI/450
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: 06th August, 2021

CIRCULAR

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

Unique Identification Authority of India (UIDAI), invites application for filling up the posts of (i) Deputy Director (ii) Section Officer (iii) Assistant Accounts Officer & (iv) Private Secretary on deputation basis (Foreign Service terms) at its Regional Office in Delhi.

2. The application may be furnished in the prescribed *pro forma* and forwarded to Assistant Director General (HR), Unique Identification Authority of India (UIDAI), Regional Office Delhi, Below Supreme Court Metro Station, Pragati Maidan, New Delhi – 110001. The last date for receipt of applications complete in all respect is **23.09.2021**. Since this vacancy is to be filled up on deputation basis private candidates are not eligible.

3. Application received after the last date or otherwise found incomplete shall not be considered. Further details may be obtained from the website www.uidai.gov.in.

Piyush Gupta
06.08.2021
Assistant Director General (HR)

27/12/18 *us (Comm)*

स. ए-12013/21/डेपुटेशन/क्षे. का./ दिल्ली/20- भा.वि.प.प्रा. 450
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)
मा. सं. अनुभाग

बंगला साहिब रोड
काली मंदिर के पीछे
गोल मार्केट, नई दिल्ली-110001
दिनांक : 06 अगस्त, 2021

विषय: भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) क्षेत्रीय कार्यालय दिल्ली में भिन्न-भिन्न पदों को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने हेतु रिक्ति परिपत्र।

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) अपने क्षेत्रीय कार्यालय, दिल्ली में (i) उप- निदेशक (ii) अनुभाग अधिकारी (iii) सहायक लेखा अधिकारी एवं (iv) निजी सचिव के पदों को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने का इच्छुक है।

2. निर्धारित प्रपत्र में आवेदन सहायक महानिदेशक (एच आर), भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), क्षेत्रीय कार्यालय दिल्ली, सुप्रीम कोर्ट मेट्रो स्टेशन के नीचे, प्रगति मैदान, नई दिल्ली - 110001 को भेजा जा सकता है। सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि **23.09.2021** है। चूंकि यह रिक्तियाँ प्रतिनियुक्ति के आधार पर भरी जानी हैं, अतः गैर-सरकारी अभ्यर्थी पात्र नहीं हैं।

3. आवेदन प्राप्त करने की अंतिम तिथि के बाद या अंधरे पाये गए आवेदन पत्रों पर विचार नहीं किया जाएगा। विस्तृत जानकारी के लिए कृपया हमारी वेबसाइट www.uidai.gov.in देखें।

जी. प्रकाश 06.08.2021
सहायक महानिदेशक (मा. सं.)

CIRCULAR

Subject: Inviting application for various posts on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) Regional Office at 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. Regional Office, Delhi is responsible for coordinating the work of Aadhaar enrolment, authentication and other activities in Uttarakhand, Madhya Pradesh, Delhi and Rajasthan.

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 Regional Office Delhi located at Ground Floor, Pragati Maidan Metro Station, New Delhi – 110001 from amongst suitable and eligible officers as per the following requirements:-

Sl. No.	Name of the post and Scale of Pay	Number of vacancies	Eligibility/ Qualification Criteria
1	Dy. Director Pay Matrix Level-11	01 (One)	Essential¹: Officers from the Central Government holding analogous posts on regular basis in the parent cadre/ department; OR With three years of regular service in the Pay Matrix Level 10; OR With five years of regular service in the Pay Matrix Level 9; OR With six years of regular service in the Pay Matrix Level 8; OR Officers from State/UT Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience. Desirable: (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.
2.	Section Officer Pay Matrix Level – 8	01(One)	Essential¹: (i) Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department; OR With three years of regular service in the Pay Matrix Level 7; OR With five years of regular service in the Pay Matrix Level 6; OR (ii) Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience. Desirable: (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.

Sl. No.	Name of the post and Scale of Pay	Number of vacancies	Eligibility/ Qualification Criteria
3	Assistant Account Officer Pay Matrix Level-8	01(One)	Essential¹: i) Officers from the Central Government holding analogous posts on regular basis in the parent cadre/ department, OR With three years of regular service in the Pay Matrix Level 7, OR With five years of regular service in the Pay Matrix Level 6. OR Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience. ii) Professional qualifications of Chartered Accountant/Cost Accountant/MBA (Finance), OR Having passed SAS/equivalent examination of organised Accounts Cadre of Central/State Government, OR Having successfully completed Cash & Accounts Training organised by ISTM; OR Having at least five years' experience in handling accounts related work. Desirable: (i) Basic skills for working in a computerized office environment.
4	Private Secretary Pay Matrix Level – 8	01(One)	Essential¹: Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department, OR With three years of regular service in the Pay Matrix Level 7, OR With five years of regular service in the Pay Matrix Level 6. OR Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in, corresponding grades with requisite experience. Desirable: (i) Experience of office management/ secretarial assistance. (ii) Experience in stenography work. (iii) Basic skills for working in a computerized office environment.

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 In terms of para 8.5 of Department of Personnel & Training Office Memorandum No. 6/8/2009-Estt.(Pay II) dated 17th June 2010, application of Central Government Employee, who has not completed 09 years service on last date of submission of application shall not be considered.

4.5 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.

¹ Officers already holding analogous posts in the parent cadre/department may be given preferences.

5. Eligible and willing candidate may apply to the UIDAI in prescribed format – Annexure I, along with photocopies of the ACRs/APARs for the last five (5) years.
6. The applications in the prescribed format (Annexure-I) should reach to the Assistant Director General (HR), Unique Identification Authority of India (UIDAI), Regional Office, Delhi, Below Supreme Court Metro Station, Pragati Maidan, New Delhi – 110001 on or before the last date of receipt of the application. **The last date for receipt of applications is 23.09.2021.** Applications received after the last date shall not be entertained. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
7. 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, accompanying the following documents latest within 15 days after the last date of submission of application by the candidates:
- Attested copy of application in prescribed proforma – Annexure I.
 - Cadre Clearance Certificate from the Controlling Authority.
 - Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years Annexure II.
 - Vigilance Clearance/Integrity Certificate (Annexure II).
 - 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).
8. 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).
9. UIDAI may, in exceptional circumstances, convene the meeting of the Selection Committee and/ or consider a candidate without waiting for his/ her cadre clearance certificate and other documents listed in paragraph 7 of this circular. However, the offer for appointment to such candidate, in case of selection, shall be issued only on receipt of requisite documents from the cadre, duly attested and complete in all respects.
10. 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.

Piyush Gupta
06.08.2021
(Piyush Chand Gupta)
Assistant Director General (HR)
Tel: 23478554

To,

- Director (CS Division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi – with a request to post the same on DoPT website.
- 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.
- All the State Governments, Administration of Union Territories with a request to give wide publicity to the vacancy in their various Departments/Offices.
- Website of UIDAI/NCS portal
- Media Division, UIDAI HQ for publicizing the vacancy in at least two national dailies, Employment News and on UIDAI Twitter account.
- UIDAI Regional Office, Delhi : with a request to wide circulation in states of their jurisdiction and publication of the circular in two local news papers.

Annexure-I

**APPLICATION FOR DEPUTATION (FOREIGN SERVICE TERM BASIS) IN
UIDAI REGIONAL OFFICE, DELHI**

(Last date for receipt of Application: 23.09.2021)

(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)	Paste a recent Passport size photograph							
3.	Gender (✓ the appropriate box)					Male		Female	
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:

No. A-12013/21/Deputation/RO Chandigarh/20-UIDAI/451
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: 06th August, 2021

CIRCULAR

Subject: Inviting application for various posts on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) Regional Office at Chandigarh.

Unique Identification Authority of India (UIDAI), invites application for filling up the posts of (i) Private Secretary and (ii) Assistant Accounts Officer on deputation basis (Foreign Service terms) at its Regional Office in Chandigarh.

2. The application may be furnished in the prescribed *pro forma* and forwarded to Assistant Director General (HR), Unique Identification Authority of India (UIDAI), Regional Office, SCO 95-98, Sector 17-B, Chandigarh – 160017. The last date for receipt of applications complete in all respect is 23.09.2021. Since this vacancy is to be filled up on deputation basis private candidates are not eligible.

3. Application received after the last date or otherwise found incomplete shall not be considered. Further details may be obtained from the website www.uidai.gov.in.

Riyash Gupta
06.08.2021
Assistant Director General (HR)

20/7/21

US(Coord)

ए-12013/21/डिपुटेशन/क्षे.का. चंडीगढ़ / 20- भा.वि.प.प्रा
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)
मा. सं. अनुभाग

बंगला साहिब रोड
काली मंदिर के पीछे
गोल मार्केट, नई दिल्ली-110001
दिनांक : ०६ अगस्त, 2021

विषय : भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) क्षेत्रीय कार्यालय चंडीगढ़ में भिन्न-भिन्न पदों को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने हेतु रिक्ति परिपत्र ।

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) क्षेत्रीय कार्यालय चंडीगढ़ में (i) निजी सचिव एवं (ii) सहायक लेखा अधिकारी के पदों को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने का इच्छुक है ।

2. निर्धारित प्रपत्र में आवेदन सहायक महानिदेशक (एच आर), भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), क्षेत्रीय कार्यालय, एस सी ओ 95-98, सैक्टर-17-बी, चंडीगढ़ - 160017 को भेजा जा सकता है । सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि **23.09.2021** है । चूंकि यह रिक्तियाँ प्रतिनियुक्ति के आधार पर भरी जानी है, अतः गैर-सरकारी अभ्यर्थी पात्र नहीं हैं ।

3. आवेदन प्राप्त करने की अंतिम तिथि के बाद या अधूरे पाये गए आवेदन पत्रों पर विचार नहीं किया जाएगा । विस्तृत जानकारी के लिए कृपया हमारी वेबसाइट www.uidai.gov.in देखें ।

सहायक महानिदेशक (मा. सं.)
०६.०८.२०२१

No. A-12013/21/Deputation/RO Chandigarh/20-UIDAI/451
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: 06th August, 2021

CIRCULAR

Subject: Inviting application for various posts on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) Regional Office at Chandigarh.

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. Regional Office, Chandigarh is responsible for coordinating the work of Aadhaar enrolment, authentication and other activities in Jammu & Kashmir, Ladakh, Punjab, Haryana, Himachal Pradesh and Chandigarh.

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 Regional Office located at SCO 95-98, Sector 17-B, Chandigarh – 160017 from amongst suitable and eligible officers as per the following requirements :-

Sl. No.	Name of the post and Scale of Pay	Number of vacancies	Eligibility/ Qualification Criteria
1.	Assistant Accounts Officer Pay Matrix Level – 8	01 (One)	Essential¹: (i) Officers from the Central Government holding analogous posts on regular basis in the parent cadre/ department, OR With three years of regular service in the Pay Matrix Level 7, OR With five years of regular service in the Pay Matrix Level 6. OR (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), OR Having passed SAS/equivalent examination of organised Accounts Cadre of Central/State Government, OR Having successfully completed Cash & Accounts Training organised by ISTM; OR Having at least five years experience in handling accounts related work. Desirable: (i) Basic skills for working in a computerized office environment.
2	Private Secretary Pay Matrix Level – 8	03(Three)	Essential¹: Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department, OR With three years of regular service in the Pay Matrix Level 7, OR With five years of regular service in the Pay Matrix Level 6. OR Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in, corresponding grades with requisite experience. Desirable: (i) Experience of office management/ secretarial assistance. (ii) Experience in stenography work. (iii) Basic skills for working in a computerized office environment.

¹ Officers already holding analogous posts in the parent cadre/department may be given preference.

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 In terms of para 8.5 of Department of Personnel & Training Office Memorandum No. 6/8/2009-Estt.(Pay II) dated 17th June 2010, application of Central Government Employee, who has not completed 09 years service on last date of submission of application shall not be considered.
- 4.5 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 to the UIDAI in prescribed format – Annexure I, along with photocopies of the ACRs/APARs for the last five (5) years.
6. The applications in the prescribed format (Annexure-I) should reach to the **Assistant Director General (HR), Unique Identification Authority of India (UIDAI), Regional Office, SCO 95-98, Sector 17-B, Chandigarh – 160017** on or before the last date of receipt of the application. **The last date for receipt of applications is 23.09.2021.** Applications received after the last date shall not be entertained. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
7. 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, accompanying the following documents latest within 15 days after the last date of submission of application by the candidates:
- Attested copy of application in prescribed proforma – **Annexure I**.
 - Cadre Clearance Certificate from the Controlling Authority.
 - Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years **Annexure II**.
 - Vigilance Clearance/Integrity Certificate (**Annexure II**).
 - 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**).
8. 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**).
9. UIDAI may, in exceptional circumstances, convene the meeting of the Selection Committee and/ or consider a candidate without waiting for his/ her cadre clearance certificate and other documents listed in paragraph 7 of this circular. However, the offer for appointment to such candidate, in case of selection, shall be issued only on receipt of requisite documents from the cadre, duly attested and complete in all respects.
10. 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.

Piyush Gupta
06.08.2021
(Piyush Chand Gupta)
Assistant Director General (HR)
Tel: 23478554

To,

- Director (CS Division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi – with a request to post the same on DoPT website.

- ii. 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.
- iii. All the State Governments, Administration of Union Territories with a request to give wide publicity to the vacancy in their various Departments/Offices.
- iv. Website of UIDAI/NCS portal
- v. Media Division, UIDAI HQ for publicizing the vacancy in at least two national dailies, Employment News and on UIDAI Twitter account.
- vi. UIDAI Regional Office, Chahndigarh : with a request to wide circulation in states of their jurisdiction and publication of the circular in two local news papers.

APPLICATION FOR DEPUTATION (FOREIGN SERVICE TERM BASIS) IN

UIDAI REGIONAL OFFICE, CHANDIGARH

(Last date for receipt of Application: 23.09.2021)

(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)		Paste a recent Passport size photograph						
3.	Gender (✓ the appropriate box)	Male						Female	
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:

Dated: 06th August, 2021

CIRCULAR

Subject: Inviting application for various posts on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) Regional Office at Ranchi.

Unique Identification Authority of India (UIDAI), invites application for filling up the posts of (i) Deputy Director, & (ii) Assistant Account Officer on deputation basis (Foreign Service terms) at its Regional Office in Ranchi.

2. The application may be furnished in the prescribed *pro forma* and forwarded to Assistant Director General (HR), Unique Identification Authority of India, Regional Office (UIDAI), First Floor, RIADA Central Office Building, Namkum Industrial Area, Near STPI Lowadih, Ranchi – 834010. The last date for receipt of applications complete in all respect is **23.09.2021**. Since this vacancy is to be filled up on deputation basis private candidates are not eligible.

3. Application received after the last date or otherwise found incomplete shall not be considered. Further details may be obtained from the website www.uidai.gov.in.

Piyush Gupta
06.08.2021
Assistant Director General (HR)

20/13/8

स. ए-12013/21/डेपुटेशन/क्षे.का. रांची/20- भा.वि.प.प्रा. 1452
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)
मा. सं. अनुभाग

चतुर्थ तल, बंगला साहिब रोड
काली मंदिर के पीछे
गोल मार्केट, नई दिल्ली-110001
दिनांक : ०६ अगस्त, 2021

विषय : भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) क्षेत्रीय कार्यालय रांची में भिन्न-भिन्न पदों को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने हेतु रिक्ति परिपत्र ।

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) क्षेत्रीय कार्यालय रांची में (i) उप-निदेशक, एवं (ii) सहायक लेखा अधिकारी के पदों को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने का इच्छुक है ।

2. निर्धारित प्रपत्र में आवेदन सहायक महानिदेशक (एच आर), भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), क्षेत्रीय कार्यालय, प्रथम तल, रियाडा केन्द्रीय कार्यालय, नामकुम औद्योगिक क्षेत्र, लोवाडीह, नामकुम, रांची - 834010 को भेजा जा सकता है । सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि **23.09.2021** है । चूंकि यह रिक्तियाँ प्रतिनियुक्ति के आधार पर भरी जानी है, अतः गैर-सरकारी अभ्यर्थी पात्र नहीं हैं ।

3. आवेदन प्राप्त करने की अंतिम तिथि के बाद या अधूरे पाये गए आवेदन पत्रों पर विचार नहीं किया जाएगा । विस्तृत जानकारी के लिए कृपया हमारी वेबसाइट www.uidai.gov.in देखें ।

जीयूआर सुता
०६.०८.२०२१
सहायक महानिदेशक (मा. सं.)

CIRCULAR

Subject: Inviting application for various posts on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) Regional Office at Ranchi.

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. Regional Office, Ranchi is responsible for coordinating the work of Aadhaar enrolment, authentication and other activities in the State of Jharkhand, Bihar and West Bengal.

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 Regional Office 1st Floor, RIADA Central Office Building, Namkum Industrial Area, Near STPI Lowadih, Ranchi - 834 010 from amongst suitable and eligible officers as per the following requirements :-

Sl. No.	Name of the post and Scale of Pay	Number of vacancies	Eligibility/ Qualification Criteria
1.	Deputy Director Pay Matrix Level – 11	01 (One)	Essential¹: (i) Officers from the Central Government holding analogous posts on regular basis in the parent cadre/ department; OR With three years of regular service in the Pay Matrix Level 10; OR With five years of regular service in the Pay Matrix Level 9; OR With six years of regular service in the Pay Matrix Level 8; OR (ii) Officers from State/UT Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience. Desirable: (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.
2.	Assistant Account Officer Pay Matrix Level-08	01(one)	Essential¹: i) Officers from the Central Government holding analogous posts on regular basis in the parent cadre/ department, OR With three years of regular service in the Pay Matrix Level 7, OR With five years of regular service in the Pay Matrix Level 6. OR Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience. ii) Professional qualifications of Chartered Accountant/Cost Accountant/MBA (Finance), OR Having passed SAS/equivalent examination of organised Accounts Cadre of Central/State Government, OR Having successfully completed Cash & Accounts Training organised by ISTM; OR Having at least five years' experience in handling accounts related work. Desirable: (i) Basic skills for working in a computerized office environment.

¹ Officers already holding analogous posts in the parent cadre/department may be given preference.

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 In terms of para 8.5 of Department of Personnel & Training Office Memorandum No. 6/8/2009-Estt.(Pay II) dated 17th June 2010, application of Central Government Employee, who has not completed 09 years service on last date of submission of application shall not be considered.
- 4.5 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 to the UIDAI in prescribed format – Annexure I, along with photocopies of the ACRs/APARs for the last five (5) years.
6. The applications in the prescribed format (Annexure-I) should reach to the **Assistant Director General (HR), Unique Identification Authority of India (UIDAI), Regional Office, 1st Floor, RIADA Central Office Building, Namkum Industrial Area, Near STPI Lowadih, Ranchi - 834 010** on or before the last date of receipt of the application. **The last date for receipt of applications is 23.09.2021.** Applications received after the last date shall not be entertained. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
7. 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, accompanying the following documents latest within 15 days after the last date of submission of application by the candidates:
- Attested copy of application in prescribed proforma – **Annexure I**.
 - Cadre Clearance Certificate from the Controlling Authority.
 - Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years **Annexure II**.
 - Vigilance Clearance/Integrity Certificate (**Annexure II**).
 - 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**).
8. 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**).
9. UIDAI may, in exceptional circumstances, convene the meeting of the Selection Committee and/ or consider a candidate without waiting for his/ her cadre clearance certificate and other documents listed in paragraph 7 of this circular. However, the offer for appointment to such candidate, in case of selection, shall be issued only on receipt of requisite documents from the cadre, duly attested and complete in all respects.
10. 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.

Piyush Gupta
(Piyush Chand Gupta)
Assistant Director General (HR)
Tel: 23478554

To,

- i. Director (CS Division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi – with a request to post the same on DoPT website.
- ii. 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.
- iii. All the State Governments, Administration of Union Territories with a request to give wide publicity to the vacancy in their various Departments/Offices.
- iv. Website of UIDAI/NCS portal
- v. Media Division, UIDAI HQ for publicizing the vacancy in at least two national dailies, Employment News and on UIDAI Twitter account.
- vi. UIDAI Regional Office, Ranchi : with a request to wide circulation in states of their jurisdiction and publication of the circular in two local news papers.

**APPLICATION FOR DEPUTATION (FOREIGN SERVICE TERM BASIS) IN
UIDAI REGIONAL OFFICE, RANCHI**

(Last date for receipt of Application: 23.09.2021)

(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:

No. A-12013/21/Deputation/RO Lucknow/20-UIDAI/153
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: 66th August, 2021

CIRCULAR

Subject: Inviting application for filling up the posts on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) Regional Office at Lucknow.

Unique Identification Authority of India (UIDAI), invites application for filling up the posts of Section Officer and Private Secretary on deputation basis (Foreign Service terms) at its Regional Office in Lucknow.

2. The application may be furnished in the prescribed *pro forma* and forwarded to Assistant Director General (HR), Unique Identification Authority of India, Regional Office (UIDAI), 3rd Floor, Uttar Pradesh Samaj Kalyan Nirman Nigam Building, TC-46/ V, Vibhuti Khand, Gomti Nagar, Lucknow-226 010. The last date for receipt of applications complete in all respect is **23.09.2021**. Since this vacancy is to be filled up on deputation basis private candidates are not eligible.

3. Application received after the last date or otherwise found incomplete shall not be considered. Further details may be obtained from the website www.uidai.gov.in.

Piyush Gupta
06.08.2021

Assistant Director General (HR)

27/12/8
USCOORD

स. ए-12013/21/डेपुटेशन/क्षे.का. लखनऊ/20- भा.वि.प.प्रा/453
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)
मा. सं. अनुभाग

बंगला साहिब रोड
काली मंदिर के पीछे
गोल मार्केट, नई दिल्ली-110001
दिनांक : 06 अगस्त, 2021

विषय : भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) क्षेत्रीय कार्यालय लखनऊ में प्रतिनियुक्ति (बाह्यय सेवा शर्तों) के आधार पर पदों को भरने हेतु रिक्ति परिपत्र ।

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) अपने क्षेत्रीय कार्यालय, लखनऊ में अनुभाग अधिकारी एवं निजी सचिव के पदों को प्रतिनियुक्ति (बाह्यय सेवा शर्तों) के आधार पर भरने का इच्छुक है ।

.2 निर्धारित प्रपत्र में आवेदन सहायक महानिदेशक (एच आर), भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), क्षेत्रीय कार्यालय, तृतीय तल, उत्तर प्रदेश समाज कल्याण निर्माण निगम बिल्डिंग, टी/46-सी.व, विभूति खंड, गोमती नगर, लखनऊ 226010-को भेजा जा सकता है । सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि **23.09.2021** है । चूंकि यह रिक्तियाँ प्रतिनियुक्ति के आधार पर भरी जानी है, अतः सरकारी अभ्यर्थी पात्र नहीं हैं ।-गैर :

.3 आवेदन प्राप्त करने की अंतिम तिथि के बाद या अधूरे पाये गए आवेदन पत्रों पर विचार नहीं किया जाएगा । विस्तृत जानकारी के लिए कृपया हमारी वेबसाइट www.uidai.gov.in देखें ।

प्रियूष गुप्ता
06.08.2021
सहायक महानिदेशक (मा. सं.)

CIRCULAR

Subject: Inviting application on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) Regional Office at Lucknow.

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. Regional Office, Lucknow is responsible for coordinating the work of Aadhaar enrolment, authentication and other activities in the State of Uttar Pradesh.

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 Regional Office 3rd Floor, Uttar Pradesh Samaj Kalyan Nirman Nigam Building, TC-46/ V, Vibhuti Khand, Gomti Nagar, Lucknow- 226010 from amongst suitable and eligible officers as per the following requirements :-

Sl. No.	Name of the post and Scale of Pay	Number of vacancies	Eligibility/ Qualification Criteria
1.	Section Officer Pay Matrix Level-08	02(Two)	Essential¹: Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department; OR With three years of regular service in the Pay Matrix Level 7; OR With five years of regular service in the Pay Matrix Level 6; OR Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience. Desirable: 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, e-Office etc
2.	Private Secretary Pay Matrix Level – 8	01(One)	Essential¹: Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department, OR With three years of regular service in the Pay Matrix Level 7, OR With five years of regular service in the Pay Matrix Level 6. OR Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in, corresponding grades with requisite experience. Desirable: (i) Experience of office management/ secretarial assistance. (ii) Experience in stenography work. (iii) Basic skills for working in a computerized office environment.

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.

¹ Officers already holding analogous posts in the parent cadre/department may be given preference.

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 In terms of para 8.5 of Department of Personnel & Training Office Memorandum No. 6/8/2009-Estt.(Pay II) dated 17th June 2010, application of Central Government Employee, who has not completed 09 years service on last date of submission of application shall not be considered.

4.5 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 to the UIDAI in prescribed format – Annexure I, along with photocopies of the ACRs/APARs for the last five (5) years.

6. The applications in the prescribed format (Annexure-I) should reach to the Assistant Director General (HR), Unique Identification Authority of India (UIDAI), Regional Office, 3rd Floor, Uttar Pradesh Samaj Kalyan Nirman Nigam Building, TC-46/ V, Vibhuti Khand, Gomti Nagar, Lucknow-226010 on or before the last date of receipt of the application. **The last date for receipt of applications is 23.09.2021.** Applications received after the last date shall not be entertained. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

7. 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, accompanying the following documents latest within 15 days after the last date of submission of application by the candidates:

- i. Attested copy of 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**).

8. 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**).

9. UIDAI may, in exceptional circumstances, convene the meeting of the Selection Committee and/ or consider a candidate without waiting for his/ her cadre clearance certificate and other documents listed in paragraph 7 of this circular. However, the offer for appointment to such candidate, in case of selection, shall be issued only on receipt of requisite documents from the cadre, duly attested and complete in all respects.

10. 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.

Piyush Gupta
06.08.2021

(Piyush Chand Gupta)
Assistant Director General (HR)
Tel: 23478554

To,

- i. Director (CS Division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi – with a request to post the same on DoPT website.

- ii. 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.
- iii. All the State Governments, Administration of Union Territories with a request to give wide publicity to the vacancy in their various Departments/Offices.
- iv. Website of UIDAI/NCS portal
- v. Media Division, UIDAI HQ for publicizing the vacancy in at least two national dailies, Employment News and on UIDAI Twitter account.
- vi. UIDAI Regional Office, Lucknow : with a request to wide circulation in states of their jurisdiction and publication of the circular in two local news papers.

**APPLICATION FOR DEPUTATION (FOREIGN SERVICE TERM BASIS) IN
UIDAI REGIONAL OFFICE, LUCKNOW**

(Last date for receipt of Application: 23.09.2021)

(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	<table border="1"> <tr> <td>Date of initial appointment</td> <td></td> </tr> <tr> <td>Period of appointment on deputation/contract</td> <td></td> </tr> <tr> <td>Name of the parent office/organization to which you belong</td> <td></td> </tr> </table>	Date of initial appointment		Period of appointment on deputation/contract		Name of the parent office/organization to which you belong	
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:

No. A-12013/21/Deputation/RO Mumbai/20-UIDAI/454
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: 06th August, 2021

CIRCULAR

Subject: Inviting application for the post of Deputy Director on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) Regional Office at Mumbai.

Unique Identification Authority of India (UIDAI), invites application for filling up the post of Deputy Director on deputation basis (Foreign Service terms) at its Regional Office in Mumbai.

2. The application may be furnished in the prescribed *pro forma* and forwarded to **Assistant Director General (HR), Unique Identification Authority of India (UIDAI), Regional Office, 7th Floor, MTNL Telephone Exchange, GD Somani Marg, Cuffe Parade, Colaba, Mumbai - 400 005.** The last date for receipt of applications complete in all respect is **23.09.2021**. Since this vacancy is to be filled up on deputation basis private candidates are not eligible.

3. Application received after the last date or otherwise found incomplete shall not be considered. Further details may be obtained from the website www.uidai.gov.in.

Piyush Gupta
6.08.2021
Assistant Director General (HR)

20/13/8
vs (ceoad)

स. ए-12013/21/डेपुटेशन/क्षे.का. मुंबई/20- भा.वि.प.प्रा. 1454
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
भारतीय विशिष्ट पहचान प्राधिकरण
मानव संसाधन

बंगला साहिब मार्ग, काली मंदिर के पीछे
गोल मार्किट, नई दिल्ली-110001
दिनांक: 06 अगस्त, 2021

विषय: भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) क्षेत्रीय कार्यालय मुंबई में उप-निदेशक के पद को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने हेतु रिक्ति परिपत्र।

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) क्षेत्रीय कार्यालय मुंबई में उप-निदेशक के पद को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने का इच्छुक है।

2. निर्धारित प्रपत्र में आवेदन सहायक महानिदेशक (एच आर), भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), क्षेत्रीय कार्यालय, 7 वीं मंजिल, एम.टी.एन.एल. टेलीफोन एक्स्चेंज, जी.डी.सोमानी मार्ग, कफ परेड, मुंबई -400 005 को भेजा जा सकता है। सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि **23.09.2021** है। चूंकि यह रिक्तियाँ प्रतिनियुक्ति के आधार पर भरी जानी है, अतः गैर-सरकारी अभ्यर्थी पात्र नहीं हैं।

3. आवेदन प्राप्त करने की अंतिम तिथि के बाद या अधूरे पाये गए आवेदन पत्रों पर विचार नहीं किया जाएगा। विस्तृत जानकारी के लिए कृपया हमारी वेबसाइट www.uidai.gov.in देखें।

प्रिंकुष गुप्ता
06.08.2021

सहायक महानिदेशक (मानव संसाधन)

CIRCULAR

Subject: Inviting application for the post of Deputy Director on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) Regional Office at Mumbai.

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. Regional Office, Mumbai is responsible for coordinating the work of Aadhaar enrolment, authentication and other activities in the UT of Dadra & Nagar Haveli, Daman & Diu and State of Goa, Gujarat and Maharashtra.

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 Regional Office located at 7th Floor, MTNL Telephone Exchange, GD Somani Marg, Cuff Parade, Colaba, Mumbai - 400 005 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.	Dy. Director Pay Matrix Level-11	01(One)	Essential¹: Officers from the Central Government holding analogous posts on regular basis in the parent cadre/ department; OR With three years of regular service in the Pay Matrix Level 10; OR With five years of regular service in the Pay Matrix Level 9; OR With six years of regular service in the Pay Matrix Level 8; OR Officers from State/UT Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience. Desirable: (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.

3. **Age Limit:** for the post 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).

¹ Officers already holding analogous posts in the parent cadre/department may be given preference.

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 In terms of para 8.5 of Department of Personnel & Training Office Memorandum No. 6/8/2009-Estt.(Pay II) dated 17th June 2010, application of Central Government Employee, who has not completed 09 years service on last date of submission of application shall not be considered.

4.5 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 to the UIDAI in prescribed format – Annexure I, along with photocopies of the ACRs/APARs for the last five (5) years.

6. The applications in the prescribed format (Annexure-I) should reach to the **Assistant Director General (HR), Unique Identification Authority of India (UIDAI), Regional Office, 7th Floor, MTNL Telephone Exchange, GD Somani Marg, Cuffe Parade, Colaba, Mumbai - 400 005** on or before the last date of receipt of the application. **The last date for receipt of applications is 23.09.2021.** Applications received after the last date shall not be entertained. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

7. 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, accompanying the following documents latest within 15 days after the last date of submission of application by the candidates:

- i. Attested copy of 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**).

8. 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**).

9. UIDAI may, in exceptional circumstances, convene the meeting of the Selection Committee and/ or consider a candidate without waiting for his/ her cadre clearance certificate and other documents listed in paragraph 7 of this circular. However, the offer for appointment to such candidate, in case of selection, shall be issued only on receipt of requisite documents from the cadre, duly attested and complete in all respects.

10. 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.

Piyush Gupta
6.08.2021
(Piyush Chand Gupta)
Assistant Director General (HR)
Tel: 23478554

To,

- i. Director (CS Division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi – with a request to post the same on DoPT website.
- ii. 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.
- iii. All the State Governments, Administration of Union Territories with a request to give wide publicity to the vacancy in their various Departments/Offices.
- iv. Website of UIDAI/NCS portal
- v. Media Division, UIDAI HQ for publicizing the vacancy in at least two national dailies, Employment News and on UIDAI Twitter account.
- vi. UIDAI Regional Office, Mumbai : with a request to wide circulation in states of their jurisdiction and publication of the circular in two local news papers.

**APPLICATION FOR DEPUTATION (FOREIGN SERVICE TERM BASIS) IN
UIDAI REGIONAL OFFICE, MUMBAI**

(Last date for receipt of Application: 23.09.2021)

(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: