

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

.....

2nd Floor, A Wing,  
Lok Nayak Bhavan  
Khan Market, New Delhi.  
Dated 17<sup>th</sup> September, 2021:  
*20th*

**OFFICE MEMORANDUM**

**Subject:– Inviting application on deputation (Foreign Service term basis) in UIDAI for the posts of Assistant Director General (ADG) and Assistant Director General (Technology) in Pay Matrix Level 13 -reg.**

The undersigned is directed to circulate the Circular No. A-12013/21/ADG/20-UIDAI(Vol.I)/554 dated 13.09.2021(along with enclosures) received from M/o Electronics & Information Technology, Unique Identification Authority of India (UIDAI) who proposed to invite application on deputation (Foreign Service term basis) in UIDAI for the posts of Assistant Director General (ADG) and Assistant Director General (Technology) in Pay Matrix Level 13 -reg. **The last date of submission of application is 28.10.2021.**

2. The circular is hereby uploaded only for eligible CSS Officers in terms of OM No. 2/2/2010-CS.I (U) dated 18th August 2010. **In case of any further clarification, applicants are requested to contact the concerned Ministry/Department who has advertised the circular.**

3. It may be noted that cadre clearance from CS.I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.

  
(G. D. Toppo)

Under Secretary to the Govt. of India  
Tel.No.24629412

To :

All Ministries/ Departments (through DOPT's website)

No.A-12013/21/ADG/20-UIDAI (Vol. D) 554  
Ministry of Electronics & Information Technology  
Unique Identification Authority of India (UIDAI)

Bangla Sahib Road, Behind Kali Mandir  
Gole Market, New Delhi – 110001  
Dated: 13<sup>th</sup> September, 2021

**CIRCULAR**

**Subject: Inviting application on deputation (Foreign Service term basis) in UIDAI for the posts of Assistant Director General (ADG) and Assistant Director General (Technology) in Pay Matrix Level 13.**

The Unique Identification Authority of India (UIDAI) is an autonomous statutory Authority set up under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 for Aadhaar enrolment, authentication and other functions specified in Section 23 and other Sections of the Act.

2. Unique Identification Authority of India (UIDAI), invites applications for filling up 15 posts<sup>1</sup> of Assistant Director General (ADG) and 2 posts<sup>1</sup> of Assistant Director General (Technology) in Pay Matrix Level 13 (Rs. 1,23,100-2,15,900) on deputation basis on Foreign Service terms, from amongst suitable and eligible officers. The locations, eligibility criteria and qualifications for this post are as follows:-

**Location of posting**

| Name of post                            | Location                             | Number of post(s) to be advertised |
|-----------------------------------------|--------------------------------------|------------------------------------|
| Assistant Director General              | HQ, New Delhi                        | 03                                 |
|                                         | Camp Office, Bhopal (MP)             | 01                                 |
|                                         | RO, Hyderabad (TS)                   | 02                                 |
|                                         | Camp office, Bhuwneshwar (OD)        | 01                                 |
|                                         | RO, Bengaluru (KA)                   | 01                                 |
|                                         | Camp office, Thiruvananthapuram (KL) | 01                                 |
|                                         | RO, Guwahati (AS)                    | 02                                 |
|                                         | RO, Ranchi (JH)                      | 01                                 |
|                                         | Camp office, Patna (BR)              | 01                                 |
|                                         | Camp office, Kolkata (WB)            | 01                                 |
|                                         | Camp office, Gandhinagar (GJ)        | 01                                 |
| Assistant Director General (Technology) | Technology Centre, Bengaluru (KA)    | 02                                 |

**Eligibility<sup>2</sup>:**

| Post Name                  | Eligibility criteria                                                                                                                                                                                    |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Assistant Director General | <b>Essential:</b>                                                                                                                                                                                       |
|                            | i. Officers from the Central Government holding analogous posts on regular basis in the parent cadre/departments; <b>OR</b><br>With three years of regular service in the Pay Matrix Level 12 or above. |
|                            | <b>OR</b>                                                                                                                                                                                               |
|                            | Officers from State/ UT Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience.                                          |
|                            | ii. Age below 56 years as on the closing date of the application.                                                                                                                                       |
|                            | <b>Desirable Experience:</b>                                                                                                                                                                            |
|                            | i. Experience in monitoring and implementation of large scale project(s) having                                                                                                                         |

<sup>1</sup> The number of vacancies may vary at later stage at the time of selection.

<sup>2</sup> Officers already holding analogous posts in the parent cadre/departments may be given preference.

|                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                               | <p>multiple ecosystem partners.</p> <p>ii. Experience in handling of matters relating to Budget, Accounts, Legal, Co-ordination, Administration, Procurement of goods and services etc.</p> <p>iii. Experience in e-Governance and ICT related projects.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Assistant Director General(Technology)</b> | <p><b>Essential:</b></p> <p>i. Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department; <b>OR</b><br/>With three years of regular service in the Pay Matrix Level 12 or above.</p> <p style="text-align: center;"><b>OR</b></p> <p>Officers from State/ UT Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience.</p> <p>ii. Four year degree in Engineering or Technology or Master Degree in Computer Application from an Institute recognised by Govt. agencies.</p> <p>iii. Age below 56 years on closing date of applications.</p> <p><b>Desirable Experience:</b></p> <p>i. Handling ICT/E-governance Projects in Central Government/State Govt./PSU/Autonomous body etc.</p> <p>ii. Handling IT/Telecom/Networking/Data Centre operations related works.</p> <p>iii. Dealing IT procurements/IT inventory management related work.</p> <p>iv. Dealing with planning, execution, O&amp;M nature of works in Technical projects in the field of IT, Software, Telecom etc.</p> <p>v. Handling the work of software development, DATABASE administration, Network/Network Security Administration, Linux administration etc.</p> |

### 3. Period and other terms and conditions of deputation:

3.1 The period of deputation shall be of five years. The lending department may relieve an officer for a lesser period as per their own policy/rules, which should not be less than three years in any case.

3.2 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](http://www.uidai.gov.in)).

3.3 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.

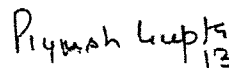
3.4 Accommodation and medical facility will be governed as per para 14 and 15 of Chapter IV of Unique Identification Authority of India (Salary, Allowances and other Terms & Conditions of Service of Employees) Regulations, 2020.

4. 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.

5. The applications in the prescribed format (Annexure-I) should reach to the **Assistant Director General (HR), Unique Identification Authority of India (UIDAI), Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi-110001** on or before the last date of receipt of the application. **The last date for receipt of applications is 28.10.2021.** 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.

6. 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**).
  - vi. No Objection Certificate from the Department of Personnel and Training in case the officer is serving under Central Staffing Scheme (CSS).
7. 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**).
8. 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 6 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.
9. UIDAI reserves the right not to fill up all or any of the vacancies or to withdraw the circular at any time without assigning any reasons. Further, UIDAI reserves the right to reject any applications at any time without assigning any reasons.

  
 (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. Head of organization; DRDO, Prasar Bharati, ISRO, NIC, Council of Scientific & Industrial Research, TRAI, NHAI, C-DAC, BSNL, MTNL, BBNL with a request to give wide publicity to the vacancy in their Organization.
- v. Indian Banks' Association (IBA): with a request to give wide publicity to the vacancy in all PSU Banks.
- vi. All IITs: with a request to give wide publicity to the vacancy in their Organization.
- vii. DDG, Regional Offices of Hyderabad/Ranchi/Bengaluru/Guwahati: with a request to give wide circulation in states of their jurisdiction and publication of the circular in two local news papers.
- viii. Website of UIDAI/ NCS Portal
- ix. Media Division, UIDAI HQ for publicizing the vacancy in at least two national dailies and Employment News and UIDAI Twitter account.

## Annexure-I

**APPLICATION FOR THE POST OF ASSISTANT DIRECTOR GENERAL AND  
ASSISTANT DIRECTOR GENERAL (TECHNOLOGY) IN UIDAI IN PAY MATRIX**

**LEVEL 13**

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

|     |                                                                                                                                                           |                                                          |                                  |        |                                 |                                               |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------------------------------|--------|---------------------------------|-----------------------------------------------|
| 1.  | Post applied for                                                                                                                                          | Assistant Director General                               |                                  |        |                                 |                                               |
|     |                                                                                                                                                           | Assistant Director General<br>(Technology), at Bengaluru |                                  |        |                                 |                                               |
| 2.  | Location<br>preference, (Applicable,<br>if applied for Assistant<br>Director General)<br>[Indicate order of<br>preference in<br>appropriate box(es)]      | New Delhi                                                |                                  |        |                                 |                                               |
|     |                                                                                                                                                           | Bhopal                                                   |                                  |        |                                 |                                               |
|     |                                                                                                                                                           | Ranchi                                                   |                                  |        |                                 |                                               |
|     |                                                                                                                                                           | Patna                                                    |                                  |        |                                 |                                               |
|     |                                                                                                                                                           | Kolkata                                                  |                                  |        |                                 |                                               |
|     |                                                                                                                                                           | Hyderabad                                                |                                  |        |                                 |                                               |
|     |                                                                                                                                                           | Bhuvneshwar                                              |                                  |        |                                 |                                               |
|     |                                                                                                                                                           | Bengaluru                                                |                                  |        |                                 |                                               |
|     |                                                                                                                                                           | Thiruvananthapuram                                       |                                  |        |                                 |                                               |
|     |                                                                                                                                                           | Guwahati                                                 |                                  |        |                                 |                                               |
|     |                                                                                                                                                           | Gandhinagar                                              |                                  |        |                                 |                                               |
| 3.  | Name of the Candidate<br>(in block letters)                                                                                                               |                                                          |                                  |        |                                 | Paste a recent<br>Passport size<br>photograph |
| 4.  | Gender (✓ the<br>appropriate box)                                                                                                                         | Male                                                     |                                  | Female |                                 |                                               |
| 5.  | Category (✓ the<br>appropriate box)                                                                                                                       | SC                                                       |                                  | ST     |                                 |                                               |
|     |                                                                                                                                                           | OBC                                                      |                                  | Others |                                 |                                               |
| 6.  | Date of Birth<br>(DD/MM/YYYY)                                                                                                                             |                                                          |                                  |        |                                 |                                               |
| 7.  | Date of retirement                                                                                                                                        |                                                          |                                  |        |                                 |                                               |
| 8.  | Address for<br>correspondence, mobile<br>number and e-mail id                                                                                             |                                                          |                                  |        |                                 |                                               |
| 9.  | Education qualification (Graduation level and above)                                                                                                      |                                                          |                                  |        |                                 |                                               |
|     | Examination Passed                                                                                                                                        | Year                                                     | Name of University/<br>Institute |        | Percentage<br>of marks/<br>CGPA | Subjects                                      |
|     |                                                                                                                                                           |                                                          |                                  |        |                                 |                                               |
|     |                                                                                                                                                           |                                                          |                                  |        |                                 |                                               |
|     |                                                                                                                                                           |                                                          |                                  |        |                                 |                                               |
| 10. | Details of employment in , in chronological order (enclose a separate sheet, duly<br>authenticated by your signature, if the space below is insufficient) |                                                          |                                  |        |                                 |                                               |
|     | Organization/<br>Institution                                                                                                                              | Post held                                                | From                             | To     | Scale of Pay                    | Nature of duties                              |
|     |                                                                                                                                                           |                                                          |                                  |        |                                 |                                               |
|     |                                                                                                                                                           |                                                          |                                  |        |                                 |                                               |
|     |                                                                                                                                                           |                                                          |                                  |        |                                 |                                               |
| 11. | Complete office address<br>along with telephone<br>number of the present                                                                                  |                                                          |                                  |        |                                 |                                               |

|                                    |                                                                                                                                                                                                                                                                                                             |                                                            |  |           |  |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|--|-----------|--|
|                                    | Employer                                                                                                                                                                                                                                                                                                    |                                                            |  |           |  |
| 12.                                | Nature of the present employment (✓ the appropriate box)                                                                                                                                                                                                                                                    | Ad-hoc                                                     |  | Temporary |  |
|                                    |                                                                                                                                                                                                                                                                                                             | Quasi-permanent                                            |  | Permanent |  |
| 13.                                | Present grade and date from which held on regular/substantive basis                                                                                                                                                                                                                                         |                                                            |  |           |  |
| 14.                                | Name of the Service, if belonging to Organised Group A Service                                                                                                                                                                                                                                              |                                                            |  |           |  |
| 15.                                | Whether Educational and other qualifications required for the post are satisfied<br>If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.<br>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)                              |                                                                                                                                                                                                                                                                                                             |                                                            |  |           |  |
| 16.                                | 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 |  |           |  |
| 17.                                | Training/Courses attended                                                                                                                                                                                                                                                                                   |                                                            |  |           |  |
| 18.                                | Details of award/ honour/ appreciation                                                                                                                                                                                                                                                                      |                                                            |  |           |  |
| 19.                                | Additional information, if any, which you would like to furnish in support of your suitability for the post.<br>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

Annexure-II

**To be filled up by the cadre controlling authority**

Office of .....

F.No.....

Date:.....

1. The applicant, if selected, will be relieved immediately for a period of **five years**. The lending department may relieve an officer for a lesser period as per their own policy/rules, which should not be less than **three years** in any case.
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/ADG/20-UIDAI (Vol. I)  
Ministry of Electronics & Information Technology  
**Unique Identification Authority of India (UIDAI)**  
(Human Resource Division)

Bangla Sahib Road, Behind Kali Mandir  
Gole Market, New Delhi - 110001

Dated : 13<sup>th</sup> September, 2021

**CIRCULAR**

**Subject: Inviting application on deputation (Foreign Service term basis) in UIDAI for the post of Assistant Director General (ADG) and Assistant Director General (Technology) in Pay Matrix Level 13.**

Unique Identification Authority of India (UIDAI), invites application for filling up of 15 posts (may vary as per requirements) of Assistant Director General (ADG) and 02 posts of Assistant Director General (Technology) in its Headquarter at New Delhi and its Offices at Hyderabad, Bengaluru, Guwahati, Ranchi, Bhopal, Bhubaneswar, Thiruvananthapuram, Kolkata, Gandhinagar and Patna in the Pay Matrix Level 13 (Rs. 1,23,100-2,15,900) on deputation (Foreign Service term basis).

2. The application may be furnished in the prescribed proforma and forwarded to **Assistant Director General (HR), Unique Identification Authority of India (UIDAI), 4th Floor, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi-110001**. The last date for receipt of applications complete in all respect is **28.10.2021**. Since the vacancy is to be filled 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](http://www.uidai.gov.in).

*Ryush Gupta*  
13.09.2021

Assistant Director General (HR)

स.ए- 12013/21/एडीजी/20/भा.वि.प.प्रा.(खंड 1)  
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय  
भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)  
( मा. सं. अनुभाग )

बंगला साहिब मार्ग, काली मंदिर के पीछे  
गोल मार्केट, नई दिल्ली - 110001  
दिनांक : 13 सितंबर, 2021

**विषय :** भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) में सहायक महानिदेशक एवं सहायक महानिदेशक (प्रौद्योगिकी) के पदों को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने हेतु रिक्ति परिपत्र ।

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) सहायक महानिदेशक के 15 पदों (परिवर्तनीय), एवं सहायक महानिदेशक (प्रौद्योगिकी) के 02 पदों को वेतन मैट्रिक्स लेवल 13 (वेतन बैंड - रुपए 1,23,100/- - 2,15,900/-) पर अपने मुख्यालय नई दिल्ली एवं अपने कार्यालयों हैदराबाद, बंगलुरु, गुवाहाटी, रांची, भोपाल, भुवनेश्वर, तिरुवनन्तपुरम, कोलकाता, गांधीनगर एवं पटना में प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने के लिए आवेदन आमंत्रित करता है ।

2. निर्धारित प्रपत्र में आवेदन सहायक महानिदेशक मानव संसाधन, भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), चतुर्थ तल, बंगला साहिब मार्ग, काली मंदिर के पीछे, गोल मार्केट, नई दिल्ली - 110001 को भेजे जाएं । सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि **28.10.2021** 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 अपूर्ण पाये गए आवेदन पत्रों पर विचार नहीं किया जाएगा । विस्तृत जानकारी के लिए कृपया हमारी वेबसाइट [www.uidai.gov.in](http://www.uidai.gov.in) देखें ।

पीछूष गुप्ता  
13.09.2021

सहायक महानिदेशक (मा. सं.)