



Government of India
Ministry of Electronics & Information Technology (MeitY)
Unique Identification Authority of India (UIDAI)
2nd Floor, Tower-I, Jeevan Bharti Building, Connaught Circus, New Delhi-110001



Vacancy circular for the post of Private Secretary & Stenographer on deputation in UIDAI HQ, New Delhi

Unique Identification Authority of India (UIDAI), invites applications for filling up total three posts (likely to vary) of Private Secretary in Pay Band II (Rs. 9300-34800) plus Grade Pay of Rs. 4800/- (pre-revised) and one post (likely to vary) of Stenographer in Pay Band II (Rs. 9300-34800) plus Grade Pay of Rs. 4200/- (pre-revised) on deputation basis in its HQ, New Delhi, from amongst suitable and eligible officers. The eligibility criteria and qualifications for this post are as follows:

Name of the Post and pay scale with Grade Pay	Number of vacant posts	Eligibility Criteria	Desirable Qualifications/ Experience
Private Secretary Pay Band II (Rs. 9300-34800) plus Grade Pay of Rs. 4800/- (pre-revised)	03 (Likely to vary)	Holding analogous post in the parent cadre in the Pay Band II (Rs. 9300-34800) plus Grade Pay of Rs. 4800/- (pre-revised) Or Having two years of regular service in the Pay Band II (Rs. 9300-34800) plus Grade Pay of Rs. 4600/- (pre-revised) Or Having five years of regular service in the Pay Band II (Rs. 9300-34800) plus Grade Pay of Rs. 4200/- (pre-revised)	Good Stenographic and Typing skills Proficiency in handling computers with Excellent Computer skills.
Stenographer Pay Band II (Rs. 9300-34800) plus Grade Pay of Rs. 4200/- (pre-revised)	01 (Likely to vary)	Holding analogous post in the parent cadre in the Pay Band II (Rs. 9300-34800) plus Grade Pay of Rs. 4200/- (pre-revised) Or Having five years of regular service in the Pay Band II (Rs. 5200-20200) plus Grade Pay of Rs. 2400/- (pre-revised)	Good Stenographic and Typing skills Proficiency in handling computers with Excellent Computer skills.

Eligibility: Officers of Central Government/State Governments/UTs/PSUs/ Autonomous bodies.

2. Period and other terms and conditions of deputation:

The initial period of deputation shall be for three years extendable by a further period of two years as per Department of Personnel & Training O.M.No.6/B/2009-Estt. (Pay-II) dated 17.06.2010. The terms and conditions of deputation will be governed by the DoP&T's aforementioned O.M. of 17.6.2010 and Government of India's instructions issued from time to time on the subject.

Age Limit: The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application.

Eligibility for Government Accommodation: As per the ongoing arrangement (further continuity of which is subject to approval of Ministry of Urban Development), the officers appointed in the UIDAI will be eligible for General pool Residential Accommodation at par with Central Government employees.

3. Eligible and willing candidate may apply through proper channel in prescribed format – Annexure I. 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. The applications of only such officers would be considered that are routed through proper channel and are accompanied by following documents:

- 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).

4. 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)

5. The applications of suitable and eligible officers complete in all respect, in the prescribed format (Annexure-I), alongwith documents listed in para 3 above may be forwarded to ADG (Estt), Unique Identification Authority of India (UIDAI), 2ndFloor, Tower 1, Jeevan Bharti Building, Connaught Circus, New Delhi-110001. The last date for receipt of applications complete in all respect is 25.10.2016. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

6. Applications received after the last date or otherwise found incomplete shall not be entertained.

7. UIDAI reserves the right to withdraw the vacancy circular at any time without assigning any reasons.

(S.D Sharma)

Assistant Director General (Estt), Tel: 23465869

APPLICATION FOR THE POST OF PRIVATE SECRETARY/STENOGRAPHER IN UIDAI HQ

1. Name					
2. Date of Birth					
3. Present Post					
4. Date from which the present post is held					
5. Present place of posting					
6. Service and Batch					
7. Parent Cadre					
8. Date of joining Service					
9. Pay Band of the present post					
10. Basic Pay drawn					
11. Grade Pay					
12. Whether the eligibility criteria prescribed for the post are satisfied					
13. Mobile/Office/Residence Number					
14. Educational/Professional Qualification (Please mention Graduation and above)					
Sl. No.	Qualification	Subject	Year/Division	Institution/ University Place/ Country	
15. Details of Experience/ employment (Please attach a separate sheet, if required)					
Sl. No.	Office	Post Held	From	To	Pay Band alongwith Grade Pay
16. Date of retirement under Central Government Rules					
17. Training(s) undergone					

Annexure-I

Recent Passport Size Photograph

Certified that information furnished above by me is correct in all respect to the best of my knowledge & belief.

Date & Place

(Signature of the Candidate)

To be filled up by the cadre controlling authority

Annexure-II

Office of

F.No.:

Date:

- The applicant, if selected, will be relieved immediately
- Certified that the particulars furnished by the officer have been checked from relevant records and found correct.
- Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
- The candidate is clear from disciplinary/vigilance angle and his/her Integrity is certified as 'Beyond Doubt'.
- 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).
- 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.
- Certified that the service particulars given by the applicant have been verified from his/her service records and found to be correct.

Date:

Signature

Place:

Name, Designation & Tele of the forwarding officer (Office Stamp)