No. A-12013/21/Deputation/HQ/20-UIDAI/620
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: 11th October, 2021

CIRCULAR

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

2. UIDAI invites applications for filling up the following posts on deputation basis on Foreign Service terms, in its Headquarters located at Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi – 110001 from amongst suitable and eligible officers as per the following requirements :-

S. No	Post Name	Number of vacancies[1]	**Eligibility[2]/qualification criteria**
1.	Dy. Director (Level-11)	04 (Four)	**Essential:** 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 (Level-8)	08(Eight)	**Essential:** 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

[1] The number of vacancies may vary at later stage at the time of selection.
[2] Officers already holding analogous posts in the parent cadre/department may be given preference.

S. No	Post Name	Number of vacancies[1]	**Eligibility[2]/qualification criteria**
3	Dy. Director (Technology) Pay Matrix Level-11	1(One)	**Essential :** 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. ii) Four year degree in Engineering or Technology or Master's Degree in Computer Applications from an Institute recognized by Govt. agencies. **Desirable :** i) Handling ICT/E-governance Projects in Central Government/State Govt./PSU/Autonomous body etc. Handling IT/Telecom/Networking/Data Centre operations related works. ii) Dealing IT procurements/IT inventory management related work. iii) Dealing with planning, execution, O&M nature of works in Technical projects in the field of IT, Software, Telecom etc. iv) Handling the work of software development, DATABASE administration, Network/Network Security Administration, Linux administration etc.
4.	Assistant Director (Technology) Pay Matrix Level – 10	01(One)	**Essential :** 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 9;**OR** With four years of regular service in the Pay Matrix Level 8;**OR** With six years of regular service in the Pay Matrix Level 7; **OR** Officers from State/UT Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience. ii) Four year degree in Engineering or Technology or Master's Degree in Computer Applications from an Institute recognized by Govt. agencies. **Desirable :** Experience of work in ICT projects/ e-Governance/ networking/ Telecom/ Data Centre Operations/ IT procurement and inventory management/ Software development/ Database administration/ Information Security.
5	Sr. Account Officer (Level-10)	01(One)	**Essential :** Officers from the Central Government holding analogous posts on regular basis in the parent cadre/ department **OR** With two years of regular service in the Pay Matrix Level 9. **OR** With five years of regular service in the Pay Matrix Level 8. **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 2organized Accounts Cadre of Central/State Government **OR**

S. No	Post Name	Number of vacancies[1]	**Eligibility[2]/qualification criteria**
			Having successfully completed Cash & Accounts Training organized by ISTM; **Desirable :** Basic skills for working in a computerized office environment.
6	Assistant Account Officer (Level-08)	1(One)	**Essential:** 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.
7	Private Secretary Pay Matrix Level – 8	06(Six)	**Essential:** (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. **Desirable:** (i) Experience of office management/ secretarial assistance. (ii) Experience in stenography work. (iii) Basic skills for working in a computerized office environment.
8	Junior Translation Officer(Pay Matrix Level – 6)	01(One)	**Essential:** (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 5 OR Officers from State Government/Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience. (ii) Degree from recognized University or equivalent in Hindi/English with English/Hindi as a subject, **OR** Diploma/Certificate course in translation, **OR** Two years' experience of technical translation from Hindi to English and vice-versa.

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 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.

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 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.

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), 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 26.11.2021.** 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 :

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 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.

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. Further, UIDAI reserves the right to reject any applications at any time without assigning any reasons.

Piyush Gupta
(Piyush Chand Gupta) 11.10.2021
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. Website of UIDAI/ NCS Portal

vii. 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 DEPUTATION (FOREIGN SERVICE TERM BASIS) IN UIDAI, HEADQUARTERS

(Last date for receipt of Application: 26.11.2021)

(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

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/Deputation/HQ/20-UIDAI
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: 11th October, 2021

CIRCULAR

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

Unique Identification Authority of India (UIDAI), invites application for filling up the posts of (i) Deputy Director, (ii) Section Officer, (iii) Dy. Director(Technology), (iv) Assistant Director (Technology), (v) Sr. Account Officer (vi) Assistant Accounts Officer, (vii) Private Secretary and (xiii) Junior Translation Officer on deputation basis (Foreign Service terms) at its Headquarters in New 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), 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 **26.11.2021.** **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
11.10.2021

Assistant Director General (HR)

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

गोल मार्केट, नई दिल्ली –110001
चतुर्थ तल, बंगला साहिब रोड
काली मंदिर के पीछे
दिनांक : 11 अक्तूबर, 2021

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

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) अपने मुख्यालय में (i) उप-निदेशक (ii) अनुभाग अधिकारी (iii) उप-निदेशक (प्रौद्योगिकी) (iv) सहायक निदेशक (प्रौद्योगिकी) (v) वरिष्ठ लेखा अधिकारी (vi) सहायक लेखा अधिकारी (vii) निजी सचिव एवं (viii) कनिष्ठ अनुवाद 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), चतुर्थ तल, बंगला साहिब मार्ग, काली मंदिर के पीछे, गोल मार्केट, नई दिल्ली – 110001 को भेजा जा सकता है ।** सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि **26.11.2021** 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 वैबसाइट www.uidai.gov.in देखें ।**

पीयूष गुप्ता
11.10.2021
सहायक महानिदेशक (मानव संसाधन)