

A.C.S. file P.I.D.

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06 APR 2010

No. A-12013/21/09-UIDAI
Government of India
Planning Commission
Unique Identification Authority of India

3rd Floor, Tower II, Jeevan Bharti Building
Connaught Circus, New Delhi - 110001

Dated : 23 March, 2010

To

The Chief Secretaries of Assam, Arunachal Pradesh, Meghalaya,
Manipur, Nagaland, Mizoram, Tripura and Sikkim

Sir,

**Subject : Filling up of various positions in the Headquarters and
Regional Office of the Unique Identification of
India(UIDAI)**

The Unique Identification Authority of India (UIDAI Authority) has been set up by Government under the Chairmanship of Shri Nandan Nilekani with a mandate to issue Unique ID number to every resident in the country. UIDAI will own and operate the UID database and be responsible for its updation and maintenance on an ongoing basis.


2. The Authority is in the process of filling up various posts on deputation basis for its Headquarters at Delhi and the regional offices located at Chandigarh, Lucknow, Mumbai, Delhi, Ranchi, Guwahati, Bangalore and Hyderabad. Each of the Regional offices will oversee the UID processes in the States/UTs under their jurisdiction. List detailing these is annexed. The Regional offices are responsible for enrolment of residents and liaison with State Governments. It would help for the Regional Office in Guwahati to have officers on deputation from the Governments of Assam, Arunachal Pradesh, Meghalaya, Manipur, Nagaland, Mizoram, Tripura and Sikkim.

3. The initial period of deputation shall be for three years extendable by a further period of two years as per GOI, DOPT OM No.2/29/91-Estt(Pay-II) dated 5.1.1994 as amended from time to time read with DOPT's OM No. AB 14017/30/2006-Estt (RR) dated 29.11.2006.

4. The officials appointed in the UIDAI will be eligible for General pool Residential Accommodation at par with Central Government employees at these locations.

5. A vacancy circular for various positions in UIDAI is attached herewith. Applications of eligible candidates from the officers/ employees of the State Governments who can be spared immediately in the event of their selection may be forwarded to UIDAI in the proforma as per Annexure-I along with duly attested photocopies of ACRs and vigilance clearance of the applicants. Last date for receiving the applications is 30th April, 2010. The vacancy circular along with the proforma can be seen on the UIDAI website www.uidai.gov.in / www.uidai.nic.in.

Yours faithfully,


(R.S. Sharma)
Director General
UIDAI

Encl : As above

Copy to:

1. State Nodal Officers
2. Regional Offices of UIDAI

Regional office	States/UTs under its Jurisdiction
Delhi	Delhi, Rajasthan, Madhya Pradesh
Chandigarh	Jammu and Kashmir, Punjab, Haryana, Himachal Pradesh, Chandigarh
Mumbai	Maharashtra, Gujarat, Goa, Dadara and Nagar Haveli, Daman Diu
Bangalore	Karnataka, Kerala, Tamil Nadu, Puduchery, Lakshadweep
Hyderabad	Andhra Pradesh, Orissa, Chattisgarh, Andaman and Nicobar
Ranchi	Bihar, Jharkhand, West Bengal
Lucknow	Uttar Pradesh, Uttarakhand
Guwahati	Assam, Arunachal Pradesh, Meghalaya, Manipur, Nagaland, Mizoram, Tripura, Sikkim

Vacancy Circular for various positions in the UIDAI

Sl No	Name of the post	HQ	RO Delhi	RO Hydrabad	RO Chandigarh	RO Lucknow	RO Mumbai	RO Ranchi	RO Guwahati	RO Bangalore	Total	Pay scale	Field of Selection	Eligibility Conditions	Desired qualification / experience
1	Deputy Director	14	3	1	3	3	3	3	3	2	35	15600-39100 +6600	From the officers in central Government / state Government/ PSU's/ Autonomous bodies	Holding analogous post in the same cadre or having five years of working experience in the scale of 9300-34800 + 5400 as SO/Office Superintendent.	Five years experience in Administration/ Establishing/ budgeting/ procurement planning and policy formulation of Government schemes and projects.
2	Section Officer	11	3	3	3	3	3	3	3	3	35	9300-34800 +4800	From the officers in central Government / state Government/ PSU's/PSBs/ Autonomous bodies	Holding analogous post in the same scale of pay in the parent cadre or having five years of working experience in the scale of 9300-34800 +4200	Two years experience in Administration/ Establishing/ budgeting/ procurement planning and policy formulation of Government schemes and projects.
3	Assistant	6	3	3	3	3	3	3	3	3	30	9300-34800 +4200	From the officers in central Government / state Government/ PSU's/PSBs/ Autonomous bodies	Holding analogous post in the same scale of pay in the parent cadre or having four years of working experience in the scale of 5200-20200 +2400	Excellent computer skill Excellent drafting, typing skills. Proficiency in Computers. Experience in handling Administrative matters/budget/ policy matters.
4	Private Secretary	36	6	5	6	6	6	6	6	6	77	9300-34800 +4800	From the officers in central Government / state Government/ PSU's/PSBs/ Autonomous bodies/ Research Institutions	Holding analogous post in the same scale of pay in the parent cadre on regular basis or having five years of experience in the scale of 9300-34800 + 4200	Good stenographic and typing skills. Proficiency in handling computers.
5	Steno	7	1	1	1	1	1	1	1	1	15	9300-34800 +4200	From the officers in central Government / state Government/ PSU's/PSBs/ Autonomous bodies/ Research Institutions	Holding analogous post in scale of 9300-34800 + 4200 or having four years of working experience in the scale of 5200-20200 + 2400	Good stenographic and typing skills. Proficiency in handling computers.

Proforma

Application for deputation in Unique Identification Authority of India.

1. Post applied for
2. Name of the applicant
3. Date of Birth
4. Whether belong to SC/ST
5. Present place of posting
6. Parent organization
7. Service which belong to
8. Educational qualification
 - a) Academic
 - b) Professional
9. Present post and the pay scale and Grade pay of the present post
10. Date from which the present post is held on regular basis
11. Whether the eligibility criteria prescribed for the post are satisfied
 - a) Essential criteria
 - b) Desirable criteria
12. Details of experience/employment (attached to a separate sheet, if required)

Office/Institution	Post held	From	To	Scale of pay along with GP	Nature of duties

13. Knowledge of computer
14. Place of posting applied for in UIDAI (Hqrs or Regional office. Please indicate the name of the regional office, if application is for the regional office.)
15. Remarks

Signature of the Candidate

Address

Date

To be countersigned by the Controlling Authority