

F. no. HQ-12016(15)/1/2021-HR-HQ/1880
Unique Identification Authority of India
 (Human Resource Division)

B. Secy DOP

09/07/24

मुख्य सचिव कार्यालय
राजस्थान, जयपुरCSO/2024/3069645
09/07/2024 CircularUIDAI Head Office, Bangla Sahib Road
Gole Market, New Delhi – 110 001Dated 24th June 2024

Subject: Inviting applications on deputation (on foreign service terms) in the Unique Identification Authority of India, Regional Office, Delhi for the post of Accountant and Private Secretary.

The Unique Identification Authority of India (UIDAI) is established under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 for developing the policy, procedure and systems for issuing Aadhaar numbers to individuals and perform authentication thereof under the Act.

2. UIDAI hereby invites applications from eligible officers for filling up one post of Private Secretary and one post of Accountant at Unique Identification Authority of India (UIDAI), Regional Office, Delhi, on deputation basis, on Foreign Service terms.

3. **Eligibility**

3.1 The details and eligibility criteria for the said post are as follows:

Post	Number of vacancy	Eligibility criteria
Private Secretary {Pay Matrix Level-8 of the 7 th Central Pay Commission (₹ 47,600-1,51,100)}	one*	<p>1. <i>Essential:</i></p> <p>1.1 (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 of the 7th Central Pay Commission (₹ 44,900 - ₹ 1,42,400) or with five years of regular service in the Pay Matrix Level 6 of the 7th Central Pay Commission (₹ 35,400 - ₹ 1,12,400)</p> <p style="text-align: center;">Or</p> <p>(ii) Officer from a State or Union Territory (UT) Government, or a Public Sector Undertaking (PSU), or an Autonomous Organisation, holding regular post in corresponding grades with requisite experience</p>

Note:

1. Officers holding analogous post in the parent organisation may be preferred.
2. Individuals who apply for the post may not withdraw their candidature subsequently.
3. Since the post is to be filled up on deputation basis, private candidates are not eligible.
4. Minimum residual service should be 3 years, as on closing date for the application.

3.2 For eligibility of applicants from an organisation that has a different structure of pay than that in the Central Government, the following shall be considered as the equivalent pay scales/grades (along with experience, if any):

Pay level of posts in UIDAI	Equivalent grade of and experience in substantive post in PSUs	Equivalent pay scale of substantive posts in Public Sector Banks	Equivalent pay scale of substantive posts in the Life Insurance Corporation of India
Level - 8	(E-2 Grade): ₹ 50,000-1,60,000/- (Revised) ₹ 20,600- 46,500/- (Pre-Revised)	Deputy Manager/Scale II ₹ 48,170 - 69,810/- (Revised) ₹ 31,705 – 45,950/- (Pre-Revised)	₹ 53,600-1,02,900/-
Level - 7	(E-1 Grade): ₹ 40,000-1,40,000/- (Revised) ₹ 16,400- 40,500/- (Pre-Revised)	Assistant Manager/Scale I ₹ 36,000 - 63,840/- (Revised) ₹ 23,700 – 42,020/- (Pre-Revised)	
Level - 6	(Non-Executive Grade): ₹ 34,000-71,000/- (Revised) ₹ 14,900- 27,850/- (Pre-Revised)		
Level - 5	(Non-Executive Grade): ₹ 27,500-60,000/- (Revised) ₹ 12,520- 23,440/- (Pre-Revised)		

4. Terms and conditions of deputation

6.2.1 In this connection, it is clarified that, for the purposes of this circular,—

- (a) in respect of members of the Indian Administrative Service, Indian Police Service and Indian Forest Service, including in respect of members serving in their allotted State cadre, the reference to cadre controlling authority means, respectively, the Department of Personnel and Training, the Ministry of Home Affairs and the Ministry of Environment and Forest in the Government of India;
- (b) in case no authority is specified as the cadre controlling authority in respect of the parent organisation, such authority as is competent to approve the relieving of the officer on deputation shall be construed as the cadre controlling authority.

6.3 Only applications received through proper channel, along with the following documents, may be considered:

- (a) Application in the form set out in Annex I; and
- (b) Certificate from the forwarding officer in the form set out in Annex II, along with—
 - (i) cadre clearance from the cadre controlling authority; and
 - (ii) copies of ACRs/APARs for the last five years, duly attested on each page by an officer not below the rank of Under Secretary to the Government of India or an officer of equivalent rank in the parent organisation.

6.4 Applications complete in all respects, in the form set out in Annex I, along with the documents specified in paragraph 6.3, may be forwarded to **Director (HR), Unique Identification Authority of India (UIDAI), Regional Office, Ground Floor, Supreme Court Metro Station, Pragati Maidan, New Delhi-110001**. The last date for receipt of applications complete in all respect is **23.8.2024**. Applications that are received after the last date or are incomplete may not be considered.

7. The Authority reserves the right to withdraw this circular at any time, without assigning any reason.

Signed by Piyush Chand
Gupta

Date: 24-06-2024 16:17:02

(Piyush Chand Gupta)

Director

Tel.: 011-23478554

Email: dir.hr-hq@uidai.net.in

To:

1. Director (CS Division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi, with the request to post this circular on the Department's website
2. Secretary to the Government of India in charge of a Ministry/Department (all, as per list), with the request to give wide publicity to this circular in their attached and subordinate offices and the autonomous and statutory organisations and public sector undertakings under their administrative purview
3. Chairperson and Chief Executive Officer, Railway Board, with the request to give

17. Deputy Managing Director and Chief Development Officer, State Bank of India, with the request to give wide publicity to this circular in the bank and its employees posted outside the bank
18. Chief General Manager in charge of HR Department, Punjab National Bank / Canara Bank / Bank of Baroda / Union Bank of India / Bank of India / Indian Bank, with the request to give wide publicity to this circular in their respective banks and its employees posted outside the bank
19. Executive Director (Personnel), Life Insurance Corporation of India, with the request to give wide publicity to this circular in the corporation and its employees posted outside the Corporation
20. Director, Indian Institute of Technology / National Institute of Technology / Indian Institute of Science Education and Research / Indian Institute of Information Technology / Indian Institute of Management (all, as per list), with the request to give wide publicity to this circular in their respective institutions
21. Vice Chancellor of a Central University (all, as per list), with the request to give wide publicity to this circular in the university
22. Vice Chancellor, Rashtriya Raksha University / National Forensic Science University, with the request to give wide publicity to this circular in their respective universities
23. Director, Indian Institute of Science, Bengaluru / International Institute of Information Technology Bangalore / Indraprastha Institute of Information Technology Delhi / International Institute of Information Technology Delhi / Dr Shyama Prasad Mukherjee International Institute of Information Technology, Naya Raipur, with the request to give wide publicity to this circular in their respective institutions
24. Website of UIDAI
25. National Career Service Portal
26. Deputy Director General, Regional Office, Delhi for publicizing the vacancy in local news paper
27. Media Division, UIDAI Head Office for publicising the vacancy in at least two national dailies, *Employment News* and the social media handles of UIDAI

			(b) Mobile number:			
			(c) Email: (in BLOCK letters)			
2.6	Education qualification (graduation/diploma level and above):					
	Qualification (degree, diploma, certificate etc.)	Year	Name of university, institution or other qualification-awarding body	Percentage of marks / Grade Point Average	Discipline / branch / specialisation	
2.7	If applicant is a member of an organised service, full name of the service:					
2.8	Details of employment: (in reverse chronological order, for preceding 10 years; enclose a separate self-authenticated sheet, if required)					
	Organisation	Position held	Period (month and year)		Scale of pay	Brief description of nature of duties
			From	To		

2.14	Details of application forwarding authority:	(a) Name:	
		(b) Full designation:	
		(c) Full office address:	
		(d) Office telephone number:	

3. Details regarding eligibility for post(s) applied for (see part 1 of this form):

(i) For post(s) listed at serial number(s) 1.1: Accountant

Eligibility criteria	Details regarding meeting of the eligibility criteria
<p><i>Essential:</i></p> <p>Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department,</p>	
<p><i>or</i></p> <p>with three years of regular service in the Pay Matrix Level-4 (₹25,500 - ₹81,100)</p>	
<p><i>or</i></p> <p>with five years of regular service in the Pay Matrix Level-3 (₹21,700 - ₹69,100) of the 7th Central Pay Commission.</p>	
<p><i>or</i></p> <p>Officer from State/UT Government or Public Sector Undertaking (PSU) or Autonomous Organisation, holding regular post in corresponding grades with requisite experience.</p>	
<p><i>Desirable:</i></p> <p>(i) Experience of work in Finance/Accounts/ Budgeting etc.</p>	

Annex II

**Certificate from forwarding authority
(on the letter head of the organisation)**

No. _____

Date: _____

1. Dr/Mr/Ms _____, if selected for appointment on deputation in the Unique Authority of India, will be relieved for a period of _____ years.
2. The information furnished by the said officer has been checked against his/her service records and is correct.
3. Integrity of the officer is certified.
4. No vigilance case is either pending or being contemplated against the officer.
5. It is certified that no penalty has been imposed on the officer during the last 10 years.

Or

The details of penalties imposed on the officer during the last 10 years are given in the duly signed and stamped enclosed statement.²

6. Photocopies of ACRs/APARs for the last five years are enclosed herewith, duly attested on each page by an officer not below the rank of Under Secretary to the Government of India or an officer of equivalent rank.

Encls.: as above

Signature

Name:

Designation:

Telephone:

Email:

[Stamp of office]

Date: _____

Place: _____

¹ Period for which the officer shall be relieved should not be less than three years. In respect of officers borne on any cadre of services or posts of the Central Government or a State Government, this confirmation regarding the relieving of the applicant officer in the event he/she of she is selected should be made only with the requisite approval or no objection or "cadre clearance" from the relevant cadre controlling authority. In case no authority is specified as such in respect of the parent organisation, such authority as is competent to approve the relieving of the officer on deputation is to be considered as the cadre controlling authority for the purposes of this circular.

² Please strike out whichever is not applicable

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)**प्रधान कार्यालय, नई दिल्ली-110 001****भर्ती सूचना**

संख्या : 20/2024

दिनांक 24.6.2024

भारतीय विशिष्ट पहचान प्राधिकरण अपने क्षेत्रीय कार्यालय, दिल्ली में 7 वें केंद्रीय वेतन आयोग के वेतन मैट्रिक्स लेवल -5 में लेखाकार (1 पद) तथा वेतन मैट्रिक्स लेवल 8 में निजी सचिव (1 पद) के पदों को प्रतिनियुक्ति (बाह्यय सेवा शर्तों) पर भरने हेतु आवेदन आमंत्रित करता है। पात्रता मानदंड इस प्रकार हैं:

(i) निजी सचिव

अनिवार्य : केंद्र सरकार के 56 वर्ष से कम आयु के अधिकारी, जिन्होंने मूल कैडर/विभाग में नियमित आधार पर सदृश्य पद धारण किया हो या वेतन मैट्रिक्स लेवल-7 में तीन साल की नियमित सेवा या वेतन मैट्रिक्स लेवल-6 में पांच साल की नियमित सेवा, या राज्य सरकार/संघ-राज्य क्षेत्र, या एक सार्वजनिक क्षेत्र के उपक्रम, या एक स्वायत्त संगठन में अपेक्षित अनुभव के साथ संबंधित ग्रेड में नियमित पद धारण किया हो।

वांछनीय : कार्यालय प्रबंधन/सचिवीय सहायता, आशुलिपि कार्य, कम्प्यूटरीकृत कार्यालय वातावरण में काम करने के लिए बुनियादी कौशल आदि में अनुभव।

(ii) लेखाकार

आवश्यक: केंद्र सरकार के 56 वर्ष से कम आयु के अधिकारी, जो मूल कैडर/विभाग में नियमित आधार पर सदृश्य पद धारण किए हों या वेतन मैट्रिक्स लेवल 4 में तीन साल या वेतन मैट्रिक्स लेवल 3 में पाँच साल की नियमित सेवा सेवा की हो या राज्य सरकार/ संघ-राज्य क्षेत्र/ सार्वजनिक क्षेत्र के उपक्रम/ स्वायत्त संगठन के अधिकारी जो अपेक्षित कार्य अनुभव के समतुल्यक श्रेणी में नियमित पद धारण किए हों।

ii. वाणिज्य में स्नातक

वांछनीय: वित्त/लेखा/बजट आदि में कार्य का अनुभव।

2. प्रति नियुक्ति और आवेदन प्रक्रिया के नियम और शर्तों का विस्तृत विवरण प्राधिकरण की वेबसाइट https://uidai.gov.in/images/VC_20_2024.pdf पर उपलब्ध हैं।
3. इच्छुक व्यक्ति जो पात्र हैं, वे उक्त आवेदन प्रक्रिया के अनुसार उचित माध्यम से निदेशक (एचआर), भारतीय विशिष्ट पहचान प्राधिकरण, क्षेत्रीय कार्यालय, ग्राउंड फ्लोर, सुप्रीम कोर्ट मेट्रो स्टेशन, प्रगति मैदान, नई दिल्ली – 110 001 को भेजा जा सकता है। सभी प्रकार से पूर्ण आवेदन प्राप्त होने की अंतिम तिथि 23.8.2024 है।

निदेशक

Unique Identification Authority of India
Head Office, New Delhi – 110 001
RECRUITMENT NOTICE

No. 20/2024

Dated 24th June 2024

The Unique Identification Authority of India invites applications on deputation (on foreign service terms) for one post of Accountant and Private Secretary at its Regional Office, Delhi in Pay Level-5 and Level-8 respectively of the 7th Central Pay Commission. Eligibility criteria are as follows:

(i) Private Secretary

Essential: Officers, below 56 years of age, 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 of the 7th Central Pay Commission, or with five years of regular service in the Pay Matrix Level 6 of the 7th Central Pay Commission, or from a State/UT Government, or a PSU, or an Autonomous Organisation holding regular post in corresponding grade with requisite experience.

Desirable: Experience of office management/Secretarial assistance, Stenography work, Basic skills of working in a computerized office environment etc.

(ii) Accountant

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-4 (₹25,500 - ₹81,100) or with five years of regular service in the Pay Matrix Level-3 (₹21,700 - ₹69,100) of the 7th Central Pay Commission or from a State/UT Government, or a PSU, or an Autonomous Organisation holding regular post in corresponding grade with requisite experience.

ii. Graduate in Commerce

Desirable: Experience of work in Finance/Accounts/ Budgeting etc.

2. Further details, including the terms and conditions of deputation and application procedure, are available on the Authority's website at https://uidai.gov.in/images/VC_20_2024.pdf

3. Interested individuals who are eligible may apply through proper channel as per said the application procedure, to **Director (HR), Unique Identification Authority of India (UIDAI), Regional Office, Ground Floor, Supreme Court Metro Station, Pragati Maidan, New Delhi – 110 001**. Last date for receipt of applications complete in all respects is 23.8.2024.

Director

(ii) Basic skills for working in a computerized office environment.	
Additional information, if any, in support of the applicant's suitability for the post: (attach separate sheet, if required)	

Date:

Place:

Signature of applicant

Certified that the service particulars given by the applicant above have been verified from his/her service records and found to be correct.

Signature with stamp of office of the forwarding authority

2.9	Present post held on:	Regular basis		Deputation basis		
	Tick as applicable:					
2.10	If present post is held on regular basis, name of the post, details of the same:	(a) Level/scale of pay:				
		(b) Date of appointment:				
2.11	If present employment is on deputation basis, details of the same:	(a) Date of appointment:				
		(b) Approved period of deputation:				
		(c) Parent organisation:				
2.12	Training/ courses attended:					
2.13	Details of awards, honours, appreciation etc.:					

Annex I

Application Form

To:

Director (HR)
 Unique Identification Authority of India
 Regional Office, Ground Floor
 Supreme Court Metro Station
 Pragati Maidan
 New Delhi-110001

Subject: Application for appointment to the post referred to in UIDAI circular no. _____/_____, dated ____ June 2024

Sir/madam,

I hereby apply for the post(s) in UIDAI, for which applications have been invited by UIDAI vide its circular no. _____/_____, dated ____ June 2024, and furnish details as under:

1. Post and location applied for:

S. no.	Post	Location preference
1	Private Secretary	Regional Office, Delhi
2	Accountant	Regional Office, Delhi

2. Basic details:

2.1	Name of applicant: (in BLOCK letters)					Recent passport size photograph (to be pasted)				
2.2	Gender:	Male	Female		Third gender					
	Tick as applicable:									
2.3	Date of birth:									
		D	D	M	M	Y	Y	Y		
2.4	Date of superannuation:									
		D	D	M	M	Y	Y	Y		
2.5	Contact details:-	(a) Correspondence address:								

wide publicity to this circular in their attached and subordinate offices and the autonomous and statutory organisations and public sector undertakings under their administrative purview

4. Chief Secretary to State Government (all, as per list), with the request to give wide publicity to this circular in their attached and subordinate offices and the autonomous and statutory organisations and public sector undertakings under their administrative purview
5. Chief Secretary, Government of NCT of Delhi / Government of Puducherry / Government of Jammu and Kashmir / Andaman and Nicobar Islands Administration, with the request to give wide publicity to this circular in their attached and subordinate offices and the autonomous and statutory organisations and public sector undertakings under their administrative purview
6. Administrator, Dadra and Nagar Haveli and Daman and Diu Administration / Lakshadweep Administration, with the request to give wide publicity to this circular in their attached and subordinate offices and the autonomous and statutory organisations and public sector undertakings under their administrative purview
7. Advisor to Administrator, Chandigarh Administration, with the request to give wide publicity to this circular in their attached and subordinate offices and the autonomous and statutory organisations and public sector undertakings under their administrative purview
8. Advisor to Lieutenant Governor, Ladakh Administration, with the request to give wide publicity to this circular in their attached and subordinate offices and the autonomous and statutory organisations and public sector undertakings under their administrative purview
9. Director General, National Informatics Centre / Centre for Development of Advanced Computing, with the request to give wide publicity to this circular in their respective organisations
10. Director, Bhabha Atomic Research Centre, with the request to give wide publicity to this circular in the organisation
11. Chairman and Managing Director, Bharat Electronics Limited / Bharat Sanchar Nigam Limited / Mahanagar Telephone Nigam Limited / Bharat Broadband Network Limited / RailTel Corporation of India Limited / Powergrid Corporation of India / Electronics Corporation of India Limited, with the request to give wide publicity to this circular in their respective organisations
12. Secretary, Telecom Regulatory Authority of India, with the request to give wide publicity to this circular in the organisation
13. Chairman, National Highways Authority of India / Food Corporation of India, with the request to give wide publicity to this circular in their respective organisations
14. Managing Director, Centre for Railway Information Systems, with the request to give wide publicity to this circular in the organisation
15. Chief Executive Officer, Centre for Development of Telematics, with the request to give wide publicity to this circular in the organisation
16. The Indian Banks' Association (IBA), with the request to give wide publicity to the vacancy in all Public Sector Banks

4.1 The period of deputation shall be five years. The lending organisation may relieve an officer for a lesser period, as per its policy/rules/regulations, subject to a minimum of three years.

4.2 During the period of deputation,—

- (a) the recruitment, appointment, salary, allowances, joining time, medical benefits, travelling allowance, etc. shall be as per the provisions of the Unique Identification Authority of India (Appointment of Officers and Employees) Regulations, 2020 and the Unique Identification Authority of India (Salary, Allowances and other Terms and Conditions of Service of Employees) Regulations, 2020 {said regulations are available on the website of UIDAI (www.uidai.gov.in)};
- (b) leave shall be regulated by the Central Civil Services (Leave) Rules, 1972; and
- (c) subject to the said regulations and rules, the terms and conditions of deputation shall be governed by the provisions of the Department of Personnel and Training (DoPT) Office Memorandum no. 6/8/2009-Estt.(Pay II), dated 17.6.2010 and other orders/guidelines issued by DoPT in this regard from time to time.

4.3 In case the appointment is made from an organisation whose pay structure and/or Dearness Allowance pattern is dissimilar to that in UIDAI, only the pay shall be protected and not the perquisites, as per paragraph 5.1(ii)(b) of DoPT Office Memorandum no. 6/8/2009-Estt.(Pay II), dated 17.6.2010.

5. Facilities available to officers of UIDAI

5.1 Officer/employee shall be eligible to avail of medical benefits as per Medical Reimbursement Scheme of UIDAI. Alternatively, he/she may opt to avail of medical benefits that may be admissible under the service conditions of his/her parent organization, subject to the condition that there is no financial liability on UIDAI on account of such benefits. In particular, if the officer/employee is availing of benefits under the Central Government Health Scheme in the parent organisation, he/she may opt to continue with the same.

5.2 Aadhaar Housing Complex for residential accommodation may available for willing UIDAI Officers at DDU Marg, New Delhi.

6. Application procedure

6.1 Eligible and interested individuals may apply through proper channel in the form set out in Annex I.

6.2 Addressee organisations are requested to forward the applications of such eligible and interested individuals in respect of whom they are the parent organisation, and whose services may be spared by the cadres controlling authority in case such an applicant is selected. Applications of individuals whose services cannot be spared by the cadre controlling authority may not be forwarded.

		<p>1.2 Age below 56 years, as on the closing date for the application</p> <p>2. <i>Desirable</i>:</p> <p>(i) Experience of office management/Secretarial assistance.</p> <p>(ii) Experience in Stenography work</p> <p>(iii) Basic skills of working in a computerized office environment</p>
<p>Accountant</p> <p>(Pay Matrix Level-5 of the 7th Central Pay Commission)</p> <p>(₹29,200 - ₹92,300)</p>	one*	<p>1. <i>Essential</i>:</p> <p>1.1 (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-4 (₹25,500 - ₹81,100) or with five years of regular service in the Pay Matrix Level-3 (₹21,700 - ₹69,100) of the 7th Central Pay Commission.</p> <p>or</p> <p>(ii) Officers from State or Union Territory (UT) Government, or a Public Sector Undertaking (PSU), or an Autonomous Organisation, holding regular post in corresponding grades with requisite experience</p> <p>1.2 Graduate in Commerce</p> <p>1.3 Age below 56 years, as on the closing date for the application</p> <p>2. <i>Desirable</i>:</p> <p>(i) Experience of work in Finance/Accounts/Budgeting etc.</p> <p>(ii) Basic skills for working in a computerized office environment.</p>

* UIDAI may change the number at any time, in its discretion

** Only officers who have completed at least five years of government service may apply