

No. A-12013/21/Deputation/RO Chandigarh/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: 06<sup>th</sup> August, 2021

**CIRCULAR**

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

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. Regional Office, Chandigarh is responsible for coordinating the work of Aadhaar enrolment, authentication and other activities in Jammu & Kashmir, Ladakh, Punjab, Haryana, Himachal Pradesh and Chandigarh.

2. UIDAI invites applications for filling up the following vacancies (may vary at the time of selection) on deputation basis on Foreign Service terms, in its Regional Office located at SCO 95-98, Sector 17-B, Chandigarh – 160017 from amongst suitable and eligible officers as per the following requirements :-

Sl. No.	Name of the post and Scale of Pay	Number of vacancies	Eligibility/ Qualification Criteria
1.	<b>Assistant Accounts Officer</b>  <b>Pay Matrix Level – 8</b>	01 (One)	<b>Essential<sup>1</sup>:</b> (i) Officers from the Central Government holding analogous posts on regular basis in the parent cadre/ department, <b>OR</b> With three years of regular service in the Pay Matrix Level 7, <b>OR</b> With five years of regular service in the Pay Matrix Level 6. <b>OR</b> (ii) Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience. (iii) Professional qualifications of Chartered Accountant/Cost Accountant/MBA (Finance), <b>OR</b> Having passed SAS/equivalent examination of organised Accounts Cadre of Central/State Government, <b>OR</b> Having successfully completed Cash & Accounts Training organised by ISTM; <b>OR</b> Having at least five years experience in handling accounts related work. <b>Desirable:</b> (i) Basic skills for working in a computerized office environment.
2	<b>Private Secretary</b>  <b>Pay Matrix Level – 8</b>	03(Three)	<b>Essential<sup>1</sup> :</b> Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department, <b>OR</b> With three years of regular service in the Pay Matrix Level 7, <b>OR</b> With five years of regular service in the Pay Matrix Level 6. <b>OR</b> Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in, corresponding grades with requisite experience. <b>Desirable:</b> (i) Experience of office management/ secretarial assistance. (ii) Experience in stenography work. (iii) Basic skills for working in a computerized office environment.

<sup>1</sup> Officers already holding analogous posts in the parent cadre/department may be given preference.

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 initially be of three years, extendable up to five years solely as per the requirements of the Authority.
- 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 In terms of para 8.5 of Department of Personnel & Training Office Memorandum No. 6/8/2009-Estt.(Pay II) dated 17th June 2010, application of Central Government Employee, who has not completed 09 years service on last date of submission of application shall not be considered.
- 4.5 Accommodation and medical facility will be governed as per Regulation 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), Regional Office, SCO 95-98, Sector 17-B, Chandigarh – 160017** on or before the last date of receipt of the application. **The last date for receipt of applications is 23.09.2021.** 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 by the candidates:
- Attested copy of 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**).
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 7 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.

*Piyush Gupta*  
06.08.2021  
(Piyush Chand Gupta)  
Assistant Director General (HR)  
Tel: 23478554

To,

- 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. Website of UIDAI/NCS portal
- v. Media Division, UIDAI HQ for publicizing the vacancy in at least two national dailies, Employment News and on UIDAI Twitter account.
- vi. UIDAI Regional Office, Chandigarh : with a request to wide circulation in states of their jurisdiction and publication of the circular in two local news papers.