

**No.A-12013/21/ADG/20-UIDAI (Vol. I)**  
Ministry of Electronics & Information Technology  
Unique Identification Authority of India (UIDAI)

Bangla Sahib Road, Behind Kali Mandir  
Gole Market, New Delhi – 110001  
Dated: 24<sup>th</sup> August, 2020

**CIRCULAR**

**Subject: Inviting application on deputation (Foreign Service term basis) in UIDAI for the posts of Assistant Director General (ADG) in Pay Matrix Level 13.**

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. Unique Identification Authority of India (UIDAI), invites applications for filling up **06 posts** (may vary at the time of selection) of Assistant Director General (ADG) in Pay Matrix Level 13 (Rs. 1,23,100-2,15,900) on deputation basis on Foreign Service terms, from amongst suitable and eligible officers. The locations, eligibility criteria and qualifications for this post are as follows:-

**Location of posting**

i.	UIDAI Headquarters, New Delhi	-	02 Posts
ii.	UIDAI Regional Office, Lucknow	-	01 Post
iii.	UIDAI Regional Office, Mumbai	-	01 Posts
iv.	UIDAI Regional Office, Bengaluru	-	02 Posts

**Eligibility:**

- 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 12 or above.  
OR
- ii. Officers from State/ UT Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience.
- iii. Age below 56 years as on the closing date of the application.

**Desirable Experience:**

- i Experience in monitoring and implementation of large scale project(s) having multiple ecosystem partners.
- ii Experience in handling of matters relating to Budget, Accounts, Administration, Procurement of goods and services etc.
- iii Experience in e-Governance and ICT related projects.
- iv For one post at UIDAI Headquarters experience in handling of finance and account matters.

**3. Period and other terms and conditions of deputation:**

3.1 The period of deputation shall initially be of three years.

3.2 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](http://www.uidai.gov.in)).

3.3 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.

3.4 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.

4. 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:

- i. 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**)
- vi. No Objection Certificate from the Department of Personnel and Training in case the officer is serving under Central Staffing Scheme (CSS)

5. 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**)

6. The applications of suitable and eligible officers complete in all respect, in the prescribed format (Annexure-I), along with documents listed in para 4 and 5 above may be forwarded to **ADG (HR), Unique Identification Authority of India (UIDAI), 4th Floor, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi-110001. The application may also be sent through email on [deputation@uidai.net.in](mailto:deputation@uidai.net.in).** The last date for receipt of applications complete in all respect is **24.09.2020**. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

7. The application of the candidates whose applications against the UIDAI's vacancy circular No.A-12013/21/ADG/20-UIDAI (Vol. I) dated 20-05-2020 received through proper channel after last date of the filling up of the application (i.e. 15-07-2020) would be considered against this vacancy circular subject to availability of the vacancy at the preferred location and they need not apply afresh. Similarly, applicants who had sent the advance copy of application against ibid vacancy circular dated 20-05-2020 may ensure that their application through proper channel is received at this office before the last date of receipt of application against this vacancy circular.

8. Applications received after the last date or without necessary documents or otherwise found incomplete shall not be entertained.

9. 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.

*Virender Prasad*  
(Virender Prasad) 24/8/20

Assistant Director General (HR)  
Tel: 011-23478555

To,

- i. 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.
- ii. All the State Governments, Administration of Union Territories with a request to give wide publicity to the vacancy in their various Departments/Offices.
- iii. Website of UIDAI.
- iv. Media Division, UIDAI HQ for publicizing the vacancy in at least two national dailies.