

**No. A-12013/21/Deputation/RO Ranchi/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: 6 August, 2020

**CIRCULAR**

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

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, Ranchi is responsible for coordinating the work of Aadhaar enrolment, authentication and other activities in the State of Jharkhand, Bihar and West Bengal.

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 1st Floor, RIADA Central Office Building, Namkum Industrial Area, Near STPI Lowadih, Ranchi - 834 010 from amongst suitable and eligible officers as per the following requirements :-

1.	<b>Deputy Director</b>  <b>Pay Matrix Level – 11</b>	01 (One)	<b>Essential:</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 10; <b>OR</b> With five years of regular service in the Pay Matrix Level 9; <b>OR</b> With six years of regular service in the Pay Matrix Level 8; <b>OR</b> (ii) Officers from State/UT Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience.  <b>Desirable:</b> (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	<b>Section Officer</b>  <b>Pay Matrix Level – 8</b>	01 (One)	<b>Essential:</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.  <b>Desirable:</b> (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.

3	<b>Assistant Section Officer</b>  <b>Pay Matrix Level – 6</b>	01 (One)	<b>Essential:</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 5; <b>OR</b> With five years of regular service in the Pay Matrix Level 4; <b>OR</b> With seven years of regular service in the Pay Matrix Level 3; <b>OR</b> (ii) Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience.  <b>Desirable:</b> (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.
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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](http://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 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 through proper channel in prescribed format – Annexure I. The 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**)

6. 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**)

7. The applications of suitable and eligible officers complete in all respect, in the prescribed format (Annexure-I), along with documents listed in para 5 and 6 above may be forwarded to the **Assistant Director General (HR), Unique Identification Authority of India (UIDAI), Regional Office, 1st Floor, RIADA Central Office Building, Namkum Industrial Area, Near STPI Lowadih, Ranchi - 834 010. The last date for receipt of applications complete in all respect is 15.09.2020.** Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

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.

*Hevi's*  
(Virender Prasad) *6/8/20*  
Assistant Director General (HR)  
Tel: 23478554

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.
- v. Regional Office, Ranchi with a request to give wide publicity to the vacancy through local newspaper(s).