

**CIRCULAR**

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

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. UIDAI invites applications for filling up the following posts on deputation basis on Foreign Service terms, in its Headquarters located at Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi – 110001 from amongst suitable and eligible officers as per the following requirements :-

S. No	Post Name	Number of vacancies <sup>1</sup>	Eligibility <sup>2</sup> /qualification criteria
1	Deputy Director (Level-11)	01(One)	<b>Essential:</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 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> 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	Section Officer (Level-8)	5 (Five)	<b>Essential :</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 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, e-

<sup>1</sup> The number of vacancies may vary at later stage at the time of selection.

<sup>2</sup> Officers already holding analogous posts in the parent cadre/department may be given preference.

S. No	Post Name	Number of vacancies <sup>1</sup>	Eligibility <sup>2</sup> /qualification criteria
			Office etc
3	Technical Officer  Pay Matrix level-08	03(Three)	<p><b>Essential :</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.</p> <p>ii) Four year degree in Engineering or Technology or Master's Degree in Computer Applications from an Institute recognized by Govt. agencies.</p> <p><b>Desirable :</b> Experience of work in ICT projects/ e-Governance/ networking/ Telecom/ Data Centre Operations and infra Management/ IT procurement and inventory management/ Software development/ Database administration/ Information Security.</p>
4	Astt. Section Officer  (Pay Matrix Level-06)	01(One)	<p><b>Essential:</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 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> Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience.</p> <p><b>Desirable:</b></p> <p>(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.</p> <p>(ii) Basic skills for working in a computerized office environment.</p>
5	Assistant Account Officer(Level-8)	1 (One)	<p><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> Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience.</p> <p>ii) 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 &amp; Accounts Training organised</p>

S. No	Post Name	Number of vacancies <sup>1</sup>	Eligibility <sup>2</sup> /qualification criteria
			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.
6	Accountants ( Pay Matrix Level-05)	04(Four)	<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 4, <b>OR</b> With five years of regular service in the Pay Matrix Level 3. <b>OR</b> Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience. ii) Graduate in Commerce. <b>Desirable:</b> (i) Basic skills for working in a computerized office environment.
7	Junior Translation Officer  Pay Matrix level-06	01(One)	<b>Essential :</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 5 <b>OR</b> Officers from State Government/Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience. (ii) Degree from recognized University or equivalent in Hindi/English with English/Hindi as a subject, <b>OR</b> Diploma/Certificate course in translation, <b>OR</b> Two years' experience of technical translation from Hindi to English and vice-versa.
8	Assistant Technical Officer  Level-6	04(Four)	<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> Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience. (ii) Four year degree in Engineering or Technology or Masters degree in computer applications from an institution recognized by Government agencies. <b>Desirable :</b>  Experience of work in ICT projects/ e-Governance/ Infra Management/ IT procurement and inventory management

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 be of five years. The lending department may relieve an officer for a lesser period as per their own policy/rules, which should not be less than three years in any case.
- 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, except leave 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. **Leave of an officer on deputation shall be regulated by leave rule of UIDAI.**
- 4.4 Central Government Employee completing 05 years of service may also apply for this post.
5. 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**).
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 **Director (HR), Unique Identification Authority of India (UIDAI), Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi-110001. The last date for receipt of applications complete in all respect is 01.08.2023.**
8. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently. Since this vacancy is to be filled up on deputation basis, private candidates are not eligible.
9. Applications received after the last date or otherwise found incomplete shall not be entertained.
10. UIDAI reserves the right to withdraw the vacancy circular at any time without assigning any reasons.

(Rajeev Sharma)  
Deputy Director (HR)  
Tel: 23478564

To,

- i. 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. Head of organization; DRDO, Prasar Bharati, ISRO, NIC, Council of Scientific & Industrial Research, TRAI, NHAI, C-DAC, BSNL, MTNL, BBNL with a request to give wide publicity to the vacancy in their Organization.
- v. Indian Banks' Association (IBA); with a request to give wide publicity to the vacancy in all PSU Banks.
- vi. Website of UIDAI/ NCS Portal
- vii. Media Division, UIDAI HQ for publicizing the vacancy in at least two national dailies and Employment News and UIDAI Twitter account

**APPLICATION FOR DEPUTATION (FOREIGN SERVICE TERM BASIS) IN  
UIDAI, HEADQUARTERS**

**(Last date for receipt of Application: 01.08.2023)**

(Since this vacancy is to be filled up on deputation basis, private candidates are not eligible)

1.	Post applied for (Please mention name of the post)				
2.	Name of the Candidate (in block letters)				Paste a recent Passport size photograph
3.	Gender (√ the appropriate box)	Male		Female	
4.	Date of Birth (DD/MM/YYYY)				
5.	Date of retirement				
6.	Address for correspondence, mobile number and e-mail id				
7.	Education qualification (Graduation level and above)				
	Examination Passed	Year	Name of University/ Institute	Percentage of marks/ CGPA	Subjects
8(i)	Date of entry in service	Name of organization		Date of initial appointment	
8	Details of employment in , in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)				
	Organization/ Institution	Post held	From	To	Scale of Pay
					Nature of duties
9.	Complete office address along with telephone number of the present Employer				
10.	Nature of the present employment (√ the appropriate box)	Ad-hoc		Temporary	
		Quasi-permanent		Permanent	
11.	Present grade and date from which held on regular/substantive basis				
12.	Name of the Service, if belonging to Organised Service of the Central Government				
13.	Whether Educational and other qualifications required for the post are satisfied If any qualification has been treated as equivalent to the one prescribed in the rules, state				

	the authority for the same. If applied for more than one post, desired experience for all such posts may be indicated.		
	Qualification/ Experience required	Qualification/ Experience possessed by the officer	
	Essential: (i) (ii) (iii)		
	Desired: (i) (ii) (iii)		
14.	In case the present employment is held on deputation/ contract basis, please state	Date of initial appointment	
		Period of appointment on deputation/contract	
		Name of the parent office/organization to which you belong	
15.	Training/Courses attended		
16.	Details of award/ honour/ appreciation		
17.	Additional information, if any, which you would like to furnish in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient		

Date:

Place:

(Signature of the Candidate)

Mobile No. : \_\_\_\_\_

Office Tel.No. : \_\_\_\_\_

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

Signature with seal of the Competent Authority

To be filled up by the cadre controlling authority

Office of .....

F.No.....

Date:.....

1. The applicant..... if selected, will be relieved immediately for a period of **five years**. The lending department may relieve an officer for a lesser period as per their own policy/rules, which should not be less than **three years** in any case.
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. No Vigilance case is pending/contemplated against the Officer
6. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
7. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an officer not below the rank of Under Secretary or equivalent.

Signature.....

Name, Designation & Tele of the forwarding officer

(Office Stamp)

Date:

Place:



No. A-12013/21/Deputation/HQ/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: 31 May, 2023

CIRCULAR

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

Unique Identification Authority of India (UIDAI), invites application for filling up the posts of (i) Deputy Director (ii) Section Officer (iii) Technical Officer (iv) Assistant Account Officer (v) Assistant Section Officer (vi) Accountant (vii) Assistant Technical Officer & (viii) Junior Translation Officer on deputation basis (Foreign Service terms) at its Headquarters in New Delhi.

2. The application may be furnished in the prescribed *pro forma* and forwarded to **Director (HR), Unique Identification Authority of India (UIDAI), 4<sup>th</sup> Floor, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi-110001**. The last date for receipt of applications complete in all respect is **01.08.2023**. **Since this vacancy is to be filled up on deputation basis private candidates are not eligible.**

3. Application received after the last date or otherwise found incomplete shall not be considered. **Further details may be obtained from the website [www.uidai.gov.in](http://www.uidai.gov.in).**

  
Deputy Director (HR)

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इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय  
भारतीय विशिष्ट पहचान प्राधिकरण  
मानव संसाधन

बंगला साहिब मार्ग, काली मंदिर के पीछे  
गोल मार्केट, नई दिल्ली-110001  
दिनांक: 31 मई, 2023

**परिपत्र**

**विषय:** भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) मुख्यालय, नई दिल्ली में प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भिन्न-भिन्न पदों को भरने हेतु रिक्ति परिपत्र ।

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) अपने मुख्यालय, नई दिल्ली में (i) उप निदेशक (ii) अनुभाग अधिकारी (iii) तकनीकी अधिकारी (iv) सहायक लेखा अधिकारी (v) सहायक अनुभाग अधिकारी (vi) लेखाकार (vii) सहायक तकनीकी अधिकारी एवं (viii) कनिष्ठ अनुवाद अधिकारी के पदों को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने का इच्छुक है ।

2. निर्धारित प्रपत्र में आवेदन निदेशक (मा. सं.), भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), चतुर्थ तल, बंगला साहिब मार्ग, काली मंदिर के पीछे, गोल मार्केट, नई दिल्ली - 110001 को भेजा जा सकता है। सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि **01.08.2023** है । चूंकि यह रिक्तियाँ प्रतिनियुक्ति के आधार पर भरी जानी हैं, अतः गैर-सरकारी अभ्यर्थी पात्र नहीं हैं ।

3. आवेदन प्राप्त करने की अंतिम तिथि के बाद या अधूरे पाये गए आवेदन पत्रों पर विचार नहीं किया जाएगा । विस्तृत जानकारी के लिए कृपया हमारी वेबसाइट [www.uidai.gov.in](http://www.uidai.gov.in) देखें ।

**वाजीव शर्मा**

उप-निदेशक (मानव संसाधन)