

भारत सरकार,
इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी मंत्रालय (एमईआईटीवाई),
भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)

SCO- 95-98, Ground & IInd Floor,
सेक्टर -17 B, चंडीगढ़ - 160017
दिनांक :- 07.07.2023

Subject:- Vacancy circular for the post of Private Secretary (PS) on short term contract basis in UIDAI, RO, Chandigarh.

Unique Identification Authority of India (UIDAI), RO Chandigarh invites applications for filling up of 01 (One) post of Private Secretary (PS) on short term contract basis in its office located at Chandigarh by retired officials of Central Government/State Government/PSU/Autonomous Bodies having considerable experience of functioning of Central Government Ministries/Departments. The eligibility criteria and qualifications for the post is as follows:-

1) Eligibility:-

Retired Officers of the Central Government, State Government, Autonomous Bodies, PSUs holding analogous post in the parent cadre in the same Pay Matrix Level - 8/pre revised pay band – II (₹9300-34800 + GP ₹4800) or equivalent at the time of retirement.

OR

Having two years of regular service in the pay matrix Level -7/pre-revised Pay band – II of (₹9300-34800 + GP ₹4600) or equivalent at the time of retirement.

OR

Having five years of regular service in the pay matrix Level -6/pre-revised Pay band – II of (₹9300-34800 + GP ₹4200) or equivalent at the time of retirement.

2) Desirable Qualification/Experience:-

Good Stenographic and Typing Skills.

Proficiency in handling computers with Excellent Computer Skills.

3) Period and other terms and conditions of deputation

The initial period of contract shall be for six months extendable upto two years as per UIDAI, HQ, New Delhi Office letter No. A-12013/21/09-UIDAI dated 28.05.2012.

4) Age Limit

The maximum age limit for appointment on contract basis shall not exceed 65 years as on the date of application.

5) **Remuneration**

I/24381/2023

The maximum consolidated monthly remuneration shall be Rs.25,000/- only.

- 6) Eligible and willing candidate may apply in prescribed format – **Annexure I**. The application should be accompanied by the following documents:-
- a) Application in prescribed preformed Annexure I.
 - b) Photocopies of the ACRs/APARs for the last three (3) years of his service duly attested on each page by an officer not below the level of Under Secretary or equivalent
OR
Summary of the ACRs/APARs for the last three (3) years of his service duly attested by an officer not below the level of Under Secretary or equivalent
 - c) Copy of Self Attested - Pension Payment Order (PPO).
- 7) The eligible officers may send their application complete in all respect, in the prescribed format- Annexure I along with documents listed in Para 6 above, to Director (Admin), Unique Identification Authority of India (UIDAI), Regional Office, SCO- 95-98, Ground & IInd Floor, Sector 17B, Chandigarh – 160017. The last date of receipt of applications complete in all respects is 30 days from the date of publication of advertisement.
- 8) Applications received after the last date or otherwise found incomplete shall not be entertained.
- 9) UIDAI, RO, Chandigarh reserves the right to withdraw the vacancy circular at any time without assigning any reasons.

Deputy Director (Admin)
UIDAI, Regional Office, Chandigarh
Tel:- 0172-2714141

**APPLICATION FOR THE POST OF PRIVATE SECRETARY (PS) ON
CONTRACT BASIS IN
UIDAI, REGIONAL OFFICE, CHANDIGARH**

(Last date for receipt of Application: 30 Days from the date of publication of Advt on website)

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		Male		Female	
4	Date of Birth (DD/MM/YYYY)					
5	Date of Retirement					
6	Address for correspondence, mobile number and email id					
7	Education Qualification					
	Examination Passed	Year	Name of University/ Institute		% of marks/ CGPA	Subject
8	Details of employment 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 last Employer					
10	Level/Grade Pay of the post held at the time of retirement & date of joining that post on regular basis.					
11	Whether worked in Central/State Govt Office/Department on contract basis after retirement. If yes, please provide details.					
12	Training/Courses attended					
13	Details of award / honour / appreciation					
14	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. _____