

F.No.25/25/2022-CS.II(A)
Government of India
Department of Personnel & Training
Ministry of Personnel, Public Grievances & Pensions

3rd Floor, Lok Nayak Bhawan.
Khan Market, New Delhi – 110003.
Dated: 15th Sept., 2022

OFFICE MEMORANDUM


Subject: Application for one post of Private Secretary on deputation (Foreign Service term basis) at Unique Identification Authority of India (UIDAI), Technology Centre, Bengaluru.

The undersigned is directed to circulate the Circular No. A-12013/21/Deputation/BTC/20-UIDAI, dated 02.09.2022 received from Ministry of Electronics & Information Technology, Unique Identification Authority of India (UIDAI) regarding filling up one post of Private Secretary on deputation basis (Foreign Service term basis).

2. The application may be furnished in the prescribed proforma (copy enclosed) and forwarded to : Director (HR), Unique Identification Authority of India (UIDAI), Aadhaar Complex, NTI Layout, Tata Nagar, Kodigehalli, Technology Centre, Bengaluru-560092. Further details may be obtained from the website www.uidai.gov.in

3. The last date for receipt of applications is **17.10.2022**. For any query / reference UIDAI as per above address may be consulted.

Enclosure: As above


(Vinay Kumar)
Under Secretary to the Govt. of India
Tele-24654020

To,

All the Cadre Units of CSSS.

Handwritten notes at the top left, including the number '100' and some illegible text.

Handwritten title or section header in the center of the page.

First line of the main body of handwritten text.

Second line of the main body of handwritten text.

Third line of the main body of handwritten text.

Fourth line of the main body of handwritten text.

Fifth line of the main body of handwritten text.

Sixth line of the main body of handwritten text.

Seventh line of the main body of handwritten text.

Eighth line of the main body of handwritten text.

Ninth line of the main body of handwritten text.

Tenth line of the main body of handwritten text.

Eleventh line of the main body of handwritten text.

Twelfth line of the main body of handwritten text.

Thirteenth line of the main body of handwritten text.

Fourteenth line of the main body of handwritten text.

for 25.11

No. A-12013/21/Deputation/BTC/20-UIDAI/720
Ministry of Electronics & Information Technology
Unique Identification Authority of India (UIDAI)
HR Division

(6)

Bangla Sahib Road, Behind Kali Mandir
Gole Market, New Delhi - 110001

Dated: 02nd September, 2022

CIRCULAR

Subject: Inviting application for one post of Private Secretary on deputation (Foreign Service term basis) at Unique Identification Authority of India (UIDAI), Technology Centre, Bengaluru.

Unique Identification Authority of India (UIDAI), invites application for filling up one post of Private Secretary on deputation basis (Foreign Service terms) at its Technology Centre at Bengaluru.

2. The application may be furnished in the prescribed *pro forma* and forwarded to **Director (HR), Unique Identification Authority of India (UIDAI), Aadhaar Complex, NTI Layout, Tata Nagar, Kodigehalli, Technology Centre, Bengaluru- 560092**. The last date for receipt of applications complete in all respect is **17.10.2022**. 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.

Piyush Gupta
02.09.2022
Director (HR)

स.ए-12013/21/डेपुटेशन/बी टी सी/20-भा.वि.प.प्रा./न 20
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)
मा. सं. अनुभाग

बंगला साहिब मार्ग, काली मंदिर के पीछे
गोल मार्केट, नई दिल्ली - 110001

दिनांक: 02 सितंबर, 2022

परिपत्र

विषय : भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) के प्रौद्योगिकी केंद्र बंगलुरु में निजी सचिव के एक पद को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने हेतु रिक्ति परिपत्र ।

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) के प्रौद्योगिकी केंद्र बंगलुरु में प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर, निजी सचिव के एक पद के लिए आवेदन आमंत्रित किए जाते हैं ।

2. निर्धारित प्रपत्र में आवेदन, निदेशक (मा.सं.), भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), आधार कॉम्प्लेक्स, एन टी आई लेआउट, टाटा नगर, कोडिगेहाली, बंगलुरु - 560092 को भेजा जा सकता है । सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि 17.10.2022 है। चूंकि ये रिक्तियाँ प्रतिनियुक्ति के आधार पर भरी जानी है, 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 देखें।

पीयूष गुप्ता
02.09.2022
निदेशक (मा. सं.)

CIRCULAR

Subject: Inviting application for the post of Private Secretary on deputation (Foreign Service term basis) at Unique Identification Authority of India (UIDAI) Technology Centre, Bengaluru.

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. The Technology Centre, Bengaluru is responsible for operation and maintenance of Central Identities Data Repository (CIDR) of the UIDAI which includes a state of art Tier-3 Data Centre.

2. UIDAI invites applications for filling up one post of Private Secretary on deputation basis on Foreign Service terms at Aadhaar Complex, NTI Layout, Tata Nagar, Kodigehalli, Technology Centre, Bengaluru- 560092 from amongst suitable and eligible officers as per the following requirements:-

Sl. No.	Name of post and Scale of Pay	Number of vacancy	Eligibility ¹ / Qualification Criteria
1.	Private Secretary Pay Matrix Level – 8	One	Essential¹: 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 7, OR With five years of regular service in the Pay Matrix Level 6. OR Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in, corresponding grades with requisite experience. Desirable: (i) Experience of office management/ secretarial assistance. (ii) Experience in stenography work. (iii) Basic skills for working in a computerized office environment.

3. **Age Limit:** for above post, 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).

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.**

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

9

4.4 Central Government Employee completing 05 years of service may also apply for these posts.

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 willing applicants may submit their advance application upto **17.10.2022**, to the **Director (HR), Unique Identification Authority of India (UIDAI), Aadhaar Complex, NTI Layout, Tata Nagar, Kodigehalli, Technology Centre, Bengaluru- 560092**. However, their applications will be considered only after receiving the same through proper channel along with supporting documents as mentioned below in para-7.

7. Cadre Controlling 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 by **01.11.2022**:

- i. Attested copy of 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**).

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. Applications received after the last date/incomplete application shall not be entertained. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently. 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
(Piyush Chand Gupta)
Director (HR)
Tel: 23478554

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.
- viii. UIDAI Technology Centre, Bengaluru with a request to give wide publicity to the vacancy through regional/ local newspaper(s).

10

Annexure-I

**APPLICATION FOR DEPUTATION (FOREIGN SERVICE TERM BASIS) IN
UIDAI TECHNOLOGY CENTRE, BENGALURU
(Last date for receipt of Application: 17.10.2022)**

(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)					
3.	Gender (√ the appropriate box)	Male		Female	Paste a recent Passport size photograph	
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 (ii)	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					

15

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 Shri/Smt./Ms 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:

