

No.25/31/2017-CS.II(C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi -110 003
Dated: 11th Jan., 2019

OFFICE MEMORANDUM

Subject: Vacancy circular for the post of Private Secretary(PS), Stenographer and Accountant on deputation in UIDAI Regional Office, Lucknow -reg.

Unique Identification Authority of India, RO, Lucknow vide their circular No. ~~12~~ 12031/01/2018/UIDAI/LKO/5896 dated 27.12.2018 have requested this Department for inviting application for filling up the post of PS, Stenographer and Accountant on deputation basis in UIDAI RO-Lucknow. All the Cadre Units are requested to give wide publicity to this circular.

Encls: As above.


(Preeti Khanna)

Under Secretary to the Govt. of India

To

All the cadre units of CSSS(through website of this Department).

A-12031/01/2018/UIDAI/LKO/ 5892
 Ministry of Electronics & Information Technology
 Unique Identification Authority of India (UIDAI)
 Regional Office, Lucknow

3rd Floor, UPSCIDCO Building
 TC-46/V, Vibhuti Khand,
 Gomti Nagar
 Lucknow-226010
 Dated: 23 December, 2018

SUB: Vacancy circular for the post of Private Secretary (PS), Stenographer and Accountant on deputation in UIDAI Regional Office, Lucknow.

Unique Identification Authority of India (UIDAI), invites applications for filling up 01 post of Private Secretary in the Pay Matrix Level-8 (pre-revised Pay Band II Rs. 9300-34800 plus Grade Pay of Rs. 4800/-), 01 post of Stenographer in the Pay Matrix Level-6 (pre-revised Pay Band II Rs. 9300-34800 plus Grade pay of Rs. 4200/-) and 01 post of Accountant in the Pay Matrix Level-5 (pre-revised Pay Band I Rs. 5200-20200 plus Grade pay of Rs. 2800/-) on deputation basis in its Regional Office, Lucknow, from amongst suitable and eligible officers. The eligibility criteria and qualifications for these posts are as follows:-

Name of the Post and pay scale with Grade Pay	Number of vacant posts	Eligibility Criteria	Desirable Qualifications/ Experience
Private Secretary, Pay Matrix Level-8 (pre-revised Pay Band II Rs. 9300-34800 plus Grade Pay of Rs. 4800/-)	01	Officers of the Central Government, State Government, Autonomous Bodies, PSUs:- Holding analogous post in the parent cadre in the Pay matrix level 08 (pre-revised Pay Band II Rs. 9300-34800 plus Grade Pay of Rs. 4800/-) OR Having two years of regular service in the Pay Matrix Level 07 (pre-revised Pay Band II Rs. 9300-34800 plus Grade pay of Rs. 4600/-) OR Having five years of regular service in the Pay matrix Level 06 (pre-revised Pay Band II Rs. 9300+34800 plus Grade pay of Rs. 4200/-)	1. Good stenographic and Typing Skills. 2. Proficiency in handling computers with Excellent Computer Skills.
Stenographer, Pay Matrix Level-6 (pre-revised Pay Band II Rs. 9300-34800 plus Grade Pay of Rs. 4200/-)	01	Officers of the Central Government, State Government, Autonomous Bodies, PSUs:- Holding analogous post in the parent cadre in the Pay matrix level 06 (pre-revised Pay Band II Rs. 9300-34800 plus Grade Pay of Rs. 4200/-) OR Having five years of regular service in the Pay matrix Level 04 (pre-revised Pay Band I Rs. 5200-20200 plus Grade pay of Rs. 2400/-)	1. Good stenographic and Typing Skills. 2. Proficiency in handling computers with Excellent Computer Skills.
Accountant, Pay Matrix Level-5 (pre-revised Pay Band I Rs. 5200-20200 plus Grade pay of Rs. 2800)	01	Officials from the Central Government, State Government, Autonomous Bodies, PSUs holding analogous post on regular basis in the parent cadre/ department OR With three years regular service in Pay Matrix Level-4 (pre-revised Pay Band PB-I Rs. 5200-20200 plus Grade Pay of Rs. 2400/-); OR With five years regular service in Pay Matrix Level - 3 (pre-revised Pay Band PB-I Rs. 5200-20200 plus Grade pay of Rs. 1900/-).	Knowledge of/ experience in work on Tally or other accounting software.

(Handwritten signatures and initials)
 23/12/18
 7/11/18
 Chauri

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

The initial period of deputation shall be for three years extendable by a further period of two years as per Department of Personnel & Training O.M.No.6/8/2009-Estt. (Pay-II) dated 17.06.2010. The terms and conditions of deputation will be governed by the DoP&T's aforementioned O.M. of 17.6.2010 and Government of India's instructions issued from time to time on the subject.

Age Limit

The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application.

Eligibility for Government Accommodation

The officers appointed in the UIDAI will be eligible for General Pool Residential Accommodation at par with Central Government employees.

3. 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:

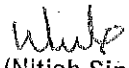
- i. Application in prescribed proforma – **Annexure I**
- ii. Cadre Clearance Certificate from the Controlling Authority
- iii. Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years **Annexure II**
- iv. Vigilance Clearance/Integrity Certificate (**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**).

4. 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**).

5. The applications of suitable and eligible officers complete in all respect, in the prescribed format (Annexure-I), alongwith documents listed in para 3 and 4 above may be forwarded to ADG (HR), Unique Identification Authority of India (UIDAI), 3rd Floor, UPSCIDCO Building, TC-46/V, Vibhuti Khand, Gomti Nagar, Lucknow-226010. The last date for receipt of applications complete in all respect is **15.02.2019**. 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.

6. Applications received after the last date or otherwise found incomplete shall not be entertained.

7. UIDAI reserves the right to withdraw the vacancy circular at any time without assigning any reasons.


(Nitish Sinha)
Assistant Director General (HR)
Tel: 0522-2304985

To,

1. ADG (HR), UIDAI Hqrs, New Delhi- with the request to upload the enclosed vacancy circular on the UIDAI's website.
- ✓ 2. Under Secretary (CS-II), CS Division, Deptt of Personnel & Training, Lok Nayak Bhavan, New Delhi- with the request to upload the enclosed vacancy circular on the DoP&T's website.
3. All central Government Departments whose office/headquarters located at Lucknow.
4. Notice Boards.

Application for the post of Private Secretary (PS), Stenographer and Accountant on deputation basis
(Since this vacancy is to be filled up on deputation basis, private candidates are not eligible)

1.	Name				
2	Date of Birth				
3	Present Post				
4	Date from which the present post is held on regular basis				
5	Present place of posting				
6	Service				
7	Parent Cadre				
8	Date of joining Service				
9	Pay Matrix of the present post				
10	Basic Pay drawn				
11	Old Pay Scale + Grade Pay				
12	Whether the eligibility criteria prescribed for the post are satisfied				
13.	Mobile/Office/Residence Number		Mobile: _____ Office: _____ Res.: _____		
14	Educational/Professional Qualification (Please mention Graduation level and above)				
Sl.No	Qualification	Subject	Year/Division	Institution/ University Place/ Country	
15	Details of Experience/ employment (Please attach a separate sheet, if required)				
Sl.No	Office	Post Held	From	To	Pay Band alongwith Grade Pay
16	Date of retirement under Central Government Rules				
17	Training(s) undergone				

Paste your
recent Passport
Size
Photographs

Certified that information furnished above by me is correct in all respect to the best of my knowledge & belief.

Date & Place

(Signature of the Candidate)

To be filled up by the cadre controlling authority

Office of

F.No.....

Date:.....

1. The applicant, if selected, will be relieved immediately
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:

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A-12031/01/2018/UIDAI/Lko/
Ministry of Electronics & Information Technology
Unique Identification Authority of India (UIDAI)
3rd Floor, UPSCIDCO Building
TC-46/V, Vibhuti Khand, Gomti Nagar
Lucknow – 226010

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Vacancy circular for the 01 post of Private Secretary (PS), 01 Post of Stenographer and 01 Post of Accountant on deputation basis in UIDAI Regional Office, Lucknow

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Unique Identification Authority of India (UIDAI), invites applications for filling up 01 post of Private Secretary (PS) in the Pay Matrix Level-8 (pre-revised Pay Band II Rs. 9300-34800 plus Grade Pay of Rs. 4800/-), 01 post of Stenographer in the Pay Matrix Level-6(pre-revised Pay Band II Rs. 9300-34800 plus Grade Pay of Rs. 4200/-) and 01 post of Accountant in the Pay Matrix Level-5 (pre-revised Pay Band I Rs. 5200-20200 plus Grade Pay of Rs. 2800/-) on deputation basis in its Regional Office, Lucknow.

2. The application may be furnished in the prescribed proforma and forwarded to ADG(HR), Unique Identification Authority of India, 3rd Floor, UPSCIDCO Building, TC-46/V, Vibhuti Khand, Gomti Nagar, Lucknow – 226010. The last date for receipt of applications complete in all respects is 15.02.2019. 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.

Assistant Director General (HR)

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सं-ए.12031/01/2018/UIDAI/Lko/
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
भारतीय विशिष्ट पहचान प्राधिकरण
तृतीय तल, TC-46/V, विभूति खण्ड, गोमती नगर
लखनऊ - 226010

विषय : भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), क्षेत्रीय कार्यालय, लखनऊ में निजी सचिव के 01 पद, स्टेनोग्राफर के 01 पद एवं लेखाकार के 01 पद को प्रतिनियुक्ति के आधार पर भरने हेतु रिक्ति परिपत्र।

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), क्षेत्रीय कार्यालय, लखनऊ में निजी सचिव के 01 पद को वेतन मैट्रिक्स लेवल - 8 (पूर्व संशोधित पे बैंड - II रूपये 9300-34800 + वेतन ग्रेड 4800/- रूपये), स्टेनोग्राफर के 01 पद को वेतन मैट्रिक्स लेवल - 6 (पूर्व संशोधित पे बैंड - II रूपये 9300-34800 + वेतन ग्रेड 4200/- रूपये) एवं लेखाकार के 01 पद को वेतन मैट्रिक्स लेवल - 5 (पूर्व संशोधित पे बैंड - I रूपये 5200-20200 + वेतन ग्रेड 2800/- रूपये) को प्रतिनियुक्ति के आधार पर भरने का इच्छुक है।

2. निर्धारित प्रपत्र में आवेदन सहायक महानिदेशक (मा. सं.), भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), क्षेत्रीय कार्यालय, लखनऊ, तृतीय तल, UPSCIDCO बिल्डिंग, TC-46/V, विभूति खण्ड, गोमती नगर, लखनऊ - 226010 को भेजा जा सकता है। सभी तरह से पूर्ण आवेदन प्राप्त करने की अन्तिम तिथि 15.02.2019 है। चूँकि यह रिक्ति प्रतिनियुक्ति के आधार पर भरी जानी है, अतः गैर - सरकारी अभ्यर्थी पात्र नहीं हैं।

3. आवेदन प्राप्त करने की अन्तिम तिथि के बाद प्राप्त या अधूरे पाए गए पत्रों पर विचार नहीं किया जायेगा। विस्तृत जानकारी के लिए कृपया हमारी वेबसाइट www.uidai.gov.in देखें।

सहायक महानिदेशक (मा.सं.)