

**F.No-21/12/2018-CS.I (P)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

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2<sup>nd</sup> Floor, A Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 10<sup>th</sup> October, 2018

**OFFICE MEMORANDUM**


Subject:-Filling up of posts Section Officer (SO) and Assistant Account Officer (AAO) on deputation in UIDAI Regional Office, Guwahati.

A copy of vacancy circular received from Unique Identification Authority of India (UIDAI) vide their O.M.No.UIDAI/RO-GHY/07/2010-Vol-IV dated 12.09.2018 along with its enclosures on the above mentioned is circulated for information of all CSS officers.

2. It may be noted that cadre clearance from CS-I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation. The cadre units while granting clearance to CSS officers may do so, in terms of the guidelines used by CS-I Division vide O.M. NO. 7.10.2016 dated 13.04.2018, and also keeping in view the shortage of officers at SO level.

3. In case of any further clarifications, applicants are advised to contact concerned Ministry/Department.

Encls: As above.

  
(K. Srinivasan)

Under Secretary to the Government of India  
Tel : 24642705

To

All Ministries/Departments (through website of DoP&T)

FILE No: - UIDAI/RO- GHY/ 07/2010/Vol-IV / 1435

भारत सरकार /Govt of India

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय/Ministry of Electronics & I.T(MeitY)  
भारतीय विशिष्ट पहचान प्राधिकरण Unique Identification Authority of India (UIDAI)

क्षेत्रीय कार्यालय, (असम, अरुणाचल प्रदेश, मिजोरम, मणिपुर, नागालैंड, मेघालय, सिक्किम और त्रिपुरा) गुवाहाटी  
Regional Office, (Assam, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Meghalaya, Sikkim and Tripura) Guwahati

ब्लॉक V, पहली मंजिल: Block-V, 1<sup>st</sup> Floor

हाउस्फेद परिसर, दिसपुर, गुवाहाटी-781006

HOUSEFED Complex, Dispur, Guwahati -781006

Date/दिनांक: 12-09-2018

SUB: Vacancy circular for the posts of Section Officer (SO), and Assistant Accounts Officer (AAO) on deputation in UIDAI Regional Office, Guwahati:-reg

Unique Identification Authority of India (UIDAI), invites applications for filling up one post of Section Officer (SO), and one post of Assistant Accounts Officer. All are in the Pay Matrix Level-8 (pre-revised Pay Band II Rs. 9300-34800 plus Grade Pay of Rs. 4800/-), on deputation basis in its Regional Office, Guwahati, 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  |
|---|----------------------------|---|---|
| Section Officer, 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:-<br><br>Holding analogous post in the same scale of pay on regular basis in the parent Department /Organization<br><br><b>Or</b><br>With two years services in the grade rendered after appointment thereto on regular basis in posts in the pay matrix level-7 (pre revised pay band II) Rs 9300-34800 plus grade pay of Rs. 4600/-)or equivalent in the parent cadre/department.<br><br><b>Or</b><br>Having six years in the grade rendered after appointment thereto on regular basis in posts in the Pay Matrix level-6(pre revised Pay Band II Rs. 9300-34800 plus grade pay of Rs. 4200/-) or equivalent in the parent cadre/department. | 1.Two years experience in Finance /Accounts/ Administration/Legal / Establishment /Human Resource / Budgeting /Vigilance/Procurement / Planning and policy/ Technical Matters/ Implementation of Government schemes, etc<br><br>2. Excellent noting/ drafting<br><br>3. Proficiency in handling computers with Excellent Computer skills. |
| Assistant Accounts Officer, Pay Matrix Level-8 (pre-revised Pay Band II                                     | 01 (Likely to fall vacant) | Officials of the Central Government, State Government, Autonomous Bodies, PSUs:<br>(a) Holding analogous post on regular basis,   | Knowledge of experience in work on Tally or other accounting software.  |

20/09/18  
M. K. (S.I.)  
25/9/18  
M. K. (S.I.)  
M. K. (S.I.)

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|--|--|--|--|
| Rs. 9300-34800<br>plus Grade Pay of<br>Rs. 4800/-) |  | <p style="text-align: center;"><b>OR</b></p> <p>With two year regular service in<br/>Level 7/PB 2 GP 4600/equivalent;</p> <p style="text-align: center;"><b>OR</b></p> <p>With five years regular service in<br/>Level 6/PB 2 GP 4200/equivalent.</p> <p>(b) Having passed SAS, SOGE or<br/>other similar examination<br/>conducted by accounts/ audit<br/>cadre;</p> <p style="text-align: center;"><b>OR</b></p> <p>Having successfully completed<br/>cash and accounts training<br/>conducted by ISTM;</p> <p style="text-align: center;"><b>OR</b></p> <p>Having professional degree of<br/>CA or ICWA.</p> <p>(c) Five year experience in finance,<br/>accounts and budget related<br/>matters.</p> |  |
|--|--|--|--|

## 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.**

As per the ongoing arrangement (further continuity of which is subject to approval of Ministry of Urban Development), 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:

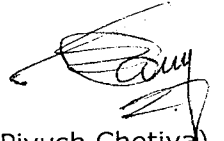
- Application in prescribed proforma - **Annexure I**
- Cadre Clearance Certificate from the Controlling Authority
- Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years **Annexure II**
- Vigilance Clearance/Integrity Certificate (**Annexure II**)
- 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), along with documents listed in para 3 and 4 above may be forwarded to **The Assistant Director General, Unique Identification Authority of India (UIDAI), Regional Office, 1<sup>st</sup> Floor Block-V, HOUSEFED COMPLEX, Beltola-Basistha Road, PO, Assam Sachibalaya Dispur, Guwahati-781006. The last date for receipt of applications complete in all respect is 30-11-2018.** Candidates who apply for the post will not be allowed to withdraw their candidature subsequently. Since these vacancies are 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.



(Piyush Chetiya)  
Assistant Director General  
Tel: 0361-2228081

To,

1. The Assistant Director General (HR.), Unique Identification Authority of India, Ministry of Electronics and Information Technology (MeitY), Aadhaar Building, 4<sup>th</sup> Floor, Behind Kali Mandir, Gole Market, New Delhi-110001 with the request to upload the enclosed vacancy circular on the UIDAI's website.
- ✓ 2. The 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 Guwahati.
4. Secretary, Department of Personnel & Training, Government of Assam/ Meghalaya/ Manipur/Mizoram/Nagaland/Arunachal Pradesh/ Tripura /Sikkim.
5. Notice Board, UIDAI, RO, Guwahati.

## Annexure-I

**APPLICATION FOR THE POST OF SECTION OFFICER/ASSISTANT ACCOUNTS OFFICER IN RO, UIDAI, GUWAHATI**  
(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                               |               |           |               |                                      |                               |
| 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 eligible criteria prescribed for the post are satisfied                     |               |           |               |                                      |                               |
| 13 | Mobile/Office/Residence Number  |               |           |               | Mobile:<br>Office:<br>Res:           |                               |
| 14 | Educational / Professional Qualification<br>(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 along with Grade pay |
|    |   |               |           |               |                                      |                               |
| 16 | Date of retirement under Central Governments rule                                       |               |           |               |                                      |                               |
| 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: