

**F.No-21/6/2017-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 11<sup>th</sup> May, 2018


**OFFICE MEMORANDUM**

Subject:- Filling up the post of Section Officer & Assistant Section Officer in UIDAI Regional Office Guwahati on deputation basis.

A copy of vacancy circular received from UIDAI, Regional office Guwahati vide their O.M.No.UIDAI/RO-GHY/07/2010/VOI-IV dated 23.04.2018 along with its enclosures on the above mentioned is circulated for information of all CSS officers.

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

Encls: As above.

  
(K. Srinivasan) 11/05/18  
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 /167

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: 23-04-2018

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

Unique Identification Authority of India (UIDAI), invites applications for filling up 01 post of Section Officer (SO) in the Pay Matrix Level-8 (pre-revised Pay Band II Rs. 9300-34800 plus Grade Pay of Rs. 4800/-), and one anticipated post (likely to vary) of Assistant Section Officer in the pay matrix level-6(pre-revised Pay Band II Rs.9300-34800 plus grade pay of Rs 4200) on deputation basis in its Regional Office, Guwahati, from amongst suitable and eligible officers. The eligibility criteria and qualifications for this post 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:-  Holding analogous post in the same scale of pay on regular basis in the parent Department /Organization <b>Or</b> 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. <b>Or</b> 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 2. Excellent noting/drafting 3. Proficiency in handling computers with Excellent Computer skills.
Assistant Section Officer in the pay matrix level-6(pre-revised Pay	01(one) anticipated post (likely	Holding analogous post in the same scale of pay on regular basis in the parent cadre/ Department /Organization <b>Or</b>	1. Excellent noting/drafting, typing skills, proficiency in handling Computers

Band II Rs.9300-34800 plus grade pay of Rs 4200)	to vary)	Having 5(five) years of regular services in the pay matrix Level-4/Pre-revised pay scale of Rs. 5200-20200+GP Rs. 2400/-	with Excellent Computer skills 2. Experience in handling cash, Finance/ /Accounts/Administrative/Legal/Establishment Matters/Budget Policy matters/Implementation of Government schemes, etc
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## 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**).

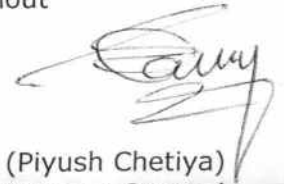
4. While forwarding the application it may also be verified and certified by the cadre controlling authority that the particulars furnished by the applicant are correct (Annexure III).

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 **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 25-06-2018.** 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.



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

To,

1. The Assistant Director General (Estt.), Unique Identification Authority of India, Ministry of Electronics and Information Technology (MeitY) Jeevan Bharati Building, Tower-1, 2<sup>nd</sup> Floor, Connaught Circus, 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, LokNayak 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.

03/05/18

S.O./PT

7/5/18

Ph. Karan

2/5  
US (CS-I) (SO & ASD)

## Annexure-I

APPLICATION FOR THE POST OF SECTION OFFICER/ASSISTANT SECTION 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:		
					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 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: