

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

Bangla Sahib Road, Behind Kali Mandir  
Gole Market, New Delhi – 110001  
Dated: 4th October, 2023

**CIRCULAR**

**Subject: Inviting application for post of Private Secretary on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) Regional Office at Delhi.**

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.

2. UIDAI invites applications for filling up the following vacancy (may vary at the time of selection) on deputation basis on Foreign Service terms, in its Regional Office Delhi from amongst suitable and eligible officers as per the following requirements:-

Sl. No.	Name of the post and Scale of Pay	Number of vacancy	Eligibility <sup>1</sup> / Qualification Criteria
1	Private Secretary Pay Matrix Level – 8	01(One)	<p><b>Essential:</b> Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department, <b>OR</b> With three years of regular service in the Pay Matrix Level 7, <b>OR</b> With five years of regular service in the Pay Matrix Level 6. <b>OR</b> Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in, corresponding grades with requisite experience.</p> <p><b>Desirable:</b> (i) Experience of office management/ secretarial assistance. (ii) Experience in stenography work. (iii) Basic skills for working in a computerized office environment.</p>

3. **Age Limit:** 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](http://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.

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

1/27171/2021/2009-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.**

4.4 Central Government Employees completing 05 years of service may also apply for above post.

5. 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.**

6. 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.**

7. The applications of suitable and eligible officers complete in all respect, in the prescribed format (Annexure-I), along with documents listed in para 5 and 6 above may be forwarded to the **Director (HR), Unique Identification Authority of India (UIDAI), Regional Office, Delhi, Below Supreme Court Metro Station, Pragati Maidan, New Delhi – 110001. The last date for receipt of applications complete in all respect is 04.12.2023.**

8. 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.

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

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

(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.

- 1/27171/2023
- 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 on UIDAI Twitter account
  - viii. UIDAI Regional Office, Delhi : with a request to wide circulation in states of their jurisdiction and publication of the circular in two local news papers.

**Annexure-I**

**APPLICATION FOR DEPUTATION (FOREIGN SERVICE TERM BASIS) IN  
UIDAI REGIONAL OFFICE, DELHI**

**(Last date for receipt of Application: 04.12.2023)**

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

I/27171/2021	(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:

I/27171/2023

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

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

Dated: 4<sup>th</sup> October, 2023

**CIRCULAR**

**Subject: Inviting application for post of Private Secretary on deputation (Foreign Service term basis) in Unique Identification Authority of India (UIDAI) Regional Office at Delhi.**

Unique Identification Authority of India (UIDAI), invites application for filling up the post of Private Secretary on deputation basis (Foreign Service terms) at its Regional Office in Delhi.

2. The application may be furnished in the prescribed *pro forma* and forwarded to **Director (HR), Unique Identification Authority of India (UIDAI), Regional Office Delhi, Below Supreme Court Metro Station, Pragati Maidan, New Delhi – 110001** The last date for receipt of applications complete in all respect is **04.12.2023**. 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](http://www.uidai.gov.in).**

Director (HR)

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

गोल मार्केट, नई दिल्ली-110001  
चतुर्थ तल, बंगला साहिब रोड  
काली मंदिर के पीछे  
दिनांक: 4 अक्टूबर, 2023

**विषय :** भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) क्षेत्रीय कार्यालय दिल्ली में निजी सचिव पद को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने हेतु रिक्ति परिपत्र ।

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) अपने क्षेत्रीय कार्यालय, दिल्ली में निजी सचिव के पद को प्रतिनियुक्ति (बाह्य सेवा शर्तों) के आधार पर भरने का इच्छुक है ।

2. निर्धारित प्रपत्र में आवेदन निदेशक (मा.सं.), भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), क्षेत्रीय कार्यालय दिल्ली, सुप्रीम कोर्ट मेट्रो स्टेशन के नीचे, प्रगति मैदान, नई दिल्ली – 110001 को भेजा जा सकता है । सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि **04.12.2023** है । चूंकि यह रिक्तियाँ प्रतिनियुक्ति के आधार पर भरी जानी हैं, 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](http://www.uidai.gov.in) देखें ।

निदेशक (मा. सं.)