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Ministry of Electronics & Information Technology
Unique Identification Authority of India (UIDAI)

Bangla Sahib Road, Behind Kali Mandir
Gole Market, New Delhi - 110001
Dated: 13th September, 2021

CIRCULAR

Subject: Inviting application on deputation (Foreign Service term basis) in UIDAI for the posts of Assistant Director General (ADG) and Assistant Director General (Technology) in Pay Matrix Level 13.

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. Unique Identification Authority of India (UIDAI), invites applications for filling up 15 posts¹ of Assistant Director General (ADG) and 2 posts¹ of Assistant Director General (Technology) in Pay Matrix Level 13 (Rs. 1,23,100-2,15,900) on deputation basis on Foreign Service terms, from amongst suitable and eligible officers. The locations, eligibility criteria and qualifications for this post are as follows:-

Location of posting

Name of post	Location	Number of post(s) to be advertised
Assistant Director General	HQ, New Delhi	03
	Camp Office, Bhopal (MP)	01
	RO, Hyderabad (TS)	02
	Camp office, Bhuwadeshwar (OD)	01
	RO, Bengaluru (KA)	01
	Camp office, Thiruvananthapuram (KL)	01
	RO, Guwahati (AS)	02
	RO, Ranchi (JH)	01
	Camp office, Patna (BR)	01
	Camp office, Kolkata (WB)	01
	Camp office, Gandhinagar (GJ)	01
Assistant Director General (Technology)	Technology Centre, Bengaluru (KA)	02

Eligibility²:

Post Name	Eligibility criteria
Assistant Director General	Essential: i. 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 12 or above. OR Officers from State/ UT Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience. ii. Age below 56 years as on the closing date of the application. Desirable Experience: i. Experience in monitoring and implementation of large scale project(s) having

¹ The number of vacancies may vary at later stage at the time of selection.

² Officers already holding analogous posts in the parent cadre/department may be given preference.

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	<p>multiple ecosystem partners.</p> <p>ii. Experience in handling of matters relating to Budget, Accounts, Legal, Co-ordination, Administration, Procurement of goods and services etc.</p> <p>iii. Experience in e-Governance and ICT related projects.</p>
Assistant Director General(Technology)	<p>Essential:</p> <p>i. 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 12 or above. OR Officers from State/ UT Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience.</p> <p>ii. Four year degree in Engineering or Technology or Master Degree in Computer Application from an Institute recognised by Govt. agencies.</p> <p>iii. Age below 56 years on closing date of applications.</p> <p>Desirable Experience:</p> <p>i. Handling ICT/E-governance Projects in Central Government/State Govt./PSU/Autonomous body etc.</p> <p>ii. Handling IT/Telecom/Networking/Data Centre operations related works.</p> <p>iii. Dealing IT procurements/IT inventory management related work.</p> <p>iv. Dealing with planning, execution, O&M nature of works in Technical projects in the field of IT, Software, Telecom etc.</p> <p>v. Handling the work of software development, DATABASE administration, Network/Network Security Administration, Linux administration etc.</p>

3. Period and other terms and conditions of deputation:

3.1 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.

3.2 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).

3.3 The terms of deputation, including the pay and allowances, 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.

3.4 Accommodation and medical facility will be governed as per para 14 and 15 of Chapter IV of Unique Identification Authority of India (Salary, Allowances and other Terms & Conditions of Service of Employees) Regulations, 2020.

4. 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.

5. The applications in the prescribed format (Annexure-I) should reach to the **Assistant Director General (HR), Unique Identification Authority of India (UIDAI), Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi-110001** on or before the last date of receipt of the application. **The last date for receipt of applications is 28.10.2021.** Applications received after the last date shall not be entertained. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

6. 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, accompanying the following documents latest within 15 days after the last date of submission of application by the candidates:

- 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**).
 - vi. No Objection Certificate from the Department of Personnel and Training in case the officer is serving under Central Staffing Scheme (CSS).
7. 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**).
8. UIDAI may, in exceptional circumstances, convene the meeting of the Selection Committee and/or consider a candidate without waiting for his/ her cadre clearance certificate and other documents listed in paragraph 6 of this circular. However, the offer for appointment to such candidate, in case of selection, shall be issued only on receipt of requisite documents from the cadre, duly attested and complete in all respects.
9. 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. Further, UIDAI reserves the right to reject any applications at any time without assigning any reasons.

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Assistant Director General (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. All IITs: with a request to give wide publicity to the vacancy in their Organization.
- vii. DDG, Regional Offices of Hyderabad/Ranchi/Bengaluru/Guwahati: with a request to give wide circulation in states of their jurisdiction and publication of the circular in two local news papers.
- viii. Website of UIDAI/ NCS Portal
- ix. Media Division, UIDAI HQ for publicizing the vacancy in at least two national dailies and Employment News and UIDAI Twitter account.