

No. A-12013/21/DDG/21-UIDAI/537  
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: 25<sup>th</sup> June, 2023

**CIRCULAR**

**Subject: Inviting application for the post of Deputy Director General (JS equivalent<sup>1</sup>) in Pay Matrix Level 14 on deputation (Foreign Service term basis) at Unique Identification Authority of India (UIDAI).**

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 two posts (may vary at the time of selection) of Deputy Director General (JS equivalent) in Pay Matrix Level 14 (Pay Band Rs.1,44,200-2,18,200) on deputation basis on Foreign Service terms, from amongst suitable and eligible officers. The locations, eligibility criteria and qualifications for these posts are as follows:-

**2.1 Location of posting**

Location	Number of posts
UIDAI, Regional Office, Guwahati	01
UIDAI, Regional Office, Bengaluru	01

**2.2 Eligibility<sup>2</sup> :**

**Essential:**

- i. Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department;  

**OR**

Officers with four years of regular service in the Pay Matrix Level 13 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.

<sup>1</sup> There is no requirement for empanelment by the Central Government for holding the post of Jt. Secretary or equivalent for applying for above post.

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

### **Desirable Experience**

- i. Experience in monitoring and implementation of large scale project(s) having multiple ecosystem partners.
- ii. Experience in handling of matters relating to Budget, Contract management, Co-ordination, Administration, Procurement of goods and services, Legal matters etc.
- iii. Experience in e-Governance and ICT related projects.

### **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](http://www.uidai.gov.in)).

3.3 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. 6/8/2009-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.**

3.4. Central Government Employee completing 05 years of service may also apply for above posts.

4. 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. For AIS Officer(s), Cadre Clearance from Central Govt. will also be required, in addition to Cadre Clearance from State Government in terms of DoPT OM No 14017/02/2022-AIS-II(Pension) dated 17/08/2022.
- ii. Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years - **Annexure II**
- iii. Vigilance Clearance/Integrity Certificate - **Annexure II**
- iv. 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.**

5. 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**).

6. The applications of suitable and eligible officers complete in all respect, in the prescribed format (Annexure-I), along with documents listed in para 4 and 5 above may be forwarded to the to the **Director (HR), Unique Identification Authority of India (UIDAI), Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi-110001**. Application may also be sent through mail on email id: [deputation@uidai.net.in](mailto:deputation@uidai.net.in). **The last date for receipt of applications complete in all respect is 28.08.2023.**

7. 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.

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

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

Piyush Gupta  
28.06.2023  
(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.
- 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.
- viii. Website of UIDAI
- vii. Media Division, UIDAI HQ for publicizing the vacancy in at least two national dailies and Employment News and UIDAI Twitter account.
- viii. UIDAI, Regional Office, Bengaluru & Guwahati with a request to give wide publicity to the vacancy through regional/ local newspaper(s).