CIRCULAR

Subject: Vacancy circular for filling up the vacant post of Steno in Unique Identification Authority of India (UIDAI) RO Chandigarh on deputation basis only.

Unique Identification Authority of India, RO, Chandigarh vide their Circular No. UIDAI/RO/Chd/Admin/29/4/2017-10748-53 dated 03.11.2017 (copy enclosed) has invited applications for filling up of post of Steno on deputation basis as per details given in the said circular.

2. All the cadre units are requested to give wide publicity to this circular. The eligible officers/officials who wish to apply may forward their application along with all the requisite documents through proper channel to:

ADG/Admin,
Unique Identification Authority of India (UIDAI),
Regional Office,
SCO-139-141, Chandigarh-160017

Encls: As above.

Under Secretary to the Govt. of India
Tele: 24623157

To

All the cadre units of CSSS(through website of this Department)
VACANCY CIRCULAR FOR FILLING UP THE VACANT POST OF STENO IN UNIQUE IDENTIFICATION AUTHORITY OF INDIA (UIDAI) RO CHANDIGARH ON DEPUTATION BASIS ONLY

Adv. No.39/2017

The Unique Identification Authority of India (UIDAI) invites applications for filling up one post of Steno on deputation in the Pay Matrix Level -6(Pre-revised pay band Rs.9300-34800 + 4200 GP) on deputation basis in Regional Office Chandigarh from amongst suitable/eligible employees. The eligibility criteria for this post are as follows:

<table>
<thead>
<tr>
<th>Name of the post and pay band with Grade Pay</th>
<th>No. of posts vacant</th>
<th>Eligibility Criteria</th>
<th>Desirable Qualifications/ Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steno</td>
<td>01</td>
<td>Holding analogous post in the parent cadre in the same scale of pay (Rs.9300-34800+4200) PB-II Or Having four years of working experience in the scale of Rs.5200-20200 + 2400(pre-revised)</td>
<td>Good Stenographic and typing skills. Proficiency in handling computers.</td>
</tr>
<tr>
<td>PB-II (Rs.9300-34800 + 4200 G.P.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 6 in the Pay Matrix of Revised Pay Scale of 7th Pay Commission.</td>
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</tbody>
</table>

Field of Selection:

Officers of Central Govt./State Govt./UTs/PSUs/Autonomous Bodies.

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 OM.No. 6/8/2009-Estt(Pay-II) dated 17.06.2010. The terms and conditions of deputation will be governed by the aforementioned O.M. of 17.6.2010 and Govt. of India’s instructions issued from time to time on the subject.

Age Limit for deputation:

The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date 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 official 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 accompanied with 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 years Annexure-II.

iv) Vigilance Clearance/Integrity Certificate Annexure-II.

v) Photocopies of ACRs/APARs for the last five 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 candidates complete in all respect, in the prescribed format (Annexure-I) along with documents listed in Para 3 and above may be forwarded to ADG(Admin), Unique Identification Authority of India (UIDAI), Regional Officer, SCO-139-141, Chandigarh -160017. The last date for receipt of applications will be 25th January 2018. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

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 reason.

[Signature]
Deputy Director (Admin)
UIDAI, RO Chandigarh
Tel. 0172-2714141

To,

1. The ADG (Esit.) UIDAI, HQ, New Delhi with the request to upload the enclosed vacancy circular on the UIDAI's website.

2. Under Secretary (CS-II) CS Division, Deptt. of Personnel & Training, Lok Nayak Bhawan, New Delhi with the request to upload the enclosed vacancy circular on the DoP&T's website.

3. The Chief Secretary to Govt. of Himachal Pradesh, H.P. Sectt., Shimla-171001 with the request to give wide publicity to the advertisement in their Departments/Offices.

4. The Chief Secretary to Govt. of Haryana, 4th Floor, Haryana Civil Secretariat, Sector-1, Chandigarh with the request to give wide publicity to the advertisement in their Departments/Offices.

5. The Chief Secretary to Govt. of Punjab, 6th Floor, Punjab Civil Secretariat, Sector-1, Chandigarh, with the request to give wide publicity to the advertisement in their Departments/Offices.

Application for the post of Steno in UIDAI, RO, CHANDIGARH (on deputation basis)

1. Name
2. Date of Birth
3. Present Post
4. Date from which the present post is held
5. Present place of posting
6. Service & Batch
7. Parent cadre
8. Date of joining service
9. Pay Band of the Present Post/Pay Matrix
10. Basic Pay drawn
11. Grade Pay
12. Whether the eligibility criteria prescribed for the post are satisfied
14. Educational/Professional Qualification (Please mention Graduation and above)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Qualification</th>
<th>Subject</th>
<th>Year/Division</th>
<th>Institute/University/Place/Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.</td>
<td>Details of Experience/employment (Please attach a separate sheet, if required)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Office</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Pay Band along with GP</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td>Date of retirement under Central Government Rules</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Training(s) undergone</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Certified that the information furnished above by me is correct in all respects to the best of my knowledge and belief.

Date & Place:

Signature of the Candidate
Annexure-Il

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 circular/advertisement.

4. The candidate is clear from vigilance angle and his integrity is certified as 'Beyond Doubt'.

5. 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).

6. Photographs of up-to-date ACRs/APARs for the last 05 years duly attested on each page by an officer not below the rank of Under Secretary or equivalent are enclosed.

7. 

8. Certified that the service particulars given by the applicant have been verified from his/her service records and found to be correct.

Signature ..........................

Name, Designation & Tele. of the forwarding officer. ..........................

(Office Stamp)

Date: ..........................

Place: ..........................