

F. No.HQ-12018/3/2020-HR-HQ/1706
Unique Identification Authority of India
 (Human Resource Division)

UIDAI Head Office, Bangla Sahib Road
 Gole Market, New Delhi - 110001
 Dated 15th March, 2024

circulate
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05/04/24

Circular

Subject: Inviting applications on deputation (on Foreign Service terms) for various posts in the Unique Identification Authority of India (UIDAI), Technology Centre, Bengaluru.

The Unique Identification Authority of India (UIDAI) is established under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 for developing the policy, procedure and systems for issuing Aadhaar numbers to individuals and perform authentication thereof under the Act.

2. UIDAI hereby invites applications from eligible officers for filling up posts of Assistant Account Officer, Private Secretary and Section Officer at Unique Identification Authority of India (UIDAI), Bengaluru Technology Centre, on deputation basis, on Foreign Service terms.

3. Eligibility

3.1 The details and eligibility criteria for the said post are as follows:

Post	Number of vacancy	Eligibility criteria
Assistant Accounts Officer {Pay Matrix Level-8 of the 7 th Central Pay Commission (₹ 47,600 – 1,51,100) }	01 (One)	<p>1. <i>Essential:</i></p> <p>1.1(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 7 of the 7th Central Pay Commission (₹ 44,900 – ₹ 1,42,400) or With five years of regular service in the Pay Matrix Level-6 of the 7th Central Pay Commission (₹ 35,400 – ₹ 1,12,400)</p> <p style="text-align: center;"><i>or</i></p> <p>(ii) Officers from State Government/Public Sector undertaking/Autonomous Organisation holding regular post in corresponding grades with requisite experience.</p> <p>1.2 Professional qualifications of Chartered Accountant/Cost Accountant/MBA (Finance), or Having passed SAS/equivalent examination of</p>



		<p>organized Accounts Cadre of Central/State Government, or Having successfully completed Cash & Accounts Training organised by ISTM; or Having at least five years experience in handling accounts related work.</p> <p>1.3 Age below 56 years, as on the closing date for the application</p> <p>2. Desirable: Basic skills for working in a computerized office environment.</p>
<p>Private Secretary {Pay Matrix Level-8 of the 7th Central Pay Commission (₹ 47,600 – 1,51,100)}</p>	<p>01 (One) UIDAI, Bengaluru Technology Centre</p>	<p>1. Essential: 1.1(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 7 of the 7th Central Pay Commission (₹ 44,900 – ₹ 1,42,400) or With five years of regular service in the Pay Matrix Level-6 of the 7th Central Pay Commission (₹ 35,400 – ₹ 1,12,400).</p> <p style="text-align: center;">or</p> <p>(ii) Officers from State Government/Public Sector Undertaking/Autonomous Organisation holding regular post in corresponding grades with requisite experience.</p> <p>1.2 Age below 56 years, as on the closing date for the application</p> <p>2. Desirable: (i) Experience of office management/secretarial assistance. (ii) Experience in stenography work. (iii) Basic skills for working in a computerized office environment.</p>
<p>Section Officer {Pay Matrix Level-8 of the 7th Central Pay Commission (₹ 47,600 – 1,51,100)}</p>	<p>01 (One)</p>	<p>1. Essential: 1.1(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 7 of the 7th Central Pay Commission (₹44,900 – 1,42,400) or With five years of regular service in the Pay Matrix Level-6.</p> <p style="text-align: center;">or</p>

		<p>(ii) Officers from State Government/Public Sector Undertaking/Autonomous Organisation holding regular post in corresponding grades with requisite experience.</p> <p>1.2 Age below 56 years, as on the closing date for the application</p> <p>2. Desirable:</p> <p>(i) Experience of work in Administration/Legal/Establishment/Human Resource/ Finance/Accounts/Budgeting/Vigilance/Procurement/Planning and Policy/Project implementation and monitoring/E-Governance etc.</p> <p>(ii) Basic skills for working in a computerized office environment.</p>
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* UIDAI may change the number at any time, in its discretion

**Only officers who have completed at least five years of government service may apply

Note:

1. Officers holding analogous post in the parent organisation may be preferred.
2. Individuals who apply for the post may not withdraw their candidature subsequently.
3. Since the post is to be filled up on deputation basis, private candidates are not eligible.

3.2 For eligibility of applicants from an organisation that has a different structure of pay than that in the Central Government, the following shall be considered as the equivalent pay scales/grades (along with experience, if any):

Pay level of posts in UIDAI	Equivalent grade of and experience in substantive post in PSUs	Equivalent pay scale of substantive posts in Public Sector Banks	Equivalent pay scale of substantive posts in the Life Insurance Corporation of India
Level-8	(E-2 Grade) Rs.50,000-1,60,000 (Revised) Rs.20,600-46,500 (Pre-Revised)	Deputy Manager/Scale-II Rs.48,170-69,810/- (Revised) Rs.31,705/-45,950/- (Pre-Revised)	Rs.53,600-1,02,900/-
Level-7	(E-1 Grade) Rs. 40,000-1,40,000 (Revised) Rs. 16,400-40,500 (Pre-revised)	Assistant Manager/Scale-I Rs. 36000/- 63,840/(Revised) Rs. 23,700/-42,020/- (Pre revised)	

Level-6	(Non executive Grade) Rs. 34,000-71,000 (Revised) Rs. 14,900-27,850 (Pre-revised)		
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4. Terms and conditions of deputation

4.1 The period of deputation shall be five years. The lending organisation may relieve an officer for a lesser period, as per its policy/rules/regulations, subject to a minimum of three years.

4.2 During the period of deputation,—

- (a) the recruitment, appointment, salary, allowances, joining time, medical benefits, travelling allowance, etc. shall be as per the provisions of the Unique Identification Authority of India (Appointment of Officers and Employees) Regulations, 2020 and the Unique Identification Authority of India (Salary, Allowances and other Terms and Conditions of Service of Employees) Regulations, 2020 (said regulations are available on the website of UIDAI (www.uidai.gov.in));
- (b) leave shall be regulated by the Central Civil Services (Leave) Rules, 1972; and
- (c) subject to the said regulations and rules, the terms and conditions of deputation shall be governed by the provisions of the Department of Personnel and Training (DoPT) Office Memorandum no. 6/8/2009-Estt.(Pay II), dated 17.6.2010 and other orders/guidelines issued by DoPT in this regard from time to time.

5. Facilities available to officers of UIDAI

5.1 For medical benefits, officers may choose to avail of either the Medical Reimbursement Scheme of UIDAI or medical benefits as applicable from their parent organisation or the Central Government Health Scheme.

6. Application procedure

6.1 Eligible and interested individuals may apply through proper channel in the form set out in Annex I.

6.2 Addressee organisations are requested to forward the applications of such eligible and interested individuals in respect of whom they are the parent organisation, and whose services may be spared by the cadres controlling authority in case such an applicant is selected. Applications of individuals whose services cannot be spared by the cadre controlling authority may not be forwarded.

6.2.1 In this connection, it is clarified that, for the purposes of this circular,—

- (a) in respect of members of the Indian Administrative Service, Indian Police Service and Indian Forest Service, including in respect of members serving in

- their allotted State cadre, the reference to cadre controlling authority means, respectively, the Department of Personnel and Training, the Ministry of Home Affairs and the Ministry of Environment and Forest in the Government of India;
- (b) in case no authority is specified as the cadre controlling authority in respect of the parent organisation, such authority as is competent to approve the relieving of the officer on deputation shall be construed as the cadre controlling authority.

6.3 Only applications received through proper channel, along with the following documents, may be considered:

- (a) Application in the form set out in Annex I; and
- (b) Certificate from the forwarding officer in the form set out in Annex II, alongwith
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- (i) cadre clearance from the cadre controlling authority; and
- (ii) copies of ACRs/APARs for the last five years, duly attested on each page by an officer not below the rank of Under Secretary to the Government of India or an officer of equivalent rank in the parent organisation.

6.4 Applications complete in all respects, in the form set out in Annex I, along with the documents specified in paragraph 6.3, may be forwarded to **Director (HR), Unique Identification Authority of India, Aadhaar Complex, NTI Layout, Tata Nagar, Kodigehalli, Technology Centre, Bengaluru- 560092**. The last date for receipt of applications complete in all respects is 15.5.2024. Applications that are received after the last date or are incomplete may not be considered.

7. The Authority reserves the right to withdraw this circular at any time, without assigning any reason.

Signed by

Piyush Chand Gupta

Date: 15-03-2024 14:35:51
(Piyush Chand Gupta)

Director

Tel.: 011-23478554

Email: dir.hr-hq@uidai.net.in

To:

1. Director (CS Division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi, with the request to post this circular on the Department's website
2. Secretary to the Government of India in charge of a Ministry/Department(all, as per list), with the request to give wide publicity to this circular in their attached and subordinate offices and the autonomous and statutory organisations and public sector undertakings under their administrative purview
3. Chairperson and Chief Executive Officer, Railway Board, with the request to give wide publicity to this circular in their attached and subordinate offices and the autonomous and statutory organisations and public sector undertakings under their administrative purview
4. Chief Secretary to State Government (all, as per list), with the request to give wide

- publicity to this circular in their attached and subordinate offices and the autonomous and statutory organisations and public sector undertakings under their administrative purview
5. Chief Secretary, Government of NCT of Delhi / Government of Puducherry / Government of Jammu and Kashmir / Andaman and Nicobar Islands Administration, with the request to give wide publicity to this circular in their attached and subordinate offices and the autonomous and statutory organisations and public sector undertakings under their administrative purview
 6. Administrator, Dadra and Nagar Haveli and Daman and Diu Administration/Lakshadweep Administration, with the request to give wide publicity to this circular in their attached and subordinate offices and the autonomous and statutory organisations and public sector undertakings under their administrative purview
 7. Advisor to Administrator, Chandigarh Administration, with the request to give wide publicity to this circular in their attached and subordinate offices and the autonomous and statutory organisations and public sector undertakings under their administrative purview
 8. Advisor to Lieutenant Governor, Ladakh Administration, with the request to give wide publicity to this circular in their attached and subordinate offices and the autonomous and statutory organisations and public sector undertakings under their administrative purview
 9. Director General, National Informatics Centre/Centre for Development of Advanced Computing, with the request to give wide publicity to this circular in their respective organisations
 10. Director, Bhabha Atomic Research Centre, with the request to give wide publicity to this circular in the organisation
 11. Chairman and Managing Director, Bharat Electronics Limited /Bharat Sanchar Nigam Limited / Mahanagar Telephone Nigam Limited / Bharat Broadband Network Limited /RailTel Corporation of India Limited /Power grid Corporation of India / Electronics Corporation of India Limited, with the request to give wide publicity to this circular in their respective organisations
 12. Secretary, Telecom Regulatory Authority of India,with the request to give wide publicity to this circular in the organisation
 13. Chairman, National Highways Authority of India/ Food Corporation of India, with the request to give wide publicity to this circular in their respective organisations
 14. Managing Director, Centre for Railway Information Systems, with the request to give wide publicity to this circular in the organisation
 15. Chief Executive Officer, Centre for Development of Telematics, with the request to give wide publicity to this circular in the organisation
 16. The Indian Banks' Association (IBA), with the request to give wide publicity to the vacancy in all Public Sector Banks
 17. Deputy Managing Director and Chief Development Officer, State Bank of India, with the request to give wide publicity to this circular in the bank and its employees posted outside the bank
 18. Chief General Manager in charge of HR Department, Punjab National Bank /

- Canara Bank / Bank of Baroda / Union Bank of India / Bank of India/ Indian Bank, with the request to give wide publicity to this circular in their respective banks and its employees posted outside the bank
19. Executive Director (Personnel), Life Insurance Corporation of India, with the request to give wide publicity to this circular in the corporation and its employees posted outside the Corporation
 20. Director, Indian Institute of Technology /National Institute of Technology / Indian Institute of Science Education and Research /Indian Institute of Information Technology/Indian Institute of Management (all, as per list),with the request to give wide publicity to this circular in their respective institutions
 21. Vice Chancellor of a Central University (all, as per list),with the request to give wide publicity to this circular in the university
 22. Vice Chancellor, Rashtriya Raksha University / National Forensic Science University, with the request to give wide publicity to this circular in their respective universities
 23. Director, Indian Institute of Science, Bengaluru /International Institute of Information Technology Bangalore / Indraprastha Institute of Information Technology Delhi / International Institute of Information Technology Hyderabad / Dr. Shyama Prasad Mukherjee International Institute of Informational Technology, Naya Raipur, with the request to give wide publicity to this circular in their respective institutions
 24. Website of UIDAI
 25. National Career Service Portal
 26. Deputy Director General, Technology Centre, Bengaluru for publicizing the vacancy in local news paper
 27. Media Division, UIDAI Head Office for publicising the vacancy in at least two national dailies, *Employment News* and the social media handles of UIDAI.

Annex I

Application Form

To:

Director (HR)
 Unique Identification Authority of India
 Aadhaar Complex, NTI Layout, Tata Nagar, Kodigehalli
 Technology Centre
 Bengaluru- 560092

Subject: Application for appointment to the post referred to in UIDAI circular no. _____/_____, dated ___ March 2024

Sir/madam,

I hereby apply for the post(s) in UIDAI, for which applications have been invited by UIDAI vide its circular no. _____/_____, dated ___ March 2024, and furnish details as under:

1. Post and location applied for (in order of preference):

S. no.	Post	Location
1.1	Assistant Account Officer	Unique Identification Authority of India (UIDAI), Bengaluru Technology Centre
1.2	Private Secretary	Unique Identification Authority of India (UIDAI)
1.3	Section Officer	Unique Identification Authority of India (UIDAI)

2. Basic details:

2.1	Name of applicant: (in BLOCK letters)							Recent passport size photograph (to be pasted)	
2.2	Gender:	Male	Female	Third gender					
	Tick as applicable:								
2.3	Date of birth:	D	D	M	M	Y	Y	Y	Y
2.4	Date of superannuation:	D	D	M	M	Y	Y	Y	Y
2.5	Contact details:	(a) Correspondence address:							
		(b) Mobile number:							
		(c) Email: (in BLOCK letters)							

2.6	Education qualification (graduation/diploma level and above):					
	Qualification (degree, diploma, certificate etc.)	Year	Name of university, institution or other qualification-awarding body	Percentage of marks /Grade Point Average	Discipline / branch / specialisation	
2.7	If applicant is a member of an organised service, full name of the service:					
2.8	Details of employment: (in reverse chronological order, for preceding 10 years; enclose a separate self-authenticated sheet, if required)					
	Organisation	Position held	Period (month and year)		Scale of pay	Brief description of nature of duties
			From	To		
2.9	Present post held on:	Regular basis		Deputation basis		
	Tick as applicable:					
2.10	If present post is held on regular basis, name of the post, details of the same:	(a) Level/scale of pay:				
		(b) Date of appointment:				

2.11	If present employment is on deputation basis, details of the same:	(a) Date of appointment:	
		(b) Approved period of deputation:	
		(c) Parent organisation:	
2.12	Training/ courses attended:		
2.13	Details of awards, honours, appreciation etc.:		
2.14	Details of application forwarding authority:	(a) Name:	
		(b) Full designation:	
		(c) Full office address:	
		(d) Office telephone number:	

3. Details regarding eligibility for post(s) applied for (see part 1 of this form):

i. For post(s) listed at serial number(s) 1.1(i): Assistant Account Officer

Eligibility criteria	Details regarding meeting of the eligibility criteria
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 7 of the 7 th Central Pay Commission (₹ 44,900 - ₹ 1,42,400)	
or With five years of regular service in the	

Pay Matrix Level-6 of the 7 th Central Pay Commission (₹ 35,400 - ₹ 1,12,400).	
<i>or</i> Officer from State/UT Government or Public Sector Undertaking (PSU) or Autonomous Organisation, holding regular post in corresponding grades with requisite experience.	
ii) Professional qualifications of Chartered Accountant/Cost Accountant/MBA (Finance),	
<i>or</i> Having passed SAS/equivalent examination of organized Accounts Cadre of Central/State Government, or Having successfully completed Cash & Accounts Training organised by ISTM;	
<i>or</i> Having at least five years experience in handling accounts related work.	
<i>Desirable:</i> (i) Basic skills for working in a computerized office environment.	
Additional information, if any, in support of the applicant's suitability for the post: (attach separate sheet, if required)	

ii. For post(s) listed at serial number(s) 1.1(ii): Private Secretary

Eligibility criteria	Details regarding meeting of the eligibility criteria
<i>Essential:</i> i) Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department,	
<i>or</i> with three years of regular service in the	

Pay Matrix Level 7 of the 7 th Central Pay Commission (₹ 44,900 – ₹ 1,42,400)	
<i>or</i> With five years of regular service in the Pay Matrix Level-6 of the 7 th Central Pay Commission (₹ 35,400 – ₹ 1,12,400).	
<i>or</i> Officer from State/UT Government or Public Sector Undertaking (PSU) or Autonomous Organisation, holding regular post in corresponding grades with requisite experience.	
<i>Desirable:</i> (i) Experience of office management/secretarial assistance. (ii) Experience in stenography work. (iii) Basic skills for working in a computerized office environment.	
Additional information, if any, in support of the applicant's suitability for the post: (attach separate sheet, if required)	

ii. For post(s) listed at serial number(s) 1.1(iii): Section Officer

Eligibility criteria	Details regarding meeting of the eligibility criteria
<i>Essential:</i> i) Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department,	
<i>or</i> with three years of regular service in the Pay Matrix Level 7 of the 7 th Central Pay Commission (₹ 44,900 – ₹ 1,42,400)	
<i>or</i>	

With five years of regular service in the Pay Matrix Level-6 of the 7 th Central Pay Commission (₹ 35,400 – ₹ 1,12,400).	
<i>or</i> Officer from State/UT Government or Public Sector Undertaking (PSU) or Autonomous Organisation, holding regular post in corresponding grades with requisite experience.	
<i>Desirable:</i> (i) Experience of work in Administration/Legal/Establishment/HumanResource/Finance/Accounts/Budgeting/Vigilance/Procurement/Planning and Policy/Project implementation and monitoring/E-Governance etc. (ii) Basic skills for working in a computerized office environment.	
Additional information, if any, in support of the applicant's suitability for the post: (attach separate sheet, if required)	

Date:

Place:

Signature of applicant

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

Signature with stamp of office of the forwarding authority

Annex II

Certificate from forwarding authority
(on the letter head of the organisation)

No. _____ Date: _____

1. Dr/Mr/Ms _____, if selected for appointment on deputation in the Unique Authority of India, will be relieved for a period of _____¹ years.
2. The information furnished by the said officer has been checked against his/her service records and is correct.
3. Integrity of the officer is certified.
4. No vigilance case is either pending or being contemplated against the officer.
5. It is certified that no penalty has been imposed on the officer during the last 10 years.

Or

The details of penalties imposed on the officer during the last 10 years are given in the duly signed and stamped enclosed statement.²

6. Photocopies of ACRs/APARs for the last five years are enclosed herewith, duly attested on each page by an officer not below the rank of Under Secretary to the Government of India or an officer of equivalent rank.

Encls.: as above

Signature
Name:
Designation:
Telephone:
Email:

[Stamp of office]

Date: _____

Place: _____

¹ Period for which the officer shall be relieved should not be less than three years. In respect of officers borne on any cadre of services or posts of the Central Government or a State Government, this confirmation regarding the relieving of the applicant officer in the event he/she is selected should be made only with the requisite approval or no objection or "cadre clearance" from the relevant cadre controlling authority. In case no authority is specified as such in respect of the parent organisation, such authority as is competent to approve the relieving of the officer on deputation is to be considered as the cadre controlling authority for the purposes of this circular.

² Please strike out whichever is not applicable.

Unique Identification Authority of India
Head Office, New Delhi – 110 001
RECRUITMENT NOTICE

No. 3/2024

Dated 15th March 2024

The Unique Identification Authority of India invites applications on deputation (on foreign service terms) for 01 post each of Assistant Account Officer, Private Secretary and Section Officer at Unique Identification Authority of India (UIDAI), Technology Centre, Bengaluru in Pay Level-8 of the 7th Central Pay Commission (₹ 47,600 – 1,51,100). Eligibility criteria are as follows:

(i) Assistant Account Officer

Essential: Officers, below 56 years of age, from the Central Government, holding analogous posts on regular basis in the parent cadre/department or with three years of regular service in Pay Matrix Level 7 or with five years of regular service in Pay Matrix Level 6, or from a State/UT Government, or a PSU, or an Autonomous Organisation holding regular post in corresponding grade with requisite experience.

ii. Chartered Accountant/Cost Accountant/MBA (Finance), or Having passed SAS/equivalent examination of organized Accounts Cadre of Central/State Government, or Having successfully completed Cash & Accounts Training organised by ISTM; or Having at least five years experience in handling accounts related work.

Desirable: Basic skills for working in a computerized office environment

(ii) Private Secretary

Essential: Officers, below 56 years of age, from the Central Government, holding analogous posts on regular basis in the parent cadre/department or with three years of regular service in Pay Matrix Level 7 or with five years of regular service in Pay Matrix Level 6, or from a State/UT Government, or a PSU, or an Autonomous Organisation holding regular post in corresponding grade with requisite experience.

Desirable: Experience in office management/secretarial assistance, stenography work, Basic skills for working in a computerized office environment etc.

(iii) Section Officer

Essential: Officers, below 56 years of age, from the Central Government, holding analogous posts on regular basis in the parent cadre/department or with three years of regular service in Pay Matrix Level 7 or with five years of regular service in Pay

Matrix Level 6, or from a State/UT Government, or a PSU, or an Autonomous Organisation holding regular post in corresponding grade with requisite experience.

Desirable: Experience in work in Administration/Legal/Establishment/Human Resource/Finance/Accounts/Budgeting/Vigilance/Procurement/Planning and Policy/Project implementation and monitoring/E-Governance etc.

2. Further details, including the terms and conditions of deputation and application procedure, are available on the Authority's website at https://uidai.gov.in/images/VC_3.2024.pdf

3. Interested individuals who are eligible may apply through proper channel as per said the application procedure, to **Director (HR), Unique Identification Authority of India, Aadhaar Complex, NTI Layout, Tata Nagar, Kodigehalli, Technology Centre, Bengaluru-560092**. Last date for receipt of applications complete in all respects is 15.5.2024.

Director (HR)

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)

प्रधान कार्यालय, नई दिल्ली-110 001

भर्ती सूचना

संख्या :3/2024

दिनांक: 15.3.2024

भारतीय विशिष्ट पहचान प्राधिकरण अपने प्रधान कार्यालय में 7 वें केंद्रीय वेतन आयोग के वेतन मैट्रिक्स लेवल -8 में सहायक लेखा अधिकारी, निजी सचिव और अनुभाग अधिकारी के एक- एक पदों को प्रतिनियुक्ति (बाह्य सेवा शर्तों) पर भरने हेतु आवेदन आमंत्रित करता है। पात्रता मानदंड इस प्रकार हैं:

i. सहायक लेखा अधिकारी

आवश्यक: केंद्र सरकार के 56 वर्ष से कम आयु के अधिकारी, जो मूल कैडर/विभाग में नियमित आधार पर सदस्य पद धारण किए हों या वेतन मैट्रिक्स लेवल 7 में तीन साल या वेतन मैट्रिक्स लेवल 6 में पाँच साल की नियमित सेवा सेवा की हो या राज्य सरकार/ संघ-राज्य क्षेत्र/ सार्वजनिक क्षेत्र के उपक्रम/ स्वायत्त संगठन के अधिकारी जो अपेक्षित कार्य अनुभव के समतुल्य श्रेणी में नियमित पद धारण किए हों।

ii) चार्टरित लेखाकार /लागत लेखाकार/व्यवसाय प्रशासन स्नातकोत्तर(वित्त)की ट यावसायिक अर्हताएं; या केंद्र/राज्य सरकार के संगठित लेखा संवर्ग की अधीनस्थ लेखा सेवा/समतुल्य परीक्षा उत्तीर्ण की हो या आईएसटीएम द्वारा आयोजित रोकड़ एवं लेखा कार्य प्रशिक्षण सफलतापूर्वक पूरा किया हो; या लेखा संबंधी कार्य करने का न्यूनतम पांच वर्ष का अनुभव हो।

वांछनीय: कम्प्यूटरीकृत कार्यालय वातावरण में काम करने के लिए बुनियादी कौशल।

ii. निजी सचिव

आवश्यक: केंद्र सरकार के 56 वर्ष से कम आयु के अधिकारी, जो मूल कैडर/विभाग में नियमित आधार पर सदस्य पद धारण किए हों या वेतन मैट्रिक्स लेवल 7 में तीन साल या वेतन मैट्रिक्स लेवल 6 में पाँच साल की नियमित सेवा सेवा की हो या राज्य सरकार/ संघ-राज्य क्षेत्र/ सार्वजनिक क्षेत्र के उपक्रम/ स्वायत्त संगठन के

अधिकारी जो अपेक्षित कार्य अनुभव के समतुल्य श्रेणी में नियमित पद धारण किए हों।

वांछनीय: कार्यालय प्रबंधन/सचिवीय सहायता, आशुलिपि कार्य, कम्प्यूटरीकृत कार्यालय वातावरण में काम करने के लिए बुनियादी कौशल आदि में अनुभव।

iii. अनुभाग अधिकारी

आवश्यक: केंद्र सरकार के 56 वर्ष से कम आयु के अधिकारी, जो मूल कैडर/विभाग में नियमित आधार पर सदृश्य पद धारण किए हों या वेतन मैट्रिक्स लेवल 7 में तीन साल या वेतन मैट्रिक्स लेवल 6 में पाँच साल की नियमित सेवा सेवा की हो या राज्य सरकार/ संघ-राज्य क्षेत्र/ सार्वजनिक क्षेत्र के उपक्रम/ स्वायत्त संगठन के अधिकारी जो अपेक्षित कार्य अनुभव के समतुल्य श्रेणी में नियमित पद धारण किए हों।

वांछनीय: प्रशासन/कानूनी/स्थापना/मानव संसाधन/वित्त/लेखा/बजट/सतर्कता/खरीद/योजना और नीति/परियोजना कार्यान्वयन और निगरानी/ई-गवर्नेंस आदि में काम करने का अनुभव।

2. प्रतिनियुक्ति और आवेदन प्रक्रिया के नियम और शर्तों का विस्तृत विवरण प्राधिकरण की वेबसाइट https://uidai.gov.in/images/VC_3.2024.pdf पर उपलब्ध हैं।

3. इच्छुक व्यक्ति जो पात्र हैं, वे उक्त आवेदन प्रक्रिया के अनुसार उचित माध्यम से निदेशक (एचआर), भारतीय विशिष्ट पहचान प्राधिकरण, बंगला साहिब रोड, आधार कॉम्प्लेक्स, एनटीआई लेआउट, टाटा नगर, कोडिगेहल्ली, टेक्नोलॉजी सेंटर, बेंगलुरु- 560092 को आवेदन भेज सकते हैं। सभी प्रकार से पूर्ण आवेदन प्राप्त होने की अंतिम तिथि 15.5.2024 है।

निदेशक (मानव संसाधन)