

**No. A-12013/21/Deputation/MDC/2020-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: 19<sup>th</sup> January, 2021

**CIRCULAR**

**Subject: Inviting application for various posts on deputation (Foreign Service term basis) at Data Centre, Manesar of 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. The Data Centre at Manesar is a state of art Tier-3 Data Centre owned and operated by the UIDAI.

2. UIDAI invites applications for filling up the following vacancies (may vary at the time of selection) on deputation basis on Foreign Service terms at Data Centre, Technology Centre-Office Complex Plot No. 1, Sector-M2, IMT Manesar, (Gurugram) – 122050 from amongst suitable and eligible officers as per the following requirements:-

| Sl. No. | Name of post and Scale of Pay                                | Number of vacancies | Eligibility/ Qualification Criteria  |
|---------|--|---------------------|--|
| 1.      | Deputy Director (Technology)<br><br>Pay Matrix level-11      | 01(One)             | <p><b>Essential :</b></p> <p>i. Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department;<br/> <b>OR</b><br/>                     With three years of regular service in the Pay Matrix level 10<br/> <b>OR</b><br/>                     With five years of regular service in the Pay Matrix level 9<br/> <b>OR</b><br/>                     With six years of regular service in the Pay Matrix level 8<br/> <b>OR</b></p> <p>ii. Officers from State/UT Government/Public Sector Undertaking/Autonomous Organization holding regular post in corresponding grades with requisite experience.</p> <p>iii. Possessing four year degree in Engineering or Technology in Computer Science, Information Technology or Electronics or Master's Degree in Computer Applications from an Institute recognized by Govt. agencies.</p> <p><b>Desirable :</b></p> <p>i. Handling ICT/E-governance Projects in Central Government/State Govt./PSU/Autonomous body etc.<br/>                     ii. Handling IT/Telecom/Networking/Data Centre operations related works.<br/>                     iii. Dealing IT procurements/IT inventory management related work.<br/>                     iv. Dealing with planning, execution, O&amp;M nature of works in Technical projects in the field of IT, Software, Telecom etc.<br/>                     v. Handling the work of software development, DATABASE administration, Network/Network Security Administration, Linux administration etc.</p> |
| 2.      | Assistant Director (Technology)<br><br>Pay Matrix Level – 10 | 01 (One)            | <p><b>Essential:</b></p> <p>(i) Officers from the Central Government holding analogous posts on regular basis in the parent cadre/ department; <b>OR</b><br/>                     With three years of regular service in the Pay Matrix Level 9; <b>OR</b><br/>                     With four years of regular service in the Pay Matrix Level 8; <b>OR</b><br/>                     With six years of regular service in the Pay Matrix Level 7;<br/> <b>OR</b></p>   |

|    |  |            |  |
|----|--|------------|--|
|    |  |            | <p>(ii) Officers from State/UT Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience.</p> <p>(iii) Possessing Four year degree in engineering or technology in computer sciences, information technology or electronics or Masters degree in computer applications from an institution recognized by Government agencies.</p> <p><b>Desirable:</b></p> <p>(i) Experience of work in ICT projects/ e-Governance/ networking/Telecom/ Data Centre Operations/ IT procurement and inventory management/ Software development/ Database administration/ Information Security.</p>  |
| 3. | <p><b>Technical Officer</b></p> <p><b>Pay Matrix Level – 8</b></p>         | 03 (Three) | <p><b>Essential:</b></p> <p>(i) 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.</p> <p><b>OR</b></p> <p>(ii) Officers from State/UT Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience.</p> <p>(iii) Possessing Four year degree in engineering or technology in computer sciences, information technology or electronics or Masters degree in computer applications from an institution recognized by Government agencies.</p> <p><b>Desirable:</b></p> <p>(i) Experience of work in ICT projects/ e-Governance/ networking/Telecom/ Data Centre Operations and infra Management/ IT procurement and inventory management/ Software development/ Database administration/ Information Security</p> |
| 4. | <p><b>Section Officer</b></p> <p><b>Pay Matrix Level – 8</b></p>           | 01 (One)   | <p><b>Essential:</b></p> <p>(i) 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;</p> <p><b>OR</b></p> <p>(ii) Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding grades with requisite experience.</p> <p><b>Desirable:</b></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, e-Office etc.</p>  |
| 5. | <p><b>Assistant Section Officer</b></p> <p><b>Pay Matrix Level – 6</b></p> | 01 (One)   | <p><b>Essential:</b></p> <p>(i) 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 5; <b>OR</b> With five years of regular service in the Pay Matrix Level 4; <b>OR</b> With seven years of regular service in the Pay Matrix Level 3;</p> <p><b>OR</b></p> <p>(ii) Officers from State Government/ Public Sector Undertaking/ Autonomous Organization holding regular post in corresponding</p>   |

|  |  |  |   |
|--|--|--|---|
|  |  |  | grades with requisite experience.   |
|  |  |  | <b>Desirable:</b><br>(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.<br>(ii) Basic skills for working in a computerized office environment. |

3. **Age Limit:** for all the posts mentioned above, 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 initially be of three years, extendable up to five years solely as per the requirements of the Authority.
- 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, 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.
- 4.4 In terms of para 8.5 of Department of Personnel & Training Office Memorandum No. 6/8/2009-Estt.(Pay II) dated 17 June 2010, application of Central Government Employee, who has not completed 09 years service on last date of submission of application shall not be considered.
- 4.5 Accommodation and medical facility will be governed as per Regulation 14 and 15 of Chapter IV of Unique Identification Authority of India (Salary, Allowances and other Terms & Conditions of Service of Employees) Regulations, 2020.
5. Eligible and willing candidate may apply through proper channel in prescribed format – Annexure I. The 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:
- Application in prescribed proforma – Annexure I
  - Cadre Clearance Certificate from the Controlling Authority
  - Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years Annexure II
  - Vigilance Clearance/Integrity Certificate (Annexure II)
  - 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 Assistant Director General (HR), Unique Identification Authority of India (UIDAI), 4<sup>th</sup> Floor, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi-110001. The last date for receipt of applications complete in all respect is 08.03.2021. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
8. Applications received after the last date or without necessary documents 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 19.01.2021

(Piyush Chand Gupta)  
Assistant Director General (HR)  
Tel: 23478554

To,

- i. Director (CS Division), Department of Personnel & Training, Lok Nayak Bhawan, New Delhi – with a request to post the same on DoP&T 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. Website of UIDAI.
- v. Media Division, UIDAI HQ for publicizing the vacancy in at least two national dailies.
- vi. UIDAI Technology Centre, Bengaluru with a request to give wide publicity to the vacancy through regional/ local newspaper(s).

**APPLICATION FOR DEPUTATION (FOREIGN SERVICE TERM BASIS) IN  
UIDAI DATA CENTRE AT MANESAR, GURUGRAM**

**(Last date for receipt of Application: 08.03.2021)**

(Since this vacancy is to be filled up on deputation basis, private candidates are not eligible)

|     |   |                 |                                  |  |   |
|-----|---|-----------------|----------------------------------|--|---|
| 1.  | Post applied for<br>(Please mention name of the post)   |                 |                                  |  |   |
| 2.  | Name of the Candidate<br>(in block letters)   |                 |                                  |  |   |
| 3.  | Gender (√ the appropriate box)  | Male            |                                  | Female   | Paste a recent Passport size photograph |
| 4.  | Category (√ the appropriate box)  | SC              |                                  | ST   |   |
|     |   | OBC             |                                  | Others   |   |
| 5.  | Date of Birth<br>(DD/MM/YYYY)   |                 |                                  |  |   |
| 6.  | Date of retirement  |                 |                                  |  |   |
| 7.  | Address for correspondence, mobile number and e-mail id   |                 |                                  |  |   |
| 8.  | Education qualification (Graduation level and above)  |                 |                                  |  |   |
|     | Examination Passed  | Year            | Name of University/<br>Institute | Percentage of marks/<br>CGPA                       | Subjects                                |
|     |   |                 |                                  |  |   |
|     |   |                 |                                  |  |   |
|     |   |                 |                                  |  |   |
| 9.  | Details of employment in , in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)  |                 |                                  |  |   |
|     | Organization/<br>Institution  | Post held       | From                             | To   | Scale of Pay                            |
|     |   |                 |                                  |  | Nature of duties                        |
|     |   |                 |                                  |  |   |
|     |   |                 |                                  |  |   |
| 10. | Complete office address along with telephone number of the present Employer   |                 |                                  |  |   |
| 11. | Nature of the present employment (√ the appropriate box)  | Ad-hoc          |                                  | Temporary  |   |
|     |   | Quasi-permanent |                                  | Permanent  |   |
| 12. | Present grade and date from which held on regular/substantive basis   |                 |                                  |  |   |
| 13. | Name of the Service, if belonging to Organised Service of the Central Government  |                 |                                  |  |   |
| 14. | Whether Educational and other qualifications required for the post are satisfied<br>If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.<br>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)   |                 |                                  |  |   |

|          |   |  |  |
|----------|---|--|--|
| (ii)     |   |  |  |
| (iii)    |   |  |  |
| Desired: |   |  |  |
| (i)      |   |  |  |
| (ii)     |   |  |  |
| (iii)    |   |  |  |
| 15.      | 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 |  |
| 16.      | Training/Courses attended   |  |  |
| 17.      | Details of award/ honour/ appreciation  |  |  |
| 18.      | 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.
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:

**No. A-12013/21/Deputation/MDC/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: 19<sup>th</sup> January, 2021

**CIRCULAR**

**Subject: Inviting application for various posts on deputation (Foreign Service term basis) at Data Centre, Manesar (Gurugram) of Unique Identification Authority of India (UIDAI).**

Unique Identification Authority of India (UIDAI), invites application for filling up the posts of (i) Dy. Director (Technology) (ii) Assistant Director (Technology), (iii) Technical Officer, (iv) Section Officer, and (v) Assistant Section Officer on deputation basis (Foreign Service terms) at its Data Centre in Manesar, Gurugram.

2. The application may be furnished in the prescribed *pro forma* and forwarded to **Assistant Director General (HR), Unique Identification Authority of India (UIDAI), 4<sup>th</sup> Floor, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi-110001**. The last date for receipt of applications complete in all respect is **08.03.2021**. 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).

Piyush Gupta  
19.01.2021  
Assistant Director General (HR)



स. ए-12013/21/डेपुटेशन/डा से मानेसर/20- भा.वि.प.प्रा.  
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय  
भारतीय विशिष्ट पहचान प्राधिकरण  
मानव संसाधन

चतुर्थ तल, बंगला साहिब रोड  
काली मंदिर के पीछे  
गोल मार्केट, नई दिल्ली, 11001  
दिनांक : 19 जनवरी, 2021

**विषय:** भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) डाटा सेंटर मानेसर, गुरुग्राम में भिन्न-भिन्न पदों को प्रतिनियुक्ति के आधार पर भरने हेतु रिक्ति परिपत्र ।

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई) अपने डाटा सेंटर मानेसर, गुरुग्राम में (i) उप-निदेशक (प्रौद्योगिकी) (ii) सहायक निदेशक (प्रौद्योगिकी) (iii) तकनीकी अधिकारी (iv) अनुभाग अधिकारी एवं (v) सहायक अनुभाग अधिकारी के पदों को प्रतिनियुक्ति (विदेश सेवा शर्तों) के आधार पर भरने का इच्छुक है ।

2. निर्धारित प्रपत्र में आवेदन सहायक महानिदेशक (एच आर), भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई), चतुर्थ तल, बंगला साहिब मार्ग, काली मंदिर के पीछे, गोल मार्केट, नई दिल्ली - 110001 को भेजा जा सकता है । सभी तरह से पूर्ण आवेदन पत्र प्राप्त करने की अंतिम तिथि 08.03.2021 है । चूंकि यह रिक्तियाँ प्रतिनियुक्ति के आधार पर भरी जानी है, 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 ।

प्रीति गुप्ता  
19.01.2021

सहायक महानिदेशक (मानव संसाधन)