

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

UIDAI Head Office, 4th floor
Bangla Sahib Road, Behind Kali Mandir
Gole Market, New Delhi – 110 001
Dated 10th February 2025

Circular

Subject: Inviting applications on deputation (on foreign service terms), for the post of Director in the Unique Identification Authority of India, Regional Office, Guwahati

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 one post of Director in the Unique Identification Authority of India, Regional Office, Guwahati 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 and location	Eligibility criteria
Director {Pay Matrix Level-13 of the 7 th Central Pay Commission (₹ 1,23,100 – 2,15,900)}	One*; (UIDAI Regional Office, Guwahati)	1. <i>Essential:</i> 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 12 of the 7 th Central Pay Commission (₹ 78,800 – 2,09,200) or above; or (ii) Officer from a State or Union Territory (UT) Government, or a Public Sector Undertaking (PSU), or an Autonomous Organisation, holding regular post in corresponding grades with requisite experience 1.2 Age below 56 years, as on the closing date for the application

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		2. <i>Desirable:</i> 2.1 Experience in monitoring and implementation of large-scale project(s) having multiple ecosystem partners 2.2 Experience in handling of matters relating to budget, contract management, coordination, establishment, administration, procurement of goods and services, etc. 2.3 Experience in e-governance and ICT related projects <i>Note:</i> 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. 4. Minimum residual service should be 3 years, as on closing date for the application.
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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.

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-13	E-7: ₹ 1,00,000 - 2,60,000 (Revised) ₹ 43,200 – ₹ 66,000 (Pre-revised)	Scale-VI: ₹ 1,04,240 - 1,16,120 (Revised) ₹ 68,680 – 76,520 (Pre-revised)	₹ 1,07,820 - 1,41,840
Level-12	E-6:	Scale-V:	₹ 87,985 - 1,22,940

	₹ 90,000 - 2,40,000	₹ 89,890 - 1,00,350 (Revised)	
	E-5, with three years' experience:	₹ 59,170 – 66,070 (Pre-revised)	
	₹ 80,000 - 2,20,000		

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.

4.3 In case the appointment is made from an organisation whose pay structure and/or Dearness Allowance pattern is dissimilar to that in UIDAI, only the pay shall be protected and not the perquisites, as per paragraph 5.1(ii)(b) of DoPT Office Memorandum no.6/8/2009-Estt.(Pay II), dated 17.6.2010.

5. Facilities available to officers of UIDAI

5.1 Officers of the level of Director and above are provided the facility of vehicle for commuting.

5.2 The officer/employee availing of medical facilities under the Central Government Health Scheme in the parent organization may opt to continue with the same. Further, Officer /Employee shall be eligible to avail of medical facilities as per Medical Reimbursement Scheme of UIDAI.

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, along with—
 - (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, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi – 110 001** and, additionally, through email at deputation@uidai.net.in. The last date for receipt of applications complete in all respects is **11.4.2025**. 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: 10-02-2025 15:44:55
(Piyush Chand Gupta)

Director

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

To:

1. Director (CS Division), Department of Personnel and Training, Lok Nayak