

Unique Identification Authority of India (UIDAI) Regional Office, (Guwahati)

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Sub Vacancy circular for filling up one vacant post of Section Officer and one anticipatory post of Assistant Section Officer of UIDAI Regional Office Guwahati.

Unique Identification Authority of India (UIDAI), RO Guwahati is hereby invited application for filling up one vacant post of Section Officer and one anticipatory post of Assistant Section Officer of UIDAI Regional Office Guwahati.

Name of the Post and pay scale with Grade Pay	Number of Vacant Posts	Eligibility Criteria	Desirable Qualifications/ Experience
Section Officer, Pay Matrix Level-8(pre-revised Pay Band II Rs. 9300-34800/- Plus Grade Pay of Rs. 4800/-)	01	Officers of the Central Government, State Government, Autonomous Bodies, PSUs:- Holding analogous post in the same scale of pay on regular basis in the parent/ Department Organization Or With two years services in the grade rendered after appointment thereto on regular basis in posts in the pay matrix level-7 (pre revised pay band II) Rs. 9300-34800 plus grade pay of Rs. 4600/- or equivalent in the parent cadre/department. Or Having six years in the grade rendered after appointment thereto on regular basis in posts in the Pay Matrix level-6(pre revised Pay Band II Rs. 9300-34800 plus grade pay of Rs. 4200/-) or equivalent in the parent cadre/department.	1. Two years experience in Finance/Accounts/Administration/Legal/ Establishment /Human Resource/ Budgeting/Vigilance /Procurement/ Planning and policy/Technical Matters/ Implementation of Government schemes, etc 2. Excellent noting/ drafting 3. Proficiency in handling computers with Excellent Computer skills.
Assistant Section Officer in the pay matrix level-6(pre-revised Pay Band II Rs.9300-34800 plus grade pay of Rs 4200)	01(one) anticipatory post (likely to vary)	Holding analogous post in the same scale of pay on regular basis in the parent cadre/ Department/Organization Or Having 5(five) years of regular services in the pay matrix Level-4/Pre-revised pay scale of Rs. 5200-20200+GP Rs. 2400/-	1. Excellent noting/drafting, typing skills, proficiency in handling Computers with Excellent Computer skills. 2. Experience in handling cash, Finance/ /Accounts/Administrative/Legal/ Establishment Matters/ Budget Policy matters/Implementation of Government schemes, etc

2. Thus the application may be furnished in the prescribed proforma and forwarded to **Assistant Director General, Unique Identification Authority of India (UIDAI), Regional Office, 1st Floor Block-V, HOUSEFED COMPLEX, Beltola-Basistha Road, PO, Assam Sachibhalaya Dispur, Guwahati-781006. The last date for receipt of applications complete in all respect is 25-06-2018.** 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

Sd/- (Piyush Chetiya)
Assistant Director General