

Annex I

Application Form

To:

**Director (HR),
Unique Identification Authority of India (UIDAI),
Data Centre, Technology Centre-Office Complex
Plot No. 1, Sector-M2, IMT Manesar, (Gurugram) – 122050.**

Subject: Application for appointment to the post referred to in UIDAI circular no. _____/_____, dated ___ August, 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___ August 2024, and furnish details as under:

1. *Post and location applied for:*

S. no.	Post	Location
1.1	Section Officer	Unique Identification Authority of India (UIDAI), Data Centre, Manesar (Gurugram)
1.2	Technical Officer	
1.3	Assistant Section Officer	
1.4	Assistant Technical Officer	

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
2.4	Date of superannuation:							
		D	D	M	M	Y	Y	Y
2.5	Contact details:	(a) Correspondence address:						
		(b) Mobile number:						
		(ii) Email: (in BLOCK letters)						
2.6	Education qualification (graduation/diploma level and above):							
	Qualification	Year	Name of university,	Percentage of	Discipline / branch /			

	(degree, diploma, certificate etc.)		institution or other qualification-awarding body	marks /Grade Point Average	specialization	
2.7	If applicant is a member of an organized 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: 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).	

<p style="text-align: center;"><i>or</i></p> <p>Officers from State/ UT Government/Public Sector Undertaking (PSU) or Autonomous Organisation, holding regular post in corresponding grades with requisite experience.</p>	
<p><i>Desirable:</i></p> <p>(i) Experience of work in Administration/Legal/Establishment/ HumanResource/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>	
<p>Additional information, if any, in support of the applicant's suitability for the post: (attach separate sheet, if required)</p>	

ii. For post(s) listed at serial number(s) 1.2: Technical Officer

Eligibility criteria	Details regarding meeting of the eligibility criteria
<p><i>Essential:</i></p> <p>i) Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department,</p>	
<p style="text-align: center;"><i>or</i></p> <p>with three years of regular service in the Pay Matrix Level 7 of the 7th Central Pay Commission (₹ 44,900 – ₹ 1,42,400)</p>	
<p style="text-align: center;"><i>or</i></p> <p>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>Officers from State/ UT Government/Public Sector Undertaking (PSU) or Autonomous Organisation, holding regular post in corresponding grades with requisite experience.</p>	

<p><i>Desirable:</i> Experience of work in Project Management/ Procurement/RFP Preparation/ICT projects/ e-Governance/ networking/ Telecom/ Information Security etc.</p>	
<p>Additional information, if any, in support of the applicant's suitability for the post: (attach separate sheet, if required)</p>	

iii. For post(s) listed at serial number(s) 1.3: Assistant Section Officer

Eligibility criteria	Details regarding meeting of the eligibility criteria
<p><i>Essential:</i> i) Officers from the Central Government holding analogous posts on regular basis in the parent cadre/department,</p>	
<p style="text-align: center;"><i>or</i></p> <p>With three years of regular service in the Pay Matrix Level-5 of the 7th Central Pay Commission (₹29,200 - ₹92,300)</p>	
<p style="text-align: center;"><i>or</i></p> <p>With five years of regular service in the Pay Matrix Level-4 of the 7th Central Pay Commission (₹ 25,500 - ₹ 81,100)</p>	
<p style="text-align: center;"><i>or</i></p> <p>With seven years of regular service in the Pay Matrix Level-3 of the 7th Central Pay Commission (₹ 21,700 - ₹ 69,100)</p>	
<p style="text-align: center;"><i>or</i></p> <p>Officers from State/ UT Government/Public Sector Undertaking (PSU) or Autonomous Organisation, holding regular post in corresponding grades with requisite experience.</p>	
<p><i>Desirable:</i> Experience of work in Administration/Legal/Establishment/ HumanResource/Finance/Accounts/ Budgeting/Vigilance/Procurement/Planning and Policy/Project implementation and</p>	

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)	

iv. For post(s) listed at serial number(s) 1.4: Assistant Technical 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-5 of the 7 th Central Pay Commission (₹29,200 - ₹92,300)	
<i>or</i> With five years of regular service in the Pay Matrix Level-4 of the 7 th Central Pay Commission (₹ 25,500 - ₹ 81,100)	
<i>or</i> With seven years of regular service in the Pay Matrix Level-3 of the 7 th Central Pay Commission (₹ 21,700 - ₹ 69,100)	
<i>or</i> Officers from State/ UT Government/Public Sector Undertaking (PSU) or Autonomous Organisation, holding regular post in corresponding grades with requisite experience.	
<i>Desirable:</i> Experience of work in Project Management/Procurement/RFP Preparation / ICT projects / e-Governance/ networking/ Telecom/ Information Security etc.	
Additional information, if any, in support of the applicant's suitability for the post:	

(attach separate sheet, if required)	
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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