

**Unique Identification Authority of India (UIDAI) –  
Guidelines for recruitment of personnel on Sabbatical/Secondment**

**1. Object and Purpose**

The Government of India has constituted Unique Identification Authority of India with the mandate to issue Unique IDs to the residents of the country. Considering that the UID Project is a unique venture in its design, scope, size and implementation and will be chartering unknown territories in the areas of technology, logistics and computing, it is necessary that it has access to the world-class professionals in the areas of ICT (databases, cryptology, data-mining, biometrics, simulations, etc.), management, contracts, procurements and public administration.

As a project of this scale has not been executed anywhere in the world, the UIDAI will need to attract talent from technology, law, policy, marketing, social science and administrative spheres. All these talents may not be necessarily available with the Government. Hence UIDAI is willing to take people from industry and academia to work with the Authority on sabbatical or secondment from their parent organisations.

The objective and purpose of this effort is to lay down general principles and guidelines for taking personnel on sabbatical or secondment from their parent organisations.

**2. Definition:** Unless the Context requires otherwise, following words shall have the meaning attributed to them in this rule for the purpose of these Rules.

- (1) “Authority” means The Unique Identification Authority of India
- (2) “Parent Organisation” means the organisation in which the person on sabbatical is employed with and receives his/her remuneration from.
- (3) “Applicant on Sabbatical/ secondment or Applicant” is a person who wants to give services to and work with the Authority, on a full-time or part time basis while on sabbatical from a Parent Organisation, without seeking any remuneration from the Authority.
- (4) “Area of Expertise” means the subject or area in which the Applicant possesses expertise.

### **3. Identification of Persons on Sabbatical:**

Applicant on sabbatical/ secondment working with a Parent Organisation and seeking to work with the UIDAI by taking a sabbatical or requesting secondment from their Parent Organisation shall apply to the Authority in the format set out in the Annexure 1 hereto.

**4. Criteria and Methodology for Selection:** The Authority will follow the following methodology for deciding if an Applicant can be accepted to work with the Authority:

- (1) The Authority shall first determine if the services of the Applicant are needed in the Area of Expertise of the person.
- (2) Thereafter, based on the application, if the Authority is satisfied that the Applicant possesses requisite specialized skills, experience and qualifications, has related professional experience, has satisfactory background and references and that there is no conflict of interest between the Applicant on Sabbatical working for the Authority and any other work the Applicant on Sabbatical may be engaging in either for gain or as a volunteer, then the Authority will issue an offer letter along with the specific role for the Applicant on Sabbatical and the reporting structure. The Applicant on sabbatical will convey acceptance by signing the offer letter and the non-disclosure and confidentiality agreement of the Authority.
- (3) The Applicant should have the necessary approvals and authorizations from the Parent Organisation in order to be on sabbatical and work with the Authority. These approvals must be provided to the Authority prior to the Applicant joining the Authority.
- (4) The Applicant shall disclose to the Authority if there exists or there is a likelihood of any conflict of interest between the Parent Organisation and the UIDAI. In case of a conflict of interest on any matter or a likelihood of conflict of interest the UIDAI shall ensure that the Applicant is not placed in a position to influence any decision making on the relevant matter of conflict.

**5(a). Code of Conduct:** A person on Sabbatical/Secondment, appointed by the Authority, shall observe the following Code of Conduct, which shall include, but not be limited to, the following:

- (1) He/ She shall follow the Rules and regulations of the Authority that are in general applicable to the employees of the Authority.
- (2) He/She shall follow the confidentiality protocol of the Authority and shall not reveal to any person or organisation confidential information on the Authority, its work and its policies.
- (3) In general, he/she may not represent the Authority *vis a vis* third parties. Some Applicants may specifically be authorised to interact with third parties on behalf of the Authority depending on the nature of their roles and responsibilities.
- (4) Interaction with third parties, if permitted by the Authority, should be need based; in particular no person shall interact with or represent the Authority to the media (print and electronic).
- (5) He/She may, with the prior permission of the Authority, present their work to academic bodies and at seminars and conferences. However, even for this purpose information that is confidential to the Authority cannot be revealed under any circumstances.
- (6) Any papers and documents written and/or published by the Applicant should carry the caveat that the views are his/her personal views of the and do not represent or reflect the views of the Authority.
- (7) He/She shall develop work plans and work schedules in consultation with their supervisor and will adhere to the same.
- (8) He/She will conduct themselves professionally in his relationship with the Authority and the public in general.
- (9) He/She will be required to submit a report of his work prior to leaving the Authority.

5(b). **Conflict of interest from private sector members moving from one category of employment to another.**

Reference  
Addendum  
No. A-12025/S/2010-  
UIDAI Dated 7.3.2011

Current designation in the UIDAI →	Volunteer	Sabbatical member	PMU/TDU member	Employee of any other organisation
New design. in the UIDAI / Role ↓				
Volunteer	NA	Need NoC from parent sabbatical organisation & subject to Volunteer selection guidelines	Acceptable – subject to Volunteer selection guidelines	Acceptable – subject to Volunteer selection guidelines
Sabbatical member	NA	NA	NA	NoC from parent organisation as per Sabbatical guidelines & specific approval of UIDAI & parent organisation in case joining another organisation during the tenure
PMU/TDU member	Acceptable – subject to PMU/TDU Selection guidelines	Need NoC from parent Sabbatical organisation & subject to PMU/ TDU Selection guidelines	NA	Acceptable – subject to PMU/TDU Selection guidelines
Joining any other organisation	Require approval to safeguard UIDAI's interest	Require approval to safeguard UIDAI's interest	Require approval to safeguard UIDAI's interest	NA

**6. Termination:** Either the **person on Sabbatical/Secondment** or the Authority may terminate the relationship under any one of the following situations:

- (1) The Authority may disengage the person if the Authority is of the view that his/her services are no more required.
- (2) In general, the Authority may terminate the services of the person on sabbatical at any time without assigning any reasons and with immediate effect.
- (3) In general, if the person on sabbatical decides to disengage from the Authority, he should provide two weeks' prior notice. However, the Authority may in certain cases, particularly persons on a long term sabbatical/secondment, prescribe a notice period of up-to one month. Notice period may be waived from time to time by the supervisor

depending on the role of the person on sabbatical/secondment.

- (4) Upon termination, the person on sabbatical must hand over to the Authority, any papers, equipments or other assets which might have been given to him by the Authority in course of his work with the Authority. This will include any badges or ID Cards which may have been issued to him.
- (5) If it comes to the notice of the Authority that the person whose services have been terminated by the Authority continues to act in a manner which gives an impression that he is still working for the Authority, the Authority shall be free to take appropriate legal action against such person.

**7. Power to Remove Difficulties:** The Authority shall have the power to remove any difficulty which comes in the way of implementation.

**Application form for persons on Sabbatical/Secondment from  
Parent Organization to work for the UIDAI**

1. Covering Letter with the following information (not more than 500 words)
  - a) Areas of Expertise of the person.
  - b) Why they would like to work with the Authority.
  - c) How the Authority would benefit from the person working with the Authority
2. Curriculum Vitae
3. Two references