Oil Industry Development Board  
(A Statutory Body under Ministry of Petroleum & Natural Gas, Govt. of India)

No.6/2/2012-OIDB  
September 25, 2018

VACANCY CIRCULAR

Applications are invited from eligible candidates through proper channel for one post of Financial Adviser & Chief Accounts Officer (FA&CAO) in Level 13 (Grade Pay Rs.8700/-) on deputation basis for an initial period of two years from Officers of the Central Group “A” Accounts Services like Indian Audit & Accounts Service etc. having 5 years regular service in Level 12 (Grade pay of Rs.7600/-) or more, for its Office located at Sector 73, Noida, U.P.

Other conditions:

1. Age Limit: The age of the applicant should not exceed 56 years.
2. Applicants must send their applications through proper channel along with latest five years APARs, Vigilance Clearance Report and Cadre clearance.
3. For other details such as eligibility criteria, educational qualifications etc. a copy of Recruitment Regulation for the post of FA&CAO is attached.
4. A standard format of application, the details are appended below.
5. Acceptance/rejection of application of the candidates will be at the sole discretion of OIDB.
6. Applications which are not in conformity with the requirement indicated in the advertisement are liable to be rejected.
7. OIDB will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
8. Applications duly completed in all respects and signed by the candidates should reach Manager (P&A), Oil Industry Development Board, OIDB Bhawan, Plot No.2, Sector-73, Noida-201301, U.P. on or before 20.11.2018.
9. Applications received after 20.11.2018 and/or not received through proper channel, shall not be entertained.

Ends:

(i) RR of the post of FA&CAO
(ii) Application format

(Rajeev Rana) 
Manager (P&A)
OIL INDUSTRY DEVELOPMENT BOARD
(A Body Corporate under Ministry of Petroleum & Natural Gas)

Please read the instructions before filling this form and use separate sheet if the space is insufficient.

Application Form

For Office Use
Application No.:  
Received on:       

Affix Recent  Passport Size attested
Photograph

1. Name of the Post

2. Name (in BLOCK letters)

3. Father's / Husband's Name

4. Date of Birth  
   Sex: [ ] Male [ ] Female
   DD MM YY

5. Age  
   _____ Years  _____ Months  _____ Days

6. Nationality

7. Religion

8. Place of Birth

9. Marital Status

10. Whether SC/ST/OBC

11. Address for Communication

Pin Code

[ ] [ ] [ ] [ ] [ ] [ ]
12. Contact Phone No. with STD code
   Email Address
13. Permanent Address

14. Educational Qualification:

<table>
<thead>
<tr>
<th>Examination Passed</th>
<th>Institute/University</th>
<th>Year of Passing</th>
<th>Main Subjects</th>
<th>% of Marks</th>
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Pin Code: [ ] [ ] [ ] [ ] [ ]

15. Experience (particulars of all previous and present employment are to be furnished):

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<tr>
<th>Name &amp; address of employer</th>
<th>Post held</th>
<th>Pay Scale</th>
<th>Whether Central/PSU/Autonomous</th>
<th>Duration of service</th>
<th>Type of work/field of experience</th>
<th>Permanent or Temporary</th>
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16. Any other relevant information:

17. Declaration:
   I declare that all information supplied by me, as above are true, complete and correct to the best of my knowledge and belief. I also fully understand that in the event of any information being found false or incorrect, my candidature may be summarily rejected or employment terminated.

Signature of Candidate

Place:

Date:
Recruitment Regulations for the post of Financial Adviser & Chief Accounts Officer

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<td>1</td>
<td>Name of Post</td>
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<td>No. of Posts</td>
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<td>Classification</td>
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<td>Pay Band / Grade Pay</td>
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<td>Whether selection post or non-selection post</td>
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<td>6</td>
<td>Age limit for direct recruits</td>
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<td>7</td>
<td>Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension Rules, 1972)</td>
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| 8 | Educational & other qualifications required for direct recruits                               | Essential:  
|   |                                                                                           | Graduate. An officer of the Central Group 'A' Accounts Services like Indian Audit & Accounts Service etc. in the grade pay of Rs.7600 or more. OR Finance Officer of PSUs in Grade H in Schedule "A" Company.  
|   |                                                                                           | Desirable:  
|   |                                                                                           | Post Graduate in Financial Management/Chartered Accountant and Knowledge of computer. |
| 9 | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes | No                                           |
| 10| Period of Probation, if any                                                                   | Two years for direct recruits only. 'NIL' for promotees. |
| 11| Method of recruitment – Whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods | Promotion, failing which by deputation/direct recruitment. |
| 12| In case recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made. | Promotion:  
|   |                                                                                           | Promotion from the post of Dy. Chief Finance & Accounts Officer with five years regular service in the Grade Pay of Rs.7600/-.  
|   |                                                                                           | Deputation:  
<p>|   |                                                                                           | Officers with 5 years regular service in Grade Pay of Rs.7600 and possessing the educational qualifications and experience prescribed for direct recruits under Column 8. |</p>
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<th>If a DPC exists, what is its composition</th>
<th>DPC comprising AS&amp;FA, MOP&amp;NG as Chairman with JS(E), MOP&amp;NG (OIDB Board Member) and Secretary, OIDB as members.</th>
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<td>14.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not applicable.</td>
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