

File No. AD/6/2025-ADM

27th May, 2025

OFFICE ORDER NO. 10 /2025

Subject: Amendment in the Oil Industry Development Board Employees' Recruitment Regulations of LDC— regarding.

With the approval of the OID Board as conveyed in its 110th meeting held on 25.02.2025, the schedule for the post of LDC of the Recruitment regulations 2011, has been revised and annexed herewith.

(Signature)
27/5/2025

(Jyoti Sharma)

Addl. Charge Manager (P&A)

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कृपया हिंदी में पत्राचार करें।

Annexed

**Revised schedule for the post of Lower Division Clerk (LDC) of
the Recruitment Regulations 2011 w.e.f. 25th Feb, 2025**

1.	Name of Post	: Lower Division Clerk (LDC)
2.	No. of Posts	: 3 (Three)
3.	Classification	: Group 'C'
4.	Pay Level	: Level - 2 of Pay Matrix of 7 th CPC (Rs.19900-63200)
5.	Whether selection post or non-selection post	: Non-Selection Post
6.	Age limit for direct recruits	: 30 years
7.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension Rules, 1972)	: Not applicable.
8.	Educational & other qualifications required for direct recruits	Essential: <ul style="list-style-type: none"> i. 12th Class or equivalent qualification from a recognized Board or University. ii. A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word). Desirable: <ul style="list-style-type: none"> i). Knowledge of Computer Viz. MS Office, internet.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	: No
10.	Period of Probation, if any	: Two years for direct recruits.
11.	Method of recruitment – Whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	Direct recruitment Direct recruitment is made based on competitive examination and typing test, either conducted by OIBD or any other organization approved by OIBD without interviews.
12.	In case recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.	: Not applicable.
13.	If a DPC exists, what is its composition	: Not applicable.
14.	Circumstances in which UPSC is to be consulted in making recruitment	: Not applicable.

G. H. S. S. S.
27/11/2025