

## Oil Industry Development Board (OIDB)

Oil Industry Development Board (OIDB) intends to engage Consultants as under:

### **(1) Consultant (Accounts):**

To be engaged on full time basis on a consolidated fee of Rs.40000/- per month. The applicant should have retired at the level of Accounts Officer and equivalent and have experience of handling matters relating to preparation/finalization of accounts, tax matters, audit etc.

Job description:

To handle all matters relating to Annual Accounts of OIDB, Funds/Trusts managed by OIDB, Management of OIDB Employees Superannuation, Gratuity & Provident Fund Trusts, taxes and audit etc.

### **(2) Consultant (Establishment):**

To be engaged on full time basis on a consolidated fee of Rs.40000/- per month. The applicant should have retired as Section Officer/US or equivalent level.

The applicant should have experience of handling matters relating to establishment, particularly service matters—recruitment/appointment, promotion, recruitment rules, seniority, pay fixation, reservation, LTC, Leave Rules, Advances, Medical Re-imbursement, general administration and vigilance matters etc.

### **(3) Consultant (Estates):**

To be engaged on full time basis on a consolidated fee of Rs.40000 /- per month. The applicant should have retired as Section Officer/Under Secretary or equivalent level.

The applicant should have experience of handling all matters relating to Estate viz. building management, contract management, procurement relating to estate etc.

### **(4) Consultant (Legal):**

To be engaged on retainer-ship basis on a consolidated fee of Rs.25,000/- per month. The applicant has to attend office at least two days per week and also be available on call basis, whenever needed.

- (i) The applicant must have a degree of LLB or above from a recognised University.
- (ii) The applicant should have minimum 15 years' post qualification experience of working in legal departments in Government/PSU/Autonomous Body. The applicant should have an excellent communication skill, both oral and written.
- (iii) The applicant should have excellent knowledge of working on computer.
- (iv) Preference would be given to candidates having experience of working in Oil & Gas Sector

Job description:

- (a) To handle court cases/arbitration/legal matters of OIDB.
- (b) To render legal advice on MOUs/Agreement/Tax matters; and
- (c) To render legal advice on all issues concerning OIDB.

**Age Limit:** For the above mentioned categories of consultants, the candidates should be retired officers from Government/Autonomous Bodies/PSUs. The maximum age will be 65 years. However, engagement beyond 65 years and upto 70 years could be considered keeping in view of applicant's good health and level of expertise.



P.T.O.

**(5) Consultant (IT).**

To be engaged on full time basis on a consolidated fee of Rs. 30000/- per month.

The applicant should be Bachelor in Computer Applications/Information Technology with five years' experience in Govt./PSUs/ABs.


The applicant should be proficient in computer networking, computer hardware/software, website management like uploading tenders etc., designing and updating, GeM purchasing, Govt. e-procurement portal handling, user support, etc.

**Age Limit:** should not exceed 40 years.

**Note:**

1. Though the engagement of Consultants will be for 3 years but the performance shall be evaluated on yearly basis. The engagements for positions at (1) to (3) would continue till the posts of Accountant/Section Officers get filled up.
2. Interested candidates, who fulfill the eligibility criteria, may submit their applications in the prescribed proforma in sealed cover super-scribed "Application for engagement as Consultant (Accounts/Establishment/Estates/Legal/IT)) on contract basis in OIBD" which should reach this office latest by 11/10/2017, at the following address:-

**Shri Rajeev Rana,  
Manager (P&A),  
Oil Industry Development Board (OIBD),  
3<sup>rd</sup> Floor, OIBD Bhawan, Plot No.-2,  
Sector-73, Noida, UP-201301,**

  
Manager (P&A), OIBD

**Application for Consultant (Accounts/Establishment/Estates/Legal/IT)**

**PROFILE OF CANDIDATE**

1. NAME:
2. ADDRESS:
3. CONTACT NO.:
4. EMAIL:
5. DATE OF BIRTH/AGE:
6. QUALIFICATIONS:
7. EXPERIENCE:
8. NAME OF GOVERNMENT DEPARTMENT/  
AUTONOMOUS BODY/PSU (ON DATE OF RETIREMENT)



SIGNATURE WITH DATE

ENCLS.:-

1. COPY OF PPO/LAST PAY DRAWN CERTIFICATE
2. COPY OF AADHAR CARD
3. COPY OF MATRICULATION CERTIFICATE