

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

No.6/2/2011-OIDB

December 29, 2017

**VACANCY CIRCULAR**

Applications are invited for the following posts for OI DB's Office located at Sector 73, Noida, UP on **DEPUTATION BASIS** from Central Government/Autonomous Bodies :-

Sl. No.	Name of Post / Pay Band/Grade Pay	No. of Post(s)	Age Limit
1.	Section Officer (PB-2) Rs.9300-34800 with Grade Pay Rs.4600 (Level 7)	01	Not exceeding 56 years for deputation
2.	Accountant (PB-2) Rs.9300-34800 with Grade Pay Rs.4600 (Level 7)	01	- as above -
3.	Steno Grade 'C' (PB-2) Rs.9300-34800 with Grade Pay Rs.4200 (Level 6)	01	- as above -

**(1) Eligibility criteria for the post of Section Officer**

Assistants with 5 years' service in the Grade Pay of Rs.4200 (Level 6) and possessing the educational qualifications and experience as given below.

**Essential:**

Graduate with at least 3 years' experience in a supervisory capacity or holding analogous post in the Central Government/Public Sector/Autonomous organizations.

**Desirable:**

Knowledge of computer.

**(2) Eligibility criteria for the post of Accountant**

Assistant/Stenographer Grade 'C' with 5 years' service in the grade pay of Rs.4200(Level 6) and possessing the educational qualifications and experience as given below-

**Essential:**

Graduate preferably with a Master Degree in Commerce. Should have knowledge of preparation & finalization of Annual Accounts manually as well as using TALLY accounting software with at least 5 years' experience.

**OR**

Subordinate Accounts Service Accountant of Indian Audit & Accounts Department/ Railways/ Defence/ Posts & Telegraphs/ Controller General of Accounts with one year experience as qualified Accountant or Cost Accountant.

**Desirable:**

Knowledge of computer using Tally.

**(3) Eligibility criteria for the post of Stenographer Grade 'C'**

Stenographer Grade 'D' with 10 years' service in the Grade Pay of Rs.2400 (Level 4) and possessing the educational qualifications and experience as given below-

**Essential:**

Graduate with a minimum speed of 100 w.p.m. in shorthand and 40 w.p.m. in typing (English/Hindi). Minimum 5 years regular experience in the line in a Government/Public Sector/Autonomous Organizations.

**Desirable:**

Knowledge of computer viz. MS-Office, internet is essential.

**Other conditions:**

1. Deputation would be governed by the terms and conditions contained in *DoP&T's OM No. 6/8/2009-Estt.(Pay-II) dated 17th June 2010, as amended from time to time.*
2. Applicants from Govt./Central Autonomous Bodies must send their applications through proper channel along with latest five years certified APARs, cadre clearance and Vigilance Clearance.
3. The Board reserves the right not to fill up the above posts without assigning any reason. The number of vacancy(ies) may also vary.
4. Candidates applying for more than one post shall submit separate application.
5. Applications sent through email or fax will not be entertained.
6. Applications which are not in conformity with the requirement indicated in the advertisement are liable to be rejected.
7. Canvassing in any form will result in disqualifications of candidature.
8. OIDB will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
9. Post-wise Recruitment Regulations are available on our website <http://oidb.gov.in> under the heading 'OIDB Employees Rules and Regulations' Sub heading 'OIDB Employees (Recruitment) Regulations, 2011'.
10. Applications in the prescribed format duly completed in all respects and signed by the candidates with self-attested copies of testimonials etc. should reach the Manager (P&A), Oil Industry Development Board, OI DB Bhawan, Plot No.2, Sector-73, Noida-201301, U.P. latest by 15.02.2018.
11. Envelope containing the completed application form must be superscribed and underlined as "Application for the post of \_\_\_\_\_".

  
(Rajeev Rana)  
Manager (P&A)

**Post-wise details of eligibility criteria**

1.	Designation of the post	<b>Section Officer</b>
2.	Pay Band & Grade Pay	Rs.9300-34800 + Rs.4600 (PB-2)
3.	Number of posts proposed to be filled up	One (1)
4.	Brief description of functions of Posts proposed to be filled up in	Establishment & administration related matters / Estate matters / Accounts Matters
5.	Educational Qualifications and experience as prescribed in the OI DB Employees' (Recruitment) Regulations, 2011	<b><u>For Direct Recruits</u></b> <b>Essential:</b> Graduate with at least 3 years' experience in a supervisory capacity or holding analogous post in the Central Government/Public Sector/Autonomous organizations. <b>Desirable:</b> Knowledge of computer.  <b><u>For Deputation</u></b> Assistants with 5 years' service in the Grade Pay of Rs.4200 and possessing the educational qualifications and experience as prescribed above for direct recruits.
6.	Documents to be attached	1. Cadre clearance 2. Vigilance clearance 3. Certified copies of 5 years APARs.

1.	Designation of the post	<b>Accountant</b>
2.	Pay Band & Grade Pay	Rs.9300-34800 + GP Rs.4600 (PB-2)
3.	(i) Number of posts (sanctioned strength)/ and  (ii) Number of posts proposed to be filled up	One (1)  One (1)
4.	Brief description of functions of Posts proposed to be filled up in	Maintenance of books of Accounts, Investment in public sector banks, preparation of bank reconciliation statements, Cash management. Assistance to Accounts Officer in regard to finalization of annual accounts and budget estimates. Matters relating to income tax, sales, WCT etc. including filing of returns to respective departments.
5.	Educational Qualifications and experience as prescribed in the OIBB Employees' (Recruitment) Regulations, 2011	<p><b><u>For Direct Recruits</u></b></p> <p><b>Essential:</b> Graduate preferably with a Masters Degree in Commerce. Should have knowledge of preparation &amp; finalization of Annual Accounts manually as well as using TALLY accounting software with at least 5 years' experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>Subordinate Accounts Service Accountant of Indian Audit &amp; Accounts Department/ Railways/ Defence/ Posts &amp; Telegraphs/ Controller General of Accounts with one year experience as qualified Accountant or Cost Accountant.</p> <p><b>Desirable:</b> Knowledge of computer using Tally.</p> <p><b><u>Deputation</u></b> Assistant/Stenographer Grade 'C' with 5 years' service in the grade pay of Rs.4200 and possessing the educational qualifications and experience as prescribed above for direct recruits.</p>
6.	Documents to be attached	<ol style="list-style-type: none"> <li>1. Date of Birth proof</li> <li>2. Qualification certificates</li> <li>3. Experience Certificates</li> <li>4. In case of Govt employee, 5 years APARs along with vigilance clearance certificate and NOC.</li> </ol>

1.	Designation of the post	<b>Stenographer Grade 'C'</b>
2.	Pay Band & Grade Pay	Rs.9300-34800 + GP Rs.4200 (PB-2)
3.	(i) Number of posts (sanctioned strength)/ and  (ii) Number of posts proposed to be filled up	Two (2)  One (1)
4.	Brief description of functions of Posts proposed to be filled up in	All Secretarial duties
5.	Educational Qualifications and experience as prescribed in the OIDB Employees' (Recruitment) Regulations, 2011	<p><b><u>For Direct Recruits</u></b>  <b>Essential:</b>  Graduate with a minimum speed of 100 w.p.m. in shorthand and 40 w.p.m. in typing (English/Hindi). Minimum 5 years regular experience in the line in a Government/Public Sector/ Autonomous Organizations.  <b>Desirable:</b>  Knowledge of computer viz. MS-Office, internet is essential.</p> <p><b><u>Deputation</u></b>  Stenographer Grade 'D' with 10 years' service in the Grade Pay of Rs.2400 and possessing the educational qualifications and experience as prescribed above for direct recruits.</p>
6.	Documents to be attached	1. Date of Birth proof 2. Qualification certificates 3. Experience Certificates 4. In case of Govt employee, 5 years APARs along with vigilance clearance certificate and NOC.