

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

No.6/2/2011-OIDB

July 20
May, 2018

DEPUTATION 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.	Accountant (PB-2) Rs.9300-34800 with Grade Pay Rs.4600 (Level 7)	01	- as above -
2.	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 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.

(2) 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. Candidates who had already applied w.r.t. Vacancy Circular dated 29.12.2017 need not apply ^{again}.
2. 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.***
3. Applicants from Govt./Central Autonomous Bodies must send their applications through proper channel along with latest five years certified APARs, NOC, Experience certificate, cadre clearance and Vigilance Clearance.
4. The Board reserves the right not to fill up the above posts without assigning any reason. The number of vacancy(ies) may also vary.
5. Candidates applying for more than one post shall submit separate application.
6. Applications sent through email or fax will not be entertained.
7. Applications which are not in conformity with the requirement indicated in the advertisement are liable to be rejected.
8. Canvassing in any form will result in disqualifications of candidature.
9. OI DB will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
10. Post-wise Recruitment Regulations are available on our website <http://oidb.gov.in> under the heading 'OI DB Employees Rules and Regulations' Sub heading 'OI DB Employees (Recruitment) Regulations, 2011'.
11. 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. within 60 days from the date of issue/publication of this advertisement in Employment News.
12. Envelope containing the completed application form must be superscribed and underlined as "Application for the post of _____".


(Rajesh Rana)
Manager (P&A)

Application Form

1. Name of the Post _____
2. Name (in BLOCK letters) _____
3. Father's / Husband's Name _____
4. Date of Birth

DD	MM	YY

 Sex : _____
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

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12. Contact Phone No. with STD code : _____ Mobile _____
Email Address : _____
13. Permanent Address : _____

Pin Code

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14. Educational Qualification :

Examination Passed	Institute/ University	Year of Passing	Main Subjects	% of Marks

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

Name & address of employer	Post held	Pay Scale	Whether Central/PSU/ Autonomous	Duration of service		Type of work/field of experience	Permanent or Temporary
				From	To		

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 :