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

No.6/2/2011-OIDB

vuly20 May , 2018

DEPUTATION CIRCULAR

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

SI. 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 مثعود

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. OIDB 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 http://oidb.gov.in under the heading 'OIDB Employees Rules and Regulations' Sub heading 'OIDB 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, OIDB 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

(Rajee) 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

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2.	Name (in BLOCK letters)	•	
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8.	Place of Birth	:	
9.	Marital Status	:	
10.	Whether SC/ST/OBC	:	
11.	Address for Communication		
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