

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

No.6/2/2012-OIDB

September 25, 2018

VACANCY CIRCULAR

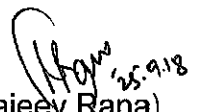
Applications are invited from eligible candidates through proper channel for one post of **Financial Adviser & Chief Accounts Officer (FA&CAO)** in Level 13 (Grade Pay Rs.8700/-) on deputation basis for an initial period of two years from **Officers of the Central Group "A" Accounts Services like Indian Audit & Accounts Service etc. having 5 years regular service in Level 12 (Grade pay of Rs.7600/-) or more**, for its Office located at Sector 73, Noida, U.P.

Other conditions:

1. Age Limit: The age of the applicant should not exceed 56 years.
2. Applicants must send their applications **through proper channel along with latest five years APARs, Vigilance Clearance Report and Cadre clearance.**
3. For other details such as eligibility criteria, educational qualifications etc. a copy of Recruitment Regulation for the post of FA&CAO is attached.
4. A standard format of application, the details are appended below.
5. Acceptance/rejection of application of the candidates will be at the sole discretion of OIDB.
6. Applications which are not in conformity with the requirement indicated in the advertisement are liable to be rejected.
7. OIDB will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
8. Applications duly completed in all respects and signed by the candidates should reach Manager (P&A), Oil Industry Development Board, OIDB Bhawan, Plot No.2, Sector-73, Noida-201301, U.P. on or before **20.11.2018**.
9. Applications received after 20.11.2018 and/or not received through proper channel, shall not be entertained.

Encls.:

- (i) RR of the post of FA&CAO
- (ii) Application format

  
(Rajeev Rana)  
Manager (P&A)

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**Insufficient.**

## Application Form

**For Office Use**

**Application No. :**

Received on :

Affix Recent  
Passport Size attested  
Photograph

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

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 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 :

**Recruitment Regulations for the post of  
Financial Adviser & Chief Accounts Officer**

1.	Name of Post	:	Financial Adviser & Chief Accounts Officer
2.	No. of Posts	:	1 (one)
3.	Classification	:	Group 'A'
4.	Pay Band / Grade Pay	:	PB-4 / Rs.37400-67000 Grade Pay – Rs.8700/-
5.	Whether selection post or non-selection post	:	Selection Post
6.	Age limit for direct recruits	:	45 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	:	<p><b>Essential:</b> Graduate. An officer of the Central Group 'A' Accounts Services like Indian Audit &amp; Accounts Service etc. in the grade pay of Rs.7600 or more. <b>OR</b> Finance Officer of PSUs in Grade H in Schedule "A" Company.</p> <p><b>Desirable:</b> Post Graduate in Financial Management/Chartered Accountant and Knowledge of computer.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	:	No
10.	Period of Probation, if any	:	Two years for direct recruits only. 'NIL' for promotees.
11.	Method of recruitment – Whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	:	Promotion, failing which by deputation/direct recruitment.
12.	In case recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.	:	<p><b>Promotion:</b> Promotion from the post of Dy. Chief Finance &amp; Accounts Officer with five years regular service in the Grade Pay of Rs.7600/-.</p> <p><b>Deputation:</b> Officers with 5 years regular service in Grade Pay of Rs.7600 and possessing the educational qualifications and experience prescribed for direct recruits under Column 8.</p>

*[Handwritten signature]*

13.	If a DPC exists, what is its composition	:	DPC comprising AS&FA, MOP&NG as Chairman with JS(E), MOP&NG (OIDB Board Member) and Secretary, OIBD as members.
14.	Circumstances in which UPSC is to be consulted in making recruitment	:	Not applicable.