

**OIL INDUSTRY DEVELOPMENT BOARD**

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

OIDB Bhawan, Plot No.2, Sector-73, Noida-201301 (U.P.)

Phone: 0120-2594607/2594627 Fax: 0120-2594630

No.14/02/2019-OIDB

June 18, 2019

**WALK-IN-INTERVIEW**

Oil Industry Development Board (OIDB) intends to engage one Consultant (Electrical) and one Consultant (Civil) on full time basis initially for a period of one year on contract basis. The other details are as under:

**Consultant (Electrical)**

To be engaged on full time basis on a consolidated fee of Rs. 40,000/- (Rupees forty thousand only) per month. Consultant must be B.E./B.Tech in Electrical from a recognized Institution with 05 year experience in Electrical Engineering Discipline. The scope of work to be assigned to the Consultant (Electrical) would be as under:

- a) Electrical power system, electrical distribution and its upkeep/supply.
- b) Running & maintenance of Central Heating Ventilation and Air Conditioning (HVAC).
- c) Integrated Building Management System (IBMS), STP, LAN, Elevators and UPS
- d) Diesel Generating Sets.
- e) Fire Fighting System.
- f) Prepare of tender documents, cost estimates in accordance with DSR/CPWD rates, measurements and certifications thereof for materials, equipment and labour etc.
- g) Liaison with concerned Govt. Authorities for processing/obtaining necessary approval / clearances related to Fire Safety, Electricity, Water, Environment etc. from concerned Authority.
- h) Noting, drafting and working on computers.
- i) Any other work assigned from time to time.

**Consultant (Civil)**

To be engaged on full time basis on a consolidated fee of Rs. 40,000/- (Rupees forty thousand only) per month. Consultant must be B.E./B.Tech Degree in Civil from a recognized Institution with 05 year experience in Civil Engineering Discipline. The scope of work to be assigned to the Consultant (Civil) would be as under:

- a) To identify, consider & analyze construction/repair costs and other factors in planning stages.
- b) Test & check building materials, such as concrete and steel etc. and completion of work in time.

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- c) Manage the repair, maintenance, and replacement as per requirement if any.
- d) Clearances from local concerned authorities as per various regulations.
- e) Prepare tender documents, cost estimates in accordance with DSR/CPWD rates, measurements and certifications thereof for materials, equipment and labour etc.
- f) Monitoring of sanitation works, glass & stone façade and horticulture/landscaping etc.
- g) Housekeeping and upkeep of building,
- h) Noting, drafting and working on computer.
- i) Any other work assigned from time to time.

**UPPER AGE LIMIT: 35 YEARS**

The interested candidates meeting the above requirements may appear for **Walk-in-Interview** on **03<sup>rd</sup> July, 2019 at 11.00 AM** at the address mentioned above along with original and one copy of self-attested documents of educational qualifications, experience, proof of date of birth, proof of residence and one passport size photograph. The candidates, who register themselves between 10.00 to 10.30 am through a prescribed proforma available in the OADB Office on the same day i.e. on 03<sup>rd</sup> July, 2019 shall be eligible to appear for interview.

**(Rajeev Rana)**  
**Manager (P&A)**

**APPLICATION FOR CONSULTANT ( )**

**1. NAME:**

**Photo**

**2. ADDRESS:**

**3. CONTACT NO.**

**4. EMAIL:**

**5. DATE OF BIRTH:**

**6. QUALIFICATIONS:**

**7. EXPERIENCE:**

**SIGNATURE WITH DATE**

**ENCLS:**

- 1. Educational & Experience Certificates.**
- 2. Copy of Aadhar Card**
- 3. Copy of Matriculate**