

OIL INDUSTRY DEVELOPMENT BOARD  
(A Statutory Body under Ministry of Petroleum & Natural Gas, Gov of India)  
OIDB Bhawan, Plot No.2, Sector-73, Noida-201301 (U.P.)  
Phone: 0120-2594679 Fax: 0120-2594630

F.No.6/13/2011-OIDB(Pt.)

July 31, 2019

**WALK-IN-INTERVIEW**

Oil Industry Development Board (OIDB) intends to engage one Consultant (Steno) purely on contract basis. The other details are given as under:

**Consultant (PS):**

To be engaged on full time basis on a consolidated fee of Rs.30000/-(Rupees Thirty Thousand only) per month. The applicant should be Graduate and retired from Government Sector and having experience in office management/stenography and computer operation.

The scope of work to be assigned to the Consultant (Steno) would be as under-

- i. to take dictation and transcription thereof from the officer
- ii. to write down necessary information
- iii. maintenance of files/records and secrecy of documents, filing work etc.
- iv. visitors handling and management of office of the concerned officer, with proper screening
- v. incoming calls handling
- vi. proper handling of appointment schedules and daily diary for meeting etc.
- vii. having a check and proper record of file/document movement
- viii. any other work assigned from time to time

**Age Limit:**

The maximum age shall not exceed 65 yrs and relevant experience should be from any Govt. organisation/autonomous bodies/PSUs. The applicant should have good health and high level of expertise.

**Note:**

1. The engagement of Consultants will initially for 12 months, extendable on evaluating performance. Engagement will be on full time basis and they would not be permitted to take up any other assignment during the period of consultancy with OIDB. The engagement will be solely contractual and temporary (non-official) nature and can be cancelled at any time by OIDB without assigning any reason. Engagement will not confer any right for regular appointment in OIDB.

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2. Interested candidates, who fulfil the eligibility criteria, may appear for Walk-In-Interview on August 09, 2019 at 11.00 a.m. at the address mentioned above with originals 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 10.30am through a prescribed proforma available in the OIDB Office on the same day i.e. August 09, 2019 shall be eligible to appear for interview.

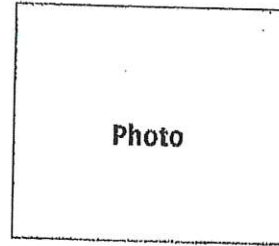
(Rajeev Rana)  
Manager(P&A)

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**APPLICATION FOR CONSULTANT ( )**

1. NAME:



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