

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: 0120-2594607/2594667; Website – www.oidb.gov.in

File No. 06/06/2019

Dated: 19/10/2020

VACANCY NOTICE

Applications are invited for engagement of the following position on purely temporary contract basis at Oil Industry Development Board:-

Sl. No	Name & No. of posts	Qualification, experience and age limit	Duties and Responsibilities	Remuneration maximum up to
1	Consultant (Technical) – One Post	Essential: 1) Degree of Electrical Engineering from a recognized Institution. 2) Minimum 15 years post qualification experience in the Electrical maintenance discipline in executive cadre in Private Sector or Public Sector or worked as Assistant Engineer or above in State Govt./ Central Govt. 3) Upper age limit is 62 years on the date of advertisement.	(a) Matter relating to maintenance of official complex/building especially with reference to electrical/civil installations. (b) Tender documents (drafting and processing etc.) for maintenance of office complex/building and estate related matters including supervision, execution and implementation of contracts. (c) Maintenance and operation of building utility facilities including minor civil work repairs as and when required. (d) Liaison with related Govt. authorities for processing/obtaining necessary approval from concerned authorities viz. Fire Safety, Electricity, Municipal Authority etc. (e) Noting, drafting and working on computer. (f) Any other work assigned from time to time.	Rs. 60,000/- per month with an annual increment of 10%.

General Conditions:

1. The engagement shall be purely on contract basis and maximum for a period of three years or until further orders whichever is earlier, renewable on annual basis subject to satisfactory performance. The selected candidate will have no right to claim for regularization of his/her services under any circumstances.
2. The candidate selected for the post will be required to work in Oil Industry Development Board (OIDB) Plot No.2, Sector-73, Noida (U.P.)
3. The engagement shall be terminated by the Competent Authority at any time without assigning any reason by giving one month notice.
4. The candidate shall be required to observe normal office timings, as decided, and may also be called upon to attend the office on any holiday, in case of urgency.

5. The Income Tax or any other tax will be deducted at source as per Govt. instructions. Necessary TDS certificate will be issued.
6. The candidate will maintain absolute confidentiality and secrecy of the information handled by him/her. The secrecy and confidentiality are to be maintained even after the termination of engagement.
7. No TA/DA will be paid for attending the interview.
8. OI DB shall reserve the right to not to fill up the post advertised without assigning any reason.
9. Interested candidates possessing the required qualifications, experience etc. may send in their applications in the enclosed prescribed Format, complete in all respect, with a set of photocopies of certificates of qualifications, experience etc. and two recent passport size photographs addressed to the DCF&AO, Oil Industry Development Board (OIDB) Plot No.2, Sector-73, Noida (U.P.) by hand/by post or email (dcfao.fin.oidb@gov.in) so as to reach the office of OI DB within 15 days from date of advertisement.


(Ganesh C. Doval)

Dy. Chief Finance & Accounts Officer

OIL INDUSTRY DEVELOPMENT BOARD

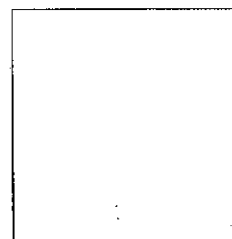
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APPLICATION FOR THE POST OF CONSULTANT (TECHNICAL)

(On purely temporary contract basis)



1	Name of the Applicant (in capital letters)	
2	Father's / Husband's Name	
3	Date of Birth	
4	Gender	
5	Mobile No. / Email ID	
6	Address	
7	Educational Qualification	
8	Working Experience	

I do hereby confirm that the information given in this form is true to the best of my knowledge and belief.

Place _____

Date _____

(Signature of Candidate)