

## **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: 25/11/2020

### **VACANCY NOTICE**

Applications are invited for engagement of one **Consultant (Finance & Accounts)** in Oil Industry Development Board on full time basis at a consolidated fee of Rs.75,000/- (Rupees seventy five thousand only) per month initially for a period of 3 years, extendable up to 5 years on purely contract basis. The details of eligibility criteria, job responsibilities and other terms and conditions of engagement are given below:

- (1) The applicant must hold a degree of Chartered Accountant/ICWA.
- (2) The applicant should have minimum 10 years' post-qualification experience of handling the Finance, Accounts, Taxation and GST matters in Government/PSU/Autonomous Body/reputed organisations. The applicant should have excellent communication skills, both oral and written. The applicant should have excellent knowledge of working on Computer viz. TALLY, MS-Word, MS-Excel etc.
- (3) Job Responsibilities:
  - (a) Preparation of Annual Accounts of OIDB / HCF / OIDB RT/ SPF/ Group Gratuity and Superannuation etc. in compliance with relevant statutes/ Accounting Standards.
  - (b) Preparation of Budget estimates,
  - (c) Checking Interest Calculation of loan and FDRs,
  - (d) Fund management including preparation of inflow/outflow statement including Bank reconciliations,
  - (e) All Income Tax matters related to OIDB, HCF and other trusts, including advance tax calculations and filing of ITRs etc.
  - (f) Investment of surplus funds
  - (g) Calculation of Income Tax of OIDB employees and related matters;
  - (h) Reconciliation of 26AS (TDS) and GST on monthly/quarterly basis,
  - (i) Timely deposit of TDS/GST on monthly basis,
  - (j) Filing of monthly & quarterly returns of TDS and GST (GSTR 1, 3, 7 etc.),
  - (k) All pay and allowances related matters,
  - (l) Coordination with Internal Auditor, Tax Consultant & C&AG, Income Tax Department etc.
  - (m) Any other related works assigned from time to time.

(4) Age Limit: Upper age limit is 50 years on the date of advertisement.

**General Conditions:**

1. The engagement shall be purely on contract basis initially for a period of three years extendable upto 5 years, subject to satisfactory performance. However, the performance shall be reviewed on yearly basis and extended on yearly basis subject to satisfactory performance. The selected candidate will have no right to claim for regularization of his/her services under any circumstances.
2. OI DB reverses all rights to terminate the contract without assigning any reason by giving one month notice at any time during the engagement period or failing which one month remuneration.
3. The selected candidate will be required to work in Oil Industry Development Board (OIDB) Plot No.2, Sector-73, Noida (U.P.)
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 would be required to 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 advertised post 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@nic.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**

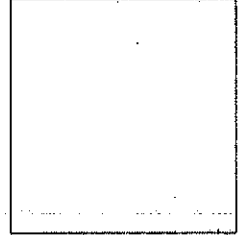
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**APPLICATION FOR THE POST OF CONSULTANT (FINANCE & ACCOUNTS)**

(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)

*Rajiv*