

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

No. 6/14/2015

Dated-05.01.2021

VANCY CIRCULAR

Application are invited for the following post for OI DB's Office Located at Sector 73, Noida, U.P:-

Sl. No.	Name of Post/Pay Band/Grade Pay	No. of Post(s)	Period of deputation	Age Limit	Mode of Recruitment
1.	Manager (P&A) (PB-3) Rs..15600-39100 With Grade Pay Rs.6600 Level -11 as per 7 CPC	01	3 years	Not exceeding 56 years for deputation on the closing date of receipt of application	By deputation from Central Government /Central Autonomous Bodies / Govt. Department.

Eligibility Criteria for the post of Manager (P&A):

Deputation:

Officers with 6 years' experience in the Grade Pay of Rs.4800 or more or 7 years regular service in Grade Pay of Rs.4600 and possessing the educational qualifications and experience prescribed for direct recruits.

Other conditions:

1. Applications from Govt/Central Autonomous Bodies must send their application through proper channel along with latest five years APARs and Vigilance Clearance Report.
2. Applications sent through email or fax will not be entertained.
3. Applications which are not in conformity with the requirement indicated in the advertisement are liable to be rejected.
4. Acceptance/rejection of application of the candidate will be at the sole discretion of OI DB.
5. Appointment of Central Government employees to posts in Central Autonomous Bodies on deputation basis without seeking exemption from Rule of Immediate Absorption have been allowed by DOPT's OM No.4/78/2006- P&PW (D) dated 12.10.2015.
6. The Board reserves the right not to fill up the above posts without assigning any reason.
7. Canvassing in any form will result in disqualifications of candidature.
8. OI DB will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
9. Applications duly completed in all respects and signed by the candidates with self-attested copies of testimonials etc. should reach the DCF&AO, Oil Industry Development Board, OI DB Bhawan , Plot No.2, Sector-73, Noida-201301 (UP) . Within 15 days from the date of issue of advertisement.
10. Envelope containing the completed application form must be superscripted and underlined as "Application for the post of Manager (Personal & Administration)).


(G.C. Doval)
DCF&AO

Application Form

Affix recent photo

- (Attach attested Photostat copy of the certificate)

- 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/ State Govt./PSU/ Autonomous / Aided Institution/ PVT.	Duration of service		Type of work/field of experience	Permanent or Temporary
				From	To		

16. Any other relevant information:

17. References:

- (i) Name :
Occupation or position :
Address :
- (ii) Name :
Occupation or position :
Address :

18. List of Documents to be attached with the application:

1. Self-addressed envelope
2. Attested copy of Date of Birth Certificate.
4. Attested copy of SC/ST/OBC/PH Certificate (if applicable)
5. Attested copy of Educational Qualifications Certificates
6. Attested copy of Experience Certificate(s)

19. 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 :