

## **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. 6/13/2011-OIDB (pt.)

February 18, 2021

### **VACANCY NOTICE**

Applications are invited for engagement of one Consultant (Finance & Budget) in Oil Industry Development Board on full time basis at a consolidated fee of Rs.50,000/- (Rupees Fifty Thousand only) per month initially for a period of 1 year extendable up to 3 years on purely contract basis. The details of eligibility criteria, job responsibilities and other terms and conditions of engagement are given below:

- 1. Experience:** The applicant should have retired at the level of Section Officer/Assistant Section Officer, preferably Section Officer, who has the experience of working in Budget Section and is well versed with the requirements of Ministry of Finance relating to Budget exercises and financial regulations. The candidate should possess the required qualifications, experience and working knowledge in E-Office etc.
- 2. Job responsibilities:**
  - Preparation of budget of Ministry of Petroleum & Natural Gas.
  - Outcome budget.
  - Preparation of detailed demand for grants
  - Opening of budget head.
  - Re-appropriation of funds.
  - Preparation of supplementary etc.
  - Financial regulations.
  - Scheme/project finance.
  - Any other related works assigned from time to time
- 3. Age Limit:** Upper age limit is 62 years on the date of advertisement.
- 4. General Conditions:**
  - i) The engagement shall be purely on contract basis initially for a period of one year extendable up to 3 years, subject to satisfactory performance. The performance shall be reviewed on yearly basis and extended on yearly basis subject to satisfactory performance.

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- ii) In case the tenure of the Consultant is extended beyond one year, an annual increment of Rs.5,000/- will be granted.
- iii) OIDB reserves all rights to terminate the contract without assigning any reason by giving one month notice at any time during the engagement period.
- iv) The selected candidate will be required to work in Finance Division, Ministry of Petroleum & Natural Gas, Shastri Bhawan, New Delhi-110001, OI DB or any other offices in NCR.
- v) 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.
- vi) The Income Tax or any other tax will be deducted at source as per Govt. instructions. Necessary TDS certificate will be issued.
- vii) 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.
- viii) No TA/DA will be paid for attending the interview.
- ix) OI DB shall reserve the right to not to fill up the advertised post without assigning any reason.
- x) Interested candidates 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 Dy. Chief Finance & Accounts Officer, 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**

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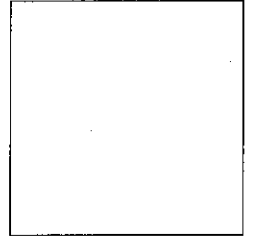
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**APPLICATION FOR THE POST OF CONSULTANT (FINANCE & BUDGET)**

(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	A separate sheet may be attached.
8	Working Experience	A separate sheet may be attached.

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)