



**Oil Industry Development Board
(Ministry of Petroleum & Natural Gas, Govt. of India)**

No.6/2/2011-OIDB (Pt.-II)

09/04/2021

VACANCY CIRCULAR

Application is invite for filling up the post of Accountant (Group-B) in the Pay Band of Rs.9300-34800 (PB-2) with Grade Pay Rs.4600 (Level-7, 7th CPC), on **DEPUTATION BASIS** in Oil Industry Development Board (OIDB), Sector-73, NOIDA.

Eligibility Criteria for the post of Accountant on Deputation basis:

Deputation: Assistant/Stenographer Grade "C" with 5 years" service in the Grade Pay of Rs.4200 and possessing the educational qualifications and experience prescribed for direct recruits i.e.

"Essential: Graduate preferably with a Masters Degree in Commerce. Should have knowledge of preparation & finalization of Annual Accounts manually as well as using TALLY accounting software with at least 5 years experience.

OR

Subordinate Accounts Service Accountant of Indian Audit & Accounts Department/ Railways/ Defence/Posts & Telegraphs/ Controller General of Accounts with one year experience as qualified Accountant or Cost Accountant.

Desirable: Knowledge of computer using Tally".

Other conditions:

1. Applicants from Central/State Government/Autonomous Bodies/organizations must send their applications through proper channel along with the latest five years certified APARs, cadre clearance and Vigilance Clearance Report etc.
2. Deputation would be governed by the terms and conditions contained in DOPT's OM No.6/8/2009-Estt. (pay-II) dated 17th June, 2010, as amended from time to time.
3. The Board reserve the right not to fill up the above post without assigning any reason.
4. For other details/information such as eligibility criteria, educational qualifications, standard format of application, please visit our website <http://oidb.gov.in>.
5. Applications sent through email or fax will NOT be entertained.
6. Applications which are not in conformity with the requirement indicated in the advertisement are liable to be rejected.
7. Canvassing in any form will result in disqualification of the candidature.

8. OADB will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
9. Applications in the prescribed format duly completed in all respects and signed by the candidates with attested copies of testimonials etc. should reach the Section Officer (NK), OADB Bhawan, Plot No.2, Sector-73, Noida-201301 (U.P.) within **45** days from the date of publication of vacancy in Employment News. Envelope containing the completed application form must be superscribed and underlined as "Application for the post of Accountant".
10. Acceptance/rejection of application of the candidates will be at the sole discretion of OADB.

Application Form

Affix recent photo

- (Attach attested Photostat copy of the certificate)

- | | | | | | | |
|----------|--|--|--|--|--|--|
| Pin Code | | | | | | |
|----------|--|--|--|--|--|--|

- Email Address _____

- | | | | | | | |
|----------|--|--|--|--|--|--|
| 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 :