



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

No.6/6/2021-OIDB


February 22, 2022

VACANCY CIRCULAR

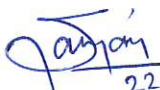
Applications are invited from eligible external candidates and departmental candidates through proper channel for filling up of one post of Financial Adviser & Chief Accounts Officer (FA&CAO) in the pay level-13 of 7th CPC pay matrix in Oil Industry Development Board (OIDB) located at Sector 73, Noida, U.P. which is scheduled to fall vacant on 11th May, 2022:-

Sl. N o.	Name of Post / Pay Band/Grade Pay	No. of Post	Age Limit	Educational Qualification & Eligibility Criteria
1.	Financial Adviser & Chief Accounts Officer (FA&CAO) Pay Level 13 of 7 th CPC pay matrix (Grade Pay of Rs.8700/-)	01 (total)	Not exceeding 56 years for deputation and no age bar for departmental candidates.	Officers of Central/State Government/Autonomous Bodies/ Public Sector Undertakings, Holding analogous Post in Level-13 of pay matrix on regular basis with Bachelor degree from a recognized University. OR Officers of Central/State Government /Autonomous Bodies /Public Sector Undertakings holding post in Level-12 of pay matrix for five (05) years on regular basis along-with Bachelor degree from a recognized University and minimum five (05) years experience at Group 'A' Level in the field of Finance/Account/Budget/Administration/Establishment/Estate/Contract Management".

2. Applicants must send their applications through proper channel along with latest five years APARs, Vigilance Clearance Report, Integrity, major/minor penalties certificate and Cadre clearance as per the latest prescribed format of Govt. of India.


22/02/2022

3. In case the external candidate is selected by the Selection Committee for the post of FA&CAO, OIDB, the candidate shall be taken on deputation for a maximum period of five (05) years, however, in case departmental candidate is selected, it will be treated as promotion to the post of FA&CAO, OIDB.
4. In case the external candidate is selected by the Selection Committee to the post of FA&CAO, OIDB, all the terms & conditions for the post of Financial Adviser & Chief Accounts Officer on deputation basis shall be governed in accordance with DOPT OM No.6/8/2009-Estt. (pay-II) dated 17.06.2010, amended from time to time by DOPT, Govt. of India.
5. Applicants must provide Service Record Sheet and works carried out by the applicant in each & every post/posting duly certified by the forwarding authority.
6. Applications which are not in conformity with the requirement indicated in the circular are liable to be rejected.
7. Canvassing in any form will result in disqualification of the candidature.
8. OIDB will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
9. Acceptance/rejection of application of the candidates will be at the sole discretion of OIDB.
10. The other details such as eligibility criteria, educational qualifications etc. a copy of Recruitment Regulation for the post of FA&CAO is attached at **Annexure-I**.
11. A standard format of application is appended at **Annexure-II**.
12. Applications duly completed in all respects and signed by the candidates with attested copies of testimonials, service record sheet, educational qualification certificates etc. should reach the Manager (P&A), Oil Industry Development Board, OIDB Bhawan, Plot No.2, Sector-73, Noida-201301 (U.P.) on or before the 45th day from date of publishing of advertisement in Employment News. Applications received after the last date and/or not received through proper channel, shall not be entertained.


22.02.2022
Sanjay Kashyap
Manager (P&A)

Enc.:

- (i) OIDB's RRs for the post of FA&CAO (**Annexure-I**).
- (ii) Application format (**Annexure-II**).

**Recruitment Regulations for the post of
Financial Adviser & Chief Accounts Officer**

1.	Name of Post	:	Financial Adviser & Chief Accounts Officer
2.	No. of Posts	:	1 (one)
3.	Classification	:	Group 'A'
4.	Pay Level	:	Level - 13 of Pay Matrix of 7 th CPC (Rs.123100-215900)
5.	Whether selection post or non-selection post	:	Selection Post
6.	Age limit for inviting applications from external candidates and department candidates	:	56 years for deputation and no age bar for department candidates.
7.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension Rules, 1972)	:	Not applicable.
8.	Educational qualification & Eligibility Criteria	:	Officers of Central/State Government/Autonomous Bodies/ Public Sector Undertakings, Holding analogous Post in Level-13 of pay matrix on regular basis with Bachelor degree from a recognized University. OR Officers of Central/State Government /Autonomous Bodies /Public Sector Undertakings holding post in Level-12 of pay matrix for five (05) years on regular basis along-with Bachelor degree from a recognized University and minimum five year experience at Group 'A' Level in the field of Finance/Account/Budget/Administration /Establishment/ Estate/ Contract Management.
9.	Method of recruitment	:	Inviting applications from external candidates and department candidates. In case the external candidate is selected by the Selection Committee for the post of FA&CAO, OADB, the candidates shall be taken on deputation for a maximum period of five (05) years, however, in case departmental candidate is selected, it will be treated as promotion to the post of FA&CAO, OADB.
10.	Selection Procedure	:	Selection shall be made by the Search-cum-Selection Committee. The Search cum selection committee shall submit the recommendations to the Appointing Authority i.e. Chairman, OADB.
11.	Composition of Search-cum-Selection Committee	:	AS&FA, MOP&NG as Chairman with AS/JS, MOP&NG (OADB Board Member) and Secretary, OADB as members.
12.	Circumstances in which UPSC is to be consulted in making recruitment	:	Not applicable.

OIL INDUSTRY DEVELOPMENT BOARD
(Ministry of Petroleum & Natural Gas)

Please read the instructions before filling this form and use separate sheet if the space is insufficient.

Application Form

For Office Use

Application No.:

Received on:

Affix Recent

Passport Size attested
Photograph

1. Name of the Post : Financial Adviser & Chief Accounts Officer
2. Name of the Applicant (in BLOCK letters) : _____
3. Father's / Husband's Name : _____
4. Date of Birth

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 Sex : _____
- DD MM YY
5. Age : _____ Years _____ Months _____ Days
6. Nationality : _____
7. Religion : _____
8. Place of Birth : _____
9. Marital Status : _____
10. Whether SC/ST/OBC : _____
11. Address for Communication : _____

- Pin Code

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12. Contact Phone No. with STD code : _____ Mobile _____
- Email Address : _____
13. Present Designation, Level &
Office Address : _____

- Pin Code

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14. Educational Qualification:

Examination Passed	Institute/ University/Organization	Regular	Pvt.	Year of Passing	Main subject	% of Marks
High School level						
Intermediate level						
Gradation level						
Post Gradation level						
Any other educational qualification						
Training courses sponsored by Department						

15. Details of Training courses sponsored by Department:

Name of the Training courses	Institute/ University/Organization	Duration	Attainment

16. **Particulars of all previous and present employment & experience are to be furnished:**

[illegible]

17. Any other relevant information:

18. Applicants must send their applications through proper channel along with latest five years APARs, Vigilance Clearance Report, Integrity, major/minor penalties certificate and Cadre clearance as per the latest prescribed format of Govt. of India.

19. Other list of Documents to be attached with the application:

- i). Attested copy of Date of Birth Certificate.
- ii). Attested copy of the particulars of all previous and present employment.
- iii). Attested copy of Educational Qualifications Certificates
- iv). Attested copy of Experience Certificate(s)

20. 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.

Name & Signature of Candidate

Place:

Date: