



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

e-file No. AD-14012/3/2022-ADM

October 31, 2022

**VACANCY CIRCULAR**

Applications are invited from eligible candidates through proper channel for filling up of two (02) vacant posts of Section Officer on deputation basis in pay level-7 of 7<sup>th</sup> CPC pay matrix in Oil Industry Development Board (OIDB) located at Sector 73, NOIDA, U.P.

<b>Name of Post / Level</b>	<b>No. of Post</b>	<b>Age Limit</b>	<b>Educational Qualification &amp; Eligibility Criteria for Deputation</b>
Section Officer in pay level-7 of 7 <sup>th</sup> CPC pay matrix (Grade Pay of Rs.4600/-)	02 (two)	Not exceeding 56 years	<b>Deputation:</b> Assistants with 5 years service in the level-6 and possessing the educational qualifications and experience prescribed for direct recruits, i.e., <b>Essential:</b> Graduate with at least 3 years experience in a supervisory capacity or holding analogous post in the Central Government/ Public Sector/ Autonomous organization. <b>Desirable:</b> Knowledge of computer.

2. Applicants must send their applications through proper channel along with latest five years APARs, Vigilance Clearance Report, certificate of integrity, no major/minor penalties certificate and Cadre clearance as per the latest prescribed format of Govt. of India.
3. All the terms & conditions for the post of Section Officer on deputation basis shall be governed in accordance with DOPT OM No.6/8/2009-Estt. (pay-II) dated 17.06.2010, as amended from time to time by DOPT, Govt. of India.
4. Applications which are not in conformity with the requirement indicated in this circular are liable to be rejected.
5. Canvassing in any form will result in disqualification of the candidature.
6. OI DB will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.

7. Acceptance/ rejection of application of the candidates will be at the sole discretion of OIDB.
8. A standard format of application is appended at **Annexure-I** and Certification by the Employer/Cadre Controlling Authority is also appended at **Annexure-II**.
9. For other details such as eligibility criteria, educational qualifications etc. a copy of Recruitment Regulation (**RRs**) for the post of Section Officer is attached at **Annexure-III**.
10. 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 45<sup>th</sup> 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.

  
**Sanjay Kashyap)**  
**Manager (P&A)**

**Enclosures:**

- (i) Application format (**Annexure-I**).
- (ii) Certification by the Employer/ Cadre Controlling Authority (**Annexure-II**).
- (iii) OIDB Recruitment Regulations (**Annexure-III**).

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

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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 : **Section Officer**
2. Name of the Applicant (in BLOCK letters): \_\_\_\_\_
3. Father's / Husband's Name : \_\_\_\_\_
4. Date of Birth : 



 Sex : \_\_\_\_\_  

DD MM YY

\_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days
5. Age : \_\_\_\_\_
6. Nationality : \_\_\_\_\_
7. Religion : \_\_\_\_\_
8. Place of Birth : \_\_\_\_\_
9. Marital Status : \_\_\_\_\_
10. Whether SC/ST/OBC : \_\_\_\_\_
11. Address for Communication : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Pin Code
12. Contact Phone No. with STD code : \_\_\_\_\_ Mobile \_\_\_\_\_  
Email Address : \_\_\_\_\_
13. Present Designation, Level & Office Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Pin Code



14. **Educational Qualification:**

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

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:**

Name & address of employer	Post held	Pay Scale /Grade Pay/Level	Permanent Or Temporary	Whether Central/ State Govt./PSU/ Autonomous/ Aided Institution.	Duration of service		Type of Work carried by the applicant
					From	To	

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 the particulars of all previous and present employment.
- ii). 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:

**Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt. \_\_\_\_\_
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years or a list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed (as the case may be).

Countersigned  
(Employer/ Cadre Controlling Authority with Seal)



**Recruitment Regulations for the post of  
Section Officer**

1.	Name of Post	:	Section Officer
2.	No. of Posts	:	3 (Three)
3.	Classification	:	Group 'B'
4.	Pay Level	:	Level - 7 of Pay Matrix of 7 <sup>th</sup> CPC (Rs.44900-142400)
5.	Whether selection post or non-selection post	:	Selection Post
6.	Age limit for direct recruits	:	35 years
7.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension Rules, 1972)	:	Not applicable.
8.	Educational & other qualifications required for direct recruits	:	<p><b>Essential:</b> Graduate with at least 3 years experience in a supervisory capacity or holding analogous post in the Central Government/Public Sector/Autonomous organizations.</p> <p><b>Desirable:</b> Knowledge of computer.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	No
10.	Period of Probation, if any	:	Two years for direct recruits only. 'NIL' for promotees.
11.	Method of recruitment – Whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	:	Promotion, failing which by deputation/ direct recruitment.
12.	In case recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made.	:	<p><b>Promotion:</b> Fifty percent of vacancies by Promotion from eligible Assistants with 5 years regular service and Fifty percent through departmental competitive examination from the following categories of officers :-</p> <p>Assistant/Steno Gr. 'C' ...5 years regular service</p> <p><b>Deputation:</b> Assistants with 5 years' service in the level-6 and possessing the educational qualifications and experience prescribed for direct recruits under column 8.</p>
13.	If a DPC exists, what is its composition	:	DPC comprising Secretary, OADB as Chairman with FA&CAO (OADB) and Director/Deputy Secretary (Finance), MOP&NG as members.
14.	Circumstances in which UPSC is to be consulted in making recruitment	:	Not applicable.