


No. AD/47/2023-ADM

20<sup>th</sup> June, 2023

**VACANCY CIRCULAR**

Applications are invited from eligible candidates through proper channel for filling up of the following posts in Oil Industry Development Board (OIDB) located at Sector 73, NOIDA, U.P., on deputation basis:-

Name of Post / Level	No. of Post	Age Limit	Eligibility Criteria for Deputation
Manager (Estate), Level-11	01	Not exceeding 56 years as on the closing date of receipt of application	Asst. Executive Engineer with at least 5 years' of service in the level-10 or Executive Engineer in the level-11 in CPWD/PWD etc. or equivalent in the Central/State Government.
Section Officer, Level-7	02		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 organizations. <b>Desirable:</b> Knowledge of computer.
Stenographer Grade-B, Level-7	1		Stenographer Grade 'C' with 5 years' service in the pay level-6 and possessing the educational qualifications and experience prescribed for direct recruits i.e. <b>Essential:</b> Graduate with a minimum speed of 120 w.p.m. in shorthand and 40 w.p.m. in typing (English/Hindi). Minimum 5 years regular experience in the line in a Government/ Public Sector/ Autonomous Organizations. <b>Desirable:</b> Knowledge of computer viz. MS-Office, internet is essential.
Stenographer Grade-C, Level-6	2		Stenographer Grade 'D' with minimum five (05) years' regular service in the post of Stenographer Grade-D and possessing the educational qualifications and experience prescribed for direct recruits i.e. <b>Essential:</b> Graduate with a minimum speed of 100 w.p.m. in shorthand and 40 w.p.m. in typing (English/Hindi). Minimum 5 years regular experience in the line in a Government/Public Sector/ Autonomous Organizations. <b>Desirable:</b> Knowledge of computer viz. MS-Office, internet is essential.
Assistant, Level-6	1		UDC with minimum five (05) years' regular service in the post of UDC and possessing the educational qualifications and experience prescribed for direct recruits i.e. <b>Essential:</b> Graduate preferably Masters Degree in Commerce/Economics. 5 years experience in establishment and accounts work. <b>Desirable:</b> Knowledge of computer viz. MS-Office, internet is essential.
UDC, Level-4	4		LDC with minimum five (05) years' regular service in the post of LDC and possessing the educational qualifications and experience prescribed for direct recruits i.e. <b>Essential:</b> Graduate from a recognized University with 3 years experience in clerical work. <b>Desirable:</b> Knowledge of computer viz. MS-Office, internet is desirable.
Stenographer Grade-D, Level-4	1		LDC with minimum five (05) years' regular service in the post of LDC and possessing the educational qualifications and experience prescribed for direct recruits i.e. <b>Essential:</b> Graduate with a minimum speed of 80 w.p.m. in shorthand and 40 w.p.m. in typing (English/Hindi). 3 years experience in the line in a Government/Public Sector/ Autonomous Organizations. <b>Desirable:</b> Knowledge of computer is essential.

Contd.... P/2. 

प्रधान कार्यालय :-  
ओ.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,  
प्लॉट नं. 2, सेक्टर - 73, नौएडा-201301, उ.प्र.  
फोन : 91-120-2594602, 603, 604 फैक्स : 91-120-2594630  
वेबसाईट : www.oidb.gov.in

पंजीकृत कार्यालय :-  
301, वर्ल्ड ट्रेड सेंटर, तीसरी मंजिल, बाबर रोड, नई दिल्ली - 110 001  
फोन : 91-11-23413540

**Main Office :-**  
OIDB Bhawan, 'C' Block, 3rd Floor  
Plot No. 2, Sector - 73, Noida-201301, Uttar Pradesh  
Phone : 91-120-2594602, 603, 604 Fax : 91-120-2594630  
Website : www.oidb.gov.in

**Registered Office:-**  
301, World Trade Centre, 3rd Floor, Babar Road, New Delhi - 110 001  
Phone : 91-11-23413540

2. Applicants must send their applications through proper channel along with latest five years APARs, Vigilance Clearance Report, integrity certificate, no major/ minor penalties certificate and Cadre clearance as per the latest prescribed format of Govt. of India.
3. All the terms & conditions of deputation shall be in accordance with Department of Personnel & Training (DoP&T) O.M. No.6/8/2009-Estt. (pay-II) dated 17.06.2010, as amended from time to time by DoP&T. The tenure of deputation for all posts shall be initially for three (3) years and extendable as per applicable rules of DOP&T and OIDB.
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. OIDB 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 format of Certification by the Employer/ Cadre Controlling Authority is also appended at (**Annexure-II**).
9. Applications duly completed in all respects and signed by the candidates with attested copies of testimonials, service record sheet, educational qualification certificates, documents as mentioned above, etc. should reach **Manager (Personnel & Administration), Oil Industry Development Board, OIDB Bhawan, Plot No.2, Sector-73, Noida-201301 (U.P.) on or before 30<sup>th</sup> day from date of publishing of advertisement in this regard in Employment News**. Applications received after the last date and/ or not received through proper channel, shall not be entertained.



Sanjay Kashyap)  
Manager (Personnel & Administration)

**Enclosure:**

- (i) Application form (**Annexure-I**).
- (ii) Certification by the Employer/ Cadre Controlling Authority (**Annexure-II**).

**Annexure-I****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  
Photograph attested  
by the organisation  
where applicant is  
working

1.	Name of the Post	:	
2.	Name of the Applicant (in BLOCK letters)	:	
3.	Father's / Husband's Name	:	
4.	Date of Birth	:	
5.	Age as on the date of closing of application	:	<u>DD MM YY</u>
6.	Nationality	:	
7.	Place of Birth	:	
8.	Marital Status	:	
9.	Whether SC/ST/OBC	:	Yes / No.
10.	Address for Communication	:	
11(i)	Landline/ Mobile Phone No.	:	
11 (ii)	E-mail address	:	
12.	Present Designation, Level & Office Address	:	



**13. Educational Qualification:**

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

**14. Details of Training courses sponsored by Department:**

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

**15. Particulars of all previous and present employment with 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	

16. Any other relevant information:

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

18. Other 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).

19. **Declaration:**

I declare that all information furnished 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 is liable to be summarily rejected or deputation terminated.

Name & Signature of applicant

Place:

Date:

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

The information/ details provided in the above application by the applicant Shri/ Smt. \_\_\_\_\_ are true and correct as per the facts available on records. He/she possesses educational qualifications and experience for the post of \_\_\_\_\_ as 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 ACR/APAR Dossier in original is enclosed/photocopies of the ACRs/ APARs 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)