



## Oil Industry Development Board (OIDB)

(Ministry of Petroleum & Natural Gas)  
OIDB Bhawan, Plot No-2, Sector-73, Noida-201301

### Engagement of Consultant (Finance & Accounts) on purely contract basis

No. AD/14/3/2021-ADM

OIDB invites applications for engagement of Consultant (F&A) on retainership basis. For details, please visit OIDB's website: [www.oidb.gov.in](http://www.oidb.gov.in)

(Manager (P&A))  
Tel.: 0120-2594613



तेल उद्योग विकास बोर्ड  
(पेट्रोलियम एवं प्राकृतिक गैस मंत्रालय)  
ओआईडीबी भवन, प्लॉट सं0-2, सैक्टर-73, नोएडा-201301

### अनुबंध के आधार पर सलाहकार (वित्त एवं लेखा) की नियुक्ति

सं. एडी/14/3/2021-एडीएम

ओआईडीबी, रिटेनरशिप के आधार पर सलाहकार (वित्त एवं लेखा) की नियुक्ति के लिए आवेदन आमंत्रित करता है। विस्तृत जानकारी के लिए कृपया ओआईडीबी की वेबसाइट [www.oidb.gov.in](http://www.oidb.gov.in) देखें।

(प्रबंधक (का. एवं प्रशा.))  
दूरभाष: 0120-2594613



**OIL INDUSTRY DEVELOPMENT BOARD**  
(Ministry of Petroleum & Natural Gas, Govt. of India)  
OIDB Bhawan, Plot No.2, Sector-73, Noida-201301 (U.P.)

No. AD/14/3/2021-OIDB

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

**VACANCY NOTICE**

Applications are invited for engagement of one Consultant (Finance & Accounts) in Oil Industry Development Board on retainership basis (10 days in a month) at a consolidated fee of Rs.45,000/- (Rupees Forty Five Thousand only) per month.

**1. Post qualification experience:** The applicant should have qualified Chartered Accountant and having minimum 08 years working experience in the field of GST, Tax matters, TDS & other Govt. statutory returns and well versed with various financial regulations in Govt./Semi Govt./PSUs sectors.

**2. Job responsibilities:**

- i. Final checking of all vouchers viz. receipts, payment & journal on regular basis.
- ii. Final checking/vetting of all annual accounts of OIDB and its Trusts viz. HCF, SPF, Group Gratuity and Superannuation trusts etc.
- iii. Working of all statutory compliances viz. TDS-Income tax/GST-TDS/GST-regular on monthly basis.
- iv. Preparation of monthly & quarterly data of GSTR-#B, GSTR-1, GSTR-7, GSTR-9 and Form 24Q & 26Q.
- v. Final calculation of tax liability of all employees & pensioners of OIDB.
- vi. Reconciliation of GST output & GST input between book of accounts and GST portal.
- vii. Checking/vetting of calculations of quarterly interest on OIDB loans to Oil PSUs.
- viii. Advances on accounting matters from time to time
- ix. Filling of TDS return & generation of Form 16/16A
- x. Providing advice/assistance to Estate, Administration and Loan & Grants Division of OIDB on financial rules/regulations, GST/Tax etc. matters.
- xi. Any other works assigned from time to time by any division of OIDB.

**3. Age Limit:** Upper age limit is 50 years on the date of advertisement.

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**4. General Conditions:**

- i). The engagement shall be purely on contract basis for an initial period of 1 year. The engagement can be extended by OIDB for the period up to 2 years, subject to requirement of OIDB and satisfactory performance of the Consultant which shall be reviewed on yearly basis.
- ii). In case the tenure of the Consultant is extended beyond one year, an annual increment of 10% on monthly remuneration will be granted.
- iii). OIDB reverses 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 OIDB or any other offices in Delhi/NCR as per the requirement of OIDB.
- v). The candidate shall be required to attend the office of OIDB on 10 days in a month. He/she may also be called upon to attend the office on any holiday, in case of urgency.
- vi). All Taxes will be deducted at source as per Govt. instructions.
- 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). OIDB reserves the right to not fill up the advertised post without assigning any reason.
- x). Interested candidates may send their applications in the enclosed prescribed format, complete in all respect, with a set of photocopies of certificates of qualifications, experience etc. to: The Manager (P&A), Oil Industry Development Board (OIDB), Plot No.2, Sector-73, Noida (U.P.) by hand/by post so as to reach the office of OIDB within 15 days from date of publication of advertisement in newspaper.



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



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OIDB Bhawan, Plot No.2, Sector-73, Noida-201301 (U.P.)

APPLICATION FOR THE POST OF CONSULTANT (FINANCE & ACCOUNTS)  
(On retainership basis & purely contract basis)

Latest Photo

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 (documents should also be attached) <small>(additional rows may be drawn or additional sheet may be attached, if required)</small>	i).	
		ii).	
		iii).	
		iv).	
8	Working Experience (documents should also be attached) <small>(additional rows may be drawn or additional sheet may be attached, if required)</small>	i).	
		ii).	
		iii).	
		iv).	

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)

