

**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> August, 2023

**VACANCY NOTICE FOR THE POST OF CONSULTANT (ADMIN)**

1. Applications are invited from the retired Central Govt. employees (Section Officer and above) for engagement of one Consultant (Admin) in Oil Industry Development Board on purely contract basis for providing assistance to Admin Division for carrying out the following job responsibilities:

- To submit the various proposals for day to day functioning of Admin Division.
- To submit the various proposal of Establishment matters.
- To submit VIP references, Parliament questions, Ministries references, court cases pertaining to Admin Division.
- To assist organizing various events like Swachhata Pakhwada, Yoga Day, Constitution Day, OIDB's foundation day etc.
- To assist jobs related to GeM/tendering/bidding/quotations pertaining to Admin Division.
- To assist Training & other welfare matter, Tour & LTC matters.
- Any other works assigned from time to time.

19. Applicant should not be more than 64 years of age as on the last date of receipt of applications. The maximum period of Consultancy shall be for the age of 65 years.

20. The engagement shall be purely on contract basis for an initial period not exceeding one year which is extendable by another one year, subject to requirement of OIDB and satisfactory performance of the Consultant which shall be reviewed on yearly basis.

21. A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fix shall remain unchanged for the terms of the contract. There will be no annual increment/percentage increase during the contract period.


22. The retired office of Central Govt. engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement. No TA/DA will be paid for attending the interview.

23. He may be allowed at the rate of one (01) days for each completed month of consultancy service. Accumulation of leave beyond a calendar year may not be allowed.

24. A retired Government officer/official appointed as consultant shall continue to draw pension and the dearness relief on pension during the period of his engagement as consultant, His/her engagement as Consultant shall not be considered as a case of re-employment.






25. Tax Deduction at Source (TDS) as admissible shall be deducted from the monthly remuneration of Consultants.
26. Consultants may follow the normal working hours as prescribed [i.e. 09:00 AM to 05:30 PM], however, as per the exigency one has to sit late to complete the time bound work.
27. The appointment of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy in the OADB.
28. The appointment of Consultants is of a temporary (non-official) nature against the specific jobs.
29. Consultants should maintain confidentiality of data & documents while consultancy period and after completion of contract. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of, assignment for the Department without the express written consent of the Department. The consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract and before the final payment is released by the Department.
30. The Consultant appointed by the Department shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department nor will he indulge in any activity outside the terms of the contractual assignment.
31. The Consultant will not be entitled for any benefit/compensation absorption/regularization of service with this Department.
32. Consultants will be carrying out the assigned works itself and submit the same to the concerned officials of OADB.
33. The engagement of Consultants can be terminated by the Department at any time without assigning any reason thereof by giving them one month notice. Termination shall be effected on the day right after the completion of one month of delivery of such notice. However, in case a Consultant wishes to resign, he will have to give one month advance notice or remuneration in lieu thereof before resigning from t
- f. The Consultant is unable to address the assigned work;
  - g. Quality of the work is not to the satisfaction of the OADB;
  - h. The Consultant fails in timely achievement of the milestones as decided by the OADB;
  - i. The Consultant is found lacking in honesty and integrity.
  - j. Requirement annulled by OADB.
34. OADB has the right to cancel the advertisement, and not go for engagement of Consultant, at any stage. It may accept or reject any or all applications, without giving any reasons therefore, whatsoever.
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35. Interested candidates may send in 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 21 days from date of advertisement.

  
(Sanjay Kashyap)  
Manager (P&A)  
Tel.: 9968367522

1. Copy of retirement notification/order.
2. Copy of Pension Payment Order (PPO).
3. Certificate in support of educational qualification & experience

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**APPLICATION FOR THE POST OF CONSULTANT (ADMIN)**

(On 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	Education qualification									
8	Details of last posting & designation, experience etc.	<table border="1"><tr><td>i).</td><td></td></tr><tr><td>ii).</td><td></td></tr><tr><td>iii).</td><td></td></tr><tr><td>iv).</td><td></td></tr></table>	i).		ii).		iii).		iv).	
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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)

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