No.6/13/2011-OIDB(Pt.I) June 4, 2019

WALK-IN-INTERVIEW

Oil Industry Development Board (OIDB) intends to engage one Consultant (Finance & Accounts) on retainership basis and one Consultant (Finance) on full time basis initially for a period of one year on contract basis. The other details are as under:

Consultant (Finance & Accounts)

To be engaged on retainership basis on a consolidated fee of Rs.35000/- (Rupees thirty five thousand only) per month. Consultant should be a qualified Chartered Accountant and must possess a minimum of 5 years' post qualification experience. Consultant is required to attend office for at least 10 days in a month as per the requirement of OIDB. The scope of work to be assigned to the Consultant (F&A) would be as under:

i. To assist in finalization of Annual Accounts of OIDB and to ensure that CAG’s observations are adhered to while finalising accounts.
ii. Maintaining Accounts of All Trusts of OIDB viz. HCF, DRT, SPF, Superannuation and Gratuity Trusts.
iii. Calculation of Employees’ Income Tax.
iv. Preparing and filing TDS Returns.
v. To check all vouchers on regular basis to ensure that expenses are booked in the proper Accounts Heads and are within Budget.
vi. Checking of Interest calculations on Loans to Oil/Gas PSUs, interest paid by the Banks on FDRs and TDS deducted thereon.
vii. To file GST Returns – monthly, quarterly, annually as required under the GST Act.
viii. Generating challans for payment of GST/GST-TDS/TDS
ix. To ensure that all accounts viz. Banks & other parties reconciled on monthly basis.
x. To assist OIDB in filing of all Tax Returns along with various disclosures as per provisions of IT Act.
xi. To assist/advise in tax cases pending with various Tax Authorities.
xii. To update OIDB on all day to day changes in relevant taxation laws and to suggest measures for effective adaption of changes in OIDB.
xiii. Any other work assigned from time to time.

Contd...P/2
Consultant (Finance)

To be engaged on full time basis on a consolidated fee of Rs.40000/- (Rupees forty thousand only) per month. Consultant should be MBA (Finance)/ICWA/CA with three years’ experience of handling finance matters. The scope of work to be assigned to the Consultant (Finance) would be as under:

i. To appraise applications for loans and grants;
ii. To scrutinize utilisation of loans and grants by the concerns institutions;
iii. To assist in investment of surplus funds keeping in view the inflow and outflow of funds;
iv. To handle all financial matters of grants, loans, investment and audit etc.
v. Any other work as may be assigned from time to time.

UPPER AGE LIMIT : 40 YEARS.

The interested candidates meeting the above requirements may appear for Walk-in-Interview on 13th June 2019 at 11.00 a.m. at the address mentioned above along with original and one copy of self-attested documents of educational qualifications, experience, proof of date of birth, proof of residence and one passport size photograph. The candidates, who register themselves between 10.00 to 10.30 am through a prescribed proforma available in the OIDB Office on the same day i.e. on 13th June 2019 shall be eligible to appear for interview.

(Rajeev Rana)
Manager (P&A)
APPLICATION FOR CONSULTANT (___________)

1. NAME:

Photo

2. ADDRESS:

3. CONTACT NO.

4. EMAIL:

5. DATE OF BIRTH:

6. QUALIFICATIONS:

7. EXPERIENCE:

SIGNATURE WITH DATE

ENCLS:

1. Educational & Experience Certificates.
2. Copy of Aadhar Card
3. Copy of Matriculate