

OIL INDUSTRY DEVELOPMENT BOARD

(A Statutory Body under Ministry of Petroleum & Natural Gas, Govt. of India)
OIDB Bhawan, Plot No.2, Sector-73, Noida-201301 (U.P.)
Phone: 0120-2594679 Fax: 0120-2594630

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.

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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 OADB 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**