



**Oil Industry Development Board
(Ministry of Petroleum & Natural Gas, Govt. of India)**

No. 6/2/2011-OIDB(Vol-II)

27th June, 2022

VACANCY CIRCULAR

Applications are invited from eligible candidates through proper channel for filling up of one post of Manager (Estate) on deputation basis in the pay level-11 of 7th CPC pay matrix in Oil Industry Development Board (OIDB) located at Sector 73, NOIDA, U.P.

Name of Post / Level	No. of Post	Age Limit	Educational Qualification & Eligibility Criteria for Deputation
Manager (Estate) in the pay level-11 of 7 th CPC pay matrix (Grade Pay of Rs.6600/-)	01	Not exceeding 56 years	Asst. Executive Engineer with at least 5 years of service in the pay level - 10 or Executive Engineer in the pay level - 11 in CPWD/PWD etc. or equivalent in the Central/State Government.

2. Applicants must send their applications through proper channel along with latest five years APARs, Vigilance Clearance Report, certificate of integrity, no major/minor penalties certificate and Cadre clearance as per the latest prescribed format of Govt. of India.
3. All the terms & conditions for the post of Manager (Estate) on deputation basis shall be governed in accordance with DOPT OM No.6/8/2009-Estt. (pay-II) dated 17.06.2010, as amended from time to time by DOPT, Govt. of India.
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 Certification by the Employer/ Cadre Controlling Authority is also appended at **Annexure-II**.
9. For other details such as eligibility criteria, educational qualifications etc. a copy of Recruitment Regulation for the post of Manager (Estate) is attached at **Annexure-III**.
10. Applications duly completed in all respects and signed by the candidates with attested copies of testimonials, service record sheet, educational qualification certificates etc. should reach the Manager (P&A), Oil Industry Development Board, OIDB Bhawan, Plot No.2, Sector-73, Noida-201301 (U.P.) on or before the 30th day from date of publishing of advertisement in Employment News. Applications received after the last date and/or not received through proper channel, shall not be entertained.


27.6.22
Sanjay Kashyap
Manager (P&A)

Enclosures:

- (i) Application format (**Annexure-I**).
- (ii) Certification by the Employer/ Cadre Controlling Authority (**Annexure-II**).
- (iii) OIDB RRs for the post of Manager (Estate) (**Annexure-III**).

14. Educational Qualification:

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

15. Details of Training courses sponsored by Department:

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

16. Particulars of all previous and present employment & 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 candidate
					From	To	

17. Any other relevant information:

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

19. Other list of 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).

20. **Declaration:**

I declare that all information supplied 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 may be summarily rejected or employment terminated.

Name & Signature of Candidate

Place:

Date:

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience 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 CR Dossier in original is enclosed/photocopies of the ACRs 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)

**Recruitment Regulations for the post of
Manager (Estate)**

1.	Name of Post	:	Manager (Estate)
2.	No. of Posts	:	1 (One)
3.	Classification	:	Group 'A'
4.	Pay Level	:	Level - 11 of Pay Matrix of 7 th CPC (Rs.67700-208700)
5.	Whether selection post or non-selection post	:	Selection Post
6.	Age limit for direct recruits	:	45 years.
7.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension Rules, 1972)	:	Not applicable.
8.	Educational & other qualifications required for direct recruits	:	Essential: Graduate. Should have 6 years' experience in the pay level-8 or more or 7 years in the pay level-7 in the Central Government / Public Sector/Autonomous organizations with experience of procurement, contracts, civil works. Desirable: Knowledge of computer viz. MS-Office, internet is desirable.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	No.
10.	Period of Probation, if any	:	Two years for direct recruits only. 'Nil' for promotees.
11.	Method of recruitment - Whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	:	Promotion, failing which by deputation/direct recruitment.
12.	In case recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made.	:	Promotion: Promotion from Officers with 6 years' experience in the pay level-8 or more or 7 years regular service in the pay level-7 (excluding Accounts Officer & Accountant) and possessing the educational qualifications and experience as prescribed for direct recruits under Column 8. Deputation: 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.
13.	If a DPC exists, what is its composition	:	DPC comprising Secretary, OIBD as Chairman with FA&CAO (OIBD) and Director/Deputy Secretary (Finance), MOP&NG as members.
14.	Circumstances in which UPSC is to be consulted in making recruitment	:	Not applicable.