

No. AD-14/3/2022-ADM-Part-I

Dated: 5<sup>th</sup> June, 2024

**VACANCY CIRCULAR**

Applications are invited from eligible candidates through proper channel for filling up of one post of Deputy Chief Finance & Accounts Officer (DCF&AO) in Oil Industry Development Board (OIDB) located at Sector 73, NOIDA, U.P., in Pay Level-12 of 7<sup>th</sup> CPC pay matrix, on deputation basis.

| Name of Post / Level                                                                | No. of Post | Age Limit              | Educational Qualification & Eligibility Criteria for Deputation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------|-------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Deputy Chief Finance & Accounts Officer (DCF&AO) in the Pay Level-12 of pay matrix. | 01 (one)    | Not exceeding 56 years | Officers with 5 years regular service in Pay Level-11 and possessing the educational qualifications and experience prescribed for direct recruits i.e. <b>Essential:</b> Graduate with at least 5 years of service in the pay level-11 and having experience of finance, accounts, budgeting & financial control, or personnel & administration or building works & contract management in the office(s) of Central Government/ autonomous bodies. <b>Desirable:</b> Preference would be given to applicants having qualified SAS/Post Graduate in Financial Management/Chartered Accountant and Knowledge of computer. |

- Applicants must send their applications through proper channel along with latest five (05) years APARs, Vigilance Clearance Report, integrity certificate, no major/ minor penalties certificate and Cadre clearance as per the latest prescribed format of Govt. of India.
- All the terms & conditions for the post of DCF&AO on deputation basis shall be governed in accordance with Department of Personnel & Training (DoP&T) OM No.6/8/2009-Estt. (pay-II) dated 17.06.2010, as amended from time to time by DoP&T, Govt. of India.
- Applications which are not in conformity with the requirement indicated in this circular are liable to be rejected.

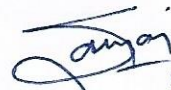
प्रधान कार्यालय :-  
ओ.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,  
प्लॉट नं. 2, सेक्टर - 73, नोएडा-201301, उ.प्र.  
फोन : 91-120-2594602, 603, 604, फैक्स : 91-120-2594630  
वेबसाईट : www.oidb.gov.in

Main Office :-  
OIDB Bhawan, 'C' Block, 3rd Floor  
Plot No. 2, Sector - 73, Noida-201301, Uttar Pradesh  
Phone : 91-120-2594602, 603, 604 Fax : 91-120-2594630  
Website : www.oidb.gov.in

पंजीकृत कार्यालय :-  
301, वर्ल्ड ट्रेड सेंटर, 3<sup>rd</sup> फ्लोर, बाबर रोड, नई दिल्ली - 110 001

Registered Office :-  
301, World Trade Centre, 3rd Floor, Babar Road, New Delhi - 110 001

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 format of 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 OIDB's Recruitment Regulations for the post of DCF&AO 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, documents as mentioned above & countersigned by employer/cadre controlling authority as per prescribed proforma attached, etc. should reach **Manager (Personnel & Administration), Oil Industry Development Board, OIDB Bhawan, Plot No.2, Sector-73, Noida-201301 (U.P.) on or before 30<sup>th</sup> 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.



5-6-24

(Sanjay Kashyap)  
Manager (Personnel & Administration)

**Enclosure:**

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

**OIL INDUSTRY DEVELOPMENT BOARD**  
(Ministry of Petroleum & Natural Gas)

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## Application Form

## Application No.:

Received on:

Passport Size attested  
Photograph

1. Name of the Post : **Dy. Chief Finance & Accounts Officer**
2. Name of the Applicant (in BLOCK letters): \_\_\_\_\_
3. Father's / Husband's Name : \_\_\_\_\_
4. Date of Birth  Sex : \_\_\_\_\_
- DD MM YY
5. Age : \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days
6. Nationality : \_\_\_\_\_
7. Place of Birth : \_\_\_\_\_
8. Marital Status : \_\_\_\_\_
9. Address for Communication : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Pin Code
10. Contact Phone No. with STD code : \_\_\_\_\_ Mobile \_\_\_\_\_
11. Email Address : \_\_\_\_\_
12. Present Designation, Level : \_\_\_\_\_
13. Office Address : \_\_\_\_\_

Pin Code

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Pin Code

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**14. Educational Qualification:**

| Examination Passed                  | Institute/ University/Organization | Regular | Pvt. | Year of Passing | 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 certificate, 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 is liable to be summarily rejected or deputation 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  
Dy. Chief Finance & Accounts Officer**

Annexure - III

|     |                                                                                                                                               |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Name of Post                                                                                                                                  | : | Deputy Chief Finance & Accounts Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2.  | No. of Posts                                                                                                                                  | : | 2 (Two)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 3.  | Classification                                                                                                                                | : | Group 'A'                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 4.  | Pay Level                                                                                                                                     | : | Level - 12 of Pay Matrix of 7 <sup>th</sup> CPC<br>(Rs.78800-209200)                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 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                                                                               | : | <p><b>Essential:</b><br/>Graduate with at least 5 years of service in the pay level-11 and having experience of finance, accounts, budgeting &amp; financial control, or personnel &amp; administration or building works &amp; contract management in the office(s) of Central Government/ autonomous bodies.</p> <p><b>Desirable:</b><br/>Preference would be given to applicants having qualified SAS/Post Graduate in Financial Management/Chartered Accountant and Knowledge of computer.</p> |
| 9.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes                                  | : | 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.                            | : | <p><b>Promotion:</b><br/>Promotion from the posts of Senior Accounts/Admn. Officer / Manager (P&amp;A) / Manager (Estate) with five years regular service possessing educational qualifications and experience prescribed for direct recruits under column 8.</p> <p><b>Deputation:</b><br/>Officers with 5 years regular service in the pay level-11 and possessing the educational qualifications and experience prescribed for direct recruits under column 8.</p>                              |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |