

Vacancy circular to be published in OIDs website

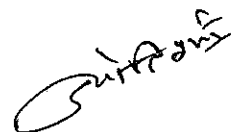
No. AD/47/2023-ADM

December 15, 2025

VACANCY CIRCULAR

1. Applications are invited from eligible candidates through proper channel for filling up of the following posts in Oil Industry Development Board (OIDB) located at Sector 73, NOIDA, U.P., on deputation basis:-

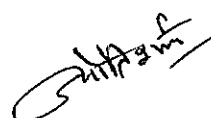
Name of Post /Level	No. of Post#	Age Limit	Eligibility Criteria for Deputation
Accounts Officer, Level-8	01*	Not exceeding 56 years as on the closing date of receipt of application	Accountants/Section Officers with 2 years' service in the Pay Level-7 and possessing the educational qualifications and experience prescribed for direct recruits i.e. Essential: Graduate preferably with a Master's Degree in Commerce. Should have minimum 5 years' experience of Subordinate Accounts Service as Accountant of Indian Audit & Accounts Department/Railways/Defense/P&T/ Controller General of Accounts. Desirable: Knowledge of computer and TALLY accounting software.
Accountant, Level-7	01*		Assistant/Stenographer Grade "C" with 5 years' service in the Pay Level-6 and possessing the educational qualifications and experience prescribed for direct recruits i.e. Essential: Graduate preferably with a Master's Degree in Commerce. Should have knowledge of preparation & finalization of Annual Accounts manually as well as using TALLY accounting software with at least 5 years' experience. OR Subordinate Accounts Service Accountant of Indian Audit & Accounts Department/ Railways/ Defence/ Posts & Telegraphs/ Controller General of Accounts with one year experience as qualified Accountant or Cost Accountant. Desirable: Knowledge of computer using Tally.
Section Officer, Level -7	01		Assistants with 5 years' service in the level-6 and possessing the educational qualifications and experience prescribed for direct recruits i.e. Essential: Graduate with at least 3 years' experience in a supervisory capacity or holding analogous post in the Central Government/ Public Sector/ Autonomous organizations. Desirable: Knowledge of computer.
Stenographer Grade-B, Level-7	01		Stenographer Grade 'C' with 5 years' service in the pay level-6 and possessing the educational qualifications and experience prescribed for direct recruits i.e. Essential: Graduate with a minimum speed of 120 w.p.m. in shorthand and 40 w.p.m. in typing (English/Hindi). Minimum 5 years regular experience in the line in a Government/Public Sector/ Autonomous Organizations. Desirable: Knowledge of computer viz. MS-Office, internet is essential.



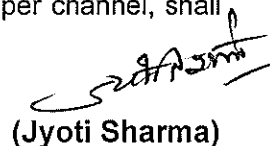
Assistant, Level-6	01	UDC with minimum five (05) years' regular service in the post of UDC and possessing the educational qualifications and experience prescribed for direct recruits i.e. Essential: Graduate preferably Master's Degree in Commerce/Economics. 5 years' experience in establishment and accounts work. Desirable: Knowledge of computer viz. MS-Office, internet is essential.
Stenographer Grade-C, Level-6	01	Stenographer Grade 'D' with minimum five (05) years' regular service in the post of Stenographer Grade-D and possessing the educational qualifications and experience prescribed for direct recruits i.e. Essential: Graduate with a minimum speed of 100 w.p.m. in shorthand and 40 w.p.m. in typing (English/Hindi). Minimum 5 years regular experience in the line in a Government/Public Sector/ Autonomous Organizations. Desirable: Knowledge of computer viz. MS-Office, internet is essential.
UDC, Level-4	01	LDC with minimum five (05) years' regular service in the post of LDC and possessing the educational qualifications and experience prescribed for direct recruits i.e. Essential: Graduate from a recognized University with 3 years' experience in clerical work. Desirable: Knowledge of computer viz. MS-Office, internet is desirable.

*Anticipated vacancies. #The number of posts may increase or decrease at any stage at the discretion of OADB.

- The candidates who have already applied for respective posts (Assistant, Stenographer Grade-C and UDC) against the OADB vacancy notice published on 29.03.2025 in the Employment News need not apply again in response to the fresh vacancy advertisement.
- Applicants must send their applications through proper channel along with latest five 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 of deputation shall be in accordance with Department of Personnel & Training (DoP&T) O.M. No.6/8/2009-Estt. (pay-II) dated 17.06.2010, as amended from time to time by DoP&T, Govt. of India. The tenure of deputation for all posts shall be initially for three (3) years and extendable as per applicable rules of DOP&T and OADB.
- The appointment of the Central Government employees on deputation to OADB shall be subject to the exemption from the Rule of Immediate absorption from the Department of Pension & Pensioners Welfare, Government of India, dated 12th October, 2015.
- Applications which are not in conformity with the requirement indicated in this circular are liable to be rejected.
- Canvassing in any form will result in disqualification of the candidature.
- OADB will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
- Acceptance/rejection of application of the candidates will be at the sole discretion of OADB.
- OADB reserves the right to fill or cancel the vacancy for a particular post or all posts mentioned in the vacancy circular at its discretion. No correspondence in this regard shall be entertained by OADB



11. 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**).
12. 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, etc. should reach Manager (Personnel & Administration), Oil Industry Development Board, OIDB Bhawan, Plot No.2, Sector-73, Noida-201301 (U.P.) on or before 45th day from date of publishing of advertisement in this regard in Employment News. Applications received after the last date and/ or not received through proper channel, shall not be entertained.



(Jyoti Sharma)

Manager (P&A)-Addl. Charge/ Hindi Officer

Enclosure:

- (i) Application form (**Annexure-I**).
- (ii) Certification by the Employer/ Cadre Controlling Authority (**Annexure-II**).

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

Please read the instructions before filling this form and use separate sheet if the space is insufficient.

Application Form

For Office Use
Application No.:
Received on:

Affix Recent Passport Size
Photograph attested by the
organization where
applicant is working.

1.	Name of the Post:	
2.	Name of the Applicant (in BLOCK letters):	
3.	Father's /Husband's Name:	
4.	Date of Birth:	
5.	Age on the date of closing of application:	DD MM YY
6.	Nationality:	
7.	Religion:	
8.	Place of Birth:	
9.	Marital Status:	
10.	Whether SC/ST/OBC:	
11.	Address for Communication:	
12.	Contact Phone No. with STD code:	
13.	Email Address:	
14.	Present Designation, Level & Office Address:	

15. Educational Qualification:

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

16. Details of Training courses sponsored by Department:

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

17. Particulars of all previous and present employment with experience are to be furnished:

Name & address of employer	Post held	Pay /Grade /Level	Scale Pay/	Permanent/ /Temporary	Whether Central/ State Govt./PSU/ Autonomous/ Aided Institution	Duration of service		Type of Work carried by the applicant
						From	To	

18. Any other relevant information:

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

20. Other 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.
- iii). Attested copy of Experience Certificate(s).

21. Declaration: I declare that all information furnished 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 applicant

Place:

Date:

Annexure-II

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant Ms./Mrs/Mr. _____ are true and correct as per the facts available on records. He/she possesses educational qualifications and experience for the post of _____ as 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 Ms./Mrs/Mr. _____
- ii. Her/ His integrity is certified.
- iii. Her/ His ACR/APAR Dossier in original is enclosed/photocopies of the ACRs/ APARs 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)