

**Oil Industry Development Board (OIDB)**  
(Ministry of Petroleum & Natural Gas)  
OIDB Bhawan, Plot No-2, Sector-73, Noida-201301

**VACANCY CIRCULAR**

**No.AD14013/1/2025ADM**

**February..., 2026**

**Subject: Inviting applications for engagement of Consultant (Admin) on contractual basis in Oil Industry Development Board (OIDB), Noida.**

The Oil Industry Development Board (OIDB), a statutory body under administrative control of Ministry of Petroleum & Natural Gas, invite applications from willing and eligible candidates for engagement as Consultant (Admin) on a purely contractual basis on the following terms & conditions:

- 1. Eligibility Criteria: Applicants should have retired officers from the Central Govt. Ministries Departments/ at the level of Section Officer (Pay Level-10) or Under Secretary (pay level 11).**
- 2. Experience Required:** Applicants must have handled the following functions at the level of Section Officer or above:
  - (i). Handling administrative, establishment, vigilance, recruitments, procurements procedures, etc. matters.
  - (ii). Good communication skills including noting and drafting.
  - (iii). Dealing with RTI matters, court cases and Parliament questions.
  - (iv). Sound knowledge of GFR, FRSR, contract management, examination of documents such as EoI/ RfP, etc.
  - (v). Proficiency in computer applications (MS Word, MS Excel, MS PowerPoint) and the ability to work independently on e-Office systems.
  - (vi). Preference will be given to officers from Central Secretariate Service (CSS).
- 3. Age Limit:** The candidate must be less than 63 years of age as on the last date of application.
- 4. Contract Period:** The engagement shall initially be for a period of one year. The engagement may be extended for a further period of two year (1+1) based on the requirement of OIDB and the performance of the Consultant review by OIDB from time to time. Any extension of engagement shall be at the sole discretion of the Competent Authority. The engagement/extension of a Consultant shall not be considered beyond the age of 65 years and the engagement shall be automatically discontinued on attaining the age of 65 years by the officer so engaged.



**5. Working Hours:** The normal working hours shall be from 9:00 a.m. to 5:30 p.m. including half an hour lunch break in between. However, in exigencies of work, he/she may be required to sit late and may be called on Saturdays/Sundays and other Gazetted Holidays. The Consultant will be required to mark his/her attendance in Biometric Attendance System (BAS). The monthly remuneration will be calculated on the basis of BAS report.

**6. Remuneration:**

(i). A fixed monthly amount as consultancy fee shall be admissible arrived at by deducting the basic pension from the basic pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract including extend period of contract.

(ii). In case of retirees under NPS, an amount equal to 30% of the last basic pay drawn at the time of retirement shall be deducted from the last basic pay and the resultant amount shall be fixed as the monthly amount of remuneration.

**However, the competent authority can consider increase of remuneration beyond one year of engagement subject such terms & conditions as prescribed by OIDB.**

(iii). Tax Deduction at Source (TDS), as admissible, shall be deducted from the monthly remuneration. The Consultant will not be entitled for annual increment/percentage of consultancy fee etc. during the period of engagement.

**7. Allowances:** A fixed amount as local conveyance for the purpose of commuting between residence and place of work shall be allowed @4000/- per month (for pay level 10) and @ Rs.5000/- per month (for pay level -11) which shall remain unchanged during the term of engagement. The TA/DA on official tour, if any, shall be admissible as per entitlement at the time of retirement. The Consultant are not entitled for any other kind of allowances such as Dearness Allowance, residential, telephone, CGHS, Medical Reimbursement, etc.

**8. Leave:** The Consultant will be entitled for paid leave of absence at the rate of 1.5 days for each completed calendar month of engagement calculated on pro rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to the Consultant. Un-availed leave cannot be carried forward nor encashed on extension of tenure or on termination of engagement.

**9. Confidentiality and integrity:**

(a) Intellectual Property Rights (IPR) of all information/data collected as well as deliverables produced for the Department shall remain with the Department.

(b) Consultant shall not, directly or indirectly, communicate or reveal to any person or persons any matter collected for the purpose of his/her assignment or during the course of his/her assignment, without the express written consent of the authority in OIDB.

(c) Consultant engaged by OIDB shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the OIDB nor will he indulge in any activity outside the terms of the contractual assignment.

**(d) No outside engagement/assignment shall be permitted during the engagement in OIDB.**

**10. Termination of Engagement:** (a) The engagement of consultant is purely on temporary basis and they will not be entitled for any benefit/compensation/absorption/regularization of service in the OIDB.

(b) The Department may terminate the engagement of Consultant(s) on the following conditions”



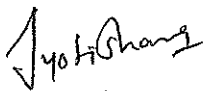
- (i) The Consultant is unable to address the assigned work.
- (ii) The Quality of work is not to the satisfaction of the Department.
- (iii) The Consultant fails in timely achievement of the milestones as decided by the Department.
- (iv) The Consultant is found lacking in honesty and integrity.

(c) The Consultant will give one month notice for leaving the services of the Department. Failure to do so may result in forfeiture of consultancy fee as decided by the competent authority. Engagement may be terminated at any time by the Department, in public interest, without assigning any reason and without any prior notice. However, the competent authority may consider any relaxation in this regard.

**11. Other conditions:**

- (a) OI DB shall not be responsible for any loss, accident, damage, or injury suffered by the individual arising out of execution of his/her official duty.
- (b) The OI DB has the right to cancel the advertisement/circular, and not go for engagement of Consultant, at any stage. It may accept or reject any or all applications, without giving any reasons thereof, whatsoever.
- (c) The OI DB has the right to review these guidelines as and when the circumstances warrant, with the approval of the competent authority.
- (d) Applicants are advised to carefully read the eligibility criteria and all other terms and conditions before submitting their applications in the prescribed proforma (**Annexure-I**).

13. The duly filled application should be addressed to Manager (P&A), Room No. 316, Oil Industry Development Board, Plot No. 2, 3rd Floor, Sector-73, Noida-201301 (U.P.) and should reach this office within 21 days from the date of publication of the advertisement in Employment News either by hand or by post only.

  
Manager (P&A)

## Application Form for Engagement of Consultant (Admin)

Self	-Attested
Passport	Size
Photograph	

1.	Name of the candidate (in block letters)	:	
2.	Father's Name	:	
3.	Postal Address:	:	
4.	Contact No. (Mobile and landline telephone No.)	:	
	E-mail ID	:	
5.	Date of Birth	:	
	Age on 31.12.2025	:	
6.	Name & Address of the Organization from which retired	:	
	Name & details of the Dir/ DS (in-charge of Administration) under which last served	:	
	Post and Level held at the time of retirement	:	
	Date of retirement	:	
	Basic Pay Drawn at the Time of Retirement	:	
	Original Pension Sanctioned Amount (Copy of the Pension payment/sanctioned order must be attached)	:	

## 7. Educational Qualifications (Graduation onwards) and other professional skills/training

Education qualification	Name of University/ Institute	Educational Stream (Arts/Science/Commerce / Engineering /Law etc.)	Year of Passing

**Note:** Copies of the self attested certificates must be attached with the application form.

8. Work experience details (Assistant Section Officer & above):

Name of the Organization	Post & Level held	Nature of works carried out	Period		Remarks
			From	To	

**Note:** Self-attested copies of relevant documents must be attached with the application form as proof of experience.

9. Justification as to, why he/she should be considered as a suitable candidate for engaging as a Consultant (Admin) at OADB.

10. Any other information:

**Declaration**

I affirm that all information supplied by me as stated above is true and correct, I also fully understand that if at any stage, it is discovered that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidature is liable to be summarily rejected. Curriculum vitae and self attested copies of all the necessary documents are enclosed for proof of age, essential qualifications and relevant essential experiences.

Place:

Date:

Signature of the candidate