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OIL INDUSTRY DEVELOPMENT BOARD

O.I.D.B. Employees (Recruitment) Regulations, 1986

In exercise of the powers conferred by rule 7 of the Oil Industry Development Board Employees' (General Conditions of Service) Rules, 1984, the Board hereby makes the following Regulations, namely :-

1. Short title and commencement :-

These Regulations may be called the Oil Industry Development Board Employees (Recruitment) Regulations, 1986 and shall come into force from the date of their approval.

2. Application :

These Regulations shall apply for recruitment to all posts in the Oil Industry Development Board except those for which separate provisions exist in the Act and the Rules made thereunder, or for which specific terms and conditions of service including method of recruitment, age, qualifications are prescribed by the Board or the Central Government, as the case may be.

3. Approved strength of regular posts :

The number of regular posts, their classifications and scales of pay attached thereto shall be such as is specified in the Schedule to the Oil Industry Development Board Employees (General Conditions of Service) Rules, 1984, as amended from time to time.

4. Recruitment, Age, Educational and other qualifications

The designation, scale of pay, age limit, educational and other qualifications, method of recruitment for each post shall be such as is specified in the Schedule to these Regulations.

5. Method of Recruitment :

Appointment to a post in the Board may be made by any of the following methods :-

- a) direct recruitment;
- b) promotion;
- c) contract;
- d) deputation or foreign service from Govt./other PSUs.
- e) ad-hoc appointment.

6. Direct Recruitment :

Direct Recruitment means initial appointment which is not in the nature of promotion and shall include appointment of the employees of the Board who compete with outside candidates on the basis of eligibility according to prescribed criteria.

For posts upto the level of Assistant/Stenographer Gr. 'C' or equivalent posts, direct recruitment shall be made through Employment Exchange. Selection shall be made by the Departmental Selection Committee comprising the FA&CAO, Sr. Accounts Officer/Admn. Officer and another officer as may be directed by Secretary. For all posts in the higher category such recruitment shall be made on the basis of open advertisement. Selection will be made by the Departmental Selection Committee consisting of Secretary of the Board, FA&CAO and any other officer as may be coopted by the Secretary.

Before a candidate joins his first appointment in the Board, he will be required to produce a certificate of fitness from a Medical Officer authorised by the Board.

7. Promotion :

The Board's employees shall be eligible for promotion to the next higher grade after completing atleast 3 years service in the lower grade. Eligibility, however, does not mean entitlement and promotion to the next higher grade will be subject to his being found fit for promotion by a duly constituted Departmental promotion committee. For determining and regulating promotions the Board shall constitute, from time to time, departmental promotion committees consisting of Secretary of Board the FA&CAO and another officer from the Ministry or other PSUs as may be coopted by the Secretary, in respect of posts above the level of Assistant/Stenographer Gr. 'C' or equivalent. In respect of posts below this level the departmental promotion committee shall consist of FA&CAO, Senior Accounts Officer and another officer as may be directed by the Secretary.

The Departmental Promotion Committee, while making its recommendations, shall consider the candidates in the eligible zones for promotion and prepare a panel on the basis of the record of the past performance, suitability, physical fitness and other relevant factors to be specifically mentioned. Appointments from the panel, which will be valid for one year may be made from time to time as and when vacancy arises. For purposes of this rule, the panel may be prepared once a year or if having regard to the number of employees in the eligible zones annual plan is not considered necessary, the DPC may meet from time to time on ad-hoc basis, as and when vacancy arises.

8. Contract Appointment :

Contract appointment shall be made to posts carrying scale of pay of Rs.1500/- and above, according to requirements under orders of the Chairman of the Board. The terms and conditions of contracts of service may be such as may be determined by the Chairman.

9. Ad-hoc appointments :

Without prejudice to the foregoing provisions, the Board may appoint from time to time temporary employees on Ad-hoc basis to fill up purely temporary vacancies or to meet ad-hoc requirements, as may be the case. Employees so appointed will not be entitled to the benefits admissible to the regular employees. They shall be eligible to the pay and allowances and other benefits, if any, as may be determined, from time to time, by the Chairman.

10. Seniority :

The inter-se seniority of the employees of the Board who are not on deputation shall be regulated as follows :-

Direct recruits : On the basis of their relative position in the panel prepared by the Departmental Selection Committee.

Promotees : On the basis of the relative position in the panel as prepared by the Departmental Promotion Committee, subject to the condition that in the case of appointment upto and inclusive of the group 'C' posts, the main criterion for preparing the panel by the DPC shall be seniority-cum-fitness and in cases not falling under the above mentioned categories, the criterion shall be seniority-cum-fitness.

11. Time scale promotion :

(1) An employees if not promoted to the next higher post for want of vacancies, after six years of continuous service in the existing grade, may be placed in the next higher grade to which he may be eligible on promotion, subject to his satisfactory performance in his existing grade.

(2) For posts, for which there are no avenues for promotion, an employee may be given the next grade of the particular cadre as 'Selection Grade' after he has completed six years of satisfactory service in the

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existing grade, provided that once an employee is given a selection grade under this rule, he shall not be eligible again for the next higher grade as selection grade under this rule.

12. Reservation of posts for SC/ST candidates :

Reservations of posts in all the cadres/grades shall be made as per instructions issued in this regard by the Central Government from time to time.

13. Special provision relating to certain persons :

Notwithstanding anything in the foregoing provisions, every person who, immediately before the commencement of these Regulations, was holding a post under the Board shall, on and from such commencement, hold a corresponding post specified in column 2 of the Schedule and shall be deemed to have been appointed to such corresponding post.

14. Disqualification :

No person :-

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment in the Board.

Provided that the Board may, if satisfied that such marriage is permissible under the personal law applicable to such a person and other party to the marriage and that there are other grounds for so doing, exempt the person from the operation of this condition.

15. Re-employment :- The appointing authority may reemploy a person, who has retired from service, beyond the age of superannuation after consultation with the authority under whom he held the lien at the time of his superannuation.

Provided that prior approval of the Oil Industry Development Board will be required for re-employment for a period exceeding two years beyond the age of superannuation.

16. Power to Relax :- Where the Chairman is satisfied that the operation of any of these regulations presents any difficulty or causes undue hardship in any particular case, he may dispense with or relax the requirement of that regulation to such extent and subject to such conditions and exceptions as he may consider necessary for dealing with the case in a just and equitable manner.

SCHEDULE

Name of post.	Scale of Pay	Maximum age limit for direct recruitment	Educational and other qualifications required for direct recruitment	Method of recruitment	In case of recruitment by promotion, posts from which promotion is to be made, qualification and experience
Peon	750-12-870- EB-14-940	25 Years	Middle/8th pass. Knowledge of (reading and writing) Local language essential; Hindi & English preferable.	Direct	
Staff Car Driver	950-20-1150- EB-25-1500	35 Years	Having valid driving licence for the past 2 years; capacity to drive vehicle properly and efficiently. Should be middle/8th pass with working knowledge of Hindi & English. Driving experience atleast for one year.	Direct/ Promotion from class IV/deputation	Preference will be given to existing employees of the Board with minimum 1 year regular service and having valid driving licence.
Selection Grade S.C.D.	1200-30-1440- EB-30-1800	Not applicable	Not applicable	Promotion to Selection grade	Selection to Selection grade of staff car driver subject to his satisfactory performance in the lower grade.

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Upper Division Clerk

1200-30-1560- 25 years
EB-40-2040

Bachelor's Degree of a recognised University previous experience in clerical work if any, will be preferable

Promotion/Direct/Deputation

Promotion: From amongst IDCs in the Board with 5 years experience if not a graduate

Assistant

1400-40-1600- 28 years
50-2300-EB-
60-2600

Bachelor's Degree of a recognised University; Masters degree in Commerce/Economics will be preferable. Minimum three years experience in establishment and accounts work in the case of Bachelor's degree holders.

Promotion/Direct/Deputation

Promotion from amongst UDCs in the Board with 3 years experience in the grade if a graduate and 5 years if not a graduate.

A deputationist can be absorbed if a suitable employee for the post is not available in the Board.

Steno-grapher Grade-D

1200-30-1560- 25 years
EB-40-2040

Matriculation or equivalent with a minimum speed of 80 w.p.m. in short-hand and 40 w.p.m. in typing.

Promotion/Direct/Deputation

Promotion from amongst IDCs having the requisite qualifications and satisfactory service in the grade.

UDCs having the requisite qualifications can also be allowed transfer from clerical to stenographer's cadre.

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Letter
Division
Clerk

950-20-1150- 25 Years
EB-25-1500

Matriculation or Direct
equivalent qualification with a
minimum speed of
30 w.p.m. in type
writing.

Person of the Board having
requisite qualifications
will be preferred.

Steno-
grapher
Grade-C

1400-40-1600- 35 Years
50-2300-EB-
60-2600

Graduate with a
minimum speed of
100 w.p.m. in
shorthand and
40 w.p.m. in
typing. Three
Years experience
in the line in a
Govt./Public Sector/
Commercial Organisation.

Promotion from Grade-D
stenographers having the
requisite speed in short-
hand and typing. The
educational/technical quali-
fications for direct recruit-
ment are relaxable in case of
promotees/deputatationists.

Steno-
grapher
Grade-B

2000-60-2300- 35 Years
EB-75-3200

Graduate with a
speed of 120 w.p.m. Deputatation/
in shorthand and
40 w.p.m. in
typing. At least
5 years experience
in the line in a
Govt./Public Sector/
Commercial Organisation.

Employees taken on deputa-
tion may also be considered
for absorption in the Board.

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Account-1. 1640-60-2600- 40 Years
EB-75-2900

2. 2000-60-2300-
EB-75-3200

Subordinate Accounts Direct/
Service Accountant of Deputation
Indian Audit and Accounts Dept./Rail-
ways/Defence/Posts & Telegraphers or Controller
General of Accounts with
one year's experience as
qualified Accountant or
Cost Accountant.

Section- 2000-60-2300- 40 Years
Officer EB-75-3200-100-
3500

Graduate preferably with
a Masters Degree in
Commerce/ Economics
with atleast 5 years
experience in a super-
visory capacity in the
Central Govt./Public
Sector/Commercial organi-
sation.

Promotion/
Deputation/
Direct

Promotion from the post
of Assistant/Accountant
with 5 years experience as
Assistant or three years
experience as Accountant in
the Board. Weightage will
be given to prior service
if any, in the relevant
grades in Govt.

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Accounts Officer 2375-75-3200-45 Years
EB-100-3500

Sr. Accts/Adm. Officer. 3000-100-3500 45 Years
-125-4500 (relaxable)

Graduate - should have atleast 5 years experience of subordinate Accounts Service as Accountant of Indian Audit & Accounts/Deptt./Railways/Defence/P&T/PASS/Controller General of Accounts.

Promotion/Deputation/Direct.

Graduate should have 7 years experience of subordinate Accounts Service, Financing, Commercial Accounting & Budgeting, establishment, administration in the offices of the Central Govt./Public Sector Undertaking.

Promotion/Deputation/Direct.

Promotion from the post of Officer with atleast three years experience as Accounts Officer in the Board, subject to satisfactory service, if no suitable employee is available then deputation/direct recruitment

OR

Chartered Accountant with three years experience.

Public Sector
of Government
1971-72

Schedule to creation of Addl. posts
(Supplement Recruitment Regulations)

Name of post	Scale of pay	Maximum age limit for direct recruitment	Educational and other qualifications	Method of recruitment	In case of recruitment by promotion, posts from which promotion is to be made, qualification and experience.
Officer	2000-60-2300-3B-75-3200-100-3500	40 yrs.	Graduate of a recognised University with Hindi as elective subject, proficiency in translation from English to Hindi/working experience of about 3-4 years in translation from Hindi to English and vice versa.	Deputation/ Direct recruitment/promotion	Promotion from Hindi Asst. who has worked in Hindi Section of the Ministry/Board for at least three years.
Secretary	1340-60-2600-3B-75-2900	35 yrs.	Graduate of a recognised University having experience of at least three years as Assistant in the Deptt. of Personnel.	Promotion/ Direct recruitment	Promotion from Assistant/Senior Grade Clerk having experience in stocks purchase & office management. The educational qualification for direct recruitment relaxable in case of promotion.
Chief Accounts Officer	3700-125-4700-175-5000	50 yrs.	Graduate should have 10 years experience of subordinate Accounts Services; Financial/Commercial Accounting, Budgeting and Financial Control in the office(s) of the Central Govt. and/or Public Sector Undertakings or Chartered Accountant with 5-6 years experience.	Promotion/ Deputation/ Direct recruitment	Promotion from Sr. Accounts & Admn. Officer with at least three years experience as Sr.A.O. in the Board; if no suitable employee is available then by deputation/direct recruitment.

Statement showing the method of recruitment, scale of pay, age limit, educational and other qualifications for the posts of Assistant and Steno Typist (Hindi) in the O.I.D.B.

Name of the post	Scale of pay	Maximum age limit for direct recruitment	Educational & other qualifications required for direct recruitment	Method of recruitment	In case of recruitment by promotion, posts from which promotion is to be made, qualification and experience.
2. Assistant (Hindi)	1400-1600-50-2500-EB-60-2600 With dearness allowance at the Central Govt. rates for its staff.	25 years	Graduate of a recognised University with Hindi as elective subject and proficiency in translation from English to Hindi.	Direct recruitment/promotion/deputation	Preference will be given to persons knowing typewriting in Hindi with minimum speed of 30 words per minute and having both Hindi and English as elective subjects with experience in translation from English to Hindi & vice versa.
3. Steno (Hindi)	1200-10-1565-EB-40-2040 With dearness allowance at the Central Govt. rates for its staff.	25 years	Matric/Higher Secondary or equivalent with Hindi as first language and minimum speed of 30 words per minute in Hindi typewriting and of 60 words per minute in shorthand	Direct recruitment/promotion/deputation	Graduate with experience in type writing/stenography in Hindi in addition to the posts specified in the given preference.

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2.	Technical Officer	1100-50-1600	45 years (relaxable)	Graduate in Engineering or other of a Masters Degree in Science with experience of about three years in the oil sector.	Deputation/Direct	
3.	Financial Adviser & Chief Accounts Officer	2000-125-/2-2250	"	Preferably : Masters Degree in Commerce/Chartered Accountant/MBA(Finance) with Ten years experience in Govt./Public Sector/Commercial organisation.	Deputation/Direct Promotion	As determined by the Appointing Authority from times to times in the case of promotion.

Financial Adviser & Chief Accounts Officer

2000-125-/2-2250

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Graduate in Engineering or other of a Masters Degree in Science with experience of about three years in the oil sector.

Preferably : Masters Degree in Commerce/Chartered Accountant/MBA(Finance) with Ten years experience in Govt./Public Sector/Commercial organisation.

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An officer of the Indian Audit and Accounts Service of the Grade Of Senior Dy. Acctt. General.

Graduate in Engineering or a Master's with experience of about three years in the oil sector.

Graduate in Engineering or a Master's with experience of about three years in the oil sector.

Deputation/Direct Promotion

As determined by the Appointing Authority from ~~times to times~~ in the case of promotion.