

**OIL INDUSTRY DEVELOPMENT BOARD**

(A Statutory Body under Ministry of Petroleum & Natural Gas, Govt. of India)  
OIDB Bhawan, Plot No.2, Sector-73, Noida-201301 (U.P.)  
Phone: 0120-2594607/2594667: Website – www.oidb.gov.in

File No. 6/6/2019-OIDB (pt.)

June 01, 2021

**VACANCY NOTICE**

Applications are invited for engagement of one Consultant to be posted in Administration & Establishment Division in Oil Industry Development Board on full time basis at a consolidated fee of Rs.40,000/- (Rupees Forty Thousand only) per month initially for a period of 3 year extendable up to 5 years on purely contract basis. The details of eligibility criteria, job responsibilities and other terms and conditions of engagement are given below:

**1. Education Qualification & Experience:** The applicant should be Graduate with post Graduate Diploma in Human Resources/Public Relations/Public Administration and having 5 years experience in Administration/Public Relations/marketing works, out of which 1 year should be in Govt./PSUs/Autonomous Bodies & should be well versed in organizing events/meetings, communicating skills & should have the broad knowledge of Microsoft Word, Excel & Power Point.

**2. Job responsibilities:**

- To assist organizing various events as per the direction of Govt. of India like Swachhata Pakhwada, Yoga Day, Constitution Day, OIDB's foundation day etc.
- To assist the recruitment procedures.
- To assist jobs related to tendering/bidding/quotations.
- To assist Training, Tour & LTC matters.
- To assist in preparation of Recruitment Rules.
- To assist the routine nature jobs pertaining to Administration Division.
- To liaison with various Govt./Pvt. organizations for official works.
- Any other works assigned from time to time.

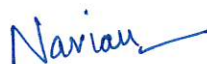
**3. Age Limit:** Upper age limit is 42 years on the date of advertisement.

**4. General Conditions:**

- i) The engagement shall be purely on contract basis for an initial period of 3 year extendable up to 5 years, subject to satisfactory performance. The performance shall

be reviewed on yearly basis and extended on yearly basis subject to satisfactory performance.

- ii) In case the tenure of the Consultant is extended beyond one year, an annual increment of 10% on fixed remuneration will be granted.
- iii) OI DB reverses all rights to terminate the contract without assigning any reason by giving one month notice at any time during the engagement period.
- iv) The selected candidate will be required to work in OI DB or any other offices in NCR.
- v) The candidate shall be required to observe normal office timings, as decided, and may also be called upon to attend the office on any holiday, in case of urgency.
- vi) The Income Tax or any other tax will be deducted at source as per Govt. instructions. Necessary TDS certificate will be issued.
- vii) The candidate would be required to maintain absolute confidentiality and secrecy of the information handled by him/her. The secrecy and confidentiality are to be maintained even after the termination of engagement.
- viii) No TA/DA will be paid for attending the interview.
- ix) OI DB shall reserve the right to not to fill up the advertised post without assigning any reason.
- x) Interested candidates may send in their applications in the enclosed prescribed Format, complete in all respect, with a set of photocopies of certificates of qualifications, experience etc. and two recent passport size photographs addressed to the Section Officer, Oil Industry Development Board (OI DB) Plot No.2, Sector-73, Noida (U.P.) by hand/by post so as to reach the office of OI DB within 15 days from date of advertisement.

  
**(Narian Kumar Lengay)**  
**Section Officer**

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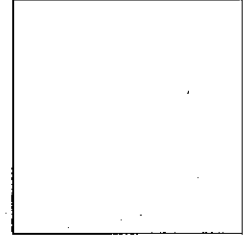
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**APPLICATION FOR THE POST OF CONSULTANT (ADMINISTRATION & ESTABLISHMENT)**

(On purely temporary contract basis)



1	Name of the Applicant (in capital letters)	
2	Father's / Husband's Name	
3	Date of Birth	
4	Gender	
5	Mobile No. / Email ID	
6	Address	
7	Educational Qualification	
8	Working Experience	

I do hereby confirm that the information given in this form is true to the best of my knowledge and belief.

Place \_\_\_\_\_

Date \_\_\_\_\_

(Signature of Candidate)