

No. AD/47/2023-ADM

March 18, 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
Section Officer, Level-7*	01	Not exceeding 56 years as on the closing date of receipt of application	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.
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 Masters 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	04		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.

* Number of posts may increase.

Main Office :

OIDB Bhawan, 'C' Block, 3rd Floor
PlotNo. 2, Sector - 73, Noida-201301, Uttar Pradesh
Phone : 91-120-2594602, 603, 604 Fax : 91-120-2594630
Website : www.oidb.gov.in

Registered Office :-

301, World Trade Centre, 3rd Floor, Babar Road, New Delhi-110001
Phone : 91-11-25413540

प्रधान कार्यालय :-

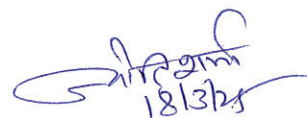
ओ.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,
प्लॉट नं० 2, सेक्टर - 73, नौएडा-201301, उ.प्र.
फोन : 91-120.2594602, 603, 604 फैक्स : 91-120-2594630
वेबसाइट :- www.oidb.gov.in

पंजीकृत कार्यालय :-

301, वर्ल्ड ट्रेड सेंटर, तीसरी मंजिल, बाबर रोड, नई दिल्ली-110 001
फोन :- 91-11-23413540

कृपया हिंदी में पत्राचार करें।

2. Applicants must send their applications through proper channel along with latest five years APARs, Vigilance Clearance along with Integrity, major/minor penalties certificate as per the latest prescribed format of CVC and Cadre clearance from their cadre controlling authority.
3. 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, Govt. of India.
4. Applications which are not in conformity with the requirement indicated in the circular are liable to be rejected.
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. The other details such as eligibility criteria, educational qualifications etc., a copy of Recruitment Regulation for the post of FA&CAO is attached at Annexure-I. A standard format of application is appended at Annexure-II.
9. Applications duly completed in all respects, signed by the candidates & counter signed by the appropriate authority of the employer (not below the rank of Under Secretary) along with requisite documents etc. should be forwarded by their Employer and shall reach in the Oil Industry Development Board, OI DB Bhawan, Plot No.2, Sector-73, Noida-201301 (U.P.) on or before the 45th day from the date of publication of advertisement in Employment News. Please note that the applications received after the last date and/or not received through proper channel or without requisites documents, counter signed etc. shall liable to be rejected by OI DB.



(Jyoti Sharma)

Manager (P&A)-Addl. Charge
Tel.: 0120-2594612

Encl.:

- (iii) OI DB's RRs for the post of FA&CAO (Annexure-I).
- (iv) Application format (Annexure-II).

**Recruitment Regulations for the post of
Section Officer**

1.	Name of Post	:	Section Officer
2.	No. of Posts	:	3 (Three)
3.	Classification	:	Group 'B'
4.	Pay Level	:	Level - 7 of Pay Matrix of 7 th CPC (Rs.44900-142400)
5.	Whether selection post or non-selection post	:	Selection Post
6.	Age limit for direct recruits	:	35 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	:	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.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	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.	:	Promotion: Fifty percent of vacancies by Promotion from eligible Assistants with 5 years regular service and Fifty percent through departmental competitive examination from the following categories of officers :- Assistant/Steno Gr. 'C' ...5 years regular service Deputation: Assistants with 5 years' service in the level-6 and possessing the educational qualifications and experience prescribed for direct recruits under column 8.
13.	If a DPC exists, what is its composition	:	DPC comprising Secretary, OIDB as Chairman with FA&CAO (OIDB) and Director/Deputy Secretary (Finance), MOP&NG as members.
14.	Circumstances in which UPSC is to be consulted in making recruitment	:	Not applicable.

**Recruitment Regulations for the post of
Assistant**

Annexure - 2

1.	Name of Post	:	Assistant
2.	No. of Posts	:	2 (Two)
3.	Classification	:	Group 'B'
4.	Pay Level	:	Level - 6 of Pay Matrix of 7 th CPC (Rs.35400-112400)
5.	Whether selection post or non-selection post	:	Non-Selection Post
6.	Age limit for direct recruits	:	30 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	:	Essential: Graduate preferably Masters Degree in Commerce/Economics. 5 years experience in establishment and accounts work. Desirable: Knowledge of computer viz. MS-Office, internet is essential.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	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.	:	Promotion: Promotion from the post of UDC with minimum five (05) years regular service in the post of UDC. Deputation: UDC with minimum five (05) years' regular service in the post of UDC and possessing the educational qualifications and experience prescribed for direct recruits under column 8.
13.	If a DPC exists, what is its composition	:	DPC comprising FA&CAO as Chairman with DCF&AO and Manager (P&A) as members.
14.	Circumstances in which UPSC is to be consulted in making recruitment	:	Not applicable.

**Recruitment Regulations for the post of
Stenographer Grade 'C'**

Annexure-I

1.	Name of Post	:	Stenographer Grade 'C'
2.	No. of Posts	:	2 (Two)
3.	Classification	:	Group 'B'
4.	Pay Level	:	Level - 6 of Pay Matrix of 7 th CPC (Rs.35400-112400)
5.	Whether selection post or non-selection post	:	Non-Selection Post
6.	Age limit for direct recruits	:	30 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	:	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.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	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.	:	Promotion: Promotion from the post of Stenographer Grade 'D' with minimum five (05) years regular service in the post of Stenographer Grade "D". Deputation: 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 under column 8.
13.	If a DPC exists, what is its composition	:	DPC comprising FA&CAO as Chairman with DCF&AO and Manager (P&A) as members.
14.	Circumstances in which UPSC is to be consulted in making recruitment	:	Not applicable.

**Recruitment Regulations for the post of
Upper Division Clerk**

1.	Name of Post	:	Upper Division Clerk (UDC)
2.	No. of Posts	:	4 (Four)
3.	Classification	:	Group 'C'
4.	Pay Level	:	Level - 4 of Pay Matrix of 7 th CPC (Rs.25500-81100)
5.	Whether selection post or non-selection post	:	Non-Selection Post
6.	Age limit for direct recruits	:	30 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	:	Essential: Graduate from a recognized University with 3 years experience in clerical work. Desirable: Knowledge of computer viz. MS-Office, internet is desirable.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	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.	:	Promotion: Promotion from the post of LDC with minimum five (05) years regular service in LDC. Deputation: LDC with minimum five (05) years' regular service in the post of LDC and possessing the educational qualifications and experience prescribed for direct recruits under column 8.
13.	If a DPC exists, what is its composition	:	DPC comprising FA&CAO as Chairman with DCF&AO and Manager (P&A) as members.
14.	Circumstances in which UPSC is to be consulted in making recruitment	:	Not applicable.

14. **Educational Qualification (please fill all paragraphs as per the format):**

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 (please fill all paragraphs as per the format):**

Name of the Training courses	Name of Institute/ University/Organization	Duration		Attainment (Certificate to be enclosed)
		From	To	

16. **Particulars of all previous and present employment & experience are to be furnished (please fill all paragraphs as per the format):**

Name & address of employer	Post held	Pay Scale as corresponding to Pay Level of 7 th CPC	Permanent Or Temporary or Adhoc	Whether Central/ State Govt./PSU/ Autonomous/ Aided Institution.	Duration of service		Type of Work carried by the candidate	Field of experience
					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, major/minor penalties certificate and Cadre clearance as per the latest prescribed format of Govt. of India.

19. Undertaking by the Candidate:

I, hereby, declare that all the statements/ particulars made/furnished in this application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my application/candidature is liable to be summarily rejected at any stage and if I am already appointed, my services are liable to be terminated without any notice.

Name & Signature of Candidate

Place:

Date:

Certification by the Employer/ Cadre Controlling Authority

1. It is certified that the information/ details provided in the above application by the applicant i.e. Ms./Mrs/Mr. _____ are true and correct. 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 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 her/ him during the last 10 years or a list of major/ minor penalties imposed on her/him during the last 10 years is enclosed (as the case may be).
- v. Her/ His Cadre clearance is enclosed.

Countersigned with date
(Employer/ Cadre Controlling Authority with Seal)