

CIRCULAR

Date: 10/07/2025

Subject: Inviting applications for engagement of 01 Consultant (Technical) on a contractual basis in Oil Industry Development Board (OIDB), Noida.

Oil Industry Development Board invites applications from the officials retired or retiring as on 31.07.2025 from Central Govt./ State Govt./ Autonomous & Statutory Bodies from Pay Level 10, 11 & 12 (as per 7th CPC) and having the requisite qualification and experience for engagement as Consultant on contract basis as per detailed below:

Educational qualification	Post qualification experience	Max. age limit
Essential: Bachelor's Degree in Electrical/ Civil Engineering of a recognized University/ Institute. Desirable: Having good working computer knowledge (MS word/MS Excel/Power point) and able to work on e-office platform independently. Having good communication, noting and drafting skill. Note: Preference will be given to candidates having degree in Electrical Engineering.	• A minimum 05 years' experience in dealing with execution & maintenance of Electrical /Civil works in residential / Commercial / Institutional buildings. • Handling of HBAC System, DG Sets, Lifts. • Experience in facility management contract management including examination of various contract documents such as EoI/ RfP etc. • Familiar with GFR-2017/CVC/CPWD manual and procedures.	The upper age limit shall be 63 years for applying.

2. The other terms and conditions remuneration etc. are attached at Annexure I and the form of application is attached at Annexure II.

3. Applicants are requested to submit their application to Manager (P&A), Room No. 316, Oil Industry Development Board, Plot-2, Third Floor, Sector-73, Noida-201301 (UP), in the proforma attached (Annexure-II) and may also be emailed at mgr.admn.oidb@nic.in and also send by hand/ by post within 21 days from the date of publication of the advertisement.

Important Note: In complete applications will not be considered in OIDB reserves the right to reject such applications without assigning any reason.

(Jyoti Sharma)
Manager (P&A) Addl. Charge

Terms & Conditions

1. Background

The Oil Industry Development Board was established on 13th January, 1975 under the Oil Industry (Development) Act, 1974 to provide financial assistance for development of Oil Industry. The Oil Industry (Development) Act, 1974 was enacted following successive and steep increase in the international prices of crude oil and petroleum products since early 1973, when the need of progressive self-reliance in petroleum and petroleum based industrial raw materials assumed more importance. The Oil Industry Development Board is functioning under the administrative control of Ministry of Petroleum & Natural Gas.

OIDB intends to engage one Consultant (Technical) on contractual basis initially for the period of one year and the term may be extended for another year as per requirement.

2. Age Limit: The upper age limit will be 63 years as 31.07.2025.

3. Period of engagement & extension: (a) Engagement shall initially be for a period of one year or until regular incumbents are available, whichever is earlier. After the expiry of initial term, engagement may be extended, based on requirement and performance of the Consultant(s) with the concurrence of Competent Authority. Extension of engagement, if any, shall be at the sole discretion of Competent Authority.

(b) The engagement of a consultant will not be extended beyond 5th year after superannuation or beyond 65 years of age whichever is earlier.

4. Working Hours:

(a) Working hours shall be from 9:00 a.m. to 5:30 p.m. during working days 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.

(b) Consultant(s) will be required to mark his/her attendance in the Biometric Attendance System (BAS). Monthly remuneration will be calculated on the basis of BAS report and other conditions.

6. Remuneration:

(a) The monthly remuneration for retired person receiving pension, shall be payable as per the Government Rules (viz. Govt. of India, Ministry of Finance, Department of Expenditure, Office Memorandum F. No. 3-25/2020-E-IIIA dated 9th December, 2020). There will be no annual increment/percentage increase during the contract period.

(b) Tax Deduction at Source (TDS), as admissible, shall be deducted from the monthly remuneration of the Consultant(s)

(c) Consultant(s) will not be entitled for annual increment/percentage of consultancy fee/conveyance during the period of engagement.

7. Allowances:

- (a) A fixed amount as Local Conveyance for the purpose of commuting between residence and place of work shall be allowed @ Rs. 5000/- .
- (b) TA/DA on official tour, if any, shall be admissible as per entitlement at the time of retirement.
- (c) Consultant(s) are not entitled for any other kind of allowance such as Dearness Allowance, residential, telephone, CGHS, Medical Reimbursement etc.

8. Leave:

- (a) Consultant(s) 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.
- (b) No remuneration for the period of absence in excess of the admissible leave will be paid to the Consultant(s). 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(s) 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 Department.
- (c) Consultant(s) shall not represent or give opinion or advice in any matter which is adverse to the interest of this Department. He/She is not permitted to take up any other assignment during his period of engagement.
- (d) Consultant(s) will be responsible for the equipment and other items issued to them for discharging official duty and shall handover to OADB at the end of the contract period.

10 Termination of Engagement:

- (a) The engagement of Consultant(s) is purely on temporary basis and they will not be entitled for any benefit/compensation/absorption/regularization of service in the Department.
- (b) The Department may terminate the engagement of Consultant(s) on the following conditions”
 - (i) The Consultant(s) is unable to address the assigned work.
 - (ii) The Quality of work is not to the satisfaction of the Department.
 - (iii) The Consultant(s) fails in timely achievement of the milestones as decided by the Department.
 - (iv) The Consultant(s) is found lacking in honesty and integrity.
 - (v) Regular incumbents are available for the post against which the Consultant(s) has been engaged.
- (c) The Consultant(s) 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.

11. Other conditions:

(a) OADB 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 Department has the right to cancel the advertisement/circular, and not go for engagement of Consultant(s), at any stage. It may accept or reject any or all applications, without giving any reasons thereof, whatsoever.

(c) The Department has the right to review these guidelines as and when the circumstances so warrant, with the approval of the Secretary, OADB.

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Format for Submission of Application for Engagement of a Consultant at OADB, Noida

1. Name of the candidate (in block letters) :

2. Father's Name :

3. Permanent Address :

4. Full Postal Address for Correspondence :

5. Contact no.

6. E-mail ID :

7. (a) Date of Birth :

(b) Age as on 31.07.2025 :

8. Nationality :

9. Educational Qualifications (Graduation onwards):

Examination passed	Subjects of Examination	Name of University/ Institute	Date of Passing (DD/MM/YYYY)	Division/ Class (Mark %)

11. Other Professional Degree/Diploma/Skills courses if any :

Professional Degree/Diploma/Skills courses	Name of University/Institute	Duration of the course	Date of completion of course	Offline or online mode

12. Details of work experience during the last five years :

Name of the Organization	Post Held	Pay Level & Basic Pay	Period of Service		Nature of job carried out	Remarks (If any)
			From	To		

Self -
Attested
Passport
Size
Photograph

13. Training Programmes Attended (Attach separate sheet):

14. Two References:

15. Any other information:

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

17. List of document to be attached(Self Attested)

- (i) Masked copy of Adhaar Card
- (ii) Date of Birth Certificate/ 10th Board/ 12th Board Certificates.
- (iii) Degree/ Post Graduate Certificates and mark sheets.
- (iv) Any other certificates/testimonials you may desire to attach

Note:

- (i) The retired Govt employees may attach a copy of their PPOs (self-attested)
- (ii) All the above-mentioned documents need to be self-attested.
- (iii) Application should be in typed format (Arial Narrow) only
- (iv) Personal interaction shall be held for short-listed applicants.
- (v) The date and time for such interaction shall be notified to the applicants via email as mentioned in their application form.
- (vi) No TA/DA shall be paid for attending the interaction.

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 wilfully 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:

Signature of the candidate_____

Date:

Name in (Capital letters) _____