

DRAFT FOR RRs

Dated: 12th June 2026

NOTICE

Subject: Inviting comments/suggestions on the draft Recruitment Regulations 2026 of OIBD.

The draft Recruitment Rules 2026 of the Oil Industry Development Board (OIBD) have been framed and are posted on the OIBD website for the information of all stakeholders and employees.

2. All stakeholders/employees of OIBD are requested to go through the same and furnish the comments, views, suggestions, if any, along with supporting rules, regulations, guidelines, or relevant references against the clause (s) of the RRs for each post separately in format as below

Name of the post: -----

Clause no.	Draft provisions	Proposed suggestions	Relevant references i.e. Government Guidelines/ OMs etc (specifically refer the para/part of the said OM or Guidelines to support your suggestions.

3. The comments/suggestions may be submitted to the undersigned within **one month from the date of publication of this notice on the website of OIBD.**

4. The comments/suggestions received after the stipulated date shall not be considered.

This issue with the approval of the Competent Authority.


Section Officer (Admin)

Oil Industry Development Board Employees (Recruitment) Regulations, 2026

In exercise of the powers conferred by rule 7 of the Oil Industry Development Board Employees (General Conditions of Service) Rules, 1984 and in supersession of the Oil Industry Development Board Employees" (Recruitment) Regulations 2011 and subsequent amendments made in 2021, 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, 2026 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 there under, 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 Pay Bands/Grade Pays 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, Pay Level, age limit, educational and other qualifications, method of recruitment etc. for each post shall be such as specified in the Schedule to these Regulations.

Provided the age limit for direct recruitment shall be determined as under:

- (i) The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Island or Lakshadweep).
- (ii) In respect of departmental candidate for
 - (a) For Group 'C' post; upper age limit shall be relaxed for departmental candidates upto 40 years and,
 - (b) For Group A & B post the upper age limit shall be relaxable for

Government servant in accordance with the instructions or orders issued by the Central Government.

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) Deputation (Including Short Term Contract) or foreign service from Govt./PSUs & autonomous bodies,
- d) Ad-hoc appointment
- e) Absorption

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.

Direct recruitment of Group 'C' posts and non-gazetted posts of Group 'B' category may be made on the basis of competitive examination/typing test/skill test either conducted by OIBD or any other organization approved by OIBD without interviews.

Direct recruitment/ Deputation except direct recruitments of Group 'C' posts and non-gazetted posts of Group 'B' category, shall be made by a Departmental Selection Committees (DSCs). The composition of DSCs shall be same as is the composition of the Departmental Promotion Committees for the posts concerned prescribed in the schedule.

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

The following note shall be part of the Schedule to these Recruitment Rules where posts are filled through Direct Recruitment;

Note 1. Qualifications are relaxable at the discretion of the Competent Authority in OIBD in the case of candidates who are otherwise well qualified.

Note 2. The qualification(s) regarding experience is relaxable at the discretion of Competent Authority in OIBD in the case of candidates belonging to Schedules Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisites experience are not likely to be available to fill up the vacancy reserved for them.

7. Promotion

The Board's employees shall be eligible for promotion to the next higher grade/level after completing minimum length of service in the lower grade/level as prescribed in the Schedule to the Recruitment Regulations against each post. Eligibility, however, does not mean entitlement and promotion to the next higher grade/level, will be subject to availability of vacancy and subject to his being found fit for promotion by a duly constituted Departmental Promotion Committee.

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 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.

The eligibility list for promotion shall be prepared with reference to the date of completion by the officers of the proscribed qualifying service in the respective grade/post.

8. Deputation (Including Short Term Contract)

Deputation (ISTC) is a method of recruitment where officers of Central Government departments or State/UT Governments or from PSUs/Autonomous Bodies are appointed to post(s) in OIBD for a limited period by the end of which they will have to return to their parent cadres/Departments,

Further, the following clause shall be applicable part of the schedule where deputation is prescribed:

(a) "The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

(b) Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. (04 years for level - 12 and level - 13)

(c) The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications. (OM No: AB-14017/11/2017-Estt.(RR) Dated: 5/2/2018)

Note: In case of selection of Central Government Employee on deputation basis in OIBD, the OIBD shall ensure that relaxation from rule of Immediate absorption is taken from Department of Pension and Pensioner's Welfare (DoP&PW) before their appointment in OIBD.

9. Ad-hoc Appointment:

Without prejudice to the foregoing provisions, the Board may appoint from time-to-time 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 Secretary, OIBD for posts upto Group 'B' level and Chairman for Group 'A'.

10. Absorption:

Absorption of employees appointed on deputation below level 12 in the pay matrix of 7 CPC, if a suitable employee for the post is not available in OIBD subject to fulfilling the necessary conditions and satisfactory performance of the employee appointed on deputation and issuing no objection certificate by their respective department.

11. 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 for all category except Group 'C' posts and non-gazetted posts of Group 'B' category. The inter-se seniority of the employees of Group 'C' posts and non-gazetted posts of Group 'B' shall be regulated on the basis of their relative position in the competitive examination/typing test/ skill test, either conducted by OIBD or any other organization approved by OIBD without interviews.

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 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-merit.

12. Modified Assured Career Progression Scheme:

The career progression with effect from the date of approval of these regulations shall be in accordance with the Modified Assured Career Progression Scheme (MACP) applicable to the Central Government employees, annexed to the Schedule, as may be modified by the Central Government from time to time.

13. 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.

14. 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.

15. 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.

16. Re-employment:

The appointing authority may re-employ 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.

17. Saving Clause:

Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

18. 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

**Recruitment Regulations for the post of
Financial Adviser & Chief Accounts Officer**

1.	Name of Post	:	Financial Adviser & Chief Accounts Officer
2.	Number of Post	:	1(one)
3.	Classification of the post	:	Group 'A'
4.	Pay level	:	Level - 13 of Pay Matrix of 7 th CPC (Rs.123100-215900)
5.	Whether selection post or non- selection post	:	Selection Post
6.	Age limit for direct t recruits	:	Not applicable
7.	Educational and other qualifications required for direct recruits	:	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	Not applicable
9.	Period of Probation, if any	:	NIL for promotee
10.	Method of recruitment– Whether by direct recruitment or by deputation/ (including short term contract) and percentage of the vacancies to be filled by various methods	:	Composite method: Deputation (including short term contract)/ promotion
11.	In case recruitment by promotion/ deputation (including short term contract) grades from which promotion/deputation (including short term contract) to be made.	:	<p>Promotion: Promotion from the Deputy Chief Finance & Accounts Officer i.e. the departmental candidates having completed 05 years regular service after appointment thereto in pay level – 12 shall be considered for promotion to the post of FA&CAO.</p> <p>Deputation: Officers of Central/ State Government/ Autonomous Bodies/ Public Sector Undertaking.</p> <p>(i) Holding analogous post in pay level – 13 of pay matrix on regular basis or,</p>

			(ii) 05 years regular service after appointment thereto in pay level – 12 of pay matrix; And Possessing a degree from recognized university/ institute and 05 years' experience at group A level in the field of Finance/ Account/ Budget/ Administration/ Establishment/ Estate/ Contract Management.
12.	If a Departmental Promotion Committee exists, what is its composition	:	DPC comprising AS&FA, MoP&NG as Chairman with AS/JS, MOP&NG (OIDB Board Member) and Secretary, OIDB as members.
13.	Circumstances in which UPSC is to be consulted in making recruitment	:	Not applicable.

**Recruitment Regulations for the post of Dy.
Chief Finance & Accounts Officer**

1.	Name of Post	:	Deputy Chief Finance & Accounts Officer
2.	Number of Posts	:	2(Two)
3.	Classification of the post	:	Group'A'
4.	Pay Level	:	Level - 12 of Pay Matrix of 7" CPC (Rs.78800-209200)
5.	Whether selection post or non-selection post	:	Selection Post
6.	Age limit for Direct recruits	:	Not Applicable
7.	Educational and other qualifications required for direct recruits	:	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	Not applicable
9.	Period of Probation, if any	:	NIL
10.	Method of recruitment– Whether by direct recruitment or by deputation/ (including short term contract) and percentage of the vacancies to be filled by various methods	:	Promotion, failing which by deputation (including short term contract).
11.	In case recruitment by promotion/ deputation (including short term contract) grades from which promotion/deputation/transfer to be made.	:	<p>Promotion: Promotion from the post of Senior Accounts/Admn. Officer / Manager (P&A) / Manager (Estate) having five-year regular service after appointment thereto in pay level – 11</p> <p>Deputation (including short term contract): Officers under the Central/State Governments or union territory Administration or Statutory Body or PSU or Autonomous Body –</p> <p>(a) (i) holding analogous posts or equivalent on a regular basis in parent cadre or department; or (ii) with at least 5 years' regular service in the grade rendered after appointment thereto on a regular basis in Pay Level 11 or equivalent; and</p> <p>(b) Possessing the following qualifications and experience: - (i) Degree from a recognized university/ institute (ii) Having atleast 5 years experience in</p>

			Budget, Finance, Accounts, Administration, Establishment, Contract Management etc. Desirable: Having qualified SAS/ PG in Financial Management/ Chartered Accountant
12.	If a DPC exists, what is its composition	:	DPC comprising Secretary, OIBD as Chairman with FA&CAO (OIBD) and Director/Deputy Secretary MOP&NG as members.
13.	Circumstances in which UPSC is to be consulted in making recruitment	:	Not applicable.

**Recruitment Regulations for the post of
Manager (Personnel & Administration)**

1.	Name of Post	:	Manager (Personnel & Administration)
2.	Number of posts	:	1(One)
3.	Classification of the post	:	Group 'A'
4.	Pay Level	:	Level -11 of Pay Matrix of 7 th CPC (Rs. 67700-208700)
5.	Whether selection post or non- selection post	:	Selection Post
6.	Age limit for Direct recruits	:	40 years
7.	Educational and other qualifications required for direct recruits	:	<p>Essential:</p> <p>(i) Degree from a recognized university/Institute.</p> <p>(ii) with 5 years' experience in Finance, Accounts Administration, vigilance, and Establishment work in a Government Office/PSU/Autonomous Body/Statutory body.</p> <p>Desirable: Well-versed with Office tools like MS Office, PowerPoint etc as well as knowledge of IT-related field. Knowledge of contract management/ procurement of goods and services. Good Communication Skills in Hindi or English Language.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	No
9.	Period of Probation, if any	:	Two years for direct recruits as well as for promotees
10	Method of recruitment– Whether by direct recruitment or by promotion or by deputation (including short term contract)/ and percentage of the vacancies to be filled by various methods	:	100% by Promotion, failing which by deputation (including short term contract) failing both by direct recruitment.

11.	In case recruitment by promotion/ deputation (including short term contract), grades from which promotion/deputation to be made.	:	<p>Promotion: Section Officer with 09 years of regular service after appointment thereto in the pay level -7</p> <p>Deputation (Including Short Term Contract)</p> <p>(i) Officers under the Central/State Governments or union territory Administration or Statutory Body or Autonomous Body –</p> <p>(a) (i) holding analogous posts or equivalent on a regular basis in parent cadre or department; or (ii) with at least 5 years' regular service in the grade rendered after appointment thereto on a regular basis in Pay Level 10 or equivalent; or (iii) with 8 years regular service in the grade rendered after appointment thereto on a regular basis in Pay Level 8 or equivalent and (b) Possessing the qualifications and experience prescribed for Direct Recruitment under Column 7.</p>
12.	If a Departmental Promotion Committee exists, what is its composition	:	<p>DPC comprising Secretary, OIBD as Chairman with FA&CAO (OIBD) and Director/Deputy Secretary, MOP&NG as members. Note: This committee shall also act for confirmation also.</p>
13.	Circumstances under which UPSC is to be consulted in making recruitment	:	Not applicable.

**Recruitment Regulations for the post of
Manager (Estate)**

1.	Name of Post	:	Manager (Estate)
2.	Number of post	:	1(One)
3.	Classification of the post	:	Group'A'
4.	Pay Level	:	Level -11 of Pay Matrix of 7 th CPC (Rs. 67700-208700)
5.	Whether selection post or non-selection post	:	Selection Post

6.	Age limit for direct recruits	:	40 years
7.	Educational and other qualifications required for direct recruits	:	<p>Essential:</p> <p>(i) Bachelor's Degree in Civil or Construction or Environmental or Structural or Geotechnical Engineering of a recognized university/Institute.</p> <p>(ii) 05 years' experience in the relevant field in Government Office/PSU/Autonomous Body/Statutory body.</p> <p>Or</p> <p>(iii) Diploma in Civil or Construction or Environmental or Structural or Geotechnical Engineering of a recognized university/Institute with 10 years of experience in the relevant field in a Government Office/PSU/Autonomous Body/Statutory body.</p> <p>Desirable: Knowledge in planning, management, procurement of Goods & Services, maintenance of building, and civil works. knowledge of Computer tools like MS Office, PowerPoint as well as IT tools for relevant civil fields.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	Not applicable
9.	Period of Probation, if any	:	Two years for direct recruits.
10	Method of recruitment– Whether by direct recruitment or by deputation (including short term contract) percentage of the vacancies to be filled by various methods	:	Deputation (including short term contract), failing which by direct recruitment.
11.	In case recruitment by promotion/ deputation (including short term contract), grades from which promotion/deputation to be made.	:	<p>Deputation (including short term Contract): Officers under the Central/State Governments or union territory Administration or Autonomous Body –</p> <p>(a) (i) holding analogous posts or equivalent on regular basis in parent cadre or department; or</p> <p>(ii) with at least 5 years' regular service in the grade rendered after appointment thereto in Pay Level 10 or equivalent; or</p> <p>(iii) with 8 years regular service in the grade rendered after appointment thereto in Pay Level 8 or equivalent and</p> <p>(b) Possessing the qualifications and experience prescribed for Direct Recruitment under Column 7.</p>

12.	If a Departmental Promotion Committee exists, what is its composition	:	Departmental Selection Committee comprising Secretary, OIDB as Chairman with FA&CAO(OIDB) and Director/Deputy Secretary, MOP&NG as members.
13.	Circumstances in which UPSC is to be consulted in making recruitment	:	Not applicable.

**Recruitment Regulations for the post of
Senior Accounts/Administrative Officer**

1.	Name of Post	:	Senior Accounts/Administrative Officer
2.	Number of post	:	1(One)
3.	Classification of the post	:	Group'A'
4.	Pay Level	:	Level -11 of Pay Matrix of 7 th CPC (Rs. 67700-208700)
5.	Whether selection post or non-selection post	:	Selection Post
6.	Age limit for Direct recruits	:	40 years
7.	Educational and other qualifications required for direct recruits	:	<p>Essential:</p> <p>Essential: (i) Degree of a recognized University/Institute</p> <p>(ii) 6 years' experience in cash, account, Budget work in a Government Office/ PSU/ Autonomous Body/ Statutory Body.</p> <p>Desirable: Adequate knowledge of, TALLY accounting software, MS office and have good communication skill in Hindi and English language.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	No
9.	Period of Probation, if any	:	Two years for direct recruits as well as for promotees.
10.	Method of recruitment– Whether by direct recruitment or by promotion or by deputation (including short term contract) & percentage of the vacancies to be filled by various methods	:	Promotion, failing which by deputation (including short term contract), and failing both by direct recruitment.
11.	In case recruitment by promotion/deputation (including short term contract) etc. and grades from which promotion/deputation is /to be made.	:	<p>Promotion: Promotion from Accounts Officer with either 8 years' experience in the pay level 8 or total combined service of 9 years' as Accounts Officer in the pay level-8 & Accountant in the level-7 subject to that out of 9 years of combined service at least 04 years should have been rendered in pay level -8.</p> <p><i>Provided that the required qualifying service shall be same i.e. 6 years' experience in the pay level-8 or total combined service of 7 years' as Accounts Officer in the pay level-8 & Accountant in the level-7' in respect of the</i></p>

		<p><i>employees holding the feeder cadre posts in the grade of Accounts Officer and Accountant as on date of approval of these RRs by the OID Board.</i></p> <p>Deputation (including short term contract): (a) Officers under the Central/ State Government/UTs/ PSU/ Statutory Bodies/ Autonomous Bodies: -</p> <p>(i) holding analogous posts on regular basis in the parent cadre/department or</p> <p>(ii) with 5 years' service in the grade rendered after appointment thereto on regular basis in Pay Level – 10 or</p> <p>08 years' regular service in pay level 8 in the parent cadre/department and;</p> <p>(b) Possessing any one of the following qualifications: -</p> <p>(i) A pass in the SAS or equivalent examination conducted by any one of the organized of the Central Government.</p> <p>(ii) Successful completion of training in the cash and accounts work in the ISTM or equivalent training course</p>
12.	If a Departmental Promotion Committee exists, what is its composition	: DPC comprising Secretary, OIDB as Chairman with FA&CAO (OIDB) and Director/Deputy Secretary MOP&NG as members. Note: This committee shall also act for confirmation.
13.	Circumstances in which UPSC is to be consulted in making recruitment	: Not applicable

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

1.	Name of Post	:	Accounts Officer
2.	Number of posts	:	2(Two)
3.	Classification of the post	:	Group 'B'
4.	Pay Level Pay Band and Grade Pay/Pay Scale	:	Level – 8 of Pay Matrix of 7 th CPC (47600-151100)
5.	Whether selection post or non- selection post	:	Selection Post
6.	Age limit for Direct recruits	:	30 years
7.	Educational and other qualifications required for direct recruits	:	<p>Essential: (i) Degree of a recognized University/Institute (ii) 4 years' experience in cash, accounts and Budget work in a Government Office/ PSU/ Autonomous Body/ Statutory Body</p> <p>Desirable: Adequate knowledge of TALLY accounting software, MS Office and good communication Skills in Hindi or English language.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	No
9.	Period of Probation, if any	:	Two years for direct recruits only. 'NIL" for promotees.
10.	Method of recruitment– Whether by direct recruitment or by promotion or by deputation (including short term contract) and percentage of the vacancies to be filled by various methods	:	Promotion, failing which by deputation/ direct recruitment.
11.	In case recruitment by promotion/ deputation (including short term contract) grades from which promotion/deputation to be made.	:	<p>50% by composite method i.e. by deputation (including short term contract) and promotion and 50% by direct recruitment (DR)</p> <p>Promotion: Promotion from Accountant with two years' regular service in pay level-7</p> <p>Deputation: (a) Officers under the Central/ State Government/UTs/ Statutory/ Autonomous Bodies:- (i) holding analogous posts on regular basis in the parent cadre/department or (ii) with 6 years' service in the grade rendered after appointment thereto on regular basis in Pay Level – 6 or</p>

			<p>02 years' regular service in pay level-7 in the parent cadre/department and;</p> <p>(b) Possessing the following qualifications:</p> <p>(i) A pass in the SAS or equivalent examination conducted by any one of the organized of the Central Government.</p> <p>(ii) Successful completion of training in the cash and accounts work in the ISTM or equivalent training course</p>
12.	If a Departmental Promotion Committee exists, what is its composition	:	<p>DPC comprising Secretary, OIBD as Chairman with FA&CAO (OIBD) and Director/Deputy Secretary, MOP&NG as members.</p> <p>Note: This committee shall act for confirmation also.</p>
13.	Circumstances in which UPSC is to be consulted in making recruitment	:	Not applicable

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

1.	Name of Post	: Hindi Officer
2.	Number of post	: 1(one)
3.	Classification of the post	: Group 'B'
4.	Pay Level	: Level – 10 of Pay Matrix of 7 th CPC (Rs. 56100-177500)
5.	Whether selection post or non-selection post	: Selection Post
6.	Age limit for Direct recruits	: 35 years
7.	Educational and other qualifications required for direct recruits	: Essential: Master's degree of a recognized University in Hindi with English as a subject at a degree level; Or Master's degree of a recognized University in English with Hindi as a subject at a degree level; Or Master's degree of a recognized University in any subject with Hindi and English as subjects at the degree level; Or Master's degree of a recognized University in any subject with Hindi Medium and English as a subject at the degree level; Or Master's degree of a recognized University in any subject with English medium and Hindi as a subject at the degree level. And Three years' experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably for technical or scientific literature or three years of experience of teaching in Hindi and English or research in Hindi or English. Desirable: (i) Knowledge at the level of matriculation of a recognized Board of one of the language other than Hindi mentioned in the Eighth schedule of the Constitution. (ii) Diploma or Certificate course in translation from Hindi to English and vice versa from a recognized Institute or University or two years' experience of translation work from Hindi to English and vice-versa in Central or state Government offices, including Government of India Undertaking or Autonomous Bodies.

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	: Not applicable
9.	Period of Probation, if any	: Two years for direct recruit.
10.	Method of recruitment– Whether by direct recruitment or by deputation (including short term contract) and percentage of the vacancies to be filled by various methods	: By deputation failing which by direct recruitment.
11.	In case recruitment by promotion/ deputation (including short term contract)/absorption, grades from which promotion/deputation/absorption to be made.	: Deputation (including short term contract): (A) Officers of the Central/State Govt./ UTS or Autonomous Bodies/ Organisations. (i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) With two years' service in the grade rendered after appointment thereto on a regular basis in pay level -8 of the pay matrix (7th CPC) in parent cadre or department; or (iii) With three years' service in the grade rendered after appointment thereto on a regular basis in pay level -7 of the pay matrix (7th CPC) in parent cadre or department; (B) Possessing the educational qualifications and experience as prescribed at column 8 above in r/o Direct Recruitment.
12.	If a Departmental Promotion Committee exists, what is its composition	: DPC comprising Secretary, OIBD as Chairman with FA&CAO (OIBD) and Director/ Deputy Secretary, MOP&NG as members. Note: This committee shall also be act for confirmation also
13.	Circumstances in which UPSC is to be consulted in making recruitment	: Not applicable.

**Recruitment Regulations for the post of
Accountant**

1.	Name of Post	:	Accountant
2.	Number of post	:	1(one)
3.	Classification of the post	:	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	:	30 years
7.	Educational and other qualifications required for direct recruits	:	<p>Essential:</p> <p>(i) Degree of a recognized University/ Institute</p> <p>(ii) 3 years' experience in cash, account and budget work in a government office/ PSU/ Autonomous Body/ Statutory Body.</p> <p>Desirable: Knowledge of computer using Tally, MS Office and good communication Skills in Hindi or English language.</p>
8..	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	Not applicable
9.	Period of Probation, if any	:	Two years for direct recruits only.
10.	Method of recruitment– Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	:	By direct recruitment.
11.	In case recruitment by promotion/ deputation/absorption grades from which promotion/deputation/absorption to be made.	:	Not applicable
12.	If a Departmental Promotion Committee exists, what is its composition	:	<p>Departmental Selection Committee comprising Secretary, OIBD as Chairman with FA&CAO (OIBD) and Director/Deputy Secretary, MOP&NG as members.</p> <p>Note: This committee shall act for confirmation.</p>
13.	Circumstances under which UPSC is to be consulted in making recruitment	:	Not applicable.

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

1.	Name of Post	:	Stenographer Grade 'B'
2.	Number of posts	:	4(Four)
3.	Classification of the post	:	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	:	Not applicable
7.	Educational and other qualifications required for direct recruits	:	Not applicable
8.	Whether age and educational qualifications prescribed for direct Recruits will apply in the case of promotees	:	Not applicable
9.	Period of Probation, if any	:	Two years for promotees
10.	Method of recruitment– Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	:	50% from promotion failing which deputation and; 50% by deputation.
11.	In case recruitment by promotion/ deputation/absorption grades from which promotion/deputation/absorption to be made.	:	<p>Promotion: Promotion from the post of Stenographer Grade 'C' with minimum 5 years regular service after appointment thereto in the pay level 6.</p> <p>Deputation (including short term contract): Officers under the Central Government or State Governments or Union Territories or Statutory or Autonomous Organizations: (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) With five years regular service in the Stenographers grade in pay Level 6 as per 7th CPC. and having the following qualification (i) Degree from a recognized University. (ii) Skill Test Norms- Dictation: 10 Minutes 120 words per minute. Transcription: 40 minutes (English), 50 minutes (Hindi) on computer only.</p>

12.	If a Departmental Promotion Committee exists, what is its composition	:	DPC comprising Secretary, OIBD as Chairman with FA&CAO (OIBD) and Director/Deputy Secretary MOP&NG as members. Note: This committee shall act for confirmation.
13.	Circumstances under which UPSC is to be consulted in making recruitment	:	Not applicable.

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

1.	Name of Post	:	Stenographer Grade 'C'
2.	Number of posts	:	2(Two)
3.	Classification of the post	:	Group 'B'
4.	Pay level Scale	:	Level -6 of Pay Matrix of 7 th CPC (Rs. 35400-112400)
5.	Selection post or non-selection post	:	Non-selection Post
6.	Age limit for Direct recruits	:	30 years
7.	Educational and other qualifications required for direct recruits	:	Essential: I. Degree from a recognized University II. Skill Test Norms Dictation 10 Minutes 100 words per minute. Transcription: 40 minutes (English), 55 minutes (Hindi) on computer only.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	No
9.	Period of Probation, if any	:	Two years for direct recruits only. 'NIL' for promotees
10.	Method of recruitment– Whether direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	:	50% by composite method i.e by deputation (including short term contract) and promotion and 50% by direct recruitment
11.	In case recruitment by promotion/ deputation/ (including short term contract) grades from which promotion/deputation/ to be made.	:	Composite method: of the departmental candidates in the grade of Stenographer Grade 'D' with minimum 10 years regular service in level – 4 as per 7 th CPC shall be considered along with outsiders and if selected the post shall deemed to be filled on promotion basis Deputation (including short term contract): Officers under the Central Government or State Government or Union Territories or statutory or Autonomous organisations i) Holding analogous posts on regular basis in the parent cadre or department or ii) with ten years' regular service in the stenographer's grade in Level 4 as per 7 th CPC and possessing the qualification and experience as mentioned at column 07 above.
12.	If a Departmental Promotion Committee exists, what is its composition	:	DPC comprising FA&CAO as Chairman with DCF&AO and Manager(P&A) as Members shall be for selection/ promotion and confirmation

13.	Circumstances under which UPSC is to be consulted in making recruitment	:	Not applicable.
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**Recruitment Regulations for the post of
Section Officer**

1.	Name of Post	:	Section Officer
2.	Number of posts	:	3 (Three)
3.	Classification of the post	:	Group 'B'
4.	Pay level	:	Level – 7 of Pay Matrix of 7 th CPC (44900-142400)
5.	Whether selection post or non-selection post	:	Selection Post
6.	Age limit for Direct recruits	:	30 years
7.	Educational and other qualifications required for direct recruits	:	<p>Essential: Degree of a recognized University with at least 3 years' experience in handling Administration/ Establishment or Financial matters in a supervisory capacity in Government/Public Sector/ Autonomous organizations.</p> <p>Desirable: Knowledge of computer, MS office and having good communication Skill in Hindi or English language</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	No
9.	Period of Probation, if any	:	Two years for direct recruits only. 'NIL' for promotees.
10.	Method of recruitment– Whether by direct recruitment or by promotion or by deputation (including short term contract) and percentage of the vacancies to be filled by various methods	:	Promotion, failing which by deputation failing both by direct recruitment.
11.	In case recruitment by promotion/ deputation (including short term contract)/, grades from which promotion/deputation/to be made.	:	<p>Promotion failing which by deputation (including short term contract). Two nos of vacancy in the grade of Section Officer shall be filled by Promotion from eligible Assistants with 5 years regular service and one vacancy in the grade of Section Officer through departmental competitive regular service examination from Assistant/Steno Gr. 'C' with 5 years regular service in the grade.</p> <p>Deputation (including short term contract): Officers of the Central / State Government/UTs or Autonomous bodies (i) Holding analogous post on regular basis; or (ii) With 5 years regular service in the Assistant grade in pay level -6. And possessing the required educational qualifications and experience as mentioned at column no. -8</p>

12.	If a Departmental Promotion Committee exists, what is its composition	:	DPC comprising Secretary, OIBD as Chairman with FA&CAO (OIBD) and Director/Deputy Secretary MOP&NG as members. Note: This committee shall act for confirmation also.
13.	Circumstances in which UPSC is to be consulted in making recruitment	:	Not applicable

**Recruitment Regulations for the post of
Assistant**

1.	Name of Post	:	Assistant
2.	Number of posts	:	2(Two)
3.	Classification of the post	:	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.	Educational and other qualifications required for direct recruits	:	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	Not applicable
9.	Period of Probation, if any	:	Not applicable
10.	Method of recruitment– Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	:	Promotion, failing which by deputation
11.	In case recruitment by promotion/ deputation/absorption grades from which promotion/deputation/absorption to be made.	:	<p>Promotion:</p> <p>Upper Division Clerk in pay level 4(as per 7th CPC) with minimum ten (10) years regular service rendered in the UDC grade after substantive appointment thereto.</p> <p>Deputation (including short term contract):</p> <p>Officers of the Central /State Government/UTs/ Statutory or Autonomous bodies</p> <p>i) Holding analogous posts on regular basis or</p> <p>ii) With 10 years regular service in the pay level -04.</p> <p>and possessing educational qualifications and experience as follow:</p> <p>(i) Degree from a recognized university/ institute</p> <p>(ii) 5 years' experience in establishment/ administration /Accounts work/Vigilance matters.</p>
12.	If a Departmental Promotion Committee exists, what is composition	:	DPC comprising FA&CAO as Chairman with DCF&AO and Manager (P&A) as members.
13.	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.	Number of posts	:	4(Two)
3.	Classification of the post	:	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	:	Between 18 to 27years (relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government)
7.	Educational and other qualifications required for direct recruits	:	Essential: Degree of a recognized university/ institute
8.	Whether age and educational qualifications prescribed for direct Recruits will apply in the case of promotees	:	No
9.	Period of Probation, if any	:	Two years for direct recruits only. 'NIL' for promotees.
10.	Method of recruitment– Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	:	50% by promotion and 50% by direct recruitment.
11.	In case recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to Be made.	:	Promotion: Lower Division Clerk in pay level – 2 (as per 7th CPC) Promotion from the post of LDC with minimum eight (08) years regular service in the grade. Deputation (including short term contract): Officers of the Central / State Government/UTs/ Statutory or Autonomous bodies (i) Holding analogous post on regular basis; or (ii) With 08 years regular service in the pay level-2; and possessing the educational and experience as prescribed for Direct Recruitment post as mentioned under column number 7.
12.	If a Departmental Promotion Committee exists, what is its composition	:	DPC comprising FA&CAO as Chairman With DCF&AO and Manager (P&A) as members.
13.	Circumstances in which UPSC is to be consulted in making recruitment	:	Not applicable

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

1.	Name of Post	:	Stenographer Grade 'D'
2.	Number of post	:	1(One)
3.	Classification of the post	:	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	:	Between 18 to 27years (relatable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government) Note: The crucial date for determining the age limit shall be the closing date of application
7.	Educational and other qualifications required for direct recruits	:	(i) 12th class pass or equivalent from a recognized Board or University. (ii) Skill Test Norms- Dictation: 10 Minutes @ 80 words per minute. Transcription: 50 minutes (English), 65 minutes (Hindi) on computer only.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	Not applicable
9.	Period of Probation, if any	:	Two years
10.	Method of recruitment- Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	:	100% by direct recruitment
11.	In case recruitment by promotion/ deputation/absorption grades from which promotion/deputation/absorption to be made.	:	Not applicable
12.	If a Departmental Promotion Committee exists, what is its composition	:	Departmental Selection Committee (DSC) for selection and confirmation comprising FA&CAO as Chairman with DCF&AO and Manager (P&A) as members.
13.	Circumstances in which UPSC is to be consulted in making recruitment	:	Not applicable.

Recruitment Regulations for the post of Lower Division Clerk

1.	Name of Post	:	Lower Division Clerk(LDC)
2.	No. of Posts	:	03 (Three)
3.	Classification	:	Group 'C'
4.	Pay Level	:	Level – 2 of Pay Matrix of 7 th CPC (Rs. 19900-63200)
5.	Whether selection post or non- selection post	:	Non – Selection Post
6.	Age limit for direct recruits	:	30 years
7.	Educational & other qualifications required for direct recruits	:	<p>Essential:</p> <p>(i) 12th class or equivalent qualification from a recognized Board or University.</p> <p>(ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)</p> <p>Desirable:</p> <p>(i) Knowledge of computer viz. MS Office, Internet</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	:	No
9.	Period of probation, if any	:	Two years for direct recruits
10.	Method of recruitment: Whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	:	<p>Direct recruitment</p> <p>Direct recruitment made on the basis of competitive examination/ typing test either conducted by OIBD or any other organization approved by OIBD without interviews</p>
11.	In case recruitment by promotion/ deputation grades from which promotion/ deputation/ transfer to be made	:	Not applicable
12.	If a DPC exists, what is its composition	:	Departmental Selection Committee (DSC) for selection and confirmation comprising FA&CAO as Chairman with DCF&AO and Manager (P&A) as members.
13.	Circumstances in which UPSC is to consulted in making recruitment	:	Not applicable

