

No. AD/14012/1/2023-ADM

March 18, 2025

To,

The Under Secretary (Exploration - II)  
Ministry of Petroleum & Natural Gas  
No.10, Sratakta Bhawan, Bhikaji Cama Place, New Delhi - 110066.

Sub.- Filling up vacant post of FA&CAO (pay leave 13 as per 7th CPC) in the Oil Industry Development Board on deputation on 'Foreign Service Terms' basis'-reg.

Sir,

OIDB invites applications from amongst officers under the Central/State Government/Public Sector Undertaking/Statutory/Autonomous Organization to fill up the vacant post of Financial Advisor & Chief Accounts Officer (FA&CAO) by deputation on 'Foreign Service Terms' basis. The tenure of deputation/Foreign Service will be for a maximum period of five years. However, the period of deputation including the period of deputation immediately preceding the appointment in the same or any other organization/Department of Central Government shall not exceed as per latest guidelines of DoPT. The maximum age limit is 56 years as on the closing date or receipt of application.

3. A copy of the OIDB's vacancy circular dated 18.03.2025 and format of Application Form is enclosed. The detail of the said vacancy is also available on OIDB's website: www.oidb.gov.in. The last date for receiving of application is 45 days from the date of publication in the Employment News.

4. It is requested to get it uploaded on the website of MoP&NG for wider circulation of the vacancy among eligible candidates.

Encl.:- As above.

Yours faithfully,



(Jyoti Sharma)

Manager (P&A)-Addl. Charge  
Tel.: 0120-2594612  
Email: mgr.admn.oidb@nic.in

24/03/2025  
SO(ONG-III)

प्रधान कार्यालय :-

ओ.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,  
प्लॉअ न० 2, सेक्टर - 73, नौएडा-201301, उ.प्र.  
फोन : 91-120-2594602, 603, 604 फैक्स : 91-120-2594630  
वेबसाईट :- www.oidb.gov.in

पंजीकृत कार्यालय :-

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

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

कृपया हिंदी में पत्राचार करें।

**VACANCY CIRCULAR FOR FILLING UP OF ONE POST OF FINANCIAL ADVISER & CHIEF ACCOUNT OFFICER IN THE PAY LEVEL- 13 IN OIL INDUSTRY DEVELOPMENT BOARD**

Applications are invited from eligible external candidates and departmental candidates through proper channel for filling up of one post of Financial Adviser & Chief Accounts Officer (FA&CAO) in the Pay Level-13 of 7<sup>th</sup> CPC pay matrix in Oil Industry Development Board (OIDB) located at Sector 73, Noida, U.P.:-

Name of Post /Level	No. of Post	Method of Recruitment	Age Limit	Educational Qualification & Eligibility Criteria
Financial Adviser & Chief Accounts Officer (FA&CAO), Level 13	01	Inviting applications from eligible external candidates and department candidates. In case the external candidate is selected, the selected candidate shall be taken on deputation for a maximum period of five (05) years, however, in case departmental candidate is selected, it will be treated as promotion.	Not exceeding 56 years as on the closing date of receipt of application from external candidates and no age bar for department candidates.	Officers of Central/State Government/Autonomous Bodies/Public Sector Undertakings, Holding analogous Post in Level-13 of pay matrix on regular basis with Bachelor degree from a recognized University.  OR  Officers of Central/State Government /Autonomous Bodies /Public Sector Undertakings holding post in Level-12 of pay matrix for five (05) years on regular basis along-with Bachelor degree from a recognized University and minimum five (05) years experience at Group 'A' Level in the field of Finance/ Account/ Budget/ Administration/Establishment/ Estate/ Contract Management.

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.

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पंजीकृत कार्यालय :-

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फोन :- 91-11-23413540

Main Office :

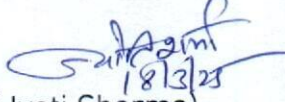
OIDB Bhawan, 'C' Block, 3rd Floor  
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3. In case the external candidate is selected by the Selection Committee for the post of FA&CAO, OIDB, the candidate shall be taken on deputation for a maximum period of five (05) years, however, in case departmental candidate is selected, it will be treated as promotion to the post of FA&CAO, OIDB. Other terms & conditions for the post of Financial Adviser & Chief Accounts Officer on deputation basis shall be governed in accordance with DOPT OM No.6/8/2009-Estt. (pay-II) dated 17.06.2010, amended from time to time by 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, OIDB Bhawan, Plot No.2, Sector-73, Noida-201301 (U.P.) on or before the 45<sup>th</sup> 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 OIDB.

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

Encl.:

- (i) OIDB's RRs for the post of FA&CAO (Annexure-I).
- (ii) Application format (Annexure-II).

Annexure-I

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

1.	Name of Post	: Financial Adviser & Chief Accounts Officer
2.	No. of Posts	: 1 (one)
3.	Classification	: Group 'A'
4.	Pay Level	: Level - 13 of Pay Matrix of 7 <sup>th</sup> CPC (Rs.123100-215900)
5.	Whether selection post or non-selection post	: Selection Post
6.	Age limit for inviting applications from external candidates and department candidates	: 56 years for deputation and no age bar for department candidates.
7.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension Rules, 1972)	: Not applicable.
8.	Educational qualification & Eligibility Criteria	: Officers of Central/State Government/Autonomous Bodies/ Public Sector Undertakings, Holding analogous Post in Level-13 of pay matrix on regular basis with Bachelor degree from a recognized University.  <b>OR</b> Officers of Central/State Government /Autonomous Bodies /Public Sector Undertakings holding post in Level-12 of pay matrix for five (05) years on regular basis along-with Bachelor degree from a recognized University and minimum five year experience at Group 'A' Level in the field of Finance/Account/Budget/Administration /Establishment/ Estate/ Contract Management.
9.	Method of recruitment	: <b>Inviting applications from external candidates and department candidates.</b>  In case the external candidate is selected by the Selection Committee for the post of FA&CAO, OIBD, the candidates shall be taken on deputation for a maximum period of five (05) years, however, in case departmental candidate is selected, it will be treated as promotion to the post of FA&CAO, OIBD.
10.	Selection Procedure	: Selection shall be made by the Search-cum-Selection Committee. The Search cum selection committee shall submit the recommendations to the Appointing Authority i.e. Chairman, OIBD.
11.	Composition of Search-cum-Selection Committee	: AS&FA, MOP&NG as Chairman with AS/JS, MOP&NG (OIBD Board Member) and Secretary, OIBD as members.
12.	Circumstances in which UPSC is to be consulted in making recruitment	: Not applicable.

OIL INDUSTRY DEVELOPMENT BOARD  
(Ministry of Petroleum & Natural Gas)

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Please read the instructions before filling this form and use separate sheet if the space is insufficient.

Application Form

**For Office Use**

Application No.:

Received on:

Affix Recent  
Passport Size attested  
Photograph

1. Name of the Post : Financial Adviser & Chief Accounts Officer
2. Name of the Applicant (in BLOCK letters): \_\_\_\_\_
3. Father's / Husband's Name : \_\_\_\_\_
4. Date of Birth  Sex : \_\_\_\_\_  
DD MM YY
5. Age : \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days
6. Nationality : \_\_\_\_\_
7. Religion : \_\_\_\_\_
8. Place of Birth : \_\_\_\_\_
9. Marital Status : \_\_\_\_\_
10. Whether SC/ST/OBC : \_\_\_\_\_
11. Address for Communication : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Pin Code
12. Contact Phone No. with STD code : \_\_\_\_\_ Mobile \_\_\_\_\_  
 Email Address : \_\_\_\_\_
13. Present Designation, Level & Office Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Pin Code



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)