

No. AD/14/47/2023-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 posts of Section Officer, Assistant, Stenographer Grade-C and UDCs in the Oil Industry Development Board on deputation basis-reg.

Sir,

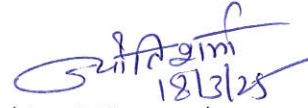
OIDB invites applications from amongst officers under the Central/State Government/Statutory/Autonomous Organization/undertakings to fill up the above mentioned vacant posts in OIDB on deputation basis. The initially tenure of deputation will be for period of three years as per DoPT guidelines issued from time to time. 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 of receipt of application.

3. A copy of the OIDB's vacancy circular dated 18.03.2025 and format of Application Form are enclosed. 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.

Yours faithfully,

Encl.:- As above.


18/3/25

(Jyoti Sharma)

Manager (P&A)-Addl. Charge

Tel.: 0120-2594612

Email: mgr.admn.oidb@nic.in

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,

प्लॉअ न० 2, सेक्टर - 73, नोएडा-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

कृपया हिंदी में पत्राचार करें।

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.

प्रधान कार्यालय :-

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प्लॉट नं 2, सेक्टर - 73, नोएडा-201301, उ.प्र.
फोन : 91-120.2594602, 603, 604 फैक्स : 91-120-2594630
वेबसाइट :- www.oidb.gov.in

पंजीकृत कार्यालय :-

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फोन :- 91-11-23413540

Main Office :

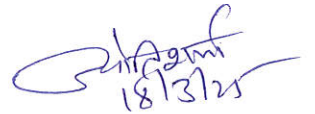
OIDB Bhawan, 'C' Block, 3rd Floor
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कृपया हिंदी में पत्राचार करें।

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. OIBD 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 OIBD.
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, OIBD 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 OIBD.



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

Encl.:

- (iii) OIBD'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, OIBD as Chairman with FA&CAO (OIBD) 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	:	<p>Essential: Graduate from a recognized University with 3 years experience in clerical work.</p> <p>Desirable: Knowledge of computer viz. MS-Office, internet is desirable.</p>
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.	:	<p>Promotion: Promotion from the post of LDC with minimum five (05) years regular service in LDC.</p> <p>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.</p>
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.

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

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
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1. Name of the Post : _____
2. Name of the Applicant (in BLOCK letters): _____
3. Father's / Husband's Name : _____
4. Date of Birth :

 Sex : _____
5. Age : DD MM YY
_____ 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)