

OIL INDUSTRY DEVELOPMENT BOARD

(A Statutory Body under Ministry of Petroleum & Natural Gas, Govt. of India)
OIDB Bhawan, Plot No.2, Sector-73, Noida-201301 (U.P.)
Phone: 0120-2594605 / 2594627 Fax: 0120-2594630

WALK-IN-INTERVIEW

Oil Industry Development Board (OIDB) intends to fill up the following posts on contract/outsourcing basis on a consolidated remuneration as shown against each post initially for a period of six months or till the joining of regular candidates, whichever is earlier:-

S. No.	Name of Post	Qualification/ Experience	No. of Posts	Remuneration (consolidated)	Interview on
1.	Accounts Officer	Graduate preferably with a Masters' Degree in Commerce. Should have minimum 8 years' experience of finalization of annual accounts, taxation matters, audits and inspections. Should have excellent knowledge of noting and drafting, working on computers viz. TALLY, MS-Word, Excel, PowerPoint, internet etc.	02	Rs.32,000/- per month	20.02.13
2.	Section Officer	Graduate with at least 3 years' experience in a supervisory capacity in the field of establishment, administration, etc. Should have excellent knowledge of noting and drafting, working on computers viz. MS-Word, Excel, PowerPoint, internet etc.	02	Rs.30,000/- per month	21.02.13
3.	Steno	Graduate with a minimum speed of 120 w.p.m. in shorthand and 40 w.p.m. in typing (English). Minimum 5 years' experience in the line in a reputed organization. Knowledge of computer viz. MS-Office, internet is essential.	01	Rs.20,000/- per month	22.02.13
4.	Assistant	Graduate with 5 years' experience in establishment and accounts work. Knowledge of computer viz. MS-Office, internet is essential.	01	Rs.20,000/- per month	25.02.13

In case of retired Government officers, the remuneration shall be decided based on the last pay drawn – pension + DA. Candidates possessing the above qualifications and experience may appear for Walk-in-Interview as indicated against each post along with original documents of educational qualifications, experience, proof of date of birth, proof of residence and two passport size photographs at the address mentioned above. Candidates who register themselves from 10.00 am to 12.00 noon on the prescribed proforma available in the office on the same day shall be allowed to appear for interview.