

Oil Industry Development Board Employees **(Recruitment) Regulations, 2011**

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 1986, 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, 2011 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 Bands/Grade Pays, age limit, educational and other qualifications, method of recruitment etc. for each post shall be such as is specified in the Schedule to these Regulations.

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) contract,
- d) deputation or foreign service from Govt./PSUs & autonomous bodies,
- e) Ad-hoc appointment

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/Deputation 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 concerned posts 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.

7. Promotion

The Board's employee shall be eligible for promotion to the next higher grade after completing minimum length of service in the lower grade 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, 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.

8. 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, OI DB for posts upto Group 'B' level and Chairman for Group 'A'.

9. 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.

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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.

**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 Band / Grade Pay	:	PB-4 / Rs.37400-67000 Grade Pay – Rs.8700/-
5.	Whether selection post or non-selection post	:	Selection Post
6.	Age limit for direct recruits	:	45 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. An officer of the Central Group 'A' Accounts Services like Indian Audit & Accounts Service etc. in the grade pay of Rs.7600 or more. OR Finance Officer of PSUs in Grade H in Schedule "A" Company. Desirable: Post Graduate in Financial Management/Chartered Accountant and Knowledge of computer.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	:	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 Dy. Chief Finance & Accounts Officer with five years regular service in the Grade Pay of Rs.7600/-. Deputation: Officers with 5 years regular service in Grade Pay of Rs.7600 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 AS&FA, MOP&NG as Chairman with JS(E), MOP&NG (OIDB Board Member) and Secretary, OIDB as members.
14.	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.	No. of Posts	:	2 (Two)
3.	Classification	:	Group 'A'
4.	Pay Band / Grade Pay	:	PB-3 / Rs.15600-39100 Grade Pay – Rs.7600/-
5.	Whether selection post or non-selection post	:	Selection Post
6.	Age limit for direct recruits	:	45 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 with at least 5 years of service in the grade pay of Rs.6600/- and having experience of finance, accounts, budgeting & financial control, or personnel & administration or building works & contract management in the office(s) of Central Government/ autonomous bodies.</p> <p>Desirable: Preference would be given to applicants having qualified SAS/Post Graduate in Financial Management/Chartered Accountant and Knowledge of computer.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	:	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 posts of Senior Accounts/Admn. Officer / Manager (P&A) / Manager (Estate) with five years regular service possessing educational qualifications and experience prescribed for direct recruits under column 8.</p> <p>Deputation: Officers with 5 years regular service in Grade Pay of Rs.6600 and possessing the educational qualifications and experience prescribed for direct recruits under column</p>

			8.
13.	If a DPC exists, what is its composition	:	DPC comprising Secretary, OIDB as Chairman with FA&CAO (OIDB) 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
Manager (Personnel & Administration)**

1.	Name of Post	:	Manager (Personnel & Administration)
2.	No. of Posts	:	1 (One)
3.	Classification	:	Group 'A'
4.	Pay Band / Grade Pay	:	PB-3 / Rs.15600-39100 Grade Pay – Rs.6600/-
5.	Whether selection post or non-selection post	:	Selection Post
6.	Age limit for direct recruits	:	45 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 Should have 6 years experience in the Grade Pay of Rs.4800 or more or 7 years in the Grade Pay of Rs.4600 in the Central Government / Public Sector/ Autonomous organizations.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	:	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 Officers with 6 years experience in the Grade Pay of Rs.4800 or more or 7 years regular service in Grade Pay of Rs.4600 (excluding Accounts Officer & Accountant) and possessing the educational qualifications and experience prescribed for direct recruits under Column 8. Deputation: Officers with 6 years experience in the Grade Pay of Rs.4800 or more or 7 years regular service in Grade Pay of Rs.4600

			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
Manager (Estate)**

1.	Name of Post	:	Manager (Estate)
2.	No. of Posts	:	1 (One)
3.	Classification	:	Group 'A'
4.	Pay Band / Grade Pay	:	PB-3 / Rs.15600-39100 Grade Pay – Rs.6600/-
5.	Whether selection post or non-selection post	:	Selection Post
6.	Age limit for direct recruits	:	45 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. Should have 6 years' experience in the Grade Pay of Rs.4800 or more or 7 years in the Grade Pay of Rs.4600 in the Central Government / Public Sector/Autonomous organizations with experience of procurement, contracts, civil works. Desirable: Knowledge of computer viz. MS-Office, internet is desirable.
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 Officers with 6 years' experience in the Grade Pay of Rs.4800 or more or 7 years regular service in the Grade Pay of Rs.4600 (excluding Accounts Officer & Accountant) and possessing the educational qualifications and experience as prescribed for direct recruits under Column 8.

			Deputation: Asst. Executive Engineer with at least 5 years of service in the Grade Pay of Rs.5400 or Executive Engineer in the Grade Pay of Rs.6600 in the Pay Band of Rs.15600-39100 in CPWD/PWD etc. or equivalent in the Central/State Government.
13.	If a DPC exists, what is its composition	:	DPC comprising Secretary, OIDB as Chairman with FA&CAO (OIDB) 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
Senior Accounts/Administrative Officer**

1.	Name of Post	:	Senior Accounts/Administrative Officer
2.	No. of Posts	:	1 (One)
3.	Classification	:	Group 'A'
4.	Pay Band / Grade Pay	:	PB-3 / Rs.15600-39100 Grade Pay – Rs.6600/-
5.	Whether selection post or non-selection post	:	Selection Post
6.	Age limit for direct recruits	:	45 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 preferably Post Graduate/MBA or equivalent. Should have 10 years experience of Subordinate Accounts Service, Financing, commercial budgeting, personnel & administration and financial control in the office(s) of the Central Government / Public Sector/ Autonomous organizations.</p> <p style="text-align: center;">OR</p> <p>Chartered Accountant/ICWA/MBA (Finance) with three years experience.</p> <p>Desirable: Preferably SAS passed Accountant with ten years of service Knowledge of computer.</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 Accounts Officer with either 6 years experience in the Grade Pay of Rs.4800 or total combined service of 7 years' as Accounts Officer in the Grade Pay of Rs.4800 & Accountant in the Grade Pay of Rs.4600.</p>

			<p>Deputation:</p> <p>Accounts Officers with 6 years experience in the Grade Pay of Rs.4800 or more or Section Officer with 7 years regular service in Grade Pay of Rs.4600 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 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
Accounts Officer**

1.	Name of Post	:	Accounts Officer
2.	No. of Posts	:	2 (Two)
3.	Classification	:	Group 'B'
4.	Pay Band / Grade Pay	:	PB-2 / Rs.9300-34800 Grade Pay – Rs.4800/-
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	:	<p>Essential: Graduate preferably with a Masters Degree in Commerce. Should have minimum 5 years experience of Subordinate Accounts Service as Accountant of Indian Audit & Accounts Department/Railways/Defense/P&T/ Controller General of Accounts.</p> <p>Desirable: Knowledge of computer and TALLY accounting software.</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 Accountant/Section Officer with two years' regular service with Grade Pay of Rs.4600 with finance background. Preference will be given to those having knowledge of TALLY accounting software.</p>

			Deputation: Accountants/Section Officers with 2 years service in the grade pay of Rs.4600 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
Section Officer**

1.	Name of Post	:	Section Officer
2.	No. of Posts	:	3 (Three)
3.	Classification	:	Group 'B'
4.	Pay Band / Grade Pay	:	PB-2 / Rs.9300-34800 Grade Pay – Rs.4600/-
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 Grade Pay of Rs.4200 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
Hindi Officer**

1.	Name of Post	:	Hindi Officer
2.	No. of Posts	:	1 (one)
3.	Classification	:	Group 'B'
4.	Pay Band / Grade Pay	:	PB-3 / Rs.15600-39100 Grade Pay – Rs.5400/-
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 of a recognized university with Hindi as elective subject, proficiency in translation from English to Hindi and vice versa and working experience of about 5 years. Desirable: Knowledge of computer and Hindi Software.
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 Assistant with 8 years regular service and possessing the educational qualifications and experience prescribed for direct recruits under column 8. Deputation: Assistants with 8 years' service in the grade pay of Rs.4200 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, OIDB as Chairman with FA&CAO (OIDB) 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
Accountant**

1.	Name of Post	:	Accountant
2.	No. of Posts	:	1 (one)
3.	Classification	:	Group 'B'
4.	Pay Band / Grade Pay	:	PB-2 / Rs.9300-34800 Grade Pay – Rs.4600/-
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	:	<p>Essential: Graduate preferably with a Masters Degree in Commerce. Should have knowledge of preparation & finalization of Annual Accounts manually as well as using TALLY accounting software with at least 5 years experience.</p> <p style="text-align: center;">OR</p> <p>Subordinate Accounts Service Accountant of Indian Audit & Accounts Department/ Railways/ Defence/ Posts & Telegraphs/ Controller General of Accounts with one year experience as qualified Accountant or Cost Accountant.</p> <p>Desirable: Knowledge of computer using Tally.</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 posts of Assistant/Stenographer Grade 'C' with 5 years' service in the Grade Pay of Rs.4200 and possessing the educational</p>

		<p>qualifications and experience prescribed for direct recruits under column 8.</p> <p>Deputation:</p> <p>Assistant/Stenographer Grade 'C' with 5 years' service in the Grade Pay of Rs.4200 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 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
Stenographer Grade 'B'**

1.	Name of Post	:	Stenographer Grade 'B'
2.	No. of Posts	:	4 (Four)
3.	Classification	:	Group 'B'
4.	Pay Band / Grade Pay	:	PB-2 / Rs.9300-34800 Grade Pay – Rs.4600/-
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 a minimum speed of 120 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 'C' with minimum 5 years regular service. Deputation: Stenographer Grade 'C' with 5 years' service in the Grade Pay of Rs.4200 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, OIDB as Chairman with FA&CAO (OIDB) 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
Stenographer Grade 'C'**

1.	Name of Post	:	Stenographer Grade 'C'
2.	No. of Posts	:	2 (Two)
3.	Classification	:	Group 'B'
4.	Pay Band / Grade Pay	:	PB-2 / Rs.9300-34800 Grade Pay – Rs.4200/-
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 10 years regular service. Deputation: Stenographer Grade 'D' with 10 years service in the Grade Pay of Rs.2400 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 'D'**

1.	Name of Post	:	Stenographer Grade 'D'
2.	No. of Posts	:	1 (One)
3.	Classification	:	Group 'C'
4.	Pay Band / Grade Pay	:	PB-1 / Rs.5200-20200 Grade Pay – Rs.2400/-
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 80 w.p.m. in shorthand and 40 w.p.m. in typing (English/Hindi). 3 years experience in the line in a Government/Public Sector/ Autonomous Organizations. Desirable: Knowledge of computer 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 direct recruitment/deputation.
12.	In case recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made.	:	Promotion: Promotion from the post of LDC with minimum 8 years regular service and having the requisite qualifications and speed in shorthand and typing. Deputation: LDC with 8 years' service in the Grade Pay of Rs.1900 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

Assistant

1.	Name of Post	:	Assistant
2.	No. of Posts	:	2 (Two)
3.	Classification	:	Group 'B'
4.	Pay Band / Grade Pay	:	PB-2 / Rs.9300-34800 Grade Pay – Rs.4200/-
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 10 years regular service. Deputation: UDC with 10 years' service in the Grade Pay of Rs.2400 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	:	2 (Two)
3.	Classification	:	Group 'C'
4.	Pay Band / Grade Pay	:	PB-1 / Rs.5200-20200 Grade Pay – Rs.2400/-
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 from a recognized University with 3 years experience in clerical work. Desirable: Knowledge of computer viz. MS-Office, internet is desirable.
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 LDC with 8 years regular service. Deputation: LDC with 8 years' service in the Grade Pay of Rs.1900 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
Lower Division Clerk**

1.	Name of Post	:	Lower Division Clerk (LDC)
2.	No. of Posts	:	3 (Three)
3.	Classification	:	Group 'C'
4.	Pay Band / Grade Pay	:	PB-1 / Rs.5200-20200 Grade Pay – Rs.1900/-
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: (i) Matriculation or equivalent qualification from a recognized Board. (ii) A typing speed of 30 w.p.m. in English. Desirable: (i) Knowledge of computer viz. MS-Office, internet. (ii) A typing speed of 25 w.p.m. in Hindi.
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.
11.	Method of recruitment – Whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	:	Direct recruitment through open advertisement on the basis of competitive examination to be conducted by OIBD.
12.	In case recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.	:	Not applicable.
13.	If a DPC exists, what is its composition	:	Not applicable.
14.	Circumstances in which UPSC is to be consulted in making recruitment	:	Not applicable.

**Recruitment Regulations for the post of
Staff Car Driver (Selection Grade)**

1.	Name of Post	:	Staff Car Driver (Selection Grade)
2.	No. of Posts	:	1 (One)
3.	Classification	:	Group 'C'
4.	Pay Band / Grade Pay	:	PB-1 / Rs.5200-20200 Grade Pay – Rs.2400/-
5.	Whether selection post or non-selection post	:	Non-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: (i) Possession of a valid driving licence for motor cars; (ii) Knowledge of motor mechanism. (iii) Experience of driving a motor car for at least 5 years; Desirable: Should be 8 th Class pass with working knowledge of Hindi and English.
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.
11.	Method of recruitment – Whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	:	Direct recruitment.
12.	In case recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made.	:	Not applicable.
13.	If a DPC exists, what is its composition	:	Not applicable.
14.	Circumstances in which UPSC is to be consulted in making recruitment	:	Not applicable.

