

Post-wise details of eligibility criteria

1.	Designation of the post	Section Officer
2.	Pay Band & Grade Pay	Rs.9300-34800 + Rs.4600 (PB-2)
3.	(i) Number of posts (sanctioned strength)/ and (ii) Number of posts proposed to be filled up	Three (3) Two (2)
4.	Brief description of functions of Posts proposed to be filled up in	Establishment & administration related matters / Estate matters / Accounts Matters
5.	Educational Qualifications and experience as prescribed in the OIDB Employees' (Recruitment) Regulations, 2011	<p><u>For Direct Recruits</u> 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.</p> <p><u>For Deputation</u> Assistants with 5 years' service in the Grade Pay of Rs.4200 and possessing the educational qualifications and experience as prescribed above for direct recruits.</p>
6.	Documents to be attached	<ol style="list-style-type: none"> 1. Date of Birth proof 2. Qualification certificates 3. Experience Certificates 4. In case of Govt employee, 5 years APARs along with vigilance clearance certificate and NOC.

1.	Designation of the post	Accountant
2.	Pay Band & Grade Pay	Rs.9300-34800 + GP Rs.4600 (PB-2)
3.	(i) Number of posts (sanctioned strength)/ and (ii) Number of posts proposed to be filled up	One (1) One (1)
4.	Brief description of functions of Posts proposed to be filled up in	Maintenance of books of Accounts, Investment in public sector banks, preparation of bank reconciliation statements, Cash management. Assistance to Accounts Officer in regard to finalization of annual accounts and budget estimates. Matters relating to income tax, sales, WCT etc. including filing of returns to respective departments.
5.	Educational Qualifications and experience as prescribed in the OIBD Employees' (Recruitment) Regulations, 2011	<p>For Direct Recruits</p> <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>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> <p>Deputation Assistant/Stenographer Grade 'C' with 5 years' service in the grade pay of Rs.4200 and possessing the educational qualifications and experience as prescribed above for direct recruits.</p>
6.	Documents to be attached	<ol style="list-style-type: none"> 1. Date of Birth proof 2. Qualification certificates 3. Experience Certificates 4. In case of Govt employee, 5 years APARs along with vigilance clearance certificate and NOC.

1.	Designation of the post	Stenographer Grade 'C'
2.	Pay Band & Grade Pay	Rs.9300-34800 + GP Rs.4200 (PB-2)
3.	(i) Number of posts (sanctioned strength)/ and (ii) Number of posts proposed to be filled up	Two (2) One (1)
4.	Brief description of functions of Posts proposed to be filled up in	All Secretarial duties
5.	Educational Qualifications and experience as prescribed in the OI DB Employees' (Recruitment) Regulations, 2011	<p>For Direct Recruits</p> <p>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.</p> <p>Desirable: Knowledge of computer viz. MS-Office, internet is essential.</p> <p>Deputation Stenographer Grade 'D' with 10 years' service in the Grade Pay of Rs.2400 and possessing the educational qualifications and experience as prescribed above for direct recruits.</p>
6.	Documents to be attached	<ol style="list-style-type: none"> 1. Date of Birth proof 2. Qualification certificates 3. Experience Certificates 4. In case of Govt employee, 5 years APARs along with vigilance clearance certificate and NOC.

1.	Designation of the post	Stenographer Grade 'D'
2.	Pay Band & Grade Pay	Rs.5200-20200 + GP Rs.2400 (PB-1)
3.	(i) Number of posts (sanctioned strength)/ and (ii) Number of posts proposed to be filled up	One (1) One (1)
4.	Brief description of functions of Posts proposed to be filled up in	All Secretarial duties
5.	Educational Qualifications and experience as prescribed in the OIBD Employees' (Recruitment) Regulations, 2011	<p>For Direct Recruits</p> <p>Essential: Graduate with a minimum speed of 80 w.p.m. in shorthand and 40 w.p.m. in typing (English/Hindi). Three years' experience in the line in a Government/Public Sector/ Autonomous Organizations.</p> <p>Desirable: Knowledge of computer is essential.</p> <p>Deputation LDC with 8 years' service in the Grade Pay of Rs.1900 and possessing the educational qualifications and experience as prescribed above for direct recruits.</p>
6.	Documents to be attached	<ol style="list-style-type: none"> 1. Date of Birth proof 2. Qualification certificates 3. Experience Certificates 4. In case of Govt employee, 5 years APARs along with vigilance clearance certificate and NOC.

1.	Designation of the post	Lower Division Clerk
2.	Pay Band & Grade Pay	Rs.5200-20200 + GP Rs.1900 (PB-1)
3.	(i) Number of posts (sanctioned strength)/ and (ii) Number of posts proposed to be filled up	Three (3) Three (3)
4.	Brief description of functions of Posts proposed to be filled up in	To provide assistance to the Section Officers/Accountant, preparation of notes and drafting of notes/letters, processing of proposals of loans/grants/Administration/Accounts/Estates Wings etc.
5.	Educational Qualifications and experience as prescribed in the OIDB Employees' (Recruitment) Regulations, 2011	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.
6.	Documents to be attached	1. Date of Birth proof 2. Qualification certificates 3. Experience Certificates 4. In case of Govt employee, 5 years APARs along with vigilance clearance certificate and NOC.

1.	Designation of the post	Staff Car Driver
2.	Pay Band & Grade Pay	Rs.5200-20200 + GP Rs.2400 (PB-1)
3.	(i) Number of posts (sanctioned strength)/ and (ii) Number of posts proposed to be filled up	One (1) One (1)
4.	Educational Qualifications and experience as prescribed in the OIDB Employees' (Recruitment) Regulations, 2011	<p><u>For Direct Recruits</u></p> <p>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;</p> <p>Desirable: Should be 8th Class pass with working knowledge of Hindi and English.</p>
5.	Documents to be attached	<ol style="list-style-type: none"> 1. Date of Birth proof 2. Qualification certificates 3. Experience Certificates 4. In case of Govt employee, 5 years APARs along with vigilance clearance certificate and NOC. 5. Copy of Appropriate Driving License