



HINDUSTAN PETROLEUM CORPORATION LIMITED

Regd. Office: 17, Jamshedji Tata Road, Mumbai - 400020.

CIN NO: L23201MH1952GOI00885

ABOUT US

Hindustan Petroleum Corporation Limited (HPCL) is a Navratna Central Public Sector Enterprise (CPSE) and a S&P Global Platts Top 250 Global Energy Company with a ranking of 58. HPCL has a strong presence in downstream hydrocarbon sector of the country with over 18% share in petroleum product marketing and also has business footprints across other energy verticals & various overseas geographies. During 2018-19, HPCL recorded gross sales of Rs. 2,95,713 Crore and Profit after Tax (PAT) of Rs. 6,029 Crore.

HPCL owns and operates refineries at Mumbai & Visakhapatnam with designed capacities of 7.5 Million Metric Tonnes Per Annum (MMTPA) & 8.3 MMTPA respectively. HPCL also owns the largest Lube Refinery in the country at Mumbai for producing Lube Oil Base Stock with a capacity of 428 TMTA. HPCL holds 48.99% equity stake in JV company, HPCL-Mittal Energy Limited (HMEL) which operates a 11.3 MMTPA capacity refinery at Bathinda (Punjab) and also has 16.96% equity stake in Mangalore Refinery and Petrochemicals Limited (MRPL) which operates a 15 MMTPA capacity refinery at Mangalore (Karnataka).

HPCL has the second largest petroleum product pipeline network in India with network length of 3,370 km and supplies petroleum products across the country through a vast marketing network consisting of 68 depots, 42 terminals, 49 LPG bottling plants, 43 aviation fuel stations, 6 lube blending plants, over 15,000 retail outlets, 270 lube distributorships and over 5,800 LPG distributorships.

HPCL invites talented & motivated Indian nationals looking for exciting career opportunities in energy sector and willing to contribute towards India's energy future by being part of our growth journey. Interested and eligible candidates can apply for the following vacancies ONLINE.

1. Important Dates

Commencement of online application: **19th Aug 2019**

Last date of online application: **16th Sep 2019**

2. Positions, Eligibility Criteria and Vacancy Snapshot

Sr No	Position	Grade	Vacancies	Max Age	Min Exp	PwBD Eligibility*
2.1	Project Engineer: Mechanical	E3	63	28	3	OL.HH.LV
2.2	Project Engineer: Civil	E3	18	28	3	OA.OL.HH
2.3	Project Engineer: Electrical	E3	25	28	3	OL.HH
2.4	Project Engineer: Instrumentation	E3	10	28	3	OL.HH
2.5	Refinery Engineer: Chemical	E3	10	28	3	OA.OL
2.6	Law Officer	E3	4	28	3	OL.BL.OAL.B.LV
2.7	Quality Control Officer	E1	20	30	2	OA.OL
2.8	Human Resource Officer	E3	8	30	3	OA.OL.BL.OAL.B.LV.HH
2.9	Fire & Safety Officer	E3	6	30	3	-

***Abbreviations Used:** PwBD= Persons with Benchmark Disabilities, OA= One Arm, OL= One Leg, LV=Low Vision, HH = Hearing Handicapped, BL= Both Legs, OAL= One Arm and Leg, B=Blind

Category wise vacancy distribution	SC	ST	OBCNC	EWS	UR
	29	16	31	17	71

3. Job & Eligibility Criteria Details

PROJECT ENGINEERS

Qualification: 4-year full time regular engineering course in Mechanical/Electrical/ Instrumentation/ Civil from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate of all semesters/years) for UR/OBCNC/EWS Candidates and 50% for SC/ST/PwBD candidates in Graduation, under the relevant engineering stream for which applied for.

Discipline	Prescribed Engineering Degree
Mechanical	Mechanical, Mechanical & Production
Civil	Civil
Electrical	Electrical, Electrical & Electronics
Instrumentation	Instrumentation, Instrumentation & Control, Electronics & Instrumentation, Instrumentation & Electronics, Instrumentation & Process Control

Experience: 3 years of post-qualification relevant work experience in Supervisory role/Executive category at Project sites at Petroleum/ Refining/ Petrochemical/ Chemical/ Fertilizer / Steel/ Power / Infrastructure sector or Project Service Providers like Project Management Consultants / LSTK Contractors related to the above Sectors.

Note: Project Service provider would mean the EPMC consultants handling single job of project worth of more than Rs 25 crore and EPC / LSTK consultants / contractors handling single job of project worth of more than Rs 50 crore, which has been in operation for past 5 years. Last published Balance Sheet under self-certification maybe asked as and when required.

2.1 MECHANICAL:

Minimum 3 Years relevant experience in any one or more of the following fields:

- Experience of designing of piping, stress analysis, pressure vessels, heat exchanger, make/review detailed fabrication drawings, isometrics, 3-D Models etc. using various mechanical design software.
- Experience in project execution including understanding specifications, engineering drawings, basic design aspects, quality requirements during construction, erection schemes, various construction equipment, and co-ordination with PMC/LSTK vendor, work measurements and certification, progress measurement, safety/statutory requirements etc.
- Experience in contract management including planning, monitoring, engineering/ document control, procurement control, resource control, expediting, billing, etc.
- Experience in construction management including job & resource planning, quality control, safety, site supervision, structural/ fabrication / erection works like gantry, tank fabrication, pipeline fabrication, Pre-engineered structures, bridges etc. and structural retrofitting works etc.

In addition to above experience the candidate shall be familiar of applicable codes, standards, metallurgy, quality requirements, statutory/safety requirements /guidelines during design, procurement and construction etc.

2.2 CIVIL

Minimum 3 Years relevant experience in any one or more of the following fields:

- Execution of Real Estate Projects / Industrial civil structures like equipment foundations, high rise columns, substation and control room, deep foundation & sumps, equipment foundations, pipe racks, control rooms, substations, office buildings, roads, underground piping, precast concrete works, pipe racks etc.
- Experience of project execution including understanding of specifications, engineering drawings, basic design aspects, quality requirement during construction, carried out final checks.
- Fabrication and erection of structures, erection of boiler structure, pressure parts, piping, coalbunker, gas/steam turbine and generator, static & rotary equipment, cooling towers, chimneys and other balance of plant equipment for coal-based / combined cycle power plants.

In addition to above experience the candidate shall have knowledge of IS codes for lapping length of rebars, concrete workability & formwork. Piling, civil works for foundations, buildings including finishing works. He shall be Well conversant with guidelines & other statutory safety requirements/guidelines, Quantity / Cost estimation for civil scope of works involved and should have coordinated with various Project sites for Progress Monitoring & timely completion. Candidate should be familiar with reconciliation statements, measurements, monthly bills based on measurements for Contractors / Sub-Contractors.

2.3 ELECTRICAL

Minimum 3 Years relevant experience in any one or more of the following fields:

- Basic system design, equipment specifications, Engineering for Procurement & Construction, technical evaluation of bids, review of vendor drawing & data
- Experience in erection / installation, Testing & commissioning including troubleshooting of HT & LT power distribution system, equipment like HT/LT motors, substation equipment, start-up devices like VFDs, auto transformers, relay settings and relay coordination, GIS, earthing, lighting, area classifications, flameproof equipment, CPP generation, transformers, switchgears, UPS, cables, industrial illumination system, HVAC, Fire Alarm & Communication

In addition to above experience the candidate shall be well conversant with relevant electrical codes / Rules / guidelines / other statutory safety requirements / guidelines, Analysis of individual equipment performance, Preparation of SLDs and Equipment data sheets for new improvement schemes.

2.4 INSTRUMENTATION:

Minimum 3 Years relevant experience in any one or more of the following fields:

Experience of instrumentation project execution including making specifications, understanding design aspects, review offers, review technical drawings/documents, construction supervision, pre commissioning checks, commissioning, trouble shooting, coordination with OEMs etc., for execution

Experience of installation & commissioning / repair & maintenance of PLC / DCS systems with or without Emergency features, all kind of Smart, Non Smart, and Foundation Field bus based Field instruments, Control Valves/On-Off Valves and Analyzers, Shutdown System (Honeywell, Yokogawa, Emerson, ABB, Siemens, GE Fanuc, AB Etc.), Control System Networking etc. including calibration of instruments

In addition to above, candidate shall be familiar with Specifications, Interlocks, Cause Effect diagrams, Trip Logics, Cable Schedule, Loop / Wiring Diagrams etc., Preparation / Review of technical specifications, P&IDs and PFDs.

2.5 REFINERY ENGINEER: CHEMICAL

Qualification: 4 years' full time regular BE/BTech in Chemical Engineering (Chemical, Petrochemical, Petroleum Refining & Petrochemical, Petroleum Refining) from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate marks of all semesters) for UR/OBCNC/EWS candidates, relaxed to 50% (aggregate marks of all semesters) for SC/ST/PwBD candidates

Experience: Minimum 3 years' experience in Operations/Process in a Large Petrochemical plant or a Major Petrochemical Unit within a petroleum refinery (having turnover of Rs. 500 crores or more) in the areas of

- Handling normal operations, plant start up and shutdowns
- Operations of large compressors / blowers / pumps / furnaces/ incinerators
- Handling chilled water/refrigeration systems
- Trouble shooting of unit operation, commissioning of units
- Control systems and with a thorough knowledge and understanding of the P&ID/PFDs
- Process safety & safety standards
- Storage and handling of petrochemicals in specially designed storage tanks
- Process optimization and troubleshooting of process units related issues
- Petrochemicals dispatch in Tankers/Iso Containers and drums including drumming operations
- Hazop and risk analysis and design standards / guidelines
- Process specifications of equipment like columns, vessels, furnaces / burners, heat exchangers, pumps, compressors, measuring and control instruments, heat-mass balance, piping, safety / statutory requirements etc.
- Pre-commissioning checks, commissioning assistance

The experience has to be in the supervisor / executive capacity only. Candidates with experience in other process industries than those mentioned will not be considered.

Roles & Responsibilities:

The job involves working in three shifts as a field supervisor or control panel (DCS) supervisor in process plants, utility section and tank farm management.

- Responsible for safe operation of plant
- Lead a team of technicians
- Handle plant start up/shut downs and emergency issues.
- Trouble shooting and resolving operational issues, etc.

2.6 LAW OFFICER

Qualification:

3-year full time course in law after graduation or 5 year course in law after 12th Standard from AICTE approved / UGC recognized University/Deemed University. Candidates scoring minimum 60% in aggregate of all the semesters/years (55% for SC, ST & PwBD candidates) in the qualifying degree (as applicable) are only eligible to apply. Qualification should be obtained only through full time regular course from a recognized University/Institute.

Experience:

Minimum of three years' experience as a practicing Advocate or working in a reputed Law Firm or Company. For practicing Advocates, the experience must be after enrolment in the Bar Association and for working candidates, it must be post qualification.

Experience should preferably relate to drafting Agreements, preparing Court/Arbitration papers, briefing Counsel, etc. substantially covering the law relating to Contracts, Sale of Goods, Transfer of Property, Intellectual Property and Consumer Protection.

Candidates should possess excellent written/verbal communication skills. Proficiency in reading and writing in any one or more Scheduled language (as per Constitution) in addition to English and Hindi is preferred.

NOTE: Candidates are required to submit an experience certificate from the organization in which they are/were working. In case of practicing advocate, the certificate should be from the State Bar Council or a Senior Advocate or a Law Firm, accompanied with a copy of the enrolment certificate with the Bar Council. Only the full-time work experience will be considered from the date of registration with Bar Council and/or date of joining in employment, as applicable. Internships during continuation of LLB program will not be considered as experience.

Roles & Responsibilities:

Draft and finalize pleadings, agreements, various deeds & documents and add value to all legal matters. Develop the strategy for filing and defending cases. Provide sound legal opinion/advice and respond to queries quickly. Ensure that all cases are filed/defended well within the limitation period and there is timely submission of all pleadings and documents. Improve domain skills and share knowledge and information with team members. Keep updated on recent trends in the legal front. Handle Arbitration cases, verify title documents, conduct reviews and training.

2.7 QUALITY CONTROL OFFICER

Qualification:

Two-year full time regular M.Sc. in Chemistry (Analytical/ Physical/ Organic/ Inorganic) from AICTE approved / UGC recognized University / Deemed University. Candidates (belonging to UR, EWS and OBCNC category) should have secured minimum 60% marks (aggregate marks of all semesters) in qualifying degree examinations, relaxed to 50% (aggregate marks of all semesters) for SC/ST/PwBD candidate.

Experience:

Minimum 2 years post qualification relevant experience in a chemical testing laboratory on testing/ analysis/ R&D/ Quality Control etc. Experience in testing of Petroleum Products will be an added advantage. (Fuel, Lube, Grease etc) and the candidate should be conversant with relevant IS, ASTM, ISO and IP test methods and product standards.

Roles & Responsibilities:

Stationary Lab (job responsibilities will include but not limited to):

1. Officer shall have to perform various scientific analysis as per prevalent national/ international standards to evaluate the quality of petroleum raw material, in Process material, and finished goods and ensure compliance to the established standards in a Quality Control Lab. Officer also would be required to maintain the Laboratory 's Quality System, handle laboratory administrative duties, carry out activities in petroleum QC laboratories and also required to promote good customer relation with stakeholders.

2. Indicative list of jobs including but not limited to following: -

- a) Knowledge on BIS/IP/ISO/ASTM test methods and specification for Testing of Petroleum and Petroleum Product and Testing of Aviation/ Non –Aviation Petroleum Fuels/ Bio-fuels/ lubricants (Finished/used)/ greases & additives sample as per specification requirements and Lubes packaging material testing etc. as per national and international test methods and specifications and release of test reports.
- b) Furnishing quality certificates of finished products & raw materials.
- c) Ensuring function of manual and automatic laboratory equipment's, maintenance of records of preventive and breakdown maintenance and processing of their AMCs.
- d) Verification/ calibration of Hydrometer/ Thermometers/ Pressure- gauges, Viscometers etc., preparation of certificates and calibration of laboratory equipment's (internal/ external) and maintaining calibration schedule.
- e) Preparing laboratory reagents for chemical testing as per test methods.
- f) Keeping of inventory stock-cards of laboratory equipment's, chemical and glassware in the lab and their replenishment from time to time based on minimum inventory level (MIL).
- g) Operation of mobile laboratories for sample testing as the industry retail outlets. This will involve travelling to upcountry locations for inspection/testing.
- h) Maintenance of excellent level of safety, maintenance & housekeeping at all times on static and mobile laboratories.
- i) Preparation of MIS data on lab activities and furnishing the same to the controlling officers.
- j) Interface with petroleum refinery/ Petroleum / Bulk fuel terminals/ Aviation Fuel Terminals/ Lube & grease plant operations including synthetic lube plants operations/ quality assurance aspects related to fuels/lubes/ storage/ transportation by pipe lines/ tankers/ tank wagons/ road tankers, storage/ dispensing at retail outlets, water and waste water quality management. Technical services etc. for quality assurance.
- k) Conceptualizing and implementing appropriate quality management Systems in the lab i.e. NABL/ ISO/ DGCA/ DGAQA etc.
- l) Trouble shooting rendering technical assistance to process/ production/ various functions.
- m) Following guidelines form DGCA, DGCAQA, DG Shipping and MOP& NG issued from time to time.
- n) Development statistical technique for representation of testing data from laboratories. Facilitate proactive solutions by testing & analyzing quality data
- o) Quality related training to stake holders

Mobile Lab (Job responsibilities will include but not limited to):

- a) Carry out quality and quantity checks of Petroleum products at retail outlets of our Corporation or Industry, as per requirement, in line with BIS standards.
- b) Operate the mobile lab equipped with various portable lab equipment and ensure maintenance and upkeep of the equipment in good working condition.
- c) Travel within assigned geographical area to carry out onsite analysis of petroleum products at retail outlets.
- d) Ensure statutory approvals for the vehicle as per State/Central Govt. rules and regulations.
- e) Conduct audits at our retail outlets on SOP, Club HP, safety etc. and review sales, MDG and carry out any other specific activity assigned to him by the Corporation from time to time.

2.8 HR OFFICER

Qualification:

Two-year full time, Post graduate Degree /Equivalent course in HR /Personnel Management / Industrial Relations/Psychology or Masters in Business Administration (MBA) with specialization in HR/Personnel Management from AICTE approved / UGC recognized institute / university. Candidates (belonging to UR, EWS and OBCNC category) should have secured minimum 60% marks (aggregate marks of all semesters) in qualifying degree examinations, relaxed to 50% (aggregate marks of all semesters) for SC/ST/PwBD candidate.

Experience:

Minimum 3 years' experience in HR roles in any of the below:

- Handling end to end recruitment of candidates in a talent acquisition profile
- Formulating of HR policies and implementation
- Knowledge of HR technology tools, Process and systems, HR analytics, knowledge of ERP systems
- Managing employee relations, knowledge of Industrial and Labour Laws and Contract Labour Management
- Learning and development plan in identifying and analyzing training needs of the organization and e-learning techniques/platforms
- Managing PMS and Talent Management system
- Roster Maintenance, reservation management of employees
- Organizational Development Initiatives
- Handling Disciplinary matters

2.9 FIRE & SAFETY OFFICER

Educational Qualifications: Full time regular BE/ B Tech in Fire Engineering or Fire & Safety Engineering from AICTE approved / UGC recognized University / Deemed University. Candidates (belonging to UR, EWS and OBCNC category) should have secured minimum 60% marks (aggregate marks of all semesters) in qualifying degree examinations, relaxed to 50% (aggregate marks of all semesters) for SC/ST candidate.

Preferable:

- a. Full time regular BE/ B Tech in Fire Engineering or Fire & Safety Engineering from AICTE approved / UGC recognized University / Deemed University. Candidates (belonging to UR, EWS and OBCNC category) should have secured minimum 60% marks (aggregate marks of all semesters) in qualifying degree examinations, relaxed to 50% (aggregate marks of all semesters) for SC/ST candidate and possesses a full time Diploma or Certificate in industrial safety or equivalent of duration not less than one year awarded by any University incorporated under the Central or State legislations or Department of Technical Education or Board of Technical Education of any State /Government of India or from Regional Labor Institute or Central Labour Institute
- b. Adequate knowledge of local language i.e. Marathi (Mumbai Refinery) or Telegu (Visakhapatnam Refinery)

Experience:

Post qualification and 3 years' relevant experience in Fire Fighting operations & system maintenance, operation of firefighting vehicles, handling safety related jobs like investigation analysis, safety inspection, job safety analysis, shutdown safety, construction safety, conducting safety meetings/ audits, conducting mock-drills, fire & safety training in an Oil & Gas, Exploration, Pharmaceutical, Fertilizer, Chemical, Steel Industry or Airport Operators.

Physical Fitness Criteria (Minimum): For Male- Height: 165 CM, Weight: 50 Kg, Chest: Normal: 81 CM, Expanded: 86.5 CM, For Female - Height: 157 CM, Weight: 46 Kg

Eyesight normal (6/6 in both the eyes; without glasses), colour vision normal and Free from -- Vertigo problem, disease of heart/lungs/kidney, abnormal blood pressure, Knock Knee, Flat Feet, Squint eye and stammering. Candidate must be in good mental and bodily health and free from any physical defect.

Job Description:

Fire Division Related Jobs:

- F&S Shift In-Charge handling shift duties independently and leading the fire crew in shifts.
- Participating and leading the fire crew in handling emergencies as per Emergency Response & Disaster management Plan (ERDMP)
- Ensuring upkeep of fire vehicles, fire protection systems, fire & safety equipment by periodically checking /testing of the same and maintaining records of each equipment/system.
- Conducting spot training at various sites in refinery on fire and safety equipment and systems.
- Conducting and participating in Mock drills and various fire drills for fire crew in shifts etc. and preparing report
- Periodic checking of fire extinguishers, safety showers, PPE boxes, windsocks in plants, fire alarm and gas detection systems in buildings, plants, other refinery areas
- Periodic inspection of all plants and offsite areas for identifying fire and safety related issues and Maintain records of all inspections, testing's, history cards of fire vehicles, fire extinguishers etc.
- Leading and participating in Mutual Aid Emergencies in other industries as per message received from civil authorities, industry members.
- Scheduling and Conducting live firefighting and safety training to refinery and contractor employees
- Surprise checks on road safety issues, work permits

Safety Division Related Jobs:

- Carrying out safety inspections and Job safety analysis and releasing report
- Monitoring and ensuring safety compliance in various jobs being executed in refinery.
- Checking and corrections of safety violations in work permits being issued for various kind of jobs in refinery
- Checking and certification of scaffoldings and tagging of contractor equipment as per requirement
- Conducting safety induction training for refinery, contractor, visitors, apprentices etc. as required
- Handling portable gas detectors for checking gas presence in plants, other areas as required.
- Advise other departments on Fire & Safety issues
- Planning & conducting Safety Promotional Activities. Carrying out Safety Promotional Activities during normal working days and during Fire Services Week and safety Week.

- Carrying out incident investigations
- Generating Daily, weekly and monthly MIS
- Review of OISD, BIS, and other standards pertaining to Fire and safety and developing specifications for procurement of the same.
- Participating in Internal safety Audits, PESO, Factory Dept Inspections, External safety Audits etc

4. EMOLUMENTS

Grade	Basic Salary	Approx CTC	The CTC mentioned has been calculated at minimum base level of pay grade and includes Basic Pay, Retiral Benefits, Dearness Allowance, HRA and Cafeteria Allowance. This also includes Performance Related Pay (PRP) at maximum as per the Corporation's policy. CTC is for candidates posted in metro cities and may vary for other locations. Retiral Benefits like Post Retiral Medical Benefit is payable only on separation from the services of the Corporation after attaining the age of superannuation and after completing minimum 15 years of service in the Corporation (resignation/ termination not included) of the employee.
E1	₹40000- ₹140000	11.76 lakhs	
E3	₹60000- ₹180000	17.64 lakhs	

Retention Amount: An amount of Rs. 5000/- per month will be deducted as retention amount from the total emoluments for first six months during the period of training or probation (as the case may be). The amount will be refunded to the officers only after their confirmation. The retention amount will be forfeited; in case the employee leaves the Corporation or on termination of service before the confirmation.

5. ELIGIBILITY CRITERIA

The last date for reckoning age and all other eligibility criteria will be considered as of **19th August 2019**.

6. PLACEMENT / POSTING

Posting/ Assignment can be in any SBUs/Division/Department of the Corporation at any place in the country and the services thereafter will be transferable as per the requirement of the Corporation. These positions may involve working in shift duties including night shifts. Selected candidates may also be posted / assigned to any of the subsidiaries/Joint Ventures or any department of Government of India in India or abroad.

7. SHORTLISTING AND SELECTION PROCESS

The selection process may comprise of various shortlisting tools like written test, interview, group task, moot court (only for law officers) etc. Candidates fulfilling all the eligibility criteria, will be called for appearing in Written Test (objective type with no negative marking, comprising of two parts, **I. General Aptitude** consisting of Intellectual Potential test, testing Logical Reasoning & Data interpretation, Quantitative Aptitude test & test of English Language, **II. Technical / Professional Knowledge** comprising of questions related to Qualifying degree / Educational background required for the position applied for). Candidates qualifying in the Written Test will be called for Group Task (based on scrutiny of the application and/or resume as submitted in the online application) in order of the category-wise and discipline-wise merit list of the Written Test **in a predetermined ratio**.

Only candidates who qualify in the Group Task will proceed for the Personal Interview. **Candidates must secure minimum qualifying marks in each stage, Written Test, Group Task and Personal Interview and also secure minimum qualifying marks w.r.t. combined scores of Written Test + Group Task +Moot Court (only for law officers)+Personal Interviews to be further considered for selection process.** A category & discipline-wise merit list will be drawn for all the candidates who qualify in **Written Test + Group Task +Moot Court (only for law officers) +Personal Interviews +Work Experience** & offer of appointment would be as per the vacancies available category & discipline-wise. Candidates belonging to SC /ST / OBC-NC & PwBD would be assessed under relaxed standards during personal interviews.

The selected officers will be on Probation for 1 year from the Date of Joining.

8. FORMAT OF CBT

Format of the Computer Based Exam will be as follows:

- The test paper shall have subjective and/or objective questions with no negative marking

- b. Candidates have to choose one city as test centre. No change of test centre will be allowed later. However, HPCL management reserves the right to change any of the test centres at its discretion and also add or reduce the number of test cities/centres.

9. PRE-EMPLOYMENT MEDICAL EXAM

Appointment to the above posts will be subject to the candidate being medically fit as per the standards prescribed for the post by the Company. Shortlisted candidates shall be required to get their Pre-Employment Medical Examination done in HPCL nominated empanelled hospitals. Reference for a medical examination does not mean final selection.

10. CONCESSIONS & RELAXATIONS

- a. Reservation of posts for SC, ST, OBC-NC, EWS and PwBD (Persons with benchmarked disabilities –with degree of disability 40% or above) are as per Government Directives.
- b. Candidates seeking reservation as SC/ST/OBC-NC, shall have to produce a certificate in the prescribed proforma (the format can be downloaded from our website <https://hindustanpetroleum.com/hpcareers/Downloads>) ONLY, meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognised as SC/ST/OBCNC and the Village/Town the candidate is ordinarily a resident of. They must also ensure that the name of their caste/community and its spelling in their caste/community certificate should be exactly as mentioned in the lists notified by the central government from time to time (for OBCNC category list of castes recognized by the Govt. of India as OBC castes in the central list is available on the site <http://www.ncbc.nic.in>, for ST category the list of castes for each state is available on the site www.ncst.nic.in and for SC category the list of castes for each state is available on the site <http://www.socialjustice.nic.in>). A certificate containing any variation in the caste name will not be accepted. Further the OBC certificate should also clearly indicate that the candidate does not belong to creamy layer as defined by the Government of India for applying to posts and services under the Central Government.
- c. The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.
- d. A person who wants to avail the benefit of PwBD reservation will have to submit a disability certificate issued by a Competent Authority as prescribed in RPwBD Act, 2016. Further to this, according to Notification No: 16-15/2010 DD.111 DT.29/07/2013 by Ministry of Social Justice & Empowerment, list of positions/disciplines in which PwBD candidates are eligible to apply for this recruitment drive are given against the vacancies. Appointment in these vacancies will be offered to PwBD candidates after considering the nature of duties & responsibilities of the job, location, hazard, strain & other factors, also considering that the condition is not likely to interfere with the performance of duties of the post with reasonable efficiency and without possible deterioration of his/her health. The final appointment would be based on candidate's medical fitness with respect to job profile of the identified post.
- e. For availing EWS reservation the conditions and format of the certificate will be followed as per DOPT Office Memorandum No. 36039/1/2019 – Estt (Res) dated 31/01/2019.
- f. Maximum age limit is relaxed by 5 years for SC & ST, 3 years for OBC-NC, 10 years for PwBD (UR), 13 years for PwBD (OBC-NC) and 15 years for PwBD (SC/ST) candidates.
- g. Maximum age limit is relaxed by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.
- h. The OBC candidates who belong to “Creamy Layer” are not entitled for concession admissible to OBC-NC candidates and such candidates will have to indicate their category as Unreserved (UR)
- i. Further the OBC-NC candidates will have to give a self-undertaking, at the time of Personal Interviews in terms of DOPT memo No. 36012/22/93-Extt. (SCT) dt. 08.09.1993 if called for, indicating that they belong to OBC-Non Creamy Layer.
- j. Relaxed standards in assessment/selection, computer based test, Group Task, Personal Interview and overall (Test, Group Task and Personal Interview as applicable) will be applied for SC, ST, OBC-NC, PwBD candidates.
- k. If the SC/ST/OBC-NC/PwBD certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.
- l. Any request for change in Category (UR/SC/ST/OBC-NC/ EWS/PwBD) once filled in the online application form, will not be considered and accordingly concession/relaxation applicable will not be extended.

- m. The Apprentices who had successfully completed the period of apprenticeship training in the Corporation would be accorded relaxation/ preference in the Recruitment norms. Such relaxation would be accorded in two stages i.e. (i) with regard to relaxation in age while computing the eligibility of a candidate (Graduate Apprentice Trainee) to the extent of the period for which the concerned applicant Graduate Apprentice Trainee had undergone Graduate Apprenticeship training in any of the Corporation's establishment, not exceeding one year and (ii) according additional 5% of the marks, such apprentice secures in the Computer Based Test (CBT), and reckoning such grace marks along with the marks secured by the candidates in the CBT exam for the purpose of shortlisting of the candidates for subsequent stage of selection. It is clarified that mere successful completion of Apprenticeship Training in the Corporation would not accord any right of recruitment / selection, except the relaxation mentioned above.

11. APPLICATION PROCESS

- a. Online Application will be accepted from 10:00 hrs on 19th Aug 2019 till 11:59 hrs on 16th Sep 2019
Candidates are requested to read the complete instructions hereunder before proceeding to the application form.
- b. STEP 1: Read all the instructions given in the advertisement carefully.
Candidate should keep scan copy of Passport size photo (in jpg / jif format less than 50 kb) ready before filling online application form.
(Candidates uploading any image other than their passport size photo will not be shortlisted)
- c. STEP 2: Fill in the online form with all the relevant details. Upload Scan copy of your latest passport size photograph along with the online application form.
- d. STEP 3: Click Submit. You will get a system generated 12 Digit Application No. Please note that this Application No. is important and will be required for all future references throughout the selection process. Take Printout of the Online Application Form and preserve it for future reference.
Candidates will be required to submit documentary evidence of eligibility during the course of the shortlisting/selection process. Any mismatch in name, qualification, other criteria's of documents from the data given in application form will lead to disqualification at any stage.

12. APPLICATION FEES

- a. The application fees are applicable to all positions.
- b. SC, ST & PwBD candidates are exempted from payment of application fee.
- c. UR, OBCNC and EWS candidates are required to pay a Non-Refundable Amount of **₹590/-** + payment gateway charges if any (Application fee of ₹500/- + GST@18% of ₹90/- + payment gateway charges if applicable).
- d. Payment Mode: Debit / Credit card: On paying application fee online by using Debit / Credit card, the payment status will automatically change to **"Payment Received"**, immediately on successful receipt of fees. In case the payment status does not change immediately, candidates are required to re-try payment through Debit/ Credit card.
- e. All the candidates must ensure that the payment status is "Payment Received" as the transaction will be considered "incomplete" in case of any other payment status. Once the payment is done, candidates are required to take print of acknowledgment of payment and preserve the same for future reference.
- f. No other mode of payment than those mentioned above will be accepted.
- g. Application fee once paid will not be refunded under any circumstances. Candidates are also requested to remit fee only through on-line payment through debit /credit cards since amount once remitted is not refundable.

13. GENERAL INSTRUCTIONS

- a. Only Indian Nationals are eligible to apply.
- b. Before applying, candidates should ensure that they fulfil the eligibility criteria for the post.
- c. Queries can be emailed at careers@hpcl.in. keeping the Position as the subject of the mail.
- d. Mere issue of Admit card/Interview call letter will not imply acceptance of candidature
- e. Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the qualifying subjects in all the semester(s)/year(s) by aggregating maximum marks. The fraction of percentage so arrived will be ignored i.e. 49.99% will be treated as less than 50%.

- f. Candidates are not required to send printout of application or any other documents in hard copy to HPCL. Admit Card for computer based test, Specimen Questions, Interview Call Letters, etc. will not be sent to candidates in hard copy. Candidates will be required to download the same from HPCL website.
- g. In case of Internal candidates, please note that the finally selected candidates will have to resign from the services of the Corporation and re-join the services as fresh employees on probation. Regarding transfer of leaves, PF, Gratuity etc., these cases would be treated on par with candidates joining from other PSUs.
- h. The total number of vacancies and the reserved vacancies is provisional and may vary according to the actual requirements.
- i. All the candidates are requested to remain updated at each step of the selection process by visiting our website www.hindustanpetroleum.com. Candidates may please note that personal calls and/or interaction with any of the HPCL's officials during recruitment drive is discouraged, except when absolutely necessary.
- j. HPCL will not be responsible for any loss/ non-delivery of email/admit card sent/ any other communication sent, due to invalid/wrong email id or contact number.
- k. All the qualifications should be full time regular course/s from AICTE approved / UGC recognized University/Deemed University. The courses offered by Autonomous Institutions should be equivalent to the relevant courses approved / recognized by Association of Indian Universities (AIU)/UGC/AICTE).
- l. Wherever CGPA/OGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University/Institute. Please also obtain a certificate to this effect from University / Institute which shall be required at the time of interview.
- m. Number of vacancies may increase/decrease at the discretion of the Corporation.
- n. The Corporation also reserves the right to cancel / restrict/ curtail/ enlarge the recruitment process and/or the selection process thereunder without any further notice and without assigning any reasons.
- o. The written test (CBT) for all the above positions is to be conducted on the same day.
- p. HPCL reserves the right not to fill any of the above posts advertised at any stage of selection.
- q. Applications with incomplete / wrong particulars or not in the prescribed format will not be considered. The email id provided in online application should remain valid for at least one year. Candidates must use proper e-mail ids created in their names. Applications with pseudo / fake email ids will attract appropriate action under the law.
- r. Candidates are advised to submit only one application. In case of multiple applications from a candidate, the latest one shall be considered as final and the older applications shall be rejected without any notice.
- s. Candidates presently employed in Government Departments / PSU's / Autonomous Bodies owned by the Government, should submit their application through proper channel. They must produce No Objection Certificate at the time of interview, failing which they will not be allowed to appear for the interview and their candidature will not be entertained.
- t. Candidates must be in possession of all applicable Degree Certificates and mark sheets at the time of application
- u. All the details given in the submitted online form will be treated as final and no changes will be entertained.
- v. All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying. No enquiry asking for advice as to eligibility will be entertained.
- w. In the event of non-receipt of application & processing fee from candidates for reasons whatsoever, his / her candidature will stand cancelled and no further communication on the same will be entertained.
- x. Reimbursement of 2nd class rail fare by the shortest route to examination Centre is admissible for outstation SC, ST & PwBD candidates appearing for written test, provided the distance travelled is not less than 30 km. (Candidates opting for examination Centre other than the Centre nearest from mailing address will not be reimbursed travel fare). The candidates will be required to fill in the Travel Allowance (TA) Form as detailed on HPCL website and submit it along with Travel Proof for travel undertaken. This reimbursement is not applicable to candidates who are already in Central/State Government Services/PSUs.
- y. Admit card for written test is to be downloaded from the website has to be duly signed by the candidate and photograph affixed and is required to be produced at the time of written test.

Furnishing of wrong/false information will lead to disqualification and HPCL will not be responsible for any of the consequences of furnishing such wrong/false information. Since all the applications will be screened without documentary evidence, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong information or is found ineligible with respect to any of the eligibility parameters, his/her candidature will be rejected. If any of the above discrepancies w.r.t. to eligibility

parameters, furnishing of wrong intimation and or suppressing of any material fact is detected / noticed even after appointment, his/her services will be liable for termination without any further notice. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.

Court of jurisdiction for any dispute will be at Mumbai.

Any further corrigendum / addendum would be uploaded only on our website www.hindustanpetroleum.com.