

HPCL BIOFUELS LIMITED

(A wholly owned subsidiary company of Hindustan Petroleum Corporation Limited)

HPCL Biofuels Limited (A wholly owned subsidiary company of Hindustan Petroleum Corporation Limited) has acquired two Sugar Units situated at Sugauli Village, East Champaran District and at Lauriya Village, West Champaran District in the State of Bihar and now is in the process of establishing Sugar/Ethanol and Power Plant at the above locations. Applications are invited for employment at above plants in East and West Champaran Districts of Bihar.

Both these Plants are expected to commence commercial production in November 2010. In order to meet the production plan requirement the following personnel are required on urgent basis as per details given below:

Position	Number of positions	Qualification	Experience	Salary PA In Lakhs (Inclusive of all)	Reservation			Max. Age limit as of 01.11.09
					UR	SC	OBC	
Cane Manager	2	MSc in Agriculture	Min. 10 Years experience in Cane Department in Sugar Industry	4.5 to 6	2	-	-	45 yrs
Dy. Cane Manager Operations/ Dev./Trg/ Nursary/ Biomass)	6	Bsc in Agriculture	Min. 8 Years experience in Cane Department in Sugar Industry	3 to 4	5	-	1	40 yrs
Cane Officer (Zonal/ Biomass/ Dev,Trg, Nursary)	10	Bsc in Agriculture	Min. 4 Years experience in Cane Department in Sugar Industry	1.8 to 2.5	7	1	2	28 yrs
Asst. Cane Officer (Zonal) (Operations)	6	Bsc in Agriculture	Min. 2 Years experience in Cane Department (Operations) in Sugar Industry	1.44 to 1.80	4	1	1	28 yrs
Company Secretary	1	ACS	Min. 5 Years experience in the relevant field	1.8 to 2.5	1	-	-	30 yrs
Payroll/ Account Officer	1	Graduate with PG in Finance	Min. 2 Years experience in the Salary/ Payroll Administration	1.44 to 1.80	1	-	-	28 yrs

Other Eligibility Criterion, General Information and Instructions:

- Indian Nationals only need to apply
- All qualifications must be full time regular course(s) from UGC recognized University / Deemed University or Approved Autonomous Institution (wherever applicable). The courses offered by Autonomous Institution should be equivalent to the relevant course approved / recognized by Association of Indian Universities (AIU).
- Wherever CGPA/OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/ Institutes.
- The cut off date for determining age limit and post qualification experience will be 01.11.09.
- AGE RELAXATION:** The upper age is relaxable by 5 years for SC/ST candidates, 3 years for OBC (Non-Creamy Layer) candidates.
- All the Candidates appointed will be placed under probation for one year in their respective post / grade / pay scale.
- Besides Basic Pay, candidates will also be paid Industrial Dearness Allowance (IDA) at the applicable rates. Other applicable allowances and benefits will be admissible as per company rules in force from time to time.
- HOW TO APPLY**
- (i) **CANDIDATES WILL BE REQUIRED TO SUBMIT THEIR APPLICATION IN THE PRESCRIBED FORMAT (IN HARD COPY BY POST). APPLICATION FORM IS ENCLOSED HERewith (ANNEXURE I).**
- (ii) A candidate can apply for one post only. Candidates applying for more than one post will not be considered.
- (iii) Candidates belonging to General and OBC category are required to pay a non-refundable application fees of Rs. 200/- (Rupees two hundred only) by **Demand Draft / Pay Order** drawn in favour of **HPCL Biofuels Limited** payable at **Patna, Bihar**. SC/ST candidates are exempted from payment of above fees provided they attach an attested copy of SC /ST certificate as applicable, issued by the Competent Authority at the time of forwarding their Application Form. The Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for future exam/selection.
- (iv) A recent passport size photograph should be firmly pasted on the application and should be signed across by the candidate. Without photograph and signature across it, the application will be rejected. Three copies of the same photo should be retained for use at the time of interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of interview, may lead to disqualification.
- (v) Before applying for the post, candidate should ensure that he/she fulfils the eligibility and other criteria mentioned in this advertisement. HPCL BIOFUELS

LIMITED being the Appointing Authority would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied. The fee paid by ineligible candidates shall be forfeited. No correspondence shall be entertained in this regard.

8(vi) Candidates will be required to enclose attested true copies of the following testimonials / documents along with their application:

- All Certificates / Testimonials in respect of qualifications (all semester/ year wise Mark sheet & Degree certificate starting from matriculation onwards).
- Caste/Tribe certificate (for SC/ST/OBC candidates as applicable) in the prescribed format issued by the Competent Authority.
- Document in support of Date of Birth proof.
- Experience certificates / Documents issued by the Employer in support of experience details mentioned by you in the Application Form.
- NOC /Forwarding Letter from the employer in case you are employed in a Central/State Government / PSU / Semi Government organization.

8(vii) Application duly complete in all respects should be sent by **ORDINARY POST** (Since post box do not accept registered posts) to **PO Box No 40, Patna G.P.O., Patna – 800001, Bihar**, so as to reach latest by 05.12.2009 in a cover super scribed "Application for the post of (please write the name of post applied for)". HPCL BIOFUELS LIMITED will not be responsible for postal delay or loss / non-delivery thereof. No correspondence in this regard will be entertained. HPCL BIOFUELS LIMITED will also not take responsibility to connect any certificate / remittance sent separately.

9. SELECTION :

Based on the scrutiny of the application and documents, the eligible candidates fulfilling all the required criteria will be called for the written test and/or personal interview. Candidate shortlisted in personal interview will be required to undergo medical examination. Reference for a medical examination does not mean final selection, which may be noted. The final selection/offer of employment will be based on the candidate's score in Personal Interview, Work experience, being declared as Medically fit by HPCL BIOFUELS LIMITED designated Physician and subject to fulfillment of other eligibility criteria with respect of Academic qualification, Age, Caste, NOC, Relieving letter etc as may be applicable.

General Instructions:

- Request for change of Mailing address / Email / category / posts as mentioned in the application will not be entertained.
- Applications not as per the prescribed format will be summarily rejected. An application not accompanied by relevant certificate(s) / document(s), wherever necessary or requisite fee or not in prescribed format or not signed by the candidate or incomplete in any respect will not be entertained.
- The prescribed qualification / experience are the minimum and mere possession of the same does not entitle a candidate for final selection. HPCL BIOFUELS LIMITED's decision shall be final in this regard.
- Only short listed candidates who are found apparently eligible based on the details given in the application form will be called for written test and/ or interview as the case may be.
- Category **(SC/ST/OBC)** once mentioned in the application form will not be changed and no benefit of other category will be admissible later on.
- The OBC candidates who belong to "CREAMY LAYER" are not entitled for OBC concession.
- Relaxations / Reservations for SC/ST/OBC(Non Creamy Layer) as per Government Directives are applicable.
- Candidates from **SC/ST/OBC** category should produce their caste certificate issued by Competent Authority in the prescribed format as per the guidelines of Government of India in support of their claim. In case, the candidate fails to produce the certificate issued by Competent Authority, his / her candidature will not be considered.
- Candidates employed in Govt. Department / PSU / Autonomous bodies shall either forward their application through **Proper Channel** or shall produce **NOC** from their present employer at the time of Interview. In case, the application of the candidate is not forwarded through proper channel or the candidate fails to produce NOC from his present employer at the time of interview, his / her candidature will not be considered.
- Candidature of the candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
- HPCL BIOFUELS LIMITED reserves the right to raise the minimum eligibility standards and / or relax age, experience criteria in otherwise suitable cases. The Management reserves the right to fill or not to fill all or any of the above positions without assigning any reason whatsoever.
- Any canvassing directly or indirectly by the applicant will disqualify his/her candidature. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Patna Court only.
- In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
- All the positions/postings for the selected candidates will be either at Lauriya or Sugauli and the same will be at the discretion of the HPCL BIOFUELS LIMITED.

Advt. No. HPCL BIOFUELS LIMITED – 001/biofuels/2009

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HPCL BIOFUELS LIMITED**(A wholly owned subsidiary company of Hindustan Petroleum Corporation Limited)**

Post applied for: _____

Affix recent
passport size
photograph
duly signed
across

Name in full	Surname _____
	First Name _____
	Middle Name _____
Mailing Address	Address _____
	City, District _____
	Pincode _____
	State _____
Email ID	Contact No. : _____
Nationality	Religion : _____
Category	<input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC - NC (Please Tick)
Date of Birth (dd/mm/yyyy)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female (Please Tick)

Educational Qualification

Course	Duration	%of marks	Month & year of passing	Full Name of the University / Institute

Experience

Name of the Employer	Department	Position held	Duration of work	Brief details of jobs handled*

*Please enclose a separate sheet if required for providing details of jobs handled

Demand Draft details (Not applicable in case of SC/ST category)

Demand Draft No. (6 digit)	MICR No. (9 digit)	Amount (Rs.)	Date (dd/mm/yyyy)	Bank Details

I hereby declare that the particulars furnished above are complete and correct to the best of my knowledge and belief. I understand that if any stage, it is found that the information given in the application is false or incorrect or I do not satisfy the eligibility criteria, my candidature / appointment is liable to be cancelled.

Date :

Place :

Signature of the Applicant