



HINDUSTAN PETROLEUM CORPORATION LIMITED

(A Government of India Enterprise)

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

CIN No. L23201MH1952GOI008858

HPCL: Future Full of Energy

Hindustan Petroleum Corporation Limited (HPCL) is a Government of India enterprise operating in the Oil and Natural Gas sector which has been conferred with the **Navratna Status**. Apart from various other innumerable recognitions, it also holds the distinction of featuring on the prestigious Forbes 2000 and Global Fortune 500 lists and enjoys a **market share of 20.94% among PSUs** in India.

In the past financial year, HPCL has recorded the highest ever profit after tax of ₹2,733 crores in the history of the corporation with an increase of around 58% compared to the corresponding period last year. Our Market capitalization on year-on-year basis improved by about ₹11,500 crores at the closing share price of ₹650.10 per share as on March 31, 2015. This has been possible because of our robust performance in all spheres including Refining, Marketing, Retail, Direct Sales, LPG, Aviation, Operations and Distribution, Projects & Pipeline Group, LNG and other services.

HPCL has always taken pride in acknowledging the efforts of its workforce which have resulted in setting of high industry benchmarks in its core competency. We, at HPCL, believe that of all the resources, our employees are the most vital ones.

Towards fulfilling its Mission- to be a fully integrated company in the hydrocarbons sector of exploration and production, refining and marketing; focusing on enhancement of productivity, quality and profitability; HPCL invites bright and dynamic professionals to join its team in various disciplines.

More about HPCL:

HPCL's **vast marketing network** consists of 13 Zonal offices in major cities and 106 Regional Offices facilitated by a Supply and Distribution infrastructure comprising of Terminals, Pipeline networks, Aviation Service Stations, LPG Bottling Plants, Inland Relay Depots & Retail Outlets, Lube and LPG Distributorships.

HPCL operates **two major refineries** at Mumbai and Vishakhapatnam producing a wide variety of petroleum fuels & specialties, with a total refining capacity of 14.8 MMTPA. HPCL holds an equity stake of 16.95% in Mangalore Refinery and Petrochemicals Limited, a state-of-the-art refinery with a capacity of 15 MMTPA. A fourth refinery of 9 MMTPA set up by HMEL, a Joint Venture with Mittal Energy Investments Pvt. Ltd has also commenced commercial operations at Bathinda, Punjab.

HPCL also owns and operates the **largest Lube Refinery** in India producing Lube Base Oils of international standards, with a capacity of **428 TMT**. This Lube Refinery accounts for **over 40% of the India's total Lube Base Oil production**.

HPCL invites applications for the positions of Officer Trainee – Human Resources

Position Description	Positions	Salary Grade	Age	Work Experience
Officer Trainee HR	8	000	27	NA
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			

Note:

- Candidates scoring minimum 60% in aggregate of all the semesters/ years, for Unreserved and OBC-NC candidates (50% for SC, ST & PWD 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. Qualifications obtained through distance / Part time will not be considered.

Reservation of posts for SC, ST, OBC-NC as per Presidential/Government Directives are applicable.

Category-wise Vacancy Breakup for S/G "A" and "000" – R&D, HR, CSR, Legal, Safety, Packaging, IS officer positions

UR	SC	ST	OBC- NC	Total
23	7	3	12	45

CONCESSIONS / RELAXATIONS

- Reservation of posts for SC, ST, and OBC-NC as per Government Directives is applicable.
- 3 % of the vacancies will be reserved for PWD (Persons with disabilities – with degree of disability 40% or above).** Appointment in these vacancies will be offered to PWD candidates after considering the nature of duties & responsibilities of the job, location, hazard, strain & other factors, also considering that the disability is not likely to interfere with the performance of duties of the post with reasonable efficiency and without possible deterioration of his/her health. However, the final appointment would be based on candidate's medical fitness with respect to job profile of the identified posts.
- Further to this, according to Notification No: 16-15/2010 DD.111 DT.29/07/2013 by Ministry of Social Justice & Empowerment, following categories of PWD candidates are eligible to apply

Identified Group "A" jobs for PWD :

Position Description	PWD Category
Officer Trainee-HR	OA.OL.BL.OAL.B.LV.HH

Abbreviations Used: OA=One Arm, OL=One Leg, BL=Both Leg, OAL=One Arm and One Leg, B=Blind, LV=Low Vision, HH= Hearing Impaired.

***As per Notification No: 16-70/2004 DD.111 DT.18/01/2007 by Ministry of Social Justice & Empowerment**

- Any request for change in Category (UR/SC/ST/OBC-NC/ PWD) once filled in the online application form, will not be considered and accordingly concession/relaxation applicable will not be extended.
- The reserved category candidates are required to submit the caste/ PWD certificate/s in prescribed format applicable (the format can be downloaded from our site www.hpclcareers.com) for appointment to posts under Government of India & issued by the competent authority at the time of interview, if called for, in support of their claim.
- In addition, the OBC-Non Creamy candidates will be required to submit a valid caste certificate in recent prescribed format applicable for purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking as contained in DOPT **Memo No. 36036/2/2013- Estt. (Res.) dated 30-05-2014 from a competent authority issued in the year of advertisement.** 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.
- For availing the reservation under OBCNC category, the name of caste and community of the candidate must appear in the 'Central List of Other Backward Classes' available on National Commission for Backward Classes (NCBC), Government of India website, www.ncbc.nic.in.
- 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).
- If the SC/ST/OBC-NC/PWD 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.
- Maximum age limit is relaxable by 5 years for SC & ST, 3 years for OBC-NC and 10 years for PWD (UR), 13 years for PWD (OBC-NC) and 15 years for PWD (SC/ST) candidates, as applicable.
- Maximum age limit relaxable by 5 years for candidates ***domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.***
- Age relaxation by 5 years for Ex-servicemen & Commissioned Officers (including ECOs/ SSCOs) subject to rendering minimum 5 years military service and fulfillment of other conditions prescribed by Govt. of India.
- **Relaxed standards in assessment/selection, Written Test, Personal Interview and overall (Test & Personal Interview) will be applicable for SC, ST, OBC-NC & PWD candidates.**
- Reimbursement of 2nd class rail fare by the shortest route to examination Centre is admissible for outstation SC, ST & PWD 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.

PHYSICAL / MEDICAL FITNESS:

Desirous candidates seeking employment with Hindustan Petroleum need to be medically fit as per Hindustan Petroleum's pre-employment medical standards.

SELECTION METHODOLOGY

Candidates fulfilling all the eligibility criteria (based on scrutiny of the application and resume as submitted in the online application), will be considered for further selection process. Depending on number of candidates fulfilling all criteria, candidates will undergo single stage / multiple stage selection process.

In the event of number of applications being large, corporation will adopt shortlisting criteria to restrict the number of candidates to be called for interview to a reasonable number by any one or more of the following methods:

- On the basis of higher educational qualifications than minimum prescribed in the advertisement
- On the basis of higher experience in the relevant field than minimum prescribed in the advertisement
- By holding a written test

The multiple stage process may comprise of various shortlisting tools like written test, interview etc.

A category wise merit list of combined score (wherever applicable) will be drawn for all the candidates who qualify in all selection parameters & offer of appointment would be extended as per the vacancies available category –wise subject to being declared as Medically Fit by HPCL designated Physician, and subject to fulfilment of other eligibility criteria w.r.t Academic Qualification, Age, work experience, NOC, Relieving letter from previous employer etc. as may be applicable.

Reference for a medical examination does not mean final selection, which may please be noted.

All the candidates are requested to remain updated at each step of the selection process by visiting our website www.hindustanpetroleum.com. All queries pertaining to recruitment including selection process may be addressed to our Corporate Recruitment Team through corpenerrect@hpcl.co.in. Candidates are also requested to visit FAQs Section on our website with respect to this recruitment drive. 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.

TRAINING, EMOLUMENTS AND PLACEMENTS

Sr. No	Position	Salary Grade	Scale of Basic Salary	Approx CTC**
1	Officer Trainee	000	33,000**	-

****Selected candidates will initially undergo training for six months. During the training period, Officer Trainees will be entitled for a consolidated Stipend ₹ 33,000/- per month.** Upon successful completion of training, they will be absorbed at the entry level in the Management Cadre in "A" grade in the Salary Scale of ₹ 24,900 - 50,500, Subject to fulfilling the required performance related/ other criterion, and will be on Probation for a further period of minimum 6 months. .

Besides Basic Pay, the employee is entitled to allowance at 50% of Basic Pay under Cafeteria Approach (including medical benefits for self and family members, but excluding dependent parents), Dearness Allowance, HRA and Retiral Benefits up to 30% of Basic Pay & DA which include Contributory

Provident Fund, Gratuity, and Superannuation Benefit applicable as per Corporation's policy in force at that time. The candidates called for joining will also be extended joining benefits as applicable to their salary grade.

Upon completion of the Probation period, they will be considered for confirmation in their respective grades subject to complying with attendance requirements, verification of antecedents, verification of caste status / certificate wherever applicable and qualifying in technical competency test (for officers recruited in Salary Grade "A").

The above CTC is including Retiral Benefits. In addition to this, Performance Related Pay (PRP) is also paid as per the Corporation's policy. It may please be noted that the retiral benefits like superannuation benefit is payable only on separation from the services of the Corporation after completing minimum 15 years of service in the Corporation (resignation/ termination not included) of the employee.

CTC is for candidates posted in metro cities; and may vary for other locations.

PAYMENT OF APPLICATION FEES

Applicants / Candidates are required to pay a Non-Refundable Amount of ₹ 605/- (Application fee inclusive of service tax and bank charges of ₹ 35/-). SC, ST & PWD candidates are exempted from payment of application fee.

A. Payment through challan at State Bank of India (SBI):

Under this option candidates are required to take a print of '2 part challan' (1.Candidate copy, 2.Bank copy) along with filled application form. Non-Refundable Amount of ₹ 605/ - (Application fee inclusive of service tax and bank charges of ₹ 35/-) for General & OBC candidates is to be deposited through preprinted challan in HPCL Powerjyoti A/C Number 32315049001 at any branch of SBI across country **after two working days from date of online application.** Candidates are required to ensure that bank puts 'payment received' stamp and Journal no. on two parts of challan. Candidates are required to collect the 'Candidate's copy' and 'Bank copy' of 2 part challan from bank and preserve the same for future reference. Once the payment is received by HPCL against the application no., payment status will change to "Payment Received".

Please ensure that your payment status will be changed to "payment received" within 2 working days from the date of payment of application fee, as the applications with other payment status will not be accepted. In case payment status is not updated within 2 working days then **kindly send the scanned copy of paid challan to corpenablerrect@hpcl.co.in.**

B. Online Payment through Debit / Credit card: Under this option candidates can pay applicable application & processing 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 retry payment through Debit/ Credit card or pay through challan at SBI. All the candidates must ensure that the payment status is "Payment Received". The transaction will be considered "incomplete" in case of any other payment status due to any reason. Once the payment is done, Candidates are required to take print of acknowledgment of payment and preserve the same for future reference

No other mode of payment than those mentioned above will be accepted.

NOTE : Application fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before payment of application fees.

HOW TO APPLY

Candidates are requested to read the complete instructions hereunder before proceeding to the application form.

Apply **online only** on www.hpclcareers.com or through www.hindustanpetroleum.com. No other mean / mode of the application shall be accepted. Online Application System will be open from **1200 hrs. on 31st July 2015 to 23:59 hrs. on 15th September 2015.**

STEPS FOR APPLYING:

STEP 1: Login to www.hindustanpetroleum.com and click on Career Opportunities. Read all the instructions given on the website carefully.

Candidate should keep scan copy of Passport size photo (in jpg / gif format less than 500 kb), resume (maximum file size 200kb in doc/docx file format) and PAN card details ready before filling online application form.

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.

STEP3: 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.

Note: Candidates are "NOT" required to submit hard copy of application forms to HPCL. The details filled in the online application form will be considered final and no changes will be entertained w.r.t. personal/ any other details, later on.

GENERAL INSTRUCTIONS

GENERAL INSTRUCTIONS:

- Indian Nationals only need to apply.
- The last date for reckoning age and experience will be will be considered as of **31st August 2015.**
- The last date for online application for all positions is **15th September 2015.**
- Only Online Applications will be acceptable. Candidate should keep scan copy of Passport size photo (in jpg / gif format less than 500 kb) and resume (maximum file size 200kb in doc/docx file formats) ready before filling online application form.
- Candidates are not required to send printout of application or any other documents in hard copy to HCPL. Admit Card for Written 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 www.hindustanpetroleum.com. Various intimations, schedules/dates can be accessed through HPCL website.
- Mere issue of Admit card/Interview call letter will not imply acceptance of candidature.
- 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.

- Candidates presently employed in Government Departments / PSU's / Autonomous Bodies owned by the Government, **should submit their application through proper channel. However, they may also produce No Objection Certificate at the time of interview if their applications were not routed through proper channel, failing which they will not be allowed to appear for the interview and their candidature will not be entertained.**
- 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.
- All the details given in the online form will be treated as final and no changes will be entertained.
- **In case of Internal candidates, please note that the finally selected candidates will have to resign from the services of the Corporation and rejoin 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.**
- 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.
- 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.
- The vacancies indicated above is tentative and the Corporation may increase the relevant categories at the discretion of Management and in compliance with Presidential Directives on reservation at the time of appointment. Depending on the requirement, the corporation reserves the right to cancel/restrict/curtail/enlarge the recruitment process, if need so arises, without any further notice and without assigning any reason thereof.
- In case large number of applications are received, Management reserves the right to raise the minimum eligibility standards/ criteria.
- In case of less number of applications are received, Management reserves the right to modify the selection process.
- Management reserves the right to restrict the number of candidates to be called for interview, reject the application without assigning any reasons/change the number of posts.
- HPCL reserves the right not to fill any of the above posts advertised at any stage of selection process.

IMPORTANT DATES	
Commencement of online application	31st July 2015
Last date of online application	15th September 2015S

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 candidate has 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

[Click here to apply](#)