



# HINDUSTAN PETROLEUM CORPORATION LIMITED

(A Government of India Enterprise)

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

CIN No. L23201MH1952GOI008858

## Recruitment of Technicians & Craftsman in various departments (Operations, Boiler, Maintenance & Laboratory)

Hindustan Petroleum Corporation Limited (HPCL) is a Navaratna and a Global Fortune 500 company, ranked at 284 with an annual gross sales of ₹ 232188 Crore and profit after tax of ₹ 1734 Crore during FY 2013-14 and having a strong presence in Refining & Marketing in India with about 21% marketing share and 18% refining capacity in the PSU category in the country. The 2012-13 performance of the Corporation has qualified for 'Excellent' rating in terms of the MOU signed with the Government of India with an MOU score of 1.034, which is the best score amongst all the PSUs under MOP & NG for the second successive year. The total sale of products during 2013-14 was 31.1 MMT, achieving a growth of 4.1% over

historical. Domestic sales were 30.3 MMT, Pipeline throughput was 15.7 MMT and the refineries processed 15.51 MMT of crude. During 2013-14, HPCL has become India's largest lube marketer with lubricant sales of 484 TMT during the year. HPCL owns and operates refineries at Mumbai & Visakhapatnam and the largest Lube Refinery in the country at Mumbai for producing Lube Oil Base Stocks with a capacity of 450 TMT/PA. HPCL has the second largest share of product pipelines in India with a pipeline network of more than 2,500 kms. for transportation of petroleum products and a vast marketing network consisting 13 Zonal offices in major cities and 101 Regional Offices facilitated by a Supply & Distribution

infrastructure comprising of 35 Terminals, 68 Inland Relay Depots, 35 Aviation Service Stations, 46 LPG Bottling Plants, 7 Lube Blending Plants and 22 Exclusive Lube Depots. 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 applications for filling up various positions for its Refineries (Visakhapatnam and Mumbai) and Marketing locations (Mumbai & Kolkata Terminal).

Sr. No.	Post Name	Qualification	Visakh Refinery							Mumbai Refinery							Total
			Current Positions				Backlog Positions			Current Positions				Backlog Positions			
			UR	SC	ST	OBC	SC	ST	OBC	UR	SC	ST	OBC	SC	ST	OBC	
1	Technician - Operations	60% marks in Diploma in Chemical Engg. (OR) B.Sc. (Maths, Physics, Chemistry) with Chemistry as principal subject with 60% marks. 50% marks for candidates belonging to SC/ST/PWD	23	8	9	0	0	9	0	4	1	1	2	6	5	5	47
2	Technician - Boiler	60% marks in Diploma in Mechanical Engg. 50% marks for candidates belonging to SC/ST/PWD. Desirable first class boiler competency certificate.															26
3	Technician-Electrical	60% marks in Diploma in Electrical Engg. 50% marks for candidates belonging to SC/ST/PWD.															6
4	Technician- Instrumentation	60% marks in Diploma in Instrumentation, Instrumentation & Control, Electronics & Instrumentation, Instrumentation & Electronics, Electronics & Communication, Electronics & Telecommunication Engg. 50% marks for candidates belonging to SC/ST/PWD.	9	0	1	0	0	1	0	0	0	0	1	1	5		3
5	Technician- Mechanical	60% marks in Diploma in Mechanical Engg. 50% marks for candidates belonging to SC/ST/PWD.															9
6	Craftsman-Maint. Mech. (Chem. Plant)	60% marks in SSC with 60% marks in ITI/NCVT in MMCP trade (Maint. Mech. Chem. Plant). 50% marks for candidates belonging to SC/ST/PWD					NIL			3	0	0	0	0	0	0	3
7	Laboratory Analyst	50% marks in B.Sc. (Maths, Physics, Chemistry) with Chemistry as Principal subject	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
8	Junior Admn Assistant	50% marks in B.A./B.Sc./B.Com with proficiency in MS Office (Word, Excel & Powerpoint)	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1

### Marketing Locations

Sr. No.	Post Name	Qualification	Mumbai Terminal (Mazgaon)							Kolkata Terminal (Budge Budge)							Total
			Current Positions				Backlog Positions			Current Positions				Backlog Positions			
			UR	SC	ST	OBC	SC	ST	OBC	UR	SC	ST	OBC	SC	ST	OBC	
1	Boiler Attendant	60% marks in Diploma in Mechanical Engg. 50% marks for candidates belonging to SC/ST/PWD AND first class Boiler Competency Certificate	0	0	0	2	0	0	0	1	0	1	0	0	0	0	4

**Desirable:** Experience in Petroleum / Petrochemical / Fertilizer Industry for all positions.

#### A. EDUCATION QUALIFICATION:

Minimum educational qualifications for employment are given below:

- Candidates should have passed qualifying degree / diploma / certificate examinations in relevant disciplines. 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.
- Candidates (belonging to General and OBC-NC category) should have secured minimum 60% (aggregate marks) in qualifying degree/diploma/certificate examinations, relaxed to 50% (aggregate marks) for SC/ST/PWD candidates. Minimum Age : 21 Years (as on 1st November, 2014) Max Age Limit : 25 years (as on 1st November, 2014)

#### B. CONCESSIONS/ RELAXATIONS:

- Reservation of posts for SC, ST and OBC-NC are as per Government Directives.
- 3% of the identified vacancies will be reserved for PWD (Persons with disabilities - with degree of disability 40% or above). It may please be noted that some of the posts are suitable for Hearing Handicapped category and certain categories of Orthopedic Handicapped. 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, list of positions/disciplines in which PWD candidates are eligible to apply for this recruitment drive is given below.
- Identified jobs for PWD

Position Identified	PWD Category *
Junior Administrative Assistant	OA. OL. OAL. BL. HH. LV
Laboratory Assistant	OA. OL

\***Abbreviations used:** OA= One Arm, OL= One Leg, OAL = One arm & one leg, BL= Both Leg, HH = Hearing Impaired, LV = Low Vision. Example for post of laboratory assistant, candidates with disability of either one arm or one leg are only eligible.

- The reserved category candidates are required to submit the original caste/ PWD certificate/s in prescribed format of Government of India, issued by the competent authority at the time of interviews, in support of their claim. In addition, the OBC-Non Creamy layer candidates will be required to submit a valid caste certificate in the 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 Interview/s if called for, indicating that they belong to OBC-Non Creamy Layer.
- 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). The applicable formats of caste/community certificate are available on our websites www.hpclcareers.com and www.hindustanpetroleum.com
- 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.
- Any request for change in Category (General/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.
- Maximum age limit is relaxable by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.
- In case of Ex-servicemen who have put in not less than six months continuous service in the Armed Forces of the Union, they shall be allowed to deduct the period of such service from their actual age, and if the resultant age does not exceed by more than 3 yrs the maximum age limit prescribed for the posts/services for which a candidates seeks appointment, he/she be deemed to satisfy the conditions regarding the age limit.
- Relaxed standards in assessment/selection will be applicable for SC, ST, OBC-NC & PWD candidates.

#### C. SELECTION METHODOLOGY

Candidates fulfilling all of the above eligibility criteria for respective positions will be called for a Written Test comprising of General Aptitude Test and Technical / Professional Knowledge. The Written Test is likely to be conducted at 5 Centers, i.e., Mumbai, Visakhapatnam, Kolkata, Chennai & Delhi. However, HPCL reserves the right to cancel or add any Center. Candidates may be called for written test at any center other than his/her choice. Candidates qualifying in the Written Test will be called for Personal Interview/s, in order of the category-wise and position wise merit list of the Written Test in a predetermined ratio. While drawing merit list of successful candidates, 85% weightage would be given to performance in written test and 15% to Personal Interview/s. Candidates will have to qualify through each stage of selection process successfully before being adjudged as suitable for selection. All candidates who qualify in the Personal Interview/s and also obtain minimum qualifying marks in the combined scores of written test & personal interview/s will be required to undergo pre-employment medical examination as per the Corporation's policy. Reference for a medical examination does not mean final selection, which may please be noted. Candidates must secure minimum qualifying marks separately in both Written Test and Personal Interview/s and also minimum qualifying marks w.r.t. combined scores of Written Test + Personal Interview/s to be further considered for selection process. A category & position-wise merit list will be drawn for all the candidates who qualify in all selection parameters as per the above criterion & offer of appointment would be as per the vacancies available category & position wise.

#### D. PHYSICAL / MEDICAL FITNESS:

Desirous candidates seeking employment with Hindustan Petroleum need to be medically

fit as per Hindustan Petroleum's pre-employment medical standard. It may please be noted that Defective Colour vision is a disqualification under Pre Employment Medical norms of HPCL.

#### E. REMUNERATION PACKAGE ON COST TO THE COMPANY (CTC) BASIS:

Remuneration for all the above positions will be approximate ₹ 40000/- pm on Cost to Company Basis. Designation may vary depending on place of posting.

\*\* CTC is for candidates posted in metro cities; and may vary for other locations. CTC includes deferred payments like post-retirement benefits. (PF, Gratuity and Superannuation Benefits).

Selected candidates will be on probation for a period depending on location of posting which may vary. Upon successful completion of the Probation period, they will be considered for confirmation subject to satisfactory performance during Probation period. The confirmation in service would also be subject to verification of antecedents and verification of caste status / PWD certificate wherever applicable.

The confirmation of candidates selected for the position of Technician - Boiler will be contingent on their obtaining First Class Boiler Competency Certificate from respective State Govt./endorsement of Certificate by State Govt. at the place of posting, if they do not possess the same at the time of appointment.

#### F. HOW TO APPLY:

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

- The candidates need to apply online for the position. Login to www.hindustanpetroleum.com and click on Career Opportunities.
- The relevant link is available for on line submission of application under 'Careers Opportunities' section on www.hpclcareers.com or www.hindustanpetroleum.com. Online submission of the application will be allowed on the website up to 10<sup>th</sup> November 2014 upto 2359 hrs. No other mean / mode of the application shall be accepted.
- Candidate should keep scanned copy of latest passport size photo (in jpg / gif format less than 50 kb) ready before filling online application form.
- Fill in the online form with all the relevant details. Upload scanned copy of your latest passport size photograph in the online application form.
- 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, affix recent passport size photograph, put signature at the space provided and keep safely for future reference.
- Candidates are "NOT" required to submit hard copy of application form 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.
- PAYMENT OF APPLICATION FEE:**
  - Applicants are required to pay a Non-Refundable Amount of ₹ 600/- (fee inclusive of service tax @ 12.36% and bank charges of ₹ 35/-). Applicants can make the payment of fee thru challan or on line thru debit/credit card by choosing appropriate mode at the time of filling online application.
  - SC, ST & PWD candidates are exempted from payment of application fee.
    - 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 ₹ 600/- (fee inclusive of service tax and bank charges of ₹ 35/-) for General & OBC-NC candidates is to be deposited through pre-printed 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 affixes 'payment received' stamp and Journal no. on two parts of challan. Candidates are required to collect the 'Candidate's 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 is changed to "payment received" within 3-4 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 3-4 working days then kindly send the scanned copy of paid challan to nmrecruitment@mail.hpcl.co.in
    - Online Payment through Debit/ Credit card: Under this option candidates can pay applicable 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 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.

#### G. GENERAL INSTRUCTIONS:

- Only Indian Nationals are eligible to apply.
- The candidates must have an active e-mail id and mobile number, which must remain valid for at least next one year. All future communication with the candidates will take place through registered email id only.
- The candidates should have the relevant documents like percentage of marks obtained in the qualifying examination, caste/sub-caste certificate, date of issue, name of issuing authority, state of origin, etc. readily available with them before they commence the application process.
- PWD candidates will be considered for selection against the identified posts only.
- 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).
- Candidates presently employed in Government Departments/ PSUs/ Autonomous Bodies will be required to submit NOC from competent authority of their current employer at the time of interview/s. In case of failure to produce the NOC from the current employer at the time of interview/s, the candidate will not be permitted to appear for the interview/s.
- Candidates need to apply for only one post as the written test for all the positions will be conducted on the same date and at the same time in all the test centers.

- Candidates not found to be meeting the prescribed eligibility criteria shall be rejected at any stage of the selection process.
- Candidates are not required to send printout of application or any other documents in hard copy to HPCL. Written test/Interview/s Call Letter 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 issuance of written test/Interview/s call letter or reference for medical examination will not imply final selection of candidate, which may please be noted.
- All queries pertaining to recruitment including selection process may be addressed to Recruitment Team only through nmrecruitment@mail.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.
- HPCL will not be responsible for any loss/ non-delivery of email/ any other communication sent, due to invalid/wrong email id/ contact details furnished by the candidate.
- Management reserves the right to restrict the number of candidates to be called for written test/interviews, reject the application without assigning any reasons/change the number of posts.
- Selected candidates shall have all-India transfer liability. All positions (Except Jr. Administration Assistant) involve working in shift duties on round the clock basis in plant area where as per the Factories Act 1948 women employees are prohibited to be engaged between 7 pm to 6 am & hence, women candidates are not eligible for these positions. Selected candidates may also be posted in any of the subsidiaries/Joint Ventures or any department of Government of India.
- Reimbursement of 2nd class rail fare by the shortest route to examination centre for outstation SC/ST/PWD candidates appearing for written test/ personal interview/s, shall be made, provided the distance travelled is not less than 30 kms each way. Candidates travelling from the place other than the mailing address will not be paid Travelling Allowance.
- 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 latest caste / PWD certificate/s in prescribed format applicable for appointment to posts under Government of India & issued by the competent authority at the time of interview/s, if called for in support of their claim.
- In addition, the OBC-Non Creamy candidates will be required to submit a latest valid caste certificate in the 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. 36012/22/93-Estt(SCT) dt. 15.11.93 from a competent authority.
- Further, the OBC-NC candidates will have to give a self-undertaking, at the time of personal interview/s in terms of DoPT memo No. 36012/22/93-Extt (SCT) dt. 8.9.93 if called for indicating that they belong to OBC-Non Creamy Layer.
- All the candidates are requested to remain updated on Helpline / SMS services for the Written Test and Personal Interview/s date and Venue etc., by visiting HPCL website.
- Candidates can view their status of payment of application fee by logging in HPCL website with application no. & e-mail ID (as mentioned in online application).
- 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.
- 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 a 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.
- Admit card for written test 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.
- HPCL reserves the right to raise minimum eligibility standards and to increase/decrease the number of vacancies. HPCL 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 reason.
- Wherever CGPA/OGPA or letter grade in a qualifying Degree/Diploma/Certificate 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/s.
- Any canvassing directly or indirectly by the applicant will disqualify his / her candidature.
- In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
- The question paper for the written test will be bilingual (in Hindi and English) and candidates may attempt answers in either English or Hindi only. If there is any variation between the English and Hindi version of a question, English version is to be treated as authentic.
- Request for change of center for written examination shall not be entertained.
- Photograph image :
  - Photograph must be a recent passport size colour picture, against a light-coloured, (preferably white) background.
  - Look straight at the camera with a relaxed face.
  - If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
  - If you have to use flash, ensure there is no "red-eye"
  - If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
  - Caps, hats and dark glasses are not acceptable. Religious head wear is allowed but it must not cover your face.
- If candidate wishes to be considered for all locations for a particular position then he will be considered accordingly and will be placed at any location on Management discretion
- Closing dates :
  - Closure of On-Line Application 10<sup>th</sup> November 2014
  - Closure of payment of Fees thru challan 12<sup>th</sup> November 2014

Court of jurisdiction for any dispute will be at Mumbai.