Hindustan Petroleum Corporation Limited (HPCL) is a Navaratna and a Global Fortune 500 company, ranked at 260 with an annual Gross sales of Rs. 2,32,188 crore and Profit after Tax of Rs. 1,734 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 & Visakh and the largest Lube Refinery in the country at Mumbai for producing Lube Oil Base Stocks with a capacity of 450 TMTPA. 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 bright and dynamic Graduates, Post Graduates in specified disciplines aspiring to join its team of world class professionals.

<table>
<thead>
<tr>
<th>IMPORTANT DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commencement of online application</td>
</tr>
<tr>
<td>Last date of online application</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POSITIONS – DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category – wise Positions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Position</th>
<th>Vacancies</th>
<th>Salary Grade</th>
<th>Max Age as on 30th September 2014</th>
<th>Work Experience as on 30th September 2014 – Post qualification*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A</td>
<td>Design/Construction/Maintenance Engineer</td>
<td>60</td>
<td>&quot;B&quot;</td>
<td>30</td>
<td>4 years</td>
</tr>
<tr>
<td>1B</td>
<td>Inspection Engineer</td>
<td></td>
<td>&quot;B&quot;</td>
<td>30</td>
<td>4 years</td>
</tr>
<tr>
<td>1C</td>
<td>Electrical Engineer</td>
<td></td>
<td>&quot;B&quot;</td>
<td>30</td>
<td>4 years</td>
</tr>
<tr>
<td>1D</td>
<td>Instrumentation Engineer</td>
<td></td>
<td>&quot;B&quot;</td>
<td>30</td>
<td>4 years</td>
</tr>
<tr>
<td>1E</td>
<td>Production/Process Design &amp; Analysis Engineer/Project Process Engineer</td>
<td></td>
<td>&quot;B&quot;</td>
<td>30</td>
<td>4 years</td>
</tr>
</tbody>
</table>

Reservations would be applicable as per Presidential Directives / Govt. guidelines.

*Post qualification work experience means the work experience gained by the candidate after appearing for the final exam of the later / higher qualifying degree. The work experience should be in Supervisory/Executive Category
QUALIFICATIONS,

- Regular four years full time Bachelor Degree with minimum 60% marks or equivalent grade (50% for SC/ST/PWD candidates) in following Engineering / Technology branch from a recognized Indian University / Institute.

<table>
<thead>
<tr>
<th>Position</th>
<th>Position</th>
<th>Discipline</th>
<th>Prescribed full time degrees in Engineering</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A &amp; 1B</td>
<td>Design / Construction / Maintenance Engineer &amp; Inspection Engineer</td>
<td>Mechanical</td>
<td>Mechanical, Mechanical &amp; Production</td>
</tr>
<tr>
<td>1C</td>
<td>Electrical Engineer</td>
<td>Electrical</td>
<td>Electrical, Electrical &amp; Electronics</td>
</tr>
<tr>
<td>1D</td>
<td>Instrumentation Engineer</td>
<td>Instrumentation</td>
<td>Instrumentation, Instrumentation &amp; Control, Electronics &amp; Instrumentation, Instrumentation, Instrumentation &amp; Electronics, Electronics, Electronics, Electronics &amp; Communications, Electronics &amp; Telecommunications</td>
</tr>
<tr>
<td>1E</td>
<td>Production / Process Design &amp; Analysis Engineer / Project Process Engineer</td>
<td>Chemical</td>
<td>Chemical, Petrochemical, Petroleum Refining &amp; Petrochemical, Petroleum Refining</td>
</tr>
</tbody>
</table>

NOTE : Candidates having degree / combination eg. Food Technology, Oil & Paint, Biochemical Engg, Production Engg, Automobile Engg, Mechatronics, Industrial Engg, Power Engg, Construction Engg, etc., other than mentioned above are not eligible to apply.

- 4 years experience in Design / Operation / Maintenance / Project / Inspection in petroleum refinery, petrochemical, fertilizer units or in consultancy services company executing large and medium size projects in petroleum refinery, petrochemical or fertilizer units in supervisory / executive category.
Please Note that wherever experience is mentioned the same has to be post qualification only. 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.

1A. POSITION : DESIGN/CONSTRUCTION/MAINTENANCE ENGINEER
DISCIPLINE : MECHANICAL

INDUSTRY EXPERIENCE AND SKILL SET (ANY OF THE FOLLOWING AREAS)

- Experience on 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, engineering/document control, procurement control, resource control, expediting, billing, etc.
- Experience in construction management including job & resource planning, quality control, safety, site supervision etc.
- Awareness of applicable codes, standards, metallurgy, quality requirements, statutory/safety requirements/guidelines during design, procurement and construction etc.
- Experience in maintenance of process plant/utilities/offsite tankages and pipelines.
- Experience in handling turnaround or major shut down planning and execution of shutdown jobs.

JOB PROFILE & RESPONSIBILITIES :

- Mechanical design of equipment like pressure vessels, heat exchangers etc., piping and stress analysis as per applicable codes.
- Provide assistance for pre commissioning/commissioning of constructed facilities and troubleshooting of the same including coordination with OEMs.
- Maintenance of plant equipment like heat exchangers, pressure vessels, reactors, heaters, all associated piping, boilers, cooling towers, tankages, offsite piping etc.
Supervise installation, construction, fabrication, testing and erection of various mechanical equipment and piping systems.

Experience of project execution including preparation of detailed engineering drawings and develop/review technical specifications, develop/manage contracts, review/preparation of site Quality Assurance Plans and Quality checks as per QAP, codes, standards and good engineering practices and seek statutory approval for the new plant and timely validation of statutory approvals.

Prepare construction sequences, erection schemes for heavy lifts.

Turn around and major shut downs planning and execution.

**1B POSITION**: INSPECTION ENGINEER

**DISCIPLINE**: MECHANICAL

**INDUSTRY EXPERIENCE AND SKILL SET (ANY OF THE FOLLOWING AREAS)**

- Experience on inspection of pressure vessels, fired heaters, Atmospheric storage tanks, pipelines and other miscellaneous equipment during fabrication, in-service and shut down.
- Experience on metallurgy, physical/chemical testing of material, non-destructive testing of materials. NDT level-II/III certification is preferable.
- Experience on stage wise inspection for QA/QC of equipment fabrication, insulation, refractory, painting/coating jobs, fire proofing jobs, etc.
- Experience on developing Quality Assurance Plans (QAP), working procedures for repairs, and checklists for inspection.
- Well conversant with API 510, 653 and 570, welding inspection, ASME Sec VIII, Div 1, ASTM stds. OISD guidelines & other statutory safety requirements/guidelines.

**JOB PROFILE & RESPONSIBILITIES**

- Planning, scheduling and execution of inspection activities On Stream & during shut down of various equipment/plants.
- Developing/Review of Inspection Reports & Inspection Work Lists (IWL) for each equipment/item inspected.
- Carry out stage wise inspection of repair/replacement activities including welding, NDTs,
insulation, refractory, painting and coatings for QA/QC.

- Developing Inspection Completion Reports (ICR).
- Monitoring corrosion and process parameters for equipment integrity/reliability.
- Carry out root cause analysis of equipment / piping failure.

**1C. POSITION**, ELECTRICAL ENGINEER

**DISCIPLINE**, ELECTRICAL

**INDUSTRY EXPERIENCE AND SKILL SET (ANY OF THE FOLLOWING AREAS)**

- Experience in repair / maintenance / troubleshooting of HT and LT power distribution systems, substation equipment, HT/LT motors, startup devices like VFDs, auto transformers, relay settings and relay coordination, GIS, earthing, lighting, area classifications, flameproof equipment CPP generation, statutory / safety requirements etc.
- Well conversant with relevant electrical codes / OISD guidelines / other statutory safety requirements / guidelines.
- Experience of 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.
- Experience of working with major consultants for handling medium and large scale projects.

**JOB PROFILE & RESPONSIBILITIES.**

- Assess job scope, prepare cost estimate and functional specifications for switchgears, cables, motors, transformers, air conditioners etc. and supervise field maintenance jobs and carry out Root Cause Analysis.
- Load flow analysis, relay co-ordination, transient analysis in ETAP.
- Design/review of electrical system for new projects and develop protection logic.
- Preparation of Single Line diagrams of various substations.
- Study the project plans, field conditions and the construction drawings develop / manage job contracts, co-ordinate/supervise construction activities at project site.
- Monitor site activities including installation, commissioning & testing of electrical equipment, cable laying etc.
- Review/preparation of site Quality Assurance Plans and Quality checks as per QAP. engineering drawings, codes, standards and good engineering practices.
- Carry out job hazard analysis and ensure compliance to safety requirements.
Coordinate with internal/external agencies executing the jobs, project management consultants etc. and provide assistance for pre commissioning /commissioning of constructed facilities and troubleshooting of the same including coordination with OEMs.

ID. POSITION: INSTRUMENTATION ENGINEER

DISCIPLINE: INSTRUMENTATION

INDUSTRY EXPERIENCE AND SKILL SET (ANY OF THE FOLLOWING AREAS):

- Experience of 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.
- Experience of understanding and usage of P&ID’s, Specifications, Cause Effect diagrams, Trip logics, cable schedule, Loop/Wiring diagrams etc. for execution, troubleshooting and maintenance.
- Experience of maintenance and working of DCS system, PLC based Emergency Shutdown System (Honeywell, Yokogawa, Emerson, ABB, Siemens, GE Fanuc, AB etc.), Control System Networking etc.
- Experience in troubleshooting and maintenance of all kind of Process, Stack, Ambient and SWAS Analyzers.

JOB PROFILE & RESPONSIBILITIES:

➢ Broadly, maintenance of Instrumentation and Control Systems in Process plants, Captive Power Plants, Offsite Tankages, Blending, Stack & AAQMS (CAAMS) & Process Analysers, etc. of following nature.
➢ Troubleshooting/ Configuration/ Maintenance of all kind of Smart, Non Smart, and Foundation Field bus based Field instruments, Control Valves/On-Off Valves, DCS/PLC systems, Analysers (like Stack, Process, AAQMS etc.).
➢ Preparation/Review of technical specifications, P & ID’s, technical evaluation of bids, follow up with vendors, co-ordination with internal / external agencies executing the job & execution of jobs under various betterment schemes, etc.

➢ Provide assistance for pre commissioning /commissioning of constructed facilities and troubleshooting of the same including coordination with OEMs.

➢ Maintenance and repair of process plant instruments, execution of preventive, predictive and corrective maintenance at site.

➢ Planning and execution of Turnaround and Shutdown jobs.

1E. POSITION, PRODUCTION / PROCESS ANALYSIS & DESIGN ENGINEER/PROJECT PROCESS ENGINEER

DISCIPLINE , CHEMICAL / PETROCHEMICAL

INDUSTRY EXPERIENCE & SKILL SET (ANY OF THE FOLLOWING AREAS),

➢ Hands on experience in distillation, hydrotreating /hydrocracking, catalytic conversion processes, product treating units, hydrogen generation, Sulphur recovery unit, Lube oil production units and Tank Farm Operation/Blending.

➢ Experience in handling plant startup and shutdowns.

➢ Operations of large compressors/blowers/pumps/furnaces.

➢ Trouble shooting of unit operation, commissioning of units.

➢ Knowledge about control system, and understanding of the P&ID/PFDs.

➢ Experience of handling a team of technicians and working in shifts.

➢ Well conversant with process safety & safety standards.

➢ Experience in process optimisation and trouble shooting of process units related issues.

➢ Experience on DFRs, BDEPs, P&IDs/PFDs, designing of plant layouts, Hazop and risk analysis, and design standards/guidelines.

➢ Hands on experience on Process simulation software preferably HYSYS.

➢ 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.

➢ Experience of project execution including making specifications, understanding design aspects, review offers, review technical drawings/documents, pre–commissioning checks, commissioning assistance, trouble shooting, coordination with licensors etc.
JOB PROFILE & RESPONSIBILITIES.

- The job involves working in three shifts as a field supervisor and control panel (DCS) supervisor in process plants and tank farm management.
- Responsible for safe operation of plant including troubleshooting
- Lead a team of technicians
- Handle plant startup/shut downs and emergency issues.
- Co-ordinate in preparation of various management approval notes, licensor selection of a project for preparation / review of draft NIT, review of technical offers, coordination with consultant during licensor selection.
- Provide assistance in activities for obtaining various statutory approvals of a project, review of PFR/DFR, PFDs/P&IDs, equipment and instrument datasheet for finalization of Basic Design Engineering Package, HAZOP studies, review of material requisition, etc.
- Preparation of purchase requisition for catalyst and chemicals procurement & material receipt for vendor payment.
- Co-ordinate during pre-commissioning of a project for checking and ensuring installed facilities as per design specifications as well as during start -up and guarantee test run of new units, etc.
- Daily monitoring of units performance including yields estimation, efficiencies calculation, catalyst activity etc.
- Troubleshooting of process and analysis of individual equipment performance
- Preparation of P&IDs, PFDs data sheets for new improvement schemes and conduct Hazop for the same. Cost benefit analysis for the schemes.

SELECTION METHODOLOGY

For Position 1A to 1E:

Candidates fulfilling all of the above criteria (based on scrutiny of the application and resume), will be considered for further selection process. Corporation may consider conducting written test / proficiency test basis the no. of eligible applications received for a particular position. However, written test/ proficiency test score will be solely used for shortlisting candidates for Personal Interview for the respective position. Personal Interview would consist of assessment of Technical knowledge and behavioural competencies, wherein candidates will be required to qualify technical and behavioural interview individually.
Successful candidates in Personal Interview will be required to undergo pre-employment medical examination. The final selection / Offer of Employment will be based on the candidate’s performance in the Personal Interview (consisting of technical knowledge & behavioural competencies), being declared as Medically Fit by HPCL designated Physician, no of vacancies for the position 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 corpenablerrect@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.

**CONCESSIONS / RELAXATIONS**

- Reservation of posts for SC, ST, OBC–NC as per Government Directives are applicable.
- **3 % of the identified 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 for applying for the post of Accounts officers.
Identified Group “A” jobs for PWD:

<table>
<thead>
<tr>
<th>SR. NO.</th>
<th>POSITIONS</th>
<th>PWD CATEGORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A &amp; 1B</td>
<td>Design /Construction / Maintenance Engineer &amp; Inspection Engineer</td>
<td>OA, OL, HH</td>
</tr>
<tr>
<td>1C &amp; 1D</td>
<td>Electrical Engineer &amp; Instrumentation Engineer</td>
<td>OL, HH</td>
</tr>
<tr>
<td>1E</td>
<td>Production / Process Design &amp; Analysis Engineer / Project Process Engineer</td>
<td>OA, OL</td>
</tr>
<tr>
<td>2A &amp; 2B</td>
<td>Dy. Manager Medical Services / Medical Officer</td>
<td>OH (OA, OL)</td>
</tr>
<tr>
<td>3</td>
<td>Media Officer</td>
<td>OH (OA), B,LV</td>
</tr>
<tr>
<td>4</td>
<td>Packaging Officer*</td>
<td>OH (OA, OL)</td>
</tr>
<tr>
<td>5</td>
<td>Industrial Engineer</td>
<td>OH (BL, OA, OL)</td>
</tr>
<tr>
<td>7</td>
<td>CA</td>
<td>OH (BL, OA, OL, OAL, BLOA), HH</td>
</tr>
</tbody>
</table>

*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 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

- 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.


- 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 kms. (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 alongwith Travel Proof for travel undertaken. This reimbursement is not applicable to candidates who are already in Central/State Government Services/PSUs.

**TRAINING, EMOLUMENTS AND PLACEMENTS**

These positions are in Management Cadre in grade B as specified below.
<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Position</th>
<th>Salary Grade</th>
<th>Scale of Basic Salary</th>
<th>Approx CTC**</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Experienced Professionals for Refineries (1A to 1E)*</td>
<td>“B”</td>
<td>Rs 29,100 to 54,500</td>
<td>Rs 10.58 lakhs p.a</td>
</tr>
</tbody>
</table>

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 (resignation/ termination not included) of the employee from the services of the corporation.

* Candidates having sufficient relevant work experience than the required minimum work experience may be considered for additional increments over the minimum pay scale up to maximum of 3 increments.

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

The Selected Officer will be on Probation for 1 year from the date of Joining. 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.

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 and verification of caste status / certificate wherever applicable.

**PLACEMENT/ASSIGNMENTS (APPLICABLE TO ALL POSITIONS)**

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. Selected candidates may also be posted / assigned to any of the subsidiaries/Joint Ventures or any department of Government of India.
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. Online submission of the application will be allowed on the website up to 26.09.2014. No other mean / mode of the application shall be accepted. Online Application System will be open from 1000 hrs. on 12.08.2014 to 23:59 hrs. on 26.09.2014.

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) and resume (maximum file size 200kb in doc/docx file format) 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.

➤ Indian Nationals only need to apply.
➤ 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.
- 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 queries pertaining to recruitment including selection process may be addressed to our Corporate Recruitment Team only through corpenablerrect@hpcl.co.in
- Candidates are also requested to visit FAQs section on our website with respect to this recruitment drive.
- 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.
- 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.
- 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.
- 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.

- Number of vacancies may increase/decrease at the discretion of the Corporation. HPCL reserves the right to cancel or add any examination / Personal Interview centre depending on the response in that area/centre. 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.
- Since the written test for all the above positions (wherever applicable) is to be conducted on the same day, the candidates should apply for one position only.
- 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
Candidates must use proper e-mail ids created in their names. Applications with pseudo / fake email ids will attract appropriate action under the law.

 Candidates presently employed in Government Departments / PSU’s / Autonomous Bodies have to produce NOC at the time of interview.
 The online registration would remain open up to 2359 hrs 26.09.2014.
 All the details given in the online form will be treated as final and no changes 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 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