



## JOIN US AND UNLOCK YOUR POTENTIAL

### RECRUITMENT FOR PROFILE OF OFFICERS

**ADVT. NO. HPCL/OPEN/HR/1/2025-26**

Hindustan Petroleum Corporation Limited (HPCL) was established on July 15, 1974. HPCL is a Maharatna Central Public Sector Enterprise (CPSE) with annual Gross sales of Rs. 4,64,247 crore during 2024-25.

HPCL achieved the highest-ever sales volume of 49.8 MMT and processed the highest-ever 25.3 million tonnes of crude during 2024-25 with 109% refinery capacity utilization and achieved the highest-ever pipeline throughput of 26.8 MMT during the year. HPCL enjoys approximately 20.5% market share in India and has a strong presence in refining and marketing petroleum products in the country. During 2024-25, HPCL recorded the standalone PAT of ₹ 7,365 crore.

HPCL owns and operates Refineries at Mumbai and Visakhapatnam with designed capacities of 9.5 MMTPA and 15.0 MMTPA respectively. HPCL also owns the largest Lube Refinery in the country at Mumbai for producing Lube Oil Base Stocks with a capacity of 428 TMTA. HPCL holds a 48.99% equity stake in JV Company, HMEL which operates an 11.3 MMTPA capacity refinery in Punjab, and also has a 16.96% equity stake in MRPL which operates a 15 MMTPA capacity refinery in Karnataka.

HPCL has a vast marketing network consisting of 19 Zonal offices in major cities and 145 Regional Offices facilitated by a Supply and distribution infrastructure comprising 43 Terminals/Installations/Tap Off Points, 37 Depots & 29 Exclusive Lube Depots, 57 Aviation Fuel Stations, 55 LPG Bottling Plants, 4 Lube Blending plants. The customer touch points constitute 23,758 Retail Outlets, 1,638 SKO/LDO dealers, 397 Bazar Lube distributors, 156 Industrial Lube Distributors, 2,048 CNG facilities at Retail Outlets, 5,986 EV charging stations, 875 Door-to-door delivery dispensers and 6,381 LPG Distributorships with a customer base of above 9.7 crore LPG consumers as of Apr'25.





HPCL has the second-largest petroleum product pipeline network in India with a network length of 5,134 km. HPCL also conducts business through 20 JV and Subsidiary companies operating across the oil & gas value chain.

HPCL has its Research & Development Centre named 'HP Green R&D Centre' in Bengaluru. The Centre provides advanced technical support to the Refineries and Marketing SBUs for operational improvement, absorbing new technologies, developing innovative and path-breaking technologies, and license technologies, and becoming a knowledge hub.

HPCL is cognizant of the importance of environmental sustainability for the health of our planet, the well-being of current and future generations and the preservation of ecosystems and biodiversity. Toward this objective, various initiatives were undertaken by HPCL in the areas of carbon footprint reduction, energy efficiency, water conservation, waste management, renewable energy, etc. HPCL has also announced its plan to reach Net Zero in Scope 1 & 2 emissions by 2040. Equal focus is thrust on the triple bottom line framework of financial, social and environmental capital towards greater business values.

HPCL is committed to conducting business to preserve the environment, sustainable development, being a safe workplace, and enriching the quality of life of employees, customers, and the community. HPCL's CSR reaffirms the continuing commitment of the corporation toward societal development. The key focus areas are Childcare, Education, Health Care, Skill Development, Sports, Environment & Community Development, Contribution to Incubators/R&D and Public Funded Universities and positively influencing the lives of less privileged.

**HPCL invites talented & motivated candidates 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 online for the following vacancies.**





## 1. IMPORTANT DATES

IMPORTANT DATES	
Commencement of Online Application	1 <sup>st</sup> June 2025 (0900 hours onwards)
Last Date of Online Application ( <b>Freshers</b> )	30 <sup>th</sup> June 2025 (Up to 2359 hours)
Last Date of Online Application ( <b>Experienced</b> )	15 <sup>th</sup> July 2025 (Up to 2359 hours)

## 2. POSITIONS, ELIGIBILITY CRITERIA AND VACANCY SNAPSHOT FOR *FRESHERS*

POSITIONS, ELIGIBILITY CRITERIA AND VACANCY SNAPSHOT						
S. No.	Position	Pay Scale (Rs)	Vacancies	Max Age (Years)	Essential Qualifications	Min Exp (Years)
2.1	Executive Assistant	(30000-120000)	10	25	Minimum 3-year full-time regular graduation in any discipline	-
2.2	Junior Executive - Civil	(30000-120000)	50	25	3-years full-time Regular Diploma in Civil Engineering	-
2.3	Junior Executive - Mechanical	(30000-120000)	15	25	3-years full-time Regular Diploma in Mechanical Engineering	-
2.4	Junior Executive - Quality Control	(30000-120000)	19	25	3-year full-time regular graduation in Chemistry (B. Sc. Chemistry)	-
2.5	Mechanical Engineer	(50000-160000)	98	25	4-year full-time regular engineering course in Mechanical Engineering or allied branches	-
2.6	Electrical Engineer	(50000-160000)	35	25	4-year full-time regular engineering course in Electrical Engineering or allied branches	-
2.7	Civil Engineer	(50000-160000)	16	25	4-year full-time regular engineering course in Civil Engineering or allied branches	-



### POSITIONS, ELIGIBILITY CRITERIA AND VACANCY SNAPSHOT

S. No.	Position	Pay Scale (Rs)	Vacancies	Max Age (Years)	Essential Qualifications	Min Exp (Years)
2.8	Chemical Engineer	(50000-160000)	26	25	4-year full-time regular engineering course in Chemical Engineering or allied branches	-
2.9	Chartered Accountants	(50000-160000)	24	27	Qualified Chartered Accountant (CA) from Institute of Chartered Accountants of India (ICAI) along with completion of mandatory Article-ship and Membership of ICAI. <b>AND</b> Minimum 3-year full-time regular graduation in any discipline	-
2.10	Officer – HR	(50000-160000)	6	27	2-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	-
2.11	Officer - Industrial Engineering	(50000-160000)	1	27	2-year full-time post-graduate degree in Industrial Engineering <b>AND</b> 4-year full time regular engineering course in Mechanical/ Electrical/ Instrumentation/ Chemical/ Civil Engineering	-





### 3. POSITIONS, ELIGIBILITY CRITERIA AND VACANCY SNAPSHOT FOR *EXPERIENCED PROFESSIONALS*

POSITIONS, ELIGIBILITY CRITERIA AND VACANCY SNAPSHOT						
S. No.	Position	Pay Scale (Rs)	Vacancies	Max Age (Years)	Essential Qualifications	Min Exp (Years)
3.1	Assistant Officer / Officer – Official Language Implementation*	(40000-140000)/ (50000-160000)	2	30/33	2-year full time Post-Graduation in Hindi  <b>AND</b> Minimum 3-year full-time regular graduation in any discipline with English as one of the subjects.	3/6
3.2	Law Officer*	(50000-160000)	3	26	3-year full-time course in law after graduation  <b>OR</b> 5-year course in law after 12th Standard	1
3.3	Safety Officer – Uttar Pradesh *	(50000-160000)	2	27	4-year full-time regular engineering course in Mechanical/ Electrical/ Instrumentation/ Chemical/ Civil Engineering  <b>AND</b> Possesses a degree or diploma in Industrial Safety; recognised by the State Government of Uttar Pradesh  <b>AND</b> Adequate knowledge of Hindi language.	2
3.4	Safety Officer – Tamil Nadu*	(50000-160000)	3	27	4-year full-time regular engineering course in Mechanical/ Electrical/	2







## POSITIONS, ELIGIBILITY CRITERIA AND VACANCY SNAPSHOT

S. No.	Position	Pay Scale (Rs)	Vacancies	Max Age (Years)	Essential Qualifications	Min Exp (Years)
					Instrumentation/ Chemical/ Civil Engineering  <b>AND</b> Possesses a degree or diploma in Industrial Safety; recognised by the State Government of Tamil Nadu  <b>AND</b> Adequate knowledge of Tamil language.	
3.5	Senior Officer –City Gas Distribution (CGD) Operations & Maintenance*	(60000-180000)	4	28	4-year full-time regular engineering course in Mechanical/ Electrical/ Instrumentation/ Civil Engineering	3
3.6	Senior Officer –City Gas Distribution (CGD) Projects*	(60000-180000)	6	28		3
3.7	Senior Officer – Sales* (Retail / Lubes / Direct Sales / LPG)	(60000-180000)	25	29	2-year full-time regular MBA or PGDM (equivalent to MBA as per AIU)  <b>AND</b> 4-year full-time regular engineering course in Mechanical/ Electrical/ Instrumentation/ Chemical/ Civil Engineering	2
3.8	Senior Officer/ Assistant Manager	(60000-180000)/	6	29/32	2-year full-time regular MBA or PGDM (equivalent to MBA as per AIU)	2/5





## POSITIONS, ELIGIBILITY CRITERIA AND VACANCY SNAPSHOT

S. No.	Position	Pay Scale (Rs)	Vacancies	Max Age (Years)	Essential Qualifications	Min Exp (Years)
	- Non-Fuel Business*	(70000-200000)			<b>AND</b> 4-year full-time regular engineering course in Mechanical/ Electrical/ Instrumentation/ Chemical/ Civil Engineering	
3.9	Chief Manager / Deputy General Manager – Non-Fuel Business*	(100000-260000)/ (120000-280000)	2	41/44		14/17
<b>3.10</b>	<b>Petrochemicals</b>					
3.10.1	Manager-Technical*	(80000-220000)	3	34	4-year full-time regular engineering course in Chemical/ Polymer /Plastics Engineering	9
3.10.2	Manager- Sales* (R&D Product Commercialisation)	(80000-220000)	1	36	<b>Essential:</b> 4-year full-time regular engineering course in Mechanical / Civil / Instrumentation/Electrical/Chemical/ Polymer/Plastics  <b>Desirable:</b> 2-year full-time regular MBA course	9
3.10.3	Deputy General Manager- Catalyst Business Development* (R&D Product Commercialisation)	(120000-280000)	1	45	<b>Essential:</b> 4-year full-time regular engineering course in Chemical Engineering  <b>Desirable:</b> 2-year full-time regular MBA course	18





## POSITIONS, ELIGIBILITY CRITERIA AND VACANCY SNAPSHOT

S. No.	Position	Pay Scale (Rs)	Vacancies	Max Age (Years)	Essential Qualifications	Min Exp (Years)
3.10.4	Deputy General Manager- Technical Service* (R&D Product Commercialisation)	(120000-280000)	1	45	<b>Essential:</b> 4-year full-time regular engineering course in Chemical Engineering  <b>Desirable:</b> 2-year full-time regular MBA course	18
3.10.5	Deputy General Manager- Polymer Expert Head*	(120000-280000)	1	45	2-year full-time regular MBA course in Sales / Marketing / Operations / Supply chain  <b>AND</b> Minimum 3-year full-time graduation in any discipline	18
3.10.6	General Manager- Business Development Head*	(120000-280000)	1	48	<b>Essential:</b> 4-year full-time regular engineering course in Mechanical / Civil / Instrumentation / Electrical / Chemical / Polymer / Plastics Engineering  <b>Desirable:</b> 2-year full-time regular MBA course	21







Fixed Term Contract (FTC) #						
S. No.	Position	Vacancies	Annual Consolidated Remuneration (Rs)	Max Age (Years)	Essential Qualifications	Min Exp. (Years)
1	IS Officer	10	15 Lakhs per annum	29	4-years full time regular engineering course in B. Tech. with Computer Science/ IT Engineering <b>OR</b> Full time Post Graduate in Computer Applications (MCA)/ Data Sciences	2
2	IS Security Officer- Cyber Security Specialist	1	36 Lakhs per Annum	45	<b>Essential:</b> 4-year full time regular engineering degree course/s in Computer Science/ Information Technology/ Electronics & Communications Engineering/ Information Security <b>Or</b> Post Graduate in Computer Applications (MCA)  <b>Desirable:</b> 2-year full time regular masters in engineering course/s in Computer Science and Information Security/	12





					Information Security/ Cyber Security. Relevant certifications such as CEH, CISSP, or GIAC certifications are a plus	
--	--	--	--	--	---	--

**NOTE:** The duration of engagement of FTC shall be for a period of 3 years, extendable by further 2 years, upon satisfactory performance.

\*Please refer table below for maximum permissible age corresponding to no. of completed years of relevant experience.

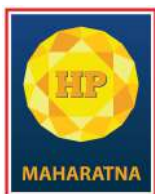
Position	Pay scale (Rs)	No. of completed years of relevant experience	Max Permissible Age (Years)
Assistant Officer – Official Language Implementation	40000-140000	3	30
		4	31
		≥5	32
Officer – Official Language Implementation	50000-160000	6	33
		7	34
		≥8	35
Law Officer	50000-160000	1	26
		2	27
		≥3	28
Safety Officer – Uttar Pradesh/ Tamil Nadu	50000-160000	2	27
		3	28
		≥4	29
Senior Officer- CGD Operations & Maintenance / Projects	60000-180000	3	28
		4	29
		≥5	30
Senior Officer- Non-Fuel Business / Sales	60000-180000	2	29
		3	30





		≥4	31
Assistant Manager- Non-Fuel Business	70000-200000	5	32
		6	33
		≥7	34
Manager – Technical	(80000-220000)	9	34
		10	35
		≥11	36
Manager – Sales (R&D Product Commercialisation)	(80000-220000)	9	36
		10	37
		≥11	38
Chief Manager- Non-Fuel Business	100000-260000	14	41
		15	42
		≥16	43
Deputy General Manager- Non-Fuel Business	120000-280000	17	44
		18	45
		≥19	46
Deputy General Manager- Catalyst Business Development / Technical Service / Polymer Expert Head	120000-280000	18	45
		19	46
		≥20	47
General Manager - Business Development Head	120000-280000	21	48
		22	49
		≥23	50





#Please refer table below for maximum permissible age corresponding to No. of completed years of relevant experience.

Position	Annual Consolidated Remuneration (Rs)	No. of completed years of relevant experience (Years)	Max Permissible Age (Years)
IS Officers (FTC)	15 Lakhs per annum	2	29
		3	30
		≥4	31
IS Security Officer- Cyber Security Specialist (FTC)	36 Lakhs per Annum	12	45
		13	46
		≥14	47

**NOTE:** Maximum 2 years of age relaxation will be given to the applicants of above-mentioned positions in case applicants' relevant work experience (completed years) is more than minimum prescribed relevant work experience.

Please refer table below for the List of relevant Engineering / Technology Disciplines, eligible to apply:

ENGINEERING FUNCTIONS	
Core Discipline	Eligible Degree as mentioned on Degree Certificate
Mechanical Engineering	Mechanical Engineering Mechanical and Automation Engineering Manufacturing Science and Engineering Mechanical Engineering (Production) Integrated/Dual Degree in <ul style="list-style-type: none"> <li>Mechanical Engineering</li> <li>Mechanical Engineering with specialisation in Material Science</li> <li>Mechanical Engineering with specialisation in Mechanical System Design</li> <li>Mechanical Engineering with Specialization in Manufacturing and Industrial Engineering</li> </ul>





Electrical Engineering	<p>Electrical Engineering</p> <p>Electrical and Electronics Engineering (Power System)</p> <p>Electrical and Electronics Engineering</p> <p>Electrical and Instrumentation Engineering</p> <p>Electrical and Power Engineering</p> <p>Electrical and Computer Engineering</p> <p>Electrical Engineering (Electronics and Power)</p> <p>Electrical Instrumentation and Control Engineering</p> <p>Electrical Power Engineering</p> <p>Electrical, Electronics and Power Engineering</p> <p>Integrated/Dual Degree in Electrical Engineering</p>
Instrumentation Engineering	<p>Instrument Technology</p> <p>Instrumentation and Control Engineering</p> <p>Instrumentation and Electronics Engineering</p> <p>Instrumentation Engineering</p> <p>Instrumentation Technology</p> <p>Electronics and Electrical Engineering</p> <p>Electronics and Instrumentation Engineering</p> <p>Electronics (Instrumentation and Control) Engineering</p> <p>Electronics Instrument and Control Engineering</p> <p>Electronics Communication and Instrumentation Engineering</p> <p>Integrated/Dual Degree in Instrumentation Engineering</p>
Civil Engineering	<p>Civil Engineering</p> <p>Civil and Environmental Engineering</p> <p>Civil and Infrastructure Engineering</p> <p>Civil Engineering (Environmental Engineering)</p> <p>Civil Engineering and Planning</p> <p>Civil Engineering Environment and Pollution Control</p> <p>Civil and Water Management Engineering</p> <p>Civil Engineering with Computer Application</p>





	Civil Engineering (Construction Technology) Civil Environmental Engineering Civil Technology Integrated/Dual Degree in <ul style="list-style-type: none"> <li>Civil Engineering</li> <li>Civil Engineering with specialisation in Structural Engineering</li> <li>Civil Engineering with specialisation in Environmental Engineering</li> <li>Civil Engineering with specialisation in Transportation Engineering</li> </ul>
Chemical Engineering	Chemical Engineering Chemical Technology Integrated/Dual Degree in Chemical Engineering
Industrial Engineering	Industrial Engineering Industrial and Production Engineering Industrial Engineering and Management Industrial Production Engineering

#### DIPLOMA ENGINEERING FUNCTIONS

Core Diploma Discipline	Eligible Degree as mentioned on Diploma Certificate
Mechanical	Diploma- Mechanical Engineering Diploma- Mechanical Engineering (Specialization)
Civil	Diploma- Civil Engineering Diploma- Civil Engineering (Specialization)

#### MINIMUM MARKS REQUIRED IN QUALIFYING DEGREE/ DIPLOMA

Chartered Accountant	Minimum 50% in CA Final Exam including Group I and Group II
All other positions	Minimum 65% marks for UR/OBCNC/EWS and 55% for SC/ST/PwBD candidates





#### 4. JOB PROFILE FOR FRESHERS

Position	Job Profile
Executive Assistant	<p>The broad job role expectations given below are indicative in nature:</p> <ul style="list-style-type: none"> <li>• Maintain confidentiality and exercise information with discretion.</li> <li>• Strong problem-solving skills and ability to adapt to changing priorities.</li> <li>• Maintain a dynamic daily tracker of emails, pending responses and tasks at hand, meeting prep documents.</li> <li>• Manage the calendar, scheduling meetings, and appointments</li> <li>• Prepare and organize documents, reports, and presentations for meetings. Review proposals prepared for Manager's approval for formats/ data accuracy.</li> <li>• Excellent telephone skills - Answer, screen, and forward incoming phone calls and basic and accurate information in- person and via phone.</li> <li>• Act as the primary point of contact between internal/external stakeholders and effectively communicate with internal &amp; external stakeholders.</li> <li>• Conduct research and gather information to support decision-making.</li> <li>• Exceptional organizational and time management skills.</li> <li>• Coordinating travel and accommodation arrangements, both international and domestic. Arranging detailed travel plans, itineraries, and agendas; and compiling documents for travel related meetings.</li> <li>• Excellent with managing guest/ visitors and to create a welcoming environment for both employees and visitors.</li> <li>• Maintain filing system and ensure that important documents (soft copies) are organized and accessible. Maintain MIS and provide support in documentation and records.</li> <li>• Any other Activities as assigned by supervisor</li> </ul>
Junior Executive - Civil	<p>The broad job role expectation of Diploma Engineers are given below which are indicative in nature:</p>



## Project Execution & Infrastructure Development

- Manage commissioning of new retail outlets including site readiness, contractor coordination, and compliance.
- Manage modernization and facility augmentation projects for existing outlets.
- Coordinate with electrical and automation teams to resolve civil related interface issues.
- Conduct field visits for inspection and monitoring of ongoing projects.

## Maintenance & Operations

- Oversee maintenance and repair work of outlets.
- Operate the Retail Outlet Maintenance Management System (ROMMS) for tracking and issue resolution.
- Handle installation and maintenance of Vapour Recovery Systems (VRS).

## SAP & Procurement Management

- Execute project and asset-related work using SAP (PS/PM/MM modules).
- Manage purchase activities including PR/PO creation, service entries, and vendor coordination.
- Handle bank guarantees, Steel Plate/ Tank Fabrication, and reconciliation in SAP.

## IT, Automation & Monitoring

- Manage outlet automation systems and SD-WAN infrastructure for network reliability.
- Monitor CRIS system for device uptime and performance.

## Finance, Asset & Budget Control

- Prepare and monitor Monthly Expenditure Budgets (MEB).



	<ul style="list-style-type: none"> <li>• Manage asset lifecycle in SAP including capitalization, disposal (via e-RFD), and tracking.</li> <li>• Process vendor payments through VIT and manage E-Way Bills for material movement.</li> </ul> <p><b>Compliance, Audits &amp; Fuel Operations</b></p> <ul style="list-style-type: none"> <li>• Coordinate internal audits, electrical safety audits, and QA compliance activities.</li> <li>• Oversee installation and upkeep of CNG and Auto LPG fuelling infrastructure.</li> </ul> <p><b>Coordination &amp; Reporting</b></p> <ul style="list-style-type: none"> <li>• Use the Corporate Collaboration Portal for project coordination and approvals.</li> <li>• Prepare reports, dashboards, and MIS for project tracking and management reviews.</li> </ul>
Junior Executive – Mechanical	<p>The broad job role expectation of Diploma Engineers are given below which are indicative in nature:</p> <p><b>A) Junior Executive-Mechanical</b></p> <ul style="list-style-type: none"> <li>• Handle direct dispatch of finished products to customers as per the approved dispatch plan and schedules.</li> <li>• Coordinate with production, quality, and logistics teams to ensure accuracy and timely delivery of products.</li> <li>• Manage loading/unloading operations, ensuring goods are handled carefully to prevent damage.</li> <li>• Maintain proper documentation and records related to inventory, dispatch, receipts, and shipments, raise requisitions as necessary to avoid shortages.</li> <li>• Ensure proper storage conditions and adherence to safety, health, and environmental regulations within the warehouse.</li> <li>• Conduct regular stock reconciliation to maintain Inventory accuracy.</li> </ul>



### Logistic Operations

- Coordination with transporters for deployment of trucks as per order plan
- Managing transporter issue for non-placement of vehicle, clubbing order & pending order.
- Coordination with HQO logistics and keep tracking of daily order to be executed
- Coordination and handling of O&M contractor for managing the inventory
- Coordination with truck parking terminal for timely placement of vehicle
- Maintaining MIS of order, Transporter performance, Insurance case and non-technical complains

### Invoicing

- Handling Invoicing team activities like Invoice generation, e-way bill, LR copy, COA.
- Verifying order against Invoice
- Verifying all internal document of order like weighment document (tare weight and gross weight)
- Coordination with loading and security team for handling any variation.

(OR)

### B) Junior Executive-Mechanical

- Ensure product availability and smooth fueling operations at all times.
- Maintain functionality of equipment (DU, EDC machines, payment solutions).
- Monitor manpower deployment and ensure timely wage disbursal.
- Oversee sales reconciliation and vendor payments.
- Ensure quality service delivery and customer solicitation.
- Maintain safety, housekeeping, and outlet upkeep consistently.
- Ensure statutory compliance and proper record keeping.
- Handle procurement within delegated limits and coordinate approvals.
- Support campaigns and CNG commissioning







	<ul style="list-style-type: none"> <li>• Train FSMs/staff and support ARB operations, taking on additional duties as needed.</li> <li>• Any other Activity as assigned by supervisor</li> </ul>
Junior Executive – Quality Control	<p><b>The broad job role expectations given below are indicative in nature:</b></p> <ul style="list-style-type: none"> <li>• Receipt of additives, base oil, in-process samples, finished product samples, tender sample and outsourced product for testing</li> <li>• Testing of sample as per applicable testing method within timelines and Updating test results in SAP (entering and generating test report)</li> <li>• Communicating report to the customers – Internal / External</li> <li>• Preserving the tested samples for pre-defined timelines and disposal of sample post completion of retention period and maintenance of record of disposal.</li> <li>• Technical support for liquidating slow moving/ nonmoving products at locations</li> <li>• Regular checks and maintenance of Lab equipment alongside Planning and execution of AMC within timelines</li> <li>• Ensure NABL recertification as per timelines</li> <li>• Developing NPCB proposal for Upgradation of lab equipment as per technical advancement and to cater for testing of new product</li> <li>• Monthly Monitoring of expenditure in respective accounting codes for MEB proposals</li> <li>• Upgradation of facilities, testing methods, equipment for regular process improvements</li> <li>• Revenue generation from customers by sample testing and CRM Sales</li> <li>• Ensuring safe operations in Lab as per SOP</li> <li>• Any other Activities as assigned by supervisor</li> </ul>



<p>Engineers (Mechanical / Civil / Electrical / Chemical)</p>	<p>The engineers may be posted in any of the profiles such as Operations/ Sales/ Engineering &amp; Projects / Retail Outlet Upgradation/ Operations &amp; Distribution/ Refinery etc. The broad job role expectation given below are indicative in nature:</p> <ul style="list-style-type: none"> <li>• Operate and maintain pipeline systems at pumping, booster, and receiving stations. Ensure smooth pumping operations, enforce safety standards, and manage Right of Use (ROU) compliance</li> <li>• Drive retail, LPG, lube, and fuel sales across field and regional locations</li> <li>• Provide technical services to industrial and consumer clients to support product performance and customer satisfaction</li> <li>• Plan and execute projects involving LPG plant construction and augmentation, pipeline infrastructure, and terminal and depot upgrades</li> <li>• Manage construction and modernization of retail outlets to align with company branding, customer experience goals, and operational efficiency standards</li> <li>• Oversee daily operations including gantry functions, terminal automation, and logistics planning. Ensure optimal functioning of distribution channels from depots and terminals.</li> <li>• Implement and monitor safety protocols and HSE standards across all operational locations to ensure a safe and compliant working environment.</li> <li>• Support refinery operations at Mumbai and Visakh locations through technical expertise in processes, maintenance, and project implementation.</li> <li>• Conduct preventive and corrective maintenance for equipment and facilities across pipeline, terminal, depot, and refinery operations to minimize downtime and enhance reliability</li> <li>• Any other Activities as assigned by supervisor</li> </ul>
<p>Chartered Accountants</p>	<p>The broad job role expectations given below are indicative in nature:</p> <ul style="list-style-type: none"> <li>• Preparation of Financials of the Corporation as per the Applicable INDAS</li> <li>• Cash flow management of the Corporation</li> <li>• Ensuring Regulatory Compliances including taxation</li> </ul>



	<ul style="list-style-type: none"> <li>• GST Compliance</li> <li>• Interpretation of Financial Data</li> <li>• Reporting of Financial Information to Management</li> <li>• Ensuring effective Corporate Governance</li> <li>• Project evaluation and monitoring</li> <li>• Credit Management and Receivable Management</li> <li>• Fund &amp; Budget Management etc.</li> <li>• Commercial aspects of the business</li> <li>• Processing of the Payments/ Payroll</li> <li>• Any other Activities as assigned by supervisor</li> </ul>
Officer – HR	<p><b>The broad job role expectations given below are indicative in nature:</b></p> <ul style="list-style-type: none"> <li>• Recruitment and Hiring: Identifying hiring needs, creating job postings, screening applications, and conducting interviews</li> <li>• Onboarding and Training: Implementing onboarding programs, creating training materials, and conducting training sessions for new employees</li> <li>• Payroll Management: Ensuring employees are paid correctly and on time</li> <li>• Employee Relations: Addressing employee inquiries, mediating disputes, and promoting a positive work environment</li> <li>• Compliance: Ensuring compliance with employment laws and regulations, maintaining accurate personnel records, and providing support to employees and managers</li> <li>• Benefits Administration: Administering employee benefits, such as health insurance and housing allowances</li> <li>• Performance Management: Assisting in performance management and employee evaluation</li> <li>• HR Administration: Maintaining employee records, updating databases, and preparing HR-related reports</li> <li>• Policy Development: Creating and implementing HR policies and procedures</li> </ul>



	<ul style="list-style-type: none"> <li>Employee Engagement: Promoting employee engagement initiatives and activities</li> <li>HRBP Role</li> <li>Any other Activities as assigned by supervisor</li> </ul>
Officer - Industrial Engineering	<p><b>The broad job role expectation given below are indicative in nature:</b></p> <ul style="list-style-type: none"> <li>Conduct IE study at locations/plant, process improvement identification and discussion on observations with Department Head</li> <li>Compare with benchmarks or with other OMCs</li> <li>Process approval note for manpower in line with manpower assessment and communicate to all the stakeholders about approvals</li> <li>Coordinate with SBUs to get their requirement in the given Financial Year for Strategic Workforce plan</li> <li>Analysis of approved and actual manpower</li> <li>Communicate to Recruitment Department for execution of recruitment</li> <li>Review of concepts and current practices in other PSUs and Industry</li> <li>Process requests for creation / updation in position master for Position Id and subsequent creation/ updation in position master</li> <li>Checking of approved positions after any transaction in Position Master</li> <li>Preparation of Monthly MIS report for departmental activities</li> <li>Perform Data analytics on the data pertaining to HR &amp; business parameters</li> <li>Any other Activities as assigned by supervisor</li> </ul>

## 5. WORK EXPERIENCE REQUIREMENT AND JOB PROFILES FOR EXPERIENCED PROFESSIONALS

**Note: For below mentioned positions where experience is mandatory, work experience will be counted post completion of qualifying degree only**

Position	Work Experience
Assistant Officer / Officer – Official	<b>Experience:</b> Minimum 3/6 years of experience in Official Language Implementation Roles.



<p>Language Implementation</p>	<p><b>Roles &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Ensure Compliances of Constitutional Provisions with respect to official Language implementation.</li> <li>• Ensure compliances of Provisions of OL Act 1963, OL Rules 1976, Annual programs and directives from MHA, OL department.</li> <li>• Promote the use of Hindi by making the use of available information Technology aids.</li> <li>• Publish articles/information related to the departmental subjects/functions in the periodicals to demonstrate the capability and versatility of Hindi Language.</li> <li>• Carry out the work of translation as and when required for Departments, SBUs/Annual Reports.</li> <li>• Ensure that various reports, press communiqués are issued bilingual as per section 3(3) of the Official Language Act.</li> <li>• Co-ordination with TOLIC, Ministry, Parliamentary Committee visits, Other PSUs etc.</li> <li>• Conduct OLIC meetings / OL workshops on quarterly basis.</li> <li>• Ensure submission of QPR on MHA portal by parent and subordinate offices.</li> <li>• Review of quarterly reports from various Departments/locations of the Corporation and issue follow up letters to the Department Heads for meeting the set targets.</li> <li>• Annual &amp; Mid-term review of the Official Language Implementation.</li> <li>• Participate in the meetings/activities of the other Departments</li> <li>• Maintain proper records of the important documents for inspection purpose.</li> <li>• To carry out OL inspections of subordinate offices &amp; departments on regular basis.</li> </ul>
<p>Law Officer</p>	<p><b>Experience:</b></p> <p>Candidate should possess minimum one-year relevant experience as a practicing Advocate or working experience in a reputed Law Firm or Legal Department of a Company.</p>





- Relevant Work experience in a company shall be reckoned post qualification of LL.B. and for practicing Advocates or working in a law firm, the said experience shall be counted after enrolment in the Bar Council of India. Experience should preferably relate to providing advice on interpretation of Contracts, devising legal strategy, handling litigation, Arbitration and Conciliation matters, drafting of Agreements/contracts, drafting of pleadings for filing before Court/Arbitrator/Conciliator, briefing Counsel, etc. The relevant experience should substantially cover knowledge of Constitution, procedural laws, Petroleum Laws, Evidence Act, Indian Contract Act, Sale of Goods Act, Specific Relief Act, Transfer of Property Act, Intellectual Property Laws, Arbitration & Conciliation Act, Environmental laws, Economic & Commercial Laws like IBC, Competition Act, Consumer Protection Act etc.
- Candidates should possess excellent written/verbal communication skills in both Hindi and English languages. Proficiency in reading and writing in any one or more Scheduled language (as per the Constitution) in addition to English and Hindi is preferred.
- In addition, the candidates should be computer savvy and should possess good knowledge of MS-Word and PowerPoint.

#### **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. Brief advocates and attend court hearings. 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. Keep updated on recent trends in the legal issues. Handle Arbitration/Conciliation cases, verify title documents, conduct reviews and training.

NOTE: Candidates are required to submit an experience certificate from the organization in which they are/were working. In case of practicing advocate, the



	<p>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.</p> <p>Only 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/LLM program (or any other full-time studies) will not be considered as experience.</p>
Safety Officer – Uttar Pradesh / Tamil Nadu	<p><b>Experience:</b></p> <p>Minimum 2 years of practical experience of working in a factory in a supervisory capacity</p> <p><b>Roles &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Maintain adequate inventory, upkeep and usage of Personal Protective Equipment's like Fire Proximity Suits, Low temperature suit and gloves, etc.</li> <li>• Carry out inspection of Plant, Safety equipment, Fire-Fighting system &amp; Engines, Tripping &amp; Interlocks.</li> <li>• Coordinate and ensure timely carry out calibration &amp; testing of Safety relief Valve (SRV), thermal Relief Valve (TRV), LPG Hoses, Hydrant Hose, Fire extinguisher, Sprinkler Testing, Pressure and Temperature Gauges, Emergency Shutdown (ESD) &amp; Manual call point (MCP) testing, Carousel inter-locks testing, fire engine testing, etc.</li> <li>• Conducting Fire drills (Monthly, Onsite/Offsite, and Idle Shift), Bomb threat drills and other drills as per ERDMP scenarios.</li> <li>• Coordinate with external auditors for OISD, MDSA, SSA, ESA, Electrical audit, ERDMP certification, and Infrastructure audit.</li> <li>• Ensure display of notifications as per various statutory norms – Minimum wages, Gratuity act, PCB consent conditions, etc.</li> <li>• Ensure timely application &amp; renewal of licenses under PESO, Factories, Labor, PCB, VHF, etc. to ensure updations of licenses as per modifications in plant, compliance with license approval conditions.</li> </ul>



	<ul style="list-style-type: none"> <li>Analyze &amp; report Safety MIS, Incident &amp; near miss report, HSE index, Audit compliance, Exception reports to Zone/ HQO.</li> <li>Timely execution &amp; renewals of AMC for fire engines, paging system, GMS, DFMD, fire extinguisher servicing, fire-fighting panels, yearly contract of fire-fighting maintenance.</li> <li>Maintenance &amp; upkeep of Access Control System, Security Gadgets and Improvement in Housekeeping, M&amp;R, Safety &amp; reduction in at-risk behavior evaluation through BBS Index.</li> <li>Update reports on HSE portal for OISD, MDSA, SSA, Electrical safety audits.</li> <li>Conduct regular health awareness &amp; checkup camps for employees, contract workmen &amp; maintain records thereof.</li> <li>Implementation of Safety &amp; Recognition Awards for employees &amp; extended workforce</li> <li>Any other Activities as assigned by supervisor</li> </ul>
<p>Senior Officer – City Gas Distribution Operations &amp; Maintenance</p>	<p><b>Experience:</b> Minimum 3 years of experience in Managerial Role in City Gas Distribution Industry</p> <p><b>Roles &amp; Responsibilities:</b> Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>Basics Natural Gas properties, calorific calculations for customer conversion and demand assessment in local area</li> <li>Understanding and compliance of statutory and regulatory requirements like PNGRB CGD regulation, T4S, IMS and ERDMP, Quality of service, PESO norms etc.</li> <li>Capability to handle customer billings and complaints in PNG domestic, industrial and commercial accounts</li> <li>Accounting Gas receipts, sales and reconciliation to limit Unaccounted Gas Loss.</li> <li>Indenting of APM Gas/Capacity Tranche, Monitoring and control of Gas receipts to avoid penal charges in purchase and transportation</li> <li>Essentials of Framework Gas sales/purchase agreement including mechanism of penalty calculation in Industrial &amp; commercial gas sales.</li> </ul>



	<ul style="list-style-type: none"> <li>• Working on SCADA for operations monitoring and data updation</li> <li>• Monitoring of Patrolling, ERV operation, CP and markers of CGD lines</li> <li>• GIS based monitoring of CGD assets, patrolling/maintenance/ LCV operations</li> <li>• Prepare Daily dashboard reports for PNG, CNG and Sales and other transactions</li> <li>• Verify Monthly Dispenser Reading and Electrical Sub-meter at all CNG Daughter Booster Stations</li> <li>• Monitoring and improvement of energy consumption parameters of compressors.</li> <li>• Planning, Control and monitoring of preventive/predictive/ OEM recommended maintenance of CNG equipment, DRS/DCU, valve chambers, other mechanical, electrical and instrumented safety systems</li> <li>• Maintaining inventory of mandatory/ critical spares and consumables</li> <li>• To prepare and execute Monthly planner for Scheduled Maintenance and calibration</li> <li>• Planning &amp; Execution of Leak surveys, Leak Performance Test etc.</li> <li>• Ensure equipment performance through Service level monitoring of AMC providers, PG test and timely placement of service orders</li> <li>• Any other Activities as assigned by supervisor</li> </ul>
<p>Senior Officer – City Gas Distribution Projects</p>	<p><b>Experience:</b> Minimum 3 years of experience in Managerial Role in City Gas Distribution Industry</p> <p><b>Roles &amp; Responsibilities:</b> Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>• Estimation/Planning of steel, MDPE networks, DCU/DRS/MRS &amp; Last mile connectivity including GI/Cu Piping etc.</li> <li>• Development of GAD, Route map, alignment sheets and issue of construction drawings</li> <li>• Development of construction procedure, QAP / ITP, Construction quality control, safety, maintenance of records including Pre-commissioning /Commissioning and As built documents and records</li> </ul>





	<ul style="list-style-type: none"> <li>• Project scheduling, critical path monitoring, periodic MIS and alert</li> <li>• Procurement and warranty enforcement including PG test etc., measurements and billing certification</li> <li>• Supervise and inspect construction of steel and PE pipeline network for City Gas Distribution covering Trenching and Lowering, welding/Electrofusion Jointing, Backfilling with warning mat, Bricks as per SOR/specifications, Testing, flushing, Crossings Cased / Uncased like Rail, road, river, canal, HDD / Open-cut / Boring etc.</li> <li>• Review PNG &amp; LMC network plan, open cut/HDD/ Molling &amp; Valve pit, sizing of meter &amp; regulator, PE &amp; LMC material reconciliation including Free issue material with contractor.</li> <li>• Testing and Commissioning of the CGD networks in Steel, PE, Customer premise and CNG facilities and obtaining of statutory clearances.</li> <li>• Perform Erection and commissioning of MRS / Meter Regulator</li> <li>• MDPE Pipeline laying and activities related to Installation, Erection, testing and commissioning of Last Mile Connectivity (LMC) jobs carried out by vendors</li> <li>• Liaison activities for permission to lay MDPE Network, preparation of network map/site IFC drawing, documentation of test reports.</li> <li>• Understanding and compliance of statutory and regulatory requirements like PNGRB T4S, IMS and ERDMP, PESO norms.</li> </ul>
Senior Officer – Sales (Retail)	<p><b>Experience:</b> Minimum 2 years of experience post MBA in Executive / Managerial Role in Sales/ Marketing in Gas / Petroleum / Lubes / FMCG / Consumer Durables/ Automobile / Industrial / Engineering-Products / Petrochemical Industry.</p> <p><b>Roles &amp; Responsibilities:</b> Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>• Responsible for increasing sales of MS, HSD, CNG, Lubricants and other allied products through network of HPCL Fuel station.</li> </ul>







	<ul style="list-style-type: none"> <li>• Evaluate the performance of HPCL Retail Outlet Vs. Industry performance to design and execute the strategy for gaining market share.</li> <li>• Network Expansion by identifying high potential stretches in Urban, Highway and Rural Markets.</li> <li>• Customer Solicitation.</li> <li>• Design and execute campaigns for sales promotion and brand building.</li> <li>• Channel Management. Co-ordinating with Retail Channel partners operating HPCL Fuel/Mobility Stations to achieve sales targets.</li> <li>• Evaluating the need for Addition/alteration of Infrastructure at retail outlets for increasing sales, efficient operation, Brand Visibility.</li> <li>• To enhance overall Look &amp; Feel of the retail outlets in line with the standards set by the organisation.</li> <li>• To achieve targets for generating non-fuel revenue through strategic tie ups, sales of branded fuels, allied products etc.</li> <li>• Controlling site profitably through manpower management and operational expenditure for company owned and company operated retail outlets.</li> <li>• Training of Dealers and Customer Service Associates at retail outlets for operational excellence and safety standards in line with standards set by the organisation.</li> <li>• Conducting qualitative and quantitative surveys for enhancing customer service standard.</li> <li>• Periodical Inspection and evaluation of the fuel stations to achieve compliances, site profitability and to deliver customer delight.</li> <li>• Handling Legal matters related to retail outlets in consultation with Legal Department and regional office.</li> <li>• Liaising with Internal and External stakeholders, Govt. and statutory authorities to ensure various compliances at retail outlets network.</li> <li>• Any other activity as assigned by Supervisor</li> </ul>
Senior Officer – Sales (Lubes)	<b>Experience:</b>





Minimum 2 years of experience post MBA in Executive / Managerial Role in Sales/ Marketing in Gas / Petroleum / Lubes / FMCG / Consumer Durables/ Automobile / Industrial / Engineering-Products / Petrochemical Industry.

### **Roles & Responsibilities:**

Job responsibilities will include but not limited to:

### **Consumer Lubes Sales Officer (RO)**

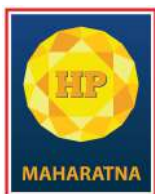
- Achieving sales goals and developing sales strategies
- Sales planning and forecasting
- Researching prospects and generating leads
- Contacting potential and existing customers
- Handling customer queries, inquiries, and grievances
- Preparing and soliciting proposals
- Managing the sales process (order to cash cycle) through SAP systems
- Meeting monthly and annual sales targets
- Participate in tenders (offline and online )
- Business Development - New Business Solicitation/Customer Acquisition/OEM Business Solicitations and tie-ups
- New Product Identification and development as per Customer's Requirement
- Manage Industrial Lube Distributors Channel for the allocated area/ region
- Organize and conduct customer meets/ seminars/ awareness campaigns for multiple customer segments
- Evaluation of customer's credit worthiness / monitoring channels financial health
- Tracking of market trends and developments
- Dialogue with Industry counterparts / Industrial bodies
- Any other activity as assigned by Supervisor



### Bazaar Lubes Sales Officer (RO)

- Achieving sales goals
- Developing sales strategies to meeting targets,
- Sales planning and forecasting
- Business analytics
- Digital marketing
- Identifying new ways of doing Business
- Network planning and development
- Identification of New product and services to be offered
- Handling stakeholder, customer queries, inquiries, and grievances
- Managing the sales process (order to cash cycle) through SAP systems
- Meeting monthly and annual sales targets
- Business Development – Tie Ups with Fleet Operators, Workshops/, Service Station, Authorized dealers, etc.
- Manage Bazaar Lube Distributor channel for the allocated area/ region.
- Organize and conduct customer meets/ seminars/ launch/ awareness campaigns for end-users/ lead users such as Retailers, Mechanics, etc.
- Designing, Planning and Implementation of sales promotion schemes and monitoring effectiveness
- Regular visits to Automotive Lubricants Bazaar Markets–for identification of new opportunities.
- Monitoring of financial health of channel partners
- Driving training programs for stakeholders and sales representatives, development and capacity building programs for Sales representatives of Distributors including new product/ SKUs awareness. Monitoring of their performance in line with plans.
- Coordinate with other SBUs I HPCL for promotion of HP Lubricants at Retail Outlets/ LPG channel etc.
- Any other activity as assigned by Supervisor





Senior Officer –  
Sales (Direct  
Sales)

### Experience:

Minimum 2 years of experience post MBA in Executive / Managerial Role in Sales/ Marketing in Gas / Petroleum / Lubes / FMCG / Consumer Durables/ Automobile / Industrial / Engineering-Products / Petrochemical Industry.

### Roles & Responsibilities:

Job responsibilities will include but not limited to:

- Responsible for improving sales of Products being sold to Industrial and Government Customers.
- Improve HPCL market share in the I&C products being handled by the Officer.
- Sales Officer has to make HPCL transactions more profitable & is responsible for improving the profits being generated from our sales transactions.
- Build strong inter personal relationship with key personnel of the customers through quality customer calls and proper planning with the ultimate objective of maximizing sales & profits.
- Effective touring of sales area as per touring circuits
- Solicit business from new customers
- Retain & Strengthen existing customers
- Should strive to improve & penetrate into new Geographies & markets where HPCL remains unrepresented.
- Ensure close co-ordination with all supply locations to ensure that HPCL remains a reliable source of supply of petroleum product to our esteemed customers
- Augment infrastructure facilities at customers' premises for new and existing customers wherever necessary
- Carry-out Fixed Assets Verification
- Process MEA's for discounts and other preferential commercial terms being offered to existing and new customers
- Strive to meet the AOP given by Regional Office
- Ensure targeted Market Share and Profitability
- Training/ hand holding of newly recruited officers





	<ul style="list-style-type: none"> <li>• Capability building on pricing, product knowledge, logistics and market intelligence.</li> <li>• Sales officer is responsible for charging correct price &amp; other commercial terms in each sales transaction.</li> <li>• Sales Officer to coordinate for timely collection of receivables of HPCL from our customers.</li> <li>• Participate in management committees and taskforces</li> <li>• To develop &amp; work on market profile of Sales area, comprising of ABC Analysis by Product &amp; Customer wise, in order to gain targeted sales volume &amp; profit.</li> <li>• To have market intelligence about competitor's infrastructural strength and weakness vis-a-vis HPCL so that he leverages on our strengths and takes appropriate measures to mitigate weakness.</li> <li>• To develop &amp; work on HPCL &amp; Competitor's Landing cost of all major products for A category customer.</li> <li>• Explore possibilities for introduction new products through trials in view of energy transition and introduction of environmentally friendly fuels.</li> <li>• Any other activity as assigned by Supervisor</li> </ul>
Senior Officer – Sales (LPG)	<p><b>Experience:</b> Minimum 2 years of experience post MBA in Executive / Managerial Role in Sales/ Marketing in Gas / Petroleum / Lubes / FMCG / Consumer Durables/ Automobile / Industrial / Engineering-Products / Petrochemical Industry.</p> <p><b>Roles &amp; Responsibilities:</b> Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>• Monitor and Review of Distributor and Sales Performance activities (like Regular Domestic sales, Non- Domestic Sales, Bulk sales, New Customer, Double Bottle Customer, Allied Retail Business sales etc.)</li> <li>• Solicitation of new business by frequent visit &amp; pitching about product to non-Domestic customer &amp; ensure product supply</li> <li>• Conduct Inspection of LPG Distributors</li> </ul>







	<ul style="list-style-type: none"> <li>• Monitor indents, empty cylinders, Backlog, Sales Report, Stock Report, Ezy Gas utilisation and Cashless transaction</li> <li>• Coordinate, Monitor and Guide regarding New Distributorship Commissioning</li> <li>• Conduct trainings &amp; encouragement programs/ meetings for Distributor &amp; FSM</li> <li>• Coordinate and conduct Government initiatives such as PMUY, LPG Panchayat activities and consumer awareness program</li> <li>• Coordinate with all government agencies, OMC officials etc.</li> <li>• Coordinate for customer complaints, distributor issues/queries, accident cases, court cases, RTI and social media</li> <li>• Prepare monthly MIS report/BCM PPT/Sales Review/Data required by HQO/Zones etc.</li> <li>• Participate in management committees and taskforces</li> <li>• Take on additional responsibility as and when assigned by Supervisor</li> </ul>
<p>Senior Officer/ Assistant Manager -Non-Fuel Business</p>	<p><b>Experience:</b> Minimum 2 / 5 years of experience post MBA in Executive / Managerial Role in Sales/Marketing in FMCG/Consumer Durables/Industrial Sales.</p> <p><b>Roles &amp; Responsibilities:</b> Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>• Look for opportunities to increase non-fuel income from retail outlets.</li> <li>• Expand the existing tie-ups and enter into tie-ups with new non-fuel partners like national and international QSR brands, Restaurants, Retail brands, etc.</li> <li>• Conduct market research and analysis to identify new sales opportunities, understand consumer preferences and market trends.</li> <li>• Develop and implement sales strategies for assigned territories or regions, including identifying key accounts and developing customer relationships.</li> <li>• Monitor working of C-stores (HaPpyshops) and identify and implement the right model for sourcing of inventory in the HaPpyShops.</li> <li>• Work closely with Go-Frugal or any other vendor providing POS/CMS for HaPpyShops</li> </ul>





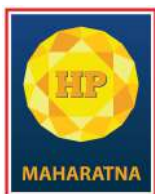
	<ul style="list-style-type: none"> <li>• Develop sales plans and strategies that align with company goals and objectives, and ensure timely execution of plans.</li> <li>• Achieve monthly, quarterly and annual sales targets through effective planning, customer engagement, and relationship building.</li> <li>• Ensure timely payments from all ARB vendors.</li> <li>• Prepare regular sales reports to monitor performance against targets, and identifying areas of improvement.</li> </ul> <p>Any other activity as assigned by Supervisor</p>
Chief Manager/ Deputy General Manager - Non- Fuel Business	<p><b>Experience:</b></p> <p>Minimum 14/17 years of experience post MBA in Executive / Managerial Role in Sales/Marketing in FMCG/Consumer Durables/Industrial Sales</p> <p><b>Roles &amp; Responsibilities:</b></p> <p>Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>• Propose the strategy for Products and Services offer among the retail network over the short, medium and long term.</li> <li>• Conduct market research and analysis to identify new sales opportunities, understand consumer preference and market trends.</li> <li>• Develop and implement sales strategies that align with the company goals and objectives, and ensure timely execution of plans.</li> <li>• Steward the execution of the full branded customer offers across the retail network including but not limited to : Food &amp; Beverages, Car Wash &amp; Other automotive services.</li> <li>• Optimise and prioritise NFB (Non-Fuel Business) growth in focus markets and key locations, whether ready or in pipeline.</li> <li>• Finalising the NFB Layouts for retail projects across affiliates to optimise the use of land and maximize the returns from investment.</li> <li>• Ensure the timely provision of data and reports to the leadership and recommend operational improvements in order to support in planning, decision making and continuous improvement.</li> </ul>





	<ul style="list-style-type: none"> <li>Monitor monthly and quarterly performance results, identify performance gaps and ramifications, and lead the development of corrective actions that tackle the root causes.</li> </ul>
Manager-Technical	<p><b>Experience:</b> Minimum 9 years of experience in Polymer Industry out of which minimum 5 years of relevant work experience in the field Application &amp; Development and/or Technical Services for Poly Ethylene/Poly Propylene</p> <p><b>Roles &amp; Responsibilities:</b> Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>Field visits for troubleshooting customer issues</li> <li>Accompanying sales team to customer sites for technical sales</li> <li>Coordination with Sales for their customer service requests</li> <li>Reporting Voice of customers to HO</li> <li>Imparting product training, current and future trend of various polymer segments to sales team</li> </ul>
Manager- Sales- R&D Product Commercialisation	<p><b>Experience:</b> Minimum 9 years, out of which Minimum 5 years of relevant work experience in Sales/Marketing/Business Development of Poly Ethylene/Poly Propylene/PVC</p> <p><b>Roles &amp; Responsibilities:</b> Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>Customer acquisition: Identifying leads, customer reach out, in-person discussions, customer acquisition, commercial negotiations</li> <li>Channel management: Manage the performance of existing partners, and develop strategies to improve their sales and revenue</li> <li>Commercials: Coordination with DCAs / customers for timely payment collection, statutory documents collections etc.</li> <li>Coordination with S&amp;D team for ensuring supplies, supply planning / grievances, etc.</li> </ul>





	<ul style="list-style-type: none"> <li>• Coordination with TS team for demos, trials, technical sales pitches and customer grievance resolution</li> <li>• Branding activity execution support</li> <li>• Market insights gathering (market prices, competitor strategies, demand supply trends) &amp; communication to HO</li> </ul>
Deputy General Manager- Catalyst Business Development - R&D Product Commercialisation	<p><b>Experience:</b> Minimum 18 years, out of which Minimum 7 years of relevant work experience in Sales/Marketing/Business Development of specialty Chemicals/Catalyst in refineries</p> <p><b>Roles &amp; Responsibilities:</b> Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>• Manage entire Catalyst business</li> <li>• Coordinate with R&amp;D for production scale up</li> <li>• Troubleshooting of complaints reported by customers and provide critical inputs and feedback on real-time basis</li> <li>• Build and maintain efficient and proactive market intelligence system/network for sales of Catalyst.</li> </ul>
Deputy General Manager- Technical Service - R&D Product Commercialisation	<p><b>Experience:</b> Minimum 18 years, out of which Minimum 7 years of relevant work experience in Technical Services/Business Development of specialty Chemicals/Catalyst in refineries</p> <p><b>Roles &amp; Responsibilities:</b> Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>• Create strong pitch for sales team</li> <li>• Impart training to sales team on the products' features, benefits, applications, etc.</li> <li>• Visit customers along with sales team for handling customer technical quires</li> <li>• Regular interaction with R&amp;D from inception of project till handing over the product</li> </ul>





	<ul style="list-style-type: none"> <li>• Taking over of products from R&amp;D ensuring all the elements are fulfilled as per the agreement</li> <li>• Bringing new ideas in product development</li> <li>• Generating sales lead fostering inorganic growth</li> <li>• Interaction with toll blender ensuring optimization of production</li> <li>• Providing full support to logistics team for product manufacturing</li> </ul>
Deputy General Manager- Polymer Expert Head	<p><b>Experience:</b> Minimum 18 years, out of which Minimum 7 years of relevant work experience in export sales/marketing, preferably in Poly Ethylene/Poly Propylene products</p> <p><b>Roles &amp; Responsibilities:</b> Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>• Designing and implementing all export strategies.</li> <li>• Preparing an effective business plan for strategic export market and product</li> <li>• Develop the distribution network, identify buyers, negotiate and finalize business contracts</li> <li>• Build the organization Brand and Visibility in external markets and Build international Value Proposition for the organization</li> <li>• Monitoring all Sales transactions and reviewing all customer response for all orders and payments.</li> <li>• Responsible for end-to-end Sales and export Operations</li> <li>• Responsible for Exports related Documentation and regulatory Compliances</li> </ul>
General Manager- Business Development Head	<p><b>Experience:</b> Minimum 21 years, out of which Minimum 12 years of relevant work experience in Sales/Marketing/Technical Services of Poly Ethylene/Poly Propylene/Other Polymers products</p> <p><b>Roles &amp; Responsibilities:</b> Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>• Responsible for inorganic growth of the organization for polymers</li> </ul>







	<ul style="list-style-type: none"> <li>• Conduct research to identify new markets and customer needs</li> <li>• Create Sales pitch for Sales team</li> <li>• Act as contact point of all regional Tech service matters</li> <li>• Collate all the technical grievances and closely work with PARC, regional Tech service and customers for addressing grievances</li> <li>• Keep track of technical evolution of market and product and update and suggest strategy to be adopted</li> <li>• Representation on behalf of organization to various Govt. regulatory bodies and industry association</li> </ul>
--	--

### (Fixed Term Contract)

IS Officer – FTC (experience in one or more of the areas given)	<p><b>Experience:</b> Minimum Two years post academic qualification experience in one or more of the following areas, as described:</p> <p><b>Development-Springboot:</b></p> <ul style="list-style-type: none"> <li>• Experience in Agile development practices, scalable, resilient, secure coding practices, building loosely coupled / cloud-native systems (e.g. API based), API gateways etc.</li> <li>• Proficient in web application development using Spring Boot, Spring Cloud framework.</li> <li>• Proficient in API Lifecycle Management using API Manager</li> <li>• Experience in using RDBMS as well as NoSQL databases is required</li> </ul> <p><b>IT Security Management :</b></p> <ul style="list-style-type: none"> <li>• Expertise in modern IT Security technologies like firewall, IPS, APT, Email Security, Web security, SOC tools, SIEM/ SOAR, Public-Private Cloud, etc.</li> <li>• Experience in Threat Hunting</li> <li>• Experience in doing Forensics</li> <li>• Expertise in Web Application Security</li> <li>• Expertise in various OT protocols and OT security</li> </ul>
--	--



- Experience in SOC operations

#### Network & Communications:

- Working Knowledge of Router and Switch configuration of different OEMs and particularly Cisco
- Working knowledge of LAN Management, LAN Troubleshooting, VLAN management.
- Working Knowledge of Network Monitoring Tools and its management
- Basic knowledge of Wireless Technology and management is desirable
- Basic knowledge of UCVC domain, VOIP telephony is desirable
- Should have knowledge and working experience on switching and routing protocols like STP, OSPF, BGP etc.
- Should have knowledge on MPLS VPN, remote access VPN and IPSec.

#### Infrastructure & Storage Administrator (DC & DR) :

- Experience in IT Infrastructure Management, preferably in roles such as system administration or Cloud Administration. Proficiency with industry-standard technologies, platforms and tools related to infrastructure management, such as virtualization, networking, storage and security.
- Proficiency in managing various operating systems, including Windows Server, Linux distributions (eg. Red Hat, CentOS, Suse, Ubuntu, almalinux etc.)
- Experience in Cloud computing and Virtualization (Vmware and Nutanix) platforms, including infrastructure as a service (IaaS) and Platform as a service (PaaS). Understanding of networking concepts, protocols and technologies, with TCP/IP, DNS, DHCP, VLANs, VPNs, routing and switching.
- Knowledge of virtualization technologies such as VMware vSphere, Microsoft Hyper-V, or Citrix XenServer, and experience with storage integration for virtualized environments.
- Knowledge of IT Security Principles, including access control, encryption, vulnerability management, intrusion detection and incident response.



- Experience in storage administration, including managing storage area networks (SAN), network-attached storage (NAS) and storage protocols such as Fibre Channel, iSCSI, NFS and SMB.
- Proficiency in backup and recovery solutions, including backup software (e.g., Netapp, Data domain, Commvault, VMWare VSAN), tape libraries, disk-based backups and disaster recovery strategies.
- Object Storage: Familiarity with Object storage services and platforms such as Amazon S3, MinIO and their integration with on-premises storage infrastructure.
- Experience in Monitoring and Troubleshooting, Scripting and Automation and Familiarity with scripting languages such as PowerShell, Bash or Python, and experience automating routine tasks and processes.
- Experience in managing infrastructure projects, including planning, implementation and documentation.

#### Database Administrator:

- Experience in database administration of database management systems (DBMS) like Oracle, Microsoft SQL Server, MariaDB, PostgreSQL with preference for specific database like Singlestore, MongoDB, Hadoop.
- Proficiency in managing and optimizing database technologies, including installation, configuration, performance tuning, monitoring, backup and recovery and security.
- Experience with different database platforms, such as relational databases, NoSQL databases, columnar databases and in-memory databases, depending on the requirements.
- Understanding of database design principles, normalization techniques, indexing strategies and data modeling concepts to ensure efficient and scalable database schemas.
- Familiarity with various operating systems, including Windows Server, Linux distributions.



- Knowledge of scripting languages such as SQL, PL/SQL, PowerShell and Python and experience in automating routine database administration tasks and processes.
- Experience in implementing and managing high availability (HA) and disaster recovery (DR) solutions for databases, including failover clustering, replication, mirroring, recovery and backup strategies.
- Skills in diagnosing and resolving database performance issues, optimizing SQL queries, index optimization, query tuning, log analysis and database schema optimization.
- Knowledge of database security principles, access controls, encryption, auditing and compliance requirements to protect sensitive data.

#### System Administrator (Technologies):

- Proficiency in Container Administration, Provision and manage Container resources, storage, networking in Containerized environments.
- Familiarity with various operating systems including Linux distributions (e.g., Ubuntu, CentOS, Red Hat, Almalinux) and Windows Server.
- Experience in design, implementation, and maintenance of DevSecOps practices and processes.
- Experience in the deployment and configuration of Apache Kafka clusters, including brokers, topics, partitions and replication.
- Knowledge of deployment and configuration of Elasticsearch clusters, including nodes, indices, shards and replicas.
- Experience in the setup, configuration and administration of API management platforms, such as WSO2, MuleSoft, or Kong.
- Knowledge of deployment and configuration of Hyperledger Fabric networks, including peers, orderers, and certificate authorities (CAs).
- Understanding of networking concepts such as TCP/IP, DNS, DHCP, HTTP/HTTPS, SSL/TLS, load balancing and firewalls.



- Experience with containerization technologies such as Docker and container orchestration platforms such as Kubernetes.
- Knowledge of Kubernetes architecture, components, and concepts such as pods, deployments, services and ingress controllers

**System Administrator (Patch Management, Active Directory, Openldap, Messaging) :**

- Experience in system administration, preferably in roles that involve managing and maintaining IT systems, Active Directory Services, Messaging, Servers and networks.
- Proficiency in patch management processes and tools for operating systems (e.g., Windows Server, Linux distributions) and applications to ensure systems are up-to-date with security patches and updates.
- Experience in administering Active Directory services, including user and group management, group policy implementation, domain controller configuration and directory service replication.
- Familiarity with Open LDAP for managing directory services in Linux/Unix environments, including user authentication, authorization, and access control.
- Administration Experience in messaging systems such as Microsoft Exchange Server, Exchange Online (Office 365), email protocols (SMTP, IMAP, POP), and email security solutions.
- Understanding of networking concepts, protocols (TCP/IP, DNS, DHCP), and network infrastructure components (routers, switches, firewalls) to support system administration tasks.
- Proficiency in scripting languages such as PowerShell, Bash, or Python, and experience automating routine system administration tasks and processes.
- Knowledge of security best practices, principles, and technologies to implement and maintain secure IT environments, including access controls, encryption and vulnerability management





## Roles & Responsibilities:

Job responsibilities will include but not limited to:

### 1) Development-Springboot:

Leverage IT for business benefits.

Build systems and processes for smooth operations.

Evaluate, plan & procure, operationalize and retire appropriate technology solutions.

Troubleshoot and debug issues in existing applications, and provide timely resolutions.

Participate in code reviews and provide constructive feedback to team members.

Stay up-to-date with emerging trends and technologies in software development, and apply them to improve the quality and performance of applications.

Write and execute unit tests to ensure the reliability and functionality of code.

Work with databases and data structures to store, retrieve, and manipulate data.

Any other activity as assigned by supervisor.

### IT Security Management:

Leverage IT for business benefits.

Build systems and processes for smooth operations.

Evaluate, plan & procure, operationalize and retire appropriate technology solutions.

Manage relevant contracts.

Ensure compliance and governance.

### 3) Network & Communications:

Leverage IT for business benefits.

Build systems and processes for smooth operations.



Evaluate, plan & procure, operationalize and retire appropriate technology solutions.

Manage relevant contracts.

Ensure compliance and governance.

### Infrastructure & Storage Administrator (DC & DR):

Infrastructure Management: Design, deploy, configure and maintain IT infrastructure components such as servers, storage systems, networking devices and virtualization platforms.

System Administration: Manage operating systems, including installation, configuration, patch management, performance tuning and troubleshooting.

Cloud Administration: Provision and manage cloud resources, configure virtual machines, storage, networking and security groups in cloud environments.

Security Management: Implement and enforce security policies and controls to protect infrastructure assets and data. Conduct security assessments, audits and remediation activities.

Storage Administration: Provision, configure, and manage storage systems, including SAN, NAS, and storage arrays, to ensure optimal performance, availability, and scalability. Monitor storage usage, performance metrics, and capacity planning to anticipate and address storage needs.

Backup and Recovery: Design, implement, and maintain backup and recovery solutions to protect critical data and ensure data integrity and availability. Perform regular backups, including full, incremental, and differential backups, and test backup and recovery procedures to validate data recoverability.

Disaster Recovery Planning: Develop and maintain disaster recovery plans and procedures to ensure business continuity in the event of data loss, system failures, or disasters. Implement replication, failover, and recovery strategies to minimize downtime and data loss.

Data Deduplication and Compression: Implement data deduplication and compression techniques to optimize storage utilization, reduce storage costs and



improve backup performance.

**Monitoring and Alerting:** Set up monitoring tools to monitor infrastructure health, performance and availability. Configure alerts and notifications for critical events.

**Documentation and Reporting:** Maintain documentation of infrastructure configurations, procedures and policies. Generate reports on infrastructure/storage performance, incidents, and compliance.

**Collaboration and Communication:** Work closely with other IT teams, stakeholders, and vendors to ensure smooth operation of infrastructure services.

### **Database Administrator**

**Database Installation and Configuration:** Install, configure and upgrade database software and related tools, ensuring compatibility and optimal performance.

**Database Monitoring and Maintenance:** Monitor database health, performance and capacity utilization. Perform routine maintenance tasks such as database backups, patching, and optimization.

**Database Security Management:** Implement and enforce security policies and controls to protect database assets and data. Manage user access, permissions and encryption keys.

**Database Backup and Recovery:** Establish backup and recovery procedures to ensure data protection and disaster recovery capabilities. Test backup and recovery processes regularly.

**Database Performance Tuning:** Analyze database performance metrics, identify bottlenecks and optimize database configurations, SQL queries and indexing strategies for improved performance.

**Database Design and Optimization:** Collaborate with application developers and data architects to design efficient database schemas, data models and indexing strategies. Optimize database design for scalability and performance.

**Database Replication and High Availability:** Implement database replication, clustering and failover mechanisms to achieve high availability and resilience against system failures and downtime.



Database Migration and Upgrades: Plan and execute database migration projects, including schema changes, data migration and version upgrades, ensuring minimal disruption to operations.

Troubleshooting and Incident Response: Diagnose and resolve database-related issues, such as performance problems, data corruption and connectivity issues.

### **System Administrator (Technologies):**

Container Administration: Proficiently administer containers, including provisioning and management of container resources, storage and networking in containerized environments.

Operating Systems Management: Manage various operating systems, including Linux distributions (e.g., Ubuntu, CentOS, Red Hat, AlmaLinux) and Windows Server, ensuring optimal performance and compatibility with containerized applications.

DevSecOps Implementation: Design, implement and maintain DevSecOps practices and processes to integrate security into the software development lifecycle, ensuring secure and compliant containerized environments.

Apache Kafka Cluster Deployment: Deploy and configure Apache Kafka clusters, including brokers, topics, partitions and replication, to facilitate real-time data streaming and processing.

Elasticsearch Cluster Configuration: Configure Elasticsearch clusters, including nodes, indices, shards and replicas, to enable efficient search and analytics capabilities for large-scale data sets.

API Management Platform Administration: Set up, configure and administer API management platforms such as WSO2, MuleSoft or Kong to manage and secure APIs and microservices deployed in containerized environments.

Hyperledger Fabric Network Deployment: Deploy and configure Hyperledger Fabric networks, including peers, orderers and certificate authorities (CAs), to facilitate blockchain-based decentralized applications (dApps) in containerized environments.

Networking Management: Understand and manage networking concepts such as TCP/IP, DNS, DHCP, HTTP/HTTPS, SSL/TLS, load balancing, and firewalls to ensure



secure and reliable communication within containerized environments.

**Containerization Technologies:** Utilize containerization technologies such as Docker to package and deploy applications in lightweight, portable containers and container orchestration platforms such as Kubernetes to automate container management and scaling.

**Kubernetes Management:** Manage Kubernetes architecture, components, and concepts such as pods, deployments, services and ingress controllers to orchestrate and automate containerized workloads effectively.

**Scripting and Automation:** Proficiently use scripting languages such as Bash, PowerShell to automate routine tasks and processes related to container administration, deployment, and maintenance, ensuring operational efficiency and scalability.

**Compliance and Audit:** Ensure compliance with regulatory requirements, industry standards and organizational policies related to web server security, data privacy and accessibility.

**System Administrator (Patch Management, Active Directory, Openldap, Messaging):**

**Patch Management:** Develop and implement patch management policies, procedures, and schedules to ensure timely deployment of security patches and updates for operating systems and applications. Use patch management tools to assess, deploy, and monitor patch compliance across IT systems, servers, and endpoints.

**Active Directory Administration:** Manage Active Directory domains, forests, and trusts, including user and group account management, organizational unit (OU) structure, and group policy object (GPO) configuration. Troubleshoot and resolve Active Directory-related issues, such as authentication problems, replication errors, and group policy conflicts.

**OpenLDAP Management:** Configure and maintain OpenLDAP directory services for centralized user authentication, authorization, and directory information storage in





	<p>Linux/Unix environments. Implement and manage directory schemas, access controls, and replication mechanisms in OpenLDAP environments.</p> <p>Messaging Systems Administration: Administer messaging systems such as Microsoft Exchange Server or Exchange Online, including mailbox management, email routing, and message tracking. Configure email security features such as anti-spam filters, malware protection, and email encryption to protect against email-based threats.</p> <p>System Monitoring and Performance Tuning: Monitor system performance, resource utilization, and event logs to identify and resolve performance issues, bottlenecks, and system errors. Optimize system configurations, server settings, and resource allocations for improved performance and reliability.</p> <p>Backup and Disaster Recovery: Implement and maintain backup and disaster recovery solutions to protect data, applications, and systems from loss or corruption. Test backup and recovery procedures regularly to ensure data recoverability and business continuity in case of disasters or outages.</p> <p>Security and Compliance: Enforce security policies, access controls, and compliance measures to protect IT systems and data assets from unauthorized access, data breaches, and compliance violations. Conduct security assessments, audits, and vulnerability scans to identify and remediate security vulnerabilities and risks.</p> <p>Documentation and Reporting: Maintain documentation of system configurations, network diagrams, procedures, and policies related to system administration tasks. Generate reports on system performance, patch compliance, security incidents</p>
IS Security Officer – Cyber security specialist	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum of 12 years of IT experience with at least 5 years in cyber security domain.</li> <li>• Strong understanding of network protocols, file formats, and software communication mechanisms.</li> <li>• Experience with AV evasion techniques and penetration testing tools.</li> <li>• Knowledge of advanced persistent threats, MITRE ATT&amp;CK framework, and incident response methodologies.</li> </ul>



- Excellent cross-group collaboration and interpersonal skills.
- Strong analytical skills and ability to present complex data in a clear and meaningful way.
- Experience in working with cybersecurity Start-up is desirable

#### Job Roles & Responsibilities:

##### 1. Threat Monitoring and Analysis:

- Monitor and analyse emerging threat vectors globally, assessing their potential impact on the organization's cybersecurity.
- Provide timely alerts and reports on significant threats, vulnerabilities, and trends

##### 2. Solution Identification and Evaluation:

- Research and evaluate new cybersecurity solutions and products aimed at mitigating emerging threats.
- Assess the effectiveness and suitability of these solutions for integration into the organization's security infrastructure.

##### 3. Industry Best Practices Implementation:

- Ensure implementation of industry best practices in the organization's cybersecurity policies and procedures.

##### 4. Implementation Guidance:

- Provide expert guidance and support for the implementation of selected cybersecurity solutions and products.
- Collaborate with IT teams to ensure proper configuration and deployment of security measures.

##### 5. Knowledge of Cybersecurity Start-ups:



	<ul style="list-style-type: none"> <li>• Maintain awareness of cybersecurity start-ups and their areas of specialization.</li> <li>• Utilize knowledge of start-up landscape to identify innovative solutions and potential strategic partnerships.</li> </ul> <p>6. Collaboration and Communication:</p> <ul style="list-style-type: none"> <li>• Collaborate with cross-functional teams to ensure alignment of cybersecurity initiatives with organizational goals and objectives.</li> <li>• Communicate effectively with stakeholders to convey complex cybersecurity concepts and recommendations.</li> </ul> <p>7. Incident Response and Management:</p> <ul style="list-style-type: none"> <li>• Assist in developing and maintaining incident response plans and procedures.</li> </ul> <p>Participate in incident response activities, including investigation, containment, and recovery efforts.</p>
--	--

## 6. SHORTLISTING & SELECTION PROCESS

- The selection process may comprise of various shortlisting & selection tools like Computer Based Test/ Written Test/ NET Score/ Typing Test, Group Task/ Group Discussion, Psychometric Assessment, Skill Test, Personal Interview, Moot court (only for Law Officers), Physical Fitness Efficiency Test (if applicable) etc. which would be administered depending upon the position requirement.
- Computer Based Test (wherever applicable) will consist of objective questions (subjective as well for Law Officers) and will comprise of two parts.
  - General Aptitude** consisting of English Language, Quantitative Aptitude Test & Intellectual Potential test (Logical Reasoning and Data Interpretation).
  - Technical / Professional Knowledge** comprising of questions related to Qualifying degree / Educational background required for the applied position.



- c. Candidates qualifying in the Computer Based Test (wherever applicable) in order of merit & predetermined ratio will be advised to upload the supporting documents for certain positions.
- d. Basis scrutiny of the application, uploaded documents and category-wise & discipline-wise merit list in Computer Based Test, shortlisted candidates will be called for Group Task and/or Personal Interview. Further, Psychometric Assessments of the candidates may be conducted.
- e. Candidates must secure minimum qualifying marks in each of the applicable selection process stages i.e., Computer Based Test, Group Task and Personal Interview to be considered for further selection process.
- f. A category & discipline-wise merit list will be drawn for all the candidates who qualify in all the applicable stages. Computer Based Test/ Written Test/ NET Score/ Typing Test (wherever applicable) + Group Task + Moot Court (only for Law Officers) + Personal and (or) Technical Interviews + Work Experience (wherever applicable) & offer of appointment would be as per the category & discipline-wise vacancies available.

**Note:** The details related to syllabus for Computer Based Test, Shortlisting methodology (if applicable), Selection process will be uploaded on our website prior to commencement of selection process.

## 7. EMOLUMENTS

Pay Scale (Rs)*	Cost to Company (CTC) Approx.
30000-120000	Rs 10.63 Lakh
40000-140000	Rs 14.17 Lakh
50000-160000	Rs 17.72 Lakh
60000-180000	Rs 21.26 Lakh
70000-200000	Rs 25.65 Lakh
80000-220000	Rs 29.31 Lakh
90000-240000	Rs 34.05 Lakh
100000-260000	Rs 39.04 Lakh
120000-280000	Rs 48.28 Lakh



\*A candidate will be inducted at the minimum of the pay scale.

**NOTE:** The CTC mentioned has been calculated at minimum base level of pay grade and includes Base Pay, Retirement Benefits, Dearness Allowance, HRA and Cafeteria Allowance and also includes Performance Related Pay (calculated at maximum), which is dependent upon multiple factors and payable as per the Corporation's policy. It may please be noted that the retirement benefits are admissible upon separation /retirement as per the Corporation policy prevailing at that time. CTC is for candidates posted in metro cities and may vary for other locations.

## 8. SERVICE BOND AND RETENTION AMOUNT

**Service Bond:** Selected candidates will have to execute a service bond with surety to serve the corporation for a minimum period of three years from the date of joining the corporation as under:

Pay Scale (Rs)	Bond Amount	
	General	EWS/ OBC(NC)/ SC/ ST/ PwBD
30000-120000 $\alpha$	Rs 3,00,000/-	Rs 50,000/-
40000-140000 $\alpha$		
50000-160000 $\forall$		
60000-180000 $\forall$		
70000-200000 $\forall$		
80000-220000 $\forall$		
90000-240000 $\forall$		

### Retention Amount:

$\alpha$ : Rs. 5000/- per month will be deducted as retention amount from the total emoluments for the first 12 months during the probation period

$\forall$ : Rs. 8000/- per month will be deducted as retention amount from the total emoluments for the first 12 months during the probation period

The above retention amount deducted shall be released after 3 years without interest.







## 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 (PEME) done in HPCL nominated/ empanelled hospitals. Candidates applying for Positions 2.2 and 2.3 would be additionally required to clear Physical Fitness Efficiency Test (PFET)- comprising of Working at Height Test, Endurance Test and Agility Test after PEME. The decision on medical fitness by HPCL's Chief Medical Advisor would be final and binding on the candidate. Reference for a medical examination does not mean final selection.

The Pre-Employment Medical Examination Standards are available on HPCL Corporate Website ([www.hindustanpetroleum.com/careers](http://www.hindustanpetroleum.com/careers)). Candidates are advised to ensure that they are Medically Fit as per HPCL's Pre-Employment Medical Examination Standards before commencing filling the ONLINE application.

## 10. PLACEMENT/ POSTING

Posting/ Assignment can be in any SBU/ 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.

## 11. PROBATION

The Selected Officers will be on Probation for one year from the Date of Joining. Upon successful completion of the Probation period, the officer will be considered for confirmation as per company policy.

## 12. RESERVATIONS, CONCESSIONS & RELAXATIONS

a. Reservation of posts for SC, ST, OBCNC, EWS and PwBD (Persons with benchmarked disabilities – with degree of disability 40% or above) are as per Government Directives.



The reservation is as per statutory guidelines and judgement of Hon'ble Supreme Court on R.K.Sabharwal Vs. State of Punjab case. Department of Pers & Trng, vide O.M. No. 36012/2/96-Estt(Res.) dated 02.07.1997 replaced vacancy based roster with post based roster. The reservation given below has been considered taking into account existing category wise cadre strength, excess /shortfall in the respective categories and the advertised vacancies.

Category-wise vacancy distribution is as given below.

Pay Scale (Rs)	SC	ST	OBCNC	EWS	UR
30000-120000	14	7	25	9	39
50000-160000	36	22	40	21	95
60000-180000	5	3	9	3	15
80000-220000	1	0	1	1	1
120000-280000	1	0	1	0	2

Category-wise vacancy distribution for FTC are as given below:

FTC positions	SC	ST	OBCNC	EWS	UR
IS Officer	3	1	0	2	4
IS Security Officer- Cyber Security Specialist (FTC)	0	0	0	0	1

**NOTE:** For positions notified in S. No. 3.1, 3.8 and 3.9 depending on the suitability for position, candidates may be inducted in either of the Pay Scale as notified and reservation as applicable in that grade depending upon cadre strength will be made applicable.

b. Candidates seeking reservation as SC/ST/OBCNC/EWS, shall have to produce a certificate in the prescribed proforma (the format can be downloaded from HPCL Website) 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



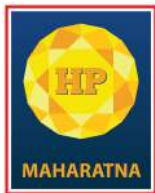
also ensure that the name of their caste/ community and its spelling in their caste/ community certificate should be exactly as mentioned in the lists notified by the central government from time to time (for OBCNC category list of castes recognized by the Govt. of India as OBC castes in the central 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](http://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 relaxed standards 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: 38-16/2020-DD-III-DT.04/01/2021 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 getting the benefits of reservation under EWS category, the Income and Asset Certificate shall be valid for the financial year 2025-26 and should have been prepared on the basis of income and asset verification for the financial year 2024-25. The name of the





caste should be clearly mentioned in the aforesaid certificate. Caste name like “General/Samanya etc.” will not suffice. Applicant’s photo on the certificate should be duly pasted, signed and stamped by issuing authority. ‘Income and Asset Certificate’ shall be submitted by such candidates at the time of interview (if called for interview). No request for extension of time for production of ‘Income & Asset Certificate’ beyond the said date shall be entertained. In case candidates fail to produce the same at the time of interview, they will not be allowed to appear for interview. Further, their request for interview under General category will also not be entertained.

f. Maximum age limit is relaxed by 5 years for SC & ST, 3 years for OBCNC, 10 years for PwBD (UR), 13 years for PwBD (OBCNC) 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. Maximum age relaxation by 5 years is applicable for Ex-servicemen & Commissioned Officers (including ECOs/ SSCOs) subject to rendering minimum 5 years’ service in Armed Forces and fulfilment of other conditions prescribed by Govt. of India. {Ref: DoPT OM No. 36034/2/2013-Estt.(Res.) dated 8<sup>th</sup> April 2013}

i. Maximum upper age of the applicants shall not exceed 56 years including all possible age relaxations.

j. The OBC candidates who belong to “Creamy Layer” are not entitled for concession admissible to OBCNC candidates and such candidates will have to indicate their category as Unreserved (UR)

k. Further the OBCNC 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.

l. 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, OBCNC, PwBD candidates.







m. If the SC/ ST/ OBCNC/ 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.

n. Any request for change in Category (UR/ EWS/ SC/ ST/ OBCNC/ PwBD) once filled in the online application form, will not be considered and accordingly concession/ relaxation applicable will not be extended. Hence, candidates are advised to fill the application with utmost care while mentioning category.

o. Further to this, according to Notification No: 16-15/2010 DD.111 DT.29/07/2015 by Ministry of Social Justice & Empowerment, list of positions/ disciplines in which PwBD candidates are eligible to apply for this recruitment drive is given below.

Position	PwBD Eligibility
Executive Assistant	B. LV. D. HH. OA. BA. OL. BL. OAL. BLOA. CP. LC. Dw. AAV. MDy. MI. MD (any of the combinations above)
Mechanical Engineer/ Junior Executive- Mechanical	LV.D.HH.OA.BA.OL. LC. Dw. AAV. ASD (M). SLD. MI.MD (any of the combinations above)
Electrical Engineer	D. HH. OL. LC. Dw. AAV.SLD.MI.MD (any of the combinations above)
Civil Engineer/ Junior Executive- Civil	LV.D.HH.OA. BA. OL. BL. Dw. AAV. SLD. MI. MD (any of the combinations above)
Chemical Engineer	HH. OA. OL. CP. Dw. AAV. SLD. MI. MD (any of the combinations above)
Law Officer	LV. HH. OA. BA. B. BLOA. BLA. OL. BL. OAL. LC. Dw. AAV. SLD. MI. Mdy. MD (any of the combinations above)
HR	B. LV. D. HH. OA. BA. OL. OAL. CP. LC. Dw. AAV. MDy. ASD(M). SLD. MI. MD (any of the combinations above)
Official Language Implementation	B. LV. D. HH. OA. BA. OL. BL. OAL. BLOA. CP. LC. Dw. AAV. Mdy. SLD. MI. MD (any of the combinations above)
Industrial Engineer	D. HH. OA. OL. BL. OAL. Dw. AAV. SLD. MI. MD (any of the combinations above)







	combinations above)
Chartered Accountants	B. LV. D. HH. OA. BA. OL. BL. OAL. BLOA. CP. LC. Dw. AAV. Mdy.MD (any of the combinations above)
CGD Operations & Maintenance / Projects	HH. OA. OL. Dw. AAV. SLD. MI. MD (any of the combinations above)
Non-Fuel Business / Sales / Petrochemical Manager-Sales	LV. D. HH. OA. BA. OL. CP. LC. Dw. AAV. SLD. MI. MD (any of the combinations above)
Petrochemicals (Manager-Technical/ DGM- Technical Service / DGM- Catalyst Business Development / Polymer Expert Head / GM - Business Development Head)	HH. OA. OL. CP. Dw. AAV. SLD. MI. MD (any of the combinations above)
IS Officer (FTC)/ IS Security Officer- Cyber Security Specialist (FTC)	D. HH. OA. BA. OL. OAL. CP. LC. Dw. AAV. BL. ASD(M). SLD. MI. MD (any of the combinations above)

**Abbreviations:** B=Blind, D= Deaf, LV=Low Vision, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, ASD(M)= Autism Spectrum Disorder (M= Mild, MoD= Moderate), SLD= Specific Learning Disability, MI= Mental Illness, MDy=Muscular Dystrophy, MD=Multiple Disabilities.

p. For Engineering positions (*Sr. No. 2.5 to 2.8*): The Apprentices who had successfully completed the period of apprenticeship training in HPCL would be accorded relaxation in the Recruitment norms. Such relaxation would be accorded in two stages i.e. (i) with regard to relaxation in age (upto maximum of 1 year) 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 HPCL's establishment, not exceeding one year and (ii) additional 5% of the total CBT marks, which 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.

### 13. APPLICATION PROCESS

- a. Online Application will be accepted from 0900 hrs on 1<sup>st</sup> June 2025 till 2359 hrs on 30<sup>th</sup> June 2025 for Freshers Positions and till 2359 hrs on 15<sup>th</sup> July 2025 for Experienced Positions.
- b. Candidates are requested to apply online only on [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com) Careers → Current Openings, after reading detailed advertisement. No other mean / mode of the application shall be accepted.
- c. Applications with incomplete / wrong particulars or not in the prescribed format will not be considered.
- d. The email id and mobile number 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.
- e. All the details given in the online form will be treated as final and no changes will be entertained.
- f. In the event of submission of incomplete application along with application fees for reasons whatsoever, his / her candidature will stand cancelled and Application fee will be forfeited. No further communication/ consideration on the same shall be entertained.
- g. Candidates will be required to submit documentary evidence of eligibility during the shortlisting/ selection process within stipulated time as advised by HPCL. Any mismatch





in name, qualification, other criteria's of documents from the data given in application form will lead to disqualification at any stage.

h. CBT/ Interviews for different positions may be conducted on the same day/ different venues for all the positions.

i. Any request for change of venue/ date for CBT / interviews will not be entertained.

#### 14. APPLICATION FEES

a. The application fees is applicable for 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 ₹1180/- + payment gateway charges if any (Application fee of ₹1000/- + GST@18% i.e. ₹180/- + payment gateway charges if applicable).

d. Payment Mode: Debit / Credit card/ UPI/ Net Banking: On paying application fee online, the payment status will automatically change to “Your Transaction is successfully completed”, on successful receipt of fees.

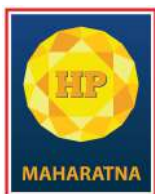
e. All the candidates must ensure that the payment status is “Completed” as the transaction will be considered “incomplete” in case of any other payment status. Once the payment is done, candidates are required to take print of acknowledgment of payment and preserve the same for future reference.

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. Also, chargeback cannot be claimed for any reason.

h. The fee being paid is only towards the submission of application and does not in any way guarantee issuance of interview call letter etc.





## 15. GENERAL INSTRUCTIONS

- a. Only Indian Nationals are eligible to apply.
- b. All computations of age/ relevant experience requirement/ qualification shall be done with respect to the last date of receipt of online application i.e. **30<sup>th</sup> June 2025 for Freshers positions and 15<sup>th</sup> July 2025 for Experienced positions.**
- c. Queries must be emailed keeping the subject of the mail formatted as “Position Name – Application Number” at careers@hpcl.in.
- d. 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 of Integrated MTech and Dual Degrees courses are also eligible to apply subject to minimum eligibility criteria being met.*
- e. 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
- f. Teaching & Research experience in an academic institute will not be considered as relevant work experience.
- g. The candidature of the shortlisted applicant would be provisional and subject to subsequent verification of certificate/ testimonials, medical fitness, etc.
- h. Candidates have to necessarily declare (in case they are shortlisted for subsequent stages) that he/ she has been arrested, prosecuted, kept under detention or fined, convicted by the Court of Law for any offence, debarred/disqualified by any Public Service Commission from appearing in its examination. Mere shortlisting in CBT does not entail the right for Interview and Corporation reserves its right to call for suitable candidates depending upon their credentials/ declarations.





i. All the details mentioned in the online form will be treated as final and no request for changes will be entertained later on. Therefore, candidates are advised to fill the ONLINE form with utmost care making correct entries in the respective fields. An application once submitted shall not be considered for any editing later on.

j. Selected candidates will have to join the organization on the date mentioned in their offer of appointment failing which the organization reserves the right to cancel/withdraw the offer of appointment without any further correspondence/reference to the candidates.

k. Admit Card for Computer Based Test, Group Task and/or Interview Call Letters etc. will not be sent to candidates in hard copy. Candidates will be required to download the same from HPCL website.

l. The total number of vacancies and the reserved vacancies is provisional and may increase/decrease at the discretion of the Corporation basis business requirements. HPCL reserves the right not to fill any post or all of the above posts advertised at any stage of selection.

m. All the candidates are requested to remain updated at each step of the selection process by visiting our website [www.hindustanpetroleum.com](http://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/critical.

n. HPCL will not be responsible for any loss/non-delivery of email or any other communication sent, due to invalid/wrong email id or contact number. Request for change of e-mail ID and mobile number will not be entertained.

o. HPCL reserves the right to cancel or add any examination centre / Personal Interview centre depending on the response in that area/ centre.

p. The Corporation also reserves the right to cancel / restrict/ curtail/ enlarge the recruitment/ selection process thereunder without any further notice and without assigning any reasons.







q. 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 earlier applications shall be rejected without any notice.

r. Candidates presently employed in Government Departments / PSU's / Autonomous Bodies owned by the Government, should submit their application through proper process. They must produce No Objection Certificate in original hard copy at the time of Personal Interview, failing which they will not be allowed to appear for the Personal Interview process and their candidature will not be entertained.

s. Candidates (except final year degree students) must be in possession of all applicable Degree Certificates and mark sheets at the time of application and ensure that they fulfil all eligibility criteria. For the positions where experience is mandatory, the relevant work experience will be counted post completion of qualifying degree as per advertisement.

t. Candidates who are in final year can also apply. However, the appointment shall be subject to meeting the eligibility criteria as per this notification.

u. 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.

v. Candidates are advised in their own interest to apply online before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability / failure to log on to the website on account of heavy load on internet or website jam.

w. Reimbursement of Sleeper class rail fare for Computer Based Test for SC, ST & PwBD candidates and 3rd AC for all candidates appearing in the Interview by the shortest route is admissible for outstation, 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/upload it along with Travel Proof for travel undertaken. Travel allowance will be processed through online





mode. This reimbursement is not applicable to candidates who are already in Central/State Government Services/PSUs.

x. In case of any ambiguity or dispute arises on account of interpretation in versions other than English, the English version will prevail.

**Furnishing of wrong/false information or suppressing of any material fact 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 meeting eligibility 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/ false information 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.**

The general public is hereby informed that all applications are accepted through our online portal only and is not outsourced by HPCL to any agency/individual. Applicants are advised to beware such fraudulent agencies.

Any further corrigendum / addendum would be uploaded only on our website [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com)

-----END OF DOCUMENT-----

