



HINDUSTAN PETROLEUM CORPORATION LIMITED

(A Government of India Enterprise)

VISAKH REFINERY, MALKAPURAM, VISAKHAPATNAM 530011, ANDHRA PRADESH, INDIA

SPECIAL RECRUITMENT DRIVE FOR SC & ST CANDIDATES AGAINST BACKLOG VACANCIES

Hindustan Petroleum Corporation Limited, a leading "Navratna" Public Sector Enterprise engaged in Refining, Distribution and Marketing of Petroleum Products, with Two Refineries and a vast Marketing network spread throughout the country, invites applications from eligible candidates to fill up vacancies as per following details for its Refinery at Visakhapatnam.

POST CODE	POST NAME	BACKLOG		TOTAL
		SC	ST	
01	Operations Technician	0	9	9
02	Maintenance Technician - Electrical	0	1	1
03	Lab Analyst	1	0	1
04	Jr. Administrative Assistant	0	1	1
Total		1	11	12

Post	Post Name	Minimum Qualification	Relaxed Qualification for SC/ST Candidates
1.	Operations Technician	First Class Diploma in Chemical Engineering (OR) First Class B.Sc. (Maths, Physics & Chemistry) with 60% marks in Chemistry.	Pass Class Diploma in Chemical Engineering (OR) Pass Class B.Sc. (Maths, Physics & Chemistry).
2.	Maintenance Technician-Electrical	First Class Diploma in Electrical Engineering (OR) First Class Diploma in Electrical & Electronics Engineering.	Pass Class Diploma in Electrical Engineering (OR) Pass Class Diploma in Electrical & Electronics Engineering.
3.	Lab Analyst	First Class B.Sc. (Maths, Physics, Chemistry) with 60% marks in Chemistry	Pass Class B.Sc. (Maths, Physics, Chemistry).
4.	Jr. Administrative Assistant	First Class in B.A./B.Com./B.Sc. with Typewriting Lower Grade in English.	Pass Class in B.A./B.Com./B.Sc. with Typewriting Lower Grade in English.

Max Age Limit : 25 years (as on 01/04/2012)

Concessions / Relaxations:

- Reservation of posts for SC/ST shall be as per Presidential Directives.
- Age: Age relaxation by 5 years for SC/ST. Age relaxation for Ex-servicemen, who belongs to SC/ST categories shall be as per applicable Rules.
- Entitlement: 2nd class rail fare by the shortest route to examination centre for cuttation SC/ST candidates appearing for written test, shall be reimbursed, provided the distance travelled is not less than 30 kms. Candidates travelled from place other than the mailing address will not be paid T.A.
- Application fee: No Application Fee for SC/ST candidates.

Scale of Pay & Allowances

Scale of Pay at present is Rs. 4225/- to Rs.10,400/- (However, the wage revision is due w.e.f 01-07-2007). Present emoluments inclusive of Basic, VDA, HRA, Transport Reimbursement will be Rs.12,230/- per month (approx). Additionally, employees are also entitled to other benefits such as Bonus/ Production Incentive/LFA/LTG, Housing Loan, Vehicle Loan, Medical Facility, Gratuity, Superannuation Benefit, Children Education Allowance, Subsidized Breakfast/Lunch facility etc., as per Corporation's Policy. Approximate Salary on wage revision may workout to Rs. 28,510/-

Selection Process:

Written Test/ Interview

Candidates fulfilling eligibility criteria as mentioned above will be eligible for appearing for the written test (objective type consisting of two parts - General Aptitude and Academic Knowledge). The candidates will be called for the Personal Interview in order of their merit in the Written Test and skill test as per the Policy of the Corporation. The final selection will be made from amongst the candidates who have qualified both in the written test and interview on merit subject to medical fitness. Reference for a medical examination does not mean final selection, which may please be noted.

The final selection / Offer of Employment will be based on the overall merit ranking and being found Medically Fit, subject to fulfillment of other eligibility criteria with respect to Academic Qualification, Age, Caste, No Objection Certificate / Relieving Letter from present employer etc., as may be applicable.

The Written Test will be conducted at Visakhapatnam. However, HPCL reserves the right to add any center depending on the response in that area.

HOW TO APPLY

Steps for Applying:

STEP 1: Fill in the application form in the prescribed format (as given in Advertisement) with all the relevant details.

STEP 2: Affix recent passport size photograph in the space provided for the same and sign on the form with black ink pen/black ball point pen only.

STEP 3: Application completed in all respects required to be sent by Ordinary Post to the Senior Manager - HR, Hindustan Petroleum Corporation Limited, Visakh Refinery, P.B.No.15, Malkapuram, Visakhapatnam - 530011, so as to reach on or before 04-06-2012. APPLICATION RECEIVED AFTER DUE DATE SHALL NOT BE CONSIDERED.

The Envelope should be superscribed with Name of the Post applied for in bold letters.

Only original application form (No Photocopy) shall be accepted. Please retain a copy of the application form.

Admit card for written test along with specimen questions shall be sent by post to the candidate's mailing address. The Admit Card which is sent to the candidate has to be produced at the time of written test, with a photograph affixed thereon. The candidate has to sign on admit card before the invigilator. HPCL will not be responsible for any loss of admit card sent, due to wrong postal address / postal delays / loss in transit etc.

General Instructions:

For Post Codes 1 to 3 the jobs are technical in nature and operated in shifts on round-the-clock basis. Female candidates need not apply for post codes 1 to 3.

All the qualifications should be full time regular courses from a Government Recognized University / Institute. The candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment process, it is found that the candidates not meeting the eligibility criteria stipulated in the advertisement or furnished false or wrong information, their candidature will be rejected.

Applications with incomplete / wrong particulars or received after the due date will be rejected.

Those employed in Govt./Semi-Government/Public Sector Undertaking/Autonomous Bodies must apply through proper channel or produce NOC at the time of interview. Only Indian Nationals are eligible to apply.

Any Disputes on the subject matter will be within the jurisdiction of Courts of Visakhapatnam, Andhra Pradesh.

The Corporation reserves the right to cancel the advertisement and/or the selection process there under fully or partly.

SC/ST candidates who have been called for the written test, the applicable TA will be reimbursed at the test centre on the day of the written test on submission of the TA claim form along with proof of travel undertaken / caste certificate.

Candidates need to apply for only one post as the written test for all the positions will be conducted on the same date and at the same time.

All the details given by the candidate while submitting the Application form will be treated as final and no changes will be entertained. Furnishing of wrong / false information will lead to disqualification and HPCL will not be responsible for any of the consequences of furnishing of such wrong / false information. Since all the applications will be screened without documentary evidence, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment process, it is found that the candidates have furnished false or wrong information, or not meeting the norms specified, their candidature will be rejected.

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Post Name: _____ Post Code: _____

Fill in each block in capital letters only.

Name in Full (Beginning with surname, first name, middle name):

Please affix latest passport size photograph

Mailing Address:

Pin: _____

Contact Telephone Number with STD Code: _____

E-mail Address: _____

Nearest Railway Station: _____

Date of Birth: D D M M Y Y Y Y

Sex (Write M or F):

Category Code: SC-02, ST-03

Name of Category (SC/ST): _____

Whether Ex-serviceman (Please mark ✓)

YES NO

Whether from Army / Air Force / Navy: _____

Length of active service before retirement from defence as on 01/4/2012 D D M M Y Y Y Y

Educational Qualification: Mention only qualification in discipline applied for and relevant to your post only:

Name of Diploma / Degree / Certificate	Stream / Subject	Duration of Course (in years)	% of Marks obtained / Class	% of Marks obtained in Chemistry in B.Sc. in case of Post Code No.01 & 03	Month & year of passing and Division / Class	Name of University / Institute

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

Place:

Date:

Signature of Applicant