



# HINDUSTAN PETROLEUM CORPORATION LIMITED

(A Govt. of India Undertaking)

Registered Office: 17, Jamshedji Tata Road, Mumbai - 400020

CIN No. L23201MH1952GOI008858



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

In the past financial year, HPCL has recorded the highest ever profit after tax of ₹2,733 crores in the history of the corporation with an increase of around 58% compared to the corresponding period last year. Our Market capitalization on year-on-year basis improved by about ₹1,150 crores at the closing share price of ₹650.10 per share as on March 31, 2015. This has been possible because of our robust performance in all spheres including Refining, Marketing, Retail, Direct Sales, LPG, Aviation, Operations and Distribution, Projects & Pipeline Group, LNG and other services.

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

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

#### More about HPCL:

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

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

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

**HP Green R&D Centre** is located in garden city of Bengaluru. It is a vibrant research centre in India for carrying out research and development activities in oil refining and alternate energy sector. The centre started research activities in 2012 in the areas of catalysis, fluid catalytic cracking, hydro processing, process intensification, residue up-gradation, crude and crude compatibility, alternative energies such as bio-fuels, solar etc. The centre is recognised by The Department of Scientific and Industrial Research (DSIR) and has collaborations with research institutes in India and abroad.

HPCL invites applications for the positions of R&D, Safety, Packaging, Medical, Information Systems, HR, CSR, Legal and Assistant Accounts Officers

#### A) R&D Professionals:

Sr. No.	Position Description	Salary Grade	"F"	"E"	"D"	"C"	"B"
1	Positions		1	2	1		
	Age		50	45	40	35	35
	Experience in years		15	12	9	7	4
	Experience Description		Experience in Spectroscopy (FT-NMR, FT-IR, UV-Vis, RAMAN etc.), Chromatography (GC-MS, GC-HPLC, SFC, IC etc.), Elemental analysis (ICP-MS, WD-XRF etc.), Thermal (TGA, DTA), Microscopy (TEM/SEM/EDXA), XPS, XRD, etc.				
2	Educational Qualification		Ph.D. - Analytical / Organic / Physical Chemistry / Petrochemicals / Polymers				
	Positions		-	-	1	-	-
	Age		-	-	40	-	-
	Experience in years		-	-	9	-	-
3	Experience Description		Research experience in development of nanomaterials, nanocatalysts etc. Experience in handling nanomaterial characterization/ synthesis techniques				
	Educational Qualification		Ph.D. - Nanotechnology/ Tribochemistry/ Chemistry/ Inorganic / Physical Chemistry / Materials/ Chemical Engineering				
	Positions		-	-	-	1	-
	Age		-	-	-	35	-
4	Experience in years		-	-	-	7	-
	Experience Description		Research experience in the development of biofuels, fermentation, micro/molecular biology lab experience				
	Educational Qualification		Ph.D. - Microbiology / Molecular Biology / Biotechnology				
	Positions		-	-	-	-	1
5	Age		-	-	-	35	35
	Experience in years		-	-	-	7	4
	Experience Description		Experience in petroleum refining processes especially hydro processing. Experience in process optimization/process development, evaluation of hydro processing catalysts for commercial units.				
	Educational Qualification		Ph.D. / M.Tech - Chemical Engineering				
6	Positions		-	-	-	-	2
	Age		-	-	-	35	35
	Experience in years		-	-	-	7	4
	Experience Description		Research experience in homogeneous/heterogeneous catalyst development and experience in catalyst characterization/ evaluation techniques				
7	Educational Qualification		Ph.D. - Catalysis / Materials/Chemistry / Chemical Engineering with specialization in heterogeneous or homogenous catalysis, synthesis, characterization of materials and/or catalytic applications				
	Positions		-	-	-	-	2
	Age		-	-	-	-	35
	Experience in years		-	-	-	-	7
<b>Total Positions</b>							

\*For the positions 2, 4, 5 & 6 - candidates with Ph.D. will be given 2 years relaxation in work experience. However no relaxation in work experience will be given to candidates with Ph.D after M.Sc./ B.Tech.

\*\*For the positions 1 & 3 - candidates having Graduate and Post Graduate qualification along-with Ph.D. in relevant Science stream are only eligible to apply.

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

Sr. No.	Position Description	Positions	Sal Grade	Upper age Limit	Work Exp.	Application Fees Payable
R&D Officer		15	"A"	27	32	NA
7	Qualifications					YES

- Regular 4 years full time Bachelor Engineering Degree in Chemical with 60% marks (aggregate of all semesters/years) and 50% for SC/ST/PWD Candidates
- M.Tech/M.E Chemical Engg. with 60% marks (aggregate of all semesters/years) and 50% for SC/ST/PWD Candidates
- Full time Ph.D in Chemical Engineering
- Full time Ph.D in Chemistry (catalysis, analytical, organic, polymer, inorganic, microbiology, biotechnology) and also having full time M.Sc and B.Sc in relevant area of chemical sciences.
- Maximum age limit is relaxable by 3 years for OBC-NC and 5 years for SC & ST.
- Notwithstanding the above, the maximum age of the candidates applying for the positions in Salary Grade E/F should not be more than 57 years as on last date of application. (Current superannuation age is 60 years).
- Candidates (belonging to Unreserved and OBC-NC category) should have secured minimum 60% marks (aggregate marks of all semesters/years) in graduate and post graduate degree examinations, relaxed to 50% (aggregate marks of all semesters/years) for SC/ST/PWD candidates.
- Eligibility for Ph.D. holders would be Ph.D. after M.Tech/B.Tech or M.Sc in relevant branch.
- Wherever, M.Tech/ M.E / B.Tech / B.E in Chemical Engg. is mentioned, the prescribed degrees are Chemical, Petroleum Refining, Petrochemical, Petroleum Refining & Petrochemical.
- Candidates with Ph.D. qualification will be given preference.
- Candidates must be in possession of all applicable Degree certificates at the time of application.
- All work experience must be in supervisory/executive capacity. Post qualification work experience will only be considered as relevant work experience.
- In case of Ph.D candidates, experience will be counted from the date of successful defense of Ph.D dissertation / thesis. It is mandatory for candidates possessing Ph.D qualification to mention the date of successful defense of Ph.D in their application. In case of candidates with Masters Degree, experience will be counted from the date of successful completion of Masters degree.
- In case of candidates with Ph.D after B.Tech, experience will be reckoned after Ph.D.
- Research work carried out during course of acquiring Ph.D. will not be considered as work experience.
- Research Experience has to be in the relevant specialized area.

B) Medical Professionals, Safety Officers, Packaging & Quality Control Officers, IS Officers, Officer Trainee - HR, Officer Trainee - CSR officers, Legal officers and Assistant Accounts Officers:

Sr. No.	Position Description	Positions	Salary Grade	Age	Work Experience	
1	Dy. Manager - Medical Services	2	C	36	7	
	Sr. Medical Officer		B	33	4	
	Medical Officer		A	30	1	
	Qualification		A Physician with a MBBS degree (MD or equivalent is desirable) from a recognized Indian University / Institute. And Registration at State Medical Council or Medical Council of India And Three months Certificate Course viz. AFII (Association Fellowship in Industrial Health) or DIH (Diploma in Industrial Health) or equivalent qualification from Central Labour Institute (CLI) or National Institute of Occupational Health (NIOH) of any recognized Government Institute.			
<b>Note: Work experience gained post Internship only will be considered. Initial Posting in Visakh. Candidates with knowledge of Telugu will be given preference.</b>						
2	Safety Officer	10	A	27	NA	
	Qualification		Regular Four years full time Bachelor Degree in Engineering / Technology from a recognized Indian University / Institute. And Degree or diploma in industrial safety recognized by the State Government of Tamil Nadu and Uttar Pradesh under their Factory rules or Central Labour Institutes or Regional Labour Institutes			
	Positions		2	A	27	NA
	Qualification		Regular full time Bachelor Degree in Engineering / Technology / Science with minimum 60% in aggregate of all the semesters/years, for Unreserved and OBC-NC candidates (50% for SC, ST & PWD candidates) from a recognized Indian University / Institute. And 2 years Full Time Post Graduate Qualification Degree / Diploma in Packaging minimum 60% in aggregate of all the semesters/years, for Unreserved and OBC-NC candidates (50% for SC, ST & PWD candidates) from a recognized Indian University / Institute.			
<b>Note: Possess adequate knowledge of local language (Tamil for Tamil Nadu &amp; Hindi for Uttar Pradesh). Initial positions only in the state of Tamil Nadu &amp; Uttar Pradesh.</b>						
3	Packaging and Quality Control Officer	2	A	27	NA	
	Qualification		Regular full time Bachelor Degree in Engineering / Technology / Science with minimum 60% in aggregate of all the semesters/years, for Unreserved and OBC-NC candidates (50% for SC, ST & PWD candidates) from a recognized Indian University / Institute. And 2 years Full Time Post Graduate Qualification Degree / Diploma in Packaging minimum 60% in aggregate of all the semesters/years, for Unreserved and OBC-NC candidates (50% for SC, ST & PWD candidates) from a recognized Indian University / Institute.			
	Positions		6	A	30	2
	Qualification		Full time four year B.E. / B.Tech. in the discipline of Electronics / Telecommunications / Electronics & Telecommunications / Computer Science / Information Technology from AICTE approved / UGC recognized institute / university. OR Three years full time course in Masters in Computer Applications (MCA) / Masters in Computer Science (MCS) from AICTE approved / UGC recognized institute / university. OR Two years full time course in Masters in Business Administrations (MBA) / Masters in Management Studies (MMS) with Information Technology or Systems or Computer Science as specialization from AICTE approved / UGC recognized institute / university.			

Note: Possess adequate knowledge of local language (Tamil for Tamil Nadu & Hindi for Uttar Pradesh). Initial positions only in the state of Tamil Nadu & Uttar Pradesh.

Sr. No.	Position Description	Positions	Salary Grade	Age	Work Experience	
4	Information Systems Officer	6	A	30	2	
	Qualification		Full time four year B.E. / B.Tech. in the discipline of Electronics / Telecommunications / Electronics & Telecommunications / Computer Science / Information Technology from AICTE approved / UGC recognized institute / university. OR Three years full time course in Masters in Computer Applications (MCA) / Masters in Computer Science (MCS) from AICTE approved / UGC recognized institute / university. OR Two years full time course in Masters in Business Administrations (MBA) / Masters in Management Studies (MMS) with Information Technology or Systems or Computer Science as specialization from AICTE approved / UGC recognized institute / university.			
	Positions		6	A	30	2
	Qualification		Full time four year B.E. / B.Tech. in the discipline of Electronics / Telecommunications / Electronics & Telecommunications / Computer Science / Information Technology from AICTE approved / UGC recognized institute / university. OR Three years full time course in Masters in Computer Applications (MCA) / Masters in Computer Science (MCS) from AICTE approved / UGC recognized institute / university. OR Two years full time course in Masters in Business Administrations (MBA) / Masters in Management Studies (MMS) with Information Technology or Systems or Computer Science as specialization from AICTE approved / UGC recognized institute / university.			

Note: Possess adequate knowledge of local language (Tamil for Tamil Nadu & Hindi for Uttar Pradesh). Initial positions only in the state of Tamil Nadu & Uttar Pradesh.

Sr. No.	Position Description	Positions	Salary Grade	Age	Work Experience	
5	Officer Trainee - HR	8	000	27	NA	
	Qualification		Two year full time, Post graduate Degree / Equivalent course in HR / Personnel Management / Industrial Relations / Psychology or Masters in Business Administration (MBA) with specialization in HR / Personnel Management from AICTE approved / UGC recognized institute / university			
	Positions		2	000	27	NA
	Qualification		Two years full time Masters in Social Welfare (MSW) from AICTE/UGC recognized institute/university			
6	Officer Trainee - Corporate Social Responsibility (CSR)	2	A	26	1	
	Qualification		Two years full time course in law after graduation or five years course in law after 12th Standard			
	Positions		30	E1	28	Nil
	Qualification		Graduate in any Discipline and Inter CA with 3 years of articulation as per ICAI rules			

Note: Candidates scoring minimum 60% in aggregate of all the semesters/years, for Unreserved and OBC-NC candidates (50% for SC, ST & PWD candidates) are only eligible to apply. (Except for position no. 8)

2. Qualification should be obtained only through full time regular course from a recognized University / Institute. Qualifications obtained through distance / Part time will not be considered. (Except for position no. 8)

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

Category-wise Vacancy Breakup:

• For S/G "000" & "A" - R & D officer, HR, CSR, Legal, Safety, Packaging, IS positions

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

• For S/G "E1" - Assistant Accounts officer

UR	SC	ST	OBC-NC	Total
15	5	2	8	30

Work Experience Requirements:

1. Position: Dy. Manager - Medical Services (S/G "C") / Sr. Medical Officer (S/G "B") / Medical Officer (S/G "A")

• Minimum seven years of post-internship experience (for S/G "C") out of which five year will be onsite full time Medical Officer in an Occupational Health Services Centre/ Medical Centre of processing, manufacturing, Refining or Industrial unit (preferably chemical/petrochemical) having more than 1000 workmen.

• Minimum four years of post-internship experience (for S/G "B") out of which three years will be onsite full time Medical Officer in an Occupational Health Services Centre/ Medical Centre of processing, manufacturing, Refining or Industrial unit (preferably chemical/petrochemical) having more than 1000 workmen.

• Minimum one year of post-internship onsite full time experience as Medical Officer (for S/G "A") in an Occupational Health Services Centre /Medical Centre of processing, manufacturing, refining or Industrial unit having more than 1000 workmen.

**NOTE: Post qualification work experience means the work experience gained by the candidate after completing onsite internship.**

2. Position: Officer Legal

• Minimum of one year experience as a practicing Advocate or working in a reputed Law Firm or Company. For practicing Advocates, the experience must be after enrolment in the Bar and for working candidates, it must be post qualification.

• Experience should preferably relate to drafting Agreements, preparing Court/ Arbitration papers, briefing Counsel, etc. substantially covering the law relating to Contracts, Sale of Goods, Transfer of Property, Intellectual Property and Consumer Protection. Exposure to Cyber Law and Competition Law will be an added advantage.

**OR**

• The candidate should preferably have experience of drafting agreements, handling cases before courts/tribunals/conciliation officers, briefing counsel etc. covering various labour legislation (viz. ID Act, Contract Labour/R&A Act, min wages Act), experience in handling Statutory Compliance related issues.

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

3. Position: IS Officer

• Minimum two years of post-Qualification experience (excluding Project Work which is a part of course curriculum) in one or more skill sets as mentioned below.

Skill Set	Area
Operating System / Platforms	Windows/Linux/OS400/Unix/VMWare
Networking	LAN/WAN/Wireless using CISCO/Nortel Technologies/VSAT
DBA (RDBMS)/BI	Oracle/SQL Server/DB2/OBIEE
Middle ware	Application servers (Apache, WebSphere, Oracle), WPS
Security	IPSI/IDS/Firewalls/ PKI/ Identity Management
Messaging & Collaboration	GroupWise/Lotus Notes/MOSS
Application Development	JDE/Edwards ERP Tool/ .Net Technologies/ ASP/JSP/ Visual Basic/C#Visual C++/Share Point Services/SDLC/J2EE technologies/ Web Services/ JZME (Mobile Technologies)

CONCESSIONS / RELAXATIONS:

• Reservation of posts for SC, ST and OBC-NC as per Government Directives is applicable.

• 3% of the vacancies will be reserved for PWD (Persons with disabilities - with degree of disability 40% or above). Appointment in these vacancies will be offered to PWD candidates after considering the nature of duties & responsibilities of the job, location, hazard, strain & other factors, also considering that the disability is not likely to interfere with the performance of duties of the post with reasonable efficiency and without possible deterioration of his/her health. However, the final appointment will be based on candidate's medical fitness with respect to job profile of the identified posts.

• Further to this, according to Notification No: 16-15/2010 DD.111 DT.29/07/2013 by Ministry of Social Justice & Empowerment, following categories of PWD candidates are eligible to apply

**Identified Group "A" jobs for PWD:**

Sr. No.	Position Description	PWD Category
1.	R&D Professionals	OA.O.L
2.	Dy. Manager Medical Services Sr. Medical Officer Medical Officer	OA.O.L
3.	Packaging & Quality Control Officer	OA.O.L
4.	Information Systems Officer	OA.O.L.B.L.OAL.HH
5.	Officer Trainee - HR	OA.O.L.B.L.OAL.B.LV.HH
6.	Officer Trainee - CSR	OA.O.L.B.L.OAL.B.LV.HH
7.	Officer Legal	OA.O.L.B.L.OAL.B.LV
8.	Assistant Accounts Officer	OA.O.L.B.L.OAL.B.LV.OA.HH

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

- e.g. for post of Manager Analytical, candidate with disability of either One Arm (OA) or One Leg (OL) is eligible.
- \*As per Notification No: 16-70/2004 DD.111 DT.18/01/2007 by Ministry of Social Justice & Empowerment
- Any request for change in Category (UR/SC/ST/OBC-NC/PWD) once filled in the online application form, will not be considered and accordingly concession/relaxation applicable will not be extended.
  - The reserved category candidates are required to submit the caste/ PWD certificate/s in prescribed format applicable (the format can be downloaded from our site www.hindustanpetroleum.com under career opportunities) for appointment to posts under Government of India & issued by the competent authority at the time of interview, if called for, in support of their claim.
  - In addition, the OBC-Non Creamy candidates will be required to submit a valid caste certificate in recent prescribed format applicable for purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking as contained in DOPT Memo No. 363062/2013- Estt. (Res.) dated 30-05-2014 from a competent authority issued in the year of advertisement. Further the OBC-NC candidates will have to give a self-undertaking, at the time of Personal Interviews in terms of DOPT memo No. 360122/2013-Extt. (SCT) dt. 08.09.1993 if called for, indicating that they belong to OBC-Non Creamy Layer.
  - For availing the reservation under OBCNC category, the name of caste and community of the candidate must appear in the 'Central List of Other Backward Classes' available on National Commission for Backward Classes (NCBC), Government of India website, www.ncbc.nic.in.
  - The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBC-NC candidates and such candidates will have to indicate their category as Unreserved (UR).
  - If the SC/ST/OBC-NC/PWD certificate has been issued in a language other than English/Hindi the candidate will be required to submit a self-certified translated copy of the same either in English or Hindi.
  - Maximum age limit is relaxable by 5 years for SC & ST, 3 years for OBC-NC and 10 years for PWD (UR), 13 years for PWD (OBC-NC) and 15 years for PWD (SC/ST) candidates, as applicable.
  - Maximum age limit relaxable by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.
  - Age relaxation by 5 years for Ex-servicemen & Commissioned Officers (including ECOs/ SSCOs) subject to rendering minimum 5 years military service and fulfillment of other conditions prescribed by Govt. of India.
  - Relaxed standards in assessment/selection, Written Test, Personal Interview and overall (Test & Personal Interview) will be applicable for SC, ST, OBC-NC & PWD candidates.
  - Reimbursement of 2nd class rail fare by the shortest route to examination Centre is admissible for outstation SC, ST & PWD candidates appearing for written test, provided the distance travelled is not less than 30 km. (Candidates opting for examination Centre other than the Centre nearest from mailing address will not be reimbursed travel fare). The candidates will be required to fill in the Travel Allowance (TA) Form as detailed on HPCL website and submit it along with Travel Proof for travel undertaken. This reimbursement is not applicable to candidates who are already in Central/State Government Services/PSUs.

**PHYSICAL / MEDICAL FITNESS:**

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

**SELECTION METHODOLOGY:**

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

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

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

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

**For Assistant Accounts Officer position:**

Candidates fulfilling all of the eligibility criteria (based on details submitted by the candidates in the online application), will be called for personal interview through a list drawn on the basis of the aggregate of CA inter marks of both the Groups. The list for personal interview would be drawn category-wise in a pre-determined ratio to the number of vacancies in each category. Candidates are required to mention only aggregate of CA inter marks taking both groups into consideration (up to two decimal points). Candidates shortlisted for personal interview would be required to produce Artileship completion Certificate of Institute of Chartered Accountants of India.

**For All Positions:**

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

Reference for a medical examination does not mean final selection, which may please be noted. All the candidates are requested to remain updated at each step of the selection process by visiting our website www.hindustanpetroleum.com. All queries pertaining to recruitment including selection process may be addressed to our Corporate Recruitment Team through corpbenrrect@hpl.co.in. Candidates are also requested to visit FAQs Section on our website with respect to this recruitment drive. Candidates may please note that personal calls and/or interaction with any of the HPCL's officials during recruitment drive is discouraged, except when absolutely necessary.

**TRAINING, EMOLUMENTS AND PLACEMENTS:**

These positions are in Management Cadre in various grades as specified below:

Sr. No.	Position	Salary Grade	Scale of Basic Salary	Approx CTC**
1	Chief Manager	F	51,300 - 73,000*	20.95 Lacs
2	Senior Manager	E	43,200 - 66,000*	17.64 Lacs
3	Manager	D	36,800 - 62,000*	14.95 Lacs
4	Deputy manager	C	32,900 - 58,000*	13.43 Lacs
5	Senior Officer	B	29,100 - 54,500*	11.89 lacs
6	Officer	A	24,900 - 50,500	10.17 lacs
7	Officer Trainee	000	33,000**	-
8	Assistant Accounts Officer	E1	16,400 - 45,000	6.69 lacs

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

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

The Selected Officer will be on Probation for 1 year from the date of joining. Besides Basic Pay, the employee is entitled to allowance at 50% of Basic Pay under Catereria Approach (including medical benefits for self and family members, but excluding dependent parents), Dearness Allowance, HRA and Retiral Benefits up to 30% of Basic Pay & DA which include Contributory Provident Fund, Gratuity, and Superannuation Benefit applicable as per Corporation's policy in force at that time. The candidates called for joining will also be extended joining benefits as applicable to their salary grade. Upon completion of the Probation period, they will be considered for confirmation in their respective grades subject to complying with attendances requirements, verification of antecedents, verification of caste status / certificate wherever applicable and qualifying in technical competency test (for officers recruited in Salary Grade "A").

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

**PAYMENT OF APPLICATION FEES: (For officer trainee, S/G "A" and "E1" positions only)**

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

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

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

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

**B. Online Payment through Debit / Credit card:** Under this option candidates can pay applicable application & processing fee online by using Debit / Credit card. The payment status will automatically change to "Payment Received", immediately on successful receipt of fees. In case the payment status does not change immediately, candidates are required to retry payment through Debit/ Credit card or pay through challan at SBI. All the candidates must ensure that the payment status is "Payment Received". The transaction will be considered "incomplete" in case of any other payment status due to any reason. Once the payment is done, Candidates are required to take print of acknowledgment of payment and preserve the same for future reference

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

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

**SPECIAL RECRUITMENT DRIVE FOR PWD:**

Post Name	Group	Vacancy	Reserved for	Locations	PWD category	Age limit	Qualification criteria	Salary Scales	Approx CTC*
Jr. Administrative Assistant	C	8	UR	Solapur	HH	35	Graduation in B.Sc / B.Com with 50% aggregate of all semesters / years and 1 year certification course in Basic Computer Skills (MS Office etc.)	13,500 - 37,630	5,07,000
				Hissar	HH				
				Warangal	HH				
				Nellore	HH				
				Kota	HH				
				Kanpur	HH				
				Mumbai	HH				
				Visakhapatnam	HH				
		5	Ahmedabad	VH					
			Lucknow	VH					
			Hyderabad	VH					
			Mumbai	VH					
General Service Assistant	D	2	OBC	Mumbai	VH	38	ITI in Mechanical Trade with 50% aggregate of all semesters / years.	12,370 - 20,410	4,65,000
		3		HH					

\*The above CTC is including Retiral Benefits. In addition to this, productivity incentive is also paid as per the Corporation's policy. It may please be noted that the retiral benefits like superannuation benefit is payable only on separation from the services of the Corporation after completing minimum 15 years of service in the Corporation (resignation/ termination not included) of the employee. CTC is for candidates posted in metro cities; and may vary for other locations

**Selection Methodology:**

Candidates fulfilling all of the above eligibility criteria for respective positions will be called for Written Test comprising of General Aptitude test and Technical / Professional knowledge.

Candidates qualifying in the Written Test will be called for Personal Interview/s, in order of the category-wise and position wise merit list of the Written Test in a predetermined ratio. While drawing merit list of successful candidates, 85% weightage would be given to performance in written test and 15% to Personal Interviews. Candidates will have to qualify through each stage of selection process successfully before being adjudged as suitable for selection.

**HOW TO APPLY:**

Candidates are requested to read the complete instructions hereunder before proceeding to the application form. Apply online only on www.hpclcareers.com or through www.hindustanpetroleum.com. No other mean / mode of the application will be accepted. Online Application System will be open from 1000 hrs. on 31<sup>st</sup> July 2015 to 23:59 hrs. on 15<sup>th</sup> September 2015.

**STEPS FOR APPLYING:**

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

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

**STEP 2:** Fill in the online form with all the relevant details. Upload Scan copy of your latest passport size photograph along with the online application form.

**STEP3:** Click Submit. You will get a system generated 12 Digit Application No. Please note that this Application No. is important and will be required for all future references throughout the selection process. Take Printout of the Online Application Form and preserve it for future reference.

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

**GENERAL INSTRUCTIONS:**

- Indian Nationals only need to apply.
- Age and Work experience will be considered as of 31<sup>st</sup> August 2015
- The last date for online application for all positions is 15<sup>th</sup> September 2015
- Only Online Applications will be acceptable. Candidate should keep scan copy of Passport size photo (in jpg/gif format less than 500 kb) and resume (maximum file size 200kb in doc/docx file formats) ready before filling online application form.
- Candidates are not required to send printout of application or any other documents in hard copy to HPCL. Admit Card for Written Test, Specimen Questions, Interview Call Letters, etc. will not be sent to candidates in hard copy. Candidates will be required to download the same from HPCL website www.hindustanpetroleum.com. Various intimations, schedules/dates can be accessed through HPCL website.
- Mere issue of Admit card/Interview call letter will not imply acceptance of candidature.
- HPCL will not be responsible for any loss/ non-delivery of email/admit card sent/ any other communication sent, due to invalid/wrong email id.
- Candidates presently employed in Government Departments / PSU's / Autonomous Bodies owned by the Government, should submit their application through proper channel. However, they may also produce No Objection Certificate at the time of interview if their applications were not routed through proper channel, failing which they will not be allowed to appear for the interview and their candidature will not be entertained.
- Applications with incomplete / wrong particulars or not in the prescribed format will not be considered. The email id provided in online application should remain valid for at least one year. Candidates must use proper e-mail ids created in their names. Applications with pseudo / fake email ids will attract appropriate action under the law.
- All the details given in the online form will be treated as final and no changes will be entertained.
- In case of Internal candidates, please note that the finally selected candidates will have to resign from the services of the Corporation and rejoin the services as fresh employees on probation. Regarding transfer of leaves, PF, Gratuity etc, these cases would be treated on par with candidates joining from other PSUs.
- All the qualifications should be full time regular course/s from AICTE approved / UGC recognized University/Deemed University. The courses offered by Autonomous Institutions should be equivalent to the relevant courses approved / recognized by Association of Indian Universities (AIU)/UGC/AICTE.
- Wherever CGPA/OGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University/Institute. Please also obtain a certificate to this effect from University / Institute which shall be required at the time of interview.
- The vacancies indicated above is tentative and the Corporation may increase the relevant categories at the discretion of Management and in compliance with Presidential Directives on reservation at the time of appointment. Depending on the requirement, the Corporation reserves the right to cancel/restrict/curtail/enlarge the recruitment process, if need so arises, without any further notice and without assigning any reason therefor.
- In case large number of applications are received, Management reserves the right to raise the minimum eligibility standards/ criteria.
- In case of less number of applications are received, Management reserves the right to modify the selection process.
- Management reserves the right to restrict the number of candidates to be called for interview, reject the application without assigning any reasons/change the number of posts.
- HPCL reserves the right not to fill any of the above posts advertised at any stage of selection process.

**IMPORTANT DATES**

IMPORTANT DATES	
Commencement of online application	31 <sup>st</sup> July 2015
Last date of online application	15 <sup>th</sup> September 2015

Furnishing of wrong/false information will lead to disqualification and HPCL will not be responsible for any of the consequences of furnishing such wrong/false information. Since all the applications will not be screened without documentary evidence, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that the candidate has furnished false or wrong information or is found ineligible with respect to any of the eligibility parameters, his/her candidature will be rejected. If any of the above discrepancies w.r.t. to eligibility parameters, furnishing of wrong information and or suppressing any material fact is detected / noticed even after appointment, his/her services will be liable for termination without any further notice. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature. Court of jurisdiction for any dispute will be at Mumbai.

Any further corrigendum / addendum would be uploaded only on our website www.hindustanpetroleum.com