



HINDUSTAN PETROLEUM CORPORATION LIMITED
Regd. Office: 17, Jamshedji Tata Road, Mumbai - 400020.
CIN NO: L23201MH1952GOI00885

ABOUT US

Hindustan Petroleum Corporation Limited (HPCL) is a Maharatna Central Public Sector Enterprise (CPSE) and a S&P Global Platts Top 250 Global Energy Company with a ranking of 26. HPCL has a strong presence in downstream hydrocarbon sector of the country with over 18% share in petroleum product marketing and also has business footprints across other energy verticals & various overseas geographies. During 2020-21, HPCL recorded Profit after Tax (PAT) of Rs. 10,664 Crore.

HPCL owns and operates refineries at Mumbai & Visakhapatnam with designed capacities of 7.5 Million Metric Tonnes Per Annum (MMTPA) & 8.3 MMTPA respectively. HPCL also owns the largest Lube Refinery in the country at Mumbai for producing Lube Oil Base Stock with a capacity of 428 TMT. HPCL holds 48.99% equity stake in JV company, HPCL-Mittal Energy Limited (HMEL) which operates a 11.3 MMTPA capacity refinery at Bathinda (Punjab) and also has 16.96% equity stake in Mangalore Refinery and Petrochemicals Limited (MRPL) which operates a 15 MMTPA capacity refinery at Mangalore (Karnataka). HPCL has the second largest petroleum product pipeline network in India with network length of 3,775 km and supplies petroleum products across the country through a vast marketing network consisting of 70 depots, 42 terminals, 52 LPG bottling plants, 47 aviation fuel stations, 6 lube blending plants, over 19,341 retail outlets, 282 lube distributorships and over 6,210 LPG distributorships.

HP Green R&D Centre is located in the 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, engine testing, alternative energies such as bio-fuels, battery research, 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 talented & motivated R&D professionals 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 for the following vacancies ONLINE.

1.IMPORTANT DATES

Commencement of online application : 14 th March 2022	Last date of online application : 18 th April 2022
--	---

2. POSITIONS, ELIGIBILITY CRITERIA AND VACANCY SNAPSHOT

Sl. No	Title	Vacancies	Grade	Max Age	Minimum Educational Qualification	Min Exp.
1	Chief Manager / Deputy General Manager - Engine	1	E/F	45 / 50	Ph.D. in Combustion & Emission Engineering/ Automobile Engineering/ Thermal Engineering/ Mechanical Engineering or other relevant areas of Chemical Sciences	12/15 years
					M.E. / M. Tech. in Combustion & Emission Engineering /Automobile Engineering /Thermal Engineering / Mechanical Engineering	14/17 years
2	Chief Manager / Deputy General Manager – Corrosion Research	1	E/F	45 / 50	Ph.D. in Chemistry/ Chemical Engineering/ Metallurgy with specialization in corrosion studies or other relevant areas of Chemical Sciences	12/15 years
					M.Tech in Chemical engineering or Metallurgy	14/17 years
3	Chief Manager / Deputy General Manager – Crude & Fuels Research	1	E/F	45/ 50	Ph.D in Chemical Engineering or other relevant areas of Chemical Sciences	12/15 years
					M.E. / M. Tech. in Chemical Engineering	14/17 years
4	Chief Manager / Deputy General Manager Analytical	2	E/F	45/ 50	Ph.D in Analytical/Organic/ Physical Chemistry or other relevant areas of Chemical Sciences	12/15 years
5	Assistant Manager / Manager – Petrochemicals & Polymers	3	B/C	34 / 36	Ph.D. in Polymers / Petrochemicals / Material Science / Polyolefin / Organic chemistry or other relevant areas of Chemical Sciences	1/ 3 years
				33 / 36	M.E. / M. Tech. in Chemical Engineering / Petrochemical / Polymer/ Plastic Technology	3 / 5 years
6	Assistant Manager / Manager - Engine	1	B/C	34 / 36	Ph.D.in Combustion & Emission Engineering / Automobile Engineering / Thermal Engineering / Mechanical Engineering or other relevant areas of Chemical Sciences	1 / 3 years
				33 / 36	M.E. / M. Tech. in Combustion & Emission Engineering / Automobile Engineering / Thermal Engineering /Mechanical Engineering	3 / 5 years

Sl. No	Title	Vacancies	Grade	Max Age	Minimum Educational Qualification	Min Exp.
7	Assistant Manager / Manager – Novel Separations	2	B/C	34 / 36	Ph.D.in Chemical Engineering or other relevant areas of Chemical Sciences	1 / 3 years
				33 / 36	M.E. / M. Tech. in Chemical Engineering	3 / 5 years
8	Assistant Manager / Manager – Catalyst Scale-up	2	B/C	33 / 36	M.E. / M. Tech. in Chemical Engineering	3 / 5 years
9	Senior Officer – Petrochemicals & Polymers	3	A	32	Ph.D. in Polymers / Petrochemicals / Material Science / Polyolefin / organic chemistry or other relevant areas of Chemical Sciences	NA
10	Senior Officer-Engine	3	A	32	Ph.D.in Combustion & Emission Engineering / Automobile Engineering / Thermal Engineering / Mechanical Engineering or other relevant areas of Chemical Sciences	NA
				27	M.E. / M. Tech. in Combustion & Emission Engineering / Automobile Engineering / Thermal Engineering / Mechanical Engineering	NA
11	Senior Officer - Battery Research	1	A	32	Ph.D in Chemistry / Chemical Engineering / Material Science / Electrical Engineering or other relevant areas of Chemical Sciences	NA
12	Senior Officer – Novel Separations	2	A	32	Ph.D in Chemical Engineering or other relevant areas of Chemical Sciences	NA
				27	M.E./M.Tech in Chemical Engineering	NA
13	Senior Officer – Resid Upgradation	1	A	32	Ph.D in Chemical Engineering or other relevant areas of Chemical Sciences	NA
				27	M.E./M.Tech in Chemical Engineering	NA
14	Senior Officer - Crude & Fuels Research	1	A	32	Ph.D in Chemical Engineering or other relevant areas of Chemical Sciences	NA
				27	M.E./M.Tech in Chemical Engineering	NA
15	Senior Officer - Analytical	1	A	32	Ph.D. in Chemistry (Analytical/ Organic /Inorganic) & M.Sc & B.Sc in relevant areas of chemical sciences	NA

JOB DETAILS

1.	Role: Chief Manager (S/G – ‘E’) / Deputy General Manager (S/G – ‘F’) - Engine
Work Experience: Work experience must be in the area of Engine testing for evaluation of fuels & lubricants. Preference will be given to candidates having proven track record of leading a team of engineers / scientists in engine test facility. Preference will be given to candidates having experience in engine test labs and having higher relevant experience.	
Job Description: • Lead a team of highly qualified professionals in the field of Engine Testing/emission studies. • Undertake development of new processes / technologies in the areas related to fuels & lubricants evaluation and engine testing. • Provide guidance / training to the reporting staff and monitoring the work progress of subordinates to ensure timely completion of the assigned projects. • Provide advanced research / technical services to the customers for trouble shooting. • Procurement of sophisticated equipment/test benches for establishing labs. • Coordinate research activities with internal and external customers and collaborative partners.	
2.	Role: Chief Manager (S/G – ‘E’) / Deputy General Manager (S/G – ‘F’) – Corrosion Research
Work Experience: Work experience must be in the area of corrosion studies / metallurgy. Preference will be given to candidates having proven track record of leading a team of engineers / scientists in corrosion/ metallurgy lab. Preference will be given to candidates having higher relevant experience and having patents and publications in high impact journals in relevant areas.	
Job Description: • Lead a team of highly qualified professionals in the field of Corrosion research. • Undertake development of new processes / technologies in the areas related to high acid crudes processing, corrosion inhibitors, material research, advanced technical services, failure analysis, etc. • Provide guidance / training to the reporting staff and monitoring the work progress of subordinates to ensure timely completion of the assigned projects. • Provide advanced research / technical services to the operating plants for trouble shooting. • Procurement of sophisticated equipment/pilot plants for establishing labs. • Coordinate research activities with internal and external customers and collaborative partners.	
3.	Role: Chief Manager (S/G – ‘E’) / Deputy General Manager (S/G – ‘F’) – Crude & Fuels Research
Work Experience: Work experience must be in the area of crude and fuels research. Preference will be given to candidates having higher relevant experience.	
Job Description: • Lead a team of highly qualified professionals in the field of Crude & Fuels Research. • Undertake research activities related to refinery processes, particularly in the area of detailed crude evaluation, crude compatibility, crude distillation, liquid-liquid extraction. • Develop new methods to predict computability, new additives for enhancing crude compatibility and reducing the pre-heat fouling, methods for handling high TAN crudes. • Execute in-house research projects and provide guidance to researchers for delivering desired results. • Execution of required facilities for crude evaluation lab at the R&D Centre.	

- Coordinate research activities with internal and external customers and collaborative partners.
- Support in providing advanced research/technical services to the operating plants for trouble shooting.
- Provide guidance / training to the reporting staff and monitoring the work progress of subordinates to ensure timely completion of the assigned projects.

4. **Role:** Chief Manager (S/G – ‘E’) / Deputy General Manager (S/G – ‘F’) - Analytical

Work Experience: Work experience must be in the area of analytical. Preference will be given to candidates having higher relevant experience.

Job Description:

- Lead a team of highly qualified professionals in the field of Analytical.
- Undertake research activities in analytical sciences area related to petroleum products, employing advanced analytical techniques such as elemental analysis (ICP/AES/MS), thermochemical spectroscopy, x-ray spectroscopy (XRD, XRF, XPS), chromatographic techniques (HPLC and GC), etc.
- Develop new methods for analysis of petroleum products and crude & other refinery samples using different analytical techniques.
- Execute in-house research projects and provide qualitative and quantitative analytical data.
- Enable establishment of required facilities for advanced analytical equipment facilities at the R & D Centre.
- Coordinate research activities with internal and external customers and collaborative partners.
- Support in providing advanced research/technical services to the operating plants for trouble shooting.
- Provide guidance / training to the reporting staff and monitoring the work progress of subordinates to ensure timely completion of the assigned projects.

5. **Role:** Assistant Manager (S/G – ‘B’) / Manager (S/G – ‘C’) – Petrochemicals & Polymers

Work Experience: Work experience must be in the area of Petrochemicals & Polymers, preferably in polymer product application development. Preference will be given to candidates having experience in product application development. Preference will also be given to candidates having higher relevant experience, and having patents and publications in high impact journals in relevant areas.

Job Description:

- Undertake and execute research activities in downstream area related to petrochemical & polymer technologies, in particular polymer product development through different polymer processing techniques such compression, extrusion, injection, blow, rotational moulding etc,
- Testing & Characterization of the polymers, preferably polyolefin & high value added polymers in the solid, melt state and interpretation of data obtained therefrom.
- Working in 3-4 research projects related to specialty and high value polymers and chemicals; and polymer product applications.
- Should be capable of undertaking independent research projects in the area of product development
- Development of new products/processes for value addition & margin improvement
- Installation and commissioning of the various post reactor processing machines for Petrochemicals & Polymers lab at the R&D Centre.
- Ensuring the reliability of the lab equipment through monitoring of health and periodic maintenance and calibration.

- Carry out equipment operations in shifts.
- Maintain and operate the R&D facilities as per the best safety practices and protocols.

6. **Role:** Assistant Manager (S/G – ‘B’) / Manager (S/G – ‘C’) - Engine

Work Experience: Work experience must be in the area of engine testing for evaluation of fuels & lubricants. Preference will be given to candidates having experience in engine test labs and having higher relevant experience.

Job Description:

- Undertake and execute research activities in downstream area related to fuels & lubricants development / evaluation and engine testing.
- Carry out independent research work in fuels & lubricants development.
- Installation and Commissioning of test benches & lab equipment for Engine lab at the R&D Centre.
- Ensuring the reliability of the test benches and lab equipment through monitoring of health and periodic maintenance and calibration.
- Carry out operations in shifts.
- Maintain and operate the R&D facilities as per the best safety practices and protocols.

7. **Role:** Assistant Manager (S/G – ‘B’) / Manager (S/G – ‘C’) – Novel Separations

Work Experience: Work experience must be in the area of adsorption / absorption / membrane technologies. Preference will be given to candidates having higher relevant experience and having patents and publications in high impact journals in relevant areas.

Job Description:

- Undertake and execute research activities in downstream area related to novel separation technologies, in particular adsorption, absorption & membrane based processes.
- Working in 4-5 research projects related to adsorption, absorption & membrane based processes.
- Carry out independent research work in adsorption, absorption & membrane based technologies development.
- Installation and Commissioning of pilot plants & lab equipment for Novel Separations lab at the R&D Centre.
- Ensuring the reliability of the pilot plants or lab units through monitoring of health and periodic maintenance and calibration.
- Carry out pilot plant operations in shifts
- Maintain and operate the R&D facilities as per the best safety practices and protocols.

8. **Role:** Assistant Manager (S/G – ‘B’) / Manager (S/G – ‘C’) – Catalyst Scale-up

Work Experience: Work experience must be in the area of Catalyst development, Catalyst scale-up, Catalyst manufacturing. Preference will be given to candidates having higher relevant experience, particularly in catalyst scale-up / catalyst manufacturing.

Job Description:

- Execute activities related to scale-up of R&D developed catalysts.
- Installation and Commissioning of plants & equipment for Catalyst scale-up facility at the R&D Centre.
- Ensuring the reliability of the plants or units through monitoring of health and periodic maintenance and calibration.
- Carry out plant operations in shifts.
- Maintain and operate the R&D facilities as per the best safety practices and protocols.

9.	Role: Senior Officer (S/G – ‘A’) – Petrochemicals & Polymers Work Experience: Preference will be given to candidates having higher relevant experience, particularly in the area of synthesis of various polymers using homogeneous, heterogeneous catalyst & polymer process/technologies development and having patents/ publications in high impact journals in relevant areas. Job Description: • Undertake and execute research activities in area related to petrochemical & polymer process/technologies development, in particular ligands & catalyst synthesis, characterization, catalyst evaluation for polyolefin and specialty & high value polymers, monomers synthesis & purification. • Working in 2-3 research projects related to petrochemical and polymer based processes. • Handling of high-pressure reactors & schlenk lines and glove box for synthesis of air sensitive ligands & catalysts. • Installation and commissioning of pilot plants & lab equipment for Petrochemicals & Polymers lab at the R&D Centre. • Operation of sophisticated pilot plants / bench-scale reactors, characterization units. • Carry out pilot plant operations in shifts. • Maintain and operate the R&D facilities as per the best safety practices and protocols.
10.	Role: Senior Officer (S/G – ‘A’) - Engine Work Experience: Preference will be given to those having experience in the area of engine testing for evaluation of fuels & lubricants. Preference will be given to candidates having experience in engine test labs. Job Description: • Undertake and execute research activities in area related to fuels & lubricants development / evaluation and engine testing. • Working in research projects related to engine testing. • Participate in the installation and commissioning of test benches & lab equipment for Engine lab at the R&D Centre. • Operation of sophisticated engine test-benches, combustions testing units, fuel engines. • Carry out operations in shifts. • Maintain and operate the R&D facilities as per the best safety practices and protocols.
11.	Role: Senior Officer (S/G – ‘A’) – Battery Research Work Experience: Preference will be given to candidates having experience in the area of battery research. Preference will also be given to candidates having patents /publications in high impact journals in relevant areas. Job Description: • Undertake and execute research activities in area related to Battery research and development. • Working in 2-3 research projects related to battery research and cathode / anode materials development. • Installation and Commissioning of pilot plants & lab equipment for Battery lab at the R&D Centre. • Operation of sophisticated multipurpose units, battery preparation units, electro-chemical & full cell analyzers, synthesis units. • Carry out pilot plant operations in shifts. • Maintain and operate the R&D facilities as per the best safety practices and protocols.

12.	Role: Senior Officer (S/G – ‘A’) – Novel Separations
Work Experience: Preference will be given to candidates having experience in the area of Novel Separations. Preference will also be given to candidates having patents /publications in high impact journals in relevant areas. Job Description: • Undertake and execute research activities in downstream area related to refinery processes. • Carrying of process design of various equipment for R&D technologies. • Working in research projects related to R&D technology development • Development of process models for various R&D technologies • Design / operation of pilot plants. • Maintain and operate the R&D facilities as per the best safety practices and protocols.	
13.	Role: Senior Officer (S/G- ‘A’) – Resid Upgradation
Work Experience: Preference will be given to candidates having experience in the area of Resid Upgradation. Preference will also be given to candidates having patents /publications in high impact journals in relevant areas. Job Description: • Undertake research activities in downstream area related to refinery processes up-gradation, in particular Hydroprocessing / Resid Upgradation. • Installation or Commissioning of pilot plants & other facilities for Resid upgradation / Hydroprocessing lab at the R & D Centre. • Operation of pilot plant at varied operating conditions for optimization of process parameters and undertake generation of high quality pilot plant experimental data. • Identify and recommend suitable catalyst for operating plants. • Support in providing advanced research/technical services to the operating plants for trouble shooting.	
14.	Role: Senior Officer (S/G- ‘A’) - Crude & Fuels Research
Work Experience: Preference will be given to candidates having higher relevant experience in the area of Crude & Fuels Research and having patents and publications in high impact journals in relevant areas. Job Description: • Undertake and execute research activities in crude distillation, crude assays and compatibility, true boiling point apparatus, Pot still and Mini Potstill apparatus, etc. • Working in 4-5 research projects related to crude processing technologies and additives. • Carry out preparation of crude assay reports for various crude and blends. • Carry out crude unit process modelling and simulation, developing kinetic & empirical models, LP modelling to evaluate the crude assay data to enable plant yield improvements • Develop methods to predict crude compatibility for processing opportunity crudes/unconventional crudes in HPCL refineries. • Ensuring reliability of pilot plants or lab units through periodic maintenance and calibration. • Carry out pilot plant operations in shifts. • Maintain and operate the R&D facilities as per the best safety practices and protocols.	
15.	Role: Senior Officer (S/G- ‘A’) – Analytical
Work Experience: Preference will be given to candidates having higher relevant experience, and having patents and publications in high impact journals in relevant areas.	

Job Description:

- Undertake research activities in analytical sciences area related to petroleum products, employing advanced analytical techniques such as elemental analysis (ICP/AES/MS), thermochemical spectroscopy, x-ray spectroscopy (XRD, XRF, XPS), chromatographic techniques (HPLC and GC) etc.
- Develop new methods for analysis of petroleum products and crude & other refinery samples using different analytical techniques.
- Execute in-house research projects and provide quality and quantitative analytical data.
- Coordinate research activities with internal and external customers and collaborative partners.
- Support in providing advanced research/technical services to the operating plants for trouble shooting.

OTHER TERMS & CONDITIONS

- For all the above positions, candidates must secure minimum 60% marks (50% for SC/ST/PwBD candidates) in Graduation as well as Post Graduation.
- Eligibility for Ph.D. holders would be Ph.D. after M.E/M.Tech, B.E/B.Tech or M.Sc. in relevant branch.
- Candidate with Integrated Ph.D. may also apply. However, such candidates must produce master's degree qualification along with Ph.D degree.
- For Ph.D in other relevant areas of chemical sciences, relevancy of Ph.D will be decided by subject matter experts.
- All work experience must be in supervisory/executive capacity.
- Work experience post minimum educational qualification will only be considered relevant.
- For the positions where Ph.D. is mandatory, 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/resume.
- Research work carried out during course of acquiring Ph. D will not be considered as work experience.
- The courses offered by Autonomous Institutions / Foreign universities should be equivalent to the relevant courses approved / recognized by Association of Indian Universities (AIU/UGC/AICTE).
- Research Experience has to be in the relevant specialized area. Teaching experience will not be considered for calculating total work experience.

3. SHORTLISTING & SELECTION PROCESS

The selection process may comprise of various shortlisting tools like Computer Based Test, Group Task, Personal interview etc.

Candidates fulfilling all eligibility criteria basis scrutiny of the application, uploaded documents and category-wise and discipline-wise merit list, will be considered for further selection process. In the event of number of applications being large, the Corporation will adopt shortlisting criteria to restrict the number of candidates to be called for further selection process. The shortlisting criteria will be based on any or all of the criteria i.e. higher relevant experience, higher qualification, number of patents (wherever applicable)/ publications in high impact journals, etc. Depending on number of candidates fulfilling all criteria, candidates will undergo single stage or multiple stage interview. The detailed criteria of shortlisting of candidates will be uploaded on our website prior to commencement of selection process.

Candidates are advised to upload their resume containing (a) Education details such as educational qualifications from 10th standard onwards, year of passing, marks obtained, Institute, etc., (b) detailed work experience, (c) list of patents filed and granted separately, (d) list of publications in journals with impact factor, (e) list of books/ book chapters (f) list of papers presented in national/international conference (g) overall citations and 'h' index wherever applicable.

A category wise merit list (Minimum-qualifying Marks (60 % for UR & EWS, 54% of OBCNC /SC/ ST/PwBD) will be drawn for all the candidates who qualify in all the selection parameters.

4. EMOLUMENTS

Salary Grade	Pay Scale	Cost to Company (CTC) Approx.
A	60000-180000	19.45 lakhs
B	70000-200000	23.53 lakhs
C	80000-220000	26.90 lakhs
E	100000-260000	36.02 lakhs
F	120000-280000	44.67 lakhs

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. This 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.

For candidates joining from other Public Sector Organizations or Government Organizations, salary protection (Basic + D.A.) will be given.

5. PRE-EMPLOYMENT MEDICAL EXAMINATION

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 done in HPCL nominated empanelled hospitals. Reference for a medical examination does not mean final selection.

6. PLACEMENT / POSTING

Initial posting/assignment is at HPCL Green R & D Centre at Bengaluru. The services thereafter will be transferable as per the requirement of the Corporation at any place in the country. 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 in India or abroad.

7. PROBATION

The Selected Officers will be on Probation for 1 year from the Date of Joining. Upon successful completion of the Probation period, the officer will be considered for confirmation as per company policy.

8. 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.
- b. Candidates seeking reservation as SC/ST/OBCNC, shall have to produce a certificate in the prescribed proforma (the format can be downloaded from HPCL Website) ONLY, 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 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 availing EWS reservation the conditions and format of the certificate will be followed as per DOPT Office Memorandum No. 36039/1/2019 – Estt (Res) dated 31/01/2019.
- 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.
- i. 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).
- j. 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.
- k. 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, OBC-NC, PwBD candidates.
- l. If the SC/ST/OBC-NC/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.
- m. Any request for change in Category (UR/EWS/SC/ST/OBC-NC/ /PwBD) once filled in the online application form, will not be considered and accordingly concession/relaxation applicable will not be extended.

POSITION	ELIGIBLE PwBD CATEGORY
All Positions	HH.OA.OL.Dw.AAV.SLD.MI.Multiple Disabilities (Any of the combination as given)
Abbreviations Used: B=Blind, 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, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities.	

9. APPLICATION PROCESS

- a. Online Application will be accepted from 1000 hrs on 14th March 2022 till 2359 hrs on 18th April 2022.
- b. Apply **online only** on https://www.hindustanpetroleum.com/hpcareers/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/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 submitted online form will be treated as final and no changes will be entertained.
- f. In the event of non-submission of completed application along with application fees (wherever applicable) from candidates for reasons whatsoever, his / her candidature will stand cancelled and no further communication/consideration on the same will be entertained.
- g. Candidates will be required to submit documentary evidence of eligibility during the course of the shortlisting/selection process. Any mismatch in name, qualification, other criteria of documents from the data given in application form will lead to disqualification at any stage.

10.APPLICATION FEES

- a. The application fees are applicable to 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.

11. GENERAL INSTRUCTIONS

- a. Only Indian Nationals are eligible to apply.
- b. The last date for reckoning age and all other eligibility criteria will be considered as of 14th March 2022.
- c. Queries can be emailed at careers@hpcl.in keeping the subject of the mail formatted as **"Position Name – Application Number"**.
- d. Admit Card for Computer Based Test, Interview Call Letters etc. will not be sent to candidates in hard copy. Candidates will be required to download the same from HPCL website.
- e. The total number of vacancies and the reserved vacancies is provisional and may increase/decrease at the discretion of the Corporation basis actual requirements. HPCL reserves the right not to fill any or all of the above posts advertised at any stage of selection.
- f. All the candidates are requested to remain updated at each step of the selection process by visiting our website 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. Candidates are requested to visit our website with respect to full details on the role, shortlisting, selection process and syllabus pertaining to this recruitment drive.
- g. 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 or contact number.
- h. 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)
- i. 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 shortlisting.
- j. HPCL reserves the right to cancel or add any examination / Personal Interview centre depending on the response in that area/ centre.
- k. The Corporation also reserves the right to cancel / restrict/ curtail/ enlarge the recruitment process and/or the selection process thereunder without any further notice and without assigning any reasons.
- l. Candidates are advised to submit only one application. In case of multiple applications from a candidate for same position, the latest one shall be considered as final and the older applications shall be rejected without any notice.
- m. 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 at the time of Group Task and Personal Interview, failing which they will not be allowed to appear for the Group Task and Personal Interview process and their candidature will not be entertained.
- n. Candidates must be in possession of all applicable Degree Certificates and mark sheets at the time of application.

- o. 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.
- p. Reimbursement of 2nd 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 it along with Travel Proof for travel undertaken. Candidates also need to upload the tickets on our website with all the details. Travel allowance will be processed through online mode. This reimbursement is not applicable to candidates who are already in Central/State Government Services/PSUs.

Furnishing of wrong/false information will lead to disqualification and HPCL will not be responsible for any of the consequences of furnishing such wrong/false information. Since all the applications will be screened without documentary evidence, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that the 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 intimation and or suppressing of any material fact is detected / noticed even after appointment, his/her services will be liable for termination without any further notice. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.

Court of jurisdiction for any dispute will be at Mumbai.

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 of such fraudulent agencies.

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