HINDUSTAN PETROLEUM CORPORATION LIMITED
Regd. Office: 17, Jamshedji Tata Road, Mumbai - 400020.
CIN NO: L23201MH1952GOI008858

ABOUT US

Hindustan Petroleum Corporation Limited (HPCL) was formed on July 15, 1974. HPCL is a Maharatna Central Public Sector Enterprise (CPSE) and a S&P Platts Top 250 Global Energy Company with a ranking of 26 with Annual Gross sales of Rs.372,642 Crore during FY 2021-22.

HPCL enjoys near 18% market share in India and has a strong presence in Refining & Marketing of petroleum products in the country. During 2021-22, HPCL recorded Profit after Tax (PAT) of Rs. 6,383 Crore.

HPCL owns and operates Refineries at Mumbai & Visakhapatnam with designed capacities of 9.5 MMTPA & 8.3 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 TMTPA. HPCL holds 48.99% equity stake in JV Company, HMEL which operates a 11.3 MMTPA capacity refinery in Punjab and also has 16.96% equity stake in MRPL which operates a 15 MMTPA capacity refinery in Karnataka.

HPCL has a vast marketing network consisting of 14 Zonal offices in major cities and 133 Regional Offices facilitated by a Supply & Distribution infrastructure comprising 42 Terminals/Installations/Tap Off Points, 47 Aviation Service Stations, 53 LPG Bottling Plants, 6 Lube Blending plants, 70 Depots including lube depots. The customer touch points constitute of 20,025 Retail Outlets, 1,638 SKO/LDO dealers, 274 Lube distributors,122 Carrying & Forwarding Agents, 1087 CNG facilities at Retail Outlets and 6,243 LPG Distributorships with a customer base of about 9.17 Crore LPG consumers as of April'22.

HPCL has the second largest petroleum product pipeline network in India with network length of 3,775 km. HPCL undertakes Exploration & Production (E&P) of hydrocarbons through its wholly owned subsidiary M/s. Prize Petroleum Company Limited (PPCL). HPCL also conducts business through 19 JV and Subsidiary companies operating across oil & gas value chain.

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 for the following vacancies ONLINE.

1. Important Dates

Commencement of online application: **23rd June 2022**	Last date of online application: **22nd July 2022**

2. Positions, Eligibility Criteria and Vacancy Snapshot

S.no	Position	Grade	Vacancies (In no's)	Max Age (In Years)	Essential Qualification	Min Exp (In Years)
2.1	Mechanical Engineer	E2	103	25	4-years full time regular engineering course in Mechanical Engineering	-
2.2	Electrical Engineer	E2	42	25	4-years full time regular engineering course in Electrical Engineering	-
2.3	Instrumentation Engineer	E2	30	25	4-years full time regular engineering course in Instrumentation Engineering	-
2.4	Civil Engineer	E2	25	25	4-years full time regular engineering course in Civil Engineering	-

2.5	Chemical Engineer	E2	7	25	4-years full time regular engineering course in Chemical Engineering	-
2.6	Information Systems Officer	E2	5	25	4-years full time regular engineering course in Computer Science /IT Engineering	-
2.7	Safety Officer – Uttar Pradesh	E2	6	27	a) 4-years full time regular engineering degree in Mechanical /Civil/ Instrumentation/ Electrical/Chemical AND b) A degree or diploma in industrial safety recognized by the concerned State Government (of Uttar Pradesh) for the purpose of appointment as Safety Officer as per their respective state factory rules AND c) Candidate must possess adequate knowledge of Hindi in Devanagari script	-
2.8	Safety Officer – Tamil Nadu	E2	1	27	a) 4-years full time regular engineering degree in Mechanical/ Civil/ Instrumentation /Electrical/Chemical AND b) A degree or diploma in industrial safety recognized by the concerned State Government (of Tamil Nadu) for the purpose of appointment as Safety Officer as per their respective state factory rules AND c)Candidate must possess adequate knowledge of Tamil Language	-
2.9	Safety Officer - Kerala	E2	5	27	a) 4-years full time regular engineering degree in Mechanical/ Civil/ Instrumentation /Electrical/Chemical AND b) A degree or diploma in industrial safety recognized by the concerned State Government(of Kerala) for the purpose of appointment as Safety Officer as per their respective state factory rules AND c) Candidate must possess adequate knowledge of Malayalam.	-
2.10	Safety Officer - Goa	E2	1	27	a) 4-years full time regular engineering degree in Mechanical/ Civil/ Instrumentation /Electrical/Chemical branch AND b) A degree or diploma in industrial safety recognized by the concerned State Government (of Goa) for the purpose of appointment as Safety Officer as per their respective state factory rules AND c) Candidate must possess adequate knowledge of local language.	-

2.11	Fire & Safety Officer	E2	2	27	Full time regular BE/ BTech in Fire or Fire & Safety Engineering and possesses a full time Diploma or Certificate in Industrial Safety or equivalent of duration not less than one year awarded by any University incorporated under the Central or State legislations or Department of Technical Education or Board of Technical Education of any State /Government of India or from Regional Labour Institute or Central Labour Institute. Adequate knowledge of Marathi language.	-
2.12	Quality Control Officer	E2	27	27	2 Years full time regular M.Sc. In Chemistry (Analytical / Physical / Organic/Inorganic)	3
2.13	Blending Officer	E2	5	27		3
2.14	Chartered Accountant	E2	15	27	Qualified Chartered Accountant (CA) from Institute of Chartered Accountants of India (ICAI) along with completion of mandatory Articleship and Membership of ICAI.	-
2.15	HR Officer	E2	8	27	2-years full time Post-graduate Degree/Equivalent course in HR /Personnel Management / Industrial Relations/Psychology or MBA with specialization in HR/Personnel Management	-
2.16	Welfare Officer-Visakh Refinery	E2	1	27	a) A Degree in Arts / Science / Commerce or in Law of any university; b) A Post Graduate Degree or Diploma covering Labour Legislations with case Law, Industrial Relations, Personnel Management, HRM and other allied subjects with Labour Welfare, as special subject, of not less than two years duration, conducted by a University of the State of Andhra Pradesh or recognized by Govt. Andhra Pradesh AND c) Adequate knowledge of Telugu language	-
	Welfare Officer-Mumbai Refinery		1		Degree or Diploma in Social Science recognized by State Government of Maharashtra. AND Candidate should have adequate knowledge of Marathi Language.	-
2.17	Law Officer	E2	5	26	3-years full time course in law after graduation or 5 years course in law after 12th Standard	1
2.18	Law Officer – HR	E2	2	26	3-years full time course in law after graduation or 5 years course in law after 12th Standard	1
2.19	Manager/ Sr.Manager - Electrical	C/D	3	34/37	4-years full time regular engineering course in Electrical Engineering	9/12

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	Mechanical, Mechanical & Production
Electrical	Electrical, Electrical & Electronics
Instrumentation	Instrumentation, Instrumentation & Control, Electronics & Instrumentation, Instrumentation & Electronics
Civil	Civil
Chemical	Chemical, Petrochemical, Petroleum Refining & Petrochemical, Petroleum Refining
Information Systems	Computer Science, Information Technology

MINIMUM MARKS REQUIRED IN QUALIFYING DEGREE	
Chartered Accountant	Minimum 50% in CA Final Exam including Group I and Group II.
Law / Law - HR	Minimum 60% marks for UR/OBCNC/EWS and 55% for SC/ST/PwBD candidates.
All other positions	Minimum 60% marks for UR/OBCNC/EWS and 50% for SC/ST/PwBD candidates

3. Work Experience

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

Position	Work Experience
Quality Control Officer	**Experience:** Minimum three (3) years post qualification relevant experience in a chemical testing laboratory on testing/analysis/R&D/Quality Control etc. Relevant Experience in testing of Petroleum Products will be an added advantage. (Fuel, Lube, Grease etc.) In addition to above, the candidate should be conversant with relevant IS, ASTM, ISO and IP test methods and product standards. **Roles & Responsibilities:** Stationary Lab (job responsibilities will include but not limited to): 1. Officer shall have to perform various scientific analysis as per prevalent national/ international standards to evaluate the quality of petroleum raw material, in Process material, and finished goods and ensure compliance to the established standards in a Quality Control Lab. Officer also would be required to maintain the Laboratory 's Quality System, handle laboratory administrative duties, carry out activities in petroleum QC laboratories and also required to promote good customer relation with stakeholders. 2.Indicative list of jobs including but not limited to following: - a) Knowledge on BIS/IP/ISO/ASTM test methods and specification for Testing of Petroleum and Petroleum Product and Testing of Aviation/ Non –Aviation Petroleum Fuels/ Bio-fuels/ lubricants (Finished/used)/ greases & additives sample as per specification requirements and Lubes packaging material testing etc. as per national and international test methods and specifications and release of test reports. b) Furnishing quality certificates of finished products & raw materials. c) Ensuring function of manual and automatic laboratory equipment's, maintenance of records of preventive and breakdown maintenance and processing of their AMCs. d) Verification/ calibration of Hydrometer/ Thermometers/ Pressure- gauges, Viscometers etc., preparation of certificates and calibration of laboratory equipment's (internal/ external) and maintaining calibration schedule. e) Preparing laboratory reagents for chemical testing as per test methods. f) Keeping of inventory stock-cards of laboratory equipment's, chemical and glassware in the lab and their replenishment from time to time based on minimum inventory level (MIL). g) Maintenance of excellent level of safety, maintenance & housekeeping at all times on static and mobile laboratories.

	h) Preparation of MIS data on lab activities and furnishing the same to the controlling officers. i) Interface with petroleum refinery/ Petroleum / Bulk fuel terminals/ Aviation Fuel Terminals/ Lube & grease plant operations including synthetic lube plants operations/ quality assurance aspects related to fuels/lubes/ storage/ transportation by pipe lines/ tankers/ tank wagons/ road tankers, storage/ dispensing at retail outlets, water and waste water quality management. Technical services etc. for quality assurance. j) Conceptualizing and implementing appropriate quality management Systems in the lab i.e. NABL/ ISO/ DGCA/ DGAQA etc. k) Trouble shooting rendering technical assistance to process/ production/ various functions. l) Following guidelines from DGCA, DGAQA, DG Shipping and MoPNG issued from time to time. m) Development statistical technique for representation of testing data from laboratories. Facilitate proactive solutions by testing & analyzing quality data. n) Quality related training to stake holders.
Blending Officer	**Experience:** a) A minimum of 3 years of relevant experience in a petroleum, base oils/lubricants and blending-related field and relevant experience in working with lubricant blending and grease making with knowledge of testing protocols. b) Knowledge of Processes for additive through solubilizer operation c) Knowledge of grease reactions with different acids and bases d) Knowledge of base oil refining technologies e) Lubricant industry processes and the chemical effects of additives on base oils. f) Knowledge of loading and unloading bulk and packed lube base oil, lube additives and greases g) Planning and organizing lubricant production schedules. h) Should have a good knowledge of base oil and lubricant additives. i) Should have a good knowledge of laboratory analysis of lubricant oils. j) Knowledge of lubricant blending schedules, lubricant inventories and stock rotation k) Design and implement procedures for the Plant based on available equipment
Law Officer	**Experience:** 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. 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. 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 with team members. 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 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. 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.
Law Officer - HR	**Experience:** Candidate should possess minimum one year of relevant experience as a practicing Advocate or one year working experience in a reputed Law Firm or Legal Department of any Company. For practicing Advocates, the said experience shall be counted post qualification of LL.B. after enrolment in the Bar Council. Relevant Experience should preferably relate to providing advice on legal issues pertaining to interpretation or devising legal strategy, handling litigation and arbitration matters, industrial disputes, Conciliation, drafting of Agreements/contracts, drafting of pleadings for filing before Court/Arbitrator, briefing Counsel, etc. It should substantially cover the various labour laws, Indian Contract Act, the Building & other Construction workers act, Transfer of Property Act, Intellectual Property Laws, Consumer Protection Act etc.. Relevant Experience in handling of labour laws, Industrial disputes, Departmental enquiries is desired and will be an advantage. 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. **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. 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 program (or any other full-time studies) will not be considered as experience.
Electrical engineer (S/G - C/D)	**Depending on the suitability for position, candidates may be inducted in salary grade "C" OR "D".** **Experience:** a) Relevant experience in repair / maintenance / troubleshooting of HT and LT power distribution systems, substation equipment, HT/LT motors, startup devices like VFDs, auto transformers, relay settings and relay coordination, GIS, earthing, lighting, area classifications, flameproof equipment CPP generation, statutory / safety requirements etc. b) Well conversant with relevant electrical codes / OISD guidelines / other statutory safety requirements / guidelines. c) Relevant Experience of project execution including making specifications, understanding design aspects, review offers, review technical drawings/documents, construction supervision, pre-commissioning checks, commissioning, trouble shooting, coordination with OEMs etc. d) Relevant Experience of working with major consultants for handling medium and large scale projects. **Note:** The relevant experience has to be in the Supervisor/Executive/Managerial role only. Candidates with other than those above mentioned experience will not be considered. **Roles & Responsibilities:** a) Assess job scope, prepare cost estimate and functional specifications for switch gears,cables, motors, transformers, air conditioners etc. and supervise field maintenance jobs and carry out Root Cause Analysis. b) Load flow analysis, relay co-ordination, transient analysis in ETAP.

	c) Design/review of electrical system for new projects and develop protection logic. d) Preparation of Single Line diagrams of various substations. e) Study the project plans, field conditions and the construction drawings develop /manage job contracts, co-ordinate/supervise construction activities at project site. f)Monitor site activities including installation, commissioning & testing of electrical equipment, cable laying etc. g) Review/preparation of site Quality Assurance Plans and Quality checks as per QAP, engineering drawings, codes, standards and good engineering practices. h) Carry out job hazard analysis and ensure compliance to safety requirements. i) Coordinate with internal/external agencies executing the jobs, project management consultants etc. and provide assistance for pre commissioning /commissioning of constructed facilities and troubleshooting of the same including coordination with OEMs.

4. SHORTLISTING & SELECTION PROCESS

a. The selection process may comprise of various shortlisting and selection tools like Computer Based Test, Group Task, Personal Interview, Moot court (only for Law Officers) etc.
b. All the candidates claiming to fulfil all the eligibility criteria will be called for Computer Based Test.
c. Computer Based Test will be of objective questions with no negative marking and will comprise of two parts.
    I. **General Aptitude** consisting of English Language, Quantitative Aptitude Test & Intellectual Potential test (Logical Reasoning and Data Interpretation).
    II. **Technical / Professional Knowledge** comprising of questions related to Qualifying degree / Educational background required for the applied position.
d. Candidates qualifying in the Computer Based Test in order of merit & predetermined ratio will be advised to upload the supporting documents for certain positions.
e. Basis scrutiny of the application, uploaded documents (if applicable) and category-wise and discipline-wise merit list in Computer Based Test, eligible candidates will be called for Group Task & Personal Interview.
f. Candidates must secure minimum qualifying marks in each of the stages i.e. Computer Based Test, Group Task and Personal Interview to be considered for further selection process.
g. A category & discipline-wise merit list will be drawn for all the candidates who qualify in all the stages. Computer Based Test + Group Task + Moot Court (only for Law Officers) + Personal Interviews + Work Experience (only for QC/Blending /Law/Experienced Electrical) & 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), weightage for Selection process will be uploaded on our website prior to commencement of selection process

5. EMOLUMENTS

Salary Grade	Pay Scale*	Cost to Company (CTC) Approx.
E2	₹50000 - ₹160000	16.26 lakhs
C	₹80000 - ₹220000	26.97 lakhs
D	₹90000 - ₹240000	31.42 lakhs

*A candidate will be inducted at the starting 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.

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

7. 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 in India or abroad.

8. PROBATION & RETENTION

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.
Retention Amount (Applicable only for S/G"E2"): An amount of Rs. 5000/- per month will be deducted as retention amount from the total emoluments for first six months during the probation period for officers in S/G "E2". The amount will be refunded to the officers only after their confirmation. The retention amount will be forfeited, in case the employee leaves the Corporation or on termination of service before the confirmation.

9. 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 R.K.Sabharwal Vs. State of Punjab. 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.

Grade	SC	ST	OBCNC	EWS	UR
E2	56	19	81	29	106

Note: Three (3) vacancies have been notified in salary grade "C/D". Depending on the suitability for position, candidates may be inducted in salary grade "C" OR "D" 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 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. EWSs vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the Income & Asset certificate being verified through proper channels. Benefit of reservation under EWSs category can be availed upon production of an 'Income and Asset Certificate' valid for Financial Year 2022-23 issued by a Competent Authority on the basis of gross annual income of FY 2021-22 in the format prescribed by Government of India. Candidates may please note that they should be in possession of "Income and Assets Certificate" as mentioned above issued on or after 01.04.2022 at the time of interview. '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.

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, OBCNC, PwBD candidates.

l. 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.

m. 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.

n. Further to this, according to Notification No: 16-15/2010 DD.111 DT.29/07/2013 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
Mechanical	LV.D.HH.OA.BA.OL. LC. Dw. AAV. ASD (M). SLD. MI.MD (any of the combinations above)
Electrical	D. HH. OL. LC. Dw. AAV.SLD.MI.MD (any of the combinations above)

Instrumentation	D. HH. OL. CP. LC. Dw. AAV.ASD(M). SLD. MI.MD (any of the combinations above)
Civil	LV.D.HH.OA. BA. OL. BL. Dw. AAV. SLD. MI. MD (any of the combinations above)
Chemical	HH. OA. OL. CP. Dw. AAV. SLD. MI. MD (any of the combinations above)
Quality Control	LV. D. HH. OA. OL. OAL. CP. LC. Dw. AAV. ASD(M). SLD. MI. MD (any of the combinations above)
Blending Officer	OA. OL. Dw. AAV. ASD(M). SLD. MI. MD (any of the combinations above)
Human Resources/Welfare Officer (VR/MR)	B. LV. D. HH. OA. BA. OL. OAL. CP. LC. Dw. AAV. MDy. ASD(M). SLD,MI,MD (any of the combinations above)
Law/Law - HR	LV. HH. OA. BA. B. BLOA. BLA. OL. BL. OAL. LC. Dw. AAV. SLD. MI. Mdy. MD (any of the combinations above)
Information Systems	D. HH. OA. BA. OL. OAL. CP. LC. Dw. AAV. BL. ASD(M). SLD. MI. MD (any of the combinations above)
Chartered Accountant	B. LV. D. HH. OA. BA. OL. BL. OAL. BLOA. CP. LC. Dw. AAV. Mdy.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.

o. **For Engineering positions (Sr. No. 2.1 to 2.5 and 2.7 to 2.10):** The Apprentices who had successfully completed the period of apprenticeship training in HPCL would be accorded relaxation/ preference 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) according 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.

10. APPLICATION PROCESS

a. Online Application will be accepted from **1200 hrs on 23rd June 2022 till 2359 hrs on 22nd July 2022**

b. Candidates are requested to apply online only on 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 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 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.

11. 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.

12. 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. 22nd July 2022.**

c. Queries can be emailed at careers@hpcl.in keeping the subject of the mail formatted as **"Position Name – Application Number".**

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)

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. 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.

g. 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.

h. 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.

i. 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.

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, 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 in original hard copy 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 (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.

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. Candidates are advised in their own interest to apply online much 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.

q. 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/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.

r. 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 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 such fraudulent agencies.

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