

# HINDUSTAN PETROLEUM CORPORATION LIMITED

(A Government of India Enterprise)

Regd. Office: 17, Jamshedji Tata Road, Mumbai - 400020.



**Requires**

**Officer Trainees**

**{ Quality Control /Operations (MSc. Chemistry) & Human Resources }**

**And**

**Officers**

**{Information System & Legal}**

Hindustan Petroleum Corporation Ltd. is a mega integrated Oil Refining and marketing company, with a Navratna Status, with 267<sup>th</sup> position in the prestigious list of Fortune Global 500 Companies and Forbes 2000 company. HPCL, a Government of India undertaking, has an annual sales/income from operations of Rs 2,15,675 Crores during FY 2012-13. HPCL accounts for about 20% Marketing share in India among PSUs and a strong market infrastructure. HPCL's Crude Thruput and Market Sales (including exports) are 15.78 Million Metric Tonnes (MMT) and 30.32 MMT respectively in the same period. HPCL also operates the largest Lube Refinery in India producing Lube Base Oils of international standards, which accounts for over 40% of the India's total Lube Base Oil production.

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 Graduates, Post Graduates in specified disciplines aspiring to join it's team of world class professionals.

- 1. POSITION** : **Officer Trainee – Quality Control / Operations**  
**NO. OF VACANCIES** : **24 (Unreserved : 12, SC: 04, ST : 02, OBC – NC : 06 )**

**QUALIFICATIONS**  
**(FOR POSITION 1 )** : **Post Graduate Degree in Chemistry (Analytical / Physical / Organic /Inorganic), equivalent to M.Sc in Chemistry.**

**MAXIMUM AGE LIMIT** : **27 years as on 16.07.2013**
- 2. POSITION** : **Officer Trainee – Human Resources**

**NO. OF VACANCIES** : 12 (Unreserved : 6, SC : 02, ST: 01, OBC-NC : 3)

**QUALIFICATION** : Two year full time, Post graduate Degree /Equivalent course in HR / Personnel Management / Industrial Relations or Masters in Business Administration (MBA) with specialization in HR/Personnel Management from AICTE approved / UGC recognized institute / university

**MAXIMUM AGE LIMIT** : 27 years as on 16.07.2013

**For Positions No. 1 & 2:** Candidates scoring minimum 60% in aggregate of all the semesters/ years, for Unreserved and OBC-NC candidates (50% for SC, ST & PWD candidates), in the qualifying post graduate degree (as applicable) are only eligible to apply.

Candidates completing their qualifying post graduate degree (as applicable) latest by September 2013, can also apply but provided the candidates have secured minimum 60% marks (min 50% for SC/ST & PWD) upto last semester/ result declared. In such cases candidates are required to specify the aggregate % marks upto last completed semester in the field provided for % marks against the qualifying degree field in the online application form.

However final selection of such candidates will be subject to their obtaining minimum 60% marks (For SC, ST & PWD minimum 50%) in aggregate of all semesters till the final semester, in qualifying graduate / post graduate degree (as applicable).

Please also refer General instructions

**3 POSITION** : Information Systems Officer  
**NO. OF VACANCIES** : 26 (Unreserved: 13, SC : 4, ST : 2, OBC-NC : 7)

**QUALIFICATIONS (FOR POSITION 3):**

1) 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**

2) Three years full time course in Masters in Computer Applications (MCA) / Masters in Computer Science (MCS) from AICTE approved / UGC recognized institute / university.

**Or**

- 3) 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.

**Candidates scoring minimum 60% in aggregate of all the semesters/ years, as applicable for Unreserved and OBC-NC candidates (50% for SC, ST & PWD candidates ), in the qualifying graduate / post graduate degree (as applicable) are only eligible to apply.**

**WORK EXPERIENCE (For position 3) :**

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, as of **16.07.2013** :

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	IPS/IDS/Firewalls / PKI/ Identity Management
Messaging & Collaboration	GroupWise/Lotus Notes/MOSS
Application Development	JDEdwards ERP Tool Set/ .Net Technologies/ ASP/JSP/ Visual Basic/C/Visual C++/Share Point Services SDLC/J2EE technologies/ Web Services/ J2ME (Mobile Technologies)

**MAXIMUM AGE LIMIT :30 years as on 16.07.2013 .**

**(For position 3 )**

**4. POSITION : Law Officer**

**NO. OF VACANCIES : 12 (Unreserved : 6, SC: 2, ST : 1, OBC – NC : 3)**

**QUALIFICATIONS (FOR POSITION 4) :**

Candidates possessing a Degree in Law through a Fulltime Course of three years after graduation or five years after 12<sup>th</sup> Standard, with minimum 60% in aggregate of all the semesters/ years for Unreserved and OBC-NC candidates (55% for SC/ST & PWD candidates) are only eligible to apply.

**MAXIMUM AGE LIMIT : 26 years as on 16.07.2013**  
**(For position 4 )**

**WORK EXPERIENCE (For position 4.A) :**

A. 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

**AND**

a) 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**

b) 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 1 : Work Experience should be in of the above skill set.

NOTE 2: Candidates are required to submit an experience certificate from the organisation 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.

**SELECTION METHODOLOGY (For Position 1 & 2):**

Candidates fulfilling all of the above eligibility criteria for respective positions will be called for appearing in Written Test (objective type with no negative marking, comprising of two parts, I. General Aptitude consisting of Intellectual Potential test, testing Logical Reasoning & Data interpretation, Quantitative Aptitude test & test of English Language, II. Technical / Professional Knowledge comprising of questions related to Qualifying degree / Educational background required for the position applied for). Candidates qualifying in the Written Test will be called for the Personal Interview, in order of the category-wise and discipline-wise merit list of the Written Test **in a predetermined ratio.**

All candidates who qualify in the Personal Interview **and also obtain minimum qualifying marks in the combined scores of written test & personal interview** will be required to undergo pre-employment medical examination as per the corporation's policy. **Reference for a medical examination does not mean final selection, which may please be noted.** Candidates must secure minimum qualifying marks separately in both Written Test and Personal Interview and also minimum qualifying marks w.r.t. combined scores of Written Test + Personal Interviews to be further considered for selection process. A category & discipline-wise merit list will be drawn for all the candidates who qualify in all selection parameters as per the above criterion & offer of appointment would be as per the vacancies available category & discipline-wise.

**SELECTION METHODOLOGY (For Position 3):**

Candidates fulfilling all of the above eligibility criteria will be called for the written test on Academic, Domain and Professional Knowledge and also on the skill set. Questions would be of objective type with no negative marking. The candidates qualifying in the written test will be called for Personal Interview in order of category wise merit list of the written test in a predetermined ratio.

Candidates must secure minimum qualifying marks separately in the written test, and also in the personal interview to be eligible to be considered for further selection. Candidates qualifying in the personal interview will be required to undergo medical examination. **Reference for a medical examination does not mean final selection, which may please be noted.** The final selection/ offer of appointment will be based on candidates combined score of written test, personal interview and of work experience.

A category wise merit list of combined score will be drawn for all the candidates who qualify in all selection parameters & offer of appointment would be as per the vacancies available category -wise.

**SELECTION METHODOLOGY (For Position 4):**

Candidates fulfilling all of the above eligibility criteria will be called for appearing in the Test on Academic Knowledge. Questions would be of Objective (with no negative marking), Descriptive type and will also consist of Drafting of legal documents / agreements etc. The candidates qualifying in the Written test will be called for Moot court followed by Personal Interview in order of categorywise Merit list of the written test in a predetermined ratio.

Candidates must secure minimum qualifying marks separately in the Written Test, Moot Court and Personal Interview to be eligible to be considered for further selection. Candidates qualifying in the

personal interview and moot court will be required to undergo medical examination. Reference for a medical examination does not mean final selection, which may please be noted. The final selection / Offer of appointment will be based on the candidate's combined score of Written Test, Moot Court, Personal Interview & Work Experience. A categorywise merit list of combined score will be drawn for all the candidates who qualify in all selection parameters & offer of appointment would be as per vacancies available category wise.

**For all Positions:**

The final selection / Offer of Employment will be based on the candidate's Combined scores of Written test + Personal Interviews, Work Experience (for position of IS Officer and Legal Officer only), performance in the Moot Court (for position of Legal Officer only) being declared as Medically Fit by HPCL Designated Physician and subject to fulfillment of other eligibility criteria w.r.t Academic Qualification, Age, Caste, NOC, Relieving letter, Proof of Work Experience, etc., as may be applicable. Please note mere involvement in the various stages of recruitment / selection process (written test, personal interview, pre-employment medical examination, etc.) does not confer any right to candidate for employment with HPCL.

**All the candidates are requested to remain updated at each step of the selection process by visiting our website [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com) All queries pertaining to recruitment including selection process may be addressed to our Corporate Recruitment Team through [corpenablerrect@hpcl.co.in](mailto:corpenablerrect@hpcl.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:**

**For Position No.1 & 2;** Selected candidates will initially undergo training for six months. **During the training period, Officer Trainees will be entitled for a consolidated Stipend @ R33,000/- 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 R 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.

Upon absorption, besides Basic Pay, the employee is entitled to allowances at 50% of Basic Pay under Cafeteria Approach, Dearness Allowance, HRA and Retiral Benefits upto 30% of Basic Pay & DA which include Contributory Provident Fund, Gratuity, and Superannuation Benefits as per Corporation's policy in force from time to time.

**Upon confirmation, the CTC would be appx. R 09.00 lakhs per annum\*\* including Retiral Benefits. In addition to this, Performance Related Pay (PRP) is also paid as per the Corporation's policy.**

**\*\* CTC is for candidates posted in metro cities; and may vary for other locations.**

**For position 3 & 4:** These positions are in Management Cadre in "A" grade in the Salary Scale of R 24,900 – 50,500. 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 Cafeteria Approach, Dearness Allowance, HRA and Retiral Benefits upto 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.

**Upon confirmation, the CTC would be appx. R09.00 lakhs per annum\*\* including Retiral Benefits. In addition to this, Performance Related Pay (PRP) is also paid as per the Corporation's policy.**

**\*\* CTC is for candidates posted in metro cities; and may vary for other locations.**

#### **PLACEMENT/ASSIGNMENTS (Applicable to all positions)**

**Posting/ Assignment** can be in any SBUs/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.

#### **Retention Amount (Applicable to All Positions) :**

An amount of Rs. 5000/- per month will be deducted as retention amount from the total emoluments for first six months during the period of training or probation (as the case may be). The amount will be refunded to the officers only after their confirmation in salary grade 'A'.

**The retention amount will be forfeited, in case the employee leaves the Corporation or on termination of service before the confirmation.**

#### **RELAXATIONS/ CONCESSIONS:**

- Reservation of posts for SC, ST, OBC-NC as per Government Directives are applicable.
- **3 % of the identified vacancies will be reserved for PWD (Persons with disabilities –with degree of disability 40% or above).**
- 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 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 the 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. 36012/22/93-Estt.(SCT) dated 15-11-93 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. 36012/22/93-Extt.(SCT) dt. 08.09.1993 if called for, indicating that they belong to OBC-Non Creamy Layer
- 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 candidates 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 2<sup>nd</sup> 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 kms. (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 alongwith Travel Proof for travel undertaken. This reimbursement is not applicable to candidates who are already in Central/State Government Services/PSUs.



### **PAYMENT OF APPLICATION FEE:**

General and OBC candidates are required to pay a Non-Refundable Amount of ₹ 535/- (Application fee of ₹ 500/- and banking 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 '3 part challan' (1.Candidate copy, 2.HPCL copy, 3.SBI copy) alongwith filled application form. Non-Refundable Amount of ₹535/- (Application fee of ₹ 500/- and banking charges of ₹ 35/-) for General & OBC candidates is to be deposited through pre-printed challan in HPCL Powerjyoti A/C Number 32315049001 at any branch of SBI across country. Candidates are required to ensure that bank puts 'payment received' stamp and Journal no. on all three parts of challan. Candidates are required to collect the 'Candidate's copy' and 'HPCL copy' of 3 part challan from bank and preserve the same for future reference.

After making the payment, upload the Challan details (Journal No. & Date of payment) against your online application on our website

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 3-4 working days from the date of payment of application fee & processing fee, as the applications with other payment status will not be accepted. In case the payment status does not change to 'payment received' in three to four working days, please upload scan copy of challan (HPCL copy) on our website.

#### **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 re-try payment through Debit/ Credit card or pay through challan at SBI..

All the candidates must ensure that the payment status is "*Payment Received*" 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

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 also requested to remit fee only through one mode i.e. challan or on-line payment through debit /credit cards since amount once remitted is not refundable.

#### **HOW TO APPLY:**

Candidates are requested to read the complete instructions hereunder before proceeding to the application form.

Apply **online only** on [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com). Online submission of the application will be allowed on the website upto 16.07.2013. No other mean / mode of the application shall be accepted. Online Application System will be open from **1000 hrs on 19.06.2013 to 1700 hrs on 16.07.2013**.

#### **STEPS FOR APPLYING:**

**STEP 1:** Login to [www.hindustanpetroleum.com](http://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 / jif format less than 500 kb) 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 alongwith the online application form.

**Note:** Candidates completing their qualifying degree by September 2013, are required to specify the aggregate % marks upto last completed semester, in the box provided for % marks against the qualifying degree field, while filling the Online application form. However for such candidates they should have scored atleast 60% marks in aggregate of all semesters at the time of applying (50% for SC, ST & PWD candidates).

**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.

**STEP 4: Choose the option for Payment of Application & Processing Fee as detailed above**

**For Payment through challan at SBI and through Debit/ Credit card please refer the detailed procedure explained under 'PAYMENT OF APPLICATION FEE'.**

**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.
- Only Online Applications will be acceptable. Candidate should keep scan copy of Passport size photo (in jpg / jif format less than 500 kb) ready before filling online application form.
- Candidates are not required to send printout of application or any other documents in hard copy to HCPL. 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](http://www.hindustanpetroleum.com). Various intimations, schedules/dates can be accessed through HPCL website.
- **All queries pertaining to recruitment including selection process may be addressed to our Corporate Recruitment Team only through [corpenablerrect@hpcl.co.in](mailto:corpenablerrect@hpcl.co.in).**
- **Candidates are also requested to visit FAQs Section on our website with respect to this recruitment drive.**

- **Wherever candidates are in the final year /semester, they should have atleast obtained 60% marks in the aggregate of all semesters at the time of applying (50% for SC, ST & PWD candidates) for post of OT-QC/Operations and OT-HR.**
- **Admit card for written test is to be downloaded from the website has to be duly signed by the candidate and photograph affixed and is required to be produced at the time of written test.**
- 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.
- 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.
- Number of vacancies may increase/decrease at the discretion of the Corporation. HPCL reserves the right to cancel or add any examination / Personal Interview centre depending on the response in that area/centre. The Corporation 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.
- **Since the written test for all the above positions is to be conducted on the same day, the candidates should apply for one position only.**
- 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.
- Candidates presently employed in Government Departments / PSU's / Autonomous Bodies have to route their application through proper channel and produce NOC at the time of interview.
- The online registration would remain open upto **16<sup>th</sup> July 2013**.
- Candidates can view their status of payment of application fee by logging in HPCL website with application no. & e-mail ID (as mentioned in online application), after two working days from actual payment date.
- In the event of non-receipt of application & processing fee from candidates for reasons whatsoever, his / her candidature will stand cancelled and no further communication on the same will be entertained.

- All the details given in the online form will be treated as final and no changes will be entertained.

**Furnishing of wrong/false information will lead to disqualification and HPCL will not be responsible for any of the consequences of furnishing 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.**