



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

## ABOUT US

Hindustan Petroleum Corporation Limited (HPCL) was established on July 15, 1974. HPCL is a Maharatna Central Public Sector Enterprise (CPSE) with the highest ever annual Gross sales of Rs. 4,66,192 Crore during FY 2022-23.

HPCL achieved the highest-ever sales volume of 43.4 MMT and processed 19.09 million tonnes of crude during 2022-23 with 107% of refinery capacity utilization and achieved the highest-ever pipeline thruput of 23.25 MMT during the year.

HPCL enjoys over 19.2% market share in India and has a strong presence in Refining & Marketing petroleum products in the country.

HPCL owns and operates Refineries at Mumbai & Visakhapatnam with designed capacities of 9.5 MMTPA & 11.0 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 a 48.99% equity stake in JV Company, HMEL which operates an 11.3 MMTPA capacity refinery in Punjab, and also has a 16.96% equity stake in MRPL which operates a 15 MMTPA capacity refinery in Karnataka.

HPCL has a vast marketing network consisting of 19 Zonal offices in major cities and 145 Regional Offices facilitated by a Supply & Distribution infrastructure comprising 44 Terminals/Installations/Tap Off Points, 54 Aviation Service Stations, 55 LPG Bottling Plants, 5 Lube Blending plants, 73 Depots including lube depots. The customer touch points constitute 21,290 Retail Outlets, 1,638 SKO/LDO dealers, 304 Lube distributors, 126 Industrial Lube Distributors, 1,484 CNG facilities at Retail Outlets, 2,159 EV charging stations, 770 Door-to-door delivery dispensers and 6,297 LPG Distributorships with a customer base of above 9.38 crore LPG consumers as of July'23.

HPCL has the second-largest petroleum product pipeline network in India with a network length of 5,132 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 the oil & gas value chain.

HPCL has its Research & Development Centre named 'HP Green R&D Centre' in Bengaluru. The Centre provides advanced technical support to the Refineries and Marketing SBUs for operational improvement, absorb new technologies, develop innovative & path-breaking technologies, license technologies, and become a knowledge hub.

HPCL is cognizant of the importance of environmental sustainability for the health of our planet, the well-being of current and future generations and the preservation of ecosystems and biodiversity. Toward this objective, various initiatives were undertaken by HPCL in the areas of carbon footprint reduction, energy efficiency, water conservation, waste management, renewable energy, etc. HPCL has also announced its plan to reach Net Zero in Scope 1 & 2 emissions by 2040. Equal focus is thrust on the triple bottom line framework of financial, social and environmental capital towards greater business values.

HPCL is committed to conducting business with the objective of preserving the environment, sustainable development, being a safe workplace, and enrichment of the quality of life of employees, customers, and the community. HPCL's CSR reaffirms the continuing commitment of the corporation toward societal development. The key focus areas are in the fields of Child Care, Education, Health Care, Skill Development & Community Development, and positively influencing the lives of less privileged.

**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: 18<sup>th</sup> August 2023 | Last date of online application: 18<sup>th</sup> September 2023**

**2. POSITIONS, ELIGIBILITY CRITERIA AND VACANCY SNAPSHOT**

<b>S. No.</b>	<b>Position</b>	<b>Pay Scale (Rs)</b>	<b>Vacancies</b>	<b>Max Age (Years)</b>	<b>Essential Qualifications</b>	<b>Min Exp (Years)</b>
2.1	Mechanical Engineer	(50000-160000)	57	25	4-years full time regular engineering course in Mechanical Engineering	-
2.2	Electrical Engineer	(50000-160000)	16	25	4-years full time regular engineering course in Electrical Engineering	-
2.3	Instrumentation Engineer	(50000-160000)	36	25	4-years full time regular engineering course in Instrumentation Engineering	-
2.4	Civil Engineer	(50000-160000)	18	25	4-years full time regular engineering course in Civil Engineering	-
2.5	Chemical Engineer	(50000-160000)	43	25	4-years full time regular engineering course in Chemical Engineering	-
2.6	Senior Officer – City Gas Distribution (CGD) Operations & Maintenance*	(60000-180000)	10	28	4-years full time regular engineering course in Mechanical/ Electrical/ Instrumentation/ Civil Engineering	3
2.7	Senior Officer - LNG Business*	(60000-180000)	2	28	4-years full time regular engineering course in Mechanical/ Electrical/ Instrumentation/ Chemical/ Civil Engineering	3
2.8	Senior Officer/ Assistant Manager – Biofuel Plant Operations*	(60000-180000) / (70000-200000)	1	28/31	4-years full time regular engineering course in Chemical Engineering	3/6
2.9	Senior Officer/ Assistant Manager - CBG Plant Operations*	(60000-180000) / (70000-200000)	1	28/31	4-years full time regular engineering course in Chemical Engineering	3/6
2.10	Senior Officer - Sales* (Retail/ Lubes/ Direct Sales/ LPG)	(60000-180000)	30	29	a) Full time MBA or PGDM with specialization in Sales/ Marketing AND b) 4-years full time regular engineering course in Mechanical/ Electrical/ Instrumentation/ Chemical/ Civil Engineering	2
2.11	Senior Officer/ Assistant Manager - Non-Fuel Business*	(60000-180000) / (70000-200000)	4	29/32	a) Full time MBA or PGDM with specialization in Sales/ Marketing/ Operations AND b) 4-years full time regular engineering course in Mechanical/ Electrical/ Instrumentation/ Chemical/ Civil Engineering	2/5
2.12	Senior Officer - EV Charging Station Business*	(60000-180000)	2	29	a) Full time MBA or PGDM with specialization in Sales/ Marketing AND b) 4-years full time regular engineering course in Mechanical/ Electrical/ Instrumentation/ Chemical/ Civil Engineering	2
2.13	Fire & Safety Officer – Mumbai Refinery	(50000-160000)	2	27	<b>Essential</b> Full-time regular BE/ B Tech in Fire Engineering or Fire & Safety Engineering	-

					<p><b>Desirable</b>  Additionally, 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 is desirable.  Adequate knowledge of Marathi language.</p>	
2.14	Fire & Safety Officer – Visakh Refinery	(50000-160000)	6	27	<p><b>Essential</b>  Full-time regular BE/ B Tech in Fire Engineering or Fire &amp; Safety Engineering</p> <p><b>Desirable</b>  Additionally, 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 is desirable.  Adequate knowledge of Telugu language.</p>	-
2.15	Quality Control (QC) Officers	(50000-160000)	9	30	2 Years full time regular M.Sc. In Chemistry (Analytical / Physical / Organic/ Inorganic)	3
2.16	Chartered Accountants	(50000-160000)	16	27	Qualified Chartered Accountant (CA) from Institute of Chartered Accountants of India (ICAI) along with completion of mandatory Articleship and Membership of ICAI.	-
2.17	Law Officers	(50000-160000)	5	26	3-years full time course in law after graduation or 5 years course in law after 12th Standard	1
2.18	Law Officers-HR	(50000-160000)	2	26	3-years full time course in law after graduation or 5 years course in law after 12th Standard	1
2.19	Medical Officer	(50000-160000)	4	29	<ul style="list-style-type: none"> <li>• Full time MBBS course (As per IMC Act-1956) from a recognized Govt. Medical College</li> <li>• Registration at State Medical Council or Medical Council of India</li> <li>• Three-month Certificate course viz. AFIH (Associate Fellowship in Industrial Health) or DIH (Diploma in Industrial Health) or equivalent qualification from Central Labour Institute (CLI) or Regional Labour</li> </ul>	-

					Institute (RLI) or National Institute of Occupational Health (NIOH) of any recognized Government Institute	
2.20	General Manager (O/o Company Secretary)	(120000-280000)	1	50	<ul style="list-style-type: none"> <li>Associate/ Fellow Membership of the Institute of Company Secretaries of India (ICSI) along with graduation in any discipline</li> <li>Additional qualification like Chartered Accountancy/ Cost Accountancy/ Law is desirable</li> </ul>	21
2.21	Welfare Officer –Mumbai Refinery	(50000-160000)	1	27	<ul style="list-style-type: none"> <li>Degree in Social Science recognized by State Government of Maharashtra.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>Graduation in any discipline AND Diploma in Social Science recognized by State Government of Maharashtra.</li> <li>Adequate knowledge (Reading/ Writing/ Speaking) of Marathi Language.</li> </ul>	-

**Information Systems (IS) Officers# - Fixed Term Contract (FTC)**

S. No.	Position	Vacancies	Annual Consolidated Amount	Max Age (Years)	Essential Qualifications	Min Exp. (Years)
1	IT Infrastructure Management	2	7.80 Lakhs per annum	29	4-years full time regular engineering course in B. Tech. with Computer Science/ IT Engineering <b>OR</b> Post Graduate in Computer Applications (MCA)/ Data Sciences	2
2	DevOps Management	1				
3	IT Security Management	1				
4	Application Development	3				
5	Quality Assurance	1				
6	Networks & Communications	1				
7	Analytics	1				

\*Please refer table below for maximum permissible age corresponding to no. of completed years of relevant experience.

Position	Pay scale (Rs)	No. of completed years of relevant experience	Max Permissible Age (Years)
Senior Officer- CGD Operations & Maintenance / LNG Business/ Biofuel Plant Operations/ CBG Plant Operations	60000-180000	3	28
		4	29
		≥5	30
Assistant Manager- Biofuel Plant Operations/ CBG Plant Operations	70000-200000	6	31
		7	32
		≥8	33
	60000-180000	2	29

Senior Officer- Sales / EV Charging Station Business/ Non-Fuel Business		3	30
		≥4	31
Assistant Manager- Non-Fuel Business	70000-200000	5	32
		6	33
		≥7	34

#Please refer table below for maximum permissible age corresponding to No. of completed years of relevant experience.

Position	Annual Consolidated Amount (Rs/ annum)	No. of completed years of relevant experience (Years)	Max Permissible Age (Years)
IS Officers (FTC)	7.80 Lakhs	2	29
		3	30
		≥4	31

**NOTE:** Maximum 2 years of age relaxation will be given to the applicants of above mentioned positions in case applicants' relevant work experience (completed years) is more than minimum prescribed relevant work experience.

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

MINIMUM MARKS REQUIRED IN QUALIFYING DEGREE	
Chartered Accountant	Minimum 50% in CA Final Exam including Group I and Group II
Law Officer	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

## 2. Work Experience

Candidates may be posted in either of SBU namely Retail, LPG, Direct Sales, Lubes as per the candidate's suitability / experience and business requirement for Senior Officer- Sales Position.

Note: For below mentioned positions where experience is mandatory, work experience will be counted post completion of qualifying degree only	
Position	Work Experience
Senior Officer – Sales (Retail)	<p><b>Experience:</b> Minimum 2 years of experience post MBA in Executive / Managerial Role in Sales/ Marketing in Gas/ Petroleum/ Lubes/ FMCG/ Automobile/ Industrial/ Engineering-Products/ Petrochemical Industry.</p> <p><b>Roles &amp; Responsibilities:</b> Job responsibilities will include but not limited to:</p>

	<ul style="list-style-type: none"> <li>• Responsible for increasing sales of MS, HSD, CNG, Lubricants and other allied products through network of HPCL Fuel station.</li> <li>• Evaluate the performance of HPCL Retail Outlet Vs. Industry performance to design and execute the strategy for gaining market share.</li> <li>• Network Expansion by identifying high potential stretches in Urban, Highway and Rural Markets.</li> <li>• Customer Solicitation.</li> <li>• Design and execute campaigns for sales promotion and brand building.</li> <li>• Channel Management. Co-ordinating with Retail Channel partners operating HPCL Fuel/Mobility Stations to achieve sales targets.</li> <li>• Evaluating the need for Addition/alteration of Infrastructure at retail outlets for increasing sales, efficient operation, Brand Visibility.</li> <li>• To enhance overall Look &amp; Feel of the retail outlets in line with the standards set by the organisation.</li> <li>• To achieve targets for generating non-fuel revenue through strategic tie ups, sales of branded fuels, allied products etc.</li> <li>• Controlling site profitably through manpower management and operational expenditure for company owned and company operated retail outlets.</li> <li>• Training of Dealers and Customer Service Associates at retail outlets for operational excellence and safety standards in line with standards set by the organisation.</li> <li>• Conducting qualitative and quantitative surveys for enhancing customer service standard.</li> <li>• Periodical Inspection and evaluation of the fuel stations to achieve compliances, site profitability and to deliver customer delight.</li> <li>• Handling Legal matters related to retail outlets in consultation with Legal Department and regional office.</li> <li>• Liaising with Internal and External stakeholders, Govt. and statutory authorities to ensure various compliances at retail outlets network.</li> <li>• Any other activity as assigned by Supervisor</li> </ul> <p style="text-align: right;"><b>Rev. on 19.8.2023</b></p>
<p>Senior Officer – Sales (Lubes)</p>	<p><b>Experience:</b> Minimum 2 years of experience post MBA in Executive / Managerial Role in Sales/ Marketing in Gas/ Petroleum/ Lubes/ FMCG/ Automobile/ Industrial/ Engineering-Products/ Petrochemical Industry.</p> <p><b>Roles &amp; Responsibilities:</b> Job responsibilities will include but not limited to:</p> <p><b>Consumer Lubes Sales Officer (RO)</b></p> <ul style="list-style-type: none"> <li>• Achieving sales goals and developing sales strategies</li> <li>• Sales planning and forecasting</li> <li>• Researching prospects and generating leads</li> <li>• Contacting potential and existing customers</li> <li>• Handling customer queries, inquiries, and grievances</li> <li>• Preparing and soliciting proposals</li> <li>• Managing the sales process (order to cash cycle) through SAP systems</li> <li>• Meeting monthly and annual sales targets</li> <li>• Participate in tenders (offline and online )</li> </ul>

	<ul style="list-style-type: none"> <li>• Business Development - New Business Solicitation/Customer Acquisition/OEM Business Solicitations and tie-ups</li> <li>• New Product Identification and development as per Customer's Requirement</li> <li>• Manage Industrial Lube Distributors Channel for the allocated area/ region</li> <li>• Organize and conduct customer meets/ seminars/ awareness campaigns for multiple customer segments</li> <li>• Evaluation of customer's credit worthiness / monitoring channels financial health</li> <li>• Tracking of market trends and developments</li> <li>• Dialogue with Industry counterparts / Industrial bodies</li> <li>• Any other activity as assigned by Supervisor</li> </ul> <p><b>Bazaar Lubes Sales Officer (RO)</b></p> <ul style="list-style-type: none"> <li>• Achieving sales goals</li> <li>• Developing sales strategies to meeting targets,</li> <li>• Sales planning and forecasting</li> <li>• Business analytics</li> <li>• Digital marketing</li> <li>• Identifying new ways of doing Business</li> <li>• Network planning and development</li> <li>• Identification of New product and services to be offered</li> <li>• Handling stakeholder, customer queries, inquiries, and grievances</li> <li>• Managing the sales process (order to cash cycle) through SAP systems</li> <li>• Meeting monthly and annual sales targets</li> <li>• Business Development – Tie Ups with Fleet Operators, Workshops/, Service Station, Authorized dealers, etc.</li> <li>• Manage Bazaar Lube Distributor channel for the allocated area/ region.</li> <li>• Organize and conduct customer meets/ seminars/ launch/ awareness campaigns for end-users/ lead users such as Retailers, Mechanics, etc.</li> <li>• Designing, Planning and Implementation of sales promotion schemes and monitoring effectiveness</li> <li>• Regular visits to Automotive Lubricants Bazaar Markets–for identification of new opportunities.</li> <li>• Monitoring of financial health of channel partners</li> <li>• Driving training programs for stakeholders and sales representatives, development and capacity building programs for Sales representatives of Distributors including new product/ SKUs awareness. Monitoring of their performance in line with plans.</li> <li>• Coordinate with other SBUs I HPCL for promotion of HP Lubricants at Retail Outlets/ LPG channel etc.</li> <li>• Any other activity as assigned by Supervisor</li> </ul> <p style="text-align: right;"><b>Rev. on 19.8.2023</b></p>
Senior Officer – Sales (Direct Sales)	<p><b>Experience:</b> Minimum 2 years of experience post MBA in Executive / Managerial Role in Sales/ Marketing in Gas/ Petroleum/ Lubes/ FMCG/ Automobile/ Industrial/ Engineering-Products/ Petrochemical Industry.</p> <p><b>Roles &amp; Responsibilities:</b> Job responsibilities will include but not limited to:</p>

	<ul style="list-style-type: none"> <li>• Responsible for improving sales of Products being sold to Industrial and Government Customers .</li> <li>• Improve HPCL market share in the I&amp;C products being handled by the Officer.</li> <li>• Sales Officer has to make HPCL transactions more profitable &amp; is responsible for improving the profits being generated from our sales transactions.</li> <li>• Build strong inter personal relationship with key personnel of the customers through quality customer calls and proper planning with the ultimate objective of maximizing sales &amp; profits.</li> <li>• Effective touring of sales area as per touring circuits</li> <li>• Solicit business from new customers</li> <li>• Retain &amp; Strengthen existing customers</li> <li>• Should strive to improve &amp; penetrate into new Geographies &amp; markets where HPCL remains unrepresented.</li> <li>• Ensure close co-ordination with all supply locations to ensure that HPCL remains a reliable source of supply of petroleum product to our esteemed customers</li> <li>• Augment infrastructure facilities at customers' premises for new and existing customers wherever necessary</li> <li>• Carry-out Fixed Assets Verification</li> <li>• Process MEA's for discounts and other preferential commercial terms being offered to existing and new customers</li> <li>• Strive to meet the AOP given by Regional Office</li> <li>• Ensure targeted Market Share and Profitability</li> <li>• Training/ hand holding of newly recruited officers</li> <li>• Capability building on pricing, product knowledge, logistics and market intelligence.</li> <li>• Sales officer is responsible for charging correct price&amp; other commercial terms in each sales transaction.</li> <li>• Sales Officer to coordinate for timely collection of receivables of HPCL from our customers.</li> <li>• Participate in management committees and taskforces</li> <li>• To develop &amp; work on market profile of Sales area, comprising of ABC Analysis by Product &amp; Customer wise, in order to gain targeted sales volume &amp; profit.</li> <li>• To have market intelligence about competitor's infrastructural strength and weakness vis-a –vis HPCL so that he leverages on our strengths and takes appropriate measures to mitigate weakness.</li> <li>• To develop &amp; work on HPCL &amp; Competitor's Landing cost of all major products for A category customer.</li> <li>• Explore possibilities for introduction new products through trials in view of energy transition and introduction of environmentally friendly fuels.</li> <li>• Any other activity as assigned by Supervisor</li> </ul> <p style="text-align: right;"><b>Rev. on 19.8.2023</b></p>
Senior Officer – Sales (LPG)	<p><b>Experience:</b> Minimum 2 years of experience post MBA in Executive / Managerial Role in Sales/ Marketing in Gas/ Petroleum/ Lubes/ FMCG/ Automobile/ Industrial/ Engineering-Products/ Petrochemical Industry.</p> <p><b>Roles &amp; Responsibilities:</b> Job responsibilities will include but not limited to:</p>



	<ul style="list-style-type: none"> <li>• Monitor and Review of Distributor and Sales Performance activities (like Regular Domestic sales, Non- Domestic Sales, Bulk sales, New Customer, Double Bottle Customer, Allied Retail Business sales etc.)</li> <li>• Solicitation of new business by frequent visit &amp; pitching about product to Non-Domestic customer &amp; ensure product supply</li> <li>• Conduct Inspection of LPG Distributors</li> <li>• Monitor indents, empty cylinders, Backlog, Sales Report, Stock Report, Ezy Gas utilisation and Cashless transaction</li> <li>• Coordinate, Monitor and Guide regarding New Distributorship Commissioning</li> <li>• Conduct trainings &amp; encouragement programs/ meetings for Distributor &amp; FSM</li> <li>• Coordinate and conduct Government initiatives such as PMUY, LPG Panchayat activities and consumer awareness program</li> <li>• Coordinate with all government agencies, OMC officials etc.</li> <li>• Coordinate for customer complaints, distributor issues/queries, accident cases, court cases, RTI and social media</li> <li>• Prepare monthly MIS report/BCM PPT/Sales Review/Data required by HQO/Zones etc.</li> <li>• Participate in management committees and taskforces</li> <li>• Take on additional responsibility as and when assigned by Supervisor</li> </ul> <p style="text-align: right;"><b>Rev. on 19.8.2023</b></p>
<p>Senior Officer – City Gas Distribution Operations &amp; Maintenance</p>	<p><b>Experience:</b> Minimum 3 years of experience in Managerial Role in City Gas Distribution Industry</p> <p><b>Roles &amp; Responsibilities:</b> Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>• Take the sales readings of all CNG stations and log them in the sales register on daily basis;</li> <li>• Prepare Daily Sales report which further to be shared to HQO on daily basis.</li> <li>• Verify Monthly Dispenser Reading and Electrical Sub-meter at all CNG Daughter Booster Stations.</li> <li>• Coordinate with the concerned for switching/changing over to relevant compressors depending on CNG demand and to control CNG flow within limits in mobile cascades.</li> <li>• Look after housekeeping and cleanliness of the stations.</li> <li>• Check inward consignments, issue of material and preservation of material in warehouse etc.</li> <li>• Co-ordinate with vendors as and when required for smooth O&amp;M.</li> <li>• Check and count/tally cash during receipts from the concerned for any irregularities/shortages etc.</li> <li>• Ensure that the collected cash is deposited in the HPCL bank account.</li> <li>• Calculate pipeline imbalance and nominate daily RLNG quantity based on the capacity trench.</li> <li>• Any other Activities as assigned by supervisor</li> </ul>
<p>Senior Officer/ Assistant Manager - Non-Fuel Business</p>	<p><b>Experience:</b> Minimum 2/5 years of experience post MBA in Executive / Managerial Role in Sales/ Marketing in FMCG Industry.</p> <p><b>Roles &amp; Responsibilities:</b></p>

	<p>Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>• Conduct market research and analysis to identify new sales opportunities, understand consumer preferences and market trends.</li> <li>• Develop and implement sales strategies for assigned territories or regions, including identifying key accounts and developing customer relationships.</li> <li>• Develop sales plans and strategies that align with company goals and objectives, and ensuring timely execution of plans.</li> <li>• Achieve monthly, quarterly and annual sales targets through effective planning, customer engagement, and relationship building.</li> <li>• Prepare regular sales reports to monitor performance against targets, and identifying areas for improvement.</li> <li>• Any other activity as assigned by Supervisor</li> </ul>
<p>Senior Officer - EV Charging Station Business</p>	<p><b>Experience:</b> Minimum 2 years of experience post MBA in Executive / Managerial Role in Sales/ Marketing in Automobile/ EV industry.</p> <p><b>Roles &amp; Responsibilities:</b> Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>• Oversee the development of EV Charging Station Projects from start to finish, ensuring that they are delivered on time, within budget, and to the required quality standards.</li> <li>• Identify and pursue opportunities to grow the EV business segment, such as developing partnerships and expanding into new markets.</li> <li>• Any other activity as assigned by Supervisor</li> </ul>
<p>Senior Officer - LNG Business</p>	<p><b>Experience:</b> Minimum 3 years of experience as Executive / Managerial Role in Projects/ O&amp;M/ Sales/ Marketing in Gas/ CGD/ RLBNG/ LNG</p> <p><b>Roles &amp; Responsibilities:</b> Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>• Coordination for setting up of LNG station construction, including site selection, feasibility studies, statutory approvals, and coordination with various stakeholders such as contractors, vendors, and regulatory authorities.</li> <li>• Monitoring, Budgeting of CNG Station Projects.</li> <li>• Contract finalization for Operation and maintenance of LNG stations, including monitoring equipment and systems like loading/unloading, dispensing, boil off gas generation and management, LNG storage tanks, pumps, vaporizers, VFDs, electrical system, control system, and firefighting system.</li> <li>• Engaging contractors / consultants for Technical Audit and inspections of LNG stations.</li> <li>• Keeping up-to-date with the latest developments and trends in LNG technology, codes and standards, and regulatory requirements, and incorporating them into the design and construction of LNG stations.</li> <li>• Collaborating with the stakeholders to ensure that the LNG station meets their operational, safety, and environmental requirements.</li> <li>• Ensuring compliance with all relevant health, safety, and environmental regulations and standards.</li> </ul>

	<ul style="list-style-type: none"> <li>• Preparing and presenting technical reports, proposals, and presentations to clients, management, and regulatory authorities.</li> <li>• Any other activity as assigned by Supervisor</li> </ul>
<p>Senior Officer/ Assistant Manager – Biofuel Plant Operations</p>	<p><b>Experience:</b> Minimum 3/ 6 years of experience in Executive / Managerial Role in Plant/ Operations Management in Distillery/ Chemical Process/ Petrochemical plant/ Petroleum Refinery/ Agrochemical industry</p> <p><b>Roles &amp; Responsibilities:</b> Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>• Oversee and manage day-to-day operations of the 2G biofuel production plant, ensuring that production targets, quality standards, and safety regulations are met.</li> <li>• Coordinate with various departments such as maintenance, engineering, procurement, and logistics to ensure smooth operations and efficient use of resources.</li> <li>• Implement and monitor standard operating procedures (SOPs) for biofuel production, storage, and distribution, and continuously improve them to optimize plant performance.</li> <li>• Manage the biofuel supply chain, including procurement of feedstock, transportation, and delivery of biofuels to customers.</li> <li>• Ensure compliance with all relevant regulations, permits, and licenses related to biofuel production and distribution, and maintain necessary records and documentation.</li> <li>• Monitor and analyse production data, including feedstock consumption, energy output, and plant efficiency, and prepare reports on performance metrics and trends.</li> <li>• Troubleshoot and resolve operational issues, and implement corrective and preventive measures to improve plant reliability and efficiency.</li> <li>• Maintain and update equipment and maintenance logs, and coordinate with maintenance team for timely maintenance and repair of equipment.</li> <li>• Manage the inventory of feedstock, chemicals, and other supplies, and ensure adequate stock levels are maintained to meet production demands.</li> <li>• Train and supervise plant operators and technicians, and ensure that they follow all safety protocols and standard operating procedures.</li> <li>• Identify opportunities for process improvements, cost savings, and revenue generation, and collaborate with management to implement these initiatives.</li> <li>• Collaborate with the sales and marketing team to develop new customer relationships and expand the customer base for biofuels.</li> <li>• Stay up-to-date with the latest trends and developments in biofuels, including feedstock options, processing technologies, and market trends.</li> <li>• Ensure that all plant operations adhere to environmental regulations and sustainability standards, including waste reduction and energy efficiency measures.</li> <li>• Any other Activities as assigned by supervisor</li> </ul>
<p>Senior Officer/ Assistant Manager - CBG Plant Operations</p>	<p><b>Experience:</b> Minimum 3/ 6 years of experience in Executive/ Managerial Role in Plant/ Operations Management in Distillery/ Biogas/ Fertiliser Manufacturing/ Agrochemical industry</p>

	<p><b>Roles &amp; Responsibilities:</b>  Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>• Oversee and manage day-to-day operations of the Compressed Biogas (CBG) production plant, ensuring that production targets, quality standards, and safety regulations are met.</li> <li>• Coordinate with various departments such as maintenance, engineering, procurement, and logistics to ensure smooth operations and efficient use of resources.</li> <li>• Implement and monitor standard operating procedures (SOPs) for CBG production, storage, and distribution, and continuously improve them to optimize plant performance.</li> <li>• Manage the CBG supply chain, including procurement of feedstock, transportation, and delivery of CBG to customers.</li> <li>• Ensure compliance with all relevant regulations, permits, and licenses related to CBG production and distribution, and maintain necessary records and documentation.</li> <li>• Monitor and analyze production data, including feedstock consumption, energy output, and plant efficiency, and prepare reports on performance metrics and trends.</li> <li>• Troubleshoot and resolve operational issues, and implement corrective and preventive measures to improve plant reliability and efficiency.</li> <li>• Maintain and update equipment and maintenance logs, and coordinate with maintenance team for timely maintenance and repair of equipment.</li> <li>• Manage the inventory of feedstock, chemicals, and other supplies, and ensure adequate stock levels are maintained to meet production demands.</li> <li>• Train and supervise plant operators and technicians, and ensure that they follow all safety protocols and standard operating procedures.</li> <li>• Identify opportunities for process improvements, cost savings, and revenue generation, and collaborate with management to implement these initiatives.</li> <li>• Collaborate with the sales and marketing team to develop new customer relationships and expand the customer base for CBG</li> <li>• Any other Activities as assigned by supervisor</li> </ul>
<p>General Manager (O/o Company Secretary)</p>	<p><b>Experience:</b>  21 years of post qualification work experience with atleast 19 years of relevant work experience in a Company Secretarial set up with in depth understanding &amp; knowledge of Companies Act, Rules and Regulations, SCRA, SEBI, MRTP, FEMA Act, Listing requirements, Memorandum and Articles of Association.</p> <p>Post qualification work experience for this purpose will be reckoned from the date of obtaining the Membership of the Institute of Company Secretaries of India.</p> <p>Candidates should possess knowledge of process, procedures and formalities of Public issue / Rights issue / Bonus issue / Split / allotment of shares &amp; certificates thereon / Listing of shares / Dividend payment, Monitoring activities of Share Transfer Agents regarding share transfer, demat etc.,</p> <p><b>Roles &amp; Responsibilities:</b>  Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>• Ensuring Company's Corporate Governance and other statutory and legal compliances related matters.</li> <li>• Establishing and driving implementation of Corporate Governance norms to ensure transparency in all operations.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensuring timely compliance in matters related to issuance of shares, its transfer, transmission etc. &amp; up to date maintenance of records relating to shareholdings &amp; other statutory records prescribed under the Companies Act 2013</li> <li>• Conducting periodic and timely Board meetings, Committee meetings, Annual General Meetings and all formalities preceding and succeeding such meetings.</li> <li>• Signing of corporate documents, attending to corporate notices and correspondences, representing the organization in dealings with external parties</li> <li>• Handling Secretarial Audit &amp; Corporate Governance Audit under Companies Act read with Listing Regulations &amp; DPE guidelines.</li> <li>• Having an oversight of secretarial work of subsidiaries of the organization</li> <li>• Handling legal issues regarding investor relations department such as transmission, transfer, fraud, etc.,</li> <li>• Monitoring Insider Trading covering trading window closure</li> <li>• Leading a team of Company Secretaries</li> </ul>
Quality Control Officers	<p><b>Experience:</b> Minimum three (3) years post qualification relevant experience in a chemical testing laboratory on testing/ analysis/ R&amp;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.</p> <p><b>Roles &amp; Responsibilities:</b></p> <p>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.</p> <p>2. Indicative list of jobs including but not limited to following:</p> <ul style="list-style-type: none"> <li>• 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 &amp; 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.</li> <li>• Furnishing quality certificates of finished products &amp; raw materials.</li> <li>• Ensuring function of manual and automatic laboratory equipment's, maintenance of records of preventive and breakdown maintenance and processing of their AMCs.</li> <li>• Verification/ calibration of Hydrometer/ Thermometers/ Pressure- gauges, Viscometers etc., preparation of certificates and calibration of laboratory equipment's (internal/ external) and maintaining calibration schedule.</li> <li>• Preparing laboratory reagents for chemical testing as per test methods.</li> <li>• 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).</li> <li>• Maintenance of excellent level of safety, maintenance &amp; housekeeping at all times on static and mobile laboratories.</li> <li>• Preparation of MIS data on lab activities and furnishing the same to the controlling officers.</li> </ul>

	<ul style="list-style-type: none"> <li>• Interface with petroleum refinery/ Petroleum / Bulk fuel terminals/ Aviation Fuel Terminals/ Lube &amp; 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.</li> <li>• Conceptualizing and implementing appropriate quality management Systems in the lab i.e. NABL/ ISO/ DGCA/ DGAQA etc.</li> <li>• Trouble shooting rendering technical assistance to process/ production/ various functions.</li> <li>• Following guidelines from DGCA, DGAQA, DG Shipping and MoPNG issued from time to time.</li> <li>• Development statistical technique for representation of testing data from laboratories. Facilitate proactive solutions by testing &amp; analyzing quality data.</li> <li>• Quality related training to stake holders.</li> </ul>
Law Officer	<p><b>Experience:</b> 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 &amp; Conciliation Act, Environmental laws, Economic &amp; 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.</p> <p>In addition, the candidates should be computer savvy and should possess good knowledge of MS-Word and Powerpoint.</p> <p><b>Roles &amp; Responsibilities:</b> Draft and finalize pleadings, agreements, various deeds &amp; 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.</p> <p><b>NOTE:</b> 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.</p>
Law Officer - HR	<b>Experience:</b>

	<p>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 &amp; 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.</p> <p><b>NOTE:</b> 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.</p>
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**IS Officers (Fixed Term Contract)**

<p>IT Infrastructure Management</p>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Strong scripting skills in PowerShell, Unix Shells, Perl, Python, etc.</li> <li>• Concepts, setup and operational experience with DC monitoring and management tools like Ansible, Puppet, Chef, OpenDCIM, Cacti, Nagios etc.</li> <li>• Exposure to Log Management &amp; Analytics tools like ELK, OpenSearch, Dynatrace, Grafana etc.</li> <li>• Expertise in administering and managing Containers and Container orchestration tools</li> <li>• Expertise in administering and managing software defined Storage technologies including S3 compatible Object based Storage</li> </ul> <p><b>Roles &amp; Responsibilities:</b> Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>• Leverage IT for business benefits.</li> <li>• Build systems and processes for smooth operations.</li> <li>• Evaluate, plan &amp; procure, operationalise and retire appropriate technology solutions.</li> <li>• Manage relevant contracts.</li> <li>• Ensure compliance and governance.</li> <li>• Any other activity as assigned by supervisor</li> </ul>
<p>DevOps Management</p>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Strong scripting skills in PowerShell, Unix Shells Perl, Python, etc.</li> <li>• Exposure to Log Management &amp; Analytics tools like ELK, OpenSearch, Dynatrace, etc.</li> <li>• Experience in implementing DevOps CI (Continuous Integration) and CD (Continuous Delivery) using various tools.</li> <li>• Hands on experience in installing and administrating tools like GitLab, Jenkins, Maven, Ansible etc.</li> </ul>

	<p><b>Roles &amp; Responsibilities:</b>  Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>• Leverage IT for business benefits.</li> <li>• Build systems and processes for smooth operations.</li> <li>• Evaluate, plan &amp; procure, operationalise and retire appropriate technology solutions.</li> <li>• Manage relevant contracts.</li> <li>• Ensure compliance and governance.</li> <li>• Any other activity as assigned by supervisor</li> </ul>
<p>IT Security Management</p>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Expertise in modern IT Security technologies like firewall, IPS, APT, Email Security, Web security, SOC tools, SIEM/ SOAR, Public-Private Cloud, etc.</li> <li>• Experience in Threat Hunting</li> <li>• Experience in doing Forensics</li> <li>• Expertise in Web Application Security</li> <li>• Expertise in various OT protocols and OT security</li> <li>• Experience in SOC operations</li> </ul> <p><b>Roles &amp; Responsibilities:</b>  Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>• Leverage IT for business benefits.</li> <li>• Build systems and processes for smooth operations.</li> <li>• Evaluate, plan &amp; procure, operationalise and retire appropriate technology solutions.</li> <li>• Manage relevant contracts.</li> <li>• Ensure compliance and governance.</li> <li>• Any other activity as assigned by supervisor</li> </ul>
<p>Application Development</p>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience in Agile development practices, scalable, resilient, secure coding practices, building loosely coupled / cloud-native systems (e.g. API based), API gateways etc.</li> <li>• Proficient in web application development using Spring Boot, Spring Cloud framework, JavaScript based framework like Angular</li> <li>• Proficient in API Lifecycle Management using API Manager</li> <li>• Experience in using RDBMS as well as NoSQL databases is required</li> </ul> <p><b>Roles &amp; Responsibilities:</b>  Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>• Leverage IT for business benefits.</li> <li>• Build systems and processes for smooth operations.</li> <li>• Evaluate, plan &amp; procure, operationalise and retire appropriate technology solutions.</li> <li>• Manage relevant contracts.</li> <li>• Ensure compliance and governance.</li> <li>• Any other activity as assigned by supervisor</li> </ul>
<p>Quality Assurance (IT)</p>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Application Testing Framework : Expertise in driving Application testing frameworks based on inputs from different stakeholders like functional, security, development and production operation teams using Java selenium, selenium grid, Eclipse IDE, Maven, TestNJ, Junit, Cucumber, Extent report</li> </ul>



	<ul style="list-style-type: none"> <li>• QA Enterprise end-to-end testing tool for SAP: Functional &amp; non-functional testing, SAP thin/thick client applications testing using tools like Tricentis Tosca etc. API/Interface, GUI, Browser compatibility and Mobile application testing.</li> <li>• Application Performance &amp; API testing : Application performance testing using Jmeter, Postman. API, Web Service, Micro services, LDAP, Database performance testing and produce the report on performance parameter based on assertions. API testing (SOAP/REST).</li> <li>• Application Code Review &amp; reporting : Bug, vulnerabilities &amp; code smell detection, reporting and fixing in coordination with development team using tools like Sonarqube etc.</li> <li>• QA / QC tool Integration &amp; troubleshooting with CI/CD platforms : Testing frameworks and technologies integration with Jenkins CI/CD, GitLib, Bugs tracking systems</li> </ul> <p><b>Roles &amp; Responsibilities:</b> Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>• Leverage IT for business benefits.</li> <li>• Build systems and processes for smooth operations.</li> <li>• Evaluate, plan &amp; procure, operationalise and retire appropriate technology solutions.</li> <li>• Manage relevant contracts.</li> <li>• Ensure compliance and governance.</li> <li>• Any other activity as assigned by supervisor</li> </ul>
Networks & Communications	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Working Knowledge of Router and Switch configuration of different OEMs and particularly Cisco</li> <li>• Working knowledge of LAN Management, LAN Troubleshooting, VLAN management.</li> <li>• Working Knowledge of Network Monitoring Tools and its management</li> <li>• Basic knowledge of Wireless Technology and management is desirable</li> <li>• Basic knowledge of UCVC domain, VOIP telephony is desirable</li> <li>• Should have knowledge and working experience on switching and routing protocols like STP,OSPF,BGP etc.</li> <li>• Should have knowledge on MPLS VPN, remote access VPN and IPSec.</li> </ul> <p><b>Roles &amp; Responsibilities:</b> Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>• Leverage IT for business benefits.</li> <li>• Build systems and processes for smooth operations.</li> <li>• Evaluate, plan &amp; procure, operationalise and retire appropriate technology solutions.</li> <li>• Manage relevant contracts.</li> <li>• Ensure compliance and governance.</li> <li>• Any other activity as assigned by supervisor</li> </ul>
Analytics	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• ETL/ELT and BI tools (preferably Tibco suite)</li> <li>• Knowledge of R, SQL, Python, Java,</li> <li>• Proven experience as Data Scientist or Data Analyst.</li> <li>• Large Data Management</li> <li>• Operations research. Strong math skills – statistics, algebra.</li> <li>• Machine learning</li> </ul> <p><b>Roles &amp; Responsibilities:</b></p>

	<p>Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>• Leverage IT for business benefits.</li> <li>• Build systems and processes for smooth operations.</li> <li>• Evaluate, plan &amp; procure, operationalise and retire appropriate technology solutions.</li> <li>• Manage relevant contracts.</li> <li>• Ensure compliance and governance.</li> <li>• Any other activity as assigned by supervisor</li> </ul>
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### 3. SHORTLISTING & SELECTION PROCESS

- a. The selection process would comprise of various shortlisting and selection tools like Computer Based Test, Group Task, Personal Interview, Moot court (only for Law Officers and Law Officers- HR) etc. which would be administered depending upon the position requirement.
- b. All the candidates claiming to fulfil requisite eligibility criteria will be called for Computer Based Test.
- c. Computer Based Test (when applicable) will consist of objective questions (subjective as well for Law Officers/ Law Officers- HR) 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 (when applicable) 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 and category-wise & discipline-wise merit list in Computer Based Test, shortlisted candidates will be called for Group Task and/or Personal Interview.
- f. Candidates must secure minimum qualifying marks in each of the applicable selection process 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 applicable stages. Computer Based Test + Group Task + Moot Court (only for Law Officers and Law Officers- HR) + Personal and (or) Technical Interviews + Work Experience (wherever applicable) & 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), Selection process will be uploaded on our website prior to commencement of selection process**

### 4. EMOLUMENTS

Pay Scale*	Cost to Company (CTC) Approx.
50000-160000	Rs 16.98 Lakh
60000-180000	Rs 20.37 Lakh
70000-200000	Rs 24.61 Lakh
120000-280000	Rs 46.51 Lakh

\*A candidate will be inducted at the minimum 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.

## 5. 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. The decision on medical fitness by HPCL's Chief Medical Advisor would be final and binding on the candidate. Reference for a medical examination does not mean final selection.

The Pre-Employment Medical Examination Standards are available on HPCL Corporate Website ([www.hindustanpetroleum.com/careers](http://www.hindustanpetroleum.com/careers)). Candidates are advised to ensure that they are Medically Fit as per HPCL's Pre-Employment Medical Examination Standards before commencing filling the ONLINE application.

## 6. 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.

## 7. 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 Pay Scale of 50000-160000):** An amount of Rs. 5000/- per month will be deducted as retention amount from the total emoluments for the first six months during the probation period for officers in Pay Scale of 50000-160000. 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.

## 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. The reservation is as per statutory guidelines and judgement of Hon'ble Supreme Court on R.K.Sabharwal Vs. State of Punjab case. 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.

Pay Scale (Rs)	SC	ST	OBCNC	EWS	UR
50000-160000	29	16	61	21	88
60000-180000	9	8	5	4	18
120000-280000	-	-	-	-	1

Category-wise vacancy distribution for IS Officers (FTC) is as given below:

Category	SC	ST	OBCNC	EWS	UR
Vacancy	1	0	2	1	6

**NOTE:** For positions notified in Pay Scale (60000-180000/ 70000-200000), i.e. 2.8, 2.9 and 2.11, depending on the suitability for position, candidates may be inducted in Pay Scale 60000-180000 or 70000-200000 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](http://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 getting the benefits of reservation under EWS category, the Income and Asset Certificate shall be valid for the financial year 2023-24 and should have been prepared on the basis of income and asset verification for the financial year 2022-23. The name of the caste should be clearly mentioned in the aforesaid certificate. Caste name like "General/Samanya etc." will not suffice. Applicant's photo on the certificate should be duly pasted, signed and stamped by issuing authority. '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. Maximum upper age of the applicants shall not exceed 56 years including all possible age relaxations.
- j. 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)
- k. 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.
- l. 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.
- m. 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.
- n. 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. Hence, candidates are advised to fill the application with utmost care while mentioning category.**

o. Further to this, according to Notification No: 16-15/2010 DD.111 DT.29/07/2015 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.

<b>Position</b>	<b>PwBD Eligibility</b>
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)
Law Officer/ Law Officer - 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 Accountants	B. LV. D. HH. OA. BA. OL. BL. OAL. BLOA. CP. LC. Dw. AAV. Mdy.MD (any of the combinations above)
Sales Officer	LV. D. HH. OA. BA. OL. CP. LC. Dw. AAV. SLD. MI. MD (any of the combinations above)
CGD Operations & Maintenance	HH. OA. OL. Dw. AAV. SLD. MI. MD (any of the combinations above)
Non-Fuel Business	LV. D. HH. OA. BA. OL. CP. LC. Dw. AAV. SLD. MI. MD (any of the combinations above)
EV Charging Station Business	LV. D. HH. OA. BA. OL. CP. LC. Dw. AAV. SLD. MI. MD (any of the combinations above)
LNG Business	LV. D. HH. OA. BA. OL. CP. LC. Dw. AAV. SLD. MI. MD (any of the combinations above)
Biofuel Plant Operations	HH. OA. OL. CP. Dw. AAV. SLD. MI. MD (any of the combinations above)

CBG Operations	HH. OA. OL. CP. Dw. AAV. SLD. MI. MD (any of the combinations above)
Medical Officer	OA, OL, BL, LC, Dw, AAV, SLD, MD (any of the combinations above)
Welfare Officer - MR	B. LV. D. HH. OA. BA. OL. OAL. CP. LC. Dw. AAV. MDy. ASD(M). SLD, MI, MD (any of the combinations above)
General Manager (O/o Company Secretary)	B, LV, D, HH, OA, BA, OL, BL, CP, LC, Dw, AAV, 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.

p. For Engineering positions (Sr. No. 2.1 to 2.5): The Apprentices who had successfully completed the period of apprenticeship training in HPCL would be accorded relaxation 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) 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.

## 9. APPLICATION PROCESS

a. Online Application will be accepted from 0900 hrs on 18<sup>th</sup> August 2023 till 2359 hrs on 18<sup>th</sup> September 2023

b. Candidates are requested to apply online only on [www.hindustanpetroleum.com](http://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 submission of incomplete application along with application fees for reasons whatsoever, his / her candidature will stand cancelled and Application fee will be forfeited. No further communication/ consideration on the same shall 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.

h. CBT/ Interviews for different positions may be conducted on the same day/ different venues for all the positions.

i. Any request for change of venue/ date for CBT / interviews will not be entertained.

## 10. 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.

## 11. 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. **18<sup>th</sup> September 2023**.

c. Queries must be emailed keeping the subject of the mail formatted as “Position Name – Application Number” at careers@hpcl.in.

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. Teaching & Research experience in an academic institute will not be considered as relevant work experience.

g. The candidature of the shortlisted applicant would be provisional and subject to subsequent verification of certificate/ testimonials, medical fitness, etc.

h. Candidates have to necessarily declare (in case they are shortlisted for subsequent stages) that he/ she has been arrested, prosecuted, kept under detention or fined, convicted by the Court of Law for any offence, debarred/disqualified by any Public Service Commission from appearing in its examination. Mere shortlisting in CBT does not entail the right for Interview and Corporation reserves its right to call for suitable candidates depending upon their credentials/ declarations.

**i. All the details mentioned in the online form will be treated as final and no request for changes will be entertained later on. Therefore, candidates are advised to fill the ONLINE form with utmost care making correct entries in the respective fields. An application once submitted shall not be considered for any editing later on.**

j. Selected candidates will have to join the organization on the date mentioned in their offer of appointment failing which the organization reserves the right to cancel/withdraw the offer of appointment without any further correspondence/reference to the candidates.

k. 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.

l. The total number of vacancies and the reserved vacancies is provisional and may increase/decrease at the discretion of the Corporation basis business requirements. HPCL reserves the right not to fill any post or all of the above posts advertised at any stage of selection.

m. 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). 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.

n. 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. Request for change of e-mail ID and mobile number will not be entertained.

o. HPCL reserves the right to cancel or add any examination centre / Personal Interview centre depending on the response in that area/ centre.

p. The Corporation also reserves the right to cancel / restrict/ curtail/ enlarge the recruitment/ selection process thereunder without any further notice and without assigning any reasons.

q. 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 earlier applications shall be rejected without any notice.

r. 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.

s. 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.

t. Candidates who are in final year can also apply. However, the appointment shall be subject to meeting the eligibility criteria as per this notification.

u. 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.

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

w. Reimbursement of Sleeper 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.

x. 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 or suppressing of any material fact 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 meeting eligibility 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/ false information 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](http://www.hindustanpetroleum.com)**