



HINDUSTAN PETROLEUM CORPORATION LIMITED

(A Government of India Enterprise)

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

CIN No. L23201MH1952GOI008858

HPCL: Future Full of Energy

RECRUITMENT OF ENGINEERS through GATE 2016

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

In the past financial year, HPCL has recorded the highest ever profit after tax of ₹2,733 crores in the history of the corporation with an increase of around 58% compared to the corresponding period last year. Our Market capitalization on year-on-year basis improved by about ₹11,500 crores at the closing share price of ₹650.10 per share as on March 31, 2015. This has been possible because of our robust performance in all spheres including Refining, Marketing, Retail, Direct Sales, LPG, Aviation, Operations and Distribution, Projects & Pipeline Group, LNG and other services.

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

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

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

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

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

| IMPORTANT DATES | |
|-----------------------------------------------------------|--------------------------------|
| Commencement of online application by candidates for HPCL | 31 st December 2015 |
| Last date of online application by candidates for HPCL | 2 nd February 2016 |

EDUCATION QUALIFICATION:

| Discipline | Prescribed 4 year full time Engineering degrees |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Mechanical | Mechanical, Mechanical & Production |
| Civil | Civil |
| Electrical | Electrical, Electrical & Electronics; |
| Electronics & Telecommunication | Electronics, Electronics & Communication, Electronics & Telecommunication, Applied Electronics |
| Instrumentation | Instrumentation, Instrumentation & Control, Electronics & Instrumentation, Instrumentation & Electronics, Instrumentation & Process Control |
| Chemical | Chemical, Petrochemical, Petroleum Refining & Petrochemical, Petroleum Refining |

Note: Candidates having any other degree/combination degree eg. Production Engg., Automobile Engg., Mechatronics, Industrial Engg., Construction Engg. etc., other than mentioned above are not eligible to apply. These exclusions are only indicative and not exhaustive

The eligibility criteria regarding prescribed education, age and other eligibility criteria and application procedure is mentioned below:

Minimum educational qualification for employment in above mentioned positions are:

- Candidates should have passed qualifying degree examinations and awarded bachelor's degree in engineering/technology in the above mentioned disciplines. All the qualifications should be 4 years 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.
- Candidates (belonging to General and OBC-NC category) should have secured minimum 60% marks (aggregate marks of all semesters) in qualifying degree examinations, relaxed to 50% (aggregate marks of all semesters) for SC/ST/PWD candidates.
- Candidates currently in final year of their engineering studies may also apply. However, if selected, they must be in a position to submit their final mark sheet by 31st August 2016. At the time of applying, candidates (belonging to General and OBC-

NC category) should have secured minimum 60% aggregate marks up to last semester examinations which is relaxed to 50% for SC/ST/PWD candidates.

AGE LIMIT:

Maximum 25 years as on 30th June 2016 for the general category candidates i.e. candidates **born on or after 30.06.1991**. Age relaxation for OBC (Non Creamy Layer)/SC/ST/PWD candidates will be applicable as per the Presidential Directives.

CONCESSIONS/ RELAXATIONS:

- Reservation of posts for SC, ST and OBC-NC are as per Government Directives.
- 3 % of the vacancies will be reserved for PWD (Persons with disabilities –with degree of disability 40% or above). It may please be noted that some of the posts of Officer Trainee – Engineering Discipline are suitable for Hearing Handicapped category and certain categories of Orthopaedic Handicapped. Appointment in these vacancies will be offered to PWD candidates after considering the nature of duties & responsibilities of the job, location, hazard, strain & other factors, also considering that the disability is not likely to interfere with the performance of duties of the post with reasonable efficiency and without possible deterioration of his/her health. However, the final appointment would be based on candidate's medical fitness with respect to job profile of the identified posts.

Further to this, according to Notification No: 16-15/2010 DD.111 DT.29/07/2013 by Ministry of Social Justice & Empowerment, list of positions/disciplines in which PWD candidates are eligible to apply for this recruitment drive is given below.

Identified Group "A" jobs for PWD:

| Sr. No. | POSITION | PWD CATEGORY |
|---------|------------------------------------------|--------------|
| 1 | Civil Engineer | OA. OL. HH |
| 2 | Electrical Engineer | OL. HH |
| 3 | Mechanical Engineer | OL. HH |
| 4 | Electronics & Telecommunication Engineer | OL. HH |
| 5 | Instrumentation Engineer | OL. HH |
| 6 | Chemical Engineer | OA. OL |

* Abbreviations Used: OA - One Arm, OL - One Leg, HH - Hearing Handicapped

* Eg: For post of Chemical Engineer, candidate with disability of either One Arm (OA) or One Leg (OL) are eligible.

- Any request for change in Category (General/SC/ST/OBC-NC/ PWD) once filled in the online application form, will not be considered.
- The reserved category candidates are required to produce the original caste/ PWD certificate/s in prescribed format of Government of India, issued by the competent

authority at the time of interview, in support of their claim. In addition, the OBC-NC (OBC-Non Creamy layer) 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. 36036/2/2013- Estt. (Res.) dated 30-05-2014 from a competent authority issued in the year of advertisement. Further the OBC-NC candidates will have to give a self-undertaking, at the time of Personal Interviews 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). The applicable formats of caste/community certificate are available on our websites www.hpclcareers.com and www.hindustanpetroleum.com
- 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 is relaxable by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.
- 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.
- **Relaxed standards in assessment/selection will be applicable for SC, ST, OBC-NC & PWD candidates.**

PHYSICAL / MEDICAL FITNESS:

Desirous candidates seeking employment with Hindustan Petroleum need to be medically fit as per Corporation’s pre-employment medical standard.

It may please be noted that Defective Colour vision is a disqualification under Pre Employment Medical norms of HPCL.

SELECTION, TRAINING AND PLACEMENT:

The selection methodology will comprise of the following:

- The graduate engineers from the relevant disciplines, desirous of taking up a career with Hindustan Petroleum are required to appear in **Graduate Aptitude Test in Engineering (GATE) 2016.**

| Engineering discipline advertised by Hindustan Petroleum | Corresponding GATE-2016 paper | Corresponding GATE-2016 Paper code |
|----------------------------------------------------------|-------------------------------------------|------------------------------------|
| Mechanical | Mechanical Engineering | ME |
| Civil | Civil Engineering | CE |
| Electrical | Electrical Engineering | EE |
| Electronics & Telecommunication | Electronics and Communication Engineering | EC |
| Instrumentation | Instrumentation Engineering | IN |
| Chemical | Chemical Engineering | CH |

- Candidates appearing in different GATE paper other than that of their Qualifying Engineering discipline will not be considered for further selection procedure. e.g. If a candidate with Engineering in Mechanical, appears for CIVIL paper in GATE 2016, his /her candidature will not be considered for further shortlisting.
- On the basis of valid GATE 2016 marks, qualified candidates will be called for further selection process in a predetermined ratio in order of the category-wise discipline-wise merit list. In addition to the above, any other selection tools/tests may be administered, at the sole discretion of the management.
- Please note that only GATE-2016 marks will be valid for this recruitment drive.

Candidates will have to qualify through each stage of selection process successfully before being adjudged as suitable for selection.

Selected candidates shall have all-India transfer liability. Posting/ Assignment can be in any SBU/Division/Department of the Corporation at any place in the country/otherwise. These positions generally involve working in shift duties. Selected candidates may also be posted in any of the subsidiaries/Joint Ventures or any department of Government of India.

REMUNERATION PACKAGE (COST TO THE COMPANY):

Selected candidates will initially undergo training for six months. During the training period, Officer Trainees will be entitled for a consolidated Stipend of Rs. 50,000/- 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 Rs. 24,900 - 50,500 subject to fulfilling the required performance related/ other criterion, and will be on Probation for a further period of 6 months.

Upon completion of the Probation period, they will be considered for confirmation subject to satisfactory performance during Probation period, qualifying in Technical Competency

test, submission of Project Report up to qualifying standards, required attendance etc. The confirmation in service would also be subject to verification of antecedents and verification of caste status / certificate wherever applicable.

Upon absorption, besides Basic Pay, the employee is entitled to allowances at 50% of Basic Pay under Cafeteria Approach, Dearness Allowance, HRA, Contributory Provident Fund, Gratuity, and Defined Contribution Pension Scheme as per Corporation's policy in force from time to time. **It may please be noted that the retiral benefits like superannuation benefit is payable only on separation (resignation/ termination not included) of the employee from the services of the corporation.**

Upon absorption, the CTC would be approximately Rs 11 lakhs per annum**. In addition to this, certain work related allowances and 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. CTC includes deferred payments like post-retirement benefits. (PF, Gratuity and Superannuation Benefits).

HOW TO APPLY:

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

Register for GATE 2016

Apply on HPCL website after obtaining GATE registration Number.

From 31.12.2015 to 02.02.2016

Upon submission of application (in all respects), 12 digit Application number will be generated

Application Fees of Rs. 264/- to be paid (SC/ST/PWD candidates exempted). Choose Payment Option :

1. Through Challan at SBI
2. Online Payment through Credit / Debit Card

1. For detailed information of GATE-2016, interested candidates may log on to <http://gate.iisc.ernet.in/> or websites of other IITs.
2. The candidates will receive their GATE-2016 Registration number printed on their admit card. On receipt of GATE registration number, the candidates need to apply to Hindustan Petroleum online. The relevant link will be made available from **31st December 2015** under 'Careers Opportunities' section on www.hpclcareers.com or www.hindustanpetroleum.com. Online submission of the application will be allowed on the website **up to 02.02.2016**. No other mean / mode of the application shall be accepted. Online Application System will be open from **0001 hrs. on 31.12.2015 to 2359 hrs. on 02.02.2016**
3. Login to www.hindustanpetroleum.com and click on **Career Opportunities**. Read all the instructions given on the website carefully.
Candidate should keep scanned copy of same passport size photo affixed in GATE application (in jpg / gif format less than 50 kb) and resume (in doc/docx format maximum file size 200kb) ready before filling online application form.
4. Fill in the online form with all the relevant details. Upload scanned copy of your latest passport size photograph and resume along with the online application form. Candidates should ensure that the relevant details viz- Name, Date of Birth, Address, GATE 2016 Registration No etc. entered in HPCL Online application should be same as entered in the GATE 2016 application.
5. 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, affix his/her recent passport size photograph, put his/her signature at the space provided and keep with him/ her safely for future reference.
6. Choose the option for Payment of Application & Processing Fee. 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.

PAYMENT OF APPLICATION FEE:

Applicants / Candidates are required to pay a Non-Refundable Amount of Rs.264/- (Application fee inclusive of service tax of 29/- and bank charges of Rs.35/-). SC, ST & PWD candidates are exempted from payment of application fee.

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

Under this option candidates are required to take a print of '2 part challan' (1.Candidate copy, 2.Bank copy) along with filled application form. Non-Refundable Amount of Rs.264/- (Application fee inclusive of service tax of 29/- and bank charges of Rs. 35/-) for General & OBC-NC candidates is to be deposited through pre-printed challan in HPCL Powerjyoti A/C Number 32315049001 at any branch of SBI across country **after two**

working days from date of online application. Candidates are required to ensure that bank affixes 'payment received' stamp and Journal no. on two parts of challan. Candidates are required to collect the 'Candidate's copy' of 2 part challan from bank and preserve the same for future reference.

Once the payment is received by HPCL against the application no., payment status will change to "Payment Received".

Please ensure that your payment status is 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 payment status is not updated within 3-4 working days then kindly send the scanned copy of paid challan to hpclgate@mail.hpcl.co.in

B. Online Payment through Debit/ Credit card:

Under this option candidates can pay applicable application & processing fee online by using Debit/ Credit card. The payment status will automatically change to "Payment Received", immediately on successful receipt of fees. All the candidates must ensure that the payment status is "Payment Received". Once the payment is done, candidates are required to take print of acknowledgment of payment and preserve the same for future reference

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

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

GENERAL INSTRUCTIONS:

- Only Indian Nationals are eligible to apply.
- Applications with incomplete / wrong particulars or not in the prescribed format will not be considered. **The email id provided in online application should remain valid for at least one year.** Candidates must use proper e-mail ids created in their names. Applications with pseudo / fake email ids will attract appropriate action under the law. All future communication with the candidates will take place through e-mail only.
- The candidates should have the relevant documents like percentage of marks obtained in the qualifying examination, caste/sub-caste certificate, date of issue, name of issuing authority, state of origin, etc. readily available with them before they commence application process. This information will be required at the time of filling in the online application.
- Candidates who have appeared/ are appearing in final qualifying examination in 2016 may also apply. However, at the time of applying candidates (belonging to General and OBC-NC category) should have secured minimum 60% aggregate marks up to last semester examinations. It is relaxed to 50% for SC/ST/PWD candidates. If such candidates are short listed for GD/GT and / or interview, they will have to

submit documentary proof of having passed the qualifying examination with minimum prescribed percentage of marks by **31st August 2016**.

- Candidates presently employed in Government Departments/ PSUs/ Autonomous Bodies will be required to submit NOC from competent authority of their current employer at the time of interview. In case of failure to produce the NOC from the current employer at the time of Interview, the candidate will not be permitted to appear for the Interview.
- A candidate can apply against one discipline only. Candidates applying for more than one discipline will not be considered.
- Candidates not found to be meeting the prescribed eligibility criteria shall be rejected at any stage of the selection process.
- All the details given in the online form will be treated as final and no changes will be entertained.
- **Candidates are not required to send printout of application or any other documents in hard copy to HPCL. Interview Call Letter will not be sent to candidates in hard copy. Candidates will be required to download the same from HPCL website www.hindustanpetroleum.com. Various intimations, schedules/dates can be accessed through HPCL website.**
- Mere issue of Interview call letter will not imply final selection of candidate, which may please be noted.
- **In case of internal candidates, please note that the finally selected candidates will have to resign from the services of the Corporation and re-join the services as fresh employees on probation. Regarding transfer of leaves, PF, Gratuity etc., these cases would be treated on par with candidates joining from other PSUs.**
- **All queries pertaining to recruitment including selection process may be addressed to our Corporate Recruitment Team only through hpclgate@mail.hpcl.co.in**
- **Candidates are also requested to visit FAQs section on our website with respect to this recruitment drive.**
- **HPCL will not be responsible for any loss/ non-delivery of email/ any other communication sent, due to invalid/wrong email id/ contact details.**
- All the qualifications should be full time 4 years 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/CPA 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.
- Management reserves the right to restrict the number of candidates to be called for interview, reject the application without assigning any reasons/change the number of posts.
- 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 also reserves the right to cancel / restrict/ curtail/ enlarge the recruitment process and/or the

selection process thereunder without any further notice and without assigning any reasons.

- The online registration would remain open up to **2359 hrs 02.02.2016**.
- 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).
- 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.

IMPORTANT DATES:

| | | |
|-----------|------------------------------------------------------------------|---------------------------------------------------------------------------|
| a. | Commencement of online application for GATE-2016 | 1 st September 2015* |
| b. | Last date of online application for GATE-2016 | 1 st October 2015* |
| c. | Commencement of online application by candidates for HPCL | 31 st December 2015 |
| d. | Last date for online application by candidates for HPCL | 2 nd February 2016 |
| e. | GATE-2016 Online Examination | Between 30 th January 2016 and 07 th February 2016* |

*As per details mentioned on GATE-2016 website.

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 a candidate has furnished false or wrong information or is found ineligible with respect to any of the eligibility parameters, his/her candidature will be rejected. If any of the above discrepancies w.r.t. to eligibility parameters, furnishing of wrong 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.

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