

HINDUSTAN PETROLEUM CORPORATION LIMITED

(A Government of India Enterprise)

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



Requires

Officer Trainees

(Engineering Graduates, MSc. Chemistry & Social Welfare Postgraduates)

And

Information Systems Officers

Hindustan Petroleum Corporation Ltd., is a mega integrated Oil refining and marketing company, with 336th position in the prestigious list of Fortune Global 500 Companies and 1054th position in the prestigious list of Forbes 2000, during 2010-11.

HPCL accounts for about 20% of the market share and about 10% of the nation's refining capacity and also operates the largest Lube Refinery in India producing Lube Base Oils of international standards, which accounts for over 40% of the India's total Lube Base Oil production.

HPCL with its performance oriented culture and well-rounded peoples' policies has won several prestigious awards like the "Forecourt Retailer of the Year" Award 2011, by Star Retailer Awards, "Golden Peacock HR Excellence Award" for the year 2011, the "CIO 100" Award by IDG, for the sixth consecutive year for innovation use of IT to deliver value and many others.

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

1.A) POSITION : Officer Trainee- Engineering Disciplines
NO. OF VACANCIES : 45 (Unreserved : 22, SC : 07, ST : 04, OBC-NC* : 12)

* : 'OBC-NC' is an abbreviation for 'OBC-Non Creamy Layer' is being used herein further.

1. B) POSITION : Officer Trainee- Engineering Disciplines (Backlog Positions)
NO. OF VACANCIES : 36 (SC : 08, ST : 23, OBC-NC : 05)

QUALIFICATIONS

(FOR POSITION 1.A & 1.B) : Full time Graduates in Engineering / Technology (B.E. / B.Tech. / B.Sc-Engineering) from AICTE approved / UGC recognized institute / University

Basic Engineering Disciplines	Eligible Engineering / Technology Degrees
Mechanical	Mechanical, Mechanical & Production
Civil	Civil
Electrical	Electrical, Electrical & Electronics
Electronics & Telecommunication	Electronics, Electronics & Communication, Electronics & Telecommunication.
Instrumentation	Instrumentation, Instrumentation & Control, Electronics & Instrumentation, Instrumentation & Electronics.
Chemical	Chemical, Petrochemical, Petroleum Refining & Petrochemical, Petroleum Refining.

Note: In case of 5 years full time Dual Degree Courses (graduation + post-graduation), the Engineering Disciplines mentioned above should be the core discipline at graduation level.

MAXIMUM AGE LIMIT : 25 years as on 20th June, 2012.
(For position 1.A & 1.B)

2. A) POSITION : Officer Trainee – Quality Control / Operations
NO. OF VACANCIES : 09 (Unreserved : 04, SC: 01, ST : 01, OBC – NC : 03)

2. B) POSITION : Officer Trainee– Quality Control / Operations (Backlog Positions)
NO. OF VACANCIES : 08 (SC : 02, ST : 05, OBC-NC : 01)

QUALIFICATIONS

(FOR POSITION 2.A & 2.B) : Post Graduate Degree in Chemistry (Analytical / Physical / Organic / Inorganic), equivalent to M.Sc in Chemistry.

MAXIMUM AGE LIMIT : 27 years as on 20th June, 2012.
(For position 2.A & 2.B)

3. A) POSITION : Officer Trainee – CSR
NO. OF VACANCIES : 03 (Unreserved : 02, OBC–NC : 01)
3. B) POSITION : Officer Trainee – CSR (Backlog Positions)
NO. OF VACANCIES : 02 (SC : 01, ST : 01)
- QUALIFICATION : 2 years full time Masters in Social Welfare (MSW) from AICTE/UGC
recognized institute/university
- MAXIMUM AGE LIMIT : 27 years as on 20th June, 2012

For Positions No. 1.A, 1.B, 2A & 2B & 3A & 3 B. Candidates scoring minimum 60% in aggregate of all the semesters/ years, (minimum 50% for SC, ST & PWD candidates), in the qualifying graduate / post graduate degree (as applicable) are only eligible to apply.

Candidates completing their qualifying graduate / post graduate degree (as applicable) latest by September 2012, can also apply. In such cases candidates are required to specify the aggregate % marks upto last completed semester in the field provided for % marks against the qualifying degree field in the online application form.

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

4. A) POSITION : Information Systems Officer
NO. OF VACANCIES : 12 (Unreserved : 06, SC : 02, ST : 01, OBC–NC : 03)

4. B) POSITION : Information Systems Officer (Backlog Positions)
NO. OF VACANCIES : 10 (SC : 02, ST : 06, OBC–NC : 02)

QUALIFICATIONS :
(For position 4.A & 4.B)

- 1) Full time four year B.E. / B.Tech. in the discipline of Electronics / Telecommunications / Electronics & Telecommunications / Computer Science / Information Technology from AICTE approved / UGC recognized institute / university.

Or

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

Or

- 3) Two years full time course in Masters in Business Administrations (MBA) / Masters in Management Studies (MMS) with Information Technology or Systems or Computer Science as specialization from AICTE approved / UGC recognized institute / university.

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

WORK EXPERIENCE (For position 4.A & 4.B):

Minimum two years of post Qualification experience (excluding Project Work which is a part of course curriculum) in one or more skill sets as mentioned below, as of 20th June, 2012.

Skill Set	Area
Operating System /Platforms	Windows/Linux/OS400/Unix/ VMWare
Networking	LAN/WAN/Wireless using CISCO/Nortel Technologies/VSAT
DBA (RDBMS)/BI	Oracle/SQL Server/DB2/ OBIEE
Middle ware	Application servers (Apache, Websphere, Oracle), WPS
Security	IPS/IDS/Firewalls / PKI/ Identity Management
Messaging & Collaboration	GroupWise/Lotus Notes/MOSS
Application Development	JDEdwards ERP Tool Set/ .Net Technologies/ ASP/JSP/ Visual Basic/C/Visual C++/Share Point Services SDLC/J2EE technologies/ WebServices/ J2ME (Mobile Technologies)

MAXIMUM AGE LIMIT : 30 years as on 20th June, 2012.
(For position 4.A & 4.B)

SELECTION METHODOLOGY:

Candidates fulfilling all of the above criteria for respective positions will be called for appearing for Written Test. Written test will be objective type comprising of two parts, I. General Aptitude consisting of

Intellectual Potential test, testing Logical Reasoning & Data interpretation, Quantitative Aptitude test & test of English Language, II. Technical / Professional Knowledge comprising of questions related to Qualifying degree / Educational background required for the position applied for. Candidates qualifying in the Written Test will be called for the Personal Interview, in order of the category-wise and discipline-wise merit list in the Written Test **in a predetermined ratio**.

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

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

All the candidates are requested to remain updated at each step of the selection process by visiting our website www.hindustanpetroleum.com. All queries pertaining to recruitment including selection process may be addressed to our Corporate Recruitment Team through adminrect@hpcl.co.in. Candidates are also requested to visit FAQs Section on our website with respect to this recruitment drive. Candidates may please note that personal calls and/or interaction with any of the HPCL's officials during recruitment drive is discouraged, except when absolutely necessary.

TRAINING, EMOLUMENTS AND PLACEMENTS.

For Position No.1.A, & 1.B, 2A & 2 B, 3A & 3B. Selected candidates will initially undergo training for six months. **During the training period, Officer Trainees will be entitled for a consolidated Stipend @ R33,000/- per month.** Upon successful completion of training, they will be absorbed at the entry level in

the Management Cadre in “A” grade in the Salary Scale of R 24,900 – 50,500, Subject to fulfilling the required performance related/ other criterion, and will be on Probation for a further period of 6 months. 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 Superannuation Benefits as per Corporation’s policy in force from time to time.

Upon confirmation, the CTC would be appx. R 08.00 lakhs per annum. In addition to this, Performance Related Pay (PRP) is also paid as per the Corporation’s policy.**

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

For position 4.A & 4.B: These positions are in Management Cadre in “A” grade in the Salary Scale of R 24,900 – 50,500. The Selected Officer will be on Probation for 1 year from the date of Joining. Besides Basic Pay, the employee is entitled to allowance at 50% of Basic Pay under Cafeteria Approach, Dearness Allowance, HRA, Contributory Provident Fund, Gratuity, and Superannuation Benefit as per Corporation’s policy in force at that time.

Upon confirmation, the CTC would be appx. R08.00 lakhs per annum. In addition to this, Performance Related Pay (PRP) is also paid as per the Corporation’s policy.**

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

PLACEMENT/ASSIGNMENTS (Applicable to all positions)

Posting/ Assignment can be in any SBUs/Division/Department of the Corporation at any place in the country/otherwise and the services thereafter will be transferable as per the requirement of the Corporation. These positions generally involve working in shift duties. Selected candidates may also be posted any of the subsidiaries/Joint Ventures or any department of Government of India.

Retention Amount (Applicable to All Positions) :

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

The retention amount will be forfeited, upon leaving the Corporation or termination of service before the confirmation.

RELAXATIONS/ CONCESSIONS:

- Reservation of posts for SC, ST, OBC-NC (including OBC sub-quota of 4.5% for minorities for fresh vacancies only, excluding backlog vacancies) as per Government Directives are applicable.
- 3 % of the identified vacancies will be reserved for PWD (Persons with disabilities –with degree of disability 40% or above).
- Appointment to some of the vacancies of Officer Trainee (Engineering) & Officer Trainee–Quality Control/Operations 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.
- The posts of Officer Trainee–CSR and Information System Officers are open to all categories of disabilities.
- Any request for change in Category (UR/SC/ST/OBC-NC/ PWD) once filled in the online application form, will not be considered and accordingly applicable concession/relaxation will not be extended.
- The reserved category candidates are required to submit the 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. 36012/22/93-Estt.(SCT) dated 08-09-93 from a competent authority issued in the year of advertisement. Further the OBC-NC candidates will have to give a self-undertaking, at the time of Personal Interviews if called for, indicating that they belong to OBC-Non Creamy Layer

- The OBC candidates who belong to “Creamy Layer” are not entitled for concession admissible to OBC-NC candidates and such candidates will have to indicate their category as Unreserved (UR).
- If the SC/ST/OBC/PWD certificate has been issued in a language other than English/Hindi the candidates will be required to submit a self certified translated copy of the same either in English or Hindi.
- Maximum age limit is relaxable by 5 years for SC & ST, 3 years for OBC-NC and 10 years for PWD : UR, 13 years for PWD : OBC-NC and 15 years for PWD : SC/ST candidates, as applicable.
- Maximum age limit relaxable by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.

- Age relaxation by 5 years for Ex-servicemen & Commissioned Officers (including ECOs/ SSCOs) subject to rendering minimum 5 years military service and fulfillment of other conditions prescribed by Govt. of India.
- **Relaxed standards in assessment/selection, Written Test, Personal Interview and overall (Test & Personal Interview) will be applicable for SC, ST & OBC-NC candidates.**
- Reimbursement of 2nd class rail fare by the shortest route to examination centre is admissible for outstation SC, ST & PWD candidates appearing for written test, provided the distance travelled is not less than 30 kms. (Candidates opting for examination centre other than the centre nearest from mailing address will not be reimbursed travel fare). The candidates will be required to fill in the Travel Allowance (TA) Form as detailed on HPCL website and submit it alongwith Travel Proof of travel undertaken and Caste / PWD certificate (as applicable). This reimbursement is not applicable to candidates who are already in Central/State Government Services/PSUs.

PAYMENT OF APPLICATION & PROCESSING FEE.

General and OBC candidates are required to pay a Non-Refundable Amount of r 535/- (Application fee of r 400/-, Processing fee of r 100/- and banking charges of r 35/-) and SC, ST & PWD candidates are required to pay a Non-Refundable Amount of r 135/- (Processing fee of r 100/- plus banking charges of r 35/-) by selecting any one of the payment option (as detailed below) in the online application.

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

Candidates are requested to make payment through challan at any SBI branch after 2 working days from the date of submission of online application form.

Under this option candidates are required to take a print of '3 part challan' (1.Candidate copy, 2.HPCL copy, 3.SBI copy). Non-Refundable Amount of r535/- (Application fee of r 400/-, Processing fee r 100/- and banking charges of r 35/-) for General & OBC-NC candidates and r 135/- (Processing fee of r 100/- plus banking charges of r 35/-) for SC, ST & PWD candidates, is to be deposited through pre-printed challan in HPCL Powerjyoti A/C at any branch of SBI across country.

SBI official will be able view all your details (non-editable) in their system, after entering your unique application / reference no alongwith date of birth towards crediting the amount against your application. **Please ensure that you get the correct Journal no. entered on candidate copy and HPCL copy of the Challan, against the payment made.**

Candidates are required to collect the ‘Candidate’s copy’ and ‘HPCL copy’ of 3 part challan from bank and preserve the same for future reference.

Once the payment is received by HPCL against your application no. your payment status will change to “Payment Received” within 2-3 working days. Please **ensure that your payment status is changed to “payment received”** within 2-3 working days from the date of payment of application & processing fee, as the applications with other payment status will not be accepted. In case, the payment status does not change to “Payment Received” within 2-3 working days from making the payment, upload the Challan details alongwith scan copy of Your Challan against your online application on HPCL website.

B. Online Payment through Debit / Credit card.

Under this option candidates can pay applicable application & processing fee online by using Debit / Credit card. The payment status will automatically change to “Payment Received”, immediately on successful transaction. In case the payment status does not change immediately, candidates are required to re-try payment through Debit/ Credit card or switch to payment through challan at SBI.

All the candidates must ensure that the payment status is *“Payment Received”* as the transaction will be considered *“incomplete”* in case of any other payment status. Once the payment is done, Candidates are required to take print of acknowledgment of payment and preserve the same for future reference

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

HOW TO APPLY:

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

Apply **online only** on www.hindustanpetroleum.com. Online submission of the application will be allowed on the website upto 20th June, 2012. No other mean / mode of the application shall be accepted. Online Application System will be open from 1000 hrs on 29th May, 2012 to 1700 hrs on 20th June, 2012.

STEPS FOR APPLYING:

STEP 1. Login to www.hindustanpetroleum.com and click on **Career Opportunities**. Read all the instructions given on the website carefully.

Candidate should keep scan copy of Passport size photo (in jpg / gif format less than 500 kb) ready before filling online application form.

STEP 2. Fill in the online form with all the relevant details carefully (details once submitted cannot be modified). Upload Scan copy of your latest passport size photograph.

Note: Candidates completing their qualifying degree by September 2012, are required to specify the aggregate % marks upto last completed semester, in the box provided for % marks against the qualifying degree field, while filling the Online application form.

STEP3. Click Submit. You will get a system generated unique 12 Digit Application / Reference No. Please note that this Application / Reference No. is important and will be required for all future references throughout the selection process. Take Printout of the Online Application Form and preserve it for future reference.

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

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

Note: Candidates are "NOT" required to submit hard copy of application form to HPCL. The details filled in the online application form will be considered final and no changes will be entertained w.r.t. personal/ any other details, later on.

GENERAL INSTRUCTIONS:

- Indian Nationals only need to apply.
- Only Online Applications will be acceptable. Candidate should keep scan copy of Passport size photo (in jpg / gif format less than 500 kb) ready before filling online application form.
- Candidates are not required to send printout of online application or any other document in hard copy to HPCL. Admit Card for Written Test, Specimen Questions, Interview Call Letters, etc. will not be sent to candidates in hard copy. Candidates will be required to download the same from HPCL website www.hindustanpetroleum.com. Various intimations, schedules/dates can be accessed through HPCL website.
- All queries pertaining to recruitment including selection process may be addressed to our Corporate Recruitment Team only through an e-mail at adminrect@hpcl.co.in.
- Candidates are also requested to visit FAQs Section on our website with respect to this recruitment drive.
- Admit card for written test is to be downloaded from the website has to be duly signed by the candidate and photograph affixed and is required to be produced at the time of written test.
- HPCL will not be responsible for any loss/ non-delivery of email/admit card sent/ any other communication sent, due to invalid/wrong email id.
- All the qualifications should be full time regular course/s from AICTE approved / UGC recognized University/Deemed University. The courses offered by Autonomous Institutions should be equivalent to the relevant courses approved / recognized by Association of Indian Universities (AIU)/UGC/AICTE.
- Wherever CGPA/OGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University/Institute. Please also obtain a certificate to this effect from University / Institute which shall be required at the time of interview.
- Number of vacancies may increase/decrease at the discretion of the Corporation.
- **Since the written test for all the above positions is to be conducted on the same day, the candidates should apply for one position only.**
- Applications with incomplete / wrong particulars or not in the prescribed format will not be considered. **The email id provided in online application should remain valid for at least one year.**
- HPCL reserves the right to cancel or add any examination / Personal Interview centre depending on the response in that area/centre.
- Candidates presently employed in Government Departments / PSU's / Autonomous Bodies have to route their application through proper channel and produce NOC at the time of interview.

- The Corporation reserves the right to cancel the advertisement and/or the selection process thereunder.
- Candidates are requested to make payment through challan at any SBI branch after 2 working days from the date of submission of online application form.
- The online registration and option of making payment online through credit / debit card would remain open till 1700 hrs on 20th June, 2012. Candidates can make the payment through challan at any SBI branch till 1700 hrs on 25th June, 2012.
- Candidates can view their status of payment of application fee by logging in HPCL website with application / reference no. & e-mail ID (as mentioned in online application), after 2-3 working days from actual payment date.
- In the event of non-receipt of application & processing fee from candidates for reasons whatsoever, his / her candidature will stand cancelled and no further communication on the same will be entertained.
- All the details given in the online form will be treated as final and no changes will be entertained.

Furnishing of wrong/false information will lead to disqualification and HPCL will not be responsible for any of the consequences of furnishing such wrong/false information. Since all the applications will be screened without documentary evidence, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong information, their candidature will be rejected. 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.