



HPCL: Touching Lives Everyday In Everyway

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 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 in various disciplines.

More about HPCL:

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**.

SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES

Post Name	Group	Vacancy	Reserved for	PwD category	Locations	Age Limit	Qualification criterion	Salary scales	CTC
Junior Admin Assistant (JAA)	C	4	UR	HH	Solapur	35	Regular Graduation (B.Sc / B.Com/ B.A / Bachelor in Computer Applications *) with 50% aggregate marks of all semesters / years with proficiency in computer skills (Typing speed, MS Office – Word, Excel and Power point).	13500 - 37630	5,07,000
					Hissar				
					Nellore				
					Kota				
General Service Assistant (GSA)	D	1	OBC (NC)	VH	Mumbai	38	ITI in relevant Trade ** with 50% aggregate marks of all semesters / years.	12370 - 20410	4,65,000
		2		HH	Mumbai				

Candidates who have applied during the first recruitment drive for PwD (August 2015 – Nov 2015) are also eligible to apply.

Candidates must be in possession of all qualification related certificates at the time of the applying.

*** Candidates having qualification other than as mentioned above are not eligible for the above positons.**

**** General Service Assistant | Qualification criterion:** ITI in relevant trade with 50% aggregate of all semesters / years. The relevant trade will include **only** the following:

Fitter / Instrument Mechanic / Machine Tool Maintenance / Machinist / Mechanic Machine Tool Maintenance / Mechanic Mechatronics / Information technology and Electronics system / Electrical Maintenance / Electrician /Electronic Mechanic / Mechanic Motor Vehicle

TRAINING, EMOLUMENTS AND PLACEMENTS

The above CTC is including Retiral Benefits. In addition to this, productivity incentive is also paid as per the Corporation's policy. It may please be noted that the retiral benefits like superannuation benefit is payable only on separation from the services of the Corporation after completing minimum 15 years of service in the Corporation (resignation/ termination not included) of the employee.

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

The Selected employee will be on Probation for six months from the date of Joining.

Upon successful completion of the Probation period, they will be considered for confirmation in their respective grades subject to complying with attendance requirements, verification of antecedents, and verification of caste status / certificate wherever applicable.

SELECTION METHODOLOGY

Candidates fulfilling all of the above eligibility criteria for respective positions will be called for Computer based test (written) comprising of General Aptitude test and Technical / Professional knowledge.

For Junior Administrative Assistant, candidates qualifying in the Computer based test will be called for Skill test to assess their proficiency in computer skills, this will comprise of typing speed (word limit 25wpm), practical on MS word, MS Excel and Power point.

For Junior Admin Assistant, while drawing merit list of successful candidates, 85% weightage would be given to performance in Computer Based test and 15% to Skill test.

For General Service Assistant, the merit list of successful candidates will be drawn basis the performance in the Computer Based test.

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

Final appointment would be subject to fulfilment of all eligibility criteria w.r.t Academic Qualification, Age and Submission of documents / certificates such as proof of Age, Qualifications, Caste, Medical certificate of PwD , NOC, Relieving letter from previous employer and Medical fitness as may be applicable .

All the candidates (Junior Admin Assistant and General Service Assistant) will have to undergo behaviour Assessment by external experts. This is not an elimination round and the outputs will be used for developmental purposes only.

CONCESSIONS / RELAXATIONS

- 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.
- Any request for change in Category (UR/SC/ST/OBC-NC/ PWD) once filled in the online application form, will not be considered and accordingly concession/relaxation applicable will not be extended.
- The reserved category candidates are required to submit the caste/ PWD certificate/s in prescribed format applicable (the format can be downloaded from our site www.hpclcareers.com) for appointment to posts under Government of India & issued by the competent authority at the time of document verification during various stages of selection, in support of their claim.
- In addition, the OBC-Non Creamy candidates will be required to submit a valid caste certificate in recent 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 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.
- For availing the reservation under OBCNC category, the name of caste and community of the candidate must appear in the 'Central List of Other Backward Classes' available on National Commission for Backward Classes (NCBC), Government of India website, www.ncbc.nic.in.
- The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBC-NC candidates and such candidates will have to indicate their category as Unreserved (UR).
- If the SC/ST/OBC-NC/PWD certificate has been issued in a language other than English/Hindi the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.
- Maximum age limit 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 fulfilment of other conditions prescribed by Govt. of India.
- Reimbursement of 2nd class rail fare by the shortest route to examination Centre is admissible for outstation PWD candidates appearing for Computer based test, 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 it along with Travel Proof for travel undertaken. This reimbursement is not applicable to candidates who are already in Central/State Government Services/PSUs.

PHYSICAL / MEDICAL FITNESS:

Desirous candidates seeking employment with Hindustan Petroleum need to be medically fit as per Hindustan Petroleum's pre-employment medical standards.

Reference for a medical examination does not mean final selection, which may please be noted.

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 Recruitment Team through srdpwcdbtonline@mail.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.

HOW TO APPLY

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

Apply online only on www.hpclcareers.com or through www.hindustanpetroleum.com. No other mode of the application shall be accepted. Online Application System will be open from **11:00 AM on 04th March 2016 to 23:59 hrs. on 21st March 2016.**

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 50 kb) ready before filling online application form.

STEP 2: Fill in the online form with all the relevant details. Upload Scan copy of your latest passport size photograph along with the online application form.

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

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

GENERAL INSTRUCTIONS

- Indian Nationals only need to apply.
- The last date for reckoning age will be considered as of **21st March 2016**.
- The last date for online application for all positions is **21st March 2016**.
- Only Online Applications will be acceptable. Candidate should keep scan copy of Passport size photo (in jpg / gif format less than 50 kb) ready before filling online application form.
- Candidates are not required to send printout of application or any other documents in hard copy to HCPL. Admit Card for Written Test, Specimen Questions, Interview Call Letters, etc. will not be sent to candidates in hard copy. Candidates will be required to download the same from HPCL website www.hindustanpetroleum.com. Various intimations, schedules/dates can be accessed through HPCL website.
- Mere issue of Admit card/Interview call letter will not imply acceptance of candidature.
- 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.
- Candidates presently employed in Government Departments / PSU's / Autonomous Bodies owned by the Government, **should submit their application through proper channel. They are required to produce No Objection Certificate at the time of document verification failing which their candidature will not be entertained.**
- 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 the details given in the online form will be treated as final and no changes will be entertained.
- For JAA, all the qualifications should be regular course/s from AICTE approved / UGC recognized University/Deemed University.
- For GSA, ITI trade certificate should be recognized by National/State council for vocational training.
- The vacancies indicated above is tentative and the Corporation may increase the relevant categories at the discretion of Management and in compliance with Presidential Directives on reservation at the time of appointment. Depending on the requirement, the corporation reserves the right to cancel/restrict/curtail/enlarge the recruitment process, if need so arises, without any further notice and without assigning any reason thereof.
- In case large number of applications are received, Management reserves the right to raise the minimum eligibility standards/ criteria.
- In case of less number of applications are received, Management reserves the right to modify the selection process.
- Management reserves the right to restrict the number of candidates to be called for Skill test for JAA, and for behavioural assessment for both JAA and GSA, and reject the application without assigning any reasons/change the number of posts.
- HPCL reserves the right not to fill any of the above posts advertised at any stage of selection process.

IMPORTANT DATES	
Commencement of online application	04 th March 2016
Last date of online application	21 st March 2016
Tentative date for Computer Based Test	10 th April 2016

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 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