



HINDUSTAN PETROLEUM CORPORATION LIMITED

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

CIN NO: L23201MH1952GOI008858

Hindustan Petroleum Corporation Limited (HPCL) is a Navratna and a Forbes 2000 company. It ranked at 384 in Fortune Global 500 list and 48 in the list of Platts Top 250 Global Energy Companies in the year 2017.

During 2017-18, HPCL has achieved the highest ever profit of ₹ 6,357 crore on standalone basis. 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 invites proficient and motivated candidates looking for exciting career opportunities to be a part of our growth journey. Interested and eligible candidates can apply for the following vacancies **ONLINE**.

IMPORTANT DATES

Commencement of online application	31st Jul 2018
Last date of online application	31st Aug 2018

Sr. No	Title	Vacancies	Salary Grade	Max Age	Min Educational Qualifications	Min Exp	Shortlisting Process
LEGAL							
3.A	Law Officer	4	A	26	3 yr full time course in law after graduation or 5 yr course in law after 12th Standard	1 yr	Written Test + Group Task + Moot Court & Single/ Multi-stage Interview

JOB DETAILS

3.A	Role: Law Officer	Max Age: 26	S/G(A): Scale of Pay: ₹60000-₹180000
Education Qualifications: 3-year full time course in law after graduation or 5 year course in law after 12th Standard from AICTE approved / UGC recognized University/Deemed University. Candidates scoring minimum 60% in aggregate of all the semesters/years (55% for SC, ST & PWD candidates) in the qualifying degree (as applicable) are only eligible to apply. Qualification should be obtained only through full time regular course from a recognized University/Institute.			
Work Experience/ Job Specifications: Minimum of one-year experience as a practicing Advocate or working in a reputed Law Firm or Company. For practicing Advocates, the experience must be after enrolment in the Bar Association and for working candidates, it must be post qualification. Experience should preferably relate to drafting Agreements, preparing Court/Arbitration papers, briefing Counsel, etc. substantially covering the law relating to Contracts, Sale of Goods, Transfer of Property, Intellectual Property and Consumer			

Protection.

Candidates should possess excellent written/verbal communication skills. Proficiency in reading and writing in any one or more Scheduled language (as per Constitution) in addition to English and Hindi is preferred.

NOTE: 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 the 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 will not be considered as experience.

Job Description: Draft and finalize pleadings, agreements, various deeds & 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. 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 front. Handle Arbitration cases, verify title documents, conduct reviews and training

Shortlisting and Selection Process: Refer point IV (Shortlisting/Selection Process)

II. PLACEMENT / POSTING

Posting/ Assignment can be in any SBUs/Division/Department of the Corporation at any place in the country and the services thereafter will be transferable as per the requirement of the Corporation. Selected candidates may also be posted / assigned to any of the subsidiaries/Joint Ventures or any department of Government of India.

III. SCALE OF PAY

Sr. No	Position	Salary Grade	Scale of Basic Salary	Approx. CTC* (in lakhs)
1	Officer	A	₹60000-₹180000	₹16.8

* The above CTC has been calculated at minimum base level of pay grade and includes Base Pay, Retiral Benefits, Dearness Allowance, HRA and Cafeteria Allowance. This also includes Performance Related Pay (PRP) as per the Corporation's policy. CTC is for candidates posted in metro cities; and may vary for other locations.

The Selected Officers will be on Probation for 1 year from the Date of Joining.

For Positions in "A" Grade: Upon completion of the Probation period, the officers recruited in Sal Grade "A" will be considered for confirmation subject to satisfactory performance during Probation period, qualifying in Technical Competency test, submission of Project Report upto qualifying standards, required attendance etc. The confirmation in the service would also be subject to verification of antecedents, verification of caste status / certificate, experience certificates etc wherever applicable

The above CTC is including Retiral Benefits. 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.

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

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

IV. SCREENING / SHORTLISTING

The multiple stage process may comprise of various shortlisting tools like written test, interview, group task etc. Candidates fulfilling all the eligibility criteria (based on scrutiny of the application and resume as submitted in the online application), will be considered for further selection process for appearing in Written Test (objective type with no negative marking, comprising of two parts, **I. General Aptitude** consisting of Intellectual Potential test, testing Logical Reasoning & Data interpretation, Quantitative Aptitude test & test of English Language, **II. Technical / Professional Knowledge** comprising of questions related to Qualifying degree / Educational background required for the position applied for). Candidates qualifying in the Written Test will be called for the Group Task in order of the category-wise and discipline-wise merit list of the Written Test **in a predetermined ratio.**

All candidates who qualify in the Group Task will proceed for the Personal Interview. **Candidates must secure minimum qualifying marks in each stage, Written Test, Group Task and Personal Interview and also secure minimum qualifying marks w.r.t. combined scores of Written Test + Group Task + Moot Court & Personal Interviews to be further considered for selection process.** A category & discipline-wise merit list will be drawn for all the candidates who qualify in all selection parameters as per the above criterion & offer of appointment would be as per the vacancies available category & discipline-wise. Candidates belonging to SC/ST/OBC-NC & PWD would be assessed under relaxed standards during personal interviews.

1. WRITTEN TEST

- Minimum qualifying marks in Domain section: 50% for all categories
- Minimum qualifying Overall Marks (i.e. Domain + Aptitude) Marks: 60% for UR & 54% (SC/ST/PWD/OBCNC)
- Written Test scores are included in drawing Final Merit List

2. GROUP TASK

- Minimum Qualifying Marks to be obtained (40% for UR, 33.33% for SC/ST/PWD/OBCNC)

3. MOOT COURT & PERSONAL INTERVIEW

- Minimum Qualifying Marks (40% for UR; 33.33% for SC/ ST/ PWD/ OBCNC) to be obtained in combined (Moot Court & Personal Interview)

4. FINAL SCORING

- Minimum qualifying Marks (60% for UR, 54% for SC/ ST/ OBCNC/ PWD) in combined scores of Written Test + Work Experience + Group Task+ Moot Court & Personal Interview

5. PRE-EMPLOYMENT MEDICAL EXAM

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.

A category wise merit list of combined final scores (wherever applicable) will be drawn for all the candidates who qualify in all the selection parameters & offer of appointment would be extended as per the vacancies available category –wise subject to being declared as Medically Fit by HPCL designated Physician and subject to fulfilment of other eligibility criteria w.r.t Academic Qualification, Age, work ex, NOC, relieving letter from previous employer etc. as may be applicable

V. CONCESSIONS AND RELAXATIONS

- a. Reservation of posts for **SC, ST** and **OBC-NC** are as per Government Directives
- b. 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)
- c. 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
- d. Relaxed standards in assessment/selection, Written Test, Group Task, Personal Interview and overall (Test, Group Task and Personal Interview) will be applicable for SC, ST, OBC-NC & PWD candidates
- e. 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.
- f. Maximum age limit relaxable by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.
- g. Vacancies will be reserved for **PWD** (Persons with disabilities –with degree of disability 40% or above) as per presidential directives.
- h. 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.
- i. However, the final appointment would be based on candidate's medical fitness with respect to job profile of the identified posts.
- j. 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.

Sr. No.	POSITION	PWD CATEGORY
1	Law Officer	OL. BL. OAL. B. LV

VI. APPLICATION PROCESS

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 31.08.2018. No other mean / mode of the application shall be accepted. Online Application System will be open from **00:01 hrs on 31.07.2018 to 23:59 hrs on 31.08.2018**.

STEP 1: Login to www.hindustanpetroleum.com and click on **Careers**. Read all the instructions given on “Current Openings” page carefully.

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

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

STEP 3: Click Submit. You will get a system generated 12 Digit Application No. Please note that this Application No. is important and will be required for all future references throughout the selection process. Take Printout of the Online Application Form and preserve it for future reference.

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

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

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

II. PAYMENT OF APPLICATION FEES

- The application fees are applicable to all positions in Salary Grade “A”
- SC, ST & PWD candidates are exempted from payment of application fee.
- General and OBCNC candidates are required to pay a Non-Refundable Amount of ₹590/- (*Application fee of ₹500/- and GST@18% of ₹90/-*).
- There are two modes of payment:

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

Step 1: After two working days from online application take a **print of 2-part challan** (1. Candidate copy, 2. Bank copy) along with **filled application form** and deposit amount with pre-printed challan in **HPCL Powerjyoti A/C Number 32315049001** at any branch of SBI across country

Step 2: Ensure that bank affixes ‘**payment received**’ stamp and **Journal no.** on two parts of challan. Collect the ‘**Candidate’s copy**’ of 2-part challan from bank and preserve the same for future reference.

Step 3: Check within **3-4** working days from date of payment of application and processing fee if the application payment status has changed to “**Payment Received**”.

Step 4: In case payment status is not updated within 3-4 working days then kindly send the scanned copy of paid challan to corpenablerrect@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. In case the payment status does not change immediately, candidates are required to re-try payment through Debit/ Credit card or pay through challan at SBI.

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

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

NOTE: Application fee once paid will not be refunded under any circumstances. Candidates are also requested to remit fee only through one mode i.e. challan or on-line payment through debit /credit cards since amount once remitted is not refundable.

Details	Debit Cards	Credit Card	Bank Voucher
Total Amount payable (including application fees+ 18% GST + bank charges, if applicable)	₹ 590	₹ 625	₹ 625

III. GENERAL INSTRUCTIONS

- Only Indian Nationals need apply.
- The last date for reckoning age and all other eligibility criteria will be considered as of 31/08/2018.
- Only Online Applications will be acceptable.
- Mere issue of Admit card/Interview call letter will not imply acceptance of candidature.
- Candidates are not required to send printout of application or any other documents 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.
- In case of Internal candidates, please note that the finally selected candidates will have to resign from the services of the Corporation and rejoin 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 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 corpenablerrect@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. Candidates are requested to visit our website with respect to full details on the role, shortlisting, selection process and syllabus pertaining 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. 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.
- HPCL reserves the right not to fill any of the above posts advertised at any stage of selection.
- **Since the written test for all the above positions is to be conducted on the same day, the candidates should apply for one position only.**
- Applications with incomplete / wrong particulars or not in the prescribed format will not be considered. **The email id provided in online application should remain valid for at least one year.** Candidates must use proper e-mail ids created in their names. Applications with pseudo / fake email ids will attract appropriate action under the law.
- Candidates presently employed in Government Departments / PSU's / Autonomous Bodies owned by the Government, should submit their application through proper channel. However, they must produce No Objection Certificate at the time of interview if their applications were not routed through proper channel,

failing which they will not be allowed to appear for the interview and their candidature will not be entertained.

- Candidates must be in possession of all applicable Degree Certificates and marksheets at the time of application
- The online registration would remain open upto **23:59 pm on 31/08/2018**.
- Candidates can view their status of payment of application fee by logging in HPCL website with application no. & e-mail ID (as mentioned in online application), after two working days from actual payment date.
- In the event of non-receipt of application & processing fee from candidates for reasons whatsoever, his / her candidature will stand cancelled and no further communication on the same will be entertained.
- All the details given in the online form will be treated as final and no changes will be entertained.
- 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 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.

Furnishing of wrong/false information will lead to disqualification and HPCL will not be responsible for any of the consequences of furnishing such wrong/false information. Since all the applications will be screened without documentary evidence, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong information or is found ineligible with respect to any of the eligibility parameters, his/her candidature will be rejected. If any of the above discrepancies w.r.t. to eligibility parameters, furnishing of wrong intimation and or suppressing of any material fact is detected / noticed even after appointment, his/her services will be liable for termination without any further notice. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.

Court of jurisdiction for any dispute will be at Mumbai.

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