



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
RESEARCH AND DEVELOPMENT							
4.A	Chief General Manager – Process Technologies	1	H	52	ME/MTech in Chemical Engineering or PHD in Chemical post ME/MTEch/BTech	20 yrs	CV Shortlisting followed by Single/Multi-stage Interview
4.B	Assistant Manager – Intellectual Property Rights Cell	1	B	30	BE/BTech in Chemical Engineering / MSc (Chemistry) / Ph.D in Chemical or Chemistry AND Registered Patent Agent with Indian Patent Office or any other patent office such as USPTO &EPO	4 yrs	CV Shortlisting followed by Single/Multi-stage Interview
4.C	Sr Manager - FCC	1	D	40	ME/MTech in Chemical and BE/BTech in Chemical	7 yrs	CV Shortlisting followed by Single/Multi-stage Interview
4.D	Assistant Manager/ Manager- Hydroprocessing	1	B / C	33 /36	ME/MTech in Chemical and BE/BTech in Chemical	3/5 yrs	CV Shortlisting followed by

							Single/ Multi-stage Interview
4.E	Sr Manager- Catalysis	1	D	40	PhD in Chemistry (Catalysis, Materials, Chemical Engineering)	7 yrs	CV Shortlisting followed by Single/ Multi-stage Interview
4.F	Assistant Manager/ Manager- Catalysis	1	B / C	34/ 36	PhD in Chemistry (Catalysis, Materials, Chemical Engineering)	1/3 yrs	CV Shortlisting followed by Single/ Multi-stage Interview
4.G	Officer- Catalysis	4	A	27	PhD in Chemistry (Catalysis) and MSc and BSc in relevant area of chemical science	NA	Written Test + Group Task + Single/ Multi-stage Interview
4.H	Sr Manager - Nanotechnology	1	D	40	PhD in Chemistry (Materials/ Nanotechnology/ Chemical)	7 yrs	CV Shortlisting followed by Single/ Multi-stage Interview
4.I	Officer- Nanotechnology	2	A	27	ME/MTech and BE/BTech in Chemical / Nanotechnology	NA	Written Test + Group Task + Single/ Multi-stage Interview
4.J	Sr Manager- Analytical	2	D	40	Ph.D. in Chemistry (Analytical/ Organic/ Inorganic/ Petrochemical Engineering/ Related areas)	7 yrs	CV Shortlisting followed by Single/ Multi-stage Interview
4.K	Officer- Analytical	3	A	27	Ph.D. in Chemistry (Analytical/ Organic/Inorganic/ Petrochemical Engineering/ Related areas)	NA	Written Test + Group Task + Single/ Multi-stage Interview
4.L	Assistant Manager/ Manager- Bioprocess	1	B / C	34/ 36	Ph.D. in Microbiology/Biotechnology/ Chemical Engineering	1/3 yrs	CV Shortlisting followed by Single/ Multi-stage Interview
4.M	Officer - Bioprocess	1	A	27	ME/MTech and BE/BTech in Chemical / Biotechnology	NA	Written Test + Group

							Task + Single/ Multi-stage Interview
4.N	Sr Manager- Polymer/ Petrochemical	1	D	40	Ph.D. in Polymers/Polyolefin/ Petrochemicals/ Related areas	7 yrs	CV Shortlisting followed by Single/ Multi-stage Interview
4.O	Officer- Polymer / Petrochemical	1	A	27	Ph.D. in Polymers/ Polyolefin/ Petrochemicals/ Related areas.	NA	Written Test + Group Task + Single/ Multi-stage Interview
4.P	Assistant Manager/ Manager- Corrosion Study / Metallurgy	1	B / C	33/ 36	MTech in Chemical engineering or Metallurgy OR	3/5 yrs	CV Shortlisting followed by Single/ Multi-stage Interview
				34/ 36	Ph.D. in Chemistry/ Chemical Engineering/ Metallurgy with specialization in corrosion studies	1/3 yrs	CV Shortlisting followed by Single/ Multi-stage Interview
4.Q	Chief Manager/ DGM - Analytical	1	E / F	45/50	Ph.D. in Chemistry (Analytical/ Organic/Inorganic/ Petrochemical Engineering/ Related areas)	12/ 15 yrs	CV Shortlisting followed by Single/ Multi-stage Interview

JOB DETAILS

4. RESEARCH & DEVELOPMENT (ROLES 4.A – 4.Q)

4.A	Role: Chief General Manager –Process Technologies, R&D	Max Age: 52	S/G(H): Scale of Pay: ₹120000-₹280000
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Education Qualifications: ME/ MTech in Chemical Engineering with minimum 60% marks (aggregate of all semesters/years) (50% for SC/ST/PWD candidates) in Graduation as well as Post Graduation.
Candidates with PhD qualification in Chemical post MTech/ ME/ BTech can also apply for this position in relevant field.

Work Experience/ Job Specifications:

- Minimum 20 years of work experience in Research in reputed Petroleum Company or R&D institution working in the area of downstream petroleum or energy related industry
- Should have minimum 12 years of work experience in leading a group of scientists or technical team
- Undertaking process research, Pilot projects, Scale up of research projects at commercial level or innovative research in the petroleum industry

Job Description:

- Identify, initiate, guide and supervise research activities in downstream petroleum areas of direct interest to HPCL's operating divisions.
- Associate in planning and execution of R & D facilities for HPCL's corporate R & D centre.
- Identify the pilot plant and laboratory requirements and execute the set-up of the same.
- To interact and coordinate research activities with internal and external customers and other relevant agencies.
- Effectively manage the functions of departments / division under his/her control

Shortlisting and Selection Process: Refer point V (Shortlisting/Selection Process for R&D Professionals)

4.B	Role: Assistant Manager- Intellectual Property Rights Cell, R&D	Max Age: 30	S/G(B): Scale of Pay: ₹70000-₹200000
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Education Qualifications: 4 years' full time BE/BTech in Chemical **or** Full time MTech in Chemistry **or** PhD in Chemical Engineering / Chemistry with minimum 60% marks in graduation and minimum 60% marks in post-graduation (aggregate of all semesters and 50% for SC/ST/PWD) **AND**

Registered Patent Agent with Indian Patent Office or any other patent office such as USPTO &EPO

Post-graduation Diploma in IPR & Patent Management will be preferred

Candidates with Ph.D. qualification post MTech/ME can also apply for these positions. Preference will be given to higher qualification and related experience.

Work Experience/ Job Specifications: Minimum 4 years out of which the last 2 years of experience has to be:

- as IP Professional (filing Patents/ Trademarks) in petroleum refinery /research, petrochemical units or in consultancy services company executing large and medium size projects in petroleum refinery / research, petrochemical units in supervisory / executive category is essential.
- The relevant experience will be considered only after Registration as Patent Agent.

Job Description:

- Assess and advice on patentability of innovations submitted by scientists
- Draft / assist in drafting patent applications and File patent applications either directly through patent attorneys in India and abroad as required. Process payments for filing patents and monitor
- Conduct patent search and provide search reports to scientists
- Maintain records of patents filed, and actions to be taken from time to time, maintaining granted patents
- Any other jobs assigned from time to time by the management

Shortlisting and Selection Process: Refer point V (Shortlisting/Selection Process for R&D Professionals)			
4.C	Role: Sr Manager - FCC	Max Age: 40	S/G(D): Scale of Pay: ₹90000-₹240000
Education Qualifications: MTech/ME in Chemical Engineering and BTech/BE in Chemical Engineering (Chemical Engineering/Biotechnology, Petroleum Refining, Petrochemical, Petroleum Refining & Petrochemical) with minimum 60% marks (aggregate of all semesters/years) (50% for SC/ST/PWD candidates) in Graduation as well as Post Graduation.			
Work Experience/ Job Specifications: Minimum 7 years of experience in the area of Petroleum Refining such as FCC			
Job Description: <ul style="list-style-type: none"> • Undertake research work in secondary refining processes such as Fluid Catalytic Cracking • Operation of pilot plants at varied process conditions and generation of high quality experimental data • Monitoring the health of in-use FCC catalyst and identify/ recommend suitable catalyst for operating FCC units • Support in providing advanced research/ technical services to the operating units for trouble shooting 			
Shortlisting and Selection Process: Refer point V (Shortlisting/Selection Process for R&D Professionals)			
4.D	Role: Assistant Manager/ Manager- Hydroprocessing	Max Age: S/G(B): 33 S/G(C): 36	S/G(B): Scale of Pay: ₹70000-₹200000 S/G(C): Scale of Pay: ₹80000-₹220000
Education Qualifications: MTech/ME in Chemical Engineering and BTech/BE in Chemical Engineering (Chemical Engineering/Biotechnology, Petroleum Refining, Petrochemical, Petroleum Refining & Petrochemical) with minimum 60% marks (aggregate of all semesters/years) (50% for SC/ST/PWD candidates) in Graduation as well as Post Graduation			
Work Experience/ Job Specifications: Min 3 yrs experience for S/G(B) / Min 5 yrs experience in S/G(C) Experience in the area of Petroleum Refining such as Hydroprocessing			
Job Description: <ul style="list-style-type: none"> • Undertake research activities in downstream area related to refinery processes up-gradation, in particular Hydro-processing • Installation or Commissioning of pilot plants & other facilities for Hydroprocessing lab at the R & D Centre • Operation of pilot plant at varied operating conditions for optimization of process parameters and undertake generation of high quality pilot plant experimental data • Monitoring of health of in-use catalyst and identify and recommend suitable catalyst for operating plants • Support in providing advanced research/technical services to the operating plants for trouble shooting 			
Shortlisting and Selection Process: Refer point V (Shortlisting/Selection Process for R&D Professionals)			
4.E	Role: Sr Manager-Catalysis	Max Age: 40	S/G(D): Scale of Pay: ₹900000-₹240000
Education Qualifications: Ph.D. in Chemistry (Catalysis/Materials/ Chemical Engineering.) with minimum 60% marks (aggregate of all semesters/years) (50% for SC/ST/PWD candidates) in Graduation as well as Post Graduation			
Work Experience/ Job Specifications: Min 7 yrs experience in the area of Catalysis			
Job Description:			

- Undertake and direct research activities in downstream area related to refinery processes, particularly in the area of catalysis, development of materials, characterization by sophisticated physico-chemical techniques and evaluation of catalytic properties
- Lead a team of highly qualified professionals in the field of Catalysis
- Execute research projects leading to development of new catalysts and their commercialization
- Coordinate research activities with internal and external customers and collaborative partners
- Carry out independent research work in refinery catalyst development and participate in development of novel catalysts
- Operate and maintain state of the art lab equipment including bench scale and micro-reactor facilities
- Support in providing advanced research / technical services to the operating plants for trouble shooting

Shortlisting and Selection Process: Refer point V (Shortlisting/Selection Process for R&D Professionals)

4.F	Role: Assistant Manager/ Manager- Catalysis	Max Age: S/G(B): 34 S/G(C): 36	S/G(B): Scale of Pay: ₹70000-₹200000 S/G(C): Scale of Pay: ₹80000-₹220000
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Education Qualifications: Ph.D. in Chemistry (Catalysis/Materials/ Chemical Engineering) with minimum 60% marks (aggregate of all semesters/years) (50% for SC/ST/PWD candidates) in Graduation as well as Post Graduation

Work Experience/ Job Specifications:

Min 1 yr experience for S/G(B) / Min 3 yrs experience in S/G(C) in the area of Catalysis

Job Description:

- Undertake research activities in downstream area related to refinery processes, particularly in the area of catalysis, development of materials, characterization by sophisticated physio-chemical techniques and evaluation of catalytic properties
- Execute research projects leading to development of new catalysts and their commercialization
- Enable establishment of required facilities for Catalysis lab at the R & D Centre
- Coordinate research activities with internal and external customers and collaborative partners
- Carry out independent research work in refinery catalyst development and participate in development of novel catalysts
- Operate and maintain state of the art lab equipment including bench scale and micro-reactor facilities
- Support in providing advanced research/technical services to the operating plants for trouble shooting

Shortlisting and Selection Process: Refer point V (Shortlisting/Selection Process for R&D Professionals)

4.G	Role: Officer - Catalysis	Max Age: 27	S/G(A): Scale of Pay: ₹60000-₹180000
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Education Qualifications: Ph.D. in Chemistry (catalysis) and M.Sc and B.Sc in relevant area of chemical science with minimum 60% marks (aggregate of all semesters/years) (50% for SC/ST/PWD candidates) in Graduation as well as Post Graduation

Job Description:

- Undertake research activities in downstream area related to refinery processes, particularly in the area of catalysis, development of materials, characterization by sophisticated physio-chemical techniques and evaluation of catalytic properties
- Execute research projects leading to development of new catalysts and their commercialization
- Enable establishment of required facilities for Catalysis lab at the R & D Centre
- Coordinate research activities with internal and external customers and collaborative partners
- Carry out independent research work in refinery catalyst development and participate in development of novel catalysts
- Operate and maintain state of the art lab equipment including bench scale and micro-reactor facilities
- Support in providing advanced research/technical services to the operating plants for trouble shooting

Shortlisting and Selection Process: Refer point IV (Shortlisting/Selection Process)			
4.H	Role: Sr Manager -Nanotechnology	Max Age: 40	S/G(D): Scale of Pay: ₹900000-₹240000
Education Qualifications: Ph.D. in Chemistry (Materials/Nanotechnology/ Chemical Engineering) with minimum 60% marks (aggregate of all semesters/years) (50% for SC/ST/PWD candidates) in Graduation as well as Post Graduation			
Work Experience/ Job Specifications: Min 7 years' experience in the area of Nanotechnology			
Job Description:			
<ul style="list-style-type: none"> • Undertake and direct research work in the area of nanotechnology based on latest developments in the field of Nano catalysts, Nano materials and Nano lubricants • Lead a team of highly qualified professionals in the field of Nanotechnology • Identify and carry out research projects using nanomaterial characterization techniques such as Field Emission Scanning Electron Microscope, Atomic Force Microscope, Electron Diffraction Techniques, Electron probe microanalysis etc • Development of new products/ processes for value addition & margin improvement 			
Shortlisting and Selection Process: Refer point V (Shortlisting/Selection Process for R&D Professionals)			
4.I	Role: Officer - Nanotechnology	Max Age: 27	S/G(A): Scale of Pay: ₹60000-₹180000
Education Qualifications: ME/MTech and BE/BTech in Chemical / Nanotechnology with minimum 60% marks (aggregate of all semesters/years) (50% for SC/ST/PWD candidates) in Graduation as well as Post Graduation			
Job Description:			
<ul style="list-style-type: none"> • Undertake and direct research work in the area of nanotechnology based on latest developments in the field of Nanocatalysts, Nanomaterials and Nano lubricants • Enable establishment of required lab facilities for nanotechnology lab in R&D centre • Identify and carry out research projects using nanomaterial characterization techniques such as Field Emission Scanning Electron Microscope, Atomic Force Microscope, Electron Diffraction Techniques, Electron probe micro analysis etc. • Development of new products/ processes for value addition & margin improvement 			
Shortlisting and Selection Process: Refer point IV (Shortlisting/Selection Process)			
4.J	Role: Sr Manager-Analytical	Max Age: 40	S/G(D): Scale of Pay: ₹900000-₹240000
Education Qualifications: Ph.D. in Chemistry (Analytical/ Organic/Inorganic/ Petrochemical Engineering/ Related areas) with minimum 60% marks (aggregate of all semesters/years) (50% for SC/ST/PWD candidates) in Graduation as well as Post Graduation			
Work Experience/ Job Specifications: Min 7 years' experience in the area of analytical.			
Job Description:			
<ul style="list-style-type: none"> • Undertake research activities in analytical sciences area related to petroleum products, employing advanced analytical techniques such as elemental analysis (ICP/AES/MS), thermochemical spectroscopy, x-ray spectroscopy (XRD, XRF, XPS), chromatographic techniques (HPLC and GC), etc. • Develop new methods for analysis of petroleum products and crude & other refinery samples using different analytical techniques • Execute in-house research projects and provide quality and quantitative analytical data • Enable establishment of required facilities for advanced analytical equipment facilities at the R & D Centre • Coordinate research activities with internal and external customers and collaborative partners • Support in providing advanced research/technical services to the operating plants for trouble shooting 			

Shortlisting and Selection Process: Refer point V (Shortlisting/Selection Process for R&D Professionals)			
4.K	Role: Officer-Analytical	Max Age: 27	S/G(A): Scale of Pay: ₹60000-₹180000
Education Qualifications: Ph.D. in Chemistry (Analytical/ Organic/Inorganic/ Petrochemical Engineering/ Related areas) with minimum 60% marks (aggregate of all semesters/years) (50% for SC/ST/PWD candidates) in Graduation as well as Post Graduation			
Job Description:			
<ul style="list-style-type: none"> Undertake research activities in analytical sciences area related to petroleum products, employing advanced analytical techniques such as elemental analysis (ICP/AES/MS), thermochemical spectroscopy, x-ray spectroscopy (XRD, XRF, XPS), chromatographic techniques (HPLC and GC), etc. Develop new methods for analysis of petroleum products and crude & other refinery samples using different analytical techniques Execute in-house research projects and provide quality and quantitative analytical data Enable establishment of required facilities for advanced analytical equipment facilities at the R & D Centre Coordinate research activities with internal and external customers and collaborative partners Support in providing advanced research/technical services to the operating plants for trouble shooting 			
Shortlisting and Selection Process: Refer point IV (Shortlisting/Selection Process)			
4.L	Role: Assistant Manager/ Manager- Bioprocess	Max Age: S/G(B): 34 S/G(C): 36	S/G(B): Scale of Pay: ₹70000-₹200000 S/G(C): Scale of Pay: ₹80000-₹220000
Education Qualifications: Ph.D. in Microbiology/ Biotechnology/Chemical Engineering with minimum 60% marks (aggregate of all semesters/years) (50% for SC/ST/PWD candidates) in Graduation as well as Post Graduation			
Work Experience/ Job Specifications:			
Min 1 yrs experience for S/G(B) / Min 3 yrs experience in S/G(C) in the area of bioprocess			
Job Description:			
<ul style="list-style-type: none"> Undertake and direct research in the areas of application of Bioprocesses to the refinery processes/development biocatalysts / biofuels Enable establishment of facilities for the Bioprocesses lab at the R&D Centre Guide in operating state-of-art laboratory scale fermenter systems and translating the lab scale fermentation process to pilot plant scale for the production of biofuels Identify and undertake research projects in the area of ETP through membrane separation process in industrial scale for improving ETP plants performance at HPCL refineries To interact and coordinate research activities with internal and external customers and other relevant agencies and undertake collaborative research programs 			
Shortlisting and Selection Process: Refer point V (Shortlisting/Selection Process for R&D Professionals)			
4.M	Role: Officer- Bioprocess	Max Age: 27	S/G(A): Scale of Pay: ₹60000-₹180000
Education Qualifications: ME/MTech and BE/BTech in Chemical / Biotechnology with minimum 60% marks (aggregate of all semesters/years) (50% for SC/ST/PWD candidates) in Graduation as well as Post Graduation			
Job Description:			
<ul style="list-style-type: none"> Undertake and direct research in the areas of application of Bioprocesses to the refinery processes/development biocatalysts / biofuels Enable establishment of facilities for the Bioprocesses lab at the R&D Centre Guide in operating state-of-art laboratory scale fermenter systems and translating the lab scale fermentation process to 			

<p>pilot plant scale for the production of biofuels</p> <ul style="list-style-type: none"> Identify and undertake research projects in the area of ETP through membrane separation process in industrial scale for improving ETP plants performance at HPCL refineries To interact and coordinate research activities with internal and external customers and other relevant agencies and undertake collaborative research programs 			
Shortlisting and Selection Process: Refer point IV (Shortlisting/Selection Process)			
4.N	Role: Sr Manager- Polymer/ Petrochemical	Max Age: 40	S/G(D): Scale of Pay: ₹900000-₹240000
Education Qualifications: PhD in Polymers/Polyolefin/ Petrochemicals/ Related areas with minimum 60% marks (aggregate of all semesters/years) (50% for SC/ST/PWD candidates) in Graduation as well as Post Graduation			
Work Experience/ Job Specifications: Min 7 years' experience in the area of Polymer synthesis, Polyolefin, Petrochemicals, Product Development.			
Job Description:			
<ul style="list-style-type: none"> Undertake and direct research work in the area of petrochemicals/ polymers Design of Petrochemicals/polymers laboratory layout, finalization of tech specifications and procurement of the equipment/ pilot plants etc. Lead a highly qualified team of professionals in the area of Petrochemicals/ Polymers. Development of new products/processes for value addition & margin improvement. Integration of petroleum refining and petrochemicals research 			
Shortlisting and Selection Process: Refer point V (Shortlisting/Selection Process for R&D Professionals)			
4.O	Role: Officer- Polymer/ Petrochemical	Max Age: 27	S/G(A): Scale of Pay: ₹60000-₹180000
Education Qualifications: PhD in Polymers/Polyolefin/ Petrochemicals/ Related areas with minimum 60% marks (aggregate of all semesters/years) (50% for SC/ST/PWD candidates) in Graduation as well as Post Graduation			
Job Description:			
<ul style="list-style-type: none"> Undertake and direct research work in the area of petrochemicals/ polymers Design of Petrochemicals/polymers laboratory layout, finalization of tech specifications and procurement of the equipment/ pilot plants etc. Lead a highly qualified team of professionals in the area of Petrochemicals/ Polymers. Development of new products/processes for value addition & margin improvement. Integration of petroleum refining and petrochemicals research 			
Shortlisting and Selection Process: Refer point IV (Shortlisting/Selection Process)			
4.P	Role: Assistant Manager/ Manager- Corrosion Study/ Metallurgy	S/G(B): Scale of Pay: ₹70000-₹200000 S/G(C): Scale of Pay: ₹80000-₹220000	
Education Qualifications: M Tech in Chemical engineering or Metallurgy Or		Max Age S/G(B): 33 S/G(C): 36	Work Experience S/G(B): 3 yrs S/G(C): 5 yrs
Ph.D. in Chemistry/ Chemical Engineering/ Metallurgy with specialization in corrosion studies		Max Age S/G(B): 34 S/G(C):36	Work Experience S/G(B): 1 yr S/G(C): 3 yrs
Work Experience/ Job Specifications: Experience in the area of corrosion studies			
Job Description:			

- Development of new products for corrosion mitigation in the refinery units & other SBUs
- Development of testing protocols for experimentation
- Proposing new equipment for corrosion testing and installation/commissioning
- Support in providing advanced research/ tech services to the field staff for refineries and other SBUs by carrying out failure analysis
- Providing tech solutions based on literature update and troubleshooting the problems

Shortlisting and Selection Process: Refer point V (Shortlisting/Selection Process for R&D Professionals)

4.Q	Role: Chief Manager, Deputy General Manager – Analytical	Max Age: S/G(E): 45 S/G(F): 50	S/G(E): Scale of Pay: ₹100000-₹260000 S/G(F): Scale of Pay: ₹120000-₹280000
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Education Qualifications: Ph.D. in Chemistry (Analytical/ Organic/Inorganic/ Petrochemical Engineering/ Related areas) with minimum 60% marks (aggregate of all semesters/years) (50% for SC/ST/PWD candidates) in Graduation as well as Post Graduation

Work Experience/ Job Specifications:

Min 12 yrs experience for S/G(E) / Min 15 yrs experience for S/G(F) in the area of analytical

Job Description:

- Undertake research activities in analytical sciences area related to petroleum products, employing advanced analytical techniques such as elemental analysis (ICP/AES/MS), thermochemical spectroscopy, x-ray spectroscopy (XRD, XRF, XPS), chromatographic techniques (HPLC and GC), etc.
- Develop new methods for analysis of petroleum products and crude & other refinery samples using different analytical techniques
- Execute in-house research projects and provide quality and quantitative analytical data
- Enable establishment of required facilities for advanced analytical equipment facilities at the R & D Centre
- Coordinate research activities with internal and external customers and collaborative partners
- Support in providing advanced research/technical services to the operating plants for trouble shooting

Shortlisting and Selection Process: Refer point V (Shortlisting/Selection Process for R&D Professionals)

Note for All R&D Positions (4.A – 4.Q)

- Eligibility for Ph.D. holders would be Ph.D. after M Tech/B Tech or M.Sc in relevant branch
- Candidate with Integrated Ph.D. may also apply. However, such candidates must produce master's degree qualification
- Candidates must be in possession of all applicable Degree Certificates and marksheets at the time of application
- All work experience must be in supervisory/executive capacity. Post qualification work experience will only be considered as relevant work experience
- In case of Ph.D. candidates, experience will be counted from the date of successful defense of Ph.D. Dissertation/Thesis. It is mandatory for candidates possessing Ph.D. qualification to mention the date of successful defense of Ph.D. in their application
- In case of candidates with Master's Degree, experience will be counted from the date of successful completion of Master's degree
- In case of candidates with Ph.D. after B Tech, experience will be reckoned after Ph.D
- The courses offered by Autonomous Institutions / Foreign universities should be equivalent to the relevant courses approved / recognized by Association of Indian Universities (AIU)/UGC/AICTE.
- Research work carried out during course of acquiring Ph.D. will not be considered as work experience
- Research Experience has to be in the relevant specialized area
- Candidates with Ph.D qualification post ME/MTech applying for roles(4A, 4C, 4D) will be given work experience relaxation upto 2 years. Work experience will be counted from successful defense of Ph.D thesis/Dissertation only

- Candidates with PhD qualification post ME/MTech shall be given 2 years' age relaxation

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. 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.

III. SCALE OF PAY

Sr. No	Position	Salary Grade	Scale of Basic Salary	Approx. CTC* (in lakhs)
1	Deputy General Manager/ General Manager/ Chief General Manager	H/F	₹120000-₹280000	₹39.4
2	Chief Manager	E	₹100000-₹260000	₹31.6
3	Sr. Manager	D	₹90000-₹240000	₹27.4
4	Manager	C	₹80000-₹220000	₹23.4
5	Assistant Manager	B	₹70000-₹200000	₹20.5
6	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

For Positions in other grades: Upon completion of the Probation period, they will be considered for confirmation subject to satisfactory performance during Probation period, complying with attendance requirements, 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 FOR A Grade Officers

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 + 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. PERSONAL INTERVIEW

- Minimum Qualifying Marks to be obtained. 40% for UR; 33.33% for SC/ST/PWD/OBCNC

4. FINAL SCORING

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

V. SCREENING / SHORTLISTING for R&D PROFESSIONALS (excluding A)

Shortlisting Criteria: Candidates fulfilling all eligibility criteria (based on scrutiny of the application and resume submitted in the online application), will be considered for further selection process. Depending on number of candidates fulfilling all criteria, candidates will undergo single stage or multiple stage interview. In the event of number of applications being large, the Corporation will adopt shortlisting criteria to restrict the number of candidates to be called for the interview. The shortlisting criteria will be based on any or all of the criteria i.e Higher relevant experience, higher qualification, number of patents (wherever applicable)/ publications in high impact journals.

Selection Process: The selection would comprise of a single stage or multistage interview.

A category wise merit list of combined scores (Minimum qualifying Marks (60 % for UR, 54% of OBCNC/SC/ST/PWD) in combined scores of all Interviews) 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.

• 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.

VI. 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	R&D Professionals	OA.OL

VII. 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 **0001 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 corpenableerrect@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.
- 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