



## RECRUITMENT FOR PROFILE OF SR/ CH MANAGER- COMPANY SECRETARY

Hindustan Petroleum Corporation Limited (HPCL) was formed on July 15, 1974. HPCL is a Maharatna Central Public Sector Enterprise (CPSE) with annual Gross sales of Rs. 4,59,815 crore during 2023-24.

HPCL achieved the highest-ever sales volume of 46.8 MMT and processed the highest-ever 22.3 million tonnes of crude during 2023-24 with 103% refinery capacity utilization and achieved the highest-ever pipeline throughput of 25.8 MMT during the year. HPCL enjoys approximately 20.5% market share in India and has a strong presence in refining and marketing petroleum products in the country. During 2023-24, HPCL recorded the highest-ever standalone PAT of ₹ 14,694 crore.

HPCL owns and operates Refineries at Mumbai and Visakhapatnam with designed capacities of 9.5 MMTPA and 15.0 MMTPA respectively. HPCL also owns the largest Lube Refinery in the country at Mumbai for producing Lube Oil Base Stocks with a capacity of 428 TMTPA. HPCL holds a 48.99% equity stake in JV Company, HMEL which operates an 11.3 MMTPA capacity refinery in Punjab, and also has a 16.96% equity stake in MRPL which operates a 15 MMTPA capacity refinery in Karnataka.

HPCL has a vast marketing network consisting of 19 Zonal offices in major cities and 145 Regional Offices facilitated by a Supply and distribution infrastructure comprising 43 Terminals/Installations/Tap Off Points, 35 Depots & 34 Exclusive Lube Depots, 57 Aviation Fuel Stations, 56 LPG Bottling Plants, 4 Lube Blending plants. The customer touch points constitute 22,953 Retail Outlets, 1,638 SKO/LDO dealers, 361 Bazar Lube distributors, 150 Industrial Lube Distributors, 1,851 CNG facilities at Retail Outlets, 5,104 EV charging stations, 846 Door-to-door delivery dispensers and 6,370 LPG Distributorships with a customer base of above 9.7 crore LPG consumers as of Dec'24.

HPCL has the second-largest petroleum product pipeline network in India with a network length of 5,134 km. HPCL also conducts business through 20 JV and Subsidiary companies operating across the oil and gas value chain.

HPCL has its Research & Development Centre named 'HP Green R&D Centre' in Bengaluru. The Centre provides advanced technical support to the Refineries and Marketing SBUs for operational improvement, absorbing new technologies, developing innovative and path-breaking technologies, and license technologies, and becoming a knowledge hub.

HPCL is committed to conducting business to preserve the environment, sustainable development, being a safe workplace, and enriching the quality of life of employees, customers, and the community. HPCL's CSR reaffirms the continuing commitment of the corporation toward societal development. The key focus areas are in the fields of Child Care, Education, Health Care, Skill Development, Sports, Environment and Community Development, Contribution to Incubators/R&D and Public Funded Universities and positively influencing the lives of less privileged.

**HPCL invites talented & motivated candidates looking for exciting career opportunities in energy sector and willing to contribute towards India's energy future by being part of our growth journey. Interested and eligible candidates can apply for the following vacancies ONLINE.**





## 1. IMPORTANT DATES

Commencement of online application: 13<sup>th</sup> March 2025

Last date of online application: 12<sup>th</sup> April 2025

POSITION, ELIGIBILITY CRITERIA AND VACANCY SNAPSHOT						
S. No.	Position	Pay Scale (Rs)	Vacancies	Max Age (Years)	Essential Qualifications	Min Exp (Years)
1	Senior Manager/ Chief Manager - Company Secretary	(90000-240000)/ (100000-260000)	1	39/42	<ul style="list-style-type: none"> <li>Associate/ Fellow Membership of the Institute of Company Secretaries of India (ICSI) along with a graduation* in any discipline from a recognized University / Institute.</li> <li>Additional qualification like Chartered Accountancy / Cost Accountancy / Law would be an added advantage.</li> </ul>	12/15

### \*MINIMUM MARKS REQUIRED IN GRADUATION

Minimum 65% marks for UR/OBCNC/EWS and 55% for SC/ST/PwBD candidates

## 2. Work Experience

**Note: For below mentioned position where experience is mandatory, work experience will be counted post completion of qualifying degree only**

Position	Work Experience
Senior Manager /Chief Manager - Company Secretary	<p><b>Experience:</b> 12 years of post-qualification work experience (with at least 6 years in a listed company) /15 years of post-qualification work experience (with at least 9 years in a listed company in a Company Secretarial ship with in depth knowledge of Companies Act, SEBI, Rules and Regulations and relevant Statutory framework</p> <p>The post-qualification work experience will be counted after obtaining the membership.</p> <p><b>Roles &amp; Responsibilities:</b> Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>Ensuring Company's Corporate Governance and other statutory and legal compliances related matters.</li> <li>Establishing and driving implementation of Corporate Governance norms to ensure transparency in all operations.</li> <li>Ensuring timely compliance in matters related to issuance of shares, its transfer, transmission etc., &amp; up to date maintenance of records</li> </ul>





	<p>relating to shareholdings &amp; other statutory records prescribed under the Companies Act 2013</p> <ul style="list-style-type: none"> <li>• Conducting periodic and timely Board meetings, Committee meetings, Annual General Meetings and all formalities preceding and succeeding such meetings.</li> <li>• Signing of corporate documents, attending to corporate notices and correspondences, representing the organization in dealings with external parties</li> <li>• Handling Secretarial Audit &amp; Corporate Governance Audit under Companies Act read with Listing Regulations &amp; DPE guidelines.</li> <li>• Having an oversight of secretarial work of subsidiaries of the organization</li> <li>• Handling legal issues regarding investor relations department such as transmission, transfer, fraud, etc.,</li> <li>• Monitoring Insider Trading covering trading window closure</li> </ul>
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### 3. SHORTLISTING & SELECTION PROCESS

- The selection process would comprise of various shortlisting and selection tools like Application screening, multi-level personal interviews, etc.
- All the candidates claiming to fulfil requisite eligibility criteria will be advised to upload the supporting documents.
- Basis scrutiny of the application and uploaded documents, merit list will be prepared and shortlisted candidates will be called for Interview(s).
- Candidates must secure minimum qualifying marks in each of the applicable selection process stages i.e. Interview (s) to be considered for further selection process.
- A category -wise merit list will be drawn for all the candidates who qualify in all the applicable stages & offer of appointment would be as per the category & discipline-wise vacancies available.

**Note: The details related to Shortlisting methodology (if applicable), Selection process will be uploaded on our website prior to commencement of selection process**

### 4. EMOLUMENTS

Pay Scale*	Cost to Company (CTC) Approx.
90000-240000	Rs 34.18 Lakhs
100000-260000	Rs 39.18 Lakhs

\*A candidate will be inducted at the minimum of the pay scale.

Note: - The CTC mentioned has been calculated at minimum base level of pay grade and includes Base Pay, Retirement Benefits, Dearness Allowance, HRA and Cafeteria Allowance and also includes Performance Related Pay (calculated at maximum), which is dependent upon multiple factors and payable





as per the Corporation's policy. It may please be noted that the retirement benefits are admissible upon separation /retirement as per the Corporation policy prevailing at that time. CTC is for candidates posted in metro cities and may vary for other locations.

## 5. PRE-EMPLOYMENT MEDICAL EXAM

Appointment to the above posts will be subject to the candidate being medically fit as per the standards prescribed for the post by the Company. Shortlisted candidates shall be required to get their Pre-Employment Medical Examination done in HPCL nominated/ empanelled hospitals. The decision on medical fitness by HPCL's Chief Medical Advisor would be final and binding on the candidate. Reference for a medical examination does not mean final selection.

The Pre-Employment Medical Examination Standards are available on HPCL Corporate Website ([www.hindustanpetroleum.com/careers](http://www.hindustanpetroleum.com/careers)). Candidates are advised to ensure that they are Medically Fit as per HPCL's Pre-Employment Medical Examination Standards before commencing filling the ONLINE application.

## 6. PLACEMENT/ POSTING

The placement and posting will be in the Corporate HQO in Mumbai and the job is transferable.

## 7. PROBATION & RETENTION

**Probation:** The Selected Officer will be on Probation for one year from the Date of Joining. Upon successful completion of the Probation period, the officer will be considered for confirmation as per company policy.

## 8. RESERVATIONS, CONCESSIONS & RELAXATIONS

a. Reservation of posts for SC, ST, OBCNC, EWS and PwBD (Persons with benchmarked disabilities – with degree of disability 40% or above) are as per Government Directives. The reservation is as per statutory guidelines and judgement of Hon'ble Supreme Court on R.K.Sabharwal Vs. State of Punjab case. Department of Pers & Trng, vide O.M. No. 36012/2/96-Estt(Res.) dated 02.07.1997 replaced vacancy based roster with post based roster. The reservation will be considered taking into account existing category wise cadre strength, excess /shortfall in the respective categories and the advertised vacancies.

b. Candidates seeking reservation as SC/ST/OBCNC/EWS, shall have to produce a certificate in the prescribed proforma (the format can be downloaded from HPCL Website) meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognised as SC/ST/OBCNC and the Village/Town the candidate is ordinarily a resident of. They must also ensure that the name of their caste/ community and its spelling in their caste/ community certificate should be exactly as mentioned in the lists notified by the central government from time to time (for OBCNC category list of castes recognized by the Govt. of India as





OBC castes in the central list is available on the site <http://www.ncbc.nic.in>, for ST category the list of castes for each state is available on the site [www.ncst.nic.in](http://www.ncst.nic.in) and for SC category the list of castes for each state is available on the site <http://www.socialjustice.nic.in>). A certificate containing any variation in the caste name will not be accepted. Further the OBC certificate should also clearly indicate that the candidate does not belong to creamy layer as defined by the Government of India for applying to posts and services under the Central Government.

c. The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/ her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate, which should have been issued to him/ her based on his/ her father's OBC certificate from the State to which he (father) originally belongs.

d. A person who wants to avail the relaxed standards of PwBD reservation will have to submit a disability certificate issued by a Competent Authority as prescribed in RPwBD Act, 2016. Further to this, according to Notification No: 38-16/2020-DD-III-DT.04/01/2021 by Ministry of Social Justice & Empowerment, list of positions/ disciplines in which PwBD candidates are eligible to apply for this recruitment drive are given against the vacancies. Appointment in these vacancies will be offered to PwBD candidates after considering the nature of duties & responsibilities of the job, location, hazard, strain & other factors, also considering that the condition is not likely to interfere with the performance of duties of the post with reasonable efficiency and without possible deterioration of his/ her health. The final appointment would be based on candidate's medical fitness with respect to job profile of the identified post.

e. For getting the benefits of reservation under EWS category, the Income and Asset Certificate shall be valid for the financial year 2024-25 and should have been prepared on the basis of income and asset verification for the financial year 2023-24. The name of the caste should be clearly mentioned in the aforesaid certificate. Caste name like "General/Samanya etc." will not suffice. Applicant's photo on the certificate should be duly pasted, signed and stamped by issuing authority. 'Income and Asset Certificate' shall be submitted by such candidates at the time of interview (if called for interview). No request for extension of time for production of 'Income & Asset Certificate' beyond the said date shall be entertained. In case candidates fail to produce the same at the time of interview, they will not be allowed to appear for interview. Further, their request for interview under General category will also not be entertained.

f. Maximum age limit is relaxed by 5 years for SC & ST, 3 years for OBCNC, 10 years for PwBD (UR), 13 years for PwBD (OBCNC) and 15 years for PwBD (SC/ST) candidates.

g. Maximum age limit is relaxed by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.

h. Maximum age relaxation by 5 years is applicable for Ex-servicemen & Commissioned Officers (including ECOs/ SSCOs) subject to rendering minimum 5 years' service in Armed Forces and fulfilment of other conditions prescribed by Govt. of India.

i. Maximum upper age of the applicants shall not exceed 56 years including all possible age relaxations.

j. The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBCNC candidates and such candidates will have to indicate their category as Unreserved (UR)





k. Further the OBCNC 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.

l. Relaxed standards in assessment/ selection, Interview(s) and overall will be applied for SC, ST, OBCNC, PwBD candidates.

m. If the SC/ ST/ OBCNC/ PwBD 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.

n. **Any request for change in Category (UR/ EWS/ SC/ ST/ OBCNC/ PwBD) once filled in the online application form, will not be considered and accordingly concession/ relaxation applicable will not be extended. Hence, candidates are advised to fill the application with utmost care while mentioning category.**

o. Further to this, according to Notification No: 16-15/2010 DD.111 DT.29/07/2015 by Ministry of Social Justice & Empowerment, list of positions/ disciplines in which PwBD candidates are eligible to apply for this recruitment drive is given below.

Position	PwBD Eligibility
Senior Manager / Chief Manager - Company Secretary	B, LV, D, HH, OA, BA, OL, BL, CP, LC, Dw, AAV, MD (any of the combinations above)

**Abbreviations:** B=Blind, D= Deaf, LV=Low Vision, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, ASD(M)= Autism Spectrum Disorder (M= Mild, MoD= Moderate), SLD= Specific Learning Disability, MI= Mental Illness, MDy=Muscular Dystrophy, MD=Multiple Disabilities.

## 9. APPLICATION PROCESS

a. Online Application will be accepted from 0900 hrs on 13<sup>th</sup> March 2025 till 2359 hrs on 12<sup>th</sup> April 2025.

b. Candidates are requested to apply online only on [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com) Careers → Current Openings, after reading detailed advertisement. No other mean / mode of the application shall be accepted.

c. Applications with incomplete / wrong particulars or not in the prescribed format will not be considered.

d. The email id and mobile number 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.

e. All the details given in the online form will be treated as final and no changes will be entertained.





f. In the event of submission of incomplete application along with application fees for reasons whatsoever, his / her candidature will stand cancelled and Application fee will be forfeited. No further communication/ consideration on the same shall be entertained.

g. Candidates will be required to submit documentary evidence of eligibility during the shortlisting/ selection process within stipulated time as advised by HPCL. Any mismatch in name, qualification, other criteria's of documents from the data given in application form will lead to disqualification at any stage.

h. Interviews for the position may be conducted on the same day/ different venues.

i. Any request for change of venue/ date for interviews will not be entertained.

## 10. APPLICATION FEES

a. The application fees is applicable for all positions.

b. SC, ST & PwBD candidates are exempted from payment of application fee.

c. UR, OBCNC and EWS candidates are required to pay a Non-Refundable Amount of ₹1180/- + payment gateway charges if any (Application fee of ₹1000/- + GST@18% i.e. ₹180/- + payment gateway charges if applicable).

d. Payment Mode: Debit / Credit card/ UPI/ Net Banking: On paying application fee online, the payment status will automatically change to “Your Transaction is successfully completed”, on successful receipt of fees.

e. All the candidates must ensure that the payment status is “Completed” 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.

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

g. Application fee once paid will not be refunded under any circumstances. Also, chargeback cannot be claimed for any reason.

h. The fee being paid is only towards the submission of application and does not in any way guarantee issuance of interview call letter etc.

## 11. GENERAL INSTRUCTIONS

a. Only Indian Nationals are eligible to apply.

b. All computations of age/ relevant experience requirement/ qualification shall be done with respect to the last date of receipt of online application i.e., **12<sup>th</sup> April 2025**.

c. Queries must be emailed keeping the subject of the mail formatted as “Position Name – Application Number” at [careers@hpcl.in](mailto:careers@hpcl.in) .





- d. 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)
- e. 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
- f. Teaching & Research experience in an academic institute will not be considered as relevant work experience.
- g. Internal Candidates are not eligible to apply for the advertised position.
- h. The candidature of the shortlisted applicant would be provisional and subject to subsequent verification of certificate/ testimonials, medical fitness, etc.
- i. Candidates have to necessarily declare (in case they are shortlisted for subsequent stages) if he/ she has been arrested, prosecuted, kept under detention or fined, convicted by the Court of Law for any offence, debarred/disqualified by any Public Service Commission from appearing in its examination.
- j. All the details mentioned in the online form will be treated as final and no request for changes will be entertained later on. Therefore, candidates are advised to fill the ONLINE form with utmost care making correct entries in the respective fields. An application once submitted shall not be considered for any editing later on.**
- k. Selected candidates will have to join the organization on the date mentioned in their offer of appointment failing which the organization reserves the right to cancel/withdraw the offer of appointment without any further correspondence/reference to the candidates.
- l. Interview Call Letters will not be sent to candidates in hard copy. Candidates will be required to download the same from HPCL website.
- m. The total number of vacancies and the reserved vacancies is provisional and may increase/decrease at the discretion of the Corporation basis business requirements. HPCL reserves the right not to fill any post or all of the above posts advertised at any stage of selection.
- n. All the candidates are requested to remain updated at each step of the selection process by visiting our website [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com) . 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/critical.
- o. HPCL will not be responsible for any loss/non-delivery of email or any other communication sent, due to invalid/wrong email id or contact number. Request for change of e-mail ID and mobile number will not be entertained.
- p. HPCL reserves the right to cancel or add any Interview centre depending on the response in that area/ centre.







- q. The Corporation also reserves the right to cancel / restrict/ curtail/ enlarge the recruitment/ selection process thereunder without any further notice and without assigning any reasons.
- r. Candidates are advised to submit only one application. In case of multiple applications from a candidate, the latest one shall be considered as final and the earlier applications shall be rejected without any notice.
- s. Candidates presently employed in Government Departments / PSU's / Autonomous Bodies owned by the Government, should submit their application through proper process. They must produce No Objection Certificate in original hard copy at the time of Group Task and Personal Interview, failing which they will not be allowed to appear for the Group Task and Personal Interview process and their candidature will not be entertained.
- t. Candidates must be in possession of all applicable Degree Certificates and mark sheets at the time of application and ensure that they fulfil all eligibility criteria. The relevant work experience will be counted post completion of qualifying degree as per advertisement.
- u. All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying. No enquiry asking for advice as to eligibility will be entertained.
- v. Candidates are advised in their own interest to apply online before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability / failure to log on to the website on account of heavy load on internet or website jam.
- w. Reimbursement of Sleeper class rail fare for Computer Based Test for SC, ST & PwBD candidates and 3rd AC for all candidates appearing in the Interview by the shortest route is admissible for outstation, 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/upload it along with Travel Proof for travel undertaken. Travel allowance will be processed through online mode. This reimbursement is not applicable to candidates who are already in Central/State Government Services/PSUs.
- x. In case of any ambiguity or dispute arises on account of interpretation in versions other than English, the English version will prevail.

**Furnishing of wrong/false information or suppressing of any material fact 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 meeting eligibility 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/ false information 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.**





The general public is hereby informed that all applications are accepted through our online portal only and is not outsourced by HPCL to any agency/individual. Applicants are advised to beware such fraudulent agencies.

Any further corrigendum / addendum would be uploaded only on our website [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com)

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