



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
1. REFINERIES							
1.A	Design/ Construction/ Maintenance/ Rotary Engineer	7	B	30	BE/BTech in Mechanical Engineering (Mechanical, Mechanical & Production)	4 yrs	Written Test + Single/ Multi-stage Interviews
1.B	Inspection Engineer	7	B	30	BE/BTech in Mechanical Engineering (Mechanical, Mechanical & Production)	4 yrs	Written Test + Single/ Multi-stage Interviews
1.C	Electrical Engineer	2	B	30	BE/BTech in Electrical Engineering(Electrical, Electrical & Electronics)	4 yrs	Written Test + Single/ Multi-stage Interviews
1.D	Instrumentation Engineer	2	B	30	BE/BTech in Instrumentation (Instrumentation, Instrumentation & Control, Electronics & Instrumentation, Instrumentation & Electronics)	4 yrs	Written Test + Single/ Multi-stage Interviews
1.E	Production/ Process Design & Analysis / Project Process Engineer	4	B	30	BE/BTech in Chemical Engineering (Chemical, Petrochemical, Petroleum Refining & Petrochemical, Petroleum Refining)	4 yrs	Written Test + Single/ Multi-stage Interviews

1.F	Civil Engineer	3	B	30	BE/BTech in Civil Engineering	4 yrs	Written Test + Single/ Multi stage Interviews
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JOB DETAILS

REFINERY (ROLES 1.A – 1.F)

1.A	Role: Design / Construction/Maintenance / Rotary Engineer, Refinery	Max Age: 30	S/G(B): Scale of Pay: ₹70000-₹200000
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Educational Qualifications: 4 years' full time regular BE/BTech in **Mechanical Engineering** (Mechanical, Mechanical & Production) from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate marks of all semesters), relaxed to 50% (aggregate marks of all semesters) for SC/ST/PWD candidates.

Work Experience/ Job Specifications:

- Minimum 4 years' experience in Operations/Process in a petroleum refinery, petrochemical, fertilizers unit or in consultancy services company executing large and medium size projects in petroleum plant petrochemical or fertilizer unit and skill set in any of the following areas:
 - Experience in handling heavy Rotary equipment i.e. GTG, Steam turbines, Centrifugal & Reciprocating Compressors, Heavy duty pumps etc.
 - Develop, implement, and lead proactive predictive and preventive maintenance programs such as vibration analysis, lubrication application and testing, infrared inspection, etc.
 - Develop and track Key Performance Indicators such as Equipment Life Cycle Costs, Availability, Reliability, MTBR, etc.
 - Serve as technical expert and steward of the pump and seal reliability improvement efforts.
 - Understand and interpret equipment related codes, standards, regulations
 - Well-organized, self-motivated, able to prioritize tasks, excellent analytical and problem solving skills.
 - Prepare Mechanical datasheet for pumps, compressors & package items
 - Support incident investigations.
 - Pre-commissioning checks, commissioning assistance s
 - Handling heavy Rotary equipment i.e. GTG, Steam turbines, Centrifugal & Reciprocating Compressors, Heavy duty Centrifugal & positive displacement pumps etc.
 - Knowledge of Key Performance Indicators such as Equipment Life Cycle Costs, Availability, Reliability, MTBR, Mechanical seals & Vibration analysis, etc.

NOTE: For the post of Rotary Eng., candidates with experience in design / manufacturing/ Field Service support of pumps/compressors in companies manufacturing API compliant pumps / compressors having turnover of Rs. 500crores or more may also apply.

Job Description:

- Develop specifications, data sheets and necessary technical bid documents for procurement of rotary equipment
- Technical review of bids, expediting, shop inspection and coordination with vendors
- Installation, pre-commissioning checks and commissioning of rotary equipment including vibration measurements, installation of seals, troubleshooting etc
- Develop and manage necessary contracts
- Coordination with various agencies including OEMs and Project management consultant for resolution of issues
- Field execution of maintenance and overhauling of medium and large size centrifugal pumps (both single stage and multi-stage) and reciprocating pumps and compressors, Steam Turbines, Gas Turbines, blowers, fans, Metering pumps, Soot Blowers etc. in a Hydrocarbon services.
- Maintenance and troubleshooting / RCFA of mechanical seals
- Condition monitoring, vibration analysis, Rotary equipment failure analysis etc.

- Spares planning and procurement and developing contracts for execution of rotary maintenance jobs, as elaborated above

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

1.B	Role: Inspection Engineer, Refinery	Max Age: 30	S/G(B): Scale of Pay: ₹70000-₹200000
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Educational Qualifications: 4 years' full time regular BE/BTech in **Mechanical Engineering** (Mechanical, Mechanical & Production) from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate marks of all semesters), relaxed to 50% (aggregate marks of all semesters) for SC/ST/PWD candidates.

Work Experience/ Job Specifications:

Minimum 4 years' industry experience and skill set (any of the following areas):

- Experience on inspection of refinery/petrochemical/fertilizer industry pressure vessels, fired heaters, Atmospheric storage tanks, pipelines and other miscellaneous equipment during fabrication, in-service and shut down.
- Experience on metallurgy, physical/ chemical testing of material, non-destructive testing of materials. NDT level-II/III certification is preferable.
- Experience on stage wise inspection for QA/QC of equipment fabrication, insulation, refractory, painting/coating jobs, fire proofing jobs, etc.
- Experience on developing quality assurance plans (QAP), working procedures for repairs, checklists for inspection.
- Well conversant with API 510, 653 and 570, welding inspection, ASME Sec VIII, Div 1, ASTM stds. OISD guidelines & other statutory safety requirements/guidelines.

Job Description:

- Planning, scheduling and execution of inspection activities On Stream & during shut down of various equipment / plants.
- Developing/Review of Inspection reports & inspection work lists (IWL) for each equipment / item inspected.
- Carry out stage wise inspection of repair/replacement activities including welding, NDTs, insulation, refractory, painting and coatings for QA/QC.
- Developing Inspection completion reports (ICR)
- Monitoring corrosion and process parameters for equipment integrity/reliability.
- Carryout root cause analysis of equipment / piping failure

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

1.C	Role: Electrical Engineer, Refinery	Max Age: 30	S/G(B): Scale of Pay: ₹70000-₹200000
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Educational Qualifications: 4 years' full time regular BE/BTech in **Electrical Engineering** (Electrical, Electrical & Electronics) from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate marks of all semesters), relaxed to 50% (aggregate marks of all semesters) for SC/ST/PWD candidates.

Work Experience/ Job Specifications:

Minimum 4 years' industry experience and skill set (any of the following areas):

- Experience in HT (upto 132 KW) and LT power distribution systems, substation equipment, HT/LT motors, startup devices like VFDs, auto transformers, relay settings and relay coordination, GIS, earthing, lighting, area classifications, flameproof equipment, statutory/ safety requirements etc.
- Well conversant with relevant electrical codes / OISD guidelines / other statutory safety requirements / guidelines

- Experience of project execution including making specifications, understanding design aspects, review offers, review technical drawings/documents, construction supervision, pre-commissioning checks, commissioning, trouble shooting, coordination with OEMs etc.
- Experience in maintenance and troubleshooting of various electrical equipment will be an added advantage
- Candidate should have experience of working with major consultants for handling medium and large scale projects

Note : For the post of Electrical Engg, candidates with experience in maintenance/ distribution in Power Plant having capacity 500 MW or more may also apply

Job Description:

- Assess job scope. prepare cost estimate, prepare functional specifications
- Designing of electrical system for new projects
- Preparation of specifications for switchgears, cables, motors, transformers, air conditioners
- Develop protection logic and review of schematic drawings for new projects
- Load flow analysis, relay co-ordination, transient analysis in ETAP
- Preparation of Single Line diagrams of various substations
- Develop & manage contracts at site
- Study the project plans, job contracts, field conditions and the construction drawings
- Monitor site activities including installation, commissioning & testing of electrical Equipment, cable laying etc.
- Coordinate and supervise construction activities as per project plans
- Review/preparation of site Quality assurance plans and Quality checks as per QAP, engineering drawings, codes, standards and good engineering practices
- Carry out job hazard analysis and ensure compliance to safety requirements
- Coordinate with agencies executing the jobs, project management consultants etc and resolve construction and project progress related issues if any
- Liaison with various external /internal agencies connected to the job
- Provide assistance for pre-commissioning /commissioning of constructed facilities and troubleshooting of the same including coordination with OEMs
- Supervise electrical maintenance jobs including trouble shooting of electrical equipment and carrying out Root Cause Analysis etc.

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

1.D	Role: Instrumentation Engineer, Refinery	Max Age: 30	S/G(B): Scale of Pay: ₹70000-₹200000
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Educational Qualifications:

4 years' full time regular BE/BTech in **Instrumentation Engineering** (Instrumentation, Instrumentation & Control, Electronics & Instrumentation, Instrumentation & Electronics) from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate marks of all semesters), relaxed to 50% (aggregate marks of all semesters) for SC/ST/PWD candidates.

Work Experience/ Job Specifications:

Minimum 4 years' industry experience and skill set (any of the following areas):

- Experience of project execution including making specifications, understanding design aspects, review offers, review technical drawings/documents, construction supervision, pre commissioning checks, commissioning, trouble shooting, coordination with OEMs etc.
- Experience in leading a team of Technicians towards Maintenance of all kind of Modern Instrumentation.
- Experience of maintenance and working of DCS system, PLC based Emergency Shutdown System (Honeywell, Yokogawa, Emerson, ABB, Siemens, GE Fanuc, AB etc.), Control System Networking etc.
- Experience in troubleshooting and Maintenance of all kind of Process, Stack, Ambient and SWAS Analyzers.

- Experience of Understanding and usage of P&ID's, Specifications, Cause Effect diagrams, Trip logics, cable schedule, Loop/Wiring diagrams etc. for execution, troubleshooting and maintenance.
- Knowledge of CMMS Software (Like MAXIMO) and ERP Software, Fieldbus etc., may be an added advantage

Job Description:

Broadly, Maintenance of Instrumentation and Control Systems in Process plants, Captive Power Plants, Boilers, DM Plants, Offsite Tankages, Blending, Stack & AAQMS (CAAMS) & Process Analysers, etc. of following nature:

- Troubleshooting, Configuration and Maintenance of all kind of Smart, Non Smart, and Foundation Field bus based Field instruments, Control Valves/On-Off Valves.
- Planning & execution of Preventive, Predictive and Corrective maintenance of process plant instruments
- Maintenance of DCS / PLC systems (Diagnostic checks, AMC co-ordination, trouble shooting, failure analysis, modification, configurations in DCS/PLC etc.)
- Analyzer maintenance (Stack, Process, AAQMS, Oxygen analyzer, SWAS systems, etc.), periodic checks, review and report generation.
- Planning, Preparation of technical specs, technical evaluation of bids, follow up with vendors & execution of jobs under various betterment schemes, etc.
- Planning and execution of Turnaround and Shutdown jobs.
- Troubleshooting and Maintenance of Condition Monitoring Systems of Compressors, Turbines and other high end rotating machines.
- Study the project plans, job contracts, field conditions and the construction drawings
- Monitor site activities including installation, commissioning & testing of electrical Equipment, cable laying etc.
- Coordinate and supervise construction activities as per project plans
- Review/preparation of site Quality assurance plans and Quality checks as per QAP, engineering drawings, codes, standards and good engineering practices
- Carry out job hazard analysis and ensure compliance to safety requirements
- Coordinate with agencies executing the jobs, project management consultants etc and resolve construction and project progress related issues if any
- Liaison with various external /internal agencies connected to the job
- Provide assistance for pre-commissioning /commissioning of constructed facilities and troubleshooting of the same including coordination with OEMs
- Supervise electrical maintenance jobs including trouble shooting of electrical equipment and carrying out Root Cause Analysis etc.

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

1.E	Role: Production Engineer, Refinery	Max Age: 30	S/G(B): Scale of Pay: ₹70000-₹200000
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Educational Qualifications:

4 years' full time regular BE/BTech in Chemical Engineering (Chemical, Petrochemical, Petroleum Refining & Petrochemical, Petroleum Refining) from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate marks of all semesters), relaxed to 50% (aggregate marks of all semesters) for SC/ST/PWD candidates.

Work Experience/ Job Specifications:

Minimum 4 years' experience in Operations/Process in a Large Petrochemical plant or a Major Petrochemical Unit within a petroleum refinery in the areas of

- Handling normal operations, plant startup and shutdowns
- Operations of large compressors / blowers / pumps / furnaces/ incinerators
- Handling chilled water/refrigeration systems
- Trouble shooting of unit operation, commissioning of units
- Control systems and with a thorough knowledge and understanding of the P&ID/PFDs

- Process safety & safety standards
- Storage and handling of petrochemicals in specially designed storage tanks
- Process optimization and troubleshooting of process units related issues
- Petrochemicals dispatch in Tankers/Iso Containers and drums including drumming operations
- Hazop and risk analysis and design standards / guidelines
- Process specifications of equipment like columns, vessels, furnaces / burners, heat exchangers, pumps, compressors, measuring and control instruments, heat-mass balance, piping, safety / statutory requirements etc.
- Pre-commissioning checks, commissioning assistance

Job Description:

- The job involves working in three shifts as a field supervisor or control panel (DCS) supervisor in process plants, utility section and tank farm management.
- Responsible for safe operation of plant
- Lead a team of technicians
- Handle plant start up/shut downs and emergency issues.
- Trouble shooting and resolving operational issues, etc

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

1.F	Role: Civil Engineer, Refinery	Max Age: 30	S/G(B): Scale of Pay: ₹70000-₹200000
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Educational Qualifications: 4 years' full time BE/BTech in Civil Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate marks of all semesters), relaxed to 50% (aggregate marks of all semesters) for SC/ST/PWD candidates.

Work Experience/ Job Specifications:

Minimum 4 years' industry experience and skill set (any of the following areas):

- Experience in construction supervision for civil works which includes surveys, grading, piling, soil investigation and improvement, equipment foundations, pipe racks, control rooms, substations, office buildings, culverts, roads, underground piping, drainage, fire proofing etc.
- Experience in project execution including understanding specifications, engineering drawings, basic design aspects, quality requirements during construction, pre-commissioning check, commissioning, trouble shooting, coordination with PMCs / Contracting agencies, contract and labour management statutory / safety requirements etc.
- Experience of doing basic design for civil and structural items and should be aware of design for civil and structural items and should be aware of design packages for civil and structural design
- Well conversant with OISD guidelines & other statutory safety requirements / guidelines, National codes and standards such as IBC, ASCE-7, ACI, AISC, OSHA and ASTM
- Candidates should have experience of working with major consultants for handling medium and large refinery/petrochemical projects

Job Description:

- Study project plans, job contracts, field conditions and the construction drawings
- Assess job scope. Prepare cost estimate, prepare functional specifications.
- Prepare material/equipment specifications and purchase requisitions; reviews supplier data; witnesses shop tests, assists with assessing supplier manufacturing capabilities.
- Develop and manage the contracts
- Coordinate and supervise construction activities as per project plans
- Review / Preparations of site Quality assurance plans and Quality checks as per QAP, engineering drawing, codes standards and good engineering practices
- Carry out job hazard analysis and compliance to safety requirements

- Coordinate with agencies executing the jobs, Project management consultant etc. and resolve construction and project progress related issues if any
- Liaison with various external / internal agencies connected to the Job

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

Note for All Refinery Positions (1.A – 1.F)

Candidates having degree / combination eg: Food Technology, Oil & Paint, Biochemical Engg, Production Engg, Automobile Engg, Mechatronics, Industrial Engg, Power Engg, Construction Engg. etc., other than mentioned above are not eligible to apply.

Minimum 4 years' experience in Design / Operation /Maintenance /Project / Inspection in petroleum refinery, petrochemical, fertilizer units or in consultancy services company executing large and medium size projects in petroleum refinery, petrochemical or fertilizer units in supervisory / executive category is required.

Wherever experience is mentioned the same has to be post qualification only. The experience has to be in the supervisor / executive capacity only. Candidates with experience in other process industries than those mentioned will not be considered.

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

Position	Salary Grade	Scale of Basic Salary	Approx. CTC* (in lakhs)
Assistant Manager	B	₹70000-₹200000	₹20.5

* 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. 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.

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 + 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 for shortlisting only. These scores are not included in Final Merit List

2. PERSONAL INTERVIEW

Multi-stage interview rounds. Candidate has to obtain minimum 50% in each stage and a cumulative (sum of all scores of all interviews) of 60% (54% for SC/ST/OBCNC/PWD) to clear the interviews

3. FINAL SCORING

Minimum qualifying Marks (60 % for UR, 54% of OBCNC/SC/ST/PWD) in combined scores of all Interviews

4. 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	Civil Engineer	OA. OL. HH
2	Electrical Engineer	OL. HH
3	Mechanical Engineer	OL. HH. LV
4	Electronics & Telecommunication Engineer	OL. HH
5	Instrumentation Engineer	OL. HH
6	Chemical Engineer	OA. OL
7	Legal Officer	OL. BL. OAL. B. LV
8	R&D Professionals	OA.OL
9	Quality Control Officer	OA.OL
10	Medical Officer	OA.OL

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 **1000 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.

VII. 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
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Total Amount payable (including application fees+ 18% GST + bank charges, if applicable)

₹ 590

₹ 625

₹ 625

VIII. 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.
- 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