HINDUSTAN PETROLEUM CORPORATION LIMITED
Visakh Refinery
Malkapuram, Visakahapatnam - 530011, Andhra Pradesh, India. CIN No. L23201MH1952GOI008858

RECRUITMENT OF TECHNICIANS

Hindustan Petroleum Corporation Limited (HPCL) is a Navratna Central Public Sector Enterprise (CPSE) and a S&P Platts Top 250 Global Energy Company with Annual Gross Sales of Rs 2,95,713 crore and Profit after Tax of Rs 6,029 crore for FY 2018-19. HPCL has a strong presence in downstream hydrocarbon sector of the country with over 18% share in petroleum product marketing and also has business footprints across other energy verticals & various geographies.

HPCL owns and operates refineries at Mumbai & Visakhapatnam with designed capacities of 7.5 Million Metric Tonnes Per Annum (MMTPA) & 8.3 MMTPA respectively. HPCL also owns refineries at Mangalore, Buldhana, and ...equity stake of 16.96% in the 15 MMTPA Mangalore Refinery and Petrochemicals Limited (MRPL) at Mangalore (Karnataka). HPCL has the second largest petroleum product pipelines network in India with a cross country pipeline network of 3,370 km and supplies petroleum products across the country through a vast marketing network consisting of 41 Inland Relay Depots, 42 Terminals, 49 LPG Bottling Plants, 43 VPSAs, 85 CNG Stations, & 6 LPG Cylinder plants over 15,000 retail outlets, 270 lube distributorships and over 5,800 LPG distributorships.

HPCL invites proficient and motivated young and energetic candidates looking for exciting career opportunities. Candidates can apply for the following vacancies ONLINE for filling up of various positions in Visakh Refinery - Visakahapatnam.

IMPORTANT DATES

Commencement of online application: 01-09-2019
Last date of online application: 30-09-2019

Group A - Administrative Posts

Sl. No. Name of the Position Qualification Current Positions Total

1. Maintenance Technician - Electrical Diploma in Electrical Engineering 8
2. Maintenance Technician - Instrumentation Diploma in Instrumentation or Instrumentation and Control or Electrical and Instrumentation or Instrumentation of Electronics or Communication and Telecommunication Engineering 7 2 4 0 7 5
3. Maintenance Technician - Mechanical Diploma in Mechanical Engineering 7
4. Lab Analyst B.Sc. (Maths, Physics, and Chemistry) with 60% Marks in Chemistry or M.Sc. (Chemistry) 1 class (60%). 9 1 1 1 4 6
5. Junior Fire & Safety Graduate Science Graduate (40%) with valid HMV license 12

Broad descriptors of duties for the above positions are mentioned below:

Sr. Position Description of Duties

1. Maintenance Technician - Electrical

The major scope of Maintenance Electrical technician includes carrying out corrective, preventive and predictive maintenance of various electrical equipment across the refinery. This includes complete testing of motors, transformers, Circuit breaker, starter modules, MCBs, relays (primary and secondary injection), delta tests, of BOD testing etc. The technicians shall be capable of troubleshooting recoding PA systems, UPS, Battery chargers, battery banks, soot blowers, generating units, various generating plants as and when required, also holding maintenance and plant maintenance. They shall be capable of monitoring healthiness of the SCADA system, carrying out Infrared thermography and preparation of reports for the same in Word/ Excel. The above activities need to be carried out during general shift, shifts, turnaround shut downs, etc.

2. Maintenance Technician - Instrumentation

The role and responsibilities includes carrying out corrective, preventive and predictive maintenance of various instruments and control systems in Refinery. This includes detailed/compilation/analysis of different types of pressure, flow, level and temperature instruments as well as analyzers. Preparation of calibration reports, PM check reports, check lists, etc. Wet leg filling & calibration of level instruments, un-plugging of lead lines & proving clear of all lapping, testing of all field instruments and preparation of a calibration & validation of different types of instruments, final control elements (Control valves), analyzers, solenoid valves, etc. Checking & troubleshooting of the tankage instruments like servo gauges, radar gauges, RIM seal systems, etc. Checking of safety instruments like, smoke detectors, fire detectors, gas detectors, flame scanners, manual call points, automatic fire protection systems, fire alarm & sprinkler systems, fire alarm & smoke detectors, fire detectors, gas detectors, flame scanners, manual call points. The above activities need to be carried out during general shift, shifts, turnaround shut downs, etc.

3. Maintenance Technician - Mechanical

Performance of mechanical activities of all production equipment which includes, but not limited to, Pumps, Compressors, Fans, Boilers, Heat Exchangers, Coolers/ Condensers, Pipelines, Pressure Vessels, Blower Motors, Valves, Tanks, Steam Turbines, Movers, Agitators, Gas turbiners, filters, levels gauges, filter cleaning tools and structural. Perform mechanical assemblies, dismantling, alignments, bolt torquing, greasing, tip changing, balancing, measurements, machining, drilling, gas cutting, welding, Oiling, lapping, painting, stretching, insulation works, protective coating jobs and troubleshooting & repair works of all kinds of hydraulic/pneumatic/electrical/edical mechanical equipment. Maintenance works of all process machineries, machines, equipment and plant facilities and record the observations in log sheets. Inspect incoming materials and conduct quality checks. Comply with safety regulations and procedures.

4. Lab Analyst

Performance of laboratory activities of all laboratory work which includes, but not limited to, analysis of crude oil, intermediate streams and final products, water and gases collected from Process units. Perform routine tasks in the Core lab based in shift duties. Samples laboratory analysis shall be carried out as per specified standard test methods and Standard Operating Procedures (SOPs) of respecting test equipment/apparatus. Enter the test results in the LIMS software used in the laboratory. Prepare Standard Solutions of different strength.

5. Junior F&S Inspector

Driving of all type of fire vehicles during normal and emergency situations. Checking, testing and upkeep of all fire fighting equipment, fire vehicles & their systems, other appliances like, fire protection systems, fire alarm & communication system, safety equipment, safety equipment etc. Attending to emergencies inside & outside refinery. Checking vehicle permits, conducting fire safety training, manning of fire station room and maintaining all F&S equipment. Assisting Process personnel during fire fighting operation & re installation of parts of the fire fighting system, Driving Ambulance & helping the casualty for First-Aid. Taking inventory of all F&S equipment in fire station & warehouse. Participating in mock drills inside and outside refinery as and when required.

ELECTRICAL DUTIES:

A. Educational Qualification:

Minimum educational qualifications for employment are given below:

1. A candidate should have passed qualifying examinations in relevant disciplines. All the qualifications should be full time regular course recognized by respective State Board of Technical Education or any other standard University.

2. Except Sr. no.5 i.e. Junior Fire & Safety Inspector positions, the candidates (belonging to General, EWS and OBC-NC category) should have secured minimum 60% (aggregate in all semesters/years) marks in qualifying diploma degree examinations, relaxed to 50% (aggregate in all semesters / years) marks for SC/ST/PWD candidates.

3. Candidates possessing higher qualification such as degree in engineering, AMIE, etc. are not eligible for consideration and need not apply.

B. CONCESSIONS/RELAXATIONS:

1. Reservation of posts for SC, ST, EWS, OBC-NC and PWD are as per Government Directives.

2. Except lab analyst all the positions require climbing of ladders, quick response to unit emergencies or process upsets. All applicants are required to ensure their suitability for the above positions before applying.

3. The reserved category candidates are required to submit the original caste certificate in prescribed format of Government of India, issued by the competent authority at the time of Skill Test, in support of their claim. In addition the OBC-Non Creamy layer candidates will be required to submit a valid caste certificate in the prescribed format, stampless and signed by a person of reservation in appointment for posts under Government of India/Central Government Public Sector Undertaking as contained in DOPT Memo. No. 360362/2013- Estt. (Res.) dated 30-05-2014 from a competent authority issued in the year of advertisement.

4. Further the OBC-NC candidates have to give a self undertaking, at the time of Skill Test if called for, indicating that they belong to OBC-Non Creamy Layer.

5. The OBC candidates who belong to "Other Backward Class Layer" are not entitled for concession admissible to OBC-NC candidates and such candidates have to indicate their category (OBC-NC or OBC) in the application forms of caste/community certificate available on our websites www.hpcl.com and www.hindustanpetroleum.com.

6. Candidate claiming reservation benefit under EWS category should possess degree from a University/Institution whose degree is recognized as equivalent to degree of a University/Institution recognized under Section 12 of the University Grant Commission Act, 1956 and the University/Institution where the candidate passed his/ her final year examination should be located in India.

7. If the SC/ST/OBC-NC/PWD/EWS certificate has been issued in a language other than English, then the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.

8. Maximum age limit is relaxable by 5 years for SC & ST, years for OBC-NC candidates, and as applicable and 10
1. The candidates need to apply online for the position. Login to www.hindustanpetroleum.com and click on “Careers” section.

2. The relevant link is available for online submission of application under ‘Careers Opportunities’ section on www.hpcareers.com or www.hindustanpetroleum.com. Online submission of the application will be allowed till the closing date. No other mode of application will be accepted.

3. Candidate should keep scanned copy of latest passport size photo (in .jpg / .gif format less than 50 kb) ready.

4. Fill in the online form with all the relevant details. Upload scanned copy of your latest passport size photograph with other payment status will not be accepted. In case payment status is not updated within 3-4 working days from the date of payment of application fee, no, payment status will change to “Payment Received”. Please ensure that your payment status is changed to “payment received” within 3-4 working days from the date of payment of application fee as the applications submitted through the above-mentioned website will be preliminarily screened on the basis of payment status, which will be declared as “Payment Received” or “Payment not received”.

5. Payment of Application Fee:
   a. Candidates are required to pay a Non-Refundable Amount of Rs.590/- (fee inclusive of GST @ 18%). Applicants can make the payment of fee thru challan or on line thru debit/credit card (any one) by choosing appropriate mode at the time of filling online application. However, bank charges of Rs.35/- will be levied depending on the type of payment Mode selected which is exclusive of the application fee.
   b. SC, ST and PWD candidates are exempted from payment of application fee.
   c. Management reserves the right to restrict the number of vacancies. HPCL also reserves the right to cancel/ restrict the recruitment drive is discouraged, except when absolutely necessary.

6. The candidates fulfilling all the above eligibility criteria for respective positions will be called for a Written Test / Computer Based Test comprising of General Aptitude Test and Technical / Professional Knowledge. The Written Test / CBT will be conducted at 5 centers. i.e., Mumbai, Vishakhapatnam, Kolkata, Chennai & Delhi. However, HPCL reserves the right to cancel or add any Center. Candidates may be called for written test at any center other than his choice. Candidates fulfilling all the eligibility criteria for the Written Test / CBT will be called for Skill test, in order of the category-wise and position wise merit list (as per cut - off marks decided by HPCL), Skill test will be conducted at a single center on the same day. Candidates qualifying Skill test will be called for pre - employment medical examination. Reference for a medical examination does not mean final selection.

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8. Candidates are “NOT” required to submit hard copy of application form 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 submitted in the application form.

9. Photograph image:
   a. Photograph must be a recent passport size colour picture, not more than 25x38 sq. cms. of size of 2x2 in. The photograph should be a recent passport size colour picture, not more than 10 days old. The photograph should depict the candidate’s face clearly, showing forehead, ears, nose, chin, and eyes, side profile, with no glasses, religious head wear or headgear. Smiling photograph should be provided. The photograph should be taken against white background.
   b. Очаквайте снимки на голата глава. Снимките трябва да бъдат взети в противоположен посок в сравнение с тези, които са взети за документиране.
   c. Photographs with white background should be provided. The photograph should be clear and not be tilted.
   d. Photograph should not be clear and not be tilted.

10. Candidates are not required to send printout of application or any other documents in hard copy to HPCL. Written Test/Skill Test Call Letter 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/notifications etc. will be communicated through HPCL’s website.

11. Mere issuance of written test/Skill Test call letter or reference for medical examination will not imply final selection of candidate, which may please be noted.

12. All queries pertaining to recruitment including selection process provided by selected candidates Team only through hpcl-recruitment@mail.tatco.in

13. Candidates are also requested to visit FAQs section on our website with respect to the recruitment process. Candidates may please note that personal calls and/or interactions in any of the HPCL’s official offices during the recruitment drive is discouraged, except when absolutely necessary.

14. HPCL will not be responsible for any loss/ non-delivery of any email or other communication sent, due to invalid/wrong mail ID or lack of mail check. Any query that is not replied within 3-4 working days will be considered as not received.

15. Management reserves the right to cancel or add any Center. Candidates may be called for written test at any center other than his choice. Candidates fulfilling all the eligibility criteria for the Written Test / CBT will be called for Skill test, in order of the category-wise and position wise merit list (as per cut - off marks decided by HPCL). Skill test will be conducted at a single center on the same day. Candidates qualifying Skill test will be called for pre - employment medical examination. Reference for a medical examination does not mean final selection.

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