



## HINDUSTAN PETROLEUM CORPORATION LIMITED

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

CIN NO: L23201MH1952GOI00885

### ABOUT US

Hindustan Petroleum Corporation Limited (HPCL) is a Maharatna Central Public Sector Enterprise (CPSE) and a S&P Global Platts Top 250 Global Energy Company with a ranking of 54. 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 overseas geographies. During 2019 - 20, HPCL recorded Profit after Tax (PAT) of Rs. 2,637 Crore.

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 the largest Lube Refinery in the country at Mumbai for producing Lube Oil Base Stock with a capacity of 428 TMTA. HPCL holds 48.99% equity stake in JV company, HPCL-Mittal Energy Limited (HMEL) which operates a 11.3 MMTPA capacity refinery at Bathinda (Punjab) and also has 16.96% equity stake in Mangalore Refinery and Petrochemicals Limited (MRPL) which operates a 15 MMTPA capacity refinery at Mangalore (Karnataka). HPCL has the second largest petroleum product pipeline network in India with network length of 3,775 km and supplies petroleum products across the country through a vast marketing network consisting of 70 depots, 41 terminals, 50 LPG bottling plants, 44 aviation fuel stations, 6 lube blending plants, over 17,800 retail outlets, 245 lube distributorships and over 6,151 LPG distributorships.

**HP Green R&D Centre** is located in the garden city of Bengaluru. It is a vibrant research centre in India for carrying out research and development activities in oil refining and alternate energy sector. The centre started research activities in 2012 in the areas of catalysis, fluid catalytic cracking, hydro processing, process intensification, residue up-gradation, crude and crude compatibility, alternative energies such as bio-fuels, solar etc. The centre is recognised by The Department of Scientific and Industrial Research (DSIR) and has collaborations with research institutes in India and abroad.

HPCL invites talented & motivated R&D professionals 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 : 3<sup>rd</sup> March 2021 | Last date of online application : 15<sup>th</sup> April 2021

## 2. POSITIONS, ELIGIBILITY CRITERIA AND VACANCY SNAPSHOT

Sr. No.	Position	Vacancies	S/G	Max Age	Min Educational Qualification	Min Exp. in Years
1	Chief Manager / Deputy General Manager – Catalyst Scale-up	1	E/F	45/50	Ph.D. in Chemical Engineering or other relevant areas of Chemical Sciences	12 / 15
					M.E./M. Tech. in Chemical Engineering	14 / 17
					B.E. / B. Tech in Chemical Engineering	16 / 19
2	Chief Manager / Deputy General Manager Analytical	1	E/F	45/50	Ph.D in Analytical/Organic/ Physical Chemistry or other relevant areas of Chemical Sciences	12/15
3	Chief Manager / Deputy General Manager Engine	1	E/F	45/50	Ph.D. in Combustion & Emission Engineering/ Automobile Engineering/ Thermal Engineering/ Mechanical Engineering or other relevant areas of Chemical Sciences	12 / 15
					M.E. / M. Tech. in Combustion & Emission Engineering/Automobile Engineering/Thermal Engineering /Mechanical Engineering	14 / 17
4	Assistant Manager - Intellectual Property Rights Cell	2	B	34	BE/B.Tech in Chemical / MSc (Chemistry) / PhD in Chemical Engineering or Chemistry or other relevant areas of Chemical Sciences AND Registered Patent Agent with Indian Patent Office or any other patent office such as USPTO & EPO.	4
5	Assistant Manager / Manager - Engine	2	B/C	34 / 36	Ph.D.in Combustion & Emission Engineering / Automobile Engineering / Thermal Engineering / Mechanical Engineering or other relevant areas of Chemical Sciences	1 / 3
				33 / 36	M.E. / M. Tech. in Combustion & Emission Engineering / Automobile Engineering / Thermal Engineering /Mechanical Engineering	3 / 5
6	Assistant Manager /Manager -Petrochemicals & Polymers	1	B/C	34/ 36	Ph.D. in Polymers/ Polyolefin/ Petrochemicals or other relevant areas of Chemical Sciences	1 / 3
7	Officer -Petrochemicals & Polymers	1	A	27	M.E. / M. Tech. in Plastic Technology	Nil
8	Officer - Bioprocess	1	A	32	Ph.D. in Biosciences (Microbiology, Molecular biology or biotechnology or other relevant areas of chemical sciences)	Nil
9	Officer -Crude & Fuels Research	1	A	32	Ph.D. in Chemical Engineering or other relevant areas of Chemical Sciences	Nil
				27	M.E./M. Tech. in Chemical Engineering	

## JOB DETAILS

### 1. Role: Chief Manager (S/G –‘E’)/ Deputy General Manager – Catalyst Scale-up (S/G –‘F’)

#### Work Experience:

Work experience must be in the area of catalyst scale-up and production/ manufacturing. Preference will be given to candidates having proven track record of leading a team of engineers in relevant area. Preference will also be given to candidates having higher relevant experience.

#### Job Description:

- Lead a team of qualified professionals in the field of Catalyst scale-up and production.
- Undertake and execute research activities related to scale-up of R&D developed catalysts.
- Provide guidance / training to the reporting staff and monitoring the work progress of subordinates to ensure timely completion of the assigned projects.
- Procurement of sophisticated equipment/pilot plants for establishing the catalyst scale-up facility.
- Coordinate research activities with internal and external customers and collaborative partners.

### 2. Role: Chief Manager (S/G –‘E’)/ Deputy General Manager – Analytical (S/G –‘F’)

#### Work Experience:

Work experience must be in the area of analytical. Preference will be given to candidates having higher relevant experience.

#### 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 qualitative 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.

### 3. Role: Chief Manager (S/G –‘E’)/ Deputy General Manager – Engine (S/G –‘F’)

#### Work Experience:

Work experience must be in the area of Engine testing for evaluation of fuels & lubricants. Preference will be given to candidates having proven track record of leading a team of engineers / scientists in engine test facility. Preference will be also given to candidates having experience in engine test labs and having higher relevant experience.

#### Job Description:

- Lead a team of highly qualified professionals in the field of Engine Testing.
- Undertake development of new processes / technologies in the areas related to fuels & lubricants evaluation and engine testing.
- Provide guidance / training to the reporting staff and monitoring the work progress of subordinates to ensure timely completion of the assigned projects.
- Provide advanced research / technical services to the operating plants for trouble shooting.
- Procurement of sophisticated equipment/pilot plants for establishing labs.
- Coordinate research activities with internal and external customers and collaborative partners.

**4. Role: Assistant Manager- Intellectual Property Rights Cell (S/G –‘B’)**

**Work Experience:**

Work experience must be minimum 4 years out of which 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.
- Experience as an IP professional will be considered only from the date of passing the Patent Agent Examination. The candidate needs to submit the examination passing proof/certificate with the date of exam mentioned.
- Preference will be given to candidates having higher experience as IP professional.

**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.

**5. Role: Assistant Manager / Manager – Engine (S/G –‘B/ C’)**

**Work Experience:**

Work Experience must be in the area of Internal Combustion Engine (IC Engine). Preference will also be given to candidates having higher relevant experience, and having patents and publications in high impact journals in relevant areas.

**Job Description:**

- Undertake and execute research activities in downstream area related to Engine fuels & lubricants development / evaluation and testing.
- Working in 4-5 research projects related to engine testing.
- Carry out independent research work in fuels & lubricants development.
- Installation and commissioning of pilot plants & lab equipment for Engine lab at the R&D Centre.
- Ensuring the reliability of the pilot plants or lab units through monitoring of health and periodic maintenance and calibration.

**6. Role: Assistant Manager / Manager – Petrochemicals & Polymers (S/G –‘B/ C’)**

**Work Experience:**

Work Experience must be in the area of Petrochemicals & Polymers, polymer catalyst systems. Preference will be given to candidates having experience in polyolefins and catalyst systems for polyolefins. Preference will also be given to candidates having higher relevant experience, and having patents and publications in high impact journals in relevant areas.

**Job Description:**

- Undertake and execute research activities in downstream area related to petrochemical & polymer technologies, in particular monomers, polyolefin synthesis, polyolefin catalyst and specialty & high value polymers.
- Working in 4-5 research projects related to petrochemical and polymer based processes.
- Carry out independent research work in petrochemical and polymer based technologies development.
- Installation and commissioning of pilot plants & lab equipment for Petrochemicals & Polymers lab at the R&D Centre.
- Ensuring the reliability of the pilot plants or lab units through monitoring of health and periodic maintenance and calibration.
- Carry out pilot plant operations in shifts.
- Maintain and operate the R&D facilities as per the best safety practices and protocols.

**7. Role: Officer – Petrochemicals & Polymers (S/G –‘A’)**

Preference will be given to candidates having experience in product application development. Preference will also be given to candidates having higher relevant experience, and having patents and publications in high impact journals in relevant areas.

**Job Description:**

- Undertake and execute research activities in downstream area related to petrochemical & polymer technologies, in particular monomers, polyolefin synthesis, polyolefin catalyst and specialty & high value polymers.
- Working in 2-3 research projects related to petrochemical and polymer based processes.
- Installation and commissioning of pilot plants & lab equipment for Petrochemicals & Polymers lab at the R&D Centre.
- Operation of sophisticated pilot plants / bench-scale reactors, characterization units.
- Carry out pilot plant operations in shifts.
- Maintain and operate the R&D facilities as per the best safety practices and protocols.

**8 Role: Officer- Bioprocess (S/G –‘A’)**

Preference will be given to candidates having higher relevant experience, and having patents and publications in high impact journals in relevant areas.

**Job Description:**

- Undertake and direct research in the areas of application of Bioprocesses to the refinery processes/development of biocatalysts / biofuels.
- 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.

**9. Role: Officer – Crude & Fuels Research (S/G –‘A’)**

Preference will be given to candidates having higher relevant experience, and having patents and publications in high impact journals in relevant areas.

**Job Description:**

- Undertake and execute research activities in crude distillation, crude assays and compatibility, true boiling point apparatus, Pot still and Mini Potstill apparatus, etc.
- Working in 4-5 research projects related to crude processing technologies and additives.
- Carry out preparation of crude assay reports for various crude and blends.
- Carry out crude unit process modelling and simulation, developing kinetic & empirical models, LP modelling to evaluate the crude assay data to enable plant yield improvements
- Develop methods to predict crude compatibility for processing opportunity crudes/unconventional crudes in HPCL refineries.
- Ensuring reliability of pilot plants or lab units through periodic maintenance and calibration.
- Carry out pilot plant operations in shifts.
- Maintain and operate the R&D facilities as per the best safety practices and protocols.

### OTHER TERMS & CONDITIONS

- For all the above positions, candidates must secure minimum 60% marks (50% for SC/ST/PwBD candidates) in Graduation as well as Post Graduation.
- Eligibility for Ph.D. holders would be Ph.D. after M.E/M.Tech, B.E/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.
- For PhD in other relevant areas of chemical sciences, relevancy of PhD will be decided by subject matter experts.
- All work experience must be in supervisory/executive capacity.
- Work experience post minimum educational qualification will only be considered as relevant work experience.
- For the positions where Ph.D. is mandatory, 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/resume.
- Research work carried out during course of acquiring Ph. D will not be considered as work experience.
- 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 Experience has to be in the relevant specialized area. Teaching experience will not be considered for calculating total work experience.

### 3. SHORTLISTING & SELECTION PROCESS

The selection process may comprise of various shortlisting tools like Computer Based Test, Group Task, Personal interview etc.

Candidates fulfilling all eligibility criteria basis scrutiny of the application, uploaded documents and category-wise and discipline-wise merit list, will be considered for further selection process. 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 further selection process. 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, etc. Depending on number of candidates fulfilling all criteria, candidates will undergo single stage or multiple stage interview.

Candidates are advised to upload their resume containing (a) Education details such as educational qualifications from 10<sup>th</sup> standard onwards, year of passing, aggregate marks, Institute, etc., (b) detailed work experience, (c) list of patents filed and granted separately, (d) list of publications in journals with impact factor, (e) list of books/ book chapters (f) list of papers presented in national/international conference (g) overall citations and 'h' index wherever applicable.

A category wise merit list (Minimum-qualifying Marks (60 % for UR & EWS, 54% of OBCNC /SC/ ST/PwBD) will be drawn for all the candidates who qualify in all the selection parameters.

The detailed criteria of shortlisting of candidates will be uploaded on our website prior to commencement of selection process.



#### 4. EMOLUMENTS

Salary Grade	Pay Scale	Cost to Company (CTC) Approx.
A	60000-180000	18.21 lakhs
B	70000-200000	22.08 lakhs
C	80000-220000	25.24 lakhs
E	100000-260000	33.95 lakhs
F	120000-280000	42.18 lakhs

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. This 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 EXAMINATION

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. Reference for a medical examination does not mean final selection.

#### 6. PLACEMENT / POSTING

Initial posting/assignment is at HPCL Green R & D Centre at Bengaluru. The services thereafter will be transferable as per the requirement of the Corporation at any place in the country. 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 in India or abroad.

#### 7. PROBATION

The Selected Officers will be on Probation for 1 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.

b.Candidates seeking reservation as SC/ST/OBCNC, shall have to produce a certificate in the prescribed proforma (the format can be downloaded from HPCL Website) ONLY, 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 availing EWS reservation the conditions and format of the certificate will be followed as per DOPT Office Memorandum No. 36039/1/2019 – Estt (Res) dated 31/01/2019.

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.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).

j.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.



k.Relaxed standards in assessment/selection, Computer Based Test, Group Task, Personal Interview and overall (Test, Group Task and Personal Interview as applicable) will be applied for SC, ST, OBC-NC, PwBD candidates.

l.If the SC/ST/OBC-NC/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.

m.Any request for change in Category (UR/EWS/SC/ST/OBC-NC/ /PwBD) once filled in the online application form, will not be considered and accordingly concession/relaxation applicable will not be extended.

POSITION	ELIGIBLE PwBD CATEGORY
Position No. 1,2,3,5,6,7,8,9	HH.OA.OL.Dw.AAV.SLD.MI. Multiple Disabilities ( Any of the combination as given above)
Position No. 4	B.LV.HH.OL.OA.BA.BL.OAL.BLOA.BLA.CP.LC.Dw.AAV.SLD. Multiple Disabilities (Any of the combination as given above)

**Abbreviations Used:** B=Blind, 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, SLD=Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities.

## 9. APPLICATION PROCESS

- Online Application will be accepted from **1200 hrs on 3<sup>rd</sup> March 2021 till 2359 hrs on 15<sup>th</sup> April 2021.**
- Apply **online only** on [https://www.hindustanpetroleum.com/hpcareers/current\\_openings](https://www.hindustanpetroleum.com/hpcareers/current_openings) after reading detailed advertisement. No other mean / mode of the application shall be accepted.
- Applications with incomplete / wrong particulars or not in the prescribed format will not be considered.
- The email id/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.
- All the details given in the submitted online form will be treated as final and no changes will be entertained.
- In the event of non-submission of completed application along with application fees (wherever applicable) from candidates for reasons whatsoever, his / her candidature will stand cancelled and no further communication/consideration on the same will be entertained.
- Candidates will be required to submit documentary evidence of eligibility during the course of the shortlisting/selection process. Any mismatch in name, qualification, other criteria of documents from the data given in application form will lead to disqualification at any stage

## 10.APPLICATION FEES

- The application fees are applicable to all positions.
- SC, ST & PwBD candidates are exempted from payment of application fee.
- 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).
- 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.
- 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.
- No other mode of payment than those mentioned above will be accepted.
- Application fee once paid will not be refunded under any circumstances.

## 11. GENERAL INSTRUCTIONS

- a. Only Indian Nationals are eligible to apply.
- b. The last date for reckoning age and all other eligibility criteria will be considered as of 3<sup>rd</sup> March 2021.
- c. Queries can be emailed at [careers@hpcl.in](mailto:careers@hpcl.in) keeping the subject of the mail formatted as “**Position Name – Application Number**”.
- d. Admit Card for Computer Based Test, Interview Call Letters etc. will not be sent to candidates in hard copy. Candidates will be required to download the same from HPCL website.
- e. The total number of vacancies and the reserved vacancies is provisional and may increase/decrease at the discretion of the Corporation basis actual requirements. HPCL reserves the right not to fill any or all of the above posts advertised at any stage of selection.
- f. 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. 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.
- g. 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 or contact number.
- h. 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)
- i. 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 shortlisting.
- j. HPCL reserves the right to cancel or add any examination / Personal Interview centre depending on the response in that area/ centre.
- k. 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.
- l. Candidates can apply for positions in different grades. However, applications for multiple positions within the same grade are not allowed.
- m. Candidates are advised to submit only one application. In case of multiple applications from a candidate for same position, the latest one shall be considered as final and the older applications shall be rejected without any notice.
- n. 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 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.
- o. Candidates must be in possession of all applicable Degree Certificates and mark sheets at the time of application.
- p. 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.
- q. Reimbursement of 2nd class rail fare for Computer Based Test for SC, ST & PwBD candidates and 3<sup>rd</sup> 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 it along with Travel Proof for travel undertaken. Candidates also need to upload the tickets on our website with all the

details. Travel allowance will be processed through online mode. 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.**

**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).**