



## 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 TMTPA. 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.

HPCL invites talented & motivated Indian nationals 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 : 31 <sup>st</sup> March 2021
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#### 2. Positions, Vacancy , Salary Grade, Age , Qualification Snapshot

Sr. No	Position	Vacancies	Salary Grade	Max Age	Min Exp	PwBD Eligibility
1	Technical Services	1	E	45	15(8)*	HH.OA.OL.CP. LC.Dw.AAV. SLD. MI.MD (any of the combinations above)
2	Petrochemical Sales	1	D	40	10(7)*	LV.D.HH.OA.BA. OL.CP.LC.Dw.AAV. SLD.MI.MD (any of the combinations above)
3	Petrochemical Sales	1	C	35	7(4)*	LV.D.HH.OA.BA. OL.CP.LC.Dw.AAV. SLD.MI.MD (any of the combinations above)

**Note:-Abbreviations Used:** LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, SLD= Specific Learning Disability, MI=Mental Illness, MD=Multiple Disabilities.

Reservation of posts for candidates is as per government directives and Rosters are maintained cadre wise accordingly.

\*Kindly refer detailed work experience criteria for eligibility.

**1. Role: Technical Services (S/G-“E”)**

**Education Qualifications:**

- a) 4 year full time regular Engineering course in any stream (Preferably in Polymer/Plastics, Chemicals) from AICTE approved/UGC recognized Universities/Deemed Universities/ with minimum 60% marks for UR/OBCNC/ EWS Category candidates and 50% for SC/ST/PwBD candidates in Graduation.
- b) 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. A certificate to this effect from University / Institute which shall be required at the time of interview shortlisting stage.

**Work Experience:**

Minimum 15 years, out of which minimum 8 years of relevant work experience in Technical Services for PE/PP/PVC

1) in Polymer manufacturing company in India or abroad with production capacity of more than 300 KTPA as on 31<sup>st</sup> Mar 2020.

AND/OR

2) in other associated companies (such as Polymer Masterbatch, Polymer Compounding manufacturing company) in India or abroad with production capacity of more than 50 KTPA as on 31<sup>st</sup> Mar 2020.

**Job Description:** (*indicative and not exhaustive*)

- Setting up and managing the Polymer TS officer sales team
- Relationship management for key large customers, along with Polymer Sales head
- Driving capability management and technical know-how for teams
- Developing annual plan for leads & target customer reach outs, along with Sales team
- Developing targeted solutions & services strategy, in line with HPCL polymer sales strategy
- Ensure coordination with R&D in effective manner

**2 Role: Petrochemical Sales (S/G-“D”)**

**Education Qualifications:**

- a) 4 year full time regular Engineering course in any stream (Preferably in Polymer/Plastics, Chemicals) from AICTE approved/UGC recognized Universities/Deemed Universities/ with minimum 60% marks for UR/OBCNC/ EWS Category candidates and 50% for SC/ST/PwBD candidates in Graduation.

Preferable: 2 Years Full Time MBA regular course from AICTE approved/ UGC recognised Universities/Deemed Universities in addition to the above qualification.

- b) 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. A certificate to this effect from University / Institute which shall be required at the time of interview shortlisting stage.

**Work Experience**

Minimum 10 years, out of which minimum 7 years of relevant work experience in Sales & Marketing of PE/PP/PVC

1) in polymer manufacturing company in India or abroad with production capacity of more than 300 KTPA as on 31<sup>st</sup> Mar 2020.

AND/OR

2) in other associated companies (such as Polymer Masterbatch, Polymer Compounding manufacturing company) in India or abroad with production capacity of more than 50 KTPA as on 31<sup>st</sup> Mar 2020.

**Job Description:** *(indicative and not exhaustive)*

- Customer acquisition: identifying leads, customer reach out, in-person discussions, customer acquisition, commercial negotiations
- Channel management: Identification and shortlisting channel partners, on boarding, contracting, coordination for sales
- Payment management: coordination with DCAs / customers for payment
- Coordination with S&D team for ensuring supplies, supply planning / grievances, etc.
- Coordination with TS team for demos, trials, technical sales pitches and customer grievance resolution
- Branding activity execution support
- Gathering market insights (market prices, competitor strategies, demand-supply trends) & communication to HO.

**3 Role: Petrochemical Sales (S/G-“C”)**

**Education Qualifications:**

- a) 4 year full time regular Engineering course in any stream (Preferably in Polymer/Plastics, Chemicals) from AICTE approved/UGC recognized Universities/Deemed Universities/ with minimum 60% marks for UR/OBCNC/ EWS Category candidates and 50% for SC/ST/PwBD candidates in Graduation.

Preferable: 2 Years Full Time MBA regular course from AICTE approved/ UGC recognised Universities/Deemed Universities in addition to the above qualification.

- b) 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. A certificate to this effect from University / Institute which shall be required at the time of interview shortlisting stage.

**Work Experience:** Minimum 7 years, out of which minimum 4 years of relevant work experience in Sales & Marketing of PE/PP/PVC.

- 1) in polymer manufacturing company in India or abroad with production capacity of more than 300 KTPA as on 31<sup>st</sup> Mar 2020.

AND/OR

- 2) in other associated companies (such as Polymer Masterbatch, Polymer Compounding manufacturing company) in India or abroad with production capacity of more than 50 KTPA as on 31<sup>st</sup> Mar 2020.

**Job Description:** *(indicative and not exhaustive)*

- Customer acquisition: identifying leads, customer reach out, in-person discussions, customer acquisition, commercial negotiations
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**3. Shortlisting & Selection Criteria:**

- a. The selection process may comprise of various tools like resume shortlisting, behavioural and technical interview etc.

- b. In the event of number of applications being large, Corporation will adopt shortlisting criteria to restrict the number of candidates to be called for interview.
- c. Candidates claiming to fulfil all the eligibility criteria (based on scrutiny of the application and resume as submitted in the online application), will be advised to upload all the supporting documents claiming for the candidature for further consideration in selection process.
- d. The shortlisting criteria will be based on higher relevant experience, preferred educational stream, additional/higher educational qualification etc.
- e. Eligible candidates based on resume shortlisting & scrutiny of uploaded documents, will undergo behavioural and technical interview.
- f. Final Shortlisting & Selection would be as per the vacancies available category wise.

**Selection:** Shortlisted candidates will undergo Technical (60 marks) and Behavioural Interview (40 marks) Minimum passing: 40% for UR/ EWS and 33.33% SC/ST/OBCNC/ PwBD.

#### 4. EMOLUMENTS

Salary Grade	Pay Scale	Cost to Company (CTC) Approx.
C	80000-220000	25.24 lakhs
D	90000-240000	29.47 lakhs
E	100000-260000	33.95 lakhs

*Candidate will be inducted at the starting 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 & 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 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 empaneled hospitals. Reference for a medical examination does not mean final selection.

#### 6. 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 in India or abroad.

#### 7. PROBATION PERIOD

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, Group Task, Personal Interview and overall (Group Task and Personal Interview as applicable) will be applied for SC, ST, OBCNC, PwBD candidates.
- l. 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.
- m. 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.

## 9. APPLICATION PROCESS

- a. Online Application will be accepted from **1200 hrs on 3<sup>rd</sup> March 2021 till 2359 hrs on 31<sup>st</sup> March 2021.**
- b. Candidates are requested to apply online only on [http://jobs.hpcl.co.in/Recruit\\_New/](http://jobs.hpcl.co.in/Recruit_New/) 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.



- c. 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.
- d. All the details given in the online form will be treated as final and no changes will be entertained.
- e. 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.
- f. Candidates will be required to submit documentary evidence of eligibility during the course of 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.

## 10. APPLICATION FEES

- a. The application fees is applicable to current position.
- 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.

## 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. 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. Call Letters for Group Task & Personal Interview will not be sent to candidates through hard copy and the same can be shared either through email or candidate needs to download the same from HPCL website under applicant login.
- f. 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.
- g. 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 necessary. Candidates are requested to visit our website with respect to full details on the role, shortlisting, selection process to this recruitment drive.
- h. HPCL will not be responsible for any loss/ non-delivery of email any other communication sent, due to invalid/wrong email id or contact number.
- i. HPCL reserves the right to cancel or add any examination / Personal Interview centre depending on the response in that area/ centre.
- j. 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.

- k. 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.
- l. 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 older applications shall be rejected without any notice.
- m. Candidates presently employed in Government Departments / PSUs / 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.
- n. All the details given in the submitted online form will be treated as final and no changes will be entertained.
- o. 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.
- p. 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/consideration on the same will be entertained.
- q. Reimbursement of 3<sup>rd</sup> AC train fare for all candidates appearing in the Interview by the shortest route is admissible for outstation candidates, provided the distance travelled is not less than 30 km. 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).**