



## **HINDUSTAN PETROLEUM CORPORATION LIMITED**

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

CIN NO: L23201MH1952GOI008858



## ABOUT US

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

HPCL achieved the highest-ever sales volume of 46.8 MMT and processed the highest-ever 22.3 million tonnes of crude during 2023-24 with 103% of refinery capacity utilization and achieved the highest-ever pipeline thruput of 25.8 MMT during the year. HPCL enjoys approximately 20.29% market share in India and has a strong presence in Refining & Marketing petroleum products in the country. During 2023-24, HPCL recorded the highest-ever standalone PAT of Rs. 14,694 Crore.

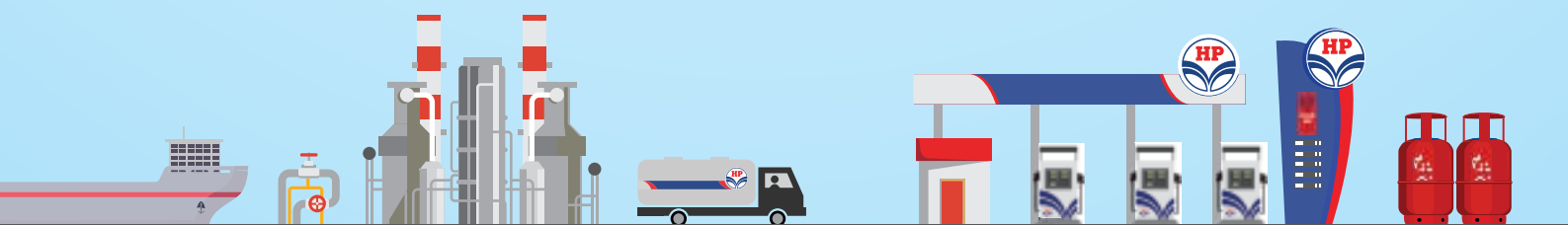
HPCL owns and operates Refineries at Mumbai & Visakhapatnam with designed capacities of 9.5 MMTPA & 13.7 MMTPA respectively. HPCL also owns the largest Lube Refinery in the country at Mumbai for producing Lube Oil Base Stocks with a capacity of 428 TMTPA. HPCL holds a 48.99% equity stake in JV Company, HMEL which operates an 11.3 MMTPA capacity refinery in Punjab, and also has a 16.96% equity stake in MRPL which operates a 15 MMTPA capacity refinery in Karnataka.

HPCL has a vast marketing network consisting of 19 Zonal offices in major cities and 145 Regional Offices facilitated by a Supply & Distribution infrastructure comprising 43 Terminals/Installations/ Tap Off Points, 55 Aviation Service Stations, 56 LPG Bottling Plants, 5 Lube Blending plants, 77 Depots including lube depots. The customer touch points constitute 22,050 Retail Outlets, 1,638 SKO/LDO dealers, 273 Lube distributors including Industrial Lube Distributors, 1,705 CNG facilities at Retail Outlets, 3,661 EV charging stations, 817 Door-to-door delivery dispensers and 6,353 LPG Distributorships with a customer base of above 9.63 crore LPG consumers as of April'2024.

HPCL has the second-largest petroleum product pipeline network in India with a network length of 5,134 km. HPCL undertakes Exploration & Production (E&P) of hydrocarbons through its wholly-owned subsidiary M/s. Prize Petroleum Company Limited (PPCL). HPCL also conducts business through 20 JV and Subsidiary companies operating across the oil & gas value chain.

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

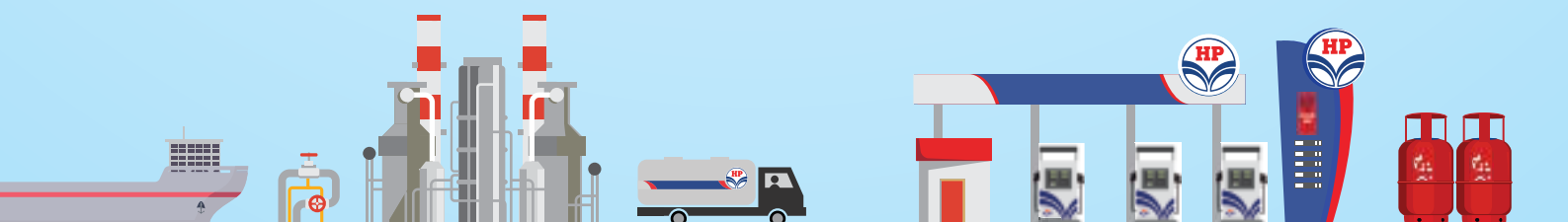
HPCL is cognizant of the importance of environmental sustainability for the health of our planet, the well-being of current and future generations and the preservation of ecosystems and biodiversity. Toward this objective, various initiatives were undertaken by HPCL in the areas of carbon footprint reduction, energy efficiency, water conservation, waste management, renewable energy, etc. HPCL has also announced its plan to reach Net Zero in Scope 1 & 2 emissions by 2040. Equal focus





is thrust on the triple bottom line framework of financial, social and environmental capital towards greater business values.

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





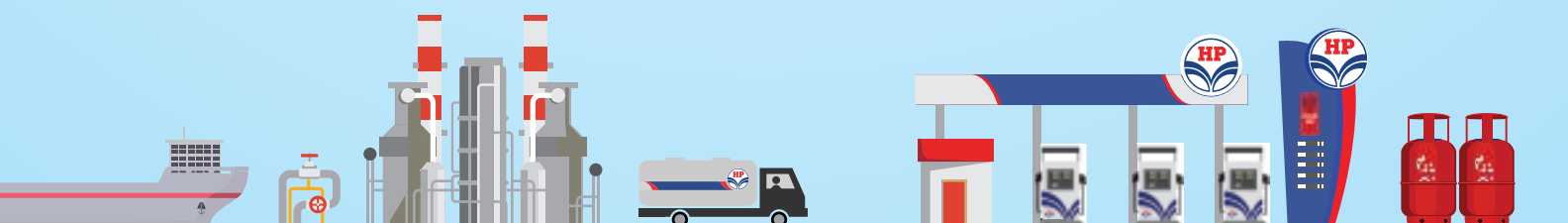
HPCL invites talented & motivated candidates looking for exciting career opportunities in energy sector and willing to contribute towards India's energy future by being part of our growth journey. Interested and eligible candidates can apply for the following vacancies ONLINE.

### IMPORTANT DATES

Commencement of online application: 5 <sup>th</sup> June, 2024	Last date of online application: 30 <sup>th</sup> June, 2024
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### 2. POSITIONS, ELIGIBILITY CRITERIA AND VACANCY SNAPSHOT

S. No.	Position	Pay Scale (Rs)	Vacancies	Max Age	Essential Qualifications	Min Exp (Years)
2.1	Mechanical Engineer	(50000-160000)	93	25	4-years full time regular engineering course in Mechanical Engineering	-
2.2	Electrical Engineer	(50000-160000)	43	25	4-years full time regular engineering course in Electrical Engineering	-
2.3	Instrumentation Engineer	(50000-160000)	5	25	4-years full time regular engineering course in Instrumentation Engineering	-
2.4	Civil Engineer	(50000-160000)	10	25	4-years full time regular engineering course in Civil Engineering	-
2.5	Chemical Engineer	(50000-160000)	7	25	4-years full time regular engineering course in Chemical Engineering	-



## 2. POSITIONS, ELIGIBILITY CRITERIA AND VACANCY SNAPSHOT

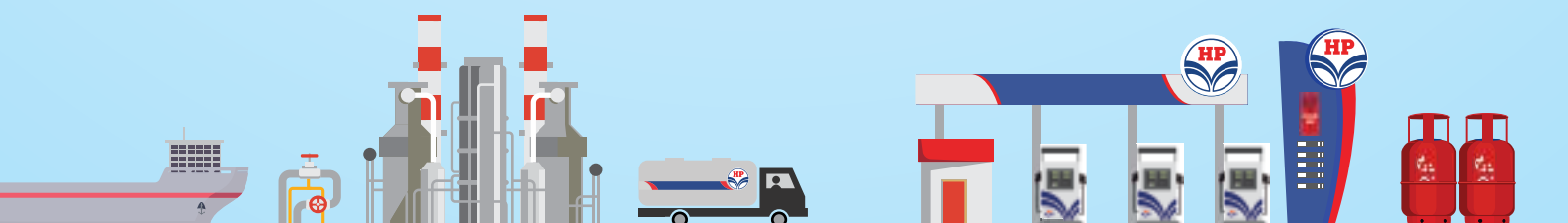
S. No.	Position	Pay Scale (Rs)	Vacancies	Max Age	Essential Qualifications	Min Exp (Years)
2.6	Senior Officer –City Gas Distribution (CGD) Operations & Maintenance*	(60000-180000)	6	28	4-years full time regular engineering course in Mechanical/ Electrical/ Instrumentation/ Civil Engineering	3
2.7	Senior Officer –City Gas Distribution (CGD) Projects*	(60000-180000)	4	28	4-years full time regular engineering course in Mechanical/ Electrical/ Instrumentation/ Civil Engineering	3
2.8	Senior Officer/ Assistant Manager - Non-Fuel Business*	(60000-180000)/ (70000-200000)	12	29/32	a) Full time MBA or PGDM with specialization in Sales/ Marketing/ Operations AND b) 4-years full time regular engineering course in Mechanical/ Electrical/ Instrumentation/ Chemical/ Civil Engineering	02/05
2.9	Senior Manager- Non- Fuel Business*	(90000-240000)	2	38	a) Full time MBA or PGDM with specialization in Sales/ Marketing/ Operations AND	11





## 2. POSITIONS, ELIGIBILITY CRITERIA AND VACANCY SNAPSHOT

S. No.	Position	Pay Scale (Rs)	Vacancies	Max Age	Essential Qualifications	Min Exp (Years)
					b) 4-years full time regular engineering course in Mechanical/ Electrical/ Instrumentation/ Chemical/ Civil Engineering	
2.10	<b>Petrochemicals</b>					
2.10.1	Manager- Technical	(80000-220000)	2	34	4-years full time regular engineering course in Chemical/ Polymer /Plastics Engineering	9
2.10.2	Manager- Sales- R&D Product Commercialisation	(80000-220000)	2	36	<b>Essential:</b> 4-years full time regular engineering course in Chemical Engineering <b>Desirable:</b> 2 Years full time MBA regular course	9
2.10.3	Deputy General Manager- Catalyst Business Development	(120000-280000)	1	45	<b>Essential:</b> 4-years full time regular engineering course in Chemical Engineering <b>Desirable:</b> 2 Years full time MBA regular course	18



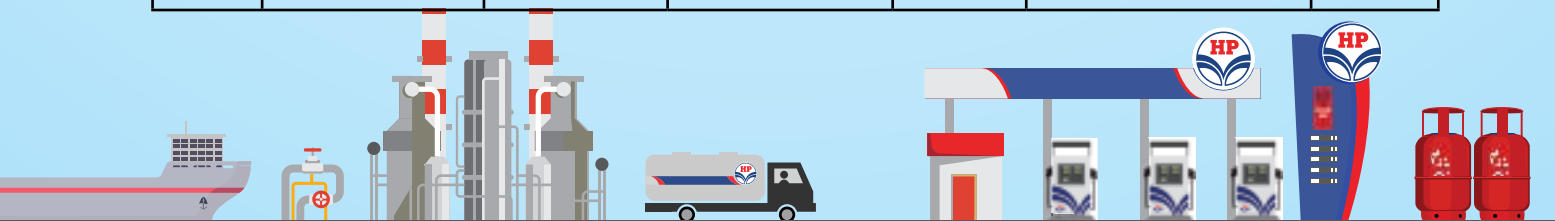


## 2. POSITIONS, ELIGIBILITY CRITERIA AND VACANCY SNAPSHOT

S. No.	Position	Pay Scale (Rs)	Vacancies	Max Age	Essential Qualifications	Min Exp (Years)
2.11	Chartered Accountants	(50000-160000)	29	27	Qualified Chartered Accountant (CA) from Institute of Chartered Accountants of India (ICAI) along with completion of mandatory Articleship and Membership of ICAI.	-
2.12	Quality Control (QC) Officers	(50000-160000)	9	30	2 Years full time regular M.Sc. In Chemistry (Analytical / Physical / Organic/ Inorganic)	3

## Fixed Term Contract (FTC)

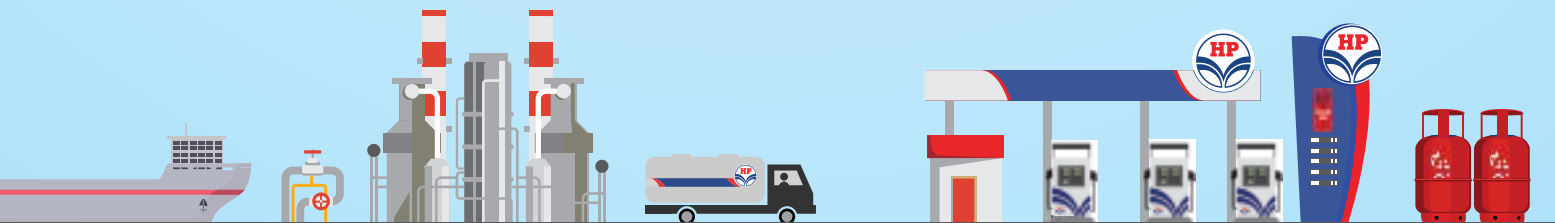
S. No.	Position	Vacancies	Annual Consolidated Amount (Rs)	Max Age (Years)	Essential Qualifications	Min Exp. (Years)
1	IS Officer <sup>#</sup>	15	15 Lakhs per annum	29	4-years full time regular engineering course in B. Tech. with Computer Science/ IT Engineering <b>OR</b> Post Graduate in Computer Applications (MCA)/ Data Sciences	2





### Fixed Term Contract (FTC)

S. No.	Position	Vacancies	Annual Consolidated Amount (Rs)	Max Age (Years)	Essential Qualifications	Min Exp. (Years)
2	IS Security Officer- Cyber Security Specialist	1	36 Lakhs per Annum	45	<p><b>Essential:</b> 4-year full time regular engineering degree course/s in Computer Science/ Information Technology/ Electronics &amp; Communications Engineering/ Information Security</p> <p><b>Or</b> Post Graduate in Computer Applications (MCA)</p> <p><b>Desirable:</b> 2-year full time regular masters in engineering course/s in Computer Science and Information Security/ Information Security/ Cyber Security. Relevant certifications such as CEH, CISSP, or GIAC certifications are a plus</p>	12







Fixed Term Contract (FTC)						
S. No.	Position	Vacancies	Annual Consolidated Amount (Rs)	Max Age (Years)	Essential Qualifications	Min Exp. (Years)
3	Quality Control Officer	6	10.2 Lakhs per Annum	30	2 Years full time regular M.Sc. In Chemistry (Analytical / Physical / Organic/ Inorganic)	3

**NOTE : The duration of engagement shall be for a period of 3 years, extendable by further 2 years, upon satisfactory performance.**

\*Please refer table below for maximum permissible age corresponding to no. of completed years of relevant experience.

Position	Pay scale (Rs)	No. of completed years of relevant experience	Max Permissible Age (Years)
Senior Officer- CGD Operations & Maintenance / Projects	60000-180000	3	28
		4	29
		≥5	30
Senior Officer- Non-Fuel Business	60000-180000	2	29
		3	30
		≥4	31
Assistant Manager- Non-Fuel Business	70000-200000	5	32
		6	33
		≥7	34





Senior Manager- Non-Fuel Business	90000-240000	11	38
		12	39
		≥13	40

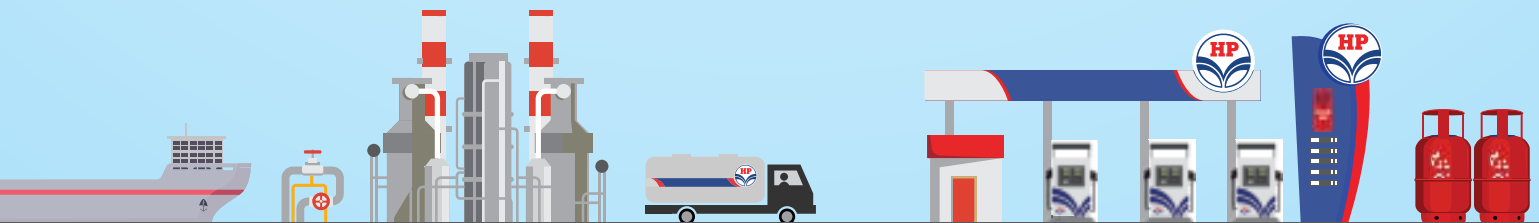
#Please refer table below for maximum permissible age corresponding to No. of completed years of relevant experience.

Position	Annual Consolidated Amount (Rs/ annum)	No. of completed years of relevant experience (Years)	Max Permissible Age (Years)
IS Officers (FTC)	15 Lakhs per annum	2	29
		3	30
		≥4	31

**NOTE: Maximum 2 years of age relaxation will be given to the applicants of above mentioned positions in case applicants' relevant work experience (completed years) is more than minimum prescribed relevant work experience.**

Please refer table below for the List of relevant Engineering / Technology Disciplines, eligible to apply

ENGINEERING STREAMS	
Core Discipline	Eligible Degree as mentioned on Degree Certificate
Mechanical	Mechanical Mechanical & Production
Electrical	Electrical Electrical & Electronics
Instrumentation	Instrumentation, Instrumentation & Control, Instrumentation & Electronics, Electronics & Instrumentation
Civil	Civil
Chemical	Chemical Petrochemical, Petroleum Refining & Petrochemical, Petroleum Refining





### MINIMUM MARKS REQUIRED IN QUALIFYING DEGREE

Chartered Accountant	Minimum 50% in CA Final Exam including Group I and Group II
All other positions	Minimum 60% marks for UR/OBCNC/EWS and 50% for SC/ST/PwBD candidates

## Work Experience

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

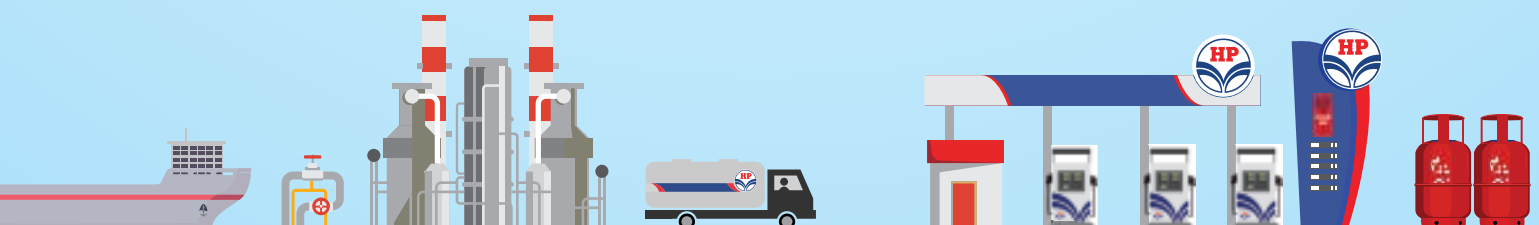
Position	Work Experience
Senior Officer – City Gas Distribution Operations & Maintenance	<p><b>Experience:</b> Minimum 3 years of experience in Managerial Role in City Gas Distribution Industry</p> <p><b>Roles &amp; Responsibilities:</b> Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"><li>• Basics Natural Gas properties, calorific calculations for customer conversion and demand assessment in local area</li><li>• Understanding and compliance of statutory and regulatory requirements like PNGRB CGD regulation, T4S, IMS and ERDMP, Quality of service, PESO norms etc..</li><li>• Capability to handle customer billings and complaints in PNG domestic, industrial and commercial accounts</li><li>• Accounting Gas receipts, sales and reconciliation to limit Unaccounted Gas Loss.</li><li>• Indenting of APM Gas/Capacity Tranche, Monitoring and control of Gas receipts to avoid penal charges in purchase and transportation</li><li>• Essentials of Framework Gas sales/purchase agreement including mechanism of penalty calculation in Industrial &amp; commercial gas sales.</li><li>• Working on SCADA for operations monitoring and data updation</li><li>• Monitoring of Patrolling, ERV operation, CP and markers of CGD lines</li><li>• GIS based monitoring of CGD assets, patrolling/maintenance/LCV operations</li><li>• Prepare Daily dashboard reports for PNG, CNG and Sales and other transactions</li></ul>





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

Position	Work Experience
Senior Officer – City Gas Distribution Operations & Maintenance	<ul style="list-style-type: none"><li>• Verify Monthly Dispenser Reading and Electrical Sub-meter at all CNG Daughter Booster Stations</li><li>• Monitoring and improvement of energy consumption parameters of compressors.</li><li>• Planning, Control and monitoring of preventive/predictive/ OEM recommended maintenance of CNG equipment, DRS/DCU, valve chambers, other mechanical, electrical and instrumented safety systems</li><li>• Maintaining inventory of mandatory/ critical spares and consumables</li><li>• To prepare and execute Monthly planner for Scheduled Maintenance and calibration</li><li>• Planning &amp; Execution of Leak surveys, Leak Performance Test etc.</li><li>• Ensure equipment performance through Service level monitoring of AMC providers, PG test and timely placement of service orders</li><li>• Any other Activities as assigned by supervisor</li></ul>
Senior Officer – City Gas Distribution Projects	<p><b>Experience:</b> Minimum 3 years of experience in Managerial Role in City Gas Distribution Industry</p> <p><b>Roles &amp; Responsibilities:</b> Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"><li>• Estimation/Planning of steel, MDPE networks, DCU/DRS/MRS &amp; Last mile connectivity including GI/Cu Piping etc.</li><li>• Development of GAD, Route map, alignment sheets and issue of construction drawings</li><li>• Development of construction procedure, QAP / ITP, Construction quality control , safety, maintenance of records including Pre-commissioning /Commissioning and As built documents and records</li><li>• Project scheduling, critical path monitoring, periodic MIS and alert</li><li>• Procurement and warranty enforcement including PG test etc., measurements and billing certification</li><li>• Supervise and inspect construction of steel and PE pipeline network for City Gas Distribution covering Trenching and Lowering, welding/Electrofusion Jointing, Backfilling with warning mat, Bricks as per SOR/specifications, Testing, flushing, Crossings Cased / Uncased like Rail, road, river, canal, HDD / Open-cut / Boring etc.</li></ul>





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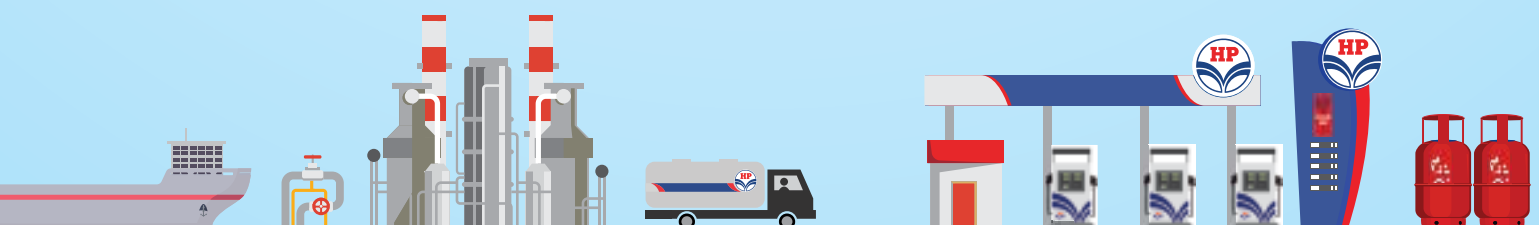
Position	Work Experience
Senior Officer – City Gas Distribution Projects	<ul style="list-style-type: none"> <li>Review PNG &amp; LMC network plan, open cut/HDD/ Molling &amp; Valve pit, sizing of meter &amp; regulator, PE &amp; LMC material reconciliation including Free issue material with contractor.</li> <li>Testing and Commissioning of the CGD networks in Steel, PE, Customer premise and CNG facilities and obtaining of statutory clearances.</li> <li>Perform Erection and commissioning of MRS / Meter Regulator</li> <li>MDPE Pipeline laying and activities related to Installation, Erection, testing and commissioning of Last Mile Connectivity (LMC) jobs carried out by vendors</li> <li>Liaison activities for permission to lay MDPE Network, preparation of network map/site IFC drawing, documentation of test reports..</li> <li>Understanding and compliance of statutory and regulatory requirements like PNGRB T4S, IMS and ERDMP, PESO norms.</li> </ul>
Senior Officer/ Assistant Manager/ Senior Manager – Non-Fuel Business	<p><b>Experience:</b> Minimum 2 / 5 / 11 years of experience post MBA in Executive / Managerial Role in Sales/ Marketing in FMCG Industry.</p> <p><b>Roles &amp; Responsibilities:</b> Job responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>Look for opportunities to increase Non-fuel income from retail outlets.</li> <li>Expand the existing tie-ups and enter into tie-ups with new Non-fuel partners like national and international QSR brands, Restaurants, Retail brands, etc.</li> <li>Conduct market research and analysis to identify new sales opportunities, understand consumer preferences and market trends.</li> <li>Develop and implement sales strategies for assigned territories or regions, including identifying key accounts and developing customer relationships.</li> <li>Monitor working of C-stores (HaPpyshops) and identify and implement the right model for sourcing of inventory in the HaPpyShops.</li> <li>Work closely with Go-Frugal or any other vendor providing POS/ CMS for HaPpyShops</li> <li>Develop sales plans and strategies that align with company goals and objectives, and ensure timely execution of plans.</li> <li>Achieve monthly, quarterly and annual sales targets through effective planning, customer engagement, and relationship building.</li> </ul>





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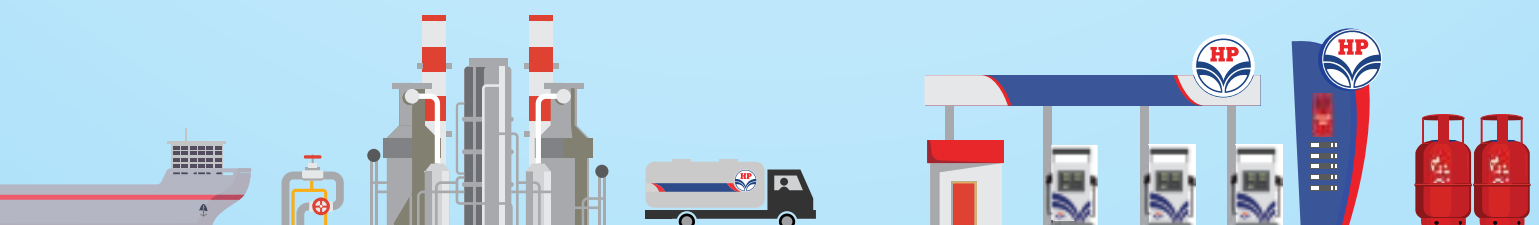
Position	Work Experience
Senior Officer/ Assistant Manager/ Senior Manager -Non-Fuel Business	<ul style="list-style-type: none"> <li>• Ensure timely payments from all ARB vendors.</li> <li>• Prepare regular sales reports to monitor performance against targets, and identifying areas of improvement.</li> <li>• Any other activity as assigned by Supervisor</li> </ul>
Quality Control Officers	<p><b>Experience:</b> Minimum three (3) years post qualification relevant experience in a chemical testing laboratory on testing/ analysis/ R&amp;D/ Quality Control etc. Relevant Experience in testing of Petroleum Products will be an added advantage. (Fuel, Lube, Grease etc.) In addition to above, the candidate should be conversant with relevant IS, ASTM, ISO and IP test methods and product standards.</p> <p><b>Roles &amp; Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Officer shall have to perform various scientific analysis as per prevalent national/ international standards to evaluate the quality of petroleum raw material, in Process material, and finished goods and ensure compliance to the established standards in a Quality Control Lab. Officer also would be required to maintain the Laboratory 's Quality System, handle laboratory administrative duties, carry out activities in petroleum QC laboratories and also required to promote good customer relation with stakeholders.</li> <li>2. Indicative list of jobs including but not limited to following: <ul style="list-style-type: none"> <li>• Knowledge on BIS/ IP/ ISO/ ASTM test methods and specification for Testing of Petroleum and Petroleum Product and Testing of Aviation/ Non -Aviation Petroleum Fuels/ Bio-fuels/ lubricants (Finished/ used)/ greases &amp; additives sample as per specification requirements and Lubes packaging material testing etc. as per national and international test methods and specifications and release of test reports.</li> <li>• Furnishing quality certificates of finished products &amp; raw materials.</li> <li>• Ensuring function of manual and automatic laboratory equipment's, maintenance of records of preventive and breakdown maintenance and processing of their AMCs.</li> <li>• Verification/ calibration of Hydrometer/ Thermometers/ Pressure- gauges, Viscometers etc., preparation of certificates and calibration of laboratory equipment's (internal/ external) and maintaining calibration schedule.</li> </ul> </li> </ol>





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Position	Work Experience
Quality Control Officers	<ul style="list-style-type: none"><li>• Preparing laboratory reagents for chemical testing as per test methods.</li><li>• Keeping of inventory stock-cards of laboratory equipment's, chemical and glassware in the lab and their replenishment from time to time based on minimum inventory level (MIL).</li><li>• Maintenance of excellent level of safety, maintenance &amp; housekeeping at all times on static and mobile laboratories.</li><li>• Preparation of MIS data on lab activities and furnishing the same to the controlling officers.</li><li>• Interface with petroleum refinery/ Petroleum / Bulk fuel terminals/ Aviation Fuel Terminals/ Lube &amp; grease plant operations including synthetic lube plants operations/ quality assurance aspects related to fuels/lubes/ storage/ transportation by pipe lines/ tankers/ tank wagons/ road tankers, storage/ dispensing at retail outlets, water and waste water quality management. Technical services etc. for quality assurance.</li><li>• Conceptualizing and implementing appropriate quality management Systems in the lab i.e. NABL/ ISO/ DGCA/ DGAQA etc.</li><li>• Trouble shooting rendering technical assistance to process/ production/ various functions.</li><li>• Following guidelines from DGCA, DGAQA, DG Shipping and MoPNG issued from time to time.</li><li>• Development statistical technique for representation of testing data from laboratories. Facilitate proactive solutions by testing &amp; analyzing quality data.</li><li>• Quality related training to stake holders.</li></ul>





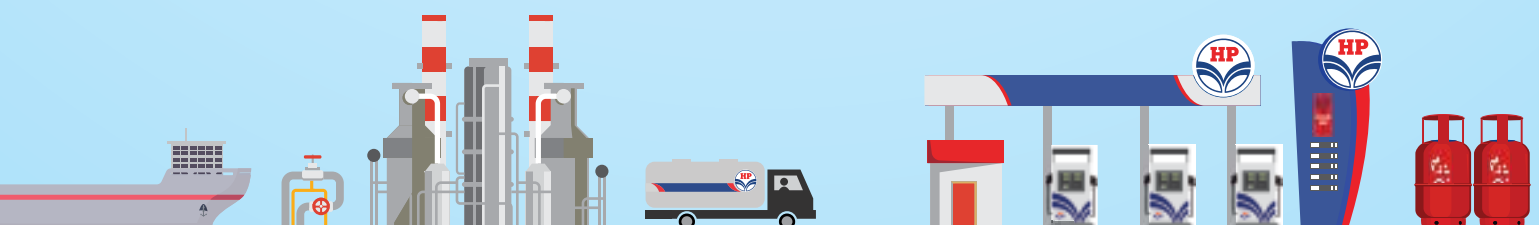
<b>(Fixed Term Contract)</b>	
<b>Position</b>	<b>Work Experience</b>
IS Officer	<b>Experience:</b> <ul style="list-style-type: none"><li>• Minimum Two years post academic qualification experience in one or more of the following areas, as described:</li></ul>
	<b>Development-Springboot: (8 Nos.)</b> <ul style="list-style-type: none"><li>• Experience in Agile development practices, scalable, resilient, secure coding practices, building loosely coupled / cloud-native systems (e.g. API based), API gateways etc.</li><li>• Proficient in web application development using Spring Boot, Spring Cloud framework.</li><li>• Proficient in API Lifecycle Management using API Manager</li><li>• Experience in using RDBMS as well as NoSQL databases is required</li></ul>
	<b>IT Security Management : (2 Nos.)</b> <ul style="list-style-type: none"><li>• Expertise in modern IT Security technologies like firewall, IPS, APT, Email Security, Web security, SOC tools, SIEM/ SOAR, Public-Private Cloud, etc.</li><li>• Experience in Threat Hunting</li><li>• Experience in doing Forensics</li><li>• Expertise in Web Application Security</li><li>• Expertise in various OT protocols and OT security</li><li>• Experience in SOC operations</li></ul>
	<b>Network &amp; Communications: (1 No.)</b> <ul style="list-style-type: none"><li>• Working Knowledge of Router and Switch configuration of different OEMs and particularly Cisco</li><li>• Working knowledge of LAN Management, LAN Troubleshooting, VLAN management.</li><li>• Working Knowledge of Network Monitoring Tools and its management</li><li>• Basic knowledge of Wireless Technology and management is desirable</li><li>• Basic knowledge of UCVC domain, VOIP telephony is desirable</li><li>• Should have knowledge and working experience on switching and routing protocols like STP,OSPF,BGP etc.</li><li>• Should have knowledge on MPLS VPN, remote access VPN and IPsec.</li></ul>







(Fixed Term Contract)	
Position	Work Experience
IS Officer	<p><b>Infrastructure &amp; Storage Administrator (DC &amp; DR) : (1 No.)</b></p> <ul style="list-style-type: none"><li>• Experience in IT Infrastructure Management, preferably in roles such as system administration or Cloud Administration. Proficiency with industry-standard technologies, platforms and tools related to infrastructure management, such as virtualization, networking, storage and security.</li><li>• Proficiency in managing various operating systems, including Windows Server, Linux distributions (eg. Red Hat, CentOS, Suse, Ubuntu, almalinux etc.)</li><li>• Experience in Cloud computing and Virtualization (Vmware and Nutanix) platforms, including infrastructure as a service (IaaS) and Platform as a service (PaaS). Understanding of networking concepts, protocols and technologies, with TCP/IP, DNS, DHCP, VLANS, VPNs, routing and switching.</li><li>• Knowledge of virtualization technologies such as VMware vSphere, Microsoft Hyper-V, or Citrix XenServer, and experience with storage integration for virtualized environments.</li><li>• Knowledge of IT Security Principles, including access control, encryption, vulnerability management, intrusion detection and incident response.</li><li>• Experience in storage administration, including managing storage area networks (SAN), network-attached storage (NAS) and storage protocols such as Fibre Channel, iSCSI, NFS and SMB.</li><li>• Proficiency in backup and recovery solutions, including backup software (e.g., Netapp, Data domain, Commvault, VMWare VSAN), tape libraries, disk-based backups and disaster recovery strategies.</li><li>• Object Storage: Familiarity with Object storage services and platforms such as Amazon S3, MinIO and their integration with on-premises storage infrastructure.</li><li>• Experience in Monitoring and Troubleshooting, Scripting and Automation and Familiarity with scripting languages such as PowerShell, Bash or Python, and experience automating routine tasks and processes.</li><li>• Experience in managing infrastructure projects, including planning, implementation and documentation.</li></ul>



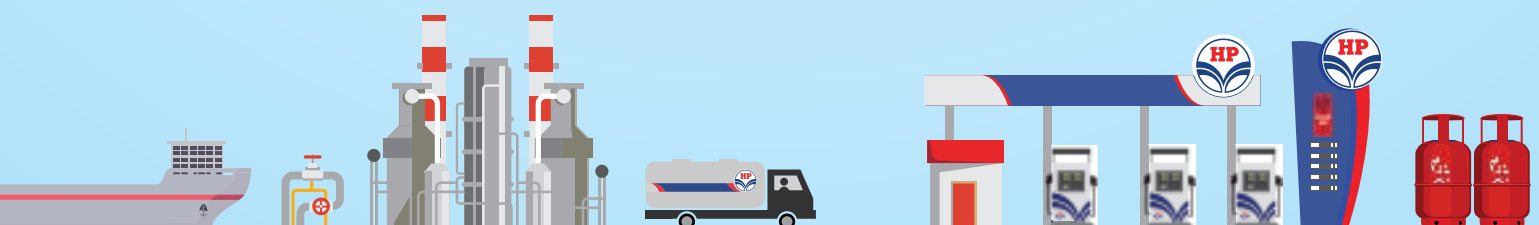


<b>(Fixed Term Contract)</b>	
<b>Position</b>	<b>Work Experience</b>
IS Officer	<p><b>Database Administrator: (1 No.)</b></p> <ul style="list-style-type: none"><li>• Experience in database administration of database management systems (DBMS) like Oracle, Microsoft SQL Server, MariaDB, PostgreSQL with preference for specific database like Singlestore, MongoDB, Hadoop.</li><li>• Proficiency in managing and optimizing database technologies, including installation, configuration, performance tuning, monitoring, backup and recovery and security.</li><li>• Experience with different database platforms, such as relational databases, NoSQL databases, columnar databases and in-memory databases, depending on the requirements.</li><li>• Understanding of database design principles, normalization techniques, indexing strategies and data modeling concepts to ensure efficient and scalable database schemas.</li><li>• Familiarity with various operating systems, including Windows Server, Linux distributions.</li><li>• Knowledge of scripting languages such as SQL, PL/SQL, PowerShell and Python and experience in automating routine database administration tasks and processes.</li><li>• Experience in implementing and managing high availability (HA) and disaster recovery (DR) solutions for databases, including failover clustering, replication, mirroring, recovery and backup strategies.</li><li>• Skills in diagnosing and resolving database performance issues, optimizing SQL queries, index optimization, query tuning, log analysis and database schema optimization.</li><li>• Knowledge of database security principles, access controls, encryption, auditing and compliance requirements to protect sensitive data.</li></ul>
	<p><b>System Administrator (Technologies): (1 No.)</b></p> <ul style="list-style-type: none"><li>• Proficiency in Container Administration, Provision and manage Container resources, storage, networking in Containerized environments.</li><li>• Familiarity with various operating systems including Linux distributions (e.g., Ubuntu, CentOS, Red Hat, Almalinux) and Windows Server.</li><li>• Experience in design, implementation, and maintenance of DevSecOps practices and processes.</li></ul>



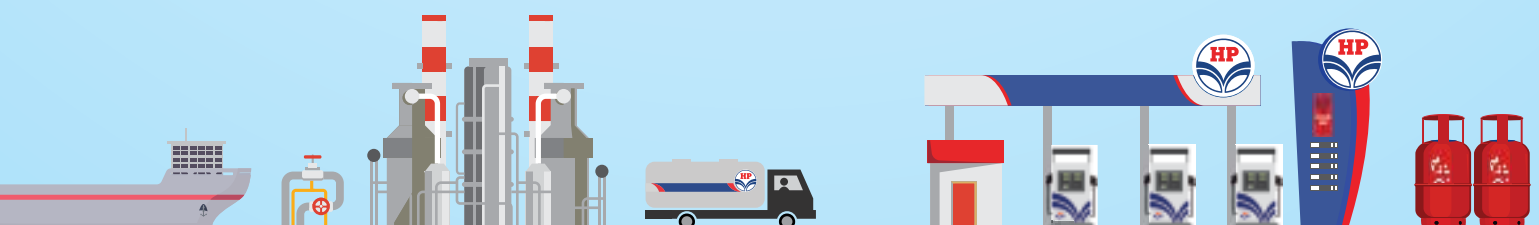


(Fixed Term Contract)	
Position	Work Experience
IS Officer	<ul style="list-style-type: none"> <li>Experience in the deployment and configuration of Apache Kafka clusters, including brokers, topics, partitions and replication.</li> <li>Knowledge of deployment and configuration of Elasticsearch clusters, including nodes, indices, shards and replicas.</li> <li>Experience in the setup, configuration and administration of API management platforms, such as WSO2, MuleSoft, or Kong.</li> <li>Knowledge of deployment and configuration of Hyperledger Fabric networks, including peers, orderers, and certificate authorities (CAs).</li> <li>Understanding of networking concepts such as TCP/IP, DNS, DHCP, HTTP/HTTPS, SSL/TLS, load balancing and firewalls.</li> <li>Experience with containerization technologies such as Docker and container orchestration platforms such as Kubernetes.</li> <li>Knowledge of Kubernetes architecture, components, and concepts such as pods, deployments, services and ingress controllers</li> </ul> <p><b>System Administrator (Patch Management, Active Directory, Openldap, Messaging) : 1( No.)</b></p> <ul style="list-style-type: none"> <li>Experience in system administration, preferably in roles that involve managing and maintaining IT systems, Active Directory Services, Messaging, Servers and networks.</li> <li>Proficiency in patch management processes and tools for operating systems (e.g., Windows Server, Linux distributions) and applications to ensure systems are up-to-date with security patches and updates.</li> <li>Experience in administering Active Directory services, including user and group management, group policy implementation, domain controller configuration and directory service replication.</li> <li>Familiarity with Open LDAP for managing directory services in Linux/Unix environments, including user authentication, authorization, and access control.</li> <li>Administration Experience in messaging systems such as Microsoft Exchange Server, Exchange Online (Office 365), email protocols (SMTP, IMAP, POP), and email security solutions.</li> <li>Understanding of networking concepts, protocols (TCP/IP, DNS, DHCP), and network infrastructure components (routers, switches, firewalls) to support system administration tasks.</li> </ul>





(Fixed Term Contract)	
Position	Work Experience
IS Officer	<ul style="list-style-type: none"><li>• Proficiency in scripting languages such as PowerShell, Bash, or Python, and experience automating routine system administration tasks and processes.</li><li>• Knowledge of security best practices, principles, and technologies to implement and maintain secure IT environments, including access controls, encryption and vulnerability management</li></ul>
	<p><b>Roles &amp; Responsibilities:</b> Job responsibilities will include but not limited to:</p> <p><b>1) Development-Springboot:</b></p> <ul style="list-style-type: none"><li>• Leverage IT for business benefits.</li><li>• Build systems and processes for smooth operations.</li><li>• Evaluate, plan &amp; procure, operationalize and retire appropriate technology solutions.</li><li>• Troubleshoot and debug issues in existing applications, and provide timely resolutions.</li><li>• Participate in code reviews and provide constructive feedback to team members.</li><li>• Stay up-to-date with emerging trends and technologies in software development, and apply them to improve the quality and performance of applications.</li><li>• Write and execute unit tests to ensure the reliability and functionality of code.</li><li>• Work with databases and data structures to store, retrieve, and manipulate data.</li><li>• Any other activity as assigned by supervisor.</li></ul>
	<p><b>2) IT Security Management:</b></p> <ul style="list-style-type: none"><li>• Leverage IT for business benefits.</li><li>• Build systems and processes for smooth operations.</li><li>• Evaluate, plan &amp; procure, operationalize and retire appropriate technology solutions.</li><li>• Manage relevant contracts.</li><li>• Ensure compliance and governance.</li></ul>



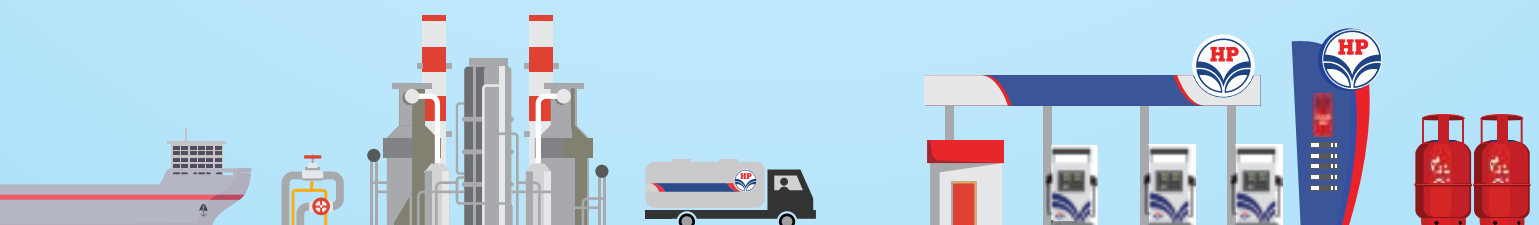


(Fixed Term Contract)	
Position	Work Experience
IS Officer	<p><b>3) Network &amp; Communications:</b></p> <ul style="list-style-type: none"><li>• Leverage IT for business benefits.</li><li>• Build systems and processes for smooth operations.</li><li>• Evaluate, plan &amp; procure, operationalize and retire appropriate technology solutions.</li><li>• Manage relevant contracts.</li><li>• Ensure compliance and governance.</li></ul> <p><b>4) Infrastructure &amp; Storage Administrator (DC &amp; DR):</b></p> <ul style="list-style-type: none"><li>• Infrastructure Management: Design, deploy, configure and maintain IT infrastructure components such as servers, storage systems, networking devices and virtualization platforms.</li><li>• System Administration: Manage operating systems, including installation, configuration, patch management, performance tuning and troubleshooting.</li><li>• Cloud Administration: Provision and manage cloud resources, configure virtual machines, storage, networking and security groups in cloud environments.</li><li>• Security Management: Implement and enforce security policies and controls to protect infrastructure assets and data. Conduct security assessments, audits and remediation activities.</li><li>• Storage Administration: Provision, configure, and manage storage systems, including SAN, NAS, and storage arrays, to ensure optimal performance, availability, and scalability. Monitor storage usage, performance metrics, and capacity planning to anticipate and address storage needs.</li><li>• Backup and Recovery: Design, implement, and maintain backup and recovery solutions to protect critical data and ensure data integrity and availability. Perform regular backups, including full, incremental, and differential backups, and test backup and recovery procedures to validate data recoverability.</li><li>• Disaster Recovery Planning: Develop and maintain disaster recovery plans and procedures to ensure business continuity in the event of data loss, system failures, or disasters. Implement replication, failover, and recovery strategies to minimize downtime and data loss.</li></ul>



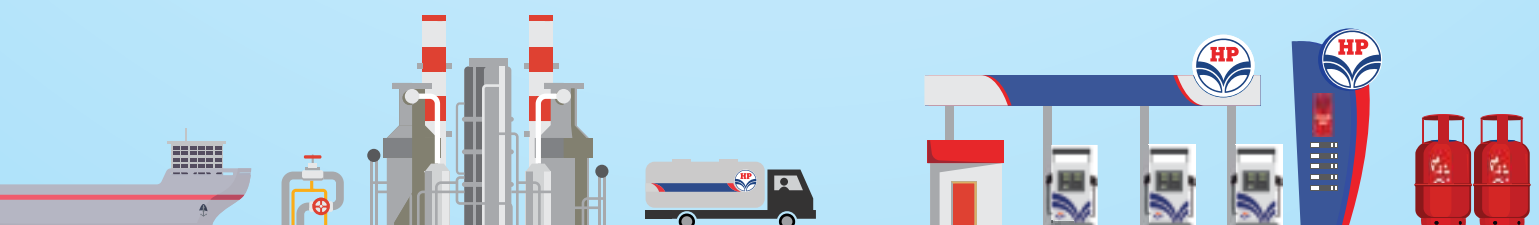


(Fixed Term Contract)	
Position	Work Experience
IS Officer	<ul style="list-style-type: none"><li>• <b>Data Deduplication and Compression:</b> Implement data deduplication and compression techniques to optimize storage utilization, reduce storage costs and improve backup performance.</li><li>• <b>Monitoring and Alerting:</b> Set up monitoring tools to monitor infrastructure health, performance and availability. Configure alerts and notifications for critical events.</li><li>• <b>Documentation and Reporting:</b> Maintain documentation of infrastructure configurations, procedures and policies. Generate reports on infrastructure/storage performance, incidents, and compliance.</li><li>• <b>Collaboration and Communication:</b> Work closely with other IT teams, stakeholders, and vendors to ensure smooth operation of infrastructure services.</li></ul>
	<p><b>5) Database Administrator</b></p> <ul style="list-style-type: none"><li>• <b>Database Installation and Configuration:</b> Install, configure and upgrade database software and related tools, ensuring compatibility and optimal performance.</li><li>• <b>Database Monitoring and Maintenance:</b> Monitor database health, performance and capacity utilization. Perform routine maintenance tasks such as database backups, patching, and optimization.</li><li>• <b>Database Security Management:</b> Implement and enforce security policies and controls to protect database assets and data. Manage user access, permissions and encryption keys.</li><li>• <b>Database Backup and Recovery:</b> Establish backup and recovery procedures to ensure data protection and disaster recovery capabilities. Test backup and recovery processes regularly.</li><li>• <b>Database Performance Tuning:</b> Analyze database performance metrics, identify bottlenecks and optimize database configurations, SQL queries and indexing strategies for improved performance.</li><li>• <b>Database Design and Optimization:</b> Collaborate with application developers and data architects to design efficient database schemas, data models and indexing strategies. Optimize database design for scalability and performance.</li></ul>





(Fixed Term Contract)	
Position	Work Experience
IS Officer	<ul style="list-style-type: none"> <li>Database Replication and High Availability: Implement database replication, clustering and failover mechanisms to achieve high availability and resilience against system failures and downtime.</li> <li>Database Migration and Upgrades: Plan and execute database migration projects, including schema changes, data migration and version upgrades, ensuring minimal disruption to operations.</li> <li>Troubleshooting and Incident Response: Diagnose and resolve database-related issues, such as performance problems, data corruption and connectivity issues.</li> </ul>
	<p><b>6) System Administrator (Technologies):</b></p> <ul style="list-style-type: none"> <li>Container Administration: Proficiently administer containers, including provisioning and management of container resources, storage and networking in containerized environments.</li> <li>Operating Systems Management: Manage various operating systems, including Linux distributions (e.g., Ubuntu, CentOS, Red Hat, AlmaLinux) and Windows Server, ensuring optimal performance and compatibility with containerized applications.</li> <li>DevSecOps Implementation: Design, implement and maintain DevSecOps practices and processes to integrate security into the software development lifecycle, ensuring secure and compliant containerized environments.</li> <li>Apache Kafka Cluster Deployment: Deploy and configure Apache Kafka clusters, including brokers, topics, partitions and replication, to facilitate real-time data streaming and processing.</li> <li>Elasticsearch Cluster Configuration: Configure Elasticsearch clusters, including nodes, indices, shards and replicas, to enable efficient search and analytics capabilities for large-scale data sets.</li> <li>API Management Platform Administration: Set up, configure and administer API management platforms such as WSO2, MuleSoft or Kong to manage and secure APIs and microservices deployed in containerized environments.</li> </ul>





(Fixed Term Contract)	
Position	Work Experience
IS Officer	<ul style="list-style-type: none"> <li>• Hyperledger Fabric Network Deployment: Deploy and configure Hyperledger Fabric networks, including peers, orderers and certificate authorities (CAs), to facilitate blockchain-based decentralized applications (dApps) in containerized environments.</li> <li>• Networking Management: Understand and manage networking concepts such as TCP/IP, DNS, DHCP, HTTP/HTTPS, SSL/TLS, load balancing, and firewalls to ensure secure and reliable communication within containerized environments.</li> <li>• Containerization Technologies: Utilize containerization technologies such as Docker to package and deploy applications in lightweight, portable containers and container orchestration platforms such as Kubernetes to automate container management and scaling.</li> <li>• Kubernetes Management: Manage Kubernetes architecture, components, and concepts such as pods, deployments, services and ingress controllers to orchestrate and automate containerized workloads effectively.</li> <li>• Scripting and Automation: Proficiently use scripting languages such as Bash, PowerShell to automate routine tasks and processes related to container administration, deployment, and maintenance, ensuring operational efficiency and scalability.</li> <li>• Compliance and Audit: Ensure compliance with regulatory requirements, industry standards and organizational policies related to web server security, data privacy and accessibility.</li> </ul> <p><b>7) System Administrator (Patch Management, Active Directory, OpenIdap, Messaging):</b></p> <ul style="list-style-type: none"> <li>• Patch Management: Develop and implement patch management policies, procedures, and schedules to ensure timely deployment of security patches and updates for operating systems and applications. Use patch management tools to assess, deploy, and monitor patch compliance across IT systems, servers, and endpoints.</li> <li>• Active Directory Administration: Manage Active Directory domains, forests, and trusts, including user and group account management, organizational unit (OU) structure, and group policy object (GPO) configuration. Troubleshoot and resolve Active Directory-related issues, such as authentication problems, replication errors, and group policy conflicts.</li> </ul>







(Fixed Term Contract)	
Position	Work Experience
IS Officer	<ul style="list-style-type: none"><li>• OpenLDAP Management: Configure and maintain OpenLDAP directory services for centralized user authentication, authorization, and directory information storage in Linux/Unix environments. Implement and manage directory schemas, access controls, and replication mechanisms in OpenLDAP environments.</li><li>• Messaging Systems Administration: Administer messaging systems such as Microsoft Exchange Server or Exchange Online, including mailbox management, email routing, and message tracking. Configure email security features such as anti-spam filters, malware protection, and email encryption to protect against email-based threats.</li><li>• System Monitoring and Performance Tuning: Monitor system performance, resource utilization, and event logs to identify and resolve performance issues, bottlenecks, and system errors. Optimize system configurations, server settings, and resource allocations for improved performance and reliability.</li><li>• Backup and Disaster Recovery: Implement and maintain backup and disaster recovery solutions to protect data, applications, and systems from loss or corruption. Test backup and recovery procedures regularly to ensure data recoverability and business continuity in case of disasters or outages.</li><li>• Security and Compliance: Enforce security policies, access controls, and compliance measures to protect IT systems and data assets from unauthorized access, data breaches, and compliance violations. Conduct security assessments, audits, and vulnerability scans to identify and remediate security vulnerabilities and risks.</li><li>• Documentation and Reporting: Maintain documentation of system configurations, network diagrams, procedures, and policies related to system administration tasks. Generate reports on system performance, patch compliance, security incidents and</li></ul>
IS Security Officer – Cyber security specialist	<p><b>Experience:</b></p> <ul style="list-style-type: none"><li>• Minimum of 12 years of IT experience with at least 5 years in cyber security domain.</li><li>• Strong understanding of network protocols, file formats, and software communication mechanisms.</li><li>• Experience with AV evasion techniques and penetration testing tools.</li></ul>





(Fixed Term Contract)	
Position	Work Experience
IS Security Officer – Cyber security specialist	<ul style="list-style-type: none"><li>• Knowledge of advanced persistent threats, MITRE ATT&amp;CK framework, and incident response methodologies.</li><li>• Excellent cross-group collaboration and interpersonal skills.</li><li>• Strong analytical skills and ability to present complex data in a clear and meaningful way.</li><li>• Experience in working with cybersecurity Start-up is desirable</li></ul>
	<b>Job Roles &amp; Responsibilities:</b> <b>1. Threat Monitoring and Analysis:</b> <ul style="list-style-type: none"><li>• Monitor and analyse emerging threat vectors globally, assessing their potential impact on the organization's cybersecurity.</li><li>• Provide timely alerts and reports on significant threats, vulnerabilities, and trends</li></ul>
	<b>2. Solution Identification and Evaluation:</b> <ul style="list-style-type: none"><li>• Research and evaluate new cybersecurity solutions and products aimed at mitigating emerging threats.</li><li>• Assess the effectiveness and suitability of these solutions for integration into the organization's security infrastructure.</li></ul>
	<b>3. Industry Best Practices Implementation:</b> <ul style="list-style-type: none"><li>• Ensure implementation of industry best practices in the organization's cybersecurity policies and procedures.</li></ul>
	<b>4. Implementation Guidance:</b> <ul style="list-style-type: none"><li>• Provide expert guidance and support for the implementation of selected cybersecurity solutions and products.</li><li>• Collaborate with IT teams to ensure proper configuration and deployment of security measures.</li></ul>
<b>5. Knowledge of Cybersecurity Start-ups:</b> <ul style="list-style-type: none"><li>• Maintain awareness of cybersecurity start-ups and their areas of specialization.</li><li>• Utilize knowledge of start-up landscape to identify innovative solutions and potential strategic partnerships.</li></ul>	



<b>(Fixed Term Contract)</b>	
<b>Position</b>	<b>Work Experience</b>
IS Security Officer – Cyber security specialist	<b>6. Collaboration and Communication:</b> <ul style="list-style-type: none"> <li>Collaborate with cross-functional teams to ensure alignment of cybersecurity initiatives with organizational goals and objectives.</li> <li>Communicate effectively with stakeholders to convey complex cybersecurity concepts and recommendations.</li> </ul>
	<b>7. Incident Response and Management:</b> <ul style="list-style-type: none"> <li>Assist in developing and maintaining incident response plans and procedures.</li> <li>Participate in incident response activities, including investigation, containment, and recovery efforts.</li> </ul>
QC Officers	Same as regular QC Officers'

## SHORTLISTING & SELECTION PROCESS

- The selection process would comprise of various shortlisting and selection tools like Computer Based Test, Group Task, Personal Interview, etc. which would be administered depending upon the position requirement.
- All the candidates claiming to fulfil requisite eligibility criteria may be called for Computer Based Test.
- Computer Based Test (wherever applicable) will consist of objective questions and will comprise of two parts.
  - General Aptitude consisting of English Language, Quantitative Aptitude Test & Intellectual Potential test (Logical Reasoning and Data Interpretation).
  - Technical / Professional Knowledge comprising of questions related to Qualifying degree / Educational background required for the applied position.
- Candidates qualifying in the Computer Based Test (wherever applicable) in order of merit & predetermined ratio will be advised to upload the supporting documents for certain positions.
- Basis scrutiny of the application, uploaded documents and category-wise & discipline-wise merit list in Computer Based Test, shortlisted candidates will be called for Group Task and/or Personal Interview.
- Candidates must secure minimum qualifying marks in each of the applicable selection



process stages i.e. Computer Based Test, Group Task and Personal Interview to be considered for further selection process.

- g. A category & discipline-wise merit list will be drawn for all the candidates who qualify in all the applicable stages. Computer Based Test + Group Task + Personal and (or) Technical Interviews + Work Experience (wherever applicable) & offer of appointment would be as per the category & discipline-wise vacancies available.

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

## EMOLUMENTS

Pay Scale*	Cost to Company (CTC) Approx.
50000-160000	Rs 17.33 Lakh
60000-180000	Rs 20.79 Lakh
70000-200000	Rs 25.10 Lakh
80000-220000	Rs 28.69 Lakh
90000-240000	Rs 33.35 Lakh
120000-280000	Rs 47.35 Lakh

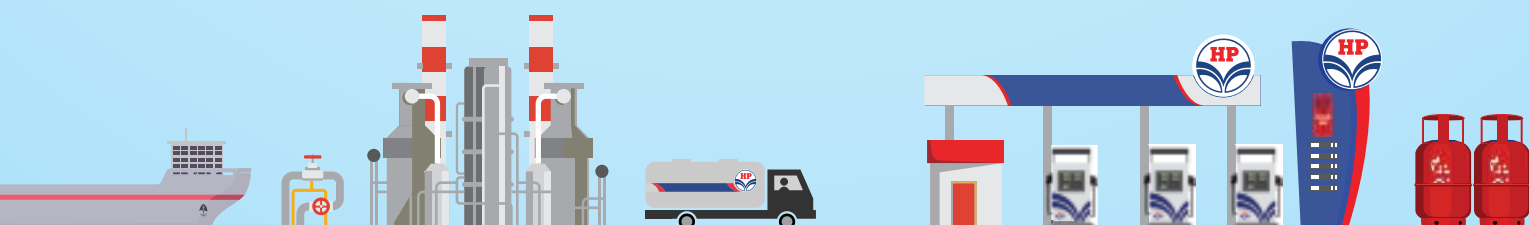
\*A candidate will be inducted at the minimum of the pay scale.

**Note: - The CTC mentioned has been calculated at minimum base level of pay grade and includes Base Pay, Retirement Benefits, Dearness Allowance, HRA and Cafeteria Allowance and also includes Performance Related Pay (calculated at maximum), which is dependent upon multiple factors and payable as per the Corporation's policy. It may please be noted that the retirement benefits are admissible upon separation /retirement as per the Corporation policy prevailing at that time. CTC is for candidates posted in metro cities and may vary for other locations.**

## PRE-EMPLOYMENT MEDICAL EXAM

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

The Pre-Employment Medical Examination Standards are available on HPCL Corporate Website





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

## PLACEMENT/ POSTING

Posting/ Assignment can be in any SBU/ 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.

## PROBATION & RETENTION

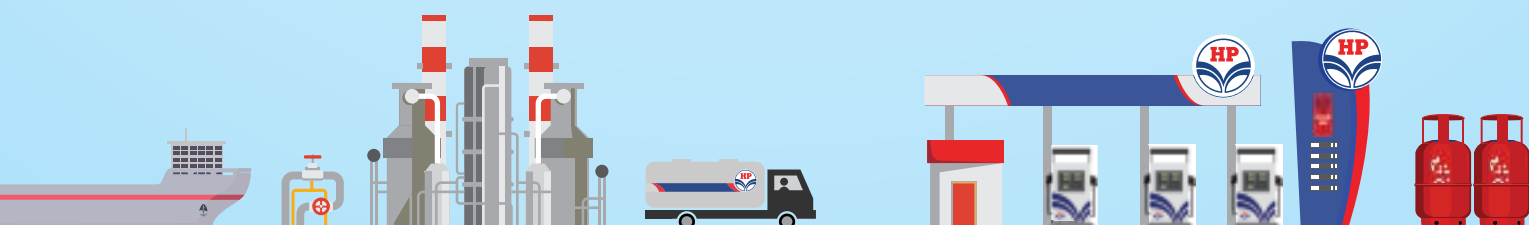
**Probation:** The Selected Officers will be on Probation for one year from the Date of Joining. Upon successful completion of the Probation period, the officer will be considered for confirmation as per company policy.

**Retention Amount (Applicable only for Pay Scale of 50000-160000):** An amount of Rs. 5000/- per month will be deducted as retention amount from the total emoluments for the first six months during the probation period for officers in Pay Scale of 50000-160000. The amount will be refunded to the officers only after their confirmation. The retention amount will be forfeited, in case the employee leaves the Corporation or on termination of service before the confirmation.

## RESERVATIONS, CONCESSIONS & RELAXATIONS

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

Category-wise vacancy distribution is as given below.



Pay Scale (Rs)	SC	ST	OBCNC	EWS	UR
50000-160000	30	17	45	19	85
60000-180000	1	1	3	1	4
80000-220000	1	0	1	0	2
90000-240000	1	0	0	0	1
120000-280000	0	0	0	0	1

Category-wise vacancy distribution is as given below.

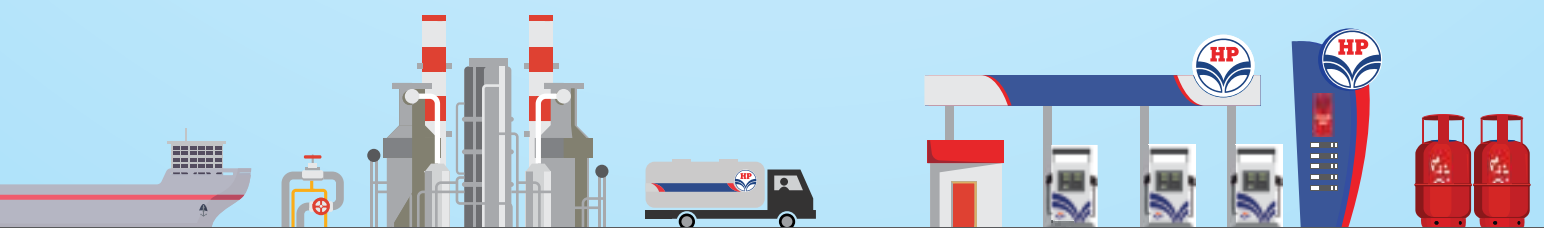
FTC positions	SC	ST	OBCNC	EWS	UR
IS Officer	2	1	3	1	8
IS Security Officer- Cyber Security Specialist	0	0	0	0	1
Quality Control Officer	1	0	1	0	4

**NOTE:**

- For positions notified in S. No. 2.8 depending on the suitability for position, candidates may be inducted in Pay Scale (60000-180000) or (70000-200000) and reservation as applicable in that grade depending upon cadre strength will be made applicable.
- Candidates seeking reservation as SC/ST/OBCNC/EWS, shall have to produce a certificate in the prescribed proforma (the format can be downloaded from HPCL Website) meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognised as SC/ST/OBCNC and the Village/Town the candidate is ordinarily a resident of. They must also ensure that the name of their caste/ community and its spelling in their caste/ community certificate should be exactly as mentioned in the lists notified by the central government from time to time (for OBCNC category list of castes recognized by the Govt. of India as OBC castes in the central list is available on the site <http://www.ncbc.nic.in>, for ST category the list of castes for each state is available on the site [www.ncst.nic.in](http://www.ncst.nic.in) and for SC category the list of castes for each state is available on the site <http://www.socialjustice.nic.in>). A certificate containing any variation in the caste name will not be accepted. Further the OBC certificate should also clearly indicate that the candidate does not belong to creamy layer as defined by the Government of India for applying to posts and services under the Central Government.
- The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/ her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate, which should have been issued to him/ her based on his/ her father's OBC certificate from the State to which he (father) originally belongs.



- d. A person who wants to avail the relaxed standards of PwBD reservation will have to submit a disability certificate issued by a Competent Authority as prescribed in RPwBD Act, 2016. Further to this, according to Notification No: 38-16/2020-DD-III-DT.04/01/2021 by Ministry of Social Justice & Empowerment, list of positions/ disciplines in which PwBD candidates are eligible to apply for this recruitment drive are given against the vacancies. Appointment in these vacancies will be offered to PwBD candidates after considering the nature of duties & responsibilities of the job, location, hazard, strain & other factors, also considering that the condition is not likely to interfere with the performance of duties of the post with reasonable efficiency and without possible deterioration of his/ her health. The final appointment would be based on candidate's medical fitness with respect to job profile of the identified post.
- e. For getting the benefits of reservation under EWS category, the Income and Asset Certificate shall be valid for the financial year 2024-25 and should have been prepared on the basis of income and asset verification for the financial year 2023-24. The name of the caste should be clearly mentioned in the aforesaid certificate. Caste name like "General/Samanya etc." will not suffice. Applicant's photo on the certificate should be duly pasted, signed and stamped by issuing authority. 'Income and Asset Certificate' shall be submitted by such candidates at the time of interview (if called for interview). No request for extension of time for production of 'Income & Asset Certificate' beyond the said date shall be entertained. In case candidates fail to produce the same at the time of interview, they will not be allowed to appear for interview. Further, their request for interview under General category will also not be entertained.
- f. Maximum age limit is relaxed by 5 years for SC & ST, 3 years for OBCNC, 10 years for PwBD (UR), 13 years for PwBD (OBCNC) and 15 years for PwBD (SC/ST) candidates.
- g. Maximum age limit is relaxed by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.
- h. Maximum age relaxation by 5 years is applicable for Ex-servicemen & Commissioned Officers (including ECOs/ SSCOs) subject to rendering minimum 5 years' service in Armed Forces and fulfilment of other conditions prescribed by Govt. of India.
- i. Maximum upper age of the applicants shall not exceed 56 years including all possible age relaxations.
- j. The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBCNC candidates and such candidates will have to indicate their category as Unreserved (UR)
- k. Further the OBCNC candidates will have to give a self-undertaking, at the time of Personal Interviews in terms of DOPT memo No. 36012/22/93-Extt. (SCT) dt. 08.09.1993 if called for, indicating that they belong to OBC-Non-Creamy Layer.



- i. 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, OBCNC, PwBD candidates.
- m. If the SC/ ST/ OBCNC/ PwBD certificate has been issued in a language other than English/ Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.
- n. Any request for change in Category (UR/ EWS/ SC/ ST/ OBCNC/ PwBD) once filled in the online application form, will not be considered and accordingly concession/ relaxation applicable will not be extended. Hence, candidates are advised to fill the application with utmost care while mentioning category.
- o. Further to this, according to Notification No: 16-15/2010 DD.III DT.29/07/2015 by Ministry of Social Justice & Empowerment, list of positions/ disciplines in which PwBD candidates are eligible to apply for this recruitment drive is given below.

Position	PwBD Eligibility
Mechanical	LV.D.HH.OA.BA.OL. LC. Dw. AAV. ASD (M). SLD. MI.MD (any of the combinations above)
Electrical	D. HH. OL. LC. Dw. AAV.SLD.MI.MD (any of the combinations above)
Instrumentation	D. HH. OL. CP. LC. Dw. AAV.ASD(M). SLD. MI.MD (any of the combinations above)
Civil	LV.D.HH.OA. BA. OL. BL. Dw. AAV. SLD. MI. MD (any of the combinations above)
Chemical	HH. OA. OL. CP. Dw. AAV. SLD. MI. MD (any of the combinations above)
Quality Control	LV. D. HH. OA. OL. OAL. CP. LC. Dw. AAV. ASD(M). SLD. MI. MD (any of the combinations above)
Information Systems	D. HH. OA. BA. OL. OAL. CP. LC. Dw. AAV. BL. ASD(M). SLD. MI. MD (any of the combinations above)
Chartered Accountants	B. LV. D. HH. OA. BA. OL. BL. OAL. BLOA. CP. LC. Dw. AAV. Mdy.MD (any of the combinations above)
CGD Operations & Maintenance / Projects	HH. OA. OL. Dw. AAV. SLD. MI. MD (any of the combinations above)
Non-Fuel Business	LV. D. HH. OA. BA. OL. CP. LC. Dw. AAV. SLD. MI. MD (any of the combinations above)







Petrochemicals (Manager- Technical and DGM- Catalyst Business Development)	HH. OA. OL. CP. Dw. AAV. SLD. MI. MD (any of the combinations above)
Petrochemical Manager- Sales- R&D Product Commercialisation	LV. D. HH. OA. BA. OL. CP. LC. Dw. AAV. SLD. MI. MD (any of the combinations above)

**Abbreviations:**

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

- p. For Engineering positions (Sr. No. 2.1 to 2.5): The Apprentices who had successfully completed the period of apprenticeship training in HPCL would be accorded relaxation in the Recruitment norms. Such relaxation would be accorded in two stages i.e. (i) with regard to relaxation in age (upto maximum of 1 year) while computing the eligibility of a candidate (Graduate Apprentice Trainee) to the extent of the period for which the concerned applicant Graduate Apprentice Trainee had undergone Graduate Apprenticeship training in any of the HPCL's establishment, not exceeding one year and (ii) additional 5% of the total CBT marks, which apprentice secures in the Computer Based Test (CBT), and reckoning such grace marks along with the marks secured by the candidates in the CBT exam for the purpose of shortlisting of the candidates for subsequent stage of selection.
- q. Additionally, up to 20% of vacancies of respective engineering branch candidates would also be selected for engagement as Graduate Engineering Trainees for Engineering positions (Sr. No. 2.1 to 2.5). On the basis of their satisfactory performance [minimum 85% attendance (out of the total working days) and qualifying Technical Competency Test (min 60% marks) post completion of one year training period] during the Training period, they may be absorbed in the pay scale Rs 50000-160000.

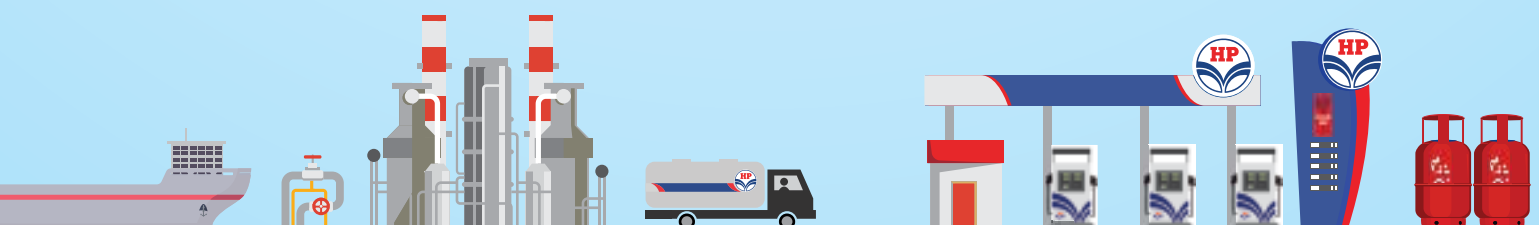


## APPLICATION PROCESS

- Online Application will be accepted from 0900 hrs on 5th June 2024 till 2359 hrs on 30th June 2024.
- Candidates are requested to apply online only on [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com) Careers → Current Openings, after reading detailed advertisement. No other mean / mode of the application shall be accepted.
- Applications with incomplete / wrong particulars or not in the prescribed format will not be considered.
- 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.
- All the details given in the online form will be treated as final and no changes will be entertained.
- In the event of submission of incomplete application along with application fees for reasons whatsoever, his / her candidature will stand cancelled and Application fee will be forfeited. No further communication/ consideration on the same shall be entertained.
- Candidates will be required to submit documentary evidence of eligibility during the shortlisting/ selection process within stipulated time as advised by HPCL. Any mismatch in name, qualification, other criteria's of documents from the data given in application form will lead to disqualification at any stage.
- CBT/ Interviews for different positions may be conducted on the same day/ different venues for all the positions.
- Any request for change of venue/ date for CBT / interviews will not be entertained.

## APPLICATION FEES

- The application fees is applicable for 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.



- e. All the candidates must ensure that the payment status is “Completed” as the transaction will be considered “incomplete” in case of any other payment status. Once the payment is done, candidates are required to take print of acknowledgment of payment and preserve the same for future reference.
- f. No other mode of payment than those mentioned above will be accepted.
- g. Application fee once paid will not be refunded under any circumstances. Also, chargeback cannot be claimed for any reason.
- h. The fee being paid is only towards the submission of application and does not in any way guarantee issuance of interview call letter etc.

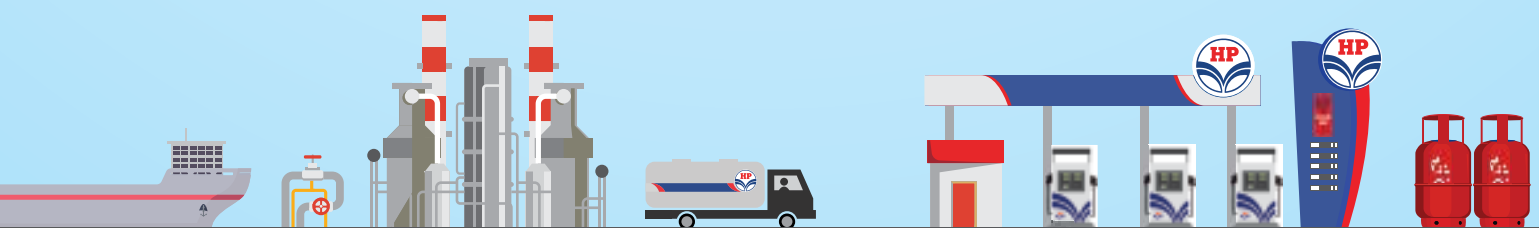
## GENERAL INSTRUCTIONS

- a. Only Indian Nationals are eligible to apply.
- b. All computations of age/ relevant experience requirement/ qualification shall be done with respect to the last date of receipt of online application i.e. **30<sup>th</sup> June 2024**.
- c. Queries must be emailed keeping the subject of the mail formatted as “Position Name – Application Number” at [careers@hpcl.in](mailto:careers@hpcl.in).
- d. All the qualifications should be full time regular course/s from AICTE approved/ UGC recognized University/ Deemed University. The courses offered by Autonomous Institutions should be equivalent to the relevant courses approved/ recognized by Association of Indian Universities (AIU/ UGC/ AICTE).
- e. Wherever CGPA/ OGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University/ Institute. Please also obtain a certificate to this effect from University/ Institute which shall be required at the time of interview
- f. Teaching & Research experience in an academic institute will not be considered as relevant work experience.
- g. The candidature of the shortlisted applicant would be provisional and subject to subsequent verification of certificate/ testimonials, medical fitness, etc.
- h. Candidates have to necessarily declare (in case they are shortlisted for subsequent stages) that he/ she has been arrested, prosecuted, kept under detention or fined, convicted by the Court of Law for any offence, debarred/disqualified by any Public Service Commission from appearing in its examination. Mere shortlisting in CBT does not entail the right for Interview and Corporation reserves its right to call for suitable candidates depending upon their credentials/



declarations.

- i. **All the details mentioned in the online form will be treated as final and no request for changes will be entertained later on. Therefore, candidates are advised to fill the ONLINE form with utmost care making correct entries in the respective fields. An application once submitted shall not be considered for any editing later on.**
- j. Selected candidates will have to join the organization on the date mentioned in their offer of appointment failing which the organization reserves the right to cancel/withdraw the offer of appointment without any further correspondence/reference to the candidates.
- k. Admit Card for Computer Based Test, Group Task and/or Interview Call Letters etc. will not be sent to candidates in hard copy. Candidates will be required to download the same from HPCL website.
- l. The total number of vacancies and the reserved vacancies is provisional and may increase/decrease at the discretion of the Corporation basis business requirements. HPCL reserves the right not to fill any post or all of the above posts advertised at any stage of selection.
- m. 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.
- n. HPCL will not be responsible for any loss/non-delivery of email or any other communication sent, due to invalid/wrong email id or contact number. Request for change of e-mail ID and mobile number will not be entertained.
- o. HPCL reserves the right to cancel or add any examination centre / Personal Interview centre depending on the response in that area/ centre.
- p. The Corporation also reserves the right to cancel / restrict/ curtail/ enlarge the recruitment/ selection process thereunder without any further notice and without assigning any reasons.
- q. Candidates are advised to submit only one application. In case of multiple applications from a candidate, the latest one shall be considered as final and the earlier applications shall be rejected without any notice.
- r. Candidates presently employed in Government Departments / PSU's / Autonomous Bodies owned by the Government, should submit their application through proper process. They must produce No Objection Certificate in original hard copy at the time of Group Task and Personal Interview, failing which they will not be allowed to appear for the Group Task and Personal Interview process and their candidature will not be entertained.
- s. Candidates (except final year degree students) must be in possession of all applicable Degree



Certificates and mark sheets at the time of application and ensure that they fulfil all eligibility criteria. For the positions where experience is mandatory, the relevant work experience will be counted post completion of qualifying degree as per advertisement.

- t. Candidates who are in final year can also apply. However, the appointment shall be subject to meeting the eligibility criteria as per this notification.
- u. All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying. No enquiry asking for advice as to eligibility will be entertained.
- v. Candidates are advised in their own interest to apply online before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability / failure to log on to the website on account of heavy load on internet or website jam.
- w. Reimbursement of Sleeper class rail fare for Computer Based Test for SC, ST & PWBD candidates and 3rd AC for all candidates appearing in the Interview by the shortest route is admissible for outstation, provided the distance travelled is not less than 30 km. Candidates opting for examination Centre other than the Centre nearest from mailing address will not be reimbursed travel fare. The candidates will be required to fill in the Travel Allowance (TA) Form as detailed on HPCL website and submit/upload it along with Travel Proof for travel undertaken. Travel allowance will be processed through online mode. This reimbursement is not applicable to candidates who are already in Central/State Government Services/PSUs.
- x. **In case of any ambiguity or dispute arises on account of interpretation in versions other than English, the English version will prevail.**

**Furnishing of wrong/false information or suppressing of any material fact will lead to disqualification and HPCL will not be responsible for any of the consequences of furnishing such wrong/false information. Since all the applications will be screened without documentary evidence, the candidates must satisfy themselves meeting eligibility for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong information or is found ineligible with respect to any of the eligibility parameters, his/her candidature will be rejected. If any of the above discrepancies w.r.t. to eligibility parameters, furnishing of wrong/ false information and or suppressing of any material fact is detected / noticed even after appointment, his/her services will be liable for termination without any further notice. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.**

**Court of jurisdiction for any dispute will be at Mumbai.**

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

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

