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from Central Labour Institute (CLI) or Regional Labour Institute (RLI).  
 ➤ Candidate should have secured a minimum of 60% marks (50% for SC/ST/PWD candidates) aggregate of all semesters / Years of corresponding CGPA/Ratings / Graduations in the qualifying Degree Examinations.

**Work Experience/ Job Specifications:**

Minimum one year of post-Internship onsite full time experience in an Occupational Health Services Centre /Medical Centre of processing, manufacturing, refining or Industrial unit having more than 1000 workmen

**Shortlisting & Selection Process:** Refer point IV (Shortlisting/Selection Process)

1.H	<b>Role:</b> Fire & Safety Officer	Max Age: 27 years	S/G(A): Scale of Pay: ₹60000-₹180000
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**Educational Qualifications:** Full time regular BE/B Tech in Fire Engineering or Fire & Safety Engineering.

**Shortlisting & Selection Process:** Refer point IV (Shortlisting/Selection Process)

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

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

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

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

2.A	<b>Role:</b> Quality Control Officer	Max Age: 30 years	S/G(A): Scale of Pay: ₹80000-₹180000
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**Educational Qualifications:** Two-year full time regular M.Sc. in Chemistry (Analytical/Physical/Organic/Inorganic).

**Work Experience/ Job Specifications:**

Minimum 2 years post qualification relevant experience in a chemical testing laboratory on testing/ analysis/ R&D/ Quality Control etc. 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. Relevant Work experience to be verified by user department.

**Shortlisting & Selection Process:** Refer point IV (Shortlisting/Selection Process)

**Note for positions from 1.A - 2.A :** Candidates should have passed from AICTE approved/UGC recognized University / Deemed University with minimum 60% marks (aggregate of all semesters), relaxed to 50% (aggregate of all semesters) for SC/ST/PWD candidates.

3.A	<b>Role:</b> Law Officer	Max Age: 26 years	S/G(A): Scale of Pay: ₹50000-₹190000
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**Educational Qualifications:** 3-year full time course in law after graduation or 5 year course in law after 12th Standard from AICTE approved / UGC recognized University/Deemed University. Candidates scoring minimum 60% in aggregate of all the semesters/years (55% for SC, ST & PWD candidates) in the qualifying degree (as applicable) are only eligible to apply. Qualification should be obtained only through full time regular course from a recognized University/Institute.

**Work Experience/ Job Specifications:**

➤ Minimum of one-year experience as a practicing Advocate or working in a reputed Law Firm or Company. For practicing Advocates, the experience must be after enrollment in the Bar Association and for working candidates, it must be post qualification.

➤ Experience should preferably relate to drafting Agreements, preparing Court/Arbitration papers, briefing Counsel, etc. substantially covering the law relating to Contracts, Sale of Goods, Transfer of Property, Intellectual Property and Consumer Protection.

➤ Candidates should possess excellent written/verbal communication skills. Proficiency in reading and writing in any one or more Scheduled language (as per Constitution) in addition to English and Hindi is preferred.

**Note:** Candidates are required to submit an experience certificate from the organization in which they are/were working. In case of practicing advocates, the certificate should be from the State Bar Council or a Senior Advocate or a Law Firm, accompanied with a copy of the enrollment certificate with the Bar Council. Only the full-time work experience will be considered from the date of registration with Bar Council and/or date of joining in employment, as applicable. Internships during continuation of LLB program will not be considered as experience.

**Shortlisting & Selection Process:** Refer point IV (Shortlisting/Selection Process)

**4. RESEARCH & DEVELOPMENT (ROLES 4.A – 4.Q)**

4.A	<b>Role:</b> Chief General Manager – Process Technologies, R&D	Max Age: 52 years	S/G(H): Scale of Pay: ₹120000-₹280000
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**Educational Qualifications:** ME/MTech in Chemical Engineering.

Candidates with Ph.D qualification in Chemical post M.Tech/ ME/ B.Tech can also apply for this position in relevant field.

**Work Experience/ Job Specifications:**

➤ Minimum 20 years of work experience in Research in reputed Petroleum Company or R&D institution working in the area of downstream petroleum or energy related industry.

➤ Should have minimum 12 years of work experience in leading a group of scientists or technical team.

➤ Undertaking process research, Pilot projects, Scale up of research projects at commercial level or innovative research in the petroleum industry.

**Shortlisting & Selection Process:** Refer point V (Shortlisting/Selection Process for R&D Professionals)

4.B	<b>Role:</b> Assistant Manager- Intellectual Property Rights Cell, R&D	Max Age: 30 years	S/G(B): Scale of Pay: ₹70000-₹200000
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**Educational Qualifications:** 4 years' full time BE/B.Tech in Chemical or Full time M.Tech in Chemistry or Ph.D in Chemical Engineering / Chemistry.

**AND**

● Registered Patent Agent with Indian Patent Office or any other patent office such as USPTO & EPO

● Post-graduation Diploma in IPR & Patent Management will be preferred

● Candidates with Ph.D qualification post M.Tech/ME can also apply for these positions. Preference will be given to higher qualification and related experience.

**Work Experience/ Job Specifications:** Minimum 4 years out of which the last 2 years of experience has to be:

➤ as IP Professional (filing Patents/ Trademarks) in petroleum refinery /research, petrochemical units or in consultancy services company executing large and medium size projects in petroleum refinery / research, petrochemical units in supervisory / executive category is essential.

➤ The relevant experience will be considered only after Registration as Patent Agent.

**Shortlisting & Selection Process:** Refer point V (Shortlisting/Selection Process for R&D Professionals)

4.C	<b>Role:</b> Sr Manager - FCC	Max Age: 40 years	S/G(D): Scale of Pay: ₹90000-₹240000
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**Educational Qualifications:** M.Tech/ME in Chemical Engineering and B.Tech/BE in Chemical Engineering (Chemical Engineering/Biochemistry, Petroleum Refining, Petrochemical, Petroleum Refining & Petrochemical).

**Work Experience/ Job Specifications:**

Minimum 7 years of experience in the area of Petroleum Refining such as FCC

**Shortlisting & Selection Process:** Refer point V (Shortlisting/Selection Process for R&D Professionals)

4.D	<b>Role:</b> Assistant Manager/ Manager - Hydroprocessing	Max Age: S/G(B): 33 years S/G(C): 38 years	Scale of Pay: ₹70000-₹200000 ₹80000-₹220000
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**Educational Qualifications:** M.Tech/ME in Chemical Engineering and B.Tech/BE in Chemical Engineering (Chemical Engineering/Biochemistry, Petroleum Refining, Petrochemical, Petroleum Refining & Petrochemical).

**Work Experience/ Job Specifications:**

● Minimum 3 years experience for S/G(B) / Minimum 5 years experience in S/G(C) in the area of Petroleum Refining such as Hydroprocessing

**Shortlisting & Selection Process:** Refer point V (Shortlisting/Selection Process for R&D Professionals)

4.E	<b>Role:</b> Sr Manager-Catalysis	Max Age: 40 years	S/G(D): Scale of Pay: ₹90000-₹240000
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**Educational Qualifications:** Ph.D. in Chemistry (Catalysis/Materials/Chemical Engineering).

**Work Experience/ Job Specifications:**

Minimum 7 years experience in the area of Catalysis

**Shortlisting & Selection Process:** Refer point V (Shortlisting/Selection Process for R&D Professionals)

4.F	<b>Role:</b> Assistant Manager/ Manager - Catalysis	Max Age: S/G(B): 34 years S/G(C): 36 years	Scale of Pay: ₹70000-₹200000 ₹80000-₹220000
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**Educational Qualifications:** Ph.D in Chemistry (Catalysis/Materials/Chemical Engineering).

**Work Experience/ Job Specifications:**

Minimum 1 year experience for S/G(B) / Minimum 3 years experience in S/G(C) in the area of Catalysis.

**Shortlisting & Selection Process:** Refer point V (Shortlisting/Selection Process for R&D Professionals)

4.G	<b>Role:</b> Officer - Catalysis	Max Age: 27 years	S/G(A): Scale of Pay: ₹60000-₹180000
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**Educational Qualifications:** Ph.D in Chemistry (catalysis) and M.Sc and B.Sc in relevant area of chemical science.

**Shortlisting & Selection Process:** Refer point IV (Shortlisting/Selection Process for R&D Professionals)

4.H	<b>Role:</b> Sr Manager-Nanotechnology	Max Age: 40 years	S/G(D): Scale of Pay: ₹90000-₹240000
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**Educational Qualifications:** Ph.D in Chemistry (Materials/Nanotechnology/Chemical Engineering).

**Work Experience/ Job Specifications:**

Minimum 7 years experience in the area of Nanotechnology

**Shortlisting & Selection Process:** Refer point V (Shortlisting/Selection Process for R&D Professionals)

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4.I	<b>Role:</b> Officer - Nanotechnology	Max Age: 27 years	S/G(A): Scale of Pay: ₹60000-₹180000
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**Educational Qualifications:** ME/MTech and BE/BTech in Chemical/Biotechnology.

**Shortlisting & Selection Process:** Refer point IV (Shortlisting/Selection Process)

4.J	<b>Role:</b> Sr Manager-Analytical	Max Age: 40 years	S/G(D): Scale of Pay: ₹90000-₹240000
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**Educational Qualifications:** Ph.D in Chemistry (Analytical/Organic/Inorganic/Petrochemical Engineering/ Related areas).

**Work Experience/ Job Specifications:**

Minimum 7 years experience in the area of analytical.

**Shortlisting & Selection Process:** Refer point V (Shortlisting/Selection Process for R&D Professionals)

4.K	<b>Role:</b> Officer-Analytical	Max Age: 27 years	S/G(A): Scale of Pay: ₹60000-₹180000
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**Educational Qualifications:** Ph.D in Chemistry (Analytical/Organic/Inorganic/Petrochemical Engineering/ Related areas).

**Shortlisting & Selection Process:** Refer point IV (Shortlisting/Selection Process for R&D Professionals)

4.L	<b>Role:</b> Assistant Manager/ Manager - Bioprocess	Max Age: S/G(B): 34 years S/G(C): 36 years	Scale of Pay: ₹70000-₹200000 ₹80000-₹220000
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**Educational Qualifications:** Ph.D in Microbiology/ Biotechnology/Chemical Engineering.

**Work Experience/ Job Specifications:**

Minimum 1 year experience for S/G(B)/ Minimum 3 years experience in S/G(C) in the area of bioprocess

**Shortlisting & Selection Process:** Refer point V (Shortlisting/Selection Process for R&D Professionals)

4.M	<b>Role:</b> Officer- Bioprocess	Max Age: 27 years	S/G(A): Scale of Pay: ₹60000-₹180000
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**Educational Qualifications:** ME/MTech and BE/BTech in Chemical / Biotechnology.

**Shortlisting & Selection Process:** Refer point IV (Shortlisting/Selection Process for R&D Professionals)

4.N	<b>Role:</b> Sr Manager- Polymer/ Petrochemical	Max Age: 40 years	S/G(D): Scale of Pay: ₹90000-₹240000
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**Educational Qualifications:** Ph.D in Polymers/Polyolefin/ Petrochemicals/Related areas.

**Work Experience/ Job Specifications:**

Minimum 7 years experience in the area of Polymer synthesis, Polyolefin, Petrochemicals, Product Development.

**Shortlisting & Selection Process:** Refer point V (Shortlisting/Selection Process for R&D Professionals)

4.O	<b>Role:</b> Officer- Polymer/ Petrochemical	Max Age: 27 years	S/G(A): Scale of Pay: ₹60000-₹180000
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**Educational Qualifications:** Ph.D in Polymers/Polyolefin/ Petrochemicals/Related areas.

**Shortlisting & Selection Process:** Refer point IV (Shortlisting/Selection Process for R&D Professionals)

4.P	<b>Role:</b> Assistant Manager/ Manager- Corrosion Study/Metallurgy	S/G(B): Scale of Pay: ₹70000-₹200000	S/G(C): Scale of Pay: ₹80000-₹220000
		<b>Educational Qualifications:</b> M Tech in Chemical engineering or Metallurgy Or Ph.D in Chemistry/ Chemical Engineering/ Metallurgy with specialization in corrosion studies	<b>Max Age</b> S/G(B): 33 years S/G(C): 36 years
		S/G(B): 34 years S/G(C): 36 years	S/G(B): 1 yr S/G(C): 3 yrs

**Work Experience/ Job Specifications:**

Experience in the area of corrosion studies

**Shortlisting & Selection Process:** Refer point V (Shortlisting/Selection Process for R&D Professionals)

4.Q	<b>Role:</b> Chief Manager, Deputy General Manager - Analytical	Max Age: S/G(E): 45 years S/G(F): 50 years	Scale of Pay: ₹100000-₹260000 ₹120000-₹280000
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**Educational Qualifications:** Ph.D in Chemistry (Analytical/Organic/Inorganic/Petrochemical Engineering/ Related areas).

**Work Experience/ Job Specifications:**

Minimum 12 years experience for S/G(E) / Minimum 15 years experience for S/G(F) in the area of analytical.

**Shortlisting & Selection Process:** Refer point V (Shortlisting/Selection Process for R&D Professionals)

#### Note for All R&D Positions (4.A - 4.Q)

- Candidates should have passed with minimum 60% marks (aggregate of all semesters/years) (50% for SC/ST/PWD candidates) in Graduation as well as Post Graduation.
- Eligibility for Ph.D holders would be Ph.D after M Tech/B Tech or M.Sc in relevant branch.
- Candidates with Integrated Ph.D may also apply. However, such candidates must produce master's degree certificate.
- Candidates must be in possession of all applicable Degree Certificates and mark sheets at the time of application.
- All work experience must be in supervisory/executive capacity. Post qualification work experience will only be considered as relevant work experience.
- In case of Ph.D candidates, experience will be counted from the date of successful defense of Ph.D Dissertation/Thesis. It is mandatory for candidates possessing Ph.D qualification to mention the date of successful defense of Ph.D in their application.
- In case of candidates with Master's Degree, experience will be counted from the date of successful completion of Master's degree.
- In case of candidates with Ph.D after B Tech, experience will be reckoned after Ph.D.
- The courses offered by Autonomous Institutions / Foreign universities should be equivalent to the relevant courses approved / recognized by Association of Indian Universities (AIU)/UGC/AICTE.
- Research work carried out during course of acquiring Ph.D will not be considered as work experience.
- Research Experience has to be in the relevant specialized area.
- Candidates with Ph.D qualification post ME/MTech shall be given 2 years' age relaxation.

#### 5. SPORTS (CHESS)

5.A	<b>Role:</b> Chess Players, Sports Officer (Management) or Sports Assistant (Non-Management)	Min Age: 18 years Max Age: 25 years	Scale of Pay: S/G(A): ₹60000-₹190000 S/G(M10): ₹13920-₹40680
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**Educational Qualification:**

- Management: Graduate in any Discipline with 50 % marks (aggregate).
  - Non-Management: Passed 10+2 or equivalent examination with 50 % marks.
- Age: Minimum 18 years & maximum 25 years for Unreserved candidates. (Relaxation in age applicable to SC/ST, OBCNC and FWD candidates as per Corporation/Government guidelines will be provided.)

**Note:** Sports persons meeting educational qualification and sporting achievements but not attained 18 years, may also be permitted to apply. Selection will be based on interview of shortlisted candidates meeting eligibility criteria. In the event of selection, they shall be engaged on contract basis and considered for regular employment on completion of 18 years' subject consistent performance

**Sporting Achievements:**

1. FIDE rating should be  $\geq 2400$  for Men and 2200 for Women in at least 2 consecutive FIDE rating lists during the last 1 year.
2. FIDE rating should be  $\geq 2400$  for Men and 2200 for Women at the time of application.

All the titles / ratings mentioned above shall be awarded/recognised by International/National/State Sports Federation

➤ **Having Title of either**

- a. Grand Master OR
- b. International Master OR
- c. Woman Grand Master OR
- d. Woman International Master

#### II. PLACEMENT / POSTING

Posting/Assignment can be in any SBUs/Division/Department of the Corporation at any place in the country and the services thereafter will be transferable as per the requirement of the Corporation. These positions may involve working in shift/duties. Selected candidates may also be posted / assigned to any of the subsidiaries/Joint Ventures or any department of Government of India.

#### III. SCALE OF PAY

Sr. No	Position	Salary Grade	Scale of Basic Salary	Approx. CTC* (in lakhs)
1	Deputy General Manager/ General Manager/ Chief General Manager	F/H	₹120000-₹280000	₹39.4
2	Chief Manager	E	₹100000-₹260000	₹31.6
3	Sr. Manager	D	₹90000-₹240000	₹27.4
4	Manager	C	₹80000-₹220000	₹23.4
5	Assistant Manager	B	₹70000-₹200000	₹20.5
6	Officer	A	₹60000-₹180000	₹16.8

\*The above CTC has been calculated at minimum base level of pay grade and includes Base Pay, Retiral Benefits, Dearness Allowance, HRA and Cafeteria Allowance. This also includes Performance Related Pay (PRP) as per the Corporation's policy. CTC is for candidates posted in metro cities; and may vary for other locations.

It may please be noted that the retiral benefits like superannuation benefit is payable only on separation from the services of the Corporation after completing minimum 15 years of service in the Corporation (resignation/ termination not included) of the employee.

The Selected Officers will be on Probation for 1 year from the Date of Joining.

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**IV. SHORTLISTING / SELECTION PROCESS**

The multiple stage process may comprise of various shortlisting tools like written test, interview, group task etc. Candidates fulfilling all the eligibility criteria (based on scrutiny of the application and resume as submitted in the online application), will be considered for further selection process for appearing in **Written Test** (objective type with no negative marking, comprising of two parts, I. **General Aptitude** consisting of Intellectual Potential test, testing Logical Reasoning & Data interpretation, Quantitative Aptitude test & test of English Language, II. **Technical / Professional Knowledge** comprising of questions related to Qualifying degree / Educational background required for the position applied for). Candidates qualifying in the **Written Test** will be called for the **Group Task** in order of the category-wise and discipline-wise merit list of the **Written Test** in a **predetermined ratio**.

All candidates who qualify in the **Group Task** will proceed for the **Personal Interview**. **Candidates must secure minimum qualifying marks in each stage, Written Test, Group Task and Personal Interview (Personal Interview & Moot Court for Law officers). Also candidates must secure minimum qualifying marks w.r.t. combined scores of Written Test + Group Task + Personal Interviews & (Moot Court for Law Officers) to be further considered for selection process.** A category & discipline-wise merit list will be drawn for all the candidates who qualify in all selection parameters as per the above criterion & offer of appointment would be as per the vacancies available category & discipline-wise. Candidates belonging to SC /ST/OBC-NC & PWD would be assessed under relaxed standards.

**PRE-EMPLOYMENT MEDICAL EXAM**

Desirous candidates seeking employment with Hindustan Petroleum need to be medically fit as per Hindustan Petroleum's pre-employment medical standards. Reference for a medical examination does not mean final selection.

**V. SHORTLISTING / SELECTION PROCESS FOR R&D PROFESSIONALS**

**Shortlisting Criteria:** Candidates fulfilling all eligibility criteria (based on scrutiny of the application and resume submitted in the online application), will be considered for further selection process. Depending on number of candidates fulfilling all criteria, candidates will undergo single stage or multiple stage interview. In the event of number of applications being large, the Corporation will adopt shortlisting criteria to restrict the number of candidates to be called for the interview. The shortlisting criteria will be based on any or all of the criteria i.e. higher relevant experience, higher qualification, number of patents (wherever applicable) publications in high impact journals.

**Selection Process:** The selection would comprise of a single stage or multistage interview.

A category wise merit list of combined scores (Minimum qualifying Marks (60 % for UR, 54% of OBCNC/SC/ST/PWD). In combined scores of all interviews) will be drawn for all the candidates who qualify in all the selection parameters & offer of appointment would be extended as per the vacancies available category-wise subject to being declared as Medically Fit by HPCL designated Physician and subject to fulfillment of other eligibility criteria w.r.t. Academic Qualification, Age, Work Experience, NOC, relieving letter from previous employer etc. as may be appl cable.

**VI. CONCESSIONS AND RELAXATIONS**

- Reservation of posts for **SC, ST and OBC-NC** are as per Government Directives.
- The **OBC** candidates who belong to "Creamy Layer" are not entitled for concession admissible to **OBC-NC** candidates and such candidates will have to indicate their category as **Unreserved (UR)**.
- For availing the reservation under **OBCNC** category, the name of caste and community of the candidate must appear in the 'Central List of Other Backward Classes' available on National Commission for Backward Classes (NCBC), Government of India website, www.ncbc.nic.in
- Relaxed standards in assessment/selection, **Written Test, Group Task, Personal Interview and overall (Test, Group Task and Personal Interview)** will be applicable for **SC, ST, OBC-NC & PWD** candidates
- Maximum age limit is relaxable by 5 years for **SC & ST**, 3 years for **OBC-NC** and 10 years for **PWD (UR)**, 13 years for **PWD (OBC-NC)** and 15 years for **PWD (SC/ST)** candidates, as applicable.
- Maximum age limit relaxable by 5 years for candidates domiciled in **Jammu & Kashmir** between 01.01.1980 and 31.12.1989.
- Vacancies will be reserved for **PWD** (Persons with disabilities -with degree of disability 40% or above) as per presidential directives. Appointment in these vacancies will be offered to **PWD** candidates after considering the nature of duties & responsibilities of the job, location, hazard, strain & other factors, also considering that the disability is not likely to interfere with the performance of duties of the post with reasonable efficiency and without possible deterioration of his/her health. However, the final appointment would be based on candidate's medical fitness with respect to job profile of the identified posts. Further to this, according to Notification No: 16-15/2010 DD 111 DT:29/07/2013 by Ministry of Social Justice & Empowerment, list of positions/disciplines in which **PWD** candidates are eligible to apply for this recruitment drive is given below.

Sr. No.	POSITION	PWD CATEGORY
1	Civil Engineer	OA, OL, HH
2	Electrical Engineer	OL, HH
3	Mechanical Engineer	OL, HH, LV
4	Electronics & Telecommunication Engineer	OL, HH
5	Instrumentation Engineer	OL, HH
6	Chemical Engineer	OA, OL
7	Legal Officer	OL, BL, QAL, B, LV
8	R&D Professionals	OA, OL
9	Quality Control Officer	OA, OL
10	Medical Officer	OA, OL

**VII. APPLICATION PROCESS & PAYMENT OF FEES**

Candidates are requested to read the **complete instructions hereunder before proceeding to the application form**.

Apply **online** only on [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com). Online submission of the application will be allowed on the website upto 31.08.2018. No other mean / mode of the application shall be accepted. Online Application System will be open from **1000 hrs on 31.07.2018 to 23:59 hrs on 31.08.2018**.

- The application fees are applicable to all positions in Salary Grade "A"
- SC, ST & PWD candidates are exempted from payment of application fee.
- General and OBCNC candidates are required to pay a Non-Refundable Amount of ₹590/- (Application fee of ₹500/- and GST @ 18% of ₹90/-).

Payment is accepted in following two modes:

A. Payment through challan at State Bank of India (SBI):

B. Online Payment through Debit / Credit card:

Details	Debit Cards	Credit Card	Bank Voucher
Total Amount payable (including application fees + 18% GST + bank charges, if applicable)	₹ 590	₹ 625	₹ 625

Note: Candidates are "NOT" required to submit hard copy of application forms to HPCL. The details filled in the online application form will be considered final and no changes will be entertained w.r.t. personal/ any other details, later on.

**VIII. GENERAL INSTRUCTIONS**

- Only Indian Nationals need a ppty.
- The last date for reckoning age and all other eligibility criteria will be considered as of 31/08/2018.
- Only Online Applications will be acceptable.
- Mere issue of Admit card/Interview call letter will not imply acceptance of candidature.
- Candidates are not required to send printout of application or any other documents in hard copy to HPCL Admit Card for Written Test, Specimen Questions, Interview Call Letters, etc. will not be sent to candidates in hard copy. Candidates will be required to download the same from HPCL website [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com). Various intimations, schedules/dates can be accessed through HPCL website.
- In case of Internal candidates, please note that the finally selected candidates will have to resign from the services of the Corporation and rejoin the services as fresh employees on probation. Regarding transfer of leaves, PF, Gratuity etc, these cases would be treated at par with candidates joining from other PSUs.
- All the candidates are requested to remain updated at each step of the selection process by visiting our website [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com) and clicking on Careers. All queries pertaining to recruitment including selection process may be addressed to our Corporate Recruitment Team through [corpenableirect@mail.hpcl.co.in](mailto:corpenableirect@mail.hpcl.co.in). Candidates are also requested to visit FAQs Section on our website with respect to this recruitment drive. Candidates may please note that personal calls and/or interaction with any of the HPCL's officials during recruitment drive is discouraged, except when absolutely necessary. Candidates are requested to visit our website with respect to full details on the role, shortlisting, selection process and syllabus pertaining to this recruitment drive
- Admit card for written test is to be downloaded from the website has to be duly signed by the candidate and photograph affixed and is required to be produced at the time of written test.
- HPCL will not be responsible for any loss/ non-delivery of email/admit card sent/ any other communication sent, due to invalid/wrong email id.
- All the qualifications should be full time regular course/s from AICTE approved / UGC recognized University/Deemed University. The courses offered by Autonomous Institutions/Foreign Universities should be equivalent to the relevant courses approved / recognized by Association of Indian Universities (AIU)/UGC/AICTE.
- Wherever CGPA/OGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University/Institute. Please also obtain a certificate to this effect from University / Institute which shall be required at the time of interview.
- Number of vacancies may increase/decrease at the discretion of the Corporation. HPCL reserves the right to cancel or add any examination / Personal Interview centre depending on the response in that area/centre.
- The Corporation also reserves the right to cancel / restrict/ curtail/ enlarge the recruitment process and/or the selection process thereunder without any further notice and without assigning any reasons.
- HPCL reserves the right not to fill any of the above posts advertised at any stage of selection.
- Since the written test for all the above positions is to be conducted on the same day, the candidates should apply for one position only.
- Applications with incomplete / wrong particulars including photographs or not in the prescribed format will not be considered. The email id provided in online application should remain valid for at least one year. Candidates must use proper e-mail ids created in their names. Applications with pseudo / fake email ids will attract appropriate action under the law.
- Candidates presently employed in Government Departments / PSU's / Autonomous Bodies owned by the Government, should submit their application through proper channel. However, they must produce No Objection Certificate at the time of interview if their applications were not routed through proper channel, failing which they will not be allowed to appear for the interview and their candidature will not be entertained.

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## HINDUSTAN PETROLEUM CORPORATION LIMITED

Registered Office : 17, Jamshedji Tata Road, Mumbai-400020  
CIN No. L23201MH1952GOI008858



- The online registration would remain open upto **23:59 pm on 31/08/2018**.
- Candidates can view their status of payment of application fee by logging in HPCL website with application no. & e-mail ID (as mentioned in online application), after two working days from actual payment date.
- In the event of non-receipt of application & processing fee from candidates for reasons whatsoever, his / her candidature will stand cancelled and no further communication on the same will be entertained.
- All the details given in the online form will be treated as final and no changes will be entertained.
- Reimbursement of 2nd class rail fare by the shortest route to examination Centre is admissible for outstation SC, ST & PWD candidates appearing for written test, provided the distance travelled is not less than 30 km. (Candidates opting for Examination Centre other than the Centre nearest from mailing address will not be reimbursed travel fare). The candidates will be required to fill in the Travel Allowance (TA) Form as detailed on HPCL website and submit it along with Travel Proof for travel undertaken. This reimbursement is not applicable to candidates who are already in Central/State Government Services/PSUs.

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

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

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

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