# HINDUSTAN PETROLEUM CORPORATION LIMITED

(A Government of India Enterprise)

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

CIN No. L23201MH1952GOI008858

## RECRUITMENT OF OFFICERS THROUGH GATE 2018

# About Our Company

**Hindustan Petroleum Corporation Limited (HPCL)** is a Government of India Enterprise with a **Navratna Status and a Forbes 2000 company.** It ranked at **384 in Fortune Global 500 list** and **48 in the list of Platts Top 250 Global Energy Companies in the year 2016.**

During 2016-17, HPCL has achieved the highest ever profit **of ₹ 6209 crore** on standalone basis with Gross sales of **₹ 213489 crore.**

*Propelling airplanes, mechanizing agriculture, energizing industries, igniting stoves, lighting lanterns... HP is synonymous with energy in India.*

# About Our Company

Our profits display a remarkable increase of 66.6% compared to the corresponding period last year. This has been possible because of our robust performance in all spheres including Refining, Marketing, Retail, Direct Sales, LPG, Aviation, Operations and Distribution, Projects & Pipeline Group, LNG and other services.

We, at HPCL, believe that of all the resources, our employees are the most vital ones. It is only with the commitment and dedication of our 10000+ employees that we have been able to deliver superior performance and operate effectively in the highly competitive environment. We sustain our inclusive culture by investing in our diverse workforce and empowering our employees to enhance value to our communities and stakeholders.

# Our Company Mission

To become a fully integrated company in the hydrocarbons sector of exploration and production, refining and marketing; focusing on enhancement of productivity, quality and profitability

# Our Network

HPCL's **vast marketing network** consists of 13 Zonal offices in major cities and 106 Regional Offices facilitated by a Supply and Distribution infrastructure comprising of Terminals, Pipeline networks, Aviation Service Stations, LPG Bottling Plants, Inland Relay Depots & Retail Outlets, Lube and LPG Distributorships.

# Our Refineries

HPCL owns & operates 2 major refineries producing a wide variety of petroleum fuels & specialties, one in Mumbai having 7.5 MMTPA capacity and the other in Visakhapatnam with a capacity of 8.3 MMTPA. Project activities for enhancing the capacities of these refineries to 9.5 MMTPA and 15 MMTPA respectively are on track.

HPCL in collaboration with M/s Mittal Energy Investments Pte. Ltd. operates a 9 MMTPA capacity Refinery at Bathinda and also holds an equity of about 16.95% in the 15 MMTPA Mangalore Refinery and Petrochemicals Ltd. (MRPL).

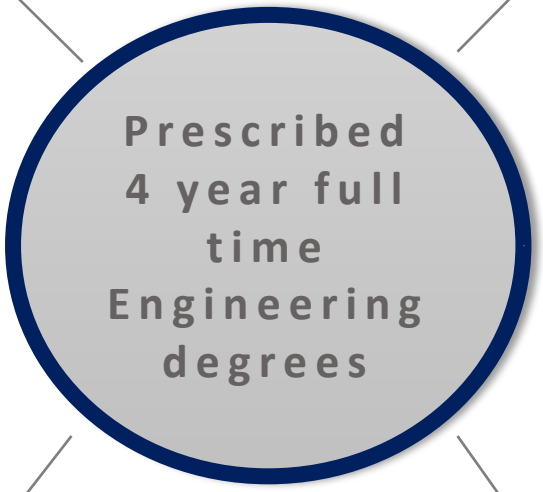
HPCL in Joint Venture with Government of Rajasthan is setting up a 9 MMTPA refinery cum petrochemical complex at Barmer, Rajasthan.

HPCL also owns and operates the largest Lube Refinery in India with a capacity of 428 TMT and continues to be the No. 1 Lube marketer in the country for the fourth consecutive year

# Important Dates

| | |
|---|---|
| 1st SEP 2017 | Commencement of online application for GATE Exam 2018 |
| 5th OCT 2017 | Last date of online application for GATE–2018 |
| 12th JAN 2018 | Commencement of online application for HPCL. |
| 12th FEB 2018 | Last date of online application for HPCL |
| 17th MAR 2018 | Announcement of GATE 2018 Results |

# Eligibility: Education Qualifications




## Chemical

Chemical, Petrochemical, Petroleum Refining & Petrochemical, Petroleum Refining
Corresponding Gate Paper:
Chemical, Code: CH

## Mechanical

Mechanical, Mechanical & Production
Corresponding Gate Paper:
Mechanical, Code: ME

## Electronics & Telecommunication

Electronics, Electronics & Communication, Electronics & Telecommunication, Applied Electronics
Corresponding Gate Paper:
Electronics and Communication, Code: EC

## Instrumentation

Instrumentation, Instrumentation & Control, Electronics & Instrumentation, Instrumentation & Electronics, Instrumentation & Process Control
Corresponding Gate Paper:
Instrumentation, Code: IN

## Electrical

Electrical, Electrical & Electronics
Corresponding Gate Paper:
Electrical, Code: EE

## Civil

Civil
Corresponding Gate Paper: Civil, Code: CE

Note: Candidates having any other degree/combination degree eg. Production Engg., Automobile Engg., Mechatronics, Industrial Engg., Construction Engg. etc., other than mentioned above are not eligible to apply. These exclusions are only indicative and not exhaustive

# Eligibility Criteria

| Requirement | Category | Details |
|---|---|---|
| **Cleared Bachelor's degree in Engineering / Technology in above mentioned disciplines** | All | All the qualifications should be 4-year 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) |
| **Aggregate Marks** | UR, OBCNC | Minimum 60% marks (aggregate marks of all semesters) in qualifying degree examinations |
| | SC,ST, PWD | Minimum 50% marks (aggregate marks of all semesters) in qualifying degree examinations |
| **Age** | UR | Maximum 25 years as on 30th June 2018 i.e. candidates **born on or after 30.06.1993** |
| | SC,ST, OBCNC, PWD | Age relaxation for OBC (Non Creamy Layer)/SC/ST/PWD candidates will be applicable as per the Presidential Directives |
| **Physical / Medical Fitness** | ALL | Desirous candidates seeking employment with Hindustan Petroleum need to be medically fit as per Corporation's pre-employment medical standard and need to clear our medical fitness test<br><br>Defective Colour vision is a disqualification under Pre Employment Medical norms of HPCL |
| Candidates currently in final year of their engineering studies may also apply. However, if selected, they must submit their final mark sheet by 31st August 2018. At the time of applying, the aggregate marks required will be same as mentioned above as per respective category | | |

# Shortlisting and Placement

- Candidates appearing in a GATE paper which is different from their Qualifying Engineering discipline will not be considered for further selection procedure.
- The Gate marks for the year **2018** only will be considered for this recruitment process
- A candidate can apply against **one** discipline only. Candidates applying for more than one discipline will not be allowed to sit for both roles
- On the basis of valid GATE 2018 marks, qualified candidates will be called for further selection process in a predetermined ratio in order of the category-wise discipline- wise merit list.
- Selection process would include: Group Task/Group Discussion and/or Personal Interview. In addition to the above, any other selection tools/tests may be administered, at the sole discretion of the management. Candidates will have to qualify through each stage of selection process successfully for selection
- Merit List of successful candidates will be drawn basis 85% weightage to GATE 2018 marks and 15% to Group Discussion/Task and/or Personal Interview
- Selected candidates shall have **all–India transfer liability**. Posting/ Assignment can be in any SBU/Division/Department of the Corporation at any place in the country/otherwise.
- These positions generally involve working in shift duties. Selected candidates may also be posted in any of the subsidiaries/Joint Ventures or any department of Government of India.

# Application Process

**STEP 1**
Register For GATE
*1st Sep – 5th Oct'17*

**STEP 2**
Apply on HPCL Website with Gate registration number
*12st Jan – 12th Feb' 17*

**STEP 3**
Complete and submit application form to receive 12 digit Application Number

**STEP 4**
Application fees to be paid (ST/ST/PWD candidates exempted)

**Payment Options**

1. SBI Challan
2. Debit /Credit Card

Note: Any request for change in Category (General/SC/ST/OBC-NC/ PWD) or any other details once filled in the online application form, will not be considered.

# Application Fees

| Details | Debit Cards | Credit Card | Bank Voucher |
|---|---|---|---|
| Total Amount to be paid* | ₹ 236 | ₹ 271 | ₹ 271 |

*Amount inclusive of applicable taxes and bank charges

# Payment of Application Fee

Applicants are required to pay a Non-Refundable Amount as Application fee.
*SC, ST & PWD candidates are exempted from payment of application fee.*

## State Bank of India Challan

**Step 1**
**After two working days** from online application take a **print of 2 part challan** (1.Candidate copy, 2.Bank copy) along with **filled application form** and deposit amount with pre-printed challan in **HPCL Powerjyoti A/C Number 32315049001** at any branch of SBI across country

**Step 2:**
Ensure that bank affixes '**payment received' stamp** and **Journal no**. on two parts of challan. Collect the '**Candidate's copy'** of 2 part challan from bank and preserve the same for future reference.

**Step 3:**
Check within **3–4** working days from date of payment of application and processing fee if the application payment status has changed to ***"Payment Received".***

**Step 4:**
In case payment status is not updated within 3-4 working days then kindly send the scanned copy of paid challan to hpclgate@mail.hpcl.co.in

## Online Payment through Debit/ Credit Card

**Step 1**
Pay application & processing fee online by using Debit/ Credit card. The payment status will automatically change to "Payment Received", immediately on successful receipt of fees.

**Step 2:**
Check on payment status of application is "Payment Received" is displaying.

**Step 3:**
Take print of acknowledgment of payment and preserve the same for future reference

***NOTE:*** *Application fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before payment of application fees.*

# Concessions and Relaxations

- Reservation of posts for **SC, ST** and **OBC–NC** are as per Government Directives.
- Vacancies will be reserved for **PWD** (Persons with disabilities –with degree of disability 40% or above) as per presidential directives
- Some of the posts of Officer Engineering Discipline are suitable for **Hearing Handicapped** category and certain categories of **Orthopaedic Handicapped.**
- 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 |

* *Abbreviations Used: OA – One Arm, OL – One Leg, HH – Hearing Handicapped, LV – Low Vision*

* *Eg: For post of Chemical Engineer, candidate with disability of either One Arm (OA) or One Leg (OL) are eligible.*

# Concessions and Relaxations

- The reserved category candidates are required to produce the **original caste/ PWD certificate/s** in prescribed format of Government of India, issued by the competent authority at the time of interview, in support of their claim. The OBC-NC (OBC-Non Creamy layer) candidates will be required to submit a valid caste certificate in the prescribed format applicable for purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking as contained in DOPT Memo No. 36036/2/2013- Estt. (Res.) dated 30-05-2014 from a competent authority issued in the year of advertisement. Further the OBC-NC candidates will have to give a self-undertaking, at the time of Personal Interviews if called for, indicating that they belong to OBC-Non Creamy Layer.

- 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).** The name of caste and community of the candidate must appear in the 'Central list of Other Backward Classes'

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

- **Maximum age relaxation** is 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 relaxation is 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989 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.

- Relaxed standards in assessment/selection will be applicable for SC, ST, OBC-NC & PWD candidates.

# Remuneration (Cost to Company)

| POSITION | SALARY GRADE |
| --- | --- |
| Officer | A |

- The Officers selected are on a probation period of 1 year
- Upon completion of the Probation period, they will be considered for confirmation in their respective grades subject to complying with attendance requirements, verification of antecedents, verification of caste status / certificate and caste validity wherever applicable, qualifying in technical competency test, performance appraisal and project evaluation
- On confirmation, you will be eligible for various other benefits as applicable to your Grade

**SCALE OF BASIC SALARY**

₹ 60000 – 180,000**

**APPROX CTC : ₹ 16.69 LAKHS***

- Above CTC includes Base Pay, Retiral Benefits, Dearness Allowance, HRA and Cafeteria Allowance
- This also includes Performance Related Pay (PRP) as per the Corporation's policy
- Candidates called for joining will also be entitled for joining benefits as applicable to their Salary Grade.
- *CTC is for candidates posted in metro cities; and may vary for other locations
- ₹ 5,000/- p.m will be deducted as Retention Amount for first six months during probation. The amount will be refunded to you only after your Confirmation

# Other Information

- For detailed information of GATE-2018, interested candidates may log on to www.gate.iitg.ac.in/ or websites of other IITs
- The candidates will receive their GATE-2018 Registration number printed on their admit card. On receipt of GATE registration number, the candidates need to apply to Hindustan Petroleum online. The relevant link will be made available from **12.01.2018** on www.hpclcareers.com or under 'Current Openings' of Careers section on www.hindustanpetroleum.com. No other mean / mode of the application shall be accepted. Online Application System will be open from **0000 hrs.** on **12.01.2018 to 2359 hrs.** on **12.02.2018**
- Candidate should keep scanned copy of passport size photo (same as affixed in GATE) (in jpg / gif format less than 50 kb) and resume (in doc/docx format less than 200kb) ready before filling online application form
- Fill in the online form with all the relevant details. Upload a scanned copy of your passport size photo (same as affixed in GATE) and resume along with the online application form. Candidates should ensure that the relevant details viz- Name, Date of Birth, Address, GATE 2018 Registration No etc. entered in HPCL Online application are the same as entered in the GATE 2018 application
- Click Submit. You will get a system generated 12 Digit Application No. Please note that this Application No. is important and will be required for all future references throughout the selection process. Take a printout of the Online Application Form, and affix passport size photograph (same as affixed in GATE), sign at the space provided and keep it safely for future reference
- Choose the option for Payment of Application & Processing Fee
- Candidates are **"NOT"** required to submit hard copy of application forms to HPCL. The details once 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

# General Instructions

- Only Indian Nationals are eligible to apply
- 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 future communication with the candidates will take place through e-mail only. No hard copy of any documents needs to be submitted. Also the call letter will not be sent be sent in hard copy
- Information like percentage of marks obtained in the qualifying examination, caste/sub-caste certificate, date of issue, name of issuing authority, state of origin, etc. will be required at the time of filling in the online application.
- Candidates presently employed in Government Departments/ PSUs/ Autonomous Bodies will be required to submit NOC from competent authority of their current employer at the time of interview. In case of failure to produce the NOC from the current employer at the time of Interview, the candidate will not be permitted to appear for the Interview
- Candidates not found to be meeting the prescribed eligibility criteria shall be rejected at any stage of the selection process
- All the details given in the online form will be treated as final and no changes will be entertained
- For any queries pertaining to recruitment or selection process visit the FAQ section on our website www.hpclcareers.com or write to our Corporate Recruitment Team only through hpclgate@mail.hpcl.co.in

# General Instructions

- Mere issue of Interview call letter will not imply final selection of candidate
- In case of internal candidates, please note that the finally selected candidates will have to resign from the services of the Corporation and re-join the services as fresh employees on probation. Regarding transfer of leaves, PF, Gratuity etc., these cases would be treated on par with candidates joining from other PSUs
- HPCL will not be responsible for any loss/ non-delivery of email/ any other communication sent, due to invalid/wrong email id/ contact details
- Wherever CGPA/OGPA/CPA 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
- Management reserves the right to restrict the number of candidates to be called for interview, reject the application without assigning any reasons/change the number of posts
- 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
- 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

# Attention

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 a candidate has 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