



## HINDUSTAN PETROLEUM CORPORATION LIMITED

(A Government of India Enterprise)

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

CIN No. L23201MH1952GOI008858

### **Recruitment of Graduate Engineers through GATE-2015**

**Hindustan Petroleum Corporation Limited (HPCL) is a Navaratna and a Global Fortune 500 company**, ranked at 260 with an annual gross sales of Rs. 2,32,188 crore and profit after tax of Rs. 1,734 crore during FY 2013-14 and having a strong presence in Refining & Marketing in India with about 21% marketing share and 18% refining capacity in the PSU category in the country. The **2012-13** performance of the Corporation has qualified for '**Excellent**' rating in terms of the MOU signed with the Government of India with an **MOU score of 1.034**, which is the best score amongst all the PSUs under MOP & NG for the second successive year.

The total sale of products during 2013-14 was 31.1 MMT, achieving a growth of 4.1% over historical. Domestic sales were 30.3 MMT, Pipeline throughput was 15.7 MMT and the refineries processed 15.51 MMT of crude. During 2013-14, HPCL has become India's largest lube marketer with lubricant sales of 484 TMT during the year.

HPCL owns and operates refineries at Mumbai & Visakh and the largest Lube Refinery in the country at Mumbai for producing Lube Oil Base Stocks with a capacity of 450 TMT/PA. HPCL has the second largest share of product pipelines in India with a pipeline network of more than 2,500 kms. for transportation of petroleum products and a vast marketing network consisting 13 Zonal offices in major cities and 101 Regional Offices facilitated by a Supply & Distribution infrastructure comprising of 35 Terminals, 68 Inland Relay Depots, 35 Aviation Service Stations, 46 LPG Bottling Plants, 7 Lube Blending Plants and 22 Exclusive Lube Depots.

Towards fulfilling its Mission- to be a fully integrated company in the hydrocarbons sector of exploration and production, refining and marketing; focusing on enhancement of productivity; quality and profitability; HPCL invites bright and dynamic engineering graduates in specified disciplines aspiring to join its team of world class professionals. Interested candidates are required to appear for GATE 2015 in their respective discipline.

#### **IMPORTANT DATES**

Commencement of online application	18 <sup>th</sup> December 2014
Last date of online application	2 <sup>nd</sup> February 2015

Discipline	Prescribed 4 year full time Engineering degrees
Mechanical	Mechanical, Mechanical & Production
Civil	Civil
Electrical	Electrical, Electrical & Electronics
Electronics & Telecommunication	Electronics, Electronics & Communication, Electronics & Telecommunication, Applied Electronics
Instrumentation	Instrumentation, Instrumentation & Control, Electronics & Instrumentation, Instrumentation & Electronics, Instrumentation & Process Control
Chemical	Chemical, Petrochemical, Petroleum Refining & Petrochemical, Petroleum Refining

**Note: Candidates having any other degree/combination degree eg. Production Engg., Automobile Engg., Mechatronics, Industrial Engg., Power Engg., Construction Engg. etc., other than mentioned above are not eligible to apply.**

The actual no. of vacancies under each discipline will be notified separately at the time of commencement of online registration of applications or at a later stage.

The eligibility criteria regarding prescribed education, age and other eligibility criteria and application procedure is mentioned below:

#### **EDUCATION QUALIFICATION:**

Minimum educational qualification for employment in above mentioned positions are:

- Candidates should have passed qualifying degree examinations and awarded bachelor's degree in engineering/technology in the above mentioned disciplines. All the qualifications should be 4 years 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.
- Candidates (belonging to General and OBC-NC category) should have secured minimum 60% marks (aggregate marks of all semesters) in qualifying degree examinations, relaxed to 50% (aggregate marks of all semesters) for SC/ST/PWD candidates.
- Candidates currently in final year of their engineering studies may also apply. However, if selected, they must be in a position to submit their final mark sheet by 31<sup>st</sup> August 2015. At the time of applying, candidates (belonging to General and OBC-NC category) should have secured minimum 60% aggregate marks up to last semester examinations which is relaxed to 50% for SC/ST/PWD candidates.

#### **AGE LIMIT:**

Maximum 25 years as on 30<sup>th</sup> June 2015 for the general category candidates i.e. candidates **born on or after 30.06.1990**. Age relaxation for OBC (Non Creamy Layer)/SC/ST/PWD candidates will be applicable as per the Presidential Directives.

### **CONCESSIONS/ RELAXATIONS:**

- Reservation of posts for SC, ST and OBC-NC are as per Government Directives.
- 3 % of the identified vacancies will be reserved for PWD (Persons with disabilities – with degree of disability 40% or above). It may please be noted that some of the posts of Officer Trainee – 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.

Identified Group “A” jobs for PWD:

Sr. No.	POSITION	PWD CATEGORY
1	Civil Engineer	OA. OL. HH
2	Electrical Engineer	OL. HH
3	Mechanical Engineer	OL. HH
4	Electronics & Telecommunication Engineer	OL. HH
5	Instrumentation Engineer	OL. HH
6	Chemical Engineer	OA. OL

- Any request for change in Category (General/SC/ST/OBC-NC/ PWD) once filled in the online application form, will not be considered.
- The reserved category candidates are required to submit 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. In addition, 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 applicable formats of caste/community certificate are available on our websites [www.hpclcareers.com](http://www.hpclcareers.com) and [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com)

- 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 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 is relaxable by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.
- 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.
- **Relaxed standards in assessment/selection will be applicable for SC, ST, OBC-NC & PWD candidates.**

#### **PHYSICAL / MEDICAL FITNESS:**

Desirous candidates seeking employment with Hindustan Petroleum need to be medically fit as per Hindustan Petroleum's pre-employment medical standard.

It may please be noted that Defective Colour vision is a disqualification under Pre Employment Medical norms of HPCL.

A list of medical tests/examinations required to determine general suitability of candidates is available at [www.hpclcareers.com](http://www.hpclcareers.com) and [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com).

#### **SELECTION, TRAINING AND PLACEMENT:**

The selection methodology will comprise of the following:

- The graduate engineers from the relevant disciplines, desirous of taking up a career with Hindustan Petroleum are required to appear in **Graduate Aptitude Test in Engineering (GATE) 2015**.

Engineering discipline advertised by Hindustan Petroleum	Corresponding GATE-2015 paper	Corresponding GATE-2015 Paper code
Mechanical	Mechanical Engineering	ME
Civil	Civil Engineering	CE
Electrical	Electrical Engineering	EE

Electronics & Telecommunication	Electronics and Communication Engineering	EC
Instrumentation	Instrumentation Engineering	IN
Chemical	Chemical Engineering	CH

- Candidates appearing in different GATE paper other than that of their Qualifying Engineering discipline will not be considered for further selection procedure. e.g. If a candidate with Engineering in Mechanical, appears for CIVIL paper in GATE 2015, his /her candidature will not be considered for further shortlisting.
- On the basis of valid GATE 2015 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 comprise of: Group Discussion/Group Task and /or Personal Interview for assessment of different facets of knowledge, skill, attitude and aptitude.
- A discipline-wise category-wise merit list of all successful candidates i.e. those who qualify in Group Discussions/Tasks and/ or personal interview would be drawn up.
- While drawing merit list of successful candidates, 85% weightage would be given to GATE 2015 marks and 15% to Group Discussion / Tasks and/or Personal Interview.
- Please note that only GATE-2015 marks will be valid for this recruitment exercise. GATE marks of 2014 or prior to that are not valid.

Candidates will have to qualify through each stage of selection process successfully before being adjudged as suitable for selection.

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.

#### **REMUNERATION PACKAGE (COST TO THE COMPANY):**

Selected candidates will initially undergo training for six months. During the training period, Officer Trainees will be entitled for a consolidated Stipend of Rs. 33,000/- per month. Upon successful completion of training, they will be absorbed at the entry level in the Management Cadre in 'A' grade in the Salary Scale of Rs. 24,900 - 50,500 subject to fulfilling the required performance related/ other criterion, and will be on Probation for a further period of 6 months.

Upon completion of the Probation period, they will be considered for confirmation subject to satisfactory performance during Probation period, qualifying in Technical Competency test, submission of Project Report up to qualifying standards, required attendance etc. The confirmation in service would also be subject to verification of antecedents and verification of caste status / certificate wherever applicable.

Upon absorption, besides Basic Pay, the employee is entitled to allowances at 50% of Basic Pay under Cafeteria Approach, Dearness Allowance, HRA, Contributory Provident Fund, Gratuity, and Superannuation Benefits as per Corporation's policy in force from time to time. **It may please be noted that the retiral benefits like superannuation benefit is payable only on separation (resignation/ termination not included) of the employee from the services of the corporation.**

Upon confirmation, the CTC would be approximately Rs 9.82 lakhs per annum\*\*. In addition to this, certain work related allowances and Performance Related Pay (PRP) is also paid as per the Corporation's policy.

\*\* CTC is for candidates posted in metro cities; and may vary for other locations. CTC includes deferred payments like post-retirement benefits. (PF, Gratuity and Superannuation Benefits).

#### **RETENTION AMOUNT:**

An amount of Rs. 5000/- per month will be deducted as retention amount from the total emoluments for first six months during the period of training. The amount will be refunded to the officers only after their confirmation in salary grade 'A'.

The retention amount will be forfeited, upon leaving the Corporation or termination of service before the confirmation.

#### **HOW TO APPLY:**

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

1. **GATE-2015 Online Examination** is scheduled **in the month of Feb 2015**. For detailed information of GATE-2015, interested candidates may log on to <http://gate.iitk.ac.in/> or websites of other IITs and Indian Institute of Science (IISc), Bangalore.
2. Candidates need to purchase the GATE application form as per the information provided in GATE-2015 websites. They should fill-in and submit the GATE application form as instructed by the GATE authorities and wait for the admit card to get the GATE registration number.
3. The candidates will receive their GATE-2015 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 **18<sup>th</sup> December 2014** under 'Careers Opportunities' section on [www.hpclcareers.com](http://www.hpclcareers.com) or [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com). Online submission of the application will be allowed on the website **up to 02.02.2015**. No other mean / mode of the application shall be accepted. Online Application System will be open from **1200 hrs. on 17.12.2014 to 2359 hrs. on 02.02.2015**
4. Login to [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com) and click on **Career Opportunities**. Read all the instructions given on the website carefully.

Candidate should keep scanned copy of same passport size photo affixed in GATE application (in jpg / gif format less than 50 kb) and resume (in doc/docx format maximum file size 200kb) ready before filling online application form.

5. Fill in the online form with all the relevant details. Upload scanned copy of your latest passport size photograph and resume along with the online application form. Candidates should ensure that the relevant details viz- Name, Date of Birth, Address, GATE 2015 Registration No etc. entered in HPCL Online application should be same as entered in the GATE 2015 application.
6. 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 printout of the Online Application Form, affix his/her recent passport size photograph, put his/her signature at the space provided and keep with him/ her safely for future reference.
7. In case the candidate called for GD/GT and or interview, he/she should come with this printed application form, along with GATE 2015 admit card and GATE 2015 original official score card.
8. Choose the option for Payment of Application & Processing Fee. For payment through challan at SBI and through Debit/ Credit card please refer the detailed procedure explained under 'PAYMENT OF APPLICATION FEE'.

**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.**

#### **PAYMENT OF APPLICATION FEE:**

Applicants / Candidates are required to pay a Non-Refundable Amount of Rs.260/- (Application fee inclusive of service tax and bank charges of Rs.35/-). SC, ST & PWD candidates are exempted from payment of application fee.

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

Under this option candidates are required to take a print of '2 part challan' (1.Candidate copy, 2.Bank copy) along with filled application form. Non-Refundable Amount of Rs.260/- (Application fee inclusive of service tax and bank charges of Rs. 35/-) for General & OBC-NC candidates is to be deposited through pre-printed challan in HPCL Powerjyoti A/C Number 32315049001 at any branch of SBI across country **after two working days from date of online application.** Candidates are required to ensure that bank affixes 'payment received' stamp and Journal no. on two parts of challan. Candidates are required to collect the 'Candidate's copy' of 2 part challan from bank and preserve the same for future reference.

Once the payment is received by HPCL against the application no., payment status will change to "Payment Received".

**Please ensure that your payment status is changed to "payment received" within 3-4 working days from the date of payment of application fee & processing fee, as the applications with other payment status will not be accepted.** In case payment status is



not updated within 3-4 working days then kindly send the scanned copy of paid challan to [hpclgate@hpcl.co.in](mailto:hpclgate@hpcl.co.in)

**B. Online Payment through Debit/ Credit card:**

Under this option candidates can pay applicable application & processing fee online by using Debit/ Credit card. The payment status will automatically change to “Payment Received”, immediately on successful receipt of fees. In case the payment status does not change immediately, candidates are required to retry payment through Debit/ Credit card or pay through challan at SBI. All the candidates must ensure that the payment status is “Payment Received”. The transaction will be considered “incomplete” in case of any other payment status due to any reason. Once the payment is done, candidates are required to take print of acknowledgment of payment and preserve the same for future reference

**No other mode of payment than those mentioned above will be accepted.**

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.

**GENERAL INSTRUCTIONS:**

- Only Indian Nationals are eligible to apply.
- The candidates must have an active e-mail id, which must remain valid for at least next one year. All future communication with the candidates will take place through e-mail only.
- The candidates should have the relevant documents like percentage of marks obtained in the qualifying examination, caste/sub-caste certificate, date of issue, name of issuing authority, state of origin, etc. readily available with them before they commence application process. This information will be required at the time of filling in the online application.
- Candidates who have appeared/ are appearing in final qualifying examination in 2015 may also apply. However, at the time of applying candidates (belonging to General and OBC-NC category) should have secured minimum 60% aggregate marks up to last semester examinations. It is relaxed to 50% for SC/ST/PWD candidates. If such candidates are short listed for GD/GT and / or interview, they will have to submit documentary proof of having passed the qualifying examination with minimum prescribed percentage of marks by 31st August 2015.
- PWD candidates will be considered for selection against the identified posts.
- 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 General.
- 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.

- A candidate can apply in one discipline only. Candidates applying for more than one discipline will not be considered.
- 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.
- Only Online Applications will be acceptable. Candidate should keep scanned copy of same Passport size photo affixed in GATE application (in jpg / gif format less than 50 kb) and resume (in doc/docx format maximum file size 200kb) ready before filling online application form.
- Candidates are not required to send printout of application or any other documents in hard copy to HPCL. Interview Call Letter 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.
- Mere issue of Interview call letter will not imply final selection of candidate, which may please be noted.
- **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.**
- **All queries pertaining to recruitment including selection process may be addressed to our Corporate Recruitment Team only through [hpclgate@hpcl.co.in](mailto:hpclgate@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.**
- HPCL will not be responsible for any loss/ non-delivery of email/ any other communication sent, due to invalid/wrong email id/ contact details.
- All the qualifications should be full time 4 years 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.
- 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.
- 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.

- Applications with incomplete / wrong particulars 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.
- The online registration would remain open up to **2359 hrs 02.02.2015**.
- 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).
- 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.

**IMPORTANT DATES:**

a.	<b>Commencement of online application for GATE-2015</b>	1 <sup>st</sup> September 2014*
b.	<b>Last date of online application for GATE-2015</b>	1 <sup>st</sup> October 2014*
c.	<b>Commencement of online Registration of application by candidates for HPCL.</b>	18 <sup>th</sup> December 2014
d.	<b>Last date for online registration of application by candidates for HPCL.</b>	2 <sup>nd</sup> February 2015
e.	<b>GATE-2015 Online Examination</b>	Between 31 <sup>st</sup> January 2015 and 14 <sup>th</sup> February 2015*

**\*As per details mentioned on GATE-2015 website.**

**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](http://www.hindustanpetroleum.com)