



# HINDUSTAN PETROLEUM CORPORATION LIMITED

(A Government of India Enterprise)

Regd. Office: 17, Jamshedji Tata Road, Mumbai – 400 020.

## **Recruitment of Graduate Engineers through GATE-2014**

Hindustan Petroleum Corporation Ltd. is a mega integrated Oil refining and marketing company with Gross Sales of s 2, 15,675 Crores and 260th position in the prestigious list of Fortune Global 500 Companies during 2012-13. HPCL accounts for about 20% of the market share and about 10% of the nation's refining capacity and also operates the largest Lube Refinery in India producing Lube Base Oils of international standards, which accounts for over 40% of the India's total Lube Base Oil production.

HPCL with its performance oriented culture and well-rounded peoples' policies has won several prestigious awards like the "Golden Peacock Innovative Product/ Service Award 2012", "Global CSR Excellence & Leadership Award 2013" by World CSR Congress, CSR Excellence Award" 2012-13 by ASSOCHAM" and "INDIASTAR 2012 Award" by the Indian Institute of Packaging (IIP) as recognition of excellence in Packaging. HPCL has also been recently conferred with the prestigious and one of the most acclaimed awards in the country, BML Munjal Award for Excellence in Learning and Development in its 8th edition.

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 it's team of world class professionals. Interested candidates are required to appear for GATE 2014 for their respective discipline.

<b>Discipline</b>	<b>Prescribed full time degrees in Engineering</b>
Mechanical	Mechanical, Mechanical & Production
Civil	Civil
Electrical	Electrical, Electrical & Electronics
Electronics & Telecommunication	Electronics, Electronics & Communication, Electronics & Telecommunication.
Instrumentation	Instrumentation, Instrumentation & Control, Electronics & Instrumentation, Instrumentation & Electronics.
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 on-line registration of applications.

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 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 2014. At the time of applying Candidates (belonging to General and OBC-NC category) should have secured minimum 60% aggregate marks upto 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 2014 for the general category candidates i.e. candidates **born on or after 30.06.1989**. 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. The no of vacancies under each discipline with reservations will be notified separately at the time of commencement of on-line registration of applications.
- 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, certain categories of Orthopaedic Handicapped and Visually Handicapped (LV). 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: 16-70/2004 DD.111 DT.18/01/2007 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	OH (OA & OL) & HH
2	Electrical Engineer	OH (OL) & HH
3	Mechanical Engineer	OH (OL)
4	Electronics & Telecommunication Engineer	OH (OL, HH)
5	Instrumentation Engineer	OH OL, HH)

- Any request for change in Category (General/SC/ST/OBC-NC/ PWD) once filled in the online application form, will not be considered and accordingly applicable concession/relaxation will not be extended.
- 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. 36012/22/93-Estt.(SCT) dated 08-09-93 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 is available on our website [www.hpclcareers.com](http://www.hpclcareers.com). Same can also be accessed through our [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.

### **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). Same can also be accessed through our [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com).

### **Selection, Training and Placement**

The selection methodology will comprise of the following:

- Graduate Aptitude Test in Engineering (GATE) 2014 score of the candidates in the concerned disciplines. The graduate engineers from the relevant disciplines, desirous of taking up a career with Hindustan Petroleum are required to appear in GATE-2014

<b>Engineering discipline advertised by Hindustan Petroleum</b>	<b>Corresponding GATE-2014 paper</b>	<b>Corresponding GATE-2014 Paper code</b>
Mechanical	Mechanical Engineering	ME
Civil	Civil Engineering	CE
Electrical	Electrical Engineering	EE
Electronics & Telecommunication	Electronics and Communication Engineering	EC
Instrumentation	Instrumentation Engineering	IN

- 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 2014, his /her candidature will not be considered for further shortlisting.
- On the basis of valid GATE-2014 marks, candidates who qualify in GATE 2014 in their respective discipline, a discipline wise, categorywise list of candidates will be drawn up for further selection process comprising 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 2014 marks and 15% to Group Discussion / Tasks and/or Personal Interview.
- Please note that only GATE-2014 marks will be valid for this recruitment exercise. GATE marks of 2013 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 and may be posted to any Division/Unit/Subsidiary Company/Office of the Corporation.

### **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 r 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 s. 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 upto 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.

Upon confirmation, the CTC would be approximately. R 9.4 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)

### **PLACEMENT/ ASSIGNMENTS**

Posting/ Assignment can be in any SBU/Division/Department of the Corporation at any place in the country/otherwise and the services thereafter will be transferable as per the requirement of the Corporation. 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.

### **Retention Amount:**

An amount of r 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.**

1. **GATE-2014 Online Examination** is scheduled in the month of Feb 2014. For detailed information of GATE-2014, interested candidates may log on to <http://www.gate.iitk.ac.in/gate2014> 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-2014 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-2014 Registration number printed on their admit card. On receipt of GATE registration number, the candidates need to apply to Hindustan Petroleum on-line. The relevant link will be made available from **18<sup>th</sup> December 2013** at the 'Careers Opportunities' link of Hindustan Petroleum Website [www.hpclcareers.com](http://www.hpclcareers.com) or through our website [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com).
4. Candidates should click on the on-line application link, read the instructions carefully and fill-in the on-line application form giving accurate information including the GATE-2014 registration number.
5. Candidates should keep scanned copy of Passport size photo (in jpg/gif format less than 500 kb) readily available at the time of submitting on-line application.
6. Upon completion, the candidate should submit the online application by clicking the Submit button the bottom of the page. If the same is accepted, the system will generate a **Unique Application ID** along with the completed application form.
7. Candidates should take a print out of completed application, affix his/her recent passport size photograph, put his/her signature at the space provided and keep with him/ her safely for future reference.
8. The passport size photograph affixed by the candidate should be the same submitted along with GATE-2014 application form. In case the candidate called for GD/GT and or interview, he/she should come with this printed application form, along with GATE-2014 admit card and GATE-2014 original official score card.
9. Candidates should ensure that the relevant details viz- Name, Date of Birth, Address, GATE 2014 Registration NO etc. entered in HPCL Online application should be same as entered in the GATE 2014 application.
10. **12<sup>th</sup> February 2014** is the last date for receiving application online for HPCL.

#### **Processing Fee**

A Non-refundable amount of **R 200 + applicable Banking charges** towards processing fee is required to be paid by General & OBC-NC candidates while applying for HPCL. No Processing fee is applicable for SC/ST & PWD candidates.

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

**Applicants / Candidates are required to pay a Non-Refundable Amount of R 235/- (Application fee of r 200/- and banking charges of s 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 '3 part challan' (1.Candidate copy, 2.HPCL copy, 3.SBI copy) alongwith filled application form. Non-Refundable Amount of ₹235/- (Application fee of ₹ 200/- and banking charges of ₹ 35/-) for General & OBC candidates is to be deposited through pre-printed challan in HPCL Powerjyoti A/C Number 32315049001 at any branch of SBI across country. Candidates are required to ensure that bank puts 'payment received' stamp and Journal no. on all three parts of challan. Candidates are required to collect the 'Candidate's copy' and 'HPCL copy' of 3 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 will be 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.

**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 re-try 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 also requested to remit fee only through one mode i.e. challan or on-line payment through debit /credit cards since amount once remitted is not refundable.

## **HOW TO APPLY:**

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

Apply **online only** on [www.hpclcareers.com](http://www.hpclcareers.com) or through [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com). Online submission of the application will be allowed on the website upto 12.02.2014. No other mean / mode of the application shall be accepted. Online Application System will be open from **1200 hrs. on 18.12.2013 to 2400 hrs. on 12.02.2014.**

**The payment of application fees will be accepted till 1700 hours on 17<sup>th</sup> February 2014. However the online application for applying will be disabled after 2400 hours on 12.02.2014.**

### **Steps for Applying:**

**Step 1:** 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 scan copy of Passport size photo (in jpg / gif format less than 500 kb) ready before filling online application form.

**Step 2:** Fill in the online form with all the relevant details carefully (details once submitted cannot be modified). Upload Scan copy of your latest passport size photograph.

Note: Candidates completing their qualifying degree by 31<sup>st</sup> August, 2014, are required to specify the aggregate % marks upto last completed semester, in the box provided for % marks against the qualifying degree field, while filling the Online application form.

**Step 3:** Click Submit. You will get a system generated unique 12 Digit Application / Reference No. Please note that this Application / Reference No. is important and will be required for all future references throughout the selection process. Take Printout of the Online Application Form and preserve it for future reference.

**Step 4:** Choose the option for Payment of Application & Processing Fee as detailed above For Payment through challan at SBI and through Debit/ Credit card please refer the detailed procedure explained under 'PAYMENT OF APPLICATION AND PROCESSING FEE'.

**Note:** Candidates are "NOT" required to submit hard copy of application form 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.



## **General Instructions**

1. 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.
2. 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 on-line application.
3. Wherever CGPA/OGPA/DGPA or Letter Grade in a degree/ diploma is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by University/ Institute.

**Number of Vacancies will be notified at the time of commencement of online application and may increase/decrease at the discretion of the Corporation.**

4. Candidates who have appeared/ are appearing in final qualifying examination in 2014 may also apply. However, at the time of applying Candidates (belonging to General and OBC-NC category) should have secured minimum 60% aggregate marks upto 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 31<sup>st</sup> August 2014.
5. PWD candidates will be considered for selection against the identified posts.
6. Candidates belonging to OBC category, but coming in creamy layer will not be entitled to the benefit of reservation and should apply as General category candidate.
7. 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.
8. A candidate can apply in one discipline only. Candidates applying for more than one discipline will not be considered.
9. Candidates not found to be meeting the prescribed eligibility criteria shall be rejected at any stage of the selection process.
10. Candidates can go through the "Frequently Asked Questions (FAQs)". In case any particular query is not covered in the FAQs, the candidates can write to Hindustan Petroleum at [hpclgate@hpcl.co.in](mailto:hpclgate@hpcl.co.in).
11. All the details given in the online form will be treated as final and no changes will be entertained.
12. HPCL will not be responsible for any loss/ non-delivery of email/any other communication sent, due to invalid/wrong email id or due to any other reason.
13. 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, their candidature will be rejected. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.

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

15. Candidates are advised to visit corporation website- [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com) or the careers page [www.hpclcareers.com](http://www.hpclcareers.com) regularly for latest updates as no separate communication will be sent.

**Important Dates-**

a.	<b>Commencement of online application for GATE-2014</b>	2 <sup>nd</sup> September 2013*
b.	<b>Last date of online application for GATE-2014</b>	03 <sup>rd</sup> October 2013*
c.	<b>Commencement of online Registration of application by candidates for HPCL.</b>	18 <sup>th</sup> December 2013
d.	<b>Last date for online registration of application by candidates for HPCL.</b>	12 <sup>th</sup> February 2014
e.	<b>GATE-2014 Online Examination</b>	Between 01 <sup>st</sup> February 2014 and 02 <sup>nd</sup> March 2014*

\*As per details mentioned on GATE-2014 website.

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