



HINDUSTAN PETROLEUM CORPORATION LIMITED
(A Government of India Enterprise)
MUMBAI REFINERY
B.D. PATIL MARG, MAHULI, MUMBAI - 400074, India
CIN - L23201MH1952GOI008858

RECRUITMENT OF TECHNICIANS

Hindustan Petroleum Corporation Limited (HPCL) is a Government of India enterprise operating in the Oil and Gas sector which has been conferred with the Navratna Status. Apart from various other innumerable recognitions, it also holds the distinction of featuring on the prestigious Forbes 200 and Global Fortune 500 lists and enjoys a market share of 21.3% among Oil PSUs (OMCs) in India. In the financial year 2015-16, HPCL has recorded the highest ever Profit after Tax of ₹ 3,863 Crore in the history of the Corporation.

HPCL operates two major refineries at Mumbai and Vishakhapatnam producing a wide variety of petroleum fuels & specialties, with a total refining capacity of 15.8 MMTPA. Both the refineries are under expansion, and the combined capacity is expected to be 24.5 MMTPA. HPCL also owns and operates the largest Lube Refinery in India producing Lube Base Oils of international standards, with a capacity of 428 TMT. This Lube Refinery accounts for over 40% of the India's total Lube Base Oil production.

HPCL holds an equity stake of 16.95% in Mangalore Refinery and Petrochemicals Limited, a state-of-the-art refinery with a capacity of 15 MMTPA. A 9 MMTPA refinery is set up by HEMEL, a Joint Venture with Mittal Energy Investments Pvt.Ltd located at Bathinda, Punjab.

HPCL has always taken pride in acknowledging the efforts of its workforce which have resulted in setting of high industry benchmarks in its core operations. We, at HPCL, believe that all of the resources, our employees are the most vital ones. 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 applications for filling of various positions in Mumbai Refinery - Mumbai :

Sr. Position	Qualification	Current Positions			Backlog Positions			Total	
		UR	SC	ST	OBC	SC	ST		OBC
1. Asst. Process Technicians	60% aggregate marks in Diploma in Chemical Engineering, 50% aggregate marks for candidates belonging to SC/ST/PWD.	38	6	11	14	1	6	0	67
2. Asst. Boiler Technicians	60% aggregate marks in Diploma in Mechanical Engineering, 50% aggregate marks for candidates belonging to SC/ST/PWD. Desirable First Class Boiler Competency Certificate.								9

Broad description of duties for the above positions :

Sr.	Position	Description of Duties
1	Asst. Process Technicians	Operate equipment like all types of Pumps, Compressors, Valves, Exchangers, Columns, Vessels, Furnaces, Heaters, Cooling Towers, Fans, Filters, Reactors, Storage Tanks etc. Monitor & record parameters in log sheets in the field like Pressure, Temperature, Flow levels & Analyzers readings etc. Carry out simple Lab tests in the field. Drawing Samples as per Laboratory Test schedule and as per requirements. Removal, cleaning & refilling of Oil burners, Soot blowing operation, operation of Motor operated & hydraulic valves locally. Commissioning, decommissioning and operation of utility and hydrocarbon headers of different sizes. Operation of ID & FD Fans. Operation of Steam Turbines. Ensure the activities of up-keeping the equipment/machinery. Make operational changes in the units as per standard operating procedures. Ensure Health and Safety of all plant equipment (Static as well as rotary) in the assigned area. Take appropriate steps during emergencies and plant upsets to protect the plant personnel / equipment and inventory. Handle Plant upsets and subsequent troubleshooting.
2	Asst. Boiler Technicians	Operate Valves of various sizes, soot blowers, Fuel oil burners & Fuel gas burners, all types of Pumps for various services, Blowers, Fans, Turbines, Heat exchangers of various types, Heaters, Cooling towers, Storage tanks for various services, KOD, Gas Skid, Filters, etc. Removal & refilling of Oil burners, Shilby Soot blowing operation of Boilers / Waste Heat Boilers, operation of Motor operated & hydraulic valves locally. Commissioning, decommissioning and operation of steam headers of different sizes, Boiler feed water headers, fuel oil headers, Instrument Air headers, Plant Air headers, Condensate headers etc. Operation of ID & FD Fans. Operation of Steam Turbines. Operation of Boiler feed water pumps. Monitor & record parameters in log sheets in the field like Pressure, Temperature, Flow, levels & Analyzers readings etc. Drawing Samples as per Laboratory Test schedule. Ensure the activities of up-keeping equipment/machinery. Make operational changes in the units as per standard operating procedures. Ensure Health and Safety of all plant equipment (Static as well as rotary) in the assigned area. Take appropriate steps during emergencies and plant upsets to protect the plant personnel / equipment and inventory. Handle Plant upsets and subsequent troubleshooting.

A. EDUCATIONAL QUALIFICATION:

Minimum educational qualifications for employment are given below:

- Candidates should have passed qualifying diploma examination in relevant disciplines. All the qualifications should be full time regular course recognized by respective State Board or applicable competent authority. Courses offered through part time or distance mode for employed persons will not be entertained for the purpose of educational eligibility criteria.
- Candidates possessing higher qualification such as degree in engineering, AMIE etc. are not eligible for consideration and need not apply.
- Candidates (belonging to General and OBC-Non Creamy (NC) category) should have secured minimum 60% (aggregate marks) marks in qualifying diploma examinations, relaxed to 50% (aggregate marks) marks for SC/ST/PWD candidates.

Minimum Age Limit : 18 Years (as on 1st May, 2017)
Max Age Limit : 25 Years (as on 1st May, 2017)

B. CONCESSIONS/RELAXATIONS:

- Reservation of posts for SC, ST and OBC-NC are as per Government Directives.
- Reservation to PWD (persons with disabilities) candidates will be applicable as per Government guidelines.
- The reserved category candidates are required to submit the original caste certificate / PWD certificate in prescribed format of Government of India, issued by the competent authority at the time of Skill Test, in support of their claim. In addition, the 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 and/or Government Public Sector Undertaking as contained in DoPT Memo No. 36/362/2013- 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 Skill Test 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.hpclrecr.com and 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, as per Govt. directives, is relaxable by 5 years for SC & ST and 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.
- 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.
- Maximum age limit is relaxable by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.
- In case of ex-serviceman who has put in not less than six months continuous service in the Armed Forces of the Union, they shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed by more than three years the maximum age limit prescribed for the post or service for which a candidate seeks appointment, he/she be deemed to satisfy the condition regarding age limit.
- Relaxed standards in assessment/selection will be applicable for SC, ST, OBC-NC & PWD candidates.

C. SELECTION METHODOLOGY:

Candidates fulfilling all of the above eligibility criteria for respective positions will be called for a Written Test / Computer Based Test (CBT) comprising of General Aptitude Test and Technical / Professional Knowledge. The Written Test / CBT is likely to be conducted at 4 Centers, i.e., Mumbai, Kolkata, Chennai & Delhi. However, HPCL reserves the right to cancel or add any Center. Candidates may be called for written test at any center other than his choice.

Candidates qualifying in the Written Test / CBT will be called for Skill Test, in order of the category-wise and position wise merit list (as per cut-off marks of the Written Test / CBT decided by HPCL). Skill test shall be of "qualifying nature" only. Selected candidates should meet all the notified eligibility conditions and final selection will be subject to the selected candidates clearing document / certificate verification.

The candidates qualifying in the Skill Test will have to appear for pre-employment medical examination. Reference for medical examination does not mean final selection.

D. 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 Color vision is a disqualification under the Employment Medical norms of HPCL.

The above positions requires working in open areas, climbing tall structures, columns and tanks by stairs and monkey ladders, quick response to unit emergencies or process upsets, movement over large operating areas, working in heights, working in hazardous areas with protective equipment, working in all three shifts and in all weathers. Therefore all applicants are required to ensure their suitability to the job before applying.

E. REMUNERATION PACKAGE ON COST TO THE COMPANY (CTC) BASIS:

Remuneration for all the above positions will be approximately minimum ₹ 45000/- pm on Cost to Company Basis. CTC includes deferred payments like post-retirement benefits, (PF, Gratuity and Superannuation Benefits).

Selected candidates will be on probation for a period of six months. Upon successful completion of the Probation period, they will be considered for confirmation subject to satisfactory performance during Probation period. The confirmation in service would also be subject to verification of antecedents and verification of caste status wherever applicable.

F. HOW TO APPLY:

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

- The candidates need to apply online for the position. Login to www.hindustanpetroleum.com and

the application will be allowed on the website up to 22/06/2017 upto 2359 hrs. No other means / mode of the application shall be accepted.

- Candidate should keep scanned copy of latest passport size photo (in jpeg/jpg/gif format less than 50kb) ready before filling online application form.
- Fill in the online form with all the relevant details. Upload scanned copy of your latest passport size photograph in the online application form.
- 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 recent passport size photograph, sign in the case of non-refundable amount and keep it safe for future reference.
- 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. details in any other details.
- PAYMENT OF APPLICATION FEE:**
 - Applicants are required to pay a Non-Refundable Amount of Rs 600/- (fee inclusive of service tax @ 15% and bank charges of Rs.35/-). Applicants can make the payment of fee thru challan or online thru debit/credit card by choosing appropriate mode at the time of filling online application form.
 - SC, ST & PWD candidates are exempted from payment of application fee.

Mode of Payment :

- Payment through challan at State Bank of India (SBI):
Under this option candidates are required to take a print of two part challan* (1 Candidate copy, 2 Bank copy) along with filled application form. Non-Refundable Amount of ₹ 600/- (fee inclusive of service tax @ 15% and bank charges of Rs. 35/-) for General & OBC-NC candidates is to be deposited through pre-printed challan which is available under candidates' login, in HPCL, PowerWord A/C Number: 32315049001 at any branch of SBI across the 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 two 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 as the applications with 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 mr2017recruit@mail.hpcl.co.in

ii. Online Payment through Debit/ Credit card:

Candidates applying online candidates can pay applicable application 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. At 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 other 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.

G. GENERAL INSTRUCTIONS:

- Only Indian Nationals are eligible to apply.
- The candidates must have an active e-mail id and mobile number, which must remain valid for at least next one year. All future communication with the candidates will take place through registered email id 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 the application process.
- 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).
- Local candidates are encouraged to utilize the recruitment opportunity since the vacancies are based in Mumbai.
- 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 Skill Test. In case of failure to produce the NOC from the current employer at the time of Skill Test, the candidates will not be permitted to appear for the Skill Test.
- Candidates need to apply for only one post as the written test for all the positions will be conducted on the same date and at the same time in all the test centers.
- Candidates who do not meet the prescribed eligibility criteria shall be rejected at any stage of the selection process.
- Candidates are not required to send hard copies of application or any other documents to HPCL. Written Test/Skill Test Call Letter will not be sent to candidates through hard copy. Candidates will be required to download the same from HPCL website www.hindustanpetroleum.com. Various intimations, schedules/dates can be accessed through HPCL website.
- It may please be noted that mere issuance of written test/Skill Test call letter or reference for medical examination will not imply final selection of candidate.
- All queries pertaining to recruitment including selection process may be addressed to Recruitment@hpcl.com or through mr2017recruit@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.
- HPCL will not be responsible for any loss/nondelivery of email or any other communication sent, due to invalid/wrong email id/contact details furnished by the candidate.
- Management reserves the right to restrict the number of candidates to be called for written test/Skill Test, reject the application without assigning any reasons/change the number of posts.
- Selected candidates shall have all-India transferability. All positions involve working in shift duties on round the clock basis in plant area. Selected candidates may also be posted in any of the subsidiaries/Joint Ventures or any department of Government of India.
- Reimbursement of 2nd class rail fare by the shortest route to examination center for the place other than SC/ST/PWD candidates appearing for written test/Skill Test, shall be made, provided the distance travelled is not less than 80 kms each way. Candidates travelling from the location other than the mailing address will not be reimbursed.
- The reserved category candidates are required to submit the latest caste certificate/s in prescribed format applicable for appointment to posts under Government of India & issued by the competent authority at the time of Skill Test, if called for in support of their claim.
- In addition, the OBC-Non Creamy Layer candidates will be required to submit a latest 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. 36/12/22/93-Extt (SCT) dt. 15.11.93 from a competent authority.
- Further, the OBC-NC candidates will have to give a self-undertaking, at the time of Skill Test in terms of DoPT memo No. 36/12/22/93-Extt (SCT) dt. 8.9.93 if called for indicating that they belong to OBC-Non Creamy Layer.
- Persons with disabilities (PWD) are persons with permanent disability of 40% and above. PWD candidates are required to submit a certificate issued by respective competent authorities failing which their candidature will not be considered.
- All the candidates are requested to remain updated on Helpline / SMS services for the Written Test and Skill Test date and Venue etc., by visiting HPCL website.
- 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 candidature will stand cancelled and no further communication on the same will be entertained.
- 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 candidature will be rejected.
- Admit card for written test 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.
- The vacancies indicated above is tentative and the Corporation may increase or decrease the relevant categories at the discretion of Management and in compliance with Presidential Directive on reservation at the time of appointment. HPCL reserves the right to raise minimum eligibility standards and to increase/decrease the number of vacancies. HPCL 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 reason.
- 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 Skill Test.
- Any canvassing directly or indirectly by the applicant will disqualify his candidature.
- In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
- The question paper for the written test will be bilingual (in Hindi and English) and candidates may attempt answers in either English or Hindi only. If there is any variation between the English and Hindi version of a question, English version is to be treated as authentic.
- Request for change of center for written examination shall not be entertained.
- Photograph image:
 - Photograph must be a recent passport size colour picture, against a light-colored, preferably white background.
 - Look straight at the camera with a relaxed face.
 - If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
 - If you have to use flash, ensure there is no "red-eye"
 - If you wear glasses make sure there are no reflections on your eyes can be clearly seen.
 - Caps, hats and dark glasses are not acceptable. Religious head wear is allowed but it must not cover your face.

Important dates:
Opening of On-Line Application: 22/05/2017
Closure of On-Line Application: 22/06/2017
Closure of payment of Fees thru challan: 27/06/2017

Any further corrigendum / addendum would be uploaded only on our website www.hindustanpetroleum.com. The court of jurisdiction for any dispute will be Mumbai.