



## HINDUSTAN PETROLEUM CORPORATION LIMITED

(A Government of India Enterprise)

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

Requires

### Officer Trainees (Engineering & Human Resources) And Information Systems Officers

HPCL is a Fortune 500, mega integrated Oil company, with an annual turnover of Rs. 1,13,163 Crores (FY 2009-10), having about 20% Marketing share in India and a strong marketing infrastructure.

HPCL with its performance oriented culture and well rounded peoples' policies has won several prestigious awards like the "NDTV Profit Business Leadership Awards 2009" in the Oil & Gas Category, the "Innovative HR Practices Award" by the council of world HRD Congress at Global HR Excellence Award 2010, the "CIO 100" Award by IDG, for the Fourth Consecutive Year, for ingenious Information Technology solutions and many more.

Towards fulfilling its vision - to be a fully integrated company in the hydrocarbons sector of exploration & production, refining & marketing and diversifying into other energy related fields, HPCL invites bright and dynamic Engineering and Management Graduates aspiring to join its team of world class professionals.

**1.A) Position** : **Officer Trainee- Engineering Disciplines**  
**No. of vacancies** : **161** (Unreserved : 78, SC : 24, ST : 12, OBC-NC\* : 43, PWD : 4)

\* : 'OBC-NC' is an abbreviation for 'OBC-Non Creamy Layer' is being used herein further.

**1. B) Position** : **Officer Trainee- Engineering Disciplines (SC,ST , OBC-NC Backlog)**  
**No. of vacancies** : **39** (SC : 13, ST : 22, OBC-NC : 4)

## Qualifications

**(For position 1.A & 1.B)** : Full time Graduates in Engineering / Technology in Civil, Chemical, Electrical, Electronics & Telecommunications, Instrumentation, and Mechanical Disciplines from AICTE approved / UGC recognized institute / university.

Candidates possessing Engineering / Technology Degrees in the above mentioned disciplines (Civil, Chemical, Electrical, Electronics & Telecommunications, Instrumentation, and Mechanical) from AICTE approved / UGC recognized institute / university can apply online against the respective discipline.

Candidates possessing **Combination Degrees** (e.g. Electrical & Electronics or Instrumentation & Control etc.) in Engineering / Technology in the disciplines related to the above mentioned disciplines (Civil, Chemical, Electrical, Electronics & Telecommunications, Instrumentation, and Mechanical), should apply under the **“Others”** option available in the online application form, provided that the Degree/ Qualification should be a major in one of the above engineering disciplines and the name of the degree / qualification should specify the same. Eg. **“Electrical & Electronics”** has **“Electrical”** discipline as specified in the core disciplines above.

**IMPORTANT NOTE (Officer Trainees- Engineering Discipline):** The candidates who apply against **“Others”** discipline will be given an option to select any one of the six disciplines mentioned above *for which he/ she intends to take the written test question paper*. HPCL shall conduct written test for all the eligible candidates; the test papers will be only for the six disciplines mentioned under **“Qualifications”** above. Candidates with Combination Degrees who apply against **“Others”** discipline will take written test for one of the subject/ discipline selected by him / her in the online application form.

Candidates possessing Degrees other than above mentioned core degrees (Civil, Chemical, Electrical, Electronics & Telecommunications, Instrumentation, and Mechanical) or combination degrees as explained above, will not be considered.

Max Age Limit : 25 years as on 20<sup>th</sup> October, 2010.

**(For position 1.A & 1.B)**

- 2) Position : Officer Trainee -Fire and Safety  
No. of vacancies : 2

**Qualifications** : Full time graduates in Engineering / Technology (B.E. / B.Tech.) in Fire & Safety discipline from AICTE approved / UGC recognized institute / university.

**Max Age Limit** : 25 years as on 20<sup>th</sup> October, 2010.

**3. A) Position** : **Officer Trainee - Human Resources**

**No. of vacancies** : 11 (Unreserved : 8, SC : 1, OBC-NC : 2)

**Qualifications** : Two year full time, Post graduate course with specialization in HR / Personnel Management / Industrial Relations from AICTE approved / UGC recognized institute / university.

**3. B) Position** : **Officer Trainee - Human Resources (Welfare)**

**No. of vacancies** : 2

**Qualifications** : Two year full time, Post graduate course with specialization in HR / Personnel Management / Industrial Relations from AICTE approved / UGC recognized institute / university, **covering Labour Welfare as a special subject. Other conditions as per 'The A.P. Factories Rules, 1950' for appointment of welfare officer shall also apply.**

Initial appointment of Officer Trainee – Human Resource (Welfare) will be at Visakhapatnam and services thereafter are transferable anywhere in India. Adequate knowledge of Telegu language will be preferred.

**Max Age Limit** : 27 years as on 20<sup>th</sup> October, 2010.

(For Position 3.A & 3.B)

**For Positions No. 1.A, 1.B, 2, 3.A & 3.B. Candidates scoring minimum 60% in aggregate of all the semesters (for SC/ST minimum 50%), in the qualifying graduate / post graduate degree (as applicable) are only eligible to apply.**

Candidates completing their qualifying graduate / post graduate degree (as applicable) by September 2010 can also apply. However their eligibility for the selection will be subject to their obtaining minimum 60% marks (For SC/ST - minimum 50%) in aggregate of all semesters, in qualifying graduate / post graduate degree (as applicable). In the Online application form they are required to specify the aggregate % marks upto last completed semester in the field provided for % marks against the qualifying degree field.

4) **Position** : **Information Systems Officer**  
**No. of vacancies** : **24** (Unreserved : 12, SC : 4, ST : 2, OBC–NC : 6)

**Qualifications** :

1) Full time four year B.E. / B.Tech. in the discipline of Electronics / Telecommunications / Electronics & Telecommunications / Computer Science / Information Technology from AICTE approved / UGC recognized institute / university.

**Or**

2) Three years full time course in Masters in Computer Applications (MCA) / Masters in Computer Science (MCS) from AICTE approved / UGC recognized institute / university.

**Or**

3) Two years full time course in Masters in Business Administrations (MBA) / Masters in Management Studies (MMS) with information Technology or Systems or Computer Science as specialization from AICTE approved / UGC recognized institute / university.

**Candidates scoring minimum 60% in aggregate of all the semesters (for SC/ST minimum 50%), in qualifying graduate / post graduate degree (as applicable) are only eligible to apply.**

**WORK EXPERIENCE:** Minimum two years of post Qualification experience (**excluding Project Work which is a part of course curriculum**) in one or more skill sets as mentioned below:

Work Experience : as on date of application or 20<sup>th</sup> October, 2010, whichever is later.

<b>Skill Set</b>	<b>Area</b>
Operating System	Windows/Linux/OS400/Netware/Unix
Networking	LAN/WAN/Wireless using CISCO/Nortel Technologies/VSAT
DBA (RDBMS)	Oracle/SQL Server/DB2
Server Computing	WTS/CITRIX/Hob-link
Security	IDS/Firewalls / PKI
Messaging & Collaboration	GroupWise/Lotus Notes/MOSS
Application Development	JDEdwards ERP Tool Set/ .Net Technologies/ ASP/JSP/ Visual Basic/C/Visual C++/Share Point Services

**Max Age Limit** : **30 years as on 20<sup>th</sup> October, 2010.**

Candidates are requested to read the complete instructions as displayed on this page before you proceed to the application form.

### **SELECTION METHODOLOGY.**

Candidates fulfilling all of the above criteria for respective positions will be eligible for appearing for Written Test (objective type comprising of two parts, I. General Aptitude consisting of Intellectual Potential test, Quantitative Aptitude test & test of English Language, II. Technical / Professional Knowledge comprising of questions related to Qualifying degree / Educational background required for the position applied for). Candidates will be called for the Personal Interview in order of their merit in the Written Test as per the policy of the Corporation.

All the candidates are requested to remain updated on the selection process by visiting our website [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com)

Candidates must secure minimum qualifying marks in the Written Test and Personal Interview. A Merit list shall be drawn for the candidates qualifying in both the Written Test as well as Personal Interview. Shortlisted candidates (drawn from the Merit list) will be required to undergo pre-employment medical examination as per the corporation's policy. **Reference for a medical examination does not mean final selection, which may please be noted.**

The final selection / Offer of Employment will be based on the candidate's score in Written Test, Personal Interview, Work Experience (if applicable), being declared as Medically Fit by HPCL Designated Physician and subject to fulfillment of other eligibility criteria wrt Academic Qualification, Age, Caste, NOC, Relieving letter etc., as may be applicable.

Please note mere involvement in the various stages of recruitment / selection process (written test, personal interview, pre-employment medical examination etc.) does not confer any right to candidate for employment with HPCL.

### **TRAINING, EMOLUMENTS AND PLACEMENTS.**

**For Position No.1.A, 1.B, 2, 3.A & 3.B.** Selected candidates will initially undergo training for six months. **During the training period, trainees will be entitled for a consolidated Stipend @ ₹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 ₹ 24,900 – 50,500.

Besides Basic Pay, the employee is entitled to allowance at 50% of Basic Pay under Cafeteria Approach, Dearness Allowance, HRA, Contributory Provident Fund, Gratuity, and Superannuation Benefit as per Corporation's policy.

Upon confirmation, the CTC would be appx. ₹ 08.00 lakhs per annum\*\*. In addition to this, 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.**

**Posting** can be in any Division/Department of the Corporation at any place in the country/otherwise and the services thereafter will be transferable as required by the Corporation. These positions may involve working in shift duties.

**For Position 4.** These positions are in Management Cadre in "A" grade in the Salary Scale of ₹ 24,900 – 50,500. Besides Basic Pay, the employee is entitled to allowance at 50% of Basic Pay under Cafeteria Approach, Dearness Allowance, HRA, Contributory Provident Fund, Gratuity, and Superannuation Benefit as per Corporation's policy.

**The CTC would be appx. ₹08.00 lakhs per annum\*\*. In addition to this, 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.**

**Posting** can be in any Division/Department of the Corporation at any place in the country/otherwise and the services thereafter will be transferable as required by the Corporation. These positions may involve working in shift duties.

#### **RELAXATIONS/ CONCESSIONS.**

- Reservation of posts for SC,ST,OBC-NC & PWD (Persons with disabilities –with degree of disability 40% or above) as per Government Directives are applicable.
- Maximum age limit is relaxable by 5 years for SC & ST, 3 years for OBC-NC and 10 years for PWD candidates, as applicable.
- Maximum age limit relaxable by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.
- Age relaxation by 5 years for Ex-servicemen & Commissioned Officers (including ECOs/SSCOs) subject to rendering minimum 5 years military service and fulfillment of other conditions prescribed by Govt. of India.
- Exemption from payment of application fee for SC,ST and PWD candidates.
- Relaxed standards in Written Test, Personal Interview and overall (Test & Personal Interview) will be applicable for SC,ST, & OBC-NC candidates.

- Reimbursement of 2<sup>nd</sup> class rail fare by the shortest route to examination centre for outstation SC,ST & PWD candidates appearing for written test, provided the distance travelled is not less than 30 kms. (Candidates opting for examination centre other than the centre nearest from mailing address will not be reimbursed travel fare).

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

General and OBC candidates are required to pay a Non-Refundable Amount of ₹ 535/- (Application fee of ₹ 500/- plus banking charges of ₹ 35/-), by selecting any one of the payment option (as detailed below) in the online application.

- 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 ₹535/-(Application fee of ₹ 500/- plus banking charges of ₹ 35/-) is to be deposited through pre-printed challan in HPCL Powerjyoti A/C Number 31178245256 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 copy' and 'HPCL copy' of 3 part challan from bank and preserve the same for future reference.
- B. Online Payment through Debit / Credit card.** under this option candidates can pay application fee online by using Debit / Credit card. 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.

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

Apply **online only** on [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com). Online submission of the application will be allowed on the website upto 20<sup>th</sup> October 2010. No other mean / mode of the application shall be accepted. Website will be open from 1000 hrs on 21<sup>st</sup> September, 2010 to 1700 hrs on 20<sup>th</sup> October, 2010.

#### **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.

**STEP 2.** Fill in the online form with all the relevant details.

**STEP3.** Candidates completing their qualifying degree by September, 2010, 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 4. Click Submit. Take Printout of the Online Application Form.**

**STEP 5. Choose the option for Payment of Application fee as detailed above (SC, ST & PWD candidates are exempted from payment of application fee).**

**STEP 6 :**

**In case of Payment through challan at SBI . Take a print of the 3 part Challan. Make cash payment at any SBI branch against the challan.**

**In case of payment through Debit/ Credit card. Fill in the Debit/ Credit Card Details and make the payment. Take a print of the acknowledgement copy.**

**STEP 7.** Affix passport size photograph and sign the application form in the space provided for the same. **Attach 'HPCL copy' from '3 part challan'**(in case of payment through challan at SBI) or Acknowledgment copy (in case of payment through credit / debit card) **with application form and** send the same by **ordinary post** to the Senior Manager- Recruitment & Manpower Planning, Hindustan Petroleum Corporation Limited, Post Box No. 11402, Marine Lines Post Office, Mumbai – 400020, to reach on or before **26<sup>th</sup> October, 2010**. SC, ST, PWD candidates should only send the application form as they are exempted from payment of application fee. Please note only original application form (no photocopy) shall be accepted.

*Please superscribe on the envelope*

**“APPLICATION FOR THE POST OF. OFFICER TRAINEES – ENGINEERING / FIRE & SAFETY / HUMAN RESOURCE / INFORMATION SYSTEMS OFFICER”** As Applicable.

For e.g., **“Application for the POST of Officer Trainee- Human Resources”**

Or **“Application for the POST of Officer Trainee- Engineer”**



Or **“Application for the POST of Information Systems Officer”**

Candidate should take special care, NOT to staple the ‘HPCL copy’ of ‘3 part challan’ or ‘Acknowledgment copy’ (as applicable). They should use u-pins or steel pins for fastening all documents / challan/acknowledgment copy. (Please retain a copy of the application form with unique application no. alongwith ‘Candidate copy’ of ‘3 part challan’ or Acknowledgment copy’ (as applicable) for future reference).

#### **GENERAL INSTRUCTIONS.**

- Indian Nationals only need to apply.
- Application forms received after due date shall not be considered.
- Various intimations, schedules/dates can be accessed through HPCL website. Please mention correct and active e-mail ID for various communications.
- Admit card for written test along with specimen questions shall be sent by post to the candidate’s mailing address. The same can also be downloaded from HPCL website [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com). **An admit card sent to the candidate along with the call letter has to be duly signed by the candidate and photograph affixed and is required to be produced at the time of written test.**
- HPCL will not be responsible for any loss of email/admit card sent, due to invalid/wrong email id/wrong postal address/postal delays/loss in transit etc.
- 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.
- Wherever CGPA/OGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University/Institute. Please also obtain a certificate to this effect from University / Institute which shall be required at the time of interview.
- Number of vacancies may increase/decrease at the discretion of the Corporation.
- Since the written test for all the above positions is to be conducted on the same day, the candidates should apply for one position only.
- Do not attach Certificates / Marksheets etc. (except ‘Candidate copy’ of ‘3 part challan’ or ‘Acknowledgment copy’,as applicable) along with application form.
- Applications with incomplete / wrong particulars or not in the prescribed format will not be considered

- Request for change of mailing address, examination centre / category / discipline as declared in the online application will not be entertained.
- HPCL reserves the right to cancel or add any examination / Personal Interview centre depending on the response in that area/centre.
- Candidates presently employed in Government Departments / PSU's / Autonomous Bodies have to route their application through proper channel and produce NOC at the time of interview.
- The Corporation reserves the right to cancel the advertisement and/or the selection process thereunder.
- The online registration would remain open upto **20<sup>th</sup> October, 2010**.
- Reimbursement of 2<sup>nd</sup> class rail fare by the shortest route to examination centre for outstation SC, ST and PWD candidates, appearing for written test, provided the distance travelled is not less than 30 kms. (Candidates opting for examination centre other than the centre nearest from mailing address will not be paid any Travelling Allowance). 2<sup>nd</sup> class rail fare by the shortest route for all outstation candidates who have been shortlisted for Personal Interview will be reimbursed, provided the distance travelled is not less than 30 kms. The candidates will be required to fill in the Travelling Allowance form (TA form) at the respective Test/Interview centre and submit proof for travel undertaken.
- Candidates can view their status of payment of application fee by logging in HPCL website with application no. & e-mail ID (as mentioned in online application), after two working days from actual payment date.
- In the event of non-receipt of application 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.

**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.**

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