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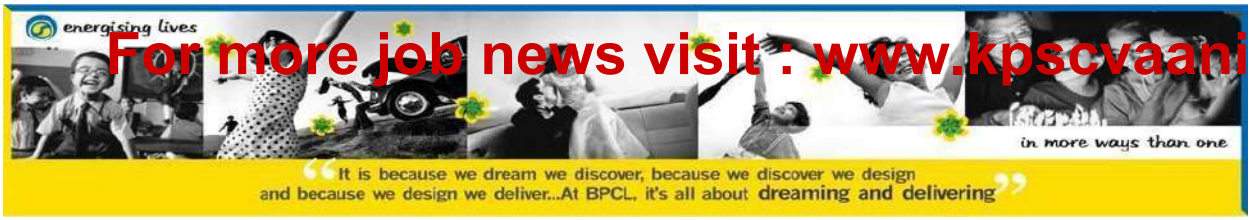

Bharat Petroleum

Shaping The Future

TAKE PRIDE IN ENERGISING THE NATION WITH BPCL

GOOD PEOPLE SPREAD GOOD ENERGY

BHARAT PETROLEUM CORPORATION LIMITED RECRUITMENT – ENTRY LEVEL PROFILES

Fortune Global 500 Company, Bharat Petroleum is the second largest Indian Oil Marketing Company and one of the integrated energy companies in India, engaged in refining of crude oil and marketing of petroleum products, with presence in the upstream and downstream sectors of the oil and gas industry. The company attained the coveted Maharatna status, joining the club of companies having greater operational & financial autonomy.

Bharat Petroleum's Refineries at Mumbai, Kochi and Bina have a combined refining capacity of around 35.3 MMTPA. Its marketing infrastructure includes a network of installations, depots, fuel stations, aviation service stations and LPG distributors. Its distribution network comprises over 25,300+ Fuel Stations, over 1000+ CNG stations, over 6,250+ LPG distributorships, 440+ Lubes distributorships, 81 POL storage locations, 56 LPG Bottling Plants, 81 Aviation Service Stations, 5 Lube blending plants and 6 cross-country pipelines.

Bharat Petroleum is integrating its strategy, investments, environmental and social ambitions to move towards a sustainable planet. The company has Electric vehicle charging stations at 6800+ Fuel Stations.

With a focus on sustainable solutions, the company is developing an ecosystem and a roadmap to become a Net Zero Energy Company by 2040, in Scope 1 and Scope 2 emissions. Bharat Petroleum has been partnering communities by supporting several initiatives connected primarily in the areas of education, water conservation, skill development, health, community development, capacity building and employee volunteering. With 'Energising Lives' as its core purpose, Bharat Petroleum's vision is to be an admired global energy company leveraging talent, innovation & technology.

IMPORTANT DATES	
Commencement of Online Application	**18th April 2026**
Last Date of Online Application	**17th May 2026**

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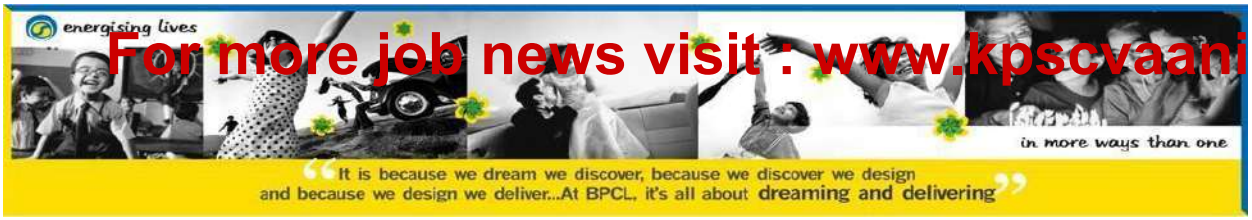

Bharat Petroleum

Shaping The Future

PROFILES ON OFFER

Profile	Upper Age Limit *(as on 01.04.2026)*	Essential Educational Qualification	Minimum Work Experience *(as on 01.04.2026)*	#Indicative Vacancies
Junior Executive (Engineering)	32 years	Diploma in Engineering in Mechanical / Electrical / Instrumentation / Electronics/ Civil/ Chemical Engineering	**5 years**	175
Junior Executive (Accounts)	35 years Min. Age- 30 years	Inter CA/ Inter CMA + Graduation	**5 years**	25
Junior Executive (Wayside Amenities)	32 years	B. Com /BBA /B.Sc / BMS /BHM	**5 years**	10
Secretary BPCL	32 years	Class X, Class XII, Bachelor's Degree (3-years course)	**5 years**	08
Associate Executive (Quality Assurance)	35 years	M. Sc (Chemistry), with specialization in Chemistry / Organic / Physical / Inorganic / Analytical / Polymer	**3 years**	30
Associate Executive (Official Language Implementation)	35 years	Masters in Hindi	**3 years**	02

 # The number of vacancies is indicative and may vary based on actual requirements, at the sole discretion of the Corporation.

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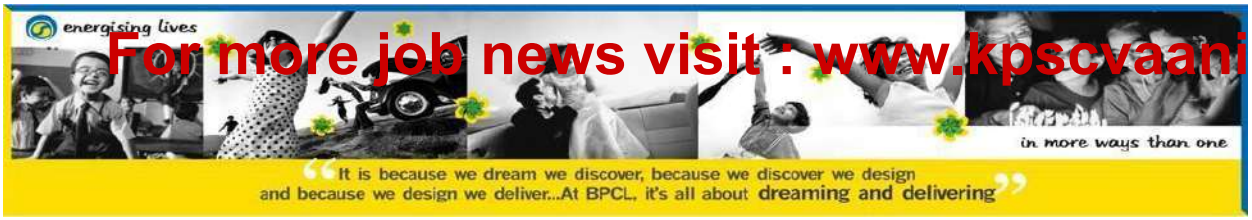

Bharat Petroleum — Shaping The Future

JOB PROFILE FOR JUNIOR EXECUTIVE (ENGINEERING)

<table>
<tr>
<td>ESSENTIAL EDUCATIONAL QUALIFICATION</td>
<td>Candidate must have passed Diploma in Engineering (3-year course) in Mechanical / Electrical / Instrumentation / Electronics/ Civil/ Chemical Engineering from a recognized University with minimum 55% aggregate percentage (or equivalent CGPA & above), relaxed to 50% for SC/ ST/ PwBD candidates.

NOTE: Please refer table below for the List of relevant Engineering / Technology Disciplines, eligible to apply. No allied disciplines/ streams of Engg other than the ones explicitly mentioned below are allowed.
<table>
<tr><th>Core Discipline</th><th>Eligible Degree as mentioned on Degree Certificate</th></tr>
<tr><td>Mechanical</td><td>Mechanical</td></tr>
<tr><td>Electrical</td><td>Electrical, Electrical & Electronics</td></tr>
<tr><td>Instrumentation</td><td>Instrumentation,
Instrumentation & Control,
Instrumentation & Electronics,
Electronics & Instrumentation</td></tr>
<tr><td>Electronics</td><td>Electronics,
Electronics & Communication</td></tr>
<tr><td>Civil</td><td>Civil</td></tr>
<tr><td>Chemical</td><td>Chemical,
Petrochemical</td></tr>
</table>
</td>
</tr>
<tr>
<td>ESSENTIAL WORK-EXPERIENCE (AS ON 01.04.2026)</td>
<td>1. Minimum 5 years of continuous post-qualification relevant work- experience (including minimum 1 year in <u>managerial / supervisory</u> role) in:

A. Operations / Maintenance/ Project roles in a Petroleum Oil & Gas organization within India in the following plants:

i. POL Terminal / Depot/ Installation having more than 25,000 KL storage capacity OR
ii. OISD -144 Compliant LPG Bottling Plant OR
iii. Cross-country (at least 50 km) POL / LPG Pipeline OR
iv. Bulk LPG/ POL Coastal Import Terminal OR</td>
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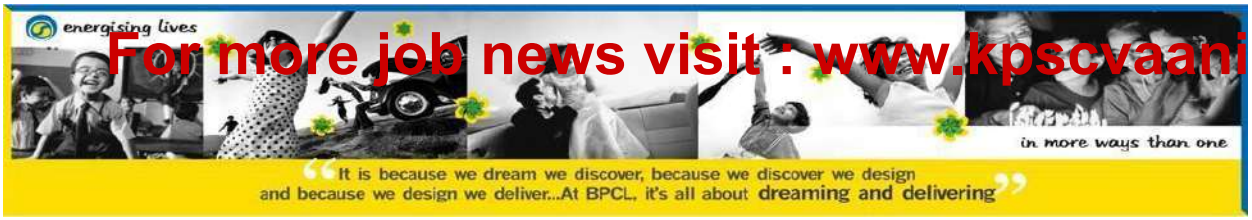



v. Aviation Fueling Station (Commercial/ Defense) **OR**

vi. Petroleum Oil Refinery **OR**

vii. Petrochemical plant **OR**

viii. Integrated petrochemical plant **OR**

ix. City Gas Distribution

OR

B. Engineering/ Technology Assistance/ Operations role in a Retail Fueling Station (POL products only) operating out of Territory / Sales / Divisional / Zonal / Regional office of a Petroleum Oil & Gas organization within India.

OR

C. Operations / Maintenance role in Petrochemical plant or polymer manufacturing plants (e.g., ethylene, polypropylene) / Large-scale inorganic or organic chemical plants (e.g., acids, solvents) / Specialty Chemical organization within India.

OR

D. Operations / Maintenance role in the following organizations within India-

i. Production unit of a Fertilizer organization **OR**

ii. Power plant (including captive power plant) **OR**

iii. Air Separation Unit in any manufacturing industry **OR**

iv. Petroleum Exploration organization **OR**

v. Natural Gas Processing organization

OR

E. Operations / Maintenance role in following manufacturing organization within India –

i. Automobile & Auto Components **OR**

ii. Metals **OR**

iii. Defense Manufacturing **OR**

iv. Engineering & Capital Goods

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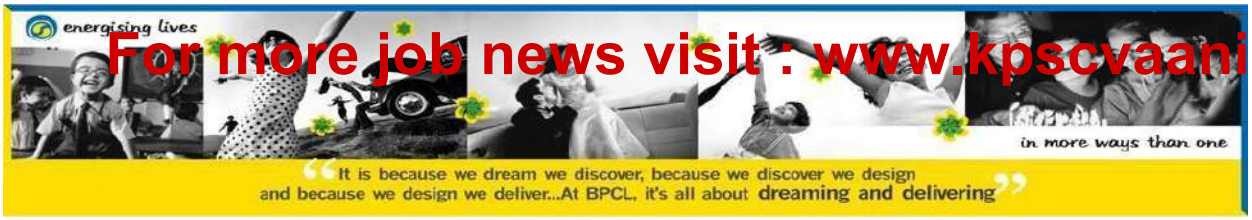

Bharat Petroleum
Shaping The Future

	F. For civil discipline, in addition to the industries (A to E), any other organization focusing on infrastructure & construction projects (including road, bridges construction and warehouse construction but excluding housing complexes) shall also be considered. **2.** The candidate must currently be employed in a managerial/ supervisory role in any of the above-mentioned industry / sector / organization within India. **NOTE:** A gap of less than or equal to 3 months in the work-ex will be permissible and will be considered as continuous work-experience.
UPPER AGE LIMIT (AS ON 01.04.2026)	**Upper Age Limit** for General and EWS candidates- **32 years**. Age relaxations in Upper Age Limit will be applicable to the candidates belonging to various categories (OBC-NCL/ SC/ ST/ PwBD/ Ex-Servicemen) as per the Presidential Directives. Cumulative relaxation in age for one/more than one category taken together shall be limited to **maximum 10 years.**

JOB PROFILE FOR JUNIOR EXECUTIVE (ACCOUNTS)

ESSENTIAL EDUCATIONAL QUALIFICATION	Graduate in any discipline with **minimum 55%** aggregate percentage (or equivalent CGPA & above) **relaxed to 50%** for SC/ST/PwBD categories **AND** have passed the **CA Intermediate / CMA Intermediate** from CA/ CMA institute respectively. **Please note: Candidates who have passed final examination from CA/ CMA institute are NOT eligible to apply.**
ESSENTIAL WORK-EXPERIENCE (AS ON 01.04.2026)	• Minimum **5 years** of post-qualification relevant experience in finance function. • Relevant field of experience includes experience in the field(s) of Finance/ Accounts/ Taxation/ Cost Accounting/ Auditing etc. These fields/experiences are not exhaustive and only indicative in nature. The Corporation reserves the right to take a final decision for considering/ not considering any experience as valid experience for the post.

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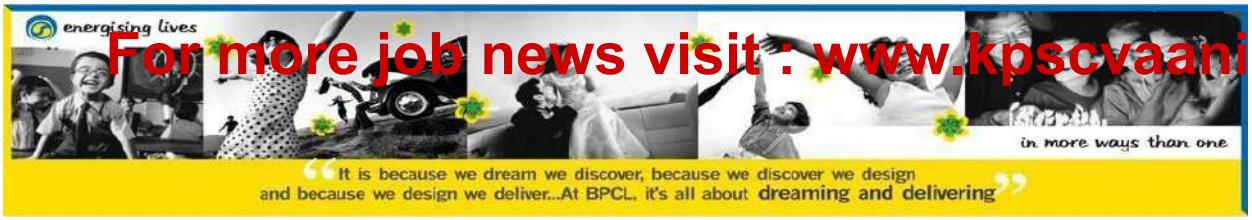



	• Experience obtained after date of declaration of CA(Inter) / CMA(Inter) result shall only be considered for this position. Further, the articleship training/ practical training which is integrated to the curriculum of respective institution **shall not** be considered as valid experience for this purpose.
UPPER AGE LIMIT (AS ON 01.04.2026)	**Minimum** Age Limit – **30 years** **Upper Age Limit** for General and EWS candidates- **35 years** Age relaxations will be applicable to the candidates belonging to different categories (OBC-NCL/ SC/ ST/ PwBD/ Ex-Servicemen) as per the Presidential Directives. Cumulative relaxation in age for one/more than one category taken together shall be limited to a **maximum of 10 years**. No relaxation in minimum/lower age limit is applicable

JOB PROFILE FOR JUNIOR EXECUTIVE WAYSIDE AMENITIES (HIGHWAY REST STOPS)

ESSENTIAL EDUCATIONAL QUALIFICATION	Bachelor's degree **B. Com / BBA / B.Sc / BMS / BHM** with **minimum 55%** aggregate percentage (or equivalent CGPA & above) **relaxed to 50%** for SC/ST/PwBD categories Allied disciplines/streams, if any, can be considered only if an equivalence certificate for the aforementioned stream(s) from the University is produced during registration. Specialization in the aforementioned streams should be clearly mentioned in the degree certificate/document issued by the University. ***Diploma/Certification in Retail, Hospitality, or related field is desirable.***
KEY CHALLENGES & EXPECTATIONS	**1. Site Operations & Facility Support** • Support day-to-day operations of the assigned WSA to ensure cleanliness, hygiene, safety, and basic service standards. • Assist in routine inspections of food courts, retail outlets, restrooms, parking areas, and common facilities. • Coordinate with maintenance, housekeeping, and security teams for regular upkeep and issue resolution. • Assist engineers and supervisors during basic civil, electrical, or maintenance activities. • Ensure safety guidelines, SOPs, and company policies are followed at the site.

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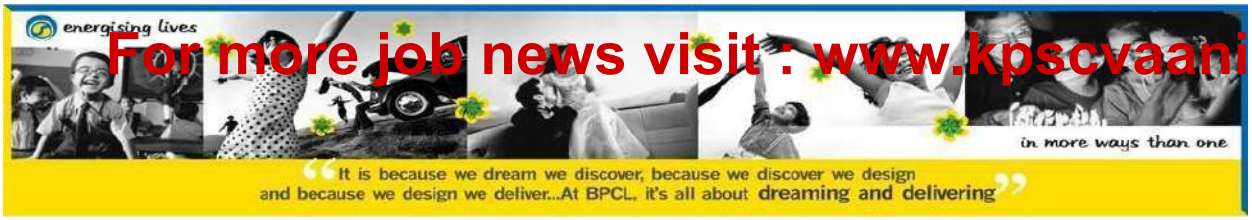

	2. Customer Service & On-Ground Support • Assist in maintaining a polite, welcoming, and customer-friendly environment. • Support handling of customer queries, basic complaints, and service requests. • Help collect customer feedback through surveys, suggestion boxes, or digital platforms and report issues to seniors. • Assist during peak hours, emergency situations, or special events as per instructions. **3. Vendor, Cash & Operational Coordination** • Support coordination with retail vendors, QSR partners, and service providers for daily operations. • Assist in monitoring hygiene, waste management, and stock availability at outlets. • Support daily cash handling, POS usage, and basic reconciliation activities. • Assist in checking licenses, permits, and compliance documents under supervision. • Coordinate routine visits of alliance partners or vendors to the site. **4. Reporting, Training & Operational Support** • Support preparation of daily and periodic operational reports (sales, footfall, issues). • Maintain basic records, checklists, and documentation as guided. • Assist in staff briefings, shift handovers, and basic training sessions. • Support compliance audits, inspections, and safety drills. • Assist seniors in local promotions, awareness drives, and small on-site activities.
ESSENTIAL WORK EXPERIENCE (AS ON 01.04.2026)	Minimum **5 years** of relevant post-qualification experience out of which, **at least 3 years** of cumulative experience within any of the following: • Facility Management **OR** • QSR(Quick Service Restaurants) **OR** • Food & Beverage Chains (physical store) **OR** • Retail Store Operations (Multi-Store brand) **OR** • Hospitality Management **OR** • Hotel Management **OR** • Mall facility management (high-footfall retail environment)
DESIRED SKILLS	• Basic communication and customer-handling skills. • Ability to work in shifts and manage routine on-ground activities. • Willingness to learn and support daily site operations. • Basic understanding of cleanliness, safety, and service standards. • Familiarity with POS machines, digital payments, or mobile-based tools is desirable. • Ability to work as part of a team and follow instructions from supervisors.

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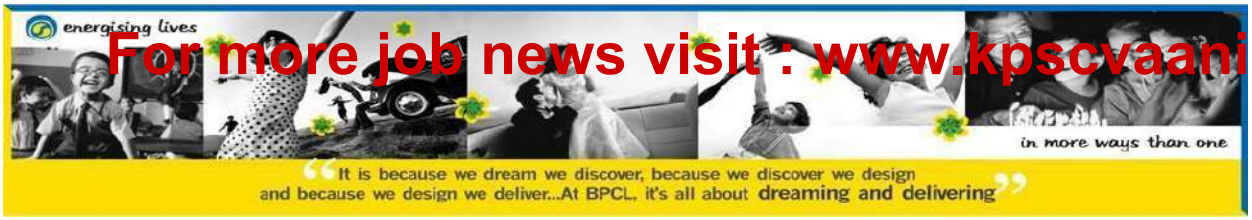

UPPER AGE LIMIT (AS ON 01.04.2026)	**Upper Age Limit** for General and EWS candidates- **32 years**. Age relaxations will be applicable to the candidates belonging to different categories (OBC-NCL/ SC/ ST/ PwBD/ Ex-Servicemen) as per the Presidential Directives. Cumulative relaxation in age for one/more than one category taken together shall be limited to a **maximum of 10 years**.

JOB PROFILE FOR SECRETARY BPCL

ESSENTIAL EDUCATIONAL QUALIFICATIONS / CERTIFICATIONS	**Bachelor's degree (3- year course)**, with **minimum 55%** percentage in aggregate (or equivalent CGPA & above), **relaxed to 50%** for SC/ ST/ PwBD categories from a recognized university. **AND** **Class XII** with **minimum 55%** marks in aggregate (or equivalent CGPA & above), **relaxed to 50%** for SC/ST/PwBD categories from a recognized institute. **AND** **Class X** with **minimum 55%** marks in aggregate (or equivalent CGPA & above), **relaxed to 50%** for SC/ST/PwBD categories from a recognized institute. ***Diploma / Certification in Admin Secretarial & PA/ Executive Assistant / Secretarial Practice/ Office Management of at least 6 months duration is desirable.***
KEY CHALLENGES & EXPECTATIONS	• To be proactive and detail-oriented and high levels of professional excellence • To maintain confidentiality and exercise information with discretion. • Strong problem-solving skills and ability to adapt to changing priorities. • To maintain a dynamic daily tracker of emails, pending responses and tasks at hand, meeting prep documents. • Manage the calendar, scheduling meetings, and appointments • To prepare and organize documents, reports, and presentations for meetings. Review proposals prepared for Managers approval for formats/ data accuracy. • Excellent telephone skills - Answer, screen, and forward incoming phone calls and basic and accurate information in-person and via phone.

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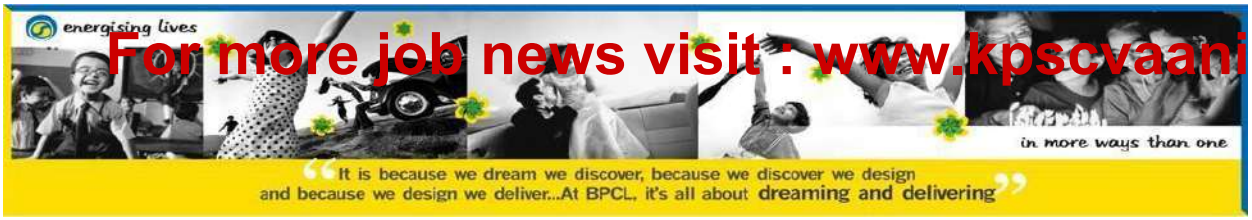

	• To act as the primary point of contact between internal/external stakeholders and effectively communicate with internal & external stakeholders. • To conduct research and gather information to support decision-making. • Exceptional organizational and time management skills. • Coordinating travel and accommodation arrangements, both international and domestic. Arranging detailed travel plans, itineraries, and agendas; and compiling documents for travel related meetings. • Excellent with managing guests/ visitors and to create a welcoming environment for both employees and visitors. • To maintain filing system and ensure that important documents (soft copies) are organized and accessible. • Maintain MIS and provide support in documentation and records.
ESSENTIAL WORK-EXPERIENCE (AS ON 01.04.2026)	Minimum **5 years** of relevant work experience as Secretarial Assistant / Secretary, or similar roles. *
DESIRED SKILLS	• Excellent written and verbal communication skills and clear diction and crisp oratory skills both in English and Hindi languages. • Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint & Outlook) and shorthand skills preferable with good speed and accuracy with computer typing.
UPPER AGE LIMIT (AS ON 01.04.2026)	**Upper Age Limit** for General and EWS candidates- **32 years.** Age relaxations will be applicable to the candidates belonging to different categories (OBC-NCL/ SC/ ST/ PwBD/ Ex-Servicemen) as per the Presidential Directives. Cumulative relaxation in age for one/more than one category taken together shall be limited to a **maximum of 10 years**
** Applicants are required to submit a comprehensive experience summary, officially issued on the letterhead of their organization, if selected for selection process as a prerequisite to be considered eligible for the position.*	

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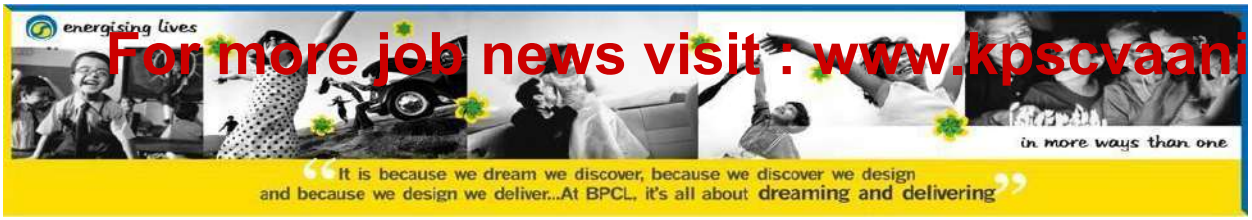

JOB PROFILE FOR ASSOCIATE EXECUTIVE (QUALITY ASSURANCE)

ESSENTIAL EDUCATIONAL QUALIFICATION	M. Sc (Chemistry), with specialization in **Chemistry / Organic Chemistry / Physical Chemistry / Inorganic Chemistry / Analytical Chemistry / Polymer Chemistry**, from a recognized University with a **minimum of 60%** aggregate percentage (or equivalent CGPA & above), **relaxed to 55%** for candidates belonging to SC/ST/PwBD categories. No allied disciplines/ streams other than the ones explicitly mentioned here are allowed.
DESIRED SKILLS	• Deep understanding and working knowledge of Testing and reasonable capability in front line maintenance of Test equipment. • Work Experience in ISO/ IEC:17025:2017 / NABL accredited Laboratory / any other laboratory-oriented systems and knowledge on relevant documentation. • Hands on experience on LIMS (Laboratory Information Management System) or equivalent.
ESSENTIAL WORK-EXPERIENCE (AS ON 01.04.2026)	Minimum **3 years'** post-qualification relevant work-experience in laboratory in Petroleum/ Oil & Gas/ Petro-Chemical Industry / any chemical industry.
UPPER AGE LIMIT (AS ON 01.04.2026)	**Upper Age Limit** for General and EWS candidates- **35 years**. Age relaxations will be applicable to the candidates belonging to different categories (OBC-NCL/ SC/ ST/ PwBD/ Ex-Servicemen) as per the Presidential Directives. Cumulative relaxation in age for one/more than one category taken together shall be limited to a **maximum of 10 years**.

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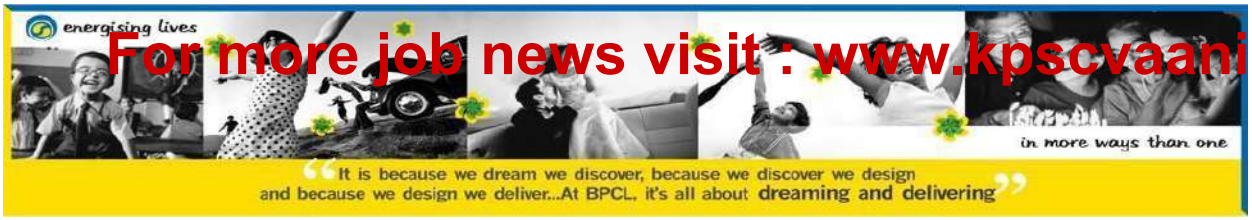

JOB PROFILE FOR ASSOCIATE EXECUTIVE (OFFICIAL LANGUAGE IMPLEMENTATION)

ESSENTIAL EDUCATIONAL QUALIFICATION	Master's degree in **Hindi** (Two-year course) with **minimum 55%** percentage aggregate, **relaxed to 50%** for candidates belonging to SC/ST/PwBD categories. The candidate should have studied **English** as a subject in **Class XII or Graduation** with **minimum 55% percentage,** relaxed to **50%** for candidates belonging to SC/ST/PwBD categories. Allied disciplines/streams, if any, can be considered only if an equivalence certificate for the aforementioned stream(s) from the University is produced during registration. Specialization in the aforementioned streams should be clearly mentioned in the degree certificate/document issued by the University.
KEY CHALLENGES & EXPECTATIONS	As the official language implementation officer, you would be responsible for implementation of statutory & administrative requirements regarding the use of Hindi as Official Language in the organisation. The scope of the job includes the responsibility for implementing Policy of Official Language of Government of India. You would also pioneer and popularise the usage of the Official language across all forums and platforms in the organisation to widen the use and reach of Hindi. You will be responsible for: • Organizing Hindi workshops/ functions/competitions periodically to popularize the use of Hindi in day-to-day work • Drafting help & reference materials/literature for facilitating the use of Hindi in noting & drafting • Organizing teaching classes for non-Hindi employees • Organizing Official Language committee meetings with agenda, taking on the role of Member secretary of the committee • Drafting Hindi speeches & articles for the senior Executives • Translating all Official documents / papers / technical articles / manuals / Code etc. from English to Hindi & vice-versa • Co-ordinating with Official Language Dept., Ministry of Home Affairs (Regional Implementation Office), MOP&NG & Parliamentary Committee's Secretariat for Hindi Implementation • Publication of in-house Journals/E-Hindi magazines

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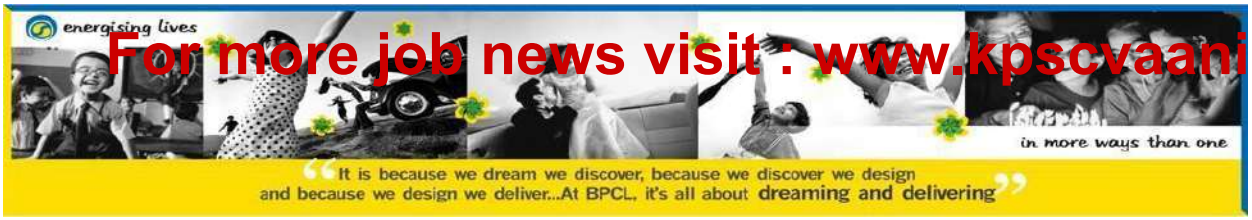

	• Co-ordinating and overseeing Visits/inspections of Parliamentary committee/Ministry and Officials from Ministry of Home Affairs (Regional Implementation Office) • Imparting training of Hindi software and various related packages
ESSENTIAL WORK-EXPERIENCE **(AS ON 01.04.2026)**	Minimum **3 years** of post-qualification work experience in translation work from English to Hindi and vice-versa. Relevant pre-qualification work experience, if any, shall also be considered for the purpose of determining eligibility. Candidates should be fully conversant with the implementation of Official Language policy of the Government of India
DESIRED SKILLS	• Fluency in Hindi in written as well as oral communication is a must • Ability to translate from Hindi to English and vice versa • Skilled at developing and delivering programs pertaining to Hindi • Self-motivated and target-oriented to drive results • Ability to manage time, set priorities and plan work to meet objectives • Ability to liaise and deal with networks / counterparts in other organizations to assist the development / progress of initiatives
UPPER AGE LIMIT (AS ON 01.04.2026)	**Upper Age Limit** for General and EWS candidates- **35 years.** Age relaxations in Upper Age Limit will be applicable to the candidates belonging to various categories (OBC-NCL/ SC/ ST/ PwBD/ Ex-Servicemen) as per the Presidential Directives. Cumulative relaxation in age for one/more than one category taken together shall be limited to **maximum 10 years.**

APPLICATION PROCESS

Online applications will be accepted from **18th April to 17th May 2026 23:59 hours** and no other mode of application will be accepted.

Interested and eligible candidates are requested to apply **ONLINE only** on Job Openings after reading detailed advertisement. Please follow the steps mentioned below, before filling in the online application form:

STEP 1: Applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves with the same before applying. No enquiry asking for advice on eligibility will be entertained.

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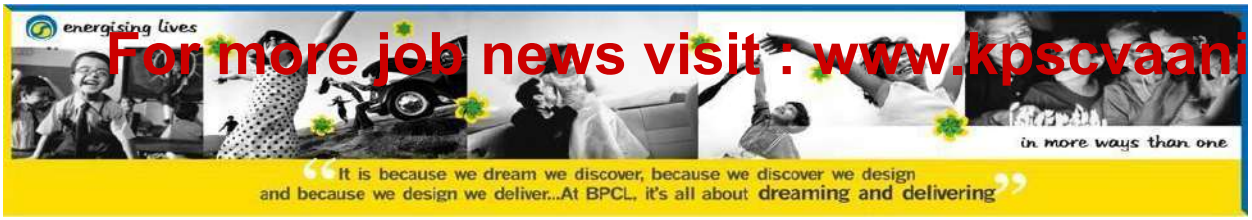

STEP 2: Applicants are advised to keep legible scanned copies of the below mentioned documents (PDF documents) ready and upload them in the online application form at place(s) designated for the same.

i. Date of Birth Proof (Class 10th / 12th pass certificate/ DOB Certificate).

ii. Educational Qualification Proof (Consolidated Marksheet & Degree/ Diploma Certificate). The documents pertaining to the highest relevant degree/diploma should be uploaded. The candidate must have successfully passed such degree/ diploma and should have relevant work experience after such degree/ diploma as stipulated in the section above. **It is mandatory to upload both Consolidated Marksheet along with Degree/Diploma Certificate to be considered eligible for any profile.**

iii. Service Certificate/ Work-Experience Certificates (issued by respective organizations on their letterhead) clearly showing:

a. Details of Employee (showing Name, Designation, Length of Service, Date of Joining and Date of Separation (if applicable, etc.)
b. Nature of Employment – Full time/Part Time etc.
c. Detailed Nature of Work
d. Current Basic Salary and CTC

The Work Experience / Service certificate should necessarily be on the letterhead of the organization and should be signed/ stamped by authorized representative of such organization. Such Work Experience/ Service Certificate should necessarily be provided for each organization mentioned in the candidates' application form.

In case of absence of any of the aforesaid data in the Work Experience/ Service Certificate, BPCL shall be at liberty to take a final decision on the basis of the information furnished by the candidate.

iv. Relevant Category/ Caste Certificate (applicable only for SC / ST/ OBC-Non-Creamy Layer/ EWS/ PwBD, Ex-Servicemen, **issued for Appointments in Posts Under Government of India**).

v. Recent Color Passport Size Photograph, not older than April 2026.

vi. Scanned copy of Signature. Signature in CAPITAL LETTERS will NOT be accepted.

vii. Latest three salary slips from their current organization scanned together in a single pdf file.

Any mismatch in name, qualification, experience, etc., from original documents and the data submitted in the online application form will lead to disqualification at any stage.

STEP 3: APPLICATION REGISTRATION

- Candidates to visit the BPCL Website click on the option "APPLY ONLINE" which will open a new screen.
- To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id.

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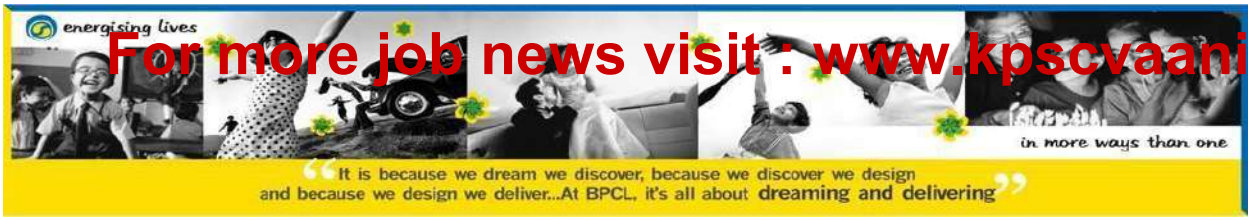



A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidates should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

- In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab.

  Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

- Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
- The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. **Any change/alteration found may disqualify the candidature.**
- Validate your details and save your application by clicking the 'Validate your details' and 'Save & Next' button.
- Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
- Candidates can proceed to fill in other details of the Application Form.
- Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.
- Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded, and other details filled by you are correct.
- Click on the 'Payment' Tab and proceed for payment.
- Click on the 'Submit' button.

STEP 4: APPLICATION FEES

- The application fee is applicable for all positions.
- SC, ST & PwBD candidates are exempted from payment of application fee.
- UR, OBC-NCL and EWS candidates are required to pay a Non-Refundable Amount of ₹1180/- + payment gateway charges if any (Application fee of ₹1000/- + GST@18% i.e. ₹180/- + payment gateway charges if applicable).

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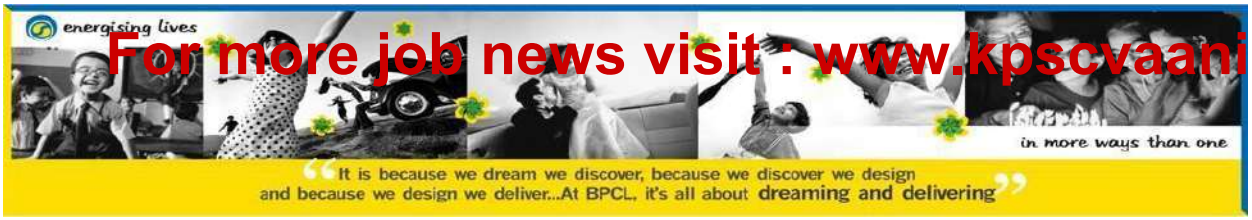



- Payment Mode: Debit / Credit card/UPI/Net Banking: On paying application fee online, the payment status will automatically change to "Your Transaction is successfully completed", on successful receipt of fees.
- All the candidates must ensure that the payment status is "Completed" as the transaction will be considered "incomplete" in case of any other payment status. Once the payment is made, 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.
- Application fee once paid will not be refunded under any circumstances. Also, chargeback cannot be claimed for any reason.
- The fee being paid is only towards the submission of application and does not in any way guarantee issuance of interview call letter etc. **Candidates are NOT required to send printout of application or any other documents in hard copy to BPCL**.

For clarifications, if any, reach out to us by writing an email to **z_hrd_co_recruit@bharatpetroleum.in**. The subject of the email must clearly mention the Application ID.

Kindly note:

1. Applications with incomplete / wrong particulars will not be considered.
2. The email id and mobile number provided in online application should remain valid for at least **one year**. Candidates must use proper e-mail ids created in their names. Applications with pseudo / fake email ids will attract appropriate action under the law.
3. Communications to the candidates shall be made on their registered email id and/or mobile number. Post registration of email id and mobile number, request for change of e-mail ID and mobile number will not be entertained.
4. All the details given in the online form will be treated as final and no changes will be entertained.
5. In the event of non-submission of completed application/ requisite application fees by candidate, for whatsoever reason, his/ her candidature will stand cancelled and no further communication/consideration on the same will be entertained.
6. No email confirmation will be sent to the candidates on successful registration or on successful payment of application fees.
7. Candidates are advised in their own interest to apply online before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability / failure to log on to the website on account of heavy load on internet or website jam.

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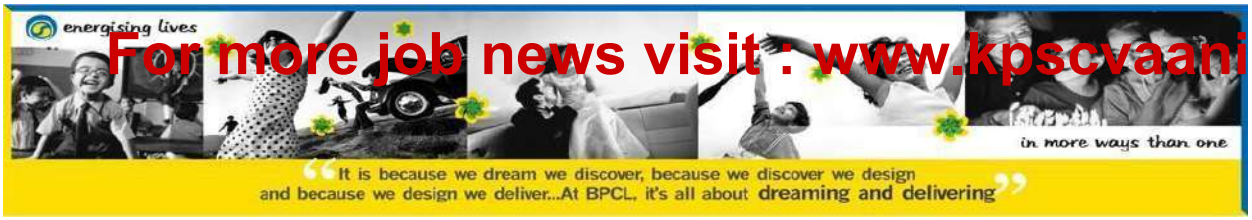

SELECTION METHODOLOGY

1. The multi-stage selection process may comprise of various shortlisting tools like Application Screening (on basis of number of years of relevant work-experience, educational qualification, etc.), Written/Computer Based Test, Case Based Discussion, Group Task, Personal Interview etc. The selection process adopted will depend on the number of applications received for a particular profile.
2. The provisional selection of the candidate will be based on multiple parameters, such as, Relevant work-experience, Significant on-the-job achievements, Performance in various selection processes.
3. Please note that application for this profile and/or participation in any stage of recruitment i.e., Written /Computer Based Test / Case Based Discussion / Personal Interviews / any other tests / Pre-Employment medical examination etc., does not confer any right to an individual for employment with BPCL.

MEDICAL STANDARDS

1. Candidates provisionally selected by BPCL will have to clear a Pre-Employment Medical Examination before joining. Company's Authorized Doctor/ nominated hospitals will assess the health of such candidates, and the final appointment will be subject to them meeting the medical standards prescribed by the Company. The decision on medical fitness by Company Doctor/ Company Authorized Doctor would be final and binding on all candidates. No correspondences or queries in this regard shall be entertained by the Corporation.
2. Candidates selected under Persons with Benchmark Disability (PwBD) category, except for the handicap for which relaxation is acceptable and extended, must be within the prescribed normal range for all other physical standards.
3. Reference for a medical examination does not mean final selection.

EMOLUMENTS

Designation	Pay Scale*	Approx. CTC at the minimum of Pay Scale
Junior Executive & Secretary Post	30,000-1,20,000	Rs. 12.28 Lakhs per annum at minimum of the pay scale
Associate Executive	40,000-1,40,000	Rs. 17.11 Lakhs per annum at minimum of the pay scale

**Candidates will be inducted at the minimum of the pay scale.*

Please note that the CTC mentioned in the table above has been calculated at the minimum of the pay Scale, for candidates posted in metro cities and may vary for other locations.

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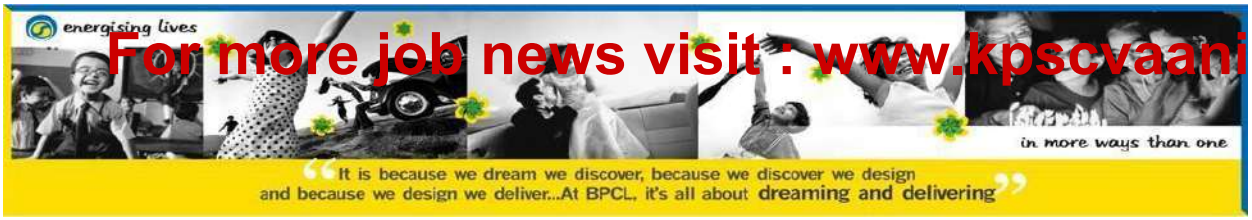



In addition to the Basic Pay, the following will be payable: Dearness Allowance (DA) based on IDA pattern, HRA (House Rent Allowance, if applicable, based on the class of city of posting), Perks & Allowances, Retirement Benefits and Performance Related Pay in line with Corporation's policy in vogue. It may please be noted that the retirement benefits are admissible upon separation /retirement as per the Corporation policy prevailing at that time.

PROBATION & PLACEMENT

Selected candidates would be on probation for one year from the date of joining (extendable in case of non-satisfactory performance). Upon successful completion of the probation period, they will be considered for confirmation as per company policy.

Such candidates shall be posted across the country, in any of the existing/future BPCL locations and their services will be transferable as per the requirement of the Corporation.

The selected candidates may be required to work in shift duties.

RESERVATIONS, CONCESSIONS AND RELAXATIONS

1. Reservations of posts for SC, ST, OBC-NCL, EWS and PwBD (Persons with benchmarked disabilities – with degree of disability 40% or above) are as per Government/Presidential Directives.
2. Candidates seeking reservation as SC/ST/OBC-NCL, shall have to produce a certificate in the prescribed proforma, meant for appointment to posts under the Government of India, from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognised as SC/ST/OBC and the Village/Town the candidate is ordinarily a resident of.

   They must also ensure that the name of their caste/community and its spelling in their caste/community certificate should be exactly as mentioned in the lists notified by the Central Government from time to time (for OBC category, list of castes recognized by the Govt. of India as OBC castes in the central list is available on the site http://www.ncbc.nic.in, for ST category the list of castes for each state is available on the site www.ncst.nic.in and for SC category the list of castes for each state is available on the site https://socialjustice.gov.in). A certificate containing any variation in the caste name will not be accepted. Further the OBC certificate should also clearly indicate that the candidate does not belong to Creamy Layer as defined by the Government of India for applying to posts and services under the Central Government.
3. The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.

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4. The OBC candidates who belong to 'Creamy Layer' are not entitled for concession admissible to OBC-NCL candidates and such candidates will have to indicate their category as 'General'. Further the OBC-NCL candidates will have to give a self-undertaking, at the time of Personal Interviews (if shortlisted), in terms of DOPT memo No. 36012/22/93-Extt. (SCT) dated 08.09.1993, indicating that they belong to OBC (Non-Creamy Layer).

5. A person who wants to avail the benefit of PwBD reservation will have to submit a disability certificate issued by a Competent Authority as prescribed in RPwBD Act, 2016. PwBD candidates will be considered after taking into account the nature of duties & responsibilities of the job, location, hazard, strain & other factors, also considering that the condition is not likely to interfere with the performance of duties of the post with reasonable efficiency and without possible deterioration of his/her health. The final appointment would be based on candidate's medical fitness with respect to job profile of the identified post.

6. For getting the benefits of reservation under EWS category, the Income and Asset Certificate shall be valid for the financial year 2026-27 and should have been prepared on the basis of income and asset verification for the financial year 2025-26. The name of the caste should be clearly mentioned in the aforesaid certificate. Caste name like "General/Samanya etc." will not suffice.

   Applicant's photo on the certificate should be duly pasted, signed and stamped by issuing authority. 'Income and Asset Certificate' shall be submitted by such candidates at the time of interview (if called for interview). No request for extension of time for production of 'Income & Asset Certificate' beyond the said date shall be entertained. **In case candidates fail to produce the same at the time of interview, they will not be allowed to appear for interview. Further, their request for interview under General category will also not be entertained.**

7. Maximum age limit is relaxed by 5 years for SC & ST, 3 years for OBC-NCL, 10 years for PwBD candidates.

8. Maximum age relaxation by 5 years is applicable for Ex-servicemen & Commissioned Officers (including ECOs/ SSCOs) subject to them rendering minimum 5 years' service in Armed Forces and fulfilment of other conditions as prescribed by the Govt. of India.

9. However, cumulative relaxation in age for one/more than one category (mentioned above in pt. 7 & 8) taken together shall be limited to a maximum of 10 years.

10. If the SC/ ST/ OBC-NCL/ PwBD/ EWS 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.

11. Relaxed standards in assessment/selection will be applicable for SC, ST and PwBD candidates. Relaxation might be extended to OBC- NCL candidates also.

12. Any request for change in Category (Gen./SC/ST/OBC-NCL/EWS/PwBD) once filled in the online application form, will not be considered and accordingly concession/relaxation applicable will not be extended.

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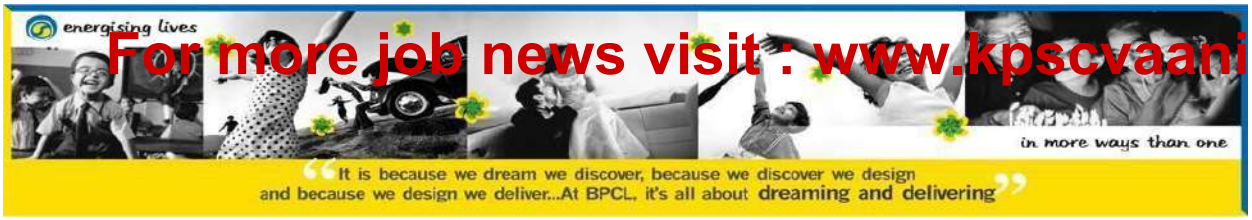

GENERAL INSTRUCTIONS

1. Only Indian Nationals are eligible to apply.

2. The last date for reckoning age and all other eligibility criteria shall be **1st April 2026**.

3. All the qualifications should be 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).

4. Calculation of percentage of marks should be based on total marks obtained in all semesters/ years in all subjects. **Rounding off percentage is not allowed.**

5. 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 selection process (if shortlisted).

6. Experience gained after date of declaration of the result of qualifying degree will only be considered towards counting experience. Any experience gathered as a short-term trainee (summer/winter project etc. during pursuing Degree/Diploma) will not be considered experience.

7. **All the details mentioned in the online form will be treated as final and no request for changes will be entertained later on. Therefore, candidates are advised to fill the ONLINE form with utmost care making correct entries in the respective fields. An application once submitted shall not be considered for any editing later on.**

8. Candidates have to necessarily declare (in case they are shortlisted for subsequent stages) if he/ she has been arrested, prosecuted, kept under detention or fined, convicted by the Court of Law for any offence, debarred/disqualified by any Public Service Commission from appearing in its examination.

9. Mere shortlisting in Computer Based Test (if any) does not entail the right for Interview and Corporation reserves its right to call for suitable candidates depending upon their credentials/ declarations.

10. Corrigendum/ Addendum etc. with regard to this advertisement, if any, will be made available on the Careers page of our official website https://www.bharatpetroleum.in/ only. All the candidates are requested to remain updated regarding each step of the selection process by visiting the aforementioned page. Candidates may please note that personal calls and/or interaction with any of the BPCL officials during recruitment drive is discouraged, except when necessary/critical.

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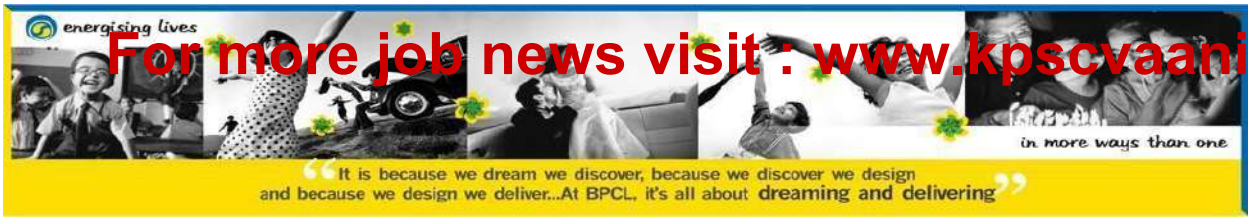



11. **All future communications with the candidates regarding further selection process and shortlisting will be through e-mail ONLY. BPCL will not be responsible for any loss/ non-delivery of email/admit card/ any other communication sent, due to invalid/incorrect email id**.

12. Qualifications in Branches / Subjects as specified against respective Posts above will ONLY be considered as eligible qualification. Degree / Diploma in other than the specified Branches / Subjects will not be considered. Claim regarding possession of a qualification equivalent to the prescribed qualification will not be entertained, unless stated otherwise.

13. A Sandwich Diploma course (with Industrial training as part of the course with no break) shall be considered eligible. Diploma under recognized lateral entry scheme (Class–XII (Sc.)/ ITI admitted in 2nd year of Diploma course) shall also be considered eligible subject to meeting prescribed percentage of marks on the basis of aggregate of 4 semesters in the diploma course.

14. Candidates presently employed in Central/ State Government, Autonomous bodies, and PSUs, should submit their application through proper channel. **They must produce 'No Objection Certificate' from their employer at the time of selection process,** failing which they will not be allowed to appear for the selection process and their candidature will not be entertained.

15. Shortlisting will be provisional without verification of documents. Candidature will be subject to verification of all details/ documents with the originals when a candidate reports for further selection process (if shortlisted). In case a candidate is called for selection process and is found to be not satisfying the eligibility criteria (Age, Educational Qualification, Work Experience, etc.) he/ she will not be allowed to appear for any selection process(s).

16. Candidates are advised to submit only one application. In case of multiple applications from a candidate, the latest one shall be considered as final, and the older applications shall be rejected without any notice.

17. Reimbursement of 3rd AC train fare by the shortest route to the selection venue is admissible for Computer Based Test for outstation SC, ST & PwBD candidates and 2nd AC train fare for all candidates appearing in the Interview by the shortest route is admissible for outstation candidates, provided the distance travelled is not less than 30 km. Candidates opting for examination Centre other than the Centre nearest from mailing address will not be reimbursed travel fare. The candidates will be required to fill in the Travel Allowance (TA) Form which will be made available during the selection process and submit/upload it along with Travel Proof for travel undertaken. Travel allowance will be processed through online mode. Detailed instructions pertaining to mode of travel reimbursement will be made available in the Admit Card/ Call Letter for selection process.

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Reimbursement Forms should be duly filled/signed, enclosed with Travel Tickets, NEFT Form, and a copy of Cancelled Cheque or Passbook clearly mentioning details like Account No. and IFSC Code of the bank. Incomplete forms submitted will not be considered for reimbursement. In case a candidate is called for the selection process and is found to be not satisfying the eligibility criteria (Age, Educational Qualification, Work Experience, etc.) he/ she will not be entitled for reimbursement of any travelling expenses.

18. BPCL reserves the right to cancel / restrict / enlarge / modify / alter the recruitment process and/or the selection process thereunder, without issuing any further notice or assigning any reasons.

19. The Corporation also reserves the right not to fill the advertised post at any stage of selection.

20. The total number of vacancies is provisional and may increase/decrease at the discretion of the Corporation basis business requirements. BPCL reserves the right not to fill any post based on suitability of candidates, and no claim will arise for employment, if some of the vacancies are not filled due to unsuitability/insufficient number of candidates.

21. BPCL reserves the right to take a final decision to assign/offer any suitable job/role/profile to the candidates found suitable as per the Corporation's requirements.

22. If any candidate attempts to use external influence for the purpose of facilitating his/her selection, his/her candidature will automatically be cancelled.

23. Candidates are advised in their own interest to apply online before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability / failure to log on to the website on account of heavy load on internet or website jam.

24. In case of any ambiguity or dispute arises on account of interpretation in versions other than English, the English version will prevail.

25. Furnishing of wrong/false information will lead to disqualification and BPCL will not be responsible for any of the consequences of furnishing such wrong/false information. Since all the online 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 candidate has furnished false or inaccurate 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 information and or suppressing of any material fact is detected / noticed even after appointment, his/her services will be liable for termination without any notice, as the appointment would be deemed to be void ab initio.

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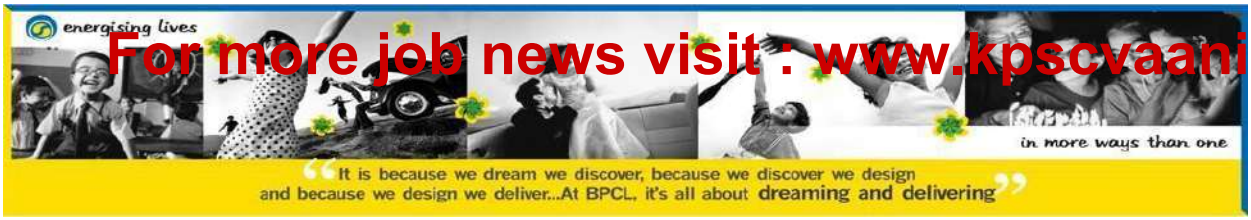

26. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.

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

28. The General Public is hereby informed that all applications are accepted through our online portal only and the said activity is not outsourced by BPCL to any agency/individual. Applicants are advised to beware of such fraudulent agency/individual.
