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ENGAGEMENT OF GRADUATE APPRENTICE TRAINEES (ENGINEERING) AS PER THE APPRENTICES ACT, 1961

HPCL is a Government of India Enterprise under the Ministry of Petroleum and Natural Gas (MOP&NG), Government of India. It is engaged in Refining, Storage, Distribution and vast marketing network consisting of Refineries, Zonal offices, Regional offices, Terminals, Pipeline networks Aviation Service stations, LPG Botting Plants and Inland Relay Depots etc. spread across India.

HPCL, Marketing Division (All India Locations), Mumbai Refinery & Visakh Refinery proposes to engage Graduate Apprentice Trainees – Engineering [Civil/ Mechanical/Chemical/Electrical/ Electrical & Electronics/ Electronics & Telecommunication/ Instrumentation / Computer Science/IT/Petroleum Engineering] at locations spread across India as per provision of Apprentices Act, 1961 and the Rules thereof.

Engagement of Graduate Apprentices (Engineering) for the Year 2025-26

1. Important Dates

Commencement of Online Application on HPCL Portal: **30-12-2024**	Last date of Online Application on HPCL Portal: **13-01-2025**

2. Training Position Description and Eligibility Criteria

Description	Age Limit	Qualification Criterion	Monthly stipend
Graduate Apprentices **(Engineering)** • Civil • Mechanical • Electrical • Chemical • Electrical & Electronics • Electronics & Telecommunication • Instrumentation • Computer Science/IT) • Petroleum Engineering	Min age- 18 yrs. and Max age-.25 yrs. as on ***commencement of online application (30-12-2024)*** Age relaxation by **5 yrs. for SC/ST**, **3 yrs. for OBC-NC** and **10 yrs. for PwBD**	Engineering Graduation in [Only Civil/ Mechanical/ Chemical/Electrical/ Electrical & Electronics/ Electronics & Telecommunication/ Instrumentation/ Computer Science/IT/Petroleum Engineering] with **60%** aggregate marks of all semesters/ years for Gen/OBC-NC/EWS and **50%** for SC/ST/PwBD/(VH/HH/OH*) Candidates.	Rs.25000/- for Engineering Graduates (Rs 20,500 will be paid by HPCL & Rs 4500 will be directly paid to apprentices by GOI as per DBT scheme)

**VH- Visually Handicapped, HH- Hearing Handicapped, OH- Orthopedically handicapped*

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1. GAT Engineers (All India Marketing locations i.e other than Refineries) – 1 Year
2. GAT Engineers (Mumbai Refinery) – 1 Year
3. GAT Engineers (Visakh Refinery) – 1 Year

ELIGIBILITY REQUIREMENTS:

- Only Indian national are eligible to apply.
- Only the candidates registered and approved on the National Apprenticeship Training scheme (NATS 2.0) web portal and by Board of Apprenticeship Training (BOAT) will be considered for selection to undergo Apprenticeship Training.
- Engineering Graduates in Civil/Mechanical/ Electrical/ Electrical & Electronics/ Chemical/Electronics & Telecommunication/Instrumentation/Computer Science/ IT /Petroleum Engineering streams who have completed Engineering Graduation after **01-04-2022** onwards are eligible to apply. Candidates who have completed engineering prior to **01-04-2022** are not eligible for apprenticeship training.
- Candidates belonging to General/OBC-NC/EWS category must have 60% aggregate whereas candidates belonging to SC/ST/PwBD (VH/HH/OH) must have 50% aggregate marks in all years/semesters in qualifying examination.
- **Calculation of Percentage:** The degree percentage as provided by university/college will be considered or where CGPA/GPA 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. In case where above percentage/conversion is not available then the percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the qualifying subjects in all the semester(s)/year(s) by aggregating maximum marks. The fraction of percentage so arrived will be ignored i.e. 49.99% will be treated as less than 50%.
- All the qualifications specified above should be recognized by Board of Technical Education/ UGC/AICTE or equivalent authority as per prevailing Laws.
- Age Limit: Minimum 18 years and maximum 25 years as on **30-12-2024**. Max. Age relaxation by 5 yrs. for SC/ST, 3 yrs. for OBC and 10 yrs. for PwBD (VH/HH/OH) Candidates.
- Relaxations in Eligibility criterion, Age and Reservations for SC, ST, OBC-NC, EWS and PwBD (Persons with benchmarked disabilities – with degree of disability 40% or above) will be as per Government Guidelines / Apprentices Act, 1961.

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- **Candidates who have been engaged previously as Apprentice or are undergoing Apprenticeship training elsewhere and have an apprenticeship contract with any other organization under the Apprentices Act, 1961 on the NATS Portal are not eligible to apply. In case of any existing apprenticeship contract with any organization may lead to rejection of the application.**

- Candidates who have got work experience of one year or more are not eligible to apply.

- Candidates applying on HPCL Portal after **13-01-2025** will not be considered.

SELECTION METHODOLOGY

- Candidates fulfilling all the above mentioned eligibility criteria will be called for Interview in order of the category wise and position wise merit list as per cut off marks decided by HPCL. Management reserves the right to restrict the number of candidates to be called for **Interview which will be tentatively scheduled in the month of January/February 2025.**

- All India merit list will be drawn basis the academic results of engineering degree and Scores in the INTERVIEW.

- Final offer for Apprenticeship Training would be subject to Medical Fitness as per HPCL standards and submission of all documents / certificates towards proof of Age, Qualifications, Caste, Medical certificate of PwBD and Medical fitness etc.., as may be applicable.

PROCESS TO APPLY FOR APPRENTICESHIP AT HPCL

- First register on Apprentice Application Link- http://jobs.hpcl.co.in/Recruit_New/recruitlogin.jsp using the option – **Sign up for New Registration**

- Once candidates have registered, they will receive details of their login and password on their email ID as provided for registration from HPCL Apprentice Team

- Sign in to the HPCL Apprentices Application Link http://jobs.hpcl.co.in/Recruit_New/recruitlogin.jsp through the login credentials (email ID and password) as received over their registered email ID

- Once candidates have logged in,

    - Candidates to select **HPCL GAT (ENGINEERING) Engagement 2025** under Active Advertisements

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- The candidate has to select the Positions from the Drop down Menu under "Position" category

  - GAT Engineers (All other locations except Refineries i.e Marketing Locations)
  - GAT Engineers (Mumbai Refinery)
  - GAT Engineers (Visakh Refinery)

- Please note candidates are allowed to **fill only one Application**.
- Candidates are requested to carefully read the instructions mentioned on each part of the Application Form
- Select the **Engineering Branch** from the dropdown as per the Engineering Branches mentioned in the Advertisement. Candidates can apply for single training position only.
- Candidates are required to fill their **Personal Details** as mentioned on the application form. The fields marked * are mandatory.
- Once candidates have filled their personal details, click on **Validate your details.** In case of error, please fill the data correctly as per error message.
- Once validated, click on **Save & Next** to move to next part of application form.
- Candidates are next required to fill their details **Contact Details**. Candidates are requested to correctly provide their address for correspondence and permanent address along with contact number.
- Candidates are also required to select **Preference Interview city** from the dropdown.
- Click on validate your details, save & next to move to next part of Application Form- **Qualification Details**.
- As part of last part of application form, candidates are required to upload their recent **Passport sized photograph** and their **Signature**.
- Candidates are requested to recheck the details filled in application form under **Preview** and in case of any corrections, click on the section/Back and edit the details.
- Candidates are requested to read the declaration carefully.
- For final submission of the application form, check the boxes of declaration and click on **Final Submit**.
- After submission of the application, candidates will receive confirmation email on their registered email ID with **HPCL Application Number**.

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IMPORTANT POINTS TO NOTE

- HPCL does not give any commitment/assurance on providing permanent/temporary employment to Apprentices on successful completion of Apprenticeship period.

- ***The Apprentices who would successfully complete the period of apprenticeship training in the Corporation would be accorded relaxation / preference in the Recruitment norms. Such relaxation would be accorded in two stages i.e. (i) with regard to relaxation in age while computing the eligibility of a candidate (Graduate Apprentice Trainee) to the extent of the period for which the concerned applicant Graduate Apprentice Trainee had undergone Graduate Apprenticeship training in any of the Corporation's establishment, not exceeding one year and (ii) according additional 5% of the marks, such apprentice secures in the Computer Based Test (CBT), and reckoning such grace marks along with the marks secured by the candidates in the CBT exam for the purpose of shortlisting of the candidates for subsequent stage of selection. It is clarified that mere successful completion of Apprenticeship Training in the Corporation would not accord any right of recruitment / selection, save and except the relaxation mentioned above.***

- 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. If any of the above discrepancies w.r.t to eligibility parameters, furnishing of wrong intimation and or suppressing of any material fact detected/notice even after engagement, his/her training will be liable for termination without any further notice. Canvassing in any form during any stage of engagement process will lead to cancellation candidature.

- **Apprentice will be placed for training at locations spread across India. Therefore, only the Candidates willing to be placed at any of the locations across India should apply.**

GENERAL CONDITIONS

- The engagement of Apprentices will be governed by the Apprentices Act 1961 / Apprentices Amendment Act, 1973 and Rules thereof.

- The engagement as Apprentice Trainees for Engineering Graduates will be for a period of ONE YEAR only.

- Candidates selected as Graduate Apprentice Trainee (Engineering) shall be paid monthly stipend of 25000/- (Rs 20,500 will be paid by HPCL & Rs 4500 will be directly paid to apprentices by GOI as per DBT scheme).

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- There is no obligation on the part of HPCL to provide housing assistance/ any other allowances to any of the selected candidates, other than the fixed stipend amount as mentioned above.

- The reserved category candidates are required to submit SC/ST/OBC-NC/EWS and PwBD (VH/HH/OH) certificate/s in the prescribed format application (the formats can be downloaded from our site www.hpclcareers.com>Downloads>Downloads for Apprentices)

- Candidates 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 OBCNC 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 http://www.socialjustice.nic.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.

- 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.

- 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)

- If the SC/ST/OBC-NC/EWS/PwBD 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.

NOTE : Candidates are “NOT” Required to submit hard copy of application forms to HPCL. The details filled in the online Registration / application form will be considered final & no changes will be entertained w.r.t personal or any other details later on.

- Interview call letter will be sent to the candidates thru email and no hard copy will be sent to the candidates. All communications will be thru the email ID/ Mobile Number provided by the candidates in his/her online application.

- Application with incomplete / wrong particulars will be not considered. The email ID & Mobile number provided in online Registration/ application should remain valid for at

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least one year. Candidates must use proper e-mail IDs created in their names. ***Applications with pseudo/fake email IDs will attract appropriate actions under the law.***

- ***<u>While furnishing details of candidature including % of marks and any other particulars in online application, the same should match with physical documents and educational testimonials. However, if it is found that the information furnished by the candidate in online application is not matching with physical documents at any stage of apprentice engagement process and also post engagement, the candidature will stand cancelled and no communication will be entertained in this regard.</u>***

- HPCL will not be responsible for any loss/ non-delivery of email/admit card sent/ any other communication sent, due to invalid/wrong email id or contact number.

- All the details given in the online Registration form will be treated as final & no changes will be entertained. Any request for change in category (GEN/SC/ST/OBC-NC/EWS/PwBD -[VH/HH/OH]) once filled in the online Registration/Application Form will not be considered and accordingly concessions/relaxation applicable will not be extended.

- Depending upon number of applications, HPCL reserves the right to raise the minimum eligibility standards/criteria and modify the selection process.

- HPCL reserves the right to determine the total number of apprentices to be engaged/candidates to be selected at any stage of selection process.

- Reimbursement of 2nd class rail fare by the shortest route for interview is admissible for outstation SC, ST, PwBD candidates appearing for interview, provided the distance travelled is not less than 30km. (candidates opting center/venue for interview other than the venue nearest from mailing address will not be reimbursed travel fare). The candidates will be required to fill in the Travel Allowance (TA) Form as detailed on HPCL website (www.hpclcareers.com>Downloads>Downloads for Apprentices) and submit it along with original Tickets/Travel Proof for travel undertaken. Travel allowance will be processed through online mode.

- Management reserves the right to restrict the number of candidates to be called for interview/medical tests without assigning any reason.

- Management reserves the right to raise minimum eligibility standards and to increase/decrease the number of vacancies. Management also reserves the right to cancel/restrict/curtail/enlarge the apprentice engagement process and/or the selection process there under without any further notice and without assigning any reason.

- **<u>All the candidates are required to remain updated at each step of the selection process by visiting NATS/HPCL Portal</u>**

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CONTACT DETAILS

- All queries pertaining to the selection process may be addressed to HPCL Apprentice Engagement Team :

1. **Email ID: apprentices@hpcl.in**
2. **Phone Number: 033-66095164**