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Delivering Happiness

हिन्दुस्तान पेट्रोलियम कॉर्पोरेशन लिमिटेड
Hindustan Petroleum Corporation Limited

ADVT. NO. HPCL/OPEN/HR/3/2025-26

FRESH MINDS. EXPERIENCED EXPERTS. ONE POWERFUL FUTURE. JOIN US

RECRUITMENT FOR PROFILE OF OFFICERS

Hindustan Petroleum Corporation Limited (HPCL) was established on July 15, 1974. HPCL is a Maharatna Central Public Sector Enterprise (CPSE) with annual Gross sales of Rs. 4,64,247 crore during 2024-25.

HPCL achieved the highest-ever sales volume of 49.8 MMT and processed the highest-ever 25.3 million tonnes of crude during 2024-25 with 109% refinery capacity utilization and achieved the highest-ever pipeline throughput of 26.8 MMT during the year. HPCL enjoys approximately 20.3% market share in India and has a strong presence in refining and marketing petroleum products in the country. During 2024-25, HPCL recorded the standalone PAT of ₹ 7,365 crore.

HPCL owns and operates Refineries at Mumbai and Visakhapatnam with designed capacities of 9.5 MMTPA and 15.0 MMTPA respectively. HPCL also owns the largest Lube Refinery in the country at Mumbai for producing Lube Oil Base Stocks with a capacity of 428 TMTPA. HPCL holds a 48.99% equity stake in JV Company, HMEL which operates an 11.3 MMTPA capacity refinery in Punjab, and also has a 16.96% equity stake in MRPL which operates a 15 MMTPA capacity refinery in Karnataka.

HPCL has a vast marketing network consisting of 19 Zonal offices in major cities and 145 Regional Offices facilitated by a Supply and distribution infrastructure comprising of 43 Terminals/Installations/Tap Off Points, 37 Depots & 29 Exclusive Lube Depots, 59 Aviation Fuel Stations, 55 LPG Bottling Plants, 4 Lube Blending plants. The customer touch points constitute 24,572 Retail Outlets, 1,638 SKO/LDO dealers, 374 Bazar Lube distributors, 155 Industrial Lube Distributors, 2,178 CNG facilities at Retail Outlets, 5,398 EV charging stations, 899 Door-to-door delivery dispensers and 6,389 LPG Distributorships with a customer base of above 9.8 crore LPG consumers as of Dec'25.

HPCL has the second-largest petroleum product pipeline network in India with a network length of 5,440 km. HPCL also conducts business through 20 JV and Subsidiary companies operating across the oil & gas value chain.



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HPCL has its Research & Development Centre named 'HP Green R&D Centre' in Bengaluru. The Centre provides advanced technical support to the Refineries and Marketing SBUs for operational improvement, absorbing new technologies, developing innovative and path-breaking technologies, and license technologies, and becoming a knowledge hub.

HPCL is cognizant of the importance of environmental sustainability for the health of our planet, the well-being of current and future generations and the preservation of ecosystems and biodiversity. Toward this objective, various initiatives were undertaken by HPCL in the areas of carbon footprint reduction, energy efficiency, water conservation, waste management, renewable energy, etc. HPCL has also announced its plan to reach Net Zero in Scope 1 & 2 emissions by 2040. Equal focus is thrust on the triple bottom line framework of financial, social and environmental capital towards greater business values.

HPCL is committed to conducting business to preserve the environment, sustainable development, being a safe workplace, and enriching the quality of life of employees, customers, and the community. HPCL's CSR reaffirms the continuing commitment of the corporation toward societal development. The key focus areas are Childcare, Education, Health Care, Skill Development, Sports, Environment & Community Development, Contribution to Incubators/ R&D and Public Funded Universities and positively influencing the lives of less privileged.

HPCL invites talented & motivated candidates looking for exciting career opportunities in energy sector and willing to contribute towards India's energy future by being part of our growth journey. Interested and eligible candidates can apply online for the following vacancies.

1. IMPORTANT DATES

Commencement of Online Application	25th February 2026 (1300 hours onwards)
Last Date of Online Application	25th March 2026 (Up to 2359 hours)



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2. POSITIONS, ELIGIBILITY CRITERIA AND VACANCY DETAILS FOR FRESHERS

POSITIONS, ELIGIBILITY CRITERIA AND VACANCY DETAILS						
S. No.	Position	Pay Scale (Rs)	Vacancies	Max Age (Yrs.)	Essential Qualifications	Min Exp (Yrs.)
2.1	Junior Executive Assistant	(30000-120000)	10	25	Minimum 3-year full-time regular graduation in any discipline except Engineering-UG/PG, Medicine	-
2.2	Junior Executive - Civil	(30000-120000)	19	25	3-years full-time Regular Diploma in Civil Engineering	-
2.3	Junior Executive - Mechanical	(30000-120000)	207	25	3-years full-time Regular Diploma in Mechanical Engineering	-
2.4	Junior Executive - Electrical	(30000-120000)	117	25	3-years full-time Regular Diploma in Electrical Engineering	-
2.5	Junior Executive - Chemical	(30000-120000)	27	25	3-years full-time Regular Diploma in Chemical Engineering	-
2.6	Junior Executive – Quality Control	(30000-120000)	12	25	3-year full-time regular graduation in Chemistry (B. Sc. Chemistry)	-
2.7	Junior Executive-HR	(30000-120000)	5	25	3-year full-time regular BBA/ BBA (Honours)/ BMS with HR Specialization	-
2.8	Junior Executive-Fire & Safety	(30000-120000)	16	25	Any Science Graduate + Diploma in Fire & Safety with Valid Heavy Vehicle Driving License	-
2.9	Mechanical Engineer	(50000-160000)	72	25	4-year full-time regular engineering course in Mechanical Engineering	-



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POSITIONS, ELIGIBILITY CRITERIA AND VACANCY DETAILS						
S. No.	Position	Pay Scale (Rs)	Vacancies	Max Age (Yrs.)	Essential Qualifications	Min Exp (Yrs.)
2.10	Electrical Engineer	(50000-160000)	37	25	4-year full-time regular engineering course in Electrical Engineering	-
2.11	Civil Engineer	(50000-160000)	17	25	4-year full-time regular engineering course in Civil Engineering	-
2.12	Chemical Engineer	(50000-160000)	15	25	4-year full-time regular engineering course in Chemical Engineering	-
2.13	Officer- Finance (CA)	(50000-160000)	30	27	Qualified Chartered Accountant (CA) AND Minimum 3-year full-time regular graduation in any discipline	-
2.14	Officer- Finance (CMA)	(50000-160000)	4	27	Qualified Cost Accountant (CMA) AND Minimum 3-year full-time regular graduation in any discipline	-
2.15	Officer- Finance (MBA)	(50000-160000)	4	27	2-year full-time Masters in Business Administration (MBA) in Finance AND Minimum 3-year full-time regular graduation in any discipline	-



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POSITIONS, ELIGIBILITY CRITERIA AND VACANCY DETAILS						
S. No.	Position	Pay Scale (Rs)	Vacancies	Max Age (Yrs.)	Essential Qualifications	Min Exp (Yrs.)
2.16	Officer – HR	(50000-160000)	6	27	2-year full-time Post graduate Degree/ Equivalent course in HR/ Personnel Management/ Industrial Relations/ Psychology or Masters in Business Administration (MBA) with specialization in HR	-
2.17	Officer- IS	(50000-160000)	20	25	4-years full time regular engineering course in Computer Science and Engineering OR Full time Masters in Computer Applications (MCA)	-

3. POSITIONS, ELIGIBILITY CRITERIA AND VACANCY DETAILS FOR EXPERIENCED PROFESSIONALS

POSITIONS, ELIGIBILITY CRITERIA AND VACANCY DETAILS						
S. No.	Position	Pay Scale (Rs)	Vacancies	Max Age (Yrs.)	Essential Qualifications	Min Exp (Yrs.)
3.1	Junior Executive/ Assistant Officer/ Officer- Official Language (Hindi) Implementation	(30000-120000)/ 40000-140000)/ (50000-160000)	3	27/ 30/ 33	2-years Full time Post-Graduation in Hindi AND Minimum 3-year full-time graduation in any discipline with English as a subject.	0/3/6



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POSITIONS, ELIGIBILITY CRITERIA AND VACANCY DETAILS						
S. No.	Position	Pay Scale (Rs)	Vacancies	Max Age (Yrs.)	Essential Qualifications	Min Exp (Yrs.)
3.2	Officer- CBG Operations	(50000-160000)	1	30	2-year full-time MSc-Microbiology	3
3.3	HR Legal Officer	(50000-160000)	2	26	3-year full-time course in law after full-time graduation OR 5-year course in law after 12th Standard	1
3.4	Senior Officer/ Assistant Manager-Safety (Uttar Pradesh)	(60000-180000)/ (70000-200000)	2	30/33	4-year full-time regular engineering course in Mechanical/ Electrical/ Instrumentation/ Chemical/ Civil Engineering AND Possesses a degree or diploma in Industrial Safety; recognised by the State Government of Uttar Pradesh AND Adequate knowledge of Hindi language.	5/8
3.5	Senior Officer/ Assistant Manager-	(60000-180000)/ (70000-200000)	2	30/33	4-year full-time regular engineering course in	5/8



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POSITIONS, ELIGIBILITY CRITERIA AND VACANCY DETAILS						
S. No.	Position	Pay Scale (Rs)	Vacancies	Max Age (Yrs.)	Essential Qualifications	Min Exp (Yrs.)
	Safety (Tamil Nadu)				Mechanical/ Electrical/ Instrumentation/ Chemical/ Civil Engineering AND Possesses a degree or diploma in Industrial Safety; recognised by the State Government of Tamil Nadu AND Adequate knowledge of Tamil language.	
3.6	Senior Officer/ Assistant Manager-Safety (Kerala)	(60000-180000)/ (70000-200000)	2	30/33	4-year full-time regular engineering course in Mechanical/ Electrical/ Instrumentation/ Chemical/ Civil Engineering AND Possesses a degree or diploma in Industrial Safety; recognised by the State Government of Kerala AND	5/8



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POSITIONS, ELIGIBILITY CRITERIA AND VACANCY DETAILS						
S. No.	Position	Pay Scale (Rs)	Vacancies	Max Age (Yrs.)	Essential Qualifications	Min Exp (Yrs.)
					Adequate knowledge of Malayalam language.	
3.7	Senior Officer/ Assistant Manager-Safety (Goa)	(60000-180000)/ (70000-200000)	1	30/33	4-year full-time regular engineering course in Mechanical/ Electrical/ Instrumentation/ Chemical/ Civil Engineering AND Possesses a degree or diploma in Industrial Safety; recognised by the State Government of Goa AND Adequate knowledge of Konkani.	5/8
3.8	Senior Officer/ Assistant Manager-Safety (HQO)	(60000-180000)/ (70000-200000)	3	30/33	4-year full-time regular engineering course in Mechanical/ Electrical/ Instrumentation/ Chemical/ Civil Engineering AND Possesses a degree or diploma in Industrial	5/8



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POSITIONS, ELIGIBILITY CRITERIA AND VACANCY DETAILS						
S. No.	Position	Pay Scale (Rs)	Vacancies	Max Age (Yrs.)	Essential Qualifications	Min Exp (Yrs.)
					Safety; recognised by the Government	
3.9	Senior Officer- CBG Operations	(60000-180000)	1	30	4-year full-time regular engineering course in any branch AND 2-year full-time regular ME/ MTech- Biotechnology	3
3.10	Senior Officer –City Gas Distribution (CGD) Operations & Maintenance	(60000-180000)	4	28	4-year full-time regular engineering course in Mechanical/ Electrical/ Instrumentation/ Civil Engineering	3
3.11	Senior Officer –City Gas Distribution (CGD) Projects	(60000-180000)	6	28		3
3.12	Senior Officer – Sales (Retail / Lubes / Direct Sales / LPG)	(60000-180000)	50	29	4-year full-time regular engineering course in Mechanical/ Electrical/ Instrumentation/ Chemical/ Civil Engineering AND 2-year full-time regular MBA or PGDM (equivalent to MBA as	2



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POSITIONS, ELIGIBILITY CRITERIA AND VACANCY DETAILS						
S. No.	Position	Pay Scale (Rs)	Vacancies	Max Age (Yrs.)	Essential Qualifications	Min Exp (Yrs.)
					per AIU)	
3.13	Senior Officer- Benzene/ Toluene Handling	(60000-180000)	3	28	4-years full-time regular engineering course in Mechanical/ Electrical/ Chemical/ Petrochemical Engineering	3
3.14	Assistant Manager/ Manager- Projects	(70000-200000)/ (80000-220000)	6	31/34	4-year full-time regular engineering course in Civil Engineering	6/9
3.15	Senior Officer/ Assistant Manager/ Manager- Lube Blending	(60000-180000)/ (70000-200000)/ (80000-220000)	2	33/ 36/ 39	Master of Science (M.Sc.) in Chemistry	6/9/12
				28/ 31/ 34	4-year full-time regular engineering course in Chemical Engineering	3/6/9
3.16	Senior Officer/ Assistant Manager/ Manager- Grease Manufacturing	(60000-180000)/ (70000-200000)/ (80000-220000)	4	33/ 36/ 39	Master of Science (M.Sc.) in Chemistry	6/9/12
				28/ 31/ 34	4-year full-time regular engineering course in Chemical Engineering	3/6/9
3.17	Manager- Plant Operations (2G Ethanol)	(80000-220000)	1	34	4-years full-time regular engineering course in Chemical/ Biochemical/ Biotechnology/ Microbiology	9



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POSITIONS, ELIGIBILITY CRITERIA AND VACANCY DETAILS						
S. No.	Position	Pay Scale (Rs)	Vacancies	Max Age (Yrs.)	Essential Qualifications	Min Exp (Yrs.)
3.18	Assistant Manager-Plant Maintenance (2G Ethanol)	(70000-200000)	1	31	4-years full-time regular engineering course in Mechanical/ Electrical/ Instrumentation Engineering	6
3.19	Senior Officer/ Assistant Manager-Feedstock Procurement (2G Ethanol)	(60000-180000)/ (70000-200000)	1	33/36	2-year full-time Master of Science (M.Sc.) in Agriculture	6/9
				30/33	4-year full-time regular engineering course in Agriculture Engineering **OR** 2-year full-time regular MBA in Agribusiness	3/6
3.20	Senior Officer/ Assistant Manager-Company Secretary	(60000-180000)/ (70000-200000)	1	30/33	Associate/ Fellow Membership of Institute of Company Secretaries of India along with a 3-year full-time Graduation in any discipline Additional qualification like Chartered Accountancy/ Cost Accountancy/ Law would	3/6



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POSITIONS, ELIGIBILITY CRITERIA AND VACANCY DETAILS						
S. No.	Position	Pay Scale (Rs)	Vacancies	Max Age (Yrs.)	Essential Qualifications	Min Exp (Yrs.)
					be an added advantage	
3.21	Manager/ Senior Manager- Sustainability (HSSE)	(80000-220000)/ (90000-240000)	2	36/39	4-year full-time regular engineering in Chemical/ Mechanical/ Electrical/ Civil/ Environmental/ Instrumentation/ Petroleum Engineering **AND** 2-year full-time regular Post-Graduate qualification (M Tech/ MSc/ MBA) in Environmental Management/ Sustainability Management/ Climate Change & Sustainability/ Energy Systems	9/12
3.22	Manager- Technical Services (Petrochemicals)	(80000-220000)	3	34	4-year full-time regular engineering course in Chemical Engineering	9
3.23	Deputy General Manager-	(120000-280000)	1	45	4-year full-time regular engineering course in	18



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POSITIONS, ELIGIBILITY CRITERIA AND VACANCY DETAILS						
S. No.	Position	Pay Scale (Rs)	Vacancies	Max Age (Yrs.)	Essential Qualifications	Min Exp (Yrs.)
	Technical Services (R&D Product Commercialization-Petrochemicals)				Chemical Engineering Desirable: 2-year full-time regular MBA course	
3.24	Deputy General Manager- Polymer Export	(120000-280000)	1	45	2-year full-time regular MBA course in Sales / Marketing / Operations / Supply chain AND Minimum 3-year full-time graduation in any discipline	18
3.25	Assistant Manager/ Manager- IS (Data Management)	(70000-200000)/ (80000-220000)	1	31/34	4-years full time regular engineering course in Computer Science and Engineering OR Full time Masters in Computer Applications (MCA)	6/9
3.26	Assistant Manager/ Manager- IS (Cyber Security)	(70000-200000)/ (80000-220000)	1	31/34	4-years full time regular engineering course in Computer Science and Engineering OR	6/9



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POSITIONS, ELIGIBILITY CRITERIA AND VACANCY DETAILS						
S. No.	Position	Pay Scale (Rs)	Vacancies	Max Age (Yrs.)	Essential Qualifications	Min Exp (Yrs.)
					Full time Masters in Computer Applications (MCA)	
3.27	Assistant Manager/ Manager- IS (Quality Assurance)	(70000-200000)/ (80000-220000)	1	31/34	4-years full time regular engineering course in Computer Science and Engineering OR Full time Masters in Computer Applications (MCA)	6/9
3.28	Manager/ Senior Manager- IS (Enterprise Architect)	(80000-220000)/ (90000-240000)	1	34/37	4-years full time regular engineering course in Computer Science and Engineering OR Full time Masters in Computer Applications (MCA)	9/12
3.29	Assistant Manager/ Manager/ Senior Manager- HR	(70000-200000)/ (80000-220000)/ (90000-240000)	5	33/36/39	2-year full-time Post graduate Degree/ Equivalent course in HR/ Personnel Management/ Industrial Relations/ Psychology or Masters in Business	6/9/12



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POSITIONS, ELIGIBILITY CRITERIA AND VACANCY DETAILS						
S. No.	Position	Pay Scale (Rs)	Vacancies	Max Age (Yrs.)	Essential Qualifications	Min Exp (Yrs.)
					Administration (MBA) with specialization in HR	

4. POSITIONS, ELIGIBILITY CRITERIA AND VACANCY DETAILS FOR FIXED TERM CONTRACT PROFESSIONALS

Fixed Term Contract (FTC)						
S. No.	Position	Vacancies	Annual Consolidated Remuneration (Rs)	Max Age (Years)	Essential Qualifications	Min Exp. (Years)
4.1	Senior Cyber Security Strategist & Advisor- IT and OT	1	50/60 Lakhs per Annum	39/ 43	4-year full time regular engineering degree course/s in Computer Science and Engineering Desirable: 2-year full time regular Masters in Cyber Security/ Information Security/ OT Security	12/16

NOTE: The duration of engagement of FTC shall be for a period of 3 years, extendable by further 2 years, upon satisfactory performance.



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5. MAXIMUM PERMISSIBLE AGE VIS-À-VIS COMPLETED YEARS OF EXPERIENCE FOR EXPERIENCED PROFESSIONALS

Please refer table below for maximum permissible age corresponding to no. of completed years of relevant experience.

Position No.	Position	Pay scale (Rs)	No. of completed years of relevant experience	Max Permissible Age (Years)
3.1	Assistant Officer - Official Language (Hindi) Implementation	40000-140000	3	30
			4	31
			≥5	32
3.1	Officer- Official Language (Hindi) Implementation	50000-160000	6	33
			7	34
			≥8	35
3.3	HR Legal Officer	50000-160000	1	26
			2	27
			≥3	28
3.2	Officer- CBG Operations	50000-160000	3	30
			4	31
			≥5	32
3.9	Senior Officer- CBG Operations	60000-180000	3	30
			4	31
			≥5	32
3.4, 3.5, 3.6, 3.7, 3.8	Senior Officer - Safety (Uttar Pradesh, Tamil Nadu, Kerala, Goa, HQO)	60000-180000	5	30
			6	31
			≥7	32



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3.4, 3.5, 3.6, 3.7, 3.8	Assistant Manager- Safety (Uttar Pradesh, Tamil Nadu, Kerala, Goa, HQO)	70000-200000	8	33
			9	34
			≥10	35
3.10, 3.11	Senior Officer- CGD Operations & Maintenance / Projects	60000-180000	3	28
			4	29
			≥5	30
3.12	Senior Officer- Sales	60000-180000	2	29
			3	30
			≥4	31
3.13	Senior Officer- Benzene/ Toluene Handling	60000-180000	3	28
			4	29
			≥5	30
3.14	Assistant Manager- Projects	70000-200000	6	31
			7	32
			≥8	33
3.14	Manager- Projects	80000-220000	9	34
			10	35
			≥11	36
3.15, 3.16	Senior Officer – Lube / Grease Manufacturing (M. Sc.)	60000-180000	6	33
			7	34
			≥8	≥35
3.15, 3.16	Senior Officer – Lube/ Grease Manufacturing (B.Tech.)	60000-180000	3	28
			4	29
			≥5	30
3.15, 3.16	Assistant Manager- Lube / Grease Manufacturing (M. Sc.)	70000-200000	9	36
			10	37
			≥11	≥38



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3.15, 3.16	Assistant Manager- Lube/ Grease Manufacturing (B.Tech.)	70000-200000	6	31
			7	32
			≥8	33
3.15, 3.16	Manager- Lube / Grease Manufacturing (M. Sc.)	80000-220000	12	39
			13	40
			≥14	≥41
3.15, 3.16	Manager- Lube/ Grease Manufacturing (B.Tech.)	80000-220000	9	34
			10	35
			≥11	36
3.17	Manager- Plant Operations (2G Ethanol)	80000-220000	9	34
			10	35
			≥11	36
3.18	Assistant Manager- Plant Maintenance (2G Ethanol)	70000-200000	6	31
			7	32
			≥8	33
3.19	Senior Officer - Feedstock Procurement (2G Ethanol) (MSc)	60000-180000	6	33
			7	34
			≥8	35
3.19	Senior Officer - Feedstock Procurement (2G Ethanol) (MBA/ BTech)	60000-180000	3	30
			4	31
			≥5	32
3.19	Assistant Manager- Feedstock Procurement (2G Ethanol) (MSc)	70000-200000	9	36
			10	37
			≥11	38
3.19	Assistant Manager- Feedstock Procurement (2G Ethanol) (MBA/BTech)	70000-200000	6	33
			7	34
			≥8	35



3.20	Senior Officer - Company Secretary	60000-180000	3	30
			4	31
			≥5	32
3.20	Assistant Manager- Company Secretary	70000-200000	6	33
			7	34
			≥8	35
3.21	Manager - Sustainability	80000-220000	9	36
			10	37
			≥11	38
3.21	Senior Manager- Sustainability	90000-240000	12	39
			13	40
			≥14	41
3.22	Manager- Technical Services (Petrochemicals)	80000-220000	9	34
			10	35
			≥11	36
3.23	Deputy General Manager- Technical Services (R&D Product Commercialization- Petrochemicals)	120000-280000	18	45
			19	46
			≥20	47
3.24	Deputy General Manager- Polymer Export (Petrochemicals)	120000-280000	18	45
			19	46
			≥20	47
3.25, 3.26, 3.27	Assistant Manager- IS (Data Management, Cyber Security, Quality Assurance)	70000-200000	6	31
			7	32
			≥8	33
3.25, 3.26,	Manager- IS (Data Management, Cyber Security, Quality Assurance, Enterprise Architect)	80000-220000	9	34
			10	35
			≥11	36



3.27, 3.28				
3.28	Senior Manager- IS (Enterprise Architect)	90000-240000	12	37
			13	38
			≥14	39
3.29	Assistant Manager- HR	70000-200000	6	33
			7	34
			≥8	35
3.29	Manager- HR	80000-220000	9	36
			10	37
			≥11	38
3.29	Senior Manager- HR	90000-240000	12	39
			13	40
			≥14	41

Please refer table below for maximum permissible age corresponding to No. of completed years of relevant experience for Fixed-Term Contract Professionals

Position	Annual Consolidated Remuneration (Rs)	No. of completed years of relevant experience (Years)	Max Permissible Age (Years)
Senior Cyber Security Strategist & Advisor- IT and OT (FTC)	50 Lakhs per Annum	12	39
		13	40
		≥14	41
	60 Lakhs per annum	16	43
		17	44
		≥18	45



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NOTE: Maximum 2 years of age relaxation will be given to the applicants of above-mentioned positions in case applicants' relevant work experience (completed years) is more than minimum prescribed relevant work experience.

6. ELIGIBLE DEGREES/ DIPLOMA FOR ENGINEERING AND DIPLOMA IN ENGINEERING POSITIONS:

Please refer table below for the List of relevant Engineering / Technology Disciplines/ Streams, eligible to apply:

ENGINEERING FUNCTIONS	
Core Discipline	**Eligible Degree as mentioned on Degree Certificate**
Mechanical Engineering	Mechanical Engineering Mechanical and Automation Engineering Manufacturing Science and Engineering Mechanical Engineering (Production) Integrated/Dual Degree in • Mechanical Engineering • Mechanical Engineering with specialisation in Material Science • Mechanical Engineering with specialisation in Mechanical System Design • Mechanical Engineering with Specialization in Manufacturing and Industrial Engineering
Electrical Engineering	Electrical Engineering Electrical and Electronics Engineering (Power System) Electrical and Electronics Engineering Electrical and Instrumentation Engineering Electrical and Power Engineering Electrical and Computer Engineering Electrical Engineering (Electronics and Power) Electrical Instrumentation and Control Engineering Electrical Power Engineering Electrical, Electronics and Power Engineering



	Integrated/Dual Degree in Electrical Engineering
Civil Engineering	Civil Engineering Civil and Environmental Engineering Civil and Infrastructure Engineering Civil Engineering (Environmental Engineering) Civil Engineering and Planning Civil Engineering Environment and Pollution Control Civil and Water Management Engineering Civil Engineering with Computer Application Civil Engineering (Construction Technology) Civil Environmental Engineering Civil Technology Integrated/Dual Degree in • Civil Engineering • Civil Engineering with specialisation in Structural Engineering • Civil Engineering with specialisation in Environmental Engineering • Civil Engineering with specialisation in Transportation Engineering
Chemical Engineering	Chemical Engineering Chemical Technology Integrated/Dual Degree in Chemical Engineering
Instrumentation Engineering	Electronics and Electrical Engineering Electronics and Instrumentation Engineering Electronics (Instrumentation and Control) Electronics Instrument and Control Engineering Electronics Instrument and Control Electronics Communication and Instrumentation Engineering Instrument Technology Instrumentation and Control Engineering Instrumentation and Electronics



	Instrumentation Engineering Instrumentation Technology Integrated/Dual Degree in Instrumentation Engineering
Computer Science and Engineering	Artificial Intelligence (AI) and Data Science Artificial Intelligence and Machine Learning Computer and Communication Engineering Computer Science and Engineering (Cyber Security) Computer Science and Engineering Computer Science and Engineering (Artificial Intelligence) Computer Science and Engineering (Artificial Intelligence and Machine Learning) Computer Science and Engineering (Internet of Things) Computer Science and Engineering and Business Systems Computer Science and Social Sciences Computer Science and Technology Computing in Software Information Science and Engineering Information Technology Information Science and Technology Information Technology and Engineering Integrated/Dual Degree in Computer Science
Chemical Engineering – (Applicable only for Positions mentioned in S. No. – 3.22 and 3.23)	Chemical Engineering Chemical Technology Chemical Engineering (Plastic and Polymer) Petrochem and Petroleum Refinery Engineering Petrochemical Technology Rubber & Plastic Technology Petrochem Engineering Petrochemical Engineering



	Plastic and Polymer Engineering Plastic Technology Plastics Engineering Polymer Engineering Polymer Engineering and Technology Polymer Science and Chemical Technology Polymer Science and Technology Polymer Technology Integrated/Dual Degree in Chemical Engineering

DIPLOMA ENGINEERING FUNCTIONS	
Core Diploma Discipline	**Eligible Degree as mentioned on Diploma Certificate**
Mechanical	Diploma- Mechanical Engineering Diploma- Mechanical Engineering (Specialization)
Civil	Diploma- Civil Engineering Diploma- Civil Engineering (Specialization)
Electrical	Diploma- Electrical Engineering Diploma- Electrical Engineering (Specialization)
Chemical	Diploma- Chemical Engineering Diploma- Chemical Engineering (Specialization)

MINIMUM MARKS REQUIRED IN QUALIFYING DEGREE/ DIPLOMA	
CA/ CMA	Minimum 50% marks (on aggregate basis) in CA/ CMA AND Minimum 65% marks (on aggregate basis) for UR/ OBCNC/ EWS and 55% (on aggregate basis) for SC/ ST/ PwBD candidates in Graduation



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All other positions	Minimum 65% marks (on aggregate basis) for UR/OBCNC/EWS and 55% (on aggregate basis) for SC/ST/PwBD candidates

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.

7. JOB PROFILE FOR FRESHERS

Position No.	Position	Job Profile
2.1	Junior Executive Assistant	The broad job role expectations given below are indicative in nature: • Maintain confidentiality and exercise information with discretion. • Strong problem-solving skills and ability to adapt to changing priorities. • Maintain a dynamic daily tracker of emails, pending responses and tasks at hand, meeting prep documents. • Manage the calendar, scheduling meetings, and appointments • Prepare and organize documents, reports, and presentations for meetings. Review proposals prepared for Manager's 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. • Act as the primary point of contact between internal/ external stakeholders and effectively communicate with internal & external stakeholders.



		• 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 guest/ visitors and to create a welcoming environment for both employees and visitors. • Maintain filing system and ensure that important documents (soft copies) are organized and accessible. Maintain MIS and provide support in documentation and records. • Any other Activities as assigned by supervisor
2.2, 2.3, 2.4, 2.5	Junior Executive – Mechanical/ Electrical/ Chemical/ Civil	The Junior Executives (Diploma Engineers) can be placed in Refinery or Marketing Division. The broad job role expectations given below are indicative in nature: <u>Refinery</u> Chemical: • Operate and monitor various types of equipment including pumps, compressors, valves, heat exchangers, columns, vessels, furnaces, heaters, cooling towers, fans, filters, reactors, and storage tanks. • Monitor and record field parameters such as pressure, temperature, flow, levels, and analyser readings in log sheets. • Conduct simple laboratory tests in the field as required. • Draw samples according to the laboratory testing schedule and operational requirements. • Perform removal, cleaning, and refitting of oil burners.



		• Carry out soot blowing operations and operate motor-operated and hydraulic valves locally. • Commission, decommission, and operate utility and hydrocarbon headers of various sizes. • Operate ID (Induced Draft) and FD (Forced Draft) fans. • Operate steam turbines as per standard procedures. • Ensure proper upkeep and maintenance of plant equipment and machinery. • Implement operational changes in units in accordance with standard operating procedures (SOPs). • Ensure health and safety of all static and rotary equipment within the assigned area. • Take appropriate actions during emergencies and plant upsets to safeguard personnel, equipment, and inventory. • Handle plant upsets effectively and carry out troubleshooting to restore normal operations. Mechanical: • Perform maintenance activities on all production equipment including pumps, compressors, fans, boilers, heaters, heat exchangers, coolers/condensers, pipelines, pressure vessels, soot blowers, valves, tanks, steam turbines, mixers, agitators, gas turbines, filters, level gauges, lifting tools, and structural components. • Carry out mechanical assembly, dismantling, alignment, bolt torquing, greasing, trip checks, balancing, measurements, machining, and drilling operations. • Perform gas cutting, welding, brazing, lapping, painting, stenciling, insulation work, and protective coating jobs.



		• Troubleshoot and repair hydraulic, pneumatic, and electrically operated mechanical equipment. • Execute civil works including drilling, grouting, piling, shuttering, RCC/PCC works, excavation, plumbing, carpentry, and underground piping installation. • Operate mechanical tools and equipment such as spanners, torque wrenches, chain blocks, EOT cranes, test pumps, test benches, power tools, and precision measuring instruments. • Read and interpret equipment manuals, drawings, and work orders to perform maintenance and service tasks effectively. • Diagnose equipment faults, replace or repair defective parts, conduct testing, and perform necessary adjustments. • Conduct routine preventive maintenance on machinery, equipment, and plant facilities, and maintain proper records in log sheets. • Inspect incoming materials and perform QC/QA checks to ensure compliance with specifications. • Adhere to safety regulations and maintain a clean, safe, and organized work environment. Electrical: • Carry out corrective, preventive, and predictive maintenance of electrical equipment across the refinery. • Perform complete testing of motors, transformers, circuit breakers, starter modules, MCCBs, and protective relays (including primary and secondary injection testing). • Conduct electrical diagnostic tests such as tan delta testing, oil BDV testing, and cable hi-pot tests.



		• Troubleshoot and rectify issues related to PA systems, UPS systems, battery chargers, battery banks, soot blowers, and generators. • Perform end terminations and straight-through joints of HT and LT cables up to 33 kV. • Utilize cable fault detection kits for identifying and rectifying cable faults. • Maintain and troubleshoot HT and LT panels, ensuring safe and reliable operation. • Read and interpret electrical drawings and carry out modifications or rectifications of control and power circuits in HT and LT panels as required. • Monitor the healthiness of the SCADA system and ensure proper functioning. • Conduct infrared thermography inspections and prepare detailed reports using MS Word and MS Excel. • Execute maintenance activities during general shifts, rotational shifts, and turnaround shutdowns as per operational requirements. Civil: • Plan, schedule, and supervise civil maintenance activities for plant and offsite infrastructure, including buildings, roads, equipment foundations, drainage systems, and boundary walls. • Coordinate materials, tools, and contractors to ensure timely execution of jobs as per quality and safety standards. • Conduct field inspections and basic tests for concrete, roads, RCC repairs, and other civil works.



		• Assist in preventive and predictive maintenance, as well as shutdown and turnaround activities. • Monitor contractor performance, ensure compliance with purchase orders, and resolve site issues. • Maintain proper documentation, records, and reports related to maintenance and project progress. • Ensure safety of workers and compliance with fire, health, and environmental standards on site. • Support senior engineers in planning, cost estimation, and execution of civil maintenance and capital projects. <u>Marketing (Mechanical/Electrical/Chemical/Civil)</u> • Tank Truck (TT)/ Tank wagon (TW)/ Coastal Operations: Oversee Tank Truck (TT), Tank Wagon (TW), Coastal operations, including MFM/joint gauging, inspection, blending, additive management, and VTS monitoring. Line up tanks as per PLT requirements and coordinate with dealers, transporters, and crew. Conduct ullage, sampling, and testing for ship operations, finalize cargo pumping plan and execute ship-shore line-up. Monitor product receipt as per SOP and IQCM (Industry Quality Control Manual). • Planning, Invoicing & Safety Compliance: Invoicing, CRD/PRCN, SAP entries, and coordinate with RO, dealers, and transporters. Monitor VTS violations, TT/TW weighment, shortages, and truck induction. Oversee safety audits, permit systems, equipment maintenance, statutory compliance, and vendor coordination. • Cylinder Filling, Shed, Gantry & Pump House Operations: Supervise LPG cylinder filling, calibrations, purging, and alarm systems. Oversee gantry loading/unloading, pump/compressor operations, MSV level monitoring, and LPG stock management.



		Ensure preventive maintenance, manpower deployment, and adherence to safety protocols • Operations, Compliance & Documentation: Manage daily refuelling, inventory, Perform daily/Shift QC checks on Static and Mobile equipment's, Timely carrying out all the ASFs operations i.e., Receipt of product, topping up of refuellers and refuelling activities as per SOP. Ensure timely billing, excise/customs documentation, statutory compliance, license renewals, and support audits as per SOPs and HSE standards. • Customer Service, Manpower & Cost Optimization: Address customer issues, plan manpower and equipment, conduct trainings, and coordinate permits of ASFs locations. Drive asset reconciliation, scrap disposal, cost control, and implement improvements to enhance operational efficiency and profitability. • Pipeline Operations & Monitoring: Prepare pumping schedules of pipeline operating locations, Daily Operating Report (DOR), Daily Stock Report (DSR), Daily Line-walker Report, and other reports. Monitor pressure, flow, LDS, and PIDS alarms. Conduct tank gauging, shift sampling, and hourly reconciliation of dispatched vs. received product. • Coordination & Communication: Coordinate with upstream/downstream stations, OMCs, and electricity boards. Handle interface management, SV/Main station line-up, and VFD/pump operations. Track line walker status via STS and maintain operational logbooks. • Production Planning , Operations & Dispatch Management: Oversee day-day lube filling operations by preparing and sharing Daily Stock Reports, Production Reports, Tank Status, and



		Packaging Material Inventory with stakeholders. Coordinate with the Blending/Process team for timely product availability, manage product movement from the filling bay to the warehouse, and handle direct dispatches of base oil and finished products as per plan. Ensure proper functioning of kettles, pumps, and filling lines, and monitor tank truck turnaround times to maintain operational efficiency. • CNG/PNG Pipeline Laying: Supervise trenching, lowering, electrofusion jointing, and backfilling of MDPE pipelines as per SOR and project specifications, including execution of rail, road, river, and canal crossings through HDD, boring, and open-cut methods (cased and uncased). Approved HDD/moling activities based on network planning and site conditions while ensuring proper QC documentation by vendors and consultants. Oversaw installation and commissioning of RCC/pole markers, GI piping, risers, valves, regulators, copper tubing, and smart/manual gas meters. Performed testing, erection, and commissioning of MRS and Last Mile Connectivity (LMC) works. Prepared periodic progress and deviation reports, ensured certification and statutory permissions, maintained documentation, and coordinated final handover of the MDPE network to marketing agencies. • Warehouse Operations: Manage end-to-end dispatch and logistics operations to ensure timely delivery of finished products as per approved plans. Coordinate with production, quality, and transport teams for accurate order execution and vehicle placement. Oversee loading/unloading activities, inventory control, stock reconciliation, and compliance with safety and warehouse standards. Handle transporter



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		coordination, resolve dispatch-related issues, track daily orders, and maintain MIS reports on performance, insurance cases, and customer complaints. • Lube Operations: Manage lube oil operations to ensure uninterrupted supply and distribution of lubricants as per operational and dispatch plans. Coordinate with production, quality, and logistics teams for accurate blending, storage, and delivery of lube products. Oversee inventory management, stock reconciliation, loading/unloading, and compliance with safety, health, and environmental standards. Handle dispatch planning, transporter coordination, issue resolution, and maintain MIS reports on inventory, delivery performance, and operational efficiency. • Any other Activities as assigned by supervisor
2.6	Junior Executive – Quality Control	The broad job role expectations given below are indicative in nature: • Receipt of additives, base oil, in-process samples, finished product samples, tender sample and outsourced product for testing • Testing of sample as per applicable testing method within timelines and Updating test results in SAP (entering and generating test report) • Communicating report to the customers – Internal / External • Preserving the tested samples for pre-defined timelines and disposal of sample post completion of retention period and maintenance of record of disposal. • Technical support for liquidating slow moving/ nonmoving products at locations • Regular checks and maintenance of Lab equipment alongside Planning and execution of AMC within timelines



		• Ensure NABL recertification as per timelines • Developing NPCB proposal for Upgradation of lab equipment as per technical advancement and to cater for testing of new product • Monthly Monitoring of expenditure in respective accounting codes for MEB proposals • Upgradation of facilities, testing methods, equipment for regular process improvements • Revenue generation from customers by sample testing and CRM Sales • Ensuring safe operations in Lab as per SOP • Any other Activities as assigned by supervisor
2.7	Junior Executive- HR	The broad job role expectations given below are indicative in nature: • Assist in recruitment and onboarding processes, including preparing job postings, screening resumes, scheduling interviews, and coordinating offer letters. • Maintain employee records, HR databases, and personnel files, ensuring data accuracy and confidentiality. • Support payroll processing, attendance tracking, leave management, and employee benefits administration. • Assist in performance management processes, training coordination, and employee engagement initiatives. • Handle HR queries from employees and support grievance redressal and disciplinary procedures. • Prepare HR reports, MIS, and documentation for audits, statutory compliance, and management review. • Coordinate with departments for manpower planning, workforce scheduling, and HR policy implementation.



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		• Support HR projects such as employee welfare programs, team-building activities, and process improvements. • Any other Activities as assigned by supervisor
2.8	Junior Executive- Fire & Safety	The broad job role expectations given below are indicative in nature: • Responding to emergencies within and outside the refinery, actively participating in firefighting, rescue operations, other emergency situations, in rescue operations from confined spaces and water reservoirs using SCBA (Self-Contained Breathing Apparatus). • Performing rescues from heights, assisting operations during unit emergencies, moving across large operating areas, and working in hazardous environments with protective equipment. • Manning the fire control room and maintaining all Fire & Safety (F&S) inventory and records. • Operating fire vehicles / ambulance and transporting casualties to the First-Aid Centre/Occupational Health Centre (OHC) / Hospitals etc. • Checking, testing, upkeeping and firefighting equipment, fire vehicles and their systems, other appliances, fire protection systems, fire alarm and communication systems, fire extinguishers, safety equipment and chemicals in fire station/warehouse. • Participating in mock drills / fire drills inside and outside the refinery as required. • Coordinating with local fire departments and emergency services to ensure effective response and collaboration during emergencies.



		Working in shift, filling checklist, daily routine jobs logbook, daily shift logbook etc. and proper unit charge handover to the reliever. Follow instruction from Control Room/ Incharge officer. • Job Involves working in shifts. • Any additional tasks / responsibilities as and when assigned.
2.9, 2.10, 2.11, 2.12	Engineers (Mechanical / Civil / Electrical / Chemical)	The engineers may be posted in any of the profiles such as Operations/ Sales/ Engineering & Projects / Retail Outlet Upgradation/ Operations & Distribution/ Refinery etc. The broad job role expectations given below are indicative in nature: • Operate and maintain pipeline systems at pumping, booster, and receiving stations. Ensure smooth pumping operations, enforce safety standards, and manage Right of Use (ROU) compliance • Drive retail, LPG, lube, and fuel sales across field and regional locations • Provide technical services to industrial and consumer clients to support product performance and customer satisfaction • Plan and execute projects involving LPG plant construction and augmentation, pipeline infrastructure, and terminal and depot upgrades • Manage construction and modernization of retail outlets to align with Corporation branding, customer experience goals, and operational efficiency standards • Oversee daily operations including gantry functions, terminal automation, and logistics planning. Ensure optimal functioning of distribution channels from depots and terminals.



		• Implement and monitor safety protocols and HSE standards across all operational locations to ensure a safe and compliant working environment. • Support refinery operations at Mumbai and Visakh locations through technical expertise in processes, maintenance, and project implementation. • Conduct preventive and corrective maintenance for equipment and facilities across pipeline, terminal, depot, and refinery operations to minimize downtime and enhance reliability • Any other Activities as assigned by supervisor
2.13, 2.14, 2.15	Officer-Finance (CA/ CMA/ MBA)	The broad job role expectations given below are indicative in nature: • Preparation of Financials of the Corporation as per the Applicable INDAS • Cash flow management of the Corporation • Ensuring Regulatory Compliances including taxation • GST Compliance • Interpretation of Financial Data • Reporting of Financial Information to Management • Ensuring effective Corporate Governance • Project evaluation and monitoring • Credit Management and Receivable Management • Fund & Budget Management etc. • Commercial aspects of the business • Processing of the Payments/ Payroll • Any other Activities as assigned by supervisor
2.16	Officer – HR	The broad job role expectations given below are indicative in nature:



		• Recruitment and Hiring: Identifying hiring needs, creating job postings, screening applications, and conducting interviews • Onboarding and Training: Implementing onboarding programs, creating training materials, and conducting training sessions for new employees • Payroll Management: Ensuring employees are paid correctly and on time • Employee Relations: Addressing employee inquiries, mediating disputes, and promoting a positive work environment • Compliance: Ensuring compliance with employment laws and regulations, maintaining accurate personnel records, and providing support to employees and managers • Benefits Administration: Administering employee benefits, such as health insurance and housing allowances • Performance Management: Assisting in performance management and employee evaluation • HR Administration: Maintaining employee records, updating databases, and preparing HR-related reports • Policy Development: Creating and implementing HR policies and procedures • Employee Engagement: Promoting employee engagement initiatives and activities • HRBP Role • Any other Activities as assigned by supervisor
2.17	Officer- IS	The broad job role expectations given below are indicative in nature: • Develop, maintain, test, and support business applications; troubleshoot issues and ensure performance optimization.



		• Design, deploy, administer, and monitor IT infrastructure including servers, storage (SAN/NAS), virtualization, cloud environments, and networks (DC & DR). • Manage operating systems, system configurations, patching, and performance tuning. • Administer databases including installation, configuration, backup, recovery, security management, performance tuning, replication, migration, and high availability. • Implement and enforce IT security policies, governance standards, compliance requirements, and risk controls. • Plan and manage backups, disaster recovery strategies, failover mechanisms, and business continuity processes. • Monitor system health, capacity, availability, and performance; configure alerts and ensure timely incident resolution. • Deliver analytics solutions within timelines while ensuring data governance, security, and optimized data operations. • Conduct functional and non-functional testing of applications; implement QA processes and automation to ensure secure and error-free production releases. • Manage IT contracts, vendors, and outsourced resources as required. • Maintain technical documentation, reports, and operational standards. • Stay updated with emerging technologies and implement improvements aligned with business needs.



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8. WORK EXPERIENCE REQUIREMENT AND JOB PROFILES FOR EXPERIENCED PROFESSIONALS

Note: For below mentioned positions where experience is mandatory, work experience will be counted post completion of qualifying degree only		
Position No.	Position	Roles & Responsibilities:
3.1	Junior Executive/ Assistant Officer/ Officer- Official Language (Hindi) Implementation	Experience: Minimum 0/3/6 years of experience in OLI Roles The broad job role expectations given below are indicative in nature: • Ensure Compliances of Constitutional Provisions wrt to official Language implementation. • Ensure compliances of Provisions of OL Act 1963, OL Rules 1976, Annual programs and directives from MHA, OL department. • Co-ordination with TOLIC, Ministry, Parliamentary Committee visits, Other PSUs etc. • Conduct OLIC meetings / OL workshops on quarterly basis. • Ensure submission of QPR on MHA portal by parent and subordinate offices. • Review of quarterly reports from various Departments/locations of the Corporation and issue follow up letters to the Department Heads for meeting the set targets. • Annual & Mid term review of the Official Language Implementation. • Participate in the meetings/activities of the other Departments



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		• Maintain proper records of the important documents for inspection purpose. • To carry out OL inspections of subordinate offices & departments on regular basis. • Any other Activities as assigned by supervisor
3.2, 3.9	Officer/ Senior Officer- CBG Operations	Work Experience: For Officer Positions: Minimum 3 years of experience in Executive / Managerial Role in Biofuels / Biorefineries For Senior Officer Positions: Minimum 3 years of experience in Executive/ Managerial Role in Biofuels/ Biorefineries/ Industrial Microbiology/ Biotechnology The broad job role expectations given below are indicative in nature: • Oversee and manage day-to-day operations of the Compressed Biogas (CBG) production plant, ensuring that production targets, quality standards, and safety regulations are met. • Coordinate with various departments such as maintenance, engineering, procurement, and logistics to ensure smooth operations and efficient use of resources. • Implement and monitor standard operating procedures (SOPs) for CBG production, storage, and distribution, and continuously improve them to optimize plant performance. • Manage the CBG supply chain, including procurement of feedstock, transportation, and delivery of CBG to customers.



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		• Ensure compliance with all relevant regulations, permits, and licenses related to CBG production and distribution, and maintain necessary records and documentation. • Monitor and analyze production data, including feedstock consumption, energy output, and plant efficiency, and prepare reports on performance metrics and trends. • Troubleshoot and resolve operational issues, and implement corrective and preventive measures to improve plant reliability and efficiency. • Maintain and update equipment and maintenance logs, and coordinate with maintenance team for timely maintenance and repair of equipment. • Manage the inventory of feedstock, chemicals, and other supplies, and ensure adequate stock levels are maintained to meet production demands. • Train and supervise plant operators and technicians, and ensure that they follow all safety protocols and standard operating procedures. • Identify opportunities for process improvements, cost savings, and revenue generation, and collaborate with management to implement these initiatives. • Collaborate with the sales and marketing team to develop new customer relationships and expand the customer base for CBG • Any other Activities as assigned by supervisor



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3.3	HR Legal Officer	Experience: • Candidate should possess minimum one year of relevant experience as a practicing Advocate or one year working experience in a reputed Law Firm or Legal Department of any Company. • For practicing Advocates, the said experience shall be counted post qualification of LL.B. after enrolment in the Bar Council. • Relevant Experience should preferably relate to providing advice on legal issues pertaining to interpretation or devising legal strategy, handling litigation and arbitration matters, industrial disputes, Conciliation, drafting of Agreements/contracts, drafting of pleadings for filing before Court/Arbitrator, briefing Counsel, etc. It should substantially cover the various labour laws, Indian Contract Act, the Building & other Construction workers act, Transfer of Property Act, Intellectual Property Laws, Consumer Protection Act etc. • Relevant Experience in handling of labour laws, Industrial disputes, Departmental enquiries is desired and will be an advantage. • Candidates should possess excellent written/verbal communication skills in both Hindi and English languages. Proficiency in reading and writing in any one or more Scheduled language (as per the Constitution) in addition to English and Hindi is preferred.



		NOTE: • Candidates are required to submit an experience certificate from the organization in which they are/were working. In case of practicing advocate, the certificate should be from the State Bar Council or a Senior Advocate or a Law Firm accompanied with a copy of the enrolment certificate with the Bar Council. • Only full-time work experience will be considered from the date of registration with Bar Council and/or date of joining in employment, as applicable. Internships during continuation of LLB program (or any other full-time studies) will not be considered as experience.
3.4, 3.5, 3.6, 3.7, 3.8	Senior Officer/ Assistant Manager- Safety	Experience: Minimum 5/8 years of practical experience of working in a factory in a supervisory capacity The broad job role expectations given below are indicative in nature: • Maintain adequate inventory, upkeep and usage of Personal Protective Equipment's like Fire Proximity Suits, Low temperature suit and gloves, etc. • Carry out inspection of Plant, Safety equipment, Fire-Fighting system & Engines, Tripping & Interlocks. • Coordinate and ensure timely carry out calibration & testing of Safety relief Valve (SRV), thermal Relief Valve (TRV), LPG Hoses, Hydrant Hose, Fire extinguisher, Sprinkler Testing, Pressure and Temperature Gauges, Emergency shutdown (ESD) & Manual call point (MCP) testing, Carousel inter-locks testing, fire engine testing, etc.



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		• Conducting Fire drills (Monthly, Onsite/Offsite, and Idle Shift), Bomb threat drills and other drills as per ERDMP scenarios. • Coordinate with external auditors for OISD, MDSA, SSA, ESA, Electrical audit, ERDMP certification, and Infrastructure audit. • Ensure display of notifications as per various statutory norms – Minimum wages, Gratuity act, PCB consent conditions, etc. • Ensure timely application & renewal of licenses under PESO, Factories, Labor, PCB, VHF, etc. to ensure updations of licenses as per modifications in plant, compliance with license approval conditions. • Analyze & report Safety MIS, Incident & near miss report, HSE index, Audit compliance, Exception reports to Zone/ HQO. • Timely execution & renewals of AMC for fire engines, paging system, GMS, DFMD, fire extinguisher servicing, fire-fighting panels, yearly contract of fire-fighting maintenance. • Maintenance & upkeep of Access Control System, Security Gadgets and Improvement in Housekeeping, M&R, Safety & reduction in at-risk behaviour evaluation through BBS Index. • Update reports on HSE portal for OISD, MDSA, SSA, Electrical safety audits. • Conduct regular health awareness & check-up camps for employees, contract workmen & maintain records thereof. • Implementation of Safety & Recognition Awards for employees & extended workforce • Any other Activities as assigned by supervisor
3.10	Senior Officer – City Gas Distribution Operations & Maintenance	Experience: Minimum 3 years of experience in Managerial Role in City Gas Distribution Industry



		The broad job role expectations given below are indicative in nature: • Basics Natural Gas properties, calorific calculations for customer conversion and demand assessment in local area • Understanding and compliance of statutory and regulatory requirements like PNGRB CGD regulation, T4S, IMS and ERDMP, Quality of service, PESO norms etc. • Capability to handle customer billings and complaints in PNG domestic, industrial and commercial accounts • Accounting Gas receipts, sales and reconciliation to limit Unaccounted Gas Loss. • Indenting of APM Gas/Capacity Tranche, Monitoring and control of Gas receipts to avoid penal charges in purchase and transportation • Essentials of Framework Gas sales/purchase agreement including mechanism of penalty calculation in Industrial & commercial gas sales. • Working on SCADA for operations monitoring and data updation • Monitoring of Patrolling, ERV operation, CP and markers of CGD lines • GIS based monitoring of CGD assets, patrolling/maintenance/ LCV operations • Prepare Daily dashboard reports for PNG, CNG and Sales and other transactions • Verify Monthly Dispenser Reading and Electrical Sub-meter at all CNG Daughter Booster Stations • Monitoring and improvement of energy consumption parameters of compressors.



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		• Planning, Control and monitoring of preventive/predictive/ OEM recommended maintenance of CNG equipment, DRS/DCU, valve chambers, other mechanical, electrical and instrumented safety systems • Maintaining inventory of mandatory/ critical spares and consumables • To prepare and execute Monthly planner for Scheduled Maintenance and calibration • Planning & Execution of Leak surveys, Leak Performance Test etc. • Ensure equipment performance through Service level monitoring of AMC providers, PG test and timely placement of service orders • Any other Activities as assigned by supervisor
3.11	Senior Officer – City Gas Distribution Projects	Experience: Minimum 3 years of experience in Managerial Role in City Gas Distribution Industry The broad job role expectations given below are indicative in nature: • Estimation/Planning of steel, MDPE networks, DCU/DRS/MRS & Last mile connectivity including GI/Cu Piping etc. • Development of GAD, Route map, alignment sheets and issue of construction drawings • Development of construction procedure, QAP / ITP, Construction quality control, safety, maintenance of records including Pre-commissioning /Commissioning and As built documents and records



		• Project scheduling, critical path monitoring, periodic MIS and alert • Procurement and warranty enforcement including PG test etc., measurements and billing certification • Supervise and inspect construction of steel and PE pipeline network for City Gas Distribution covering Trenching and Lowering, welding/Electrofusion Jointing, Backfilling with warning mat, Bricks as per SOR/specifications, Testing, flushing, Crossings Cased / Uncased like Rail, road, river, canal, HDD / Open-cut / Boring etc. • Review PNG & LMC network plan, open cut/HDD/ Molling & Valve pit, sizing of meter & regulator, PE & LMC material reconciliation including Free issue material with contractor. • Testing and Commissioning of the CGD networks in Steel, PE, Customer premise and CNG facilities and obtaining of statutory clearances. • Perform Erection and commissioning of MRS / Meter Regulator • MDPE Pipeline laying and activities related to Installation, Erection, testing and commissioning of Last Mile Connectivity (LMC) jobs carried out by vendors • Liaison activities for permission to lay MDPE Network, preparation of network map/site IFC drawing, documentation of test reports. • Understanding and compliance of statutory and regulatory requirements like PNGRB T4S, IMS and ERDMP, PESO norms. • Any other Activities as assigned by supervisor
3.12	Senior Officer – Sales (Retail)	Experience: Minimum 2 years of experience post MBA in Executive / Managerial Role in Sales/ Marketing in Gas / Petroleum / Lubes / FMCG /



		Consumer Durables/ Automobile / Industrial / Engineering-Products / Petrochemical Industry. The broad job role expectations given below are indicative in nature: • Responsible for increasing sales of MS, HSD, CNG, Lubricants and other allied products through network of HPCL Fuel station. • Evaluate the performance of HPCL Retail Outlet Vs. Industry performance to design and execute the strategy for gaining market share. • Network Expansion by identifying high potential stretches in Urban, Highway and Rural Markets. • Customer Solicitation. • Design and execute campaigns for sales promotion and brand building. • Channel Management. Co-ordinating with Retail Channel partners operating HPCL Fuel/Mobility Stations to achieve sales targets. • Evaluating the need for Addition/alteration of Infrastructure at retail outlets for increasing sales, efficient operation, Brand Visibility. • To enhance overall Look & Feel of the retail outlets in line with the standards set by the organisation. • To achieve targets for generating non-fuel revenue through strategic tie ups, sales of branded fuels, allied products etc. • Controlling site profitably through manpower management and operational expenditure for company owned and company operated retail outlets.



		• Training of Dealers and Customer Service Associates at retail outlets for operational excellence and safety standards in line with standards set by the organisation. • Conducting qualitative and quantitative surveys for enhancing customer service standard. • Periodical Inspection and evaluation of the fuel stations to achieve compliances, site profitability and to deliver customer delight. • Handling Legal matters related to retail outlets in consultation with Legal Department and regional office. • Liaising with Internal and External stakeholders, Govt. and statutory authorities to ensure various compliances at retail outlets network. • Any other activity as assigned by Supervisor
3.12	Senior Officer – Sales (Lubes)	Experience: Minimum 2 years of experience post MBA in Executive / Managerial Role in Sales/ Marketing in Gas / Petroleum / Lubes / FMCG / Consumer Durables/ Automobile / Industrial / Engineering-Products / Petrochemical Industry. The broad job role expectations given below are indicative in nature: Consumer Lubes Sales Officer (RO) • Achieving sales goals and developing sales strategies • Sales planning and forecasting • Researching prospects and generating leads • Contacting potential and existing customers • Handling customer queries, inquiries, and grievances • Preparing and soliciting proposals



		• Managing the sales process (order to cash cycle) through SAP systems • Meeting monthly and annual sales targets • Participate in tenders (offline and online) • Business Development - New Business Solicitation/Customer Acquisition/OEM Business Solicitations and tie-ups • New Product Identification and development as per Customer's Requirement • Manage Industrial Lube Distributors Channel for the allocated area/ region • Organize and conduct customer meets/ seminars/ awareness campaigns for multiple customer segments • Evaluation of customer's credit worthiness / monitoring channels financial health • Tracking of market trends and developments • Dialogue with Industry counterparts / Industrial bodies • Any other activity as assigned by Supervisor Bazaar Lubes Sales Officer (RO) • Achieving sales goals • Developing sales strategies to meeting targets, • Sales planning and forecasting • Business analytics • Digital marketing • Identifying new ways of doing Business • Network planning and development • Identification of New product and services to be offered



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		• Handling stakeholder, customer queries, inquiries, and grievances • Managing the sales process (order to cash cycle) through SAP systems • Meeting monthly and annual sales targets • Business Development – Tie Ups with Fleet Operators, Workshops/, Service Station, Authorized dealers, etc. • Manage Bazaar Lube Distributor channel for the allocated area/ region. • Organize and conduct customer meets/ seminars/ launch/ awareness campaigns for end-users/ lead users such as Retailers, Mechanics, etc. • Designing, Planning and Implementation of sales promotion schemes and monitoring effectiveness • Regular visits to Automotive Lubricants Bazaar Markets–for identification of new opportunities. • Monitoring of financial health of channel partners • Driving training programs for stakeholders and sales representatives, development and capacity building programs for Sales representatives of Distributors including new product/ SKUs awareness. Monitoring of their performance in line with plans. • Coordinate with other SBUs I HPCL for promotion of HP Lubricants at Retail Outlets/ LPG channel etc. • Any other activity as assigned by Supervisor
3.12	Senior Officer – Sales (Direct Sales)	Experience: Minimum 2 years of experience post MBA in Executive / Managerial Role in Sales/ Marketing in Gas / Petroleum / Lubes / FMCG /



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		Consumer Durables/ Automobile / Industrial / Engineering-Products / Petrochemical Industry. The broad job role expectations given below are indicative in nature: • Responsible for improving sales of Products being sold to Industrial and Government Customers. • Improve HPCL market share in the I&C products being handled by the Officer. • Sales Officer has to make HPCL transactions more profitable & is responsible for improving the profits being generated from our sales transactions. • Build strong inter personal relationship with key personnel of the customers through quality customer calls and proper planning with the ultimate objective of maximizing sales & profits. • Effective touring of sales area as per touring circuits • Solicit business from new customers • Retain & Strengthen existing customers • Should strive to improve & penetrate into new Geographies & markets where HPCL remains unrepresented. • Ensure close co-ordination with all supply locations to ensure that HPCL remains a reliable source of supply of petroleum product to our esteemed customers • Augment infrastructure facilities at customers' premises for new and existing customers wherever necessary • Carry-out Fixed Assets Verification • Process MEA's for discounts and other preferential commercial terms being offered to existing and new customers



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		• Strive to meet the AOP given by Regional Office • Ensure targeted Market Share and Profitability • Training/ hand holding of newly recruited officers • Capability building on pricing, product knowledge, logistics and market intelligence. • Sales officer is responsible for charging correct price& other commercial terms in each sales transaction. • Sales Officer to coordinate for timely collection of receivables of HPCL from our customers. • Participate in management committees and taskforces • To develop & work on market profile of Sales area, comprising of ABC Analysis by Product & Customer wise, in order to gain targeted sales volume & profit. • To have market intelligence about competitor's infrastructural strength and weakness vis-a –vis HPCL so that he leverages on our strengths and takes appropriate measures to mitigate weakness. • To develop & work on HPCL & Competitor's Landing cost of all major products for A category customer. • Explore possibilities for introduction new products through trials in view of energy transition and introduction of environmentally friendly fuels. • Any other activity as assigned by Supervisor
3.12	Senior Officer – Sales (LPG)	Experience: Minimum 2 years of experience post MBA in Executive / Managerial Role in Sales/ Marketing in Gas / Petroleum / Lubes / FMCG / Consumer Durables/ Automobile / Industrial / Engineering-Products / Petrochemical Industry.



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		The broad job role expectations given below are indicative in nature: • Monitor and Review of Distributor and Sales Performance activities (like Regular Domestic sales, Non- Domestic Sales, Bulk sales, New Customer, Double Bottle Customer, Allied Retail Business sales etc.) • Solicitation of new business by frequent visit & pitching about product to non-Domestic customer & ensure product supply • Conduct Inspection of LPG Distributors • Monitor indents, empty cylinders, Backlog, Sales Report, Stock Report, Ezy Gas utilisation and Cashless transaction • Coordinate, Monitor and Guide regarding New Distributorship Commissioning • Conduct trainings & encouragement programs/ meetings for Distributor & FSM • Coordinate and conduct Government initiatives such as PMUY, LPG Panchayat activities and consumer awareness program • Coordinate with all government agencies, OMC officials etc. • Coordinate for customer complaints, distributor issues/queries, accident cases, court cases, RTI and social media • Prepare monthly MIS report/BCM PPT/Sales Review/Data required by HQO/Zones etc. • Participate in management committees and taskforces • Take on additional responsibility as and when assigned by Supervisor
3.13	Senior Officer- Benzene/ Toluene Handling	Experience: Minimum 3 years of post-qualification experience in Operations, Maintenance, Safety and Logistics within petrochemical handling (including minimum 2 year in Managerial / Supervisory role).



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		Hands-on experience in receipt, storage, handling and dispatch of petrochemical products (e.g. Benzene, Toluene) through road/pipeline modes. The broad job role expectations given below are indicative in nature: • Oversee receipt, storage, handling, and dispatch of petrochemical products such as Benzene and Toluene • Manage product movement through road and pipeline modes, ensuring compliance with safety and operational standards • Ensure strict adherence to HSE (Health, Safety & Environment) regulations and statutory requirements • Supervise day-to-day operations and maintenance activities related to petrochemical storage and transfer systems • Coordinate with logistics partners, contractors, and internal teams for smooth operations • Conduct safety inspections, risk assessments, and incident investigations • Maintain operational records, documentation, and compliance reports • Lead and guide operational teams, ensuring training and safety awareness quantity physically consumed while charging the batch for both base oils and raw materials • Ensuring safe operations at the location as per SOP • Any other Activities as assigned by supervisor
3.14	Assistant Manager/ Manager- Projects	Experience: Minimum 6/9 years of post-qualification relevant work experience in Supervisory role / Executive category at Project sites in Petroleum / Refining / Petrochemical / Chemical / Fertilizer / Steel



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		/ Power / Infrastructure sectors or Project Service Providers like Project Management Consultants / LSTK Contractors related to the above sectors. The broad job role expectations given below are indicative in nature: • To understand the scope of the Project and plan to start the project as per approved schedules. • Optimize Cost, Time & Process in project planning / implementation and to ensure to deliver the project within the Scope, Budget and Time. • To coordinate for seeking statutory and local approvals, registration and licenses and local purchase requirements. • Pre-PO Management by scrutinizing of design /Preparation of LPR, Tender documents BOQ,BQC,GTC,SSC etc for Site Specific Jobs in line with proj schedule and completion of Technical Evaluation in coordination with HQO Officer. • Monitor project progress and taking control actions. To exhibit project control through weekly/monthly review meetings and resolving issues with good decision-making. • Steer project execution activities in coordination with different vendors and HQO Coordinator. In case of brownfield sites, coordination with Plant Operations team will be required additionally. • To follow up with vendors for timely delivery of supplies at site.



		• To ensure Quality at Site through Implementation of quality system and procedures and to ensure quality of materials consumables and workmanship as per PO provision/technical specs/sound engineering practices and maintenance of CTE registers. • To monitoring safety at site by promoting & ensuring safety culture by compliance to safety standards through Implementation of safety system and safety SOPs at site. Conducting trainings/daily safety/tool box meetings/Job-safety analysis to workers and record-keeping at site. Ensure "NIL" Accidents & Incidents and Compliance to Safety Audit observations. • To ensure compliance of contract labour document requirements like Wage registers/labour licenses/minimum wages etc. To ensure availability of Hot work/Cold work/Electrical/Height works before starting the construction works. • Project Boundary Management by Timely Handling of stakeholder requirements like Statutory authorities/Audit/CTE/Vigilance etc. • To exhibit Intra Project Stakeholder Management through co-ordination with location/ Zone/ HQO to ensure availability of various statutory approvals/ other clearances. In case of Greenfield project, managing pre and post construction statutory approvals after Project approval.



		• Initiate time extension proposals and coordinate with HQO for timely receipt of POs/Change POs/other issues. To ensure Timely Processing of MRR & Change PR's. • Provide input for any show cause/termination letter for poor performing vendor, record joint measurement in case of termination of any works contract. • To implement initiatives for improvement of process/systems cost savings/time optimizations. • To facilitate Pre-OISD/Safety/OISD/PESO, etc. audits and complying with its recommendations. Handle pre-commissioning, commissioning and close-out related activities • Obtain operating licenses like Factory, PESO, Pollution control board, etc. • To Ensure successful project completion/commissioning and hand over of the facilities as per project scope ensuring complete satisfaction of the user/customer • Prepare material reconciliation statements, process final bills, deduction statements, site clearance and capitalization of assets. To process JVs for project surplus, project surplus inventory maintenance and utilization planning. • Surplus inventory identification, handing over of all AMC, warrantee documents to user on completion of project. • Take on additional responsibility as and when assigned by Supervisor



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3.15	Senior Officer/ Assistant Manager/ Manager- Lube Blending	Experience: Minimum of 6/9/12 years (for MSc) or 3/6/9 years (for BTech) of relevant experience in lubricant blending with knowledge of testing protocols. The broad job role expectations given below are indicative in nature: • Receive daily gauge report & authenticate with the consumption for the previous day • Prepare Daily Stock Report/ Production Report/ Kettle Status Report/ Base oil & Raw Material consumption report and share with concerned stakeholders • Assess the demand of the product based on MPS (Monthly planned schedule), and prioritize the demand, based on Kettle capacity and machine capacity • Sequencing the raw materials based on the compatibility matrix, product demand, priority (including outside indent), minimizing the interface quantity (pipeline) • Coordinate with Inventory department, Bulk department, concerned stakeholder for Boiler & Compressor Operations etc • Prepare blending worksheet/ charge sheet by checking all the input specifications • Follow up with QC for in time testing and results and In case of deviation in test results observed at QC, advise & ensure necessary corrections in the blend



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		• In case of TT Filling/ direct filling from vessel, follow up with concerned dept for Placement of TT, check for emptiness of TT • Follow-up and coordinate with Warehouse department for timely dispatch • Extract MPS (Monthly Production Schedule) and make monthly production plan. • Issue the actual quantity physically consumed while charging the batch for both base oils and raw materials • Ensuring safe operations at the location as per SOP • Any other Activities as assigned by supervisor
3.16	Senior Officer/ Assistant Manager/ Manager- Grease Manufacturing	Experience: Minimum of 6/9/12 years (for MSc) or 3/6/9 (for BTech) of relevant experience in Grease Manufacturing with knowledge of testing protocols. The broad job role expectations given below are indicative in nature: • Receive daily gauge report & authenticate with the consumption for the previous day • Prepare Daily Stock Report/ Production Report/ Kettle Status Report/ Base oil & Raw Material consumption report and share with concerned stakeholders • Assess the demand of the product based on MPS (Monthly planned schedule), and prioritize the demand, based on Kettle capacity and machine capacity



		• Sequencing the raw materials based on the compatibility matrix, product demand, priority (including outside indent), minimizing the interface quantity (pipeline) • Coordinate with Inventory department, Bulk department, concerned stakeholder for Boiler & Compressor Operations etc • Prepare blending worksheet/ charge sheet by checking all the input specifications • Follow up with QC for in time testing and results and In case of deviation in test results observed at QC, advise & ensure necessary corrections in the blend • In case of TT Filling/ direct filling from vessel, follow up with concerned dept for Placement of TT, check for emptiness of TT • Follow-up and coordinate with Warehouse department for timely dispatch • Extract MPS (Monthly Production Schedule) and make monthly production plan. • Issue the actual quantity physically consumed while charging the batch for both base oils and raw materials • Ensuring safe operations at the location as per SOP
3.17	Manager- Plant Operations (2G Ethanol)	Experience: Minimum 9-year experience of process operations, especially continuous plants involving: Biomass pre-treatment, Sugar mills along with distillery, Pulp and paper industry Technical & Process skill required



		• knowledge of biomass chemistry, storage, moisture control, and feeding systems. • Knowledge of pre-treatment chemistry • Understanding of fermentation biochemistry, contamination control strategies, and nutrient optimization. • Proficiency in distillation optimization, ethanol recovery, dehydration, and energy integration. The broad job role expectations given below are indicative in nature: End-to-End Plant Operations Management • Lead overall operations of 2G ethanol plant's various section i.e., biomass handling, pretreatment, , fermentation, distillation, dehydration, storage, and utilities. • Ensure uninterrupted, safe, and efficient production of 2G ethanol as per daily and monthly targets. • Drive high plant availability, reliability, and on-stream factor. Production Planning & Optimization • Prepare and execute production plans based on biomass availability, enzyme dosing, chemical requirements, and utility load. • Optimize conversion efficiency, ethanol recovery, and steam/power consumption. • Reduce operational losses through continuous process improvements and yield enhancement. Technical Troubleshooting & Process Excellence • Lead troubleshooting of operational issues



		• Guide the team in conducting mass balance, energy balance, and root-cause analysis. • Approve operational SOPs, work instructions, and process control philosophies. Safety, Environment & Statutory Compliance • Ensure strict compliance with: CPCB environmental norms, Factory Act norms etc. • Lead HAZOP, safety audits, risk assessments, and incident investigations. • Drive safety culture through regular training, mock drills, and behavioural safety programs. Leadership & People Development • Lead and mentor a team of shift in-charges, operations officers, field operators, and contract manpower. • Ensure effective manpower planning, skill development, job rotation, and competency enhancement. • Build high-performance, motivated, and safety-conscious operating teams. Coordinate with procurement team regarding feed availability Quality Assurance & Product Compliance • Ensure ethanol meets quality specifications for blending or downstream usage. • Implement process corrections based on QC feedback. Shutdown, Start-up Support



		• Lead shutdown planning, execution, and commissioning activities. • Ensure timely and safe start-up and shutdown of all major units. • Participate in plant modifications, retrofits, and debottlenecking activities. Reporting & Performance Monitoring • Review daily production reports, KPIs, heat/mass balances, losses, and downtime analysis. • Present monthly performance summaries to senior management. • Drive digitalization, real-time monitoring, and MIS improvements. Emergency Preparedness & Crisis Management • Act as Incident Controllers during plant emergencies • Implement corrective and preventive actions to avoid recurrence. Any other Activities as assigned by supervisor
3.18	Assistant Manager-Plant Maintenance (2G Ethanol)	Experience: Minimum 6-year experience in maintenance of large-scale Bio-process, Sugar mills with distillery, pulp and paper industry Proven capability in maintaining critical equipment across biomass handling systems, conveyors, feeders, pre-treatment units, fermenters, distillation columns and boilers. Hands-on experience in rotating and static equipment maintenance, electrical systems, instrumentation & automation, and utility systems including boilers, cooling towers, air compressors, and DM plants.



		The broad job role expectations given below are indicative in nature: Lead End-to-End Maintenance Management • Head all maintenance activities for Mechanical, Electrical, Instrumentation, and Civil functions. • Ensure high equipment availability, reliability, and minimum unplanned downtime. • Oversee day-to-day maintenance, preventive maintenance, and shutdown activities. Preventive, Predictive & Reliability-Based Maintenance • Develop and implement Preventive Maintenance schedules for all critical equipment. • Establish Predictive Maintenance practices such as condition monitoring. Maintenance of Critical Process & Utility Equipment Ensure maintenance of critical equipment of Biomass handling equipment, conveyors, feeders, Pretreatment section, Fermenters, distillation column, boilers Breakdown Management & Troubleshooting • Provide leadership during equipment failures, breakdowns, or process disruptions. • Conduct root-cause analysis and implement corrective and preventive actions.



		• Ensure quick restoration of equipment to minimize production loss. Shutdown, Turnaround & Project Execution • Plan, schedule, and execute shutdowns, turnarounds, and major overhauls. • Coordinate with operations, project, safety, and procurement teams. • Ensure quality of maintenance work, adherence to timelines, and cost control. Safety, Statutory Compliance & Audit Readiness Spare Parts, Inventory & Vendor Management • Plan and maintain critical spares inventory for all process and utility equipment. • Ensure timely procurement of parts, consumables, and maintenance supplies. Budgeting, Cost Control & Contracts Management • Prepare annual maintenance budgets and control expenditure. • Optimize maintenance costs through planning, vendor negotiation, and preventive practices. Team Leadership & Skill Development



		• Lead and mentor maintenance engineers, supervisors, technicians, and contract manpower. • Build competency in safety, predictive maintenance, DCS/PLC, and process equipment. • Conduct training, skill development programs, and performance review. • Coordination with Operations & Other Departments Any other Activities as assigned by supervisor
3.19	Senior Officer/ Assistant Manager- Feedstock Procurement (2G Ethanol)	Experience: 6/9-year experience (for MSc candidates) or 3/6- year experience (for BE/ BTech or MBA candidates) in Biomass procurement/Agri-Residue sourcing, Vendor and aggregator coordination, Rural supply chain operations Technical Skill Knowledge of biomass cultivation, harvesting, logistics, and supply chain optimization, including aggregation, storage, and transportation of diverse feedstocks. The broad job role expectations given below are indicative in nature: 1. Biomass Procurement Strategy & Planning • Prepare annual, seasonal, and monthly biomass procurement plans for 2G ethanol plant feed (lignocellulosic material- Paddy straw) & other feed for the plant such as enzymes etc. • Conduct supply-zone mapping using district-level crop data, residue generation estimates, and aggregator capabilities.



		• Develop sourcing models: aggregator-led, FPO (Farmer producer organisation)/FPC (Farmer producer company)-led, contractor-led procurement. • Identify seasonal risks (harvesting delays, moisture, competing uses) and prepare mitigation plans. • Maintain a biomass procurement cost model including collection cost, storage, transportation, and unloading. 2. Vendor, Aggregator & Partner Development • Identify, evaluate, and onboard biomass aggregators, FPOs, village contractors, baling agencies, and private vendors. • Conduct due diligence, capability assessment, and capacity evaluation of vendors. • Develop long-term relationships and maintain reliable supply partnerships. • Address vendor grievances, resolve disputes, and ensure smooth coordination. 3. SAP-Integrated Procurement • The officer must operate procurement workflows through SAP • Initiate vendor creation/modification requests in SAP with all required documentation. • Raise Purchase Requisitions (PRs) for feedstock procurement. • Prepare and release Purchase Orders (POs) for feedstock suppliers. • Coordinate with weighbridge, security, and stores for accurate recording of biomass receipts. • Coordinate with Finance for vendor payment



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		4. Quality Management & Assurance • Coordinate with the QA/QC team to ensure biomass quality meets plant specifications: • 5.Logistics & Supply Coordination • Plan transportation of biomass from vendor storage to plant. • Coordinate with transporters and logistics partners for: Truck placement, Loading/unloading • Monitor stock levels at plant yards and external storage locations. • Conduct periodic field inspections to verify vendor progress. 6. Market Intelligence • Seasonal price fluctuations • Crop yield variations • Market trends and policy updates • Identify local issues (labor shortage, weather delays, stubble burning, etc.) Any other Activities as assigned by supervisor
3.20	Senior Officer/ Assistant Manager- Company Secretary	Experience: 3/6 of post-qualification work experience in a Company secretarialship with in depth knowledge of Companies Act, SEBI, Rules and Regulations and relevant Statutory framework. The post-qualification work experience will be counted after experience will be counted after obtaining the membership.



		The broad job role expectations given below are indicative in nature: • Ensuring Corporation's Corporate Governance and other statutory and legal compliances related matters. • Establishing and driving implementation of Corporate Governance norms to ensure transparency in all operations. • Ensuring timely compliance in matters related to issuance of shares, its transfer, transmission etc., & up to date maintenance of records relating to shareholdings & other statutory records prescribed under the Companies Act 2013 • Conducting periodic and timely Board meetings, Committee meetings, Annual General Meetings and all formalities preceding and succeeding such meetings. • Signing of corporate documents, attending to corporate notices and correspondences, representing the organization in dealings with external parties • Handling Secretarial Audit & Corporate Governance Audit under Companies Act read with Listing Regulations & OPE guidelines. • Having an oversight of secretarial work of subsidiaries of the organization • Handling legal issues regarding investor relations department such as transmission, transfer, fraud, etc., • Monitoring Insider Trading covering trading window closure Any other Activities as assigned by supervisor



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3.21	Manager/ Senior Manager- Sustainability	Experience: Minimum 9/12 years of post-qualification experience in oil & gas / energy / large process industry, with at least 4/6 years involvement in environment / sustainability / energy efficiency roles The broad job role expectations given below are indicative in nature: • Sustainability Reporting for Performance Improvement: Using sustainability reporting as a tool for improving corporate performance through the Sustainability Report. • Coordination for Sustainability Ecosystem: Promoting environmental and social sustainability at various locations (e.g., refineries, marketing sites, admin offices) by educating officers and stakeholders on sustainability requirements. • Capability Building: Developing content on sustainability, conducting awareness sessions (physical and virtual), focused trainings, and distributing newsletters and bulletins to improve sustainability knowledge. • Coordination of Sustainability Indicators: Monitoring and reporting on key sustainability indicators like sustainable sourcing, health and safety, water usage, waste management, GHG emissions, and those included in BRSR, prominent frameworks such as GRI / TCFD / IPIECA / etc.. • ESG Data Management and Reporting: Maintaining and managing ESG data (including GHG emissions and Net Zero goals), providing insights, setting sustainability performance targets, and ensuring the data is captured and verified.



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		• External Verification and Assurance: Coordinating third-party audits to verify data and ensure the corporation's sustainability disclosures pass the assurance process. • Disclosures and Regulatory Compliance: Disclosing the corporation's ESG performance in alignment with national and global standards, including BRSR in the Annual Report and responding to ESG rating agencies. • Sustainability Project Facilitation: Facilitating and supporting other departments (e.g., Refineries, Marketing SBUs, Treasury, CSR, Energy Transition, etc.) in implementing sustainability projects and initiatives. • Policy Advocacy and Stakeholder Engagement: Representing the corporation in government and industry consultations on sustainability policies and regulations, providing feedback on draft policies. • Budgeting and Procurement for Sustainability: Forecasting budgets for sustainability activities, handling procurement related to sustainability, and collaborating with external agencies for specific campaigns. • Coordinate for identified sustainability related risks mitigation and also future risks getting recorded • Onboarding supply chain partners of the organization in line with SEBI requirements • Keeping tab of all recent developments w.r.t tools/monitoring and progress and best practices in the sustainability framework • Keeping a tab on all SEBI circulars w.r.t sustainability requirements



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		• Co-ordinating for developing and maintaining required DASHBOARDS for leadership team on sustainability parameters. • Timely appraising leadership team on status/progress/action required for meeting NET ZERO targets • Ensure Corporation participation in various sustainability awards to enhance brand image of the Corporation • Co-ordinate with BU's for various initiatives of Govt on sustainability goals Any other Activities as assigned by supervisor
3.22	Manager- Technical Services (Petrochemicals)	Experience: Minimum 9 years of experience in Polymer Industry out of which minimum 5 years of relevant work experience in the field Application & Development and/or Technical Services for Poly Ethylene/Poly Propylene The broad job role expectations given below are indicative in nature: • Field visits for troubleshooting customer issues • Accompanying sales team to customer sites for technical sales • Coordination with Sales for their customer service requests • Reporting Voice of customers to HO • Imparting product training, current and future trend of various polymer segments to sales team Any other Activities as assigned by supervisor



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3.23	Deputy General Manager – Technical Services (R&D Product Commercialization-Petrochemicals)	Experience: Minimum 18 years, out of which Minimum 8 years of relevant work experience in Technical Services/Business Development of specialty Chemicals/Catalyst in refineries The broad job role expectations given below are indicative in nature: •Create strong pitch for sales team •Impart training to sales team on the products' features, benefits, applications, etc. •Visit customers along with sales team for handling customer technical quires •Regular interaction with R&D from inception of project till handing over the product •Taking over of products from R&D ensuring all the elements are fulfilled as per the agreement •Bringing new ideas in product development •Generating sales lead fostering inorganic growth •Interaction with toll blender ensuring optimization of production •Providing full support to logistics team for product manufacturing Any other Activities as assigned by supervisor
3.24	Deputy General Manager- Polymer Export (Petrochemicals)	Experience: Minimum 18 years, out of which Minimum 8 years of relevant work experience in export sales/marketing, preferably in Poly Ethylene/Poly Propylene products The broad job role expectations given below are indicative in nature:



		• Designing and implementing all export strategies. • Preparing an effective business plan for strategic export market and product • Develop the distribution network, identify buyers, negotiate and finalize business contracts • Build the organization Brand and Visibility in external markets and Build international Value Proposition for the organization • Monitoring all Sales transactions and reviewing all customer response for all orders and payments. • Responsible for end-to-end Sales and export Operations • Responsible for Exports related Documentation and regulatory Compliances Any other Activities as assigned by supervisor
3.25	Assistant Manager/ Manager- IS (Data Management)	Experience: Minimum 6/9 years of relevant work experience preferably in Data Governance, Master Data Management, or Data Quality Assurance The broad job role expectations given below are indicative in nature: • Define and implement enterprise-wide Data Governance, Master Data Management (MDM), and Data Quality frameworks aligned with enterprise digital architecture (SAP S/4HANA, TIBCO Enterprise Suite, SingleStore Data Warehouse, etc.). • Establish and operationalize data governance structures including Data Owners, Stewards, and Custodians, along with enterprise policies, standards and lifecycle controls.



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		• Design and drive master data harmonization across critical business domains to ensure consistency and interoperability across systems. • Implement measurable data quality controls, monitoring mechanisms and remediation workflows. • Enable enterprise metadata management, data cataloging and data lineage visibility across the application ecosystem. • Ensure compliance with Digital Personal Data Protection (DPDP) Act, 2023 including data classification, retention policies, privacy-by-design principles and audit readiness. • Define data security, access governance and risk management controls across multi-database and PB-scale data environments. • Develop governance dashboards, metrics and compliance reporting for leadership oversight. • Collaborate with Enterprise Architecture, SAP, Application, Security and Infrastructure teams to institutionalize governance practices. • Lead documentation, capability building, and structured transition to Business-as-Usual (BAU) operations through knowledge transfer and governance playbooks.
3.26	Assistant Manager/ Manager- IS (Cyber Security)	Experience: Minimum 6/9 years of relevant work experience preferably having hands-on experience in incident response, risk management, and cloud security The broad job role expectations given below are indicative in nature • Oversee end-to-end incident management and ensure timely containment and remediation • Administer and optimize CASB solutions for SaaS environment.



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		• Implement and monitor DLP, Shadow IT discovery, SaaS governance, and access control policies • Integrate CASB with SIEM/SOAR and endpoint security tools • Perform cloud risk assessments and security posture reviews (AWS/Azure/GCP) • Map cloud threats and attack techniques to the MITRE ATT&CK framework • Ensure compliance with regulatory and enterprise security requirements • Drive proactive threat hunting and continuous improvement initiatives using threat hunting and dark web monitoring tools. • Strengthen endpoint/device security monitoring and response processes • Monitor and analyse emerging threat vectors globally, assessing their potential impact on the organization's cybersecurity
3.27	Assistant Manager/ Manager- IS (Quality Assurance)	Experience: Minimum 6/9 years of relevant work experience preferably in software and product testing, with strong expertise in the Software Testing Life Cycle, Agile/Scrum methodologies, and designing automation frameworks The broad job role expectations given below are indicative in nature • Plan, design and maintain scalable automation testing frameworks for applications (Web, API and Mobile). • Plan, design and execute the application functional and non-functional testing. • Execution of advanced application security (DAST, SAST, SCA, SBOM) testing.



		• Develop and execute automation scripts, review results and report to stakeholders. • Integrate QA and security tools with CI/CD (Jenkins, GitLab, etc.) and resolve pipeline operations issues. • Develop QA metrics, dashboards and compliance artifacts for leadership. • Collaborate with Dev, Security and Infra/web admin teams for Information Service(IS) quality and security assurance. • Ensure timely defect analysis, tracking and closure per QA standard procedures. • Promote quality best practices among stakeholders. • Maintain the application service quality and security posture across applications ecosystems. • Drive continuous improvement in QA Automation and DevSecOps practices
3.28	Manager/ Senior Manager- IS (Enterprise Architect)	Experience: Minimum 9/12 years of relevant work experience preferably in Enterprise Architect Role The broad job role expectations given below are indicative in nature: • Define and govern enterprise architecture principles, standards and target-state roadmaps. • Develop architecture governance and solution review processes. • Review and Provide architectural inputs across cloud, data centre, network and enterprise platforms. Oversee RFP evaluations and vendor/technology selection. • Design and develop architectures of secure, scalable and high-availability systems.



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		• Ensure security-by-design and compliance with governance standards. • Engage with senior stakeholders to drive technology-enabled business outcomes.
3.29	Assistant Manager/ Manager/ Senior Manager- HR	Experience: Minimum 6/9/12 years of relevant work experience in HR The broad job role expectations given below are indicative in nature: **1. HR Strategy & Leadership** • Develop and implement HR strategies aligned with business objectives • Act as a strategic HR Business Partner to senior management • Provide guidance to leadership on workforce planning and organizational development • Lead and mentor the HR team **2. Recruitment & Talent Management** • Develop workforce planning strategies • Oversee end-to-end recruitment and selection processes • Ensure quality hiring practices and employer branding initiatives • Implement succession planning and talent retention strategies • Design and oversee structured onboarding programs **3. Training** • Identify skill gaps and implement capacity-building programs • Promote leadership development programs



		4. Payroll & Compensation Management • Oversee payroll processes to ensure accuracy and timeliness • Review salary structures and compensation frameworks • Manage increments, bonuses, and benefits structures • Coordinate with Finance for payroll compliance **5. Employee Relations & Engagement** • Promote a positive and inclusive work culture • Handle escalated employee grievances and disciplinary matters • Develop employee engagement initiatives • Drive employee satisfaction and retention programs **6. Compliance & Governance** • Ensure full compliance with labor laws and employment regulations • Review and update HR policies in line with legal and organizational requirements • Oversee internal HR audits and documentation • Mitigate organizational risk related to HR practices **7. Benefits Administration** • Oversee administration of employee benefits (insurance, housing, allowances, etc.) • Review and enhance benefits programs to remain competitive • Ensure proper communication of benefits to employees



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		8. Performance Management • Develop and implement performance management systems • Oversee annual appraisal processes • Guide managers in performance improvement planning • Establish KPIs and performance metrics across departments **9. HR Administration & Reporting** • Oversee maintenance of employee records and HR systems • Analyze HR metrics and prepare management reports • Use data analytics to support strategic decision-making Any other Activities as assigned by supervisor
	(Fixed Term Contract)	
4.1	Senior Cyber Security Strategist & Advisor- IT and OT	Experience: Minimum 12/16 years of experience in information/cyber security, with at least 5/7 years respectively in senior roles, influencing strategy, governance or security architecture in large, manufacturing/energy organizations. Significant exposure to energy, oil & gas, power, utilities, manufacturing or similar OT-heavy sectors, including hands-on engagement with ICS/SCADA environments Technical and domain expertise: Strong understanding of enterprise security controls: SIEM/SOAR, EDR/XDR, firewalls, IDS/IPS, IAM/PAM, email and web security, data protection, and vulnerability management. Deep knowledge of OT/ICS security concepts: network segmentation, OT aware firewalls, passive monitoring, asset discovery, protocol



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		awareness, secure remote access, and ICS/SCADA hardening. Familiarity with OT security frameworks and standards such as ISA/IEC 62443, NIST CSF/800 82, and industry guidance for critical infrastructure protection Certifications: One or more advanced security certifications such as CISSP, CISM, CISA, CRISC or equivalent. Additional cloud or architecture certifications (e.g., CCSP, cloud provider security certifications, SABSA/TOGAF security) will be an added advantage. The broad job role expectations given below are indicative in nature: Strategy and Governance • Define and periodically update a multiyear cyber security strategy aligned to business objectives, national critical infrastructure obligations and sectoral regulations for HPCL. • Define an advanced detection strategy that integrates threat intelligence, external attack surface management and dark web monitoring into the existing SIEM/SOAR and SOC processes for both IT and OT. • Establish a continuous improvement loop where insights from incidents, red-teaming, vulnerability assessments and external intelligence are used to refine controls, playbooks and IT–OT segmentation designs. • Help design comprehensive enterprise security architecture



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		and strategic roadmaps for both IT and OT environments, encompassing corporate operations as well as refineries, pipelines, marketing, LPG, aviation, industrial fuels, lubricants, LNG, and renewable energy divisions. • Establish and help refine cyber security policies, standards and baselines (NIST, ISO 27001:2022, ISA/IEC 62443, relevant Indian guidelines) and drive adoption across business units and plants. Stakeholder leadership and culture • Act as trusted advisor to senior business leaders on cyber-physical risks affecting production continuity, safety, supply chain reliability and reputation. • Advise on coordination, consultation with vendors, OEMs, system integrators and strategic partners to ensure secure configurations, patching strategies and supply-chain risk controls in both IT and OT environments. • Drive security awareness and targeted training for executives, IT teams, OT engineers, vendors and contractors, with special focus on phishing/BEC, privileged access, remote access and plant floor practices. Secure Digitalization and Cloud • Define cloud security principles and guardrails for selective cloud adoption, including identity and access controls, data protection, logging, and integration with on-prem security controls. • Advise security measures to be embedded in project lifecycle (requirements, architecture reviews, DevSecOps, security



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		testing) for new business applications and OT modernization projects. • Advise on secure design for digital initiatives such as IIoT sensors on pipelines, advanced process control, analytics platforms, AI/ML, EV charging infrastructure, renewables integration and remote operations. Attack Surface Surveillance • Help develop a structured external attack surface management programme, including continuous discovery of exposed assets, misconfigurations and shadow IT across corporate, marketing, cloud and remote access environments. • Advise on the findings of dark web monitoring, deep web, and paste sites. On detecting threats, coordinate takedowns, reset credentials, recommend legal steps, and use findings to improve security and fraud prevention. • Direct the SOC to incorporate threat intelligence indicators, attack surface findings and dark web alerts into correlation rules, hunting procedures and SOAR playbooks for rapid triage and response. IT–OT Security and Resilience • Lead the strategy for stronger IT–OT segregation including design of OT-aware firewalls, dedicated ITOT DMZs, and strictly governed data flows between IT and refinery/terminal control networks. Monitoring, Incident Response and Threat Management • Advise on strengthening centralized monitoring by integrating SIEM, SOAR, EDR/XDR and OT monitoring platforms to deliver



		unified visibility of cyber and process risks across IT and OT. • Chair or cochair cyber crisis management exercises and red-team/blue-team simulations. • Define and refine incident response playbooks for ransomware, phishing/BEC, data exfiltration, supply-chain compromise and OT-specific scenarios (malware crossing IT–OT, unauthorized remote access, OEM compromise, nation-state threats). Any other Activities as assigned by supervisor

9. SHORTLISTING & SELECTION PROCESS

a. The selection process may comprise of various shortlisting & selection tools like Computer Based Test/ Written Test/ Typing Test, Group Task, Psychometric Assessment, Skill Test, Moot Court, Personal/Technical Interview, Physical Fitness Efficiency Test (if applicable) etc. which would be administered depending upon the position requirement.

b. Computer Based Test (CBT), wherever applicable will consist of objective questions (subjective as well for Legal HR Officers) and will comprise of two parts.

   i. General Aptitude consisting of English Language, Quantitative Aptitude Test & Intellectual Potential test (Logical Reasoning and Data Interpretation).

   ii. Technical/ Professional Knowledge comprising of questions related to Qualifying degree / Educational background required for the applied position.

c. CBT will be conducted tentatively on 3rd May 2026. HPCL reserves the right to reschedule the date of CBT on any day/ date of a week/ month. CBT Questions will be based on Syllabus hosted on Careers Page on corporate website. Candidates to make note that the syllabus uploaded on website will be merely indicative in nature and not exhaustive. Questions may be asked from domain and allied domain of the qualifying degree.

d. The tests/ question papers will not be disclosed to anyone other than the candidates (only during the examination). The test papers will not be shared with anybody even after the examination.



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e. Candidates are advised to note that there will not be any mechanism for re-evaluation/ appeal against the test/ question paper.
f. Post examination, candidates will be able to view their individual marks and Cut-Offs under Candidate Login.
g. Candidates qualifying in the Computer Based Test (wherever applicable) in order of merit & predetermined ratio will be advised to upload the supporting documents for certain positions.
h. Basis scrutiny of the application, uploaded documents and category-wise & discipline-wise merit list in Computer Based Test, shortlisted candidates will be called for Group Task and/or Personal Interview.
i. Candidates' document verification shall be conducted before Personal Interviews.
j. Candidates may be required to undergo Psychometric Assessments before/ after Group Task/ Personal Interview.
k. Candidates must secure minimum qualifying marks in each of the applicable selection process stages i.e., Computer Based Test, Group Task and Personal Interview to be considered for further selection process.
l. A category & discipline-wise merit list will be drawn for all the candidates who qualify in all the applicable stages. Computer Based Test/ Written Test/ Typing Test (wherever applicable) + Group Task+ Moot Court (wherever applicable) + Personal Interviews + Work Experience (wherever applicable) & offer of appointment would be as per the category & discipline-wise vacancies available.
m. The selected candidates would be required to join HPCL as per the date of joining mentioned in the Offer of Appointment. In case the candidates fail to join as per the prescribed date, the offer of appointment would be withdrawn and the same offer will be given to the next candidate in the Merit List.

Note: The details related to syllabus for Computer Based Test, Shortlisting methodology (if applicable), Selection process will be uploaded on our website prior to commencement of selection process.

Any change in the selection process will only be uploaded on the Careers Page of www.hindustanpetroleum.com



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10. EMOLUMENTS

Pay Scale (Rs)*	Cost to Company (CTC) Approx.
30000-120000	Rs 10.88 Lakh
40000-140000	Rs 14.51 Lakh
50000-160000	Rs 18.14 Lakh
60000-180000	Rs 21.77 Lakh
70000-200000	Rs 26.24 Lakh
80000-220000	Rs 29.98 Lakh
90000-240000	Rs 34.81 Lakh
120000-280000	Rs 49.30 Lakh

*A candidate will be inducted at the minimum of the pay scale.

NOTE: The CTC mentioned has been calculated at minimum base level of pay grade and includes Basic Pay, Retirement Benefits, Dearness Allowance, HRA and Cafeteria Allowance and also includes Performance Related Pay (calculated at maximum), which is dependent upon multiple factors and payable as per the Corporation's policy. It may please be noted that the retirement benefits are admissible upon separation /retirement as per the Corporation policy prevailing at that time. Above-mentioned CTC is for candidates posted in metro cities and may vary for other locations.

11. SERVICE BOND AND RETENTION AMOUNT

Service Bond: Selected candidates will have to execute a service bond with surety to serve the corporation for a minimum period of three years from the date of joining the corporation as under:

Pay Scale (Rs)	Bond Amount	
	General	EWS/ OBC(NC)/ SC/ ST/ PwBD
30000-120000	Rs 3,00,000/-	Rs 50,000/-
40000-140000		
50000-160000		
60000-180000		
70000-200000		



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80000-220000		
90000-240000		

Retention Amount:

Rs. 5000/- per month will be deducted as retention amount from the total emoluments for the first 12 months during the probation period for the officers recruited in Pay Scales Rs 30000-120000 or Rs 40000-140000.

Rs. 8000/- per month will be deducted as retention amount from the total emoluments for the first 12 months during the probation period for the officers recruited in Pay Scales from Rs 50000-160000 till Rs 90000-240000.

The above retention amount deducted shall be released after 3 years without interest.

In case of resignation before serving the bond period, the candidate needs to settle the bond amount as per the Corporation's Service Bond Policy.

12. PRE-EMPLOYMENT MEDICAL EXAM

Appointment to the above posts will be subject to the candidate being medically fit as per the standards prescribed for the post by the Corporation. Shortlisted candidates shall be required to get their Pre-Employment Medical Examination (PEME) done in HPCL nominated/ empanelled hospitals. HPCL does not have policy/ provision for any appeal/ re-examination of the PEME of the candidates. The decision on medical fitness by HPCL's Chief Medical Advisor would be final and binding on the candidate. Reference for a medical examination does not mean final selection.

The Pre-Employment Medical Examination Standards are available on HPCL Corporate Website (www.hindustanpetroleum.com/careers). Candidates are advised to ensure that they are Medically Fit as per HPCL's Pre-Employment Medical Examination Standards before commencing filling the ONLINE application.



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13. PHYSICAL FITNESS EFFICIENCY TEST

Candidates would be additionally required to clear Physical Fitness Efficiency Test (PFET)- comprising of Working at Height Test, Endurance Test and Agility Test after PEME (wherever applicable).

14. PLACEMENT/ POSTING

Depending upon the requirement of the Corporation, selected candidates can be placed anywhere in India including any Section/Plant/Unit /Department/Division of the Corporation or Establishment or any other Associate Subsidiary/ Joint Venture companies of the Corporation, including overseas offices at the discretion of the Management without detrimental to the emoluments.

The services will be transferable as per the requirement of the Corporation. These positions may involve working in shift duties. Selected candidates may also be posted / assigned to any of the subsidiaries/ Joint Ventures or any department of Government of India.

15. PROBATION

The Selected Officers will be on Probation for one year from the Date of Joining. Upon successful completion of the Probation period, the officer will be considered for confirmation in the services of the Corporation as per the policy.

16. RESERVATIONS, CONCESSIONS & RELAXATIONS

a. Reservation of posts for SC, ST, OBCNC, EWS and PwBD (Persons with benchmarked disabilities – with degree of disability 40% or above) are as per Government Directives. The reservation is as per statutory guidelines and judgement of Hon'ble Supreme Court on R.K.Sabharwal Vs. State of Punjab case. Department of Pers & Trng, vide O.M. No. 36012/2/96-Estt(Res.) dated 02.07.1997 replaced vacancy based roster with post based roster. The reservation given below has been considered taking into account existing category wise cadre strength, excess /shortfall in the respective categories and the advertised vacancies.



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Category-wise vacancy distribution is as given below.

Pay Scale (Rs)	SC	ST	OBCNC	EWS	UR
30000-120000	66	50	80	41	177
50000-160000	60	31	98	39	179
60000-180000	2	1	2	1	4
80000-220000	1	0	1	1	2

Category-wise vacancy distribution for FTC are as given below:

FTC position	SC	ST	OBCNC	EWS	UR
Senior Cyber Security Strategist & Advisor- IT and OT	0	0	0	0	1

NOTE: For positions notified in S. No. 3.4, 3.5, 3.6, 3.7, 3.8, 3.13, 3.14, 3.15, 3.16, 3.19, 3.20 and 3.21 depending on the suitability for position, candidates may be inducted in either of the Pay Scale as notified and reservation as applicable in that grade depending upon cadre strength will be made applicable.

b. Candidates seeking reservation as SC/ST/OBCNC/EWS, shall have to produce a certificate in the prescribed proforma (the format can be downloaded from HPCL Website) 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/OBCNC 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 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



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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.

For getting the benefits of reservation under Scheduled Caste (SC) / Scheduled Tribe (ST) category:

• Name of Caste / Tribe to which candidate belongs must appear in the Central List of SC and ST of respective State as notified respectively by Ministry of Social Justice and Empowerment, Govt. of India (https://socialjustice.gov.in/) and Ministry of Tribal Affairs, Govt. of India. (https://tribal.nic.in).

• The Caste / Tribe certificate must contain date of issue along with certificate number and the name of the Caste / Tribe. The name of the Caste/Tribe mentioned in the certificate should be spelled exactly in the same manner as appearing in the central list of SC/ST for the respective State.

• Candidates should be able to produce SC/ST certificate issued by the Competent Authority in the latest prescribed format applicable for purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking.

• SC/ST candidates belonging to the State of Maharashtra must have valid Caste Validity certificate issued in his/her name issued by Government of Maharashtra

c. 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.

d. A person who wants to avail the relaxed standards of PwBD reservation will have to submit a disability certificate issued by a Competent Authority as prescribed in RPwBD Act, 2016. Further to this, according to Notification No: 38-16/2020-DD-III-DT.04/01/2021 by Ministry of Social Justice



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& Empowerment, list of positions/ disciplines in which PwBD candidates are eligible to apply for this recruitment drive are given against the vacancies.

PwBD candidates in the category of blindness, locomotor disability (both arms affected – BA) and cerebral palsy who are compelled to avail Scribe due to their disability, shall be allowed to bring the scribe at his/her own cost as per extant applicable government guidelines. The qualification of the scribe should be one step below the qualification of the candidate taking the examination.

The provision of scribe can be allowed on production of a certificate from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care Institution as per proforma prescribed by Govt. of India (Certificate regarding Physical Limitation of an examinee to respond in CBT) to the effect that the person concerned has physical limitation to operate computer and help of scribe is essential to appear in the examination. The person with benchmark disability opting for own Scribe/ Reader should submit details of their own Scribe as per the prescribed Proforma (Letter of Undertaking for using their own scribe).

Both prescribed proforma are available on 'Latest Job Opening' under 'HPCL

The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.

A person acting as a scribe for one candidate cannot be a scribe for another candidate.

The scribe may be from any academic stream. However the scribe should be from an academic stream different from that prescribed for the post.

Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed



material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.

Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.

Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature

During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

e. PwBD candidates who are not in possession of UDID card are required to register with the UDID portal (https://www.swavlambancard.gov.in/) and produce the UDID card at the time of interviews/ joining.

f. Appointment in these vacancies will be offered to PwBD candidates after considering 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.

g. For getting the benefits of reservation under EWS category, the Income and Asset Certificate shall be valid for the financial year 2025-26 and should have been prepared on the basis of income and asset verification for the financial year 2024-25. 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



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'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.

h. Maximum age limit is relaxed by 5 years for SC & ST, 3 years for OBCNC, 10 years for PwBD (UR), 13 years for PwBD (OBCNC) and 15 years for PwBD (SC/ST) candidates.

i. Maximum age limit is relaxed by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.

j. Maximum age relaxation by 5 years is applicable for Ex-servicemen & Commissioned Officers (including ECOs/ SSCOs) subject to rendering minimum 5 years' service in Armed Forces and fulfilment of other conditions prescribed by Govt. of India. {Ref: DoPT OM No. 36034/2/2013-Estt.(Res.) dated 8th April 2013}

k. Maximum upper age of the applicants shall not exceed 56 years including all possible age relaxations.

l. The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBCNC candidates and such candidates will have to indicate their category as Unreserved (UR)

m. Further the OBCNC candidates will have to give a self-undertaking, at the time of Personal Interviews in terms of DOPT memo No. 36012/22/93-Extt. (SCT) dt. 08.09.1993 if called for, indicating that they belong to OBC-Non-Creamy Layer.

n. Relaxed standards in assessment/ selection, Computer Based Test, Group Task, Personal Interview and overall (Test, Group Task and Personal Interview as applicable) will be applied for SC, ST, OBCNC, PwBD candidates.

o. If the SC/ ST/ OBCNC/ 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.

p. Any request for change in Category (UR/ EWS/ SC/ ST/ OBCNC/ PwBD) once filled in the online application form, will not be considered and accordingly concession/ relaxation applicable will not be extended. Hence, candidates are advised to fill the application with utmost care while mentioning category.



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q. Further to this, according to Notification No: 16-15/2010 DD.111 DT.29/07/2015 by Ministry of Social Justice & Empowerment, list of positions/ disciplines in which PwBD candidates are eligible to apply for this recruitment drive is given below.

Position	PwBD Eligibility
Junior Executive Assistant	B. LV. D. HH. OA. BA. OL. BL. OAL. BLOA. CP. LC. Dw. AAV. MDy. MI. MD (any of the combinations above)
Mechanical Engineer/ Junior Executive- Mechanical	LV.D.HH.OA.BA.OL. LC. Dw. AAV. ASD (M). SLD. MI.MD (any of the combinations above)
Electrical Engineer/ Junior Executive- Electrical	D. HH. OL. LC. Dw. AAV. SLD. MI. MD (any of the combinations above)
Projects/ Civil Engineer/ Junior Executive- Civil	LV. D. HH. OA. BA. OL. BL. Dw. AAV. SLD. MI. MD (any of the combinations above)
Chemical Engineer/ Junior Executive- Chemical	HH. OA. OL. CP. Dw. AAV. SLD. MI. MD (any of the combinations above)
Lube Blending/ Grease Manufacturing	D. HH. OA. OL. CP. LC. Dw. AAV. SLD. MD (any of the combinations above)
2G Plant Maintenance	HH. OA. OL. Dw. AAV. SLD. MI. MD (any of the combinations above)
2G Plant Operations/ CBG Operations	HH. OA. OL. CP. Dw. AAV. SLD. MI. MD (any of the combinations above)
HR Legal Officer	LV. HH. OA. BA. B. BLOA. BLA. OL. BL. OAL. LC. Dw. AAV. SLD. MI. Mdy. MD (any of the combinations above)
HR/ Experienced HR/ Junior Executive HR	B. LV. D. HH. OA. BA. OL. OAL. CP. LC. Dw. AAV. MDy. ASD(M). SLD. MI. MD (any of the combinations above)
Official Language Implementation	B. LV. D. HH. OA. BA. OL. BL. OAL. BLOA. CP. LC. Dw. AAV. Mdy. SLD. MI. MD (any of the combinations above)
Finance Officer (CA/ CMA/ MBA)	B. LV. D. HH. OA. BA. OL. BL. OAL. BLOA. CP. LC. Dw. AAV. Mdy.MD (any of the combinations above)



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CGD Operations & Maintenance / Projects	HH. OA. OL. Dw. AAV. SLD. MI. MD (any of the combinations above)
Sales	LV. D. HH. OA. BA. OL. CP. LC. Dw. AAV. SLD. MI. MD (any of the combinations above)
Benzene/ Toluene Handling	B. LV. D. HH. OA. OL. OAL. CP. LC. Dw. AAV. MI. MD (any of the combinations above)
Petrochemicals (Manager-Technical Services/ DGM-Technical Services/ DGM-Polymer Export)	HH. OA. OL. CP. Dw. AAV. SLD. MI. MD (any of the combinations above)
Senior Officer/ Assistant Manager- Feedstock Procurement (2G Ethanol)	LV. D. HH. OA. OL. BL. CP. LC. Dw. AAV. SLD. MI. MD (any of the combinations above)
Senior Officer/ Assistant Manager- Company Secretary	B. LV. D. HH. OA. BA. OL. BL. CP. LC. Dw. AAV. MD (any of the combinations above)
Officer IS, Assistant Manager/ Manager- IS (Data Management/ Cyber Security/ Quality Assurance) Manager/ Senior Manager-Enterprise Architect, Senior Cyber Security Strategist & Advisor- IT and OT (FTC)	D. HH. OA. BA. OL. OAL. CP. LC. Dw. AAV. BL. ASD(M). SLD. MI. MD (any of the combinations above)



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Abbreviations: B=Blind, D= Deaf, LV=Low Vision, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, ASD(M)= Autism Spectrum Disorder (M= Mild, MoD= Moderate), SLD= Specific Learning Disability, MI= Mental Illness, MDy=Muscular Dystrophy, MD=Multiple Disabilities.

r. For Engineering positions (Sr. No. 2.9 to 2.12): The Apprentices who had successfully completed the period of apprenticeship training in HPCL would be accorded relaxation in the Recruitment norms. Such relaxation would be accorded in two stages i.e. (i) with regard to relaxation in age (upto maximum of 1 year) 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 HPCL's establishment, not exceeding one year and (ii) additional 5% of the total CBT marks, which 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.

17. APPLICATION PROCESS

a. Online Application will be accepted from 1300 hrs on 25th February 2026 till 2359 hrs on 25th March 2026.
b. Candidates are requested to apply online only on www.hindustanpetroleum.com Careers → Current Openings, after reading detailed advertisement. No other mean / mode of the application shall be accepted.
c. Applications with incomplete / wrong particulars or not in the prescribed format will not be considered.
d. 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.



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e. The photograph and signature of the candidate during the application need to be uploaded. The same will be used for issuance of admit card for CBT and verification in further selection process. In case of wrong/ missing photo/ signature the candidature will be cancelled.

f. All the details given in the online form will be treated as final and no changes will be entertained.

g. In the event of submission of incomplete application along with application fees for reasons whatsoever, his / her candidature will stand cancelled and Application fee will be forfeited. No further communication/ consideration on the same shall be entertained.

h. Candidates will be required to submit documentary evidence of eligibility during the shortlisting/ selection process within stipulated time as advised by HPCL. Any mismatch in name, qualification, other criteria's of documents from the data given in application form will lead to disqualification at any stage.

i. Candidates for Certain Positions will be asked by mail from careers@hpcl.in and will be required to upload the documents pertaining to their eligibility w.r.t age, qualification, experience, etc, with the specific deadline mentioned in the registered mail at the time of application. If the candidates fail to upload the documents by the said deadline, their application and candidature will be rejected and no correspondence in this regards will be entertained.

j. CBT/ Interviews for different positions shall be conducted on the same day/ different venues for all the positions.

k. The CBT will be conducted online in venues given in the respective admit card.

l. Any request for change of venue/ date for CBT / interviews will not be entertained.

m. If sufficient number of candidates do not opt for a particular centre for "Online" examination, HPCL reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, HPCL reserves the right to allot any other centre to the candidate.

n. HPCL also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

o. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and HPCL will not be responsible for any injury or losses etc. of any nature.

p. Choice of centre once exercised by the candidate will be final.



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q. Candidates currently employed at the services in HPCL are not eligible to apply for Lateral Positions (positions wherever Minimum Experience is sought).

18. APPLICATION FEES

a. The application fees is applicable for all positions.
b. SC, ST & PwBD candidates are exempted from payment of application fee.
c. UR, OBCNC 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).
d. 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.
e. 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 done, candidates are required to take print of acknowledgment of payment and preserve the same for future reference.
f. No other mode of payment than those mentioned above will be accepted.
g. Application fee once paid will not be refunded under any circumstances. Also, chargeback cannot be claimed for any reason.
h. The fee being paid is only towards the submission of application and does not in any way guarantee issuance of interview call letter etc.

19. GENERAL INSTRUCTIONS

a. Only Indian Nationals are eligible to apply.
b. All computations of age/ relevant experience requirement/ qualification shall be done with respect to the last date of receipt of online application i.e. 25th March 2026.
c. Queries must be emailed keeping the subject of the mail formatted as "Position Name – Application Number" at careers@hpcl.in.



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d. All the qualifications should be full time regular course/s from AICTE approved/ UGC recognized University/ Deemed University. The courses offered by Autonomous Institutions should be equivalent to the relevant courses approved/ recognized by Association of Indian Universities (AIU/ UGC/ AICTE). Candidates of Integrated MTech and Dual Degrees courses are also eligible to apply subject to minimum eligibility criteria being met.

e. 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

f. Teaching & Research experience in an academic institute will not be considered as relevant work experience.

g. The candidature of the shortlisted applicant would be provisional and subject to subsequent verification of certificate/ testimonials, medical fitness, etc.

h. Candidates have to necessarily declare (in case they are shortlisted for subsequent stages) that 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. Mere shortlisting in CBT does not entail the right for Interview and Corporation reserves its right to call for suitable candidates depending upon their credentials/ declarations.

i. 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.

j. Selected candidates will have to join the Corporation on the date mentioned in their offer of appointment failing which the Corporation reserves the right to cancel/withdraw the offer of appointment without any further correspondence/reference to the candidates.

k. Admit Card for Computer Based Test, Group Task and/or Interview Call Letters etc. will not be sent to candidates in hard copy. Candidates will be required to download the same from HPCL website. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is



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required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof (Aadhar Card, Voter ID, PAN, Passport)

l. HPCL would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by HPCL in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, HPCL reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

m. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any HPCL's recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

n. The total number of vacancies and the reserved vacancies is provisional and may increase/decrease at the discretion of the Corporation basis business requirements. HPCL reserves the right not to fill any post or all of the above posts advertised at any stage of selection.

o. All the candidates are requested to remain updated at each step of the selection process by visiting our website www.hindustanpetroleum.com. 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/critical.

p. HPCL will not be responsible for any loss/non-delivery of email or any other communication sent, due to invalid/wrong email id or contact number. Request for change of e-mail ID and mobile number during the entire selection process will not be entertained.

q. HPCL reserves the right to cancel or add any examination centre / Personal Interview centre depending on the response in that area/ centre.

r. The Corporation also reserves the right to cancel / restrict/ curtail/ enlarge the recruitment/ selection process thereunder without any further notice and without assigning any reasons.



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s. 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 earlier applications shall be rejected without any notice.

t. Candidates presently employed in Government Departments / PSU's / Autonomous Bodies owned by the Government, should submit their application through proper process. They must produce No Objection Certificate in original hard copy at the time of Personal Interview, failing which they will not be allowed to appear for the Personal Interview process and their candidature will not be entertained. Further, if any candidate joins Government / PSUs / Autonomous bodies after filling the online application form, such candidates along with those who have submitted proper receipted copy of application to employer seeking NOC from their present employer at the time of filling online application form, also have to submit proper NOC at the time of document verification before interview at the reporting place, failing which his /her candidature for applied post will be rejected.

u. Candidates (except final year degree students passing out in Academic Year 2025-26, only applicable for freshers positions) must be in possession of all applicable Degree Certificates and mark sheets at the time of application and ensure that they fulfil all eligibility criteria. For the positions where experience is mandatory, the relevant work experience will be counted post completion of qualifying degree as per advertisement.

v. Candidates who are in final year can also apply for freshers positions. However, the appointment shall be subject to meeting the eligibility criteria (possession of diploma/ degree certificate with qualifying percentage/ marks) as per this notification.

w. All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying. No enquiry asking for advice as to eligibility will be entertained.

x. Candidates applying for Experienced positions are advised to upload their resume and work experience documents and ensure that they meet all the eligibility criteria prior to appearing for interviews. In case the candidates are found to be ineligible on the grounds of insufficient documentary evidence for meeting the eligibility criteria, the candidature shall be cancelled and no travel reimbursement shall be done.



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y. 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.

z. Reimbursement of Sleeper class rail fare for Computer Based Test for SC, ST & PwBD candidates and 3rd AC for all candidates appearing in the Interview by the shortest route is admissible for outstation, 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 as detailed on HPCL website and submit/upload it along with Travel Proof for travel undertaken. Travel allowance will be processed through online mode. This reimbursement is not applicable to candidates who are already in Central/State Government Services/PSUs.

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

Furnishing of wrong/ false information or suppressing of any material fact 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 meeting eligibility 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 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/ false information and or suppressing of any material fact is detected / noticed even after appointment, his/her services will be liable for termination without any further notice. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.

Court of jurisdiction for any dispute will be at Mumbai.

The general public is hereby informed that all applications are accepted through our online portal only and is not outsourced by HPCL to any agency/ individual. Applicants are advised to beware such fraudulent agencies.



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Any further corrigendum / addendum would be uploaded only on our website www.hindustanpetroleum.com

----------END OF DOCUMENT----------

