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HPCL RAJASTHAN REFINERY LIMITED

(A JOINT VENTURE BETWEEN HPCL & GOVT. OF RAJASTHAN)











Site Address :
Village Sajiyali Roopji Kanthwada & Sambhra, Tehsil – Pachpadra, District Balotra, Rajasthan – 344032

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HPCL RAJASTHAN REFINERY LTD.

Step into your future with us – Your journey to excellence begins here

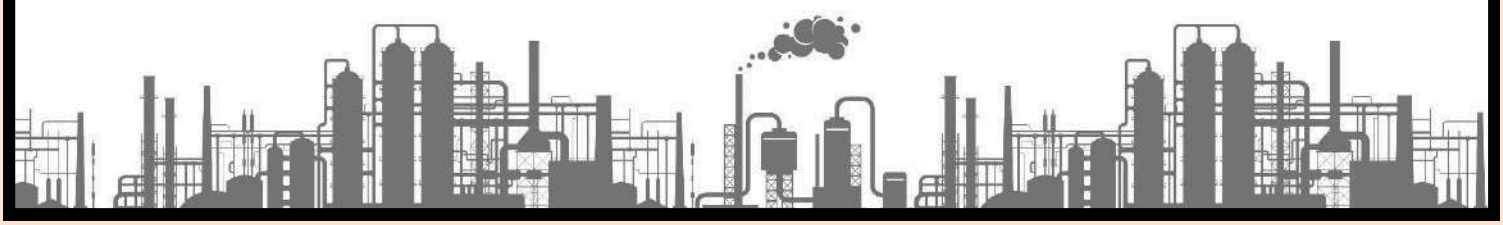
HPCL Rajasthan Refinery Ltd. (HRRL) is a visionary Joint Venture between Hindustan Petroleum Corporation Limited (HPCL), holding a 74% stake, and the Government of Rajasthan (GoR), holding 26%, established on 18th September 2013. HRRL is developing a state-of-the-art Greenfield 9 MMTPA Refinery-cum-Petrochemical Complex at Pachpadra in the Balotra district of Rajasthan. This advanced facility is designed to process a blend of 7.5 MMTPA of imported Arab mixed crude and 1.5 MMTPA of Rajasthan's Mangala crude, underscoring HRRL's commitment to meeting domestic energy needs through an efficient and sustainable model.

To support crude transportation, HRRL has established an intricate network of pipelines. The Imported Arab Mixed Crude Pipeline originates at the Crude Oil Terminal (COT) in Mundra, Gujarat, which facilitates the receipt, storage, and dispatch of crude oil transported through a 487-kilometer pipeline to the refinery. The Mangala Crude Pipeline, spanning 75 kilometers, connects the Mangala Processing Terminal of Vedanta Cairn to the refinery, ensuring seamless crude supply.

Water supply to the refinery is equally robust, sourced from the Indira Gandhi Canal and directed to the Nachna Reservoir. From Nachna, water is transported via a 230-kilometer pipeline to the township reservoir, and subsequently delivered to the Refinery Water Treatment Plant (RWTP) through a 10-kilometer pipeline. To efficiently evacuate refined products, the Barmer-Palanpur Pipeline (BPPL), a 216-kilometer underground pipeline, connects HRRL to HPCL's existing network, enabling the distribution of refined products such as BS VI fuels and high-value petrochemicals.

The refinery incorporates state-of-the-art, world-class technologies designed to be environmentally friendly, with features like Zero Liquid Effluent Discharge. The refinery's scale and complexity are unparalleled. With a Nelson Complexity Index of ~17.0, the second highest among Indian refineries, HRRL features 9 refinery process units and 4 petrochemical process units, including the largest Polypropylene Unit (PPU) in India with a capacity of 2x490 KTPA, and a world-scale Linear Low-Density Polyethylene/High-Density Polyethylene (LLDPE/HDPE) swing unit (2x500 KTPA). The complex boasts 46 reactors, 139 columns, 652 exchangers, 85 compressors/blowers, 630 pumps, and 107 tanks across a sprawling 4,817-acre site, which includes a 4,153-acre refinery & petrochemical complex, a 414-acre township area, and a 250-acre marketing terminal.

Noteworthy innovations include India's first flare system accommodating nine flares in a single structure, with a height of 140 meters and a weight of 1,700 metric tons. The HRRL refinery, once operational, will play a pivotal role in producing cleaner fuels, meeting domestic energy demands, and supporting downstream industries. Designed with a focus on sustainability and innovation, the complex integrates advanced technology to minimize environmental impact while maximizing operational efficiency.



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HPCL RAJASTHAN REFINERY LIMITED

(Joint Venture between Hindustan Petroleum Corporation Limited (HPCL) and Government of Rajasthan (GoR)

Project Site Office: Vill. Sajiyali Roopji Kanthwada & Sambhra, Tehsil Pachpadra, Dist. Balotra, Rajasthan- 344032

Regd. Office: Tel Bhavan, Sahkar Marg, Lal Kothi Vistar, Jyoti Nagar, Jaipur Rajasthan- 302005

CIN: U23201RJ2013GOI043865

Advt. No - HRRL/RECT/01/2025

HPCL Rajasthan Refinery Ltd. (HRRL) is a Joint Venture between Hindustan Petroleum Corporation Limited (HPCL) and Government of Rajasthan (GoR). HRRL is a Greenfield 9 MMTPA Refinery-cum-Petrochemical complex at Pachpadra in the Balotra district of Rajasthan. HRRL invites applications from dynamic and talented individuals looking forward to join our dedicated team of professionals and make a significant impact on the energy landscape.

Interested and eligible candidates can apply for the following vacancies through online mode only.

1. Positions & Vacancies:

S.No.	Position	Vacancies	Salary Grade (S/G)	Pay Scale	Min. Work Experience (years)	Maximum age (years)
1.	Junior Executive – Chemical	80	E0	Rs.30,000 - Rs. 1,20,000	-	25
2.	Engineer – Instrumentation	3	E2	Rs.50,000 - Rs.1,60,000	3	29
3.	Engineer – Electrical	3	E2	Rs.50,000 - Rs.1,60,000	3	29
4.	Officer – Information Systems	1	E2	Rs.50,000 - Rs.1,60,000	3	29
5.	Senior Engineer - Process (Refinery)	11	E3	Rs.60,000 - Rs.1,80,000	6	34
6.	Senior Manager - Process (Refinery)	4	E5	Rs.80,000 - Rs.2,20,000	12	42
7.	Senior Manager - Process (Offsite and Planning)	3	E5	Rs.80,000 - Rs.2,20,000	12	42

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8.	Senior Manager - Technical Planning (Refinery & Petrochemical)	1	E5	Rs.80,000 - Rs.2,20,000	12	42
9.	Senior Manager - Process Safety & Encon	1	E5	Rs.80,000 - Rs.2,20,000	12	42
10.	Senior Manager - Quality Control (Refinery / Petrochemical)	1	E5	Rs.80,000 - Rs.2,20,000	12	42
11.	Senior Manager – Mechanical	8	E5	Rs.80,000 - Rs.2,20,000	12	42
12.	Senior Manager – Instrumentation	3	E5	Rs.80,000 - Rs.2,20,000	12	42
13.	Senior Manager – Fire & Safety	2	E5	Rs.80,000 - Rs.2,20,000	12	42
Total Vacancies		**121**				

2. Important Dates :

Commencement of Online Application	**17th January 2025**
Last Date of Online Application (Including payment of application fee, as applicable)	**08th February 2025 (Upto 2345 hrs.)**
All computations of age / relevant experience requirement/ qualification shall be done as on*	**15th January 2025**

* - Cut off date for reckoning the eligibility criteria w.r.t completion of essential education qualification, work experience, age etc will be as on **15th January 2025**. E.g. Essential Qualifying Education Certificate should be issued as on or before cutoff date which is **15th January 2025.**

3. Eligibility:

Eligibility criteria w.r.t. Essential Education Qualification & Work Experience (wherever applicable) has been mentioned against each position under Job Details.

Prospective candidates must possess the required educational qualifications and relevant post-qualification work experience (wherever applicable) for the respective positions as detailed below. Only those who fulfil the eligibility criteria and possess relevant experience (wherever applicable) shall be considered for further selection process.

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4. Job Details :

1. Junior Executive – Chemical: S/G E0

No of Vacancies	**80**
Essential Educational Qualification	Diploma in Chemical Engineering / Petrochemical Engineering / Chemical Engineering (Fertilizer) / Chemical Engineering (Plastic & Polymer) / Chemical Engineering (Sugar Technology) / Refinery & Petrochemical Engineering / Chemical Engineering (Oil Technology)/ Chemical Engineering (Polymer Tech) with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates. **Or** B.Sc. with Chemistry as Principal Subject (Honors)/ Polymer Chemistry/ Industrial Chemistry with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Physical Fitness Efficiency Test Criteria (PFET)	The advertised positions require working in open areas, climbing tall structures, columns and tanks by stairs and monkey ladders, quick response to unit emergencies or process upsets, movement over large operating areas, working in heights, working in hazardous areas with protective equipment, working in all three shifts and in all weathers, which will include Agility test, Endurance test and working at height test. Therefore, all applicants are required to ensure their suitability to the job before applying.
Key Job Responsibilities	• Start-up/commission and Operate equipment such as pumps, compressors, air driers, steam and gas turbines DM plants, boilers, heaters, exchangers, columns, vessels, furnaces, cooling towers, Fans, Filters, Deaerators, Reactors, storage tanks, burners, Tankage facilities, Gas Skids, steam headers of different sizes, Boiler feed water systems, process pipe lines of various sizes etc. • Carry out Lab tests in the field. Drawing Samples as per Laboratory test schedule and as per requirements. Sampling of liquids and gases, keeping samples at designated locations in unit area. • Compliance of process safety, personnel safety and occupational safety during unit operations. Firefighting and handling emergencies involving hydrocarbon/H2S/Catalyst/Toxic gas leaks, First Aid and SCABA Operations. • Refer Process flow diagrams, Process and instrumentation diagrams Instrumentation and Electrical system and maintenance practices. Understand environmental norms, effluent system. • Operation & Monitoring of equipment at different elevation like height columns/tanks/flare stack and operate valves at height. Operate valves of

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	different sizes, oiling of valves, freeing of valves for operation. • Carrying out tank farm operations, receipt and despatch of petroleum products, commissioning of tanks/bullets/spheres, tank truck gantry loading unloading operations, cooling tower operations, checking of chemical inventory and top-up/batch preparation as & when required. • Understand product specifications, make operational changes and optimize unit operations in the units as per standard operating procedures, operational best practices as per supervisors' instructions. • Working in shift, filling checklist, daily routine jobs logbook, daily shift logbook etc. and proper unit charge handover to the next shift technician. Follow instruction from DCS Panel/Board Officer, Field officer and perform the required activities as advised. • Issuance of Work Permit for daily maintenance/project jobs. Carry out gas test for flammability and oxygen deficiency test as advised by supervisor. • Frequent field rounds to verify efficient operating conditions and initiate corrective actions where required. Also, report any abnormalities in unit to supervisor. Inspect operating equipment to identify nature and location of malfunction like leak, faulty valves, line plugging etc. • Carry out field test of liquids (ex pH, TDS etc.) and gases (Dragger analysis) for identifying the chemical characteristics and color. • Coordinate and communicate with service departments for safe hand over, commissioning of equipment, handling contract workers working in plant area. • Take appropriate steps during emergencies and plant upsets to protect the plant personnel / equipment and inventory. Handle Plant upsets and subsequent trouble shooting. • Job Involves working in shifts. • Any additional tasks / responsibilities as and when assigned.

2. Engineer – Instrumentation: S/G E2

No of Vacancies	**03**
Essential Educational Qualification	4 years full-time regular engineering course (B.E./B.Tech) in Instrumentation/ Electronics & Instrumentation / Instrumentation & Control / Instrumentation and Electronics / Instrumentation and Process Control / Electronics and Telecommunication with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience	Minimum 3 years of post-qualification relevant work experience in Supervisory role/ Executive category in any of the following sectors viz Petroleum Refinery/ Petrochemical/ Chemical/Fertilizer/ Power / any relevant

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	manufacturing sector or Project Service Providers like Project Management Consultants / LSTK Contractors related to the above. Candidate should have worked in installation, commissioning, repair & maintenance of PLC / DCS systems, Smart / Non Smart and Foundation Field bus based Field instruments, Control Valves/On-Off Valves and Analysers.
Key Job Responsibilities	• Interpret and utilize engineering documents such as P&IDs, PFDs, logic diagrams, control system architecture, wiring diagrams, and cable schedules. • Responsible for the installation, commissioning, repair, and maintenance of PLC/DCS systems, Smart/Non-Smart/Fieldbus instruments, control valves, on-off valves, analyzers, and shutdown systems, including calibration and networking of control systems. • Develop and review specifications, design aspects, technical offers, and vendor documents while providing construction supervision, start-up checks, commissioning, and troubleshooting. • Conduct technical bid reviews, maintain correspondence with vendors, review fabrication drawings, and supervise factory acceptance tests. • Ensure adherence to codes, engineering standards, and safety practices throughout all activities. • Oversee job inspections, quality control records such as megger testing and loop checks, and coordinate third-party inspections as needed. • Maintain comprehensive documentation, including material requisition, billing, and drawing records, ensuring proper documentation for all tasks. • Collaborate with contractors and internal departments like Process, Projects, Fire & Safety, and Civil for seamless job execution and commissioning activities. • Supervise site operations, including material issuance, housekeeping, and safety audits, while ensuring compliance with specifications and standards. • Identify tie points, oversee construction activities, and manage labor/material entry and exit processes, ensuring timely job completion and reporting. • Obtain necessary permits and implement safety standards, addressing any audit items during execution. • Job Involves working in shifts. • Any additional tasks / responsibilities as and when assigned.

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3. Engineer Electrical: S/G E2

No of Vacancies	**03**
Essential Educational Qualification	4 years full-time regular engineering course (B.E./B.Tech) in Electrical / Electrical & Electronics with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience	Minimum 3 years of post-qualification relevant work experience in Supervisory role/ Executive category in Operation & Maintenance of Electrical power generation / distribution in any of the following sectors viz. Petroleum Refinery / Petrochemical / Chemical / Fertilizer / Steel / Power / Cement / Railways / State Electricity boards. Candidate should have experience / worked in Operation & Maintenance of HV/MV/LV Switchgears/O&M CPP/VFDs, HV/MV motors and Power & Distribution Transformers including HT/LT power distribution system, 220/132kV Air Insulated Switchyard/GIS, Substation Automation System (SAS) / Electrical Control System (ECS).
Key Job Responsibilities	• Schedule and perform periodic maintenance of electrical equipment, components, and installations. • Respond promptly to breakdowns, resolve issues swiftly, and carry out preventive maintenance to ensure uninterrupted operations. • Install new electrical components and fittings, replace faulty or outdated equipment, and maintain records of stock and supplies. • Conduct energy audits, recommend energy conservation methods, and assist in reducing energy costs for the organization. • Assist in forecasting electrical department requirements, preparing budgets, and scheduling expenses. • Collaborate with production teams to develop cost-effective processes and supervise electrical works for new projects. • Troubleshoot machine breakdowns and provide preventive maintenance services. • Ensure a safe working environment, prevent electricity-related accidents, and recommend fire prevention measures. • Supervise procurement of electrical fittings and oversee the work of staff handling electrical tasks. • Fix and maintain lighting fixtures and fittings across the facility. • Job Involves working in shifts. • Any additional tasks / responsibilities as and when assigned.

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4. Officer – Information Systems : S/G E2

No of Vacancies	**01**
Essential Educational Qualification	4 Years full-time regular engineering course (B.E./B.Tech) in Computer Science/ Information Technology / Electronics / Telecommunication/ Electronics & Telecommunications Engineering / Information Security with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates. **Or** 3 years full-time Post Graduate in Computer Applications (MCA) /Masters in Computer Science (MCS) with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates. **Or** Two years full-time course in Masters in Business Administrations (MBA) / Masters in Management Studies (MMS) with Information Technology or Systems or Computer Science as specialization with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience.	Minimum 3 years of post-qualification relevant work experience in supervisory role / Executive category in Cyber Security / Information Security domain in any sector. Strong understanding of network protocols, file formats, and software communication mechanisms. Experience with AV evasion techniques and penetration testing tools. Knowledge of advanced persistent threats, MITRE ATT&CK framework, and incident response methodologies.
Key Job Responsibilities	• Monitor and analyze emerging threat vectors, providing timely alerts and reports on significant threats, vulnerabilities, and trends. • Implement statutory requirements and industry best practices related to cybersecurity. • Collaborate with the IS team to ensure proper configuration and deployment of security measures. • Research and evaluate new cybersecurity solutions and products to mitigate emerging threats. • Assess the effectiveness and suitability of these solutions for integration into the organization's security infrastructure.

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	• Provide guidance and support for the implementation of selected cybersecurity solutions and products. • Develop and maintain incident response plans and procedures. • Participate actively in incident response activities to ensure swift resolution and mitigation. • Job Involves working in shifts. • Any additional tasks / responsibilities as and when assigned.

5. Senior Engineer – Process (Refinery) : S/G E3

No of Vacancies	**11**
Essential Educational Qualification	4 years full-time regular engineering course (B.E./B.Tech) in Chemical with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience	Minimum 6 years of post-qualification relevant work experience in supervisory role / Executive category in Operation / Technical / Process division in a Refinery / Petrochemical / Hydrocarbon Gas Processing Plant / Fertilizer sector.
Key Job Responsibilities	• Assist in units pre-commissioning/commissioning activities, troubleshooting, PGTR and coordination with Licensor and other stakeholders. • Handling normal operations /plant start-up/shutdown including various emergency shutdowns. • Develop Standard Operating Procedure (SOP) for Unit Operation and field activities and facilitate preparation of Operating Manuals and carry out operations safely as per SOP. • Oversee subordinate manpower assigned in shifts. • Handling shift operations : Plant activities for production of on spec refinery products from primary and secondary processing units. • Issue of all necessary job permits for various jobs as per OISD, ensure compliance to site and personnel safety requirements. • Operation of process equipment like pumps, compressors, Turbine, Blower, Exchanger, Condenser, Cooler, Desalter, Reflux Drum, Knock out drum, Reactors, Incinerators, Reformer, Coke handling, Refrigeration System, Regen-Reactor, Main Air Blower, Wet Gas Compressor, Electrostatic Precipitator, Chiller Package during pre-commissioning, commissioning and normal operation. • Taking charge of plant emergency situations providing guidelines/Instructions to overcome emergency situations, troubleshooting, imparting training etc. • Handling independently DCS as well as field operations. • Review/preparation of DFRs, Basic Design Engineering Packages, PFD/H&MB/P&IDs, plant layouts, HAZOP and risk analysis. • Utilization process simulation software (HYSIS/Flarenet etc.) and refinery planning tools for operational purpose.

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	• Coordinate and implement engineering standards like API, OISD etc. and other statutory safety requirements/guidelines etc. • Providing technical input in EHS activities e.g., MOCs, PHAs, HAZOPs, PSSR, verifies EHS process related calculations • Collaborate with cross functional teams including operations, maintenance, laboratory and production planning personnel. • Job Involves working in shifts. • Any additional tasks / responsibilities as and when assigned.

6. Senior Manager –Process (Refinery) : S/G E5

No of Vacancies	**04**
Essential Educational Qualification	4 years full-time regular engineering course (B.E./B.Tech) in Chemical/Petrochemical with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience	Minimum 12 years of post-qualification relevant work experience in supervisory role / Executive category in Operation / Technical / Process division in a Refinery / Petrochemical / Hydrocarbon Gas Processing Plant / Fertilizer sector.
Key Job Responsibilities	• Coordinate with Internal & External Stakeholders for job execution including Pre commissioning/commissioning, startup and test runs. • Review and implement Standard Operating Procedure (SOP) for Unit Operation and field activities including pre commissioning and commissioning to enhance efficiency and reliability. Facilitate preparing Operating Manuals and ensure all operational activities are carried out safely as per SOP. • Train, Mentor and Develop Operations team members to maximise the potential and performance. • Review & Preparation of DFRs, Basic Design Engineering Packages, PFD/H&MB/P&IDs, plant layouts, HAZOP and risk analysis. • Process simulation software preferably HYSIS/PIMS/Flarenet etc. and Refinery Planning & Scheduling, review/preparation of process specifications of equipment like columns, reactors, vessels, heat exchangers, pumps, compressors, heat-mass balance, piping, safety/statutory requirements etc. for projects or regular operation in Petroleum Refinery. • Identify opportunities to optimize process, reduce operating costs, improve resource utilization, and enhance overall profitability. • Preparation of unit monitoring reports, production reports, catalyst / chemical consumption report etc. • Monitoring of all necessary job permits for various jobs as per OISD, ensure compliance to site and personnel safety requirements. Implement engineering standards like API, OISD etc. and other statutory safety requirements/guidelines etc.

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	• Providing guidance for normal Operation/startup/shutdown of process Equipment like pumps, compressors, blowers, Turbines, Exchanger, Condenser, Cooler, furnaces and also during pre-commissioning, commissioning activities. • Take charge of plant emergency situations providing guidelines/Instructions to overcome emergency situations, troubleshooting, imparting training etc. • Review purchase specifications, understanding design aspects, review offers, review technical drawings/documents, pre-commissioning checks, inspection, checking and ensuring installed facilities as per design specifications, assistance in commissioning, start-up and guarantee test run of new/revamp units, trouble shooting, coordination with PMC/Licensors, External Agencies etc. • Job Involves working in shifts. • Any additional tasks / responsibilities as and when assigned.

7. Senior Manager –Process (Offsite & Planning) : S/G E5

No of Vacancies	**03**
Essential Educational Qualification	4 years full-time regular engineering course (B.E./B.Tech) in Chemical with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience	Minimum 12 years of post-qualification relevant work experience in Supervisory role / Executive Category in Operation / Technical / Process section of Offsite / Tankfarm facilities in Refinery / POL/ Depot Terminal Operations/ Petrochemical sector.
Key Job Responsibilities	• Coordinate with Internal & External Stakeholders for job execution including Pre commissioning/commissioning of offsite / Tank farm facilities, Crude, Intermediate, Product tanks, double wall storage tank (DWST), Spheres, Bullets, pipeline operations etc. • Supervise unloading and loading of petroleum products like LPG, Diesel, Alkylate, Propylene etc. Develop commissioning Procedure for Crude and petroleum products Tank, Bullets, Spheres, DWST etc. • Manage all necessary job permits for various jobs as per OISD, ensure compliance to site and personnel safety requirements. • Responsible for Crude planning for day-to-day operations, Product & ISD inventory management, yield reconciliation, economic analysis of various proposals, coordination with stake holders, product management scenario during plant shutdowns. • Train, Mentor and Develop Operations team members to maximise the potential and performance. • Identify opportunities to optimize process, reduce operating costs, improve resource utilization, and enhance overall profitability. • Usage of Scheduling tools such as Aspen Petroleum Scheduler (APS), MBO, Dock Scheduling, Plant Scheduler (PS-EO), Haverly H-Sched, Spiral Schedule, Honeywell Production Scheduler.

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	• Provide guidance for Operation/Start-up/Shutdown of process Equipment like compressor, pumps, product, chemicals loading operation during pre-commissioning, commissioning and normal operation. • Analyse and carry out feedstock ranking (Indifference), Rolling Plans, Back-casting, configuration selection and plant debottlenecking studies, update of multi-period, multi-plant linear programming models. • Take charge of plant emergency situations providing guidelines/Instructions to overcome emergency situations, troubleshooting, imparting training etc. • Monitor & Manage products availability and evacuation in coordination with internal & external stakeholders. • Monitor & guide for storage/handling of on-spec/intermediates and final products from Refinery and Petrochemical Units such as Ethylene Cracker/BTX/Butadiene/Poly Propylene/Butene-1/LLDPE/HDPE & associated units. • Coordinate to reduce Quality Give Away, optimisation of blending operations, tank farm management, custody transfer etc. • Responsible for identifying the opportunities to reduce operational costs, improve resource utilization, and enhance profitability. • Job Involves working in shifts. • Any additional tasks / responsibilities as and when assigned.

8. Senior Manager – Technical Planning (Refinery & Petrochemical): S/G E5

No of Vacancies	**01**
Essential Educational Qualification	4 years full-time regular engineering course (B.E./B.Tech) in Chemical / Petrochemical / Petroleum with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience	Minimum 12 years of post-qualification relevant work experience in Supervisory role / Executive category in Operation/ Technical / Process Division in Refinery / Petrochemical / Hydrocarbon Gas Processing plant / Fertilizer Sector.
Key Job Responsibilities	• Responsible for short and long term planning & scheduling feed & products utilizing software like PIMS/DRYA or other Planning & Scheduling tools, yield accounting software for production planning and gap identification in various streams flow (actual vs reconciled value). • Responsible for Crude planning for day to day operations, Product & ISD inventory management, yield reconciliation, economic analysis of various proposals, coordination with stake holders, product management scenario during plant shutdowns. • Roll out & monitor monthly/quarterly/yearly production plan, this includes unit shutdown scenario, process unit constraints with respect to throughput, yield & quality, inventory management etc. • Identify opportunities to optimize process, reduce operating costs, improve resource utilization, and enhance overall profitability

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	• Co-ordination with all stakeholders to finalize production plan and various feedstocks receipt & products upliftment figures from Refinery and Petrochemical side based on production and inventory available • Retro-analysis or backcasting on monthly basis to identify the gap between actual vs plan performance and preparation of action plan for the same. • Manage RLNG usage based on economics evaluations and conduct price variations analysis fortnightly. • Review & Release of Refinery MIS, Petrochemical MIS, RLNG MIS on monthly basis. • Assessment of Product management during unit shutdown scenarios and preparation of action plan. Preparation of shutdown notes for seeking approval from management so that these shutdowns can be done as per plan. • Co-ordination with quality control in view of product specification change or during polymer grade changeover or catalyst change over. • Job Involves working in shifts. • Any additional tasks / responsibilities as and when assigned.

9. Senior Manager –Process Safety & Encon: S/G E5

No of Vacancies	**01**
Essential Educational Qualification	4 years Full-time regular engineering course (B.E./B.Tech) in Chemical / Petrochemical / Petroleum with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience	Minimum 12 years of post-qualification relevant work experience in Supervisory role / Executive Category in Operation / Technical / Process division in a Refinery/Petrochemical /Hydrocarbon Gas processing plant / Fertilizer sector.
Key Job Responsibilities	• Responsible for ensuring environmental & statutory compliance and liaison with external agencies like OISD, EIL, CHT, NEERI, PESO, RSPCB etc • Co-ordination between the depts. for plant environmental performance improvement activities. (Operations, Maintenance, Inspections, Engineering, Fire & Safety and Materials) • Conduct incident investigation, task analysis and environmental audits etc. • Monitoring and sustaining the performance of environment management facilities such as ETP/SRU/Flare/Ambient Air Monitoring Unit etc. • Conducting Process Hazard Analysis (Hazop, What if, QRA etc) as per requirement. • Coordination for ISO 14001/15001 certification and sustenance of the Encon Initiatives in Process Units. • Assistance in ISO/OISD/PESO approvals for the complex. • Coordination with the Management and the Refinery Operations for statutory compliance. • Conceptualise, initiation, develop and implement of Energy conservation/Energy transition projects.

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	• Coordinate with various stakeholders for performance improvement activities. • Manage Hazardous waste disposal/ spent catalyst/chemicals/sludge disposal as & when required in line with CPCB/RSPCB guidelines. • Take additional responsibility as and when advised. • Job Involves working in shifts. • Any additional tasks / responsibilities as and when assigned.

10. Senior Manager –Quality Control (Refinery / Petrochemical) : S/G E5

No of Vacancies	**01**
Essential Educational Qualification	4 years full-time regular engineering course (B.E./B.Tech) in Chemical / Polymer Science / Plastic Technology with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience	Minimum 12 years of post-qualification relevant work experience in Supervisory role / Executive Category in Refinery laboratory / Chemical Testing laboratory / Petrochemical / Polymer testing Laboratory on testing / analysis / R &D / Quality Control etc. The candidate should conversant with relevant IS,ASTM,ISO and IP test methods and product standards.
Key Job Responsibilities	• Ensure standards of quality of petrochemical & polymer products as per National and International standards & statutory compliances like ISO, NABL etc. Implementation of quality system for calibration, documentation & auditing in accordance with ISO standards. • Develop SOPs for the laboratory testing activities for petrochemical & polymer products & updation of test methods and calibration standards, SOP's and ISO requirements. • Allocate tasks, monitor work progress, and ensure the team meets testing deadlines and quality objectives adhering to safety procedure. Ensure that Policies and Procedures are followed throughout operating areas. • Manage smooth operation of different polymer processing equipment such as compression, extrusion, injection, blow, rotational moulding etc • Testing & Characterization of the polymers, preferably polyolefin & high value-added polymers in the solid, melt state and interpretation of data obtained therefrom. • Provide inputs for setting the annual petrochemical laboratory expense budget and manage the budget including reconciliation and forecasting to ensure operating within the expense budget. • Procurement and monitoring of the required spares, chemicals, glasswares, gases, consumables & numerous miscellaneous testings & supportive requirements etc. Timely approval of purchase requisitions, invoices and prioritization of maintenance work.

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	• Provide input in maintaining an adequate emergency response plan. Know emergency response duties and respond appropriately to emergency situations. • Monitor & participate in a wide range of chemical, physical, and instrumental analyses on various samples, ensuring accuracy, reliability, and compliance with established methodologies. Ensure Software and hardware updation of Petchem / Polymer testing Lab equipment. • Analyse and interpret test data, prepare technical reports, and present findings to management and relevant stakeholders and maintain organized records of analyses, observations, and results for audit and reference purposes. • Foster effective communication and collaboration with cross-functional teams, laboratory staff, management, customers, other PSU/Private petroleum/Petrochemical testing laboratories and regulatory authorities including quality assurance, production, and research and development. Testing of new products in coordination with R&D and other teams. • Job Involves working in shifts. • Any additional tasks / responsibilities as and when assigned.

11. Senior Manager – Mechanical : S/G E5

No of Vacancies	**08**
Essential Educational Qualification	4 years Full-time regular engineering course (B.E./B.Tech) in Mechanical / Mechanical & Production / Production with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience	Minimum 12 years post-qualification relevant work experience in Supervisory, Executive or Managerial roles in Operations/ Projects/ Maintenance / Inspection / Reliability divisions within the Oil & Gas/ Petroleum/ Refining/ Petrochemical/ Fertilizer/ Power/ Energy/ Steel/ Chemical sectors. Expertise in Turbo Machineries (Compressors, Turbines, Pumps) for attending breakdowns, routine, and planned maintenance, with skills in planning resources and executing outages efficiently. Proficiency in vibration monitoring, predictive maintenance, and troubleshooting for rotating equipment such as compressors, turbines, pumps, blowers, motors, and gearboxes. Significant experience in planning and managing turnarounds, including preparation of worklists, procurement, scheduling, reconciliation, progress tracking, and creating MIS reports. Proficiency in Predictive Maintenance and Reliability based maintenance of Static & Rotary equipment viz ASNT / API certification in Vibration Analysis, Inspection of Static equipment is an added advantage.

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Key Job Responsibilities	• Coordinate with Internal & External Stakeholders for job execution including Pre commissioning/commissioning, startup and test runs. Accountable to ensure continuous running of the Refinery & Petrochemical Plants to meet the production targets. Lead the team implementation of predictive maintenance & proactive maintenance techniques, condition monitoring of Rotary equipment, assessment and evaluation of asset condition to provide expert advice to operations and maintenance to maximize reliability and availability to Rotary equipment assets. • Handle all work activities in major process units of Refinery process plants like CDU/VDU, FCCU, DHT, HGU, SRU, DCU, NHT, Isomerization unit, FCC-NHT etc. & major process units of Petrochemical units like Dual Feed Cracking Unit, Poly Propylene unit, LLDPE/HDPE etc. • Handle the works like making of the work lists, planning for material, services, procurement of the planned material and services, ensuring timely delivery, arranging for emergent material and services, reconciliation and close out of the turnaround. Planning, scheduling, updating the turnaround progress and making catchup plans, MIS reports, progress measurement etc. • Review and guide the inspection team in design, construction, commissioning, start- up and during turnaround inspections. • Establish an inspection regime to ensure the reliability of the plant and to ensure strict adherence to the regime. • Review and approve the reports related to Mechanical Inspection during on stream inspection and Turnaround Inspections of Refinery & Petrochemical plants. • Review the NDT methods and inspection procedures prepared by the Team and implement the same. • Review the HAZOP recommendations. • Lead the team in implementing predictive, proactive, and condition-based maintenance for rotary and static equipment, including turbo machineries. • Provide technical support for equipment reliability, troubleshooting, root cause analysis, and performance improvement. • Develop and update equipment databases and strategies for reliability enhancement. • Perform field troubleshooting and ensure emergency and planned maintenance with minimal downtime. • Utilize advanced monitoring tools (e.g., GE Smart Signal, System One) to enhance equipment reliability. • Develop and update equipment database and devise strategy for reliability improvement of Rotary equipment. • Provide technical support to the operation team during the entire lifecycle of the plant's Rotary equipment viz Pumps, Motors, Turbines, compressors, Blowers, Fans, etc and analyze the

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	performance, operating conditions and boundaries, in order to guarantee reliable and safe operation of equipment. • Responsible for the reliability of the assigned Refinery and Petrochemical plant assets. • Ensure that the correct regime of the plant maintenance is maintained. • Responsible for the planning of all regular and planned maintenance. • To attend to emergency and breakdown maintenance of equipment as required with lowest downtime. • To maintain highest safety standards in the assigned area as per rules of the company. • Turbo Machineries (Compressor / Turbine / Pump): To attend breakdown, routine and planned maintenance. • Planning – To arrange and pre-arrange to attend or execute breakdown and planned outage of turbo machineries. Ensure 100% availability of resources (procurement of spares & services) and completion of jobs in planned timeframe. • Vibration Monitoring: Review predictive program and administer condition monitoring of Compressor, Turbine, Pumps, Blowers, Gearbox and Motors. Provide troubleshooting support to field engineers / technicians to resolve vibration and performance related issues. • Preparation and Review of work lists from all stake holders • Plan for all the material and services requirement as per drawing and site conditions • Review engineering drawing and reference of engineering standards for the contract. • Conduct the turnaround meetings to finalise the work scope and preparations • Preparation and Review of tender / contract documents, scope of work, tender estimate, finalization of the pre-qualification criteria, finalization of the commercial terms for the project, finalization of the payment terms and schedule for the tender etc. • Job Involves working in shifts as per the requirement. • Any additional tasks / responsibilities as and when assigned.

12. Senior Manager –Instrumentation : S/G E5

No of Vacancies	**03**
Essential Educational Qualification	4 years full-time regular engineering course (B.E./B.Tech) in Instrumentation / Electronics & Instrumentation / Instrumentation & Control /Instrumentation and Electronics/ Instrumentation and Process Control /Electronics and Telecommunication with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.

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Essential Work Experience	Minimum 12 years of post-qualification relevant work experience in Supervisory role / Managerial role / Executive category in any of the following sectors viz Petroleum / Refinery/ Petrochemical/ Chemical/ Fertilizer sector. Candidate should have work experience in instrumentation installation, commissioning, repair & maintenance of PLC / DCS systems, Smart/Non-Smart and Foundation Field bus-based Field instruments, Control Valves/On-Off Valves and Analyzers.
Key Job Responsibilities	• Lead and oversee the installation, commissioning, repair, and maintenance of advanced PLC/DCS systems with or without emergency features, including smart, non-smart, and Foundation Fieldbus-based instruments, control valves, analyzers, and shutdown systems (Honeywell, Yokogawa, Emerson, ABB, Siemens, etc.), ensuring optimal performance and compliance with operational standards. • Strategically develop specifications, evaluate design aspects, review technical offers and drawings/documents, and supervise construction and commissioning activities, coordinating with OEMs for seamless project execution. • Provide expert interpretation of engineering documents such as P&IDs, PFDs, logic diagrams, control system architecture, wiring diagrams, and cable schedules to guide critical decision-making. • Drive the planning and execution of major turnarounds, including developing pre- and post-inspection reports, and ensure alignment with HAZOP study recommendations for operational safety and efficiency. • Establish and maintain robust quality management systems, ensuring all contractual quality requirements are effectively communicated, monitored, and met through rigorous review of maintenance-specific procedures and adherence to best practices. • Champion the implementation of standardized best practices and reliability improvement initiatives for instrumentation systems and equipment, leveraging global standards to enhance performance and operational uptime. • Oversee asset reliability and condition monitoring, providing strategic insights for performance optimization and lifecycle management of critical equipment. • Deliver thought leadership in preventive maintenance practices, fostering innovation and continuous improvement while mentoring and developing the technical and leadership skills of team members. • Provide engineering leadership in reviewing and approving design bases for new equipment, ensuring compliance with petroleum, refining, and petrochemical industry standards and statutory regulations such as OISD, CCOE, PESO, and SIL.

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	• Ensure adherence to detailed engineering, model reviews, and site layouts while upholding statutory and safety norms, promoting a culture of safety and environmental stewardship. • Lead tendering and procurement activities, ensuring high-quality products and services, and drive alignment with project requirements and contractual commitments. • Foster collaboration with cross-functional teams to achieve organizational objectives and maintain a focus on innovation, operational excellence, and long-term value creation. • Job Involves working in shifts. • Any additional tasks / responsibilities as and when assigned.

13. Senior Manager –Fire & Safety : S/G E5

No of Vacancies	**02**
Essential Educational Qualification	4 years full-time regular engineering course (B.E./B.Tech) in Fire Engineering / Fire & Safety Engineering with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience	Minimum 12 years of post-qualification experience in Supervisory role / Executive Category in Fire & Safety Department of oil & Gas industry / Petroleum Refining/ Petrochemical/ Fertilizers/ Chemical manufacturing/ Power/ Steel Sectors. Candidate should have experience in following areas : • Incident prevention and emergency handling in oil and Gas industry. • Fire Fighting operations & system maintenance. • Handling foam Tenders, Foam Nursers, DCP Tenders, Equipment tenders and other fire fighting equipments. • Handling safety related jobs like investigation analysis, safety inspection, job safety analysis, shutdown safety, construction safety, conducting safety meetings/ audits, conducting mock-drills, fire & safety training.
Essential Physical Fitness Criteria	• For Male- Height: 165 CM, Weight: 50 Kg, Chest: Normal: 81 CM, Expanded: 86.5 CM. • For Female - Height: 157 CM, Weight: 46 Kg • Eyesight normal (6/6 in both the eyes; without glasses), color vision normal and Free from Vertigo problem, disease of heart/lungs/kidney, abnormal blood pressure, Knock Knee, Flat Feet, Squint eye and stammering. Candidate must be in good mental and bodily health and free from any physical defect.

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Key Job Responsibilities	• The prime role of the Officer is to provide strong executional leadership to ensure accident free Refinery, ensure emergency preparedness, safety compliance, provide safety support to stakeholders and ensure availability of Fire & Safety equipment for emergency handling all the time. • Act in advisory capacity on all matters related to safety for guidance to Management, all departments & employees • Lead in emergencies as per Emergency Response & Disaster management Plan (ERDMP) onsite and offsite emergencies. • Ensure upkeep and availability of all Fire & safety equipment's including fire vehicles, fire protection systems, fire & safety equipment /Systems. • Perform activities that will stimulate & maintain employees interest in Safety, Health, environment • Ensure updating of safe work procedures, SHE tender guidelines, policies. • Ensure compliance of OISD standards and other statutory norms (e. g. Factory Act, BOCW Act, PNGRB, OISD PESO etc.) • Ensure strict compliance to safety procedures at all times by monitoring safety activities at all levels • Organize regular trainings for Refinery employees & contract workers, safety audits, departmental meetings, work-shops, seminars etc. • Investigate incidents & suggest remedial measures/corrective actions • Organize Mock drills as per Emergency Response & Disaster Management Plan in the Refinery. • Ensure carrying of JSAs, HIRA, JHA, Scaffolding certification. Ensure availability of safety equipment in fit to use condition. • Ensure updating of all Safety Manual, Fire Protection Manual, ERDMP Manuals etc. • Follow on various committee recommendations for compliance. • Ensure implementation of Safety Audits and Hazop recommendations for new projects. • Ensure checking of work site permits to ensure safety compliance. • Periodic review and Upgradation of Fire Protection Systems & equipment's • Ensure reliability of emergency equipment's & fire protection & Prevention systems. • Job Involves working in shifts • Any additional tasks / responsibilities as and when assigned.

5. Emoluments:

Salary Grade	Pay Scale*	Designation	Cost to company (Appx. p.a.)
E0	Rs.30,000-Rs.1,20,000	Junior Executive	08.29 lakhs
E2	Rs.50,000-Rs.1,60,000	Engineer / Officer	13.66 lakhs
E3	Rs.60,000-Rs.1,80,000	Senior Engineer	16.70 lakhs
E5	Rs.80,000-Rs.2,20,000	Senior Manager	22.67 lakhs

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

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Note: - The CTC mentioned has been calculated at minimum base level of pay grade and includes Base Pay, Retirement Benefits, Dearness Allowance, HRA* and Perks & Allowances / Cafeteria Allowance (E0, E2- 25%, E3- 30% & E5-35% of basic pay). Retirement benefits are admissible upon separation / retirement as per the HRRL policy prevailing at that time.
**On allotment of house at township, no HRA is payable.*

In addition to above CTC, telephone bill reimbursement allowance, canteen facility at work place, Laptop purchase reimbursement on joining, Laptop Internet connectivity charges, Group family floater medical policy for employees and dependent family members, GTLI, GPAI policy are applicable as per prevailing policies.

6. Probation & Retention:

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 as per company policy.

Retention Amount: An amount of Rs. 3,000/- per month will be earmarked as retention amount for E0 and an amount of Rs. 5,000/- per month will be earmarked as retention amount for E2 from the total emoluments during the probation period / extended probation period. The amount (without interest) will be refunded only after the confirmation. The retention amount will be forfeited, in case the employee leaves the company or on termination of service before confirmation.

7. Placement / Posting:

Posting/ Assignment can be in any Division / Department of the HRRL at any place in the country and the services thereafter will be transferable as per the requirement. These positions involve working in shift duties including night shifts.

8. Shortlisting and Selection Methodology:

For Positions in S/G E0 (Jr. Executive-Chemical).

The multiple stage selection process will comprise of Computer Based Test (CBT), Skill Test & Personal Interview. Candidates fulfilling all the eligibility criteria, will be considered for appearing in CBT.

Computer based Test **(objective questions with no negative marking)** will comprise of two parts:

I. **General Aptitude** comprising 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/practical knowledge required for the applied position applied for.

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Candidates qualifying in CBT will be called for Skill Test & Personal Interview in order of merit & predetermined ratio. Candidates qualifying in skill test will be referred for Personal Interview. Candidates will further be referred for Physical Fitness Efficiency Test Criteria (PFET), Pre-Employment Medical Examination basis their overall performance in Computer based Test, Skill Test & Personal Interview.

S/G	Computer Based Test (CBT) (Elimination Round)	Skill Test (Elimination Round)	Personal Interview (Elimination Round)
E0	·**Technical/ Professional Knowledge**: 50% qualifying for all categories. · **Overall Qualifying** in CBT (General Aptitude +Technical/ Professional Knowledge): 60% for UR/ EWS candidates and 54% for SC/ ST/ OBCNCL/ PwBD candidates.	Minimum Qualifying Marks to be obtained - 40% for UR & EWS, 33.33% for SC/ST/ PwBD /OBCNCL	Minimum Qualifying Marks to be obtained - 40% for UR & EWS, 33.33% for SC/ST/ PwBD /OBCNCL
	Overall Qualifying in CBT (General Aptitude +Technical/ Professional Knowledge) + Skill Test + Personal Interview = 60% for UR/ EWS candidates and 54% for SC/ ST/ OBCNCL/ PwBD candidates.		

Note: 1. The details related to syllabus for Computer Based Test will be uploaded on HRRL website in due course.

2. Physical Fitness Efficiency Test etc. is applicable for candidates applying for position of Jr. Executive – Chemical (E0) which will include Agility test, Endurance test and working at height test.

For Positions in S/G E2 (Engineer / Officer):

The multiple stage selection process will comprise of Computer Based Test (CBT), Group Discussion & Personal Interview.

Computer based Test **(objective questions with no negative marking)** 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/practical knowledge required for the applied position.

CBT qualified candidates will be called for Group Discussion & Personal Interview in order of merit in a predetermined ratio.

Candidates must secure minimum qualifying marks in each of the applicable selection process stages i.e. Computer Based Test, Group Discussion and Personal Interview to be considered for further selection process as mentioned below:

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S/G	Computer Based Test (CBT) (Elimination Round)	Group Discussion (Elimination Round)	Personal Interview (Elimination Round)
E2	• **Technical/ Professional Knowledge:** 50% qualifying for all categories • **Overall Qualifying** in CBT (General Aptitude +Technical/ Professional Knowledge): 60% for UR/ EWS candidates and 54% for SC/ ST/ OBCNCL/ PwBD candidates.	Minimum Qualifying Marks to be obtained - 40% for UR & EWS, 33.33% for SC/ST/ PwBD /OBCNCL	Minimum Qualifying Marks to be obtained - 40% for UR & EWS, 33.33% for SC/ST/ PwBD /OBCNCL
	Overall Qualifying in CBT (General Aptitude +Technical/ Professional Knowledge) + Group Discussion + Personal Interview = 60% for UR/ EWS candidates and 54% for SC/ ST/ OBCNCL/ PwBD candidates.		

Note: 1. The details related to syllabus for Computer Based Test will be uploaded on HRRL website in due course.

For Positions in S/G E3 & E5 (Sr. Engineer / Sr. Manager):

Candidates fulfilling all eligibility criteria based on scrutiny of the application and resume (HRRL Format) submitted in the online application, will be considered for further selection process. Selection process will comprise of two stages i.e. Technical Competency Interview and Behavioral Competency Interview by a Panel.

In the event of receipt of large no of applications, the Company will adopt shortlisting criteria to ascertain the number of candidates to be called for the selection process. The shortlisting criteria will be based on various aspects like relevant experience, Qualification marks etc.

Technical Competency Interview (Elimination round)	Behavioural Competency Interview (Elimination round)
Minimum Qualifying Marks to be obtained- 60% for UR & EWS, 54% for SC/ST/ PwBD /OBCNCL	Minimum Qualifying Marks to be obtained - 60% for UR & EWS, 54% for SC/ST/ PwBD /OBCNCL
Overall Qualifying in Technical Competency Interview + Behavioural Competency Interview = 60% for UR/ EWS candidates and 54% for SC/ ST/ OBCNCL/ PwBD candidates.	

Candidates will be referred for Pre-employment Medical Examination as per category wise merit list.

9. Pre-Employment Medical Examination:

Candidates shortlisted for Pre-employment medical examination will undergo the same as per company policy. Additional Physical Fitness Efficiency Test etc. is applicable for candidates applying for position of S/G E0-Junior Executive (Chemical) which will include Agility test, Endurance test and working at height test etc.

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Appointment to the above posts will be subject to the candidate being medically fit as per the standards prescribed for the post by the Company. Shortlisted candidates shall be required to get their Pre-Employment Medical Examination done in nominated hospitals.

The decision on medical fitness by Medical Advisor would be final and binding on the candidate. The Pre-Employment Medical Examination Standards will be available on HRRL Website (www.hrrl.in/careers). Candidates are advised to ensure that they are Medically Fit as per HRRL's Pre-Employment Medical Examination Standards before commencing filling the ONLINE application.

Reference for a medical examination does not mean final selection. Discipline-wise, category- wise and position wise final All India Merit List will be drawn for qualified candidates (in all stages including medical examination). Offer of appointment would then be extended to candidates in order of merit subject to being declared as medically fit by HRRL designated medical advisor and fulfilment of eligibility criteria w.r.t academic qualification, age, work experience, no objection certificate (NOC) if applicable, caste certificate / category certificate, relieving letter from previous employer etc. as may be applicable. Medically Fit candidates as per company guidelines will then be considered for further selection process i.e. All India Merit List.

10. Reservations, Concessions and Relaxations:

a. Reservation of posts for SC, ST, OBCNCL, EWS and PwBD (Persons with benchmarked disabilities – with degree of disability 40% or above) are as per Government Directives. 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. Category-wise vacancy distribution is as given below:

Abbreviations: UR-Un-reserved, EWS-Economically Weaker Section, SC- Scheduled Caste, ST-Scheduled Tribe, OBC(NCL) - Other Backward Class-Non-Creamy Layer.

S/G	UR	EWS	OBC-NCL	SC	ST	Total
E0 (Rs. 30,000 – Rs. 1,20,000)	71	16	45	25	12	**169**
E2 (Rs. 50,000 – Rs. 1,60,000)	21	4	12	6	3	**46**
E3 (Rs. 60,000 – Rs. 1,80,000)	23	5	14	8	4	**54**
E5 (Rs. 80,000 – Rs. 2,20,000)	22	4	12	7	3	**48**

b. Candidates seeking reservation as SC/ST/OBCNCL, shall have to produce a certificate in the prescribed proforma (the format can be downloaded from our website https://www.hrrl.in/), 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 recognized as SC/ST/OBCNCL 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 OBCNCL 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

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containing any variation in the caste name will not be accepted. Further the OBC certificate should also clearly indicate that the candidate does not belong to creamy layer as defined by the Government of India for applying to posts and services under the Central Government.

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: 16-15/2010 DD.111 DT.29/07/2013 by Ministry of Social Justice & Empowerment, list of positions/disciplines in which PwBD candidates are eligible to apply for this recruitment drive are given against the vacancies. 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.

e. For getting the benefits of reservation under EWS category, the Income and Asset Certificate shall be valid for the financial year 2024-25 and should have been prepared on the basis of income and asset verification for the financial year 2023-24. 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 Personal Interview). No request for extension of time for production of 'Income & Asset Certificate' beyond the said date shall be entertained. In case candidates fail to produce the same at the time of interview, they will not be allowed to appear for interview. Further, their request for interview under General category will also not be entertained.

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

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

h. Maximum age relaxation by 5 years for Ex-servicemen & Commissioned Officers (including ECOs/ SSCOs) subject to rendering minimum 5 years' military service and fulfillment of other conditions prescribed by Govt. of India.

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

j. Further the OBCNCL 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.

k. If the SC/ST/OBCNCL/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.

l. Any request for change in category (UR/EWS/OBC-NCL//SC/ST/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

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category.

m. Further to this, according to Notification No: 16-15/2010 DD.111 DT.29/07/2013 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.

Discipline	PwBD Eligibility
Chemical	HH. OA. OL. CP. Dw. AAV. SLD. MI. MD (any of the combinations above)
Mechanical	LV.D.HH.OA.BA.OL. LC. Dw. AAV. ASD (M). SLD. MI.MD (any of the combinations above)
Electrical	D. HH. OL. LC. Dw. AAV.SLD.MI.MD (any of the combinations above)
Instrumentation	D. HH. OL. CP. LC. Dw. AAV.ASD(M). SLD. MI.MD (any of the combinations above)
Information Systems	D. HH. OA. BA. OL. OAL. CP. LC. Dw. AAV. BL. ASD(M). SLD. MI. MD (any of the combinations above)

Note:-Abbreviations Used: B=Blind, LV=Low Vision, D=Deaf, 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, SLD= Specific Learning Disability, MDy= Muscular Dystrophy, ASD=Autism Spectrum Disorder (M= Mild, MoD= Moderate), MI= Mental Illness, MD=Multiple Disabilities.

The candidates are required to submit a Disability Certificate issued by competent authority as per the Rights of Persons with Disabilities Rules, 2017, failing which their candidature as PwBD candidates will not be considered. Persons with Benchmark Disabilities must be capable of performing the task assigned to them/take instructions using suitable aids and appliances.

11. Application Process:

a. Online Application will be accepted from **17th January 2025 to 08th February 2025 2345 hrs** (Including payment of application fee as applicable).
b. Candidates are requested to apply online only on **https://www.hrrl.in/** Career → 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 (preferably whatsapp) number provided in online application should remain valid for at least one year. Candidates must use active Email IDs created in their own names. Applications with pseudo / fake Email IDs will attract appropriate action under the law.
e. All the details given in the online form will be treated as final and no changes will be entertained.
f. 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.
g. Candidates will be required to submit documentary evidence of eligibility during the shortlisting/ selection process within stipulated time as advised by HRRL. Any mismatch in name, qualification,

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experience other criteria of documents from the data given in application form will lead to disqualification at any stage.

h. Any request for change of venue & date for CBT / Skill test / Personal Interview selection process will not be entertained.

12. Payment of Application Fees:

a. Application fee is applicable for all positions.
b. SC, ST & PwBD candidates are exempted from payment of application fee.
c. UR, OBCNCL 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 within 2 days from the date of payment.
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. Candidates must ensure to update the correct application number while processing the application fee, incorrect updation may lead to "incomplete application status". Such incomplete application will not be considered / accepted for further process and if amount deducted will not be refunded.
g. Applications with Payment Status "incomplete" will not be considered. Hence candidates are requested to ensure change of payment status to 'completed' maximum within 2 days from date of payment.
h. No other mode of payment than those mentioned above will be accepted.
i. Application fee once paid will not be refunded under any circumstances. Also, chargeback cannot be claimed for any reason.
j. The fee being paid is only towards the submission of application and does not in any way guarantee issuance of interview call letter etc.
k. Application Fee is non-refundable even if the candidature is rejected for any reason.

13. General Instructions:

1) Only Indian Nationals are eligible to apply.
2) All computations of age / relevant experience requirement/ qualification shall be as on **15th January 2025**.
3) Only Online Applications will be accepted. Candidates are not required to send printout of application or any other documents in hard copy to HRRL.
4) **Important Note:** Candidates applying for positions S/G-E0, E2, E3, E5 are required to upload the resume in the HRRL bio-data format, essential education certificate, experience certificates as applicable in online portal (in single PDF file).
5) The date of passing the eligibility examination will be the date appearing on the final semester mark sheet or the date of final examination mentioned on the provisional certificate. In case the results of a particular examination are posted on the website of the university or institute then a certificate issued by the appropriate authority of the university or institute indicating the date on which the result is declared on the website will be considered as the date of passing the examination.

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6) 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. No change of request will be entertained for making correction in the application form.
7) Candidates applying for S/G E2, E3 & E5 and above, who have completed Integrated ME/ M.Tech will be eligible to apply against engineering positions, provided the course requirement for award of BE/ B.Tech is in any one of the disciplines mentioned in the advertisement. Such candidates must have both BE/B.Tech and ME/M.Tech degree separately.
8) Candidates who are in final year / final semester whose results are awaited by the cut off date are not eligible and need not to apply.
9) **Candidates who have completed B.E / B.Tech engineering degree after 3 years diploma are also eligible to apply provided the course requirement for award of B.E / B.Tech is in any one of the disciplines mentioned in the advertisement.**
10) **Important Note for Candidates applying in S/G 'E0' Other than Essential Qualification-** Candidates possessing higher professional qualifications such as Bachelor of Engineering (BE), Bachelor of Technology (B.Tech), Masters in Business Administration(MBA), M.Sc, Chartered Accountant (CA), Company Secretary (CS), Cost Management Accountant (CMA), Bachelor of Law (LLB), Masters of Computer Applications (MCA), Doctor of Philosophy (Ph.D) etc. any Post Graduation Degree or any such equivalent higher professional qualification shall NOT be eligible.
11) The aforesaid list of higher qualifications/higher professional qualifications mentioned above is not exhaustive. Management may determine any other qualification as a higher qualification/higher professional qualification which is/ are not listed above. The decision of the Management in this regard shall be final and binding and no further enquiry shall be entertained in this respect.
12) For determining eligibility w.r.t. prescribed percentage of marks under qualification parameter, the following methodology will be followed:
Wherever CGPA/OGPA or Letter Grade is awarded in the Degree/Diploma examinations, its equivalent aggregate percentage of marks must be indicated by the candidates in the On-line Application as per the norms adopted by Board/University/Institute. Candidates will have to produce certificate from the concerned Board / University / Institute regarding the equivalent aggregate percentage of marks with reference to their CGPA/OGPA or Letter Grade and produce the same at the time of document verification failing which their candidature will not be considered.
13) In case the Board/Institute/University does not follow any conversion formula for converting CGPA/OGPA to Percentage, candidate will have to produce a certificate to this effect that the Board/Institute/University does not follow any conversion formula and in order to arrive at equivalent percentage of marks, aggregate of Grade score obtained in each semester/year as applicable, divided by the total number of semesters/years will be considered.
14) In case of Letter Grade, candidate will have to necessarily produce Certificate from the Board/ University/Institute specifying clearly equivalent percentage of marks against Letter Grade failing which their candidature will not be considered.
15) Candidate must specifically indicate the percentage of marks obtained (calculated to the nearest two decimals) in the relevant column of the online application. Where percentage of marks is not awarded by the University but only CGPA/OGPA is awarded, the same shall be converted into percentage in terms of conversion norms of the concerned university in this regard, besides indicating the CGPA/OGPA in the online application.
16) The fraction of percentage so arrived will not be rounded off to next higher whole number i.e. 59.99% will be treated as less than 60%.

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17) Qualification acquired through Part-time/Correspondence/Distance Learning mode is not eligible for above published vacancies.
18) 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.
19) Suppression of information regarding possession of or pursuing higher qualification/higher professional qualification shall render a candidate ineligible for consideration at any stage of selection and termination at any time during employment, if recruited.
20) The criteria for full-time regular course shall not be insisted upon in case of Ex- Servicemen, provided they possess a requisite equivalent qualification that has been acquired during the service period and is recognized by AICTE/MHRD, GoI and have secured the prescribed minimum percentage of marks.
21) Ex-servicemen claiming an equivalence in qualification shall be required to produce a copy of equivalence certificate issued by the concerned Ministry.
22) Experience Certificate or Copy of Offer Letter, Joining Letter, Payslips, Increment Letter, relieving letter, Designation, nature of experience etc. proving the continuance in service for the claimed period as experience. The documents in support of Experience must clearly establish the period of experience as well as the nature of experience being claimed against the post.
23) For claiming the benefit of OBC-NCL category, the candidate should produce a latest caste certificate (Not older than 6 months as on cut off date of advertisement) in the format prescribed by Govt. of India, which would, among others specifically mention that the candidate does not belong to the persons/sections (creamy layer) as mentioned in column 3 of the schedule to the Department of Personnel & Training, Government of India OM No. 36012/22/93-Estt.(SCT) dated 08.09.1993 & OM No. 36033/1/2013-Estt.(Res.) dated 13.09.2017 and other guidelines issued from time to time.
24) Candidates belonging to EWS category are required to submit an Income and Asset certificate issued by Competent Authority prescribed under point no. 5 of Department of Personnel and Training's O.M No. 36039/1/2019-Estt.(Res) dated 31.01.2019. The condition prescribed for Unreserved category in the matter of age shall apply to EWS candidates.
25) PwBD candidates with less than 40% of permanent disability are not eligible against PwBD reserved posts. The PwBD candidates are required to submit a Disability Certificate issued by Competent Authority in the prescribed format (Form V/Form VI/Form VII) as per the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Amended Rules, 2017, failing which their candidature as PwBD candidates will not be considered.
26) In case of Persons with Benchmark Disabilities in the category of Cerebral Palsy, the facility of Scribe shall be given, if so desired by the candidate. In case of other category of persons with benchmark disabilities, the provision of scribe can be allowed upon production of a certificate to the effect that the candidate concerned has physical limitation to *respond in CBT* and scribe is essential to *respond in CBT* examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Govt. Healthcare Institution as per prescribed Proforma (Certificate regarding Physical Limitation of an examinee to respond in CBT). In case the PwBD candidate is desirous of bringing his own Scribe, the qualification of the Scribe should be one step below the qualification of the candidate taking the examination. The person with benchmark disability opting for own Scribe/ Reader should submit details of the own Scribe as per prescribed Proforma (Letter of Undertaking for using own scribe).
20 minutes per hour of 'compensatory time' in Computer Based Test shall be given to PwBD candidates who are allowed use of scribe as per the Govt. guidelines.

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27) Admit cards for Computer Based Test (CBT) will be issued to all prima-facie eligible candidates on the basis of the details furnished in Online-Application form and submission of application fees (applicable for General, EWS & OBCNCL) Category candidates.
28) The Admit cards issued to the candidates are Provisional. However, in case any ineligible candidate had been issued admit card and had appeared in the Computer Based Test (CBT) or allowed to join the HRRL, his/her candidature will automatically be treated as cancelled at any stage of this recruitment/ service in HRRL on grounds of his ineligibility. Therefore, before submitting the application, the candidate must ensure that he/she fulfils all the eligibility criteria as laid down in this advertisement. His/her candidature will be purely provisional subject to eligibility and other verifications before or after his/her appointment in HRRL.
29) The decision of the Corporation about the mode of selection to the post and eligibility conditions shall be final and binding. No correspondence will be entertained in this regard.
30) Candidates have to necessarily declare in case he/she has been arrested, prosecuted, kept under detention or fined, convicted by a Court of Law or for any offence debarred/ disqualified by any Public Service Commission from appearing in its examination.
31) Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of on-line application.
32) The decision of the Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, and cancellation of the selection process, etc. No correspondence will be entertained in this regard.
33) Positions are operated with work arrangements in one, two or three shifts. Incumbents may be required to perform duties in any of the work arrangements.
34) Candidates are advised to submit only one application. In case multiple applications are identified from a candidate, the latest one shall be considered as final and the older applications shall be rejected without any notice.
35) The candidature of the shortlisted applicant would be provisional and subject to subsequent verification of certificate/ testimonials, medical fitness, etc.
36) Admit Card for Computer Based Test of Call letter for Skill Test, Personal Interview etc. (as applicable) will not be sent to candidates in hard copy. Candidates will be required to download the same from HRRL website.
37) Mere issue of call letter for selection process will not imply acceptance of candidature.
38) All the candidates are requested to remain updated at each step of the selection process by visiting our website https://www.hrrl.in/. Candidates may please note that personal calls and/or interaction with any of the HRRL's officials during recruitment drive is discouraged, except when absolutely necessary/critical.
39) CBT/ Interviews for different positions may be conducted on the same day/ different venues for all the positions.
40) Queries must be emailed keeping the subject of the mail formatted as "Position Name –Application Number" at career@hrrl.in.
41) Candidates must be in possession of all applicable Certificates and mark sheets at the time of application.
42) HRRL will not be responsible for any loss/ non-delivery of email/ any other communication sent, due to invalid/wrong Email ID/connectivity issues etc. Request for change of e-mail ID and mobile number will not be entertained.

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43) Only the qualifications mentioned in the advertisement will be accepted. No equivalent qualifications will be considered.
44) All the qualifications should be full-time regular course/s from AICTE approved/ UGC recognized University/ Deemed University or respective State Board or equivalent competent authority as applicable. The courses offered by Autonomous Institutions should be equivalent to the relevant courses approved/ recognized by Association of Indian Universities (AIU/ UGC/ AICTE). Courses offered through part time or distance mode will not be entertained for the purpose of educational eligibility criteria.
45) Teaching & Research experience in an academic institute and Vocational / Apprentice Training will not be considered as relevant work experience.
46) Number of vacancies may increase/decrease at the discretion of the Company. HRRL reserves the right not to fill any of the above posts advertised at any stage of selection. Category-wisebreak up of vacancies given in the advertisement is tentative and is subject to change as per business requirements.
47) The Company also reserves the right to cancel / restrict/ curtail/ enlarge the recruitment process and/or the selection process for any position there under without any further notice and without assigning any reasons.
48) 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.
49) Mere shortlisting in CBT does not entail the right for further selection process and HRRL reserves its right to call for suitable candidates depending upon their credentials/ declarations.
50) In case the applicant does not receive any communication within 120 days from the date of publication of this advertisement, it may be presumed that he/she has not been short listed for the selection process. Accordingly, candidates are advised to regularly visit our website - www.hrrl.in for the updated information.
51) Selected candidates will have to join the organization on the date mentioned in their offer of appointment failing which the organization reserves the right to cancel/withdraw the offer of appointment without any further correspondence/reference to the candidates.
52) Candidates presently employed in Government Departments / PSU's / Autonomous Bodies owned by the Government, should submit their application as per their company policies. They must produce No Objection Certificate at the time of selection process, failing which they will not be allowed to appear for the interview and their candidature will not be entertained.
53) 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.
54) Prospective applicants are advised to visit HRRL website regularly for latest update with regard to this advertisement as no further press advertisement will be issued. Any separate corrigendum / addendum / updates would be uploaded only on our website www.hrrl.in.
55) In case of any ambiguity / dispute arises on account of interpretation in versions other than English language advertised in Newspaper/Employment News/Website, English version available on the website www.hrrl.in will prevail.
56) Canvassing in any form shall be considered a disqualification for employment in the company.
57) Sleeper class rail fare will be reimbursed to SC, ST & PwBD candidates towards appearing for Computer Based Test / Skill Test / GD & Personal Interview (applicable to S/G 'E0 & E2') and Reimbursement of 3rd AC rail fare for all candidates appearing for Selection process for all positions

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in S/G E3 & E5. Amount to be reimbursed will be for the shortest route, provided the distance travelled is not less than 30 km. Candidates after completing both legs of travel, will be required to fill in the Travel Allowance (TA) Form (which will be made available on HRRL website) and submit/upload it along with Travel Proof for travel undertaken. Travel allowance will be processed through online mode only.

58) If traveled through other than rail, reimbursement will be restricted to rail fare from the nearest railway station from the mailing address to the place of i.e. within India.

Furnishing of wrong/false information or suppressing of any material fact will lead to disqualification and HRRL 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 intimation 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 Jodhpur.

Any further corrigendum / addendum would be uploaded only on our website www.hrrl.in.

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

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