



# हिन्दुस्तान पेट्रोलियम कॉर्पोरेशन लिमिटेड

## Hindustan Petroleum Corporation Limited

Mumbai Refinery, B.D. Patil Marg, Mahul, Mumbai – 400074, Maharashtra, India  
CIN-L23201MH1952GOI008858

### Recruitment of Non-Management Positions

Hindustan Petroleum Corporation Limited (HPCL) is a Navratna and a Forbes 2000 Company. During 2017-18, HPCL has achieved the highest ever profit of Rs. 6,357 crores on standalone basis. This has been possible because of our robust performance in all spheres including Refining, Marketing, Retail, Direct Sales, LPG, Aviation, Operations & Distribution, Projects & Pipeline Group, LNG and other services.

HPCL has always taken pride in acknowledging the efforts of its workforce which have resulted in setting of high industry benchmarks in its core competency. We, at HPCL, believe that of all the resources, our employees are the most vital ones. Towards fulfilling its Mission, HPCL Mumbai Refinery invites proficient and motivated candidates looking for exciting career opportunities to be a part of our growth journey. Interested and eligible candidates can apply for the following vacancies in **Non-Management Cadre** at Mumbai Refinery through ONLINE mode.

IMPORTANT DATES	
Commencement of online application	<b>01/10/2018</b>
Last date of online application	<b>31/10/2018</b>

Sr. No	Position	Qualification	Current Vacancies				Backlog Vacancies			Total
			UR	SC	ST	OBC	SC	ST	OBC	
1	Assistant Process Technician	60% aggregate marks in B. Sc. with Chemistry as Principal Subject <b>or</b> 60% aggregate marks in Diploma in Chemical Engineering. 50% aggregate marks for candidates belonging to SC/ST/PWD.	41	1	7	20	0	4	0	67
2	Assistant Boiler Technician	SSC or equivalent with 1 <sup>st</sup> Class Boiler Attendant Competency Certificate								6
3	Assistant Laboratory Analyst	60% aggregate marks in B.Sc. with Chemistry as principal subject and 60% aggregate in Principal Subject. 50% aggregate marks and 50% aggregate marks in Principal subject for candidates belonging to SC/ST/PWD.	4	1	1	1	0	0	0	7

4	Assistant Maintenance Technician (Electrical)	60% aggregate marks in Diploma in Electrical Engineering. 50% aggregate marks for candidates belonging to SC/ST/PWD.								7
5	Assistant Maintenance Technician (Instrumentation)	60% aggregate marks in Diploma in Electrical Instrument Engineering. 50% aggregate marks for candidates belonging to SC/ST/PWD.								7
6	Assistant Maintenance Technician (Mechanical)	60% aggregate marks in Diploma in Mechanical Engineering. 50% aggregate marks for candidates belonging to SC/ST/PWD.	28	3	2	9	0	0	0	9
7	Fire Operator	i. Intermediate/XII with Science <b>and</b> ii. Certificate in Basic Fire Fighting Course for Fireman from State Fire Training Centre <b>or</b> Sub Officers Course from Nagpur Fire College <b>or</b> similar <b>or</b> any other equivalent course from recognized institute <b>and</b> iii. Valid heavy vehicle driving license.								19
<b>TOTAL</b>			<b>73</b>	<b>5</b>	<b>10</b>	<b>30</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>122</b>

**Note:**

1. All the qualifications should be **full time regular course recognized by AICTE or respective State Board or equivalent applicable competent authority**. Courses offered through part time or distance mode will not be entertained for the purpose of educational eligibility criteria.
2. Candidates possessing higher professional qualifications such as AMIE, B.E., MBA, C.A, LLB, MCA or any such equivalent qualification shall not be eligible. Suppression of information regarding possession of or pursuing higher qualification shall render a candidate ineligible for consideration at any stage of selection and termination at any time during employment, if recruited. However, Bachelor of Science after Diploma in Engineering would not be considered as higher qualification.
3. Candidates belonging to General and OBC-Non Creamy (NC) category should have secured minimum 60% aggregate marks in qualifying diploma and degree examinations, relaxed to 50% aggregate marks for SC/ST/PWD candidates.

## **Broad description of duties for the above positions:**

### **1. Assistant Process Technician:**

Operate equipment like all types of Pumps, Compressors, Valves, Exchangers, Columns, Vessels, Furnaces, Heaters, Cooling Towers, Fans, Filters, Reactors, Storage Tanks etc. Monitor & record parameters in log sheets in the field like Pressure, Temperature, Flow, levels & Analyzers readings etc. Carry out simple Lab tests in the field. Drawing Samples as per Laboratory Test schedule and as per requirements. Removal, cleaning & refitting of Oil burners, Soot blowing operation, operation of Motor operated & hydraulic valves locally. Commissioning, decommissioning and operation of utility and hydrocarbon headers of different sizes. Operation of ID & FD fans. Operation of Steam turbines. Ensure the activities of up-keeping the equipment/machinery. Make operational changes in the units as per standard operating procedures. Ensure Health and Safety of all plant equipment (Static as well as rotary) in the assigned area. Take appropriate steps during emergencies and plant upsets to protect the plant personnel / equipment and inventory. Handle Plant upsets and emergencies and subsequent trouble shooting.

### **2. Assistant Boiler Technician**

Operate Valves of various sizes, soot blowers, Fuel oil burners & Fuel gas burners, all types of Pumps for various services, Blowers, Fans, Turbines, Heat exchangers of various types, Heaters, Cooling towers, Storage tanks for various services, KOD, Gas Skid, Filters, etc. Removal & refitting of Oil burners, Shiftily Soot blowing operation of Boilers / Waste Heat Boilers, operation of Motor operated & hydraulic valves locally. Commissioning, decommissioning and operation of steam headers of different sizes, Boiler feed water headers, fuel oil headers, Instrument Air headers, Plant Air headers, Condensate headers etc. Operation of ID & FD fans. Operation of Steam turbines. Operation of Boiler feed water pumps. Monitor & record parameters in log sheets in the field like Pressure, Temperature, Flow, levels & Analyzers readings etc. Drawing Samples as per Laboratory Test schedule. Ensure the activities of up-keeping equipment/machinery. Make operational changes in the units as per standard operating procedures. Ensure Health and Safety of all plant equipment (Static as well as rotary) in the assigned area. Take appropriate steps during emergencies and plant upsets to protect the plant personnel / equipment and inventory. Handle Plant upsets and subsequent trouble shooting.

### **3. Assistant Laboratory Analyst:**

To perform routine analytical laboratory tests of Hydrocarbons/Petroleum Oil/Gases, which include Crude Oil, various intermediate steams, Finished Petroleum Products, Lubricating Oils, Wax, water samples from various Refinery Units, Raw materials, Amines, Acids, Alkalies and Gas samples. Physical/ Chemical/Instrumental testing like Density Distillation, Titration, Viscosity, Sulphur analysis, Gas/Liquid Chromatography, Spectrophotometry etc., Basic Computer/ Software skills, Using Laboratory Instruments/ Equipment for testing of samples, Calibration, Standardization and routine upkeep of Lab Equipment.

### **4. Assistant Maintenance Technician (Electrical):**

Preventive & breakdown maintenance of Motors, Transformers, switchgears, Troubleshooting of control circuit wiring in panels, Troubleshooting in push button, junction box, motors, power changeover schemes, ignitors and MOV issues, push button station jobs, cable fault finding, cable termination, substation monitoring, load testing, working with OEM for UPS, battery chargers and BFD jobs, replacement of relays and contactor, dismantling of motor, bearing

removal, parts cleaning, checking of terminal box, repairs of parts, replacement of motor parts, bearing replacement, motor overhauling, motor no load testing, energizing and de energizing of breakers and tagging in substation and field, attending emergency breakdown jobs in shifts, attending motor issues, weekly sub-station survey, load changeover at substation, any other jobs as advised by supervisor.

**5. Assistant Maintenance Technician (Instrumentation):**

Working on Pneumatic and Electronic instruments like Pressure, Flow, Level, Temperature Instruments. Troubleshooting, Rectification and Preventive Maintenance of Pressure, Flow, Level, Temperature Instruments, control valves and shutdown valves. Experience in troubleshooting and maintenance of PLC & DCS. Working knowledge of reading instrument loop diagrams and troubleshooting loop issues. Working knowledge of trip instrumentation and carrying out trip checks. Knowledge of Working principle, calibration and maintenance of gas detectors like Hydrocarbon, H<sub>2</sub>S, Hydrogen gas detectors. Working knowledge of Hazardous area classification and instruments suitable for working in Hazardous areas. Knowledge of working principles of Ambient and Stack Emission monitoring systems.

**6. Assistant Maintenance Technician (Mechanical):**

Rotary jobs, like, Overhauling & repair of Rotary Equipment; Pumps, turbines, Compressors, Gear-boxes, Blowers / Fans, Strainer/Filter cleaning, PDU Filter repair jobs, Damper & Soot-blower repairs of Heaters, PSVs repair, Pump Alignment jobs etc. Static jobs like Valve repairs, Threaded piping replacement, Cu. tubing tracing, Steam trap repair/replacement, Tower/Drum internal repair/replacement, Gauge glass repair. Shall be familiar with relevant mechanical standards and should be able to understand O&M manuals, Drawings etc. for assembly & trouble shooting. Also shall be familiar on preparation of job reports, overhauling reports along with measurement readings.

**7. Fire Operator:**

Driving of all type of fire vehicles during normal and emergency situations. Checking, testing and upkeep of Firefighting equipment, fire vehicles & their systems, other appliances, fire protection systems, fire alarm & communication system, fire extinguishers, safety equipment etc. Attending to emergencies inside & outside refinery. Checking of work permits, conducting fire and safety training, manning of fire control room and maintaining all F&S records. Assisting Process personnel during fire - fighting operations and emergencies, driving Ambulance & helping the casualty for First-Aid. Taking inventory of all F&S equipment/chemicals in fire station and in warehouse. Participating in mock drills inside and outside refinery as and when required.

**A. AGE CRITERIA:**

Minimum Age Limit : 18 Years (as on 1st October, 2018)

Maximum Age Limit : 25 Years (as on 1st October, 2018)

**B. SELECTION METHODOLOGY:**

Candidates fulfilling all of the above eligibility criteria for respective positions will be called for a Computer Based Test (CBT) comprising of General Aptitude Test and Technical / Professional Knowledge. **The CBT will be conducted at Mumbai.** Corporation reserves its right to include/exclude any location / test centre at any stage. No request for change in date of tests or test centers will be entertained for any reason whatsoever.

Candidates qualifying in CBT will be called for Skill Test, on the basis of category-wise and position wise merit list (as per cut – off marks of the CBT decided by HPCL). Skill test shall be of “qualifying nature” only.

Selected candidates should meet all the notified eligibility conditions and final selection will be subject to clearing document / certificate verification and pre-employment medical examination. Mere referral for pre-employment examination should not be construed as Final Selection.

### **C. CONCESSIONS / RELAXATIONS:**

1. Reservation of posts for SC, ST, OBC-NC and PWD (persons with disabilities) are as per Government Directives.
2. The reserved category candidates are required to submit the original caste certificate / PWD certificate in prescribed format of Government of India, issued by the competent authority at the time of Skill Test, in support of their claim.
3. OBC-Non Creamy layer candidates will be required to submit a valid caste certificate pertaining to the year of advertisement in the prescribed format applicable for purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking as contained in DOPT Memo No. 36036/2/2013- Estt. (Res.) dated 30-05-2014 from a competent authority. Further the OBC-NC candidates will have to give a self-undertaking, at the time of Skill Test if called for, indicating that they belong to OBC-Non Creamy Layer.
4. The OBC candidates who belong to “Creamy Layer” are not entitled for concession admissible to OBC-NC candidates and such candidates will have to indicate their category as Unreserved (UR).
5. The applicable formats of caste/community certificates are available on our websites <http://hindustanpetroleum.com/hpcareers/Downloads>
6. If the SC/ST/OBC-NC/PWD certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a notarized translated copy of the same either in English or Hindi.
7. Maximum age limit, as per Government Directives, is relaxable by 5 years for SC & ST and 3 years for OBC-NC, 10 years for PWD (UR), 13 years for PWD (OBC-NC) and 15 years for PWD (SC/ST) candidates.
8. Any request for change in Category (General/SC/ST/OBC-NC/PWD) once filled in the online application form, will not be considered and accordingly applicable concession / relaxation will not be extended. Such application will be summarily rejected.
9. Maximum age limit is relaxable by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.
10. In case of ex-serviceman who has put in not less than six months’ continuous service in the Armed Forces of the Union, they shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed by more than three years the maximum age limit prescribed for the post or service for which a candidate seeks appointment, he/she be deemed to satisfy the condition regarding age limit.
11. Appointment in these vacancies will be offered to PWD candidates after considering the nature of duties & responsibilities of the job, location, hazard, strain & other factors, also considering that the disability is not likely to interfere with the performance of duties of the post with reasonable efficiency and without possible deterioration of his/her health. However, the final appointment would be based on candidate’s medical fitness with respect to job profile of the identified posts.

#### **D. PHYSICAL / MEDICAL FITNESS:**

Candidates shortlisted after skill test will be required to undergo pre-employment medical examination as per guidelines of HPCL. It may please be noted that Defective Color vision is a disqualification under Pre Employment Medical norms of HPCL.

**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. Therefore, all applicants are required to ensure their suitability to the job before applying.**

#### **E. REMUNERATION PACKAGE ON COST TO THE COMPANY (CTC) BASIS:**

Remuneration for all the above positions will be approximately Rs. 47800/- pm on Cost to Company Basis. CTC includes deferred payments like post-retirement benefits (PF, Gratuity and Superannuation Benefits). This remuneration is due for revision effective October 2018 through Long Term Settlement applicable for Non-Management Employees.

Selected candidates will be on probation for a period of six months. Upon successful completion of the Probation Period, they will be considered for confirmation subject to satisfactory performance during Probation period. The confirmation in service would also be subject to verification of antecedents and verification of caste status wherever applicable.

#### **F. HOW TO APPLY:**

Candidates are requested to read the complete instructions hereunder before proceeding to the application form.

##### **1. There is no application fee.**

2. The candidates need to necessarily apply through online mode for the above advertised position by logging to [http://hindustanpetroleum.com/hpcareers/current\\_openings](http://hindustanpetroleum.com/hpcareers/current_openings) No other means / mode of the application shall be accepted.
3. Checklist of documents to be uploaded by the candidate at the time of application is listed at the end of this advertisement. These documents to be scanned in a single PDF File for uploading in the online application. The size of the file should not exceed 1 MB.
4. Upon submitting the online application, a system generated 12 Digit Application Number will be displayed on the screen. Please note that this application Number is important and will be required for all future references throughout the selection process. Take printout of the Online Application Form, affix recent colour passport size photograph (same photograph as uploaded in online application), sign in the space provided for signature and keep safely for future reference.
5. Candidates are **"NOT"** required to submit hard copy of application form to HPCL. The details filled in the online application form will be considered final and no changes will be entertained with respect to personal / any other details.

#### **G. GENERAL INSTRUCTIONS:**

1. Only Indian Nationals are eligible to apply.
2. The candidates must have an active e-mail id and mobile number, which must remain valid for at least next one year. All future communication with the candidates will take place through registered email id only.
3. The candidates should have the relevant documents like percentage of marks obtained in the qualifying examination, caste/sub-caste certificate, date of issue, name of issuing authority, state of origin, Proof of Identity, etc in single PDF file, readily available with them before they commence the application process.



4. Candidates domiciled in the state of Maharashtra are encouraged to utilize the recruitment opportunity since the vacancies are based in Mumbai. Knowledge of Local language (Marathi) would be an added advantage.
5. Candidates presently employed in Government Departments/ PSUs/ Autonomous Bodies will be required to submit NOC from competent authority of their current employer. In case of failure to produce the NOC from the current employer, the candidate will not be permitted to appear for the Skill Test.
6. Candidates need to apply for **only one post** as the CBT for all the positions will be conducted on the same date and at the same time in all the test centers.
7. Candidates who do not meet the prescribed eligibility criteria shall be summarily rejected at any stage of the selection process.
8. Candidates are not required to send hard copies of application or any other documents to HPCL. CBT / Skill Test Call Letter will not be sent to candidates through hard copy. Candidates will be required to download the same from HPCL website [http://hindustanpetroleum.com/hpcareers/current\\_openings](http://hindustanpetroleum.com/hpcareers/current_openings) Various intimations, schedules / dates can be accessed through HPCL website.
9. It may please be noted that mere issuance of CBT / Skill Test call letter or reference for medical examination will not be construed as final selection of candidate.
10. All queries pertaining to recruitment including selection process may be addressed to Mumbai Refinery - Recruitment Team only through [rectmr2018@mail.hpcl.co.in](mailto:rectmr2018@mail.hpcl.co.in) Candidates have to necessarily mention their application number in the subject of the mail while corresponding for on any query / information, for better control and ease of response.
11. Candidates are also requested to visit FAQs section on our website with respect to this recruitment drive.
12. Candidates may please note that personal calls and/or interaction with any of the HPCL's officials during recruitment drive is discouraged and **will be treated as canvassing for candidature** and his / her application will be liable for rejection. Communication through above mentioned email ID only will be entertained.
13. HPCL will not be responsible for any loss/ non-delivery of email/ any other communication sent, due to invalid/wrong email id/ contact details furnished by the candidate.
14. Management reserves the right to restrict the number of candidates to be called for CBT /Skill Test, reject the application without assigning any reasons/change the number of posts.
15. Selected candidates shall have all-India transfer liability. All positions involve working in shift duties on round the clock basis in plant area. Selected candidates may also be posted in any of the subsidiaries/Joint Ventures or any department of Government of India at the sole discretion of the management.
16. Reimbursement will be made for 2nd class rail fare by the shortest route to examination center for outstation SC/ST/PWD candidates appearing for CBT / Skill Test, provided the distance travelled is not less than 30 kms each way. Candidates travelling from the place other than the mailing address will not be reimbursed.
17. Persons with disabilities (PWD) are persons with permanent disability of 40% and above. PWD candidates are required to submit a certificate issued by respective competent authorities failing which their candidature will not be considered.
18. All the candidates are requested to remain updated on Helpline / SMS services for the CBT and Skill Test date and Venue etc., by visiting HPCL website from time to time.
19. Candidates can view their status of application by logging in HPCL website with application no. & e-mail ID (as mentioned in online application).

20. In the event of non-receipt of on-line application from candidates for reasons whatsoever, his candidature will stand cancelled and no further communication on the same will be entertained.
21. Furnishing of wrong / false information will lead to disqualification and HPCL will not be responsible for any of the consequences of furnishing such wrong/false information. Since all the applications will be screened without documentary evidence, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that a candidate has furnished false or wrong information or is found ineligible with respect to any of the eligibility parameters, his / her candidature will be summarily rejected.
22. Admit card for CBT has to be downloaded from the website and duly signed by the candidate and color passport size photograph to be affixed and is required to be produced at the time of CBT.
23. HPCL reserves the right to modify eligibility standards and to increase/decrease the number of vacancies. HPCL also reserves the right to cancel / restrict / curtail / enlarge the recruitment process and / or the selection process thereunder without any further notice and without assigning any reason.
24. Wherever CGPA/OGPA or letter grade in a requisite qualifying educational qualification is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by concerned University / Institute. Please also obtain a certificate to this effect from concerned University / Institute which shall be required at the time of Skill Test.
- 25. Canvassing in any form directly or indirectly by the applicant will disqualify his candidature.**
26. In case any dispute arises on account of interpretation in versions other than English. English version will prevail.
27. The question paper for the CBT will be bilingual (in Hindi and English) and candidates may attempt answers in either English or Hindi only. If there is any variation between the English and Hindi version of a question, English version is to be treated as authentic.
28. Request for change of center for CBT shall not be entertained.
29. Photograph image:
  - a. Photograph must be a recent passport size colour picture, against a light- colored, (preferably white) background.
  - b. Caps, hats and dark glasses are not acceptable. Religious head wear is allowed but it must not cover your face.
  - c. In case if candidates upload any other image other than his passport size photograph, his/her application will be summarily rejected.

**30. Important dates:**

Opening of On-Line Application	<b><u>01/10/2018</u></b>
Closure of On-Line Application	<b><u>31/10/2018</u></b>

Any further corrigendum / addendum would be uploaded only on our website [http://hindustanpetroleum.com/hpcareers/current\\_openings](http://hindustanpetroleum.com/hpcareers/current_openings) Candidates are advised to visit the website from time to time.

The court of jurisdiction for any dispute will be Mumbai.



<b>CHECK-LIST OF DOCUMENTS TO BE UPLOADED ALONG WITH ON-LINE APPLICATION FORM</b>	
<b>1</b>	Proof of Date of Birth : Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary shall be acceptable document in support of proof of age/certificate issued by municipal authorities.
<b>2</b>	Latest passport size colour photograph
<b>3</b>	Xth Pass & XIIth Pass Certificate and Mark Sheet issued by the respective Board/University
<b>4</b>	Diploma/BSc (PCM): Final/ Provisional Pass Certificate issued by the respective Board/University as applicable.
<b>5</b>	Consolidated or Semester wise or Year wise marks sheet of Diploma/B.Sc. (PCM) issued by the respective Board/University.
<b>6</b>	Proof of Qualification ( equivalence) and Service Certificate/ Discharge Certificate etc in case of Ex- Servicemen
<b>7</b>	Experience Certificate where applicable.
<b>8</b>	'No Objection Certificate' from the employer in case employed with Government / Semi Government / PSU Bodies
<b>9</b>	Copy of SC/ST/OBC (NCL) certificate in the prescribed format (mentioning applying for appointment to post under the Government of India)
<b>10</b>	PWD certificate (as per prescribed format)
<b>11</b>	Copy of Photo Identity Proof ( Driving License/ Voter Id/ PAN Card/ Passport, Aadhar etc)
<b>12</b>	Proof of Domicile (Optional)

**>>>END OF THE DOCUMENT<<<**

**CAUTION!**

**ANY FORM OF CANVASSING WILL DISQUALIFY A CANDIDATE**

**PLEASE BEWARE OF IMPOSTERS/ AGENTS PRETENDING TO REPRESENT US.**

**FOR ANY UPDATES ON THIS POSTING, CANDIDATES ARE ADVISED TO REFER TO THE CONTENTS PUBLISHED ON OUR OFFICIAL WEBSITE ONLY AND NOT BE MISGUIDED OR MISLED BY ANY CONTENT PUBLISHED IN ANY OTHER WEBSITE/BLOG ETC.**