



# हिन्दुस्तान पेट्रोलियम कॉर्पोरेशन लिमिटेड Hindustan Petroleum Corporation Limited

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

## **Recruitment of Technicians**

Hindustan Petroleum Corporation Limited (HPCL) was formed on July 15, 1974. HPCL is a Maharatna Central Public Sector Enterprise (CPSE) and a S&P Platts Top 250 Global Energy Company with a ranking of 26 with Annual Gross sales of Rs.372,642 Crore during FY 2021-22.

HPCL enjoys near 18% market share in India and has a strong presence in Refining & Marketing of petroleum products in the country. During 2021-22, HPCL recorded Profit after Tax (PAT) of Rs. 6,383 Crore.

HPCL owns and operates Refineries at Mumbai & Visakhapatnam with designed capacities of 9.5 MMTPA & 8.3 MMTPA respectively. HPCL also owns the largest Lube Refinery in the country at Mumbai for producing Lube Oil Base Stocks with a capacity of 428 TMTA. HPCL holds 48.99% equity stake in JV Company, HMEL which operates a 11.3 MMTPA capacity refinery in Punjab and also has 16.96% equity stake in MRPL which operates a 15 MMTPA capacity refinery in Karnataka.

HPCL has a vast marketing network consisting of 14 Zonal offices in major cities and 133 Regional Offices facilitated by a Supply & Distribution infrastructure comprising 42 Terminals/Installations/Tap Off Points, 47 Aviation Service Stations, 53 LPG Bottling Plants, 6 Lube Blending plants, 70 Depots including lube depots. The customer touch points constitute of 20,025 Retail Outlets, 1,638 SKO/LDO dealers, 274 Lube distributors, 122 Carrying & Forwarding Agents, 1087 CNG facilities at Retail Outlets and 6,243 LPG Distributorships with a customer base of about 9.17 Crore LPG consumers as of April'22.

HPCL has the second largest petroleum product pipeline network in India with network length of 3,775 km. HPCL undertakes Exploration & Production (E&P) of hydrocarbons through its wholly owned subsidiary M/s. Prize Petroleum Company Limited (PPCL). HPCL also conducts business through 19 JV and Subsidiary companies operating across oil & gas value chain.

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

<b>IMPORTANT DATES</b>	
Commencement of online application	<b>01/02/2023</b>
Last date of online application	<b>25/02/2023</b>

Sr. No	Position	Qualification	Current Vacancies					Total
			SC	ST	OBC	EWS	UR	
1	Assistant Process Technician	<p>60% aggregate marks in B.Sc. with Chemistry as Principal Subject (Honors)/ Polymer Chemistry/ Industrial Chemistry.</p> <p>60% aggregate marks in Diploma in Chemical Engineering/ Petrochemical Engineering/ Chemical Engineering (Fertilizer)/ Chemical Engineering (Plastic &amp; Polymer)/ Chemical Engineering (Sugar Technology)/ Refinery &amp; Petrochemical Engineering/ Chemical Engineering (Oil Technology)/ Chemical Engineering (Polymer Tech).</p> <p>50% aggregate marks for candidates belonging to SC/ST/PwBD.</p>	6	0	3	3	25	30
2	Assistant Boiler Technician	<p>60% aggregate marks in XII <b>or</b> 60% aggregate marks in ITI approved by NCVET</p> <p>50% aggregate marks for candidates belonging to SC/ST/PwBD.</p> <p><b>AND</b></p> <p>1st Class Boiler Attendant Competency Certificate</p>						7
3	Assistant Fire & Safety Operator	<p>60% aggregate marks in XII with Science</p> <p><b>AND</b></p> <p>Certificate in Basic Fire Fighting Course for Fireman from State Fire Training Centre. The duration of the course should be for a minimum period of six months and such institute &amp;</p>	5	0	6	2	10	18

		<p>course should have affiliation / recognition from concerned State Government.</p> <p><b>OR</b></p> <p>Sub Officers Course from Nagpur Fire College.</p> <p><b>OR</b></p> <p>60% aggregate marks in Diploma in Fire &amp; Safety. Such institute &amp; course should have affiliation / recognition from concerned State Government.</p> <p>50% aggregate marks for candidates belonging to SC/ST/PwBD.</p> <p><b>AND</b></p> <p>Valid heavy vehicle driving license.</p>						
4	Assistant Maintenance Technician (Electrical)	<p>60% aggregate marks in Diploma in Electrical Engineering</p> <p><b>OR</b></p> <p>60% aggregate marks in Diploma in Electrical &amp; Electronics Engineering</p> <p>50% aggregate marks for candidates belonging to SC/ST/PwBD.</p>					5	
<b>TOTAL</b>			<b>11</b>	<b>0</b>	<b>9</b>	<b>5</b>	<b>35</b>	<b>60</b>

**Important Notes on Qualification Criteria:**

1. Only Indian Nationals are eligible to apply.
2. Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary **OR** Birth Certificate **OR** School Leaving Certificate shall be the only acceptable document in support of proof of age. Any other document other than mentioned above shall not be accepted as proof of age.
3. All the qualifications should be **full time regular course recognized by AICTE or respective State Board or equivalent competent authority as applicable**. Courses offered through part time or distance mode will not be entertained for the purpose of educational eligibility criteria.
4. Qualifications in Branches / Subjects as specified against respective Posts above will ONLY be considered as eligible qualification. Diploma / Degree / ITI in other than the specified

- Branches / Subjects will not be considered. Claim regarding possession of a qualification equivalent to the prescribed qualification will not be entertained.
5. Candidates should have passed in all the semesters of the course at the time of application to advertisement.
  6. The criteria for full time regular course will 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.
  7. Candidates possessing higher professional qualifications such as degree in Engineering, BE, AMIE, MBA, C.A, LLB, MCA or any such equivalent qualification are not eligible. Hence, such applications shall not be considered. However, candidates meeting minimum qualification criteria mentioned above **and** possessing further higher qualification are eligible to apply.
  8. Candidates belonging to General, OBC-Non Creamy (NC), EWS category should have secured minimum 60% aggregate marks (aggregate in all semesters / years) in qualifying degree/diploma/XII examinations, relaxed to 50% aggregate marks for SC/ST/PwBD candidates. Rounding off percentage is not allowed.
  9. **The 1<sup>st</sup> Class Boiler Attendant Competency Certificate should preferably be from Maharashtra State. If the certificate is from any other state, the same shall be endorsed by Directorate of Steam Boilers, Maharashtra.**
  10. Candidates presently employed in Government Departments/ PSUs/ Autonomous Bodies will be required to submit No Objection Certificate from competent authority of their current employer at the time of skill test. In case of failure to produce the same from the current employer, the candidate will not be permitted to appear for the Skill Test.
  11. Candidates employed in Government Departments/ PSUs/ Autonomous Bodies, if offered an appointment, shall be required to submit proper 'RELEASE ORDER' from their employer at the time of joining, without which they will not be allowed to join.
  12. 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 that shall be required at the time of Skill Test.

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

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

Operate, commission and de-commission equipment such as all types of Pumps, Compressors, steam turbine, Exchangers, Columns, Vessels, Furnaces, Heaters, Cooling Towers, Fans, Filters, Reactors, Storage Tanks, strainers, burners, process pipelines of various sizes etc. Monitor & record parameters such as Pressure, Temperature, Flow, levels & analyzers readings etc. Fill and sign various checklists like equipment box up, startup, shut down, updating blind lists etc. Understand process safety, personnel safety and occupational safety. Make operational changes in the unit as per standard operating procedures, operational best practices. Firefight and handle emergencies involving hydrocarbon/H<sub>2</sub>S leaks. Climb monkey ladder, climb high height columns/tanks/flare stack and operate valves at height. Equipment box up clearance after checking internals as advised by supervisor. Sample liquids and gases, keeping samples at designated locations in unit area. Coordinate and communicate with service departments for safe hand over, commissioning of equipment, handling contract workers working in plant area. Operate valves of different sizes, oiling of valves, freeing of valves for operation. Understand Process flow diagrams, Process and instrumentation diagrams Instrumentation and Electrical system and maintenance practices. Understand environmental norms, effluent system. Safe handling of plant upsets emergencies and take appropriate actions to protect plant personnel, equipment. Understand product specifications and optimize unit operations as advised by supervisor. Carry out field test of liquids (ex pH, TDS etc.) and gases (Dragger analysis) for identifying the chemical characteristics and color. Carryout 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 vales, line plugging.

## **2. Assistant Boiler Technician**

Operate, monitor, commission and de-commission of various equipment such as pumps, compressors, air driers, steam and gas turbines DM plants, boilers, exchangers, columns, vessels, furnaces, cooling towers, Fans, Filters, strainers, Reactors, storage tanks, burners, process pipe lines of various sizes etc. Monitor and record parameters in log sheets in the field like Pressure, Temperature, Flow, Levels, Analyzer readings etc. File and sign various checklists like equipment box up, startup, shut down, updating blind lists etc. Understand process safety, personnel safety and occupational safety. Make operational changes in the unit as per standard operating procedures, operational best practices. Firefight and handle emergencies involving hydrocarbon/H<sub>2</sub>S leaks. Climb monkey ladder, climb high height columns/tanks/flare stack and operate valves at height. Sample liquids and gases, keep samples at designated locations in unit area. Coordinate and communicate with service departments for safe hand over, commissioning of equipment, handling contract workers working in plant area. Operate valves of different sizes, Sea Cooling water lines valve operation. Oiling of valves, freeing of valves for operation. Understand Process flow diagrams, Instrumentation and Electrical system and maintenance practices. Understand environmental norms, effluent system. Safe handling of plant upsets, emergencies and take appropriate actions to protect plant personnel, equipment. Carryout field tests for water, condensate. Visit unit to verify efficient operating conditions, taking frequent unit rounds, taking field reading at all equipment.

## **3. Asst. Fire & Safety 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. Handling all type of fire and safety related activities.

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

Preventive & breakdown maintenance of Motors, Transformers, switchgears, Troubleshooting of control circuit wiring in panels, push buttons, junction boxes, motors, power changeover schemes, ignitors, MOVs, push button station jobs, cable fault finding, cable termination, substation monitoring, load testing, working with OEM for UPS, battery chargers and VFD 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 electrical jobs as advised by supervisor.

## **A. AGE CRITERIA:**

Minimum Age Limit : 18 Years (as on 1<sup>st</sup> February, 2023)

Maximum Age Limit : 25 Years (as on 1<sup>st</sup> February, 2023)

## **B. SELECTION METHODOLOGY:**

Candidates fulfilling all of the mentioned 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 different test centers at various locations as decided by HPCL. Corporation reserves its right to include/exclude any test center at any stage for any reason whatsoever. 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 document verification & 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.

In case a candidate is found not to be satisfying the eligibility criteria (Age, Educational Qualification etc.) he/ she will not be allowed to appear for Skill Test.

Final selection, after qualifying CBT and Skill Test, will be subject to clearing document / certificate verification and pre-employment medical examination. 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.

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

### **General Instructions:**

1. Reservation of posts for SC, ST, OBC-NC, EWS, Ex-servicemen and PwBD (Persons with benchmarked disabilities – with degree of disability 40% or above) are as per Government Directives. Reservation for EWS candidates shall be as per Government Guidelines in this regard vide Department of Public Enterprises’ O.M. 20(10)/99-DPE-GM-Part-2019-FTS-1517 dated 25.01.2019 and Department of Personnel & Training’s O.M. No. 36039/1/2019-Estt(Res) dated 31.01.2019.
2. The reserved category candidates are required to submit the original caste certificate / EWS/ PwBD certificate in prescribed format of Government of India, issued by the competent authority at the time of Skill Test, in support of their claim. Ex-serviceman claiming an equivalent qualification shall be required to produce a copy of equivalence certificate by concerned ministry.
3. Candidates seeking reservation as SC/ST/OBC-NCL, shall have to produce a certificate in the prescribed proforma, meant for appointment to posts under the Government of India, from the designated authority indicating clearly the candidate’s caste, the Act/Order under which the caste is recognized as SC/ST/OBC and the Village/Town the candidate is ordinarily a resident of. They must also ensure that the name of their caste/community and its spelling in their caste/community certificate should be exactly as mentioned in the lists notified by the Central Government from time to time (for OBC category list of castes recognized by the Govt. of India as OBC castes in the central list is available on the site <http://www.ncbc.nic.in>, for ST category the list of castes for each state is available on the site <http://www.ncst.nic.in> and for SC category the list of castes for each state is available on the site <http://ncsc.nic.in>). The applicable formats of caste/community certificates are available on our website <http://hindustanpetroleum.com> -> Careers -> Overview -> Documents.
4. A certificate containing any variation in the caste name will not be accepted.
5. If the SC/ST/OBC-NC/EWS/PwBD certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a translated copy of the same either in English or Hindi certified by Gazetted Officer.
6. Maximum age limit, as per Government Directives, is relaxable by 5 years for SC & ST and 3 years for OBC-NC, 10 years for PwBD (UR), 13 years for PwBD (OBC-NC) and 15 years for PwBD (SC/ST) candidates. Maximum age limit is relaxable by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989. 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.

7. Any request for change in Category (General/SC/ST/OBC-NC/EWS/PwBD) 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.

#### **EWS Category:**

1. The appointment of candidates selected under EWS category will be provisional and will be subject to the Income & Asset certificate being verified through proper channels. Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' valid for Financial Year 2022-23 issued by a Competent Authority based on gross annual income of FY 2021-22 in the format prescribed by Government of India. Candidates are advised to be in possession of "Income and Assets Certificate" as mentioned above issued on or after 01.04.2022 at the time of selection process. 'Income and Asset Certificate' shall be submitted by such candidates at the time of selection process (if called). No request for extension of time for production of 'Income & Asset Certificate' beyond the said date shall be entertained. Candidates failing to produce the same will not be allowed to appear for the Skill Test. Further, their request for consideration under General category will also not be entertained.

#### **OBC Non-Creamy Category:**

1. 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.
2. OBC certificate should also clearly indicate that the candidate does not belong to Creamy Layer as defined by the Government of India for applying to posts and services under the Central Government.
3. The OBC 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) while applying.
4. 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. 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. Company's Authorized Doctor/nominated hospitals will assess the health of such candidates and the final appointment will be subject to meeting the medical standards prescribed by the Company. The decision on medical fitness by Company Doctor/ Company Authorized Doctor would be final and binding on all candidates. No correspondences or queries in this regard will be entertained by the Corporation.

**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.**

A candidate found UNFIT for a position during medical examination by any other location/ Refinery unit of the Corporation or a Government Authority or any other PSU, must declare his medical condition with reasons for being declared "UNFIT".

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

Remuneration for all the above positions will be approximately Rs. 7,52,000/- per annum on Cost to Company Basis (Pay Scale Rs. 27500/- to Rs. 100000/-).

The CTC mentioned has been calculated at minimum base level and includes Basic Pay, Retirement Benefits, Dearness Allowance, HRA and Cafeteria Allowance. Besides the mentioned CTC, the other allowances / benefits include Housing accommodation (as per seniority and subject to availability), Medical Facilities, Productivity Incentive, Gratuity, Group Personal Accident Insurance, Leave Travel Concession/LFA etc., as per Long Term Settlements applicable to Mumbai Refinery and Corporation Rules.

Selected candidates will join HPCL in R07 Grade. They 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 filling up the application form.

1. The candidate need to apply through online mode for the above advertised position by visiting website [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com) and click on Careers -> Job Openings. No other means / mode of the application will be accepted.
2. Candidate should keep soft copy of latest passport sized colored photo and scanned copy of the signature (in jpg/gif format less than 200 kb) ready before filling online application form.
3. Fill the online form with all relevant details. Upload your latest passport size photograph and signature in the online application form.
4. Upon submission of 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 color passport size photograph (same photograph as uploaded in online application), sign in the space provided for signature and keep safely for future reference.

#### **Important Points to note on application and selection procedures:**

1. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of on-line application.
2. Rules/guidelines, as may be prescribed by the Govt./framed by the Corporation from time to time, shall apply. Candidates are also requested to visit FAQs section on our website with respect to this recruitment drive.
3. Candidates who are registered with Local Employment Exchange(s)/ District Sainik Resettlement Board/ Special Employment Exchange and meeting the prescribed eligibility criteria, whose names are sponsored against this notification, are also advised to apply Online through HPCL website, failing which their candidature will not be considered.
4. 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 be through registered email id and mobile number only. Post registration of email id and mobile number, request for change of e-mail ID and mobile number will not be entertained.
5. The candidates should have the relevant documents like percentage of marks obtained in the qualifying examination, caste/sub-caste certificate, date of issue of certificates, name of issuing authority, state of origin, Proof of Identity, etc., readily available with them before they commence the application process.
6. Candidates need to apply for **only one position** 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 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>. Various intimations, schedules / dates can be accessed through HPCL website under Careers section.
8. 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.
9. Reimbursement will be made for 2nd class rail fare by the shortest route to examination center for outstation SC/ST/PwBD 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 submitted at the time of application will not be reimbursed. In case a



candidate is called for the skill test and is found to be not satisfying the eligibility criteria (Age, Educational Qualification etc.) he/ she will not be entitled for reimbursement of any travelling expenses. SC/ST/PwBD candidates claiming travel reimbursement are required to furnish their bank details online correctly. This reimbursement is not applicable to candidates who are already in Central/State Government Services/PSUs.

10. All the candidates are requested to remain updated on Helpline / SMS services for the CBT and Skill Test date and Venue etc., and visit HPCL website from time to time.
11. Candidates can view their status of application / payment of application fee by logging in HPCL website with login credentials.
12. In the event of non-receipt of on-line application and processing fee from candidates for reasons whatsoever, his/her candidature will stand cancelled and no further communication on the same will be entertained. HPCL will not be responsible for any glitch in payment gateway or any failure of payment/non-generation of transaction number through the gateway.
13. 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 physical document verification, the candidates must satisfy themselves of the suitability for the position against which they are applying. If at any stage during/ after the 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.
14. Candidates domiciled in the state of Maharashtra are encouraged to utilize the recruitment opportunity since the notified vacancies are based in Mumbai. Knowledge of Local language (Marathi) would be desirable.
15. 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.
16. 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. Syllabus and sample questions for CBT will be hosted in HPCL website.
17. Request for change of center for CBT shall not be entertained.
18. Photograph image:
  - a. Photograph must be a recent passport size color 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 candidate uploads any other image other than his/her passport size photograph, his/her application will be summarily rejected.
19. PwBD (availing of relaxation in qualification or CBT qualifying marks) and Ex-Servicemen candidates, if found suitable, will be considered against reserved vacancy irrespective of their position in Merit list (in order of merit within the category) on horizontal reservation policy.
20. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/ testimonials etc. At any stage of the selection process, if it is found that the candidate has furnished false or incorrect information, the candidature/appointment of the candidate will be cancelled.
21. Filling up of vacancies is solely at the discretion of the management based on suitability of candidates and no claim will arise for appointment for any candidate whomsoever, if some of these vacancies are not filled due to unsuitability of available candidates or insufficiency in number of candidates.

#### **G. PAYMENT OF APPLICATION FEE:**

**General, Ex-servicemen, OBC-NC and EWS candidates are required to pay a Non-Refundable Amount of ₹590/- + payment gateway charges if any (which includes GST@18%). SC, ST and PwBD candidates are exempted from payment of application fee.**

#### **MODE OF PAYMENT:**

Online Payment through Debit / Credit card/UPI/Net Banking: On paying application fee online, the payment status will automatically change to "Your Transaction is successfully completed", on successful receipt of fees. All the candidates must ensure that the payment status is "Completed" as the transaction will be considered "incomplete" in case of any other payment status. Once the payment is done, candidates are required to take print of acknowledgment of payment and preserve the same for future reference.

Note: Application fee once paid will not be refunded under any circumstances. Hence, Candidates are therefore requested to verify their eligibility before payment of application fees.

#### H. OTHER GENERAL INSTRUCTIONS:

1. All queries pertaining to the recruitment including selection process may be addressed to Recruitment Team-Mumbai Refinery through our email ID [careersmr@hpcl.in](mailto:careersmr@hpcl.in). Candidates have to necessarily mention their application number in the subject of the email for any query / information.
2. If any candidate attempts to use external/ internal influence or canvass for the purpose of facilitating his/her selection, his/her candidature will automatically be cancelled without assigning any reason whatsoever. Also, 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.
3. HPCL will not be responsible for any loss/ non-delivery of email/ any other communication sent/ wrong bank detail submission (for SC/ST/PwBD candidates), due to invalid/wrong email id/ contact details furnished by the candidate.
4. Management reserves the right to restrict the number of candidates to be called for CBT /Skill Test and reject the application/ change the number of vacancies at any stage of recruitment process without assigning any reasons.
5. Selected candidates shall have all-India transfer liability. 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.
6. The positions are operated with work arrangements in three shifts. Incumbents/ selected candidates on appointment will be required to perform duties in any of the three shifts depending on work exigencies.
7. 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.
8. The court of jurisdiction for any dispute will be Mumbai.
9. Any further corrigendum / addendum would be uploaded only on our website <http://hindustanpetroleum.com>. Candidates are advised to visit the website from time to time.

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