



# HINDUSTAN PETROLEUM CORPORATION LIMITED

## Visakh Refinery

Malkapuram, Visakhapatnam - 530011, Andhra Pradesh, India. CIN No. L23201MH1952GOI008858

### RECRUITMENT OF TECHNICIANS

Hindustan Petroleum Corporation Limited (HPCL) is a Navratna Central Public Sector Enterprise (CPSE) and a S&P Platts Top 250 Global Energy Company with Annual Gross Sales of Rs 2,95,713 crore and Profit after Tax of Rs. 6,029 crore during FY 2018-19. HPCL has a strong presence in downstream hydrocarbon sector of the country with over 18% share in petroleum product marketing and also has business footprints across other energy verticals & various overseas geographies.

HPCL owns and operates refineries at Mumbai & Visakhapatnam with designed capacities of 7.5 Million Metric Tonnes Per Annum (MMTPA) & 8.3 MMTPA respectively. HPCL also owns the largest lube refinery of the country at Mumbai, producing Lube Oil Base Stocks with capacity of 428 TMTA. HPCL holds 48.99% equity stake in JV company, HPCL-Mittal Energy Limited (HMEI) which operates a 11.3 MMTPA capacity refinery at Bathinda (Punjab) and also holds equity stake of 16.96% in the 15 MMTPA Mangalore Refinery and Petrochemicals Ltd. (MRPL) at Mangalore (Karnataka).

HPCL has the second largest petroleum product pipelines network in India with a cross country pipeline network of 3,370 km and supplies petroleum products across the country through a vast marketing network consisting of 41 Inland Relay Depots, 42 Terminals, 49 LPG Bottling Plants, 43 Aviation Service Stations, 6 Lube Blending plants over 15,000 retail outlets, 270 lube distributorships and over 5,800 LPG distributorships.

HPCL invites proficient and motivated young and energetic candidates looking for exciting career opportunities to be a part of our growth journey. Interested and eligible candidates can apply for the following vacancies ONLINE for filling up of various positions in Visakh Refinery - Visakhapatnam.

### IMPORTANT DATES

Commencement of online application	01-09-2019
Last date of online application	30-09-2019

Sl. No	Name of Position	Qualification	Current Positions					Total
			UR	EWS	SC	ST	OBC	
1.	Maintenance Technician-Electrical	Diploma in Electrical Engineering						8
2.	Maintenance Technician-Instrumentation	Diploma in Instrumentation or Instrumentation and Control or Electronic and Instrumentation or Instrumentation and Electronics or Electronics and Communication or Electronics and Telecommunication Engineering.	7	2	4	0	7	5
3.	Maintenance Technician-Mechanical	Diploma in Mechanical Engineering						7
4.	Lab Analyst	B.Sc. (Maths, Physics, and Chemistry) with 60% Marks in Chemistry or M.Sc. (Chemistry) 1 <sup>st</sup> class (60%).	9	1	1	1	4	4
5.	Junior Fire & Safety Inspector	Science Graduate (40%) with valid HMV licence						12

Broad descriptions of duties for the above positions are mentioned below :

Sr.	Position	Description of Duties
1.	Maintenance Technician-Electrical	The major scope of Maintenance Electrical technician includes carrying out corrective, preventive and predictive maintenance of various electrical equipment across the refinery. This includes complete testing of motors, transformers, Circuit breaker, starter modules, MCCBs, relays (primary and secondary injection), tan delta tests, oil BDV testing etc. The technicians shall be capable troubleshooting/ rectifying PA systems, UPS, Battery chargers, battery banks, soot blowers, carrying out generators testing, end termination & straight through joints of cables up to 33 kV, usage of cable fault kits, HT and LT panels as well as cable hi-pot tests. They shall be capable of reading electrical drawings and carrying out modifications or rectification of control and power circuits in HT and LT panels as per requirement. They shall be capable of monitoring healthiness of SCADA system, carrying out Infrared thermography and preparation of reports for the same in Word/ Excel. The above activities need to be carried out during general shift, shifts, turnaround shut downs, etc.
2.	Maintenance Technician Instrumentation	The role and responsibilities includes carrying out corrective, preventive and predictive maintenance of various instruments and control systems in Refinery. This includes dropping, calibration & re installation of different types of pressure, flow, level and temperature instruments as well as analyzers. Preparation of calibration reports, PM check reports, check lists, etc. Wet leg filling & calibration of level instruments, un plugging of lead lines & proving clear of all tapings. Checking, overhauling & calibration of different types of instruments, final control elements (Control valves), analyzers, solenoid valves, etc. Checking & troubleshooting of the tankage instruments like servo gauges, radar gauges, RIM seal systems, etc. Checking of safety instruments like, smoke detectors, fire detectors, gas detectors, flame scanners, manual call points, clean agent protection system, etc. Checking of DCS, PLC, SCADA, SOE, HMI, CCTV, Wireless and MMS systems. Checking of instrument loops, junction boxes, unit trip & interlock systems, start-up and commissioning assistance, etc. The above activities need to be carried out during general shift, shifts, turnaround shut downs, etc.
3.	Maintenance Technician-Mechanical	Perform maintenance activities of all production equipment which includes, but not limited to, Pumps, Compressors, Fans, Boilers, Heaters, Heat Exchangers, Coolers/ Condensers, Pipelines, Pressure Vessels, Soot Blowers, Valves, Tanks, Steam Turbines, Mixers, Agitators, Gas turbines, filters, level gauges, lifting tools and structural. Perform mechanical assemblies, dismantling, alignments, bolt torquing, greasing, trip checks, balancing, measurements, machining, drilling, gas cutting, welding, brazing, lapping, painting, stenciling, insulation works, protective coating jobs and troubleshooting & repair works of all kinds of hydraulic/pneumatic/electrical operated mechanical equipment. Perform civil works such as drilling, grouting, piling, shuttering, piling, RCC/ PCC works, excavation, plumbing, Carpentry jobs and laying underground piping. Operate all kinds of mechanical tools which includes, but not limited to, Spanners, Torque Wrenches, Chain Blocks, EOT cranes, Test pumps, test benches, Power tools, and also the mechanical instruments. Read and interpret equipment manuals and work orders to perform required maintenance and service. Diagnose problems, replace or repair parts, test and make adjustments. Perform regular preventive maintenance on machines, equipment and plant facilities and record the observations in log sheets. Inspect incoming materials and conduct QC/QA checks. Comply with safety regulations and maintain clean and orderly work areas.
4.	Lab Analyst	Regularly carryout testing (analysis) of various samples of hydrocarbon (crude oil, intermediate streams and final products), water and gases collected from Process units in the refinery on round the clock basis in shift duties. Samples' analysis shall be carried out as per specified/ standard test methods and Standard Operating Procedures (SOPs) of respecting test equipment/ apparatus. Enter the test results in the LIMS software used in the laboratory. Prepare Standard Solutions of different strength

(Normality) for usage in the laboratory, carryout calibration of equipment/ apparatus and maintain records. Check the glass ware/ equipment/ apparatus' condition, clean the apparatus before and after sample analysis and follow safety precautions. Check for adequacy of stocks of consumables, chemicals, glass ware etc. available in the laboratory and submit report to Shift in-charge. Participate in refinery fire-fighting and mock drills as a first line crew member during emergency. Follow Work Instructions, Safe Work Practices (SWP) and report unsafe/ near miss conditions, if any. Maintain Good Housekeeping in the work place and overall laboratory. Participate in ISO 17025 & 14001 activities and ASTM Proficiency Test programs as and when required.

5.	Junior F&S Inspector	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.
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### A. EDUCATIONAL QUALIFICATION :

Minimum educational qualifications for employment are given below :

1. Candidates should have passed qualifying examinations in relevant disciplines. All the qualifications should be **full time regular course recognized by respective State Board or applicable competent authority**. Courses offered through part time or distance mode for employed person will not be entertained for the purpose of educational eligibility criteria.

2. Except Sr.no.5 i.e. Junior Fire & Safety Inspector positions, the Candidates (belonging to General, EWS and OBC-NC category) should have secured minimum 60% (aggregate in all semesters/years) marks in qualifying diploma / degree examinations, relaxed to 50% (aggregate in all semesters / years) marks for SC/ST/PWD candidates. Minimum Age: 18 Years (as on 01-09-2019) Max Age Limit : 25 Years (as on 01-09-2019)

3. **Candidates possessing higher qualification such as degree in engineering, AMIE etc. are not eligible for consideration and need not apply.**

### B. CONCESSIONS/ RELAXATIONS :

1. Reservation of posts for SC, ST, EWS, OBC-NC and PWD are as per Government Directives.

2. Except lab analyst, all the positions require climbing of tall structures, columns and tanks by stairs and monkey ladders, quick response to unit emergencies or process upsets. All applicants are required to ensure their suitability to the above positions before applying.

3. The reserved category candidates are required to submit the original caste certificate in prescribed format of Government of India, issued by the competent authority at the time of Skill Test, in support of their claim. In addition, the OBC-Non Creamy layer candidates will be required to submit a valid caste certificate 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 issued in the year of advertisement. 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). The applicable formats of caste/community certificate are available on our websites [www.hpclcareers.com](http://www.hpclcareers.com) and [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com)

5. Candidate claiming reservation benefit under EWS category are required to produce an Income and Asset Certificate in prescribed format as contained in DOPT OM No.36039/1/2019-Estt(Res) dated 31-01-2019

6. If the SC/ST/OBC-NC/PWD/EWS 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.

7. Maximum age limit is relaxable by 5 years for SC & ST, 3 years for OBC-NC candidates, as applicable and 10

- years for PWD (UR), 13 years for PWD (OBC-NC), 15 years for PWD (SC/ST) candidates, as applicable.
8. Any request for change in Category (General/SC/ST/OBC-NC/PWD/EWS) once filled in the online application form, will not be considered and accordingly concession / relaxation applicable will not be extended.
  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-servicemen who have 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. Relaxed standards in assessment/selection will be applicable for SC, ST, OBC-NC and PWD candidates.
- C. SELECTION METHODOLOGY**
- Candidates fulfilling all of the above eligibility criteria for respective positions will be called for a Written Test / Computer Based Test comprising of General Aptitude Test and Technical / Professional Knowledge. The Written Test / CBT is likely to be conducted at 5 Centers. i.e., Mumbai, Vishakhapatnam, Kolkata, Chennai & Delhi. However, HPCL reserves the right to cancel or add any Center. Candidates may be called for written test at any center other than his choice. Candidates qualifying in the Written Test / CBT will be called for Skill Test, in order of the category-wise and position wise merit list (as per cut - off marks decided by HPCL). Skill test shall be of "qualifying nature" only. The candidates qualifying Skill Test will have to appear for pre-employment medical examination. Reference for a medical examination does not mean final selection.
- D. PHYSICAL / MEDICAL FITNESS :**
- Desirous candidates seeking employment with Hindustan Petroleum need to be medically fit as per Hindustan Petroleum's pre-employment medical standard. It may please be noted that Defective Color vision is a disqualification under Pre Employment Medical norms of HPCL.
- E. REMUNERATION PACKAGE ON COST TO THE COMPANY (CTC) BASIS :**
- Remuneration for all the above positions will be minimum Rs. 40000/- pm on Cost to Company Basis. Designation may vary depending on place of posting. CTC is for candidates posted in metro cities; and may vary for other locations. CTC includes deferred payments like post-retirement benefits. (PF, Gratuity and Superannuation Benefits). The CTC is under revision. Selected candidates will be on probation for a period of 9 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 certificate wherever applicable.
- F. HOW TO APPLY :**
- Candidates are requested to read the complete instructions hereunder before proceeding to the application form.
1. The candidates need to apply online for the position. Login to [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com) and click on Career Opportunities.
  2. The relevant link is available for on line submission of application under 'Careers Opportunities' section on [www.hpclcareers.com](http://www.hpclcareers.com) or [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com). Online submission of the application will be allowed on the website up to **30-09-2019 up to 2359 hrs.** No other mean / mode of the application shall be accepted.
  3. Candidate should keep scanned copy of latest passport size photo (in jpg / gif format less than 50 kb) ready before filling online application form.
  4. Fill in the online form with all the relevant details. Upload scanned copy of your latest passport size photograph in the online application form.
  5. Click Submit. You will get a system generated 12 Digit Application No. Please note that this application No. is important and will be required for all future references throughout the selection process. Take printout of the Online Application Form, affix recent passport size photograph, put signature at the space provided and keep safely for future reference.
  6. 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 w.r.t. personal/ any other details
- 7. PAYMENT OF APPLICATION FEE :**
- a. Applicants are required to pay a Non-Refundable Amount of Rs.590/- (fee inclusive of GST. @ 18%). Applicants can make the payment of fee thru challan or on line thru debit/credit card(any one) by choosing appropriate mode at the time of filling online application. However, bank charges of Rs.35/- will be levied depending on the type of payment Mode selected which is exclusive of the application fee
- 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.**
- b. **SC, ST and PWD candidates are exempted from payment of application fee.**
- MODE OF PAYMENT :**
- i. **Payment through challan at State Bank of India (SBI) :**  
Under this option candidates are required to take a print of '2 part challan' (1. Candidate copy, 2. Bank copy) along with filled application form. Non-Refundable Amount of Rs.590/- (fee inclusive of GST 18%) for General OBC-NC and EWS candidates is to be deposited through pre-printed challan in HPCL Powerjyoti A/C Number 32315049001 at any branch of SBI across country after two working days from date of online application. Candidates are required to ensure that bank affixes 'payment received' stamp and Journal no. on two parts of challan. Candidates are required to collect the 'Candidate's copy' of 2 part challan from bank and preserve the same for future reference. Once the payment is received by HPCL against the application no., payment status will change to "Payment Received". Please ensure that your payment status is changed to "payment received" within 3-4 working days from the date of payment of application fee as the applications with other payment status will not be accepted. In case payment status is not updated within 3-4 working days then kindly send the scanned copy of paid challan to [hpclvr-recruitment@mail.hpcl.co.in](mailto:hpclvr-recruitment@mail.hpcl.co.in)
  - ii. **Online Payment through Debit / Credit card :**  
Under this option candidates can pay applicable application fee online by using Debit/ Credit card. The payment status will automatically change to "Payment Received", immediately on successful receipt of fees. In case the payment status does not change immediately, candidates are required to retry payment through Debit/ Credit card or pay through challan at SBI. All the candidates must ensure that the payment status is "Payment Received". The transaction will be considered "incomplete" in case of any other payment status due to any reason. Once the payment is done, candidates are required to take print of acknowledgment of payment and preserve the same for future reference. No other mode of payment than those mentioned above will be accepted.
- G GENERAL INSTRUCTIONS :**
1. Only Indian Nationals are eligible to apply.
  2. The last date for reckoning age and all other eligibility criteria will be considered as of 01-09-2019
  3. 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.
  4. 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, etc. readily available with them before they commence the application process.
  5. 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).
  6. Local candidates are encouraged to utilize the recruitment opportunity since the vacancies are based in Visakhapatnam.
  7. Candidates presently employed in Government Departments/ PSUs/ Autonomous Bodies will be required to submit NOC from competent authority of their current employer at the time of Skill Test. In case of failure to produce the NOC from the current employer at the time of Skill Test, the candidate will not be permitted to appear for the Skill Test.
  8. Candidates need to apply for only one post as the written test for all the positions will be conducted on the same date and at the same time in all the test centers.
  9. Candidates not found to be meeting the prescribed eligibility criteria shall be rejected at any stage of the selection process.
  10. Candidates are not required to send printout of application or any other documents in hard copy to HPCL. Written test/Skill Test Call Letter will not be sent to candidates in hard copy. Candidates will be required to download the same from HPCL website [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com). Various intimations, schedules/ dates can be accessed through HPCL website.
  11. Mere issuance of written test/Skill Test call letter or reference for medical examination will not imply final selection of candidate, which may please be noted.
12. All queries pertaining to recruitment including selection process may be addressed to Recruitment Team only through [hpclvr-recruitment@mail.hpcl.co.in](mailto:hpclvr-recruitment@mail.hpcl.co.in)
  13. Candidates are also requested to visit FAQs section on our website with respect to this recruitment drive. Candidates may please note that personal calls and/or interaction with any of the HPCL's officials during recruitment drive is discouraged, except when absolutely necessary.
  14. 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.
  15. Management reserves the right to restrict the number of candidates to be called for written test/ Skill Test, reject the application without assigning any reasons/change the number of posts.
  16. Selected candidates shall have all-India transfer liability. All positions involve working in three 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.
  17. Reimbursement of 2nd class rail fare by the shortest route to examination centre for outstation SC/ST/PWD candidates appearing for written test/ Skill Test, shall be made, 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 paid Travelling Allowance. Any request for change in Category (UR/SC/ST/OBC-NC/PWD) once filled in the online application form will not be considered and accordingly concession / relaxation applicable will not be extended.
  18. The reserved category candidates are required to submit the latest caste certificate/s in prescribed format applicable for appointment to posts under Government of India & issued by the competent authority at the time of Skill Test, if called for in support of their claim.
  19. Candidates claiming reservation under EWS category are required to submit the requisite certificate in prescribed format issued by respective Competent Authority failing which their candidature will not be considered.
  20. Persons with disabilities (PWD)- Only such persons would be eligible for reservation who suffer from not less than 40% relevant disability. PWD candidates are required to submit certificate issued by respective Competent Authorities failing which their candidature is will not be considered.
  21. All the candidates are requested to remain updated on Helpline / SMS services for the Written Test and Skill Test date and Venue etc., by visiting HPCL website.
  22. Candidates can view their status of payment of application fee by logging in HPCL website with application no. & e-mail ID (as mentioned in online application).
  23. In the event of non-receipt of application & processing fee from candidates for reasons whatsoever, his candidature will stand cancelled and no further communication on the same will be entertained.
  24. 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 candidature will be rejected.
  25. Admit card for written test downloaded from the website has to be duly signed by the candidate and photograph affixed and is required to be produced at the time of written test.
  26. HPCL reserves the right to raise minimum 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.
  27. Wherever CGPA/OGPA or letter grade in a qualifying diploma is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University / Institute. Please also obtain a certificate to this effect from University / Institute which shall be required at the time of Skill Test.
  28. Any canvassing directly or indirectly by the applicant will disqualify his candidature.
  29. In case any dispute arises on account of interpretation in versions other than English. English version will prevail.
  30. The question paper for the written test 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.
  31. Request for change of center for written examination shall not be entertained.
  32. Photograph image :  
a. Photograph must be a recent passport size colour picture, against a light- colored, (preferably white) background.  
b. Look straight at the camera with a relaxed face.  
c. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.  
d. If you have to use flash, ensure there is no "red-eye"  
e. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Caps, hats and dark glasses are not acceptable. Religious head wear is allowed but it must not cover your face.
  33. **Closing dates :**  
a. Closure of On-Line Application: **30-09-2019**  
b. Closure of payment of Fees thru challan : **07-10-2019**
- Any further corrigendum/addendum be uploaded only on our website [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com)  
The court of jurisdiction for any dispute will be Visakhapatnam.