

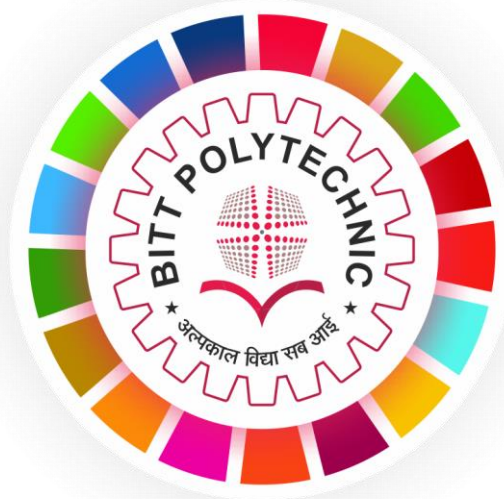
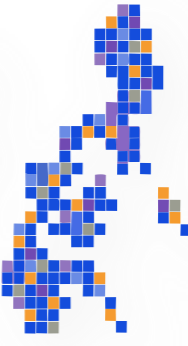
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# BITT POLYTECHNIC

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मानवता की सेवा, सभी के लिए सर्वश्रेष्ठ शिक्षा



UNIT OF BITT

हमारे सभी विद्यार्थियों एवं सहयोगियों को  
हमारी 27 वर्षों की गौरवशाली यात्रा का हिस्सा  
बनने के लिए धन्यवाद.

आपका विश्वास ही हमारी निरंतर सफलता की प्रेरणा है।

सर्वश्रेष्ठ पॉलीटेक्निक संस्थान, सर्वोत्तम पढ़ाओ, सर्वोत्तम बनाओ।

DEPARTMENT OF TRAINING, PLACEMENT, CONSULTING,  
INNOVATION & RESEARCH (DTPCIR)

BITT-G/NOTICE/2022-23/ 10327

Dated: 25/04/2022

## NOTICE

All the students of diploma on (EE, ECE & ME ) branches of sessions 2018-21, 2017-20, 2016-19, 2015-18, 2014-17, 2013-16 are hereby informed that “**HINDUSTAN PETROLEUM CORPORATION LIMITED (HPCL)**” is shortly going to do online/ offline /recruitment/ Apprenticeship/ placement program.



### **HINDUSTAN PETROLEUM CORPORATION LIMITED (HPCL)**

Hindustan Petroleum Corporation Limited (HPCL) a Maharatna Central Public Sector Enterprise (CPSE) and a S&P Global Platts Top 250 Global Energy Company. 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. During 2020 - 21, HPCL recorded Profit after Tax (PAT) of Rs. 10,664 Crore. HPCL owns and operates refineries at Mumbai & Visakhapatnam with designed capacities of 7.5 Million Metric Tonnes Per Annum (MMTPA) & 8.3 MMTPA with further expansion planning to 15MMTPA at Visakh Refinery. HPCL also owns the largest Lube Refinery in the country at Mumbai for producing Lube Oil Base Stock with a capacity of 428 TMTA. HPCL holds 48.99% equity stake in JV company, HPCL-Mittal Energy Limited (HMEL) which operates a 11.3 MMTPA capacity refinery at Bathinda (Punjab) and also holds 16.96% equity stake in Mangalore Refinery and Petrochemicals Limited (MRPL) which operates a 15 MMTPA capacity refinery at Mangalore (Karnataka). HPCL has the second largest petroleum product pipeline network in India with network length of 3,775 km and supplies petroleum products across the country through a vast marketing network consisting of 70 depots, 42 terminals, 52 LPG bottling plants, 47 aviation fuel stations, 6 lube blending plants, over 19,341 retail outlets, 282 lube distributorships and over 6210 LPG distributorships. Across the nation and beyond, we are transforming the energy landscape with our solutions that cut across a spectrum of requirements.

With myriad solutions for myriad needs, ours is a world bursting with diverse solutions to cater to your energy requirements. A world steered by innovative technology to create value for you.

Where we consider it our duty to keep your kitchen stoves alight with clean and safe gas, all through the day. Where we take the lead to extend personalized vehicle & customer care through our retail outlets, round the clock. Where we provide the necessary thrust for your dreams to take flight. From the food you eat to the clothes you wear, from the cosmetics you adorn to the devices that bring you entertainment, there is a touch of HP in every facet of your life.

In our world, we walk hand in hand with nature and live the mantra of Delivering Happiness, through safety, sustainable growth, and helping the community, night and day!

## Major Ongoing Projects

In order to strengthen core processes and modernize, HPCL has developed ambitious plans for expansion and diversification in the areas of increasing energy demand, technological upgradation and environment management. A brief on some major projects in progress in different parts of India are given below:

### Visakh Refinery:

The objective of the project is to increase the capacity of Visakh Refinery to 15 MMTPA. It is in the advanced stage of construction and is expected to be completed in financial year 2021-22. Execution of residue Upgradation facilities (RUF) project as part of VRMP is also progressing well at Visakh Refinery and is likely to get completed by December 2022.

### MREP project

The objective of the project is to enhance the capacity from 7.5 to 9.5 MMTPA. The project is in advanced stage of execution. As part of the MREP project in Mumbai refinery, tankage facility with 38 Hydrocarbon tanks and 2 Firewater tanks has been mechanically completed.

### JOB DETAIL:

**Job Role:** Technician

**Educational Qualification:** Diploma of (EE, ECE & ME) branches

**Diploma passing year:** sessions 2018-21, 2017-20, 2016-19, 2015-18, 2014-17, 2013-16.

**Salary:** Rs 55000/- per month on Cost to Company Basis (Pay Scale Rs 26000/-- Rs 76000/-)

**Vacancy:** Multiple

**Location:** Visakhapatnam and other locations in India.

**Last date of online registration is** 21/05/2022.

### RECRUITMENT PROCESS:

Online/ offline / Apprentices/recruitment/ placement program

### DOCUMENTS REQUIRED (In Joining):

1. PAN Card
2. AADHAR Card
3. 10<sup>th</sup> /12<sup>th</sup> Mark sheet
4. Board Certificate
5. Diploma Semester wise Mark sheet and Certificate.

**NOTE:**

- a. The interested students should fill their details at available Link: <https://docs.google.com/forms/d/1wD-zTZLBY0vz5VaQJ5ueoegjiWkxakJPKogpz9RqM1Q/edit> on or before 21/05/2022 up to 11:59 PM, for attending the online placement program.
- b. The above notice has been shared from the authentic source like advertisements/print media/newspaper/ journals/recruiters/ public/ private sectors. The aim of the institute is to make an advanced level awareness of the vacancies in public as well as private sectors for recruitments/placements of diploma students as per company's recruitment policies. The students have to complete the registration process on visiting the company website (career section) Or fill up the recruiter's forms on their links as well as they have to fill the college registration form in complete manner as per company norms/HR policies. The recruitment/ placement programs are based on online/ offline tests and interviews conducted by authorized officials. The placements/joining will be only offered to those students who will qualify all the process. The college is helping hand for students and taking best possible efforts for their brighter future. Remember, there is no any shortcuts / easy way to have direct placements. The college is not fully responsible to the students who will not able to get selected in the desired company.

**BITT HELP-DESK:**

**BITT Special Student's Care:** In Case of any issue, for any Observation/Suggestion/Grievances/Feedback, Please WhatsApp on 9931080111 / Call 9470193650 Or Email at: [rkbitt@gmail.com](mailto:rkbitt@gmail.com) (From 11.30 AM to 02.30 PM & Days: MONDAY - FRIDAY Only). We are committed for best academic support to our students.

(NOTE - All students are advised to make only WhatsApp messages on BITT helpline WhatsApp No.- 9931080111. Students may send their feedbacks/suggestions/complaints through WhatsApp only. No any call will be entertained on this no. in any cases.)

**BIRSA INSTITUTE OF TECHNOLOGY (TRUST)- BITT:** Indeed, it is pride moment for all of us that The BITT Group of Institution is Celebrating it's 27 Glorious Years in field of Technical Education, Scholarship & Serving the Nation in the excellent Way. BITT Polytechnic - **मानवता की सेवा, सभी के लिए सर्वश्रेष्ठ शिक्षा** (Approved by AICTE, NEW DELHI & Affiliated to Jharkhand University of Technology) - **सर्वश्रेष्ठ पॉलिटेक्निक संस्थान, सर्वोत्तम पढ़ाओ, सर्वोत्तम बनाओ** We firmly believe in "Student Centric Approach. So, Be Proactive, Not Reactive". Your cooperation is highly solicited in this regard.

**COVID Guidelines:** the college has no responsibility in case any of the student, visitors (visiting office) get corona infected the college is following all the COVID protocols keeping the spread of CORONA.

## Stay Safe & Healthy

With Best Wishes,  
BITTP

For admission/Scholarship/Placement/Start-up/Entrepreneurship/Notices/Any details, Visit URL given as:  
<http://www.bittpolytechnic.com>

Co-ordinator, DTPCIR

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बेटियाँ अब बोझ नहीं,  
हर बेटियों का अधिकार,  
शिक्षा से करें अपने सपनों को साकार  
RKSJVSA के तहत  
विद्या लक्ष्मी छात्रवृत्ति योजना  
अपने करियर को सफलता के  
शिखर पर पहुँचें।



#StayHomeStaySafe



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Service for Mankind

हिन्दी, इंग्लिश, कंप्यूटर एवं डिजिटल शिक्षा सभी के लिए। बेटी बचाओ-बेटी पढ़ाओ, लड़का-लड़की एक समान। वृक्ष लगाओ-जीवन बचाओ, नशा मुक्त-स्वस्थ भारत, रेन वाटर हार्वेस्टिंग, सौर उर्जा, स्टार्ट अप, पीएम ई-विद्या, डिजिटल इंडिया, आत्मनिर्भर डिजिटल बीआईटीटी, इंटरनेटशाला, लड़कियों के लिए विद्या लक्ष्मी स्कॉलरशिप, अंतरराष्ट्रीय कार्यशाला, झारखंड स्टिकल डेवलपमेंट मिशन, कौशल एवं कुशल रोजगार, कल्याणकारी छात्रवृत्ति योजनायें।

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# HINDUSTAN PETROLEUM CORPORATION LIMITED

## Visakh Refinery

Malkapuram, Visakhapatnam - 530011, Andhra Pradesh, India. CIN: L23201MH1952GOI008858

### RECRUITMENT OF TECHNICIANS

Hindustan Petroleum Corporation Limited (HPCL) a Maharatna Central Public Sector Enterprise (CPSE) and a S&P Global Platts Top 250 Global Energy Company. 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. During 2020 - 21, HPCL recorded Profit after Tax (PAT) of Rs. 10,664 Crore.

HPCL owns and operates refineries at Mumbai & Visakhapatnam with designed capacities of 7.5 Million Metric Tonnes Per Annum (MMTPA) & 8.3 MMTPA with further expansion planning to 15MMTPA at Visakh Refinery. HPCL also owns the largest Lube Refinery in the country at Mumbai for producing Lube Oil Base Stock with a capacity of 428 MMTPA. 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 16.96% equity stake in Mangalore Refinery and Petrochemicals Limited (MRPL) which operates a 15 MMTPA capacity refinery at Mangalore (Karnataka).

HPCL has the second largest petroleum product pipeline network in India with network length of 3,775 km and supplies petroleum products across the country through a vast marketing network consisting of 70 depots, 42 terminals, 52 LPG bottling plants, 47 aviation fuel stations, 6 lube blending plants, over 19,341 retail outlets, 282 lube distributorships and over 6210 LPG distributorships.

HPCL invites applications from dynamic, result-oriented, aspiring individuals for filling up of the following positions at Visakh Refinery – Visakhapatnam. Interested and eligible candidates can apply ONLINE through [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com) under "Careers".

#### IMPORTANT DATES

|                                    |            |
|------------------------------------|------------|
| Commencement of online application | 22-04-2022 |
| Last date of online application    | 21-05-2022 |

| Sl.No                  | Name of Position                        | Qualification  | Current Vacancies |    |     |     |    | Backlog Vacancies |     | Total Vacancies |
|------------------------|---|--|-------------------|----|-----|-----|----|-------------------|-----|-----------------|
|                        |   |  | SC                | ST | OBC | EWS | UR | ST                | OBC |                 |
| 1                      | Operations Technician                   | Diploma in Chemical Engineering  |                   |    |     |     |    |                   |     | 94              |
| 2                      | Boiler Technician                       | Diploma in Mechanical Engineering, Desirable First class Boiler Attendant competency certificate   | 18                | 9  | 29  | 11  | 38 | 7                 | 0   | 18              |
| 3                      | Maintenance Technician(Mechanical)      | Diploma in Mechanical Engineering  |                   |    |     |     |    |                   |     | 14              |
| 4                      | Maintenance Technician(Electrical)      | Diploma in Electrical Engineering  |                   |    |     |     |    |                   |     | 17              |
| 5                      | Maintenance Technician(Instrumentation) | Diploma in Instrumentation Engg (or) Instrumentation and Control Engg (or) Instrumentation and Electronics Engg (or) Electronics and Communication Engg (or) Electronics and Telecommunication Engg. | 4                 | 3  | 8   | 3   | 22 | 0                 | 0   | 9               |
| 6                      | Lab Analyst                             | B.Sc. (Maths, Physics, and Chemistry) with 60% Marks in Chemistry or M.Sc. (Chemistry) 1st class (60%)   | 5                 | 1  | 9   | 3   | 15 | 0                 | 1   | 16              |
| 7                      | Jr Fire & Safety Inspector              | Science Graduate (40%) with valid HMV licence  |                   |    |     |     |    |                   |     | 18              |
| <b>Total Vacancies</b> |   |  |                   |    |     |     |    |                   |     | <b>186</b>      |

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

#### 1. Operations 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 subsequent trouble shooting.

#### 2. 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, cleaning & refitting of Oil burners, 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 and as per requirements. Carry out simple Lab tests in the field. 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 subsequent trouble shooting.

#### 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. 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 of troubleshooting/rectifying PA systems, UPS, Battery charger, battery banks, soot blowers, carrying out generators testing, end termination & straightthrough 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.

#### 5. 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.,

#### 6. 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.

#### 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 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/PwBD candidates.
3. **Minimum Age: 18 Years (as on 01-04-2022) Max Age Limit : 25 Years (as on 01-04-2022)**
4. 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, OBC-NC, EWS, Ex-Servicemen and PwBD are as per Government Directives.
2. Except Lab analyst positions, 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 website [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/PwBD/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 PwBD (UR), 13 years for PwBD (OBC-NC), 15 years for PwBD (SC/ST) candidates, as applicable.
8. Any request for change in Category (General/SC/ST/OBC- NC/PwBD/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, they shall be allowed to deduct the period of such service from his/her 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 selection will be made applicable for SC, ST, OBC-NC and PwBD candidates.

#### C. 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 is likely to be conducted at 22 Cities across India. HPCL reserves the right to cancel or add any Center. Candidates may be called for Computer Based Test at any center other than his/her choice. Candidates qualifying in the 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.

#### 7. Junior Fire & Safety 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.

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

Remuneration for all the above positions will be minimum ₹ 55000/- per month on Cost to Company Basis (Pay Scale ₹ 26000/- - ₹ 76000/-) for candidates posted at Visakhapatnam. CTC includes VDA, HRA, Cafeteria Allowance, Post- Retirement benefits (PF, Gratuity and Superannuation Benefits) etc.. 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 through [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com) and click on "Careers" -> Job openings.
2. Online Application will be accepted from 0000 hrs on 22-04-2022 till 2359 hrs on 21-05-2022.
3. Candidate should keep scanned copy of latest passport size photo and signature (in jpg/gif format less than 200 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 and signature in the online application form.
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 w.r.t. personal/ any other details.

#### G. PAYMENT OF APPLICATION FEE :

**UR, 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. 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 01-04-2022.
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. Local candidates are encouraged to utilize the recruitment opportunity since the initial vacancies are based in Visakhapatnam.
6. 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.
7. Candidates need to apply for only one post except Boiler technician and Maintenance Technician-Mechanical as the Computer Based Test for all the positions will be conducted on the same date and at the same time.
8. Candidates not found to be meeting the prescribed eligibility criteria shall be rejected at any stage of the selection process or even thereafter.
9. Various intimations, schedules/ dates can be accessed through HPCL website [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com).
10. Mere issuance of Computer Based Test /Skill Test call letter or reference for medical examination will not imply final selection of candidate, which may please be noted.
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, except when absolutely necessary.
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 Computer Based Test / Skill Test, reject the application without assigning any reasons/change the number of posts.
15. Selected candidates shall have all-India transfer liability.
16. 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/PwBD candidates appearing for Computer Based 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.
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 benchmarked disabilities (PwBD)- Only such persons would be eligible for reservation who suffer from not less than 40% relevant disability.
21. PwBD candidates are required to submit certificate issued by respective Competent Authorities failing which their candidature will not be considered.
22. All the candidates are requested to remain updated on Helpline / SMS services for the Computer Based Test and Skill Test date and Venue etc., by visiting HPCL website.
23. Candidates can view their status of payment of application fee by logging in HPCL website using login credentials (as mentioned in online application).
24. In the event of non-receipt of application & processing fee from candidates for reasons whatsoever, his/her candidature will stand cancelled and no further communication on the same will be entertained.
25. 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 rejected.
26. Admit card for Computer Based Test/Skill Test will be downloaded from the website [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com).
27. HPCL reserves the right to raise minimum eligibility standards and to increase/decrease the number of vacancies.
28. 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.
29. Wherever CGPA/OGPA or letter grade in a qualifying diploma/degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University / Institute. Please also obtain a certificate to this effect from University / Institute which shall be required at the time of Skill Test.
30. In case any dispute arises on account of interpretation in versions other than English. English version will prevail.
31. Request for change of centre for Computer Based Test shall not be entertained.
32. Photograph image :  
Photograph must be a recent passport size color picture, against a light- colored, (preferably white) background. Look straight at the camera with a relaxed face. 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. If you have to use flash, ensure there is no "red-eye". 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 headwear is allowed but it must not cover your face.
33. The court of jurisdiction for any dispute will be Visakhapatnam.
34. Contact:  
All queries pertaining to recruitment including selection process may be addressed to Recruitment Team –Visakh Refinery only through our E-mail id:  
[hpclvr-recruitment@mail.hpcl.co.in](mailto:hpclvr-recruitment@mail.hpcl.co.in)
35. Closing date:  
Closure of Online Application: 21-05-2022
36. Further corrigendum, if any, will be uploaded only on our website:  
[www.hindustanpetroleum.com](http://www.hindustanpetroleum.com)