

HINDUSTAN PETROLEUM CORPORATION LIMITED

(A Government of India Enterprise)

Regd. Office: 17, Jamshedji Tata Road, Mumbai – 400 020

Requires-Chartered Accountants

Hindustan Petroleum Corporation Ltd., is a mega integrated Oil refining and marketing company with Gross Sales of ₹1,88,131 Crores and 267th position in the prestigious list of Fortune Global 500 Companies during 2011-12. HPCL accounts for about 19.96% of the market share and about 10% of the nation's refining capacity and also operates the largest Lube Refinery in India producing Lube Base Oils of international standards, which accounts for over 40% of the India's total Lube Base Oil production.

HPCL with its performance oriented culture and well-rounded peoples' policies has won several prestigious awards like the "Forecourt Retailer of the Year" Award 2011, by Star Retailer Awards, "Golden Peacock HR Excellence Award" for the year 2011, the "CIO 100" Award by IDG, for the sixth consecutive year for innovation use of IT to deliver value and many others.

Towards fulfilling its Mission - to be a fully integrated company in the hydrocarbons sector of exploration and production, refining and marketing; focusing on enhancement of productivity, quality and profitability, HPCL invites Chartered Accountants aspiring to join it's team of world class professionals.

The eligibility criteria regarding prescribed education, age and other eligibility criteria and application procedure is mentioned below:

Education Qualification

Minimum educational qualification for employment in above mentioned position is:

- Candidates should be Qualified Chartered Accountant (CA) from Institute of Chartered Accountants of India (ICAI).

Candidates applying for the post should be in possession of C.A. professional qualification completed in all respect at the time of applying for the post.

NOTE . Candidates should have also completed mandatory Articleship Training required for award of C.A. qualification at the time of applying.

Number of Posts – 40 (SC-6, ST-3, OBC (NC)-11, Unreserved-20)

3% Horizontal reservation is provided for PWD candidates

Age Limit

Maximum 27 years as on 8th November 2012 for the general category candidates. Age relaxation for OBC (Non Creamy Layer)/SC/ST/PWD candidates will be applicable as per the Presidential Directive, which are as follows:

- **Maximum age limit is relaxable by 5 years for SC & ST, 3 years for OBC-NC and 10 years for PWD-UR, 13 years for PWD (OBC-NC) and 15 years for PWD (SC/ST) candidates, as applicable.**

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Concessions/Relaxations

- Reservation of posts for SC, ST, OBC-NC & PWD are as per applicable Government Directives.
- 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 applicable concession/relaxation will not be extended
- The reserved category candidates are required to submit the Caste/ PWD certificate/s in prescribed format of Government of India, issued by the competent authority, at the time of interview(as applicable for appointment to the posts under Government of India), in support of their claim. In addition, the OBC-NC (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. 36012/22/93-Estt.(SCT) dated 08-09-93 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 Personal Interviews if called for, indicating that they belong to OBC-Non Creamy Layer.
- The candidate belonging to PWD category (Person with Disabilities) with disability 40% and above are eligible to apply against PWD category.
- 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).
- If the SC/ST/OBC-NC/PWD certificate has been issued in a language other than English/Hindi the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.
- Maximum age limit relaxable by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.
- Age relaxation by 5 years for Ex-servicemen & Commissioned Officers (including ECOs/ SSCOs) subject to rendering minimum 5 years military service and fulfilment of other conditions prescribed by Govt. of India.

Physical Fitness

Candidates seeking employment with Hindustan Petroleum needs to be medically fit as per Hindustan Petroleum’s pre-employment medical standard.

Selection, Training and Placement

Candidates fulfilling all of the above criteria (based on scrutiny of the online application), will be called for personal interview through a list drawn on the basis of the aggregate of CA Final marks of both the Groups. The list for personal

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interview would be drawn category-wise in a pre-determined ratio to the number of vacancies in each category. **Candidates are required to mention only aggregate of CA final marks taking both groups into consideration (upto two decimal points).**

Candidates shortlisted for personal interview would be required to produced Certificate of Membership of Institute of Chartered Accountants of India.

Personal Interview would consist of assessment of behavioral competencies, wherein candidates will be required to qualify in behavioral interview. Candidates qualifying in the Personal Interview will be required to undergo pre-employment medical examination. Reference for medical examination does not mean final selection, which may please be noted.

Candidates belonging to SC, ST, OBC-NC & PWD would be assessed under relaxed standards during personal interview.

The final selection / Offer of Employment will be based on the candidates CA Final marks in both Groups and candidate's performance in the Personal Interview (consisting of behavioral competencies), being declared as Medically Fit by HPCL designated Physician, no of vacancies for the position and subject to fulfillment of other eligibility criteria w.r.t Academic Qualification, Age, work experience, NOC, Relieving letter from previous employer etc. as may be applicable

A category-wise merit list will be drawn for all the candidates who qualify in all selection parameters as per above criterion & offer of appointment would be as per vacancies available category-wise.

Remuneration Package

Selected candidates will be on Probation for 1 year and they will be placed initially at the entry level in the Management Cadre in "A" grade in the Salary Scale of ₹ 24,900 – 50,500, besides Basic Pay, the employee is entitled to allowances at 50% of Basic Pay under Cafeteria Approach, Dearness Allowance, HRA, Contributory Provident Fund, Gratuity, and Superannuation Benefits as per Corporation's policy in force from time to time.

Upon confirmation, the CTC would be appx. ₹ 8.50 lakhs per annum**. In addition to this, Performance Related Pay (PRP) is also paid as per the Corporation's policy.

** CTC is for candidates posted in metro cities; and may vary for other locations. CTC includes deferred payments like post-Retirement Benefits also.

PLACEMENT/ASSIGNMENTS

Posting/ Assignment can be in any SBUs/Division/Department of the Corporation at any place in the country/otherwise and the services thereafter will be transferable as per the requirement of the Corporation. Selected candidates may also be posted in any of the subsidiaries/Joint Ventures or any department of Government of India.

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Retention Amount

An amount of Rs. 5000/- per month will be deducted as retention amount from the total emoluments for first six months during the period of probation. The amount will be refunded to the officers only after their confirmation in salary grade 'A'. The retention amount will be forfeited, upon leaving the Corporation or termination of service before the confirmation.

PAYMENT OF APPLICATION FEE & PROCESSING FEE

General candidates are required to pay a Non-Refundable Amount of ₹ 535/- (Application fee of ₹ 500/- and banking charges of ₹ 35/-). SC/ST/OBC-NC & PWD candidates are exempted from payment of Application & Processing Fee.

A. Payment through challan at State Bank of India (SBI):

Candidates are requested to make payment through challan at any SBI branch after 2 working days from the date of submission of online application form. Under this option candidates are required to take a print of '3 part challan' (1.Candidate copy, 2.HPCL copy, 3.SBI copy). Non-Refundable Amount of ₹ 535/- (Application fee of ₹ 500/- and banking charges of ₹ 35/-) for General & OBC-NC candidates is to be deposited through pre-printed challan in HPCL Powerjyoti A/C at any branch of SBI across country.

SBI official will be able view all your details (non-editable) in their system, after entering your unique application / reference no along with date of birth towards crediting the amount against your application. Please ensure that you get the correct Journal no. entered on candidate copy and HPCL copy of the Challan, against the payment made. Candidates are required to collect the 'Candidate's copy' and 'HPCL copy' of 3 part challan from bank and preserve the same for future reference.

Once the payment is received by HPCL against your application no. your payment status will change to "Payment Received" within 2-3 working days. Please ensure that your payment status is changed to "payment received" within 2-3 working days from the date of payment of application & processing fee, as the applications with other payment status will not be accepted. In case, the payment status does not change to "Payment Received" within 2-3 working days from making the payment, upload the Challan details along with scan copy of Your Challan against your online application on HPCL website.

B. Online Payment through Debit / Credit card:

Under this option candidates can pay applicable application & processing fee online by using Debit / Credit card. The payment status will automatically change to "Payment Received", immediately on successful transaction. In case the payment status does not change immediately, candidates are required to re-try payment through Debit/ Credit card or switch to payment through challan at SBI.

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All the candidates must ensure that the payment status is “Payment Received” 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.

Online payment process through debit/credit card involves SBI Payment Gateway. Merely deduction of amount from account does not mean completion of payment. Therefore candidates should ensure that the Online Payment process is completed successfully and their Payment status should be “payment Received”. HPCL will not be responsible for non-receipt of requisite fee due to technical reason.

No other mode of payment than those mentioned above will be accepted.

How to apply.

Candidates are requested to read the complete instructions hereunder before proceeding to the application form. Apply online only on www.hindustanpetroleum.com. Online submission of the application will be allowed on the website upto 8th November, 2012. No other mean / mode of the application shall be accepted. Online Application System will be open from 1000 hrs on 5th October, 2012 to 1700 hrs on 8th November 2012.

STEPS FOR APPLYING.

STEP 1: Login to www.hindustanpetroleum.com and click on Career Opportunities. Read all the instructions given on the website carefully. Candidate should keep scan copy of Passport size photo (in jpg / gif format less than 500 kb) ready before filling online application form.

STEP 2: Fill in the online form with all the relevant details carefully (details once submitted cannot be modified). Upload Scan copy of your latest passport size photograph.

STEP3: Click Submit. You will get a system generated unique 12 Digit Application / Reference No. Please note that this Application / Reference No. is important and will be required for all future references throughout the selection process. Take Printout of the Online Application Form and preserve it for future reference.

STEP 4: Choose the option for Payment of Application & Processing Fee as detailed above For Payment through challan at SBI and through Debit/ Credit card please refer the detailed procedure explained under ‘PAYMENT OF APPLICATION AND PROCESSING FEE’.

Note: 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, later on.

General Instructions

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1. The candidates must have an active e-mail id, which must remain valid for at least next one year. All future communication with the candidates will take place through e-mail only.
2. All communications connected with Recruitment process would be sent through adminrect@hpcl.co.in. No hard copies will be mailed separately through post.
3. The candidates should have the relevant documents like percentage of marks obtained in the qualifying examination, caste/sub-caste certificate, date of issue, name of issuing authority, state of origin, etc. readily available with them before they commence application process. This information will be required at the time of filling in the on-line application.
4. Wherever CGPA/OGPA/DGPA or Letter Grade in a degree/ diploma is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by University/ Institute. Similarly CA Inter & Final scores is to be mentioned up to two decimals
5. Number of Vacancies may increase/decrease at the discretion of the Corporation.
6. PWD candidates with disability more than 40% will be considered for selection against the identified posts.
7. Candidates belonging to OBC category, but coming in creamy layer will not be entitled to the benefit of reservation and should apply as General category candidate.
8. Candidates presently employed in Government Departments/ PSUs/ Autonomous Bodies will require to submit NOC from competent authority of their current employer at the time of interview.
9. Candidates are requested to make payment through challan at any SBI branch after 2 working days from the date of submission of online application form.
10. Candidates can view their status of payment of application fee by logging in HPCL website with application / reference no. & e-mail ID (as mentioned in online application), after 2-3 working days from actual payment date.
11. 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.
12. All the details given in the online form will be treated as final and no changes will be entertained.
13. Candidates found to be not meeting the prescribed eligibility criteria shall be rejected at any stage of the selection process.
14. All queries pertaining to recruitment including selection process may be addressed to our Corporate Recruitment Team only through an e-mail at adminrect@hpcl.co.in.
15. HPCL will not be responsible for any loss/ non-delivery of email/admit card sent/ any other communication sent, due to invalid/wrong email id or due to any other reason..
16. Candidates can go through the "Frequently Asked Questions (FAQs)". In case any particular query is not covered in the FAQs, the candidates can write to Hindustan Petroleum at adminrect@hpcl.co.in.

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17. 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 the candidates have furnished false or wrong information, their candidature will be rejected. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.
18. Court of jurisdiction for any dispute will be at Mumbai.