



HINDUSTAN PETROLEUM CORPORATION LIMITED
(A Government of India Enterprise)
Regd. Office: 17, Jamshedji Tata Road, Mumbai - 400020.

Requires
FIXED TERM PROJECT ASSISTANTS
(Graduates / Post Graduates in Chemistry / Diploma in Chem Engg.)

Hindustan Petroleum Corporation Ltd., is a mega integrated Oil refining and marketing company, with 267th position in the prestigious list of Fortune Global 500 Companies and 1021th position in the prestigious list of Forbes 2000, during 2011-12. HPCL accounts for about 20% 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.

Towards fulfilling its Mission and to face the future challenges the Corporation has set up its Corporate R&D Centre at Bangalore and is expanding it into a world class facility.

The Corporation now plans to engage Graduate/Post Graduates in Chemistry OR Diploma in Chemical Engineering as **PROJECT ASSISTANTS on fixed term basis**. Interested candidates are advised to apply in the prescribed format available on our website www.hindustanpetroleum.com enclosing thereby the attested copies of certificates/documents to the Manager-HR, HR Department, Hindustan Petroleum Corporation Ltd., Corporate R&D Centre, 176, Adarsh Eco Place, 1st Floor, EPIP Zone II, Whitefield, Bangalore 560 066 within 15 days.

Terms of reference and other details regarding engagement of Project Assistants on fixed term basis are as follows:

POSITION : PROJECT ASSISTANTS ON FIXED TERM

Job description:

- To assist Scientists carrying out various research projects
- Prepare samples for establishing methods of analysis & carrying out routine analysis
- Monitoring batch reactions for optimizing reaction conditions
- Running pilot plants in shifts
- Carryout any other job(s) assigned by the reporting scientist.

Qualification :

- M.Sc/ B.Sc in Chemistry / Diploma in Chemical Engineering with min.60% marks.
- For SC/ST category min.50% marks is required.

All qualification must be full time course(s) from UGC recognized University/Deemed University or Approved Autonomous Institutions (wherever applicable). The courses offered by Autonomous Institutions should be equivalent to the relevant course approved/recognized by Association of Indian Universities (AIU)

Wherever CGPA/DGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/Institution.

1) Duration of Assignment :

The engagement is initially for a period of one year only, which may be extended for one or two years based on the project requirement.

2) Stipend :

An all-inclusive stipend of Rs.20,000/- to Rs.30,000/- per month depending on qualification & experience, is payable.

The Fixed term Project Assistant will not be eligible for any other allowances/reimbursement other than specifically made applicable to them.

3) Mode of Selection :

Selection will be made on the basis of screening of applications and/or screening test of eligible candidates followed by personal interview by the Selection Committee.

4) Age Limit :

- Below 28 years as on 1st November 2012. For exceptionally good candidates age relaxation may be considered.

5) Relaxation & Reservation of Post

- The upper age is relaxable by 5 years for SC/ST candidates.
- 3 Years for OBC (Non-creamy layer) Candidates
- 10 Years for PWD (Person with Disability) candidate (provided that the percentage of disability for PH candidate is 40% or more)
- Reservation of Post – As per presidential directives for SC/ST/OBC-NC/PWD

6) HOW TO APPLY

- a. CANDIDATES WILL BE REQUIRED TO SUBMIT THEIR APPLICATION IN THE PRESCRIBED FORMAT (IN HARD COPY BY POST) AS AVAILALABLE ON OUR WEBSITE.
- b. *A recent passport size photograph should be firmly pasted on the application and should be signed across by the candidate. Without photograph and signature across it, the application will be rejected. Three copies of the same photo should be retained for use at the time of interview. Candidates are advised not to change their appearance till the engagement process is complete. Failure to produce the same photograph at the time of interview, will lead to disqualification.*
- c. Before applying for the post, candidates should ensure that he/she fulfils the eligibility and other criteria mentioned in this advertisement. HPCL would be free to reject any application at any stage of the process, if the candidate is found ineligible for the post for which he/she has applied. No correspondence shall be entertained in this regard.
- d. Candidates will be required to enclose attested true copies of the following testimonials / documents along with their application:

- All Certificates / Testimonials in respect of qualifications (all semester/ year wise Mark sheet & Degree certificate starting from matriculation onwards).
- Caste/Tribe certificate (for SC/ST/OBC-NC candidates as applicable) and PWD in the prescribed format issued by the Competent Authority.
- Document in support of Date of Birth proof.
- Experience certificates / Documents issued by the Employer in support of experience details mentioned by you in the Application Form.
- NOC /Forwarding Letter from the employer in case you are employed in a Central/State Government / PSU / Semi Government organization.

Application duly complete in all respects should be sent to the **Manager – HR, HR Department, Hindustan Petroleum Corporation Ltd, Corporate R & D Centre, 1st Floor, 176, Adarsh Eco Place, EPIP Zone II, Whitefield, Bangalore - 560066** so as to reach latest by **27/11/2012** in a cover super scribed "**Application for the post of (please write the name of post applied for)**". HPCL will not be responsible for postal delay or loss / non-delivery thereof. No correspondence in this regard will be entertained. HPCL will also not take responsibility to connect any certificate / remittance sent separately. **Incomplete applications or applications received after the due date will be rejected.**

General Instructions:

7. The post of Project Assistant is a fixed term post. As such the post will be named/called/designated as Fixed Term Project Assistant. If selected initial engagement will for a period of one year only, which may be extended for one or two years based on the project requirement.
8. Request for change of Mailing address / Email / category / posts as mentioned in the application will not be entertained.
9. Applications not as per the prescribed format will be summarily rejected. An application not accompanied by relevant certificate(s) / document(s), wherever necessary or not in prescribed format or not signed by the candidate or incomplete in any respect will not be entertained.
10. The prescribed qualification / experience are the minimum and mere possession of the same does not entitle a candidate for final selection. HPCL's decision shall be final in this regard.
11. Only short listed candidates who are found apparently eligible based on the details given in the application form will be called for the written test and / or personal interview as the case may be.
12. Category (**SC/ST/OBC-NC/PWD**) once mentioned in the application form will not be changed and no benefit of other category will be admissible later on.
13. The OBC candidates who belong to "CREAMY LAYER" are not entitled for OBC concession.

14. Relaxations/Reservations for SC/ST and OBC (Non Creamy Layer) as per Government Rules/Presidential Directives.
15. Candidates from **SC/ST/OBC-NC** category should produce their caste certificate issued by Competent Authority in the prescribed format as per the guidelines of Government of India in support of their claim. In case, the candidate fails to produce the certificate issued by Competent Authority, his / her candidature will not be considered.
16. Candidates employed in Govt. Department / PSU / Autonomous bodies shall either forward their application through **Proper Channel** or shall produce **NOC** from their present employer at the time of Interview. In case, the application of the candidate is not forwarded through proper channel or the candidate fails to produce NOC from his present employer at the time of interview, his / her candidature will not be considered.
17. Candidature of the candidate is liable to be rejected at any stage of the engagement process or after engagement or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
18. HPCL reserves the right to raise/relax the minimum eligibility standards and / or relax age, experience criteria in otherwise suitable cases. The Management reserves the right to fill or not to fill all or any of the above positions without assigning any reason whatsoever.
19. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature. Any dispute with regard to engagement against this advertisement will be settled within the jurisdiction of Bangalore Court only.
20. In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
- 21. The candidates should write their correct mobile number and correct email address neatly. Please note that the intimation for interview will be given through email addresses/cell phone/landline only.**
- 22. All the positions/postings for the selected candidates will be at Bangalore.**
23. The above vacancies are indicative. HPCL reserves the right for addition / deletion / increasing or decreasing of vacancies purely on need basis at any point of time during engagement process.
24. Various intimations, schedules/dates can be accessed through HPCL website. We can also be reached at rndrect@hpcl.co.in

Interested candidates should apply in the specified format available on our website.