

# HINDUSTAN PETROLEUM CORPORATION LIMITED

(A Government of India Enterprise)

Regd. Office: 17, Jamshedji Tata Road, Mumbai – 400020.

CIN No. L23201MH1952GOI008858



Requires

## Chartered Accountants

Hindustan Petroleum Corporation Limited (HPCL) is a Navaratna and a Global Fortune 500 company, ranked at 260 with an annual Gross sales of Rs. 2, 32,188 crore and Profit after Tax of Rs. 1,734 crore during FY 2013-14 and having a strong presence in Refining & Marketing in India with about 21% Marketing share and 18% Refining capacity in the PSU category in the country. The 2012-13 performance of the Corporation has qualified for 'Excellent' rating in terms of the MOU signed with the Government of India with an MOU score of 1.034, which is the best score amongst all the PSUs under MOP&NG for the second successive year.

The total sale of products during 2013-14 was 31.1 MMT, achieving a growth of 4.1% over historical. Domestic sales were 30.3 MMT, Pipeline throughput was 15.7 MMT and the refineries processed 15.51 MMT of crude. During 2013-14, HPCL has become India's largest lube marketer with Lubricant sales of 484 TMT during the year.

HPCL owns and operates refineries at Mumbai & Visakh and the largest Lube Refinery the country at Mumbai for producing Lube Oil Base Stocks with a capacity of 450 TMT/PA. HPCL has the second largest share of product pipelines in India with a pipeline network of more than 2,500 kms. for transportation of petroleum products and a vast marketing network consisting 13 Zonal offices in major cities and 101 Regional Offices facilitated by a Supply & Distribution infrastructure comprising of 35 Terminals, 68 Inland Relay Depots, 35 Aviation Service Stations, 46 LPG Bottling Plants, 7 Lube blending plants and 22 Exclusive Lube Depots.

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 bright and dynamic Graduates, Post Graduates in specified disciplines aspiring to join its team of world class professionals.

#### IMPORTANT DATES

Commencement of online application	12 <sup>th</sup> August 2014
Last date of online application	26 <sup>th</sup> September 2014

#### CHARTERED ACCOUNTANT

Sr. No	Position	Vacancies	Salary Grade	Max Age as on 30 <sup>th</sup> Sept. 2014	Work Experience as on 30 <sup>th</sup> Sept. 2014 – Post qualification
7	Chartered Accountant	25	"A"	27	Nil

*Reservations would be applicable as per Presidential Directives / Govt. guidelines.*

#### CHARTERED ACCOUNTANT

**NO. OF VACANCIES : 25 (Unreserved: 13, SC: 04, ST: 02, OBC – NC: 06)**

#### QUALIFICATIONS :

- Candidates should be a 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 including completion of mandatory Articleship Training required for award of C.A. qualification.

#### SELECTION METHODOLOGY

Candidates fulfilling all of the above criteria (based on details submitted by the candidates in 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 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 (up to two decimal points). Candidates shortlisted for personal interview would be required to produce Certificate of Membership of Institute of Chartered Accountants of India.**

Personal Interview would consist of assessment of behavioral competencies. Candidates will be required to qualify in behavioral interview for further selection.

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. A category wise merit list of qualified candidates would be drawn basis CAs final score (weightage 40%) and performance in Personal Interview (weightage 60%) and appointment would be done basis category wise vacancies available subject to being declared as Medically Fit by HPCL designated Physician and fulfillment of other eligibility criteria w.r.t Academic Qualification, Age, work experience, NOC, Relieving letter from previous employer etc. as may be applicable

**All the candidates are requested to remain updated at each step of the selection process by visiting our website [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com). All queries pertaining to recruitment including selection process may be addressed to our Corporate Recruitment Team through [corpenablerrect@hpcl.co.in](mailto:corpenablerrect@hpcl.co.in). 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.**

**CONCESSIONS / RELAXATIONS**

- Reservation of posts for SC, ST, OBC-NC as per Government Directives are applicable.
- **3 % of the identified vacancies will be reserved for PWD (Persons with disabilities – with degree of disability 40% or above).** Appointment in these vacancies will be offered to PWD candidates after considering the nature of duties & responsibilities of the job, location, hazard, strain & other factors, also considering that the disability is not likely to interfere with the performance of duties of the post with reasonable efficiency and without possible deterioration of his/her health. However, the final appointment would be based on candidate's medical fitness with respect to job profile of the identified posts.
  - Further to this, according to Notification No. 16-15/2010 DD.111 DT.29/07/2013 by Ministry of Social Justice & Empowerment, following categories of PWD candidates are eligible for applying for the post of Accounts officers.

Identified Group "A" jobs for PWD:

SR. NO.	POSITIONS	PWD CATEGORY
1A & 1B	Design /Construction / Maintenance Engineer & Inspection Engineer	OA,OL,HH
1C & 1D	Electrical Engineer & Instrumentation Engineer	OL,HH
1E	Production / Process Design & Analysis Engineer / Project Process Engineer	OA,OL
2A. & 2B	Dy. Manager Medical Services / Medical Officer	OH (OA,OL)
3	Media Officer	OH( OA), B,LV
4	Packaging Officer*	OH (OA, OL)
5	Industrial Engineer	OH (BL,OA,OL)

7	CA	OH (BL,OA,OL,OAL,BLOA), HH
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***\*As per Notification No. 16-70/2004 DD.111 DT.18/01/2007 by Ministry of Social Justice & Empowerment***

- 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.
- The reserved category candidates are required to submit the caste/ PWD certificate/s in prescribed format applicable for appointment to posts under Government of India & issued by the competent authority at the time of interview, if called for, in support of their claim.  
In addition, the OBC-Non Creamy candidates will be required to submit a valid caste certificate in recent 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 Personal Interviews in terms of DOPT memo No. 36012/22/93-Extt.(SCT) dt. 08.09.1993 if called for, indicating that they belong to OBC-Non Creamy Layer
- 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 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.
- 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 fulfillment of other conditions prescribed by Govt. of India.
- **Relaxed standards in assessment/selection, Written Test, Personal Interview and overall (Test & Personal Interview) will be applicable for SC, ST, OBC-NC & PWD candidates.**

- Reimbursement of 2<sup>nd</sup> class rail fare by the shortest route to examination centre is admissible for outstation SC, ST & PWD candidates appearing for written test, provided the distance travelled is not less than 30 kms. (Candidates opting for examination centre other than the centre nearest from mailing address will not be reimbursed travel fare). The candidates will be required to fill in the Travel Allowance (TA) Form as detailed on HPCL website and submit it alongwith Travel Proof for travel undertaken. This reimbursement is not applicable to candidates who are already in Central/State Government Services/PSUs.

### TRAINING, EMOLUMENTS AND PLACEMENTS

This position is in Management Cadre in grade A as specified below:

Sr. No	Position	Salary Grade	Scale of Basic Salary	Approx CTC**
1	<b>Chartered Accountant</b>	“A”	R 24,900 to 50,500	R 9.70 lakhs p.a.

The above CTC is including Retiral Benefits. **In addition to this, Performance Related Pay (PRP) is also paid as per the Corporation’s policy. It may please be noted that the retiral benefits like superannuation benefit is payable only on separation (resignation/ termination not included) of the employee from the services of the corporation.**

**\*\* CTC is for candidates posted in metro cities; and may vary for other locations.**

The Selected Officer will be on Probation for 1 year from the date of Joining. Besides Basic Pay, the employee is entitled to allowance at 50% of Basic Pay under Cafeteria Approach (including medical benefits for self and family members, but excluding dependent parents), Dearness Allowance, HRA and Retiral Benefits up to 30% of Basic Pay & DA which include Contributory Provident Fund, Gratuity, and Superannuation Benefit applicable as per Corporation’s policy in force at that time.

Upon completion of the Probation period, the officers recruited in **Sal Grade “A”** will be considered for confirmation subject to satisfactory performance during Probation period, qualifying in Technical Competency test, submission of Project Report up to qualifying

standards, required attendance etc. The confirmation in the service would also be subject to verification of antecedents and verification of caste status / certificate wherever applicable.

## **PLACEMENT/ASSIGNMENTS**

**Posting/ Assignment** can be in any SBUs/Division/Department of the Corporation at any place in the country and the services thereafter will be transferable as per the requirement of the Corporation. This position may involve working in shift duties. Selected candidates may also be posted / assigned to any of the subsidiaries/Joint Ventures or any department of Government of India.

### **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 training or probation (as the case may be). The amount will be refunded to the officers only after their confirmation in salary grade 'A'.

**The retention amount will be forfeited, in case the employee leaves the Corporation or on termination of service before the confirmation.**

## **PAYMENT OF APPLICATION FEE.**

Applicants / Candidates are required to pay a Non-Refundable Amount of ₹. 600/- (Application fee inclusive of service tax and bank charges of ₹. 35/-). SC, ST & PWD candidates are exempted from payment of application fee.

### **A. 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 ₹.600/- - (Application fee inclusive of service tax and bank charges of ₹. 35/-) for General & OBC candidates is to be deposited through preprinted 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 puts 'payment received' stamp and Journal no. on two parts of challan. Candidates are required to collect the 'Candidate's copy' and 'Bank 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 will be changed to "payment received" within 3-4 working days from the date of payment of application fee & processing 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 [corpenablerrect@hpcl.co.in](mailto:corpenablerrect@hpcl.co.in).

#### **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 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.**

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

#### **HOW TO APPLY:**

**Candidates are requested to read the complete instructions hereunder before proceeding to the application form.**

Apply online only on [www.hpclcareers.com](http://www.hpclcareers.com) or through [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com).

Online submission of the application will be allowed on the website **up to 26.09.2014**.

No other mean / mode of the application shall be accepted. Online Application System will be open from **1000 hrs. On 12.08.2014 to 2359 hrs. On 26.09.2014**.

#### **STEPS FOR APPLYING:**

**STEP 1:** Login to [www.hindustanpetroleum.com](http://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) and resume (maximum file size 200kb) ready before filling online application form.

**STEP 2.** Fill in the online form with all the relevant details. Upload Scan copy of your latest passport size photograph along with the online application form.

**STEP3.** 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 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 FEE'.

**Note.** Candidates are "NOT" required to submit hard copy of application forms 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.**

- Indian Nationals only need to apply.
- Only Online Applications will be acceptable. Candidate should keep scan copy of Passport size photo (in jpg / gif format less than 500 kb) and resume (maximum file size 200kb in doc / docx file format) ready before filling online application form.
- Candidates are not required to send printout of application or any other documents in hard copy to HPCL. Admit Card for Written Test, Specimen Questions, Interview Call Letters, etc. 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.
- Mere issue of Admit card/Interview call letter will not imply acceptance of candidature.
- **In case of Internal candidates, please note that the finally selected candidates will have to resign from the services of the Corporation and rejoin the services as fresh employees on probation. Regarding transfer of leaves, PF, Gratuity etc, these cases would be treated on par with candidates joining from other PSUs.**

- All queries pertaining to recruitment including selection process may be addressed to our Corporate Recruitment Team only through [corpenablerrect@hpcl.co.in](mailto:corpenablerrect@hpcl.co.in).
- Candidates are also requested to visit FAQs Section on our website with respect to this recruitment drive.
- Admit card for written test is to be 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.
- 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.
- All the qualifications should be full time regular course/s from AICTE approved / UGC recognized University/Deemed University. The courses offered by Autonomous Institutions should be equivalent to the relevant courses approved / recognized by Association of Indian Universities (AIU)/UGC/AICTE.
- Wherever CGPA/OGPA or letter grade in a qualifying 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 interview.
- Management reserves the right to restrict the number of candidates to be called for interview, reject the application without assigning any reasons/change the number of posts.
- Number of vacancies may increase/decrease at the discretion of the Corporation. HPCL reserves the right to cancel or add any examination / Personal Interview centre depending on the response in that area/centre. The Corporation 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 reasons.
- Since the written test for all the above positions (wherever applicable) is to be conducted on the same day, the candidates should apply for one position only.
- Applications with incomplete / wrong particulars or not in the prescribed format will not be considered. **The email id provided in online application should remain valid for at least one year.** Candidates must use proper e-mail ids created in their names. Applications with pseudo / fake email ids will attract appropriate action under the law.
- Candidates presently employed in Government Departments / PSU's / Autonomous Bodies have to produce NOC at the time of interview.
- The online registration would remain open up to **2359 hrs. 26.09.2014**.
- 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), after two working days from actual payment date.

- 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.
- All the details given in the online form will be treated as final and no changes will be entertained.

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 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. If any of the above discrepancies w.r.t. to eligibility parameters, furnishing of wrong intimation and or suppressing of any material fact is detected / noticed even after appointment, his/her services will be liable for termination without any further notice. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.

Court of jurisdiction for any dispute will be at Mumbai.

Any further corrigendum / addendum would be uploaded only on our website

[www.hindustanpetroleum.com](http://www.hindustanpetroleum.com)

**Click here to apply**