



HPCL RAJASTHAN REFINERY LIMITED

Joint Venture between Hindustan Petroleum Corporation Limited (HPCL)
and Government of Rajasthan.

Site Office : Village Sajiyali Roorji Kanthwada & Sambhra,
Tehsil - Pachpadra, Dist. Balotra, Rajasthan, India – 344032

Reg. Office : Tel Bhavan, Sahkar Marg, Lal Kothi Vistar, Jyoti Nagar,
Jaipur, Rajasthan, India 302005

CIN No.U23201RJ2013GOI043865

Advt. No - HRRL/RECT/01/2024

Embark on a transformative career journey with HRRL

HPCL Rajasthan Refinery Ltd. (HRRL) is a Joint Venture between Hindustan Petroleum Corporation Limited (HPCL) and Government of Rajasthan (GOR). HRRL is a Greenfield 9 MMTPA Refinery-cum-Petrochemical complex at Pachpadra in Balotra district of Rajasthan. HRRL invites applications from dynamic and talented individuals looking forward to join our dedicated team of professionals and make a significant impact on the energy landscape.

Interested and eligible candidates can apply for the following vacancies ONLINE.

1. Positions & Vacancies

Sr.No.	Position	Vacancies	Salary Grade (S/G)	Payscale	Min. Work Experience (years)	Maximum age (years)
1	Junior Executive - Chemical	60	E0	Rs.30,000 - Rs. 1,20,000	-	25
2	Senior Engineer - Process (Refinery)	14	E3	Rs.60,000 - Rs.1,80,000	6	34
3	Senior Engineer - Process (Petrochemical)	11	E3	Rs.60,000 - Rs.1,80,000	6	34
4	Senior Manager - Process (Refinery)	7	E5	Rs.80,000 - Rs.2,20,000	12	42
5	Senior Manager - Process (Petrochemical)	5	E5	Rs.80,000 - Rs.2,20,000	12	42
6	Senior Manager - Process (Offsite and Planning)	4	E5	Rs.80,000 - Rs.2,20,000	12	42
7	Senior Manager - Quality Control (Refinery)	1	E5	Rs.80,000 - Rs.2,20,000	12	42
8	Senior Manager - Utilities	2	E5	Rs.80,000 - Rs.2,20,000	12	42

9	Senior Manager - Technical Planning (Refinery & Petrochemical)	1	E5	Rs.80,000 - Rs.2,20,000	12	42
10	Senior Manager - Process Safety & Encon	1	E5	Rs.80,000 - Rs.2,20,000	12	42
11	Senior Manager - Quality Control (Petrochemical)	1	E5	Rs.80,000 - Rs.2,20,000	12	42
12	Senior Engineer - Inspection	1	E3	Rs.60,000 - Rs.1,80,000	6	34
13	Senior Engineer - Reliability	1	E3	Rs.60,000 - Rs.1,80,000	6	34
14	Senior Engineer - Maintenance (Rotary)	2	E3	Rs.60,000 - Rs.1,80,000	6	34
15	Senior Manager - Inspection	2	E5	Rs.80,000 - Rs.2,20,000	12	42
16	Senior Manager - Reliability	2	E5	Rs.80,000 - Rs.2,20,000	12	42
17	Senior Manager - Maintenance (Static)	2	E5	Rs.80,000 - Rs.2,20,000	12	42
18	Senior Manager - Maintenance (Rotary)	2	E5	Rs.80,000 - Rs.2,20,000	12	42
19	Senior Manager - Maintenance (Planning)	2	E5	Rs.80,000 - Rs.2,20,000	12	42
20	Senior Engineer - Electrical	1	E3	Rs.60,000 - Rs.1,80,000	6	34
21	Senior Manager - Electrical	3	E5	Rs.80,000 - Rs.2,20,000	12	42
22	Senior Manager - Fire & Safety	1	E5	Rs.80,000 - Rs.2,20,000	12	42
Total Vacancies		126				

2. Important Dates

Commencement of online application	20th March 2024 (1000 hrs onwards)
Last Date of Online Application	15th April 2024 (Upto 2359 hrs)
All computations of age/ relevant experience requirement/ qualification shall be done as on*	11th March 2024

* - Cut off date for reckoning the eligibility criteria wrt completion of essential education qualification, work experience, age etc will be as on 11th March 2024. E.g. Essential Qualifying Education Certificate should be issued as on or before cut off date which is 11th March 2024.

3. Eligibility:

Eligibility criteria w.r.t. Essential Education Qualification & Work Experience (wherever applicable) has been mentioned against each position under Job Details.

Prospective candidates must possess the required educational qualifications and relevant post-qualification work experience (wherever applicable) for the respective positions as detailed below. Only those who fulfil the eligibility criteria and possess relevant experience (wherever applicable) shall be considered for further selection process.

4. Job Details :

1. Junior Executive – Chemical : S/G E0

No of Vacancies	60
Essential Educational Qualification	Diploma in Chemical Engineering/ Petrochemical Engineering/ Chemical Engineering (Fertilizer)/ Chemical Engineering (Plastic & Polymer)/ Chemical Engineering (Sugar Technology)/ Refinery & Petrochemical Engineering/ Chemical Engineering (Oil Technology)/ Chemical Engineering (Polymer Tech) with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates. Or B.Sc. with Chemistry as Principal Subject (Honors)/ Polymer Chemistry/ Industrial Chemistry with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Physical Fitness Criteria	The advertised positions require working in open areas, climbing tall structures, columns and tanks by stairs and monkey ladders, quick response to unit emergencies or process upsets, movement over large operating areas, working in heights, working in hazardous areas with protective equipment, working in all three shifts and in all weathers. Therefore, all applicants are required to ensure their suitability to the job before applying.
Key Job Responsibilities	<ul style="list-style-type: none">• Start-up/commission and Operate equipment such as pumps, compressors, air driers, steam and gas turbines DM plants, boilers, heaters, exchangers, columns, vessels, furnaces, cooling towers, Fans, Filters, Deaerators, Reactors, storage tanks, burners, Tankage facilities, Gas Skids, steam headers of different sizes, Boiler feed water systems, process pipe lines of various sizes etc.• Carry out simple Lab tests in the field. Drawing Samples as per Laboratory Test schedule and as per requirements. Sampling of liquids and gases, keeping samples at designated locations in unit area.• Compliance of process safety, personnel safety and occupational safety during unit operations. Firefighting and handle emergencies

	<p>involving hydrocarbon/H₂S/Catalyst/Toxic gas leaks. First Aid and SCABA Operations during handling emergencies.</p> <ul style="list-style-type: none"> • Refer Process flow diagrams, Process and instrumentation diagrams Instrumentation and Electrical system and maintenance practices. Understand environmental norms, effluent system. • Operation & Monitoring of equipment at different elevation like climb high height columns/tanks/flare stack and operate valves at height. Operate valves of different sizes, oiling of valves, freeing of valves for operation. • Carrying out tank farm operations, receipt and despatch of petroleum products, commissioning of tanks/bullets/spheres, tank truck gantry loading unloading operations, cooling tower operations, checking of chemical inventory and top-up/batch preparation as & when required. • Understand product specifications, make operational changes and optimize unit operations in the units as per standard operating procedures, operational best practices as per supervisors' instructions. • Working in shift, filling checklist, daily routine jobs logbook, daily shift logbook etc. and proper unit charge handover to the next shift technician. Follow instruction from DCS Panel/Board Officer, Field officer and perform the required activities as advised. • Issuance of Work Permit for daily maintenance/project jobs. Carry out gas test for flammability and oxygen deficiency test as advised by supervisor. • Frequent field rounds to verify efficient operating conditions and initiate corrective actions where required. Also, report any abnormalities in unit to supervisor. Inspect operating equipment to identify nature and location of malfunction like leak, faulty valves, line plugging etc. • Carry out field test of liquids (ex pH, TDS etc.) and gases (Dragger analysis) for identifying the chemical characteristics and color. • Coordinate and communicate with service departments for safe hand over, commissioning of equipment, handling contract workers working in plant area. • Take appropriate steps during emergencies and plant upsets to protect the plant personnel / equipment and inventory. Handle Plant upsets and subsequent trouble shooting • Job Involves working in shifts • Any additional tasks / responsibilities as and when assigned.
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2. Senior Engineer – Process (Refinery) : S/G E3

No of Vacancies	14
Essential Educational Qualification	4 years Full time regular engineering course (B.E./B.Tech) in Chemical with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience (As on 11 th March 2024)	<ul style="list-style-type: none"> • Minimum 6 years of post-qualification relevant work experience in Operation/Technical/Process division in a Refinery Sector. • Candidate should have experience in operation/technical section of Crude Distillation/Vacuum Distillation/FCCU/RFCCU/Diesel /Hydrogen Generation Unit/VGO Hydrotreater/Delayed Coker Unit/MS Block (NHT/ISOM/Gasoline Treating Unit)/Sulphur Recovery Unit(SWS/ARU/TGTU).
Key Job Responsibilities	<ul style="list-style-type: none"> • Assist in units pre-commissioning/commissioning activities, troubleshooting, PGTR and coordination with Licensor and other stakeholders. • Handling normal operations /plant start-up/shutdown including various emergency shutdowns. • Develop Standard Operating Procedure (SOP) for Unit Operation and field activities and facilitate preparation of Operating Manuals and carry out operations safely as per SOP. • Oversee subordinate manpower assigned in shifts. • Handling shift operations : Plant activities for production of on spec refinery products from primary and secondary processing units. • Issue of all necessary job permits for various jobs as per OISD, ensure compliance to site and personnel safety requirements. • Operation of process equipment like pumps, compressors, Turbine, Blower, Exchanger, Condenser, Cooler, Desalter, Reflux Drum, Knock out drum, Reactors, Incinerators, Reformer, Coke handling, Refrigeration System, Regen-Reactor, Main Air Blower, Wet Gas Compressor, Electrostatic Precipitator, Chiller Package during pre-commissioning, commissioning and normal operation. • Taking charge of plant emergency situations providing guidelines/Instructions to overcome emergency situations, troubleshooting, imparting training etc. • Handling independently DCS as well as field operations. • Review/preparation of DFRs, Basic Design Engineering Packages, PFD/H&MB/P&IDs, plant layouts, HAZOP and risk analysis. • Utilization process simulation software (HYSIS/Flarenet etc.) and refinery planning tools for operational purpose. • Coordinate and implement engineering standards like API, OISD etc. and other statutory safety requirements/guidelines etc. • Providing technical input in EHS activities e.g., MOCs, PHAs, HAZOPs, PSSR, verifies EHS process related calculations • Collaborate with cross functional teams including operations, maintenance, laboratory and production planning personnel.

	<ul style="list-style-type: none"> • Job Involves working in shifts • Any additional tasks / responsibilities as and when assigned.
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3. Senior Engineer – Process (Petrochemical) : S/G E3

No of Vacancies	11
Essential Educational Qualification	4 years Full time regular engineering course (B.E./B.Tech) in Chemical / Petrochemical / Polymer with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience (As on 11 th March 2024)	<ul style="list-style-type: none"> • Minimum 6 years post-qualification relevant work experience in Operation/Technical in a Refinery cum Petrochemical/ Steam Cracker based Petrochemical Complex/Polymer Units. • Candidate should have worked in Operation/Technical/Process Section of Major Petchem units like Steam Cracker unit / Butadiene Extraction unit & C4 Hydrogenation unit/Pyrolysis Gasoline Hydrogenation unit/BTX Extraction unit/LLDPE/HDPE/Polypropylene/Butene-1 unit.
Key Job Responsibilities	<ul style="list-style-type: none"> • Assist in units pre-commissioning/commissioning activities, troubleshooting, PGTR and coordination with Licensor and other stakeholders. • Handling normal operations /plant start-up/shutdown including various emergency shutdowns. • Develop Standard Operating Procedure (SOP) for Unit Operation and field activities and facilitate preparation of Operating Manuals and carry out operations safely as per SOP. • Working in Shifts and oversee subordinate manpower assigned in shifts. • Handling shift operations: Plant activities for production of on spec intermediates/products from Ethylene Cracker/Propylene/Butene-1/LLDPE/HDPE & associated units. • Issue of all necessary job permits for various jobs as per OISD, ensure compliance to site and personnel safety requirements. • Operation of process equipment like process equipment like Heavy-duty Blower, pumps, Turbine, Exchanger, Condenser, Cracker Furnace, Cracked Gas Compressor, Propylene Compressor, Core Exchanger, Extruders during pre-commissioning, commissioning and normal operation. • Taking charge of plant emergency situations providing guidelines/Instructions to overcome emergency situations, troubleshooting, imparting training etc. • Ensure & maintain records for site jobs and coordinate with third party inspection agencies whenever required. Handling and coordinating with Utilities and Offsite team. • Review/preparation of DFRs, Basic Design Engineering Packages, PFD/H&MB/P&IDs, plant layouts, HAZOP and risk analysis.

	<ul style="list-style-type: none"> Utilization process simulation software (ASPEN PLUS/HYSIS/Flarenet etc.) and refinery planning tools for operational purpose. Coordinate and implement engineering standards like API, OISD etc. and other statutory safety requirements/guidelines etc. Provide technical input in EHS activities e.g., MOCs, PHAs, HAZOPs, PSSR, verifies EHS process related calculations Preparation/review of tenders, review of technical offers, coordination with third party consultants for implementation of new schemes Review of DCS graphics and DCS FAT/SAT during detailed engineering of project, Material Requisition, Unit 3D Models, detail engineering documents etc. Assist in preparation of guidelines for polymer grade switchover, off-spec minimization, polymer blending, bagging operations, evacuation etc. Collaborate with cross functional teams including operations, maintenance, laboratory and production planning personnel. Job Involves working in shifts Any additional tasks / responsibilities as and when assigned.
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4. Senior Manager –Process (Refinery) : S/G E5

No of Vacancies	7
Essential Educational Qualification	4 years Full time regular engineering course (B.E./B.Tech) in Chemical with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience (As on 11 th March 2024)	<ul style="list-style-type: none"> Should have a minimum 12 years of post-qualification relevant work experience in Operation/Technical/Process division in a Refinery Sector in supervisory category. Candidate should have worked in Operation/Technical/Process Section of Major Process units like Crude Distillation/Vacuum Distillation/FCCU/RFCCU/Diesel /Hydrogen Generation Unit/VGO Hydrotreater/Delayed Coker Unit/MS Block (NHT/ISOM/Gasoline Treating Unit)/Sulphur Recovery Unit(SWSU/ARU/TGTU).
Key Job Responsibilities	<ul style="list-style-type: none"> Coordinate with Internal & External Stakeholders for job execution including Precommissioning/commissioning, startup and test runs. Review and implement Standard Operating Procedure (SOP) for Unit Operation and field activities including pre commissioning and commissioning to enhance efficiency and reliability. Facilitate preparing Operating Manuals and ensure all operational activities are carried out safely as per SOP. Train, Mentor and Develop Operations team members to maximise the potential and performance.

	<ul style="list-style-type: none"> • Review & Preparation of DFRs, Basic Design Engineering Packages, PFD/H&MB/P&IDs, plant layouts, HAZOP and risk analysis. • Process simulation software preferably HYSIS/PIMS/Flarenet etc. and Refinery Planning & Scheduling, review/preparation of process specifications of equipment like columns, reactors, vessels, heat exchangers, pumps, compressors, heat-mass balance, piping, safety/statutory requirements etc. for projects or regular operation in Petroleum Refinery. • Identify opportunities to optimize process, reduce operating costs, improve resource utilization, and enhance overall profitability. • Preparation of unit monitoring reports, production reports, catalyst / chemical consumption report etc. • Monitoring of all necessary job permits for various jobs as per OISD, ensure compliance to site and personnel safety requirements. Implement engineering standards like API, OISD etc. and other statutory safety requirements/guidelines etc. • Providing guidance for normal Operation/startup/shutdown of process Equipment like pumps, compressors, blowers, Turbines, Exchanger, Condenser, Cooler, furnaces and also during pre-commissioning, commissioning activities. • Take charge of plant emergency situations providing guidelines/Instructions to overcome emergency situations, troubleshooting, imparting training etc. • Review purchase specifications, understanding design aspects, review offers, review technical drawings/documents, pre-commissioning checks, inspection, checking and ensuring installed facilities as per design specifications, assistance in commissioning, start-up and guarantee test run of new/revamp units, trouble shooting, coordination with PMC/Licensors, External Agencies etc. • Job Involves working in shifts • Any additional tasks / responsibilities as and when assigned.
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5. Senior Manager –Process (Petrochemical) : S/G E5

No of Vacancies	5
Essential Educational Qualification	4 years Full time regular engineering course (B.E./B.Tech) in Chemical / Petrochemical / Polymer with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience (As on 11 th March 2024)	<ul style="list-style-type: none"> • Minimum 12 years of post-qualification relevant work experience in Operation/Technical/Process in a Refinery cum Petrochemical with Steam Cracker based Petrochemical Complex/Polymer unit in supervisor category. • Candidate should have worked in Operation/Technical/Process Section of Major Petrochemical Process units like Steam Cracker unit /Butadiene Extraction unit & C4 Hydrogenation unit/Pyrolysis

	Gasoline Hydrogenation unit/ BTX Extraction unit/LLDPE/HDPE/Polypropylene Unit/Butene-1 unit.
Key Job Responsibilities	<ul style="list-style-type: none"> • Coordinate with Internal & External Stakeholders for job execution including Precommissioning/commissioning, startup and test runs. • Review and implement Standard Operating Procedure (SOP) for Unit Operation and field activities including pre commissioning and commissioning to enhance efficiency and reliability. Facilitate preparing Operating Manuals and ensure all operational activities are carried out safely as per SOP. • Train, Mentor and Develop Operations team members to maximise the potential and performance. • Overseeing & providing guidance for plant activities for production of on spec intermediates/products from Ethylene Cracker/Propylene/Butene-1/LLDPE/HDPE & associated units. • Review & Preparation of DFRs, Basic Design Engineering Packages, PFD/H&MB/P&IDs, plant layouts, HAZOP and risk analysis. • Identify opportunities to optimize process, reduce operating costs, improve resource utilization, and enhance overall profitability. • Process simulation software preferably HYSIS/PIMS/Flarenet etc. and Refinery Planning & Scheduling, review/preparation of process specifications of equipment like columns, reactors, vessels, heat exchangers, pumps, compressors, heat-mass balance, piping, safety/statutory requirements etc. for projects or regular operation in Petrochemical Units. • Preparation of unit monitoring reports, production reports, catalyst / chemical consumption report etc. • Managing & Monitoring of all necessary job permits for various jobs as per OISD, ensure compliance to site and personnel safety requirements. Implement engineering standards like API, OISD etc. and other statutory safety requirements/guidelines etc. • Ensure & maintain records for site jobs and coordinate with third party inspection agencies whenever required. Handling and coordinating with Utilities and Offsite team. • Providing guidance for normal Operation/Start-up/Shutdown of process Equipment like Heavy-duty Blower, pumps, Turbine, Exchanger, Condenser, Cracker Furnace, Cracked Gas Compressor, Propylene Compressor, Core Exchanger, Extruders during pre-commissioning, commissioning and normal operation. • Taking charge of plant emergency situations providing guidelines/Instructions to overcome emergency situations, troubleshooting, imparting training etc. • Review purchase specifications, understanding design aspects, review offers, review technical drawings/documents, pre-commissioning checks, inspection, checking and ensuring installed facilities as per design specifications, assistance in commissioning, start-up and guarantee test run of new/revamp units, trouble shooting, coordination with PMC/Licensors, External Agencies etc.

	<ul style="list-style-type: none"> • Preparation of guidelines for operations team on polymer grade switchover, off-spec minimization, polymer blending etc. • Responsible for overseeing the smooth and efficient functioning of the warehouse operations including bagging machines, coordinating the receipts, storage & despatch of goods, managing inventory levels and coordinating with Petchem Marketing Team & supervising the activities of warehouse team • Job Involves working in shifts • Any additional tasks / responsibilities as and when assigned.
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6. Senior Manager –Process (Offsite & Planning) : S/G E5

No of Vacancies	4
Essential Educational Qualification	4 years Full time regular engineering course (B.E./B.Tech) in Chemical with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience (As on 11 th March 2024)	<ul style="list-style-type: none"> • Minimum 12 years of post-qualification relevant work experience in Operation/Technical/Process section of Offsite/Tankfarm facilities in Refinery / Petrochemical sector in supervisor category. • Should have experience in Operations/Technical/Process section of offsite facilities like crude/product tank farm operations, spheres, bullets etc., pipeline transfer operations, commissioning of tanks, scheduling/planning for crude, coordinating petroleum/petrochemicals products evacuation.
Key Job Responsibilities	<ul style="list-style-type: none"> • Coordinate with Internal & External Stakeholders for job execution including Precommissioning/commissioning of offsite / Tank farm facilities, Crude, Intermediate, Product tanks, Spheres, Bullets etc.. • Supervise unloading and loading of petroleum products like LPG, Diesel, Alkylate, Propylene etc. Develop commissioning Procedure for Crude and petroleum products Tank, Bullets, Spheres, DWST etc. • Manage all necessary job permits for various jobs as per OISD, ensure compliance to site and personnel safety requirements. • Responsible for Crude planning for day-to-day operations, Product & ISD inventory management, yield reconciliation, economic analysis of various proposals, coordination with stake holders, product management scenario during plant shutdowns. • Train, Mentor and Develop Operations team members to maximise the potential and performance. • Identify opportunities to optimize process, reduce operating costs, improve resource utilization, and enhance overall profitability. • Usage of Scheduling tools such as Aspen Petroleum Scheduler (APS), MBO, Dock Scheduling, Plant Scheduler (PS-EO), Haverly H-Sched, Spiral Schedule, Honeywell Production Scheduler. • Provide guidance for Operation/Start-up/Shutdown of process Equipment like compressor, pumps, product, chemicals loading

	<p>operation during pre-commissioning, commissioning and normal operation.</p> <ul style="list-style-type: none"> Analyse and carry out feedstock ranking (Indifference), Rolling Plans, Back-casting, configuration selection and plant debottlenecking studies, update of multi-period, multi-plant linear programming models. Take charge of plant emergency situations providing guidelines/Instructions to overcome emergency situations, troubleshooting, imparting training etc. Monitor & Manage products availability and evacuation in coordination with internal & external stakeholders. Monitor & guide for storage/handling of on-spec/intermediates and final products from Refinery and Petrochemical Units such as Ethylene Cracker/BTX/Butadiene/Poly Propylene/Butene-1/LLDPE/HDPE & associated units. Coordinate to reduce Quality Give Away, optimisation of blending operations, tank farm management, custody transfer etc. Job Involves working in shifts Any additional tasks / responsibilities as and when assigned.
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7. Senior Manager –Quality Control (Refinery) : S/G E5

No of Vacancies	1
Essential Educational Qualification	2 years full time regular M.Sc in Chemistry with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50%for SC/ST/PwBD
Essential Work Experience (As on 11 th March 2024)	Minimum 12 years of post-qualification relevant work experience in a Chemical testing Laboratory on testing/analysis/R &D/Quality Control etc. Testing experience of petroleum products will be an added advantage. The candidate should conversant with relevant IS,ASTM,ISO and IP test methods and product standards.
Key Job Responsibilities	<ul style="list-style-type: none"> Accreditation, compliance to ISO procedures and quality standards etc. Develop & regularly update test procedures, SOP's and calibration standards as per ISO requirements. Managing test results reporting system using LIMS software to ensure Lab results and quality certificates are delivered to the user department at the earliest. Software and hardware updation of Lab equipments and AMC services Lead, mentor, and manage laboratory team, provide guidance, training, and performance evaluations. Review, monitor & update the testing procedures of petroleum products as per National and International standards. Implementation of Quality System for calibration, documentation & auditing in accordance with ISO standards. Timely approval of purchase requisitions, invoices and assist in the prioritization of maintenance work. Procurement of the required

	<p>spares, chemicals, glasswares, gases, consumables & numerous miscellaneous testing & supportive requirements etc.</p> <ul style="list-style-type: none"> • Special Technical Study/Test Run/Raw Material/Validation for samples as per process/ Technical requirement within stipulated time. • Provide input to set & manage the annual refinery laboratory expense budget including reconciliation and forecasting to ensure operating within the expense budget. • Promote the identification of safety improvements, maintaining good housekeeping, and facilitate the coordination of safe operating practices within the department • Take charge of lab emergency situations and provide guidance and issue instructions to overcome emergency situations, troubleshooting, imparting training etc. • Review and approve test results, verify compliance with specifications, and provide technical support for troubleshooting. • Manage the maintenance, calibration, and performance verification of laboratory equipment to guarantee accurate and reliable results. • Maintain organized records of analyses, observations, and results for audit and reference purposes. • Foster effective communication and collaboration with cross-functional teams, laboratory staff, management, customers, and regulatory authorities including quality assurance, production, and research and development. Testing of new products in coordination with R&D and other teams. • Job Involves working in shifts • Any additional tasks / responsibilities as and when assigned.
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8. Senior Manager – Utilities : S/G E5

No of Vacancies	2
Essential Educational Qualification	4 years Full time regular engineering course (B.E./B.Tech) in Chemical with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience (As on 11th March 2024)	<ul style="list-style-type: none"> • Minimum 12 years of post-qualification relevant work experience in Operation/Technical/Process section in Utilities Units in a Refinery / Petrochemical / any other industry / sector in supervisory position. • Should have experience in Operations/Technical section of Utility units like Raw Water Treatment Plant /RODM Plant/ Compressed Air and Nitrogen system/Cooling Tower Operation/Effluent Treatment Plant.
Key Job Responsibilities	<ul style="list-style-type: none"> • Coordinate with Internal & External Stakeholders for job execution including Precommissioning/commissioning, startup and test runs. • Review and implement Standard Operating Procedure (SOP) for Unit Operation and field activities including pre commissioning and commissioning to enhance efficiency and reliability. Facilitate

	<p>preparing Operating Manuals and ensure all operational activities are carried out safely as per SOP.</p> <ul style="list-style-type: none"> • Train, Mentor and Develop Operations team members to maximise the potential and performance. • Develop and Handle O&M contracts for Plant operations. • Management of all necessary job permits for various jobs as per OISD, ensure compliance to site and personnel safety requirements. • Identify opportunities to optimize process, reduce operating costs, improve resource utilization, and enhance overall profitability • Maintain water quality parameters meeting specifications for Boiler systems, Cooling tower operations. • Coordinate and Operation of Compressed Air system/N2 plant and delivering Plant air/N2 to respective plants as per desired spec. • Providing guidance for normal Operation/startup/shutdown of process Equipment like Heavy-duty pumps, compressors, cooling towers, Turbine, Cascade Aerator, Flash mixer, Auto back wash filter, ultrafiltration, separators centrifuge during pre-commissioning, commissioning and normal operation. • Manage effluent quality control as per the MINAS Standards • Make periodic inspections to see that all equipment and controls are operating properly and are in good condition. • Supervise team of contractor supervisors by delegating repair, advance planning, maintenance and monitoring tasks, scheduling jobs, providing appropriate instruction and giving constructive feedback on performance. • Take charge of emergency situations providing guidelines/Instructions to overcome emergency situations, troubleshooting, imparting training etc. • Job Involves working in shifts • Any additional tasks / responsibilities as and when assigned.
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9. Senior Manager – Technical Planning (Refinery & Petrochemical): S/G E5

No of Vacancies	1
Essential Educational Qualification	4 years Full time regular engineering course (B.E./B.Tech) in Chemical / Petrochemical / Petroleum with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience (As on 11th March 2024)	<ul style="list-style-type: none"> • Minimum 12 years of post-qualification relevant work experience in Technical services of Refinery/Petrochemical sector. • Should have experience in Technical section like Technical Planning Department / Refinery Optimisation.
Key Job Responsibilities	<ul style="list-style-type: none"> • Responsible for short and long term planning & scheduling feed & products utilizing software like PIMS/DRYA or other Planning & Scheduling tools, yield accounting software for production planning

	<p>and gap identification in various streams flow (actual vs reconciled value).</p> <ul style="list-style-type: none"> • Responsible for Crude planning for day to day operations, Product & ISD inventory management, yield reconciliation, economic analysis of various proposals, coordination with stake holders, product management scenario during plant shutdowns. • Roll out & monitor monthly/quarterly/yearly production plan, this includes unit shutdown scenario, process unit constraints with respect to throughput, yield & quality, inventory management etc. • Identify opportunities to optimize process, reduce operating costs, improve resource utilization, and enhance overall profitability • Co-ordination with all stakeholders to finalize production plan and various feedstocks receipt & products upliftment figures from Refinery and Petrochemical side based on production and inventory available • Retro-analysis or backcasting on monthly basis to identify the gap between actual vs plan performance and preparation of action plan for the same. • Manage RLNG usage based on economics evaluations and conduct price variations analysis fortnightly. • Review & Release of Refinery MIS, Petrochemical MIS, RLNG MIS on monthly basis. • Assessment of Product management during unit shutdown scenarios and preparation of action plan. Preparation of shutdown notes for seeking approval from management so that these shutdowns can be done as per plan. • Co-ordination with quality control in view of product specification change or during polymer grade changeover or catalyst change over. • Job Involves working in shifts • Any additional tasks / responsibilities as and when assigned.
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10. Senior Manager –Process Safety & Encon: S/G E5

No of Vacancies	1
Essential Educational Qualification	4 years Full time regular engineering course (B.E./B.Tech) in Chemical / Petrochemical / Petroleum with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience (As on 11 th March 2024)	Minimum 12 years of post-qualification relevant work experience in technical services of Refinery/Petrochemical sector and must have worked in Energy Conservation (ENCON)/ Process Safety Management & Environment.
Key Job Responsibilities	<ul style="list-style-type: none"> • Responsible for ensuring environmental & statutory compliance and liaison with external agencies like OISD, EIL, CHT, NEERI, PESO, RSPCB etc

	<ul style="list-style-type: none"> • Co-ordination between the depts. for plant environmental performance improvement activities. (Operations, Maintenance, Inspections, Engineering, Fire & Safety and Materials) • Conduct incident investigation, task analysis and environmental audits etc. • Monitoring and sustaining the performance of environment management facilities such as ETP/SRU/Flare/Ambient Air Monitoring Unit etc. • Conducting Process Hazard Analysis (Hazop, What if, QRA etc) as per requirement. • Coordination for ISO 14001/15001 certification and sustenance of the Encon Initiatives in Process Units. • Assistance in ISO/OISD/PESO approvals for the complex. • Coordination with the Management and the Refinery Operations for statutory compliance. • Conceptualise, initiation, develop and implement of Energy conservation/Energy transition projects. • Coordinate with various stakeholders for performance improvement activities. • Manage Hazardous waste disposal/ spent catalyst/chemicals/sludge disposal as & when required in line with CPCB/RSPCB guidelines. • Take additional responsibility as and when advised. • Job Involves working in shifts • Any additional tasks / responsibilities as and when assigned.
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11. Senior Manager –Quality Control (Petrochemical) : S/G E5

No of Vacancies	1
Essential Educational Qualification	4 years Full time regular engineering course (B.E./B.Tech) in Chemical / Polymer Science / Plastic Technology with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience (As on 11 th March 2024)	Minimum 12 years of post-qualification relevant work experience in a Petrochemical / Polymer testing Laboratory on testing / analysis /R &D/Quality Control etc. The candidate should conversant with relevant IS,ASTM,ISO and IP test methods and product standards.
Key Job Responsibilities	<ul style="list-style-type: none"> • Ensure standards of quality of petrochemical & polymer products as per National and International standards & statutory compliances like ISO, NABL etc. Implementation of quality system for calibration, documentation & auditing in accordance with ISO standards. • Develop SOPs for the laboratory testing activities for petrochemical & polymer products & updation of test methods and calibration standards, SOP's and ISO requirements. • Allocate tasks, monitor work progress, and ensure the team meets testing deadlines and quality objectives adhering to safety procedure.

	<p>Ensure that Policies and Procedures are followed throughout operating areas.</p> <ul style="list-style-type: none"> • Manage smooth operation of different polymer processing equipment such as compression, extrusion, injection, blow, rotational moulding etc • Testing & Characterization of the polymers, preferably polyolefin & high value-added polymers in the solid, melt state and interpretation of data obtained therefrom. • Provide inputs for setting the annual petrochemical laboratory expense budget and manage the budget including reconciliation and forecasting to ensure operating within the expense budget. • Procurement and monitoring of the required spares, chemicals, glasswares, gases, consumables & numerous miscellaneous testings & supportive requirements etc. Timely approval of purchase requisitions, invoices and prioritization of maintenance work. • Provide input in maintaining an adequate emergency response plan. Know emergency response duties and respond appropriately to emergency situations. • Monitor & participate in a wide range of chemical, physical, and instrumental analyses on various samples, ensuring accuracy, reliability, and compliance with established methodologies. Ensure Software and hardware updation of Petchem / Polymer testing Lab equipment. • Analyse and interpret test data, prepare technical reports, and present findings to management and relevant stakeholders and maintain organized records of analyses, observations, and results for audit and reference purposes. • Foster effective communication and collaboration with cross-functional teams, laboratory staff, management, customers, other PSU/Private petroleum/Petrochemical testing laboratories and regulatory authorities including quality assurance, production, and research and development. Testing of new products in coordination with R&D and other teams. • Job Involves working in shifts • Any additional tasks / responsibilities as and when assigned.
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12. Senior Engineer – Inspection: S/G E3

No of Vacancies	1
Essential Educational Qualification	4 years Full time regular engineering course (B.E./B.Tech) in Mechanical / Mechanical & Production / Production with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience (As on 11 th March 2024)	<ul style="list-style-type: none"> • Minimum 6 years of post-qualification relevant work experience in Supervisory role//Executive category in Petroleum/ Refining/ Petrochemical/ Fertilizer sector. • Candidate should have worked in Risk Based Inspection (RBI) – Should have implemented RBI or regularly using the same for inspection activities of the plant. • Experience in inspection for Refinery Process plants like CDU/VDU, FCCU, DHT, HGU, SRU, DCU, NHT, Isomerization unit, FCC-NHT unit, etc. • Experience in Refinery inspection. Should have been responsible for plant reliability and compliance to the statutory requirements of factory inspector, IBR, etc.
Key Job Responsibilities	<ul style="list-style-type: none"> • Inspection engineering in the design, construction, commissioning, start- up and day to day operations as well as turnaround inspection of the Refinery and Petrochemical plant. • Project quality assurance on project construction and maintenance works to ensure compliance with applicable codes, standards and specifications. • Perform field troubleshooting on a daily basis or as scheduled. • Develop reports for the Process plants of Refinery & Petrochemical Plants during onstream and Turnaround Inspections. • Participate in field Mechanical Inspection, Schedule Inspection and Assessments. • Propose NDT methods and inspection procedures. • Participate in HAZOP Studies review. • Set KPIs and monitor deployment and performance of Mechanical Inspection programs for the Refinery facilities. • Issue Recommendations to enhance Mechanical Inspection Programs deployment and performance. • Responsible for implementation of Quality Management System requirements and ensuring the required standards are implemented across Home Office Engineering activities in FEED, EPC and PMC projects • Review QA requirements during preparation of proposals, as directed by the Manager, Quality Assurance, to assess resourcing / manpower budgets and scheduling of QA activities. • Fulfil the role of Project QA Manager as assigned. • Prepare, implementation and maintenance of project quality plans, ensuring that all contractual quality requirements are effectively communicated and met.

	<ul style="list-style-type: none"> • Job Involves working in shifts • Any additional tasks / responsibilities as and when assigned.
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13. Senior Engineer – Reliability : S/G E3

No of Vacancies	1
Essential Educational Qualification	4 years Full time regular engineering course (B.E./B.Tech) in Mechanical / Mechanical & Production / Production with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience (As on 11th March 2024)	Minimum 6 years of post-qualification relevant work experience in Supervisory role / Executive category in Petroleum / Refining / Petrochemical / Fertilizer sector.
Key Job Responsibilities	<ul style="list-style-type: none"> • Protection of Rotary equipment against functional failures to ensure that production targets are met. Responsible for reliability and condition monitoring, assessment and evaluation of asset condition to provide expert advice to operations and maintenance to maximize reliability and availability to Rotary equipment assets. • Develop baseline vibration data for the Rotary equipment during pre-commissioning and commissioning of Refinery & Petrochemical Plants. • Perform mechanical integrity data analysis, review and recommend tasks to mitigate mechanical integrity risk and provide subject matter expertise for mechanical integrity of equipment. • Provide technical support to the operation team during the entire lifecycle of the plant's Rotary equipment viz Pumps, Motors, Turbines, compressors, Blowers, Fans, etc and analyse the performance, operating conditions and boundaries, in order to guarantee reliable and safe operation of equipment. • Utilize knowledge and familiarity with the international standards in order to improve the equipment performance. • Generate and calculate the asset KPIs pertaining to discipline. • Update the knowledge levels by reading National and International Journals and attending virtual & physical technical conferences to abreast with the latest technological developments in the field of Reliability and Predictive Maintenance • Propose changes in operating modes, or technological improvement, or maintenance strategies implementation, in order to support the company vision of continuous improvement throughout collaboration and people conversations. • Utilize the best-in-class system based monitoring tools and other online maintenance & reliability tools to support decisions in case of failures, or abnormal operating conditions. • Acquire professional certifications in the field of Reliability by undergoing online and physical trainings sponsored by the company. • Job Involves working in shifts

	<ul style="list-style-type: none"> Any additional tasks / responsibilities as and when assigned.
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14. Senior Engineer – Maintenance (Rotary) : S/G E3

No of Vacancies	2
Essential Educational Qualification	4 years Full time regular engineering course (B.E./B.Tech) in Mechanical / Mechanical & Production / Production with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience (As on 11 th March 2024)	<ul style="list-style-type: none"> Minimum 6 years of post-qualification relevant work experience in Supervisory role//Executive category in Petroleum/ Refining/ Petrochemical/ Fertilizer sector. <p>Candidates should have experience in any of the following :</p> <ul style="list-style-type: none"> Turbo Machineries/ Compressor/ Turbine/ Pumps – Experience in attending breakdown, routine and planned maintenance activities of turbo machineries/ compressor/ turbine/ pump and its auxiliaries in petroleum/ refining/ petrochemical/ fertilizer sector. Rotary Planning – Experience in planning for executing breakdown, routine and planned maintenance of turbo machineries. Planning for availability of resources including hired services, spare parts. Arrangement of procurement and refurbishment of spares required during maintenance. Vibration Monitoring – Experience in review and finalization of predictive maintenance program for the rotary equipment. Condition monitoring for the Compressor, Turbines, Pumps, Blowers, Gearbox and Motor. Providing support for RCFA or carrying out RCFA for rotary equipment. Resolution of problems faced by field engineers/ technicians related to vibrations and performance related issues.
Key Job Responsibilities	<ul style="list-style-type: none"> Prepare engineering design basis of new Rotary equipment as per applicable API standards to Petroleum/ Refining/ Petrochemical sector. Function as technical resource to maintenance groups to direct and recommend solution to the problems of Rotary equipment. Review vendor design documents and co-ordinate with vendors during equipment design and fabrication process. Specify and review drawings and data for large turbo machinery like compressors, turbines, etc. Provide technical engineering input on production related problems and complies preventive maintenance routines and spare parts interchangeability records to sustain plant reliability and operability.

	<ul style="list-style-type: none"> • Investigate and identify solutions where frequent breakdown of equipment is happening to identify root cause and take corrective actions. • Should have end to end knowledge in Bid/Tendering & Procurement process. • Completion of the works assigned ensuring adherence to engineering standards, safety, quality, environmental norms, time and cost. • Carries out plant punch listing on erection activities, mechanical completion, pre-commissioning and commissioning of Rotary equipment. • Coordinate with Internal & External Stakeholders for job execution including Pre commissioning/commissioning, startup and test runs. • Ensuring adherence to specifications/standards/procedures/drawings on the job specific to rotating equipment. • Ensure overall compliance to safety requirements by contractors and other personnel. • Ensure maintenance of proper quality control records for site jobs through consultant like NDT Testing, System-1 integration etc as applicable. Coordinate with third party inspection agencies, if any. • Coordinate with statutory authorities like IBR, CCOE, OISD, Factory inspector, Labor inspector, etc. as applicable for site execution. • Coordinate with security for labor/material entry / exit, gate passes, vehicle movements. • All level of maintenance, inspection, checks, testing and troubleshooting on compressors, turbines, pumps, etc. • Responsible for creating and executing planned maintenance activities for all turbo machineries including work scope, resources, materials, tools, drawings and documentation. • Ensuring and implementing best maintenance practices for turbo machineries in order to enhance reliability of equipment and avoid forced outages. • Performing regular or planned maintenance (including major over haul) of turbo machineries as per condition based monitoring or OEM recommendation. • Provide technical solution whenever the machines experience failures, utilizing sound maintenance strategies to analyze, address and rectify the root cause in order to prevent reoccurrences. • Utilize the best in class monitoring tools (GE SMART SIGNAL, SYSTEM ONE) and other maintenance tools to avoid forced outages and ensure 100% availability of equipment. • Propose and implement efficiency improvement initiatives for the rotating equipment. • To attend to emergency and breakdown maintenance of equipment as required with minimum downtime. • To maintain highest safety standards in the assigned area as per safety rules of the company. • Participate in facilities audits activities & HAZOP Studies review. • Monitor project network & take corrective action to maintain schedule.
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	<ul style="list-style-type: none"> • Execute all arrangements and pre-arrangements for breakdown and planned maintenance activities. • Prepares spare parts and services requirement for rotating equipment required during execution of maintenance activities. • Liaise with operations/process/planning and other engineering personnel to establish the level of maintenance activities. • Review and update the maintenance program of major turbo machineries using performance, vibration and OEM recommended maintenance practices. • Job Involves working in shifts • Any additional tasks / responsibilities as and when assigned
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15. Senior Manager – Inspection : S/G E5

No of Vacancies	2
Essential Educational Qualification	4 years Full time regular engineering course (B.E./B.Tech) in Mechanical / Mechanical & Production / Production with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience (As on 11 th March 2024)	<ul style="list-style-type: none"> • Minimum 12 years of post-qualification relevant work experience in Operation/ Technical/ Process division in a Petroleum/ Refining/ Petrochemical/ Fertilizer sector in field maintenance • Candidate should have worked in major Process units of Refinery Process plants like CDU/VDU, FCCU, DHT, HGU, SRU, DCU, NHT, Isomerization unit, FCC-NHT unit, etc. • Risk Based Inspection (RBI) – Should have implemented RBI or regularly using the same for inspection activities of the plant.
• Key Job Responsibilities	<ul style="list-style-type: none"> • Review and guide the inspection team in design, construction, commissioning, start- up and during turnaround inspections. • Establish an inspection regime to ensure the reliability of the plant and to ensure strict adherence to the regime. • Implement the risk-based inspection regime and monitor the implementation and compliance to the RBI based activities. • Maintain latest developments in inspection/materials and corrosion technology via inter-affiliate technology transfers, network communications and meetings. • Lead the team for achieving desired quality requirements during project execution and maintenance phase of Refinery & Petrochemical units with applicable codes, standards and specifications. • Guide the team for troubleshooting of issues as required • Plan and execute major Turnaround & Inspection of the Refinery process units.

	<ul style="list-style-type: none"> • Develop and review Mechanical Inspection procedures and best practices. Develop and review Mechanical Inspection strategy. • Review and approve the reports related to Mechanical Inspection during on stream inspection and Turnaround Inspections of Refinery & Petrochemical plants. • Review the NDT methods and inspection procedures prepared by the Team and implement the same • Review the HAZOP recommendations • Review the recommendations to enhance Mechanical Inspection Programs deployment and performance. • Responsible for implementation of Quality Management System requirements and ensuring the required standards are implemented across Home Office Engineering activities in FEED, EPC and PMC projects • Provide advice and guidance to Project Management personnel on the application of the Quality Management System in relation to Project Execution activities • Review of project specific procedures and documents to verify that they comply with the contractual requirements. Monitoring of the application of these procedures to verify compliance with the contract • Prepare a program of QA audits and application of the quality management system and compliance to the project quality plan • Review all audit reports to verify that the quality management systems are implemented and are compliant with the Contract. • Job Involves working in shifts • Any additional tasks / responsibilities as and when assigned.
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16. Senior Manager – Reliability: S/G E5

No of Vacancies	2
Essential Educational Qualification	4 years Full time regular engineering course (B.E./B.Tech) in Mechanical / Mechanical & Production / Production with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience (As on 11 th March 2024)	Minimum 12 years of post-qualification relevant work experience in Operation/Technical/Process division in a Refinery Sector in supervisory category.
Key Job Responsibilities	<ul style="list-style-type: none"> • Coordinate with Internal & External Stakeholders for job execution including Pre commissioning/commissioning, startup and test runs. Accountable to ensure continuous running of the Refinery & Petrochemical Plants to meet the production targets. Lead the team implementation of predictive maintenance & proactive maintenance techniques, condition monitoring of Rotary equipment, assessment and evaluation of asset condition to provide expert advice to operations and maintenance to maximize reliability and availability to Rotary equipment assets.

	<ul style="list-style-type: none"> • Develop and update equipment database and devise strategy for reliability improvement of Rotary equipment. • Train and guide the Inspection Team for performing mechanical integrity checks and analysis of data and send recommendations to Operations to mitigate risks. Provide subject matter expertise for ensuring mechanical integrity of equipment. • Provide technical support to the operation team during the entire lifecycle of the plant's Rotary equipment viz Pumps, Motors, Turbines, compressors, Blowers, Fans, etc and analyze the performance, operating conditions and boundaries, in order to guarantee reliable and safe operation of equipment. • Guide the team for utilizing their knowledge and expertise with the international standards in order to improve the equipment reliability and performance. • Provide technical solution whenever the machines experience failures, utilizing sound maintenance strategies to analyze, address and rectify the root causes in order to prevent reoccurrences. • Review and implement the changes proposed by the Team in operating modes, or technological improvements, or maintenance strategies implementation, in order to support the company vision of continuous improvement throughout collaboration and people conversations. • Encourage the team for updation of knowledge levels by reading National and International Journals and attending virtual & physical technical conferences to abreast with the latest technological developments in the field of Reliability and Predictive Maintenance. • Provide technical support to the maintenance team to enhance preventive maintenance strategies and checks, along with predictive maintenance strategies and operation-based maintenance checks. • Encourage the team to acquire professional certifications in the field of Reliability by undergoing online and physical trainings sponsored by the company. • Provide mentorship to sub-ordinates. Generate development plans for them, assist them during the entire path of their knowledge growth. • Job Involves working in shifts • Any additional tasks / responsibilities as and when assigned.
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17. Senior Manager – Maintenance (Static): S/G-E5

No of Vacancies	2
Essential Educational Qualification	4 years Full time regular engineering course (B.E./B.Tech) in Mechanical / Mechanical & Production / Production with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.

<p>Essential Work Experience (As on 11th March 2024)</p>	<ul style="list-style-type: none"> • Minimum 12 years of post-qualification relevant work experience in Operation/ Technical/ Process division in a Petroleum/ Refining/ Petrochemical/ Fertilizer sector in field maintenance. • Candidate should have worked in any of the major process units of Petrochemical plants like Dual Feed Cracking Unit, Poly Propylene unit, LLDPE/HDPE, etc.
<p>Key Job Responsibilities</p>	<ul style="list-style-type: none"> • Coordinate with Internal & External Stakeholders for job execution including Pre commissioning/commissioning, startup and test runs. • Responsible for the reliability of the assigned petrochemical plants and equipment. • To ensure that the correct regime of the plant maintenance is maintained. • Responsible for the planning of all regular and planned maintenance. • To attend to emergency and breakdown maintenance of equipment as required with lowest downtime. • To maintain highest safety standards in the assigned area as per rules of the company. • Perform field troubleshooting of equipment so that desired performance is achieved as per design intent. • To handle the major Plant Turnarounds and emergency plant shutdowns. • To provide support to maintenance support Function like Machine Shop or Welding Shop by developing repair procedures and follow up on-going repairs. • To participate in facilities audits activities. • To participate in HAZOP Studies review. • Responsible for keeping in good working condition various equipment in the plant including all kinds of static and rotary equipment. • Plan and execute any Hot Taping works as per requirement. • Regular upkeep of fired heaters as required by operations for optimum operation of the heater. • Review of the detailed engineering, model reviews, equipment layout, plant layout, overall site layout. • Ensure adherence to the statutory norms • Review of tender / contract documents/ PR as per organization procurement manual. • Review of the technical amendments. • Review of the technical bids and approval • Lead the team and ensure completion of the works assigned ensuring adherence to engineering standards, safety, quality, environmental norms, time and cost. • Ensuring adherence to specifications / drawings on the job. • Ensure overall compliance to safety requirements by contractors and other personnel.

	<ul style="list-style-type: none"> • Ensure maintenance of proper quality control records for site jobs through consultant like X- rays, cube testing, hydro testing, megger testing, loop checking etc.as applicable. Coordinate with third party inspection agencies, if any. • Coordinate with statutory authorities like IBR, PESO, OISD, Factory inspector, Labor inspector etc. as applicable for site execution. • Coordinate and implement safety audit items. • Monitor project network & take corrective action to maintain schedule. • Review monitoring reports and make concise MIS for circulation- Monthly report (physical & financial), Weekly report (physical), Quarterly report (physical & financial), Yearly reports. • Ensure compliance to Annual plan for the projects. • Targets for the financial year (commitment, expenditure, closeouts). • Job Involves working in shifts • Any additional tasks / responsibilities as and when assigned.
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18. Senior Manager –Maintenance (Rotary) : S/G E5

No of Vacancies	2
Essential Educational Qualification	4 years Full time regular engineering course (B.E./B.Tech) in Mechanical / Mechanical & Production / Production with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience (As on 11 th March 2024)	<p>Minimum 12 years of post-qualification relevant work experience in Supervisory / Executive / Managerial Role in Petroleum / Refining / Petrochemical / Fertilizer sector.</p> <p>Candidate should have experience in following area :</p> <ul style="list-style-type: none"> • Turbo Machineries (Compressor / Turbine / Pump): To attend breakdown, routine and planned maintenance. • Planning – To arrange and pre-arrange to attend or execute breakdown and planned outage of turbo machineries. Ensure 100% availability of resources (procurement of spares & services) and completion of jobs in planned timeframe. • Vibration Monitoring: Review predictive program and administer condition monitoring of Compressor, Turbine, Pumps, Blowers, Gearbox and Motors. Provide troubleshooting support to field engineers / technicians to resolve vibration and performance related issues.

Key Responsibilities	<p>Job</p> <ul style="list-style-type: none"> • Review and approval of the engineering design basis of new turbo machineries as per applicable standards to Petroleum/ Refining/ Petrochemical sector. • Function as SME resource to maintenance groups to direct and recommend problem solutions. • Specify and review drawings and data for large turbo machinery like compressors, turbines, etc. • Provide technical engineering input on production related problems and complies preventive maintenance routines and spare parts interchangeability records to sustain plant reliability and operability. • Investigate and identify solutions where frequent breakdown results in high cost/low mechanical availability of turbo machineries. • Tendering & Procurement • Preparation and Review of tender / contract documents, scope of work, tender estimate, finalization of the pre-qualification criteria, finalization of the commercial terms for the project, finalization of the payment terms and schedule for the tender etc. • Participate and prepare section budget requirement, control and monitor the expenditure (CAPEX/OPEX). • Lead the team and ensure completion of the works assigned ensuring adherence to engineering standards, safety, quality, environmental norms, time and cost. • Carries out plant punch listing on erection activities, mechanical completion, pre-commissioning and commissioning activities. • Ensuring adherence to specifications/standards/procedures/drawings on the job specific to rotating equipment. • Ensure overall compliance to safety requirements by contractors and other personnel. • Ensure maintenance of proper quality control records for site jobs through consultant like NDT Testing, System 1 integration etc.as applicable. Coordinate with third party inspection agencies, if any. • Liaison with statutory authorities like IBR, CCOE, OISD, Factory inspector, Labor inspector etc. as applicable for site execution. • All level of maintenance, inspection, checks, testing and troubleshooting on compressors, turbines, pumps etc. • Responsible for creating and executing planned maintenance activities for all turbo machineries including work scope, resources, materials, tools, drawings and documentation. • Ensuring and implementing best maintenance practices for turbo machineries in order to enhance reliability of equipment and avoid forced outages. • Performing regular or planned maintenance (including major over haul) of turbo machineries as per condition based monitoring or OEM recommendation. • Provide technical solution whenever the machines experience failures, utilizing sound maintenance strategies to analyze, address and rectify the root cause in order to prevent reoccurrences.
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	<ul style="list-style-type: none"> • Utilize the best in class monitoring tools (GE SMART SIGNAL, SYSTEM ONE) and other maintenance tools to avoid forced outages and ensure 100% availability of equipment. • Proposed and implement lead efficiency improvement initiatives & upgrading programs & project in the field of rotating equipment. • To attend to emergency and breakdown maintenance of equipment as required with lowest downtime. • To maintain highest safety standards in the assigned area as per rules of the company. • Participate in facilities audits activities. • Participate in HAZOP Studies review. • Monitor project network & take corrective action to maintain schedule. • Execute all arrangements and pre-arrangements for breakdown and planned maintenance activities. • Prepares spare parts and services requirement for rotating equipment required during execution of maintenance activities. • Liaise with operations/process/planning and other engineering personnel to establish the level of maintenance activities. • Review and update the maintenance program of major turbo machineries using performance, vibration and OEM recommended maintenance practices. • Review monitoring reports and make concise MIS for circulation- Monthly report (physical & financial), Weekly report (physical), Quarterly report (physical & financial), Yearly reports. • Job Involves working in shifts • Any additional tasks / responsibilities as and when assigned.
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19. Senior Manager – Maintenance (Planning): S/G E5

No of Vacancies	2
Essential Educational Qualification	4 years Full time regular engineering course (B.E./B.Tech) in Mechanical / Mechanical & Production / Production with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience (As on 11 th March 2024)	<ul style="list-style-type: none"> • Should have a minimum 12 years of post-qualification relevant work experience in Supervisory / Executive role in Petroleum / Refining / Petrochemical / Fertilizer sector. • Candidate should have experience in Making of the work lists, planning for material, services, procurement of the planned material and services, ensuring timely delivery, arranging for emergent material and services, reconciliation and close out of the turnaround. Planning, scheduling, updating the turnaround progress and making catchup plans, MIS reports, progress measurement etc.

Key Responsibilities	Job	<ul style="list-style-type: none"> • Preparation and Review of work lists from all stake holders • Plan for all the material and services requirement as per drawing and site conditions • Review engineering drawing and reference of engineering standards for the contract. • Conduct the turnaround meetings to finalise the work scope and preparations • Preparation and Review of tender / contract documents, scope of work, tender estimate, finalization of the pre-qualification criteria, finalization of the commercial terms for the project, finalization of the payment terms and schedule for the tender etc. • Follow up for timely delivery of the material and coordinate for the delivery of services at site. • Closure of the contracts post work • Make and Monitor network chart & take corrective action to maintain schedule. • Review monitoring reports and make concise MIS for circulation- Monthly report (physical & financial), Weekly report (physical), Quarterly report (physical & financial), Yearly reports. • Targets for the financial year (commitment, expenditure, closeouts). • Profile of expenditure, closeouts, carryover, CWIP. • Ensure proper documentation of commitment, expenditure and closeout databases. • Highlight areas of concern and reporting to management on regular basis. • Ensure adherence to the communication and record keeping protocols. • Preparation, review and justification of the TA/project cost. • Mentoring of the subordinates, their growth and review of their training requirements. • Job Involves working in shifts • Any additional tasks / responsibilities as and when assigned.
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20. Senior Engineer – Electrical : S/G E3

No of Vacancies	1
Essential Educational Qualification	4 years Full time regular engineering course (B.E./B.Tech) in Electrical / Electrical & Electronics with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience (As on 11 th March 2024)	Minimum 6 years of experience in Operation & Maintenance of Electrical power generation / distribution in any of the following sectors viz. Petroleum Refinery / Petrochemical / Chemical / Fertilizer / Steel / Power / Cement / Railways / State Electricity boards in a Supervisory / Executive role.

	Candidate should have worked in Operation & Maintenance of HV/MV/LV Switchgears/O&M CPP/VFDs, HV/MV motors and Power & Distribution Transformers including HT/LT power distribution system, 220/132kV Air Insulated Switchyard/GIS, Substation Automation System (SAS)/Electrical Control System (ECS).
Key Job Responsibilities	<ul style="list-style-type: none"> • Schedule and undertake periodic maintenance of all electrical equipments, components, and installations. • Provide prompt response to inquiries whenever there is a breakdown, and resolve the issue as quickly as possible. • Ensure that equipment are in good working order so as to prevent disruption of activities. • Installation of fresh electrical components and, fittings and Keep record of all stock and supplies, including company's electrical equipment. • Replacement for old or faulty electrical components or fittings. • Assist in forecasting requirements, creating a budget and scheduling expenses for the electrical department. • Working in collaboration with the production team to formulate the best cost-effective process. • Perform energy audit and recommend alternative sources of energy conservations. • Help the organization to reduce energy costs. • Fix and maintain lighting fixtures and fittings. • Troubleshoot machine breakdowns and provide preventive maintenance services. • Provide safe working environment for members of staff, and ensure electricity induced accidents and mishaps are prevented. • Take steps to prevent fire outbreaks by making appropriate recommendations to management. • Purchase electrical fittings and components or supervise the staff charged with the responsibility. • Supervise electrical works when new projects are undertaken. • Job Involves working in shifts • Any additional tasks / responsibilities as and when assigned.

21. Senior Manager – Electrical : S/G E5

No of Vacancies	3
Essential Educational Qualification	4 years Full time regular engineering course (B.E./B.Tech) in Electrical / Electrical & Electronics with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.

<p>Essential Work Experience (As on 11th March 2024)</p>	<ul style="list-style-type: none"> • Minimum 12 years of experience in Operation & Maintenance of Electrical power generation / distribution in any of the following sectors viz. Petroleum Refinery / Petrochemical / Chemical / Fertilizer / Steel / Power / Cement / Railways / State Electricity boards in a Supervisory / Executive role. • Candidate should have worked in Operation & Maintenance of HV/MV/LV Switchgears/O&M CPP/VFDs, HV/MV motors and Power & Distribution Transformers including HT/LT power distribution system, 220/132kV Air Insulated Switchyard/GIS, Substation Automation System (SAS)/Electrical Control System (ECS).
<p>Key Job Responsibilities</p>	<ul style="list-style-type: none"> • Ensure maintenance and availability of Electrical equipment & distribution system / Power Electronics equipment / Power System at plant. • Conduct Performance monitoring & benchmarking of site electrical equipment. • Implement and provide inputs to standardize best practices, guidelines and learning from incident for reliability improvement specific to plant electrical equipment. • Follow and enforce applicable Health Safety Environment (HSE) procedures/ practices and Safety Standards. • Lead troubleshooting for resolution of major & critical failures/issues. Generate LFI, Alerts based on major failures, safety incidences. • Carry out RCFA (Root Cause Failure Analysis) for equipment failures, monitor implementation of RCFA recommendations. • Review and maintain equipment protection schemes, protection relay setting & relay co-ordination. • Control and monitoring of workshop activities for electrical equipments. • Identify and Implement energy conservation initiatives. • Reduce production losses from defects / failures/ breakdowns. • Support for Knowledge management and Documentation management. • Plant maintenance cost budgeting and optimization of resources. • Identify training needs for subordinates and support for competency and skill development. • Carry out Inspection, quality assurance, maintenance and safety audits as required. • Job Involves working in shifts • Any additional tasks / responsibilities as and when assigned.

22. Senior Manager – Fire & Safety : S/G E5

No of Vacancies	1
Essential Educational Qualification	4 years Full time regular engineering course (B.E./B.Tech) in Fire Engineering / Fire & Safety Engineering with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Physical Fitness Criteria	<ul style="list-style-type: none"> • For Male- Height: 165 CM, Weight: 50 Kg, Chest: Normal: 81 CM, Expanded: 86.5 CM. • For Female - Height: 157 CM, Weight: 46 Kg • Eyesight normal (6/6 in both the eyes; without glasses), color vision normal and Free from Vertigo problem, disease of heart/lungs/kidney, abnormal blood pressure, Knock Knee, Flat Feet, Squint eye and stammering. Candidate must be in good mental and bodily health and free from any physical defect.
Essential Work Experience (As on 11 th March 2024)	<p>Minimum 12 years of post-qualification experience in Fire & Safety Department of oil & Gas industry, Petroleum Refining, Petrochemical, Fertilizers & Chemical manufacturing.</p> <p>Candidate should have experience in following areas :</p> <ul style="list-style-type: none"> • Incident prevention and emergency handling in oil and Gas industry. • Fire Fighting operations & system maintenance. • Handling foam Tenders, Foam Nurers, DCP Tenders, Equipment tenders and other fire fighting equipments. • Handling safety related jobs like investigation analysis, safety inspection, job safety analysis, shutdown safety, construction safety, conducting safety meetings/ audits, conducting mock-drills, fire & safety training.
Key Job Responsibilities	<ul style="list-style-type: none"> • The prime role of the Officer is to provide strong executional leadership to ensure accident free Refinery, ensure emergency preparedness, safety compliance, provide safety support to stakeholders and ensure availability of Fire & Safety equipment for emergency handling all the time. • Act in advisory capacity on all matters related to safety for guidance to Management, all departments & employees • Lead in emergencies as per Emergency Response & Disaster management Plan (ERDMP) onsite and offsite emergencies. • Ensure upkeep and availability of all Fire & safety equipment's including fire vehicles, fire protection systems, fire & safety equipment /Systems. • Perform activities that will stimulate & maintain employees interest in Safety, Health, environment • Ensure updating of safe work procedures, SHE tender guidelines, policies.

	<ul style="list-style-type: none"> • Ensure compliance of OISD standards and other statutory norms (e. g. Factory Act, BOCW Act, PNGRB, OISD PESO etc.) • Ensure strict compliance to safety procedures at all times by monitoring safety activities at all levels • Organize regular trainings for Refinery employees & contract workers, safety audits, departmental meetings, work-shops, seminars etc. • Investigate incidents & suggest remedial measures/corrective actions • Organize Mock drills as per Emergency Response & Disaster Management Plan in the Refinery. • Ensure carrying of JSAs, HIRA, JHA, Scaffolding certification. Ensure availability of safety equipment in fit to use condition. • Ensure updating of all Safety Manual, Fire Protection Manual, ERDMP Manuals etc. • Follow on various committee recommendations for compliance. • Ensure implementation of Safety Audits and Hazop recommendations for new projects. • Ensure checking of work site permits to ensure safety compliance. • Periodic review and Upgradation of Fire Protection Systems & equipment's • Ensure reliability of emergency equipment's & fire protection & Prevention systems. • Job Involves working in shifts • Any additional tasks / responsibilities as and when assigned.
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5. Emoluments

Salary Grade	Pay Scale	Designation	Cost to company (Appx. p.a.)
E0	Rs.30,000-Rs.1,20,000	Junior Executive	07.78 lakhs
E3	Rs.60,000-Rs.1,80,000	Senior Engineer	15.92 lakhs
E5	Rs.80,000-Rs.2,20,000	Senior Manager	21.71lakhs

*A candidate will be inducted at the minimum of the pay scale.

Note: - The CTC mentioned has been calculated at minimum base level of pay grade and includes Base Pay, Retirement Benefits, Dearness Allowance, HRA and Cafeteria Allowance (E0-25% of basic pay, E3-30% of basic pay & E5-35% of basic pay). Retirement benefits are admissible upon separation /retirement as per the HRRL policy prevailing at that time.

6. Probation & Retention

Probation: The Selected Officers will be on Probation for one year from the Date of Joining. Upon successful completion of the Probation period, the officer will be considered for confirmation as per company policy.

Retention Amount (Applicable only for Pay Scale of Rs.30,000-Rs.1,20,000): An amount of Rs. 3,000/- per month will be earmarked as retention amount from the total emoluments during the probation period / Extended Probation period in Pay Scale of Rs. 30,000 - Rs. 1,20,000. The amount (without interest) will be refunded only after the confirmation. The retention amount will be forfeited, in case the employee leaves the company or on termination of service before confirmation.

7. Placement / Posting

Posting/ Assignment can be in any Division/Department of the HRRL at any place in the country and the services thereafter will be transferable as per the requirement. These positions may involve working in shift duties including night shifts.

8. Shortlisting and Selection Methodology

For Positions in S/G E0

The multiple stage selection process will comprise of Computer Based Test (CBT), Skill Test, & Personal Interview. Candidates fulfilling all the eligibility criteria, will be considered for appearing in CBT which will be objective type with no negative marking. CBT will comprise of two parts, **I. General Aptitude** consisting of Intellectual Potential test, testing Logical Reasoning & Data interpretation, Quantitative Aptitude test & test of English Language.

II. Technical / Professional Knowledge comprising of questions related to Qualifying Educational background required for the position applied for.

Candidates qualifying in CBT will be called for Skill Test & Personal Interview in order of merit & predetermined ratio. Candidates qualifying in skill test will be referred for Personal Interview. Candidates will further be referred for Pre-Employment Medical Examination basis their overall performance in Computer based Test, Skill Test & Personal Interview.

Computer Based Test (Elimination Round)	Skill Test (Elimination Round)	Personal Interview (Elimination Round)
<ul style="list-style-type: none"> • Technical/ Professional Knowledge: 50% qualifying for all categories. • Overall Qualifying in CBT (General Aptitude +Technical/ Professional Knowledge): 60% for UR/ EWS candidates and 54% for SC/ ST/ OBCNC/ PwBD candidates. 	Minimum Qualifying Marks to be obtained - 40% for UR & EWS, 33.33% for SC/ST/ PwBD /OBCNC	Minimum Qualifying Marks to be obtained - 40% for UR & EWS, 33.33% for SC/ST/ PwBD /OBCNC
Overall Qualifying in CBT (General Aptitude +Technical/ Professional Knowledge) + Skill Test + Personal Interview = 60% for UR/ EWS candidates and 54% for SC/ ST/ OBCNC/ PwBD candidates.		

Note: The details related to syllabus for Computer Based Test will be uploaded on HRRL website in due course.

For Positions in S/G E3 & E5

Candidates fulfilling all eligibility criteria based on scrutiny of the application and resume (HRRL Format) submitted in the online application, will be considered for further selection process. Selection process will comprise of two stages i.e. Technical Competency Interview and Behavioral Competency Interview by a Panel.

In the event of receipt of large no of applications, the Company will adopt shortlisting criteria to ascertain the number of candidates to be called for the selection process. The shortlisting criteria will be based on various aspects like relevant experience, Qualification marks etc. and the same will be hosted on our website prior to commencement of Selection Process.

Technical Competency Interview (Elimination round)	Behavioural Competency Interview (Elimination round)
Minimum Qualifying Marks to be obtained- 60% for UR & EWS, 54% for SC/ST/ PwBD /OBCNC	Minimum Qualifying Marks to be obtained - 60% for UR & EWS, 54% for SC/ST/ PwBD /OBCNC
Overall Qualifying in Technical Competency Interview + Behavioural Competency Interview = 60% for UR/ EWS candidates and 54% for SC/ ST/ OBCNC/ PwBD candidates.	

Candidates will be referred for Pre-employment Medical Examination as per category wise merit list.

9. Pre-Employment Medical Examination

Candidates selected for Pre-employment medical examination will undergo the same as per company policy. Additional Physical Fitness Efficiency Test is applicable for candidates applying for position of Junior Executive – Chemical (E0) and Senior Manager – Fire & Safety (E5) which will include Agility test, Endurance test and working at height test.

Reference for a medical examination does not mean final selection. Discipline-wise, category-wise and position wise final All India Merit List will be drawn for qualified candidates (in all stages including medical examination). Offer of appointment would then be extended to candidates in order of merit subject to being declared as Medically Fit by HRRL designated Physician and fulfilment of eligibility criteria w.r.t Academic Qualification, Age, Work Experience, NOC, Caste Certificate, relieving letter from previous employer etc. as may be applicable. Medically Fit candidates as per company guidelines will then be considered for further selection process i.e. All India Merit List.

10. Reservations, Concessions and Relaxations

- a. Reservation of posts for SC, ST, OBCNC, EWS and PwBD (Persons with benchmarked disabilities – with degree of disability 40% or above) are as per Government Directives. The reservation given below has been considered taking into account existing category wise cadre strength, excess /shortfall in the respective categories and the advertised vacancies. Category-wise Vacancy Distribution is as given below:

S/G	UR	EWS	OBC-NC	SC	ST	Total
E0 (Rs. 30,000 – Rs. 1,20,000)	25	6	16	9	4	60
E3 (Rs. 60,000 – Rs. 1,80,000)	12	3	8	5	2	30
E5 (Rs. 80,000 – Rs. 2,20,000)	16	3	10	5	2	36

- b. Candidates seeking reservation as SC/ST/OBCNC, shall have to produce a certificate in the prescribed proforma (the format can be downloaded from our website <https://www.hrrl.in/>), meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBCNC and the Village/Town the candidate is ordinarily a resident of. They must also ensure that the name of their caste/community and its spelling in their caste/community certificate should be exactly as mentioned in the lists notified by the central government from time to time (for OBCNC category list of castes recognized by the Govt. of India as OBC castes in the central list is available on the site <http://www.ncbc.nic.in> , for ST category the list of castes for each state is available on the site www.ncst.nic.in and for SC category the list of castes for each state is available on the site <http://www.socialjustice.nic.in>). A certificate containing any variation in the caste name will not be accepted. Further the OBC certificate should also clearly indicate that the candidate does not belong to creamy layer as defined by the Government of India for applying to posts and services under the Central Government.
- c. The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.
- d. A person who wants to avail the relaxed standards of PwBD reservation will have to submit a disability certificate issued by a Competent Authority as prescribed in RPwBD Act, 2016. Further to this, according to Notification No: 16-15/2010 DD.111 DT.29/07/2013 by Ministry of Social Justice & Empowerment, list of positions/disciplines in which PwBD candidates are eligible to apply for this recruitment drive are given against the vacancies. Appointment in these vacancies will be offered to PwBD candidates after considering the nature of duties & responsibilities of the job, location, hazard, strain & other factors, also considering that the condition is not likely to interfere with the performance of duties of the post with reasonable efficiency and without possible deterioration of his/her health. The final appointment would be based on candidate's medical fitness with respect to job profile of the identified post.
- e. For getting the benefits of reservation under EWS category, the Income and Asset Certificate shall be valid for the financial year 2023-24 and should have been prepared on the basis of income and asset verification for the financial year 2022-23. The name of the caste should be clearly mentioned in the aforesaid certificate. Caste name like "General/Samanya etc." will not suffice. Applicant's photo on the certificate should be duly pasted, signed and stamped by issuing authority. 'Income and Asset Certificate' shall be submitted by such candidates at the time of interview (if called for interview). No request for extension of time for production of 'Income & Asset Certificate' beyond the said date shall be entertained. In case candidates fail to produce the same at the time of interview, they will not be allowed to appear for interview. Further, their request for interview under General category will also not be entertained.
- f. Maximum age limit is relaxed by 5 years for SC & ST, 3 years for OBCNC, 10 years for PwBD (UR), 13 years for PwBD (OBCNC) and 15 years for PwBD (SC/ST) candidates.
- g. Maximum age limit is relaxed by 5 years for candidates domiciled in Jammu & Kashmir

- between 01.01.1980 and 31.12.1989.
- h. Maximum 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.
 - i. The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBCNC candidates and such candidates will have to indicate their category as Unreserved (UR).
 - j. Further the OBCNC 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.
 - k. If the SC/ST/OBCNC/PwBD 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.
 - l. Any request for change in category (UR/SC/ST/OBCNC/ EWS/PwBD) once filled in the online application form, will not be considered and accordingly concession/relaxation applicable will not be extended. Hence, candidates are advised to fill the application with utmost care while mentioning category.
 - m. Further to this, according to Notification No: 16-15/2010 DD.111 DT.29/07/2013 by Ministry of Social Justice & Empowerment, list of positions/disciplines in which PwBD candidates are eligible to apply for this recruitment drive is given below.

Position	PwBD Eligibility
Senior Engineer - Process (Refinery)	HH. OA. OL. CP. Dw. AAV. SLD. MI. MD (any of the combinations above)
Senior Engineer - Process (Petrochemical)	
Senior Manager – Process (Refinery)	
Senior Manager - Process (Petrochemical)	
Senior Manager - Process (Offsite and Planning)	
Senior Manager - Quality Control (Refinery)	
Senior Manager - Utilities	
Senior Manager - Technical Planning	
Senior Manager - Process Safety	
Senior Manager - Quality Control (Petrochemical)	
Senior Manager - Mechanical Inspection	LV.D.HH.OA.BA.OL. LC. Dw. AAV. ASD (M). SLD. MI.MD (any of the combinations above)
Senior Manager - Mechanical Reliability	
Senior Manager - Mechanical Maintenance Static	
Senior Manager - Mechanical Maintenance Rotary	
Senior Manager - Mechanical Maintenance Planning	
Senior Engineer - Mechanical Inspection	
Senior Engineer - Mechanical Reliability	

Senior Engineer - Mechanical Rotary	
Senior Manager - Electrical	D. HH. OL. LC. Dw. AAV.SLD.MI.MD (any of the combinations above)
Senior Engineer - Electrical	

Note:-Abbreviations Used: LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, SLD= Specific Learning Disability, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), MI= Mental Illness, MD=Multiple Disabilities.

11. Application Process

- Online Application will be accepted from 1000 hrs on 20th March 2024 till 2359 hrs on 15th April 2024.
- Candidates are requested to apply online only on www.hrri.in Careers → Current Openings, after reading detailed advertisement. No other mean / mode of the application shall be accepted.
- Applications with incomplete / wrong particulars or not in the prescribed format will not be considered.
- The Email ID and mobile number provided in online application should remain valid for at least one year. Candidates must use active Email IDs created in their own names. Applications with pseudo / fake Email IDs will attract appropriate action under the law.
- All the details given in the online form will be treated as final and no changes will be entertained.
- In the event of submission of incomplete application along with application fees for reasons whatsoever, his / her candidature will stand cancelled and Application fee will be forfeited. No further communication/ consideration on the same shall be entertained.
- Candidates will be required to submit documentary evidence of eligibility during the shortlisting/ selection process within stipulated time as advised by HRRL. Any mismatch in name, qualification, other criteria of documents from the data given in application form will lead to disqualification at any stage.
- Any request for change of venue/ date for CBT / selection process will not be entertained.

12. Payment of Application Fees

- Application fee is applicable for all positions.
- SC, ST & PwBD candidates are exempted from payment of application fee.
- UR, OBCNC and EWS candidates are required to pay a Non-Refundable Amount of ₹1180/- + payment gateway charges if any (Application fee of ₹1000/- + GST@18% i.e. ₹180/- + payment gateway charges if applicable).
- Payment Mode: 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 within 2 days from the date of payment.
- 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.
- f. Applications with Payment Status “incomplete” will not be considered. Hence candidates are requested to ensure change of payment status to ‘completed’ maximum within 2 days from date of payment.
 - g. No other mode of payment than those mentioned above will be accepted.
 - h. Application fee once paid will not be refunded under any circumstances. Also, chargeback cannot be claimed for any reason.
 - i. The fee being paid is only towards the submission of application and does not in any way guarantee issuance of interview call letter etc.

13. General Instructions

- a. Only Indian Nationals are eligible to apply.
- b. All computations of age/ relevant experience requirement/ qualification shall be as on 11th March 2024.
- c. Only Online Applications will be accepted. Candidates are not required to send printout of application or any other documents in hard copy to HRRL.
- d. **Important Note for Candidates applying for positions in S/G ‘E3’ and ‘E5’ : Candidates are required to upload resume strictly in the format (Annexure I) given by HRRL.**
- e. The date of passing the eligibility examination will be the date appearing on the final semester mark sheet or the date of final examination mentioned on the provisional certificate. In case the results of a particular examination are posted on the website of the university or institute then a certificate issued by the appropriate authority of the university or institute indicating the date on which the result is declared on the website will be considered as the date of passing the examination.
- f. All the details mentioned in the online form will be treated as final and no request for changes will be entertained later on. Therefore, candidates are advised to fill the ONLINE form with utmost care making correct entries in the respective fields. An application once submitted shall not be considered for any editing later on.
- g. Candidates who have completed Integrated ME/ M.Tech will be eligible to apply against engineering positions, provided the course requirement for award of BE/ B.Tech is in any one of the disciplines mentioned in the advertisement. Such candidates must have both BE/B.Tech and ME/M.Tech degree separately.
- h. Candidates who have completed BE/B.Tech engineering degree after 3 years diploma are also eligible to apply provided the course requirement for award of BE/ B.Tech is in any one of the disciplines mentioned in the advertisement.
- i. Important Note for Candidates applying in S/G ‘E0’ - Candidates possessing higher qualification such as degree in Engineering, B.E / B.Tech, AMIE etc. are not eligible for consideration and need not apply.
- j. Candidates are advised to submit only one application. In case multiple applications are identified from a candidate, the latest one shall be considered as final and the older applications shall be rejected without any notice.
- k. The candidature of the shortlisted applicant would be provisional and subject to subsequent verification of certificate/ testimonials, medical fitness, etc.
- l. Admit Card for Computer Based Test of Call letter for Skill Test, Personal Interview, Technical Competency Assessment, Behavioral Competency Assessment etc (as applicable) will not be sent to candidates in hard copy. Candidates will be required to download the same from HRRL website.
- m. Mere issue of call letter for selection process will not imply acceptance of candidature.

- n. All the candidates are requested to remain updated at each step of the selection process by visiting our website www.hrri.in. Candidates may please note that personal calls and/or interaction with any of the HRRL's officials during recruitment drive is discouraged, except when absolutely necessary/critical.
- o. All queries pertaining to recruitment may be addressed through career@hrri.in.
- p. Candidates must be in possession of all applicable Certificates and mark sheets at the time of application.
- q. HRRL will not be responsible for any loss/ non-delivery of email/ any other communication sent, due to invalid/wrong Email ID/connectivity issues etc.
- r. Only the qualifications mentioned in the advertisement will be accepted. No equivalent qualifications will be considered.
- s. All the qualifications should be full time regular course/s from AICTE approved/ UGC recognized University/ Deemed University or respective State Board or equivalent competent authority as applicable. The courses offered by Autonomous Institutions should be equivalent to the relevant courses approved/ recognized by Association of Indian Universities (AIU/ UGC/ AICTE). Courses offered through part time or distance mode will not be entertained for the purpose of educational eligibility criteria.
- t. 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 selection process.
- u. Teaching & Research experience in an academic institute and Vocational / Apprentice Training will not be considered as relevant work experience.
- v. Number of vacancies may increase/decrease at the discretion of the Company. HRRL reserves the right not to fill any of the above posts advertised at any stage of selection. Category-wise break up of vacancies given in the advertisement is tentative and is subject to change as per business requirements.
- w. The Company also reserves the right to cancel / restrict/ curtail/ enlarge the recruitment process and/or the selection process for any position there under without any further notice and without assigning any reasons.
- x. Candidates have to necessarily declare (in case they are shortlisted for subsequent stages) that he/ she has been arrested, prosecuted, kept under detention or fined, convicted by the Court of Law for any offence, debarred/disqualified by any Public Service Commission from appearing in its examination.
- y. Mere shortlisting in CBT does not entail the right for further selection process and HRRL reserves its right to call for suitable candidates depending upon their credentials/ declarations.
- z. Selected candidates will have to join the organization on the date mentioned in their offer of appointment failing which the organization reserves the right to cancel/withdraw the offer of appointment without any further correspondence/reference to the candidates.
- aa. Candidates presently employed in Government Departments / PSU's / Autonomous Bodies owned by the Government, should submit their application as per their company policies. They must produce No Objection Certificate at the time of selection process, failing which they will not be allowed to appear for the interview and their candidature will not be entertained.
- bb. Candidates are advised in their own interest to apply online before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability / failure to log on to the website on account of heavy load on internet or website jam.
- cc. Sleeper class rail fare will be reimbursed to SC, ST & PwBD candidates towards appearing for Computer Based Test / Skill Test / Personal Interview (applicable to S/G 'E0').

Reimbursement of 3rd AC rail fare for all candidates appearing for Selection process for all positions in S/G 'E3' & 'E5'. Amount to be reimbursed will be for the shortest route, provided the distance travelled is not less than 30 km. Candidates after completing both legs of travel, will be required to fill in the Travel Allowance (TA) Form (which will be made available on HRRL website) and submit/upload it along with Travel Proof for travel undertaken. Travel allowance will be processed through online mode only.

Furnishing of wrong/false information or suppressing of any material fact will lead to disqualification and HRRL 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 meeting eligibility 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 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 Jodhpur.

Any further corrigendum / addendum would be uploaded only on our website www.hrri.in.

The general public is hereby informed that all applications are accepted through our online portal only and is not outsourced by HRRL to any agency/individual. Applicants are advised to beware of such fraudulent agencies.

“Join us for Shaping Tomorrow's Energy Landscape”