



## HPCL RAJASTHAN REFINERY LIMITED

Joint Venture between HPCL and Government of Rajasthan

CIN NO: U23201RJ2013GOI043865

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

HPCL Rajasthan Refinery Ltd. (HRRL) is a Joint Venture between Hindustan Petroleum Corporation Limited (HPCL) and Government of Rajasthan (GOR). HRRL is setting up a Greenfield 9 MMTPA refinery cum petro chemical complex at Pachpadra in Barmer district of Rajasthan. HRRL invites proficient and motivated candidates looking for exciting career opportunities to be a part of our growth journey. Interested and eligible candidates can apply for the following vacancies **ONLINE**.

A. POSITIONS & VACANCIES						
Salary Grade/Pay Scale	S/G E1(₹40000- ₹140000)	S/G E2(₹50000- ₹160000)	S/G E3(₹60000- ₹180000)	S/G E5(₹80000- ₹220000)	S/G E6(₹90000- ₹240000)	Total
Maximum Age	25	29	34	42	46	
Min. Experience	0	3	6	12	15	
Chemical (Operations)	41	27	18			86
Chemical (Technical)		3	2			5
Electrical		2	1		1	4
Instrumentation		5	3			8
<b>Mechanical</b>						
Inspection		1	1			2
Reliability		1	1			2
Maintenance - Static		3	2		1	6
Maintenance - Rotary		5	4			9
Maintenance Planning		1				1
<b>Mechanical Petrochemical</b>						
Maintenance - Static					1	1
Maintenance - Rotary				1		1
Maintenance Planning				1		1
Fire and Safety		2	1	1	1	5

Support Functions						
HR					1	1
CA	3	2	1		1	7
IS		1	1	1		3
<b>Total</b>	<b>44</b>	<b>53</b>	<b>35</b>	<b>4</b>	<b>6</b>	<b>142</b>

B.IMPORTANT DATES			
Commencement of online application	<b>27<sup>th</sup> December 2022</b>	Last date of online application	<b>26<sup>th</sup> January 2023</b>

### C. ELIGIBILITY

Please refer table below for the List of Engineering / Technology Disciplines, eligible to apply

ENGINEERING FUNCTIONS	
<b>Core Discipline/ Function</b>	<b>Prescribed 4 year Full time degrees in Engineering</b> with minimum 60% marks of all semesters/years for UR/OBCNC/EWS candidates and 50% for SC/ST/PwBD candidates.
A.Mechanical	Mechanical, Mechanical & Production
B. Electrical	Electrical, Electrical & Electronics
C. Instrumentation	Instrumentation, Instrumentation & Control, Electronics & Instrumentation, Instrumentation & Electronics, Instrumentation & Process Control, Electronics & Communications
D. Chemical	Chemical
E. Fire & Safety	Fire Engineering or Fire & Safety Engineering. Diploma in Industrial Safety from AICTE approved institutions in addition to the above-mentioned qualification will be given preference.

### D. JOB DETAILS

#### I. Role – Chemical – Production Engineer – Refinery Operations E1/ E2/ E3

**Education Qualification:** 4-years full time regular engineering course in Chemical Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks of all semesters/years for UR/OBCNC/EWS candidates and 50% for SC/ST/PwBD candidates.

#### Work Experience applicable for roles in Grade E2 & E3

E2	E3
Minimum 3 years of post-qualification relevant work experience in Supervisory role/Executive category in the following	Minimum 6 years of post-qualification relevant work experience in Supervisory role//Executive category in the following
<ul style="list-style-type: none"> <li>Supervisory/Executive/Managerial Role in Petroleum Refining sector.</li> <li>From the total experience as per the table mentioned above, a minimum of 2/4 years of experience for E2/E3 respectively in carrying out any of the activities listed below.</li> <li>Should have worked as Production Engineer/Panel Officer/Shift Engineer/ Shift In-charge in Petroleum Refinery units.</li> </ul>	

- Hands on experience in distillation, hydrotreating, Catalytic conversion, hydrogen generation, Sulphur recovery unit, Delayed Coker, Isomerization, Gasoline hydrotreating unit etc.
- Experience in handling plant startup and shutdowns, operations of large compressors/blowers/pumps, trouble shooting of unit operation, commissioning of these units, knowledge about control system, and understanding of the P&ID.
- Experience of handling a team of technicians and working shifts.
- Experience in unit start-up, pre-commissioning/commissioning checks and procedures, checking and ensuring installed facilities as per design specifications, trouble shooting, coordination with other disciplines for routine jobs and maintenance.

Note 1: Candidates having exposure to Refining units will be preferred for handling Refining units, whereas, candidates having exposure to Oil Movement & Storage will be preferred for handling OM&S - Process discipline.

Note 2: Prior experience of the candidate in Petroleum Refining sector shall be considered as relevant experience and experience in other industry shall not be counted.

**Key Job Responsibilities:**

- Co-ordinate during pre-commissioning/commissioning of a project for checking and ensuring installed facilities as per design specifications as well as during start-up and guarantee test run of new units, etc.
- Provide assistance for pre-commissioning /commissioning of constructed facilities and troubleshooting. Checking EPCC commissioning formats for completion. Checking process specifications of equipment with respect to its datasheets
- The job involves working in three shifts as a field supervisor or control panel (DCS) supervisor in process plants/Oil movement & storage area.
- Unit monitoring and troubleshooting during normal operation of the plant. Responsible for safe operation of plant. Preparation of daily unit monitoring reports, production reports, catalyst/chemical consumption report etc.
- Issue of necessary job permits for various jobs and vehicle movements and ensure compliance to site and personnel safety requirements. Check compliance by site contractors for standard/engineering drawings.
- Coordinate with site contractors, HRRL depts. like Process, Projects, Fire & Safety, Civil, Purchase, Finance, Legal etc. and Construction Supervision consultant for job execution including commissioning & test runs.
- Ensure & maintain records for site jobs and coordinate with third party inspection agencies, wherever required. Coordinate with security for labor/material entry/exit, gate passes etc.
- Lead a team of technicians and handle plant start up/shut downs and emergency issues. Ensure good housekeeping at site.
- Trouble shooting and resolving operational issues, etc.

**II. Role – Chemical – Technical Engineer – Refinery Operations E2/E3**

**Education Qualification:** 4-years full time regular engineering course in Chemical Engineering or Petrochemical Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate of all semesters/years) for UR/OBCNC/EWS candidates and 50% for SC/ST/PwBD candidates.

**Work Experience applicable for roles in Grade E2 and E3:**

E2	E3
Minimum 3 years of post-qualification relevant work experience in Supervisory role/Executive category in the following	Minimum 6 years of post-qualification relevant work experience in Supervisory role//Executive category in the following

- Supervisory/Executive/Managerial Role in Petroleum Refining sector.
- From the total experience as per the table mentioned above, a minimum of 2/4 years of experience for E2/E3 respectively in carrying out the activities listed below.
- Experience on DFRs, Basic Design Engineering Packages, PFD/H&MB/P&IDs, designing of plant layouts, Hazop and risk analysis.
- Hands on experience on Process simulation software preferably HYSIS/PIMS/Flarenet etc., process specifications of equipment like columns, vessels, heat exchangers, pumps, compressors, measuring and control instruments, heat-mass balance, piping, safety/statutory requirements etc. for large projects in a continuous process industry like petroleum refinery units, or in Consultancy Services Company executing large & medium size projects in petroleum refinery & petrochemicals units.
- Experience of project execution including making specifications, understanding design aspects, review offers, review technical drawings/documents, pre-commissioning checks, commissioning assistance, trouble shooting, coordination with licensors etc.
- Familiarization/conversant with the engineering standards like API, OISD etc. and other statutory safety requirements/guidelines
- Experience of process assistance during project execution including pre-commissioning checks, commissioning, checking and ensuring installed facilities as per design specifications, start-up and guarantee test run of new units, trouble shooting, coordination with PMC/Licensors, External Agencies etc.
- Experience in Technical services or Project Process team for following technologies: Distillation, hydrotreating, Catalytic conversion, hydrogen generation, Sulphur recovery unit, Delayed Coker, Isomerization, Gasoline hydrotreating unit etc.

Note 1: Candidates having exposure to Refining units will be preferred for handling Refinery units, whereas, candidates having exposure to Oil Movement & Storage will be preferred for handling OM&S - Process discipline.

Note 2: Prior experience of the candidate in Petroleum Refining sector shall be considered as relevant experience and experience in other industry shall not be counted.

**Key Job Responsibilities:**

- Co-ordinate during pre-commissioning/commissioning of a project for checking and ensuring installed facilities as per design specifications as well as during start-up and guarantee test run of new units, etc.
- Provide assistance for pre-commissioning/commissioning of constructed facilities and troubleshooting of the same including coordination with licensors
- Participate in internal/ external safety audit of new projects, tie in point identification of project and its finalization
- Preparation/review and release of daily unit monitoring reports, weekly/monthly yield & production reports, catalyst/chemical consumption report, operating expenditure report, unit test run report etc.
- Provide assistance in activities for obtaining various statutory approvals of a project, review of PFD/H&MB/P&IDs, equipment and instrument datasheet for finalization of Basic Design Engineering Package, HAZOP studies, risk analysis, review of Material Requisition, plant 3D, detail engineering documents, DCS graphics and DCS FAT/SAT during detailed engineering of project, etc.
- Preparation/review of process specifications of equipment.
- Preparation of LPR for catalyst and chemicals procurement & Material Receipt Report for vendor payment.
- Unit monitoring and troubleshooting during normal operation of the plant, optimization study, energy scheme implementation, chemical consumption optimization & procurement.

Co-ordinate in preparation of various management approval notes, licensor selection of a project for preparation / review of draft NIT, review of technical offers, coordination with consultant during licensor selection.

### III. Role – Electrical Maintenance E2/E3/E6

**Education Qualification:** 4-years full time regular engineering course in Electrical Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate of all semesters/years) for UR/OBCNC/EWS candidates and 50% for SC/ST/PwBD candidates.

**Work Experience applicable for roles in Grade E2, E3 and E6**

E2	E3/E6
Minimum 3 years of post-qualification relevant work experience in Supervisory role/Executive category in any of the following Petroleum Refinery / Petrochemical / Chemical / Fertilizer / Steel / Power / Railways	Minimum 6(E3) and 15 (E6) years of post-qualification relevant work experience in Supervisory role//Executive the following(Candidates with managerial experience will be preferred).

- Candidates applying for E3 / E6 post, should have experience in Operation & Maintenance of Electrical power distribution in an industrial facility pertaining to any of the following sectors viz. Petroleum Refinery / Petrochemical / Chemical / Fertilizer / Steel / Power / Railways in a Supervisory / Executive role for atleast 4 years out of the minimum specified 6 years of experience for E3 grade and atleast 10 years out of the minimum specified 15 years of experience for E6 grade. Electrical power distribution system shall necessarily comprise of HV, MV & LV Switchgears, HV/MV motors and Power & Distribution Transformers. Additional experience in operation & maintenance of GTG/ STG's, Outdoor EHV Switchyard, Substation Automation System, Start-up devices like VFDs will be an added advantage.

**Key Job Responsibilities:**

- Carryout / supervise design / drawing activities as per project plan, wherever required outside LSTK scope.
- Prepare/review specifications for various supplies / jobs / equipment in coordination with consultants / HRRL depts.
- Prepare/review MTOs & prepare purchase requisitions for various jobs / supplies / equipment.
- Carryout technical review of bids including technical correspondence with vendors.
- Ensure compliance to codes, engineering standards and good engineering practices.
- Ensure incorporation of relevant safety standards/practices.
- Review vendor's fabrication drawings independently or in coordination with consultants.
- Carryout inspection at vendor's shops wherever required Prepare MRRs for receipt of equipment / material.
- Prepare/review drawing like single line diagram, instrument schedules, cable schedules, loop schematics, cable layout etc. (as applicable) with consultants / HRRL dept.
- Coordinate between Process & Project dept. for identifying and locating tie points /hookups wherever required.
- Maintain proper documentation / drawing records.
- Follow up with vendors for timely delivery of equipments /material.
- Site supervision and ensure adherence to project execution plan.
- Study construction drawings and ensure adherence to specifications / drawings on the job.
- Obtain necessary job permits and ensure compliance to site and personnel safety requirements.
- Coordinate with site contractors, HRRL depts. like Process, Projects, Fire & Safety, Civil, Purchase, Finance, Legal etc., Construction Supervision consultant and state electricity board etc. for job execution including commissioning and handing over.
- Ensure & maintain proper quality control records for site jobs like megger testing, loop checking etc.as applicable.
- Coordinate with third party inspection agencies, if any else carryout necessary job inspection.

- Issue materials to contractors wherever required. Keep proper records of issue, receipt & reconciliation of the material.
- Coordinate with statutory authorities like electrical inspector etc.as applicable, for site execution.
- Coordinate with security for Labour /material entry / exit, gate passes, vehicle movements.
- Ensure good housekeeping at site.
- Follow up with vendors for site material requirement.
- Carry out and certify site measurements/job completion and prepare received reports.
- Maintain site log books and hindrance registers.
- Coordinate and implement safety audit items.
- Prepare plant transaction reports.
- Take additional responsibilities as and when assigned.

#### IV. Role – Instrumentation Maintenance : E2/E3

**Education Qualification:** 4-years full time regular engineering course in Instrumentation Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate of all semesters/years) for UR/OBCNC/EWS candidates and 50% for SC/ST/PwBD candidates.

#### **Work Experience applicable for roles in Grade E2 and E3**

E2	E3
Minimum 3 years of post-qualification relevant work experience in Supervisory role/ Executive category in any of the following	Minimum 6 years of post-qualification relevant work experience in Supervisory role / Executive category in any of the following (Candidates with managerial experience will be preferred)

- Supervisory/Executive/Managerial Role at Project sites at Petroleum/ Refining/ Petrochemical/ Chemical/ Fertilizer or ProjectService Providers like Project Management Consultants / LSTK Contractors related to the above Sectors.
- From the total experience as per point above, a minimum of 02/04 years of experience for E2/E3 respectively should include at least one of the following aspects:
  - Experience of instrumentation project execution including making specifications, understanding design aspects, review offers, review technical drawings/documents, construction supervision, pre commissioning checks, commissioning, trouble shooting, coordination with OEMs etc. for execution.
  - Experience of installation & commissioning / repair & maintenance of PLC / DCS systems with or without Emergency features, all kind of Smart, Non Smart and Foundation Field bus based Field instruments, Control Valves/On-Off Valves and Analyzers, Shutdown System (Honeywell, Yokogawa, Emerson, ABB, Siemens, GE Fanuc, AB Etc.), Control System Networking etc. including calibration of instruments

#### **Key Job Responsibilities:**

- Carryout / supervise design / drawing activities as per project plan, wherever required outside LSTK scope.
- Prepare/review specifications for various supplies / jobs / equipment in coordination with consultants / HRRL depts.
- Prepare/review MTOs & prepare purchase requisitions for various jobs / supplies / equipment.
- Carryout technical review of bids including technical correspondence with vendors.
- Ensure compliance to codes, engineering standards and good engineering practices.
- Ensure incorporation of relevant safety standards/practices.
- Review vendor’s fabrication drawings independently or in coordination with consultants.

- Carryout inspection at vendor's shops wherever required.
- Prepare MRRs for receipt of equipment / material.
- Prepare/review drawing like single line diagram, instrument schedules, cable schedules, loop schematics, cable layoutsetc. (as applicable) with consultants / HRRL dept.
- Coordinate between Process & Project dept. for identifying and locating tie points /hookups wherever required.
- Maintain proper documentation / drawing records.
- Follow up with vendors for timely delivery of equipments/material.
- Site supervision and ensure adherence to project execution plan.
- Study construction drawings and ensure adherence to specifications / drawings on the job.
- Obtain necessary job permits and ensure compliance to site and personnel safety requirements.
- Coordinate with site contractors, HRRL depts. like Process, Projects, Fire & Safety, Civil, Purchase, Finance, Legal etc.and Construction Supervision consultant for job execution including commissioning and handing over.
- Ensure & maintain proper quality control records for site jobs like megger testing, loop checking etc. as applicable.
- Coordinate with third party inspection agencies, if any else carryout necessary job inspection.
- Issue materials to contractors wherever required. Keep proper records of issue, receipt & reconciliation of the material.
- Coordinate with relevant statutory authorities for site execution.
- Coordinate with security for labor/material entry / exit, gate passes, vehicle movements. Ensure good housekeeping atsite.
- Follow up with vendors for site material requirement.
- Carry out certify site measurements/job completion, and prepare received reports.
- Maintain site log books and hindrance registers.
- Coordinate and implement safety audit items.
- Prepare plant transaction reports.
- Take additional responsibilities as and when assigned.

#### V. Role – Mechanical – Inspection & Reliability : E2/E3

**Education Qualification:** 4-years full time regular engineering course in Mechanical Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate of all semesters/years) for UR/OBCNC/EWS candidates and 50% for SC/ST/PwBD candidates.

**Work Experience applicable for roles in Grade E2 and E3:**

E2	E3
Minimum 03 years of post-qualification relevant work experience in Supervisory role/Executive category in the following	Minimum 06 years of post-qualification relevant work experience in Supervisory role//Executive category in the following. (Candidates with managerial experience will be preferred).

- Supervisory/ Executive/ Managerial Role in Petroleum/ Refining/ Petrochemical/ Fertilizer sector.
- From the total experience as per point above, a minimum of 02/04 years of experience for E2/E3 respectively should include at least one of the following aspects:
  - Risk Based Inspection (RBI) – Should have implemented RBI or regularly using the same for inspection activities of the plant.
  - Experience in inspection for petrochemical plants like DFCU/PPU/LLDPE/ HDPE unit etc.
  - Experience in refinery inspection. Should have been responsible for plant reliability and compliance to the statutory requirements of factory inspector etc.
  - Level-2 in NDT and API certified inspector.



## Key Job Responsibilities

- Inspection
  - Provide inspection engineering expertise in support of the design, construction, commissioning, start-up and day to day operations as well as turnaround of the Refinery and Petrochemical plant.
  - Lay out 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.
  - Project quality assurance on project construction and maintenance works to ensure compliance with applicable codes, standards and specifications.
  - Perform field troubleshooting in a daily basis or as scheduled.
  - Plan and execute major Turnaround & Inspection of the complex.
  - Develop and review Mechanical Inspection procedures and best practices. Develop and review Mechanical Inspection Strategy.
  - Write recommendations and reports related to Mechanical Inspection Activities.
  - Develop and review pre and post-T&Is reports.
  - Participate in field Mechanical Inspection, Schedule Inspection and Assessments.
  - Review and propose NDT method and inspection procedures.
  - Participate in HAZOP Studies review.
  - Set KPIs and monitor deployment and performance of Mechanical Inspection programs at Facilities.
  - Review performance and KPIs of Mechanical Inspection Programs at Facilities.
  - Issue Recommendations to enhance Mechanical Inspection Programs deployment and performance.
- Quality Assurance of Projects
    - 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 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.
    - Preparation, implementation and maintenance of project quality plans, ensuring that all contractual quality requirements are effectively communicated and met.
    - Reviewing 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
    - Preparing a program of QA audits, focusing on the effective application of the quality management system and compliance to the project quality plan
    - Reviewing all audit reports to verify that the quality management systems are implemented and are compliant with the Contract.
  - Reliability
    - Accountable to protect the 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 assets.
    - Develop and update equipment strategy as leading indicators for reliability, based on risk based inspection processes.



- 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 compressors, analyzing their performances, operative conditions and boundaries, in order to guarantee reliable and safe operations.
  - Utilize knowledge and familiarity with the international standards in order to improve the equipment performance.
  - Generate and calculate the asset KPIs pertaining to discipline.
  - 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.
  - 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.
  - Provide technical support to the maintenance team to enhance preventive maintenance strategies and checks, along with predictive maintenance strategies and operation-based maintenance checks.
  - Provide mentorship to sub-ordinates. Generate development plans for them, assist them during the entire path of their knowledge growth.
- Engineering
    - Review and approval of the engineering design basis of new equipment as per applicable standards to Petroleum/ Refining/ Petrochemical sector.
    - Review of the engineering standards for the project.
    - Review and approval of the engineering design basis for the project
    - Review of the front end engineering for the units
    - Review of the detailed engineering, model reviews, equipment layout, plant layout, overall Site layout.
    - Investigate and identify solutions where frequent breakdown results in high cost/low mechanical availability of equipment.
    - Ensure adherence to the statutory norms at the layout stage.
  - Tendering & Procurement
    - Responsible for the quality of the products and services being purchased, should monitor the quality aspects of the tender, scope of work, finalization of the QA plans etc.

## VI. Role – Mechanical – Maintenance Rotary E2/E3

**Education Qualification:** 4-years full time regular engineering course in Mechanical Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate of all semesters/years) for UR/OBCNC/EWS candidates and 50% for SC/ST/PwBD candidates.

### Work Experience applicable for roles in Grade E2 and E3:

E2	E3
Minimum 03 years of post-qualification relevant work experience in Supervisory role/Executive category in the following	Minimum 06 years of post-qualification relevant work experience in Supervisory role//Executive category in the following. (Candidates with managerial experience will be preferred).

- Supervisory/ Executive/ Managerial Role in Petroleum/ Refining/ Petrochemical/ Fertilizer sector.
- From the total experience as per point above, a minimum of 02/04 years of experience for E2/E3 respectively should include at least one of the following aspects:
  - 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 – 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 – 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:**

- Engineering
  - Review and approval of the engineering design basis of new turbo machineries as per applicable standards to Petroleum/ Refining/ Petrochemical sector.
  - Function as technical resource to maintenance groups to direct and recommend problems solutions.
  - 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, turbine etc.
  - Provide technical engineering input on production related problems and complies preventive maintenance routines and spare parts inter-changeability 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.
  - Preparation and Review of PRs/ tender documents wherever required and follow-up for the finalization of the P.O.
  - Participate and prepare section budget requirement, control and monitor the expenditure (CAPEX/OPEX).
  - Review of the technical amendments.
  - Review of the technical bids and approval.
- Projects
  - 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 equipments.
  - Ensure overall compliance to safety requirements by contractors and other personnel.

- Coordinate with site contractors, HRRL depts. like Process, Projects, Fire & Safety, Civil, Purchase, Finance, Legal etc. and Construction Supervision consultant for job execution including commissioning and handing over.
  - 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.
  - Responsible for timely payments to contractors by making material received reports and ensuring proper records of all requisite documentation and necessary cross verification of quality and measurements.
  - Ensure issuance of materials to contractors wherever required. Ensure proper records of issue, receipt & reconciliation of the material.
  - 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.
  - Ensure good housekeeping at site.
  - Follow up with vendors and contractors for site requirements.
  - Release of site notes to ensure compliance with standards/ engineering drawings.
  - Ensure maintenance of site log books and hindrance registers.
  - Coordinate and implement safety audit items.
- Maintenance
    - All level of maintenance, inspection, checks, testing and trouble shooting 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.
    - 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.
- Planning & Monitoring
    - 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 equipments required during execution of maintenance activities.
    - Liaise with operations/process/planning and other engineering personnel to establish the level of maintenance activities.
    - Review and updates the maintenance program of major turbo machineries using performance, vibration and manufacturer recommended maintenance philosophy.

- 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).
  - Profile of expenditure, closeouts, carryover, CWIP.
  - Ensure proper documentation of commitment, expenditure and closeout databases for all the projects.
  - Highlight areas of concern and reporting to management on regular basis.
  - Ensure adherence to the communication and record keeping protocols.
- Others
    - Experience in overhauling, trouble shooting, vibration analysis and condition monitoring techniques of rotating equipments.
    - Shall be able to forward creative ideas in situation requiring timely solution to prevent negative impact on plant revenue.
    - Capable of providing logical reasonable and technically sound solutions when problems of rotating equipment encountered during operation of plant.
    - Preparation, review and justification of the project cost.
    - Take additional responsibilities as and when assigned.
    - Management of the site and personnel assigned
    - Mentoring of the subordinates, their growth and review of their training requirements

### VII. Role – Mechanical – Maintenance Static E2/E3/E6

**Education Qualification:** 4-years full time regular engineering course in Mechanical Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate of all semesters/years) for UR/OBCNC/EWS candidates and 50% for SC/ST/PwBD candidates.

**Work Experience applicable for roles in Grade E2, E3 and E6:**

E2	E3 / E6
Minimum 03 years of post-qualification relevant work experience in Supervisory role/Executive category in the following	Minimum 06 years (E3) and 15 years (E6) of post-qualification relevant work experience in Supervisory role//Executive category in the following. (Candidates with managerial experience will be preferred).

- Supervisory/ Executive/ Managerial Role in Petroleum/ Refining/ Petrochemical/ Fertilizer sector
- From the total experience as per point above, a minimum of 02/04/12 years of experience for E2/E3/E6 respectively should include at least one of the following aspects:
  - Turnaround maintenance Planning– Should have handled a process plant turnaround as maintenance planning engineer/ supervisor. Should have had experience of preparation of worklists, planning all the material required for the turnaround including assessing the spare parts and materials required, services planning including raising of tenders and finalizing the same. Monitoring & scheduling of the turnaround and close out.
  - Turnaround Maintenance Execution–Should have handled a process plant turnaround as field maintenance executive/ supervisor. Should have had experience of coordination with the vendors, operations for various work permits, planning and drawing of the requisite material, pre fabrication as per the work lists, preparation & setup of temporary facilities. Execution of the turnaround, management of the contractors, monitoring their activities. Reporting of the job progress, follow up with the contractor, draw catchup plans, payment to the contractor and close out of all jobs.
  - Regular Maintenance – Experience of handling process plant maintenance as executive/ supervisor. Responsible for planning of all planned, preventive, predictive and breakdown maintenance of various

vessels and rotary equipment. Additionally, candidate is expected to be conversant with various concepts in maintenance e.g. TPM, Planned maintenance, predictive maintenance, preventive maintenance etc.

### **Key Job Responsibilities:**

- Maintenance
  - Responsible for the reliability of the assigned plant and equipment. To ensure that the correct regime of the plant maintenance is enforced for achieving availability of the plant as per yearly targets.
  - 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 the plant performance is at its design capacity.
  - To handle the major Plant Turnarounds and emergency plant shutdowns.
  - Provide support to maintenance support organizations like Machine Shop or Welding Shop by developing repair procedures or just simply follow up on-going repairs. Provide proposals for repairs or avail any idea that can come up from the execution team from a technical stand point.
  - Participate in facilities audits activities.
  - Review detailed drawings and material specification from Layout Group for piping modifications as requested.
  - 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.
- Engineering
  - Review of the engineering standards.
  - Review and approval of the engineering design basis as required.
  - Review of the detailed engineering, model reviews, equipment layout, plant layout, overall Site layout.
  - Ensure adherence to the statutory norms.
- 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.
  - Preparation and Review of PRs/ tender documents wherever required and follow-up for the finalization of the P.O.
  - Review of the technical amendments.
  - Review of the technical bids and approval
- Projects
  - Lead the team and ensure completion of the works assigned ensuring adherence to engineering standards, safety, quality, environmental norms, time and cost.
  - Overall control of the project execution plan. Site supervision.
  - Ensuring adherence to specifications / drawings on the job.
  - Ensure overall compliance to safety requirements by contractors and other personnel.
  - Coordinate with site contractors, HRRL depts. like Process, Projects, Fire & Safety, Civil, Purchase, Finance, Legal etc. and Construction Supervision consultant for job execution including commissioning and handing over.

- 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.
  - Responsible for timely payments to contractors by making material received reports and ensuring proper records of all requisite documentation and necessary cross verification of quality and measurements.
  - Ensure issuance of materials to contractors wherever required. Ensure proper records of issue, receipt & reconciliation of the material.
  - 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.
  - Ensure good housekeeping at site.
  - Follow up with vendors and contractors for site requirements.
  - Release of site notes to ensure compliance with standards/ engineering drawings.
  - Ensure maintenance of site log books and hindrance registers.
  - Coordinate and implement safety audit items.
- Project Planning & Monitoring
    - 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).
    - Profile of expenditure, closeouts, carryover, CWIP.
    - Ensure proper documentation of commitment, expenditure and closeout databases for all the projects.
    - Highlight areas of concern and reporting to management on regular basis.
    - Ensure adherence to the communication and record keeping protocols.
- Others
    - Preparation, review and justification of the project cost.
    - Take additional responsibilities as and when assigned.
    - Management of the site and personnel assigned
    - Mentoring of the subordinates, their growth and review of their training requirements

### VIII. Role – Mechanical – Maintenance Planning E2

**Education Qualification:**4-years full time regular engineering course in Mechanical Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks of all semesters/years for UR/OBCNC/EWS candidates and 50% for SC/ST/PwBD candidates.

**Work Experience: E2**

Minimum 3 years of post-qualification relevant work experience in Supervisory role/Executive category in the following

- Supervisory/ Executive/ Managerial Role in Petroleum/ Refining/ Petrochemical/ Fertilizer sector.
- From the total experience as per point above, a minimum of 02 years of experience for E2 in maintenance which should include the following aspects:

- Turnaround Maintenance Planning – 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.
- Project Planning – Making Project Plan, monitoring material, equipment, resources etc. for completion. Generation of MIS Reports and delinquent items.

**Key Job Responsibilities:**

- Planning
  - 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 of the engineering drawing and reference of engineering standards for the contract.
  - Conduct the turnaround meetings to finalise the work scope and preparations
- 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.
  - Preparation and Review of PRs/ tender documents wherever required and follow-up for the finalization of the P.O.
  - Review of the technical bids and approval
  - Followup for timely delivery of the material and coordinate for the delivery of services at site.
  - Closure of the contracts post work
- Monitoring
  - 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.
  - Ensure compliance to Annual plan.
  - 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.
- Others
  - Preparation, review and justification of the TA/project cost.
  - Take additional responsibilities as and when assigned.
  - Mentoring of the subordinates, their growth and review of their training requirements

**IX. Role – Mechanical Petrochemical – Maintenance Static E6**

**Education Qualification:** 4-years full time regular engineering course in Mechanical Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks of all semesters/years for UR/OBCNC/EWS candidates and 50% for SC/ST/PwBD candidates.

**Work Experience: E6**

Minimum 15 years of post-qualification relevant work experience in Supervisory role/Executive category in the following



- Supervisory/ Executive/ Managerial Role in Petroleum/ Refining/ Petrochemical/ Fertilizer sector in field maintenance.
- From the total experience as per point above, a minimum of 12 years of experience for E6 in maintenance of plants which should include at least one of the following aspects:
  - Turnaround maintenance Planning– Should have handled a turnaround as unit incharge from planning department. Should have had experience of preparation of worklists, planning all the material required for the turnaround, services planning including raising of tenders and finalizing the same. Monitoring & scheduling of the turnaround and close out.
  - Turnaround Maintenance Execution– Should have handled a turnaround as unit incharge from execution department. Should have had experience of coordination with the vendors, operations for various work permits, planning and drawing of the requisite material, pre fabrication as per the work lists, preparation & setup of temporary facilities. Execution of the turnaround, management of the contractors, monitoring their activities. Reporting of the job progress, follow up with the contractor, payment to the contractor and close out of all jobs.
  - Regular Maintenance – Experience of handling plant maintenance as head of a unit. Responsible for planning all planned, preventive, predictive and breakdown maintenance of various vessels and rotary equipment. Conversant with various concepts in maintenance e.g. TPM, Planned maintenance, predictive maintenance, preventive maintenance etc.

#### Key Job Responsibilities:

- Maintenance
  - Responsible for the reliability of the assigned plant and equipment. To ensure that the correct regime of the plant maintenance is enforced for achieving availability of the plant as per yearly targets.
  - 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 the plant performance is at its design capacity.
  - To handle the major Plant Turnarounds and emergency plant shutdowns.
  - Provide support to maintenance support organizations like Machine Shop or Welding Shop by developing repair procedures or just simply follow up on-going repairs. Provide proposals for repairs or avail any idea that can come up from the execution team from a technical stand point.
  - Participate in facilities audits activities.
  - Review detailed drawings and material specification from Layout Group for piping modifications as requested.
  - 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.
- Engineering
  - Review of the engineering standards.
  - Review and approval of the engineering design basis as required.
  - Review of the detailed engineering, model reviews, equipment layout, plant layout, overall Site layout.
  - Ensure adherence to the statutory norms.

- 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.
  - Preparation and Review of PRs/ tender documents wherever required and follow-up for the finalization of the P.O.
  - Review of the technical amendments.
  - Review of the technical bids and approval
  
- Projects
  - Lead the team and ensure completion of the works assigned ensuring adherence to engineering standards, safety, quality, environmental norms, time and cost.
  - Overall control of the project execution plan. Site supervision.
  - Ensuring adherence to specifications / drawings on the job.
  - Ensure overall compliance to safety requirements by contractors and other personnel.
  - Coordinate with site contractors, HRRL depts. like Process, Projects, Fire & Safety, Civil, Purchase, Finance, Legal etc. and Construction Supervision consultant for job execution including commissioning and handing over.
  - 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.
  - Responsible for timely payments to contractors by making material received reports and ensuring proper records of all requisite documentation and necessary cross verification of quality and measurements.
  - Ensure issuance of materials to contractors wherever required. Ensure proper records of issue, receipt & reconciliation of the material.
  - 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.
  - Follow up with vendors and contractors for site requirements.
  - Release of site notes to ensure compliance with standards/ engineering drawings.
  - Ensure maintenance of site log books and hindrance registers.
  - Coordinate and implement safety audit items.
  
- Project Planning & Monitoring
  - 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).
  - Profile of expenditure, closeouts, carryover, CWIP.
  - Ensure proper documentation of commitment, expenditure and closeout databases for all the projects.
  - Highlight areas of concern and reporting to management on regular basis.
  - Ensure adherence to the communication and record keeping protocols.
  
- Others
  - Preparation, review and justification of the project cost.
  - Take additional responsibilities as and when assigned.
  - Management of the site and personnel assigned
  - Mentoring of the subordinates, their growth and review of their training requirements

## X. Role – Mechanical Petrochemical – Maintenance Rotary E5

**Education Qualification:** 4-years full time regular engineering course in Mechanical Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks of all semesters/years for UR/OBCNC/EWS candidates and 50% for SC/ST/PwBD candidates.

### Work Experience: E5

Minimum 12 years of post-qualification relevant work experience in Supervisory role/Executive category in the following

- Supervisory/Executive/Managerial Role in Petroleum/ Refining/ Petrochemical/ Fertilizer sector.
- From the total experience as per point above, a minimum of 10 years of experience for E5 in maintenance of plants execution which should include at least one of the following aspects:
  1. Turbo Machineries (Compressor/Turbine/Pump) – Having prior experience in attending breakdown, routine and planned maintenance activities of turbo machineries i.e. compressor/turbine/pump etc and its auxiliaries in petroleum/refining/petrochemical/fertilizer sector.
  2. Planning – Having prior experience in planning, arrangements and pre- arrangements for attending or executing breakdown and planned outages of turbo machineries. Ensuring 100% availability of resources (procurement of spares and services) and completion of job in approved or planned time frame.
  3. Vibration Monitoring – Having prior experience in review predictive program and condition monitoring administration for the following turbo machineries – Compressor, Turbines, Pumps, Blowers, Gearbox and Motor. Providing troubleshooting support to field engineers/technicians to resolve vibration and performance related issues.

### Key Job Responsibilities:

- Engineering
  - Review and approval of the engineering design basis of new turbo machineries as per applicable standards to Petroleum/ Refining/ Petrochemical sector.
  - Function as technical resource to maintenance groups to direct and recommend problems solutions.
  - 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, turbine etc.
  - Provide technical engineering input on production related problems and complies preventive maintenance routines and spare parts inter-changeability 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.
  - Preparation and Review of PRs/ tender documents wherever required and follow-up for the finalization of the P.O.
  - Participate and prepare section budget requirement, control and monitor the expenditure (CAPEX/OPEX).
  - Review of the technical amendments, technical bids and approval.

- Projects
  - 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 equipments.
  - Ensure overall compliance to safety requirements by contractors and other personnel.
  - Coordinate with site contractors, HRRL depts. like Process, Projects, Fire & Safety, Civil, Purchase, Finance, Legal etc. and Construction Supervision consultant for job execution including commissioning and handing over.
  - 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.
  - Responsible for timely payments to contractors by making material received reports and ensuring proper records of all requisite documentation and necessary cross verification of quality and measurements.
  - Ensure issuance of materials to contractors wherever required. Ensure proper records of issue, receipt & reconciliation of the material.
  - 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.
  - Ensure good housekeeping at site.
  - Follow up with vendors and contractors for site requirements.
  - Release of site notes to ensure compliance with standards/ engineering drawings.
  - Ensure maintenance of site log books and hindrance registers.
  - Coordinate and implement safety audit items.
  
- Maintenance
  - All level of maintenance, inspection, checks, testing and trouble shooting 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.
  - 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.

- Planning & Monitoring
  - 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 equipments required during execution of maintenance activities.
  - Liaise with operations/process/planning and other engineering personnel to establish the level of maintenance activities.
  - Review and updates the maintenance program of major turbo machineries using performance, vibration and manufacturer recommended maintenance philosophy.
  - 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).
  - Profile of expenditure, closeouts, carryover, CWIP.
  - Ensure proper documentation of commitment, expenditure and closeout databases for all the projects.
  - Highlight areas of concern and reporting to management on regular basis.
  - Ensure adherence to the communication and record keeping protocols.
  
- Others
  - Experience in overhauling, trouble shooting, vibration analysis and condition monitoring techniques of rotating equipments.
  - Shall be able to forward creative ideas in situation requiring timely solution to prevent negative impact on plant revenue.
  - Capable of providing logical reasonable and technically sound solutions when problems of rotating equipment encountered during operation of plant.
  - Preparation, review and justification of the project cost.
  - Take additional responsibilities as and when assigned.
  - Management of the site and personnel assigned
  - Mentoring of the subordinates, their growth and review of their training requirements

### XI. Role – Mechanical Petrochemical – Maintenance Planning E5

**Education Qualification:** 4-years full time regular engineering course in Mechanical Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks of all semesters/years for UR/OBCNC/EWS candidates and 50% for SC/ST/PwBD candidates.

**Work Experience: E5**

Minimum 12 years of post-qualification relevant work experience in Supervisory role/Executive category in the following

- Supervisory/ Executive/ Managerial Role in Petroleum/ Refining/ Petrochemical/ Fertilizer sector.
- From the total experience as per point above, a minimum of 10 years of experience for E5 in maintenance which should include the following aspects:

- Turnaround Maintenance Planning – 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 Job Responsibilities:**

- Planning
  - 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 of the engineering drawing and reference of engineering standards for the contract.
  - Conduct the turnaround meetings to finalise the work scope and preparations
- 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.
  - Preparation and Review of PRs/ tender documents wherever required and follow-up for the finalization of the P.O.
  - Review of the technical bids and approval
  - Followup for timely delivery of the material and coordinate for the delivery of services at site.
  - Closure of the contracts post work
- Monitoring
  - 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.
  - Ensure compliance to Annual plan.
  - 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.
- Others
  - Preparation, review and justification of the TA/project cost.
  - Take additional responsibilities as and when assigned.
  - Mentoring of the subordinates, their growth and review of their training requirements

**XII. Role – Fire & Safety : E2/E3**

**Education Qualification:** Full time regular BE/ BTech in Fire Engineering or Fire & Safety Engineering from AICTE approved / UGC recognized University / Deemed University. Candidates belonging to UR, EWS and OBCNC category should have secured minimum 60% marks (aggregate of all semesters) in qualifying degree examinations, relaxed to 50% (aggregate marks of all semesters) for SC/ST candidates. Candidates having diploma in industrial safety from AICTE approved institutions in addition to the above mentioned qualification will be given preference.

**Physical Fitness (Minimum Criteria):**

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.

**Work Experience:**

Minimum 3 years and 6 years of post-qualification experience for E2 & E3 grade respectively in Supervisory/Executive/Managerial capacity in any of the following:

- Experience in Fire Fighting operations & system maintenance.
- Operation of firefighting vehicles.

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 in an Oil & Gas, Exploration, Pharmaceutical, Fertilizer, Petroleum Refining, Petrochemical, Chemical/ Defense/ Automobile/ Railways/any relevant manufacturing sector.

**Key Job Responsibilities:****Fire Division Related Jobs:**

- F&S Shift In-Charge handling shift duties independently and leading the fire crew in shifts.
- Participate and lead the fire crew in handling emergencies as per Emergency Response & Disaster management Plan(ERDMP).
- Ensure upkeep of fire vehicles, fire protection systems, fire & safety equipment by periodically checking /testing of the same and maintaining records of each equipment/system.
- Conduct spot training at various sites in refinery on fire and safety equipment and systems.
- Conduct and participate in Mock drills and various fire drills for fire crew in shifts etc. and preparing report.
- Periodic checking of fire extinguishers, safety showers, PPE boxes, windsocks in plants, fire alarm and gas detection systems in buildings, plants, other refinery areas.
- Periodic inspection of all plants and offsite areas for identifying fire and safety related issues and maintain records of all inspection, testings, history cards of fire vehicles, fire extinguishers etc.
- Lead and participate in Mutual Aid Emergencies in other industries as per message received from civil authorities, industry members.
- Schedule and Conduct live firefighting and safety training to refinery and contractor employees.
- Surprise checks on road safety issues, work permits.
- Manage Fire Inspectors effectively for completing the scheduled task.
- Knowledge of Emergency Evacuation, periodic rehearsals incorporating tenants staff, own staff and service providers.

**Safety Division Related Jobs:**

- Carry out safety inspections and Job safety analysis and release report.
- Monitor and ensure safety compliance in various jobs being executed in refinery.
- Check and correct safety violations in work permits being issued for various kind of jobs in refinery.
- Check and certify scaffoldings and tagging of contractor equipment as per requirement.
- Conduct safety induction training for refinery, contractor, visitors, apprentices etc. as required.
- Handle portable gas detectors for checking gas presence in plants, other areas as required.
- Advise other departments on Fire & Safety issues.
- Plan & conduct Safety Promotional Activities. Carry out Safety Promotional Activities during normal working days and during Fire Services Week and safety Week.
- Ensure implementation of Safety Policy of the Company.
- Hydro Testing & certification of extinguishers, nitrogen cylinders' pressure vessels (DCP Tender) by



competent authority.

- Maintain data for all incidents and communicate HODs regarding incident trend.
- Celebration of awareness programs like National Safety day, Fire Service day etc.
- Prepare training safety calendar for every year & follow-up.
- Prepare and update various manuals like: Safety manual, Onsite emergency plan, Fire Emergency Procedure Manual, Fire Manual, Pocket Fire Fighting Guide Manual etc.
- Participate in internal safety audits as team member and follow up for the implementation of recommendations.

Develop technical specifications for fabrication of new fire fighting vehicles like water tender, foam cum water tender, DCP tender, Emergency Rescue Tender etc.

### XIII. Role – Fire & Safety :E5/E6

#### Education Qualification: -

##### Essential:

- Full time regular BE (Fire Engg) from NFSC Nagpur or Equivalent (B. Tech in Fire Engineering or Fire & Safety Engineering from AICTE approved / UGC recognized University / Deemed University.)
- Candidates belonging to UR, EWS and OBCNC category should have secured minimum 60% marks (of all semesters) in qualifying degree examinations, relaxed to 50% (marks of all semesters) for SC/ST candidates.
- Candidates having Advanced Diploma in Industrial Safety from AICTE approved institutions.

##### Desired:

- **Qualification:** - Post Graduation in Fire & Safety or Chemical or Operation Management or Equivalent.

#### Physical Fitness (Minimum Criteria):

- 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.

#### Work Experience:

##### Essential:

- Minimum 12/ 15 years of post-qualification experience in Fire & Safety Department of oil & Gas industry, Petroleum Refining, Petrochemical, Fertilizers & Chemical manufacturing etc.
- **Experience in Special Skill:** -- Incident prevention and emergency handling in oil and Gas industry.
- Experience in Fire Fighting operations & system maintenance.
- Operation of firefighting vehicles.
- 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 in an Oil & Gas, Exploration, Petroleum Refining, Petrochemical, Chemical manufacturing etc.

#### Key Job Responsibilities:

- The prime role of the Head of Fire & Safety Department 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.

### **Fire & Safety Related Jobs:**

- 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.
- Ensure compliance of OISD standards and other statutory norms (e. g. Factory Act, BOCW Act etc.)
- Resolve all Fire & Safety related issues in all departments/locations.
- Ensure strict compliance to safety procedures at all times by monitoring safety activities at all levels
- Organize regular trainings, safety audits, departmental meetings, work-shops, seminars etc.
- Ensure regular Fire & safety training for Refinery employees & contract workers.
- Investigate incidents & suggest remedial measures/corrective actions
- Organize Mock drills as per Emergency Response & Disaster Management Plan in Refinery.
- Ensure carrying of JSAs, Scaffolding certification. Ensure availability of safety equipment
- 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.
- Participate in Management committees and Task force
- Prepare MIS and statutory reports.
- Take on additional responsibilities as and when assigned
- Supervise, evaluate and develop section members
- Ensure checking of work site permits to ensure safety compliance.
- Periodic review and Upgradation of Fire Protection Systems & equipment's
- Ensure firefighting and ERDMP training for employees, workers, CISF and others.
- Conduct mutual aid meetings/drills with neighbouring industries.
- Participate in Management committees and Task force
- Take on additional responsibilities as and when assigned
- Supervise, evaluate and develop section members
- Ensure reliability of emergency equipment's & fire protection & Prevention systems.
- Coordinate with statutory authorities for Fire & Safety issues.
- Ensure strict compliance to safety procedures at all times  
Follow up on various committee recommendations

### **XIV. Role – Human Resources : E6**

- Educational Qualification: Two-years full time, Post-graduate Degree in HR /Personnel Management / Industrial Relations/Psychology or Masters in Business Administration (MBA), Masters of Social Work (MSW) with specialization in HR/Personnel Management from AICTE approved / UGC recognized institute / university. Candidates belonging to UR, EWS and OBCNC category should have secured minimum 60% marks (marks of all semesters) in qualifying degree examinations, relaxed to 50% (marks of all semesters) for SC/ST/PwBD candidates.

- **Work Experience: E6**

Minimum 15 years of post-qualification relevant work experience in Supervisory role/Executive category in the following

- Experienced Professional with indepth knowledge in all matters concerning HR department.
  - Excellent knowledge of Labour Legislation and Regulations
  - Through knowledge of human resource management principles and best practices
  - Knowledge of data analysis and reporting
  - Hands on experience in HR technology tools, process and systems, HR analytics, knowledge of ERP systems.
  - Experience in Organizational Development.
  - Excellent organisational and Leadership skills
  - Excellent written and oral communication, interpersonal skills, negotiation skills and influencing skills
- **Key Job Responsibilities:**
    - Develop and implementing HR strategies and initiatives aligned with the overall business strategy
    - Develop and monitor overall HR strategies, systems, tactics and procedures across the organisation
    - Develop Policies and Processes for a variety of HR Matters such as compensation, benefits, recruitment and selection, performance appraisals, succession planning, Training and development etc.
    - Monitor adherence and compliance of Labour Laws and maintain relations with Statutory authorities.
    - Support current and future business needs through, development, engagement of human Capital.
    - Develop and Implement Learning & Development framework from assessment of Training Needs to imparting of Training to enhance the efficiency and effectiveness of the Human Capital.
    - Responsible for all HR Management and development (including recruitment and selection policy / practices, discipline, grievance, mentoring, salary and compensation. Training and development, succession planning, driving performance appraisals, effective handling of employee grievance.
    - Develop strategies to identify, attract and hire top quality talent in the organization.
    - Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resource, talent management and Labor Laws
    - Develop and implement Reward and Recognition Strategies
    - Leverage HR Tools, Analytics, and Technology to develop, assess and build an Organizational Culture in sync with Organizational Objectives.

#### **XV. Role – Chartered Accountant: E1/E2/E3**

**Educational Qualification:** Candidates should be Qualified Chartered Accountant (CA) from Institute of Chartered Accountants of India (ICAI) with 50% marks. Candidates applying for the post should be in possession of C.A. professional qualification completed in all respects at the time of applying for the post including completion of mandatory Articleship Training required for award of C.A. qualification.

**Work Experience: E1/E2/E3**

At least 1/ 3 / 6 years of post-qualification work experience for E1/E2/E3 respectively in the field(s) of Finance/Accounts/Taxation/CostAccounting/Auditing etc. The articulated training /practical training which are integrated to the curriculum of respective institution shall not be considered as valid experience for this purpose.

**Key Job Responsibilities:**

- Preparation of accounts
- Internal Audit
- Accounting
- Pricing
- Banking & Treasury Functions
- Project Appraisal/ Project accounting
- Direct and Indirect Taxation
- Payments to consultants, vendors, contractors, sub-contractors, suppliers
- Trade receivables, trade payables, assets accounting etc.

**XVI. Role – Chartered Accountant: E6**

**Educational Qualification:** Candidates should be Qualified Chartered Accountant (CA) from Institute of Chartered Accountants of India (ICAI) with 50% marks. Candidates applying for the post should be in possession of C.A. professional qualification completed in all respects at the time of applying for the post including completion of mandatory Article Ship Training required for award of C.A. qualification.

**Work Experience:**

Minimum 15 years of experience for E6 of post-qualification work experience in the field(s) of Finance/Accounts/Taxation/Funds Management/ Cost Accounting/Auditing etc. The articulated training /practical training, which are integrated to the curriculum of respective institution, shall not be considered as valid experience for this purpose.

**Key Job Responsibilities:**

- Review/Approval of Accounting Vouchers
- Management of Financial Statements meeting Accounting Standards
- MIS for Board of Directors / Senior Management
- Funds/Banking & Working Capital Management
- Handling Internal /Statutory/Govt. Audits etc.
- Handling Pricing of Products
- Banking & Treasury Functions
- Project Financial Appraisal/ Project accounting
- Compliance to Direct Taxation including Assessment activities
- Compliance to Indirect Taxation including Assessment activities
- Responsible for Statutory Compliances including Income Tax, GST, Customs etc.
- Management of Payments to consultants, vendors, contractors, sub-contractors, suppliers
- Fixed Assets Accounting / Capitalization of Assets
- Inventory/ Stock Accounting

- Trade receivables, trade payables, assets accounting etc.
- Finance Assistant to Procurement activities

### XVII. Role – Information Systems : E2/E3

**Educational Qualification:** 4 years Full time B.E. / B. Tech in the discipline of Electronics / Telecommunications / Electronics & Telecommunications / Computer Science / Information Technology  
OR

Three years full time course in Masters in Computer Applications (MCA) / Masters in Computer science(MCS)  
OR

Two years full time course in Masters in Business Administrations (MBA) / Masters in Management Studies (MMS) with Information Technology or Systems or Computer Science as specialization.

Any of the above qualification must be from AICTE approved / UGC recognized institute / university. Candidates belonging to UR, EWS and OBCNC category should have secured minimum 60% marks (aggregate marks of all semesters) in qualifying degree examinations, relaxed to 50% (aggregate marks of all semesters) for SC/ST/PwBD candidates.

**Work Experience: E2/E3**

Minimum 3/ 6 years of work experience for E2/E3 respectively in the relevant field with exposure in Application Development, Networking, System Analysis and Design, Efficiency in Server Administration, Vendor Management, ability to handle Medium/ Large scale IT projects.

Skill Set	Area
Operating system/Platforms	Windows /Linux/OS400/Unix/VMWare
Networking	LAN/WAN/Wireless using CISCO/Nortel Technologies/VSAT
DBA (RDBMS)BI	Oracle/SQL Server/DB2/OBIEE
Middle ware	Application servers ( Apache, WebSphere, Tomcat)
Security	IPS/IDS?Firewalls/PKI/Identity Management
Messaging & Collaboration	Exchange/MOSS
Application Development	Dot Net Technologies /ASP/JSP/Visual Basic/C/Visual C++/ Share point Services SDLC/J2EE technologies / Web Services / Android / Spring Boot – STS/Phyton/ Angular JS

**Key Job Responsibilities:**

- Direct operational IT planning, including planning IT projects and the allocation of Manpower resources.
- Oversee the financial aspects of their IT team or dept., including purchasing, budgeting & budget review.
- Coordinate IT staffing, including hiring, supervision, scheduling, professional development and discipline.
- System Analysis Design, implement and enforce the policies, procedures and best industrial practices.
- Research IT solutions and make recommendations for the improvement of IT systems and IT infrastructure.
- Negotiate and approve technology vendor, outsourcing, and consultant contracts and service agreements.
- Should have a strong command of project management principles, procedures and best practices.

- Exposure in Integrating the Business Applications with Scada /PLC systems.
- Knowledge on Monitoring of Process /Safety/Inspection applications in the Process industry.

### XVIII. Role – Information Systems : E5

- **Educational Qualification:** 4 years Full time B.E. / B.Tech in the discipline of Electronics / Telecommunications / Electronics & Telecommunications / Computer Science / Information Technology  
OR  
Three years full time course in Masters in Computer Applications (MCA) / Masters in Computer Science (MCS)  
OR  
Two years full time course in Masters in Business Administrations (MBA) / Masters in Management Studies (MMS) with Information Technology or Systems or Computer Science as specialization.

Any of the above qualification must be from AICTE approved / UGC recognized institute / university. Candidates belonging to UR, EWS and OBCNC category should have secured minimum 60% marks (marks of all semesters) in qualifying degree examinations, relaxed to 50% (marks of all semesters) for SC/ST/PwBD candidates.

**Desirable:** M. E./M. Tech in Engineering for candidates with Bachelor's Degree in Engineering/ Technology.

#### **Work Experience: E5**

Minimum 12 years experience for E5 Grade in the relevant field with exposure in Application Development, Networking, System Analysis and Design, Efficiency in Server Administration, Vendor Management, ability to handle Medium/ Large scale IT projects.

Skill Set	Area
Operating system/Platforms	Windows /Linux/OS400/Unix/VMWare
Networking	LAN/WAN/Wireless using CISCO/Nortel Technologies/VSAT
DBA (RDBMS)BI	Oracle/SQL Server/DB2/OBIEE
Middle ware	Application servers ( Apache, WebSphere, Tomcat)
Security	IPS/IDS?Firewalls/PKI/Identity Management
Messaging & Collaboration	Exchange/MOSS
Application Development	Dot Net Technologies /ASP/JSP/Visual Basic/C/Visual C++/ Share point Services SDLC/J2EE technologies / Web Services / Android / Spring Boot – STS/Phyton/ Angular JS

Key Job Responsibilities:

- **Establishing and Maintaining Network Infrastructure** by designing system configuration, directing system installation and defining, documenting and enforcing system standards.
- Maximizing network performance by scheduling upgrades and collaborating with network architects/vendor on network optimization.
- Oversee the financial aspects of their IT team or dept., including purchasing, budgeting & budget review.
- System Analysis Design, implement and enforce the policies, procedures and best industrial practices.
- Should have a strong command of project management principles, procedures and best practices.
- Direct operational IT planning, including planning IT projects and the allocation of Manpower resources.
- Sourcing and implementing new security solutions to better protect the organization by Conducting proactive research to analyze security weaknesses and recommend appropriate strategies
- Liaising with vendors & contractors to implement security, infrastructure and network solutions
- Documenting security certification and Maintaining all the software and hardware in relation to security
- Administering firewall environments in line with IT security policy and configure routing and switching equipment, hosted IP voice services and firewalls
- Undertaking capacity management and audit of IP addressing and hosted devices within data centers
- Managing, troubleshooting, licensing, and updating hardware and software assets.

**Note: For role I to XI**

**Project Service provider would mean the EPMC consultants handling single job of project worth of more than Rs. 25 crore and EPC / LSTK consultants / contractors handling single job of project worth of more than Rs. 50 crore, which has been in operation for past 5 years. Last published Balance Sheet under self-certification maybe asked as and when required. Candidates who are working with such organizations on third party payroll are also eligible to apply.**

## E.EMOLUMENTS

Salary Grade	Pay Scale	Designation	Cost to Company (CTC) Approx.
E1	40000-140000	Asst. Engineer	10.26 lakhs
E2	50000-160000	Engineer	12.83 lakhs
E3	60000-180000	Sr. Engineer	15.76 lakhs
E4	70000-200000	Asst. Manager	18.38 lakhs
E5	80000-220000	Senior Manager	21.49 lakhs
E6	90000-240000	Chief Manager	24.18 lakhs

The candidates will be offered minimum base level of pay and the compensation will include Basic Pay, Dearness Allowance, HRA and other applicable allowances as per the company policy.



## F. PROBATION

The Selected Officers will be on probation for 1 year from the Date of Joining. For confirmation in service, the officers have to fulfill various parameters as per the company policy.

## G. 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. Selected candidates may also be posted / assigned outside HRRL in India or abroad.

## H. SHORTLISTING & SELECTION METHODOLOGY

### For Positions in S/G E1 and E2 (except Finance):

The multiple stage process may comprise of various shortlisting tools like Computer Based Test and/or resume shortlisting, Group Task, Interview, etc. Candidates fulfilling all the eligibility criteria, will be considered for further selection process for appearing in Computer based Test (objective type with no negative marking, comprising 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 degree / Educational background/work experience required for the position applied for). Candidates qualifying in the Computer Based Test will be called for Group Task (based on scrutiny of the application and resume as submitted in the online application) in order of the category-wise and discipline-wise merit list of Computer Based Test **in a predetermined ratio.**

**Finance(S/G "E1"):** Computer Based Test will not be conducted for Finance position. Candidates will be called for Group Task and/or Personal Interview based on CA Final Examination marks.

Only candidates who qualify in Group Task will proceed for Personal Interview. **Candidates must secure minimum qualifying marks in each stage, Computer Based Test, Group Task and Personal Interview and also secure minimum qualifying marks w.r.t. combined scores of Computer Based Test + Group Task + Personal Interviews to be further considered for selection process.** A category & discipline-wise merit list will be drawn for all the candidates who qualify in all selection parameters as per the above criterion & offer of appointment would be as per the vacancies available category & discipline-wise. Candidates belonging to SC /ST / OBCNC & PwBD would be assessed under relaxed standards.

WRITTEN TEST	GROUP TASK & PERSONAL INTERVIEW
<ul style="list-style-type: none"><li>• Minimum qualifying marks in Domain section for all positions : 50% for all categories.</li><li>• Minimum qualifying Overall Marks (i.e. Domain + Aptitude) Marks: 60% for UR &amp; 54% (SC/ST/PWD/OBCNC)</li><li>• Written Test scores are included in drawing Final Merit List</li></ul>	<ul style="list-style-type: none"><li>• Minimum Qualifying Marks to be obtained (40% for UR &amp; EWS, 33.33% for SC/ST/PWD/OBCNC)</li><li>•</li></ul>

**FINAL SCORING:**

Minimum qualifying Marks is 60% for UR/ EWS, 54% for SC/ ST/ OBCNC/ PwBD in combined scores of Computer Based Test + Group Task + Personal Interview.

**For Positions in S/G E3 & E5**

Candidates fulfilling all eligibility criteria based on scrutiny of the application and resume submitted in the online application, will be considered for further selection process i.e. Personal Interview. In the event of number of applications being large, the Company will adopt shortlisting criteria to restrict the number of candidates to be called for the interview. The shortlisting criteria will be based on any or all of the criteria i.e. higher relevant experience, higher qualification etc.

The Shortlisting methodology will be hosted on the website [www.hrrl.in](http://www.hrrl.in) prior to commencement of Selection Process.

Interview will comprise of both Technical and Behavioral.

A category wise merit list of scores will be drawn for all the candidates who qualify as per short listing criteria.

**I. PRE-EMPLOYMENT MEDICAL EXAM**

Candidates selected in interview will be referred for pre -employment medical examination. Reference for a medical examination does not mean final selection. Discipline-wise and category-wise final merit list will be drawn for medically fit candidates. Offer of appointment would be extended 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.

**J. CONCESSIONS AND RELAXATIONS**

- a. Reservation of posts for **SC, ST, EWS, OBCNC** and **PwBD** (Persons with Benchmark disabilities –with degree of disability 40% or above) will be as per presidential directives.

Category-wise Vacancy Distribution is as given below:

Grade	Category					Total
	UR	EWS	OBC-NC	SC	ST	
E1	28	6	18	10	5	67
E2	29	6	18	10	5	68
E3	21	4	12	7	3	47
E5	0	0	0	2	2	4
E6	1	0	3	1	1	6

- 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](http://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 benefit 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 availing EWS reservation the conditions and format of the certificate will be followed as per DOPT Office Memorandum No. 36039/1/2019 – Estt (Res) dated 31/01/2019.
- 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. 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.
- 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.

Sr. No	Position	PwBD Eligibility
1	Mechanical	LV.D.HH.OA.BA.OL. LC.Dw.AAV. ASD (M). SLD. MI.MD (any of the combinations above)
2	Electrical	D. HH. OL. LC. Dw. AAV.SLD.MI.MD (any of the combinations above)
3	Instrumentation	D. HH. OL. CP. LC. Dw. AAV.ASD(M).SLD. MI.MD (any of the combinations above)
4	Chemical	B, LV, HH, OA, OL, Dw, AAV, ASD (M), SLD,MI,MD (any of the combinations above)
5	Human Resources	B, LV,D, HH,OA,BA,OL,BL,OAL,CP,LC,,Dw, AAV, MDy, ASD (M, MoD)), SLD,MI,MD (any of the combinations above)
6	Information Systems	B, LV, D, HH, OA, OL, OAL, CP, LC, Dw, AAV, ASD(M),SLD,MI, MD (any of the combinations above)
7	Chartered Accountant	B, LV,D, HH,OA,BA,OL,BL,OAL,BLOA,BLA,LC, Dw, AAV,MD (any of the combinations above)

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

#### K. APPLICATION PROCESS

Candidates are requested to apply online only on <https://www.hrrl.in/>. Online submission of the application will be allowed on the website upto 26 January 2023. No other mean / mode of the application shall be accepted. Online Application System will be open from **1000 hrs. on 27 December 2022 to 23:59 hrs. on 26 January 2023.**

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 proper e-mail ids created in their names. Applications with pseudo / fake email ids will attract appropriate action under the law. Candidates will be required to submit documentary evidence of eligibility during the course of shortlisting / selection process. Any mismatch in name, qualification, other criteria of documents from the data given in application form will lead to disqualification at any stage.

#### L. PAYMENT OF APPLICATION FEES

- UR, EWS and OBCNC candidates are required to pay an application fee of ₹500/- (Application fee of ₹500/- + Applicable Taxes + Bank Charges) through Online Payment mode only.
- SC, ST & PwBD candidates are exempted from payment of application fee.
- Application fee once paid will not be refunded under any circumstances.
- **No Application Fees will be charged for E5 and E6 position.**

#### M.GENERAL INSTRUCTIONS

1. Only Indian Nationals need to apply.
2. The last date for reckoning age and all other eligibility criteria will be considered as of 27 December 2022.

3. Only Online Applications will be acceptable. Candidates are not required to send printout of application or any other documents in hard copy to HRRL.
4. 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.
5. 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.
6. 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.
7. 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.
8. Mere issue Interview call letter will not imply acceptance of candidature.
9. All the candidates are requested to remain updated at each step of the selection process by visiting our website <https://www.hrri.in/>. All queries pertaining to recruitment including selection process may be addressed to our Recruitment Team through career@hrri.in.
10. Only the degrees mentioned in the advertisement will be accepted. No equivalent degrees will be considered.
11. Candidates must be in possession of all applicable Degree Certificates and mark sheets at the time of application.
12. Candidates may please note that personal calls and/or interaction with any of the HRRL's officials during recruitment drive is discouraged, except when necessary.
13. HRRL will not be responsible for any loss/ non-delivery of email/ any other communication sent, due to invalid/wrong email id.
14. All the qualifications should be full time regular course/s from AICTE approved / UGC recognized University/Deemed University.
15. Wherever CGPA/OGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University/Institute. Please also obtain a certificate to this effect from University / Institute which shall be required at the time of interview.
16. 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.
17. HRRL reserves the right to cancel or add any examination / Personal Interview center depending on the response in that area/center.
18. The Company also reserves the right to cancel / restrict/ curtail/ enlarge the recruitment process and/or the selection process for any position thereunder without any further notice and without assigning any reasons.
19. Candidates should apply for one position only for which they satisfy all the eligibility criteria.
20. 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 interview, failing which they will not be allowed to appear for the interview and their candidature will not be entertained.
21. In the event of non-receipt of application from candidates for reasons whatsoever, his / her candidature will stand cancelled and no further communication on the same will be entertained.
22. All the details given in the online form will be treated as final and no changes will be entertained.

**Furnishing of wrong/false information will lead to disqualification and 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 of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong information 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 <https://www.hrrl.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.