



# एचपीसीएल बायोफ्यूल्स लिमिटेड

(हिन्दुस्तान पेट्रोलियम कॉर्पोरेशन लिमिटेड के पूर्ण स्वामित्व वाली सहायक कम्पनी)

## HPCL BIOFUELS LIMITED

(A wholly owned subsidiary company of Hindustan Petroleum Corporation Ltd)

HPCL Biofuels Limited (A wholly owned subsidiary company of Hindustan Petroleum Corporation Limited) has two Integrated Sugar Units located at Sugauli Village, East Champaran District and at Lauriya Village, West Champaran District in the State of Bihar. Both the plants are in commercial operations and producing Sugar, Ethanol and Co-gen since December 2011.

In order to meet operational requirements, HPCL Biofuels Limited (hereafter will be called as HBL) has planned to hire suitable manpower on Fixed Term Contract basis for the period as mentioned below:

**Management** : 2 years and extendible to another 1 year depending on operational requirement of HBL & performance of incumbent.

Sr. No.	Name of the positions	Department	Vacancy	Minimum Qualification	Minimum Experience	CTC (Rs.in Lakh)
1	Medical Officer	Gen & Admin	2	MBBS	3 yrs. Experience in relevant field	2.00 - 3.00

### Eligibility Criterion, General Information and Instructions:

1. Only Indian Nationals are eligible to apply.
2. All qualifications must be from UGC recognized University / Deemed University or Approved Autonomous Institution (wherever applicable). The courses offered by Autonomous Institution should be equivalent to the relevant course approved / recognized by Association of Indian Universities (AIU). MBBS degree must be recognized by the Medical Council of India.
3. The cut-off date for determining age limit and post qualification experience will be March 1st, 2018.
4. Maximum Age - For Management - 57 Years
5. All experience should be in relevant field.
6. For all the above vacancies, CTC will be negotiable. CTC includes Leave entitlement, monetary value and other perquisites and statutory contribution / payments, if any. Once CTC is negotiated, all perquisites, direct and indirect benefits, proportionate value of all facilities, welfare item, notional rent of housing accommodation, statutory payment etc. will all be included within CTC.
7. No formal accommodation is available with HBL. However, some temporary stay arrangement may be provided for single occupancy on chargeable basis depending on the criticality of the positions and at the sole discretion of HBL.
8. The terms of engagement for all fixed term appointees will be different from regular employees of HPCL Biofuels Limited.
9. HOW TO APPLY

(i) CANDIDATES WILL BE REQUIRED TO SEND THEIR APPLICATION AND NEGOTIATION FORM DULY FILLED IN, AS PER ANNEXURES ALONGWITH SELF-ATTESTED PHOTOCOPIES OF ALL RELEVANT DOCUMENTS / CERTIFICATES / TESTIMONIALS ON BELOW MENTION ADDRESS OR MAIL ID SO AS TO REACH BY **25th March 2018** :



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## HPCL BIOFUELS LIMITED

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HPCL BIOFUELS LTD

HOUSE NO - 271, ROAD NO - 3 E

NEW PATLIPUTRA COLONY, PATNA - 800013, BIHAR

Mail ID: [amrita@hpclbiofuels.co.in](mailto:amrita@hpclbiofuels.co.in)

(ii) A recent passport size photograph should be firmly pasted on the application and should be signed across by the candidate. Without photograph and signature across it, the application will be liable to be rejected. Three copies of the same photo should be retained for use at the time of interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of interview, will lead to disqualification.

(iii) Before applying for the post, candidates should ensure that he / she fulfils the eligibility and other criteria mentioned in this advertisement. HPCL BIOFUELS LIMITED being the Appointing Authority would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied.

(iv) Candidates will be required to enclose copies of the following testimonials / documents along with their application:

- All Certificates / Testimonials in respect of qualifications (all semester / year wise Mark sheet & Degree certificate starting from matriculation onwards).
- Document in support of Date of Birth proof.
- Experience certificates / Documents issued by the Employer in support of experience details mentioned by you in the Application Form and proof of last drawn salary, either Salary Slip or Form 16.
- NOC / Forwarding Letter from the employer in case you are employed in a Central / State Government / PSU / Semi Government organization.

### 10. SELECTION:

The eligible candidates fulfilling all the required criteria will be interviewed. Final Shortlisting of candidates for appointment is subject to Medical Fitness. Reference for medical examination in NO WAY constitutes an offer of employment. It may also be noted that the Final selection / offer of employment will be based on the candidates score in personal interview and Negotiation of CTC subject to Medical Fitness and also fulfilment of other eligibility criteria with respect to Academic Qualification, Age, Caste, NOC, Relieving Letter etc. as may be applicable.

- The prescribed qualification / experience is the minimum and mere possession of the same does not entitle a candidate for final selection. HPCL BIOFUELS LIMITED's decision shall be final in this regard.
- Only those candidates who are found apparently eligible based on the details given in the application form will be allowed for the personal interview.
- Category (SC/ST/OBC-NC) once mentioned in the application form will not be changed and no benefit of other category will be admissible later on.
- The OBC candidates who belong to "CREAMY LAYER" are not entitled for OBC concession.
- Candidates from SC/ST/OBC-NC category should produce their caste certificate issued by Competent Authority in the prescribed format as per the guidelines of Government of India in support of their claim. In case, the candidate fails to produce the certificate issued by Competent Authority, his / her candidature will not be considered.
- Candidates employed in Govt. Department / PSU / Autonomous bodies shall produce NOC from their present employer at the time of Interview. In case, the application of the candidate is not forwarded through proper channel or the candidate fails to produce NOC from his present employer at the time of interview, his / her candidature will not be considered.



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17. Candidature of the candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
18. HPCL BIOFUELS LIMITED reserves the right to raise / relax the minimum eligibility standards and / or relax age, experience criteria in otherwise suitable cases. The Management reserves the right to fill or not to fill all or any of the above positions, without assigning any reason whatsoever.
19. Any canvassing directly or indirectly by the applicant will disqualify his / her candidature. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Patna Court only.
20. In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
21. Conveyance expenses will **NOT BE REIMBURSED**.
22. Candidate has to make his own accommodation arrangement in case interview extends for the next day.
23. The candidates should write their correct phone number and email address neatly. Please note that all communication will be given through email addresses / cell phone / landline only.
24. All the positions / postings for the selected candidates will be either at Lauriya or Sugauli only and the same will be at the discretion of the HPCL BIOFUELS LIMITED.
25. The above vacancies are indicative. HPCL Biofuels Limited reserves the right for addition / deletion / increasing or decreasing of vacancies purely on need basis at any point of time during recruitment process.
26. Engagement will be liable to be terminated at any point of time if in the opinion of HBL performance of incumbent is not satisfactory.
27. Engagement is also liable to be terminated by one month written notice on either side or one month's CTC in lieu of notice period.
28. Detailed terms and conditions will be as per letter of Contract.
29. It shall be clearly noted this advertisement is for hiring manpower on temporary and purely on fixed terms Contract basis. This advertisement is not for employment on permanent / regular basis.



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**APPLICATION FORM**

Paste your recent passport size photograph and sign across

Post applied for Fixed Term employment - \_\_\_\_\_

Name in full (As per Matriculation certificate)	In English	First Name	Middle Name	Surname
	In Hindi	First Name	Middle Name	Surname
Mailing Address				
City, District				
Pin Code				
State				
Father's Name				
Email ID		(1)	(2)	
Contact No.		Mobile	Landline	
Nationality			Religion	
Category (Please Tick)		General (GEN)	Yes/No	Whether PWD - Yes/No
		Scheduled Caste (SC)	Yes/No	Whether PWD - Yes/No
		Scheduled Tribe (ST)	Yes/No	Whether PWD - Yes/No
		Other Backward Class (Non-creamy Layer)	Yes/No	Whether PWD - Yes/No
Date of Birth (DD/MM/YYYY)			Gender	Male / Female (Please Tick)

**Educational Qualification**

Course	Duration	% of marks	Month & year of passing	Full Name of the University / Institute

**Experience**

Name of the	Department	Position held	Duration of work	Brief details of jobs

\*Please enclose a separate sheet if required for providing details of jobs handled

I hereby declare that the particulars furnished above are complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that the information given in the application is false or incorrect or I do not satisfy the eligibility criteria, my candidature / appointment is liable to be cancelled.

Date:

Place:

Signature of the Applicant



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### NEGOTIATION FORMAT

#### Employment on Fixed Term Basis

Name	
Post Applied for	
Date of Negotiation	
Date of Birth	
Current Organization	
Total Year of Experience	
CTC range (as per advertisement)	

Current CTC: -

(Please attach proof - Latest salary slip or Form-16)

If selected, earliest date of joining

Agreed upon CTC -

(To be filled at the time of Interview)

CTC includes Leave entitlement, monetary value and other perquisites and statutory contribution / payments, if any. Once CTC is negotiated, all perquisites, direct and indirect benefits, proportionate value of all facilities, welfare item, notional rent of housing accommodation, statutory payment etc. will all be included within CTC.

Candidate's Signature

Member -1

Member-2

Member-3