

# 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 acquired two Sugar Units located at Sugauli Village, East Champaran District and at Lauriya Village, West Champaran District in the State of Bihar and both the Plants have been commissioned in 2011. In order to meet Business requirement, following experienced personnel having relevant experience in Sugar Industry are required. All the incumbents are required to be stationed at the Plant and operate from the Plant (Sugauli or Lauriya as the case may be) only :

Category – Management

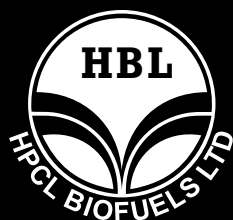
Sr No	Department/Section	Position	Qualification required	Experience required	Max. Age Limit	CTC/Package (all inclusive) per annum	No. of vacancies	Reser- vation
1	General Mgt	General Manager (Location Head)	BE in either Mech/ Elec/Chem Engg. with NSI/VSI.	The candidate should have worked minimum 20 yrs in Sugar and Cogen. Additional Exp in Ethanol will be preferred and should have worked as GM/ Location head for minimum 5 yrs in Sugar Industry.	50	₹ 12 to 15 Lacs plus perks	2	-
2	Sugar	Plant Manager- Sugar	Degree in Mech. with NSI/VSI in Sugar Engineering	15 Yrs in Sugar Industry out of which 5 years as Plant Manager/Dept Head-Engineering – Sugar Plant	45	₹ 6 to 8.5 lacs	2	1 OBC
3	Ethanol	Plant Manager- Ethanol	Degree in Chem. Engg /B.Sc (Chem) with NSI/VSI certification in Industrial Fermentation / Alcohol Technology	15 Yrs in distillery out of which 5 years as Plant Manager – Ethanol / Distillery Plant	45	₹ 6 to 8.5 lacs	2	
4	Cogen	Plant Manager- Co-gen	Degree in Mechanical Engineering with BOE	15 Yrs experience of handling Co-gen Plant out of which 5 years as Plant Manager- Co-gen / Power Plant	45	₹ 6 to 8.5 lacs	2	
5	Sugar	Production Manager	B.Sc. (Chem.) or Chem Engg. with NSI/VSI in Sugar Technology	12 yrs in Sugar Industry out of which 5 yrs as Production Mgr-Sugar as Departmental Head (Production)	45	₹ 5 to 6.5 lacs	1	1 OBC
6	Maintenance	Chief Engineer- Plant	Degree in Mechanical Engg with NSI/VSI in Sugar Engineering	12 Yrs in Sugar Industry out of which 5 years as Chief Engineer in Operations & Maintenance in sugar industries	45	₹ 5 to 6.5 lacs	2	
7	Finance	Manager Finance	CA (Inter) ICWA (Inter) M.Com/ B.Com/PG degree/ diploma in Finance	8 years experience out of which 4 yrs as Manager Finance	40	₹ 4.2 to 5 lacs	1	
8	HR	Manager HR	Graduate with PG Degree/ Diploma in HR/ Welfare	8 years experience out of which 4 yrs as Manager HR preferably in Sugar Industry	40	₹ 4.2 to 5 lacs	1	1 OBC
9	Sugar	Manager Instrumentation	BE (Instrumentation)	8 yrs relevant experience in Instrumentation, Automation and DCS control out of which 4 yrs as Manager / Head / In charge - Instrumentation / Automation	40	₹ 4.2 to 5 lacs	2	
10	General Mgt	Manager SHE	Degree in M.Sc. in Environmental or Degree in Safety Engineering or Degree in Engineering with PG Diploma/ Certification in Industrial Safety Management	8 yrs relevant experience. Out of which 4 yrs experience in MoE&F laboratory or 4 yrs experience as Safety/ Environment Manager	40	₹ 4.2 to 5 lacs	2	
11	Sugar	Sr Analyst/ Quality Control Officer	M.Sc/B.Sc (Chem) with NSI/VSI in Sugar Technology	Min 8 yrs relevant experience as Lab incharge in Sugar, Cogen, Ethanol and Bio-compost	35	₹ 3 to 4 lacs	2	1 OBC (Backlog)
12	HR	HR Officer	Graduate with PG Degree/ Diploma in HR / Welfare	2 years relevant experience preferably in Sugar Industry	35	₹ 1.8 to 2.5 lacs	3	2 SC (1 Backlog), 1 ST (Backlog) and 2 OBC
13	Finance	Accounts Officer	M.Com/B.Com/ PG degree/diploma in Finance	2 years relevant experience preferably in Sugar Industry	35	₹ 1.8 to 2.5 lacs	5	

Kindly note that for Sr no. 2, 3 & 4, Diploma holders with additional experience of 3 yrs i.e. total 18 yrs experience would also be eligible to apply. For Sr no. 6, Diploma holders with additional experience of 3 yrs i.e. total 15 yrs experience would also be eligible to apply. Similarly, for Sr. no. 9 & 10, Diploma holders with additional experience of 2 yrs i.e. total 10 yrs experience would also be eligible to apply.

Other Eligibility Criterion, General Information and Instructions:

- 1. Only Indian Nationals need to apply.
- 2. All qualifications must be full time regular course(s) 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).
- 3. Wherever CGPA/OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/Institutes.
  - 4. The cut off date for determining age limit and post qualification experience will be May 1st, 2011.
  - 5. **AGE RELAXATION:**  
**Minimum 18 years on May 1st, 2011.**  
The upper age is relaxable by 5 years for SC/ST candidates, 3 years for OBC (Non- Creamy Layer) candidates and 10 years for PWD (Person with disability) candidates (provided that the percentage of disability for PH candidate is 40% or more).
  - 6. All the Candidates appointed will be placed under probation for one year in their respective CTC / Package (All inclusive) per annum or as applicable.
  - 7. **HOW TO APPLY**  
7 (i) CANDIDATES WILL BE REQUIRED TO SUBMIT THEIR APPLICATION IN THE PRESCRIBED FORMAT (IN HARD COPY BY POST).  
7 (ii) **A candidate can apply for one post only. Candidates applying for more than one post will not be considered.**  
7 (iii) Candidates belonging to General and OBC category are required to pay a non-refundable application fees of Rs. 200/- (Rupees two hundred only) by **Demand Draft** drawn in favour of **HPCL Biofuels Limited** payable at **Patna, Bihar**. Payment in any other mode will not be accepted. SC/ST/PWD candidates are exempted from payment of above fees provided they attach an attested copy of SC/ST/PWD certificate as applicable, issued by the Competent Authority at the time of forwarding their Application Form. The Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for future exam / selection. **Candidates must write their name, address on reverse of demand draft.**  
7 (iv) A recent passport size photograph should be firmly pasted on the application and should be signed across by the candidate. Without photograph and signature across it, the application will be rejected. Three copies of the same photo should be retained for use at the time of interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of interview, will lead to disqualification.  
7 (v) 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. The fee paid by ineligible candidates shall be forfeited. No correspondence shall be entertained in this regard.  
7 (vi) Candidates will be required to enclose attested true copies of the following testimonials / documents along with their application:
    - All Certificates / Testimonials in respect of qualifications (all semester/ year wise Mark sheet & Degree certificate starting from matriculation onwards).
    - Caste/Tribe certificate (for SC/ST/OBC candidates as applicable) and PWD in the prescribed format issued by the Competent Authority.
    - Document in support of Date of Birth proof.
    - Experience certificates / Documents issued by the Employer in support of experience details mentioned by you in the Application Form.
    - NOC /Forwarding Letter from the employer in case you are employed in a Central/State Government / PSU / Semi Government organization.  
7 (vii) Application duly complete in all respects should be sent by **ORDINARY POST** (Since post box do not accept registered posts) to **PO Box No 126, Patna G.P.O., Patna – 800001, Bihar**, so as to reach latest by **June 6, 2011** in a cover superscribed "Application for the post of (please write the name of post applied for). HPCL BIOFUELS LIMITED will not be responsible for postal delay or loss / non-delivery thereof. No correspondence in this regard will be entertained. HPCL BIOFUELS LIMITED will also not take responsibility to



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connect any certificate / remittance sent separately. **Incomplete applications or applications received after the due date will be rejected.**

### 8. SELECTION:

Based on the scrutiny of the application and documents, the eligible candidates fulfilling all the required criteria will be called for the written test and/or personal interview. Candidate shortlisted in personal interview will be required to undergo medical examination. Reference for medical examination in no way constitutes an offer of employment. The final selection/offer of employment will be based on the candidate's score in Personal Interview, Work experience, - Medical fitness by HPCL BIOFUELS LIMITED designated Physician and subject to fulfilment of other eligibility criteria with respect of Academic qualification, Age, Caste, NOC, Relieving letter etc. as may be applicable.

### General Instructions:

- Request for change of Mailing address / Email / category / posts as mentioned in the application will not be entertained.
- Applications not as per the prescribed format will be summarily rejected. An application not accompanied by relevant certificate(s) / document(s), wherever necessary or requisite fee or not in prescribed format or not signed by the candidate or incomplete in any respect will not be entertained.
- The prescribed qualification / experience are 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 short listed candidates who are found apparently eligible based on the details given in the application form will be called for the written test and / or personal interview as the case may be.
- Category **(SC/ST/OBC/PWD)** 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.
- Relaxations / Reservations for SC/ST/OBC (Non Creamy Layer) as per Government Rules/Presidential Directives.
- Candidates from **SC/ST/OBC** 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 either forward their application through **Proper Channel** or shall produce **NOC** from their present employer at the time of Interview. In case, the application of the candidate is not forwarded through proper channel or the candidate fails to produce NOC from his present employer at the time of interview, his / her candidature will not be considered.
- 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.
- HPCL BIOFUELS LIMITED reserves the right to raise 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.
- 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.
- In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
- The candidates should write their correct mobile number and correct email address neatly.**

- All the positions/postings for the selected candidates will be either at Lauriya or Sugauli and the same will be at the discretion of the HPCL BIOFUELS LIMITED.
- 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.

Advt. No. HPCL BIOFUELS LIMITED – 001/biofuels/2011

### Annexure I (Application Form)



## एचपीसीएल बायोफ्यूल्स लिमिटेड

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

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Post applied for : \_\_\_\_\_

Affix recent  
passport size  
photograph  
duly signed  
across

<b>Name in full</b>	Surname _____
	First Name _____
	Middle Name _____
<b>Mailing Address</b>	Address _____
	City, District _____
	Pin Code _____
	State _____
<b>Father's Name</b>	_____
<b>Email ID</b>	_____
<b>Nationality</b>	_____
<b>Category (Please Tick)</b>	<b>Contact No. : Mobile: _____ Landline: _____</b>
	<b>Religion : _____</b>
	<b>General (GEN)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Whether PWD</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Scheduled Caste (SC)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Whether PWD</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Scheduled Tribe (ST)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Whether PWD</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Other Backward Class (Non-creamy Layer)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Whether PWD</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Date of Birth (dd/mm/yyyy)</b>	<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female (Please Tick)

### Educational Qualification

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

### Experience

Name of the Employer	Department	Position held	Duration of work	Brief details of jobs handled*

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

### Demand Draft details (Not applicable in case of SC/ST/PWD category)

DD No. (6 digit)	MICR No. (9 digit)	Amount (₹)	Date (dd/mm/yyyy)	Bank Details: Name of the issuing Bank

**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**