



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 set up 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 December 2011. In order to meet Business requirement, following experienced personnel having relevant experience are required. The incumbent is required to be stationed at **Bettiah** (West Champaran District of Bihar), **Sugauli** (East Champaran District of Bihar) or **Lauriya** (West Champaran District of Bihar), as the case may be.

Category – Management

Sr No	Position	Qualification required	Experience required	Maximum Age Limit	CTC/Package (all inclusive) per annum	No. of vacancy
1	Corporate HR Executive	Graduate in any discipline with PG degree / diploma in Human Resources Management/ Personnel Management / Human Resource Management & Labour Relations / Personnel Management & Industrial Relations from Premier Institutes / University	5 years relevant experience in HR	35 years	₹ 5 to ₹ 6 Lakhs	1 (One)

Job responsibilities

Corporate HR Executive would be responsible to keep HRM function supporting the Business Strategy and accountable for following key deliverables in line with Corporate vision and Industry's best practices;

- The incumbent would be required to mainly focus on manpower planning in terms of optimum number and skill requirement for HBL plant operation. It is also expected from incumbent to explore different modes and sources of recruitment and also develop suitable recruitment/selection procedures for all levels of employees.
- Design training and development modules based on training needs analysis of various functions/Role to promote a culture of learning and continuous improvement.
- Develop and design career progression policies and robust appraisal system to drive organizational performance through development and engagement of high performing employees.
- Design and develop a suitable grievance redressal system for all levels of employees to develop and maintain productive and collaborative relationship with employees.
- Design and develop reward and recognition policies/practices to sustain and enhance their motivational levels.
- Monitor all HR activities and submit the MIS to high management for mid level interventions/co-ordination between HBL and HPCL, liaising with statutory authorities for increased synergy with stakeholders.
- Handle other administrative activities like budgeting, guest house, travel management etc.
- Conceptualize best HR practices and develop SOPs for all HR services.

Skills sets/Industrial experience

The ideal candidate would be a person with strong conceptual and interpersonal skills. The candidate's experience should be at Corporate level in conceptualizing and designing of various HR policies and practices like manpower planning, recruitment, appraisal system, implementation of balance score card, designing of C & B policies, grievance mechanism etc. Candidate should be well versed in local language

Other Eligibility Criterion, General Information and Instructions:

- Only Indian Nationals need to apply.
- All qualifications must be two year 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).
- 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.
- The cut off date for determining age limit and post qualification experience will be **February 1, 2012**.

AGE RELAXATION:

- 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)
Age relaxation by 5 years for ex-servicemen and commissioned Officers (including ECOs/SSCO) subject to rendering minimum 5 years Military service and fulfilment of other conditions prescribed by Government of India.

- All the Candidates appointed will be placed under probation for one year in their respective CTC / Package (All inclusive) per annum.

HOW TO APPLY

- CANDIDATES WILL BE REQUIRED TO SUBMIT THEIR APPLICATION IN THE PRESCRIBED FORMAT (IN HARD COPY BY POST) as per Annexure I.
- 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.**
- 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.
- 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.
- 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(vi) 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 **26/2/2012** in a cover super scribed "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 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.

Final selection would be based on performance during personal interview which would consist assessment of Domain/subject knowledge & of behavioural competencies wherein candidates will be required to clear both stages of interview to be eligible for consideration for the post. 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 offer of employment would be subject fulfilment of criteria like work experience, age, qualification etc required for the post and being declared Medically fit by HPCL BIOFUELS LIMITED designated Physician.

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 and 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 inconformity with eligibility criteria mentioned in the advertisement.
- HPCL BIOFUELS LIMITED reserves the right to relax the 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. Please note that the intimation for interview will be given through email addresses only.**
- All the positions/postings for the selected candidates will be either at Bettiah or at Lauriya or Sugauli only 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/2012

For application form please see next page...

Annexure I (Application Form)



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)

Post applied for : _____

Affix recent
passport size
photograph
duly signed
across

Name in full	Surname _____
	First Name _____
	Middle Name _____
Mailing Address	Address _____
	City, District _____
	Pin Code _____
	State _____
Father's Name	_____
Email ID	(1) _____ (2) _____
Contact No.	: Mobile: _____ Landline: _____
Nationality	_____ Religion : _____
Category (Please Tick)	General (GEN) <input type="checkbox"/> Yes <input type="checkbox"/> No Whether PWD <input type="checkbox"/> Yes <input type="checkbox"/> No
	Scheduled Caste (SC) <input type="checkbox"/> Yes <input type="checkbox"/> No Whether PWD <input type="checkbox"/> Yes <input type="checkbox"/> No
	Scheduled Tribe (ST) <input type="checkbox"/> Yes <input type="checkbox"/> No Whether PWD <input type="checkbox"/> Yes <input type="checkbox"/> No
	Other Backward Class (Non-creamy Layer) <input type="checkbox"/> Yes <input type="checkbox"/> No Whether PWD <input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Birth (dd/mm/yyyy)	_____ Gender <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 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