



एचपीसीएल राजस्थान रिफाइनरी लिमिटेड  
HPCL Rajasthan Refinery Limited

# HPCL RAJASTHAN REFINERY LIMITED

( A JOINT VENTURE OF HPCL & GOVT. OF RAJASTHAN )



Site Address : Village Sajiyali  
Roojji Kanthwada & Sambhra,  
Tehsil : Pachpadra, District :  
Balotra, Rajasthan - 344032

Official Website:

[www.hrri.in](http://www.hrri.in)

Our Social Media presence





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# HPCL RAJASTHAN REFINERY LTD.



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HPCL Rajasthan Refinery Limited

## Step into your future with us – Your journey to excellence begins here

HPCL Rajasthan Refinery Ltd. (HRRL) is a visionary Joint Venture between Hindustan Petroleum Corporation Limited (HPCL), holding a 74% stake, and the Government of Rajasthan (GoR), holding 26%, established on 18th September 2013. HRRL is developing a state-of-the-art Greenfield 9 MMTPA Refinery-cum-Petrochemical Complex at Pachpadra in the Balotra district of Rajasthan. This advanced facility is designed to process a blend of 7.5 MMTPA of imported Arab mixed crude and 1.5 MMTPA of Rajasthan's Mangala crude, underscoring HRRL's commitment to meeting domestic energy needs through an efficient and sustainable model.

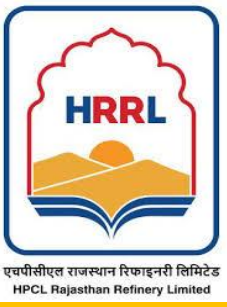
To support crude transportation, HRRL has established an intricate network of pipelines. The Imported Arab Mixed Crude Pipeline originates at the Crude Oil Terminal (COT) in Mundra, Gujarat, which facilitates the receipt, storage, and dispatch of crude oil transported through a 487-kilometer pipeline to the refinery. The Mangala Crude Pipeline, spanning 75 kilometers, connects the Mangala Processing Terminal of Vedanta Cairn to the refinery, ensuring seamless crude supply.

Water supply to the refinery is equally robust, sourced from the Indira Gandhi Canal and directed to the Nachna Reservoir. From Nachna, water is transported via a 230-kilometer pipeline to the township reservoir, and subsequently delivered to the Refinery Water Treatment Plant (RWTP) through a 10-kilometer pipeline. To efficiently evacuate refined products, the Barmer-Palanpur Pipeline (BPPL), a 216-kilometer underground pipeline, connects HRRL to HPCL's existing network, enabling the distribution of refined products such as BS VI fuels and high-value petrochemicals.

The refinery incorporates state-of-the-art, world-class technologies designed to be environmentally friendly, with features like Zero Liquid Effluent Discharge. The refinery's scale and complexity are unparalleled. With a Nelson Complexity Index of ~17.0, the second highest among Indian refineries, HRRL features 9 refinery process units and 4 petrochemical process units, including the largest Polypropylene Unit (PPU) in India with a capacity of 2x490 KTPA, and a world-scale Linear Low-Density Polyethylene/High-Density Polyethylene (LLDPE/HDPE) swing unit (2x500 KTPA). The complex boasts 46 reactors, 139 columns, 652 exchangers, 85 compressors/blowers, 630 pumps, and 107 tanks across a sprawling 4,817-acre site, which includes a 4,153-acre refinery & petrochemical complex, a 414-acre township area, and a 250-acre marketing terminal.

Noteworthy innovations include India's first flare system accommodating nine flares in a single structure, with a height of 140 meters and a weight of 1,700 metric tons. The HRRL refinery, once operational, will play a pivotal role in producing cleaner fuels, meeting domestic energy demands, and supporting downstream industries. Designed with a focus on sustainability and innovation, the complex integrates advanced technology to minimize environmental impact while maximizing operational efficiency.





# HPCL RAJASTHAN REFINERY LIMITED

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

**Project Site Office:** Vill. Sajiyaali Roopji Kanthwada & Sambhra, Tehsil Pachpadra,  
Dist. Balotra, Rajasthan- 344032

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

**CIN: U23201RJ2013GOI043865**

## Advt. No. - HRRL/RECT/02/2025

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## 1. Positions & Vacancies:

S. No.	Discipline	Salary Grade (S/G)	Position	Vacancies	Pay Scale	Min. Work Experience (Years)	Max. Age (Years)
1	Human Resources	E0	Jr. Executive – Official Language Implementation	1	Rs. 30,000 - Rs. 1,20,000	Nil	25
2		E1	Assistant Officer - Human Resources	1	Rs. 40,000 - Rs. 1,40,000	Nil	25
3		E1	Assistant Officer - Welfare	1	Rs. 40,000 - Rs. 1,40,000	Nil	25
4		E2	Medical Officer	1	Rs. 50,000 - Rs. 1,60,000	3	29
5		E3	Senior Officer - Human Resources	1	Rs. 60,000 - Rs. 1,80,000	6	34
6		E5	Senior Manager - Human Resources	4	Rs. 80,000 - Rs. 2,20,000	12	42
7	Finance	E1	Assistant Accounts Officer	4	Rs. 40,000 - Rs. 1,40,000	Nil	25
8		E2	Accounts Officer	1	Rs. 50,000 - Rs. 1,60,000	3	29
9		E3	Senior Officer - Finance	1	Rs. 60,000 - Rs. 1,80,000	6	34
10		E3	Company Secretary	1	Rs. 60,000 - Rs. 1,80,000	6	34
11		E5	Senior Manager - Finance	5	Rs. 80,000 - Rs. 2,20,000	12	42
12	Legal	E2	Officer - Legal	1	Rs. 50,000 - Rs. 1,60,000	3	29
13	Chemical	E2	Engineer - Chemical (Process)	42	Rs. 50,000 - Rs. 1,60,000	3	29
14		E3	Senior Engineer - Process	9	Rs. 60,000 - Rs. 1,80,000	6	34
15		E5	Senior Manager - Process Safety & Environment	1	Rs. 80,000 - Rs. 2,20,000	12	42
16		E5	Senior Manager - Quality Control (Petrochemical)	1	Rs. 80,000 - Rs. 2,20,000	12	42
17	Mechanical	E1	Assistant Engineer - Mechanical	5	Rs. 40,000 - Rs. 1,40,000	Nil	25
18		E2	Engineer - Mechanical	6	Rs. 50,000 - Rs. 1,60,000	3	29

19		E3	Senior Engineer - Mechanical	9	Rs. 60,000 - Rs. 1,80,000	6	34
20		E5	Senior Manager - Mechanical	6	Rs. 80,000 - Rs. 2,20,000	12	42
21	Electrical	E1	Assistant Engineer - Electrical	3	Rs. 40,000 - Rs. 1,40,000	Nil	25
22		E5	Senior Manager - Electrical	5	Rs. 80,000 - Rs. 2,20,000	12	42
23	Instrumentation	E1	Assistant Engineer - Instrumentation	6	Rs. 40,000 - Rs. 1,40,000	Nil	25
24		E2	Engineer - Instrumentation	2	Rs. 50,000 - Rs. 1,60,000	3	29
25		E5	Senior Manager - Instrumentation	4	Rs. 80,000 - Rs. 2,20,000	12	42
26	Fire & Safety	E0	Junior Executive - Fire & Safety	8	Rs. 30,000 - Rs. 1,20,000	Nil	25
27		E5	Senior Manager-Fire & Safety	1	Rs. 80,000 - Rs. 2,20,000	12	42
28	Civil	E5	Senior Manager – Civil	1	Rs. 80,000 - Rs. 2,20,000	12	42
<b>Total Vacancies</b>				<b>131</b>			

## **2. Important Dates:**

Commencement of Online Application	<b>11<sup>th</sup> July 2025</b>
Last Date of Online Application (Including payment of application fee, as applicable)	<b>10<sup>th</sup> August 2025 (till 23:45 hrs)</b>
All computations of age / relevant experience requirement/ qualification shall be done as on*	<b>11<sup>th</sup> July 2025</b>

\* Cut-off date for reckoning the eligibility criteria w.r.t completion of essential education qualification, work experience, age etc will be as on **11<sup>th</sup> July 2025**. E.g. Essential Qualifying Education Certificate should be issued as on or before cutoff date which is **11<sup>th</sup> July 2025**.

### 3. Eligibility:

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

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

## Human Resources

At HRRL, people are at the heart of everything we do. As a fast-growing PSU in the energy sector, we believe in empowering talent, fostering leadership, and nurturing potential. We focus on driving a culture of performance, inclusion, and continuous learning to support our fast-paced growth in the energy sector.

Opportunities under the HR function span a wide spectrum, including roles in core HR operations, employee welfare, medical services, and language support. These roles play a pivotal part in shaping policies, supporting people-centric initiatives, and enabling business transformation through human capital excellence. The positions include:

### Job Details:

#### **1. Junior Executive - Official Language Implementation: S/G E0**

No of Vacancies	<b>01</b>
Essential Educational Qualification	<p>2-year regular full time Post-Graduation in Hindi</p> <p>AND</p> <p>Minimum 3-year full-time regular graduation in any discipline with English as one of the subjects.</p> <p>Candidates belonging to UR, EWS and OBCNC category should have secured minimum 60% marks (marks of all semesters/years) in qualifying degree examinations, relaxed to 50% (marks of all semesters/years) for SC/ST/PwBD candidates.</p>

Key Job Responsibilities	<ul style="list-style-type: none"> <li>• To make the officers &amp; employers aware of the Official Language Policy of the Union Government and the provisions &amp; orders of the Official Languages Act</li> <li>• To provide help for the compliance and make them comply.</li> <li>• Translation work from English to Hindi and from Hindi to English.</li> <li>• Hindi Training - Hindi Language, Hindi Typing / Stenography and Training for working in Hindi on computers.</li> <li>• To organise the meeting of the Official Language Implementation Committee, to prepare agenda and minutes and to coordinate the actions taken on the decisions of the OLIC.</li> <li>• To contact the Department of Official Languages, MHA through proper channel.</li> <li>• To prepare supporting and reference literature.</li> <li>• To manage Hindi workshop.</li> <li>• To organize Hindi Day, Hindi week / Fortnight / Month.</li> <li>• Works regarding inspection of the Parliamentary Committee on Official Language and Actions to complete the assurances.</li> <li>• To prepare and send the Quarterly progress report regarding Official Language Implementation to the CSIR Headquarter.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul>
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## 2. Assistant Officer – Human Resources: S/G E1

No of Vacancies	<b>01</b>
Essential Educational Qualification	<p>Two-years full time, Post-graduate Degree in HR / Personnel Management / Industrial Relations / Psychology or Masters in Business Administration (MBA) with specialization in HR/Personnel Management or Masters of Social Work (MSW) from AICTE approved / UGC recognized institute / university.</p> <p>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</p>
Key Job Responsibilities	<ul style="list-style-type: none"> <li>• Basic Knowledge of Industrial and Labor Laws: Familiarity with the fundamentals of labor laws and various statues</li> </ul>

	<ul style="list-style-type: none"> <li>• Recruitment and Talent Acquisition: Assisting with various aspects of the recruitment process, such as posting job ads, screening resumes, scheduling interviews, and assisting with onboarding processes.</li> <li>• Employee Relations: Assisting with employee relations matters under supervision, such as handling inquiries, assisting with conflict resolution, and maintaining employee records.</li> <li>• Disciplinary Matters: Assisting HR managers in handling disciplinary issues by documenting incidents, conducting investigations, and providing administrative support.</li> <li>• HR Policy Support: Assisting in the implementation of HR policies and procedures, including updating employee handbooks and ensuring compliance with legal requirements.</li> <li>• Learning and Development Support: Assisting in identifying training needs, coordinating training sessions, and maintaining training records. Basic knowledge of e-learning platforms and techniques is a plus.</li> <li>• Basic Understanding of HR Technology: Familiarity with basic HR technology tools and systems, such as HRIS (Human Resources Information Systems) and ATS (Applicant Tracking Systems).</li> <li>• PMS and Talent Management Support: Assisting with performance management processes, including data entry, tracking performance evaluations, and supporting talent management initiatives.</li> <li>• Roster Maintenance Assistance: Supporting roster maintenance tasks and Familiarity with basic of Reservations applicable as per Presidential Directives</li> <li>• Practical experience in SAP HR modules such as OM, PMS, and Payroll. Proficient in managing employee data, leave, and HR process workflows within the SAP environment.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul>
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### **3. Assistant Officer - Welfare: S/G E1**

No of Vacancies	<b>01</b>
Essential Educational Qualification	<p>Master of Social Works Degree/ Post Graduation Degree in Labour and Social Welfare/ Post Graduation Degree in Social Science / Personnel Management / Industrial Psychology / Labour Welfare of any Indian / Foreign institution of repute, approved by the State Government,</p> <p>Or</p>

	<p>Graduation in any discipline and Diploma of Social Work (Labour Welfare)/ Diploma in Labour Welfare/ Diploma in Social Service Administration.</p> <p>Candidates belonging to UR, EWS and OBCNC category should have secured minimum 60% marks (marks of all semesters/years) in qualifying degree examinations, relaxed to 50% (marks of all semesters/years) for SC/ST/PwBD candidates.</p>
<p>Key Job Responsibilities</p>	<ul style="list-style-type: none"> <li>• To establish contact and hold consultations with a view to maintain harmonious relations between the factory management and workers.</li> <li>• To establish contact and hold consultations with a view to maintain harmonious relations between the factory management and workers.</li> <li>• To bring to the notice of the factory management, the grievances of workers, individual as well as collective, with a view to accruing their expeditious redress and to act as a liaison officer between the management and labour.</li> <li>• To study and understand the point of view of labour in order to help the factory management to shape and formulate labour policies and to interpret these policies to the workers in a language they can understand.</li> <li>• To watch industrial relations with a view to using influence in the event of a dispute arising between the factory management and workers and to help to bring about a settlement by persuasive efforts.</li> <li>• To deal with wage and employment matters by Joint consultation with the factory management and workers' representative bodies.</li> <li>• To exercise a restraining influence over workers going on illegal strikes and over managements declaring Illegal lockouts and to help in preventing anti-social activities.</li> <li>• To maintain a neutral attitude during legal strikes or lock outs and to help in bringing about a peaceful settlement.</li> <li>• To advise on fulfilment by the concerned departments of the factory management of obligations, statutory or otherwise, concerning the application of provisions of Factories Act, 1948 and the rules made thereunder and to establish liaison with the factory Inspector and the medical services concerning medical examinations of employees, health records, supervision of hazardous jobs, sick, visiting and convalescence, accident preventions and supervision of safety committees, systematic plant inspection, safety education, investigation of accidents, maternity benefits and workman's compensation.</li> <li>• To promote relations between the concerned department of the factory and workers which will bring about productive efficiency as well as a melior-action in the working conditions and to help workers to adjust and adopt themselves to their working environments.</li> <li>• To encourage the formations of works and joint production committees, cooperative societies and safety first and welfare committees and to supervise their work.</li> </ul>

	<ul style="list-style-type: none"> <li>• To encourage provision of amenities, such as canteens, shelters for rest, crèches, adequate latrine facilities, drinking water, sickness and benevolent scheme payments, pension and superannuation funds, gratuity payments, granting of loans and legal advice to workers.</li> <li>• To help the factory management in regulating the grant of leave with wages and explain to the workers, provisions relating to leave with wages and other leave privileges and to guide the workers in the matter of submission of application for grant of leave for regulating authorised absence.</li> <li>• To advise on provisions of welfare facilities, such as housing facilities, food stuffs, social and recreational facilities, sanitation, advise on individual personal problems and education of children.</li> <li>• To advise the factory management on questions relating to training of new starters, apprentices, workers on transfer and promotion. instruction and supervision and control of notice board and information bulletin to further education of workers and to encourage their attendance at technical institutes.</li> <li>• To suggest measures which will serve to raise the standard of living of workers and in general promote their well-being.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul>
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#### **4. Medical Officer: S/G E2**

No of Vacancies	<b>01</b>
Essential Educational Qualification	<p>MBBS + AFIH. MBBS (Bachelor of Medicine &amp; Bachelor of Surgery) from any Govt. recognized state university of India. Associate Fellowship in Industrial Health (AFIH) from CLI / RLI / NIOH or any institute recognized by DGFASLI. Should be registered with any State or National Medical Council and the registration number and certificate should be valid / renewed during the time of recruitment process.</p> <p>Candidates belonging to UR, EWS and OBCNC category should have secured minimum 60% marks (marks of all semesters/years) in qualifying degree examinations, relaxed to 50% (marks of all semesters/years) for SC/ST/PwBD candidates.</p>
Essential Work Experience	Minimum Three (03) Year of post-qualification experience preferably in any Large Industrial Set up or Multi Specialty Hospital, Govt./Private Hospital/Occupational Healthcare set-up OR any other Healthcare set-up with engagement as doctor.

	Private practice shall not be considered and counted as experience.
Key Job Responsibilities	<p><b><u>i. Patient Care &amp; Medical Emergencies:</u></b></p> <ul style="list-style-type: none"> <li>• Role as in charge of Medical Centre as per Emergency Response and Disaster Mitigation and Planning (ER DMP).</li> <li>• Manage injuries/illnesses, casualty transport, and ambulance treatment.</li> <li>• Follow up on cases and report incidents to management/statutes.</li> <li>• Provide OPD-based consultations and treatments.</li> </ul> <p><b><u>ii. Medical Examinations:</u></b></p> <ul style="list-style-type: none"> <li>• Conduct job-specific medical exams for hazardous environments (e.g., height/confined spaces).</li> <li>• Conduct Periodical Medical Examinations (PME).</li> <li>• Review PME reports and provide guidance / treatment advice as necessary.</li> </ul> <p><b><u>iii. Health Records:</u></b></p> <ul style="list-style-type: none"> <li>• Maintain statutory health records for employees / contract workmen.</li> <li>• Ensure documentation and inventory of medical equipment and supplies.</li> </ul> <p><b><u>iv. Training &amp; Liaison:</u></b></p> <ul style="list-style-type: none"> <li>• Conduct first aid and health/hygiene training sessions.</li> <li>• Liaise with hospitals, consultants, ambulance services, and pathology labs.</li> <li>• Assist HR in liaising with local statutory bodies.</li> </ul> <p><b><u>v. Emergency Preparedness:</u></b></p> <ul style="list-style-type: none"> <li>• Design and implement medical evacuation plans.</li> <li>• In charge of Emergency Response Centre - Medical and provide Medical Support during emergencies and conduct site / hospital visits.</li> </ul> <p><b><u>vi. Reporting &amp; Compliance:</u></b></p> <ul style="list-style-type: none"> <li>• Generate health parameter MIS reports and monitor high-risk employees.</li> <li>• Assist with health policy implementation (e.g., No Tobacco Policy).</li> </ul> <p><b><u>vii. Additional Support:</u></b></p> <ul style="list-style-type: none"> <li>• Provide health-related assistance to local HR and other HRRL Officers</li> </ul> <p>Any additional tasks / responsibilities as and when assigned.</p>

### **5. Senior Officer – Human Resources: S/G E3**

No of Vacancies	<b>01</b>
Essential Educational Qualification	Two-years full time, Post-graduate Degree in HR / Personnel Management / Industrial Relations / Psychology or Masters in Business Administration (MBA) with specialization in HR/Personnel Management or Masters of Social Work (MSW) from AICTE approved / UGC recognized institute / university.

	<p>Candidates belonging to UR, EWS and OBCNC category should have secured minimum 60% marks (marks of all semesters/years) in qualifying degree examinations, relaxed to 50% (marks of all semesters/years) for SC/ST/PwBD candidates.</p>
<p>Essential Work Experience</p>	<p>Candidates must possess a minimum of 6 years of post-qualification relevant work experience in the Human Resources domain, which may include areas such as Learning &amp; Development, Talent Management, Employee Relations, Industrial Relations, Talent Acquisition, Performance Management, Workforce Management, HR Business Partner roles, HR Analytics, HR Systems, or as HR Functional Experts.</p> <p>The experience should be in a supervisory or executive capacity within sectors such as Petroleum Refining, Petrochemicals, Chemicals, Fertilizers, Steel, Power, Infrastructure, Defense, Automobiles, Pharmaceuticals, Railways, or any other relevant manufacturing industry. Experience with Project Service Providers such as Project Management Consultants or LSTK Contractors associated with these sectors will also be considered.</p> <p>Please note that the domains mentioned above are indicative and not exhaustive. The Corporation reserves the right to determine the relevance and validity of experience for the position.</p>
<p>Key Job Responsibilities</p>	<ul style="list-style-type: none"> <li>• Recruitment &amp; Hiring: Identifying manpower requirements, drafting job descriptions, sourcing and screening candidates, coordinating interviews, and ensuring effective talent acquisition.</li> <li>• Onboarding &amp; Training: Designing and implementing structured onboarding programs, preparing training materials, and conducting orientation and learning sessions for new hires.</li> <li>• Payroll Management: Ensuring timely and accurate processing of payroll in compliance with company policies and statutory requirements.</li> <li>• Employee Relations: Addressing employee concerns, fostering open communication, resolving workplace conflicts, and supporting a positive organizational culture.</li> <li>• Compliance &amp; Records Management: Ensuring adherence to labor laws and organizational policies, maintaining accurate employee records, and supporting audits and legal documentation.</li> <li>• Benefits Administration: Managing employee benefit programs such as health insurance, housing allowances, and other welfare-related offerings.</li> </ul>

	<ul style="list-style-type: none"> <li>• Performance Management: Supporting the performance appraisal process, gathering and analyzing feedback, and assisting in employee development planning.</li> <li>• HR Administration: Maintaining HR databases, preparing reports, managing HR documentation, and supporting daily HR operations.</li> <li>• Policy Development: Drafting, updating, and implementing HR policies and SOPs in alignment with organizational goals and compliance standards.</li> <li>• Employee Engagement: Driving engagement activities, wellness programs, and communication platforms to foster a motivated and inclusive workplace.</li> <li>• HR Business Partnering (HRBP): Collaborating with business units to align HR practices with strategic objectives and offering data-driven HR solutions.</li> <li>• HR Strategy &amp; Analytics: Supporting strategic HR initiatives, analyzing workforce data, and contributing to evidence-based decision-making.</li> <li>• Other Duties: Performing additional responsibilities as assigned by the reporting manager, aligned with evolving organizational needs.</li> <li>• Practical experience in SAP HR modules such as OM, PMS, and Payroll. Proficient in managing employee data, leave, and HR process workflows within the SAP environment.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul>
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## 6. Senior Manager – Human Resources: S/G E5

No of Vacancies	<b>04</b>
Essential Educational Qualification	<p>Two-years full time, Post-graduate Degree in HR / Personnel Management / Industrial Relations / Psychology or Masters in Business Administration (MBA) with specialization in HR/Personnel Management or Masters of Social Work (MSW) from AICTE approved / UGC recognized institute / university.</p> <p>Candidates belonging to UR, EWS and OBCNC category should have secured minimum 60% marks (marks of all semesters/years) in qualifying degree examinations, relaxed to 50% (marks of all semesters/years) for SC/ST/PwBD candidates.</p>
Essential Work Experience.	Candidates must possess a minimum of 12 years of post-qualification relevant work experience in the Human Resources domain, which may

	<p>include areas such as Learning &amp; Development, Talent Management, Employee Relations, Industrial Relations, Talent Acquisition, Performance Management, Workforce Management, HR Business Partner roles, HR Analytics, HR Systems, or as HR Functional Experts.</p> <p>The experience should be in a supervisory or executive capacity within sectors such as Petroleum Refining, Petrochemicals, Chemicals, Fertilizers, Steel, Power, Infrastructure, Defense, Automobiles, Pharmaceuticals, Railways, or any other relevant manufacturing industry. Experience with Project Service Providers such as Project Management Consultants or LSTK Contractors associated with these sectors will also be considered.</p> <p>Please note that the domains mentioned above are indicative and not exhaustive. The Corporation reserves the right to determine the relevance and validity of experience for the position.</p> <ul style="list-style-type: none"> <li>• Experienced Professional with in-depth knowledge in all matters concerning HR department.</li> <li>• Excellent knowledge of Labor Legislation and Regulations.</li> <li>• Thorough knowledge of human resource management principles and best practices</li> <li>• Knowledge of data analysis and reporting</li> <li>• Hands on experience in HR technology tools, process and systems, HR analytics, knowledge of ERP systems.</li> <li>• Experience in Organizational Development.</li> <li>• Excellent organizational and Leadership skills</li> <li>• Excellent written and oral communication, interpersonal skills, negotiation skills and influencing skills</li> </ul>
<p>Key Job Responsibilities</p>	<ul style="list-style-type: none"> <li>• Develop and implementing HR strategies and initiatives aligned with the overall business strategy.</li> <li>• Develop and monitor overall HR strategies, systems, tactics and procedures across the organisation.</li> <li>• 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.</li> <li>• Monitor adherence and compliance of Labour Laws and maintain relations with Statutory authorities.</li> <li>• Support current and future business needs through, development, engagement of human Capital.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop and Implement Learning &amp; Development framework from assessment of Training Needs to imparting of Training to enhance the efficiency and effectiveness of the Human Capital.</li> <li>• 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.</li> <li>• Develop strategies to identify, attract and hire top quality talent in the organization.</li> <li>• Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resource, talent management and Labor Laws.</li> <li>• Develop and implement Reward and Recognition Strategies.</li> <li>• Leverage HR Tools, Analytics, and Technology to develop, assess and build an Organizational Culture in sync with Organizational Objectives.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul>
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## Finance / Accounts

The Finance & Accounts function at HRRL plays a critical role in ensuring fiscal discipline, regulatory compliance, and strategic financial planning to support one of India's most ambitious energy projects. We are looking for finance professionals who are analytical, ethical, and aligned with public sector values.

### 7. Assistant Accounts Officer: S/G E1

No of Vacancies	<b>04</b>
Essential Educational Qualification	Candidates should be Qualified Chartered Accountant (CA) from Institute of Chartered Accountants of India (ICAI) with 50% marks in Final examination. 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.

<p><b>Key Job Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Assist in Preparation of financial statements &amp; its analysis: Help in making important company financial reports like balance sheets, profit &amp; loss statements, and also assist in checking and understanding the numbers to know how the company is performing.</li> <li>• Auditing Activities, Budget, MIS and Pricing: Support in internal and external audits, assist in planning and managing budgets, prepare regular reports (MIS - Management Information System) for management, and help in deciding the cost and pricing of products or services.</li> <li>• Banking &amp; Treasury Functions: Work on day-to-day banking tasks like payments, deposits, and fund transfers. Also, help manage the company's money, investments, and cash flow.</li> <li>• Project Appraisal/ Project accounting: Assist in reviewing new projects to see if they are financially viable, and help in keeping track of the costs, payments, and income related to different projects.</li> <li>• Direct and Indirect Taxation: Help in preparing and filing taxes like income tax (direct) and GST or service tax (indirect), and ensure compliance with all related rules and deadlines.</li> <li>• Payments to consultants, vendors, contractors, sub-contractors, suppliers, Trade receivables, trade payables: Take care of making timely payments to people and companies the organization works with and also manage the money that the company is supposed to receive from customers or give to suppliers.</li> <li>• Fixed assets accounting / Capitalization etc.: Assist in maintaining records of company assets like buildings, machines, etc., and help in updating their value in books when they are used for production or operations (capitalization).</li> <li>• Any additional tasks / responsibilities as and when assigned: Be ready to take up any other finance or accounts-related work that may be given from time to time based on the need.</li> </ul>
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**8. Accounts Officer: S/G E2**

No of Vacancies	<b>01</b>
Essential Educational Qualification	Candidates should be Qualified Chartered Accountant (CA) from Institute of Chartered Accountants of India (ICAI) with 50% marks in Final examination. 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.

<p>Essential Work Experience</p>	<p>At least 3 years of post-qualification work experience in the field(s) of Finance/Accounts/Taxation/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.</p> <p>The experience should be in a supervisory or executive capacity within sectors such as Petroleum Refining, Petrochemicals, Chemicals, Fertilizers, Steel, Power, Infrastructure, or any other relevant manufacturing industry. Experience with Project Service Providers such as Project Management Consultants or LSTK Contractors associated with these sectors will also be considered.</p> <p>Preference will be given to candidates having experience in Refinery Finance and working knowledge of SAP.</p>
<p>Key Job Responsibilities</p>	<ul style="list-style-type: none"> <li>• Preparation &amp; Review of Financial Statements: Independently prepare, analyze, and support finalization of financial statements in compliance with applicable accounting standards.</li> <li>• Budgeting, Costing &amp; MIS Reporting: Lead budgeting exercises for assigned departments, monitor budget utilization, and generate periodic MIS reports for management review.</li> <li>• Audit Coordination: Facilitate internal, statutory, and government audits by preparing required documentation and responding to audit queries.</li> <li>• Banking &amp; Treasury Operations: Manage cash flows, bank reconciliations, fund transfers, and liaise with banks for routine and project-related requirements.</li> <li>• Project Accounting &amp; Capitalization: Monitor project-related financials, track expenditures, and ensure timely capitalization of assets in line with accounting norms.</li> <li>• Taxation (Direct &amp; Indirect): Ensure accurate computation, filing, and compliance of GST, TDS, and Income Tax obligations. Coordinate with consultants for updates and audits.</li> <li>• Accounts Payable &amp; Receivable: Oversee timely processing of vendor, contractor, and supplier payments. Ensure proper reconciliation of receivables and payables.</li> <li>• Fixed Assets &amp; Inventory Accounting: Maintain accurate records of fixed assets, perform periodic reconciliations, and support physical verification processes.</li> <li>• Policy Compliance &amp; Internal Controls: Ensure adherence to internal financial controls, company policies, and applicable</li> </ul>

	<p>regulatory guidelines.</p> <ul style="list-style-type: none"> <li>• Other Responsibilities: Perform any additional duties or assignments as required by the department to support financial operations.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul>
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### **9. Senior Officer – Finance: S/G E3**

No of Vacancies	<b>01</b>
Essential Educational Qualification	Candidates should be Qualified Chartered Accountant (CA) from Institute of Chartered Accountants of India (ICAI) with 50% marks in Final examination. 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.
Essential Work Experience	<p>At least 6 years of post-qualification work experience in the field(s) of Finance/Accounts/Taxation/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.</p> <p>The experience should be in a supervisory or executive capacity within sectors such as Petroleum Refining, Petrochemicals, Chemicals, Fertilizers, Steel, Power, Infrastructure, or any other relevant manufacturing industry. Experience with Project Service Providers such as Project Management Consultants or LSTK Contractors associated with these sectors will also be considered.</p> <p>Preference will be given to candidates having experience in Refinery Finance and working knowledge of SAP.</p>
Key Job Responsibilities	<ul style="list-style-type: none"> <li>• Review/Approval of Accounting Vouchers: Check and approve accounting entries to ensure accuracy and compliance.</li> <li>• Management of Financial Statements meeting Accounting Standards: Prepare financial statements as per applicable accounting rules.</li> <li>• MIS for Board of Directors / Senior Management: Create and share regular financial reports for informed decision-making.</li> <li>• Funds/Banking &amp; Working Capital Management: Manage cash, bank activities, and day-to-day financial needs.</li> <li>• Handling Internal /Statutory/Govt. Audits etc.: Coordinate</li> </ul>

	<p>audits and ensure timely submission of required documents.</p> <ul style="list-style-type: none"> <li>• Handling Pricing of Products: Support in deciding and updating product prices based on cost and market trends.</li> <li>• Banking &amp; Treasury Functions: Oversee banking transactions, fund flow, and investment activities.</li> <li>• Project Financial Appraisal/ Project accounting: Assess financial viability of projects and maintain project accounts.</li> <li>• Compliance to Direct Taxation including Assessment activities: Ensure proper filing and assessment of direct taxes like income tax.</li> <li>• Compliance to Indirect Taxation including Assessment activities: Manage GST, customs, and other indirect taxes as per regulations.</li> <li>• Responsible for Statutory Compliances including Income Tax, GST, Customs etc.: Ensure timely filings and adherence to all financial laws.</li> <li>• Management of Payments to consultants, vendors, contractors, etc.: Process timely payments to all external parties.</li> <li>• Fixed Assets Accounting / Capitalization of Assets: Maintain asset records and ensure proper capitalization.</li> <li>• Inventory/ Stock Accounting: Track and update stock and inventory values in accounts.</li> <li>• Trade receivables, trade payables, assets accounting etc.: Manage incoming and outgoing payments and record them properly.</li> <li>• Finance Assistant to Procurement activities: Support finance-related aspects of the procurement process.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul>
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### **10. Company Secretary: S/G E3**

No of Vacancies	<b>01</b>
Essential Educational Qualification	<p>Associate/ Fellow Membership of the Institute of Company Secretaries of India (ICSI) along with a graduation* in any discipline from a recognized University / Institute.</p> <p>Additional qualification like Chartered Accountancy / Cost Accountancy / Law would be an added advantage.</p>

	All candidates must have secured a minimum of 50% marks in their qualifying examination.
Essential Work Experience	Minimum 6 years of post-qualification relevant work experience in Supervisory role/ Executive category in a company Secretarial ship with in depth knowledge of Companies Act, SEBI rules and Regulations and relevant Statutory framework.
Key Job Responsibilities	<ul style="list-style-type: none"> <li>• Convene Board Meeting, Audit Committee meeting, other Committee meetings, Annual General Meeting and all formalities preceding and succeeding in such meetings. etc. including preparation of agenda, minutes coordination.</li> <li>• Signing of corporate documents, attending to corporate notices and correspondences, representing the organization in dealings with external parties.</li> <li>• Handling Secretarial Audit &amp; Corporate Governance Audit under Companies Act read with Listing Regulations &amp; DPE guidelines.</li> <li>• Having an oversight of secretarial work of subsidiaries of the company.</li> <li>• Handling legal issues regarding investor relations department such as transmission, transfer, fraud, etc.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> <li>• Ensuring Company's Corporate Governance and other statutory and legal compliance related matters.</li> <li>• Establishing and driving implementation of Corporate Governance norms to ensure transparency in all operations.</li> <li>• Implementing processes or systems to help ensure good management of the organization or compliance with legislation.</li> <li>• Liaise/ follow-up with various Government Department to ensure statutory compliance.</li> <li>• Filing of returns with registrar to companies.</li> <li>• Appointment and fixing of remuneration of statutory auditors.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul>

### **11. Senior Manager – Finance: S/G E5**

No of Vacancies	<b>05</b>
Essential Educational Qualification	Candidates should be Qualified Chartered Accountant (CA) from Institute of Chartered Accountants of India (ICAI) with 50% marks in Final examination. 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.

<p>Essential Work Experience</p>	<p>At least 12 years of post-qualification work experience in the field(s) of Finance/Accounts/Taxation/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.</p> <p>The experience should be in a supervisory or executive capacity within sectors such as Petroleum Refining, Petrochemicals, Chemicals, Fertilizers, Steel, Power, Infrastructure, or any other relevant manufacturing industry. Experience with Project Service Providers such as Project Management Consultants or LSTK Contractors associated with these sectors will also be considered.</p> <p>Preference will be given to candidates having experience in Refinery Finance and working knowledge of SAP.</p>
<p>Key Job Responsibilities</p>	<ul style="list-style-type: none"> <li>• Financial Statements &amp; Analysis: Independently lead the preparation, review, and finalization of financial statements in compliance with applicable Ind AS and regulatory requirements. Provide insightful analysis to support strategic decision-making.</li> <li>• Strategic Budgeting &amp; MIS: Drive the annual budgeting and forecasting process for multiple departments. Monitor variances, identify cost optimization opportunities, and present actionable MIS reports to senior management.</li> <li>• Audit Governance: Oversee coordination of statutory, internal, and government audits. Ensure timely preparation of audit schedules, resolve audit queries, and implement audit recommendations across functions.</li> <li>• Banking &amp; Treasury Management: Strategically manage treasury operations including fund planning, bank reconciliations, investment monitoring, and liaison with financial institutions for working capital and project-related requirements.</li> <li>• Project Accounting &amp; Asset Capitalization: Supervise financial tracking of ongoing projects, ensure accurate booking of costs, and lead timely capitalization of assets in compliance with accounting policies.</li> <li>• Taxation &amp; Regulatory Compliance: Ensure accurate computation, filing, and compliance under Direct and Indirect Tax laws (GST, TDS, Income Tax). Coordinate with consultants on tax assessments, regulatory changes, and litigation matters.</li> </ul>

	<ul style="list-style-type: none"> <li>• Payables &amp; Receivables Oversight: Lead the end-to-end management of accounts payable and receivable processes. Monitor ageing reports, drive reconciliation, and strengthen vendor/client relationship management.</li> <li>• Fixed Assets &amp; Inventory Management: Oversee fixed asset accounting and physical verification processes. Ensure accurate tracking, depreciation, and reporting as per company policy and audit requirements.</li> <li>• Internal Controls &amp; Financial Policies: Strengthen internal financial controls, enforce policy compliance, and contribute to process improvements ensuring transparency and accountability.</li> <li>• Cross-functional Leadership &amp; Support: Collaborate with cross-functional teams on business initiatives, system enhancements, and finance-related strategic interventions. Undertake any additional responsibilities aligned with organizational priorities.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul>
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## Legal

The Legal function at HRRL is integral to ensuring compliance, safeguarding the company’s interests, and providing strategic legal support across operations, contracts, and regulatory matters. We seek legal professionals who can offer sound judgment, uphold integrity, and navigate the complex landscape of corporate and industrial law.

### **12. Officer - Legal: S/G E2**

No of Vacancies		<b>01</b>
Essential Educational Qualification		<p>3-years regular full-time course in law after graduation or 5 years course in law after 12th Standard from AICTE approved / UGC recognized University/Deemed University.</p> <p>Candidates scoring minimum 60% in aggregate of all the semesters/years for UR/OBCNC/EWS candidates (50% for SC, ST &amp; PwBD candidates) in the qualifying degree (as applicable) are only eligible to apply.</p>
Essential Work Experience		Experience as a practicing Advocate or working in a reputed Law Firm or Company for minimum 3 years. For practicing Advocates, the experience must be after enrolment in the Bar Council and it must be post qualification.

	<p>Experience should preferably relate to drafting Agreements, preparing Court/Arbitration papers, briefing Counsel, etc. substantially covering the law relating to Contracts, Building &amp; Construction, Sale of Goods, Transfer of Property, Infrastructure, Intellectual Property, Oil and Gas, and Consumer Protection. Experience in oil and gas industry and/or experience handling high value EPC projects is desired.</p> <p>Candidates should possess excellent written/verbal communication skills. Proficiency in reading and writing in any one or more Scheduled language (as per Constitution) in addition to English and Hindi is preferred.</p> <p>The experience should be in a supervisory or executive capacity within sectors such as Petroleum Refining, Petrochemicals, Chemicals, Fertilizers, Steel, Power, Infrastructure, Defense, Automobiles, Pharmaceuticals, Railways, or any other relevant manufacturing industry. Experience with Project Service Providers such as Project Management Consultants or LSTK Contractors associated with these sectors will also be considered.</p> <p>Please note that the domains mentioned above are indicative and not exhaustive. The Corporation reserves the right to determine the relevance and validity of experience for the position.</p>
<p>Key Job Responsibilities</p>	<ul style="list-style-type: none"> <li>• Draft and finalize pleadings, agreements, various deeds &amp; documents and add value to all legal matters: Prepare and finalize legal documents like agreements, deeds, and court pleadings, while ensuring they are strong and beneficial for the organization.</li> <li>• Draft, review, negotiate and finalize the contracts conditions: Carefully go through contract terms, make necessary changes, negotiate with parties, and finalize them to safeguard company interests.</li> <li>• Defending the claims put up by any contractors: Handle and respond to legal claims made by contractors to protect the company's position.</li> <li>• Develop the strategy for filing and defending cases: Plan how to approach legal cases—whether filing or defending—based on facts and legal advice.</li> <li>• Provide sound legal opinion/advice and respond to queries quickly: Offer timely and practical legal suggestions or answers to queries from internal teams.</li> <li>• Brief Lawyers and attend court hearings: Share case details with external lawyers, coordinate with them, and attend court hearings as needed.</li> <li>• Ensure that all cases are filed /defended well within the limitation period and there is timely submission of all pleadings and documents: Make sure legal actions are taken within</li> </ul>

	<p>deadlines and all documents are submitted on time.</p> <ul style="list-style-type: none"> <li>• Improve domain skills and share knowledge and information with team members: Stay updated with legal practices and help team members by sharing important learnings.</li> <li>• Keep updated on recent trends in the legal front: Follow recent legal changes, court rulings, and industry developments.</li> <li>• Handle arbitration cases, verify title documents, conduct reviews and training: Manage arbitration proceedings, check land/title papers, and support internal reviews and legal training sessions.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul>
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## Technical (Engineering) Positions

Engineering professionals form the backbone of HRRL’s operations—driving innovation, operational excellence, and project execution across our refinery and petrochemical complex. At HRRL, engineers are not just implementers but change-makers, contributing directly to India's energy self-reliance mission.

We invite talented and driven engineers across disciplines to be part of our high-performing technical team.

Relevant engineering streams include (but are not limited to):

- Chemical / Petrochemical Engineering
- Mechanical / Production Engineering
- Electrical Engineering
- Instrumentation / Electronics & Instrumentation
- Fire & Safety Engineering
- Civil Engineering

### 13. Engineer – Chemical (Process): S/G E2

No of Vacancies	<b>42</b>
Essential Educational Qualification	4 years Full time regular engineering course (B.E./B.Tech) in Chemical/Petrochemical with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience	Minimum 3 years of post-qualification (B.E/B.Tech) relevant work experience in Operation / Technical / Process division in a Refinery/Petrochemical/Fertilizer/Hydrocarbon Gas Processing plant in Supervisor Category.

<p>Key Job Responsibilities</p>	<ul style="list-style-type: none"> <li>• Coordinate with Internal &amp; External Stakeholders for job execution including Pre commissioning/commissioning, startup and test runs.</li> <li>• 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.</li> <li>• Checking EPCC commissioning formats for completion. Checking process specifications of equipment with respect to its datasheets.</li> <li>• The job involves working in three shifts as a field supervisor or control panel (DCS) supervisor in process plants/Oil movement &amp; storage area.</li> <li>• Unit monitoring and troubleshooting during normal operation of the plant.</li> <li>• Handling shifts operations: Plant activities for production of on spec refinery products from primary and secondary processing units.</li> <li>• Responsible for safe operation of plant. Preparation of daily unit monitoring reports, production reports, catalyst/chemical consumption report etc.</li> <li>• Operation of process equipment like pumps, compressors, Blower, Exchanger, Condenser, Cooler, Desalter, Reflux Drum, Knock out drum, Reactors, Incinerators, Reformer, Coke handling etc. during pre-commissioning, commissioning and normal operation.</li> <li>• Develop Standard Operating Procedure (SOP) for Unit Operation and field activities and facilitate preparation of Operating Manuals and carry out operations safely as per SOP.</li> <li>• 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.</li> <li>• Coordinate with site contractors, HRRL depts. like Process, Projects, Fire &amp; Safety, Civil, Purchase, Finance, Legal etc. and Construction Supervision consultant for job execution including commissioning &amp; test runs.</li> <li>• Ensure &amp; maintain records for site jobs and coordinate with third party inspection agencies, wherever required. Coordinate with security for labour / material entry/exit, gate passes etc.</li> <li>• Lead a team of operators and handle plant start-up/shut downs and emergency issues. Ensure good housekeeping at site.</li> <li>• Trouble shooting and resolving operational issues, etc.</li> <li>• Job Involves working in shifts.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul>
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## 14. Senior Engineer –Process: S/G E3

No of Vacancies	<b>09</b>
Essential Educational Qualification	4 years full-time regular engineering course (B.E./B.Tech) in Chemical/Petrochemical with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience	Minimum 6 years of post-qualification (B.E./B.Tech.) relevant work experience in Operation/Technical/Process division in a Refinery, Fertilizer, Hydrocarbon Gas Processing Plant, in supervisory category.
Key Job Responsibilities	<ul style="list-style-type: none"> <li>• Assist in units pre-commissioning/commissioning activities, troubleshooting, PGTR and coordination with Licensor and other stakeholders.</li> <li>• Handling normal operations /plant start-up/shutdown including various emergency shutdowns.</li> <li>• Develop Standard Operating Procedure (SOP) for Unit Operation and field activities and facilitate preparation of Operating Manuals and carry out operations safely as per SOP.</li> <li>• Oversee subordinate manpower assigned in shifts.</li> <li>• Handling shifts operations: Plant activities for production of on spec refinery products from primary and secondary processing units.</li> <li>• Issue of all necessary job permits for various jobs as per OISD, ensure compliance to site and personnel safety requirements.</li> <li>• Operation of process equipment like pumps, compressors, Turbine, Blower, Exchanger, Condenser, Cooler, Desalter, Reflux Drum, Knock out drum, Reactors, Incinerators, Reformer, Coke handling, Refrigeration System, Regen-Reactor, Main Air Blower, Wet Gas Compressor, Electrostatic Precipitator, Chiller Package during pre-commissioning, commissioning and normal operation.</li> <li>• Taking charge of plant emergency situations providing guidelines/Instructions to overcome emergency situations, troubleshooting, imparting training etc.</li> <li>• Handling independently DCS as well as field operations.</li> <li>• Review/preparation of DFRs, Basic Design Engineering Packages, PFD/H&amp;MB/P&amp;IDs, plant layouts, HAZOP and risk analysis.</li> <li>• Utilization process simulation software (HYSIS/Flare net etc.) and refinery planning tools for operational purpose.</li> <li>• Coordinate and implement engineering standards like API, OISD etc. and other statutory safety requirements/guidelines etc.</li> </ul>

	<ul style="list-style-type: none"> <li>• Providing technical input in EHS activities e.g., MOCs, PHAs, HAZOPs, PSSR, verifies EHS process related calculations</li> <li>• Collaborate with cross functional teams including operations, maintenance, laboratory and production planning personnel.</li> <li>• Job Involves working in shifts.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul>
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### **15. Senior Manager - Process Safety & Environment: S/G E5**

No of Vacancies	<b>01</b>
Essential Educational Qualification	4 years Full time regular engineering course (B.E./B.Tech) in Chemical / Petrochemical / Petroleum with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience	<p>Minimum 12 years of post-qualification relevant work experience in supervisory role / Executive category in Operation / Technical / Process division in a Refinery / Petrochemical / Hydrocarbon Gas Processing Plant / Fertilizer sector.</p> <p>Candidate shall have a combined experience of 12 years in any sector or different sectors as mentioned above.</p> <p>Candidate worked in Process Safety Management / Environment of Refinery/Petrochemical sector will get preference.</p>
Key Job Responsibilities	<ul style="list-style-type: none"> <li>• Responsible for ensuring environmental &amp; statutory compliance and liaison with external agencies like OISD, EIL, CHT, NEERI, PESO, RSPCB etc.</li> <li>• Co-ordination between the depts. for plant environmental performance improvement activities. (Operations, Maintenance, Inspections, Engineering, Fire &amp; Safety and Materials).</li> <li>• Conduct incident investigation, task analysis and environmental audits etc.</li> <li>• Monitoring and sustaining the performance of environment management facilities such as ETP/SRU/Flare/Ambient Air Monitoring Unit etc.</li> <li>• Conducting Process Hazard Analysis (Hazop, What if, QRA etc) as per requirement.</li> <li>• Coordination for ISO 14001/15001 certification and sustenance of the Encon Initiatives in Process Units.</li> <li>• Assistance in ISO/OISD/PESO approvals for the complex.</li> <li>• Coordination with the Management and the Refinery Operations for statutory compliance.</li> </ul>

	<ul style="list-style-type: none"> <li>• Conceptualise, initiation, develop and implement of Energy conservation/Energy transition projects.</li> <li>• Coordinate with various stakeholders for performance improvement activities.</li> <li>• Manage Hazardous waste disposal/ spent catalyst/chemicals/sludge disposal as &amp; when required in line with CPCB/RSPCB guidelines.</li> <li>• Take additional responsibility as and when advised.</li> <li>• Job Involves working in shifts.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul>
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### **16. Senior Manager - Quality Control (Petrochemical): S/G E5**

No of Vacancies	<b>01</b>
Essential Educational Qualification	4 years Full time regular engineering course (B.E./B.Tech) in Chemical / Polymer Science / Plastic Technology with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience	<p>Minimum 12 years of post-qualification (B.E./ B.Tech) relevant work experience in a Refinery laboratory/Chemical Testing laboratory/Petrochemical/Fertilizer/ Polymer testing Laboratory on testing / analysis /R&amp;D/Quality Control etc.</p> <p>Candidate shall have a combined experience of 12 years in any sector or different sectors as mentioned above.</p> <p>The candidate conversant with relevant IS, ASTM, ISO, IP test methods, product standards &amp; having work experience in Petrochemical / Polymer testing Laboratory will get preference.</p>
Key Job Responsibilities	<ul style="list-style-type: none"> <li>• Ensure standards of quality of petrochemical &amp; polymer products as per National and International standards &amp; statutory compliances like ISO, NABL etc. Implementation of quality system for calibration, documentation &amp; auditing in accordance with ISO standards.</li> <li>• Develop SOPs for the laboratory testing activities for petrochemical &amp; polymer products &amp; updation of test methods and calibration standards, SOP's and ISO requirements.</li> <li>• Allocate tasks, monitor work progress, and ensure the team meets testing deadlines and quality objectives adhering to safety procedure. Ensure that Policies and Procedures are followed throughout operating areas.</li> <li>• Manage smooth operation of different polymer processing equipment such as compression, extrusion, injection, blow, rotational molding etc.</li> </ul>

	<ul style="list-style-type: none"> <li>• Testing &amp; Characterization of the polymers, preferably polyolefin &amp; high value-added polymers in the solid, melt state and interpretation of data obtained therefrom.</li> <li>• Provide inputs for setting the annual petrochemical laboratory expense budget and manage the budget including reconciliation and forecasting to ensure operating within the expense budget.</li> <li>• Procurement and monitoring of the required spares, chemicals, glassware, gases, consumables &amp; numerous miscellaneous testing &amp; supportive requirements etc. Timely approval of purchase requisitions, invoices and prioritization of maintenance work.</li> <li>• Provide input in maintaining an adequate emergency response plan. Know emergency response duties and respond appropriately to emergency situations.</li> <li>• Monitor &amp; participate in a wide range of chemical, physical, and instrumental analyses on various samples, ensuring accuracy, reliability, and compliance with established methodologies. Ensure Software and hardware updation of Petchem / Polymer testing Lab equipment.</li> <li>• Analyze and interpret test data, prepare technical reports, and present findings to management and relevant stakeholders and maintain organized records of analyses, observations, and results for audit and reference purposes.</li> <li>• Foster effective communication and collaboration with cross-functional teams, laboratory staff, management, customers, other PSU/Private petroleum/Petrochemical testing laboratories and regulatory authorities including quality assurance, production, and research and development. Testing of new products in coordination with R&amp;D and other teams.</li> <li>• Job Involves working in shifts</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul>
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### **17. Assistant Engineer - Mechanical: S/G E1**

No of Vacancies	<b>05</b>
Essential Educational Qualification	4 years full time regular engineering course (B.E./B.Tech) in Mechanical / Mechanical & Production / Production with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Key Job Responsibilities	<ul style="list-style-type: none"> <li>• Site supervision and ensure adherence to project execution plan.</li> <li>• Study construction drawings and ensure adherence to specifications / drawings on the job.</li> <li>• Obtain necessary job permits and ensure compliance to site and</li> </ul>

	<p>personnel safety requirements.</p> <ul style="list-style-type: none"> <li>• Coordinate with site contractors, HRRL depts. like Process, Projects, Fire &amp; Safety, Civil, Purchase, Finance, Legal etc. and Construction Supervision consultant for job execution including commissioning and handing over.</li> <li>• Ensure &amp; maintain proper quality control records for site jobs through consultant like X-rays, cube testing, hydro testing, megger testing, loop checking etc.as applicable.</li> <li>• Coordinate with third party inspection agencies, if any else carryout necessary job inspection.</li> <li>• Issue materials to contractors wherever required. Keep proper records of issue, receipt &amp; reconciliation of the material.</li> <li>• Coordinate with statutory authorities like IBR, CCOE, OISD, Factory inspector, Labor inspector etc.as applicable for site execution.</li> <li>• Coordinate with security for labor/material entry / exit, gate passes, vehicle movements.</li> <li>• Ensure good housekeeping at site.</li> <li>• Follow up with vendors for site material requirement.</li> <li>• Review of tender / contract documents, scope of work etc.</li> <li>• Preparation of PRs/ tender documents wherever required and follow-up for the finalization of the P.O.</li> <li>• Release of site notes to ensure compliance with standards/ engineering drawings.</li> <li>• Carry out and certify site measurements/job completion and prepare received reports.</li> <li>• Maintain site log books and hindrance registers.</li> <li>• Coordinate and implement safety audit items.</li> <li>• Prepare plant transaction reports.</li> <li>• Take additional responsibilities as and when assigned.</li> </ul>
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### **18. Engineer –Mechanical: S/G E2**

No of Vacancies		<b>06</b>
Essential Educational Qualification		4 years full time regular engineering course (B.E./B.Tech) in Mechanical / Mechanical & Production / Production with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience		<p>Minimum 3 years of post-qualification relevant work experience in Supervisory role / Executive category in Petroleum / Refining / Petrochemical / Fertilizer sector / Oil &amp; Gas (Upstream &amp; Downstream).</p> <p>Candidates shall have work experience in mechanical maintenance in any one of the areas viz. Static Equipment / Inspection/</p>

	<p>Reliability/Rotary or experience in Pipeline / Tankages / Projects in any of the above Sectors.</p>
<p>Key Job Responsibilities</p>	<ul style="list-style-type: none"> <li>• Protection of Rotary equipment against functional failures to ensure that production targets are met. Responsible for reliability and condition monitoring, assessment and evaluation of asset condition to provide expert advice to operations and maintenance to maximize reliability and availability to Rotary equipment assets.</li> <li>• Develop baseline vibration data for the Rotary equipment during pre-commissioning and commissioning of Refinery &amp; Petrochemical Plants. Ensuring and implementing best maintenance practices for turbo machineries in order to enhance reliability of equipment and avoid forced outages.</li> <li>• Performing regular or planned maintenance (including major over haul) of turbo machineries as per condition-based monitoring or OEM recommendation.</li> <li>• 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.</li> <li>• Perform mechanical integrity data analysis, review and recommend tasks to mitigate mechanical integrity risk and provide subject matter expertise for mechanical integrity of equipment.</li> <li>• Provide technical support to the operation team during the entire lifecycle of the plant's Rotary equipment viz Pumps, Motors, Turbines, compressors, Blowers, Fans, etc. and analyse the performance, operating conditions and boundaries, in order to guarantee reliable and safe operation of equipment.</li> <li>• Acquire professional certifications in the field of Reliability by undergoing online and physical trainings.</li> <li>• Coordinate with Internal &amp; External Stakeholders for job execution including Pre commissioning / commissioning, startup and test runs.</li> <li>• Responsible for the reliability of the assigned petrochemical plants and equipment.</li> <li>• Responsible for the planning of all regular and planned maintenance activities in the assigned plants.</li> <li>• To attend to emergency and breakdown maintenance of equipment as required with lowest downtime.</li> <li>• To maintain highest safety standards in the assigned area as per rules of the company.</li> </ul>

- Perform field troubleshooting of equipment so that desired performance is achieved as per design intent.
- To handle the major Plant Turnarounds and emergency plant shutdowns.
- To provide support to maintenance support Function like Machine Shop or Welding Shop by developing repair procedures and follow up on-going repairs.
- Responsible for keeping in good working condition various equipment in the plant including all kinds of static and rotary equipment.
- Ensure adherence to the statutory norms.
- Lead the team and ensure completion of the works assigned ensuring adherence to engineering standards, safety, quality, environmental norms, time and cost.
- Ensuring adherence to specifications / drawings on the job. Ensure overall compliance to safety requirements by contractors and other personnel.
- Ensure maintenance of proper quality control records for site jobs through consultant like X- rays, cube testing, hydro testing, megger testing, loop checking etc.as applicable. Coordinate with third party inspection agencies, if any.
- Coordinate with statutory authorities like IBR, PESO, OISD, Factory inspector, Labor inspector etc. as applicable for site execution.
- Inspection engineering in the design, construction, commissioning, start- up and day to day operations as well as turnaround inspection of the Refinery and Petrochemical plant.
- Project quality assurance on project construction and maintenance works to ensure compliance with applicable codes, standards and specifications.
- Perform field troubleshooting on a daily basis or as scheduled.
- Develop reports for the Process plants of Refinery & Petrochemical Plants during onstream and Turnaround Inspections.
- Participate in field Mechanical Inspection, Schedule Inspection and Assessments.
- Propose NDT methods and inspection procedures.
- Participate in HAZOP Studies review.
- Coordinate and implement safety audit items.
- Job Involves working in shifts
- Any additional tasks / responsibilities as and when assigned.

## 19. Senior Engineer –Mechanical: S/G E3

No of Vacancies	<b>09</b>
Essential Educational Qualification	4 years full time regular engineering course (B.E./B.Tech) in Mechanical / Mechanical & Production / Production with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience	<p>Minimum 6 years of post-qualification relevant work experience in Supervisory role / Executive category in Petroleum / Refining / Petrochemical / Fertilizer sector / Oil &amp; Gas (Upstream &amp; Downstream).</p> <p>Candidates shall have work experience in mechanical maintenance in any one of the areas viz. Static Equipment / Inspection/ Reliability/Rotary or experience in Pipeline / Tankages / Projects in any of the above Sectors.</p> <p>Expertise in Turbo Machineries (Compressors, Turbines, Pumps) for attending breakdowns, routine, and planned maintenance, with skills in planning resources and executing outages efficiently.</p> <p>Proficiency in vibration monitoring, predictive maintenance, and troubleshooting for rotating equipment such as compressors, turbines, pumps, blowers, motors, and gearboxes.</p> <p>Significant experience in planning and executing turnarounds, including preparation of worklists, procurement, scheduling, reconciliation, progress tracking, and creating MIS reports.</p> <p>Proficiency in Predictive Maintenance and Reliability based maintenance of Static &amp; Rotary equipment viz ASNT / API certification in Vibration Analysis, Inspection of Static equipment is an added advantage.</p> <p>Experience in static equipment maintenance i.e Pipelines, Vessels, Columns, Exchangers, Reactors, Heaters etc.</p> <p>Experience in execution of Process Plant Projects in the above specified sectors.</p> <p>Proficiency in relevant API standards and NDT techniques, Skilled in corrosion monitoring, thickness mapping, and failure analysis, familiar with RBI methodology and IBR/PESO rules, OISD standards.</p>
Key Job Responsibilities	<ul style="list-style-type: none"> <li>• Site Execution &amp; Technical Supervision: Oversee site execution activities, ensuring adherence to approved project execution plans, construction drawings, specifications, and safety protocols.</li> <li>• Supervise work execution by contractors and ensure timely</li> </ul>

	<p>progress in alignment with project schedules and milestones.</p> <ul style="list-style-type: none"> <li>• <b>Contractor &amp; Stakeholder Coordination:</b> Coordinate with site contractors, consultants, and various internal departments (Process, Fire &amp; Safety, Civil, Materials, Purchase, Legal, Finance, etc.) to ensure seamless execution and issue resolution.</li> <li>• Act as the site-level interface between multiple stakeholders for planning, execution, testing, and commissioning.</li> <li>• <b>Quality Control &amp; Inspection:</b> Monitor site quality through third-party inspections, testing protocols, and documentation including X-rays, cube testing, hydro/megger testing, loop checks, etc.</li> <li>• Ensure compliance with quality standards and maintain detailed QC records through consultants and site engineers.</li> <li>• <b>Material Management &amp; Documentation:</b> Coordinate material planning, issuance, reconciliation, and stock control at site. Maintain traceability and accountability for all materials issued to contractors.</li> <li>• Support vendor follow-up for timely delivery of site materials and coordinate logistics as needed.</li> <li>• <b>Permits, Safety &amp; Statutory Compliance:</b> Ensure site-level statutory compliance including coordination with IBR, CCOE, OISD, Factory Inspector, Labour authorities, etc.</li> <li>• Obtain work permits and enforce safety norms, including implementation of safety audit observations and closeout actions.</li> <li>• <b>Progress Monitoring &amp; Reporting:</b> Track and report site progress, maintain daily logbooks, site hindrance registers, and measurement records.</li> <li>• Prepare site notes, transaction reports, job completion certificates, and support timely billing and certification.</li> <li>• <b>Tendering &amp; Contract Administration:</b> Support review of tender/contract documents, prepare PRs, scope of work, and assist in the finalization of purchase orders.</li> <li>• Monitor contractor performance against scope and release site instructions as required.</li> <li>• Coordinate pre-commissioning, testing, and handover activities in line with commissioning plans and procedures.</li> <li>• Ensure punch point clearance, documentation, and final completion records.</li> <li>• Work in close coordination with cross-disciplinary teams to address site-level concerns related to engineering design, procurement, and scheduling.</li> <li>• <b>Other Responsibilities:</b> Maintain good housekeeping, manage site-level security coordination (labour/vehicle/material movement), and handle additional tasks as assigned by reporting managers.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul>
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## 20. Senior Manager–Mechanical: S/G E5

No of Vacancies	<b>06</b>
Essential Educational Qualification	4 years Full-time regular engineering course (B.E./B.Tech) in Mechanical / Mechanical & Production / Production with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience	<p>Minimum 12 years post-qualification relevant work experience in Supervisory, Executive or Managerial roles in Projects/ Maintenance / Inspection / Reliability divisions within the Petroleum/ Refining/ Petrochemical/ Fertilizer/ Oil &amp; Gas (Upstream &amp; Downstream) sectors. Candidate shall have a combined experience of 12 years in any sector or different sectors as mentioned above.</p> <p>Expertise in Turbo Machineries (Compressors, Turbines, Pumps) for attending breakdowns, routine, and planned maintenance, with skills in planning resources and executing outages efficiently.</p> <p>Proficiency in vibration monitoring, predictive maintenance, and troubleshooting for rotating equipment such as compressors, turbines, pumps, blowers, motors, and gearboxes.</p> <p>Significant experience in planning and managing turnarounds, including preparation of worklists, procurement, scheduling, reconciliation, progress tracking, and creating MIS reports.</p> <p>Proficiency in Predictive Maintenance and Reliability based maintenance of Static &amp; Rotary equipment viz ASNT / API certification in Vibration Analysis, Inspection of Static equipment is an added advantage.</p> <p>Experience in static equipment maintenance i.e. Pipelines, Vessels, Columns, Exchangers, Reactors, Heaters etc.</p> <p>Experience in execution of Process Plant Projects in the above specified sectors.</p> <p>Proficiency in relevant API standards and NDT techniques, Skilled in corrosion monitoring, thickness mapping, and failure analysis, familiar with RBI methodology and IBR/PESO rules, OISD standards.</p>
Key Job Responsibilities	<ul style="list-style-type: none"> <li>• Coordinate with Internal &amp; External Stakeholders for job execution including Pre commissioning/commissioning, startup and test runs. Accountable to ensure continuous running of the Refinery &amp; Petrochemical Plants to meet the production targets.</li> <li>• Lead the team implementation of predictive maintenance &amp; proactive maintenance techniques, condition monitoring of Rotary equipment, assessment and evaluation of asset condition to provide expert advice</li> </ul>

	<p>to operations and maintenance to maximize reliability and availability to Rotary equipment assets.</p> <ul style="list-style-type: none"> <li>• Handle all work activities in major process units of Refinery process plants like CDU/VDU, FCCU, DHT, HGU, SRU, DCU, NHT, Isomerization unit, FCC-NHT etc. &amp; major process units of Petrochemical units like Dual Feed Cracking Unit, Poly Propylene unit, LLDPE/HDPE etc.</li> <li>• Handle the works like 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.</li> <li>• Review and guide the inspection team in design, construction, commissioning, start- up and during turnaround inspections.</li> <li>• Establish an inspection regime to ensure the reliability of the plant and to ensure strict adherence to the regime.</li> <li>• Review and approve the reports related to Mechanical Inspection during on stream inspection and Turnaround Inspections of Refinery &amp; Petrochemical plants.</li> <li>• Review the NDT methods and inspection procedures prepared by the Team and implement the same.</li> <li>• Review the HAZOP recommendations.</li> <li>• Lead the team in implementing predictive, proactive, and condition-based maintenance for rotary and static equipment, including turbo machineries.</li> <li>• Provide technical support for equipment reliability, troubleshooting, root cause analysis, and performance improvement.</li> <li>• Develop and update equipment databases and strategies for reliability enhancement.</li> <li>• Perform field troubleshooting and ensure emergency and planned maintenance with minimal downtime.</li> <li>• Utilize advanced monitoring tools (e.g., GE Smart Signal, System One) to enhance equipment reliability.</li> <li>• Develop and update equipment database and devise strategy for reliability improvement of Rotary equipment.</li> <li>• Provide technical support to the operation team during the entire lifecycle of the plant's Rotary equipment viz Pumps, Motors, Turbines, compressors, Blowers, Fans, etc and analyse the performance, operating conditions and boundaries, in order to guarantee reliable and safe operation of equipment.</li> <li>• Responsible for the reliability of the assigned Refinery and Petrochemical plant assets.</li> <li>• Ensure that the correct regime of the plant maintenance is maintained.</li> <li>• Responsible for the planning of all regular and planned maintenance.</li> <li>• To attend to emergency and breakdown maintenance of equipment as required with lowest downtime.</li> </ul>
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	<ul style="list-style-type: none"> <li>• To maintain highest safety standards in the assigned area as per rules of the company.</li> <li>• Turbo Machineries (Compressor / Turbine / Pump): To attend breakdown, routine and planned maintenance.</li> <li>• Planning – To arrange and pre-arrange to attend or execute breakdown and planned outage of turbo machineries. Ensure 100% availability of resources (procurement of spares &amp; services) and completion of jobs in planned timeframe.</li> <li>• Vibration Monitoring: Review predictive program and administer condition monitoring of Compressor, Turbine, Pumps, Blowers, Gearbox and Motors. Provide troubleshooting support to field engineers / technicians to resolve vibration and performance related issues.</li> <li>• Preparation and Review of work lists from all stake holders.</li> <li>• Plan for all the material and services requirement as per drawing and site conditions.</li> <li>• Review engineering drawing and reference of engineering standards for the contract.</li> <li>• Conduct the turnaround meetings to finalise the work scope and preparations.</li> <li>• 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.</li> <li>• Job Involves working in shifts as per the requirement.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul>
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### **21. Assistant Engineer - Electrical: S/G E1**

No of Vacancies	<b>03</b>
Essential Educational Qualification	4 years Full time regular engineering course (B.E./B.Tech) in Electrical / Electrical & Electronics with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Key Job Responsibilities	<ul style="list-style-type: none"> <li>• Carryout / supervise design / drawing activities as per project plan, wherever required outside LSTK scope.</li> <li>• Prepare/review specifications for various supplies / jobs / equipment in coordination with consultants / HRRL depts.</li> <li>• Prepare/review MTOs &amp; prepare purchase requisitions for various jobs / supplies / equipment.</li> <li>• Carryout technical review of bids including technical correspondence with vendors.</li> </ul>

- 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 layouts 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 equipment /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.

## 22. Senior Manager–Electrical: S/G E5

No of Vacancies	<b>05</b>
Essential Educational Qualification	4 years Full time regular engineering course (B.E./B.Tech) in Electrical / Electrical & Electronics with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience	<p>Minimum 12 years of experience in Operation &amp; Maintenance of Electrical power generation / distribution in any of the following sectors viz. Petroleum Refinery / Petrochemical / Chemical / Fertilizer / Steel / Power / Cement / Railways / State Electricity boards in a Supervisory / Executive role.</p> <p>Candidate shall have a combined experience of 12 years in any sector or different sectors as mentioned above.</p> <p>Candidate should have worked in Operation &amp; Maintenance of HV/MV/LV Switchgears/O&amp;M CPP/VFDs, HV/MV motors and Power &amp; Distribution Transformers including HT/LT power distribution system, 220/132kV Air Insulated Switchyard/GIS, Substation Automation System (SAS)/Electrical Control System (ECS).</p>
Key Job Responsibilities	<ul style="list-style-type: none"> <li>• Ensure maintenance and availability of Electrical equipment &amp; distribution system / Power Electronics equipment / Power System at plant.</li> <li>• Conduct Performance monitoring &amp; benchmarking of site electrical equipment.</li> <li>• Implement and provide inputs to standardize best practices, guidelines and learning from incident for reliability improvement specific to plant electrical equipment.</li> <li>• Follow and enforce applicable Health Safety Environment (HSE) procedures/ practices and Safety Standards.</li> <li>• Lead troubleshooting for resolution of major &amp; critical failures/issues. Generate LFI, Alerts based on major failures, safety incidences.</li> <li>• Carry out RCFA (Root Cause Failure Analysis) for equipment failures, monitor implementation of RCFA recommendations.</li> <li>• Review and maintain equipment protection schemes, protection relay setting &amp; relay co-ordination.</li> <li>• Control and monitoring of workshop activities for electrical equipment.</li> <li>• Identify and Implement energy conservation initiatives.</li> <li>• Reduce production losses from defects / failures/ breakdowns.</li> <li>• Support for Knowledge management and Documentation management.</li> <li>• Plant maintenance cost budgeting and optimization of resources.</li> </ul>

	<ul style="list-style-type: none"> <li>• Identify training needs for subordinates and support for competency and skill development.</li> <li>• Carry out Inspection, quality assurance, maintenance and safety audits as required.</li> <li>• Job Involves working in shifts.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul>
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### **23. Assistant Engineer- Instrumentation: S/G E1**

No of Vacancies	<b>06</b>
Essential Educational Qualification	4 years full-time regular engineering course (B.E./B.Tech) in Instrumentation/ Electronics & Instrumentation / Instrumentation & Control / Instrumentation and Electronics / Instrumentation and Process Control / Electronics and Telecommunication with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Key Job Responsibilities	<ul style="list-style-type: none"> <li>• Carryout / supervise design / drawing activities as per project plan, wherever required outside LSTK scope.</li> <li>• Prepare/review specifications for various supplies / jobs / equipment in coordination with consultants / HRRL depts.</li> <li>• Prepare/review MTOs &amp; prepare purchase requisitions for various jobs / supplies / equipment.</li> <li>• Carryout technical review of bids including technical correspondence with vendors.</li> <li>• Ensure compliance to codes, engineering standards and good engineering practices.</li> <li>• Ensure incorporation of relevant safety standards/practices.</li> <li>• Review vendor's fabrication drawings independently or in coordination with consultants.</li> <li>• Carryout inspection at vendor's shops wherever required.</li> <li>• Prepare MRRs for receipt of equipment / material.</li> <li>• Prepare/review drawing like single line diagram, instrument schedules, cable schedules, loop schematics, cable layouts etc. (as applicable) with consultants / HRRL dept.</li> <li>• Coordinate between Process &amp; Project dept. for identifying and locating tie points /hookups wherever required.</li> <li>• Maintain proper documentation / drawing records.</li> <li>• Follow up with vendors for timely delivery of equipment/material.</li> <li>• Site supervision and ensure adherence to project execution plan.</li> <li>• Study construction drawings and ensure adherence to specifications / drawings on the job.</li> <li>• Obtain necessary job permits and ensure compliance to site and</li> </ul>

	<p>personnel safety requirements.</p> <ul style="list-style-type: none"> <li>• Coordinate with site contractors, HRRL depts. like Process, Projects, Fire &amp; Safety, Civil, Purchase, Finance, Legal etc. and Construction Supervision consultant for job execution including commissioning and handing over.</li> <li>• Ensure &amp; maintain proper quality control records for site jobs like megger testing, loop checking etc. as applicable.</li> <li>• Coordinate with third party inspection agencies, if any else carryout necessary job inspection.</li> <li>• Issue materials to contractors wherever required. Keep proper records of issue, receipt &amp; reconciliation of the material.</li> <li>• Coordinate with relevant statutory authorities for site execution.</li> <li>• Coordinate with security for labor/material entry / exit, gate passes, vehicle movements. Ensure good housekeeping at site.</li> <li>• Follow up with vendors for site material requirement.</li> <li>• Carry out certify site measurements/job completion, and prepare received reports.</li> <li>• Maintain site log books and hindrance registers.</li> <li>• Coordinate and implement safety audit items.</li> <li>• Prepare plant transaction reports.</li> <li>• Take additional responsibilities as and when assigned.</li> </ul>
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## 24. Engineer-Instrumentation: S/G E2

No of Vacancies	<b>02</b>	
Essential Educational Qualification		4 years full-time regular engineering course (B.E./B.Tech) in Instrumentation/ Electronics & Instrumentation / Instrumentation & Control / Instrumentation and Electronics / Instrumentation and Process Control / Electronics and Telecommunication with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience		<p>Minimum 3 years of post-qualification relevant work experience in Supervisory role/ Executive category in any of the following sectors viz Petroleum Refinery/ Petrochemical / Fertilizer/ Power / any relevant manufacturing sector or Project Service Providers like Project Management Consultants / LSTK Contractors related to the above.</p> <p>Candidate should have worked in installation, commissioning, repair &amp; maintenance of PLC / DCS systems, Smart / Non-Smart and Foundation Field bus-based Field instruments, Control Valves/On-Off Valves and Analysers.</p>

<p>Key Job Responsibilities</p>	<ul style="list-style-type: none"> <li>• Interpret and utilize engineering documents such as P&amp;IDs, PFDs, logic diagrams, control system architecture, wiring diagrams, and cable schedules.</li> <li>• Responsible for the installation, commissioning, repair, and maintenance of PLC/DCS systems, Smart/Non-Smart/Fieldbus instruments, control valves, on-off valves, analyzers, and shutdown systems, including calibration and networking of control systems.</li> <li>• Develop and review specifications, design aspects, technical offers, and vendor documents while providing construction supervision, start-up checks, commissioning, and troubleshooting.</li> <li>• Conduct technical bid reviews, maintain correspondence with vendors, review fabrication drawings, and supervise factory acceptance tests.</li> <li>• Ensure adherence to codes, engineering standards, and safety practices throughout all activities.</li> <li>• Oversee job inspections, quality control records such as megger testing and loop checks, and coordinate third-party inspections as needed.</li> <li>• Maintain comprehensive documentation, including material requisition, billing, and drawing records, ensuring proper documentation for all tasks.</li> <li>• Collaborate with contractors and internal departments like Process, Projects, Fire &amp; Safety, and Civil for seamless job execution and commissioning activities.</li> <li>• Supervise site operations, including material issuance, housekeeping, and safety audits, while ensuring compliance with specifications and standards.</li> <li>• Identify tie points, oversee construction activities, and manage labour/material entry and exit processes, ensuring timely job completion and reporting.</li> <li>• Obtain necessary permits and implement safety standards, addressing any audit items during execution.</li> <li>• Job Involves working in shifts.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul>
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## 25. Senior Manager–Instrumentation: S/G E5

No of Vacancies	<b>04</b>
Essential Educational Qualification	4 years full-time regular engineering course (B.E./B.Tech) in Instrumentation / Electronics & Instrumentation / Instrumentation & Control /Instrumentation and Electronics/ Instrumentation and Process Control /Electronics and Telecommunication with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience	<p>Minimum 12 years of post-qualification relevant work experience in Supervisory role / Managerial role / Executive category in any of the following sectors viz Petroleum / Refinery/ Petrochemical / Fertilizer sector.</p> <p>Candidate shall have a combined experience of 12 years in any sector or different sectors as mentioned above.</p> <p>Candidate should have work experience in instrumentation installation, commissioning, repair &amp; maintenance of PLC / DCS systems, Smart/Non-Smart and Foundation Field bus-based Field instruments, Control Valves/On Off Valves and Analysers.</p>
Key Job Responsibilities	<ul style="list-style-type: none"> <li>• Lead and oversee the installation, commissioning, repair, and maintenance of advanced PLC/DCS systems with or without emergency features, including smart, non-smart, and Foundation Fieldbus-based instruments, control valves, analyzers, and shutdown systems (Honeywell, Yokogawa, Emerson, ABB, Siemens, etc.), ensuring optimal performance and compliance with operational standards.</li> <li>• Strategically develop specifications, evaluate design aspects, review technical offers and drawings/documents, and supervise construction and commissioning activities, coordinating with OEMs for seamless project execution.</li> <li>• Provide expert interpretation of engineering documents such as P&amp;IDs, PFDs, logic diagrams, control system architecture, wiring diagrams, and cable schedules to guide critical decision-making.</li> <li>• Drive the planning and execution of major turnarounds, including developing pre- and post-inspection reports, and ensure alignment with HAZOP study recommendations for operational safety and efficiency.</li> <li>• Establish and maintain robust quality management systems, ensuring all contractual quality requirements are effectively communicated, monitored, and met through rigorous review of maintenance-specific procedures and adherence to best practices.</li> <li>• Champion the implementation of standardized best practices and</li> </ul>

	<p>reliability improvement initiatives for instrumentation systems and equipment, leveraging global standards to enhance performance and operational uptime.</p> <ul style="list-style-type: none"> <li>• Oversee asset reliability and condition monitoring, providing strategic insights for performance optimization and lifecycle management of critical equipment.</li> <li>• Deliver thought leadership in preventive maintenance practices, fostering innovation and continuous improvement while mentoring and developing the technical and leadership skills of team members.</li> <li>• Provide engineering leadership in reviewing and approving design bases for new equipment, ensuring compliance with petroleum, refining, and petrochemical industry standards and statutory regulations such as OISD, CCOE, PESO, and SIL.</li> <li>• Ensure adherence to detailed engineering, model reviews, and site layouts while upholding statutory and safety norms, promoting a culture of safety and environmental stewardship.</li> <li>• Lead tendering and procurement activities, ensuring high-quality products and services, and drive alignment with project requirements and contractual commitments.</li> <li>• Foster collaboration with cross-functional teams to achieve organizational objectives and maintain a focus on innovation, operational excellence, and long-term value creation.</li> <li>• Job Involves working in shifts.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul>
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**26. Junior Executive – Fire & Safety: S/G E0**

No of Vacancies	<b>08</b>
Essential Educational Qualification	<p>3 years full time Regular Diploma or Science Graduate with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.</p> <p>AND with Valid Heavy Vehicle Driving License.</p> <p>Any certificate Course of minimum 06 months duration in Fire / Safety / Fire &amp; Safety will have added advantage.</p>
Essential Physical Fitness Criteria	<ul style="list-style-type: none"> <li>• For Male- Height: 165 CM, Weight: 50 Kg, Chest: Normal: 81 CM, Expanded: 86.5 CM.</li> <li>• For Female - Height: 157 CM, Weight: 46 Kg</li> <li>• Eyesight normal (6/6 in both the eyes; without glasses), color vision normal and Free from Vertigo problem, disease of heart/lungs/kidney,</li> </ul>

	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.
Key Job Responsibilities	<ul style="list-style-type: none"> <li>• Responding to emergencies within and outside the refinery, actively participating in firefighting, rescue operations, other emergency situations, in rescue operations from confined spaces and water reservoirs using SCBA (Self-Contained Breathing Apparatus).</li> <li>• Performing rescues from heights, assisting operations during unit emergencies, moving across large operating areas, and working in hazardous environments with protective equipment.</li> <li>• Manning the fire control room and maintaining all Fire &amp; Safety (F&amp;S) inventory and records. Operating fire vehicles / ambulance and transporting casualties to the First-Aid Centre/Occupational Health Centre (OHC) / Hospitals etc.</li> <li>• Checking, testing, upkeeping and firefighting equipment, fire vehicles and their systems, other appliances, fire protection systems, fire alarm and communication systems, fire extinguishers, safety equipment and chemicals in fire station/warehouse.</li> <li>• Participating in mock drills / fire drills inside and outside the refinery as required.</li> <li>• Coordinating with local fire departments and emergency services to ensure effective response and collaboration during emergencies. Working in shift, filling checklist, daily routine jobs logbook, daily shift logbook etc. and proper unit charge handover to the reliever. Follow instruction from Control Room/ In charge officer.</li> <li>• Job Involves working in shifts.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul>

## **27. Senior Manager – Fire & Safety: S/G E5**

No of Vacancies	<b>01</b>
Essential Educational Qualification	4 years full-time regular engineering course (B.E./B.Tech) in Fire Engineering / Fire & Safety Engineering with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience	Minimum 12 years of post-qualification experience in Supervisory role / Executive Category in Fire & Safety Department of oil & Gas industry / Petroleum Refining/ Petrochemical/ Fertilizers/ Chemical/ Manufacturing/ Power/ Steel Sectors.

	<p>Candidate should have experience in following areas:</p> <ul style="list-style-type: none"> <li>• Incident prevention and emergency handling in oil and Gas industry.</li> <li>• Fire Fighting operations &amp; system maintenance.</li> <li>• Handling foam Tenders, Foam Nurers, DCP Tenders, Equipment tenders and other firefighting equipment.</li> <li>• Handling safety related jobs like investigation analysis, safety inspection, job safety analysis, shutdown safety, construction safety, conducting safety meetings/ audits, conducting mock-drills, fire &amp; safety training.</li> </ul>
<p>Key Job Responsibilities</p>	<ul style="list-style-type: none"> <li>• The prime role of the Officer is to provide strong executional leadership to ensure accident-free Refinery, ensure emergency preparedness, safety compliance, provide safety support to stakeholders and ensure availability of Fire &amp; Safety equipment for emergency handling all the time.</li> <li>• Act in advisory capacity on all matters related to safety for guidance to Management, all departments &amp; employees.</li> <li>• Lead in emergencies as per Emergency Response &amp; Disaster management Plan (ERDMP) onsite and offsite emergencies.</li> <li>• Ensure upkeep and availability of all Fire &amp; safety equipment's including fire vehicles, fire protection systems, fire &amp; safety equipment /Systems.</li> <li>• Perform activities that will stimulate &amp; maintain employees' interest in Safety, Health, environment.</li> <li>• Ensure updating of safe work procedures, SHE tender guidelines, policies.</li> <li>• Ensure compliance of OISD standards and other statutory norms (e. g. Factory Act, BOCW Act, PNGRB, OISD PESO etc.)</li> <li>• Ensure strict compliance to safety procedures at all times by monitoring safety activities at all levels.</li> <li>• Organize regular trainings for Refinery employees &amp; contract workers, safety audits, departmental meetings, work-shops, seminars etc.</li> <li>• Investigate incidents &amp; suggest remedial measures/corrective actions.</li> <li>• Organize Mock drills as per Emergency Response &amp; Disaster Management Plan in the Refinery.</li> <li>• Ensure carrying of JSAs, HIRA, JHA, Scaffolding certification. Ensure availability of safety equipment in fit to use condition.</li> <li>• Ensure updating of all Safety Manual, Fire Protection Manual, ERDMP Manuals etc.</li> </ul>

	<ul style="list-style-type: none"> <li>• Follow on various committee recommendations for compliance.</li> <li>• Ensure implementation of Safety Audits and Hazop recommendations for new projects.</li> <li>• Ensure checking of work site permits to ensure safety compliance.</li> <li>• Periodic review and Upgradation of Fire Protection Systems &amp; equipment's.</li> <li>• Ensure reliability of emergency equipment's &amp; fire protection &amp; Prevention systems.</li> <li>• Job Involves working in shifts.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul>
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**28. Senior Manager–Civil: S/G E5**

No of Vacancies	<b>01</b>
Essential Educational Qualification	4-years full time regular engineering course in Civil 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.
Essential Work Experience	<p>Minimum 12 years of post-qualification relevant work experience in Supervisory role/Executive category in the following Incident prevention and emergency handling in oil and Gas industry.</p> <p>Supervisory/ Executive/ Managerial Role in Project Execution/ Project Management in Petroleum/ Refining/ Petrochemical/ Chemical/ Fertilizer sectors. Experience as Project Service Providers like Project Management Consultants / LSTK Contractors related to the above sectors shall also be considered.</p> <p>From the total experience as per point above, a minimum of 6 years' experience in project execution which should include at least one of the following aspects: o Engineering – Preparation of specifications, detail engineering, engineering drawings, basic design aspects, engineering/ document control etc.</p> <p>Procurement – Procurement for the project of requisite materials and services, estimation for the tenders, evaluation of the tenders, negotiations with the party, handling commercial disputes and arbitrations.</p>

	<p>Planning – Planning, scheduling, updating the progress and making catchup plans, MIS reports, progress measurement etc.</p> <p>Construction - procurement control, resource control, expediting, quality requirements, erection schemes, various construction equipment, work measurements and certification, progress measurement, billing, contract management, safety/statutory requirements etc.</p>
<p>Key Job Responsibilities</p>	<p>Engineering</p> <ul style="list-style-type: none"> <li>• Review of the engineering standards for the project.</li> <li>• Review and approval of the engineering design basis for the project.</li> <li>• Review of the front-end engineering for the units Review of the detailed engineering, equipment layout, plant layout, overall Site layout.</li> <li>• Ensure adherence to the statutory norms at the layout stage.</li> </ul> <p>Tendering &amp; Procurement</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Preparation and Review of Purchase Requisitions / tender documents wherever required and follow-up for the finalization of the Purchase Orders.</li> <li>• Review of the technical amendments.</li> <li>• Review of the technical bids and approval.</li> </ul> <p>Construction</p> <ul style="list-style-type: none"> <li>• Lead the team and ensure completion of the works assigned ensuring adherence to engineering standards, safety, quality, environmental norms, time and cost.</li> <li>• Overall control of the project execution plan. Site supervision.</li> <li>• Ensuring adherence to specifications / drawings on the job.</li> <li>• Ensure overall compliance to safety requirements by contractors and other personnel.</li> <li>• Coordinate with site contractors, HRRL depts. like Process, Projects, Fire &amp; Safety, Mechanical, Purchase, Finance, Legal etc. and Construction Supervision consultant for job execution including commissioning and handing over.</li> <li>• Ensure maintenance of proper quality control records for site jobs through consultant like cube testing, pile load testing, hydro testing etc.</li> </ul>

	<p>as applicable. Coordinate with third party inspection agencies, if any.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Ensure issuance of materials to contractors wherever required. Ensure proper records of issue, receipt &amp; reconciliation of the material.</li> <li>• Coordinate with statutory authorities like CCOE, OISD, Factory inspector, Labor inspector etc. as applicable for site execution.</li> <li>• Coordinate with security for labor/material entry / exit, gate passes, vehicle movements.</li> <li>• Follow up with vendors and contractors for site requirements.</li> <li>• Release of site notes to ensure compliance with standards/ engineering drawings.</li> <li>• Ensure maintenance of site log books and hindrance registers.</li> <li>• Coordinate and implement safety audit items.</li> </ul> <p>Planning &amp; Monitoring</p> <ul style="list-style-type: none"> <li>• Monitor project network &amp; take corrective action to maintain schedule.</li> <li>• Review monitoring reports and make concise MIS for circulation- Monthly report (physical &amp; financial), Weekly report (physical), Quarterly report (physical &amp; financial), Yearly reports.</li> <li>• Ensure compliance to Annual plan for the projects.</li> <li>• Targets for the financial year (commitment, expenditure, closeouts).</li> <li>• Profile of expenditure, closeouts, carryover, CWIP.</li> <li>• Ensure proper documentation of commitment, expenditure and closeout databases for all the projects.</li> <li>• Highlight areas of concern and reporting to management on regular basis.</li> <li>• Ensure adherence to the communication and record keeping protocols.</li> </ul> <p>Others</p> <ul style="list-style-type: none"> <li>• Preparation, review and justification of the project cost.</li> <li>• Take additional responsibilities as and when assigned.</li> <li>• Management of the site and personnel assigned</li> <li>• Mentoring of the subordinates, their growth and review of their training requirements.</li> </ul>
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#### **4. Emoluments:**

<b>Salary Grade</b>	<b>Pay Scale*</b>	<b>Designation</b>	<b>Cost to company (Appx. p.a.)</b>
E0	Rs.30,000-Rs.1,20,000	Junior Executive	08.29 lakhs
E1	Rs.40,000-Rs.1,40,000	Assistant Engineer / Officer	10.97 lakhs
E2	Rs.50,000-Rs.1,60,000	Engineer / Officer	13.66 lakhs
E3	Rs.60,000-Rs.1,80,000	Senior Engineer / Officer	16.70 lakhs
E5	Rs.80,000-Rs.2,20,000	Senior Manager	22.67 lakhs

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

Note: - The CTC mentioned has been calculated at minimum base level of pay grade and includes Base Pay, Retirement Benefits, Dearness Allowance, HRA\* and Perks & Allowances / Cafeteria Allowance (E0, E1, & E2- 25%, E3- 30% & E5-35% of basic pay). Retirement benefits are admissible upon separation / retirement as per the HRRL policy prevailing at that time.

\*On allotment of house at township, no HRA is payable.

In addition to above CTC, canteen facility at work place, Laptop purchase reimbursement on joining (except S/G-E0), Group family floater medical policy for employees and dependent family members, GTLI, GPAI policy are applicable as per prevailing policies.

#### **5. Probation & Retention:**

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

**Retention Amount:** An amount of Rs. 3,000/- per month will be earmarked as retention amount for E0, and an amount of Rs. 5,000/- per month will be earmarked as retention amount for E1 & E2 from the total emoluments during the probation period / extended probation period. The amount (without interest) will be refunded only after the confirmation. The retention amount will be forfeited; in case the employee leaves the company or on termination of service before confirmation.

#### **6. 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 involve working in shift duties including night shifts.

## 7. Shortlisting and Selection Methodology:

### For Positions in S/G E0 (Jr. Executive - Fire & Safety & Jr. Executive – Official Language Implementation).

The multiple stage selection process will comprise of Computer Based Test (CBT), Skill Test & Personal Interview. Candidates fulfilling all the eligibility criteria, will be considered for appearing in CBT.

Computer based Test (**objective questions with no negative marking**) will comprise of two parts:

- I. **General Aptitude** comprising of English Language, Quantitative Aptitude Test & Intellectual Potential test (Logical Reasoning and Data Interpretation).
- II. **Technical / Professional Knowledge** comprising of questions related to Qualifying degree/Educational background/practical knowledge required for the applied position applied for.

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

S/G	Computer Based Test (CBT) (Elimination Round)	Skill Test (Elimination Round)	Personal Interview (Elimination Round)
E0	<ul style="list-style-type: none"> <li>• <b>Technical/ Professional Knowledge:</b> 50% qualifying for all categories.</li> <li>• <b>Overall Qualifying</b> in CBT (General Aptitude +Technical/ Professional Knowledge): 60% for UR/ EWS candidates and 54% for SC/ ST/ OBCNCL/ PwBD candidates.</li> </ul>	Minimum Qualifying Marks to be obtained - 40% for UR & EWS, 33.33% for SC/ST/ PwBD /OBCNCL	Minimum Qualifying Marks to be obtained - 40% for UR & EWS, 33.33% for SC/ST/ PwBD /OBCNCL
	Overall Qualifying in CBT (General Aptitude +Technical/ Professional Knowledge) + Skill Test + Personal Interview = 60% for UR/ EWS candidates and 54% for SC/ ST/ OBCNCL/ PwBD candidates.		

Note:

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

2. Physical Fitness Efficiency Test etc. is applicable for candidates applying for position of Jr. Executive – Fire & Safety (E0) only, (Jr. Executive – Official Language Implementation is exempted) which will include Agility test, Endurance test and working at height test.

**For Positions in S/G E1 & E2 (Assistant Engineer, Assistant Officer, Assistant Accounts Officer, Officer, Accounts Officer, Engineer, Welfare Officer Medical Officer:**

The multiple stage selection process will comprise of Computer Based Test (CBT), Group Task/ Group Discussion & Personal Interview. For the position of Medical Officer, only the Personal Interview will be conducted.

Computer based Test (**objective questions with no negative marking**) will comprise of two parts:

- I. **General Aptitude** consisting of English Language, Quantitative Aptitude Test & Intellectual Potential test (Logical Reasoning and Data Interpretation).
- II. **Technical / Professional Knowledge** comprising of questions related to Qualifying degree / Educational background/practical knowledge required for the applied position.

CBT qualified candidates will be called for Group Task / Group Discussion & Personal Interview in order of merit in a predetermined ratio.

Candidates must secure minimum qualifying marks in each of the applicable selection process stages i.e. Computer Based Test, Group Task / Group Discussion and Personal Interview to be considered for further selection process as mentioned below:

S/G	Computer Based Test (CBT) (Elimination Round)	Group Task / Group Discussion (Elimination Round)	Personal Interview (Elimination Round)
E2	<ul style="list-style-type: none"> <li>• <b>Technical/ Professional Knowledge:</b> 50% qualifying for all categories</li> <li>• <b>Overall Qualifying</b> in CBT (General Aptitude + Technical/ Professional Knowledge): 60% for UR/ EWS candidates and 54% for SC/ ST/ OBCNCL/ PwBD candidates.</li> </ul>	Minimum Qualifying Marks to be obtained - 40% for UR & EWS, 33.33% for SC/ST/ PwBD /OBCNCL	Minimum Qualifying Marks to be obtained - 40% for UR & EWS, 33.33% for SC/ST/ PwBD /OBCNCL
	Overall Qualifying in CBT (General Aptitude + Technical/ Professional Knowledge) + Group Task / Group Discussion + Personal Interview = 60% for UR/ EWS candidates and 54% for SC/ ST/ OBCNCL/ PwBD candidates.		

**Note:** 1. The details related to syllabus for Computer Based Test will be uploaded on HRRL website in due course.

**For Positions in S/G E3 & E5 (Sr. Officer / Sr. Engineer / Sr. Manager / Company Secretary):**

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

In the event of receipt of large no of applications, the Company will adopt shortlisting criteria to ascertain the number of candidates to be called for the selection process. The shortlisting criteria will be based on various aspects like relevant experience, Qualification marks etc.

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

**8. Pre-Employment Medical Examination:**

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

Appointment to the above posts will be subject to the candidate being medically fit as per the standards prescribed for the post by the Company. Shortlisted candidates shall be required to get their Pre-Employment Medical Examination done in nominated hospitals.

The decision on medical fitness by Medical Advisor would be final and binding on the candidate. The Pre-Employment Medical Examination Standards will be available on HRRL Website ([www.hrnl.in/careers](http://www.hrnl.in/careers)). Candidates are advised to ensure that they are Medically Fit as per HRRL's Pre-Employment Medical Examination Standards before commencing filling the ONLINE application.

Reference for a medical examination does not mean final selection. Discipline-wise, category- wise and position wise final All India Merit List will be drawn for qualified candidates (in all stages including medical examination). Offer of appointment would then be extended to candidates in order of merit subject to being declared as medically fit by HRRL designated medical advisor and fulfilment of eligibility criteria w.r.t academic qualification, age, work experience, no objection certificate (NOC) if applicable, caste certificate / category certificate, relieving letter from previous employer etc. as may be applicable. Medically Fit candidates as per company guidelines will then be considered for further selection process i.e. All India Merit List.

## 9. Reservations, Concessions and Relaxations:

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

**Abbreviations: UR-Un-reserved, EWS-Economically Weaker Section, SC- Scheduled Caste, ST-Scheduled Tribe, OBC(NCL) - Other Backward Class-Non-Creamy Layer.**

Grade	UR	EWS	OBC NCL	SC	ST	Total
<b>E0</b>	69	16	44	24	12	165
<b>E1</b>	40	9	25	13	6	93
<b>E2</b>	62	15	40	22	11	150
<b>E3</b>	36	8	22	12	6	84
<b>E5</b>	38	8	23	13	6	88
<b>Total</b>	245	56	154	84	41	580

- b. Candidates seeking reservation as SC/ST/OBCNCL, shall have to produce a certificate in the prescribed proforma (the format can be downloaded from our website <https://www.hrri.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/OBCNCL 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 OBCNCL 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 relaxed standards of PwBD reservation will have to submit a disability certificate issued by a Competent Authority as prescribed in PwBD Act, 2016. Further to this, according to Notification No: 16-15/2010 DD.111 DT.29/07/2013 by Ministry of Social Justice & Empowerment, list of positions/disciplines in which PwBD candidates are eligible to apply for this recruitment drive are given against the vacancies. Appointment in these vacancies will be offered to PwBD candidates after considering the nature of duties & responsibilities of the job, location, hazard, strain & other factors, also considering that the condition is not likely to interfere with the performance of duties of the post with reasonable efficiency and without possible deterioration of his/her health. The final appointment would be based on candidate's medical fitness with respect to job profile of the identified

post.

- e. For getting the benefits of reservation under EWS category, the Income and Asset Certificate shall be valid for the financial year 2025-26 and should have been prepared on the basis of income and asset verification for the financial year 2024-25. The name of the caste should be clearly mentioned in the aforesaid certificate. Caste name like “General/Samanya etc.” will not suffice. Applicant’s photo on the certificate should be duly pasted, signed and stamped by issuing authority. ‘Income and Asset Certificate’ shall be submitted by such candidates at the time of interview (if called for Personal Interview). No request for extension of time for production of ‘Income & Asset Certificate’ beyond the said date shall be entertained. In case candidates fail to produce the same at the time of interview, they will not be allowed to appear for interview. Further, their request for interview under General category will also not be entertained.
- f. Maximum age limit is relaxed by 5 years for SC & ST, 3 years for OBCNCL, 10 years for PwBD (UR), 13 years for PwBD (OBCNCL) and 15 years for PwBD (SC/ST) candidates.
- g. Maximum age limit is relaxed by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.
- h. Maximum age relaxation by 5 years for Ex-servicemen & Commissioned Officers (including ECOs/SSCOs) subject to rendering minimum 5 years’ military service and fulfillment of other conditions prescribed by Govt. of India.
- i. The OBC candidates who belong to “Creamy Layer” are not entitled for concession admissible to OBCNCL candidates and such candidates will have to indicate their category as Unreserved (UR).
- j. Further the OBCNCL 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/OBCNCL/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/OBCNCL/ EWS/PwBD) once filled in the online application form, will not be considered and accordingly concession/relaxation applicable will not be extended. Hence, candidates are advised to fill the application with utmost care while mentioning category.
- m. Further to this, according to Notification No: 16-15/2010 DD.111 DT.29/07/2013 by Ministry of Social Justice & Empowerment, list of positions/disciplines in which PwBD candidates are eligible to apply for this recruitment drive is given below.

Discipline	PwBD Eligibility
Chemical	HH. OA. OL. CP. Dw. AAV. SLD. MI. MD (any of the combinations above)
Mechanical	LV.D.HH.OA.BA.OL. LC. Dw. AAV. ASD (M). SLD. MI.MD (any of the combinations above)
Electrical	D. HH. OL. LC. Dw. AAV.SLD.MI.MD (any of the combinations above)
Civil	LV.D.HH.OA. BA. OL. BL. Dw. AAV. SLD. MI. MD (any of the combinations above)

Instrumentation	D. HH. OL. CP. LC. Dw. AAV.ASD(M). SLD. MI.MD (any of the combinations above)
Information Systems	D. HH. OA. BA. OL. OAL. CP. LC. Dw. AAV. BL. ASD(M). SLD. MI. MD (any of the combinations above)
HR	B. LV. D. HH. OA. BA. OL. OAL. CP. LC. Dw. AAV. MDy. ASD(M). SLD. MI. MD (any of the combinations above)
Hindi Officer	B. LV. D. HH. OA. BA. OL. BL. OAL. BLOA. CP. LC. Dw. AAV. Mdy. SLD. MI. MD (any of the combinations above)
Finance	B. LV. D. HH. OA. BA. OL. BL. OAL. BLOA. CP. LC. Dw. AAV. Mdy.MD (any of the combinations above)
Legal	LV ,D, HH, OA, BA, OL, BL, OAL, LC, Dw, AAV,SLD,MD (any of the combinations above)
Company Secretary	B, LV, D, HH, OA, BA, OL, BL, CP, LC, Dw, AAV, MD (any of the combinations above)
Welfare Officer	B. LV. D. HH. OA. BA. OL. OAL. CP. LC. Dw. AAV. MDy. ASD(M). SLD. MI. MD (any of the combinations above)
Medical Officer	B. LV. D. HH. OA. BA. OL. OAL. CP. LC. Dw. AAV. MDy. ASD(M). SLD. MI. 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.

The candidates are required to submit a Disability Certificate issued by competent authority as per the Rights of Persons with Disabilities Rules, 2017, failing which their candidature as PwBD candidates will not be considered. Persons with Benchmark Disabilities must be capable of performing the task assigned to them/take instructions using suitable aids and appliances.

## **10. Application Process:**

- Online Application will be accepted from **11<sup>th</sup> July 2025 to 10<sup>th</sup> August 2025 23:45 hrs** (Including payment of application fee as applicable).
- Candidates are requested to apply online only on <https://www.hrri.in/> Careers → Current Openings, after reading detailed advertisement. No other mean / mode of the application shall be accepted.
- Applications with incomplete / wrong particulars or not in the prescribed format will not be considered.
- The Email ID and Mobile (preferably WhatsApp) number provided in online application should remain

valid for at least one year. Candidates must use active Email IDs created in their own names.

Applications with pseudo / fake Email IDs will attract appropriate action under the law.

- e. All the details given in the online form will be treated as final and no changes will be entertained.
- f. In the event of submission of incomplete application along with application fees for reasons whatsoever, his / her candidature will stand cancelled and application fee will be forfeited. No further communication / consideration on the same shall be entertained.
- g. Candidates will be required to submit documentary evidence of eligibility during the shortlisting/ selection process within stipulated time as advised by HRRL. Any mismatch in name, qualification, experience other criteria of documents from the data given in application form will lead to disqualification at any stage.
- h. Any request for change of venue & date for CBT / Skill test / Personal Interview selection process will not be entertained.

### **11. Payment of Application Fees:**

- a. Application fee is applicable for all positions.
- b. SC, ST & PwBD candidates are exempted from payment of application fee.
- c. UR, OBCNCL and EWS candidates are required to pay a Non-Refundable Amount of ₹1180/- + payment gateway charges if any (Application fee of ₹1000/- + GST@18% i.e. ₹180/- + payment gateway charges if applicable).
- d. Payment Mode: Debit / Credit card / UPI / Net Banking: On paying application fee online, the payment status will automatically change to “Your Transaction is successfully completed”, on successful receipt of fees within 2 days from the date of payment.
- e. All the candidates must ensure that the payment status is “Completed” as the transaction will be considered “incomplete” in case of any other payment status. Once the payment is done, candidates are required to take print of acknowledgment of payment and preserve the same for future reference.
- f. Candidates must ensure to update the correct application number while processing the application fee, incorrect updation may lead to “incomplete application status”. Such incomplete application will not be considered / accepted for further process and if amount deducted will not be refunded.
- g. Applications with Payment Status “incomplete” will not be considered. Hence candidates are requested to ensure change of payment status to ‘completed’ maximum within 2 days from date of payment.
- h. No other mode of payment than those mentioned above will be accepted.
- i. Application fee once paid will not be refunded under any circumstances. Also, chargeback cannot be claimed for any reason.
- j. The fee being paid is only towards the submission of application and does not in any way guarantee issuance of interview call letter etc.
- k. Application Fee is non-refundable even if the candidature is rejected for any reason.

### **13. General Instructions:**

- 1) Only Indian Nationals are eligible to apply.
- 2) All computations of age / relevant experience requirement/ qualification shall be as on **11<sup>th</sup> July 2025**.
- 3) Only Online Applications will be accepted. Candidates are not required to send printout of application or any other documents in hard copy to HRRL.
- 4) **Important Note: Candidates applying for positions S/G-E0, E1, E2, E3, E5 are required to upload**

**the resume in the HRRL bio-data format, essential education certificate, experience certificates as applicable in online portal (in single PDF file).**

- 5) 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.
- 6) All the details mentioned in the online form will be treated as final and no request for changes will be entertained later on. Therefore, candidates are advised to fill the ONLINE form with utmost care making correct entries in the respective fields. No change of request will be entertained for making correction in the application form.
- 7) Candidates applying for S/G E2, E3 & E5, 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.
- 8) Candidates who are in final year / final semester whose results are awaited by the cutoff date are not eligible and need not to apply.
- 9) **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.**
- 10) **Important Note for Candidates applying in S/G “E0 – Fire & Safety” only: Other than Essential Qualification-** Candidates possessing higher professional qualifications such as Bachelor of Engineering (BE), Bachelor of Technology (B.Tech), Masters in Business Administration(MBA), M.Sc, Chartered Accountant (CA), Company Secretary (CS), Cost Management Accountant (CMA), Bachelor of Law (LLB), Masters of Computer Applications (MCA), Doctor of Philosophy (Ph.D) etc. any Post Graduation Degree or any such equivalent higher professional qualification shall NOT be eligible.
- 11) The aforesaid list of higher qualifications/higher professional qualifications mentioned above is not exhaustive. Management may determine any other qualification as a higher qualification/higher professional qualification which is/ are not listed above. The decision of the Management in this regard shall be final and binding and no further enquiry shall be entertained in this respect.
- 12) For determining eligibility w.r.t. prescribed percentage of marks under qualification parameter, the following methodology will be followed:  
Wherever CGPA/OGPA or Letter Grade is awarded in the Degree/Diploma examinations, its equivalent aggregate percentage of marks must be indicated by the candidates in the On-line Application as per the norms adopted by Board/University/Institute. Candidates will have to produce certificate from the concerned Board / University / Institute regarding the equivalent aggregate percentage of marks with reference to their CGPA/OGPA or Letter Grade and produce the same at the time of document verification failing which their candidature will not be considered.
- 13) In case the Board/Institute/University does not follow any conversion formula for converting CGPA/OGPA to Percentage, candidate will have to produce a certificate to this effect that the Board/Institute/University does not follow any conversion formula and in order to arrive at equivalent percentage of marks, aggregate of Grade score obtained in each semester/year as applicable, divided by the total number of semesters/years will be considered.
- 14) In case of Letter Grade, candidate will have to necessarily produce Certificate from the Board/ University/Institute specifying clearly equivalent percentage of marks against Letter Grade failing which their candidature will not be considered.

- 15) Candidate must specifically indicate the percentage of marks obtained (calculated to the nearest two decimals) in the relevant column of the online application. Where percentage of marks is not awarded by the University but only CGPA/OGPA is awarded, the same shall be converted into percentage in terms of conversion norms of the concerned university in this regard, besides indicating the CGPA/OGPA in the online application.
- 16) The fraction of percentage so arrived will not be rounded off to next higher whole number i.e. 59.99% will be treated as less than 60%.
- 17) Qualification acquired through Part-time/Correspondence/Distance Learning mode is not eligible for above published vacancies.
- 18) A Sandwich Diploma course (with Industrial training as part of the course with no break) shall be considered eligible. Diploma under recognized lateral entry scheme (Class–XII (Sc.)/ITI admitted in 2nd year of Diploma course) shall also be considered eligible subject to meeting prescribed percentage of marks on the basis of aggregate of 4 semesters in the diploma course.
- 19) Suppression of information regarding possession of or pursuing higher qualification/higher professional qualification shall render a candidate ineligible for consideration at any stage of selection and termination at any time during employment, if recruited.
- 20) The criteria for full-time regular course shall not be insisted upon in case of Ex- Servicemen, provided they possess a requisite equivalent qualification that has been acquired during the service period and is recognized by AICTE/MHRD, GoI and have secured the prescribed minimum percentage of marks.
- 21) Ex-servicemen claiming an equivalence in qualification shall be required to produce a copy of equivalence certificate issued by the concerned Ministry.
- 22) Experience Certificate or Copy of Offer Letter, Joining Letter, Pay slips, Increment Letter, relieving letter, Designation, nature of experience etc. proving the continuance in service for the claimed period as experience. The documents in support of Experience must clearly establish the period of experience as well as the nature of experience being claimed against the post.
- 23) For claiming the benefit of OBC-NCL category, the candidate should produce a latest caste certificate (Not older than 6 months as on cut off date of advertisement) in the format prescribed by Govt. of India, which would, among others specifically mention that the candidate does not belong to the persons/sections (creamy layer) as mentioned in column 3 of the schedule to the Department of Personnel & Training, Government of India OM No. 36012/22/93-Estt.(SCT) dated 08.09.1993 & OM No. 36033/1/2013-Estt.(Res.) dated 13.09.2017 and other guidelines issued from time to time.
- 24) Candidates belonging to EWS category are required to submit an Income and Asset certificate issued by Competent Authority prescribed under point no. 5 of Department of Personnel and Training's O.M No. 36039/1/2019-Estt.(Res) dated 31.01.2019. The condition prescribed for Unreserved category in the matter of age shall apply to EWS candidates.
- 25) PwBD candidates with less than 40% of permanent disability are not eligible against PwBD reserved posts. The PwBD candidates are required to submit a Disability Certificate issued by Competent Authority in the prescribed format (Form V/Form VI/Form VII) as per the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Amended Rules, 2017, failing which their candidature as PwBD candidates will not be considered.
- 26) In case of Persons with Benchmark Disabilities in the category of Cerebral Palsy, the facility of Scribe shall be given, if so desired by the candidate. In case of other category of persons with benchmark disabilities, the provision of scribe can be allowed upon production of a certificate to the effect that the candidate concerned has physical limitation to *respond in CBT* and scribe is essential to *respond in CBT* examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent

of a Govt. Healthcare Institution as per prescribed Proforma (Certificate regarding Physical Limitation of an examinee to respond in CBT). In case the PwBD candidate is desirous of bringing his own Scribe, the qualification of the Scribe should be one step below the qualification of the candidate taking the examination. The person with benchmark disability opting for own Scribe/Reader should submit details of the own Scribe as per prescribed Proforma (Letter of Undertaking for using own scribe).

20 minutes per hour of 'compensatory time' in Computer Based Test shall be given to PwBD candidates who are allowed use of scribe as per the Govt. guidelines.

- 27) Admit cards for Computer Based Test (CBT) will be issued to all prima-facie eligible candidates on the basis of the details furnished in Online-Application form and submission of application fees (applicable for General, EWS & OBCNCL) Category candidates.
- 28) The Admit cards issued to the candidates are Provisional. However, in case any ineligible candidate had been issued admit card and had appeared in the Computer Based Test (CBT) or allowed to join the HRRL, his/her candidature will automatically be treated as cancelled at any stage of this recruitment/service in HRRL on grounds of his ineligibility. Therefore, before submitting the application, the candidate must ensure that he/she fulfils all the eligibility criteria as laid down in this advertisement. His/her candidature will be purely provisional subject to eligibility and other verifications before or after his/her appointment in HRRL.
- 29) The decision of the Corporation about the mode of selection to the post and eligibility conditions shall be final and binding. No correspondence will be entertained in this regard.
- 30) Candidates have to necessarily declare in case he/she has been arrested, prosecuted, kept under detention or fined, convicted by a Court of Law or for any offence debarred/ disqualified by any Public Service Commission from appearing in its examination.
- 31) Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of on-line application.
- 32) The decision of the Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, and cancellation of the selection process, etc. No correspondence will be entertained in this regard.
- 33) Positions are operated with work arrangements in one, two or three shifts. Incumbents may be required to perform duties in any of the work arrangements.
- 34) 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.
- 35) The candidature of the shortlisted applicant would be provisional and subject to subsequent verification of certificate/ testimonials, medical fitness, etc.
- 36) Admit Card for Computer Based Test of Call letter for Skill Test, Personal Interview etc. (as applicable) will not be sent to candidates in hard copy. Candidates will be required to download the same from HRRL website.
- 37) Mere issue of call letter for selection process will not imply acceptance of candidature.
- 38) All the candidates are requested to remain updated at each step of the selection process by visiting our website <https://www.hrnl.in/>. Candidates may please note that personal calls and/or interaction with any of the HRRL's officials during recruitment drive is discouraged, except when absolutely necessary/critical.
- 39) CBT/ Interviews for different positions may be conducted on the same day/ different venues for all the positions.

- 40) Queries must be emailed keeping the subject of the mail formatted as “Position Name – Application Number” at [career@hrri.in](mailto:career@hrri.in).
- 41) Candidates must be in possession of all applicable Certificates and mark sheets at the time of application.
- 42) HRRL will not be responsible for any loss/ non-delivery of email/ any other communication sent, due to invalid/wrong Email ID/connectivity issues etc. Request for change of e-mail ID and mobile number will not be entertained.
- 43) Only the qualifications mentioned in the advertisement will be accepted. No equivalent qualifications will be considered.
- 44) All the qualifications should be full-time regular course/s from AICTE approved/ UGC recognized University/ Deemed University or respective State Board or equivalent competent authority as applicable. The courses offered by Autonomous Institutions should be equivalent to the relevant courses approved/ recognized by Association of Indian Universities (AIU/ UGC/ AICTE). Courses offered through part time or distance mode will not be entertained for the purpose of educational eligibility criteria.
- 45) Teaching & Research experience in an academic institute and Vocational / Apprentice Training will not be considered as relevant work experience.
- 46) 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.
- 47) The Company also reserves the right to cancel / restrict/ curtail/ enlarge the recruitment process and/or the selection process for any position there under without any further notice and without assigning any reasons.
- 48) Candidates have to necessarily declare (in case they are shortlisted for subsequent stages) that he/ she has been arrested, prosecuted, kept under detention or fined, convicted by the Court of Law for any offence, debarred/disqualified by any Public Service Commission from appearing in its examination.
- 49) Mere shortlisting in CBT does not entail the right for further selection process and HRRL reserves its right to call for suitable candidates depending upon their credentials/ declarations.
- 50) In case the applicant does not receive any communication within 120 days from the date of publication of this advertisement, it may be presumed that he/she has not been short listed for the selection process. Accordingly, candidates are advised to regularly visit our website - [www.hrri.in](http://www.hrri.in) for the updated information.
- 51) Selected candidates will have to join the organization on the date mentioned in their offer of appointment failing which the organization reserves the right to cancel/withdraw the offer of appointment without any further correspondence/reference to the candidates.
- 52) Candidates presently employed in Government Departments / PSU's / Autonomous Bodies owned by the Government, should submit their application as per their company policies. They must produce No Objection Certificate at the time of selection process, failing which they will not be allowed to appear for the interview and their candidature will not be entertained.
- 53) Candidates are advised in their own interest to apply online before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability / failure to log on to the website on account of heavy load on internet or website jam.
- 54) Prospective applicants are advised to visit HRRL website regularly for latest update with regard to this advertisement as no further press advertisement will be issued. Any separate corrigendum / addendum / updates would be uploaded only on our website [www.hrri.in](http://www.hrri.in).

- 55) In case of any ambiguity / dispute arises on account of interpretation in versions other than English language advertised in Newspaper/Employment News/Website, English version available on the website [www.hrri.in](http://www.hrri.in) will prevail.
- 56) Canvassing in any form shall be considered a disqualification for employment in the company.
- 57) Sleeper class rail fare will be reimbursed to SC, ST & PwBD candidates towards appearing for Computer Based Test / Skill Test / GD & Personal Interview (applicable to S/G 'E0, E1, & E2') and Reimbursement of 3<sup>rd</sup> AC rail fare for all candidates appearing for Selection process for all positions in S/G E3 & E5. Amount to be reimbursed will be for the shortest route, provided the distance travelled is not less than 30 km. Candidates after completing both legs of travel, will be required to fill in the Travel Allowance (TA) Form (which will be made available on HRRL website) and submit/upload it along with Travel Proof for travel undertaken. Travel allowance will be processed through online mode only.
- 58) If traveled through other than rail, reimbursement will be restricted to rail fare from the nearest railway station from the mailing address to the place of i.e. within India.

**Furnishing of wrong/false information or suppressing of any material fact will lead to disqualification and HRRL will not be responsible for any of the consequences of furnishing such wrong/false information. Since all the applications will be screened without documentary evidence, the candidates must satisfy themselves meeting eligibility for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong information or is found ineligible with respect to any of the eligibility parameters, his/her candidature will be rejected. If any of the above discrepancies w.r.t. to eligibility parameters, furnishing of wrong intimation and or suppressing of any material fact is detected / noticed even after appointment, his/her services will be liable for termination without any further notice. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.**

**Court of jurisdiction for any dispute will be at Jodhpur.**

**Any further corrigendum / addendum would be uploaded only on our website [www.hrri.in](http://www.hrri.in).**

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

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