एचपीसीएल बॉयोफ्यूल्स लिमिटेड

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

HPCL BIOFUELS LIMITED

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

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

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

***Seasonal:** 2 Crushing Season and extendible to another 1 Crushing Season depending on operational requirement of HBL & performance of incumbent.*

***NOTE**: Employee who has been terminated on disciplinary ground and left the company in the past are not eligible to apply.*

MANAGEMENT

Sr. No.	Name of the positions		Department	Vacancy	Minimum Qualification	Minimum Experience
1	General Manager		General & Admin	1	Degree in Mechanical / Electrical / Chemical Engineering with ANSI / AVSI / in Sugar Engineering	20 yrs. Experience in Sugar / Co-gen and should have worked as GM / Location Head for minimum 2 yrs. In Sugar Industry.
2	DGM - Sugar Engineering & Co-gen		Sugar-Engg.	1	Degree in Mechanical Engineering with ANSI / AVSI in Sugar Engineering / BOE.	15 yrs. experience in Sugar Industry out of which 3 years as Plant Manager / Dept. Head-Engineering-Sugar Plant. / Plant Manager - Co-gen / Power Plant
3	DGM-Production		Sugar Production.	1	B.Sc. with ANSI / AVSI in Sugar Technology	15 Yrs. experience in relevant field out of which 5 yrs. as HOD
4	DGM - Ethanol		Ethanol	2	Degree in Chem. Engg. /B.Sc. (Chem) with NSI/VSI certification in Industrial Fermentation/Alcohol Technology	15 yrs. in Distillery out of which 5 years as Plant Manager-Ethanol/Distillery Plant
5	DGM - Cane		Cane	1	M.Sc. Agriculture	15 yrs. experience out of which 5 yrs. as Cane Head in Sugar Industry
6	Mgr./ Dy. Manager-Instrumentation (COMMON/CENTRAL FOR ALL)		Sugar-Engg.	2	Degree in Instrumentation Preference to Certification in Sugar Engg.	Exp. 8 Years for Degree & Exp. 10 Years for Diploma out of which 4 years as Instrumentation Manager Preferably in Sugar Industry
7	Mgr./ Dy. Manager - EDP		EDP	1	MCA	8 yrs. relevant experience in relevant field
8	Shift In charge		Ethanol	3	M.Sc./B.Sc. with DIFAT, B. Tech (Biotech), B.sc (Biotech), B. Tech (Chemical Engg.). M.Sc.-Environment	4 yrs. out of which 2 yrs. as Shift I/c in Ethanol Department

एचपीसीएल बॉयोफ्यूल्स लिमिटेड

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

HPCL BIOFUELS LIMITED

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

9	Electrical Engineer (Common / Central for all)	Sugar-Engg.	1	Degree / Diploma in Electrical Engineering and ANSI / AVSI in Sugar Engineering	4 Yrs. experience for Degree & 7 Yrs. experience for Diploma, in Sugar Industry
10	Lab / Shift Chemist	Ethanol	1	B.Sc. with DIFAT, B.Tech. (Biotech), B.Sc. (Biotech.), B.Tech. (Chemical Engg.)	4 Yrs. experience in relevant field
11	Mechanical Engineer - Co-gen	Co-gen	3	Degree / Diploma in Mechanical Engineering	4 Yrs. experience for Degree & 7 Yrs. experience for Diploma in Co-gen Plant
12	Soil Analyst	Cane	1	M.Sc. in Agriculture	5 yrs. experience in relevant field.
13	EDP Officer	EDP	3	Graduate with diploma (1 yr) in Computer	3 yrs. in relevant field
14	Accounts Officer	Finance Section	1	B. Com & CA Inter / ICWA Inter	3 Yrs. experience in relevant field
15	Safety Officer	Gen & Admin	2	Engineering Degree/Diploma in safety engineering or Degree/Diploma in Engineering with PG Diploma/ Certification in Industrial Safety Management or Equivalent	4 yrs. relevant experience
16	Marketing / Sales Officer	Sales & Marketing	1	MBA/PG in Marketing/Sales	4 yrs. relevant experience
	Total Management Vacancies		25		

NON-MANAGEMENT

Sr. No.	Name of the positions	Department	Vacancy	Minimum Qualification	Minimum Experience
17	Boiling House Fitter A	Sugar Engg.	3	ITI - Fitter	8 Yrs. relevant experience in Boiling House in Sugar Industry
18	Electrician A (Common / Central for All)	Sugar-Engg.	2	ITI - Electrician	8 Yrs. relevant experience in Sugar Industry
19	Instrument Mechanic (COMMON/CENTRAL For ALL)	Sugar Engg.	4	ITI - Instrumentation or Electronic & Communication	5 Yrs. relevant experience in Sugar Industry
20	Godown In charge	Sugar Production.	2	Graduate with Knowledge of Excise Laws, Regulations and its Implementation	Min. 8 yrs. relevant experience in Sugar Industry
21	Pan In charge	Sugar Production.	5	Matric and SBCC	10 Yrs. experience in relevant field

एचपीसीएल बॉयोफ्यूल्स लिमिटेड

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

HPCL BIOFUELS LIMITED

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

22	Operator - Fermentation	Ethanol	4	Matric or equivalent	Min. 2 yrs. in relevant experience
23	Operator - Distillation	Ethanol	6	Matric	4 Yrs. in relevant Experience in Distillery
24	WTP Operator	Ethanol	2	Matric	Min. 4 yrs. in relevant experience
25	Biogas Plant Operator	Ethanol	1	Matric	Min. 2 yrs. relevant experience
26	Fitter	Co-Gen	1	ITI - Fitter	6 Yrs. experience in relevant field
27	DCS Operator-Turbine	Co-gen	3	H.Sc. (10+2), Preference to Computer Diploma / Diploma in Engg.	5 Yrs. experience in DCS Operator in Turbine, for Engineering (Degree / Diploma) candidates, experience can be relaxed suitably
28	DCS Operator - Boiler	Co-gen	2	H. Sc (10+2), Preference to Computer Diploma/Engg. Degree/Diploma	Min. 5 yrs. In DCS Boiler of 10 MW capacity for Engineering (Degree/Diploma) candidates experience can be relaxed suitably
29	IBR Welder	Co-gen	1	ITI - Welder	10 yrs. relevant exp. In high pressure Co-gen Plant
30	Boiler Attendant (1st class)	Co-gen	1	SSC or equiv. with 1st Class Boiler Attendant certification	Min 7 yrs. in Sugar Industry out of which 5 yrs. as 1st class Boiler Attendant of not less than 67 kg pcs boiler pressure.
31	Turbine Operator - Field	Co-gen	3	SSC or equiv. with ITI (Fitter/Electrician)	7 Yrs. experience in Sugar Industry out of which 5 Yrs. as Turbine Operator on condensing turbine (min 10 MW capacity).
32	Cane Clerk	Cane	1	Graduate with One Year diploma in Computer application. Preference to proficiency in Hindi & English typing on Computer	2 Yrs. experience in Sugar Industry
33	Data Processor	EDP	2	Graduate with Diploma in Computer Application	4 Yrs. experience in relevant field.
34	Pharmacist	Gen & Admn	1	Dip. /Dig. Pharmacy	5 years. Preference to relevant experience in Sugar Industry
Total Non-Management Vacancies			44		

SEASONAL

Sr. No.	Name of the positions	Department	Vacancy	Minimum Qualification	Minimum Experience
35	Cane Unloader Operator	Sugar-Engg.	3	Matric	5 Yrs. experience as Cane Unloader Operator-Hydraulic type

एचपीसीएल बॉयोफ्यूल्स लिमिटेड

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

HPCL BIOFUELS LIMITED

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

36	Turner / Machinist	Sugar-Engg.	2	Matric with ITI (Turner / Machinist)	5 Yrs. relevant experience in respective field
37	Welder	Sugar-Engg.	1	ITI - Welder	8 Yrs. relevant experience
38	Evaporator Operator - A	Sugar Production.	2	Matric	5 Yrs. Experience in relevant field
39	Pan Man	Sugar Production.	4	Matric and SBCC	7 Yrs. experience in relevant field
40	Assistant Pan Man	Sugar Production.	8	Matric and SBCC	4 Yrs. Experience in relevant field
41	Centrifugal Machine Operator	Sugar Production.	4	Matric	5 Yrs. Experience in relevant field
42	Lab Chemist	Sugar Production.	1	B.Sc. (Chemistry)	4 Yrs. experience in relevant field
43	Spent Wash Evaporator Operator	Ethanol	4	Matric	4 Yrs. experience in Distillery
44	Driver for JCB / Aero tiller / Tractor/ Ambulance	Ethanol	2	Matric with valid HMV license	2 Yrs. experience in driving JCB / Aero Tiller
45	Welder	Ethanol	1	ITI - Welder	8 Yrs. relevant experience in Industry
46	DM Plant Operator	Co-gen	1	ITI Mechanical or Electrical	3 Yrs. experience as DM Plant Operator
47	Medical Attendant	Gen & Admn	3	Matric and Diploma in nursing	4 yrs. relevant experience in medical field
Total Seasonal Vacancies			**36**		
Total Vacancies (Mgmt. + Non-Mgmt. + Seasonal)			**105**		

1. *Only Indian Nationals are eligible to apply.*
2. *All qualifications must be from UGC recognized University / Deemed University or Approved Autonomous Institution (wherever applicable). The courses offered by Autonomous Institution should be equivalent to the relevant course approved / recognized by Association of Indian Universities (AIU).*
3. *The cut-off date for determining age limit and post qualification experience will be September 1st, 2019.*
4. *Minimum Age - 18 years on September 1st, 2019. Maximum Age - For Management - 57 Years & For Non-management and Seasonal - 55 Years*
5. *All experience should be in relevant field.*
6. *Salary is not constraint for the right and deserving candidates.*

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

8. *Accommodation is available only for senior officials' subject to availability. This will be over & above the CTC. However, notional rent will be recovered as per policy.*

9. *The terms of engagement for all fixed term appointees will be different from regular employees of HPCL Biofuels Limited.*

10. *HOW TO APPLY:*

CANDIDATES WILL BE REQUIRED TO SEND THEIR APPLICATIONS AND NEGOTIATION FORM DULY FILLED IN, AS PER ANNEXURES ALONGWITH CV, SELF-ATTESTED PHOTOCOPIES OF ALL RELEVANT DOCUMENTS / CERTIFICATES / TESTIMONIALS by Post to HPCL Biofuels Ltd., House No. - 271, Road no. - 3 E, New Patliputra Colony, Patna - 800013, so as to reach latest by October 07, 2019 in a cover super scribed "Application for the post of (please write the name of post applied for). HPCL BIOFUELS LIMITED will not be responsible for postal delay or loss / non-delivery thereof. No correspondence in this regard will be entertained. HPCL BIOFUELS LIMITED will also not take responsibility to connect any certificate / remittance sent separately. Incomplete applications or applications received after the due date will be rejected.

Application will also be accepted through below mentioned email address by 7th October,2019 till 12.00 midnight.

Mail ID: recruitment@hpclbiofuels.co.in

(In Subject Pl mention the post Applied for)

Application duly completed in all respect can also be deposited in drop box available at above mentioned office address by 7th October,2019 6.00 PM.

Incomplete applications or applications received after the due date will be rejected.

Information about the interview date will be uploaded on the company's website www.hpclbiofuels.co.in

Only shortlisted candidates who are found apparently eligible based on the details given in the application form will be called for personal interview.

The candidate should write their correct mobile number and email address neatly. Please note that the intimation for interview will be given through email address / mobile no. / landline only.

Candidates are advised to keep on checking the same on our website.

(ii) A candidate can appear for one post only.

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

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

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

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

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

12. *The prescribed qualification / experience is the minimum and mere possession of the same does not entitle a candidate for final selection. HPCL BIOFUELS LIMITED's decision shall be final in this regard.*

13. *Candidates employed in Govt. Department / PSU / Autonomous bodies shall produce NOC from their present employer at the time of Interview. In case, the application of the candidate is not forwarded through proper channel or the candidate fails to produce NOC from his present employer at the time of interview, his / her candidature will not be considered.*

14. *Candidature of the candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found inconformity with eligibility criteria mentioned in the advertisement.*

15. ***HPCL BIOFULES LIMITED reserves the right to raise / relax the minimum eligibility standards and / or relax age, experience criteria in otherwise suitable cases. The Management reserves the right to fill or not to fill all or any of the above positions, without assigning any reason whatsoever.***

16. *Any canvassing directly or indirectly by the applicant will disqualify his / her candidature. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Patna Court only.*

17. *In case any dispute arises on account of interpretation in versions other than English, English version will prevail.*

18. *Conveyance expenses will* ***NOT BE REIMBURSED.***

19. *Candidate has to make his own accommodation arrangement in case interview extends for the next day.*

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

21. *The above vacancies are indicative. HPCL Biofuels Limited reserves the right for addition / deletion / increasing or decreasing of vacancies purely on need basis at any point of time during recruitment process.*

22. *Engagement will liable to be terminated at any point of time if in the opinion of HBL performance of incumbent is not satisfactory.*

23. *Engagement is also liable to be terminated by one month written notice on either side or one month's CTC in lieu of notice period.*

24. *Detailed terms and conditions will be as per letter of Contract.*

25. *Selected candidate will have to submit character certificate issued from their respective Police Station at the time of joining.*

26. ***It shall be clearly noted this advertisement if for hiring manpower on temporary and purely on fixed terms Contract basis. This advertisement is not for employment on permanent / regular basis.***

Advt. No. - 001/HPCL Biofuels Ltd./ 2019

एचपीसीएल बॉयोफ्यूल्स लिमिटेड

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

HPCL BIOFUELS LIMITED

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

APPLICATION FORM

Paste your recent passport size photograph and sign across

Post applied for Fixed Term employment - _____

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

Educational Qualification

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

Experience

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

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

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

Date:

Place: Signature of the Applicant

Advt. No. - 001/HPCL Biofuels Ltd./ 2019

एचपीसीएल बॉयोफ्यूल्स लिमिटेड

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

HPCL BIOFUELS LIMITED

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

NEGOTIATION FORMAT

Employment on Fixed Term Basis

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

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

If selected, earliest date of joining	

Agreed upon CTC - (To be filled at the time of Interview)	
CTC includes Leave entitlement, monetary value and other perquisites and statutory contribution / payments, if any. Once CTC is negotiated, all perquisites, direct and indirect benefits, proportionate value of all facilities, welfare item, notional rent of housing accommodation, statutory payment etc. will all be included within CTC.	Candidate's Signature

Member -1 Member-2 Member-3