



एचपीसीएल बायोफ्यूलस 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.: 1-year Fixed term Contract

Seasonal: 1 Crushing Season Fixed Term Contract

Sr. No.	Name of the positions	Department	Vacancy	Minimum Qualification	Minimum Experience	CTC (Rs. in Lakh)
MANAGEMENT						
1	General Manager	General & Admin.	2	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.	Negotiable
2	DGM - Sugar Engineering & Co-gen	Sugar Engineering	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	10.00-12.00
3	DGM - Cane	Cane	1	M.Sc. Agriculture	15 yrs. experience out of which 5 yrs. as Cane Head in Sugar Industry	8.00 - 10.00
4	DGM - Ethanol	Ethanol	1	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	8.00 - 10.00
5	Manager / Dy. Manager Mechanical	Co-gen	1	Degree / Diploma in Mechanical Engineering, Preferred BOE	8 Yrs. experience for Degree and Min.10 Yrs. experience for Diploma in Co-gen Plant	4.50 - 6.50
6	Electrical Engineer (Common / Central for all)	Sugar Engineering	2	Degree / Diploma in Electrical Engineering and ANSI / AVSI in Sugar Engineering	4 Yrs. experience for Degree & 7 Yrs. experience for Diploma, in Sugar Industry	3.00 - 4.00
7	Shift In charge	Ethanol	1	B.Sc. with DIFAT, B.Tech. (Biotech), B.Sc. (Biotech), B.Tech. (Chemical Engg.) / M.Sc-Environment	4 Yrs. experience out of which 2 yrs. as Shift I/c in Ethanol Department	2.00 - 3.50
8	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	1.96 - 3.24



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9	Environmental Officer	Ethanol	1	B. Tech (Environmental Engg.) / M.Sc. in Environmental Science.	1Yr experience in the relevant field	2.00 - 3.00
NON - MANAGEMENT						
1	Boiling House Fitter A	Sugar Engineering	1	ITI - Fitter	8 Yrs. relevant experience in Boiling House in Sugar Industry	2.00 - 3.00
2	HT Line Man	Sugar Engineering	1	ITI - Electrician with valid HT license holder	7 Yrs. relevant experience in Co-gen Plant	2.00 - 3.00
3	Godown Incharge	Sugar Prod.	1	Graduate with Knowledge of Excise Laws, Regulations and its Implementation	Min. 8 yrs. relevant experience in Sugar Industry	2.18 - 2.50
4	Pan In charge	Sugar Production	3	Matric and SBCC	10 Yrs. experience in relevant field	2.00 - 4.00
5	DCS Operator-Turbine	Co-gen	3	H.Sc. (10+2), Preference to Computer Diploma / Diploma in Engg.	5 Yrs. experience in DCS turbine of 10 MW capacity (turbine) for Engineering (Degree / Diploma) candidates, experience can be relaxed suitably	2.00 - 3.00
6	DCS Operator - Boiler	Co-gen	1	H.Sc (10+2), Preference to Computer Diploma / Diploma in Engg.	5 Yrs. experience in DCS Boiler of 10 MW capacity for Engineering (Degree / Diploma) candidates, experience can be relaxed suitably	2.00 - 3.00
7	Boiler Attendant (2nd class)	Co-gen	1	Inter with 2nd Class Boiler Attendant certification.	5 Yrs. experience in high pressure Boiler	2.14 - 2.44
8	Turbine Operator - Field	Co-gen	1	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).	2.00 - 3.00
9	Fitter	Co-gen	1	ITI - Fitter	5 Yrs. relevant experience in Co-gen Plant	2.15 - 2.46
10	Operator - Fermentation	Ethanol	2	Matric or equivalent	Min. 2 yrs. in relevant experience	2.15 - 2.46
11	Operator - Distillation	Ethanol	4	Matric	4 Yrs. in relevant Experience in Distillery	2.15 - 2.46
12	WTP Operator	Ethanol	1	Matric	4 Yrs. relevant experience in Sugar Industry	2.15 - 2.46



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13	Pharmacist	Gen & Admn	1	Dip./Dig. Pharmacy	5 years. Preference to relevant experience in Sugar Industry	2.16 - 2.48
SEASONAL						
1	Mill Fitter B	Sugar Engineering	1	ITI - Fitter	5 Yrs. experience in Sugar Industry, out of which 3 years as Mill Fitter	2.15 - 2.46
2	Pan Man	Sugar Production	4	Matric and SBCC	7 Yrs. experience in relevant field	2.18 - 2.50
3	Assistant Pan Man	Sugar Production	7	Matric and SBCC	4 Yrs. in relevant field	2.15 - 2.46
4	Lab Chemist	Sugar Production	1	B.Sc. (Chemistry)	4 Yrs. experience in relevant field	2.18 - 2.50
5	Evaporator Operator A	Sugar Production	3	Matric	5 Yrs. experience in relevant field	2.16 - 3.00
6	DM Plant Operator	Co-gen	2	ITI Mechanical or Electrical	3 Yrs. experience worked as DM Plant Operator	2.14 - 2.44
7	Driver for JCB / Aero tiller / Tractor/ Ambulance	Ethanol	1	Matric with valid HMV license	2 Yrs. experience in driving JCB/Aero Tiller	2.15 - 2.46



ELIGIBILITY CRITERION, GENERAL INFORMATION AND INSTRUCTIONS:

1. Only Indian Nationals are eligible to apply.
2. All qualifications must be from UGC recognized University / Deemed University or Approved Autonomous Institution (wherever applicable). The courses offered by Autonomous Institution should be equivalent to the relevant course approved / recognized by Association of Indian Universities (AIU).
3. The cut-off date for determining age limit and post qualification experience will be **October 1st, 2020**.
4. Minimum Age - 18 years on **October 1st, 2020**. Maximum Age - For Management - 57 Years & For Non-management and Seasonal - 55 Year
5. All experience should be in relevant field.
6. CTC includes Leave entitlement, monetary value and other perquisites and statutory contribution (including employer's PF 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.



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7. 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.

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

9. 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. - 9, Shree Sadan. -Patliputra Colony, Patna - 800013, so as to reach latest by October 10, 2020 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 summarily rejected, and no query in this regard will be entertained.

Application will also be accepted through below mentioned email address by 10th October,2020 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 10th October,2020 6.00 PM. Incomplete applications or applications received after the due date will be rejected.

Only shortlisted candidates for management positions who are found apparently eligible based on the details given in the application form will be communicated about scheduled date of personal interview through email / phone.

The candidate should write their mobile number and email address correct & neatly. Please note that the intimation for interview will be given through email address / mobile no. / landline only. Candidates must ensure that given mobile / landline / email will be in active mode. If not communicated due to any technical error / wrong mobile / landline no or email id, HPCL Biofuels Ltd will not be responsible.

(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:

- All Certificates / Testimonials in respect of qualifications (all semester / year wise Mark sheet & Degree certificate starting from matriculation onwards).
- Document in support of Date of Birth proof.
- Experience certificates / Documents issued by the Employer in support of experience details mentioned by you in the Application Form and proof of last drawn salary, either Salary Slip or Form 16.



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d) NOC / Forwarding Letter from the employer in case you are employed in a Central / State Government / PSU / Semi Government organization.

10. SELECTION:

For Management Position: The eligible candidates fulfilling all the required criteria will be interviewed through telephonic / Skype / Video Conferencing.

For Non-Management & Seasonal position: The eligible candidates fulfilling all the required criteria will be selected on the basis of only merit list. The appointing authority reserves the right to devise methods of selection of candidate for the post based on merit. Since merit list will be prepared as per candidate's educational marks & work experience hence, Pl provide % of marks, Years of work experience accurately with supportive documents.

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 / merit list (whichever is applicable) 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.

Shortlisted Candidates for Non-management & Seasonal positions will be called for CTC negotiation.

11. 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.

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

13. 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.

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

15. 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.

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

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

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

19. 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.



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

21. 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.

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

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

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

Advt. No. - 001/HPCL Biofuels Ltd./ 2020



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Paste your duly self-attested / recent passport size photograph

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 job

*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.



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Date :

Place :

Signature of the Applicant

Advt. No. 001/HPCL Biofuels Ltd./ 2020



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NEGOTIATION FORMAT

Employment on Fixed Term Basis

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

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

If selected, earliest date of joining	
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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 Signature

Member -1

Member-2

Member-3