



# **BHARAT PETROLEUM CORPORATION LIMITED** **RECRUITMENT OF EXPERIENCED PROFESSIONALS**

## *Bharat Petroleum Corporation Limited*

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## **BHARAT PETROLEUM CORPORATION LIMITED (BPCL)**

Bharat Petroleum Corporation Limited is a Maharatna Public Sector Undertaking and a global Fortune 500 company. We are an integrated energy major, creating value across the energy chain, owning some of India's most trusted brands – MAK, BharatGas and Speed. From a ₹ 673 crore turnover company in 1976, 40+ years have seen us become a ₹ 243,476 crore turnover group.

On the cusp of ambitious expansion plans, BPCL is making significant strides in the energy value-chain, Research & Development, Petrochemicals, Gas and non-fuel businesses to make us future ready! With a vision to attain leadership in midstream and downstream gas and petrochemical intermediates, it is an exciting future for Bharat Petroleum. Our vision for the next five years is promising and full of opportunities, aided by disruptive technologies, refinery expansion, changing customer demographics and global opportunities. In the shifting business landscape and ambitious expansion plans, the crucial link to success is talent. With an aim to be the dominant player in the market and achieve our goals, our focus is to build an agile BPCL leadership to anticipate and respond to challenges.

With this promise, we are looking for dynamic and versatile professionals who are seeking leadership opportunities and challenging assignments in a dynamic work environment. With a strong focus on building the leadership pipeline, opportunities are bright across multitude of profiles given the scale and nature of our growth plans. At every step of the way, our four pillars – people, safety, technology and infrastructure, fuel our pursuit of excellence in all areas of business. With an aim to empower talent and fulfil aspirations, our effective value-based processes anchor development of people and allow us to sustain a competitive edge.

### **PROFILES ON OFFER:**

If you are an ambitious, qualified and versatile professional in any of the following verticals, we are looking for you! Check out our roles on offer:

- Professionals for Refineries/Petrochemicals/Bio-fuels - multiple profiles
- Quality Assurance profile
- Human Resources – multiple profiles
- Legal Management profile
- Company Secretarial profile
- Official Language Implementation (Hindi) profile

Prospective candidates must possess required educational qualifications and relevant post-qualification work experience in the respective areas as detailed below. To support our vision and goals, we are looking for individuals who can rapidly



assimilate our businesses processes and harness their versatility and leadership to conceive, co-create, collaborate and contribute to achieving the ambitious targets. Those who fulfil the eligibility criteria and possess relevant experience only would be considered for further selection process.

## **REFINERY & PETROCHEMICALS**

With four refineries in the group, Bharat Petroleum is a name to reckon with in the refining segment. India is growing as a refinery hub and currently has the second largest refining capacity in Asia. BPCL is majorly foraying into developing refinery infrastructure with an aim to increase refining capacity and strengthen our stronghold in the refining sector. Our refineries have always been at the forefront of innovation, whether implementation of superior-quality hexane production from the Isomerization Unit at Mumbai Refinery or the Refinery expansion project and the Propylene derivatives petrochemical project of Kochi refinery. The petrochemicals Propylene Derivatives Petrochemical Project (PDPP) is a step towards fulfillment of BPCL’s strategy for diversification in petrochemicals. This project envisages production of Niche Propylene Derivatives, which are presently imported.

### **CHEMICAL ENGINEERS - PETROCHEMICALS**

Essential educational qualifications	Bachelor’s Degree (B.E / B.Tech/ BSc. Engg) in Chemical Engineering (Four year course) with <b>minimum 60%</b> aggregate percentage (or equivalent CGPA & above), <b>relaxed to 50%</b> for SC/ST/PWD categories
Key challenges and expectations	As a professional employed in BPCL, you will work on exciting assignments as part of the Propylene Derivatives Petrochemical Projects. You will be responsible for: Handling normal operations, plant start-up and shutdowns Operations of large compressors/blowers/pumps/furnaces/incinerators Handling Shift operations: plant activities for production of on specification products such as Acrylic Acid/Acrylates/Oxo-Alcohols/Ethylene/MEG/Propylene Oxide/Polyols/Propylene Glycol/Polypropylene units Taking charge of plant emergency situations and providing instructions/guidelines to panel/field staff to overcome plant emergency situations, trouble shooting, imparting training etc. Managing preventive & breakdown maintenance of various



	<p>mechanical equipment, maximum utilization of available resources, reducing down time, maintaining safety &amp; quality standards in work</p> <p>Ensuring Process safety &amp; safety standards</p> <p>Hazop and risk analysis and design standards / guidelines</p> <p>Ensuring process specifications of equipment like columns, vessels, furnaces / burners, heat exchangers, pumps, compressors, measuring and control instruments, heat-mass balance, piping, safety / statutory requirements etc.</p> <p>Handling Control systems with in-depth understanding of P&amp;ID/PFDs</p> <p>Storage and handling of petrochemicals in specially designed storage tanks, petrochemicals dispatch in Tankers/Iso Containers and drums including drumming operations</p> <p>Pre-commissioning checks, commissioning assistance, trouble shooting, coordination with licensors etc.</p> <p>Handling chilled water/refrigeration systems</p> <p>Development of Standard Operating Procedures(SOP's), ensure that all the plant operational activities, start-ups and shutdowns are carried out safely as per the Licensor/internally developed SOPs (Standard operating procedures)</p> <p>Other responsibilities include routine maintenance, Turnaround Maintenance/Shutdown activities, blinding and de-blinding lists for equipment, plant preservation activities, monitoring of plant parameters, feedback on plant operations, training and equipping new hires on plant SOPS, emergency procedures, etc.</p>
Essential work-experience	<p><b>Between 3 and 12 years</b> of relevant work-experience in Operations/ Process in a Large Petrochemical plant or a Major Petrochemical Unit within a petroleum refinery</p>
Desired skills	<p>Candidates should possess detailed knowledge in handling/operation of reactors/catalytic process and handling materials such as Propylene/Ethylene/Oxygen, reactions and controls, Pyrophoric catalyst substances, liquefied gases, liquid/ dry additives, major equipment such as pipe/auto clave reactors, CSTR reactors/ tubular reactors/ purifiers/ dryers, pumps, compressors, blowers, bag filters, refrigeration compressors/ chillers, heat exchangers, diaphragm/ metering pumps, blenders, Liquid/Gaseous Incinerators, petrochemicals dispatch in Tankers/Iso Containers and drums including drumming operations etc.</p> <p>Working knowledge of distributed control system, Safety systems</p>





	<p>such as PLC/FSC, remote/local operated hand valves/control valves/pull-down valves Hazard area classification in a process plant, LT/HT drives, PLCs, DC drives, AC variable frequency drives etc.</p> <p>A keen eye for detail and accuracy</p> <p>Adeptness at trouble shooting of unit operations, commissioning of units, process optimization and resolution of process-related issues</p> <p>Ability to work in coordination with other departments</p> <p>Ability to focus with meticulousness</p> <p>Ability to tolerate physical exertion during equipment verification, etc.</p>
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## CHEMICAL ENGINEERS - REFINERIES

Essential educational qualifications	<p>Bachelor's Degree (B.E / B.Tech/ BSc. Engg) in Chemical Engineering (Four year course) with <b>minimum 60%</b> aggregate percentage (or equivalent CGPA &amp; above), <b>relaxed to 50%</b> for SC/ST/PWD categories</p>
Key challenges and expectations	<p>As a professional employed in BPCL, you will be part of exciting assignments as part of the Refinery operations as well as upcoming Projects. You will be responsible for:</p> <ul style="list-style-type: none"> <li>Handling normal operations, plant start-up and shutdowns</li> <li>Operations of large compressors / blowers / pumps / furnaces/ incinerators / pipeline networks / All types of storage tanks</li> <li>Ensuring Process safety &amp; safety standards as per OISD / API and other relevant standards</li> <li>Hazop and risk analysis and design standards / guidelines</li> <li>Ensuring process specifications of equipment like columns, vessels, furnaces / burners, heat exchangers, pumps, compressors, safety / statutory requirements etc.</li> <li>Pre-commissioning checks, commissioning assistance, trouble shooting, coordination with licensors etc.</li> <li>Review and analysis of operating data, charge and yield statement, investigation of plant-operating problems in relation to process engineering</li> <li>Planning, programming, executing, reporting &amp; analysis of all aspects of manufacturing on daily basis in a facility</li> <li>Development of Standard Operating Procedures(SOP's), ensure that all the plant operational activities, start-ups and shutdowns are</li> </ul>



	<p>carried out safely as per the Licenser/internally developed SOPs (Standard operating procedures)</p> <p>Providing feedback on plant operations (shutdown/emergency situations, deviations in product quality, equipment problem, constraints in maintaining programmed production rates, status on maintenance activities etc.) on a regular basis</p> <p>Other responsibilities include routine maintenance activities, plant preservation activities, monitoring of plant parameters, training and equipping new hires on plant SOPS, emergency procedures, etc.</p>
Essential work-experience	<b>Between 3 and 12 years</b> of relevant work-experience in Operations/ Process in a Large Refinery or a Major Unit within a petroleum refinery
Desired skills	<p>A keen eye for detail and accuracy</p> <p>Adeptness at trouble shooting of unit operations, process optimization and resolution of process-related issues</p> <p>Ability to work in coordination with other sub-departments</p> <p>Ability to focus with meticulousness</p> <p>Ability to tolerate physical exertion during equipment verification, etc.</p>

## BIO-FUELS

As a responsible energy company, BPCL has taken the first big strides towards harnessing renewable energy. We have begun our big step to setup a 'Lignocellulosic Biomass 2G Ethanol Bio-refinery' for production of ethanol from potential biomass feedstock, which includes Rice straw, wheat straw, soya stalk etc. Three projects are taking off for 2G Ethanol production from lignocellulosic agricultural waste-One at Bargarh (Odisha), the second at Bina (Madhya Pradesh) and the third at Khamgaon (Maharashtra).

We have a plethora of opportunities for experienced professionals in various streams for leading these landmark projects to success.

Details of various positions are as follows:

1. Project Construction Leader
2. Project Construction Engineers – Mechanical/Civil/Electrical/Instrumentation
3. Inspection Engineers
4. Health, Safety & Environment Engineers
5. Agriculturist/Biomass Supply Chain In-charge



## PROJECT CONSTRUCTION LEADER

<p>Essential educational qualifications</p>	<p>Bachelor's Degree (B.E / B.Tech/ BSc. Engg) in Mechanical or Civil Engineering. (Four year course) with <b>minimum 60%</b> aggregate percentage (or equivalent CGPA &amp; above), <b>relaxed to 50%</b> for SC/ST/PWD categories. An MBA is desirable.</p>
<p>Key challenges and expectations</p>	<p>As a Project Construction Leader in BPCL, you will be a key figure of the site team. You will be primarily responsible for the overall success of the construction of a project, reaching set targets safely, on time and within budget.</p> <p>You are expected to perform effectively within tight time-scales, keep within strict budgets and nurture a positive environment throughout the construction period.</p> <p>As the Project Construction Leader, you will support the development of leadership and drive results on-site. You will need to organise and lead the best team possible to complete the project, whilst aligning the staff to the company's core values.</p> <p>Your key responsibility areas include:</p> <ul style="list-style-type: none"> <li>Close monitoring &amp; scheduling of the construction of the project in logical steps and budgeting of the time required to meet deadlines</li> <li>Determination of labour requirements and ensuring that required manpower is deployed at construction sites</li> <li>Inspection and review of projects to monitor compliance with construction and safety codes, and other regulations</li> <li>Interpretation &amp; communication of plans and contract terms to administrative staff, workers, and contractors</li> <li>Drafting contracts and negotiating revisions, changes and additions to contractual agreements with contractors, consultants, suppliers and subcontractors.</li> <li>Ensuring the procurement of all necessary permits and licenses are available at site before the start of work, along with a study of job specifications to determine appropriate and latest construction methods and techniques</li> <li>Selection, contracting &amp; monitoring work specific pieces of the project</li> <li>Drafting budget estimates, progress and cost tracking reports</li> <li>Development and implementation of quality control programs</li> </ul>



	<p>Quick and efficient decision-making in the face of delays, bad weather, or emergencies at construction site</p> <p>Conferring with supervisory personnel, contractors, and design professionals to discuss and resolve matters of work procedures, complaints, and construction problems</p> <p>Planning &amp; organization of activities concerned with the construction and maintenance of structures, facilities, and systems</p> <p>Investigation of damage, accidents, or delays at construction sites to ensure that proper procedures are being carried out</p> <p>Evaluation of construction methods, 3D model reviews and constructability report to determine cost-effectiveness of plans</p> <p>Timely completion of project and close of the contracts and site</p> <p>Drafting and releasing the project construction close-out report</p>
<p>Essential work-experience</p>	<p><b>Between 15 and 20 Years</b> of experience in the execution of project of which, minimum 10 years' experience in Refinery/ process related projects. The prospective candidate should have led at least 2 project sites independently. Experience in infrastructure and process plant projects would be preferable</p>
<p>Desired skills</p>	<p>In-depth knowledge of piping/civil/instrumentation/ electrical Standards</p> <p>Experience of interpreting, reviewing MIS reports</p> <p>Strategy &amp; Change Management experience</p> <p>Working experience of SAP &amp; related technology platforms</p> <p>Ability to control and supervise the construction work of the entire project along with the team</p> <p>Learning agility &amp; good presentation skills</p> <p>Demonstrated people management skills</p> <p>Ability to adapt to new technology and methods</p> <p>A high level of integrity, self-discipline and positive attitude</p> <p>Strong written and oral Communication Skills</p> <p>Excellent networking &amp; strong negotiation skills</p> <p>Self-motivated and target-oriented to drive results</p>





## PROJECT CONSTRUCTION ENGINEER - MULTIPLE DISCIPLINES

<p>Essential educational qualifications</p>	<p>Bachelor's Degree (B B.E / B.Tech/ BSc. Engg) in Civil/Mechanical/Electrical/Instrumentation Engineering (Four year course) with <b>minimum 60%</b> aggregate percentage (or equivalent CGPA &amp; above), <b>relaxed to 50%</b> for SC/ST/PWD categories</p>
<p>Key challenges and expectations</p>	<p>As a key resource central to the success of the bio-refinery, you will be primarily responsible for the execution of construction activities at project site, reaching set targets both safely and correctly. You must be able to drive a team of contractors at site during execution to achieve the set targets within tight time-scales, implementing all BPCL standard procedures at site and submit compliance reports to the Site In-charge (Project Construction Leader) periodically.</p> <p><b>The Project Construction Engineer shall be responsible for job execution at site as per his/her discipline - Civil/Mechanical/Electrical/Instrumentation</b></p> <p>Your role will be to carry out all duties in your discipline and coordinate with Construction Engineers from other disciplines ensure timely completion of the project.</p> <p>Your responsibility areas include the following:</p> <ul style="list-style-type: none"> <li>Driving a team of contractors at site during the execution of construction activities</li> <li>Procurement of the required permits/clearances before starting the job at site</li> <li>Organization of &amp; tool box talks (TBT) for briefing workmen about safety aspects of the job &amp; proper safety precautions to be taken during execution of job</li> <li>Drafting the erection scheme of equipment wherever required and obtain approvals.</li> <li>Ensuring that the site job is taking place as per drawings issued for construction with no deviation from the scope.</li> <li>Regular interaction directly with workmen &amp; supervisors to ensure that the job progresses with no hindrances.</li> <li>Supervision &amp; recording of site activities</li> <li>Driving implementation of the project schedule and ensuring the job progresses according to the set timelines</li> </ul>



	<p>Implementation of all the BPCL Standard Procedures at site          Ensuring that all prescribed standard specifications are followed at site and the quality of material used is as per the specifications          Carry out sample checks/inspection of material if required with a compliance report prepared for the Site In-charge          Co-ordination of the movement of ODC Consignment until site &amp; follow-up with contractors/vendors for availability of material at site          Ensuring that the safety plans are implemented at site, etc.          Monitoring site progress &amp; recording the same in a report periodically          Timely verification and certification of the measurements mentioned in the Contractors’          Coordinating with local bodies, contractors, statutory authorities, etc.</p>
<p>Essential work-experience</p>	<p><b>Between 5 and 10 Years</b> of experience in the execution of project in the respective disciplines (Civil/Mechanical/Electrical/Instrumentation) of which, the candidate has to have minimum 3 years of experience in Refinery/ process related projects.          Experience in infrastructure and process plant projects is preferable</p>
<p>Desired skills</p>	<p>In-depth knowledge of Civil/Mechanical/Electrical/Instrumentation and piping standards          Experience of interpreting, reviewing MIS reports          Working experience of SAP &amp; related technology platforms          Ability to control and supervise the construction work of the complete project within the respective disciplines          Learning agility &amp; good presentation skills          Demonstrated people management skills          Ability to adapt to new technology and methods          A high level of integrity, self-discipline and positive attitude          Strong written and oral communication skills          Excellent networking &amp; strong negotiation skills          Self-motivated and target-oriented to drive results</p>



## INSPECTION ENGINEER

<p>Essential educational qualifications</p>	<p>Bachelor's Degree (B.E / B.Tech/ BSc. Engg) in Mechanical Engineering (Four year course) with <b>minimum 60%</b> aggregate percentage (or equivalent CGPA &amp; above), <b>relaxed to 50%</b> for SC/ST/PWD categories</p>
<p>Key challenges and expectations</p>	<p>As the Inspection Engineer in the bio-refinery, you shall deal with all inspection jobs at the site, which includes inspection of material, equipment, site fabrication and welding jobs, etc.          Your role is key to ensuring efficiency in production and upkeep of the plant which drives outcomes. Your key responsibilities include:          Carrying out inspection of material, equipment, fabrication, welding jobs, etc. at site and keep the Site In-charge informed.          Carrying out inspection for ensuring the design, fabrication and erection methods are in accordance with applicable standards and good engineering practices          Ensuring quality of welds, testing and approval of contractor's welders prior to undertaking field work          Liaising with GBI for Company welder's qualification / renewal of validity of the certificates          Study and scrutiny of the drawings with appropriate comments          Preparation / approval of welding WPS &amp; PQR.          Condition monitoring of various process equipment like heaters, RRS, stack etc. using different NDT techniques as Thermal Imaging, Ultrasonic flaw detection, In situ Metallographic etc.          Safekeeping of all the NDT equipment and ensuring their operability          Carrying out inspection of all Mechanical incoming materials received at the Warehouse and verification for conformance to P.O. / Standards / Drawings as applicable          Review and approval of Quality Assurance Plans          Inspection (stage-wise) of fabricated / mechanical items at vendor's premises to ensure quality          Deploying all available NDT techniques like Alloy Analyzer, hardness Tester etc. to ensure conformance to metallurgical properties.          Bringing all MTL to the Site In-charges' notice to assess the existing capabilities/reliabilities of vendors and take appropriate action          Liaising with the Warehouse for inspection of all mechanical incoming material &amp; technical queries for rejected materials</p>



	<p>Interaction with Project Leader &amp; Project Engineers for inspection and quality assurance processes</p> <p>Promoting Environmental awareness among all personnel under their control including contractors / vendors and making them aware of significant environmental impact while carrying out their activities (e.g. Radiography, Welding, Handling refractory materials, etc.)</p> <p>Drive awareness among all personnel including contractors of potential consequences of deviation from specified procedures</p> <p>Play a major role in ensuring adherence to Government and BPCL approved National / International Codes for Pressure Vessels with engineering operation and design</p> <p>Organizing the statutory inspection of Lifting Tools and Tackles in the Bio-refinery Project site</p> <p>Providing services for material Inspection and advising the Project Leader/Engineers on corrosion problems and remedial measures for control of the same</p> <p>As the custodian of all NDT instruments procured, responsible for maintenance and up keep of these instruments as well as their application for investigation / trouble shooting, safeguard and ensuring proper use and maintenance of Company property</p> <p>Be informed on day-to-day inspection of incoming material to the Warehouse and stage wise inspection of items at Vendors' shop</p>
<p>Essential work-experience</p>	<p><b>Between 8 and 12 Years</b> of experience in the inspection of project jobs of which the candidate must possess minimum 5 years of experience in inspection of Refinery/ process related projects</p> <p>Experience in infrastructure and process plant projects would be preferable</p>
<p>Desired skills</p>	<p>In-depth knowledge of International &amp; BPCL Standards &amp; specifications</p> <p>Ability to independently carry out the inspection related jobs during the construction activities at site</p> <p>Demonstrated people management skills</p> <p>Ability to adapt to new technology and methods</p> <p>A high level of integrity, self-discipline and positive attitude</p> <p>Strong written &amp; oral communication &amp; presentation skills</p> <p>Excellent networking &amp; strong negotiation skills</p> <p>Self-motivated and target-oriented to drive results</p>





## HEALTH, SAFETY & ENVIRONMENT (HSE) OFFICER

<p>Essential educational qualifications</p>	<p>Post-Graduate Diploma in Health, Safety &amp; Environment (Two year course) with <b>minimum 60%</b> aggregate percentage (or equivalent CGPA &amp; above), <b>relaxed to 50%</b> for SC/ST/PWD categories. Candidate must possess a Bachelor's Degree (B.E / B.Tech/ BSc. Engg) in Engineering (Four year course)</p>
<p>Key challenges and expectations</p>	<p>As a safety professional in BPCL, which strongly advocates 'Safety First, Safety Must', the safety officer shall deal with all the Health, safety and environment (HSE) related aspects at the site, which includes anchoring safety audits, safety meetings, etc.</p> <p>Your key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Reporting to the Site In-charge &amp; playing a role in everyday activities, safety rounds, audits, field survey, interaction with field personnel including safety observers of contractors, contractor site supervisors and Project Construction Engineers</li> <li>• Creating a safety culture and propagating the safety first, safety must agenda in the plant</li> <li>• Ensuring record of accidents statistics with a follow up for accident reports, FIR investigations</li> <li>• Conducting surprise checks at work sites to identify unsafe acts if any and ensuring that the safety recommendations are implemented</li> <li>• Safety Meetings: Coordinating for periodic safety meetings/safety award functions with contractors at site as per schedule and preparing the agenda for safety meeting/safety award functions</li> <li>• Providing safety coverage during critical activities at site as per requirements</li> <li>• Drafting safety procedures for any new process/activity to be carried out at site as per BPCL Safety manual with guidance to contractors as &amp; when necessary</li> <li>• Updating safety procedures as per new standards &amp; facilities &amp; imparting safety training to BPCL &amp; contractor employees</li> <li>• Monitoring and preparing status of internal &amp; external safety audit jobs &amp; inspection of emergency safety appliances at project site</li> <li>• Consolidation and playing an advisory role for updating F&amp;S regulations and other manuals and incorporating the same after</li> </ul>



	<p>obtaining necessary clearances</p> <ul style="list-style-type: none"> <li>• Coordinating preparation of standard specifications for Personal Protective Equipment (PPE), inspection of PPEs being used by contractors, etc.</li> <li>• Driving the conduct of periodic health check-up camps at site for contractors</li> </ul>
Essential work-experience	<b>Between 8 and 15 years</b> of experience in HSE, of which the prospective candidate must possess minimum 5 years of experience in HSE roles in Refinery/ process related projects. Experience in infrastructure and process plant projects would be preferable.
Desired skills	<p>In-depth knowledge of International Fire &amp; Safety Standards &amp; specifications</p> <p>Ability to independently carry out the HSE jobs at site during the construction activities</p> <p>Learning agility</p> <p>People Management skills</p> <p>A high level of integrity, self-discipline and positive attitude</p> <p>Strong written and Oral Communication Skills</p> <p>Strong commitment towards work</p> <p>Self-motivated and target-oriented to drive results</p>

### **AGRICULTURIST/BIOMASS SUPPLY CHAIN IN-CHARGE**

Essential educational qualifications	Master's Degree (M.Sc.) in Agronomy (Two- year course) with <b>minimum 60%</b> aggregate percentage (or equivalent CGPA & above), <b>relaxed to 50%</b> for SC/ST/PWD categories
Key challenges and expectations	<p>As a professional with expertise in biomass, you will play a crucial role in establishing an economically viable and sustainable biomass supply chain. You will deploy your expertise to monitor biomass supply chain and crucial aspects such as quality, quantity, value (Socio economical) and delivery schedule to create value addition in farming community by making clusters and monitoring fund transfer for supply of biomass. Your major responsibility areas would be as follows:</p> <p>Study of agricultural cropping pattern of selected location for freezing cropping zones</p>

	<p>Collection of data for crop wise area and production data for different agro-climatic zones for freezing cropping pattern and trend</p> <p>Study and analysis of cost for cultivation of different crops and its life cycle for evaluating Agri-economical pattern and GHG factors</p> <p>Carry out on-field survey of biomass production for quantifying the biomass availability for the projects</p> <p>On-site study of advance mechanization in Crop cultivation for advancement in post-harvesting systems for biomass collection</p> <p>Analyse Biomass surplus for bioethanol projects for exploring business opportunities for select locations in India</p> <p>Study existing biomass supply chain module for creating Rural entrepreneurs model for sustainability</p> <p>Ensure the establishment of an economically viable and sustainable biomass supply chain and smooth operations of Biomass to ensure continuous operation of all the Bio-Refineries</p>
<p>Essential work-experience</p>	<p>In addition to the required educational qualifications, you are required to have <b>between 4 and 12 years</b> of experience in Crop assessment in different agro-climatic zones, seed supply chain management, etc. to match the above key responsibilities</p> <p>Experience in Agricultural goods / material handling/ agricultural machinery knowledge, Crop physiology and pattern understanding</p> <p>Computer skills – Data management, Excel, Word, etc.</p> <p>Material Handling method of biomass supplier</p>
<p>Desired skills</p>	<p>In-depth knowledge of Agricultural economics, extension and crop physiology, agricultural market and extension</p> <p>Knowledge of different agricultural co-operatives and Government schemes and experience in working with rural farming community</p> <p>Ability to independently carry out the jobs during the project and handle high pressure situations</p> <p>Willing to travel across the country</p> <p>Learning agility &amp; analytical skills</p> <p>A high level of integrity, self-discipline and positive attitude</p> <p>Strong written and Oral Communication Skills</p> <p>Strong commitment towards work</p> <p>Self-motivated and target-oriented to drive results</p>



## HUMAN RESOURCES

For BPCL, employees are the most valued assets and our continuous investment in employees' growth and development defines our core value of "Development of People". With numerous awards and accolades from organisations like Confederation of Indian Industry, Employers Federation of India, Business World etc., BPCL has always stayed ahead in terms of people practices. Our HR strategy is focused on strengthening the leadership pipeline and grooming the future generations through our philosophy of development. We are looking for bright talent to join hands with us to craft a beautiful future for the company!

### Profile – HR

Essential educational qualifications	MBA (HR) / MA (PM&IR) / Post Graduate Diploma in HR / PM&IR /MMS in HR/Personnel with <b>minimum 60%</b> marks aggregate, <b>relaxed to 50%</b> for candidates belonging to SC/ST/PWD categories (Two year course)
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## LEARNING & DEVELOPMENT

Key challenges and expectations	<p>This role is responsible for driving transformation and growth in BPCL by developing forward-looking and challenge-compatible talent, enhancing leadership effectiveness and developing a learning culture. As a Learning and Development professional, you are responsible for designing and steering end-to-end learning &amp; development for the entire corporation. With the shifting landscape in business, you will play a crucial role in capability building, a pre-requisite to meet the targets and venture into new businesses.</p> <p>As a vital linkage to business needs and learning, you would be responsible for leading the design and deployment of learning opportunities to enable employees to realise their potential and supporting their developmental journey. You would be working in close tandem with businesses &amp; the talent management team, guiding learning in line with BPCL culture, ethos and learning philosophy. You would be actively involved in supervision and management of training budgeting and ROI, tracking the success of development plans and help employees make the most of learning opportunities. You would play the role of a strategic thinker with a passion for</p>
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	<p>execution, effectively bridging business needs with learning opportunities.</p>
<p>Essential work-experience</p>	<p><b>Between 3 and 12 years</b> of experience as an L&amp;D/Training Manager</p> <ul style="list-style-type: none"> <li>• Ability of fast conceptualisation on all fronts-behavioural, functional and leadership development</li> <li>• Experience of leading learning initiatives on the functional/technical and behavioural side, conversant with technologies in learning</li> <li>• Familiarity and ease of experience in various Instructional media tools and assessment methodologies</li> <li>• Knowledge of current industrial practices in effective learning and development methods</li> <li>• Familiarity with e-learning platforms and practices</li> <li>• Experience in project management and budgeting</li> </ul>
<p>Desired skills</p>	<p>Ability to take the lead &amp; initiative to champion process improvements          Ability to steer knowledge and delivery partnerships to craft best learning solutions for BPCL          Proficiency in Microsoft Office &amp; technology-based learning platforms          In-depth understanding of e-learning techniques, and where relevant, be involved in overseeing creation and delivery of e-learning packages          Ability to lead a team as well as liaise and deal with networks / counterparts in other organisations for development of initiatives          Ability to drive design, crafting and delivery of new media training such as development of mobile learning - videos, infographics, interactive PDFs, podcasts, etc.          Excellent communication and negotiation skills          Sharp business acumen          Ability to manage time &amp; sustain effective relationships          Ability to prioritise and plan work to meet objectives</p>



## EMPLOYEE RELATIONS

<p>Key challenges and expectations</p>	<p>As an employee relations professional, you will be responsible for driving and maintaining effective relationships between BPCL and trade unions to achieve better dynamics across the organisation. You would champion the employee experience by leveraging company culture and values to ensure equitable resolutions to employee relations issues also ensuring employee welfare. As an employee relations manager, you are responsible for managing a spectrum of activities related to employee/labour relations &amp; clerical/labour staffing functions.</p> <p>You will play a key liaisoning role with govt. departments, advocates, statutory bodies and also represent the company in various Industrial Tribunals. You will also play a role in key issues such as:</p> <ul style="list-style-type: none"> <li>• Labour Management and handling Court Matter</li> <li>• Maintaining &amp; Updating all statutory compliances including Legal compliances</li> <li>• Formulation of policies, directing and coordinating industrial relations activities of the organisation</li> <li>• Contributing to Long-Term settlements with Unions</li> <li>• Managing employee relations issues and developing programs to address areas of concern</li> </ul>
<p>Essential work-experience</p>	<p><b>Between 3 and 12 years</b> of experience in an industrial relations role, preferably Plant IR or employee relations in the manufacturing sector</p> <ul style="list-style-type: none"> <li>• Experience in creating and overseeing implementation of HR policies, programs and processes</li> <li>• Ensuring processes meet compliance and quality standards</li> <li>• Should have work experience in Contract Labour Management, handling all affairs pertaining to third party staff, IR and Administration, HR Policy formulation &amp; Implementation, Manpower Planning, HR Budgeting, Union Handling, Wage settlement and Compliances</li> </ul>
<p>Desired skills</p>	<p>Extensive knowledge and strong command over regulatory frameworks, applicable labour laws and compliance requirements</p> <p>Exceptional negotiation skills</p> <p>Exceptional communication and leadership skills</p>



	<p>Proficiency in Microsoft Office applications</p> <p>Ability to work with confidential information</p> <p>Ability to think on the feet and respond effectively</p> <p>Superior interpersonal skills and time management</p>
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## TALENT MANAGEMENT

Key challenges and expectations	<p>As a talent management professional, you will be responsible for ensuring translation of the organisation talent philosophy into effective initiatives and interventions to ensure employees reach their true potential</p> <p>You would champion the employees’ career and developmental experience by leveraging HR transformational processes across the organisation. You are responsible for driving the complete spectrum of design and delivery of key talent management processes such as 360 degree feedback, potential assessment and career pathing, competency mapping, as well as champion the ideation and implementation of employee development plans. As a talent management professional, your role is key to enabling people succeed through clarity of goals and creation of cross-functional opportunities for personal development.</p>
Essential work-experience	<p><b>Between 3 and 12 years</b> of experience in an organisational development/ talent management/leadership development role</p> <ul style="list-style-type: none"> <li>• Experience in talent development processes</li> <li>• Experience in evaluating and building relationships with knowledge partners for process improvements &amp; deployment</li> <li>• Knowledge of HR technology tools and systems with an inclination towards integration of technology and analytics to enable data-driven decisions</li> </ul>
Desired skills	<p>Deep understanding of applied organisational psychology</p> <p>Enthusiasm and initiative to prioritize, kick-off and own tasks end to end as an individual contributor</p> <p>Ability to thrive in an ambiguous, fast-paced work environment with changing priorities</p> <p>Excellent communication skills to present ideas succinctly and build consensus across teams</p> <p>Proficiency in Microsoft Office &amp; technology applications</p>



	<p>Ability to work with confidential information</p> <p>Ability to think on the feet and respond effectively</p> <p>Superior interpersonal skills and time management</p>
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## HR ANALYTICS

Key challenges and expectations	<p>As an HR analytics professional, you will support evidenced-based decision making on talent, bringing perspectives on HR processes. You will drive data analysis and research to build transformational processes within HR, also contributing to measuring effectiveness of existing HR processes. Your role includes identifying issues, forming &amp; testing hypotheses, synthesizing conclusions into recommendations</p> <p>Your insights would drive changes in the complete cycle of talent analytics, from sourcing &amp; development to managing attrition</p> <p>You would partner closely with HRIS and IT teams to build the required system functionality to collect, analyze and present data</p> <p>You would facilitate increased efficiency of HR &amp; IR process, executing the HR vision and strategy in alignment with leadership priorities, business stakeholder requirements, and business unit requirements</p>
Essential work-experience	<p><b>Between 3 and 12 years</b> of experience in business intelligence, HR analytics or related field is necessary</p> <ul style="list-style-type: none"> <li>• A strong background in quantitative disciplines with good grip on analytical tools &amp; programming languages like R, SAS, Tableau etc</li> <li>• Professional experience in HR or supporting HR analytics (e.g., report creation, dash-boards, scorecards, etc)</li> <li>• Skilled in open source machine learning tools: Python/R/R Studio</li> <li>• Direct experience &amp; comfort with analyzing large, complex data sets and interacting with relational databases</li> <li>• Significant experience in interpreting complex data and unstructured data sources to identify patterns</li> <li>• Predictive Modeling Experience – Logistic Regression, Decision trees, Machine Learning</li> <li>• Experience in text mining/NLP</li> </ul>
Desired skills	<p>A passion for research and data with ability to distil &amp; present actionable information from complex research</p> <p>Strong and recent experience in statistical analysis software (e.g., SPSS, Excel), knowledge of Tableau is a plus</p>





	<p>Exceptional analytical skills with expert knowledge of quasi-experimental and applied research design, including multivariate statistical analysis and predictive analytics</p> <p>Ability to thrive in an ambiguous, fast-paced work environment with changing priorities</p> <p>Excellent communication &amp; presentation skills to explain ideas succinctly and build consensus across teams</p> <p>Ability to think on the feet and respond effectively</p> <p>Superior interpersonal skills and time management</p>
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**SAP HR**

<p>Key challenges and expectations</p>	<p>Your role is the key linkage between information systems and human resources development. You will be responsible for steering integration of technology platforms to converge data to derive inferences from evidence-based decision-making. As an SAP HR professional, you will anchor and drive HR technology, augmenting the integration of all HR processes with latest technologies. You will dabble in end-to-end HR processes like Personnel Management, Talent Management, Organisational Management, Payroll / Time Administration and Learning Management Systems (LMS)</p> <p>This role entails rapid visioning, design and implementation of system configuration changes, drawing up functional specifications for developers, testing various processes, managing documentation and end-user training.</p> <p>You would be responsible for interacting with business users and provide system solutions that deliver long-term value to business. You will be the interface between HR and information systems, with your leadership driving data-based processes and systems. As an SAP HR professional, you will handle everything from single-point solutions for a single HR function to large, long-term services and complex systems integration spanning multiple HR processes and functions.</p>
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<p>Essential work-experience</p>	<p><b>Between 3 and 12 years</b> of experience as a core member of SAP HR team with hands-on experience in 2-3 large implementations of SAP-HR module</p> <ul style="list-style-type: none"> <li>You should also be SAP certified in HCM module</li> <li>You must be familiar with technology platforms</li> <li>You should have the ability to rapidly assimilate new technologies and convert them into winning propositions for the organisation.</li> <li>Functional expertise in SAP HCM module especially in the areas of PA &amp; OM, Time management, ESS, MSS, Appraisals and Learning Management system is essential</li> </ul>
<p>Desired skills</p>	<p>Ability to work with functional and technical resources and establish good working relationship with all stakeholders</p> <p>Ability to take ownership and deliver end-to-end solutions with minimal directions</p> <p>Ability to track &amp; gain understanding of new technology changes in the domain of SAP-HCM</p> <p>Exceptional analytical skills</p> <p>Ability to thrive in an ambiguous, fast-paced work environment with changing priorities</p> <p>Excellent verbal and written communication &amp; presentation skills to explain ideas succinctly and build consensus across teams</p> <p>Ability to think on the feet and respond effectively</p> <p>Superior interpersonal skills and time management</p>

## QUALITY ASSURANCE

The Bharat Petroleum Proficiency Testing Lab has been specially established to support the demands of ISO/IEC 17025: 2005 accredited laboratories. With our rich experience in conducting Inter-Laboratory Programs for the past 9 years, all of which have been well received in the industry, the BPCL Proficiency Testing Lab has been successfully accredited as a PT Provider under ISO/IEC: 17043:2010 by NABL (National Accreditation Board for Testing and Calibration Laboratories). We are looking for talented individuals for the profile of quality control officer to augment this team and lend their expertise to run world-class testing facilities.

<p>Essential educational</p>	<p>Two-year M. Sc. (Chemistry) with minimum of (minimum <b>70% marks</b> aggregate, <b>relaxed to 60%</b> for candidates belonging to SC/ST/PWD</p>
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qualifications	categories) (Two year course) Specialization in Organic / Physical / Inorganic /Analytical chemistry
Key challenges and expectations	<p>The Quality Assurance Officer works to deliver results by way of maintaining highest standards in terms of quality and time against agreed targets. As a quality control officer, you are responsible for maintaining highest level of quality testing methods with timely and appropriate execution, thereby upholding brand of the Corporation. The Quality Assurance Officer may be based at any location within the country and will be responsible for delivering best in class quality testing &amp; certification of products. As a QA officer, you are accountable for all important decisions of the Laboratory. You will:</p> <ul style="list-style-type: none"> <li>• Facilitate proactive solutions by testing &amp; analyzing quality data</li> <li>• Operate Mobile Laboratories to carry out on-site testing of Retail Outlets and at Customers premises.</li> <li>• Ensure quality assurance processes align with product specifications and support specific customer requirements</li> <li>• Ensure all test equipment available are in running condition to meet testing parameters</li> <li>• Responsible for maintaining calibration schedule and carry out calibration of equipment as per schedule</li> <li>• Management of NABL Accreditation, LIMS( Laboratory Information Management System) , PT (Proficiency Testing), etc</li> <li>• Documentation &amp; Statutory and regulatory compliances</li> <li>• Develop plans and goals for overall improvement of quality testing</li> </ul>
Essential work-experience	<p><b>Between 2 and 7 years</b> of experience in Testing Laboratories, only from Petroleum/Petrochemical Industry. Deep understanding and working knowledge of Testing and reasonable capability in front line maintenance of Test equipment is mandatory.</p> <p>Work Experience in ISO/IEC:17025:2005 accredited Laboratory and knowledge on relevant documentation is required.</p> <p>Hands on experience on LIMS (Laboratory Information Management System) is desirable.</p>
Desired skills	<p>In-depth knowledge of quality -testing methods (BIS), equipment, test-report writing In Petroleum/Petrochemical Industry</p> <p>In-depth knowledge of all quality assurance and related standards in Petroleum/Petrochemical Industry</p>



	<p>Strong and efficient verbal &amp; written communication skills and should be willing to learn the local vernacular wherever posted in India</p> <p>Learning agility</p> <p>Ability to work with moderate to minimal supervision</p> <p>Entrepreneurial Drive- A relentless pursuit for new and different ways of ensuring highest quality standards of testing</p> <p>Self-motivated and target-oriented to drive results</p>
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## LEGAL

The Bharat Petroleum legal team is responsible for Legal & Compliance functions and plays a crucial role in driving the legal vision of the company, often in advisory capacity to all the businesses and support functions. As a pillar steering the legal function across the Corporation, opportunities are ripe in this field for ambitious professionals looking for challenging roles, handling complex situations relating to strategy and anchoring end-to-end services in cases.

Essential educational qualifications	<p>Bachelor/ Post-Graduate degree in Law (BL/LLB/LLM or equivalent) from recognized University by the Bar Council of India for the purpose of enrolment as an Advocate, with a <b>minimum of 55% marks</b> or equivalent in the aggregate of all semesters/years (<b>relaxed to 50%</b> for candidates belonging to the SC/ST/PWD categories)</p>
Key challenges and expectations	<p>As a Legal professional, you will be responsible for interpreting, handling and adding value to all legal matters related to the Corporation. You will also be responsible for building up strategy, drafting pleadings, affidavits, documents, appearing in legal proceedings and giving advice to various departments. Applicant should have the ability to work with limited supervision in a computerized environment. As a qualified and experienced legal professional, you will provide legal advice and counselling on all official matters.</p> <p>You are also responsible for:</p> <ul style="list-style-type: none"> <li>Ensuring compliance and correctness of all documents/contracts,</li> <li>Timely submission of all necessary legal paperwork</li> <li>Analysis of the actions and decisions of the company in order to identify problem areas, suggest alternative courses of action and mitigate risk as much as possible</li> <li>Disseminating knowledge and briefing team of staff members on legal</li> </ul>





	<p>issues, potential liabilities and possible courses of actions. This involves translating complicated legal jargon into language which everyone can understand, as well as taking all possible legal problems into consideration before making any recommendations</p>
<p>Essential work-experience</p>	<p><b>Between 5 and 12 years</b> of experience as an Advocate in a District Court/High Court/Supreme Court or as a Law Officer in the Legal Department of a statutory Corporation or in the Legal Department of Central/State Government or in a Private Company of repute or as an Associate Partner etc. in a reputed Consultancy providing legal advice Candidates must be conversant inter alia with Transfer of Property Act, Local Tenancy Acts, Contract Act, Constitution of India, Civil Procedure Code, Arbitration Act, Corporate Laws, Criminal Procedure Code, Litigation matters before different Courts, Civil, Consumer and Criminal matters, N.I. Act and other related acts</p>
<p>Desired skills</p>	<p>Applicant should possess:</p> <ul style="list-style-type: none"> <li>• The ability to work with limited supervision in a computerized environment</li> <li>• Excellent written and verbal communication</li> <li>• Exceptional leadership skills</li> <li>• Knowledge of all applicable laws, rules and regulations</li> <li>• High attention to detail</li> <li>• Strong negotiation skills</li> <li>• Ability to prepare complex legal documents</li> <li>• Stay informed about what's going on at the company</li> <li>• A deep understanding of the business and the industry</li> </ul>

## COMPANY SECRETARY

The Company Secretary's set-up in Bharat Petroleum Corporation Limited is responsible for driving compliance with statutory and regulatory requirements and ensuring the decisions of the board of directors are implemented. In today's global business world, the importance of effective corporate governance is critical, and this team ensures that BPCL has a sharp effective corporate governance mechanism and also steer implementation. We want inspired, talented and committed individuals with necessary qualifications and experience to lend professional expertise towards the multitude of responsibilities which include compliance of company law, SEBI guidelines, Board of Director meetings, investor relations etc. Great exposure and



learning characterise this role as the incumbent would be working closely with all corporate teams and the Board of directors, involving in every major event associated with shareholders.

<p>Essential educational qualifications</p>	<p>Candidate should have acquired Associate Membership of Institute of Company secretaries of India (ACS). Additional qualification in Law is desirable.</p> <p>Candidates must have secured <b>minimum 55%</b> of marks (or equivalent CGPA and above) in the final examination of ICSI (<b>relaxed to 50%</b> for SC/ST/PWD categories)</p> <p>Candidates should have cleared the Final Examination in Single Sitting and 1st Attempt</p>
<p>Key challenges and expectations</p>	<p>The Company Secretary is responsible for looking after the activities related to Compliances of Company Law, SEBI (LODR) guidelines, DPE guidelines on Corporate Governance, Meetings of Directors/ Committees of Directors and Investors Relations (Share department)</p> <p>The ACS-qualified professional would be responsible for:</p> <ul style="list-style-type: none"> <li>• Filing of various forms &amp; returns with Ministry of Corporate Affairs</li> <li>• Compliances of listing with BSE and NSE on fortnightly basis</li> <li>• Coordination with Practicing Company Secretary and obtaining certification</li> <li>• Assist in Secretarial audit &amp; Corporate Governance Audit under Companies Act read with Listing Regulations &amp; DPE guidelines</li> <li>• Responsible for collection of disclosures, consents etc. required under the Company Law from Directors and submit before Board</li> <li>• Assist in Preparation of various draft agenda notes for the Company Secretarial Department for the Board / Committees of Directors, Directors Report considering company law aspect, Report on Corporate Governance under two regulations i.e. Listing regulation and DPE guidelines, obtaining approval etc.</li> <li>• Assisting in ministry / inter departmental communications, the complete gamut of AGM-related activities and in examining proposals relating to Board/ED Committee/other meetings</li> <li>• Assisting in handling legal issues regarding Investors relation dept. such as transmission, transfer, fraud, etc.</li> <li>• Assisting in actions regarding unclaimed dividend and shares under Investor Education and Protection Fund on regular basis</li> </ul>



	<p>such as follow up with shareholders, notices, filing of forms etc.</p> <ul style="list-style-type: none"> <li>• Monitoring insider trading covering window closure</li> <li>• Study and carry out research work under Company law, SEBI regulations, etc. which would be beneficial to the company</li> </ul>
Essential work-experience	<p><b>Between 3 and 12 years</b> of post-qualification work experience in a company secretarial set-up with an in-depth understanding &amp; knowledge on Companies Act, Rules and Regulations, SCRA, SEBI, MRTP, FEMA Act, Listing Requirements, Memorandum and Articles of Association</p> <p>Candidates should possess knowledge of formalities for Public issue/Right issue/Bonus issue/Split/allotment of shares &amp; certificates thereon/Listing of shares/Dividend payment, Monitoring activities of Share Transfer Agents regarding share transfer, demat etc</p> <p>Candidates should have hands-on experience in:</p> <ul style="list-style-type: none"> <li>• Coordinating and anchoring meetings of the Shareholders, Board and Committees in accordance with the Companies Act.</li> <li>• Scrutiny, drafting and submitting relevant returns / reports to MOP&amp;NG, MCA, CLB, ROC, SEBI, RBI etc.</li> </ul>
Desired skills	<p>Exceptional communication skills, able to express complicated, multi-stranded concepts in an accessible way, both verbally and in writing</p> <p>Demonstrates experience and competence in interpretation of complex legislation and regulations</p> <p>Able to organise, write and present formal reports to the Board on highly complex legal and regulatory matters</p> <p>Extremely well-organised and able to produce forward plans and consistently meet timetables</p>

### OFFICIAL LANGUAGE IMPLEMENTATION

The Rajbhasha team in Bharat Petroleum Corporation Limited is committed to driving the complete and effective implementation of the official Language, using their proficiency to drive all statutory requirements to implement the Policy of Official Language of Government of India. We want qualified professionals with experience in implementing the official language in organisations using innovative and effective methods.

Essential educational	Master's degree in Hindi with English as subject at Graduation Level with minimum 60% marks aggregate, relaxed to 50% for candidates
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qualifications	belonging to SC/ST/PWD categories (Two year course)
Key challenges and expectations	<p>As the official language implementation officer, you would be responsible for implementation of statutory &amp; administrative requirements regarding the use of Hindi as Official Language in the organisation. The scope of the job includes the responsibility for implementing Policy of Official Language of Government of India. You would also pioneer and popularise the usage of the Official language across all forums and platforms in the organisation to widen the use and reach of Hindi. You will be responsible for:</p> <ul style="list-style-type: none"> <li>Organizing Hindi workshops/ functions/competitions periodically to popularize the use of Hindi in day-to-day work</li> <li>Drafting help &amp; reference materials/literature for facilitating the use of Hindi in noting &amp; drafting</li> <li>Organizing teaching classes for non-Hindi employees</li> <li>Organizing Official Language committee meetings with agenda, taking on the role of Member secretary of the committee</li> <li>Drafting Hindi speeches &amp; articles for the senior Executives</li> <li>Translating all Official documents/papers/technical articles/manuals/Code etc. from English to Hindi &amp; vice-versa</li> <li>Co-ordinating with Official Language Dept., Ministry of Home Affairs (Regional Implementation Office), MOP&amp;NG &amp; Parliamentary Committee's Secretariat for Hindi Implementation</li> <li>Publication of in house Journals/E-Hindi magazines</li> <li>Co-ordinating and overseeing Visits/inspections of Parliamentary committee/Ministry and Officials from Ministry of Home Affairs (Regional Implementation Office)</li> <li>Imparting training of Hindi software and various related packages</li> </ul>
Essential work-experience	<p><b>Between 3 and 12 years</b> of work experience in translation work from English to Hindi and vice-versa</p> <p>Candidates should be fully conversant with the implementation of Official Language policy of the Government of India</p>
Desired skills	<ul style="list-style-type: none"> <li>Fluency in Hindi in written as well as oral communication is a must</li> <li>Ability to translate from Hindi to English and vice versa</li> <li>Skilled at developing and delivering programs pertaining to Hindi</li> <li>Self-motivated and target-oriented to drive results</li> <li>Ability to manage time, set priorities and plan work to meet objectives</li> <li>Ability to liaise and deal with networks / counterparts in other</li> </ul>





organisations to assist the development / progress of initiatives

## ELIGIBILITY CRITERIA

### **AGE:**

Maximum permissible age (as on 01.06.2018) for candidates belonging to the **General Category** is mentioned against each profile:

<b>Job Profile</b>	<b>Upper Age Limit as on 01.06.2018 (in years)</b>
Chemical Engineers - Petrochemicals	35
Chemical Engineers - Refineries	35
Project Construction Leader	40
Project Construction Engineers – Mechanical/Civil/Electrical/Instrumentation	32
Inspection Engineers	35
Health, Safety & Environment Engineers	37
Agriculturist/ Biomass Supply Chain In-Charge	35
Quality Assurance	30
Human Resources – all sub-profiles	35
Legal	35
Company Secretary	35
Official Language Implementation (Hindi)	35

Age relaxations will be as applicable to candidates belonging to OBC (Non-Creamy Layer), SC, ST, Persons with Disabilities (PWD) and Ex-servicemen categories

### **Sample for age limit application:**

If upper age limit is mentioned as 27 years as on 01.06.2018, it means that candidates must have their date of birth as per table below

<b>Category</b>	<b>Date of Birth for eligibility</b>
General	Should be born on or after 01.06.1991
SC/ST	Should be born on or after 01.06.1986
OBC (Non-Creamy Layer only)	Should be born on or after 01.06.1988
PWD (person with disability)	Should be born on or after 01.06.1981



**EDUCATIONAL QUALIFICATIONS:**

<b>% Marks in qualifying degree</b>	As mentioned against each position above, respectively
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- Educational Qualifications from Institutions/colleges and Universities/Deemed Universities should be duly recognized by AICTE/UGC
- Candidates should have completed the course in first attempt.
- **Candidates scoring minimum aggregate percentage in the qualifying degree as stipulated in the essential educational qualifications are only eligible to apply.** Percentage of marks to determine eligibility would be calculated as the aggregate of all semesters irrespective of the norms / system being followed in the institute/university.
- Wherever CGPA/OGPA or Letter Grade in a degree is awarded, equivalent percentage marks should be indicated in the online application (as per norms adopted by the University/Institute). No rounding off of percentage would be allowed.
- Candidates should have cleared the qualifying degree in the first attempt, with no gaps/drops in between the course

**EMOLUMENTS**

Selected candidates will be placed in appropriate grades based on their suitability, with CTC ranging between 17 to 30 Lakhs per annum (INR). The Cost to Company is inclusive of Basic Pay, Dearness Allowance (DA) based on IDA pattern, HRA (House Rent Assistance, if applicable, based on the class of city of posting), allowances and retirement benefits in line with DPE guidelines.

**SELECTION METHODOLOGY**

Based on scrutiny of the applications, eligible candidates will be called for written test and / or group discussions and personal interview/s. Candidates short-listed in personal interview/s will be required to clear a pre-employment medical examination. The final selection / Offer of Employment will be based on the candidate’s performance in the Personal Interview/s, being declared medically fit by the BPCL medical authority and subject to fulfillment of all eligibility criteria, as applicable. Candidates would have to qualify through each stage of the selection process successfully before being considered for final selection.



Please note that mere application to any profile and/or participation in any stage of recruitment i.e. Written Test and/or Group discussions and/or personal interviews and/or psychometric or any other tests, pre-employment medical examination etc.), does not confer any right to an individual for employment with BPCL.

## **TRAINING & PLACEMENT**

Candidates selected would normally be on Probation for one year (extendable in case of non-satisfactory performance) and on successful completion of probationary period, would be confirmed in the respective business unit / entity.

Candidates can be posted across the country, in any of the businesses / locations or offices including joint ventures & subsidiary companies of BPCL currently in existence and establishments that may be set up in future besides roles on deputation to other organisations.

## **MEDICAL STANDARDS**

- Candidates provisionally selected by BPCL will have to clear a Pre-Employment Medical Examination before joining. Company's Authorized Medical Officers/nominated hospitals will assess the health of candidates and the final appointment will be subject to meeting the medical standards prescribed by the Company.

**Candidates selected under PWD category, except the handicap for which relaxation is acceptable and extended, must be within the prescribed normal range for all other physical standards.**

- The decision on medical fitness by Company's Authorized Medical Officers/nominated hospitals would be final and binding on all candidates. No correspondence or queries in this regard shall be entertained by BPCL.
- Myopia & Hypermetropia (vision), if any, should be within permissible limits i.e. (-) 6.00 & (+) 4.00. (Not applicable for VH candidates)
- Colour blindness or squint, partial or full, is not acceptable in any case. (Not applicable for VH candidates)
- Any major medical ailment will debar a candidate from being eligible for the job.
- The mentioned medical standards are only indicative and not exhaustive.
- Details can be accessed through the following website [www.oisd.gov.in](http://www.oisd.gov.in). (Please refer Section 10 of OISD Standard 166).



## HOW TO APPLY

Interested & eligible candidates may apply online from **6<sup>th</sup> June 2018 to 4<sup>th</sup> July 2018** at [www.bharatpetroleum.com/careers.aspx](http://www.bharatpetroleum.com/careers.aspx) under Current Openings. For clarifications, if any, please reach out by writing to us at: [z\\_hrd\\_co\\_recruit@bharatpetroleum.in](mailto:z_hrd_co_recruit@bharatpetroleum.in)

## GENERAL INSTRUCTIONS

1. Candidates may choose any one of the above profiles to apply, for which all stipulated eligibility criteria are met. The above mentioned descriptions of roles and profiles are only illustrative and not exhaustive.
2. Only Indian Nationals are eligible to apply.
3. Candidates must have an active e-mail id, which must remain valid for at least the next one year. All future communication with the candidates regarding further selection process and shortlisting will take place through e-mail only.
4. Candidates should have relevant documents like percentage of marks obtained in the degree examination, degree certificate, date of birth, caste/disability certificate (as applicable), functional mobile number and email id etc. readily available with them before they commence the ONLINE application process. This information would be required at the time of filling-in the ONLINE application.
5. Candidates presently employed in Central/ State Government, Autonomous bodies and PSUs must submit 'No Objection Certificate' of their employer at the time of selection process, failing which they will not be allowed to appear for the selection process.
6. Candidates meeting the prescribed eligibility criteria for a post may visit the website [www.bharatpetroleum.com/careers/current-openings.aspx](http://www.bharatpetroleum.com/careers/current-openings.aspx) and look up 'Recruitment of Experienced Professionals' and may apply on-line. No other application, other than that submitted through on-line mode will be accepted/considered.
7. Candidates not found to be meeting the prescribed eligibility criteria shall be rejected at any stage of the selection process.
8. BPCL reserves the right to take a final decision to assign/offer any suitable job/role/profile to the candidates found suitable as per the Corporation's requirements.





9. BPCL reserves the right to cancel / restrict / enlarge / modify / alter the recruitment process, if the need so arises, without issuing any further notice or assigning any reason thereafter.
10. Corrigendum/ Addendum etc. with regard to this advertisement, if any, will be made available on [www.bharatpetroleum.com/careers/current-openings.aspx](http://www.bharatpetroleum.com/careers/current-openings.aspx) only. Candidates are advised to refer to the above website periodically for updates. All future correspondence with respect to the advertised posts will be made only through the above-mentioned website
11. Court of jurisdiction for any dispute will be at Mumbai.
12. While applying for the above post, candidate must ensure that he/she fulfils the eligibility and other norms mentioned above, as on the specified dates and the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment / selection that the candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his/her candidature will automatically stand cancelled. If any of the above shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated without any Notice, as the appointment would be deemed to be void ab initio.
13. If any candidate attempts to use external influence for the purpose of facilitation his/her selection, it would result in automatic cancellation of his/her candidature.  
All the details given in the online application will be treated as final and no changes will be entertained.

Commencement of on-line Applications	<b>6<sup>th</sup> June 2018</b>
Last date for submission of on-line Applications	<b>4<sup>th</sup> July 2018</b>