



# HPCL RAJASTHAN REFINERY LIMITED

A Joint Venture between HPCL & Govt. of Rajasthan



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एचपीसीएल राजस्थान रिफाइनरी लिमिटेड  
HPCL Rajasthan Refinery Limited

# HPCL RAJASTHAN REFINERY LTD.



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HPCL Rajasthan Refinery Limited

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

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

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

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

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

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





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HPCL Rajasthan Refinery Limited

# HPCL RAJASTHAN REFINERY LIMITED

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

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

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

**CIN: U23201RJ2013GOI043865**

## Advt. No. - HRRL/RECT/01/2026

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## 1. Positions & Vacancies (Regular):

| S. No.                 | Discipline            | Salary Grade (S/G) | Position   | Vacancies  | Pay Scale                 | Min. Work Experience (Years) | Max. Age (Years) |
|------------------------|-----------------------|--------------------|--|------------|---------------------------|------------------------------|------------------|
| 1                      | Chemical & Operations | E0                 | Jr. Executive – Chemical                                       | 37         | Rs. 30,000 - Rs. 1,20,000 | Nil                          | 25               |
| 2                      |                       | E1                 | Asst. Engineer – Chemical                                      | 10         | Rs. 40,000 - Rs. 1,40,000 | Nil                          | 25               |
| 3                      |                       | E2                 | Engineer - Chemical  | 31         | Rs. 50,000 - Rs. 1,60,000 | 3                            | 29               |
| 4                      |                       | E3                 | Senior Engineer - Process (Refinery / Petrochemical)           | 10         | Rs. 60,000 - Rs. 1,80,000 | 6                            | 34               |
| 5                      |                       | E5                 | Senior Manager – Technical planning (Refinery / Petrochemical) | 1          | Rs. 80,000 - Rs. 2,20,000 | 12                           | 42               |
| 6                      |                       | E5                 | Senior Manager – Process (Refinery / Petrochemical)            | 2          | Rs. 80,000 - Rs. 2,20,000 | 12                           | 42               |
| 7                      | Mechanical            | E0                 | Junior Executive – Mechanical                                  | 1          | Rs. 30,000 - Rs. 1,20,000 | Nil                          | 25               |
| 8                      |                       | E2                 | Engineer – Mechanical  | 1          | Rs. 50,000 - Rs. 1,60,000 | 3                            | 29               |
| 9                      |                       | E3                 | Senior Engineer - Mechanical                                   | 4          | Rs. 60,000 - Rs. 1,80,000 | 6                            | 34               |
| 10                     |                       | E5                 | Senior Manager - Mechanical                                    | 5          | Rs. 80,000 - Rs. 2,20,000 | 12                           | 42               |
| 11                     | Electrical            | E2                 | Engineer - Electrical  | 3          | Rs. 50,000 - Rs. 1,60,000 | 3                            | 29               |
| 12                     |                       | E5                 | Senior Manager - Electrical                                    | 2          | Rs. 80,000 - Rs. 2,20,000 | 12                           | 42               |
| 13                     | Instrumentation       | E1                 | Asst. Engineer - Instrumentation                               | 1          | Rs. 40,000 - Rs. 1,40,000 | Nil                          | 25               |
| 14                     |                       | E2                 | Engineer - Instrumentation                                     | 2          | Rs. 50,000 - Rs. 1,60,000 | 3                            | 29               |
| 15                     |                       | E5                 | Senior Manager - Instrumentation                               | 4          | Rs. 80,000 - Rs. 2,20,000 | 12                           | 42               |
| 16                     | Finance               | E1                 | Asst. Accounts Officer   | 4          | Rs. 40,000 - Rs. 1,40,000 | Nil                          | 25               |
| 17                     |                       | E2                 | Accounts Officer   | 2          | Rs. 50,000 - Rs. 1,60,000 | 3                            | 29               |
| 18                     |                       | E5                 | Senior Manager - Finance                                       | 5          | Rs. 80,000 - Rs. 2,20,000 | 12                           | 42               |
| 19                     | Human Resources       | E2                 | Medical Officer  | 1          | Rs. 50,000 - Rs. 1,60,000 | 3                            | 29               |
| 20                     | IS                    | E1                 | Asst. Officer – Information Systems                            | 1          | Rs. 40,000 - Rs. 1,40,000 | Nil                          | 25               |
| 21                     | Fire & Safety         | E0                 | Jr. Executive – Fire & Safety                                  | 2          | Rs. 30,000 - Rs. 1,20,000 | Nil                          | 25               |
| <b>Total Vacancies</b> |                       |                    |  | <b>129</b> |                           |                              |                  |

## 2. Positions & Vacancies (Fixed Term Employments)

| S. No. | Positions   | Vacancies | Maximum Annual Remuneration consolidated (Approx. P.A.) | Min. Work Experience (Years) | Max. Age (Years) |
|--------|---|-----------|---|------------------------------|------------------|
| 1      | Plant Head– HDPE/LLDPE Swing                              | 1         | 76.75 lakhs   | 20 yrs                       | 63               |
| 2      | Plant Head – Polypropylene (PPU)                          | 1         | 76.75 lakhs   | 20 yrs                       |                  |
| 3      | Extruder Head - HDPE / LLDPE & PP                         | 1         | 72.56 lakhs   | 17 yrs                       |                  |
| 4      | Plant Head – Dual Feed Cracker Unit (DFCU) & Allied units | 1         | 76.75 lakhs   | 20 yrs                       |                  |
| 5      | Plant Head – Delayed Coker Unit (DCU)                     | 1         | 76.75 lakhs   | 20 yrs                       |                  |

\* No age relaxation for SC/ST/OBC/ PwBD Candidates.

\*Reservation of posts for SC, ST, OBC-NCL, EWS and PwBD (Person with benchmarked disabilities – with degree of disability 40% or above) are as per Presidential Directives.

## 3. Important Dates:

|   |                                       |
|---|---------------------------------------|
| Commencement of Online Application  | <b>14.05.2026 (10:00 hrs onwards)</b> |
| Last Date of Online Application (Including payment of application fee, as applicable)         | <b>03.06.2026 (till 23:45 hrs)</b>    |
| All computations of age / relevant experience requirement/ qualification shall be done as on* | <b>13.05.2026</b>                     |

\* Cut-off date for reckoning the eligibility criteria w.r.t completion of essential education qualification, work experience, age etc will be as on **13.05.2026**. E.g. Essential Qualifying Education Certificate should be issued as on or before cutoff date which is **13.05.2026**.

## 4. Eligibility:

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

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

## Engineering (Technical) positions

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

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

Relevant engineering streams include:

- Chemical / Petrochemical Engineering
- Mechanical / Production Engineering
- Electrical Engineering
- Instrumentation Engineering
- Information Systems

### 1. Junior Executive – Chemical: S/G E0

|   |   |
|---|---|
| No of Vacancies                           | <b>37</b>   |
| Essential Educational Qualification       | <p>3 years full-time Diploma in Chemical Engineering / Petrochemical Engineering / Chemical Engineering (Fertilizer) / Chemical Engineering (Plastic &amp; Polymer) / Chemical Engineering (Sugar Technology) / Refinery &amp; Petrochemical Engineering / Chemical Engineering (Oil Technology) / Chemical Engineering (Polymer Technology) with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.</p> <p><b>OR</b></p> <p>3 years full-time B.Sc. with Chemistry as Principal Subject (Honors) / Polymer Chemistry/ Industrial Chemistry with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.</p> |
| Physical Fitness Efficiency Test Criteria | <p>The advertised positions require working in open areas, climbing tall structures, columns and tanks by stairs and monkey ladders, quick response to unit emergencies or process upsets, movement over large operating areas, working in heights, working in hazardous areas with protective equipment, working in all three shifts and in all weathers, which will include Agility test, Endurance test and working at height test.</p> <p>Therefore, all applicants are required to ensure their suitability to the job before applying.</p>  |
| Key Job Responsibilities                  | <ul style="list-style-type: none"> <li>• Start-up/commission and Operate equipment such as pumps, compressors, air driers, steam and gas turbines DM plants, boilers, heaters, exchangers, columns, vessels, furnaces, cooling towers, Fans, Filters, Deaerators, Reactors, storage tanks, burners, Tankage facilities, Gas Skids, steam headers of different sizes, Boiler feed water systems, process pipe lines of various sizes etc.</li> </ul>   |



## 2. Asst. Engineer – Chemical: S/G E1

|                                     |   |
|-------------------------------------|---|
| No of Vacancies                     | <b>10</b>   |
| Essential Educational Qualification | 4 years Full time regular engineering course (B.E./B.Tech) in Chemical/Petrochemical with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.  |
| Key Job Responsibilities            | <ul style="list-style-type: none"> <li>• Coordinate with Internal &amp; External Stakeholders for job execution including Pre commissioning/commissioning, startup and test runs.</li> <li>• Collaborate with cross functional teams including operations, maintenance, laboratory and production planning personnel for smooth operation of the plant and onspec production.</li> <li>• Checking EPCC commissioning formats for completion.</li> <li>• The job involves working in three shifts as a field supervisor or control panel (DCS) supervisor in process plants/Oil movement &amp; storage area.</li> <li>• Unit monitoring and follow instructions from plant managers for steady operation of the plant. Responsible for safe operation of plant, Preparation of daily unit monitoring reports.</li> <li>• Follow SOP during emergencies and plant upsets to protect the plant personnel / equipment and inventory. Handle Plant upsets and subsequent trouble shooting.</li> <li>• Issue of necessary job permits for various jobs and vehicle movements and ensure compliance to site and personnel safety requirements.</li> <li>• Operation of process equipment like pumps, compressors, Blower, Exchanger, Condenser, Cooler, Desalter, Reflux Drum, Knock out drum, Reactors, Incinerators, Reformer, Coke handling etc. during pre-commissioning, commissioning and normal operation.</li> <li>• Lead a team of Operators and handle plant start-up/shutdowns and emergency issues. Ensure good housekeeping at site.</li> <li>• Job Involves working in shifts.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul> |

## 3. Engineer – Chemical : S/G E2

|                                     |   |
|-------------------------------------|---|
| No of Vacancies                     | <b>31</b>   |
| Essential Educational Qualification | 4 years Full time regular engineering course (B.E./B.Tech) in Chemical/Petrochemical with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.  |
| Essential Work Experience           | Minimum 3 years of post-qualification (B.E/B.Tech) relevant work experience in in Supervisory / Executive category in Operation / Technical / Process division with minimum 2 years in a Refinery / Petrochemical / Hydrocarbon Gas Processing Plant / Fertilizer / Oil Exploration sector. |

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

## 4. Senior Engineer – Process (Refinery & Petrochemical) : S/G E3

|                                     |   |
|-------------------------------------|---|
| No of Vacancies                     | <b>10</b>   |
| Essential Educational Qualification | 4 years full-time regular engineering course (B.E./B.Tech) in Chemical/Petrochemical with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.  |
| Essential Work Experience           | Minimum 6 years of post-qualification (B.E./B.Tech.) relevant work experience in Supervisory / Executive category in Operation /Technical /Process division with minimum 4 years in a Refinery / Petrochemical / Hydrocarbon Gas Processing Plant / Fertilizer / Oil Exploration sector.  |
| Key Job Responsibilities            | <ul style="list-style-type: none"> <li>• Assist in units pre-commissioning/commissioning activities, troubleshooting, PGTR and coordination with Licensor and other stakeholders.</li> <li>• Handling normal operations /plant start-up/shutdown including various emergency shutdowns.</li> <li>• Develop Standard Operating Procedure (SOP) for Unit Operation and field activities and facilitate preparation of Operating Manuals and carry out operations safely as per SOP.</li> <li>• Oversee subordinate manpower assigned in shifts.</li> <li>• Handling shifts operations: Plant activities for production of on spec refinery products from primary and secondary processing units.</li> <li>• Issue of all necessary job permits for various jobs as per OISD, ensure compliance to site and personnel safety requirements.</li> <li>• Operation of process equipment like pumps, compressors, Turbine, Blower, Exchanger, Condenser, Cooler, Desalter, Reflux Drum, Knock out drum, Reactors, Incinerators, Reformer, Coke handling, Refrigeration System, Regen-Reactor, Main Air Blower, Wet Gas Compressor, Electrostatic Precipitator, Chiller Package during pre-commissioning, commissioning and normal operation.</li> <li>• Taking charge of plant emergency situations providing guidelines/Instructions to overcome emergency situations, troubleshooting, imparting training etc.</li> <li>• Handling independently DCS as well as field operations.</li> <li>• Review/preparation of DFRs, Basic Design Engineering Packages, PFD/H&amp;MB/P&amp;IDs, plant layouts, HAZOP and risk analysis.</li> <li>• Utilization process simulation software (HYSIS/Flare net etc.) and refinery planning tools for operational purpose.</li> <li>• Coordinate and implement engineering standards like API, OISD etc. and other statutory safety requirements/guidelines etc.</li> <li>• Providing technical input in EHS activities e.g., MOCs, PHAs, HAZOPs, PSSR, verifies EHS process related calculations</li> <li>• Collaborate with cross functional teams including operations, maintenance, laboratory and production planning personnel.</li> <li>• Job Involves working in shifts.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul> |

## 5. Senior Manager – Technical Planning (Refinery/Petrochemical) : S/G E5

|                                     |   |
|-------------------------------------|---|
| No of Vacancies                     | <b>01</b>   |
| Essential Educational Qualification | 4 years Full time regular engineering course (B.E./B.Tech) in Chemical / Petrochemical / Petroleum with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.  |
| Essential Work Experience           | <p>Minimum 12 years of post-qualification relevant work experience in Supervisory / Executive category in Operation / Technical / Process division in a Refinery / Petrochemical / Hydrocarbon Gas Processing Plant / Fertilizer sector.</p> <p>Candidate must have a combined experience of 10 years in any sector or different sectors as mentioned above.</p> <p>Candidate worked in Petrochemical sector will get preference.</p>   |
| Key Job Responsibilities            | <ul style="list-style-type: none"> <li>Responsible for short- and long-term planning &amp; scheduling feed &amp; products utilizing software like PIMS/DRYA or other Planning &amp; Scheduling tools, yield accounting software for production planning and gap identification in various streams flow (actual vs reconciled value).</li> <li>Responsible for Crude planning for day to day operations, Product &amp; ISD inventory management, yield reconciliation, economic analysis of various proposals, coordination with stake holders, product management scenario during plant shutdowns.</li> <li>Roll out &amp; monitor monthly/quarterly/yearly production plan, this includes unit shutdown scenario, process unit constraints with respect to throughput, yield &amp; quality, inventory management etc.</li> <li>Identify opportunities to optimize process, reduce operating costs, improve resource utilization, and enhance overall profitability.</li> <li>Co-ordination with all stakeholders to finalize production plan and various feedstocks receipt &amp; products upliftment figures from Refinery and Petrochemical side based on production and inventory available</li> <li>Retro-analysis or backcasting on monthly basis to identify the gap between actual vs plan performance and preparation of action plan for the same.</li> <li>Manage RLNG usage based on economics evaluations and conduct price variations analysis fortnightly.</li> <li>Review &amp; Release of Refinery MIS, Petrochemical MIS, RLNG MIS on monthly basis.</li> <li>Assessment of Product management during unit shutdown scenarios and preparation of action plan. Preparation of shutdown notes for seeking approval from management so that these shutdowns can be done as per plan.</li> <li>Co-ordination with quality control in view of product specification change or during polymer grade changeover or catalyst change over.</li> <li>Job involves working in shifts.</li> <li>Any additional tasks / responsibilities as and when assigned.</li> </ul> |

## 6. Senior Manager –Process (Refinery & Petrochemical) : S/G E5

|   |   |
|---|---|
| No of Vacancies                           | <b>02</b>   |
| Essential Educational Qualification       | 4 years full-time regular engineering course (B.E./B.Tech) in Chemical with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.  |
| Essential Work Experience                 | <p>Minimum 12 years of post-qualification relevant work experience in Supervisory / Executive category in Operation / Technical / Process division in a Refinery / Petrochemical / Hydrocarbon Gas Processing Plant / Fertilizer / Oil Exploration sector.</p> <p>Candidate must have a combined experience of 10 years in any sector or different sectors as mentioned above.</p>  |
| Physical Fitness Efficiency Test Criteria | <p>The advertised positions require working in open areas, climbing tall structures, columns and tanks by stairs and monkey ladders, quick response to unit emergencies or process upsets, movement over large operating areas, working in heights, working in hazardous areas with protective equipment, working in all three shifts and in all weathers, which will include Agility test, Endurance test and working at height test.</p> <p>Therefore, all applicants are required to ensure their suitability to the job before applying</p>   |
| Key Job Responsibilities                  | <ul style="list-style-type: none"> <li>• Coordinate with Internal &amp; External Stakeholders for job execution including Precommissioning /commissioning, startup and test runs.</li> <li>• Review and implement Standard Operating Procedure (SOP) for Unit Operation and field activities including pre commissioning and commissioning to enhance efficiency and reliability. Facilitate preparing Operating Manuals and ensure all operational activities are carried out safely as per SOP.</li> <li>• Train, Mentor and Develop Operations team members to maximise the potential and performance.</li> <li>• Review &amp; Preparation of DFRs, Basic Design Engineering Packages, PFD/H&amp;MB/P&amp;IDs, plant layouts, HAZOP and risk analysis.</li> <li>• Process simulation software preferably HYSIS/PIMS/Flarenet etc. and Refinery Planning &amp; Scheduling, review/preparation of process specifications of equipment like columns, reactors, vessels, heat exchangers, pumps, compressors, heat-mass balance, piping, safety/statutory requirements etc. for projects or regular operation in Petroleum Refinery.</li> <li>• Identify opportunities to optimize process, reduce operating costs, improve resource utilization, and enhance overall profitability.</li> <li>• Preparation of unit monitoring reports, production reports, catalyst / chemical consumption report etc.</li> <li>• Monitoring of all necessary job permits for various jobs as per OISD, ensure compliance to site and personnel safety requirements. Implement engineering standards like API, OISD etc. and other statutory safety requirements/guidelines etc.</li> <li>• Providing guidance for normal Operation/startup/shutdown of process Equipment like pumps, compressors, blowers, Turbines, Exchanger,</li> </ul> |

|  |   |
|--|---|
|  | <p>Condenser, Cooler, furnaces and also during pre-commissioning, commissioning activities.</p> <ul style="list-style-type: none"> <li>• Take charge of plant emergency situations providing guidelines/Instructions to overcome emergency situations, troubleshooting, imparting training etc.</li> <li>• Review purchase specifications, understanding design aspects, review offers, review technical drawings/documents, pre-commissioning checks, inspection, checking and ensuring installed facilities as per design specifications, assistance in commissioning, start-up and guarantee test run of new/revamp units, trouble shooting, coordination with PMC/Licensors, External Agencies etc.</li> <li>• Job Involves working in shifts</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul> |
|--|---|

## **7. Junior Executive - Mechanical: S/G E0**

|                                     |  |
|-------------------------------------|--|
| No of Vacancies                     | <b>01</b>  |
| Essential Educational Qualification | 3 years full time Regular Diploma in Mechanical Engineering with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.  |
| Key Job Responsibilities            | <ul style="list-style-type: none"> <li>• To perform preventive maintenance activities, quality checks, record keeping, preservation of spares at warehouse, tracking material storage and issue from warehouse, loading &amp; unloading of material at warehouse, develop formats and spares catalogue, comply with safety and statutory regulations, assemble and repair equipment, lifting of material through forklift and cranes, prepare reports and presentations and maintain documentation as per company guidelines.</li> <li>• Operate all kinds of mechanical tools which includes, but not limited to, Spanners, Torque Wrenches, Chain Blocks, EOT cranes, Test pumps, test benches, Power tools, and also the mechanical instruments. Read and interpret equipment manuals and work orders to perform required maintenance and service. Diagnose problems, replace or repair parts, test and make adjustments.</li> <li>• Perform regular preventive maintenance on machines, equipment and plant facilities and record the observations in log sheets. Inspect incoming materials and conduct QC/QA checks. Comply with safety regulations and maintain clean and orderly work areas.</li> <li>• Coordinate and communicate with service departments for safe hand over, commissioning of equipment, handling contract workers working in plant area.</li> <li>• Take appropriate steps during emergencies and plant upsets to protect the plant personnel / equipment and inventory. Handle Plant upsets and subsequent trouble shooting.</li> <li>• Candidates may be placed in various maintenance activities for handling of mechanical equipment, repairs as per the requirement.</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Job Involves working in shifts.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul> |
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## **8. Engineer –Mechanical: S/G E2**

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| No of Vacancies                     | <b>01</b>   |
| Essential Educational Qualification | 4 years full time regular engineering course (B.E./B.Tech) in Mechanical / Mechanical & Production / Production with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.   |
| Essential Work Experience           | <p>Minimum 3 years of post-qualification relevant work experience in Supervisory role / Executive category in Petroleum / Refining / Petrochemical / Fertilizer sector / Oil &amp; Gas (Upstream &amp; Downstream).</p> <p>Candidates must have work experience in mechanical maintenance in any one of the areas viz. Static Equipment / Inspection / Reliability / Rotary or experience in Pipeline / Tankages / Projects in any of the above Sectors.</p>  |
| Key Job Responsibilities            | <ul style="list-style-type: none"> <li>• Protection of Rotary equipment against functional failures to ensure that production targets are met. Responsible for reliability and condition monitoring, assessment and evaluation of asset condition to provide expert advice to operations and maintenance to maximize reliability and availability to Rotary equipment assets.</li> <li>• Develop baseline vibration data for the Rotary equipment during pre-commissioning and commissioning of Refinery &amp; Petrochemical Plants. Ensuring and implementing best maintenance practices for turbo machineries in order to enhance reliability of equipment and avoid forced outages.</li> <li>• Performing regular or planned maintenance (including major over haul) of turbo machineries as per condition-based monitoring or OEM recommendation.</li> <li>• Provide technical solution whenever the machines experience failures, utilizing sound maintenance strategies to analyze, address and rectify the root cause in order to prevent reoccurrences.</li> <li>• Perform mechanical integrity data analysis, review and recommend tasks to mitigate mechanical integrity risk and provide subject matter expertise for mechanical integrity of equipment.</li> <li>• Provide technical support to the operation team during the entire lifecycle of the plant's Rotary equipment viz Pumps, Motors, Turbines, compressors, Blowers, Fans, etc. and analyse the performance, operating conditions and boundaries, in order to guarantee reliable and safe operation of equipment.</li> <li>• Acquire professional certifications in the field of Reliability by</li> </ul> |

undergoing online and physical trainings.

- Coordinate with Internal & External Stakeholders for job execution including Pre commissioning / commissioning, startup and test runs.
- Responsible for the reliability of the assigned petrochemical plants and equipment.
- Responsible for the planning of all regular and planned maintenance activities in the assigned plants.
- To attend to emergency and breakdown maintenance of equipment as required with lowest downtime.
- To maintain highest safety standards in the assigned area as per rules of the company.
- Perform field troubleshooting of equipment so that desired performance is achieved as per design intent.
- To handle the major Plant Turnarounds and emergency plant shutdowns.
- To provide support to maintenance support Function like Machine Shop or Welding Shop by developing repair procedures and follow up on-going repairs.
- Responsible for keeping in good working condition various equipment in the plant including all kinds of static and rotary equipment.
- Ensure adherence to the statutory norms.
- Lead the team and ensure completion of the works assigned ensuring adherence to engineering standards, safety, quality, environmental norms, time and cost.
- Ensuring adherence to specifications / drawings on the job. Ensure overall compliance to safety requirements by contractors and other personnel.
- Ensure maintenance of proper quality control records for site jobs through consultant like X- rays, cube testing, hydro testing, megger testing, loop checking etc.as applicable. Coordinate with third party inspection agencies, if any.
- Coordinate with statutory authorities like IBR, PESO, OISD, Factory inspector, Labor inspector etc. as applicable for site execution.
- Inspection engineering in the design, construction, commissioning, start- up and day to day operations as well as turnaround inspection of the Refinery and Petrochemical plant.
- Project quality assurance on project construction and maintenance works to ensure compliance with applicable codes, standards and specifications.
- Perform field troubleshooting on a daily basis or as scheduled.
- Develop reports for the Process plants of Refinery & Petrochemical Plants during onstream and Turnaround Inspections.

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|  | <ul style="list-style-type: none"> <li>• Participate in field Mechanical Inspection, Schedule Inspection and Assessments.</li> <li>• Propose NDT methods and inspection procedures.</li> <li>• Participate in HAZOP Studies review.</li> <li>• Coordinate and implement safety audit items.</li> <li>• Job Involves working in shifts</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul> |
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## **9. Senior Engineer –Mechanical: S/G E3**

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| No of Vacancies                     | <b>04</b>  |
| Essential Educational Qualification | 4 years full time regular engineering course (B.E./B.Tech) in Mechanical / Mechanical & Production / Production with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.  |
| Essential Work Experience           | <ul style="list-style-type: none"> <li>• Minimum 6 years of post-qualification relevant work experience in Supervisory role / Executive category in Petroleum / Refining / Petrochemical / Fertilizer sector / Oil &amp; Gas (Upstream &amp; Downstream).</li> <li>• Candidates must have work experience in mechanical maintenance in any one of the areas viz. Static Equipment / Inspection/ Reliability/Rotary or experience in Pipeline / Tankages / Projects in any of the above Sectors.</li> <li>• Expertise in Turbo Machineries (Compressors, Turbines, Pumps) for attending breakdowns, routine, and planned maintenance, with skills in planning resources and executing outages efficiently.</li> <li>• Proficiency in vibration monitoring, predictive maintenance, and troubleshooting for rotating equipment such as compressors, turbines, pumps, blowers, motors, and gearboxes.</li> <li>• Significant experience in planning and executing turnarounds, including preparation of worklists, procurement, scheduling, reconciliation, progress tracking, and creating MIS reports.</li> <li>• Proficiency in Predictive Maintenance and Reliability based maintenance of Static &amp; Rotary equipment viz ASNT / API certification in Vibration Analysis, Inspection of Static equipment is an added advantage.</li> <li>• Experience in static equipment maintenance i.e Pipelines, Vessels, Columns, Exchangers, Reactors, Heaters etc.</li> <li>• Experience in execution of Process Plant Projects in the above specified sectors.</li> <li>• Proficiency in relevant API standards and NDT techniques, Skilled in corrosion monitoring, thickness mapping, and failure analysis, familiar with RBI methodology and IBR/PESO rules, OISD standards.</li> </ul> |



## 10. Senior Manager–Mechanical: S/G E5

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| No of Vacancies                     | <b>05</b>   |
| Essential Educational Qualification | 4 years Full-time regular engineering course (B.E./B.Tech) in Mechanical / Mechanical & Production / Production with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.   |
| Essential Work Experience           | <ul style="list-style-type: none"> <li>• Minimum 12 years post-qualification relevant work experience in Supervisory, Executive or Managerial roles in Projects/ Maintenance / Inspection / Reliability divisions within the Petroleum/ Refining/ Petrochemical/ Fertilizer/ Oil &amp; Gas (Upstream &amp; Downstream) sectors. Candidate must have a combined experience of 12 years in any sector or different sectors as mentioned above.</li> <li>• Expertise in Turbo Machineries (Compressors, Turbines, Pumps) for attending breakdowns, routine, and planned maintenance, with skills in planning resources and executing outages efficiently.</li> <li>• Proficiency in vibration monitoring, predictive maintenance, and troubleshooting for rotating equipment such as compressors, turbines, pumps, blowers, motors, and gearboxes.</li> <li>• Significant experience in planning and managing turnarounds, including preparation of worklists, procurement, scheduling, reconciliation, progress tracking, and creating MIS reports.</li> <li>• Proficiency in Predictive Maintenance and Reliability based maintenance of Static &amp; Rotary equipment viz ASNT / API certification in Vibration Analysis, Inspection of Static equipment is an added advantage.</li> <li>• Experience in static equipment maintenance i.e. Pipelines, Vessels, Columns, Exchangers, Reactors, Heaters etc.</li> <li>• Experience in execution of Process Plant Projects in the above specified sectors.</li> <li>• Proficiency in relevant API standards and NDT techniques, Skilled in corrosion monitoring, thickness mapping, and failure analysis, familiar with RBI methodology and IBR/PESO rules, OISD standards.</li> </ul> |
| Key Job Responsibilities            | <ul style="list-style-type: none"> <li>• Coordinate with Internal &amp; External Stakeholders for job execution including Pre commissioning/commissioning, startup and test runs. Accountable to ensure continuous running of the Refinery &amp; Petrochemical Plants to meet the production targets.</li> <li>• Lead the team implementation of predictive maintenance &amp; proactive maintenance techniques, condition monitoring of Rotary equipment, assessment and evaluation of asset condition to provide expert advice to operations and maintenance to maximize reliability and availability to Rotary equipment assets.</li> <li>• Handle all work activities in major process units of Refinery process plants like CDU/VDU, FCCU, DHT, HGU, SRU, DCU, NHT, Isomerization unit, FCC-NHT etc. &amp; major process units of Petrochemical units like Dual Feed Cracking Unit, Poly Propylene unit, LLDPE/HDPE etc.</li> </ul>   |

- Handle the works like making of the work lists, planning for material, services, procurement of the planned material and services, ensuring timely delivery, arranging for emergent material and services, reconciliation and close out of the turnaround. Planning, scheduling, updating the turnaround progress and making catchup plans, MIS reports, progress measurement etc.
- Review and guide the inspection team in design, construction, commissioning, start- up and during turnaround inspections.
- Establish an inspection regime to ensure the reliability of the plant and to ensure strict adherence to the regime.
- Review and approve the reports related to Mechanical Inspection during on stream inspection and Turnaround Inspections of Refinery & Petrochemical plants.
- Review the NDT methods and inspection procedures prepared by the Team and implement the same.
- Review the HAZOP recommendations.
- Lead the team in implementing predictive, proactive, and condition-based maintenance for rotary and static equipment, including turbo machineries.
- Provide technical support for equipment reliability, troubleshooting, root cause analysis, and performance improvement.
- Develop and update equipment databases and strategies for reliability enhancement.
- Perform field troubleshooting and ensure emergency and planned maintenance with minimal downtime.
- Utilize advanced monitoring tools (e.g., GE Smart Signal, System One) to enhance equipment reliability.
- Develop and update equipment database and devise strategy for reliability improvement of Rotary equipment.
- Provide technical support to the operation team during the entire lifecycle of the plant's Rotary equipment viz Pumps, Motors, Turbines, compressors, Blowers, Fans, etc and analyse the performance, operating conditions and boundaries, in order to guarantee reliable and safe operation of equipment.
- Responsible for the reliability of the assigned Refinery and Petrochemical plant assets.
- Ensure that the correct regime of the plant maintenance is maintained.
- Responsible for the planning of all regular and planned maintenance.
- To attend to emergency and breakdown maintenance of equipment as required with lowest downtime.
- To maintain highest safety standards in the assigned area as per rules of the company.
- Turbo Machineries (Compressor / Turbine / Pump): To attend breakdown, routine and planned maintenance.
- Planning – To arrange and pre-arrange to attend or execute breakdown and planned outage of turbo machineries. Ensure 100% availability of resources (procurement of spares & services) and completion of jobs in planned timeframe.

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|  | <ul style="list-style-type: none"> <li>• Vibration Monitoring: Review predictive program and administer condition monitoring of Compressor, Turbine, Pumps, Blowers, Gearbox and Motors. Provide troubleshooting support to field engineers / technicians to resolve vibration and performance related issues.</li> <li>• Preparation and Review of work lists from all stake holders.</li> <li>• Plan for all the material and services requirement as per drawing and site conditions.</li> <li>• Review engineering drawing and reference of engineering standards for the contract.</li> <li>• Conduct the turnaround meetings to finalise the work scope and preparations.</li> <li>• Preparation and Review of tender / contract documents, scope of work, tender estimate, finalization of the pre-qualification criteria, finalization of the commercial terms for the project, finalization of the payment terms and schedule for the tender etc.</li> <li>• Job Involves working in shifts as per the requirement.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul> |
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## **11. Engineer - Electrical: S/G E2**

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| No of Vacancies                     | <b>03</b>   |
| Essential Educational Qualification | 4 years Full time regular engineering course (B.E./B.Tech) in Electrical / Electrical & Electronics with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.   |
| Essential Work Experience           | <p>Minimum 3 years of post-qualification relevant work experience in Supervisory role/ Executive category in Operation &amp; Maintenance of Electrical power generation / distribution in any of the following sectors viz. Petroleum Refinery / Petrochemical / Chemical / Fertilizer / Steel / Power / Cement / Railways / State Electricity boards.</p> <p>Candidate must have a combined experience of 3 years in any sector or different sectors as mentioned above.</p> <p>Candidate should have experience / worked in Operation &amp; Maintenance of HV/MV/LV Switchgears/O&amp;M CPP/VFDs, HV/MV motors and Power &amp; Distribution Transformers including HT/LT power distribution system, 220/132kV Air Insulated Switchyard/GIS, Substation Automation System (SAS) / Electrical Control System (ECS).</p> |
| Key Job Responsibilities            | <ul style="list-style-type: none"> <li>• Schedule and perform periodic maintenance of electrical equipment, components, and installations.</li> <li>• Respond promptly to breakdowns, resolve issues swiftly, and carry out preventive maintenance to ensure uninterrupted operations.</li> <li>• Install new electrical components and fittings, replace faulty or outdated equipment, and maintain records of stock and supplies.</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• Conduct energy audits, recommend energy conservation methods, and assist in reducing energy costs for the organization.</li> <li>• Assist in forecasting electrical department requirements, preparing budgets, and scheduling expenses.</li> <li>• Collaborate with production teams to develop cost-effective processes and supervise electrical works for new projects.</li> <li>• Troubleshoot machine breakdowns and provide preventive maintenance services.</li> <li>• Ensure a safe working environment, prevent electricity-related accidents, and recommend fire prevention measures.</li> <li>• Supervise procurement of electrical fittings and oversee the work of staff handling electrical tasks.</li> <li>• Fix and maintain lighting fixtures and fittings across the facility.</li> <li>• Job Involves working in shifts.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul> |
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## **12. Senior Manager–Electrical: S/G E5**

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| No of Vacancies                     | <b>02</b>   |
| Essential Educational Qualification | 4 years Full time regular engineering course (B.E./B.Tech) in Electrical / Electrical & Electronics with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.   |
| Essential Work Experience           | <p>Minimum 12 years of experience in Operation &amp; Maintenance of Electrical power generation / distribution in any of the following sectors viz. Petroleum Refinery / Petrochemical / Chemical / Fertilizer / Steel / Power / Cement / Railways / State Electricity boards in a Supervisory / Executive role.</p> <p>Candidate must have a combined experience of 12 years in any sector or different sectors as mentioned above.</p> <p>Candidate should have worked in Operation &amp; Maintenance of HV/MV/LV Switchgears/O&amp;M CPP/VFDs, HV/MV motors and Power &amp; Distribution Transformers including HT/LT power distribution system, 220/132kV Air Insulated Switchyard/GIS, Substation Automation System (SAS)/Electrical Control System (ECS).</p> |
| Key Job Responsibilities            | <ul style="list-style-type: none"> <li>• Ensure maintenance and availability of Electrical equipment &amp; distribution system / Power Electronics equipment / Power System at plant.</li> <li>• Conduct Performance monitoring &amp; benchmarking of site electrical equipment.</li> <li>• Implement and provide inputs to standardize best practices, guidelines and learning from incident for reliability improvement specific to plant electrical equipment.</li> </ul>  |



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|  | <ul style="list-style-type: none"> <li>• Prepare/review drawing like single line diagram, instrument schedules, cable schedules, loop schematics, cable layouts etc. (as applicable) with consultants / HRRL dept.</li> <li>• Coordinate between Process &amp; Project dept. for identifying and locating tie points /hookups wherever required.</li> <li>• Maintain proper documentation / drawing records.</li> <li>• Follow up with vendors for timely delivery of equipment/material.</li> <li>• Site supervision and ensure adherence to project execution plan.</li> <li>• Study construction drawings and ensure adherence to specifications / drawings on the job.</li> <li>• Obtain necessary job permits and ensure compliance to site and personnel safety requirements.</li> <li>• Coordinate with site contractors, HRRL depts. like Process, Projects, Fire &amp; Safety, Civil, Purchase, Finance, Legal etc. and Construction Supervision consultant for job execution including commissioning and handing over.</li> <li>• Ensure &amp; maintain proper quality control records for site jobs like megger testing, loop checking etc. as applicable.</li> <li>• Coordinate with third party inspection agencies, if any else carryout necessary job inspection.</li> <li>• Issue materials to contractors wherever required. Keep proper records of issue, receipt &amp; reconciliation of the material.</li> <li>• Coordinate with relevant statutory authorities for site execution.</li> <li>• Coordinate with security for labor/material entry / exit, gate passes, vehicle movements. Ensure good housekeeping at site.</li> <li>• Follow up with vendors for site material requirement.</li> <li>• Carry out certify site measurements/job completion, and prepare received reports.</li> <li>• Maintain site log books and hindrance registers.</li> <li>• Coordinate and implement safety audit items.</li> <li>• Prepare plant transaction reports.</li> <li>• Take additional responsibilities as and when assigned.</li> </ul> |
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**14. Engineer-Instrumentation: S/G E2**

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| No of Vacancies                     | <b>02</b>  |
| Essential Educational Qualification | 4 years full-time regular engineering course (B.E./B.Tech) in Instrumentation/ Electronics & Instrumentation / Instrumentation & Control / Instrumentation and Electronics / Instrumentation and Process Control / Electronics and Telecommunication / Electronics and Communication with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates. |
| Essential Work Experience           | Minimum 3 years of post-qualification relevant work experience in Supervisory role/ Executive category in any of the following sectors   |



## 15. Senior Manager–Instrumentation: S/G E5

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

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

The Finance Department at HPCL Rajasthan Refinery Limited plays a pivotal role in driving the financial discipline, governance, and strategic growth of one of India's most prestigious greenfield refinery-cum-petrochemical projects. The department manages a wide spectrum of functions including project finance, budgeting, treasury, accounts, taxation, audit, commercial evaluation, cost control, financial reporting, compliance, and stakeholder coordination. As HRRL continues its journey towards becoming a world-class integrated refinery and petrochemical complex, the Finance team serves as a key business partner in enabling sound decision-making, ensuring optimum resource utilization, and supporting long-term value creation. A career in HRRL Finance offers aspiring professionals the opportunity to work in a dynamic project and operations environment, gain exposure to large-scale industrial finance, and contribute meaningfully to the nation's energy and petrochemical growth story.

## **16. Assistant Accounts Officer: S/G E1**

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| No of Vacancies                     | <b>04</b>   |
| Essential Educational Qualification | Candidates should be Qualified Chartered Accountant (CA) from Institute of Chartered Accountants of India (ICAI) with 50% marks in Final examination. Candidates applying for the post should be in possession of C.A. professional qualification completed in all respects at the time of applying for the post including completion of mandatory Articleship Training required for award of C.A. qualification.   |
| Key Job Responsibilities            | <ul style="list-style-type: none"> <li>• Assist in Preparation of financial statements &amp; its analysis: Help in making important company financial reports like balance sheets, profit &amp; loss statements, and also assist in checking and understanding the numbers to know how the company is performing.</li> <li>• Auditing Activities, Budget, MIS and Pricing: Support in internal and external audits, assist in planning and managing budgets, prepare regular reports (MIS - Management Information System) for management, and help in deciding the cost and pricing of products or services.</li> <li>• Banking &amp; Treasury Functions: Work on day-to-day banking tasks like payments, deposits, and fund transfers. Also, help manage the company's money, investments, and cash flow.</li> <li>• Project Appraisal/ Project accounting: Assist in reviewing new projects to see if they are financially viable, and help in keeping track of the costs, payments, and income related to different projects.</li> <li>• Direct and Indirect Taxation: Help in preparing and filing taxes like income tax (direct) and GST or service tax (indirect), and ensure compliance with all related rules and deadlines.</li> <li>• Payments to consultants, vendors, contractors, sub-contractors, suppliers, Trade receivables, trade payables: Take care of making timely payments to people and companies the organization works with and also manage the money that the company is supposed to receive from customers or give to suppliers.</li> <li>• Fixed assets accounting / Capitalization etc.: Assist in maintaining records of company assets like buildings, machines, etc., and help in updating their value in books when they are used for production or operations (capitalization).</li> <li>• Any additional tasks / responsibilities as and when assigned: Be ready to take up any other finance or accounts-related work that may be given from time to time based on the need.</li> </ul> |

## 17. Accounts Officer: S/G E2

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| No of Vacancies                     | <b>02</b>   |
| Essential Educational Qualification | Candidates should be Qualified Chartered Accountant (CA) from Institute of Chartered Accountants of India (ICAI) with 50% marks in Final examination. Candidates applying for the post should be in possession of C.A. professional qualification completed in all respects at the time of applying for the post including completion of mandatory Articleship Training required for award of C.A. qualification.   |
| Essential Work Experience           | <p>Minimum 3 years of post-qualification work experience in the field(s) of Finance/Accounts/Taxation/Cost Accounting/Auditing etc. The articulated training /practical training which are integrated to the curriculum of respective institution shall not be considered as valid experience for this purpose.</p> <p>The experience must be in a supervisory or executive capacity in any manufacturing industry. Experience with Project Service Providers such as Project Management Consultants or LSTK Contractors associated with any manufacturing sector will also be considered.</p>  |
| Key Job Responsibilities            | <ul style="list-style-type: none"> <li>• Preparation &amp; Review of Financial Statements: Independently prepare, analyze, and support finalization of financial statements in compliance with applicable accounting standards.</li> <li>• Budgeting, Costing &amp; MIS Reporting: Lead budgeting exercises for assigned departments, monitor budget utilization, and generate periodic MIS reports for management review.</li> <li>• Audit Coordination: Facilitate internal, statutory, and government audits by preparing required documentation and responding to audit queries.</li> <li>• Banking &amp; Treasury Operations: Manage cash flows, bank reconciliations, fund transfers, and liaise with banks for routine and project-related requirements.</li> <li>• Project Accounting &amp; Capitalization: Monitor project-related financials, track expenditures, and ensure timely capitalization of assets in line with accounting norms.</li> <li>• Taxation (Direct &amp; Indirect): Ensure accurate computation, filing, and compliance of GST, TDS, and Income Tax obligations. Coordinate with consultants for updates and audits.</li> <li>• Accounts Payable &amp; Receivable: Oversee timely processing of vendor, contractor, and supplier payments. Ensure proper reconciliation of receivables and payables.</li> <li>• Fixed Assets &amp; Inventory Accounting: Maintain accurate records of fixed assets, perform periodic reconciliations, and support physical verification processes.</li> <li>• Policy Compliance &amp; Internal Controls: Ensure adherence to internal financial controls, company policies, and applicable regulatory guidelines.</li> </ul> |



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|  | <ul style="list-style-type: none"> <li>• <b>Taxation &amp; Regulatory Compliance:</b> Ensure accurate computation, filing, and compliance under Direct and Indirect Tax laws (GST, TDS, Income Tax). Coordinate with consultants on tax assessments, regulatory changes, and litigation matters.</li> <li>• <b>Payables &amp; Receivables Oversight:</b> Lead the end-to-end management of accounts payable and receivable processes. Monitor ageing reports, drive reconciliation, and strengthen vendor/client relationship management.</li> <li>• <b>Fixed Assets &amp; Inventory Management:</b> Oversee fixed asset accounting and physical verification processes. Ensure accurate tracking, depreciation, and reporting as per company policy and audit requirements.</li> <li>• <b>Internal Controls &amp; Financial Policies:</b> Strengthen internal financial controls, enforce policy compliance, and contribute to process improvements ensuring transparency and accountability.</li> <li>• <b>Cross-functional Leadership &amp; Support:</b> Collaborate with cross-functional teams on business initiatives, system enhancements, and finance-related strategic interventions. Undertake any additional responsibilities aligned with organizational priorities.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul> |
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## Medical Officer

The Medical Officer at HPCL Rajasthan Refinery Limited plays a vital role in ensuring the health, wellness, and occupational safety of employees, contract workforce, and stakeholders associated with the refinery-cum-petrochemical complex. The role involves providing medical care, managing occupational health services, supporting emergency medical response, conducting health surveillance, coordinating preventive healthcare initiatives, ensuring statutory medical compliance, and promoting overall workplace well-being.

### 19. Medical Officer: S/G E2

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|-------------------------------------|---|
| No of Vacancies                     | <b>01</b>   |
| Essential Educational Qualification | <p>MBBS + AFIH.</p> <p>Candidate should have passed/completed the Medical Graduation course-MBBS (Bachelor of Medicine &amp; Bachelor of Surgery), and should have a permanent registration number with any of the Indian State Medical Council.</p> <p>The registration status should be valid/renewed during the time of recruitment process.</p> |

|                                  |   |
|----------------------------------|---|
|                                  | <p>Candidate must have passed /completed the fulltime course - AFIH (Associate Fellowship in Industrial Health) from CLI / RLI / NIOH or any institute recognized by DGFASLI.</p> <p>Candidates belonging to UR, EWS and OBC-NCL category should have secured minimum 60% marks (marks of all semesters/years) in qualifying degree examinations (MBBS), relaxed to 50% (marks of all semesters/years) for SC/ST/PwBD candidates.</p>   |
| <p>Essential Work Experience</p> | <p>Minimum Two (02) years of work experience after passing MBBS, and completing one (01) year of compulsory internship.</p> <p>Work experience of working in any Occupational Healthcare set-up and/or Multi Specialty Hospital (Govt./Private) shall be considered</p> <p>Private practice shall not be considered/counted as experience.</p>  |
| <p>Key Job Responsibilities</p>  | <ul style="list-style-type: none"> <li>▪ Role as Factory Medical Officer (FMO), for managing the functions of Occupational Health Centre (OHC) in Refinery (HRRL).</li> <li>▪ Handling medical emergencies- Injuries, Illnesses, casualty transport, and shifting in ambulance etc.</li> <li>▪ Role as OHC/Medical in-charge for the laid protocols of Emergency Response and Disaster Mitigation and Planning (ERDMP) of HRRL. Designing and implementing medical evacuation plans.</li> <li>▪ Monitoring of Injury On Duty (IOD) cases and report incidents to management/statutes.</li> <li>▪ Conduct hospital visits for hospitalized patients.</li> <li>▪ Conducting Medical Examinations: Pre-Employment Medical Examination (PEME), Periodic Medical Examination (PME), Job-Specific Medical Examination of workmen working in hazardous locations, working at height &amp; confined space.</li> <li>▪ Provide OPD-based consultations and treatments. Review PME reports and provide guidance / treatment advice as necessary.</li> <li>▪ Maintain statutory health records for employees / contract workmen. Maintain documentation and inventory of medical equipment and supplies.</li> <li>▪ Conduct training sessions on first aid and health/hygiene.</li> <li>▪ Liaise with hospitals, consultants, ambulance services, blood banks, and pathology labs etc. Assist HR in liaising with local statutory bodies.</li> <li>▪ Managing the routine OHC administrative functions. Making of MIS reports and monitoring health of high-risk cases. Volunteering for driving the national health programs such as TB Mukta Bharat Abhiyan. Assisting for the health policy implementation (e.g., No Tobacco Policy).</li> <li>▪ Volunteer and conduct various health, engagement &amp; wellness initiatives.</li> <li>▪ Provide health-related assistance to local HR and other HRRL Officers.</li> <li>▪ Any additional tasks / responsibilities as and when assigned.</li> </ul> |

## Information Systems

The Information Systems Department at HPCL Rajasthan Refinery Limited plays a vital role in enabling digital transformation, operational efficiency, and technology-driven business excellence across the refinery-cum-petrochemical complex. The department is responsible for managing enterprise applications, IT infrastructure, cybersecurity, networking, data management, business process automation, system integration, digital workplace solutions, and user support across project and operational functions. As HRRL progresses towards becoming a world-class integrated refinery and petrochemical organization, the Information Systems team acts as a key enabler in strengthening transparency, speed, reliability, and data-driven decision-making. A career in HRRL Information Systems offers aspiring professionals the opportunity to work on modern digital platforms, large-scale industrial IT systems, emerging technologies, and mission-critical business applications while contributing to HRRL's journey of innovation, efficiency, and sustainable growth.

### 20. Asst. Officer – Information Systems: S/G E1

|                                     |  |
|-------------------------------------|--|
| No of Vacancies                     | <b>01</b>  |
| Essential Educational Qualification | <p>4 Years full-time regular engineering course (B.E./B.Tech) in Computer Science/ Information Technology / Electronics / Telecommunication/ Electronics &amp; Telecommunications Engineering / Information Security with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.</p> <p style="text-align: center;"><b>OR</b></p> <p>3 years full-time Post Graduate in Computer Applications (MCA) / Masters in Computer Science (MCS) with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.</p> <p style="text-align: center;"><b>OR</b></p> <p>Two years full-time course in Masters in Business Administrations (MBA) / Masters in Management Studies (MMS) with Information Technology or Systems or Computer Science as specialization with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.</p> |
| Key Job Responsibilities            | <ul style="list-style-type: none"> <li>• Develop, maintain, test, and support business applications, ensuring effective troubleshooting and optimal system performance.</li> <li>• Design, implement, manage, and monitor IT infrastructure, including servers, storage (SAN/NAS), virtualization platforms, cloud environments, and data center/disaster recovery networks.</li> <li>• Administer and Manage operating systems, including configuration, patching, and performance optimization.</li> <li>• Manage databases including installation, configuration, backup and recovery, security, performance tuning, replication, migration, and high availability.</li> </ul>  |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Implement and enforce IT security policies, governance frameworks, compliance standards, and risk management practices.</li> <li>• Plan and oversee backup strategies, disaster recovery, failover mechanisms, and business continuity processes.</li> <li>• Monitor system health, capacity, availability, and performance; establish alerts and ensure timely resolution of incidents.</li> <li>• Deliver analytics and reporting solutions within defined timelines while ensuring data governance, security, and efficiency.</li> <li>• Perform functional and non-functional testing; establish QA processes and automation to ensure reliable and secure production releases.</li> <li>• Manage IT vendors, contracts, and outsourced services as required.</li> <li>• Maintain accurate and up-to-date technical documentation, reports, and Standard Operating procedures.</li> <li>• Stay updated with emerging technologies and drive continuous improvements aligned with organisational goals.</li> </ul> |
|--|--|

## Fire & Safety

The Fire & Safety Department at HPCL Rajasthan Refinery Limited plays a critical role in ensuring a safe, resilient, and compliant work environment across one of India's most advanced greenfield refinery-cum-petrochemical complexes. The department is responsible for fire prevention, emergency preparedness, incident response, safety surveillance, risk assessment, statutory compliance, training, mock drills, contractor safety management, and promotion of a strong safety culture across project and operational areas. With state-of-the-art refinery units, complex petrochemical facilities, and round-the-clock industrial operations, the department provides professionals with exposure to modern fire protection systems, process safety practices, emergency management frameworks, and integrated workplace safety systems. A career in HRRL Fire & Safety offers aspiring professionals the opportunity to contribute to operational excellence, protect people and assets, and be part of HRRL's commitment towards "Safety First, Always" while supporting India's energy and petrochemical growth journey.

### **21. Junior Executive – Fire & Safety: S/G E0**

|                 |           |
|-----------------|-----------|
| No of Vacancies | <b>02</b> |
|-----------------|-----------|

|  |  |
|--|--|
| <p>Essential Educational Qualification</p> | <p>3 years full time Regular Diploma or Science Graduate with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.</p> <p>AND with Valid Heavy Vehicle Driving License as on cut-off date (i.e. 13/05/2026)</p> <p>Any certificate Course of minimum 06 months duration in Fire / Safety / Fire &amp; Safety will have added advantage.</p>  |
| <p>Essential Physical Fitness Criteria</p> | <ul style="list-style-type: none"> <li>• For Male- Height: 165 CM, Weight: 50 Kg, Chest: Normal: 81 CM, Expanded: 86.5 CM.</li> <li>• For Female - Height: 157 CM, Weight: 46 Kg</li> <li>• Eyesight normal (6/6 in both the eyes; without glasses), color vision normal and Free from Vertigo problem, disease of heart/lungs/kidney, abnormal blood pressure, Knock Knee, Flat Feet, Squint eye and stammering. Candidate must be in good mental and bodily health and free from any physical defect.</li> </ul>   |
| <p>Key Job Responsibilities</p>            | <ul style="list-style-type: none"> <li>• Responding to emergencies within and outside the refinery, actively participating in firefighting, rescue operations, other emergency situations, in rescue operations from confined spaces and water reservoirs using SCBA (Self-Contained Breathing Apparatus).</li> <li>• Performing rescues from heights, assisting operations during unit emergencies, moving across large operating areas, and working in hazardous environments with protective equipment.</li> <li>• Manning the fire control room and maintaining all Fire &amp; Safety (F&amp;S) inventory and records. Operating fire vehicles / ambulance and transporting casualties to the First-Aid Centre/Occupational Health Centre (OHC) / Hospitals etc.</li> <li>• Checking, testing, upkeeping and firefighting equipment, fire vehicles and their systems, other appliances, fire protection systems, fire alarm and communication systems, fire extinguishers, safety equipment and chemicals in fire station/warehouse.</li> <li>• Participating in mock drills / fire drills inside and outside the refinery as required.</li> <li>• Coordinating with local fire departments and emergency services to ensure effective response and collaboration during emergencies. Working in shift, filling checklist, daily routine jobs logbook, daily shift logbook etc. and proper unit charge handover to the reliever. Follow instruction from Control Room/ In charge officer.</li> <li>• Job Involves working in shifts.</li> <li>• Any additional tasks / responsibilities as and when assigned.</li> </ul> |

## Fixed Term Employments:

### **1. Plant Head – HDPE/LLDPE Swing**

|                                     |   |
|-------------------------------------|---|
| No of Vacancies                     | <b>01</b>   |
| Essential Educational Qualification | Bachelor's degree in Chemical / Mechanical engineering, Polymer Science, or related technical field. MBA desirable.   |
| Essential Work Experience           | <ul style="list-style-type: none"> <li>• Minimum 20 years in polymer/chemical plant operations.</li> <li>• At least 8 years' experience in HDPE/LLDPE production.</li> <li>• Direct supervisory and commissioning experience shall be preferable</li> <li>• Strong expertise in polyethylene process technology and continuous production systems.</li> <li>• Proven leadership and strategic planning capability.</li> </ul>   |
| Role overview                       | The Plant Head - HDPE/LLDPE Swing shall be responsible for managing all aspects of plant operations covering both HDPE and LLDPE product lines. This leadership role includes production, quality, safety, resource optimization, statutory compliance, and team management to drive operational excellence and innovation.   |
| Roles & Responsibilities            | <ul style="list-style-type: none"> <li>• Oversee day-to-day HDPE and LLDPE plant operations ensuring smooth production.</li> <li>• Develop and monitor production schedules to maximize output and efficiency.</li> <li>• Ensure strict adherence to safety, health, and environmental regulations.</li> <li>• Manage plant budgets, optimize resources, and control operational costs.</li> <li>• Lead process improvement and technology adoption initiatives.</li> <li>• Coordinate with maintenance, engineering, and marketing teams.</li> <li>• Manage and motivate plant staff through leadership and performance reviews.</li> <li>• Troubleshoot operational challenges and implement corrective actions.</li> <li>• Oversee product changeovers between HDPE and LLDPE grades with minimal productivity loss.</li> <li>• Guide start-up, shutdown, and troubleshooting operations unique to swing plants.</li> <li>• Ensure compliance with statutory and regulatory requirements including OSHA/HAZWOPER, GMP, ISO, and Factories Act provisions.</li> </ul> |

## 2. Plant Head – Polypropylene (PPU)

|                                     |  |
|-------------------------------------|--|
| No of Vacancies                     | <b>01</b>  |
| Essential Educational Qualification | Bachelor's degree in Chemical / Mechanical engineering, Polymer Science, or related field. MBA desirable.  |
| Essential Work Experience           | <ul style="list-style-type: none"> <li>• Minimum 20 years in polymer/chemical plant operations.</li> <li>• At least 8 years' direct experience in PP production.</li> <li>• Strong knowledge of polypropylene resin properties and applications. Familiarity with ERP systems, PLC-based controls, and modern manufacturing technologies.</li> <li>• Proven leadership and operational excellence record.</li> </ul>   |
| Role overview                       | The Plant Head - Polypropylene shall be responsible for strategic and operational management of polypropylene manufacturing operations, focusing on efficiency, quality, safety, and continuous improvement.   |
| Roles & Responsibilities            | <ul style="list-style-type: none"> <li>• Oversee day-to-day PP plant operations.</li> <li>• Develop and monitor production schedules ensuring high-quality standards.</li> <li>• Ensure strict compliance with safety, health, and environmental norms.</li> <li>• Manage plant budgets and optimize operational costs.</li> <li>• Lead process improvements and technology upgradation initiatives.</li> <li>• Coordinate cross-functionally with maintenance, engineering, and marketing.</li> <li>• Drive team performance through leadership and structured reviews.</li> <li>• Manage grade changeovers efficiently.</li> <li>• Supervise start-up, shutdown, and troubleshooting operations.</li> <li>• Ensure audit readiness and compliance with OSHA/HAZWOPER, GMP, ISO, and Factories Act requirements.</li> </ul> |

## 3. Extruder Head - HDPE/LLDPE & PP

|                                     |   |
|-------------------------------------|---|
| No of Vacancies                     | <b>01</b>   |
| Essential Educational Qualification | Bachelor's degree in Mechanical / Chemical /Polymer Engineering or Technology.  |
| Essential Work Experience           | <ul style="list-style-type: none"> <li>• Minimum 17 years in polymer/chemical plant operations.</li> <li>• At least 8 years' experience in HDPE/LLDPE/PP extrusion.</li> <li>• Strong knowledge of single/twin screw extruders and PLC-based systems.</li> <li>• Proven experience in production planning and troubleshooting.</li> <li>• Leadership experience in large-scale manufacturing operations.</li> </ul> |
| Role overview                       | The Extruder Head shall oversee the extrusion section where HDPE, LLDPE, and PP powders are processed into pellets. This role demands technical expertise in extrusion process optimization, equipment reliability, safety compliance, and team leadership.   |

|                          |   |
|--------------------------|---|
| Roles & Responsibilities | <ul style="list-style-type: none"> <li>• Supervise start-up, operation, and shutdown of extruder lines.</li> <li>• Optimize parameters such as temperature, pressure, and screw speed.</li> <li>• Manage additive dosing, blending, and feeding systems.</li> <li>• Plan and allocate production resources to ensure throughput and quality.</li> <li>• Oversee die head changeovers and minimize downtime.</li> <li>• Ensure proper calibration of downstream equipment.</li> <li>• Troubleshoot process and machine abnormalities.</li> <li>• Coordinate with maintenance and QA teams.</li> <li>• Ensure compliance with HAZOP, work permits, OHSAS, ISO, and other safety systems.</li> <li>• Implement emergency response and safety protocols.</li> </ul> |
|--------------------------|---|

#### **4. Plant Head - Dual Feed Cracker Unit (DFCU) & Allied Units**

|                                     |  |
|-------------------------------------|--|
| No of Vacancies                     | <b>01</b>  |
| Essential Educational Qualification | Bachelor's Degree in Chemical Engineering.   |
| Essential Work Experience           | <ul style="list-style-type: none"> <li>• The Plant Head shall have minimum 20 years of total industry experience, including 12 years in Petrochemical unit operations, process engineering, or technical services in large integrated petrochemical or refinery–petrochemical complexes, and shall have served in senior technical or operational roles (Lead Process Engineer, Senior Operations Manager, Technical Services Head, Commissioning Manager, or equivalent).</li> <li>• They must possess proven on-site experience in pre-commissioning, commissioning, start-up, stabilisation, and PGTR, including at least one full start-up-to-stable-operations cycle, with demonstrated exposure to process safety, reliability, and operational excellence practices.</li> <li>• The experts shall have a verifiable track record in operational and margin improvement, supported by hands-on troubleshooting capability, experience in project-to-operations interface, licensor/OEM coordination, and MOC processes, exposure to digital and advanced process tools (APC, OTS, AI/ML analytics, RTO, Digital Twins), proven mentoring and knowledge-transfer ability, and willingness for on-site deployment with round-the-clock (24×7) operational support during critical phases.</li> </ul> |
| Role overview                       | The DFCU Plant Head shall be responsible for managing all aspects of plant operations covering Cracker and its allied units. This leadership role includes production, quality, safety, resource optimization, statutory compliance, and team management to drive operational excellence and innovation.   |
| Roles & Responsibilities            | <ul style="list-style-type: none"> <li>• Provide round-the-clock (24×7) on-site Subject Matter Expert support for Petrochemical units during pre-commissioning, commissioning, start-up, stabilisation, PGTR, and initial operations.</li> </ul>   |

- Review, optimise, and support commissioning and operating documents, including SOPs, Standard Operating Conditions, alarm management philosophy, trip/interlock settings, Cause & Effect documents, and P&ID walkthroughs.
- Provide technical services support for process monitoring, advanced troubleshooting, unit health checks, licensor/OEM interface, and resolution of design-versus-operation gaps.
- Support project-to-operations integration, including operability reviews, punch-point closure, MOC evaluation, and structured handover from Projects/Commissioning to Operations.
- Lead and support Process Safety, Operational Safety, and Reliability activities, including HAZOP close-out support, What-Can-Go-Wrong (WCGW) sessions, alarm rationalisation, abnormal situation management, emergency preparedness, and reinforcement of safe and reliable operating practices.
- Drive Operational Excellence initiatives, including KPI development, performance benchmarking, loss minimisation, off-spec reduction, debottlenecking, reliability enhancement, energy efficiency improvement, and overall OPEX optimisation.
- Support profitability and margin improvement initiatives, including yield optimisation, product slate and grade optimisation, reduction of giveaway and quality losses, improved on-stream factor, feedstock and utility optimisation, and identification of value-capture opportunities.
- Provide expert support during Performance Guarantee Test Runs (PGTR), including preparation, execution, evaluation, and post-PGTR stabilisation.
- Deliver structured on-the-job training and knowledge transfer for process, operations, and commissioning teams to build sustainable internal capability.
- Enable and support digital and advanced analytics initiatives for Safety, Reliability, Operational Excellence, and profitability, including APC, OTS, AI/ML-based analytics, RTO, and Digital Twin applications.
- Provide guidance for polymer warehouse and logistics operations, including handling, storage, dispatch, quality segregation, and SAP-based inventory integration.
- Submit defined deliverables, including safety, reliability, optimisation, and margin-improvement outputs, training records, periodic progress updates, and a final close-out report.
- Achieve measurable success outcomes, including safe and incident-free start-up, timely stabilisation, PGTR compliance, improved reliability and energy performance, enhanced margins, reduced abnormalities and off-specs, effective knowledge transfer, and sustained operational excellence with minimal external dependence.
- Guide start-up, shutdown, and troubleshooting operations unique to Cracker plants.

## 5. Plant Head - Delayed Coker Unit (DCU)

|                                     |   |
|-------------------------------------|---|
| No of Vacancies                     | <b>01</b>   |
| Essential Educational Qualification | Bachelor's Degree in Chemical Engineering.  |
| Essential Work Experience           | <ul style="list-style-type: none"> <li>• The Subject Matter Experts shall have minimum 20 years of total industry experience, including 12 years in Delayed Coker unit operations, process engineering, or technical services in large Refinery or Integrated Refinery–petrochemical complexes, and shall have served in senior technical or operational roles (Lead Process Engineer, Senior Operations Manager, Technical Services Head, Commissioning Manager, or equivalent).</li> <li>• They must possess proven on-site experience in pre-commissioning, commissioning, start-up, stabilisation, and PGTR, including at least one full start-up-to-stable-operations cycle, with demonstrated exposure to process safety, reliability, and operational excellence practices.</li> <li>• The experts shall have a verifiable track record in operational and margin improvement, supported by hands-on troubleshooting capability, experience in project-to-operations interface, licensor/OEM coordination, and MOC processes, exposure to digital and advanced process tools (APC, OTS, AI/ML analytics, RTO, Digital Twins), proven mentoring and knowledge-transfer ability, and willingness for on-site deployment with round-the-clock (24×7) operational support during critical phases.</li> </ul>                                     |
| Role overview                       | The Plant Head - DCU shall be responsible for managing all aspects of plant operations covering Coker unit and coke handling facilities. This leadership role includes production, quality, safety, resource optimization, statutory compliance, and team management to drive operational excellence and innovation.  |
| Roles & Responsibilities            | <ul style="list-style-type: none"> <li>• Provide round-the-clock (24×7) on-site Subject Matter Expert support for Delayed Coker Unit during pre-commissioning, commissioning, start-up, stabilisation, PGTR, and initial operations.</li> <li>• Review, optimise, and support commissioning and operating documents, including SOPs, Standard Operating Conditions, alarm management philosophy, trip/interlock settings, Cause &amp; Effect documents, and P&amp;ID walkthroughs.</li> <li>• Provide technical services support for process monitoring, advanced troubleshooting, unit health checks, licensor/OEM interface, and resolution of design-versus-operation gaps.</li> <li>• Support project-to-operations integration, including operability reviews, punch-point closure, MOC evaluation, and structured handover from Projects/Commissioning to Operations.</li> <li>• Lead and support Process Safety, Operational Safety, and Reliability activities, including HAZOP close-out support, What-Can-Go-Wrong (WCGW) sessions, alarm rationalisation, abnormal situation management, emergency preparedness, and reinforcement of safe and reliable operating practices.</li> <li>• Drive Operational Excellence initiatives, including KPI development, performance benchmarking, loss minimisation, off-spec reduction,</li> </ul> |

|  |   |
|--|---|
|  | <p>debottlenecking, reliability enhancement, energy efficiency improvement, and overall OPEX optimisation.</p> <ul style="list-style-type: none"> <li>• Support profitability and margin improvement initiatives, including yield optimisation, product slate and grade optimisation, reduction of giveaway and quality losses, improved on-stream factor, feedstock and utility optimisation, and identification of value-capture opportunities.</li> <li>• Provide expert support during Performance Guarantee Test Runs (PGTR), including preparation, execution, evaluation, and post-PGTR stabilisation.</li> <li>• Deliver structured on-the-job training and knowledge transfer for process, operations, and commissioning teams to build sustainable internal capability.</li> <li>• Enable and support digital and advanced analytics initiatives for Safety, Reliability, Operational Excellence, and profitability, including APC, OTS, AI/ML-based analytics, RTO, and Digital Twin applications.</li> <li>• Provide guidance for coke storage and transfer operations, including quality segregation, and SAP-based inventory integration.</li> <li>• Submit defined deliverables, including safety, reliability, optimisation, and margin-improvement outputs, training records, periodic progress updates, and a final close-out report.</li> <li>• Achieve measurable success outcomes, including safe and incident-free start-up, timely stabilisation, PGTR compliance, improved reliability and energy performance, enhanced margins, reduced abnormalities and off-specs, effective knowledge transfer, and sustained operational excellence with minimal external dependence.</li> </ul> |
|--|---|

### **FTEs Recruitment Methodology & terms and conditions:**

The selection of FTEs shall be carried out through Personal interview, and it consists of Technical Competency Assessment and Behavioural Competency Assessment conducted by the Selection Committee.

The positions shall be engaged on a **Fixed Term Employments (FTEs)** basis, purely temporary in nature, for a defined period not exceeding **Two (02) year**. The tenure may be extended further based on business requirements.

### **5. Emoluments (Regular posts):**

| Salary Grade | Pay Scale*            | Designation                  | Cost to company (Appx. p.a.) |
|--------------|-----------------------|------------------------------|------------------------------|
| E0           | Rs.30,000-Rs.1,20,000 | Junior Executive             | 08.87 lakhs                  |
| E1           | Rs.40,000-Rs.1,40,000 | Assistant Engineer / Officer | 12.11 lakhs                  |
| E2           | Rs.50,000-Rs.1,60,000 | Engineer / Officer           | 15.03 lakhs                  |
| E3           | Rs.60,000-Rs.1,80,000 | Senior Engineer / Officer    | 18.34 lakhs                  |
| E5           | Rs.80,000-Rs.2,20,000 | Senior Manager               | 24.81 lakhs                  |

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

Note: - The CTC mentioned has been calculated at minimum base level of pay grade and includes

Basic Pay, Dearness Allowance, HRA\* and Perks & Allowances / Cafeteria Allowance (E0, E1, & E2- 25%, E3- 30% & E5-35% of basic pay). Retirement benefits are admissible upon separation / retirement as per the HRRL policy prevailing at that time.

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

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

## **6. Probation:**

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

## **7. Service Bond & Retention:**

**Service Bond:** Selected Candidates will have to execute a service bond with surety to serve the company for a minimum period of three years from the date of joining the corporation as under:

| Salary Grade | Bond Amount           |                |                           |
|--------------|-----------------------|----------------|---------------------------|
|              | Pay Scale*            | General        | EWS/OBC-NCL/ SC/ ST/ PwBD |
| E0           | Rs.30,000-Rs.1,20,000 | Rs. 3,00,000/- | Rs. 50,000/-              |
| E1           | Rs.40,000-Rs.1,40,000 |                |                           |
| E2           | Rs.50,000-Rs.1,60,000 |                |                           |
| E3           | Rs.60,000-Rs.1,80,000 |                |                           |
| E5           | Rs.80,000-Rs.2,20,000 |                |                           |

**Retention Amount:** An amount of Rs. 3,000/- per month will be earmarked as retention amount for E0, and an amount of Rs. 5,000/- per month will be earmarked as retention amount for E1 to E5 from the total emoluments during the probation period / extended probation period.

The above retention amount deducted shall be released after 3 years without interest.

In case of resignation before serving the bond period, the candidate needs to settle the bond amount as per the Company's Service Bond Policy.

## **8. Placement / Posting:**

Posting/ Assignment can be in any Division / Department of the HRRL at any place in the country and the services thereafter will be transferable as per the requirement. These positions involve working in shift duties including night shifts.

## 9. Shortlisting and Selection Methodology:

### For Positions in S/G E0 (Jr. Executive – Fire & Safety, Chemical & Mechanical).

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

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

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

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

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

Note:

1. The details related to syllabus for Computer Based Test will be uploaded on HRRL website in due course.
2. Physical Fitness Efficiency Test etc. is applicable for candidates applying for position of Jr. Executive – Fire & Safety (E0), Jr. Executive-Chemical & Jr. Executive-Mechanical only, which will include Agility test, Endurance test and working at height test.

**For Positions in S/G E1 & E2 (Asst. Accounts Officer / Medical Officer / Asst. Engineer & Engineer):**

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

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

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

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

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

| S/G   | Computer Based Test (CBT)<br>(Elimination Round)   | Group Task / Group Discussion<br>(Elimination Round)  | Personal Interview<br>(Elimination Round)   |
|-------|--|---|---|
| E1/E2 | <ul style="list-style-type: none"> <li>• <b>Technical/ Professional Knowledge:</b> 50% qualifying for all categories</li> <li>• <b>Overall Qualifying</b> in CBT (General Aptitude + Technical/ Professional Knowledge): 60% for UR/ EWS candidates and 54% for SC/ ST/ OBC-NCL/ PwBD candidates.</li> </ul> | Minimum Qualifying Marks to be obtained - 40% for UR & EWS, 33.33% for SC/ST/ PwBD /OBC-NCL | Minimum Qualifying Marks to be obtained - 40% for UR & EWS, 33.33% for SC/ST/ PwBD /OBC-NCL |
|       | Overall Qualifying in CBT (General Aptitude + Technical/ Professional Knowledge) + Group Task / Group Discussion + Personal Interview = 60% for UR/ EWS candidates and 54% for SC/ ST/ OBC-NCL/ PwBD candidates.   |   |   |

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

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

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

In the event of receipt of large no of applications, the Company will adopt shortlisting criteria to

ascertain the number of candidates to be called for the selection process. The shortlisting criteria will be based on various aspects like relevant experience, Qualification marks, age etc.



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

### **10. Pre-Employment Medical Examination (Regular & FTEs):**

Candidates shortlisted for Pre-employment medical examination will undergo the same as per company policy.

Appointment to the above posts will be subject to the candidate being medically fit as per the standards prescribed for the post by the Company. Shortlisted candidates shall be required to get their Pre-Employment Medical Examination done in nominated hospitals. HRRL does not have policy / provision for any appeal / re-examination of the PEME of the candidates.

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

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

### **11. Reservations, Concessions and Relaxations:**

- a. Reservation of posts for SC, ST, OBC-NCL, EWS and PwBD (Persons with benchmarked disabilities – with degree of disability 40% or above) are as per Presidential Directives. The reservation is as per statutory guidelines and judgement of Hon'ble Supreme Court on R.K. Sabharwal Vs. State of Punjab case. Department of Pers & Trng, vide O.M. No. 36012/2/96- Estt(Res.) dated 02.07.1997 replaced

vacancy based roster with post based roster. The reservation given below has been considered taking into account existing category wise cadre strength, excess /shortfall in the respective categories and the advertised vacancies. Category-wise vacancy distribution including backlog is as given below:

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

| Grade        | UR        | EWS       | OBC (NCL) | SC        | ST        | Total      |
|--------------|-----------|-----------|-----------|-----------|-----------|------------|
| E0           | 26        | 4         | 3         | 2         | 5         | 40         |
| E1           | 7         | 1         | 4         | 3         | 1         | 16         |
| E2           | 16        | 4         | 7         | 7         | 6         | 40         |
| E3           | 0         | 1         | 1         | 8         | 4         | 14         |
| E5           | 0         | 0         | 12        | 3         | 4         | 19         |
| <b>Total</b> | <b>49</b> | <b>10</b> | <b>27</b> | <b>23</b> | <b>20</b> | <b>129</b> |

- b. Candidates seeking reservation as SC/ST/OBC-NCL, shall have to produce a certificate in the prescribed proforma (the format can be downloaded from our website <https://www.hrri.in/>), meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC-NCL and the Village/Town the candidate is ordinarily a resident of. They must also ensure that the name of their caste/community and its spelling in their caste/community certificate should be exactly as mentioned in the lists notified by the central government from time to time (for OBC-NCL category list of castes recognized by the Govt. of India as OBC castes in the central list is available on the site <http://www.ncbc.nic.in>, for ST category the list of castes for each state is available on the site [www.ncst.nic.in](http://www.ncst.nic.in) and for SC category the list of castes for each state is available on the site <http://www.socialjustice.nic.in>). A certificate containing any variation in the caste name will not be accepted. Further the OBC certificate should also clearly indicate that the candidate does not belong to creamy layer as defined by the Government of India for applying to posts and services under the Central Government.
- c. The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.
- d. A person who wants to avail the relaxed standards of PwBD reservation will have to submit a disability certificate issued by a Competent Authority as prescribed in PwBD Act, 2016. Further to this, according to Notification No: 16-15/2010 DD.111 DT.29/07/2013 by Ministry of Social Justice & Empowerment, list of positions/disciplines in which PwBD candidates are eligible to apply for this recruitment drive are given against the vacancies. Appointment in these vacancies will be offered to PwBD candidates after considering the nature of duties & responsibilities of the job, location, hazard, strain & other factors, also considering that the condition is not likely to interfere with the performance of duties of the post with reasonable efficiency and without possible deterioration of his/her health. The final appointment would be based on candidate's medical fitness with respect to job profile of

the identified post.

- e. For getting the benefits of reservation under EWS category, the Income and Asset Certificate shall be valid for the financial year 2026-27 and should have been prepared on the basis of income and asset verification for the financial year 2025-26. The name of the caste should be clearly mentioned in the aforesaid certificate. Caste name like “General/Samanya etc.” will not suffice. Applicant’s photo on the certificate should be duly pasted, signed and stamped by issuing authority. ‘Income and Asset Certificate’ shall be submitted by such candidates at the time of interview (if called for Personal Interview). No request for extension of time for production of ‘Income & Asset Certificate’ beyond the said date shall be entertained. In case candidates fail to produce the same at the time of interview, they will not be allowed to appear for interview. Further, their request for interview under General category will also not be entertained.
- f. Maximum age limit is relaxed by 5 years for SC & ST, 3 years for OBC-NCL, 10 years for PwBD (UR), 13 years for PwBD (OBC-NCL) and 15 years for PwBD (SC/ST) candidates.
- g. Maximum age limit is relaxed by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.
- h. Maximum age relaxation by 5 years for Ex-servicemen & Commissioned Officers (including ECOs/SSCOs) subject to rendering minimum 5 years’ military service and fulfillment of other conditions prescribed by Govt. of India.
- i. The OBC candidates who belong to “Creamy Layer” are not entitled for concession admissible to OBC-NCL candidates and such candidates will have to indicate their category as Unreserved (UR).
- j. Further the OBC-NCL candidates will have to give a self-undertaking, at the time of Personal Interviews in terms of DOPT memo No. 36012/22/93-Extt. (SCT) dt. 08.09.1993 if called for, indicating that they belong to OBC-Non Creamy Layer.
- k. If the SC/ST/OBC-NCL/PwBD certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.
- l. Any request for change in category (UR/SC/ST/OBC-NCL/ EWS/PwBD) once filled in the online application form, will not be considered and accordingly concession/relaxation applicable will not be extended. Hence, candidates are advised to fill the application with utmost care while mentioning category.
- m. Further to this, according to Notification No: 16-15/2010 DD.111, DT.29/07/2013 by Ministry of Social Justice & Empowerment, list of positions/disciplines in which PwBD candidates are eligible to apply for this recruitment drive is given below.

| Discipline      | PwBD Eligibility  |
|-----------------|---|
| Chemical        | HH. OA. OL. CP. Dw. AAV. SLD. MI. MD<br>(any of the combinations above)               |
| Mechanical      | LV.D.HH.OA.BA.OL. LC. Dw. AAV. ASD (M). SLD. MI.MD<br>(any of the combinations above) |
| Electrical      | D. HH. OL. LC. Dw. AAV.SLD.MI.MD<br>(any of the combinations above)                   |
| Instrumentation | D. HH. OL. CP. LC. Dw. AAV.ASD(M). SLD. MI.MD (any of the combinations above)         |

|                     |  |
|---------------------|--|
| Information Systems | D. HH. OA. BA. OL. OAL. CP. LC. Dw. AAV. BL. ASD(M). SLD. MI. MD (any of the combinations above)         |
| Finance             | B. LV. D. HH. OA. BA. OL. BL. OAL. BLOA. CP. LC. Dw. AAV. Mdy.MD (any of the combinations above)         |
| Medical Officer     | B. LV. D. HH. OA. BA. OL. OAL. CP. LC. Dw. AAV. MDy. ASD(M). SLD. MI. MD (any of the combinations above) |

**Note:-Abbreviations Used:** B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, SLD= Specific Learning Disability, MDy= Muscular Dystrophy, ASD=Autism Spectrum Disorder (M= Mild, MoD= Moderate), MI= Mental Illness, MD=Multiple Disabilities.

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

## **12. Application Process:**

- Online Application will be accepted from **14.05.2026 to 03.06.2026, 23:45 hrs** (Including payment of application fee as applicable).
- Candidates are requested to apply online only on <https://www.hrri.in/> Careers → Current Openings, after reading detailed advertisement. No other mean / mode of the application shall be accepted.
- All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying. No enquiry asking for advise as to eligibility will be entertained.
- Applications with incomplete / wrong particulars or not in the prescribed format will not be considered.
- The Email ID and Mobile (preferably WhatsApp) number provided in online application should remain valid for at least one year. Candidates must use active Email IDs created in their own names. Applications with pseudo / fake Email IDs will attract appropriate action under the law.
- All the details given in the online form will be treated as final and no changes will be entertained.
- In the event of submission of incomplete application along with application fees for reasons whatsoever, his / her candidature will stand cancelled and application fee will be forfeited. No further communication / consideration on the same shall be entertained.
- Candidates will be required to submit documentary evidence of eligibility during the shortlisting/ selection process within stipulated time as advised by HRRL. Any mismatch in name, qualification, experience other criteria of documents from the data given in application form will lead to disqualification at any stage.
- If sufficient number of candidates do not opt for a particular centre for “Online” examination, HRRL

reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, HRRL reserve the right to allot any other centre to the candidate.

- j. Candidates will appear for the examination at an Examination Centre at his/her own risks and expenses and HRRL will not be responsible for any injury or losses etc. of any nature.
- k. Any request for change of venue & date for CBT / Skill test / Personal Interview / selection process will not be entertained.

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

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

### **14. General Instructions:**

- 1) Only Indian Nationals are eligible to apply.
- 2) All computations of age / relevant experience requirement/ qualification shall be as on **13.05.2026**.
- 3) Only Online Applications will be accepted. Candidates are not required to send printout of application or any other documents in hard copy to HRRL.
- 4) **Important Note:** Candidates applying for Experienced positions S/G-E2, E3, E5 are required to upload their detailed resume, essential education certificate, experience certificates (as applicable) in online portal (in single PDF file) and ensure that they meet all the eligibility criteria prior to appearing for interviews. In case the candidates are found to be ineligible on

**the grounds of insufficient documentary evidence for meeting the eligibility criteria, the candidature shall be cancelled and no travel reimbursement shall be done.**

- 5) The date of passing the eligibility examination will be the date appearing on the final semester mark sheet or the date of final examination mentioned on the provisional certificate. In case the results of a particular examination are posted on the website of the university or institute then a certificate issued by the appropriate authority of the university or institute indicating the date on which the result is declared on the website will be considered as the date of passing the examination.
- 6) All the details mentioned in the online form will be treated as final and no request for changes will be entertained later on. Therefore, candidates are advised to fill the ONLINE form with utmost care making correct entries in the respective fields. No change of request will be entertained for making corrections in the application form.
- 7) Candidates applying for S/G-E2, E3 & E5, who have completed Integrated ME/ M.Tech will be eligible to apply against engineering positions, provided the course requirement for award of BE/ B.Tech is in any one of the disciplines mentioned in the advertisement.
- 8) Candidates who are in final year / final semester whose results are awaited by the cutoff date are not eligible and need not apply.
- 9) **Candidates who have completed BE/B.Tech engineering degree after 3 years diploma are also eligible to apply provided the course requirement for award of BE/ B.Tech is in any one of the disciplines mentioned in the advertisement.**
- 10) **Important Note for Candidates applying in S/G “E0 – Fire & Safety”, “E0 – Chemical” & “E0 – Mechanical” only: Other than Essential Qualification-** Candidates possessing higher professional qualifications such as Bachelor of Engineering (BE), Bachelor of Technology (B.Tech), Masters in Business Administration(MBA), M.Sc, Chartered Accountant (CA), Company Secretary (CS), Cost Management Accountant (CMA), Bachelor of Law (LLB), Masters of Computer Applications (MCA), Doctor of Philosophy (Ph.D) etc. any Post Graduation Degree or any such equivalent higher professional qualification shall NOT be eligible.
- 11) The aforesaid list of higher qualifications/higher professional qualifications mentioned above is not exhaustive. Management may determine any other qualification as a higher qualification/higher professional qualification which is/ are not listed above. The decision of the Management in this regard shall be final and binding and no further enquiry shall be entertained in this respect.
- 12) For determining eligibility w.r.t. prescribed percentage of marks under qualification parameter, the following methodology will be followed:  
Wherever CGPA/OGPA or Letter Grade is awarded in the Degree/Diploma examinations, its equivalent aggregate percentage of marks must be indicated by the candidates in the On-line Application as per the norms adopted by Board/University/Institute. Candidates will have to produce certificate from the concerned Board / University / Institute regarding the equivalent aggregate percentage of marks with reference to their CGPA/OGPA or Letter Grade and produce the same at the time of document verification failing which their candidature will not be considered.
- 13) In case the Board/Institute/University does not follow any conversion formula for converting CGPA/OGPA to Percentage, candidate will have to produce a certificate to this effect that the Board/Institute/University does not follow any conversion formula and in order to arrive at equivalent percentage of marks, aggregate of Grade score obtained in each semester/year as applicable, divided by the total number of semesters/years will be considered.
- 14) In case of Letter Grade, candidate will have to necessarily produce Certificate from the Board/ University/Institute specifying clearly equivalent percentage of marks against Letter Grade failing which their candidature will not be considered.

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

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

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

- 27) Admit cards for Computer Based Test (CBT) will be issued to all prima-facie eligible candidates on the basis of the details furnished in Online-Application form and submission of application fees (applicable for General, EWS & OBC-NCL Category candidates).
- 28) The Admit cards issued to the candidates are Provisional. However, in case any ineligible candidate had been issued admit card and had appeared in the Computer Based Test (CBT) or allowed to join the HRRL, his/her candidature will automatically be treated as cancelled at any stage of this recruitment/ service in HRRL on grounds of his ineligibility. Therefore, before submitting the application, the candidate must ensure that he/she fulfils all the eligibility criteria as laid down in this advertisement. His/her candidature will be purely provisional subject to eligibility and other verifications before or after his/her appointment in HRRL.
- 29) The decision of the Company about the mode of selection to the post and eligibility conditions shall be final and binding. No correspondence will be entertained in this regard.
- 30) Candidates have to necessarily declare in case he/she has been arrested, prosecuted, kept under detention or fined, convicted by a Court of Law or for any offence debarred/ disqualified by any Public Service Commission from appearing in its examination.
- 31) **No person shall be eligible for appointment who has been previously been dismissed, terminated, removed from a department of a state or the Central Government or a local authority or from public sector undertaking, or from an autonomous bodies / corporation.**
- 32) Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of on-line application.
- 33) The decision of the Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, and cancellation of the selection process, etc. No correspondence will be entertained in this regard.
- 34) Positions are operated with work arrangements in one, two or three shifts. Incumbents may be required to perform duties in any of the work arrangements.
- 35) Candidates are advised to submit only one application. In case multiple applications are identified from a candidate, the latest one shall be considered as final, and the older applications shall be rejected without any notice.
- 36) The candidature of the shortlisted applicant would be provisional and subject to subsequent verification of certificate/ testimonials, medical fitness, etc.
- 37) Admit Card for Computer Based Test of Call letter for Skill Test, Personal Interview etc. (as applicable) will not be sent to candidates in hard copy. Candidates will be required to download the same from HRRL website.
- 38) Mere issue of call letter for selection process will not imply acceptance of candidature.
- 39) All the candidates are requested to remain updated at each step of the selection process by visiting our website <https://www.hrnl.in/>. Candidates may please note that personal calls and/or interaction with any of the HRRL's officials during recruitment drive is discouraged, except when absolutely

necessary/critical.

- 40) CBT/ Interviews for different positions may be conducted on the same day/ different venues for all the positions.
- 41) Queries must be emailed keeping the subject of the mail formatted as “Position Name –Application Number” at career@hrri.in.
- 42) Candidates must be in possession of all applicable Certificates and mark sheets at the time of application.
- 43) HRRL will not be responsible for any loss/ non-delivery of email/ any other communication sent, due to invalid/wrong Email ID/connectivity issues etc. Request for change of e-mail ID and mobile number will not be entertained.
- 44) Only the qualifications mentioned in the advertisement will be accepted. No equivalent qualifications will be considered.
- 45) All the qualifications should be full-time regular course/s from AICTE approved/ UGC recognized University/ Deemed University or respective State Board or equivalent competent authority as applicable. The courses offered by Autonomous Institutions should be equivalent to the relevant courses approved/ recognized by Association of Indian Universities (AIU/ UGC/ AICTE). Courses offered through part time or distance mode will not be entertained for the purpose of educational eligibility criteria.
- 46) Teaching & Research experience in an academic institute and Vocational / Apprentice Training will not be considered as relevant work experience.
- 47) Number of vacancies may increase/decrease at the discretion of the Company. HRRL reserves the right not to fill any of the above posts advertised at any stage of selection. Category-wise break up of vacancies given in the advertisement is tentative and is subject to change as per business requirements.
- 48) The Company also reserves the right to cancel / restrict/ curtail/ enlarge the recruitment process and/or the selection process for any position there under without any further notice and without assigning any reasons.
- 49) Candidates have to necessarily declare (in case they are shortlisted for subsequent stages) that he/ she has been arrested, prosecuted, kept under detention or fined, convicted by the Court of Law for any offence, debarred/disqualified by any Public Service Commission from appearing in its examination.
- 50) Mere shortlisting in CBT does not entail the right for further selection process and HRRL reserves its right to call for suitable candidates depending upon their credentials/ declarations.
- 51) In case the applicant does not receive any communication within 120 days from the date of publication of this advertisement, it may be presumed that he/she has not been short listed for the selection process. Accordingly, candidates are advised to regularly visit our website - [www.hrri.in](http://www.hrri.in) for the updated information.
- 52) Selected candidates will have to join the organization on the date mentioned in their offer of appointment failing which the organization reserves the right to cancel/withdraw the offer of appointment without any further correspondence/reference to the candidates.
- 53) Candidates presently employed in Government Departments / PSU's / JV / Autonomous Bodies owned by the Government, should submit their application as per their company policies. They must produce No Objection Certificate in original hard copy at the time of selection process, failing which they will not be allowed to appear for the interview and their candidature will not be entertained. Further, if any candidate join Government / PSUs / Autonomous bodies after filling the online application form, such candidates along with those who have submitted proper receipted copy of

application to employer seeking NOC from their present employer at the time of filling online application form, also have to submit proper NOC at the time of document verification before selection process at the reporting place, failing which his/her candidature for applied post will be rejected .

- 54) Candidates are advised in their own interest to apply online before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability / failure to log on to the website on account of heavy load on internet or website jam.
- 55) Prospective applicants are advised to visit HRRL website regularly for latest update with regard to this advertisement as no further press advertisement will be issued. Any separate corrigendum / addendum / updates would be uploaded only on our website [www.hrri.in](http://www.hrri.in).
- 56) In case of any ambiguity / dispute arises on account of interpretation in versions other than English language advertised in Newspaper/Employment News/Website, English version available on the website [www.hrri.in](http://www.hrri.in) will prevail.
- 57) Canvassing in any form shall be considered a disqualification for employment in the company.
- 58) Sleeper class rail fare will be reimbursed to SC, ST & PwBD candidates towards appearing for Computer Based Test / Skill Test / GD & Personal Interview (applicable to S/G 'E0, E1, & E2') and Reimbursement of 3<sup>rd</sup> AC rail fare for all candidates appearing for Selection process for all positions in S/G E3 & E5. Amount to be reimbursed will be for the shortest route, provided the distance travelled is not less than 30 km. Candidates after completing both legs of travel, will be required to fill in the Travel Allowance (TA) Form (which will be made available on HRRL website) and submit/upload it along with Travel Proof for travel undertaken. Travel allowance will be processed through online mode only.
- 59) If travelled through other than rail, reimbursement will be restricted to rail fare from the nearest railway station from the mailing address to the place of i.e. within India.
- 60) **Furnishing of wrong/false information or suppressing of any material fact will lead to disqualification and HRRL will not be responsible for any of the consequences of furnishing such wrong/false information. Since all the applications will be screened without documentary evidence, the candidates must satisfy themselves meeting eligibility for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong information or is found ineligible with respect to any of the eligibility parameters, his/her candidature will be rejected. If any of the above discrepancies w.r.t. to eligibility parameters, furnishing of wrong intimation and or suppressing of any material fact is detected / noticed even after appointment, his/her services will be liable for termination without any further notice. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.**
- 61) **Court of jurisdiction for any dispute will be at Jodhpur, Rajasthan.**
- 62) **Any further corrigendum / addendum would be uploaded only on our website [www.hrri.in](http://www.hrri.in).**

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

\*\*\*\*\*END OF DOCUMENT\*\*\*\*\*