



# HPCL LNG LIMITED

**Corporate Office/Communication Address: Fifth Floor, A Wing, Priyadarshini Building,  
Sion-Trombay Road, Eastern Express Highway, Sion, Mumbai - 400 022, Maharashtra.**

**Regd. Office- HPCL Regional Office, Petroleum House, Behind Memnagar Fire Station Navrangpura,  
Ahmedabad- 380 009, Gujarat.**

**CIN NO: U40101GJ2013GOI077228**

**HPCL LNG Limited (HPLNG)**, a 100% subsidiary of Hindustan Petroleum Corporation Limited (HPCL), formed for development, construction, and operation of greenfield LNG Terminal with all associated facilities for receipt, unloading, storage and regasification of LNG and supply of regasified LNG to the gas grid. The Terminal will have a regasification capacity of 5 MTPA at a project cost of Rs 4293 Cr. The terminal is located at Village Chhara, Taluka Kodinar, District Gir-Somnath, Gujarat, within the boundary of Chhara Port.

The Company is having Registered Office at Ahmedabad, Gujarat and Corporate Office at Mumbai, Maharashtra.

The project has achieved mechanical completion and is ready for commissioning.

HPLNG invites talented & motivated professionals looking for exciting career opportunities and willing to contribute towards India's Oil and Gas sector's future by being part of our growth journey. Interested and eligible candidates can apply **Online**, for the vacancies listed in this document-

| 1. IMPORTANT DATES                  |                                |
|-------------------------------------|--------------------------------|
| Commencement of online application: | 08 <sup>th</sup> February 2024 |
| Last date of online application:    | 28 <sup>th</sup> February 2024 |



## 2. POSITIONS, VACANCIES AND ELIGIBILITY CRITERIA

| Sr. No.                                  | Position   | Vacancies (In no's) | Salary Grade | Min Exp (in years)   | Essential Qualification  | Max Age (In Years) |
|--|--|---------------------|--------------|--|--|--------------------|
| <b>Fire/Safety/OHC/Security</b>          |  |                     |              |  |  |                    |
| 1.                                       | Group Manager - Safety                             | 1                   | E3           | 09 years of experience in Safety Management of which 03 years of experience in Large Hydrocarbons Sector is mandatory. | 04 years full-time regular engineering degree in Fire & Safety or 04 years full-time regular engineering degree in Chemical/Mechanical/Electrical/Instrumentation and Diploma in Industrial Safety.  | 34                 |
| 2.                                       | Senior Officer - Safety                            | 1                   | E1           | 02 years in Safety Management of which 01 year of experience in Large Hydrocarbons Sector is mandatory.                | 04 years full-time regular engineering degree in Fire & Safety or 04 years full-time regular engineering degree in Chemical/Mechanical/Electrical/Instrumentation and Diploma in Industrial Safety.  | 27                 |
| <b>Maintenance</b>                       |  |                     |              |  |  |                    |
| 3.                                       | Group Manager - Electrical                         | 1                   | E3           | 09 years in Maintenance in Large Hydrocarbons Sector   | 04 years full time regular engineering degree in Electrical Engineering.   | 34                 |
| <b>Shipping</b>                          |  |                     |              |  |  |                    |
| 4.                                       | Senior Officer- Shipping                           | 2                   | E1           | 02 years in handling shipping/port operations of hydrocarbon products  | 03 years full time degree in Nautical science/Marine or Certificate of 2 <sup>nd</sup> Mate/ 1 <sup>st</sup> Mate FG/ home trade or equivalent from DGS (Directorate General of Shipping) approved university. Or, 03 years full time degree from a recognized Indian University/Institute with any Certificate course for shipping approved by DG Shipping. | 27                 |
| <b>Human Resource and Administration</b> |  |                     |              |  |  |                    |
| 5.                                       | Senior Officer - Human Resource and Administration | 1                   | E1           | 02 years in HR and Administration with reputed Company.  | 02 years full time, Post-graduate Degree in HR /Personnel Management / Industrial Relations/Psychology or Masters in Business Administration (MBA)/ Masters of Social Work (MSW) with specialization in HR/Personnel Management/ Masters in Labour Studies/Labour Relations.   | 27                 |



Please refer table below for the List of Engineering/ Technology Disciplines/ Diploma eligible to apply.

| Core Discipline  | Eligible Degree as mentioned on Degree Certificate   |
|------------------|--|
| Chemical         | Chemical, Petrochemical, Petroleum Refining & Petrochemical, Petroleum Refining.   |
| Mechanical       | Mechanical, Mechanical & Production.   |
| Electrical       | Electrical, Electrical & Electronics.  |
| Instrumentation  | Instrumentation, Instrumentation & Control, Instrumentation & Electronics.   |
| Nautical Science | Nautical Science or Directorate General of Shipping approved 2 <sup>nd</sup> Mate/ 1 <sup>st</sup> Mate FG/ home trade, Certificate course for shipping approved by DG Shipping. |

| Degree/Diploma    | Eligible Degree/Diploma                         |
|-------------------|---|
| Industrial Safety | Industrial Safety, Industrial Safety Management |

### OTHER TERMS & CONDITIONS

- For all the above positions, candidates must secure minimum 60% marks (50% for SC/ST/PwBD candidates) in Graduation.
- Preference will be given to candidates with relevant experience.
- The courses offered by Autonomous Institutions / Foreign universities should be equivalent to the relevant courses approved / recognized by Association of Indian Universities (AIU/UGC/AICTE).
- All work experiences will be considered post qualifying degree only.

### 3. JOB DETAILS

1. **Role: Group Manager – Safety (Salary Grade E3)**

#### Education Qualification:

04 years full-time regular engineering degree in Fire & Safety or 04 years full-time regular engineering degree in Chemical/Mechanical/Electrical/ Instrumentation and Diploma in Industrial Safety from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks for UR/OBC-NC/EWS candidates and 50% for SC/ST/PwBD candidates.

#### Work Experience applicable for role:

- Minimum 09 years of experience in Safety Management of which 03 years of experience in Large Hydrocarbons Sector is mandatory.
- 01-02 years' experience in LNG sector will be preferred.
- Experience in monitoring of plant safety, system related to safety, health & environment and thorough knowledge of the potential hazardous situation and control thereof in Oil & Gas Sector.
- Adequate Knowledge of Gujarati Language.

#### Key Job Responsibilities:

- Periodic inspection of the terminal for identifying fire and safety hazards and maintain records of all inspection, testing, etc.
- Schedule and conduct safety training for all working personnel at Terminal.
- Ensuring checks on road safety issues,
- Conducting spot training at the terminal on safety equipment and systems.
- Conducting and participating in Mock drills on different scenarios and after analysis action point to implemented for improvement.



- Hydro Testing & certification of extinguishers, nitrogen cylinders', inergen cylinders & pressure vessels by competent authority.
- Root cause analysing all incident / accident and other / Near-miss and compliance of recommendations. Records to be maintained for safe man-hours for the Terminal.
- Participating in safety inspections and Job safety analysis.
- Ensuring safety compliance in various jobs being executed in Hydrocarbon Industry.
- Maintaining work permit system as per OISD.
- Checking and correcting safety violations in work permits being issued for various kind of jobs in Hydrocarbon Industry.
- Checking and certifying scaffoldings and tagging as per requirement for use.
- Participating in safety induction training for contractor, visitors, apprentices etc. as required.
- Strict compliance of Safety Policy of the Company. Conduct monthly safety committee meeting and mitigation process for further improvement.
- Having knowledge of various manuals like: Safety manual, Onsite emergency plan, Fire Emergency Procedure Manual, Pocket Fire Fighting Guide Manual, Emergency Response & Disaster Management Plan (ERDMP) etc.
- Participating in internal safety audits as team member and follow up for the implementation of recommendations.
- Co-ordinating external safety audit for Terminal as per Statutory requirement.
- Maintaining all ISO management system and permit work system.
- Procuring PPES and maintaining minimum stock.
- Organising for Safety Promotional Activities. Carry out Safety Promotional Activities during normal working days and during Fire Service Day/Week and safety Week/ National Safety Day etc
- Environmental issues should be followed which includes Hazardous material management, Wastewater discharges,
- Taking additional responsibilities as and when assigned.
- Participating in handling emergencies as per Emergency Response & Disaster management Plan.

2.

**Role: Senior officer – Safety (Salary Grade E1)**

#### **Education Qualification:**

04 years full-time regular engineering degree in Fire & Safety or 04 years full-time regular engineering degree in Chemical/Mechanical/Electrical/ Instrumentation and Diploma in Industrial Safety from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks for UR/OBC-NC/EWS candidates and 50% for SC/ST/PwBD candidates.

#### **Work Experience applicable for role:**

- Minimum 02 years of experience in Safety Management of which 01 year of experience in Large Hydrocarbons Sector is mandatory.
- Experience in LNG sector will be preferred.
- Experience in monitoring of plant safety, system related to safety, health & environment and thorough knowledge of the potential hazardous situation and control thereof in Oil & Gas Sector.
- Adequate Knowledge of Gujarati Language.

#### **Key Job Responsibilities:**

- Periodic inspection of the terminal for identifying fire and safety hazards and maintain records of all inspection, testing, etc.
- Schedule and conduct safety training for all working personnel at Terminal.
- Ensuring checks on road safety issues,
- Conducting spot training at the terminal on safety equipment and systems.



- Conducting and participating in Mock drills on different scenarios and after analysis action point to implemented for improvement.
- Hydro Testing & certification of extinguishers, nitrogen cylinders', inergen cylinders & pressure vessels by competent authority.
- Root cause analysing all incident / accident and other / Near-miss and compliance of recommendations. Records to be maintained for safe man-hours for the Terminal.
- Participating in safety inspections and Job safety analysis.
- Ensuring safety compliance in various jobs being executed in Hydrocarbon Industry.
- Maintaining work permit system as per OISD.
- Checking and correcting safety violations in work permits being issued for various kind of jobs in Hydrocarbon Industry.
- Checking and certifying scaffoldings and tagging as per requirement for use.
- Participating in safety induction training for contractor, visitors, apprentices etc. as required.
- Strict compliance of Safety Policy of the Company. Conduct monthly safety committee meeting and mitigation process for further improvement.
- Having knowledge of various manuals like: Safety manual, Onsite emergency plan, Fire Emergency Procedure Manual, Pocket Fire Fighting Guide Manual, Emergency Response & Disaster Management Plan (ERDMP) etc.
- Participating in internal safety audits as team member and follow up for the implementation of recommendations.
- Co-ordinating external safety audit for Terminal as per Statutory requirement.
- Maintaining all ISO management system and permit work system.
- Procuring PPES and maintaining minimum stock.
- Organising for Safety Promotional Activities. Carry out Safety Promotional Activities during normal working days and during Fire Service Day/Week and safety Week/ National Safety Day etc
- Environmental issues should be followed which includes Hazardous material management, Wastewater discharges,
- Taking additional responsibilities as and when assigned.
- Participating in handling emergencies as per Emergency Response & Disaster management Plan.

3.

**Role: Group Manager- Electrical (Salary Grade E3)**

#### **Education Qualification:**

04-years full time regular engineering degree in Electrical Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks for UR/OBC-NC/EWS candidates and 50% for SC/ST/PwBD candidates.

#### **Work Experience applicable for role:**

- Minimum 09 years of experience in electrical maintenance in Large Hydrocarbon sector.
- Minimum 02 year of experience in LNG sector will be preferred either in operations or projects.
- Experience in operation & maintenance of EHV & HV systems include switchyard, substation.
- Experience in maintenance of motor/panels/JBS/lighting fixtures & testing of panels/relays etc.

#### **Key Job Responsibilities:**

- Responsible for maintaining all electrical equipment at the unit level including circuit breakers, medium voltage system, low voltage power circuit breakers, low voltage motor control Centre, motors, PLC's and control equipment associated with operation of Electrical infrastructure.
- Maintenance of Electrical equipment/ accessories in Hydrocarbon industries.
- Preparing maintenance reports and preventative maintenance programs for electrical equipment.



- Root cause analysis of any electrical failure and compliance of recommendation. Plant health is to be monitored for 365 days plant operation.
- Maintaining good health of Emergency power system.
- Co-ordinating with OEM and execution of AMC if require.
- Maintaining minimum quantity of spares for all electrical equipment.
- Knowledge of Tendering process for Electrical jobs.
- Knowledge of load shedding and load sharing system.
- Co-ordinating with electricity board for H.T. power supply.
- Preparing MRRs for receipt of equipment / material.
- Preparing/reviewing drawing like single line diagram, instrument schedules, cable schedules, loop schematics, cable layouts etc. (as applicable) with consultants / HPLNG dept.
- Maintaining proper documentation / drawing records.
- Supervising and ensure adherence to change management.
- Following work permit procedure and ISO system.
- Ensuring & maintaining proper quality control records for site jobs like megger testing, loop checking etc.as applicable.
- Coordinating with statutory authorities like electrical inspector etc.
- Assuring information related to maintenance, operation and training activities and changes to procedures and equipment are up-to-date and accurately recorded.
- Following-up with vendors for site material requirement.
- Participating in handling emergencies as per Emergency Response & Disaster management Plan.
- Taking additional responsibilities as and when assigned.

4.

**Role: Senior Officer - Shipping (Salary Grade E1)**

#### **Education Qualifications:**

03 years full time degree in Nautical science/Marine or Certificate of 2<sup>nd</sup> Mate/ 1<sup>st</sup> Mate FG/ home trade or equivalent from DGS (Directorate General of Shipping) approved university. Or, 03 years full time degree from a recognized Indian University/Institute with any Certificate course for shipping approved by DG Shipping.

#### **Work Experience applicable for role:**

- Minimum 02 years experience in shipping industry handling port operations of hydrocarbon products.
- Ship berthing/ de-berthing & Security of Port Operations having thorough knowledge of all national & international regulations relating to industry.
- Co-ordination with ship berthing agency for ship berthing/ de-berthing activities.

#### **Key Job Responsibilities:**

- Handling ship berthing/ de-berthing.
- Monitoring weather data and issue confirm notification for ship berthing/ de-berthing.
- Monitoring berthing data during unloading operation.
- Responsible for maintaining log book and all database.
- Assuring information related to maintenance, operation and training activities and changes to procedures and equipment are up-to-date and accurately recorded.
- Compliance of Customs clearance before discharging of each cargos.
- Compliance of all GMB guidelines and ISPL guidelines.
- Adhering to all safety/ HSE standards.
- Handling ISO management system.
- Security system of Jetty.



- Participating in handling emergencies as per Emergency Response & Disaster management Plan.
- Taking additional responsibilities as and when assigned.

|    |  |
|----|--|
| 5. | <b>Role: Senior Officer- Human Resource and Administration (Salary Grade E1)</b> |
|----|--|

#### **Education Qualifications:**

02 years full time, Post-graduate Degree in HR /Personnel Management / Industrial Relations/Psychology or Masters in Business Administration (MBA)/ Masters of Social Work (MSW) with specialization in HR/Personnel Management/ Masters in Labour Studies/Labour Relations from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks for UR/OBC-NC/EWS candidates and 50% for SC/ST/PwBD candidates.

#### **Work Experience applicable for role:**

- Minimum 02 years' experience in all matters concerning HR department.
- Experience in Large Hydro-Carbon Sector will be preferred.
- Knowledge of Labour Legislation and Regulations.
- Knowledge of human resource management principles and best practices.
- Adequate Knowledge of Gujarati Language.

#### **Key Job Responsibilities:**

- Implementing HR strategies and initiatives aligned with the overall business strategy.
- Implementing Policies and Processes for a variety of HR Matters such as compensation, benefits, recruitment and selection, performance appraisals, succession planning, Training and development etc.
- Adherence and compliance of Labour Laws and maintain relations with Statutory authorities.
- Maintaining knowledge of trends, best practices, regulatory changes, and new technologies in human resource, talent management and Labor Laws.
- Knowledge of data analysis and reporting.
- Hands on experience in HR technology tools, process and systems, HR analytics, knowledge of Organisational and Leadership skills.
- General Administration including office maintenance, travel booking, hotel booking, visitor management and housekeeping management.
- Monitoring attendance and compliances.
- Handling Corporate Social Responsibility activities.
- Excellent written and oral communication, interpersonal skills, negotiation skills and influencing skills.
- Culture in sync with Organizational Objectives Taking additional responsibilities as and when assigned.

#### **4. SHORTLISTING & SELECTION PROCESS**

Candidates are advised to upload their resumes containing (a) Education details such as educational qualifications from 10<sup>th</sup> standard onwards, year of passing, marks obtained, Institute, etc., (b) detailed work experience.

Candidates fulfilling all eligibility criteria basis scrutiny of the application, uploaded documents and category-wise & discipline-wise merit list, will be considered for further selection process. In the event of number of applications being large, HPLNG will adopt shortlisting criteria to restrict the number of candidates to be called for further selection process. Depending on number of candidates fulfilling all criteria, candidates will undergo single stage or multiple stage interview.

A category wise merit list (Minimum-qualifying Marks (60 % for UR/OBC-NC/EWS, 50% for SC/ ST/PwBD) will be drawn for all the candidates who qualify in all the selection parameters.



## 1. EMOLUMENTS

### Salary & Allowances:

#### **Basic Pay:**

Following scale of Basic Pay will be applicable for different Salary grade:

| Salary Grade | Pay Scale (IN INR)* | Cost to Company (CTC) Approx. (IN INR) |
|--------------|---------------------|--|
| E1           | 40000-140000        | 9.68 lakhs                             |
| E3           | 60000-180000        | 14.89 lakhs                            |

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

The CTC mentioned has been calculated at minimum base level of pay grade and includes Basic Pay, Retirement Benefits, Dearness Allowance, HRA and Cafeteria Allowance. It may please be noted that the retirement benefits are admissible upon separation /retirement as per the Company's policy prevailing at that time.

## 2. PRE-EMPLOYMENT MEDICAL EXAMINATION

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 HPLNG nominated hospitals. Reference to medical examination does not mean final selection. Discipline-wise and category-wise final merit list will be drawn for medically fit candidates. Offer of appointment would be extended subject to being declared as Medically Fit by HPLNG designated Physician and fulfilment of eligibility criteria.

## 3. PLACEMENT / POSTING

All posting/assignment will be at greenfield LNG Terminal at Chhara, District Gir-Somnath, Gujarat, India. Positions based at Chhara may involve working in shift duties.

Given Postings are transferable within HPCL LNG Limited, as per business requirement.

## 4. PROBATION & RETENTION

**Probation:** The Selected Officers will be on Probation for 1 year from the Date of Joining. Upon successful completion of the Probation period, the officer will be considered for confirmation as per company policy.

## 5. RESERVATIONS, CONCESSIONS & RELAXATIONS

- a. Reservation of posts for SC, ST, OBCNC, EWS and PwBD (Persons with benchmarked disabilities – with degree of disability 40% or above) are as per Government Directives. The reservation is as per statutory guidelines and judgement of R.K.Sabharwal Vs. State of Punjab. 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.

| Salary Grade | UR | OBCNC | SC | ST | EWS | Total |
|--------------|----|-------|----|----|-----|-------|
| E1           | 1  | 0     | 2  | 1  | 0   | 4     |
| E3           | 1  | 1     | 0  | 0  | 0   | 2     |





- b. Candidates seeking reservation as SC/ST/OBC-NC, shall have to produce a certificate in the prescribed proforma (the format can be downloaded from HPLNG Website ([www.hplng.in](http://www.hplng.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 recognised as SC/ST/OBC-NC 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-NC 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 benefit of PwBD reservation will have to submit a disability certificate issued by a Competent Authority as prescribed in RPwBD 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 availing EWS reservation the conditions and format of the certificate will be followed as per DOPT Office Memorandum No. 36039/1/2019 – Estt (Res) dated 31/01/2019. EWSs vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the Income & Asset certificate being verified through proper channels. Benefit of reservation under EWSs category can be availed upon production of an 'Income and Asset Certificate' valid for Financial Year 2022-23 issued by a Competent Authority on the basis of gross annual income of FY 2021-22 in the format prescribed by Government of India. Candidates may please note that they should be in possession of "Income and Assets Certificate" as mentioned above issued on or after 01.04.2022 at the time of interview. 'Income and Asset Certificate' shall be submitted by such candidates at the time of interview (if called for 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-NC, 10 years for PwBD (UR), 13 years for PwBD (OBC-NC) 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. The age relaxation for Ex-servicemen would be applicable as per clause 5(b) of DOPT OM No.36034/2/2013 – Estt. (Res.) dated 8th April 2013. Accordingly, for Ex-servicemen & Commissioned Officers (including ECOs/SSCOs) maximum age will be relaxed by the length of military service increased by three years subject to fulfilment 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 “Non Creamy Layer” (OBC-NC) candidates and such candidates will have to indicate their category as Unreserved (UR).
- j. Further, the OBC-NC 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 (OBC-NC).
- k. If the SC/ST/OBC-NC/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/EWS/SC/ST/OBC-NC/PwBD) once filled in the online application form, will not be considered and accordingly concession/relaxation applicable will not be extended.
- m. 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.

| Sr. No | Position   | Suitable category of Persons with Benchmark Disabilities  |
|--------|--|---|
| 1.     | Group Manager - Electrical                         | D. HH. OL. LC. Dw. AAV.SLD.MI.MD (any of the combinations above)  |
| 2.     | Senior Officer- Shipping                           | B, LV, D, HH, OA, OL, OAL, CP, LC, Dw, AAV, MI, MD involving (any of the combinations above)              |
| 3.     | Senior Officer – Human Resource and Administration | B, LV,D, HH,OA,BA,OL,BL,OAL,CP,LC, Dw, AAV, MDy, ASD (M, MoD)), 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.

## 6. APPLICATION PROCESS

- a. Online Application will be accepted from **8<sup>th</sup> February 2024**.
- b. Apply **online only** on [www.hplng.in](http://www.hplng.in) reading detailed advertisement. No other mean / mode of the application shall be accepted.
- c. Applications with incomplete / wrong particulars or not in the prescribed format will not be considered.
- d. The email id/mobile number provided in online application should remain valid for at least one year. Candidates must use proper e-mail ids created in their names. Applications with pseudo/fake email ids will attract appropriate action under the law.
- e. All the details given in the submitted online form will be treated as final and no changes will be entertained.
- f. In the event of non-submission of completed application along with application fees (wherever applicable) from candidates for reasons whatsoever, his / her candidature will stand cancelled and no further communication/consideration on the same will be entertained.



- g. Candidates will be required to submit documentary evidence of eligibility during the course of the shortlisting/selection process. Any mismatch in name, qualification, other criteria of documents from the data given in application form will lead to disqualification at any stage.

## 7. GENERAL INSTRUCTIONS

- a. Only Indian Nationals are eligible to apply.
- b. All computations of age/ relevant experience requirement/ qualification shall be done with respect to the last date of receipt of online application i.e **28<sup>th</sup> February 2024**.
- c. Queries can be emailed at [careers@hplng.in](mailto:careers@hplng.in) keeping the subject line of the mail formatted as "Position Name-Application Number".
- d. Interview Call Letters if any will not be sent to candidates in hard copy.
- e. The total number of vacancies and the reserved vacancies is provisional and may increase/decrease at the discretion of the Company basis actual requirements. HPLNG reserves the right not to fill any or all of the above posts advertised at any stage of selection.
- f. All the candidates are requested to remain updated at each step of the selection process by visiting our website <https://www.hplng.in>. Candidates may please note that personal calls and/or interaction with any of the HPLNG's officials during recruitment drive is discouraged, except when absolutely necessary/critical. Candidates are requested to visit our website with respect to full details pertaining to this recruitment drive.
- g. HPLNG will not be responsible for any loss/ non-delivery of email/admit card sent/ any other communication sent, due to invalid/wrong email id or contact number.
- h. All the qualifications should be full time regular course/s from AICTE approved / UGC recognized University/Deemed University. The courses offered by Autonomous Institutions should be equivalent to the relevant courses approved / recognized by Association of Indian Universities (AIU/UGC/AICTE).
- i. Wherever CGPA/OGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University/Institute. Please also obtain a certificate to this effect from University / Institute which shall be required at the time of interview shortlisting.
- j. Under Work Experience wherever "Large Hydrocarbon Sector" is mentioned, same to be referred as LNG Terminal/ Petro-Chemical Plants/ Refineries/ Cross Country Hydrocarbon Pipelines/ POL Terminals/ LPG Bottling Plant/ LPG Terminals/ Gas Processing/Fertilizers.
- k. PwBD position wise reservations will be applicable as per table shown above.
- l. The Company also reserves the right to cancel / restrict/ curtail/ enlarge the recruitment process and/or the selection process thereunder without any further notice and without assigning any reasons.
- m. Candidates are advised to submit only one application. In case of multiple applications from a candidate for same position, the latest one shall be considered as final and the older applications shall be rejected without any notice.
- n. Candidates presently employed in Government Departments / PSU's / Autonomous Bodies owned by the Government, should submit their application through proper process. They must produce No Objection Certificate in Original Hard Copy at the time of Personal Interview, failing which they will not be allowed to appear for the selection process and their candidature will not be entertained.



- o. Candidates must be in possession of all applicable Degree Certificates and mark sheets at the time of application.
- p. 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 advice as to eligibility will be entertained.
- q. Reimbursement of 3<sup>rd</sup> AC class rail fare for all candidates appearing in the Interview by the shortest route is admissible for outstation, provided the distance travelled is not less than 30 km. In case of travel by any other class rail /mode, fare as per 3<sup>rd</sup> AC class rail or actual fare whichever is lower, will be considered for reimbursement. The candidates will be required to fill in the Travel Allowance (TA) Form as detailed on HPLNG website and submit it along with Travel Proof for travel undertaken. Candidates also need to submit the tickets along with Travel Allowance Form with all the details. Travel allowance will be processed through online mode. This reimbursement is not applicable to candidates who are already in Central/State Government Services/PSUs.
- r. In case of any ambiguity or dispute arises on account of interpretation in version other than English, the English version will prevail.

**Furnishing of wrong/false information will lead to disqualification and HPLNG 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 of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong information or is found ineligible with respect to any of the eligibility parameters, his/her candidature will be rejected. If any of the above discrepancies w.r.t. to eligibility parameters, furnishing of wrong intimation and or suppressing of any material fact is detected / noticed even after appointment, his/her services will be liable for termination without any further notice. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.**

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

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

**Any further corrigendum / addendum would be uploaded only on our website <https://www.hplng.in>**

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