

Advertisement Reference: HPLNG/2025/02

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.p**

CIN NO: U40101GJ2013GOI077228

HPCL LNG Limited (HPLNG), a 100% subsidiary of Hindustan Petroleum Corporation Limited (HPCL), is operating 5 MMTPA LNG Regasification Terminal with all associated facilities for receipt, unloading, storage and regasification of LNG and supply of regasified LNG to the gas grid. 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 is commissioned, and commercial operations have commenced from 01st February 2025.

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: | 24 th September 2025 |
| Last date of online application: | 14 th October 2025 |



| Sr. No. | Position | Vacancies (In no's) | Salary Grade | Min Exp (in years) | Essential Qualification | Max Age (In Years) |
|---------------------------------|--------------------------|---------------------|--------------|--|---|--------------------|
| Fire/Safety/OHC/Security | | | | | | |
| 1. | Group Manager – Security | 1 | E3 | <p>"A Commissioned Officer (including Ex-Servicemen, except those discharged on disciplinary grounds) from the Indian Army or an equivalent rank in the Indian Navy or Air Force, with overall minimum 09 years of cumulative experience in service /industry experience in security management."</p> <p>Or</p> <p>A Gazetted Officer (including those who have separated from service, except on disciplinary grounds) from the Indian Police or Para-military Forces, with a minimum of 9 years of service or industry experience in security management."</p> <p>Or</p> <p>A Junior Commissioned Officer in Indian Army or equivalent Rank in Indian Navy / Airforce or Non-Gazetted Officer of Indian Police / Para-military forces (including those who have separated from service, except on disciplinary grounds) with overall minimum 09 years of Service Experience/ Industry Experience. The Industrial experience should be minimum 02 years in security management.</p> | <p>Full time regular Graduate Degree (any discipline).</p> <hr/> <p>Note: Industrial Experience for all the above criteria shall include prior / later experience of Army / Navy / Airforce/ Indian Police / Para-military forces etc.</p> | 34 |

| | | | | | | |
|------------------------------|--------------------------------------|---|----|---|---|----|
| 2. | Group Manager – Safety | 1 | E3 | 09 years in Safety Management of which 02 years in Large Hydrocarbons Sector or Continuous process plants is mandatory. | Full time regular engineering degree in Fire & Safety Or, Full time regular engineering degree and Diploma in Industrial Safety. | 34 |
| 3. | Manager – Safety | 1 | E2 | 05 years in Safety Management of which 01 year in Large Hydrocarbons Sector or Continuous process plants is mandatory. | Full time regular engineering degree in Fire & Safety Or, Full time regular engineering degree and Diploma in Industrial Safety. | 30 |
| Operations | | | | | | |
| 4. | *Group Head – Operations | 1 | E5 | 19 years in operations or maintenance, out of which minimum – 10 years in Large Hydrocarbons Sector and 05 years in LNG Industry and 03 years in managerial role/position is mandatory. | Essential: Full time regular engineering. Desirable: Post Graduate Diploma/ Master's in management /Operations Management/Oil & Gas & similar fields. | 46 |
| Maintenance | | | | | | |
| 5. | Manager – Civil | 1 | E2 | 05 years in Project / Maintenance activities in Civil at any Industry/ Government Dept. | Full time regular engineering degree in Civil Engineering. | 30 |
| HR and Administration | | | | | | |
| 6. | Senior Officer – HR & Administration | 1 | E1 | 02 years in HR and Administration with any Industry / Government Dept. | 02 years full time, Post-graduate Degree in HR / Personnel Management / Industrial Relations / Psychology or Masters in Business Administration (MBA) / Master of Social Work (MSW) with specialization in HR / Personnel Management / Masters in Labour Studies /Labour Relations. | 27 |

*Please refer table below for maximum permissible age applicable to candidates meeting both a & b conditions i.e total experience and LNG Experience –

| Position | Salary Grade | (a) | (b) | Max Permissible Age (In Years) |
|-------------------------|--------------|---|---|--------------------------------|
| | | Total Experience in Operations & Maintenance (In Yrs) | No. of completed years of LNG Experience (In Yrs) | |
| Group Head – Operations | E5 | 19 | 05 | 46 |
| | | 20 | 06 | 47 |
| | | 21 | 07 | 48 |
| | | 22 | 08 | 49 |
| | | 23 | 09 | 50 |
| | | >24 | > 10 | 51 |



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

| Core Discipline | Eligible Degree as mentioned on Degree Certificate |
|-------------------|--|
| Chemical | Chemical, Chemical Technology, Petrochemical, Petroleum Refining & Petrochemical, Petroleum Refining, Petroleum. |
| Mechanical | Mechanical, Mechanical & Production. |
| Electrical | Electrical, Electrical & Electronics. |
| Instrumentation | Instrumentation, Instrumentation & Control, Instrumentation & Electronics, Electronics & Instrumentation |
| Fire & Safety | Fire, Fire & Safety, Safety & Fire, Fire Technology & Safety. |
| Civil | Civil |
| Diploma | Eligible Degree/Diploma |
| Industrial Safety | Industrial Safety, Industrial Safety Management, Fire & Safety |

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. In case of Diploma in Industrial Safety the experience with or prior or later of the course shall also be considered.

3. JOB DETAILS

| | |
|----|---|
| 1. | Role: Group Manager – Security (Salary Grade E3) |
|----|---|

Education Qualifications: Full time regular Graduate Degree (any discipline) 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:

- A Commissioned Officer (including Ex-Servicemen, except those discharged on disciplinary grounds) from the Indian Army or an equivalent rank in the Indian Navy or Air Force, with overall minimum of 9 years of cumulative experience in service and/or industry in the field of security management."
- Or
- A Gazetted Officer (including those who have separated from service, except on disciplinary grounds) from the Indian Police or Para-military Forces, with overall minimum of 9 years of service or relevant industry experience."
- Or
- A Junior Commissioned Officer in Indian Army or equivalent Rank in Indian Navy / Airforce or Non-Gazatted Officer of Indian Police / Para-military forces (including those who have separated from service, except on disciplinary grounds) with overall minimum 09 years of Service Experience/ Industry Experience. The Industrial experience should be minimum 02 years in security management.

Key Job Responsibilities:

- Develop and implement comprehensive security policies and procedures for the plant.



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- Oversee the deployment and management of security personnel across the plant premises.
- Implement preventive measures to address internal and external security threats.
- Lead and train the security team to ensure high levels of vigilance and responsiveness.
- Coordinate with third-party security agencies to maintain adequate manpower and service levels.
- Monitor and safeguard critical infrastructure, machinery, and raw materials against theft, vandalism, and accidents.
- Ensure the secure movement of materials within and outside the plant premises.
- Respond promptly to emergencies such as fire, theft, ensuring minimal disruption to operations.
- Develop and implement safety evacuation plans and emergency drills.
- Conduct regular Security mock drills and training of all stakeholders.
- Maintain records of security incidents and prepare reports for senior management.
- Plan and coordinate security for all events and Identify and resolve security breaches during events.
- liaisoning with cross functional teams and ensure smooth security operations.
- liaisoning with statutory agencies like Police/Coast Guard/IB/Forest/Mutual aid partners on security issues.
- Any additional responsibilities/tasks in addition to his/her function/specialization as per Company's requirement.

| | |
|----|---|
| 2. | Role: Group Manager – Safety (Salary Grade E3) |
|----|---|

Education Qualifications: Full-time regular engineering degree in Fire & Safety or Full-time regular engineering degree 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:

- 09 years in Safety Management of which 02 years in Large Hydrocarbons Sector or Continuous process plants is mandatory.
- Candidate with experience in LNG sector will be preferred.
- Experience in monitoring of plant safety, systems related to safety, health & environment and thorough knowledge of the potential hazardous situation and control measures.
- Knowledge of Gujarati Language is preferable.

Key Job Responsibilities:

- Participating in safety inspections and Job safety analysis.
- Periodic inspection of the terminal for identifying fire and safety hazards and maintain records of all inspection, testing, etc.
- Ensuring safety compliance in various jobs being executed in Hydrocarbon Industry.
- Maintaining work permit system as per OISD Std 105.
- Monitoring work permits being issued for various kind of jobs for any safety violations in the terminal.
- Ensuring checking and certifying scaffoldings and tagging as per requirement for use.
- Ensuring safety induction training for contractor, visitors, apprentices etc. as required.
- Ensuring strict compliance of Safety Policy of the Company. Conduct monthly safety committee meeting and mitigation process for further improvement.
- Scheduling and conduct safety training for all working personnel as per OISD Std 154.
- Ensuring checks on road safety issues.
- Conducting spot training at the terminal on safety equipment and systems.
- Ensuring tracking of company Licenses/ Certificates and ensuring timely renewal of the same.
- Participating in handling emergencies as per Emergency Response & Disaster management Plan.
- Conducting and participating in Mock drills on different scenarios and after analysis action point to implemented for improvement.



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- Ensuring 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.
- 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.
- Participating in HAZOP study along with cross functional representatives.
- Monitoring and ensuring functions of Occupational Health Centre.
- Keeping liaison with statutory agencies.
- Co-ordinating external safety audit for Terminal as per Statutory requirement.
- Maintaining all ISO management system and permit work system.
- Ensuring procurement actions for PPEs/Safety equipment 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
- Following Environmental guidelines of State/Central Authorities which includes Hazardous material management, Wastewater discharges,
- Any additional responsibilities/tasks in addition to his/her function/specialization as per Company's requirement.

3.

Role: Manager – Safety (Salary Grade E2)

Education Qualifications: Full-time regular engineering degree in Fire & Safety or Full-time regular engineering degree 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:

- 05 years in Safety Management of which 01 years in Large Hydrocarbons Sector or Continuous process plants is mandatory.
- Candidate with experience in LNG sector will be preferred.
- Experience in monitoring of plant safety, systems related to safety, health & environment and thorough knowledge of the potential hazardous situation and control measures.
- Knowledge of Gujarati Language is preferable.

Key Job Responsibilities:

- Ensuring strict compliance of Safety Policy of the Company.
- Ensuring compliance of work permit system as per OISD Std 105 including Checking and correcting safety violations in work permits being issued for various kind of jobs in LNG terminal
- Participation in JSA and ensure compliance of the same.
- Coordinating and participating in various safety audits
- Conducting safety induction safety training for contractor, visitors, apprentices etc. as required.
- Carrying out safety inspections inspection of the terminal for identifying fire and safety hazards and maintain records of all inspection, testing, etc and ensure compliance of safety inspection observations/recommendations.
- Ensuring safety compliance in various safety audit recommendations .jobs being executed in Hydrocarbon Industry.
- Coordinating for conducting regular safety meetings and follow up with respective department to ensure compliance of safety meeting action items.
- Ensuring safety compliance in various jobs being executed in the terminal.
- Checking and certifying scaffoldings and tagging as per requirement for use
- Scheduling and conduct safety trainings for all working personnel as per OISD Std 154.



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- Ensuring checks on road safety issues.
- Conducting spot training / safety pep talk at the terminal on safety equipment and systems.
- Tracking of company Licenses/ Certificates and ensuring timely renewal of the same.
- 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.
- Conducting and participating in Mock drills on different scenarios and after analysis action point to implemented for improvement.
- Participating in handling emergencies as per Emergency Response & Disaster management Plan.
- Participate HAZOP study with cross functional representatives.
- Ensure statutory compliances like Hydro Testing & certification of extinguishers, nitrogen cylinders', inergen cylinders & pressure vessels by competent authority
- Ensure compliance of Environment regulations and maintain liaison with GPCB.
- Following Environmental guidelines of State/Central Authorities which includes Hazardous material management, Wastewater discharges
- Review and updation of safety mauls & safety SOPs and ensure compliance of the same.
- Monitoring and ensuring functions of Occupational Health Centre.
- Initiate procurement actions for PPEs/Safety equipment 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.
- Any additional responsibilities/tasks in addition to his/her function/specialization as per Company's requirement

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| 4. | Role: Group Head – Operations (Salary Grade E5/E6) |
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Education Qualifications: Full-time regular engineering degree 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 19 years or 21 years in operations or maintenance, out of which minimum 10 years in Large Hydrocarbons Sector and 05 years in LNG Industry and 03 years in managerial role/position is mandatory.
- Preference will be given to LNG industry experience and maximum permissible age corresponding to no of completed years of LNG Experience will be as per table shown above.
- Must be well versed with DCS/ PLC Operations with knowledge of safety standard codes, OISD and statutory requirements.

Key Job Responsibilities:

- Handling overall operations of LNG Regasification Terminal supplying RLNG to designated customer without any stoppage.
- Handling LNG Unloading from ship carrier with berthing & de-berthing operation considering marine conditions.
- Ensuring the safe and efficient operation of LNG Storage & LNG Regasification in accordance with the agreed safety and operational objectives and procedures.
- Ensuring the fulfilment of weekly/ monthly/ quarterly send out targets coinciding with annual send-out plan.
- Participating in the testing of automatic shutdown/ protection systems.
- Identifying problems and initiating corrective response during periods of unstable operation.
- Co-ordinating with internal and external stakeholders for un-interrupted operations.



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- Assuring information related to maintenance, operation and training activities and changes to procedures and equipment are up-to-date and accurately recorded.
- Handling & total Management of ISO management system.
- Supervising employees to ensure that the tasks are completed on time and in line with safety laws.
- Evaluating employee performance and identifying training needs wherever necessary.
- Training a well-motivated, competent workforce capable of carrying out the various tasks necessary to maintain the safe, reliable and economic operations of all equipment using prepared, up-to-date training programs.
- Participating in handling emergencies as per Emergency Response & Disaster management Plan.
- Responsible for daily joint ticketing as custody transfer for RLNG supply to designated pipeline transporter.
- Annual planning for Ship berthing schedule & send out as per customer requirement. On this basis, weekly plan for send out to be communicated to Shift In-charge for execution.
- Announcing compatibility of ship berthing, clearance to be assured for total ship unloading.
- Assessing risk of ship berthing considering prevailing weather conditions.
- Preparing/Reviewing Standard operating procedure (SOP) based on current risk.
- Strictly adhering to compliance for Material of Changes, maintaining trip by pass register.
- Co-ordinating for safety audit, OISD compliance audit, Statutory audit,
- Co-ordinating statutory clearances and approvals for operation of LNG Terminal.
- Co-ordinating with other departments for job execution.
- Responsible for Stock reconciliation, Inventory management and Stock accounting in ERP system.
- Ensuring submission of daily/monthly/quarterly/half-yearly/annual reports.
- Budgetary planning and allocation.
- Analysing Root cause for any failure and complying with recommendation.
- Ensuring strict compliance of EC conditions at regular intervals.
- Any additional responsibilities/tasks in addition to his/her function/specialization as per Company's requirement.

5.

Role: Manager - Civil (Salary Grade E2)

Education Qualifications: Full time regular engineering degree in Civil 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 05 years in Project / Maintenance activities in Civil at any Industry/ Government Dept.
- Field engineer experience at any Industry/ Government Dept.
- Experience in LNG sector will be preferred.

Key Job Responsibilities:

- Working knowledge in special activities in Civil, like piling works, soil analysis, structural works, roads & drain construction, equipment foundation as per design load, etc.
- Knowledge of OISD and other statutory rules related to Civil Activities and to ensure compliance of all the same.
- Checking & final acceptance of Civil structures / facilities / buildings
- Knowledge of construction safety, especially for civil activities.
- Plan, coordinate & control all civil maintenance activities in the terminal including routine, corrective, breakdown maintenance, modifications etc.
- Analyze and initiate corrective actions on various problems pertaining to civil maintenance.
- Ensure proper & effective record keeping of all relevant data pertaining to plant maintenance, statutory obligations, inside and outside correspondence, office data etc.



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- Ensure work execution and documentations as per Integrated Management System being followed in the terminal.
- Plan and control various contractual jobs in order to ensure quality and timely completion.
- Conduct training sessions for staff, engineers and co-workers.
- Ensure relevant and complete information in the maintenance data recorded in ERP/ SAP system.
- Ensure carrying out of all civil maintenance jobs under proper Safety work permit & with safety work instruction as applicable.
- Prepare expenditure & procurement annual budget and adhere to the approved budget.
- Knowledge of Auto CAD is preferable.
- Monitoring plant health for all civil structures. Co-ordinate for testing & analysis of Civil structure as a part of maintenance.
- Following work permit procedure and ISO system. Taking additional responsibilities as and when assigned.
- Any additional responsibilities/tasks in addition to his/her function/specialization as per Company's requirement.

6.

Role: Senior Officer – HR & Administration (Salary Grade E1)

Education Qualifications:

02 years full time, Post-graduate Degree in HR /Personnel Management / Industrial Relations/Psychology or Masters in Business Administration (MBA)/ Master 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 HR & Administration department any Industry / Government Dept.
- Experience in Large Hydro-Carbon Sector will be preferred.
- Experience in handling Labour Legislation and Regulations, Compliances will be preferred.
- 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 various HR Matters/initiatives
- Handling general administration including Transportation Management, office maintenance, travel booking, hotel booking, visitor management and housekeeping management, canteen management etc.
- Ensuring adherence and compliance of Labour Laws and maintain relations with Statutory authorities including filling annual returns and regularly updating compliance database.
- Handling Inspections or visits by statutory authorities and liaisoning with concerned offices.
- Maintaining knowledge of trends, best practices, regulatory changes, and new technologies in Labor Laws.
- Knowledge of data analysis and reporting.
- Monitoring attendance, leave management for monthly salary processing and compliances.
- Handling Corporate Social Responsibility activities.
- Excellent written and oral communication, interpersonal skills, negotiation skills and influencing skills.
- Any additional responsibilities/tasks in addition to his/her function/specialization as per Company's requirement.



4. SHORTLISTING & SELECTION PROCESS

Candidates are advised to upload only “Single PDF File” containing:

- (a) Updated Resume
- (b) All Educational qualification certificates (10th, 12th, Graduation, Post-Graduation and Certification),
- (c) All work experience letters including appointment letter of current employer if any.

Note: Documents should not be uploaded in Zip file or rar or any other format.

Applications without the above specified supporting documents may be rejected as incomplete or insufficient information.

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 may 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.

5. 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 | 10.70 Lakhs |
| E2 | 50000-160000 | 13.37 Lakhs |
| E3 | 60000-180000 | 16.41 Lakhs |
| E5 | 80000-220000 | 22.36 Lakhs |

*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 Dearness Allowance, HRA, Cafeteria Allowance, Retirement Benefits including NPS. It may please be noted that the retirement benefits are admissible upon separation /retirement as per the Company's policy prevailing at that time.

In addition to above CTC, telephone bill reimbursement, Laptop purchase reimbursement on joining, Laptop Internet connectivity charges, Group family floater medical policy for employees and dependent family members, GPAI policy are applicable as per prevailing policies.



6. 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.

7. PLACEMENT / POSTING

All posting/assignment will be at greenfield LNG Terminal at Chhara, District Gir-Somnath, Gujarat.

All positions based at Chhara may involve working in shift duties.

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

8. 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. Retention Amount: An amount of Rs. 5000/- per month will be deducted as retention amount from the total emoluments for the first six months during the probation period. The amount will be refunded without interest to the officers only after their confirmation. The retention amount will be forfeited; in case the employee leaves the Corporation or on termination of service before the confirmation.

9. 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 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.

| S/G | Total Vacancies | SC | ST | OBC | EWS | UR | Total |
|-------|-----------------|----|----|-----|-----|----|-------|
| E1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 |
| E2 | 2 | 1 | 0 | 1 | 0 | 0 | 2 |
| E3 | 2 | 0 | 0 | 1 | 0 | 1 | 2 |
| E5 | 1 | 0 | 0 | 0 | 0 | 1 | 1 |
| Total | | 1 | 0 | 2 | 0 | 3 | 6 |

- b. Candidates seeking reservation as SC/ST/OBCNC/EWS, shall have to produce a certificate in the prescribed proforma (the format can be downloaded from HPCL Website) 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/OBCNC 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 OBCNC 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 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



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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 RPwBD Act, 2016. Further to this, according to Notification No: 38-16/2020-DD-III-DT.04/01/2021 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 2025-26 and should have been prepared on the basis of income and asset verification for the financial year 2024-25. 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 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. The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBCNC candidates and such candidates will have to indicate their category as Unreserved (UR) k. Further the OBCNC 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.
- g. If the SC/ ST/ OBCNC/ 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. n. Any request for change in Category (UR/ EWS/ SC/ ST/ OBCNC/ 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.
- h. 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.
- i. Maximum age limit is relaxed by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.
- j. 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.



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- k. 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).
- l. 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).
- m. 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.
- n. 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. Hence, candidates are advised to fill the application with utmost care while mentioning Page 25 of 31 category.
- o. 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 Head - Operation | HH. OA. OL. CP. Dw. AAV. SLD. MI. MD (any of the combinations above). |
| 2. | Manager – Civil | D. HH. OL. LC. Dw. AAV.SLD.MI.MD (any of the combinations above) |
| 3. | Sr. Officer – HR & Admin | 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.

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.

10. APPLICATION PROCESS

- a. Online Application will be accepted from **24th September 2025**.
- b. Apply **online only** on www.hplng.in after 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.



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- 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 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.

11. GENERAL INSTRUCTIONS

- a. Only Indian Nationals are eligible to apply.
- b. All computations of age/ relevant experience requirement/ qualification shall be done as on **14th October 2025**. Cutoff date for reckoning the eligibility criteria w.r.t completion of essential education qualification, work experience, age etc will be as on **14th October 2025**..
- c. Queries can be emailed at 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. Candidates who have completed BE / BTech engineering degree after 3 years diploma are also eligible to apply provided the course requirement for award of BE / BTech is in any one of the disciplines mentioned in the advertisement.
- j. 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.
- k. Under Work Experience wherever "Large Hydrocarbon Sector" is mentioned, same to be referred as LNG Terminal/ Petro-Chemical Plants/ Refineries/ LPG Import Terminals/ Gas Processing/Fertilizer Plants.
- l. 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



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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. PwBD position wise reservations will be applicable as per table shown above.

- m. 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.
- n. 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.
- o. 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.
- p. Candidates must be in possession of all applicable Degree Certificates and mark sheets at the time of application.
- q. 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.
- r. Reimbursement of 3rd 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 3rd 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.

In case of cancellation of interview by HPLNG, reimbursement of cancellation charges for 3rd AC class rail or actual charges whichever is lower will be given to candidates' subject submission of supporting documents.

Candidate will not be eligible for any Travel Reimbursement, in case of any wrong/false declaration of any criteria mentioned in the detailed advertisement.

- s. In case of any ambiguity or dispute arises on account of interpretation in version other than English, the English version will prevail.
- t. 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.

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



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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>
