



HPCL LNG LIMITED

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

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

CIN NO: U40101GJ2013GOI077228

**ENGAGEMENT OF HEADS OF THE DEPARTMENTS
AT CHHARA LNG TERMINAL, GUJARAT ON FIXED TERM CONTRACT BASIS**

ABOUT US

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 MMTPA 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 anticipated to be commissioned in December 2023.

We are looking to engage Subject Matter Experts (SMEs) as **Heads of the Departments (HOD)** on Fixed Term contract basis at Chhara LNG Terminal, Gujarat.

Terms of reference and other primary details regarding engagement of Head of Department on fixed term contract basis are enumerated.

Application to be submitted online in the prescribed format.

1. ONLINE APPLICATION DATES:

Commencement of online application	9th September 2023
Last date of online submitting application	30th September 2023

2. POSITION, VACANCIES AND ELIGIBILITY CRITERIA:

Sr. No.	Position	Vacancy (In no's)	Min Exp (in years)	Essential Qualification	Max Age (In Years)
1	HOD – Maintenance (Fixed Term)	1	<ul style="list-style-type: none"> Minimum 18 years of experience of Maintenance/ Operations in Large Hydrocarbon Sector of which 5 years of experience in LNG Sector is mandatory. From total work experience, minimum 3 years of experience as Head/ Deputy in Maintenance/Operations in Large Hydrocarbon Sector is mandatory. 	Full-time regular engineering degree from a recognized Indian University/Institute.	62
2	HOD - Shipping & Commercial (Fixed Term)	1	<ul style="list-style-type: none"> Minimum 18 years of experience in Shipping and/or Sailing and/or Port Operations handling Liquid Cargo. From total experience minimum 03 years of experience in LNG Sector is mandatory. 	Full time degree in Nautical science or Certificate of 2 nd Mate/ 1 st Mate FG/ home trade or equivalent from DGS (Directorate General of Shipping) approved university Or Full time degree from a recognized Indian University/Institute with any Certificate course for shipping approved by DG Shipping.	62
3	HOD -Fire Safety, OHC and Security (Fixed Term)	1	<ul style="list-style-type: none"> Minimum 18 years of experience in Fire & Safety in Large Hydrocarbon sector. From total work experience, minimum 03 years of experience as Head/ Deputy Head of Fire / Safety in Large Hydrocarbon Sector is mandatory. 	Full-time regular engineering degree in Fire or Safety or Full-time regular engineering degree with PG Diploma in Fire or Safety from a recognized Indian University/Institute.	62

3. JOB DESCRIPTION:

I.

Role: HOD – Maintenance

Education Qualification: Full-time regular engineering degree from recognized Indian University/Institute.

Work Experience applicable for role:

- Minimum 18 years of experience of Maintenance/ Operations in Large Hydrocarbon Sector of which 5 years of experience in LNG Sector is mandatory.
- From total work experience, minimum 3 years of experience as Head/ Deputy in Maintenance/Operations in Large Hydrocarbon Sector is mandatory.
- Experience in supervisory role for total maintenance activities for Electrical / Mechanical / Instrumentation /Civil / Information System.
- Must be well versed with safety standard codes, OISD and statutory requirements.

Key Job Responsibilities:

- Maintaining all electrical equipment, CPP, Mechanical equipment & Instrumentation, Civil, IS associated with total plant operations.
- Preparing maintenance reports and implementing preventative maintenance programs for all equipment.
- Analysing Root cause for any failure and complying with recommendation.
- Monitoring of Plant health for 365 days plant operation.
- Maintaining good health of Emergency power system.
- Co-ordinating with OEM and execution of AMC if required.
- Maintaining minimum quantity of spares for all equipment and consumables.
- Budgetary planning and allocation. Vendor management, control of operation and administrative budget. Monitoring all activities to get support from OEM.
- Procurement / tendering management for procurement of spares and consumables.
- 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 ensuring adherence to change management.
- 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.
- Co-ordinating with other departments for job execution.
- Following work permit procedure and ISO system.
- Co-ordinating with third party inspection agencies to comply statutory regulations.
- Ensuring 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.
- Preparing/Reviewing Standard operating procedure (SOP) based on current risk.
- Co-ordinating for safety audit, OISD compliance audit, Statutory audit.

The person engaged can be assigned additional responsibilities/tasks in addition to his/her specialization and assigned tasks as per Company's requirement.

II.

Role: HOD - Shipping & Commercial

Education Qualification: Full time degree in Nautical science or Certificate of 2nd Mate/ 1st Mate FG/ home trade or equivalent from DGS (Directorate General of Shipping) approved university. Or 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 18 years of experience in Shipping and/or Sailing and/or Port Operations handling Liquid Cargo.
- From total experience minimum 03 years of experience in LNG Sector is mandatory.
- Experience in ship berthing/ de-berthing activities.
- Experience in monitoring total journey of LNG Carrier ships from load port to unload port.
- Must be well versed with safety standard codes, OISD, ISPS, NSPC and statutory requirements.

Key Job Responsibilities:

- Supervising berthing / unberthing / cargo unloading operation of LNG vessels. Vessels scheduling and communication with vessels regarding berthing / unberthing/ ETA / ISPS information etc.
- Monitoring weather data and issue confirm notification for ship berthing/ de-berthing.
- Ensuring information related to maintenance, operation and training activities and changes to procedures and equipment are up-to-date and accurately recorded.
- Complying of Compliance of Customs clearance before discharging of cargos.
- Complying of Compliance with ISPS, DGS, NSPC, GMB, Customs and Indian Coastal Guard requirement.
- Adhering to all safety/ HSE standards.
- Handling ISO management system.
- Participating in handling emergencies as per Emergency Response & Disaster management Plan.
- Ensuring port security after assessment of risk time to time.
- Confirming Ship berthing compatibility and clearance for ship berthing after confirmation from Operation Head.
- Maintaining of Jetty & Jetty Control room equipment.
- 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.
- Checking safety before start-up of cargo unloading.
- Monitoring of all activities of ship berthing agency, availability of required no of Tug boats and pilotage.
- Ensuring approach channel availability for ship movement.
- Liaison with Custom House Agent, vessel agent, Customs, DGLL, various ship owners and with other LNG Terminal.
- Co-ordinating statutory clearances and approvals for operation of LNG Terminal.
- Carrying out compatibility studies of the spot vessels.
- Budgetary planning and allocation. Vendor management, control of operation and administrative budget.
- Ensuring submission of daily/monthly/quarterly/half-yearly/annual reports.
- Preparing/Reviewing Standard operating procedure (SOP) based on current risk.
- Co-ordinating for safety audit, OISD compliance audit, Statutory audit.
- Analysing Root cause for any failure and complying with recommendation.

The person engaged can be assigned additional responsibilities/tasks in addition to his/her specialization and assigned tasks as per Company's requirement.

III.

Role: HOD - Fire Safety, OHC and Security

Education Qualifications: Full-time regular engineering degree in Fire or Safety or Full-time regular engineering degree with PG Diploma in Fire or Safety from a recognized Indian University/Institute.

Work Experience applicable for role:

- Minimum 18 years of experience in Fire & Safety and Security in Large Hydrocarbon sector.
- From total work experience, minimum 03 years of experience as Head/ Deputy Head of Fire / Safety in Large Hydrocarbon Sector is mandatory.
- Experience in Safety management system of any Large Hydrocarbon Sector.
- Experience in monitoring Terminal security system like Access control system, Periphery security camera system, Anti-intrusion system.
- Knowledge of various manuals like: Safety manual, Onsite emergency plan, Fire Emergency Procedure Manual, Pocket Fire Fighting Guide Manual etc.
- Must be well versed with safety standard codes, OISD and statutory requirements.

Key Job Responsibilities:

- Periodic inspection of the terminal for identifying HSE and security related issues and maintaining records of all inspections, testing, etc.
- Scheduling and conducting safety training for employees.
- Conducting and participating in Mock drills, preparing reports and compliance of recommendations.
- Analyzing all incident / accident and other Near-miss and compliance of recommendations.
- Checking and correcting safety violations in work permits being issued for various kinds of jobs in Hydrocarbon Sector.
- Ensuring information related to maintenance, operation and training activities and changes to procedures and equipment are up-to-date and accurately recorded.
- Participating in internal safety audits as team member and follow up for the implementation of recommendations.
- Co-ordinating safety audit for Terminal by outsourced agency.
- Co-ordinating for safety audit, OISD compliance audit, Statutory audit.
- Maintaining all ISO management systems and work permit system.
- Indentation of firefighting appliances and maintaining minimum stock. Participating in 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.
- Managing Environmental issues including Hazardous material management and Wastewater discharges.
- Monitoring and control of Security / Coastal security measures in LNG Terminal.
- 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.
- Assessing security needs against available infrastructure required to address security challenges.
- Co-ordinating with Police, Intelligence, Fire Services and other agencies dealing with contingent security and disaster management etc. to ensure emergency/security preparedness of plant.
- Handling IT and modern security systems & equipment's, developing security processes and procedures etc.
- Maintaining good health for Firefighting system & firefighting equipment.
- Ensuring submission of daily/monthly/quarterly/half-yearly/annual reports.
- Preparing/Reviewing Standard operating procedure (SOP) based on current risk.
- Incident reporting, Analysing Root cause for any failure and complying with recommendation.

The person engaged can be assigned additional responsibilities/tasks in addition to his/her specialization and assigned tasks as per Company's requirement.

4. ELIGIBILITY CRITERIA:

Age: 62 Years or below as on 30th September 2023.

The last date for reckoning age and all other eligibility criteria will be considered as of 30th September 2023.

5. DURATION OF ASSIGNMENT:

The engagement will be for a period of 5 years or upto age of 65 years, whichever is earlier.

6. MODE OF SELECTION:

Selection will be made on the basis of screening of applications and Testimonials, as per the eligibility norms mentioned in Advertisement of eligible applicants followed by personal interview.

In the event of number of applications being large, Company will adopt shortlisting criteria to restrict the number of applicants to be called for interview to a reasonable number by any one or more of the following methods:

- On the basis of Application screening (on eligibility criteria).
- On the basis of higher experience in the relevant fields than minimum prescribed in the advertisement.
- On the basis of Resume shortlisting.

Applicants shortlisted after initial scrutiny will be intimated through email or portal. Applicants are advised to visit the portal from time to time to complete this exercise.

Incomplete applications will be summarily rejected.

7. EMOLUMENTS:

Positions	No. of Vacancies	Annual Consolidated Amount (in Rs.)
HOD Maintenance	1	Rs. 48 Lakhs
HOD Shipping & Commercial	1	Rs. 48 Lakhs
HOD Fire Safety, OHC and Security	1	Rs. 48 Lakhs

8. PHYSICAL/ MEDICAL FITNESS:

Applicants shall make a declaration while submitting their application about reported ailments, deficiencies or abnormalities and their physical ability to perform assigned duties.

9. HOW TO APPLY:

1. Visit to <http://hplng.in/careers> Read all the instructions given on the website carefully. Applicants should keep scanned copy of Passport size photo and soft copy of the detailed CV ready before filling online application form.
2. Fill in the online application form with all the relevant details carefully (details once submitted cannot be modified). Upload Scan copy of your latest passport size photograph, signature, degree certificates, work experience certificates and detailed CV.

3. Upon completion, submit the online application by clicking the submit button at the bottom of the page, Applicants will get a system generated unique Application / Reference No. Please note that this Application / Reference No. is important and will be required for all future references throughout the selection process.
4. Applicants are advised to take a Printout of the Online Application Form, keep with him/ her safely for future reference. **Applicants are not required to submit a hard copy of the application form to HPLNG.**
5. Applicants who have submitted multiple applications for the same discipline will be rejected.
6. The details submitted in the online application form will be considered final and no changes will be entertained w.r.t. personal/ any other details, later.

10. GENERAL INSTRUCTION:

1. The engagement for the post of Heads of Departments shall be on fixed term contractual basis.
2. Under Work Experience wherever “Large Hydrocarbon Sector” is mentioned, same to be referred as LNG Terminal/ Petro-Chemical Plants/ Refineries/ Natural Gas Processing Plants/ Fertilizer Plants.
3. The engagement is purely temporary and contractual and on Fixed Term Basis. This engagement will not entitle any applicant to claim for regular/permanent employment in the Company. Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between the Company and the contracted Professionals. They will not be entitled for any benefit /compensation/ absorption/ regularization/permanent employment in the Company except the fixed remuneration.
4. The person engaged on a fixed term basis will not be allowed to take any other assignment during the period of contractual engagement.
5. The applicants must have an active e-mail id and mobile phone/land line number, which must remain valid for at least next six months. All future communication with the applicants will take place via e-mail / mobile phone /landline number only.
6. Applicants not found to be meeting the prescribed eligibility criteria shall be rejected at any stage of the selection process.
7. Applicants will have to necessarily declare in case 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.
8. HPLNG will not be responsible for any loss/ non-delivery of email/any other communication sent, due to invalid/wrong email id or due to any other reason.
9. 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 initially screened without documentary evidence, the applicants must satisfy themselves of the suitability for the position to which they are applying.
10. Only shortlisted applicants who are found eligible based on the details given in the application form will be called for the personal interview. Applicants are required to bring the original and copies of the certificates during the interviews along with the printed application form. One set of copies of Certificates and the printed application form must be self-attested.
11. HPLNG reserves the right to raise/relax the minimum eligibility standards and / or relax age, experience criteria in otherwise suitable cases. The Management reserves the right to fill or not to fill all or any of the above positions without assigning any reason whatsoever.

12. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Mumbai Court only.
13. Applicants shortlisted for interview would be reimbursed II AC train fare by the shortest applicable route from their place of residence to the interview venue. Applicants will be required to produce all relevant documents as proof of travel to and from for claiming reimbursement. In case of travel by higher class or Air Travel, for reimbursement minimum II AC fare will be considered.
14. Applicants are advised to visit company's website- www.hplng.in under Careers section regularly for latest updates.
15. Application should be submitted only online on our website.
16. Any further corrigendum / addendum would be uploaded only on our website <http://www.hplng.in> under Careers section.
17. Applicants may write to e-mail to 'careers@hplng.in' for any further queries and information.
