



# HPCL RAJASTHAN REFINERY LIMITED

Joint Venture between HPCL and Government of Rajasthan

CIN NO: U23201RJ2013GOI043865

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

HPCL Rajasthan Refinery Ltd. (HRRL) is a Joint Venture between Hindustan Petroleum Corporation Limited (HPCL) and Government of Rajasthan (GOR). HRRL is setting up a Greenfield 9 MMTPA refinery cum petro chemical complex at Pachpadra in Barmer district of Rajasthan. HRRL invites proficient and motivated candidates looking for exciting career opportunities to be a part of our growth journey. Interested and eligible candidates can apply for the following vacancies **ONLINE**.

## A. IMPORTANT DATES

Commencement of online application	<b>20<sup>th</sup> March 2020</b>	Last date of online application	<b>24<sup>th</sup> April 2020</b>
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## B. POSITIONS, VACANCIES AND ELIGIBILITY CRITERIA

### I. ENGINEERING FUNCTIONS

Grade	E1	E2	E3	E4
Pay scale*	₹40000-₹140000	₹50000- ₹160000	₹60000-₹180000	₹70000-₹200000
Maximum Age (years)	25	29	34	38
Min. Experience (years)	NA	3	6	9
A. Mechanical	9	7	4	2
B. Electrical	7	5	3	2
C. Instrumentation	5	3	2	1
D. Civil	4	3	2	1
E. Fire & Safety	-	-	3	3

### II. OTHER FUNCTIONS

Position	Vacancies	Grade & Pay	Age	Min. Experience
F. Finance	2	E1 ₹40000- ₹140000	28 years	1 year
G. Human Resources	2			
H. Information Systems	1			
I. Legal	1			

\*The candidates will be offered minimum base level of pay and the compensation will include Basic Pay, Dearness Allowance, HRA and other applicable allowances as per the company policy.

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

Core Discipline	Prescribed Full time degrees in Engineering
Mechanical	Mechanical, Mechanical & Production
Civil	Civil
Electrical	Electrical, Electrical & Electronics
Instrumentation	Instrumentation, Instrumentation & Control, Electronics & Instrumentation, Instrumentation & Electronics, Instrumentation & Process Control

### C. JOB DETAILS

#### I. Role - Mechanical Engineer : E1 / E2 / E3 / E4

**Education Qualification:** 4-years full time regular engineering course in Mechanical Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate of all semesters/years) for UR/OBCNC/EWS candidates and 50% for SC/ST/PwBD candidates.

#### Work Experience applicable for roles in Grade E2, E3 and E4 :

E2	E3 & E4
Minimum 3 years of post-qualification relevant work experience in Supervisory role/Executive category in any of the following	Minimum 6(E3) and 9(E4) years of post-qualification relevant work experience in Supervisory role//Executive category in any of the following (Candidates with managerial experience will be preferred).

- Supervisory/Executive/Managerial Role at Project sites at Petroleum/ Refining/ Petrochemical/ Chemical/ Fertilizer / Steel/ Power / Infrastructure sector/Defense/Automobile/Pharma/Railways/any relevant manufacturing sector or Project Service Providers like Project Management Consultants / LSTK Contractors related to the above sectors.
- Designing of piping, stress analysis, pressure vessels, heat exchanger, make/review detailed fabrication drawings, isometrics, 3-D Models etc. using various mechanical design software.
- Experience in project execution including understanding specifications, engineering drawings, basic design aspects, quality requirements during construction, erection schemes, various construction equipment and co-ordination with PMC/LSTK vendor, work measurements and certification, progress measurement, safety/statutory requirements etc. In addition to the above, experience in contract management including planning, monitoring, engineering/ document control, procurement control, resource control, expediting, billing etc.
- Experience in construction management including job & resource planning, quality control, safety, site supervision, structural/ fabrication / erection works like gantry, tank fabrication, pipeline fabrication, pre-engineered structures, bridges etc. and structural retrofitting works etc.

#### Key Job Responsibilities:

- Site supervision and ensure adherence to project execution plan.
- Study construction drawings and ensure adherence to specifications / drawings on the job.
- Obtain necessary job permits and ensure compliance to site and personnel safety requirements.
- Coordinate with site contractors, HRRL depts. like Process, Projects, Fire & Safety, Civil, Purchase, Finance, Legal etc. and Construction Supervision consultant for job execution including commissioning and handing over.
- Ensure & maintain proper quality control records for site jobs through consultant like X-rays, cube testing, hydro testing, megger testing, loop checking etc.as applicable.Coordinate with third party inspection agencies, if any else carryout necessary job inspection.
- Issue materials to contractors wherever required. Keep proper records of issue, receipt & reconciliation of the material.
- Coordinate with statutory authorities like IBR, CCOE, OISD, Factory inspector, Labor inspector etc.as applicable,for site execution.
- Coordinate with security for labor/material entry / exit, gate passes, vehicle movements.
- Ensure good housekeeping at site.
- Follow up with vendors for site material requirement.

- Review of tender / contract documents, scope of work etc.
- Preparation of PRs/ tender documents wherever required and follow-up for the finalization of the P.O.
- Release of site notes to ensure compliance with standards/ engineering drawings.
- Carry out and certify site measurements/job completion and prepare received reports.
- Maintain site log books and hindrance registers.
- Coordinate and implement safety audit items.
- Prepare plant transaction reports.
- Take additional responsibilities as and when assigned.

**Planning**

- Prepare project network & schedule the same.
- Prepare monitoring reports - Monthly report (physical & financial), Weekly report (physical), Quarterly report (physical & financial), Yearly reports.
- Annual plan for the projects.
- Targets for the financial year (commitment, expenditure, closeouts).
- Profile of expenditure, closeouts, carryover, CWIP.
- Maintain and update commitment, expenditure and closeout databases for all the projects.
- Highlight areas of concern and reporting to management on regular basis.
- Monitoring support to execution groups.
- Centralized record keeping for requisitions/POs/MRRs.

**II. Role - Electrical Engineer : E1/ E2/ E3/ E4**

**Education Qualification:** 4-years full time regular engineering course in Electrical Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate of all semesters/years) for UR/OBCNC/EWS candidates and 50% for SC/ST/PwBD candidates.

**Work Experience applicable for roles in Grade E2, E3 and E4**

E2	E3 & E4
Minimum 3 years of post-qualification relevant work experience in Supervisory role/Executive category in any of the following	Minimum 6(E3) and 9(E4) years of post-qualification relevant work experience in Supervisory role//Executive category in any of the following (Candidates with managerial experience will be preferred).

- Supervisory/Executive/Managerial Role at Project sites at Petroleum/ Refining/ Petrochemical/ Chemical/ Fertilizer / Steel/ Power / Infrastructure sector/ Defense/Automobile/Pharma/Railways/any relevant manufacturing sector or Project Service Providers like Project Management Consultants / LSTK Contractors related to the above sectors.
- Experience in erection / installation, Testing & commissioning including troubleshooting of HT & LT power distribution system, equipment like HT/LT motors, substation equipment, start-up devices like VFDs, auto transformers, relay settings and relay coordination, GIS, earthing, lighting, area classifications, flameproof equipment, CPP generation, transformers, switchgears, UPS, cables, industrial illumination system, HVAC, Fire Alarm & Communication. Basic system design, equipment specifications, Engineering for Procurement & Construction, technical evaluation of bids, review of vendor drawing & data.

**Key Job Responsibilities:**

- Carryout / supervise design / drawing activities as per project plan, wherever required outside LSTK scope.
- Prepare/review specifications for various supplies / jobs / equipment in coordination with consultants / HRRL depts.
- Prepare/review MTOs & prepare purchase requisitions for various jobs / supplies / equipment.
- Carryout technical review of bids including technical correspondence with vendors.
- Ensure compliance to codes, engineering standards and good engineering practices.
- Ensure incorporation of relevant safety standards/practices.
- Review vendor’s fabrication drawings independently or in coordination with consultants.
- Carryout inspection at vendor’s shops wherever required.

- Prepare MRRs for receipt of equipment / material.
- Prepare/review drawing like single line diagram, instrument schedules, cable schedules, loop schematics, cable layouts etc. (as applicable) with consultants / HRRL dept.
- Coordinate between Process & Project dept. for identifying and locating tie points /hookups wherever required.
- Maintain proper documentation / drawing records.
- Follow up with vendors for timely delivery of equipments /material.
- Site supervision and ensure adherence to project execution plan.
- Study construction drawings and ensure adherence to specifications / drawings on the job.
- Obtain necessary job permits and ensure compliance to site and personnel safety requirements.
- Coordinate with site contractors, HRRL depts. like Process, Projects, Fire & Safety, Civil, Purchase, Finance, Legal etc., Construction Supervision consultant and state electricity board etc. for job execution including commissioning and handing over.
- Ensure & maintain proper quality control records for site jobs like megger testing, loop checking etc.as applicable.
- Coordinate with third party inspection agencies, if any else carryout necessary job inspection.
- Issue materials to contractors wherever required. Keep proper records of issue, receipt & reconciliation of the material.
- Coordinate with statutory authorities like electrical inspector etc.as applicable, for site execution.
- Coordinate with security for labour /material entry / exit, gate passes, vehicle movements.
- Ensure good housekeeping at site.
- Follow up with vendors for site material requirement.
- Carry out and certify site measurements/job completion and prepare received reports.
- Maintain site log books and hindrance registers.
- Coordinate and implement safety audit items.
- Prepare plant transaction reports.
- Take additional responsibilities as and when assigned.

### III. Role - Instrumentation Engineer : E1/ E2/ E3/ E4

**Education Qualification:** 4-years full time regular engineering course in Instrumentation Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate of all semesters/years) for UR/OBCNC/EWS candidates and 50% for SC/ST/PwBD candidates.

#### Work Experience applicable for roles in Grade E2, E3 and E4

E2	E3 & E4
Minimum 3 years of post-qualification relevant work experience in Supervisory role/Executive category in any of the following	Minimum 6(E3) and 9(E4) years of post-qualification relevant work experience in Supervisory role//Executive category in any of the following (Candidates with managerial experience will be preferred).

- Supervisory/Executive/Managerial Role at Project sites at Petroleum/ Refining/ Petrochemical/ Chemical/ Fertilizer / Steel/ Power / Infrastructure sector/ Defense/Automobile/Pharma/Railways/any relevant manufacturing sector or Project Service Providers like Project Management Consultants / LSTK Contractors related to the above Sectors.
- Experience of instrumentation project execution including making specifications, understanding design aspects, review offers, review technical drawings/documents, construction supervision, pre commissioning checks, commissioning, trouble shooting, coordination with OEMs etc. for execution.
- Experience of installation & commissioning / repair & maintenance of PLC / DCS systems with or without Emergency features, all kind of Smart, Non Smart and Foundation Field bus based Field instruments, Control Valves/On-Off Valves and Analyzers, Shutdown System (Honeywell, Yokogawa, Emerson, ABB, Siemens, GE Fanuc, AB Etc.), Control System Networking etc. including calibration of instruments

#### Key Job Responsibilities:

- Carryout / supervise design / drawing activities as per project plan, wherever required outside LSTK scope.
- Prepare/review specifications for various supplies / jobs / equipment in coordination with consultants / HRRL depts.
- Prepare/review MTOs & prepare purchase requisitions for various jobs / supplies / equipment.

- Carryout technical review of bids including technical correspondence with vendors.
- Ensure compliance to codes, engineering standards and good engineering practices.
- Ensure incorporation of relevant safety standards/practices.
- Review vendor's fabrication drawings independently or in coordination with consultants.
- Carryout inspection at vendor's shops wherever required.
- Prepare MRRs for receipt of equipment / material.
- Prepare/review drawing like single line diagram, instrument schedules, cable schedules, loop schematics, cable layouts etc. (as applicable) with consultants / HRRL dept.
- Coordinate between Process & Project dept. for identifying and locating tie points /hookups wherever required.
- Maintain proper documentation / drawing records.
- Follow up with vendors for timely delivery of equipments/material.
- Site supervision and ensure adherence to project execution plan.
- Study construction drawings and ensure adherence to specifications / drawings on the job.
- Obtain necessary job permits and ensure compliance to site and personnel safety requirements.
- Coordinate with site contractors, HRRL depts. like Process, Projects, Fire & Safety, Civil, Purchase, Finance, Legal etc. and Construction Supervision consultant for job execution including commissioning and handing over.
- Ensure & maintain proper quality control records for site jobs like megger testing, loop checking etc. as applicable.
- Coordinate with third party inspection agencies, if any else carryout necessary job inspection.
- Issue materials to contractors wherever required. Keep proper records of issue, receipt & reconciliation of the material.
- Coordinate with relevant statutory authorities for site execution.
- Coordinate with security for labor/material entry / exit, gate passes, vehicle movements. Ensure good housekeeping at site.
- Follow up with vendors for site material requirement.
- Carry out certify site measurements/job completion, and prepare received reports.
- Maintain site log books and hindrance registers.
- Coordinate and implement safety audit items.
- Prepare plant transaction reports.
- Take additional responsibilities as and when assigned.

#### IV. Role - Civil Engineer : E1/ E2/ E3/ E4

**Education Qualification:** 4-years full time regular engineering course in Civil Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate of all semesters/years) for UR/OBCNC/EWS candidates and 50% for SC/ST/PwBD candidates.

#### Work Experience applicable for roles in Grade E2, E3 and E4

E2	E3 & E4
Minimum 3 years of post-qualification relevant work experience in Supervisory role/Executive category in any of the following	Minimum 6(E3) and 9(E4) years of post-qualification relevant work experience in Supervisory role//Executive category in any of the following (Candidates with managerial experience will be preferred).

- Supervisory/Executive/Managerial Role at Project sites at Petroleum/ Refining/ Petrochemical/ Chemical/ Fertilizer / Steel/ Power / Infrastructure/ Defense/Automobile/Pharma/Railways/any relevant manufacturing sector or Project Service Providers like Project Management Consultants / LSTK Contractors related to the above sectors.
- Execution of Real Estate Projects / Industrial civil structures like equipment foundations, high rise columns, substation and control room, deep foundation & sumps, pipe racks, office buildings, pre-fabricated buildings, roads, underground piping, precast concrete works, storage structures, etc.
- Fabrication and erection of structures, erection of boiler structure, pressure parts, piping, coalbunker, gas/steam turbine and generator, static & rotary equipment, cooling towers, chimneys and other balance of plant equipment for coal-based / combined cycle power plants. Experience of project execution including understanding of specifications, engineering drawings, basic design aspects, quality requirement during construction, carried out final checks.

**Key Job Responsibilities:**

- Site supervision and ensure adherence to project execution plan.
- Study construction drawings and ensure adherence to specifications / drawings on the job.
- Obtain necessary job permits and ensure compliance to site and personnel safety requirements.
- Coordinate with site contractors, HRRL depts. like Process, Projects, Fire & Safety, Mechanical, Purchase, Finance, Legal etc. and Construction Supervision consultant for job execution including commissioning and handing over.
- Ensure & maintain proper quality control records for site jobs through consultant like cube testing, pile load testing, hydro testing, construction materials, loop checking etc.as applicable.
- Coordinate with third party inspection agencies, if any else carryout necessary job inspection.
- Issue materials to contractors wherever required. Keep proper records of issue, receipt & reconciliation of the material.
- Coordinate with statutory authorities like CCOE, OISD, Factory inspector, Labor Inspector etc.as applicable, for site execution.
- Coordinate with security for labor/material entry / exit, gate passes, vehicle movements.
- Ensure good housekeeping at site.
- Follow up with vendors for site material requirement.
- Review of tender / contract documents, scope of work etc.
- Preparation of PRs/ tender documents wherever required and follow-up for the finalization of the P.O.
- Release of site notes to ensure compliance with standards/ engineering drawings.
- Carry out and certify site measurements /job completion and prepare received reports.
- Maintain site log books and hindrance registers.
- Coordinate and implement safety audit items.
- Prepare plant transaction reports.
- Take additional responsibilities as and when assigned.

**V. Role - Fire & Safety : E3 & E4**

**Education Qualification:** Full time regular BE/ BTech in Fire Engineering or Fire & Safety Engineering from AICTE approved / UGC recognized University / Deemed University. Candidates belonging to UR, EWS and OBCNC category should have secured minimum 60% marks (aggregate of all semesters) in qualifying degree examinations, relaxed to 50% (aggregate marks of all semesters) for SC/ST candidates. Candidates having diploma in industrial safety from AICTE approved institutions in addition to the above mentioned qualification will be given preference.

**Physical Fitness (Minimum Criteria):**

For Male- Height: 165 CM, Weight: 50 Kg, Chest: Normal: 81 CM, Expanded: 86.5 CM.

For Female - Height: 157 CM, Weight: 46 Kg

Eyesight normal (6/6 in both the eyes; without glasses), color vision normal and Free from -- Vertigo problem, disease of heart/lungs/kidney, abnormal blood pressure, Knock Knee, Flat Feet, Squint eye and stammering. Candidate must be in good mental and bodily health and free from any physical defect.

**Work Experience :**

Minimum 6 years and 9 years of post-qualification experience for E3 & E4 grade respectively in Supervisory/Executive/ Managerial capacity in any of the following:

- Experience in Fire Fighting operations & system maintenance.
- Operation of firefighting vehicles.
- Handling safety related jobs like investigation analysis, safety inspection, job safety analysis, shutdown safety, construction safety, conducting safety meetings/ audits, conducting mock-drills, fire & safety training in an Oil & Gas, Exploration, Pharmaceutical, Fertilizer, Petroleum Refining, Petrochemical, Chemical/ Defense/ Automobile/ Railways/any relevant manufacturing sector .

## **Key Job Responsibilities:**

### ***Fire Division Related Jobs:***

- F&S Shift In-Charge handling shift duties independently and leading the fire crew in shifts.
- Participate and lead the fire crew in handling emergencies as per Emergency Response & Disaster management Plan (ERDMP).
- Ensure upkeep of fire vehicles, fire protection systems, fire & safety equipment by periodically checking /testing of the same and maintaining records of each equipment/system.
- Conduct spot training at various sites in refinery on fire and safety equipment and systems.
- Conduct and participate in Mock drills and various fire drills for fire crew in shifts etc. and preparing report.
- Periodic checking of fire extinguishers, safety showers, PPE boxes, windsocks in plants, fire alarm and gas detection systems in buildings, plants, other refinery areas.
- Periodic inspection of all plants and offsite areas for identifying fire and safety related issues and maintain records of all inspection, testings, history cards of fire vehicles, fire extinguishers etc.
- Lead and participate in Mutual Aid Emergencies in other industries as per message received from civil authorities, industry members.
- Schedule and Conduct live firefighting and safety training to refinery and contractor employees.
- Surprise checks on road safety issues, work permits.
- Manage Fire Inspectors effectively for completing the scheduled task.
- Knowledge of Emergency Evacuation, periodic rehearsals incorporating tenants staff, own staff and service providers.

### ***Safety Division Related Jobs:***

- Carry out safety inspections and Job safety analysis and release report.
- Monitor and ensure safety compliance in various jobs being executed in refinery.
- Check and correct safety violations in work permits being issued for various kind of jobs in refinery.
- Check and certify scaffoldings and tagging of contractor equipment as per requirement.
- Conduct safety induction training for refinery, contractor, visitors, apprentices etc. as required.
- Handle portable gas detectors for checking gas presence in plants, other areas as required.
- Advise other departments on Fire & Safety issues.
- Plan & conduct Safety Promotional Activities. Carry out Safety Promotional Activities during normal working days and during Fire Services Week and safety Week.
- Ensure implementation of Safety Policy of the Company.
- Hydro Testing & certification of extinguishers, nitrogen cylinders' pressure vessels (DCP Tender) by competent authority.
- Maintain data for all incidents and communicate HODs regarding incident trend.
- Celebration of awareness programs like National Safety day, Fire Service day etc.
- Prepare training safety calendar for every year & follow-up.
- Prepare and update various manuals like: Safety manual, Onsite emergency plan, Fire Emergency Procedure Manual, Fire Manual, Pocket Fire Fighting Guide Manual etc.
- Participate in internal safety audits as team member and follow up for the implementation of recommendations.
- Develop technical specifications for fabrication of new fire fighting vehicles like water tender, foam cum water tender, DCP tender, Emergency Rescue Tender etc.

### **Note: For role I to V**

**Project Service provider would mean the EPMC consultants handling single job of project worth of more than Rs. 25 crore and EPC / LSTK consultants / contractors handling single job of project worth of more than Rs. 50 crore, which has been in operation for past 5 years. Last published Balance Sheet under self-certification maybe asked as and when required. Candidates who are working with such organizations on third party payroll are also eligible to apply.**

## VI. Role - Finance : E1

**Educational Qualification:** Candidates should be Qualified Chartered Accountant (CA) from Institute of Chartered Accountants of India (ICAI) with 50% marks. Candidates applying for the post should be in possession of C.A. professional qualification completed in all respects at the time of applying for the post including completion of mandatory Articleship Training required for award of C.A. qualification.

**Work Experience:** At least one year of post-qualification work experience in the field(s) of Finance/Accounts/Taxation/Cost Accounting/Auditing etc. The articulated training /practical training which are integrated to the curriculum of respective institution shall not be considered as valid experience for this purpose.

### Key Job Responsibilities:

- Preparation of accounts
- Internal Audit
- Accounting
- Pricing
- Banking & Treasury Functions
- Project Appraisal/ Project accounting
- Direct and Indirect Taxation
- Payments to consultants, vendors, contractors, sub-contractors, suppliers
- Trade receivables, trade payables, assets accounting etc.

## VII. Role - Human Resources : E1

**Educational Qualification:** Two-years full time, Post-graduate Degree in HR /Personnel Management / Industrial Relations/Psychology or Masters in Business Administration (MBA) with specialization in HR/Personnel Management from AICTE approved / UGC recognized institute / university. Candidates belonging to UR, EWS and OBCNC category should have secured minimum 60% marks (aggregate marks of all semesters) in qualifying degree examinations, relaxed to 50% (aggregate marks of all semesters) for SC/ST/PwBD candidates.

### Work Experience:

At least 1 year of work experience in following:

- Managing employee relations, knowledge of Industrial and Labor Laws and Contract Labor Management.
- Handling disciplinary matters.
- Handling end to end recruitment of candidates in a talent acquisition profile.
- Formulating of HR policies and implementation.
- Learning and development plan in identifying and analyzing training needs of the organization and e-learning techniques/platforms.
- Hands on experience in HR technology tools, process and systems, HR analytics, knowledge of ERP systems.
- Managing PMS and Talent Management system.
- Roster Maintenance.
- Experience in Organizational Development.

### Key Job Responsibilities:

- Ensure all contractors operate by complying to labour legislation framework.
- Ensure all compliances in order to protect the interest of HRRL as a Principal Employer.
- Liaison with Statutory authorities.
- Maintain Statutory Registers.
- Implement Role based assessment and conduct end to end talent acquisition in line with Presidential Directives (and / or any other statute).
- Prepare HR Budgeting.
- Formulate & Implement Employee Compensation, Benefits, & Rewards Framework.



- Formulate & Implement Scientific Performance Assessment System.
- Leverage HR Tools, Analytics, and Technology to develop, assess and build an Organizational Culture in sync with Organizational Objectives.
- Develop robust Training & Development Centers.

### VIII. Role - Information Systems : E1

**Educational Qualification:** 4 years Full time B.E. / B.Tech in the discipline of Electronics / Telecommunications / Electronics & Telecommunications / Computer Science / Information Technology

OR

Three years full time course in Masters in Computer Applications (MCA) / Masters in Computer Science (MCS)

OR

Two years full time course in Masters in Business Administrations (MBA) / Masters in Management Studies (MMS) with Information Technology or Systems or Computer Science as specialization.

Any of the above qualification must be from AICTE approved / UGC recognized institute / university. Candidates belonging to UR, EWS and OBCNC category should have secured minimum 60% marks (aggregate marks of all semesters) in qualifying degree examinations, relaxed to 50% (aggregate marks of all semesters) for SC/ST/PwBD candidates.

**Work Experience:** 1 year experience in the relevant field with exposure in Application Development, Networking, System Analysis and Design, Efficiency in Server Administration, Vendor Management, ability to handle Medium/ Large scale IT projects.

Skill Set	Area
Operating System /Platforms	Windows/Linux/OS400/Unix/ VMWare
Networking	LAN/WAN/Wireless using CISCO/Nortel Technologies/VSAT
DBA (RDBMS)/BI	Oracle/SQL Server/DB2/ OBIEE
Middle ware	Application servers (Apache, WebSphere, Tomcat)
Security	IPS/IDS/Firewalls / PKI/ Identity Management
Messaging & Collaboration	Exchange/MOSS
Application Development	Dot Net Technologies/ ASP/JSP/ Visual Basic/C/Visual C++/Share Point Services SDLC /J2EE technologies/ Web Services/ Android / Spring Boot - STS/ Phyton / Angular JS

**Key Job Responsibilities:**

- Direct operational IT planning, including planning IT projects and the allocation of Manpower resources.
- Oversee the financial aspects of their IT team or dept., including purchasing, budgeting & budget review.
- Coordinate IT staffing, including hiring, supervision, scheduling, professional development and discipline.
- System Analysis Design, implement and enforce the policies, procedures and best industrial practices.
- Research IT solutions and make recommendations for the improvement of IT systems and IT infrastructure.
- Negotiate and approve technology vendor, outsourcing, and consultant contracts and service agreements.
- Should have a strong command of project management principles, procedures and best practices.
- Exposure in Integrating the Business Applications with Scada /PLC systems.
- Knowledge on Monitoring of Process /Safety/Inspection applications in the Process industry.

## IX. Role - Legal: E1

**Educational Qualification:** 3-years full time course in law after graduation or 5 years course in law after 12th Standard from AICTE approved / UGC recognized University/Deemed University. Candidates scoring minimum 60% in aggregate of all the semesters/years for UR/OBCNC/EWS candidates (55% for SC, ST & PwBD candidates) in the qualifying degree (as applicable) are only eligible to apply.

**Work Experience:** Experience as a practicing Advocate or working in a reputed Law Firm or Company. For practicing Advocates, the experience must be after enrolment in the Bar Council and it must be post qualification.

Experience should preferably relate to drafting Agreements, preparing Court/Arbitration papers, briefing Counsel, etc. substantially covering the law relating to Contracts, Building & Construction, Sale of Goods, Transfer of Property, Infrastructure, Intellectual Property, Oil and Gas, and Consumer Protection. Experience in oil and gas industry and/or experience handling high value EPC projects is desired.

Candidates should possess excellent written/verbal communication skills. Proficiency in reading and writing in any one or more Scheduled language (as per Constitution) in addition to English and Hindi is preferred.

**NOTE:** Candidates are required to submit an experience certificate from the organization in which they are/were working. In case of practicing advocate, the certificate should be from the State Bar Council, a Senior Advocate, or a Law Firm, accompanied with a copy of the enrolment certificate with the Bar Council. Only full-time work experience will be considered from the date of registration with Bar Council and/or date of joining in employment, as applicable. Internships during continuation of LLB program (or any other full time studies) will not be considered as experience.

### Key Job Responsibilities:

- Draft and finalize pleadings, agreements, various deeds & documents and add value to all legal matters.
- Draft, review, negotiate and finalize the contracts conditions.
- Defending the claims put up by any contractors.
- Develop the strategy for filing and defending cases.
- Provide sound legal opinion/advice and respond to queries quickly.
- Brief Lawyers and attend court hearings.
- Ensure that all cases are filed /defended well within the limitation period and there is timely submission of all pleadings and documents.
- Improve domain skills and share knowledge and information with team members.
- Keep updated on recent trends in the legal front.
- Handle arbitration cases, verify title documents, conduct reviews and training.

## D.PROBATION

The Selected Officers will be on probation for 1 year from the Date of Joining. For confirmation in service, the officers have to fulfill various parameters as per the company policy.

**Retention Amount (applicable for E1 grade):** An amount of Rs. 5000/- per month will be deducted as retention amount from the total emoluments for first six months during the period of probation. The amount will be refunded 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.

## E. PLACEMENT / POSTING

Posting/ Assignment can be in any Division/Department of the HRRL at any place in the country and the services thereafter will be transferable as per the requirement. These positions may involve working in shift duties including night shifts. Selected candidates may also be posted / assigned outside HRRL in India or abroad.

## F. SHORTLISTING & SELECTION METHODOLOGY

### **For Positions in S/G E1 and E2 (except Finance):**

The multiple stage process may comprise of various shortlisting tools like Computer Based Test and/ or resume shortlisting, Group Task, Moot Court (only for Legal position), Interview, etc. Candidates fulfilling all the eligibility criteria, will be considered for further selection process for appearing in Computer based Test (objective type with no negative marking, comprising of two parts, **I. General Aptitude** consisting of Intellectual Potential test, testing Logical Reasoning & Data interpretation, Quantitative Aptitude test & test of English Language, **II. Technical / Professional Knowledge** comprising of questions related to Qualifying degree / Educational background/work experience required for the position applied for). Candidates qualifying in the Computer Based Test will be called for Group Task (based on scrutiny of the application and resume as submitted in the online application) in order of the category-wise and discipline-wise merit list of Computer Based Test **in a predetermined ratio.**

**Finance(S/G “E1”):** Computer Based Test will not be conducted for Finance position. Candidates will be called for Group Task and/or Personal Interview based on CA Final Examination marks.

Only candidates who qualify in Group Task will proceed for Personal Interview. **Candidates must secure minimum qualifying marks in each stage, Computer Based Test, Group Task and Personal Interview and also secure minimum qualifying marks w.r.t. combined scores of Computer Based Test + Group Task + Moot Court (only for legal position)+Personal Interviews to be further considered for selection process.** A category & discipline-wise merit list will be drawn for all the candidates who qualify in all selection parameters as per the above criterion & offer of appointment would be as per the vacancies available category & discipline-wise. Candidates belonging to SC /ST / OBCNC & PwBD would be assessed under relaxed standards.

WRITTEN TEST	GROUP TASK & PERSONAL INTERVIEW
<ul style="list-style-type: none"> <li>• Minimum qualifying marks in Domain section for all positions except Law: 50% for all categories.</li> <li>• Minimum qualifying Overall Marks (i.e. Domain + Aptitude) Marks: 60% for UR &amp; 54% (SC/ST/PWD/OBCNC)</li> <li>• Minimum qualifying marks for Law (S/G E1) is 60% of total marks for UR/EWS &amp; 54% for SC/ST/OBCNC/ PwBD.</li> <li>• Written Test scores are included in drawing Final Merit List</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum Qualifying Marks to be obtained (40% for UR &amp; EWS, 33.33% for SC/ST/PWD/OBCNC)</li> <li>• For Law(S/G E1): Minimum Qualifying Marks (40% for UR; 33.33% for SC/ ST/ PWD/ OBCNC) to be obtained in Moot Court &amp; Personal Interview combined.</li> </ul>

### **FINAL SCORING:**

Minimum qualifying Marks is 60% for UR/ EWS, 54% for SC/ ST/ OBCNC/ PwBD in combined scores of Computer Based Test + Group Task+ Moot Court (only for Legal position) +Personal Interview.

### **For Positions in S/G E3 and E4:**

Candidates fulfilling all eligibility criteria based on scrutiny of the application and resume submitted in the online application, will be considered for further selection process i.e. Personal Interview. In the event of number of applications being large, the Company will adopt shortlisting criteria to restrict the number of candidates to be called for the interview. The shortlisting criteria will be based on any or all of the criteria i.e. higher relevant experience, higher qualification etc.

Interview will comprise of both Technical and Behavioral.

Minimum Qualifying Marks -

- i. Technical: 50% UR & EWS; 45% OBCNC,ST,SC,PwBD
- ii. Behavioral: No separate passing
- iii. Cumulative: 60% UR & EWS; 54% OBCNC,SC,ST,PwBD

A category wise merit list of scores will be drawn for all the candidates who qualify in Personal Interview. The salary grade for appointment will be decided by the management basis relevant experience, level of experience of the candidates.

### G. PRE-EMPLOYMENT MEDICAL EXAM

Candidates selected in interview will be referred for pre -employment medical examination. Reference for a 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 HRRL designated Physician and fulfilment of eligibility criteria w.r.t Academic Qualification, Age, Work Experience, NOC, Caste Certificate, relieving letter from previous employer etc. as may be applicable.

### H.CONCESSIONS AND RELAXATIONS

- a. Reservation of posts for **SC, ST, EWS, OBCNC** and **PwBD** (Persons with Benchmark disabilities –with degree of disability 40% or above) will be as per presidential directives.

Category-wise Vacancy Distribution is as given below:

Grade	Category					Total
	UR	EWS	OBCNC	SC	ST	
<b>E1</b>	<b>14</b>	<b>3</b>	<b>8</b>	<b>4</b>	<b>2</b>	<b>31</b>
<b>E2</b>	<b>10</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>18</b>
<b>E3</b>	<b>8</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>14</b>
<b>E4</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>9</b>

- b. Candidates seeking reservation as SC/ST/OBCNC, shall have to produce a certificate in the prescribed proforma (the format can be downloaded from our website <https://www.hrri.in/>), meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/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](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.
- f. Maximum age limit is relaxed by 5 years for SC & ST, 3 years for OBCNC, 10 years for PwBD (UR), 13 years for PwBD (OBCNC) 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. Age relaxation by 5 years for Ex-servicemen & Commissioned Officers (including ECOs/ SSCOs) subject to rendering minimum 5 years' military service and fulfillment of other conditions prescribed by Govt. of India.
- i. The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBCNC candidates and such candidates will have to indicate their category as Unreserved (UR).
- j. 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.
- k. 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.
- l. Any request for change in category (UR/SC/ST/OBCNC/ EWS/PwBD) once filled in the online application form, will not be considered and accordingly concession/relaxation applicable will not be extended.
- m. Further to this, according to Notification No: 16-15/2010 DD.111 DT.29/07/2013 by Ministry of Social Justice & Empowerment, list of positions/disciplines in which PwBD candidates are eligible to apply for this recruitment drive is given below.

Sr. No.	POSITION	PwBD CATEGORY
1	Civil Engineer	OA. OL. HH
2	Electrical Engineer	OL. HH
3	Mechanical Engineer	OL. HH. LV
4	Fire and Safety	Not Applicable
5	Instrumentation Engineer	OL. HH
6	Finance	OA.OL.BL.OAL.HH.BLOA
7	Human Resources	OA.OL.BL.OAL.HH.B.LV
8	Information systems	OA.OL.BL.OAL.HH
9	Legal	OL.BL.OAL.B.LV

Abbreviations Used: PwBD= Persons with Benchmark Disabilities, OA= One Arm, OL= One Leg, LV=Low Vision, HH = Hearing Handicapped, BL =Both Legs, OAL = One arm and One leg, BLOA = Both legs and one arm, B = Blind.

## I. APPLICATION PROCESS

Candidates are requested to apply online only on <https://www.hrri.in/>. Online submission of the application will be allowed on the website upto 24.04.2020. No other mean / mode of the application shall be accepted. Online Application System will be open from **1000 hrs on 20.03.2020 to 23:59 hrs on 24.04.2020**. Applications with incomplete / wrong particulars or not in the prescribed format will not be considered. The email id and 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. Candidates will be required to submit documentary evidence of eligibility during the course of shortlisting / selection process. Any mismatch in name, qualification, other criteria's of documents from the data given in application form will lead to disqualification at any stage.

## J. PAYMENT OF APPLICATION FEES

- UR, EWS and OBCNC candidates are required to pay an application fee of **₹500/-** (*Application fee of ₹500/- + Applicable Taxes + Bank Charges*) through Online Payment mode only.
- SC, ST & PwBD candidates are exempted from payment of application fee.
- Application fee once paid will not be refunded under any circumstances.

## K. GENERAL INSTRUCTIONS

1. Only Indian Nationals need to apply.
2. The last date for reckoning age and all other eligibility criteria will be considered as of **20/03/2020**.
3. Only Online Applications will be acceptable. Candidates are not required to send printout of application or any other documents in hard copy to HRRL. Admit Card for Computer Based Test, Specimen Questions, Interview Call Letters, etc. will not be sent to candidates in hard copy. Candidates will be required to download the same from HRRL website <https://www.hrri.in/>.
4. Syllabus for the test and other test details will be hosted on HRRL website only.
5. Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the qualifying subjects in all the semester(s)/year(s) by aggregating maximum marks. The fraction of percentage so arrived will be ignored i.e. 49.99% will be treated as less than 50%.
6. The date of passing the eligibility examination will be the date appearing on the final semester mark sheet or the date of final examination mentioned on the provisional certificate. In case the results of a particular examination are posted on the website of the university or institute then a certificate issued by the appropriate authority of the university or institute indicating the date on which the result is declared on the website will be considered as the date of passing the examination.
7. Candidates who have completed Integrated ME/ M.Tech will be eligible to apply against engineering positions, provided the course requirement for award of BE/ B.Tech is in any one of the disciplines mentioned in the advertisement. Such candidates must have both BE/B.Tech and ME/M.Tech degree separately.
8. Candidates who have completed BE/B.Tech engineering degree after 3 years diploma are also eligible to apply provided the course requirement for award of BE/ B.Tech is in any one of the disciplines mentioned in the advertisement.
9. Candidates are advised to submit only one application. In case multiple applications are identified from a candidate, the latest one shall be considered as final and the older applications shall be rejected without any notice.
10. Mere issue of Admit card/Interview call letter will not imply acceptance of candidature.
11. All the candidates are requested to remain updated at each step of the selection process by visiting our website <https://www.hrri.in/>. All queries pertaining to recruitment including selection process may be addressed to our Recruitment Team through [career@hrri.in](mailto:career@hrri.in).
12. Only the degree's mentioned in the advertisement will be accepted. No equivalent degree's will be considered.
13. Candidates must be in possession of all applicable Degree Certificates and mark sheets at the time of application.

14. Company is in formation stage, thus designations etc. will be decided later as per Company policies. However, grade and salary will remain same as advertised.
15. Candidates are also requested to visit FAQs section on our website with respect to this recruitment drive. Candidates may please note that personal calls and/or interaction with any of the HRRL's officials during recruitment drive is discouraged, except when necessary.
16. Admit card for Computer Based test is to be downloaded from the website has to be duly signed by the candidate and photograph affixed and is required to be produced at the time of Computer Based test.
17. In case the computer based test is conducted in multiple sessions, then normalization methodology will be applied for arriving at scores and management decision in this regard will be final.
18. HRRL will not be responsible for any loss/ non-delivery of email/admit card sent/ any other communication sent, due to invalid/wrong email id.
19. All the qualifications should be full time regular course/s from AICTE approved / UGC recognized University/Deemed University.
20. 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.
21. Number of vacancies may increase/decrease at the discretion of the Company. HRRL reserves the right not to fill any of the above posts advertised at any stage of selection. Category-wise break up of vacancies given in the advertisement is tentative and is subject to change as per business requirements.
22. HRRL reserves the right to cancel or add any examination / Personal Interview centre depending on the response in that area/centre.
23. The Company also reserves the right to cancel / restrict/ curtail/ enlarge the recruitment process and/or the selection process for any position thereunder without any further notice and without assigning any reasons.
24. Candidates should apply for one position only for which they satisfy all the eligibility criteria.
25. Candidates presently employed in Government Departments / PSU's / Autonomous Bodies owned by the Government, should submit their application as per their company policies. They must produce No Objection Certificate at the time of interview, failing which they will not be allowed to appear for the interview and their candidature will not be entertained.
26. In the event of non-receipt of application & processing fee from candidates for reasons whatsoever, his / her candidature will stand cancelled and no further communication on the same will be entertained.
27. All the details given in the online form will be treated as final and no changes will be entertained.
28. Reimbursement of 2<sup>nd</sup> class rail fare by the shortest route to examination centre is admissible for outstation SC, ST & PwBD candidates appearing for Computer Based Test, provided the distance travelled is not less than 30 km. (Candidates opting for examination centre other than the centre nearest from mailing address will not be reimbursed travel fare). The candidates will be required to fill in the Travel Allowance (TA) Form as detailed on HRRL website and upload it along with Travel Proof for travel undertaken on the link provided.

**Furnishing of wrong/false information will lead to disqualification and HRRL will not be responsible for any of the consequences of furnishing such wrong/false information. Since all the applications will be screened without documentary evidence, the candidates must satisfy themselves 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 Jodhpur**

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

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