



एचपीसीएल बायोफ्यूल्स लिमिटेड

(हिन्दुस्तान पेट्रोलियम कॉर्पोरेशन लिमिटेड के पूर्ण स्वामित्व वाली सहायक कम्पनी)

HPCL BIOFUELS LIMITED

(A wholly owned subsidiary company of Hindustan Petroleum Corporation Ltd)

HPCL Biofuels Limited (A wholly owned subsidiary company of Hindustan Petroleum Corporation Limited) has two Integrated Sugar Units located at Sugauli Village, East Champaran District and at Lauriya Village, West Champaran District in the State of Bihar. Both the plants are in commercial operations and producing Sugar, Ethanol and Co-gen since December 2011.

In order to meet operational requirements, HPCL Biofuels Limited (hereafter will be called as HBL) has planned to hire suitable manpower on Fixed Term Contract basis for the period as mentioned below:

Management / Non-Mgmt.: 2 years and extendible to another 1 year depending on operational requirement of HBL & performance of incumbent.

Seasonal: 2 Crushing Season and extendible to another 1 Crushing Season depending on operational requirement of HBL & performance of incumbent.

Sr. No.	Name of the positions	Department	Vacancy	Minimum Qualification	Minimum Experience	CTC (Rs. in Lakh)	Reservation
MANAGEMENT							
1	DGM - Sugar Engineering & Co- gen	Sugar Engineering	2	Degree in Mechanical Engineering with ANSI / AVSI in Sugar Engineering / BOE.	15 yrs. experience in Sugar Industry out of which 3 years as Plant Manager / Dept. Head- Engineering- Sugar Plant. / Plant Manager - Co-gen / Power Plant	Negotiable	UR - 2 OBC - 0 SC - 0 ST - 0 EWS - 0 PWD - 0
2	DGM - Ethanol	Ethanol	1	Degree in Chem. Engg. / B.Sc. (Chemistry) & DIFAT from NSI / VSI	15 Yrs. experience in Ethanol / Distillery Plant out of which 5 Yrs. as Plant Manager Ethanol	8.00 - 10.00	UR - 0 OBC - 1 SC - 0 ST - 0 EWS - 0 PWD - 0
3	Manager / Dy. Manager Production	Sugar Production	1	B.Sc. with ANSI / AVSI in Sugar Technology	8 Yrs. relevant experience in relevant field	4.50 - 6.50	UR - 0 OBC - 0 SC - 1 ST - 0 EWS - 0 PWD - 0
4	Mechanical Engineer - Co-gen	Co-gen	1	Degree / Diploma in Mechanical Engineering	4 Yrs. experience for Degree & 7 Yrs. experience for Diploma in Co-gen Plant	3.00 - 4.00	UR - 0 OBC - 0 SC - 1 ST - 0 EWS - 0 PWD - 0
5	Sr./ Manufacturing Chemist (Sugar Tech)	Sugar Production	2	B.Sc. (Chemistry) with ANSI / AVSI in Sugar Technology, preference to certification in Sugar Boiling	5 Yrs. experience in Sugar Industry out of which 2 years as Manufacturing / Shift Chemist	3.00 - 4.00	UR - 0 OBC - 1 SC - 1 ST - 0 EWS - 0 PWD - 0



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MANAGEMENT							
6	Shift Incharge	Ethanol	2	B.Sc. with DIFAT, B.Tech. (Biotech), B.Sc. (Biotech), B.Tech. (Chemical Engg.) / M.Sc. Environment	4 Yrs. experience out of which 2 yrs. as Shift I/c in Ethanol Department.	2.00 - 3.50	UR - 1 OBC - 1 SC - 0 ST - 0 EWS - 0 PWD - 0
7	Lab / Shift Chemist	Ethanol	2	B.Sc. with DIFAT, B.Tech. (Biotech), B.Sc. (Biotech.), B.Tech. (Chemical Engg)	4 Yrs. experience in Sugar Industry/Distillery.	1.96 - 3.24	UR - 1 OBC - 1 SC - 0 ST - 0 EWS - 0 PWD - 0
8	Environmental Officer	Ethanol	1	B. Tech (Environmental Engg.) / M.Sc. In Environmental Science.	1Yr experience in the relevant field	2.00 - 3.00	UR - 1 OBC - 0 SC - 0 ST - 0 EWS - 0 PWD - 0
9	Medical Officer	Gen. Admin	1	MBBS from MCI recognized University	3 Yrs. industry experience	2.00 - 3.00	UR - 1 OBC - 0 SC - 0 ST - 0 EWS - 0 PWD - 0
10	Accounts Officer	Finance	1	B. Com & CA Inter / ICWA Inter	3 Yrs. experience in relevant field	2.00 - 3.00	UR - 1 OBC - 0 SC - 0 ST - 0 EWS - 0 PWD - 0
		Total Vacancy	14				



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NON-MANAGEMENT

11	DCS Operator- Turbine	Co-gen	2	H. Sc. (10+2), Preference to Computer Diploma /Diploma in Engg.	5 Yrs. experience as DCS Operator in Turbine, for Engineering (Degree / Diploma) candidates, experience can be relaxed suitably.	2.23 - 3.00	UR - 0 OBC - 0 SC - 2 ST - 0 EWS - 0 PWD - 0
	DCS Operator - Boiler	Co-gen		H. Sc. (10+2), Preference to Computer Diploma /Diploma in Engg.	5 Yrs. experience in DCS Boiler of 10 MW capacity, for Engineering (Degree / Diploma) candidates,experience can be relaxed suitably.		
12	Instrument Mechanic (Common/Central for all)	Sugar Engineering	2	ITI - Instrumentation or Electronic & Communication	5 Yrs. relevant experience in Sugar Industry	2.25 - 2.56	UR - 0 OBC - 0 SC - 1 ST - 0 EWS - 1 PWD - 0
	Fitter	Co-gen		ITI - Fitter	5 Yrs. relevant experience in Co-gen Plant		
13	Pan Incharge	Sugar Production	4	Matric and SBCC	10 Yrs. experience in Pan Boiling	2.27 - 4.00	UR - 3 OBC - 1 SC - 0 ST - 0 EWS - 0 PWD - 0
14	Boiler Attendant (2nd class)	Co-gen	1	H. Sc. with 2nd Class Boiler Attendant certification	5 Yrs. experience in high pressure Boiler	2.22 - 2.52	UR - 0 OBC - 1 SC - 0 ST - 0 EWS - 0 PWD - 0
15	Biogas Plant Operator	Ethanol	1	Matric	2 Years experience in Sugar Industry/distillery as biogas plant Operator.	2.23 - 2.54	UR - 0 OBC - 0 SC - 1 ST - 0 EWS - 0 PWD - 0
		Total Vacancy	10				



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SEASONAL							
16	Mill Fitter B	Sugar Engineering	4	ITI - Fitter	5 Yrs. experience in Sugar Industry, out of which 3 years as Mill Fitter B	2.23 - 2.54	UR - 0 OBC - 2 SC - 1 ST - 0 EWS - 1 PWD - 0
	Turner/ Machinist	Sugar Engineering		Matric with ITI (Turner / Machinist)	5 Yrs. experience in workshop as Turner/Machinist	2.23 - 2.54	
	Welder	Ethanol		ITI - Welder	8 Yrs. relevant experience in Industry	2.23 - 2.54	
17	Lime Preparation Attendant	Sugar Production	12	Matric	4 Yrs. experience in Sugar Industry as lime preparation attendant	2.22 - 2.52	UR - 0 OBC - 4 SC - 3 ST - 2 EWS - 3 PWD - 0
	Sulphur Burner Attendant	Sugar Production		Matric	4 Yrs. experience in Sugar Industry as Sulphur Burner attendant		
	Juice/ Syrup Sulphiter Attendant	Sugar Production		Matric	4 Yrs. experience in Sugar Industry as juice/syrup sulphiter attendant		
	Juice Heater Attendant	Sugar Production		Matric	4 Yrs. experience in Sugar Industry as Juice heater attendant		
	Clarifier Attendant	Sugar Production		Matric	4 Yrs. experience in Sugar Industry as clarifier Attendant		
	Vacuum Filter Attendant	Sugar Production		Matric	4 Yrs. experience in Sugar Industry as Vacuum filter attendant.		
	Crystallizer Attendant	Sugar Production		Matric	4 Yrs. in sugar industry as crystallizer attendant		



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18	Pan Man	Sugar Production	3	Matric and SBCC	7 Yrs. experience in Sugar Industry as Pan Man	2.27 - 2.59	UR - 0 OBC - 1 SC - 1 ST - 0 EWS - 1 PWD - 0	
19	Assistant Pan Man	Sugar Production	4	Matric and SBCC	4 Yrs. in Sugar Industry as Assistant Pan Man	2.23 - 2.54	UR - 0 OBC - 2 SC - 1 ST - 0 EWS - 1 PWD - 0	
20	Evaporator Operator A	Sugar Production	5	Matric	5 Yrs. experience in Sugar industry as Evaporator operator A	2.25 - 2.56	UR - 3 OBC - 1 SC - 1 ST - 0 EWS - 0 PWD - 0	
21	Evaporator Operator B	Sugar Production	1	Matric	5 Yrs. experience in Sugar industry as Evaporator operator B	2.23 - 2.54	UR - 0 OBC - 1 SC - 0 ST - 0 EWS - 0 PWD - 0	
22	Centrifugal Machine Operator (Batch Type)	Sugar Production	3	Matric	5 Yrs. experience in Sugar industry as batch type centrifugal mc. operator	2.22 - 2.52	UR - 0 OBC - 2 SC - 0 ST - 0 EWS - 1 PWD - 0	
	Centrifugal Machine Operator (Continuous Mc)			Matric	5 Yrs. experience in Sugar industry as Continuous centrifugal mc. operator			
23	Lab Chemist	Sugar Production	2	B.Sc. (Chemistry)	4 Yrs. experience in Sugar /Distillery Lab	2.27 - 2.59	UR - 0 OBC - 1 SC - 1 ST - 0 EWS - 0 PWD - 0	
		Total Vacancy	34					



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ELIGIBILITY CRITERION, GENERAL INFORMATION AND INSTRUCTIONS:

1. Only Indian Nationals are eligible to apply.
2. All qualifications must be from UGC recognized University / Deemed University or Approved Autonomous Institution (wherever applicable). The courses offered by Autonomous Institution should be equivalent to the relevant course approved / recognized by Association of Indian Universities (AIU). Medical degree must be recognized by Medical Council of India.
3. The cut-off date for determining age limit and post qualification experience will be **November 1st, 2022**.
4. Minimum Age - 18 years on **November 1st, 2022**. Maximum Age - For Management - 57 Years & For Non-management and Seasonal - 55 Year.
5. All experience should be in relevant field.
6. CTC includes Leave entitlement, monetary value and other perquisites and statutory contribution (including employer's PF contribution) / payments, if any. Once CTC is negotiated, all perquisites, direct and indirect benefits, proportionate value of all facilities, welfare item, notional rent of housing accommodation, statutory payment etc. will all be included within CTC.
7. Accommodation is available only for senior officials' subject to availability. This will be over & above the CTC. However, notional rent will be recovered as per policy.
8. The terms of engagement for all fixed term appointees shall be different from regular employees of HPCL Biofuels Limited.

9. HOW TO APPLY:

1. **CANDIDATES SHALL BE REQUIRED TO SEND THEIR APPLICATIONS AND NEGOTIATION FORM DULY FILLED IN, AS PER ANNEXURES ALONGWITH CV, SELF-ATTESTED PHOTOCOPIES OF ALL RELEVANT DOCUMENTS / CERTIFICATES / TESTIMONIALS by Post to HPCL Biofuels Ltd., House No. - 9, Shree Sadan. -Patliputra Colony, Patna - 800013, so as to reach latest by 15th December, 2022 in a cover super scribed "Application for the post of (please write the name of post applied for). HPCL BIOFUELS LIMITED shall not be responsible for postal delay or loss / non-delivery thereof. No correspondence in this regard shall be entertained. HPCL BIOFUELS LIMITED shall also not take responsibility to connect any certificate / remittance sent separately. Incomplete applications or applications received after the due date shall be summarily stand out rejected, and no query in this regard shall be entertained.**



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- II. Application duly completed in all respect can also be deposited in drop box available at above mentioned office address by 15th December, 2022 at 6.00 PM. Incomplete applications or applications received after the due date shall be summarily stand out rejected.
 - III. Only shortlisted candidates for management positions who are found apparently eligible based on the details given in the application form will be communicated about scheduled date of personal interview through email / phone.
 - IV. The candidate should write his / her mobile number and email address correct & neatly. Please note that the intimation for interview / skill test / selection on the basis of merit list will be given through email address / mobile no. / landline only. Candidates must ensure that given mobile / landline / email shall be in active mode. If not communicated due to any technical error / wrong mobile / landline no or email id, HPCL Biofuels Ltd shall not be responsible.
 - V. A candidate can appear for one post only.
 - VI. A recent passport size photograph should be firmly pasted on the application and should be signed across by the candidate. Without photograph and signature across it, the application will be liable to be rejected. Three copies of the same photo should be retained for use at the time of interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of interview, shall lead to disqualification.
 - VII. Before applying for the post, candidates should ensure that he / she fulfils the eligibility and other criteria mentioned in this advertisement. HPCL BIOFUELS LIMITED being the Appointing Authority would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied.
 - VIII. Candidates will be required to enclose copies of the following testimonials / documents along with their application:
 - a) All Certificates / Testimonials in respect of qualifications (all semester / year wise Mark sheet & Degree certificate starting from matriculation onwards).
 - b) Document in support of Date of Birth proof.
 - c) Experience certificates / Documents issued by the Employer in support of experience details mentioned by you in the Application Form and proof of last drawn salary, either Salary Slip or Form 16.
 - d) NOC / Forwarding Letter from the employer in case you are employed in a Central / State Government / PSU / Semi Government organization.
 - IX. Category (SC/ST/OBC-NC/EWS/PWD) once mentioned in the application form shall not be changed and no benefit of other category shall admissible later on.
 - X. The OBC - NC candidates who belong to "CREAMY LAYER" are not entitled for OBC reservation.
 - XI. Candidates from SC / ST / OBC-NC, /EWS, PWD should produce their caste certificate in case of SC / ST / OBC-NC, in case of EWS income & asset certificate & in case of PWD disability certificate issued by a competent authority as per the guidelines of Govt. of India in support of their claim. In case, the candidate fails to produce the certificate issued by competent authority, his / her candidature shall not be considered.
10. SELECTION:

For Management Position: The eligible candidates fulfilling all the required criteria will be interviewed through telephonic / Skype / Video Conferencing.



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For Non-Management & Seasonal position: The initial shortlisting of candidates shall be carried out basis eligibility criteria and thereafter selection will be done from amongst shortlisted candidate only on basis of merit list & Skill test, as and where applicable. The appointing authority reserves the right to device methods of selection of candidate for the post based on merit. Since merit list will be prepared as per candidate's educational marks & work experience hence, Pl provide % of marks, Years of work experience accurately with supportive documents.

Final Shortlisting of candidates for appointment is subject to submission of Medical Fitness by applicant which shall be issued by Registered Medical Practitioner commensurate to requirement of the applied relevant position at his/her own cost. Reference for medical examination in NO WAY constitutes an offer of employment. It may also be noted that the Final selection / offer of employment shall be based on the candidates score in personal interview / merit list (whichever is applicable) and Negotiation of CTC subject to Medical Fitness and also fulfilment of other eligibility criteria with respect to Academic Qualification, Age, Caste, NOC, Relieving Letter etc. as may be applicable.

Shortlisted Candidates for Non-management & Seasonal positions shall be called for CTC negotiation.

11. The prescribed qualification / experience is the minimum and mere possession of the same does not entitle a candidate for final selection. HPCL BIOFUELS LIMITED's decision shall be final in this regard.
12. Candidates employed in Govt. Department / PSU / Autonomous bodies shall produce NOC from their present employer before joining. In case, the application of the candidate is not forwarded through proper channel or the candidate fails to produce NOC from his present employer before joining his / her candidature will not be considered.
13. Candidature of the candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found inconformity with eligibility criteria mentioned in the advertisement.
14. **HPCL BIOFUELS LIMITED 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.**
15. Any canvassing directly or indirectly by the applicant will disqualify his / her candidature. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Patna Court only.
16. In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
17. Conveyance expenses will **NOT BE REIMBURSED**.
18. All the positions / postings for the selected candidates will be either at Lauriya or Sugauli and the same shall be at the discretion of the HPCL BIOFUELS LIMITED.
19. The above vacancies are indicative. HPCL Biofuels Limited reserves the right for addition / deletion / increasing or decreasing of vacancies purely on need basis at any point of time during recruitment process.
20. Engagement will liable to be terminated at any point of time if in the opinion of HBL performance of incumbent is not satisfactory.



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21. *Engagement is also liable to be terminated by one month written notice on either side or one month's CTC in lieu of notice period.*
22. *Detailed terms and conditions shall be as per letter of Contract.*
23. *Selected candidate will have to submit character certificate issued from their respective Police Station at the time of joining.*
24. *It shall be clearly noted this advertisement is for hiring manpower on temporary and purely on fixed terms Contract basis. This advertisement is not for employment on permanent / regular basis.*

Advt. No. - 002/HBL/Backlog Vacancy - 2021-22.

www.hpclbiofuels.co.in

CEO, HPCL Biofuels Limited



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APPLICATION FORM

Paste your recent passport size photograph and sign across

Post applied for Fixed Term employment - ____

Name in full (As per Matriculation certificate)	In English	First Name	Middle Name	Surname
	In Hindi	First Name	Middle Name	Surname
Mailing Address				
City, District				
Pin Code				
State				
Father's Name				
Email ID		(1)	(2)	
Contact No.		Mobile	Landline	
Nationality			Religion	
Category (Please Tick)		General (GEN)	Yes/No Whether PWD - Yes/No	
		Scheduled Caste (SC)	Yes/No Whether PWD - Yes/No	
		Scheduled Tribe (ST)	Yes/No Whether PWD - Yes/No	
		Other Backward Class (Non-creamy Layer)	Yes/No Whether PWD - Yes/No	
		EWS	Yes/No Whether PWD - Yes/No	
Date of Birth (DD/MM/YYYY)			Gender Male / Female (Please Tick)	

Educational Qualification

Course	Duration	% of marks	Month & year of passing	Full Name of the University / Institute

Experience

Name of the Department	Position held	Duration of work	Brief details of jobs

*Please enclose a separate sheet if required for providing details of jobs handled.

I hereby declare that the particulars furnished above are complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that the information given in the application is false or incorrect or I do not satisfy the eligibility criteria, my candidature / appointment is liable to be cancelled.

Date:

Place: Signature of the Applicant

Advt. No. - 002/HBL/Backlog Vacancy - 2021-22.



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NEGOTIATION FORMAT

Employment on Fixed Term Basis-

Name	
Post Applied for	
Date of Negotiation	
Date of Birth	
Current Organization	
Total Year of Experience	
CTC range (as per advertisement)	

Current CTC: -

(Please attach proof - Latest salary slip or Form-16)

If selected, earliest date of joining

Agreed upon CTC -
(To be filled at the time of Interview)

CTC includes Leave entitlement, monetary value and other perquisites and statutory contribution / payments, if any. Once CTC is negotiated, all perquisites, direct and indirect benefits, proportionate value of all facilities, welfare item, notional rent of housing accommodation, statutory payment etc. will all be included within CTC.

Candidate's Signature

Member -1

Member-2

Member-3