



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 acquired two Sugar Units located at Sugauli Village, East Champaran District and at Lauriya Village, West Champaran District in the State of Bihar and now is in the process of setting up of Sugar/Ethanol and Co-generation Plants at the above

locations. Applications are invited for employment at above Plants in East and West Champaran, Districts of Bihar.

Both these Plants are expected to commence commercial production in November 2010. To meet Business requirement, following experienced personnel having relevant experience in Sugar Industry are required:

Category - Management

Sr. No.	Dept.	Section	Designation	Qualification	Experience	Maximum Age Limit	Per Annum CTC (₹ Lakhs)	No of Post	GEN	SC	OBC	ST
1	Sugar	Mills	Trainee Engineers (Fresher's - Sugar Engineering)	Engineering Degree/ Diploma. Preference to Certification in Sugar Engg.	-	28	0.96 Stipend for one Year. (1.44 to 1.80)	6				
2	Sugar	Process	Trainee Engineers (Fresher's - Sugar Technology)	Engg. Deg/ Diploma Preference to Certification in Sugar Technology.	-	28	0.96 Stipend for one Year. (1.44 to 1.80)	4				
3	CO-GEN	Plant	Trainee Engineers (Fresher's)	Deg/Dip Electrical Engineering. Preference to Certification in Sugar Engg.	-	28	0.96 Stipend for one Year. (1.44 to 1.80)	6				
4	Corporate	Cane Management	Asst. Cane Officer	BSc. in Agriculture	2 years relevant experience in Cane Management	30	1.44 to 1.80	6				
5	Sugar	Cane	Supervisor	BSc. Preference to Agriculture	2 years. Preference to relevant experience in Sugar Industry	30	1.44 to 1.80	2				
6	ETHANOL	PLANT	Distillation/Ethanol section (Operator)	BSc Chem/Engg. Dip. Preference to Certification in Alcohol Tech	2 Years experience as Distillation/ Ethanol section operator	30	1.44 to 1.80	8	32	9	15	4
7	ETHANOL	PLANT	Evaporation/Separation (Operator)	BSc Chem/Engg. Dip. Preference to Certification in Alcohol Tech	2 Years in Sugar Industry. Preference to experience as Evapoation/ Separation Operator	30	1.44 to 1.80	8				
8	ETHANOL	PLANT	Fermentation section (Operator)	BSc Chem/Engg. Dip. Preference to Certification in Alcohol Tech	2 Years experience as Fermentation Operator	30	1.44 to 1.80	8				
9	ETHANOL	PLANT	Trainee Operators (Freshers)	BSc. Chem/Engg. Dip. Preference to Certification in Alcohol Tech.		28	0.96 Stipend for one Year. (1.44 to 1.80)	8				
10	SUGAR	JUICE	Supervisor Juice/ Evaporator	BSc. (Chem/Agri) Preference to Certification in Sugar or Juice Technology	2 Years experience as Supervisor - Juice/Evaporator	30	1.44 to 1.80	4				
11	Corporate.	General Management	Manager - HR	Graduate with PG Degree / Diploma in HR	5 Years relevant experience in Sugar Industry	35	1.80 to 2.5	1				
12	Corporate	Cane Management	Cane Officer (Zonal/ Biomass/Dev.Trg.Nursary)	BSc in Agriculture	4 years relevant experience.	32	1.80 to 2.50	8				
13	Corporate	General Management	Company Secretary	ACS	2 years relevant experience.	30	1.80 to 2.50	1				
14	Corporate.	General Management	Officer - Accounts	M.com/PGDBM in Finance	2 years. Preference to relevant experience in Sugar Industry	30	1.80 to 2.50	2				
15	ETHANOL	Plant	Sr. Engineer/Supervisor	Deg/Dip ElecEngg. Preference to Certification in Alcohol Technology	5 Years out of which 2 Years as Engineer/ Supervisor - Ethanol Plant preferably in Sugar Industry	35	1.80 to 2.50	2				
16	SHE	Plant	Environment Officer	Degree in Environmental Engineering or Environmental Science	2 years. Preference to relevant experience in Sugar Industry	30	1.80 to 2.50	2				
17	Sugar	Mills	Jr Engineer (Mills)	Engg. Deg/Dip & Certification in Sugar Engg.	2 years. Preference to relevant experience in Sugar Industry	30	1.80 to 2.50	2				
18	Sugar	Process	Jr. Engineer (Process)	Engg. Deg/Dip & Certification in Sugar Technology.	2 years. Preference to relevant experience in Sugar Industry	30	1.80 to 2.50	2				
19	MKTG.	PURCHASE	Officer/Supervisor (Purchase)	Deg./Dip in Engg. Preference to PG in Purchase/Material Management	2 years. Preference to relevant experience in Sugar Industry	30	1.80 to 2.50	1	20	5	9	2
20	MKTG.	SALES	Officer/Supervisor (Sales)	Degree. Preference to PGDBM in Mktg.	2 years. Preference to relevant experience in Sugar Industry	30	1.80 to 2.50	1				
21	MKTG.	WARE HOUSE	Officer/Supervisor (Ware House)	Degree Preference to PGDBM in BA	2 years. Preference to relevant experience in Sugar Industry	30	1.80 to 2.50	2				
22	Sugar	PAN	PAN-Incharge	BSc (Chem/Agri). Preference Certification in Sugar Technology or Sugar Boiling	2 Years experience as PAN Incharge	30	1.80 to 2.50	2				
23	Corporate	General Management	Payroll Officer	Graduate with PG Diploma/ Degree in Finance	2 years relevant experience	30	1.80 to 2.50	2				
24	Corporate	General Management	HR Officer	Graduate with PG Degree/ Diploma in HR	2 years relevant experience in Sugar Industry	30	1.80 to 2.50	4				
25	SHE	Plant	Safety Officer	Degree in Safety Engineering	2 years. Preference to relevant experience in Sugar Industry	30	1.80 to 2.50	2				
26	Corporate	General Management	Officer - Security & Administration	Graduate (Ex-Serviceman)	Ex-Serviceman (Physically fit) preference to relevant experience	45	1.80 to 2.50	2				
27	Maintenance	Plant	Electrical Engineer	Dip or Deg. Elect Engg. Preference to Certification in Sugar Engg.	5 years. Preference to relevant experience in Sugar Industry	35	1.96 to 3.24	4				
28	Maintenance	Plant	Instrumentation Engineer	Dip/Deg. Instrumentation & NSI Certification in Sugar Engg.	4 Years in Sugar Industry out of which 2 Years as Instrumentation Engineer preferably in Sugar Industry	35	1.96 to 3.24	2				



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Sr. No.	Dept.	Section	Designation	Qualification	Experience	Maximum Age Limit	Per Annum CTC (₹ Lakhs)	No of Post	GEN	SC	OBC	ST
29	Laboratory	Plant	Manufacturing chemist	BSc. Chem. Preference to Certification in Sugar boiling	5 Years in Sugar Industry out of which 2 Years as Manufacturing/ Shift Chemist	35	1.96 to 3.24	4				
30	Maintenance	Plant	Mechanical Engineer	Deg in Mech. Preference to Certification in Sugar Engg.	5 years. Preference to relevant experience in Sugar Industry	35	1.96 to 3.24	2	11	2	4	1
31	Laboratory	Plant	Microbiologist	Msc In Microbiology	5 Years in Sugar Industry out of which 2 Years as Microbiologist	35	1.96 to 3.24	2				
32	CO-GEN	Plant	Officer/Sr. Officer - Co-gen Plant	Deg./Dip in Electrical Engg. Preference to Certification in Sugar Engg	5 Years and 2 Years as Co-gen Supervisor preferably in Sugar Industry	35	1.96 to 3.24	4				
33	Sugar	Process	Dy./Sr. Engineer (Sugar Engineer) (Sugar+ETP)	Engg. Deg/Dip Preference to Certification in Sugar Technology	5 Years in Sugar Industry out of which 2 Years as Dy./Sr. Engineer in Sugar Plant (Process)	35	3.00 to 4.00	2				
34	SHE	Plant	Manager - SHE	Engg. Degree. Preference to certification in Sugar Engg/Technology	5 Years, out of which 3 Years as In charge - SHE preferably in Sugar Industry	35	3.00 to 4.00	1	2	1	2	0
35	Sugar	Mills	Dy. Engineer (Sugar Engineer (Mills))	Engg. Deg/Dip. Preference to Certification in Sugar Engg.	5 Years in Sugar Industry out of which 2 Years as Dy./Sr. Engineer in Sugar Plant (Mills)	35	3.00 to 4.00	2				
36	Maintenance	Plant	Electrical Manager	Deg. Elect Engg. Preference to certification in Sugar Engg.	6 Years, out of which 3 Years as Electrical Manager preferably in Sugar Industry	35+5 Years relaxation on Exp.	3.50 to 4.50	2				
37	Maintenance	Plant	Instrumentation Manager	Deg in. Instrumentation. Preference to Certification in Sugar Engg.	6 Years in Sugar Industry out of which 3 Years as Instrumentation Manager preferably in Sugar Industry	35+5 Years relaxation on Exp.	3.50 to 4.50	2	3	0	1	0
38	Corporate.	General Management	Manager - Accounts	M.com/PGDBM in Finance	8 Years, Out of which 4 Years as Manager-Accounts preferably in Sugar Industry	40+5 Years relaxation on Exp.	4.20 to 5.0	1	1	0	0	0
39	Laboratory	Plant	Chief Chemist/ Production Manager	BSc (Chem) or Chem. Engineer. Preference to Certification in Sugar Technology	10 Years in Sugar Industry out of which 5 Years as Chief Chemist / Production Manager	45+5 Years relaxation on Exp.	4.50 to 6.00	2	2	0	0	0
40	CO-GEN	Plant	Plant Manager - Co-gen Plant	Deg. In Elect Engg & NSI Certification in Sugar Engg.	10 Years in Sugar Industry out of which 5 Years as Plant Manager - Co-gen Plant preferably in Sugar Industry	45+5 Years relaxation on Exp.	5.00 to 7.50	2				
41	ETHANOL	Plant	Plant Manager - Ethanol Plant	Engg. Degree in (Mech/ Elect/Instrumentation) Preference to Certification in Alcohol Technology	10 Years in Sugar Industry out of which 5 Years as Plant Manager - Ethanol Plant preferably in Sugar Industry	45+5 Years relaxation on Exp.	5.00 to 7.50	2				
42	Sugar	Plant	Plant Manager - Sugar	Deg. In Mech/Electrical. Preference to Certification in Sugar Engg	10 Years in Sugar Industry out of which 5 Years as Plant Manager - Sugar Plant	45+5 Years relaxation on Exp.	5.00 to 7.50	2	7	1	2	0
43	Corporate	General Management	Entomologist	M.Sc. Agriculture (Entomology)	3 years experience in the relevant field	40 Years	5.00 to 7.50	1				
44	Corporate	General Management	Agronomist	M.Sc. Agriculture (Agronomy)	3 years experience in the relevant field	40 Years	5.00 to 7.50	1				
45	Corporate	General Management	Soil Scientist & Agriculturist	M.Sc. (Agriculture)	3 years experience in the relevant field	40 Years	5.00 to 7.50	1				
46	Corporate	General Management	Plant Pathologist	M.Sc. Agriculture (Plant Pathology)	3 years experience in the relevant field	40 Years	5.00 to 7.50	1				
TOTAL								136				

Other Eligibility Criterion, General Information and Instructions:

- Only Indian Nationals need to apply.
- All qualifications must be full time regular course(s) 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).
- Wherever CGPA/OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/Institutes.
- The cut off date for determining age limit and post qualification experience will be August 31, 2010
- AGE RELAXATION:**
Minimum 18 years on August 31, 2010.
The upper age is relaxable by 5 years for SC/ST candidates, 3 years for OBC (Non-Creamy Layer) candidates and 10 years for PWD (Person with disability) candidates (provided that the percentage of disability for PWD candidate is 40% or more).

- All the Candidates appointed will be placed under probation for one year in their respective post/ grade / pay scale except in case of Trainees who will be on training for 1 year and thereafter on probation for 6 months.
- Besides Basic Pay, candidates will also be paid Industrial Dearness Allowance (IDA) at the applicable rates. Other applicable allowances and benefits will be admissible as per company rules in force from time to time.
- HOW TO APPLY:**
 - CANDIDATES WILL BE REQUIRED TO SUBMIT THEIR APPLICATION IN THE PRESCRIBED FORMAT (IN HARD COPY BY POST).**
 - A candidate can apply for one post only. Candidates applying for more than one post will not be considered.**
 - Candidates belonging to General and OBC category are required to pay a non-refundable application fees of Rs. 200/- (Rupees two hundred only) by **Demand Draft / Pay Order / Postal Order** drawn in favour of **HPCL Biofuels Limited** payable at **Patna, Bihar**. SC/ST/PWD candidates are exempted from payment of above fees

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- provided they attach an attested copy of SC/ST/PWD certificate as applicable, issued by the Competent Authority at the time of forwarding their Application Form. The Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for future exam/selection. Candidates must write their name, address on reverse of Demand draft / Pay order / Postal order.
- 8 (iv) 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 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, will lead to disqualification.
- 8 (v) 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. The fee paid by ineligible candidates shall be forfeited. No correspondence shall be entertained in this regard.
- 8 (vi) Candidates will be required to enclose attested true copies of the following testimonials / documents along with their application:
- All Certificates / Testimonials in respect of qualifications (all semester/ year wise Mark sheet & Degree certificate starting from matriculation onwards).
 - Caste/Tribe certificate (for SC/ST/OBC candidates as applicable) and PWD in the prescribed format issued by the Competent Authority.
 - Document in support of Date of Birth proof.
 - Experience certificates / Documents issued by the Employer in support of experience details mentioned by you in the Application Form.
 - NOC /Forwarding Letter from the employer in case you are employed in a Central/State Government / PSU / Semi Government organization.
- 8 (vii) Application duly complete in all respects should be sent by **ORDINARY POST** (Since post box do not accept registered posts) to **PO Box No 126, Patna G.P.O., Patna – 800001, Bihar**, so as to reach latest by **10.09.2010** in a cover super scribed "Application for the post of (please write the name of post applied for). HPCL BIOFUELS LIMITED will not be responsible for postal delay or loss / non-delivery thereof. No correspondence in this regard will be entertained. HPCL BIOFUELS LIMITED will also not take responsibility to connect any certificate / remittance sent separately. Incomplete application or applications received after the due date will be rejected.

9. SELECTION:

Based on the scrutiny of the application and documents, the eligible candidates fulfilling all the required criteria will be called for the written test and/or personal interview. Candidate shortlisted in personal interview will be required to undergo medical examination. Reference for medical examination in no way constitutes an offer of employment. The final selection/offer of employment will be based on the candidate's score in Personal Interview, Work experience, Medical fitness by HPCL BIOFUELS LIMITED designated Physician and subject to fulfillment of other eligibility criteria with respect of Academic qualification, Age, Caste, NOC, Relieving letter etc as may be applicable.

General Instructions:

- Request for change of Mailing address / Email / category / posts as mentioned in the application will not be entertained.
- Applications not as per the prescribed format will be summarily rejected. An application not accompanied by relevant certificate(s) / document(s), wherever necessary or requisite fee or not in prescribed format or not signed by the candidate or incomplete in any respect will not be entertained.
- The prescribed qualification / experience are 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.
- Only short listed candidates who are found apparently eligible based on the details given in the application form will be called for the written test and / or personal interview as the case may be.
- Category (**SC/ST/OBC/PWD**) once mentioned in the application form will not be changed and no benefit of other category will be admissible later on.
- The OBC candidates who belong to "CREAMY LAYER" are not entitled for OBC concession.
- Relaxations / Reservations for SC/ST/OBC (Non Creamy Layer) as per Government Directives are applicable.
- Candidates from **SC/ST/OBC** category should produce their caste

certificate issued by Competent Authority in the prescribed format as per the guidelines of Government of India in support of their claim. In case, the candidate fails to produce the certificate issued by Competent Authority, his / her candidature will not be considered.

- Candidates employed in Govt. Department / PSU / Autonomous bodies shall either forward their application through **Proper Channel** or shall produce **NOC** from their present employer at the time of Interview. In case, the application of the candidate is not forwarded through proper channel or the candidate fails to produce NOC from his present employer at the time of interview, his / her candidature will not be considered.
- 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 in conformity with eligibility criteria mentioned in the advertisement.
- HPCL BIOFUELS LIMITED reserves the right to raise 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.
- 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.
- In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
- All the positions/postings for the selected candidates will be either at Lauriya or Sugauli and the same will be at the discretion of the HPCL BIOFUELS LIMITED.
- 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.

Advt. No. HPCL BIOFUELS LIMITED – 001/biofuels/2010

Annexure I (Application Form)



Post applied for: _____

Name in full Surname _____
First Name _____
Middle Name _____

Mailing Address Address _____
City, District _____
Pincode _____
State _____

Father's Name _____

Email ID _____ **Contact No. : Mob.:** _____ **Landline:** _____

Nationality _____ **Religion :** _____

Category (Please Tick)

General (GEN)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Whether PWD	<input type="checkbox"/> Yes <input type="checkbox"/> No
Scheduled Caste (SC)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Whether PWD	<input type="checkbox"/> Yes <input type="checkbox"/> No
Scheduled Tribe (ST)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Whether PWD	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Backward Class (Non-creamy Layer)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Whether PWD	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date of Birth (dd/mm/yyyy) _____ **Gender** Male Female (Please Tick)

Affix recent passport size photograph duly signed across

Educational Qualification

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

Experience

Name of the Employer	Department	Position held	Duration of work	Brief details of jobs handled*

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

Demand Draft details (Not applicable in case of SC/ST/PWD category)

DD / Pay Order / Postal Order	MICR No. (9 digit)	Amount (Rs.)	Date (dd/mm/yyyy)	Bank Details: Name of the issuing Bank / Post office

I hereby declare that the particulars furnished above are complete and correct to the best of my knowledge and belief. I understand that if 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