



HINDUSTAN PETROLEUM CORPORATION LIMITED

Regd. Office: 17, Jamshedji Tata Road, Mumbai - 400020.

CIN NO: L23201MH1952GOI00885

ABOUT US

Hindustan Petroleum Corporation Limited (HPCL) is a Maharatna Central Public Sector Enterprise (CPSE) and a S&P Global Platts Top 250 Global Energy Company with a ranking of 54. HPCL has a strong presence in downstream hydrocarbon sector of the country with over 18% share in petroleum product marketing and also has business footprints across other energy verticals & various overseas geographies. During 2019 - 20, HPCL recorded Profit after Tax (PAT) of Rs. 2,637 Crore.

HPCL owns and operates refineries at Mumbai & Visakhapatnam with designed capacities of 7.5 Million Metric Tonnes Per Annum (MMTPA) & 8.3 MMTPA respectively. HPCL also owns the largest Lube Refinery in the country at Mumbai for producing Lube Oil Base Stock with a capacity of 428 TMTPA. HPCL holds 48.99% equity stake in JV company, HPCL-Mittal Energy Limited (HMEL) which operates a 11.3 MMTPA capacity refinery at Bathinda (Punjab) and also has 16.96% equity stake in Mangalore Refinery and Petrochemicals Limited (MRPL) which operates a 15 MMTPA capacity refinery at Mangalore (Karnataka). HPCL has the second largest petroleum product pipeline network in India with network length of 3,775 km and supplies petroleum products across the country through a vast marketing network consisting of 70 depots, 41 terminals, 50 LPG bottling plants, 44 aviation fuel stations, 6 lube blending plants, over 17,800 retail outlets, 245 lube distributorships and over 6,151 LPG distributorships.

HPCL intends to set up Second Generation Ethanol Biorefineries in 4 states of India viz. Punjab, Bihar, Uttar Pradesh and Andhra Pradesh. The Bhatinda Biorefinery project is proposed to be completed by February 2023 and the project execution is in progress. Biomass requirement for Bathinda Biorefinery is approximately 730 tons/day (approx. 219 Kton/annum considering 300 days of operation). The supply chain of biomass will require harvesting collection, storage and transportation of biomass within a range of 25-50 km radius of Biorefinery. At this advance stage of the project, HPCL intends to engage a Biomass Advisor on Fixed-term contract for 3 years to monitor and develop a robust sustainable supply chain of biomass in Bathinda, Punjab.

1. IMPORTANT DATES:

Commencement of online application	23rd April 2021
Last date of online application	15th May 2021

2. ELIGIBILITY CRITERIA:

Position Description	Number of Post	Age	Qualification
Biomass Advisor	1	Minimum 30 years Maximum 65 years	B.Sc in Agriculture with minimum 10 years of work experience * Or BE/BTech/BBA in agriculture or any other discipline with minimum 9 years work experience* Or MTech/MBA having minimum 7 years work experience*
*Work Experience Description	Minimum no. of years as per the above table in which last 3 years' experience should be in the aggregation of biomass OR end to end supply chain development OR Fuel management such as Fuel Planning, Purchase, Storage, Handling, Mixing and feeding of fuel included for Industries such as biomass to Power, Sugar etc. The candidate should have adequate knowledge of local language.		

3. ROLES & RESPONSIBILITIES

The expected key roles and responsibilities of the biomass advisor have been enumerated below:

- a. To study agricultural cropping pattern of a selected location for freezing cropping zones.
- b. Identify crop wise area, production data collection for different agro-climatic zones for freezing cropping pattern and trend.
- c. Work out the cost of cultivation of different crops and its Life cycle analysis for evaluating Agri economical pattern and GHG factors.
- d. On field survey of biomass production for quantifying the biomass availability for the projects.
- e. On-site study of advance mechanization in Crop cultivation for the advancement in post-harvesting systems for biomass collection.
- f. Calculate Biomass surplus for bioethanol projects for exploring business opportunities for selected locations in India.
- g. Study the existing biomass supply chain module for creating Rural entrepreneurs model for sustainability.
- h. To establish an economically viable and sustainable biomass supply chain.
- i. To monitor the biomass supply chain and crucial aspects such as quality, quantity, value (Socio economical) and delivery schedule.
- j. To create value addition in the farming community by making clusters and monitoring fund transfer for the supply of biomass.
- k. To establish the viability of alternative feed stocks like sweet sorghum, pearl millet, Napier grass etc. for contract farming on barren land.

- l. Develop and implement profit improvement plans.
- m. Communicate values, business goals and represent the organization to internal and external stakeholders.
- n. Manage vendor relationships (e.g., third-party logistics)
- o. Oversee organization-wide management of the strategic sourcing, procurement, contracting and evaluation of services.
- p. Manage/coordinate operations planning process.

Please note that the above list is indicative and not exhaustive.

Below are the major deliverables expected from the Biomass Advisor:

- a. Interacting with the farmers on regular basis to sensitize them to supply the biomass and to provide their barren land for storing the biomass.
- b. Conducting nukkad meetings with the villagers and Panchayats to sensitize them. There are more than 290 villages and 300 Panchayats in the Bathinda district.
- c. Conducting frequent meetings at village and district level with the Village Level Entrepreneurs (VLE) to associate with the supplier.
- d. To interact with the Krishi Vigyan Kendra (KVKs) in order to facilitate support to farmers.
- e. To monitor the suppliers on procurement / hire / lease of machinery like balers, rakers, trolleys etc.
- f. Though the processing, storage and supply of the biomass to HPCL premises will be responsibility of the supplier, the biomass head will coordinate with the suppliers and other stakeholders to ensure that a smooth supply chain is established in order to receive uninterrupted daily supply of required quantity of biomass after commissioning of the Bio refinery.
- g. To inspect the storage depots and ensuring the safe storage of the biomass and quality of the biomass.

4. EMOLUMENTS

A consolidated lump sum monthly remuneration will be paid which is negotiable commensurate with experience and qualification. In addition, conveyance cost and mobile call charges will be paid. It is to be noted that the emoluments are subject to deduction of statutory professional tax and other taxes and statutory deductions as applicable.

5. PERIOD OF CONTRACT

Initially for a period of 3 years which may be extended by further 1 year subject to the requirement and satisfactory performance.

6. SHORTLISTING CRITERIA

Shortlisting of the candidates will be done as per the eligibility criteria. Candidates fulfilling all the eligibility criteria (based on the online application submitted), will be considered for further selection process. In the event of number of applications being large, the Company will adopt a 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.

Final selection shall be done basis the personal interview. Depending on number of candidates fulfilling all criteria, candidates will undergo single stage or multiple stage interview.

7. APPLICATION PROCESS

- a. Online Application will be accepted from 1000 hrs on 23rd April 2021 till 23:59 hrs on 15th May 2021.
- b. Candidates are requested to read the complete instructions hereunder before proceeding to the application form.
- c. Apply online only on https://www.hindustanpetroleum.com/hpcareers/current_openings after reading detailed advertisement. No other mean / mode of the application shall be accepted.

STEP 1: Read all the instructions given in the advertisement carefully. Candidate should keep scan copy of Passport size photo & Signature (in jpg/jpeg format less than 200 kb) and resume (in word or pdf format less than 1 MB) ready before filling online application form. *(Candidates uploading any image other than their passport size photo will not be shortlisted)*

STEP 2: Fill in the online form with all the relevant details & upload scan copy of your latest passport size photograph and resume.

STEP 3: Click Submit. You will get a system generated 12 Digit Application No. Please note that this Application No. is important and will be required for all future references throughout the selection process. Take Printout of the Online Application Form and preserve it for future reference.

- d. Applications with incomplete / wrong particulars or not in the prescribed format will not be considered.
- e. 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.
- f. All the details given in the online form will be treated as final and no changes will be entertained.
- g. In the event of non-submission of completed application from candidates for reasons whatsoever, his / her candidature will stand cancelled and no further communication/consideration on the same will be entertained.
- h. Candidates will be required to submit documentary evidence of eligibility during the course of the shortlisting/selection process within stipulated time as advised by HPCL. Any mismatch in name, qualification, other criteria of documents from the data given in application form will lead to disqualification at any stage.

8. GENERAL INSTRUCTIONS

- a. Only Indian Nationals are eligible to apply.
- b. The last date for reckoning age and all other eligibility criteria will be considered as of 23rd April 2021.
- c. Before applying, candidates should ensure that they fulfil the eligibility criteria for the position.
- d. Queries can be emailed at careers@hpcl.in keeping the subject of the mail formatted as "Biomass_Advisor – Application Number".
- e. Depending on the requirement, the Corporation reserves the right to cancel/restrict/curtail/enlarge the recruitment process and/or selection process, if need so arises, without any further notice and without assigning any reason thereof.
- f. Management reserves the right to restrict the number of candidates to be called for interview, reject the application without assigning any reasons/change the number of posts.
- g. HPCL reserves the right not to fill the above post at any stage of selection process.
- h. Only successful candidates will be advised for further process through e-mail.
- i. Candidates may please note that personal calls and/or interaction with any of the HPCL's officials during recruitment drive is discouraged, except when absolutely necessary/critical. Candidates are requested to visit our website with respect to full details on the role, shortlisting, selection process and syllabus pertaining to this recruitment drive.
- j. Candidates are advised to submit only one application. In case of multiple applications from a candidate for same position, the latest one shall be considered as final and the older applications shall be rejected without any notice.

Furnishing of wrong/false information will lead to disqualification and HPCL 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 Mumbai. The general public is hereby informed that all applications are accepted through our online portal only and is not outsourced by HPCL to any agency/individual. Applicants are advised to beware such fraudulent agencies.

Any further corrigendum / addendum would be uploaded only on our website www.hindustanpetroleum.com.