



## RECRUITMENT OF EXPERIENCED PROFESSIONALS ON FIXED TERM CONTRACT (FTC) FOR BPCL CSR

Bharat Petroleum Corporation Limited is a Maharatna Public Sector Undertaking and a global Fortune 500 company. We are an integrated energy major, creating value across the energy chain, owning some of India’s most trusted brands – MAK, BharatGas and Speed. From a ₹ 673 crore turnover company in 1976, 40+ years have seen us become a ₹ 243,476 crore turnover group.

At every step of the way, our four pillars – people, safety, technology and infrastructure, fuel our pursuit of excellence in all areas of business. With an aim to empower talent and fulfil aspirations, our effective value-based processes anchor development of people and allow us to sustain a competitive edge.

BPCL’s Corporate Social Responsibility (CSR) vision is to be a Model Corporate Entity with Social Responsibility Committed to Energizing Lives through Sustainable Development.

The Corporation has been carrying out CSR activities for over two decades. It started as one-time welfare activities and slowly transformed into sustainable CSR projects. Thus, over a period of time, CSR initiatives have scaled up to enabling sustainable development and livelihoods.

BPCL has been committed towards creating gainful impact towards the communities. BPCL has bagged several accolades in CSR space, namely World Petroleum Congress’s -Excellence Award for Social Responsibility, ICAI’s Best CSR Award in Rural Development category, Asian Centre’s - Corporate Governance, Sustainability, Leadership & CSR Awards etc.

BPCL CSR take up integrated CSR projects in five core thrust areas, a) Water Conservation b) Education c) Skill Development d) Community Development e) Health and Hygiene, as well as some of the themes listed in Schedule VII of the Companies Act.

We are looking to engage with dynamic, qualified, versatile and aspiring professionals with social development sector expertise as Fixed Term Contract (FTC) employees for BPCL’s CSR arm.

| IMPORTANT DATES                     |                            |                                  |                              |
|-------------------------------------|----------------------------|----------------------------------|------------------------------|
| Commencement of online applications | 31 <sup>st</sup> July 2019 | Last date of online applications | 23 <sup>rd</sup> August 2019 |

### PROFILES ON OFFER

| PROFILE                                   | INDICATIVE VACANCIES | UPPER AGE LIMIT<br><i>(as on 01.06.2019)</i> | ESSENTIAL EDUCATIONAL QUALIFICATION <sup>^</sup> | MIN. EXP.*<br><i>(as on 01.06.2019)</i> |
|---|----------------------|--|--|---|
| CSR Professionals-<br>Fixed Term Contract | 8                    | 35   | PGD/Masters in Social Sciences                   | 5 years                                 |



## JOB PROFILE

|  |  |
|--|--|
| <p><b>^ESSENTIAL EDUCATIONAL QUALIFICATION</b></p>                     | <ul style="list-style-type: none"> <li>✓ <b>Two year Post Graduate Degree/Masters</b> in the field of Social Science with specialization in Water Resource Management, Health &amp; Hygiene, Nutrition, Education, Skill Development, Community Development or other related areas with minimum <b>60%</b> aggregate percentage (or equivalent CGPA &amp; above), relaxed to <b>50%</b> for SC/ST/PWD categories.</li> <li>✓ Educational Qualification should be from Institutions/Colleges/Universities/ Deemed Universities duly recognized by AICTE/UGC</li> <li>✓ Candidates should have cleared the qualifying degree in the first attempt, with no gaps/drops in between the course.</li> <li>✓ Candidates scoring minimum aggregate percentage in the qualifying degree as mentioned above are only eligible to apply. Percentage of marks to determine eligibility would be calculated as the aggregate of all semesters irrespective of the norms / system being followed in the institute/university.</li> <li>✓ 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.</li> </ul> |
| <p><b>*ESSENTIAL WORK-EXPERIENCE</b><br/><i>(as on 01.06.2019)</i></p> | <p><b>Minimum 5 years</b> of post-qualification relevant work-experience in projects related to Water Resource Management, Health &amp; Hygiene, Nutrition, Education, Skill Development, Community Development or any other items specified in Schedule VII of The Companies Act, 2013 under State/Central govt. /through agencies or NGOs etc.</p>   |
| <p><b>KEY CHALLENGES AND EXPECTATIONS</b></p>                          | <ol style="list-style-type: none"> <li>1. Defining and developing strategies that strengthen the CSR arm's objectives.</li> <li>2. Must possess deep understanding of different social problems, interventions and align these with the CSR arm's objectives to build positive social impact.</li> <li>3. Identify potential partners and build relationships with them and other key stakeholders.</li> <li>4. Identifying and critically evaluating social development projects.</li> <li>5. Putting up proposals for projects in key thrust areas and carry-out all project related tasks like MOU/agreement drafting, project/budget monitoring, project evaluation and management, including field visits across the country as and when required.</li> </ol>   |

|  | <p>6. MIS/data management, data analysis and reporting</p> <p>7. Handling any other related work like research, ideation and development of policies required for ensuring smooth functioning of the CSR arm.</p>   |          |                |                                 |         |   |         |                              |  |   |         |  |         |
|--|---|----------|----------------|---------------------------------|---------|---|---------|------------------------------|--|---|---------|--|---------|
| <p><b>DESIRED SKILLS</b></p>   | <p>The candidate must possess:</p> <ul style="list-style-type: none"> <li>✓ in-depth knowledge of the social development sector.</li> <li>✓ an extensive network with social work practitioners, Corporate Social Responsibility (CSR) experts and demonstrated participation in industry associations is preferred.</li> <li>✓ strong communication skills and track record of managing multi-stakeholder initiatives that drive client and community engagement.</li> <li>✓ demonstrated ability to establish and maintain effective relationships with partner organisations and ministry.</li> <li>✓ strong written and verbal communication skills.</li> <li>✓ analytical, evaluative, creative and effective project management skills.</li> <li>✓ proficiency in Microsoft tools (Word, Excel, Powerpoint etc.)</li> <li>✓ experience of working independently and as a part of team.</li> <li>✓ ability to influence and obtain cooperation from multidisciplinary and cross functional teams at different levels.</li> <li>✓ knowledge of multiple languages</li> </ul>  |          |                |                                 |         |   |         |                              |  |   |         |  |         |
| <p><b>UPPER AGE LIMIT</b><br/>(as on 01.06.2019)</p>   | <p><b>General and EWS Category- 35 years.</b><br/>Age relaxations will be as applicable to candidates belonging different categories as per the following table:</p> <table border="1" data-bbox="456 1268 1497 1816"> <thead> <tr> <th>CATEGORY</th> <th>AGE RELAXATION</th> </tr> </thead> <tbody> <tr> <td>Scheduled Caste/Scheduled Tribe</td> <td>5 years</td> </tr> <tr> <td>Other Backward Classes (Non Creamy Layer)</td> <td>3 years</td> </tr> <tr> <td>Person with Disability (PWD)</td> <td>PWD (SC/ST)-15 Years<br/>PWD (OBC)-13 Years<br/>PWD (GEN/EWS)-10 Years</td> </tr> <tr> <td>Candidates domiciled in Jammu &amp; Kashmir between 1.1.1980 and 31.12.1989</td> <td>5 years</td> </tr> <tr> <td>Ex-servicemen &amp; Commissioned Officers (including ECOs &amp; SSCOs, subject to rendering minimum 5 years' military service and fulfillment of other conditions prescribed by Government of India)</td> <td>5 years</td> </tr> </tbody> </table> <p><i>NOTE: The maximum age of the candidate should not exceed 59 years, as on 01.06.2019, after all applicable relaxations are accounted.</i></p> | CATEGORY | AGE RELAXATION | Scheduled Caste/Scheduled Tribe | 5 years | Other Backward Classes (Non Creamy Layer) | 3 years | Person with Disability (PWD) | PWD (SC/ST)-15 Years<br>PWD (OBC)-13 Years<br>PWD (GEN/EWS)-10 Years | Candidates domiciled in Jammu & Kashmir between 1.1.1980 and 31.12.1989 | 5 years | Ex-servicemen & Commissioned Officers (including ECOs & SSCOs, subject to rendering minimum 5 years' military service and fulfillment of other conditions prescribed by Government of India) | 5 years |
| CATEGORY   | AGE RELAXATION  |          |                |                                 |         |   |         |                              |  |   |         |  |         |
| Scheduled Caste/Scheduled Tribe  | 5 years   |          |                |                                 |         |   |         |                              |  |   |         |  |         |
| Other Backward Classes (Non Creamy Layer)  | 3 years   |          |                |                                 |         |   |         |                              |  |   |         |  |         |
| Person with Disability (PWD)   | PWD (SC/ST)-15 Years<br>PWD (OBC)-13 Years<br>PWD (GEN/EWS)-10 Years  |          |                |                                 |         |   |         |                              |  |   |         |  |         |
| Candidates domiciled in Jammu & Kashmir between 1.1.1980 and 31.12.1989  | 5 years   |          |                |                                 |         |   |         |                              |  |   |         |  |         |
| Ex-servicemen & Commissioned Officers (including ECOs & SSCOs, subject to rendering minimum 5 years' military service and fulfillment of other conditions prescribed by Government of India) | 5 years   |          |                |                                 |         |   |         |                              |  |   |         |  |         |



## APPLICATION PROCESS

Candidates are requested to read the complete instructions hereunder before proceeding to the application form.

Interested & eligible candidates may apply online from **31<sup>st</sup> July 2019 to 23<sup>rd</sup> August 2019** at [www.bharatpetroleum.com/careers.aspx](http://www.bharatpetroleum.com/careers.aspx) under Current Openings.

**STEP 1:** Read all the instructions given in the advertisement carefully.

Candidate should keep scan copy of all documents, viz., qualifying degree certificate & consolidated marksheet, work experience certificate(s), caste and PwBD certificate (if applicable), passport size photograph and signature, ready before filling online application form. Please be guided by the size restriction for the aforementioned documents indicated on the instructions page of the online application form.

**STEP 2:** Fill in the online form with all the relevant details. Upload Scan copy of the aforementioned documents at place(s) designated for the same.

**STEP 3:** Click Submit. You will get a system generated BPCL 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.

For clarifications, if any, please reach out by writing to us at: [z\\_hrd\\_co\\_recruit@bharatpetroleum.in](mailto:z_hrd_co_recruit@bharatpetroleum.in)

## SELECTION METHODOLOGY

1. The multi-stage process may comprise of various shortlisting tools like Application Screening (on basis of number of years of relevant work-ex, educational qualification, etc.), Computer-Based Test, Group Discussion/ Task, Personal Interview etc. Candidates who have successfully submitted the application form within the deadline will be called for further selection process, without verification of documents.
2. The final selection of the candidate will be based on parameters, such as, Relevant Work Experience, Significant on-the-job achievements & Special Projects handled, Additional Education Qualifications/Certifications, Performance in Computer-Based Test, Group Discussion/Tasks and Personal Interview/s.
3. In order to be selected, candidates are required to qualify in all the selection processes, viz Computer-Based Test, Group Discussion/Tasks, Personal Interview/s, etc., separately in addition to fulfilling qualification and relevant work-ex criteria.
4. Candidates short-listed in Personal Interview/s will be required to clear a pre-employment medical examination. The final selection/ Offer of Employment will be based on:



- I. Candidates' relative ranking in the Merit List prepared on the weighted sum total of marks scored by them in various selection processes.
  - II. Being declared medically fit by company authorized medical officer.
  - III. Fulfillment of all eligibility criteria, as applicable.
5. Please note that mere application to any profile and/or participation in any stage of recruitment i.e. Group tasks/discussions and/or psychometric test and/or personal interviews or any other tests, pre-employment medical examination etc., does not confer any right to an individual for employment with BPCL.

### **MEDICAL STANDARDS**

1. Candidates provisionally selected by BPCL will have to clear a Pre-Employment Medical Examination before joining. Company's Authorized Medical Officers/ nominated hospitals will assess the health of candidates and the final appointment will be subject to meeting the medical standards prescribed by the Company.
2. Candidates selected under PWD category, except the handicap for which relaxation is acceptable and extended, must be within the prescribed normal range for all other physical standards.
3. The decision on medical fitness by Company's Authorized Medical Officers/nominated hospitals would be final and binding on all candidates. No correspondence or queries in this regard shall be entertained by BPCL.
4. Myopia & Hypermetropia (vision), if any, should be within permissible limits i.e. (-) 6.00 & (+) 4.00. (Not applicable for VH candidates)
5. Colour blindness or squint, partial or full, is NOT ACCEPTABLE in any case (*not applicable for VH candidates*)
6. Partial or full deafness is not acceptable except in case of HH candidates.
7. Any major medical ailment will debar a candidate from being eligible for the job.
8. The mentioned medical standards are only indicative and not exhaustive.
9. Details can be accessed through the following website [www.oisd.gov.in](http://www.oisd.gov.in). (Please refer Section 10 of OISD Standard 166).
10. Reference for a medical examination does not mean final selection.

### **RESERVATIONS FOR SC/ST/OBC/PwBD/EWS CANDIDATES**

1. Reservation of posts for EWS, SC, ST, OBC-NC and PwBD (*Persons with benchmarked disabilities –with degree of disability 40% or above*) are as per Government/presidential directives.



2. Candidates seeking reservation as SC/ST/OBC-NC, shall have to produce a certificate in the prescribed proforma ONLY, 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 recognised as SC/ST/OBC 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 OBC 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.
3. 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.
4. The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBC-NC candidates and such candidates will have to indicate their category as Unreserved (UR).
5. 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 RPwD Act, 2016. PwBD candidates will be considered for this post 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.
6. 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.
7. Age relaxation as defined in the Eligibility Criteria section is applicable for OBC/SC/ST/PwBD/J&K domicile/Ex-Servicemen candidates.
8. Relaxed standards in assessment/selection, Computer Based Test, Group Discussion/Task, Personal Interview, etc. will be applicable for SC, ST, OBC-NC & PwBD candidates.



9. Any request for change in Category (UR/SC/ST/OBC-NC/ EWS/PwBD) once filled in the online application form, will not be considered and accordingly concession/relaxation applicable will not be extended.

## **DURATION OF ASSIGNMENT**

The engagement is initially for a period of **two years**, which may be extended by one more year based on the project requirement and performance of the candidate.

## **EMOULMENTS**

Cost to Company (CTC) per annum will be between Rs.6 lakh- Rs.10 lakh based on relevant work experience and desired skill sets. This includes HRA, Accident Insurance, Medical Insurance, etc. The premium towards Insurances will be deducted from the stipend. Work related travel expenses will be separately reimbursed as per the entitlements.

## **PLACEMENT & TERMS OF EMPLOYMENT**

- The selected candidates would be initially placed in one of the regional offices/refineries located at Mumbai, Delhi, Chennai, Kolkata and Kochi. However, owing to the nature of job they will be required to travel across the country.
- The job offered would solely be on **Fixed Term Contract employment basis** and an agreement to the effect will be signed with the selected applicant
- The selected candidate will **have no right whatsoever to claim for regular employment in BPCL** by virtue of being engaged through fixed term contract

## **GENERAL INSTRUCTIONS**

1. Only Indian Nationals are eligible to apply.
2. Candidates must have an active e-mail id, which must remain valid for at least the next one year. All future communication with the candidates regarding further selection process and shortlisting will take place through e-mail ONLY. Candidates must use proper e-mail ids created in their names. Applications with pseudo / fake email ids will attract appropriate action under the law.
3. Candidates meeting the prescribed eligibility criteria for a post may visit the website [www.bharatpetroleum.com/careers/current-openings.aspx](http://www.bharatpetroleum.com/careers/current-openings.aspx) and apply on-line. Only ONLINE applications will be accepted/considered. Candidates are NOT required to send printout of application or any other documents in hard copy to BPCL.



4. Candidates presently employed in Central/ State Government, Autonomous bodies and PSUs must submit 'No Objection Certificate' of their employer at the time of selection process, failing which they will not be allowed to appear for the selection process.
5. Candidates are required to upload all required documents (brief resume, ID proof, proof of age, qualifying degree certificate and consolidated marksheet, experience certificates, NOC, caste/PwBD certificate (if applicable) etc.) failing which their candidature will not be considered for shortlisting/ interview. Shortlisting will be provisional without verification of documents. Candidature will be subject to verification of all details/ documents with the original when a candidate reports for interview (if called). In case a candidate is called for interview and is found not satisfying the eligibility criteria (Age, Educational Qualification and Experience etc.) he/ she will neither be allowed to appear for the interview nor be entitled for reimbursement of any travelling expenses.
6. The total number of vacancies is provisional and may vary according to the actual requirements and at the discretion of the Corporation.
7. BPCL reserves the right to cancel / restrict / enlarge / modify / alter the recruitment process and/or the selection process thereunder, without issuing any further notice or assigning any reasons.
8. The Corporation also reserves the right not to fill any of the above posts advertised at any stage of selection.
9. BPCL reserves the right to take a final decision to assign/offer any suitable job/role/profile to the candidates found suitable as per the Corporation's requirements.
10. Corrigendum/ Addendum etc. with regard to this advertisement, if any, will be made available on [www.bharatpetroleum.com/careers/current-openings.aspx](http://www.bharatpetroleum.com/careers/current-openings.aspx) only. Candidates are advised to refer to the above website periodically for updates. All future correspondence, such as, Admit Card for Written Test, Interview Call Letters, etc. with respect to the advertised posts will be made available only on the above-mentioned website.
11. BPCL will not be responsible for any loss/ non-delivery of email/admit card sent/ any other communication sent, due to invalid/wrong email id.
12. Reimbursement of 3<sup>rd</sup> AC train fare by the shortest route to examination/interview centre is admissible for outstation SC, ST & PWD candidates appearing for Computer based test/ Personal Interview, provided the distance travelled is not less than 30 km. Local transportation will not be reimbursed. The candidates will be required to fill in the Travel Allowance (TA) Form available on BPCL website and submit it along with Proof for travel undertaken and latest category certificate, at the time of Computer Based test/personal interviews. Detailed instructions pertaining to mode of travel reimbursement will be made available in the Admit Card/ Call letter for selection process.





13. If any candidate attempts to use external influence for the purpose of facilitation his/her selection, it would result in automatic cancellation of his/her candidature.
  14. All the details given in the online application will be treated as final and no changes will be entertained.
  15. Furnishing of wrong/false information will lead to disqualification and BPCL 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 Notice, as the appointment would be deemed to be void ab initio.
  16. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature
  17. Court of jurisdiction for any dispute will be at Mumbai.
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