



RECRUITMENT OF COMPANY SECRETARY (SENIOR MANAGEMENT)

BHARAT PETROLEUM CORPORATION LIMITED (BPCL)

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 crores turnover company in 1976, 43 years have seen us become a ₹ 3,37,622 crores turnover group.

On the cusp of ambitious expansion plans, BPCL is making significant strides in the energy value-chain, Research & Development, Petrochemicals, Gas and non-fuel businesses to make us future ready! Our vision for the next five years is promising and full of opportunities, aided by disruptive technologies, refinery expansion, changing customer demographics and global opportunities. In the shifting business landscape, the crucial link to success is talent. With an aim to be the dominant player in the market and achieve our goals, our focus is to build an agile BPCL leadership to anticipate and respond to challenges.

The Company Secretary in Bharat Petroleum Corporation Limited is responsible for driving compliance with statutory and regulatory requirements and ensuring that the decisions of the Board of Directors are implemented. In today’s global business world, the importance of effective corporate governance is critical and the Company Secretary ensures that BPCL has a sharp effective corporate governance mechanism and also steers implementation.

We are looking for inspired, talented and committed individuals with appropriate qualifications and experience to lend professional expertise in a multitude of domains which include compliance with company law, SEBI guidelines, steering Board of Director meetings, investor relations etc. Wide exposure and learning opportunities characterise this role as the incumbent would be working closely with all corporate teams and the Board of Directors, involving in every major events associated with its shareholders. Interested and eligible candidate can apply.

| IMPORTANT DATES | |
|------------------------------------|---------------------------------|
| Commencement of online application | 23 rd September 2019 |
| Last date of online application | 7 th October 2019 |

PROFILE ON OFFER

| PROFILE | INDICATIVE VACANCIES # | UPPER AGE LIMIT <i>(as on 01.10.2019)</i> | ESSENTIAL EDUCATIONAL QUALIFICATION [^] | ESSENTIAL WORK EXPERIENCE* <i>(as on 01.10.2019)</i> |
|--|------------------------|--|--|---|
| Company Secretary <i>(Senior Management)</i> | 1-2 | 55 | Associate Membership of Institute of Company Secretaries of India (ACS). | 24-30 years |
| <i># The number of vacancies is indicative and may vary according to the actual requirements and at the discretion of the Corporation.</i> | | | | |



JOB PROFILE

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| <p>^ESSENTIAL EDUCATIONAL QUALIFICATIONS</p> | <p>Candidate should have acquired Associate Membership of Institute of Company secretaries of India (ACS). Additional qualification in Law is desirable.</p> |
| <p>*ESSENTIAL WORK-EXPERIENCE <i>(as on 01.10.2019)</i></p> | <p>24-30 years of post-qualification work-experience with atleast 20 years of relevant work-experience in a Company Secretarial set-up with in-depth understanding & knowledge of Companies Act, Rules and Regulations, SCRA, SEBI, MRTP, FEMA Act, Listing Requirements, Memorandum and Articles of Association.</p> <p>Candidates should possess knowledge of process, procedures and formalities of Public issue/ Right issue/ Bonus issue/ Split/ allotment of shares & certificates thereon/ Listing of shares/ Dividend payment, Monitoring activities of Share Transfer Agents regarding share transfer, demat, etc.</p> |
| <p>KEY RESPONSIBILITIES AND EXPECTATIONS</p> | <ul style="list-style-type: none"> ➤ Ensuring Company's Corporate Governance and other statutory & legal compliances related matters. ➤ Establishing and driving implementation of Corporate Governance norms to ensure transparency in all operations. ➤ Ensuring timely compliance in matters related to issuance of shares, its transfer, transmission etc. & up to date maintenance of records relating to shareholdings & other statutory records prescribed under the Companies Act, 1956/2013. ➤ Conducting periodic and timely Board Meetings, Committee meetings, Annual General Meetings and all formalities preceding & succeeding such meetings. ➤ Signing corporate documents, attending to corporate notices and correspondences, representing the organization in dealings with external parties. ➤ Handling Secretarial Audit & Corporate Governance Audit under Companies Act read with Listing Regulations & DPE guidelines. ➤ Having an oversight of secretarial work of subsidiaries of the organisation. ➤ Handling legal issues regarding Investors Relation dept. such as transmission, transfer, fraud, etc.. |



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| | <ul style="list-style-type: none"> ➤ Monitoring Insider Trading covering trading window closure. ➤ Leading a team of Company Secretaries. |
| <p>UPPER AGE LIMIT (as on 01.10.2019)</p> | <p>General and EWS Category- 55 years. Age relaxations will be as applicable to candidates belonging to different categories as per the Presidential Directives. For candidates domiciled in J&K state between 1.1.1980 to 31.12.1989 relaxations as applicable will apply. However, the maximum age of the candidate should not exceed 58 years, as on 01.10.2019, after all applicable relaxations are accounted for.</p> |

APPLICATION PROCESS

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

Interested & eligible candidates may apply online from **23rd September 2019 to 7th October 2019** at www.bharatpetroleum.com/careers.aspx under Current Openings.

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

STEP 2: Fill in the online form with all the relevant details. Upload scanned copies of the passport size photograph and signature at place(s) designated for the same.

STEP 3: Click on Submit button. You will get a system generated BPCL Application Number. Please note that this Application Number 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 to us by writing to: z_hrd_co_recruit@bharatpetroleum.in

SELECTION METHODOLOGY

1. The multi-stage selection process may comprise of various shortlisting tools like Application Screening (on basis of number of years of work-experience, educational qualification, etc.), Written/Computer Based Test, Case Based Discussion, Presentations, Personal Interview etc. The verification of documents will be done only for the shortlisted candidates at the time of selection process.
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 Case Based Discussions, Personal Interview/s, etc.



3. Please note that application for this profile and/or participation in any stage of recruitment i.e. Case Based Discussion 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. The decision on medical fitness by Company's Authorized Medical Officers/nominated hospitals would be final and binding on all candidates. No correspondences or queries in this regard shall be entertained by the company.
3. Candidates selected under PwBD category, except for the handicap for which relaxation is acceptable and extended, must be within the prescribed normal range for all other physical standards.
4. Reference for a medical examination does not mean final selection.

CONCESSIONS AND RELAXATIONS

1. Reservations 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 and for SC category the list of castes for each state is available on the site <http://www.socialjustice.nic.in>). Any 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 'General'.
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. Further to this, according to Notification No: 16-15/2010 DD.111 DT.29/07/2013 by Ministry of Social Justice & Empowerment, appointment in the 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.
6. For availing Economically Weaker Section (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. Relaxed standards in assessment/selection, Computer Based Test, Group Discussion/Task, Personal Interview, etc. will be applicable for SC, ST and PwBD candidates.
8. 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.

EMOLUMENTS

Selected candidates will be placed in appropriate grades based on their suitability, with CTC ranging approximately between 70 to 90 Lakhs per annum (INR). The Cost to Company is inclusive of Basic Pay, Dearness Allowance (DA) based on IDA pattern, HRA (House Rent Allowance, if applicable, based on the class of city of posting), Perks and allowances, Performance Related Pay (PRP) and retirement benefits in line with DPE guidelines.



TRAINING & PLACEMENT

Candidates selected would be on Probation for one year (extendable in case of non-satisfactory performance) and on successful completion of probationary period, will be confirmed.

Candidates can be posted across the country, in any of the businesses / locations or offices including joint ventures or subsidiary companies of BPCL or any department of Government of India currently in existence or establishments that may be set up in future besides roles on deputation to other organisations.

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 communications with the candidates regarding further selection process and shortlisting will take place through e-mail ONLY. Candidates must use valid 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 the post may visit the website 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' from their employer at the time of selection process, failing which they will not be allowed to appear for the selection process.
5. Shortlisting will be provisional without verification of documents. Candidature will be subject to verification of all details/ documents with the originals when a candidate reports for selection process (if called). In case a candidate is called for selection process and is found to be not satisfying the eligibility criteria (Age, Educational Qualification Work Experience, etc.) he/ she will not be allowed to appear for any selection process(s).
6. The total number of vacancies is indicative and may vary according to the actual requirements and will be 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 the advertised post 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 only. Candidates are advised to refer to the above website periodically for updates. All future correspondences, such as, 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 2nd AC train fare by the shortest route to examination Centre is admissible only for outstation SC, ST and PwBD candidates appearing for the selection process, 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, which will be made available during the selection process, and submit it along with Proof for travel undertaken and valid Category Certificate. Detailed instructions pertaining to mode of travel reimbursement will be made available in the Admit Card/ Call Letter for selection process. In case a candidate is called for interview and is found to be not satisfying the eligibility criteria (Age, Educational Qualification, Work Experience, etc.) he/ she will not be entitled for reimbursement of any travelling expenses.
13. If any candidate attempts to use external influence for the purpose of facilitating his/her selection, his/her candidature will automatically be cancelled.
14. All the details given in the online application will be treated as final and no changes will be entertained thereafter.
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 online 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.