



BHARAT PETROLEUM CORPORATION LTD.
 (A Government of India Enterprise)
 Mumbai Refinery, Mahul, Mumbai - 400 074

ADV.NO:MRPT/01/2016

Date: 25.07.2016

**RECRUITMENT NOTIFICATION FOR THE POST OF PROCESS TECHNICIAN
 AT OUR MUMBAI REFINERY**

BPCL, a Fortune 500 Company and a leading Navaratna Public Sector Enterprise with all India presence, engaged in Exploration of Oil & Gas, Refining, Marketing and Distribution of Petroleum Products, invites applications from young, energetic and bright Indian male candidates meeting the following eligibility criteria and other parameters for the following position in Mumbai Refinery.

1. POSTS AND RESERVATIONS:

Post Code	Name of Post	Total No. of post	No. of Posts reserved Category - Wise			
			OBC (NCL)	SC	ST	UR
MRPT	Process Technician - Gr "7"	40	12	3	5	20

Note:

Posts and reservations mentioned above are indicative and may increase or decrease at the absolute discretion of the Corporation. **UR-Un reserved, SC-Schedule Caste, ST-Schedule tribe, OBC (NCL) - Other Backward Caste (Non-Creamy Layer).**

Although the initial posting of the appointed candidates would be Mumbai Refinery, the Corporation reserves the right to offer initial posting/subsequent transfer to any other location of BPCL, post appointment, based on the business requirement from time to time.



2. BROAD DESCRIPTION OF DUTIES (PROCESS TECHNICIAN):

Operate equipment like all types of Pumps, Compressors, Valves, Exchangers, Columns, Vessels, Furnaces, Heaters, Cooling Towers, Fans, Filters, Reactors, Storage Tanks etc. Monitor all the parameters in the field like Pressure, Temperature, Flow levels, analyzers etc. Carry out simple Lab tests in the field. Ensure the activities of up-keeping the equipment/machinery. Make operational changes in the units as per standard operating procedures. Ensure Health and Safety of all plant equipment (Static as well as rotary) in the assigned area. Take decisive steps during emergencies and plant upsets to protect the plant personnel / equipment and inventory. Handle Plant upsets and subsequent trouble shooting.

The job involves working in rotating shifts (including night shifts). The job requires high level of medical & physical fitness and candidates, if selected/provisionally selected would be required to meet the medical & physical fitness standards as per the Corporation's norms for the post failing which they shall be considered ineligible and not qualifying the criteria.

Note:

The above mentioned description is only illustrative and not exhaustive. Corporation reserves the right to assign any job/roles/activities as required from time to time.

3. PAY & BENEFITS:

The selected candidate will be placed in Grade 7 in the pay scale of Rs. 13,800-41,000. In addition to Basic Pay, the appointed candidates will also be entitled for other benefits/allowances as applicable.

4. AGE LIMIT (as on 01.07.2016):

- a. Minimum 18 years and maximum 27 years as on 01.07.2016 for General candidates, relaxable by 5 years for SC/ST and 3 years for OBC candidates against the indicative reserved post.
- b. PWDs with degree of disability not less than 40% will be given age relaxation up to 10 years (up to 15 years for PWDs belonging to SC/ST category and up to 13 years for PWDs belonging to OBC category).
- c. Candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989 will be given age relaxation up to 5 years.



d. Age relaxation for Ex-servicemen would be as per applicable Govt. guidelines.

5. EDUCATIONAL QUALIFICATION / WORK EXPERIENCE

Full Time Diploma in Chemical Engineering/Technology from a Government Polytechnic or equivalent Government recognized Institute of repute with First Class (60%).
(Relaxable up to 50% for SC/ST Candidates)

Post Qualification Experience

A minimum of one year of experience in Oil Refining / Petroleum / Petrochemical / Chemical / Fertilizer industry etc. in a Factory / Manufacturing Unit of Repute.

However, training or Apprenticeship will **not** be considered as Experience.

Note:

- i. Qualification for the purpose of selection to the advertised post would mean the qualification on which candidature is offered/ considered as claimed by the candidate.
- ii. Candidates possessing higher qualification such as AMIE / B.E. / B.Tech. or similar/equivalent qualification, need not apply. Suppression of information regarding possession or attainment of higher qualification shall render a candidate ineligible for consideration at any stage of selection and termination at any time during employment, if recruited.
- iii. Candidates who have obtained their Diploma qualification through the distance learning / part time and such mode are **NOT** eligible to apply.

6. SELECTION METHODOLOGY:

Selection methodology will comprise of two stages as detailed below:

STAGE 1 - Written Test

- i. Shortlisted candidates based on the merit order percentage marks of Diploma, prorated to the number of posts will be invited for Written Test. This would however a matter of sole discretion of the Corporation.
- ii. The written test will assess the candidates on their technical acumen and generic aptitude including quantitative aptitude, reasoning abilities and basic



English language skills. For qualifying in the written test, overall cut-off marks would be 60% for General/OBC Candidates & 50% for SC/ST/PWD candidates and sectional cut-off marks would be 50% for General/OBC candidates and 40% for SC/ST/PWD candidates. Candidates should meet both the overall and sectional cut-off marks of written test to be eligible to be considered for stage two. However, the Corporation reserves the right to define the cut-off marks for written test.

- iii. Written Tests will be conducted at centres identified by the Corporation and would be suitably informed to the shortlisted candidates. Corporation reserves its right to include/exclude any test centre at any stage. No request for change in date of tests or test centres will be entertained for any reason whatsoever.

STAGE 2 - Skill Assessment Test

Candidates qualifying in the written test as per the cut-off marks decided by the Corporation will be called for Skill Assessment Tests. Skill Assessment Test shall be of 'qualifying nature' only. Only candidates qualifying in this test would be reckoned for empanelment. Selected candidates should meet all the notified eligibility conditions and final Selection will be subject to the selected candidates clearing document/certificate verification.

Note:

Final appointment of candidates will be subject to their meeting Medical Fitness norms & standards as per BPCL Pre-Employment Medical Examination / Medical standards as per Oil Industry Safety Directorate (OISD). The candidature of candidates will be provisional till appointment.

7. HOW TO APPLY:

i. Application form

Eligible candidates may apply online from 30.07.2016 onwards to 14.08.2016 end of day through the link available on www.bharatpetroleum.com>Careers. Candidates sponsored by Employment exchange also need to apply online through this link only. No other means/mode of application will be accepted.



Note:

- There is no application fee. All applicants should have a valid/active email id. Candidates are advised to keep the details and password of their e-mail id fully confidential and do not disclose the same to any other person. Corporation shall not be responsible for any consequences arising out of candidates disclosing their e-mail id related details to any other person.
- Candidates would also be required to upload passport size photograph of not more than 50 kb of file size while filling the application form and therefore before applying online candidates are advised to keep the soft copy of the photograph ready in the system for uploading the same when required in the application form.
- Before applying online, candidates are advised to go through detailed instructions related to the application process.
- Candidates are advised to duly fill up the details sought in the online application form. Upon submission of the application form, application number shall be generated and 'PDF' copy of the application form shall be sent to the e-mail id of the candidates. Candidates are required to take a printout of the application form and retain the same after affixing a recent passport size photograph (same as uploaded in the online application) and self-attest the same.
- Candidates shortlisted for the written test will be required to present the downloaded PDF application form with photograph duly affixed, at the time of the written test. The candidates are also required to carry along with them one of the following (original and one photocopy) as a valid identity proof - Aadhar Card, PAN Card, Driving License, Voters ID or Passport at the time of written test, failing which they will not be allowed to appear in the written test. Any other Identity proof will not be accepted.
- Candidates who submit/send more than one application will be disqualified.
- Applications sent manually by any mode including post/courier or in person will not be accepted.
- Incomplete online applications and applications not fulfilling the eligibility criteria would be "Rejected".
- It is advisable to access the online application form from the place having a reasonably fair network connectivity so that application process is smooth.
- Applications submitted after 14.08.2016 will not be considered.



ii. List of Documents

Candidates who qualify in the Written Test, would be required to submit self-attested copy of the following documents along with the Original at the time of appearing for the Stage 2 test i.e. Skill Assessment Test.

- Print of PDF Application Form with photograph affixed and self-attested.
- Age proof - Birth certificate, Matriculation/SSC/SSLC certificate.
- Educational Qualification certificates / Marksheets VIZ., SSC, HSC, Diploma (All Semesters/years)
- Caste certificate of SC/ST/OBC (NCL) in the prescribed Govt. of India format
- Medical certificate in respect of PWD candidates
- Relieving letter in respect of Ex-Servicemen Candidates
- Experience certificate/s from employer/s, if any.
- NOC from employer, if applicable.
- Proof of Domicile.

Note:

- Candidates are required to carry any one of the following valid Photo-ID cards in original with a photocopy- Aadhar Card, PAN Card, Driving License, Voters ID or Passport while appearing at all stages of selection process.
- Candidates not submitting all the documents detailed in 7 (b) above, will not be permitted to appear for the Stage 2 tests.

8. GENERAL INSTRUCTIONS:

- i. Candidates are required to carefully read the detailed advertisement and ensure that they meet the prescribed eligibility criteria before applying for the above posts. For all purposes, interpretation as per English version of the advertisement shall prevail.
- ii. Reservation/Relaxation for SC / ST / OBC (Non-Creamy Layer - NCL) / Ex-Servicemen/PWD/J&K domicile candidates will be as per applicable presidential directives/Govt. directives on the subject issued from time to time.
- iii. Wherever CGPA or Grade is awarded in the examination, its equivalent percentage of marks must be indicated in the application form as per the norms adopted by the applicable Board/Institute.

For claiming reservation/relaxation benefit of OBC (NCL) category, the candidate should submit a valid caste certificate (which should not be more than 6 months old from the last date of submission of application) in the proforma prescribed by the Govt. of India, which would, among others, specifically mention that the candidate



does not belong to the persons/sections (creamy layer) as mentioned in column 3 of the schedule to the Dept. of Personnel & training in the Govt. of India OM No.36012/22/93- Estt. (SCT) dated 08.09.1993. Candidates belonging to OBC category but falling in Creamy Layer are not entitled to OBC reservation/relaxation benefits. Accordingly such candidates may choose to apply for the positions provided they meet the age criterion applicable to general candidates and indicate their category as "UR". BPCL being a Central Public Sector Undertaking, only those communities that are mentioned in the common list of OBC approved by Central Government shall be treated as OBC for the purpose of reservation.

- iv. Candidate seeking reservation/relaxation as applicable SC / ST / OBC (NCL), will have to submit the caste certificate in the prescribed format by the designated Competent Authority meant for appointment to posts under the Govt. of India indicating clearly the caste, the Act/Order under which the caste is recognized as SC / ST / OBC (NCL) and the Village / Town the candidate is ordinarily resident of.
- v. SC/ST/OBC candidates applying against un-reserved posts shall be considered against general standards and no relaxation in age, qualification cut-off marks, selection process cut-off marks etc. shall be extended to them.
- vi. Persons with disabilities (PWD) are persons with permanent disability of 40% and above. PWD candidates are required to submit a certificate issued by a medical board with a minimum of three members constituted by Central/State government failing which their candidature as PWD candidates will not be considered.
- vii. Candidates currently employed in Govt. / Semi-Govt. / PSU will have to produce 'No Objection Certificate' at the time of Skill Assessment Test and 'Release Order' from their employers at the time of joining. In case the candidate fails to do so, his candidature will not be considered.
- viii. Candidates sponsored by Employment Exchange are required to submit online application.
- ix. Candidates domiciled in the states of Maharashtra with knowledge of Marathi will be preferred.
- x. Ex- servicemen applying for the above vacancies must submit a certificate indicating the equivalence of their qualification to that advertised, failing which the application will be rejected, without further reference in this regard.
- xi. SC / ST / PWD candidates attending the Written test / Skill test / Physical Fitness Test are eligible for to & fro Sleeper Class train fare / Non-AC bus fare for the self, by the shortest route, from the nearest available bus/railway station from the mailing address of the candidate as mentioned in the application form on submission of original tickets, provided the distance is not less than 30 kms from the venue



of Stage 1 or Stage 2 tests.

- xii. Candidates belonging to SC/ST / PWD should bring their original caste certificate/disability certificate along with a photocopy of the same to claim travel reimbursement.
- xiii. Candidates will be required to work in Rotating Shifts.
- xiv. Candidates have to make their own arrangement for lodging and boarding for appearing in tests for any stage of selection process.
- xv. Corporation reserves the right to fill OR to partly fill OR not to fill all or any of the above posts without assigning any reason whatsoever.
- xvi. Only male candidates may apply.
- xvii. The candidature of the applicant shall be provisional and subject to subsequent verification of antecedents/certificates/testimonials. In case it is found/ known at any stage of selection/recruitment process or thereafter that a candidate does not fulfill the eligibility norms and / or that he has furnished any incorrect / false information / certificate / documents or has suppressed any material fact(s), his candidature will stand cancelled. If any of the information or material particulars as furnished by the candidate to the Corporation are found to be untrue or incorrect at any stage before or after his selection, then the same shall amount to misrepresentation/ fraud and his services shall be liable to be terminated unilaterally by the Corporation, at any time.
- xviii. The decision of Corporation will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection and cancellation of the selection process either in part or full etc. Filling up of the posts is solely at the discretion of the Corporation based on suitability of candidates and no claim will arise for selection. Corporation reserves the right to call only those candidates for various stages of selection process who in its opinion are likely to be suitable. Corporation may at its discretion, alter the minimum eligibility standard/criteria/cut-off to restrict the number of candidates or to make available sufficient number of candidates to be called for written test or for subsequent stages. No enquiry or correspondence will be entertained in this regard.
- xix. For any other general queries pertaining to this recruitment advertisement please email to z_mrrecruitment@bharatpetroleum.in . Correspondence/Communication in any other manner will not be entertained. Candidates are advised to mention their application number in the subject of the mail while corresponding on any information/query related to this recruitment notification and related details. Candidates are also advised to mention their correct e-mail ids and contact no. /mobile number (10 digits) and keep checking their e-mail messages.



- xx. Candidates are advised to regularly visit our website www.bharatpetroleum.com>Careers for updates about the recruitment process or for any communication on dates/corrigendum/addendum/other modalities.
- xxi. Court of jurisdiction, for any dispute will be at Mumbai.
- xxii. Mere selection in Written Test or Skill Assessment Test or empanelment after the selection process shall not confer any right of appointment to the applicants.
- xxiii. Canvassing in any form will be considered as a disqualification.
- xxiv. No change of category (like SC/ST/OBC/PWD/ESM) or any other information will be allowed at any stage after making online application. If any information is found incorrect/ erroneous at any stage of recruitment process the candidature of the candidate can be rejected.
- xxv. Candidates of all categories including ex-servicemen who will be offered appointment against this advertisement, need to join within 30 days of offer. BPCL shall have the full discretion to reject the candidature of any candidate who does not join within the prescribed period.
- xxvi. If any candidate acquires higher professional qualification or such equivalent/similar qualification after making application but before the appointment process is over, his candidature will not be considered.
- xxvii. Corporation reserves the right to change/ modify/ cancel the selection/recruitment process at its sole discretion without assigning any reason.

>>>END OF THE DOCUMENT<<<

CAUTION!

ANY FORM OF CANVASSING WILL DISQUALIFY A CANDIDATE

PLEASE BEWARE OF IMPOSTERS/ AGENTS PRETENDING TO REPRESENT US. WE DO NOT ENGAGE ANYONE TO HANDLE OUR RECRUITMENT PROCESS.