

File No.CA-31017/6/2022-CA-PNG (44381)

Government of India  
Ministry of Petroleum & Natural Gas  
Shastri Bhawan, New Delhi -110001

Shastri Bhawan, New Delhi

Dated: 13.08.2024

Name of CPSE : Hindustan Petroleum Corporation Limited  
Name of Post : Chairman & Managing Director  
Date of vacancy : 01.09.2024  
Schedule of CPSE : Schedule 'A'/Maharatna  
Scale of the post : Rs. 2,00,000-3,70,000/-(IDA).

**I.COMPANY PROFILE**

Hindustan Petroleum Corporation Limited (HPCL) is a schedule 'A' Maharatna Central Public Sector Enterprise (CPSE) under the administrative control of Ministry of Petroleum and Natural Gas. HPCL came into being in 1974, by virtue of 'Lube India Limited' and ESSO Standard Refining Company of India Limited Amalgamation Order, 1974, Caltex Oil Refining (India) Limited was taken over by Government of India in 1976 and subsequently merged with HPCL in 1978. The main objective of the company is to undertake Refining and Marketing of Petroleum products and provide energy solutions within India & abroad.

The company employed 8154 regular employees (Executives 5768, Non-executives 2386) as on 31.03.2024.

The authorized and paid up capital of the Company was Rs. 2500 crores and Rs.1418.55 crores respectively as on 31.03.2024.

Its Registered and Corporate offices are at Mumbai, Maharashtra.

ONGC Limited holds 54.90% shares in HPCL as 31.03.2024.

**II. JOB DESCRIPTION AND RESPONSIBILITIES**

Chairman & Managing Director is the Chief Executive of the Corporation and accountable to its Board of Directors and Government. He/She is responsible for the efficient functioning of the Corporation, and for achieving its corporate objectives and performance parameters.

**III. ELIGIBILITY**

1. AGE : On the date of occurrence of vacancy (DOV)

| Age of superannuation 60 years |   |                     |   |
|--------------------------------|---|---------------------|---|
| Internal                       |   | External candidates |   |
| Minimum                        | Maximum   | Minimum             | Maximum   |
| 45                             | 2 years residual service as on the date of vacancy w.r.t. the date of superannuation. | 45                  | 3 years residual service as on the date of vacancy w.r.t. the date of superannuation. |

## 2. EMPLOYMENT STATUS:

The applicant must, on the date of application, as well as on the date of interview, be employed in a regular capacity – and **not** in a contractual/ad-hoc capacity – in one of the followings: -

- (a) Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE) with turnover of at least Rs.50,000 Cr.
- (b) Central Government including the Armed Forces of the Union and All India Services;
- (c) State Public Sector Enterprise (SPSE) where the annual turnover is **\*Rs 50,000 crore or more;**
- (d) Private Sector in company where the annual turnover is **\*Rs 10,000 crore or more. Preference would be given to candidates from listed Companies.**

*(\* The average audited annual turnover of three financial years preceding the calendar year in which the post is advertised shall be considered for applying the approved limits)*

## 3. QUALIFICATION:

The applicant should be Engineering Graduate/ Chartered Accountant/ Cost Accountant/ Post Graduate or Graduate with MBA/PGDIM from a leading institute.

## 4. EXPERIENCE:

Applicants should possess cumulative experience/ exposure for at least 5 years during the last 10 years in Business Leadership/ Finance/ Marketing/ Operations/ Project/ Production Management/ Strategic Consulting in a large organization of repute.

Experience in Petroleum/ Oil and Natural Gas sector is desirable.

## 5. PAY SCALE:

### (a) Central Public Sector Enterprises-

#### Eligible Scale of Pay

- (i) Rs. 8,250-9,250 (IDA) Pre 01/01/1992
- (ii) Rs. 11,500-13,500 (IDA) Post 01/01/1992
- (iii) Rs. 23,750-28,550 (IDA) Post 01/01/1997
- (iv) Rs. 62,000-80,000 (IDA) Post 01/01/2007
- (v) Rs. 1,50,000-3,00,000 (IDA) Post 01/01/2017
- (vi) Rs. 22,400-24,500 (CDA) Pre-revised
- (vii) Rs. 67,000-79,000 (CDA) Post 01/01/2006
- (viii) Rs. 1,82,200-2,24,100 (Level 15) CDA

The minimum length of service required in the eligible scale will be **one year** for internal candidates, and **two years** for others as on the date of vacancy.

- (b) (i) Applicants from Central Government / All India Services should be holding a post of the level of Additional Secretary in Government of India or carrying equivalent scale of pay on the date of application.

(ii) **Applicants from the Armed forces of the Union** should be holding a post of the level of Lt. General in the Army or equivalent rank in Navy/Air Force on the date of application.

(c) **Applicants from State Public Sector Enterprises/ Private Sector** should be working at Board level position on the date of application.

**6. CONDITION OF IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS** Central Government Officers, including those of the Armed Forces of the Union and the All India Services, will be eligible for consideration only on immediate absorption basis.

#### **IV. DURATION OF APPOINTMENT**

The appointment shall be for a period of five years from the date of joining or upto the date of superannuation or until further orders, whichever is earlier.

#### **V. SUBMISSION OF APPLICATIONS**

**Applicants should submit their applications online only as per the format.**

1. The applicants should submit their applications through proper channel as follows:

- (a) Government Officers, including those of the Armed Forces of the Union and All India Services: through Cadre Controlling authority;
- (b) CMDs/MDs/Functional Directors in CPSE: through the concerned Administrative Ministry;
- (c) Below Board level in CPSE: through the concerned CPSE;
- (d) CMDs/MDs/Functional Directors in State PSE: through the concerned Administrative Secretary and Cadre Controlling Authority, if any, of the State Government;
- (e) Private Sector: directly to MoPNG.

2. Applicants from Private Sector must submit the following documents along with the application form:

- (a) Annual Reports of the Company in which currently working for the 3 financial years preceding the calendar year in which the post is advertised (please provide URL or attach/enclose copies);
- (b) Whether the company is listed or not; if yes, documentary proof (please provide URL or attach/enclose copies);
- (c) Evidence of working at Board level;
- (d) Self-attested copies of documents in support of age and qualifications;
- (e) Relevant Jobs handled in the past with details.

#### **VI. UNDERTAKING BY THE APPLICANT**

An applicant has to give an undertaking as a part of the application that he/she will join the post, if selected. If an applicant does not give such undertaking, the application would be rejected.

**1. For candidates from Central Government/Armed Forces of the Union/ All India Services**

- (a) The appointment is on immediate absorption basis.
- (b) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- (c) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.



## 2. For candidates from CPSE

(a) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

(b) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

## 3. For candidates from SPSE/ Private Sector

(a) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(b) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

4. In the above cases, no request for relaxation or otherwise would be entertained.

## VII. THE APPLICANTS CAN

Fill up the application form enclosed against this Job Description which may be downloaded from the website of MoPNG—(<https://mopng.gov.in>) and thereafter forward it as specified in para V (1).

**Selection shall be through a Search Cum Selection Committee (SCSC).**

**Last date and time of receipt of complete application duly forwarded to MoPNG through e-Mail is by 15:00 hours on 14.09.2024. No application shall be entertained under any circumstances after the stipulated time/date. Incomplete applications and applications received after the stipulated time/date shall be REJECTED. The SCSC reserves the right to shortlist applicants for interview and may make nominations of eligible and qualified candidates for the post. The SCSC may also recommend relaxation in the eligibility, age and qualifications/ experience criteria in respect of outstanding candidates.**

Application is to be addressed to

Vikash Kumar  
Under Secretary (CA),  
Ministry of Petroleum and Natural Gas  
Room No. 200 (i), C- Wing, Shastri Bhawan, New Delhi – 110 001  
(email: vikash.kumar98@nic.in)

**ALL CORRESPONDENCE WITH MoPNG SHOULD BE ADDRESSED TO UNDER SECRETARY, MoPNG ONLY AT THE EMAIL/ ADDRESS INDICATED.**

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APPLICATION FORM FOR CANDIDATES FROM CENTRAL PUBLIC SECTOR ENTERPRISES (CPSE)/CENTRAL GOVERNMENT (INCLUDING ARMED FORCES OF THE UNION / ALL INDIA SERVICES/ STATE PUBLIC SECTOR ENTERPRISES (SPSE) / PRIVATE SECTOR

(Through Proper Channel, except candidates from the Private Sector)

Please refer to the Job Description for the post at MoPNG's website: <https://mopng.gov.in> and the Guidelines for processing cases of Board level appointment in Central Public Sector Enterprises at PESB's website ([www.pesb.gov.in](http://www.pesb.gov.in))

1. Name of the post applied for \_\_\_\_\_
2. (a) Applicant's Name (As per official Mr. Mrs. Ms.) \_\_\_\_\_  
 (b) Designation of the Applicant (in full ) \_\_\_\_\_  
 (c) Name of the Company \_\_\_\_\_  
 (d) Category as per Employment Status: Officer of a CPSE Central Government  
 (Please tick as applicable) Armed Forces of the Union All India Services  
SPSE Private Sector

(e) Office Address:- \_\_\_\_\_

(f) Address for communication \_\_\_\_\_

3. Telephone No: Office \_\_\_\_\_ Residence \_\_\_\_\_ Mobile No. \_\_\_\_\_

E.mail id \_\_\_\_\_

4. Date of Birth (DD. MM. YY) \_\_\_\_\_ Age as on date of vacancy (Years Months Days)

5(i) Educational Professional Qualifications:

| S.No. | Qualification | Name of Institution | Period of Study |    | Tick the relevant |           |                | Tick the relevant |         |             | Self Declaration Whether Meets the eligibility Qualification requirement |           |
|-------|---------------|---------------------|-----------------|----|-------------------|-----------|----------------|-------------------|---------|-------------|--|-----------|
|       |               |                     | From            | To | Part time         | Full Time | Correspondence | Degree            | Diploma | Certificate | Mandatory  | Desirable |
| 1     | 2             | 3                   | 4               | 5  | 6                 | 7         |                |                   |         |             |  |           |

\*Should be exactly as per Degree Certificate issued by the university:

(ii) Positions held during the last ten years from the date of uploading the vacancy circular on the PESB Website.

| S.No. | Complete Designation & Place of Posting | Name of the Organization | Pay scale* | Period |    | Reporting to Designation* | Self Declaration Whether meets The mandatory experience requirement |    | If yes, nature of duties in support of the declaration |
|-------|---|--------------------------|------------|--------|----|---------------------------|---|----|--|
|       |   |                          |            | From   | To |                           | Yes   | No |  |
| 1     | 2                                       | 3                        | 4          | 5      | 6  | 7                         | 8   |    |  |

\* Should be exactly as per specific office order issued by the CPSE/ Ministry SPSE employer.

\*\* Private Sector-CTC / remuneration/emoluments drawn.

NB: The positions should be indicated in order of the most recent assignments.

Note:1. Please attach a write-up, **not exceeding 3500 characters** in support of your candidature, for reference at the time of interview.

The Full form of all abbreviations used must be given in the prescribed limit of characters.

**PRIVATE SECTOR**

8. Year wise Audited Annual Turnover (ATO) of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised (e.g: 2013-14 and 2015-16 for a post advertised in calendar year 2017).

| Company in which candidate is currently serving | Year | Annual Turnover of the Company (in Rupees Crores)* |
|---|------|--|
|   |      |  |

\* If Annual Turnover (ATO) is in foreign currency, the exchange rate as on the date of uploading of vacancy (advertisement) on the PESB website may be used

- (i) Please provide URL of company website & CIN (Corporate Identity Number) of company

(a) URL (Company Website Address) \_\_\_\_\_

(b) CIN (Corporate Identify Number) \_\_\_\_\_

- (ii) I certify that I am

(b) Working at Board level Position

|     |     |
|-----|-----|
| Yes | No. |
|-----|-----|

If yes: Please provide your DIN (Director Identification Number) \_\_\_\_\_

(c) Holding a post at the level immediately below the Board.

|     |     |
|-----|-----|
| Yes | No. |
|-----|-----|

- (iii) Whether the Company in which I am working is listed on the stock exchange.

Stock Exchange \_\_\_\_\_

Proof of listing may be accessed over \_\_\_\_\_ (please provide URL)

- (iv) Self certified copies for proof of age and educational qualifications (enclosed)

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge & belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

**Declaration**

I.....Son/Daughter of .....here by certify that I have not been disqualified to act as a Director under section 164 or any other relevant sections of the Indian Companies Act. 2013.

(Name & Signature of the Applicant)

**Verification**

**(To be filled in by the designated officer for CPSE/Central Government/Armed Forces of the Union/ All India Services/SPSE)**

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Signature & Designation of the  
Competent Authority  
with Telephone No. & e-mail address