



## SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES (PWDs)

### Bharat Petroleum Corporation Limited (BPCL)

BPCL is a Fortune 500, leading Navratna Public Sector Company in the exciting and dynamic energy sector, engaged in Refining, Marketing and Distribution of Petroleum products and also in exploration of Oil / Gas. BPCL group achieved a Gross Revenue from Operations of Rs. 2,58,731.09 cr for the year 2014-15.

As one of India's largest corporations, BPCL offers you a lifetime of personal and professional development. With BPCL, you have the opportunity to flourish, explore your strengths and gain the experience to move ahead.

At BPCL, we believe in providing not only a job with competitive salary but also taking efforts to go the extra mile to provide an experience called life! A combination of unmatched benefits and opportunities for personal development & the prospects is provided at BPCL to hone your talent.

### Recruitment of Persons With Disabilities (PWDs - OH / HH / VH) with up to 3 years exp.

We are looking for dynamic, committed fresh / experienced HR, Legal, Finance, Official Language Implementation (Hindi) and Computer Science professionals who can rapidly assimilate our business processes and are interested in taking up challenging assignments in their respective fields in locations spread across the country.

**Orthopaedically Handicapped (OH), Hearing Handicapped (HH) & Visually Handicapped (VH) candidates:**

OH/HH/VH Candidates, who suffer from not less than 40% of relevant disability, should possess disability certificate issued by Medical Board duly constituted by Central or State Government issued on or before last date of online submission of application.



The details of the positions are as follows:

Sl No	Discipline	Qualification (Full time programmes)
1	HR	MBA / MSW / MA / PG - Diploma in HR or PM&IR
2	Legal	Degree / Post Graduate degree in Law
3	Finance	Chartered Accountancy
4	Official Language Implementation (Hindi)	MA (Hindi) with English as Subject in Graduation
5	Computer Science Engineering	B.E / B.Tech / B.Sc (Engg)- Computer Science Engineering

- Educational Qualifications from Institutions/colleges and Universities/Deemed Universities should be duly recognized by AICTE/UGC
- Candidates should have completed full time regular course in first attempt (relaxable to maximum of 2 attempts only for finance professionals in the final examination of CA)
- Candidates scoring minimum 50% in the Final Degree Examination are only eligible to apply. Percentage of marks would be the aggregate of all semesters irrespective of the norms / system being followed in the institute/university.
- Wherever CGPA/OGPA or Letter Grade in a degree is awarded, equivalent percentage marks should be indicated in the online application (as per norms adopted by the University/Institute). No rounding off percentage would be allowed.



### Age limit, Job Group

Sl No	Discipline	Job Group	Upper Age Limit as on 1.8.2015
1	HR	A	37
2	Legal	A	35
3	Finance	A	35
4	Official Language Implementation (Hindi)	A	37
5	Computer Science Engineering	A	35

### Details of pay scales & CTC are given below:

Job Group	Pay scales	CTC Per annum (in lakhs)
A	24900 - 50500	11.5

### Other Details such as Physical requirement & Nature of work to be performed :

Candidates should ensure that they have the capability to perform the nature of work given below without use of any aid / assistance by any other person :



in more ways than one

“It is because we dream we discover, because we discover we design and because we design we deliver...At BPCL, it's all about dreaming and delivering”

S.No	Discipline	Physical Requirement	Nature of work to be performed*
1	HR	Sitting, Standing, Walking, Manipulation by fingers, Reading & Writing, Seeing, Hearing & communication	Employee Relations, Learning & Development, Talent Management, Recruitment, Employee Welfare, Benefit Administration etc. Job involves travelling on need basis without any assistance.
2	Legal	Sitting, Standing, Reading & Writing, Hearing & communication	Studying facts, available documents or papers pertaining to legal aspects of diverse issues, giving opinions and advice, preparing and filing legal proceeding complaints, legal settlement, affidavits etc. in civil and criminal courts and preparing briefs for the senior lawyers. Job involves travelling on need basis without any assistance.
3	Finance	Sitting, Bending, Reading & Writing, Manipulation by Fingers, Seeing & Communication	Maintenance of accounts, scrutinizing bills, receipts, payment etc. for proper entries in cash-book, journal, ledger and other records. keeping record of all taxes, fees etc., Preparing annual budget, final accounts such as trial balance, profit and loss statement etc., making periodical checks of accounts, advising on financial matters. Job involves travelling on need basis without any assistance.
4	Official Language Implementation (Hindi)	Sitting, Standing, Reading & Writing, Seeing & Communication	Translation from Hindi to English and vice-versa, implementation of Raj bhasha. Job involves travelling on need basis without any assistance.
6	Computer	Sitting, Standing, Bending, Walking, Seeing,	Attending to technical equipment, planning local area network, internet



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	Science	Reading & Writing, Pushing and Pulling & Hearing	and networking, programming of software and tools for testing, maintaining all computers and equipments related to IT. Job involves travelling on need basis without any assistance.
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\*The above mentioned jobs are only indicative and not exhaustive. However, the Corporation reserves the right to offer any suitable job to the selected candidate, as per the Corporation’s requirements.

**Other eligibility criteria for Computer Science Engineers :**

Branch/ Specialisation	Nomenclature of Qualifying Degree
Computer Science	B.E / B.Tech / B.Sc (Engg) -Computer Science Engineering
<ul style="list-style-type: none"> <li>• Excludes Information Technology / MCA etc. <i>These exclusions are only indicative and not exhaustive.</i></li> </ul>	
<ul style="list-style-type: none"> <li>• Integrated Courses or courses with 5 year or more course duration would not be eligible for the position.</li> </ul>	
<ul style="list-style-type: none"> <li>• Candidates in the final year of their engineering studies need not apply.</li> </ul>	

**SELECTION METHODOLOGY:**

Based on scrutiny of the application and resume, Eligible candidates will be called for written test and / or Case based group discussion and personal interview/s. Candidates short-listed in personal interview/s will be required to undergo medical examination. The final selection / Offer of Employment will be based on the candidate’s performance in Personal Interview, being declared as Medically Fit by BPCL designated Physician and subject to fulfillment of other eligibility criteria, as applicable.

Candidates would have to qualify through each stage of the selection process successfully before being considered for final selection.



Please note participation in the various stages of recruitment i.e Written Test and / or Group discussion, personal interview, psychometric or any other tests, pre-employment medical examination etc.) does not confer any right to an individual for employment with BPCL.

Appointment in these positions will be offered to PWD candidates after considering the nature of duties & responsibilities of the job, location, hazard, strain & other factors, also considering that the disability is not likely to interfere with the performance of duties of the post with reasonable efficiency and without possible deterioration of his/her health.

### **TRAINING & PLACEMENT :**

Candidates selected as 'Management Trainee' would be normally on Probation for one year (Extendable in case of non-satisfactory performance) and on successful completion of probationary period, would be confirmed as 'Executive' in the respective business unit / entity.

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

### **EMOLUMENTS:**

Selected candidates will be placed in pay scale as mentioned above. In addition, Dearness Allowance (DA) based on IDA pattern is payable. House Rent Assistance, if applicable will vary based on the class of city of posting.

The total emoluments at entry level for Management Trainees are presently Rs. 11.5 lakhs per annum (approx. cost to company). This includes 50% of Basic Pay as Perks & Allowances, Performance Related Pay & 30% of Basic plus DA as superannuation benefits (Provident Fund, Gratuity & New Pension Scheme). Our perquisites currently include housing / vehicle loan facilities, medical reimbursement for self / dependant family members, LFA, Holiday home facility, Group Savings Linked Insurance Scheme etc.



## MEDICAL STANDARDS :

- Candidates provisionally selected by BPCL will have to undergo a Pre Employment Medical Examination before joining. The health of candidates will be assessed by Company's Authorized Medical Officers/ nominated hospitals and the appointment will be subject to meeting the medical standards prescribed by the Company.

Candidates selected under PWD category except the handicap for which relaxation is acceptable, must be within the prescribed normal range for all other physical standards.

- 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.
- Myopia & Hypermetropia (vision), if any, should be within permissible limits i.e. (-) 6.00 & (+) 4.00. (Not applicable for VH candidates)
- Color blindness or squint, partial or full, is not acceptable in any case. (Not applicable for VH candidates)
- Any major medical ailment will debar a candidate from being eligible for the job.
- The mentioned medical standards are only indicative and not exhaustive.
- 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).

## RELAXATIONS :

Upper Age limit is relaxed by 5 years for SC/ST, 3 years for OBC (Non Creamy Layer) categories.



## **HOW TO APPLY:**

Interested & eligible candidates may apply online from **6<sup>th</sup> August to 26<sup>th</sup> August 2015** at [www.bpclcareers.com](http://www.bpclcareers.com) under Current Openings.

For clarification, if any, we can be reached at [z\\_hrd\\_co\\_recruit@bharatpetroleum.in](mailto:z_hrd_co_recruit@bharatpetroleum.in)

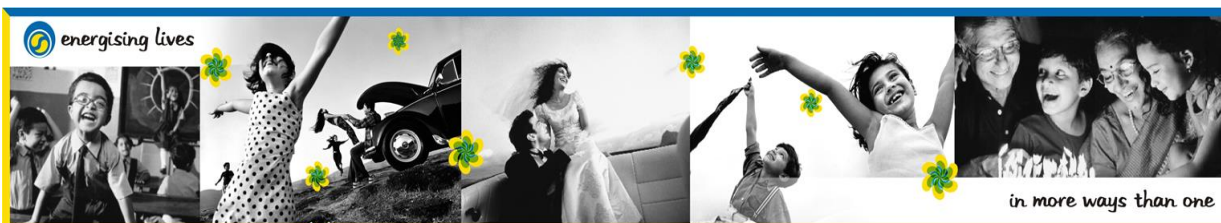
### ***General Instructions***

1. Only Indian Nationals are eligible to apply.
2. Candidates must have an active e-mail id, which must remain valid for at least next one year. All future communication with the candidates will take place through e-mail only.
3. Candidates should have relevant documents like percentage of marks obtained in the degree examination, degree certificate, date of birth, caste/disability certificate (as applicable), e-mail id etc. readily available with them before they commence the ONLINE application process. This information would be required at the time of filling-in the ONLINE application.
4. At the time of written examination (if any), only blind/low vision candidates and those candidates whose writing speed is affected by cerebral palsy can use scribe/writer at his/her own cost.

In all such cases where a scribe/writer is used, the following rules will apply :

- i) The candidate will have to arrange his/her own scribe/writer at his/her cost.
- ii) The candidate will have to give a suitable undertaking, in the prescribed format at the time of examination.
- iii) Only those candidates who use a scribe/writer shall be eligible for compensatory time of 20 minutes.





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5. Candidates presently employed in Central/ State Government, Autonomous bodies and PSUs must submit 'No Objection Certificate' of their employer at the time of GD / PI failing which they will not be allowed to appear for the selection process.
6. Candidates not found to be meeting the prescribed eligibility criteria shall be rejected at any stage of the selection process.
7. BPCL reserves the right to cancel / restrict / enlarge / modify / alter the recruitment process, if the need so arises, without issuing any further notice or assigning any reason thereafter
8. Court of jurisdiction for any dispute will be at Mumbai.
9. While applying for the above post, candidate must ensure that he/she fulfils the eligibility and other norms mentioned above, as on the specified dates and the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment / selection that the candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his/her candidature will automatically stand cancelled. If any of the above shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated without any Notice, as the appointment would be deemed to be void ab initio.
10. 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.

All the details given in the online application will be treated as final and no changes will be entertained.

**Important dates:**

Commencement of on-line Applications	6 <sup>th</sup> August 2015
Last date for submission of on-line Applications	26 <sup>th</sup> August 2015