



TAKE PRIDE IN ENERGISING THE NATION WITH BPCL

RECRUITMENT OF JUNIOR EXECUTIVE (OPERATIONS) & JUNIOR EXECUTIVE (ACCOUNTS)

Fortune Global 500 Company, Bharat Petroleum is the second largest Indian Oil Marketing Company and one of the premier integrated energy companies in India, engaged in refining of crude oil and marketing of petroleum products, with a significant presence in the upstream and downstream sectors of the oil and gas industry. The company attained the coveted Maharatna status, joining the elite club of companies having greater operational & financial autonomy.

Bharat Petroleum's Refineries at Mumbai, Kochi and Bina have a combined refining capacity of around 35.3 MMTPA. Its marketing infrastructure includes a network of Installations, Depots, Energy Stations, Aviation Service Stations, and LPG distributors. Its distribution network comprises over 20,000 Energy Stations, over 6,200 LPG distributorships, 733 Lubes distributorships, 123 POL storage locations, 53 LPG Bottling Plants, 61 Aviation Service Stations, 3 Lube blending plants and 4 cross-country pipelines.

Bharat Petroleum is integrating its strategy, investments, environmental and social ambitions to move towards a sustainable planet. The company has chalked out the plan to offer electric vehicle charging stations at around 7000 energy stations over next 5 years.

With a focus on sustainable solutions, the company is developing a vibrant ecosystem and a roadmap to become a Net Zero Energy Company by 2040, in Scope 1 and Scope 2 emissions. Bharat Petroleum has been partnering communities by supporting innumerable initiatives connected primarily in the areas of education, water conservation, skill development, health, community development, capacity building and employee volunteering. With 'Energising Lives' as its core purpose, Bharat Petroleum's vision is to be the most admired global energy company leveraging talent, innovation & technology.

We invite applications from inspired, talented, committed individuals with appropriate qualifications and experience looking for exciting career opportunities in various verticals of BPCL. Interested and eligible candidate can apply for the following profiles ONLINE.

IMPORTANT DATES	
Commencement of online application	23 rd July 2022
Last date of online application	8 th August 2022

PROFILE ON OFFER

PROFILE	UPPER AGE LIMIT (as on 01.07.2022)	ESSENTIAL EDUCATIONAL QUALIFICATION	MINIMUM WORK EXPERIENCE (as on 01.07.2022)
Junior Executive (Operations)	30	B.E./ B. Tech/ B. Sc (Engg)	4 years
	32	Diploma in Engg	8 years
Junior Executive (Accounts)	35 Min. Age- 30	Inter CA/ Inter CMA + Graduation	5 years



JOB PROFILE FOR JUNIOR EXECUTIVE (OPERATIONS)

<p>Essential Educational Qualifications / Certifications</p>	<p>Candidate must have passed Diploma in Engineering (3-year course) / B. Tech/ B.E./ B. Sc (Engg) in Mechanical / Electrical / Instrumentation / Electronics/ Civil/ Chemical Engineering from a recognized University with minimum 55% aggregate percentage (or equivalent CGPA & above), relaxed to 50% for SC/ ST/ PwBD candidates.</p> <p><i>Note: No allied disciplines/ streams of Engg other than the ones explicitly mentioned above are allowed.</i></p>
<p>Essential Work- Experience* (as on 01.07.2022)</p>	<p>For Candidates with highest relevant education qualification as Diploma in Engg.:</p> <p>Minimum 8 years of continuous post-qualification relevant work- experience (including minimum 5 years in <i>managerial / supervisory role</i>) in Operations / Maintenance roles in an Oil & Gas organization within India in the following plants:</p> <ol style="list-style-type: none"> POL Terminal / Depot/ Installation having more than 25,000 KL storage capacity OR OISD -144 Compliant LPG Bottling Plant OR Cross-country (at least 50 km) POL / LPG Pipeline OR Bulk LPG/ POL Coastal Import Terminal OR Commercial/ Defense Aviation Fueling Station OR Petroleum Oil Refinery OR City Gas Distribution <p>For Candidates with highest relevant education qualification as B.E./ B.Tech/ B.Sc (Engg):</p> <p>Minimum 4 years of continuous post-qualification relevant work- experience (including minimum 2 years in <i>managerial / supervisory role</i>) working in Operations/ Maintenance roles in an Oil & Gas organization within India in the following plants:</p> <ol style="list-style-type: none"> POL Terminal / Depot/ Installation having more than 25,000 KL storage capacity OR OISD -144 Compliant LPG Bottling Plant OR Cross-country (atleast 50 km) POL / LPG Pipeline OR Bulk LPG/ POL Coastal Import Terminal OR Commercial/ Defense Aviation Fueling Station OR Petroleum Oil Refinery OR City Gas Distribution.



<p>Upper Age Limit (as on 01.07.2022)</p>	<p>For General / EWS candidates:</p> <p>30 years for Graduate Engineers, and 32 years for Diploma Engineers.</p> <p>Age relaxations will be applicable to the candidates belonging to different categories (OBC-NCL/ SC/ ST/ PwBD/ Ex-Servicemen) 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.</p> <p>Cumulative relaxation in age for one/more than one category taken together shall be limited to a maximum of 10 years.</p>
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JOB PROFILE FOR JUNIOR EXECUTIVE (ACCOUNTS)

<p>Essential Educational Qualifications / Certifications</p>	<p>Graduate in any discipline with minimum 55% marks (relaxed to 50% for candidates belonging to SC/ST and PwBD categories) AND have passed the CA Intermediate / CMA Intermediate from CA/ CMA institute respectively.</p> <p>Please note: Candidates having passed final examination from CA/ CMA institute are NOT eligible to apply.</p>
<p>Essential Work-Experience (as on 01.07.2022)</p>	<ul style="list-style-type: none"> • Minimum 5 years of relevant experience in finance function. • Relevant field of experiences includes experience in the field(s) of Finance/ Accounts/ Taxation/ Cost Accounting/ Auditing etc. These fields/experiences are not exhaustive and indicative in nature. The Corporation reserves the right to take a final decision for considering/ not considering an experience as valid experience for the post. • Experiences obtained after date of declaration of CA(Inter) / CMA(Inter) result shall only be considered for this position. Further, the articulated training/ practical training which are integrated to the curriculum of respective institution shall not be considered as valid experience for this purpose.
<p>Upper Age Limit (as on 01.07.2022)</p>	<p>Min. Age Limit- 30 years.</p> <p>Upper Age Limit for General and EWS candidates- 35 years.</p> <p>Age relaxations will be applicable to the candidates belonging to different categories (OBC-NCL/ SC/ ST/ PwBD/ Ex-Servicemen) as per the Presidential</p>



	<p>Directives. For candidates domiciled in J&K state between 1.1.1980 to 31.12.1989 relaxations as applicable will apply.</p> <p>Cumulative relaxation in age for one/more than one category taken together shall be limited to a maximum of 10 years.</p> <p>No relaxation in minimum/lower age limit is applicable</p>
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APPLICATION PROCESS

Online applications will be accepted from **23rd July 2022 to 8th August 2022 23:59 hours**.

Interested & eligible candidates are requested to apply ONLINE only on <https://www.bharatpetroleum.in> under Careers → Job Opportunities, after reading detailed advertisement. No other means / mode of application shall be accepted.

Please follow the steps mentioned below, before filling the online application form:

STEP 1: Applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves of the same before applying. No enquiry asking for advice on eligibility will be entertained.

STEP 2: Applicants are advised to keep legible scanned copies of the below mentioned documents (*PDF documents*) ready and upload them in the online application form at place(s) designated for the same.

- i. Date of Birth Proof (Class 10th / 12th pass certificate/ DOB Certificate).
- ii. Educational Qualification Proof (Consolidated Marksheet & Degree/ Diploma Certificate). The documents pertaining to the highest relevant degree/diploma should be uploaded. The candidate must have successfully passed such degree/ diploma and should have relevant work experience after such degree/ diploma as stipulated in the section above.
- iii. Service Certificate/ Work-Experience Certificates (issued by respective organizations on their letterhead) clearly showing:
 - a. Details of Employee (showing Name, Designation, Length of Service, Date of Joining and Date of Separation (if applicable), etc)
 - b. Nature of Employment – Full time/Part Time etc.
 - c. Detailed Nature of Work
 - d. The fact that the individual was/is employed in the managerial/ supervisory Cadre of the organization and is performing duties of managerial/ supervisory nature. (*only applicable for Junior Executive (Operations)*)
 - e. Current Basic Salary and CTC.

The Work Experience / Service certificate should necessarily be on the letter head of the organization and should be signed/ stamped by authorized representative of such organization.



- In case of absence of any of the aforesaid data in the Work Experience/ Service Certificate, BPCL shall be at liberty to take a final decision basis the information furnished by the candidate.
- iv. Relevant Category/ Caste Certificate (applicable only for SC/ ST/ OBC-Non-Creamy Layer/ PwBD, Ex-Servicemen, J&K Domiciled candidates).
 - v. Recent Color Passport Size Photograph, not older than January 2022.
 - vi. Scanned copy of Signature.
 - vii. Documents, i.e., Consolidated Marksheet & Degree Certificate, related to any Additional Qualification.
 - viii. Annual PF Statement equivalent to the number of years of work experience stated in the application, scanned together in a single PDF file.
 - ix. Latest three salary slips from their current organization scanned together in a single pdf file.
 - x. Latest Form 16 as proof of last CTC drawn.

Any mismatch in name, qualification, experience, etc., from original documents and the data submitted in the online application form will lead to disqualification at any stage.

STEP 3: After filling the application form and uploading all the required documents, the applicant should click on ‘Submit’ button, which will generate a Unique Application ID. This Application ID is important and will be required for all future references throughout the selection process.

Post submission, the applicant will be shown the details of the bank account where the application fees is to be deposited (*Details of application fees in next section*). Candidates are advised to complete the fund transfer to account number mentioned on the page and re-login to their accounts. On logging in, they will be required to submit the details of the transaction (UTR - Unique Transaction Reference details) post which they will be able to download the filled application form as a PDF, which can be preserved for future reference. **Candidates are NOT required to send printout of application or any other documents in hard copy to BPCL.**

For clarifications, if any, reach out to us by writing an email to z_hrd_co_recruit@bharatpetroleum.in. The subject of the email must clearly mention the Application ID.

Kindly note:

1. Applications with incomplete / wrong particulars will not be considered.
2. The email id and mobile number provided in online application should remain valid for at least one year. 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. Communications to the candidates shall be made on their registered email id and/or mobile number. Post registration of email id and mobile number, request for change of e-mail ID and mobile number will not be entertained.
4. All the details given in the online form will be treated as final and no changes will be entertained.
5. In the event of non-submission of completed application/ requisite application fees by candidate, for whatsoever reason, his/ her candidature will stand cancelled and no further communication/consideration on the same will be entertained.
6. No email confirmation will be sent to the candidates on successful registration or on successful payment of application fees.

APPLICATION FEES

1. The application fees is applicable for all advertised posts.
2. SC, ST & PwBD candidates are exempted from payment of application fees.
3. General, OBC- NCL and EWS candidates are required to pay a Non-Refundable Amount of ₹500 + payment gateway charges if any (Application fee of ₹500 includes GST@18%).
4. After successful submission of application, the candidate will be shown the details of the bank account where the application fees is to be deposited. The candidate should note the details/ take screen shot of the page and deposit the application fees vide **Net Banking (NEFT/ RTGS bank transfer)**.
5. Please note that the payment will be processed through Virtual Account Nos. which will be **UNIQUE** to each applicant. The same needs to be created as a beneficiary in Net Banking before transferring the fees. Details of Account for depositing Application fees are mentioned below:

Beneficiary Name/ Account Name: Bharat Petroleum Corporation Limited
Account Number: BPCLSSHRDXXXXXXXX (XXXXXXXX is the 8-digit unique Application ID)
IFSC Code: ICIC0000106
Bank Name: ICICI Bank
Type of Account: Current Account

6. Candidates are required to exercise caution while transferring the application fee to avoid cases of remittance to incorrect account Numbers. **BPCL shall not be held liable for transfer of funds to incorrect account number.**
7. All the candidates must ensure that they complete the payment well before the application end date and keep a screen shot/ printed copy of successful transaction.



8. Post completion of payment, the applicant will be required to visit the candidate login page by following the link on the Careers page of BPCL's website and fill in UTR details (Unique Transaction Reference details) of successful transaction. Once the UTR details are submitted by the candidate, they will be able to download a copy of the completed application form.
9. Application fee once paid will not be refunded under any circumstances.
10. The fee being paid is only towards the submission of application and does not in any way guarantee issuance of interview call letter etc.

SELECTION METHODOLOGY

1. The multi-stage selection process may comprise of various shortlisting tools like Application Screening (on basis of number of years of relevant work-experience, educational qualification, etc.), Written/Computer Based Test, Case Based Discussion, Group Task, Personal Interview etc. The selection process adopted will depend on the number of applications received.
2. The provisional selection of the candidate will be based on parameters, such as, Relevant work-experience, Significant on-the-job achievements, Performance in Case Based Discussions/ Group Task, Personal Interview/s, etc.
3. Please note that application for this profile and/or participation in any stage of recruitment i.e., Written /Computer Based Test / Case Based Discussion / Personal Interviews / 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 Doctor/ nominated hospitals will assess the health of such candidates and the final appointment will be subject to them meeting the medical standards prescribed by the Company. The decision on medical fitness by Company Doctor/ Company Authorized Doctor would be final and binding on all candidates. No correspondences or queries in this regard shall be entertained by the Corporation.
2. Candidates selected under Persons with Benchmarked Disability (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.
3. Reference for a medical examination does not mean final selection.



EMOLUMENTS

Salary Grade	Pay Scale	Starting Basic Pay in the Pay Scale
JG A0 (equivalent to E0 in DPE pay level)	₹30,000 – ₹1,20,000	₹30,000 per month

Selected candidates might be placed at appropriate pay points in Job Group A0 based on various factors, viz., education qualification, numbers of years of relevant experience, performance in the selection process, etc.

In addition to the Basic Pay, the following will be payable: Dearness Allowance (DA) based on IDA pattern, HRA (House Rent Allowance, if applicable, based on the class of city of posting), Perks & Allowances, Retirement Benefits and Performance Related Pay in line with Corporation's policy in vogue.

PROBATION & PLACEMENT

Selected Candidates would be on Probation for one year from the date of joining (extendable in case of non-satisfactory performance). Upon successful completion of the probation period, he/she will be considered for confirmation as per company policy.

Such candidates shall be posted across the country, in any of the existing/future BPCL locations and their services will be transferable as per the requirement of the Corporation.

The candidates selected against the post of Junior Executive (Operations) may be required to work in shift duties.

RESERVATION, CONCESSIONS AND RELAXATIONS

- Reservations of posts for SC, ST, OBC-NCL, EWS and PwBD (*Persons with benchmarked disabilities –with degree of disability 40% or above*) are as per Government/Presidential Directives.
- Candidates seeking reservation as SC/ST/OBC-NCL, shall have to produce a certificate in the prescribed proforma, 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>). 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-NCL candidates and such candidates will have to indicate their category as 'General'. Further the OBC- NCL candidates will have to give a self-undertaking, at the time of Personal Interviews (if shortlisted), in terms of DOPT memo No. 36012/22/93-Extt. (SCT) dated 08.09.1993, indicating that they belong to OBC- Non Creamy Layer).
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 RPwBD Act, 2016. PwBD candidates will be considered after taking into account 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. Applicant's photo on the certificate should be duly signed and stamped by the Competent Authority.
7. The appointment of candidates selected under EWS category will be provisional and will be subject to the Income & Asset certificate being verified through proper channels. Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' valid for Financial Year 2022-23 issued by a Competent Authority based on gross annual income of FY 2021-22 in the format prescribed by Government of India. Candidates are advised to be in possession of "Income and Assets Certificate" as mentioned above issued on or after 01.04.2022 at the time of selection process. 'Income and Asset Certificate' shall be submitted by such candidates at the time of selection process (if called). No request for extension of time for production of 'Income & Asset Certificate' beyond the said date shall be entertained. Candidates failing to produce the same will not be allowed to appear for the selection process. Further, their request for interview under General category will also not be entertained.
8. Maximum age limit is relaxed by 5 years for SC & ST, 3 years for OBC-NCL, 10 years for PwBD candidates.
9. Maximum age limit is relaxed by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.



10. Maximum age relaxation by 5 years is applicable for Ex-servicemen & Commissioned Officers (including ECOs/ SSCOs) subject to them rendering minimum 5 years' service in Armed Forces and fulfilment of other conditions prescribed by the Govt. of India.
11. However, cumulative relaxation in age for one/more than one category (mentioned above in pt. 8 to 10) taken together shall be limited to a maximum of 10 years.
12. If the SC/ ST/ OBC-NCL/ PwBD/ EWS certificate has been issued in a language other than English/ Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.
13. Relaxed standards in assessment/selection will be applicable for SC, ST and PwBD candidates. Relaxation might be extended to OBC- NCL candidates also.
14. Any request for change in Category (Gen./SC/ST/OBC-NCL/EWS/PwBD) once filled in the online application form, will not be considered and accordingly concession/relaxation applicable will not be extended.

GENERAL INSTRUCTIONS

1. Only Indian Nationals are eligible to apply.
2. The last date for reckoning age and all other eligibility criteria shall be **1st July 2022**.
3. All the qualifications should be full time regular course/s from AICTE approved / UGC recognized University/Deemed University. The courses offered by Autonomous Institutions should be equivalent to the relevant courses approved / recognized by Association of Indian Universities (AIU/UGC/AICTE).
4. Calculation of percentage of marks in the qualifying degree would be governed by institute/university rules. Rounding off percentage is not allowed.
5. 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 selection process (if shortlisted).
6. Corrigendum/ Addendum etc. with regard to this advertisement, if any, will be made available on the Careers page of our official website <https://www.bharatpetroleum.in/> only. All the candidates are requested to remain updated regarding each step of the selection process by visiting the aforementioned page. Candidates may please note that personal calls and/or interaction with any of the BPCL official during recruitment drive is discouraged, except when necessary/critical.



7. All future communications with the candidates regarding further selection process and shortlisting will be through e-mail ONLY. BPCL will not be responsible for any loss/ non-delivery of email/admit card/ any other communication sent, due to invalid/incorrect email id.
8. Candidates presently employed in Central/ State Government, Autonomous bodies, and PSUs, should submit their application through proper channel. They must produce '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 and their candidature will not be entertained.
9. 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 shortlisted). 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).
10. Candidates are advised to submit only one application. In case of multiple applications from a candidate, the latest one shall be considered as final, and the older applications shall be rejected without any notice.
11. Reimbursement of 2nd class train fare by the shortest route to the selection venue 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 the selection process 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.
12. 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.
13. The Corporation also reserves the right not to fill the advertised post at any stage of selection.
14. 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.
15. If any candidate attempts to use external influence for the purpose of facilitating his/her selection, his/her candidature will automatically be cancelled.



16. 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 inaccurate 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 information 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.
 17. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.
 18. Court of jurisdiction for any dispute will be at Mumbai.
 19. The general public is hereby informed that all applications are accepted through our online portal only and is not outsourced by BPCL to any agency/individual. Applicants are advised to beware of such fraudulent agencies.
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