



TAKE PRIDE IN ENERGISING THE NATION WITH BPCL

GOOD PEOPLE SPREAD GOOD ENERGY

FIXED TERM ENGAGEMENT FOR RESEARCH & DEVELOPMENT (R&D) AND RENEWABLE ENERGY

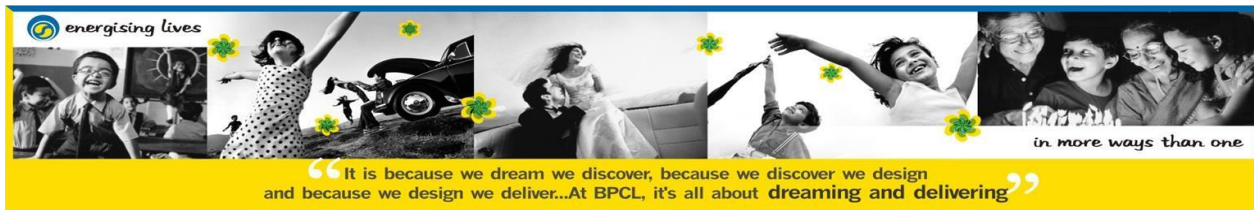
Fortune Global 500 Company, Bharat Petroleum is the second largest Indian Oil Marketing Company and one of the integrated energy companies in India, engaged in refining of crude oil and marketing of petroleum products, with presence in the upstream and downstream sectors of the oil and gas industry. The company attained the coveted Maharatna status, joining the 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 21,800+ Energy Stations, over 6,200 LPG distributorships, 525 Lubes distributorships, and 123 POL storage locations, 53 LPG Bottling Plants, 70 Aviation Service Stations, 4 Lube blending plants and 4 cross-country pipelines as on 31.03.2024.

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 the next 5 years.

With a focus on sustainable solutions, the company is developing an 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 several 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 an admired global energy company leveraging talent, innovation & technology.

<u>IMPORTANT DATES</u>	
Commencement of online application	12 th February 2025
Last date of online application	12 th March 2025



PROFILES ON OFFER

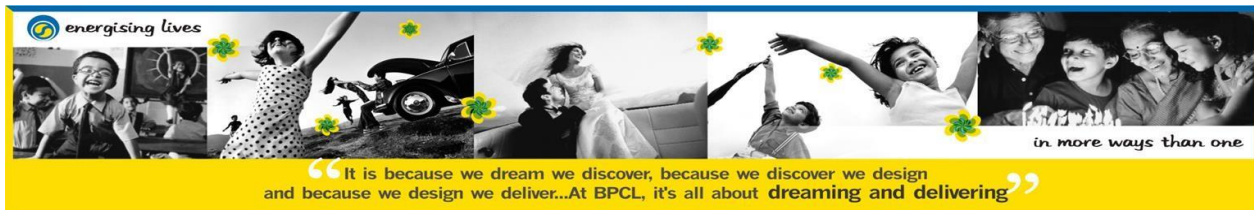
A. FIXED TERM ENGAGEMENT – R&D

JOB DESCRIPTION FOR FIXED TERM ENGAGEMENT – R&D

- 1) To conduct research activities such as catalyst and material synthesis, characterization, process optimization, and experimental setups across diverse domains like CO₂ utilization, advanced materials, biofuels, energy storage, polymer, Syn Fuels, metallurgy, analytical sciences, Resid Upgradation etc.
- 2) To perform computational modeling, pilot plant operations, and simulations for process development and scale-up of industrial applications.
- 3) To analyze research results, interpret data for further improvement, and document findings through technical reports, patents, and publications in high-impact journals.
- 4) To carry out additional tasks and responsibilities as assigned to support research & development.

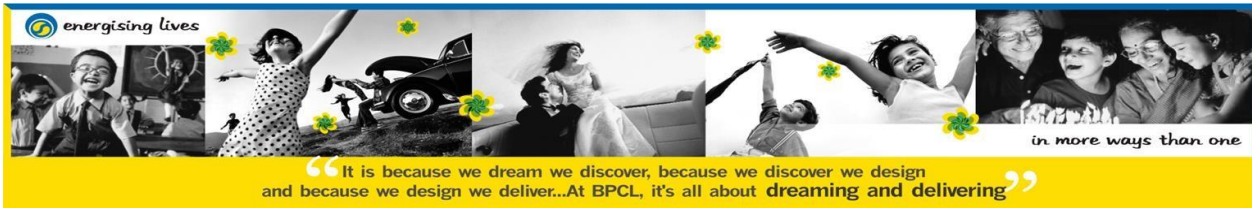
ESSENTIAL ELIGIBILITY CRITERIA FOR FIXED TERM ENGAGEMENT – R&D

Sr. No.	Research Areas	Essential Education Qualification*	Post Qualification Essential Minimum Work Experience as on 01.01.2025
1	Alkene oligomerization / polymerization to niche chemicals	Ph.D. in Organic/ Organometallic	1 year of hands-on experience in the synthesis of olefin oligomerization catalysts and testing of catalyst activity
2	Trimerization and tetramerization of various short-chain olefin stream	Ph.D. in Organic/ Organometallic	1 year of hands-on experience in the synthesis of short-chain olefin tri/tetramerization and handling inert atmosphere reaction
3	CO₂ valorization to specialty chemicals	Ph.D. in Heterogeneous catalysis	1 year of hands-on experience in the synthesis of grafted catalysts and its characterization
4	Ligand synthesis for hydroformylation	Ph.D. in Organic / Organometallic	1 year of hands-on experience in the synthesis of phosphite-based ligands and hydroformylation reaction



ESSENTIAL ELIGIBILITY CRITERIA FOR FIXED TERM ENGAGEMENT – R&D

Sr. No.	Research Areas	Essential Education Qualification*	Post Qualification Essential Minimum Work Experience as on 01.01.2025
5	CO₂ to Syngas and higher hydrocarbons	Ph.D. in Heterogeneous catalysis	1 year of hands-on experience in the areas of catalyst/material development and its characterization for CO ₂ /syngas to Chemicals/Fuels or similar processes
6	Synthesis of Catalysts and Adsorbents for hydrocarbon conversions, gas storage and gas separations	Ph.D. - Chemistry	1 year of hands-on experience in Synthesis and Characterisation of materials and interpretation of the characterization data
7	Adsorption Simulation Specialist	Ph.D. - Chemical Engineering	1 year of hands- on experience in separation processes
8	Materials Synthesis for Catalysis	Ph.D. in Material Science with a specialization in zeolite synthesis	1 year of hands-on experience in process and reactor model development, pilot plant operation for CO ₂ /syngas to Chemicals/Fuels or similar processes
9	Computational Fluid Dynamics (CFD) specialist	Ph.D. in Chemical / Mechanical Engineering with Specialization in Computational Fluid Dynamics	1 year of hands-on experience in the area of Computational Fluid dynamics and well versed with writing user defined functions
10	Process development engineer	Ph.D. in Chemical Engineering with specialization in reactor modeling and process development	1 year of hands-on experience in the area of process development, reactor model development and pilot plant operations
11	Metallurgical studies of Hydrogen and CNG blends in pipelines	Ph.D. in Metallurgical engineering	1 year of hands-on experience in metallurgical studies
12	Development and application of graphene in energy storage devices	Ph.D. in Material Science/ Physics/ Electro chemistry / Electrochemical / chemical Engineering	1 year of hands- on experience in: i. graphene research, particularly in the context of energy storage devices ii. experimental techniques such as Electrochemical works station, XRD, BET Surface Area, Raman & AFM and Physical property testing
13	Analytical Sciences	Ph.D. in Analytical/ Organic Chemistry / other relevant areas of Chemical Sciences from a reputed Institute	1 year of hands-on experience in the area of analytical sciences



ESSENTIAL ELIGIBILITY CRITERIA FOR FIXED TERM ENGAGEMENT – R&D

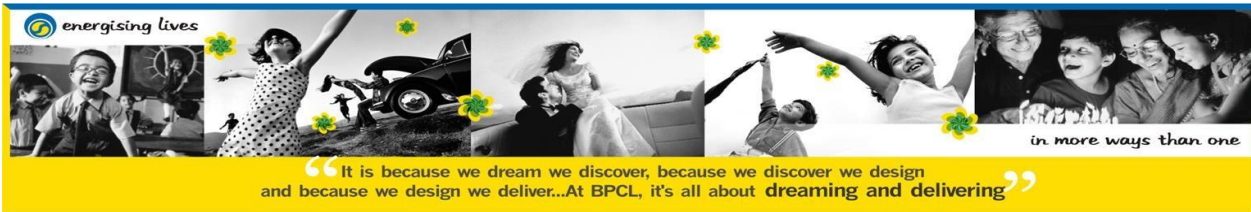
Sr. No.	Research Areas	Essential Education Qualification*	Post Qualification Essential Minimum Work Experience as on 01.01.2025
14	Process Simulation and Modeling specialist	Ph.D. in Chemical / Mechanical Engineering with specialization in Modeling and Simulation	1 year of hands-on experience in the area of process Modeling and simulation with expertise in optimization using software tools (<i>Aspen plus, Hysys, EDR</i>), other programming tools (<i>Matlab, Python etc.</i>)
15	Acrylate Polymers, Biodegradable polymers and superabsorbent polymers	Ph.D. degree in chemistry / polymer science / polymer chemistry / material chemistry	1 year of hands-on research experience in polymer synthesis with a background in free radical polymerizations and UV-initiated polymer synthesis
16	Biotechnologist/ Microbiologist	Ph.D. in Biotechnology / Microbiology / Biochemistry / Life Sciences with specialization in genetic engineering / molecular biology	1 year of hands- on experience of working in reputed national or international research organization in the areas of Metabolic Pathway Engineering of industrial microorganisms. Candidate with experience in fungal genetic engineering will be preferred. The candidate should be proficient in: <ul style="list-style-type: none"> • computational methods to discover, design, and optimize metabolic pathways & • DNA assembly and Genome Editing using CRISPR-CAS9
17	Production of biochemicals from 1G & 2G biorefinery sugars- Bioprocess engineer	Ph.D. in Chemical Engineering/ Bioprocess Engineering with specialization in process engineering with expertise in bioprocess development	1 year of hand- on experience from reputed national or international research organization in the areas of biofuels and bioprocess development, scale-up of bioprocesses

* **Essential Educational Qualification** – For all profiles/ research areas mentioned above, the candidate should have additionally secured **minimum 65% marks** (*aggregate marks of all semesters/years*) **in all Graduate and Post graduate degree examinations**, relaxed to 55% marks for SC/ST/PwBD.

Upper Age Limit for General and EWS candidates- **38 years as on 01.01.2025.**

Age relaxations will be applicable to the candidates belonging to different categories (OBC-NCL/ SC/ ST/ PwBD/ Ex-Servicemen) as per the Presidential Directives.

Cumulative relaxation in age for one/more than one category taken together shall be limited to a **maximum of 10 years.**



B. FIXED TERM ENGAGEMENT IN RENEWABLE ENERGY

1. Renewable Energy- Solar Projects / Wind Projects/ Battery Energy Storage Systems (BESS)- Team Lead	
Essential Educational Qualifications	B. Tech / B.E. / B.Sc. (Engg) (4- year course) in Electrical/ Electrical & Electronics/ Mechanical streams with 70% marks (<i>aggregate marks of all semesters/years</i>), relaxed to 60% marks for SC/ST/PwBD from a recognized university.
Key Challenges & Expectations	<ul style="list-style-type: none"> Lead the design, installation, and commissioning of solar photovoltaic (PV) systems/ wind power plants / battery energy storage solutions, ensuring timely project execution and operational excellence. Oversee feasibility studies, site assessments, energy yield analyses, and technical designs for complex solar/ wind / BESS projects. Develop and implement strategies for optimizing system performance, including energy generation, storage utilization, and troubleshooting operational issues. Ensure strict adherence to safety, environmental, and quality standards, while driving continuous improvement initiatives in project execution and system operations. Manage O&M activities for solar/ wind / BESS projects, including real-time performance monitoring, energy reporting, and corrective action planning. Provide leadership and mentorship to engineering teams, fostering professional growth and ensuring alignment with organizational objectives. Collaborate with stakeholders to assess emerging technologies, drive innovation, and support grid integration strategies for renewable energy systems.
Essential Work- Experience <i>(as on 01.01.2025)</i>	<p>Minimum 18 years of post-qualification work experience out of which 8 years of experience in solar energy/ wind energy / battery storage systems, or related renewable energy solutions.</p> <p>The candidate should have worked for at least 3 years in a supervisory/ Team Lead position.</p>
Upper Age Limit <i>(as on 01.01.2025)</i>	<p>Upper Age Limit for General and EWS candidates- 45 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 Directives.</p> <p>Cumulative relaxation in age for one/more than one category taken together shall be limited to a maximum of 10 years</p>



2. Renewable Energy- Solar Projects/ Wind Projects/ Battery Energy Storage Systems (BESS)- Team Member	
Essential Educational Qualifications	B. Tech / B.E. / B.Sc. (Engg) (4- year course) in Electrical/ Electrical & Electronics/ Mechanical streams with 70% marks (<i>aggregate marks of all semesters/years</i>), relaxed to 60% marks for SC/ST/PwBD from a recognized university.
Key Challenges & Expectations	<ul style="list-style-type: none"> • Supervision of installation and commissioning of solar photovoltaic (PV) systems/ wind power plants / battery storage solutions. • Assist in feasibility studies, site assessments, energy yield analysis, and system design for solar/ wind / BESS projects. • Monitor and analyse system performance, including energy generation and storage, and arrange troubleshooting of operational issues. • Ensure compliance with relevant safety, environmental, and quality standards for solar PV/ wind / energy storage systems. • Oversee O&M activities, energy generation, storage utilization, and report non-compliances.
Essential Work- Experience <i>(as on 01.01.2025)</i>	Minimum 7 years of post-qualification work experience out of which 3 years of experience in solar energy/ wind energy/ battery storage systems, or related renewable energy solutions.
Upper Age Limit <i>(as on 01.01.2025)</i>	<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 Directives.</p> <p>Cumulative relaxation in age for one/more than one category taken together shall be limited to a maximum of 10 years</p>

3. Renewable Energy- Civil/Mechanical Construction- Team Member	
Essential Educational Qualifications	B. Tech / B.E. / B.Sc. (Engg) (4- year course) in Civil/ Mechanical streams with 70% marks (<i>aggregate marks of all semesters/years</i>), relaxed to 60% marks for SC/ST/PwBD from a recognized university.
Key Challenges & Expectations	<ul style="list-style-type: none"> • Oversee construction activities related to Renewable Energy and Hydrogen Projects. • Prepare detailed project plans, schedules, and resource management. • Ensure adherence to engineering standards, safety regulations, and quality benchmarks.



	<ul style="list-style-type: none"> • Conduct inspections and resolve on-site issues effectively. • Manage vendor coordination and maintain project documentation
Essential Work-Experience <i>(as on 01.01.2025)</i>	Minimum 7 years of post-qualification work experience in site supervision, construction and project management.
Upper Age Limit <i>(as on 01.01.2025)</i>	Upper Age Limit for General and EWS candidates- 35 years . Age relaxations will be applicable to the candidates belonging to different categories (OBC-NCL/ SC/ ST/ PwBD/ Ex-Servicemen) as per the Presidential Directives. Cumulative relaxation in age for one/more than one category taken together shall be limited to a maximum of 10 years

ESSENTIAL ELIGIBILITY CRITERIA FOR FIXED TERM ENGAGEMENT (FTE)

1. All the candidates should have proof of award of applicable degree & Marks sheets on or before Last date of receipt of Application i.e, 12th March 2025. In case of candidates with Ph.D. degree, the PhD Final degree/Provisional degree should have been awarded on or before the Last date of receipt of Application i.e, 12th March 2025.
2. Candidates belonging to General, OBC-NC & EWS category should have secured marks (*aggregate marks of all semesters/years, i.e., taking average of all the semesters/years, irrespective of weightage given to any particular subject (including languages)/semester/year of the Institute/University*) in all graduate and post graduate degree examinations, with relaxations mentioned against each profile for SC/ST/PwBD. **Rounding off percentage is not allowed.**
3. Degree/ Diploma in Branch / Subjects as specified against respective FTE positions above will **ONLY** be considered as eligible qualification. **No allied disciplines/ streams other than the ones explicitly mentioned here are allowed.**
4. No Claim of possession of a qualification equivalent to above prescribed Qualification shall be entertained.
5. Experience gained after date of declaration of the result of qualifying degree will only be considered towards counting experience. Any experience gathered as a short-term trainee (summer/winter project etc. during pursuing Degree/Diploma) will not be considered experience
6. Teaching Experience will not be considered relevant work experience.
7. Research Work carried out during acquiring a Ph.D. will not be considered as relevant work experience.
8. All the qualifications should be 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).

9. 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).
10. Higher Qualifications, if any to be mentioned.
11. In the case of Ph.D. candidates, experience if any (as on 1st January 2025) will be counted from the date of award of final Degree/Provisional Degree. It is mandatory for candidates possessing a Ph.D. qualification to mention the date of successful defense of Ph.D. in their application. This can be mentioned in the column seeking details of end date of the qualification.
12. For the profile of Fixed Term Engagement – R&D, candidates with Integrated Ph.D. may also apply. However, such candidates must produce a master’s degree qualification.

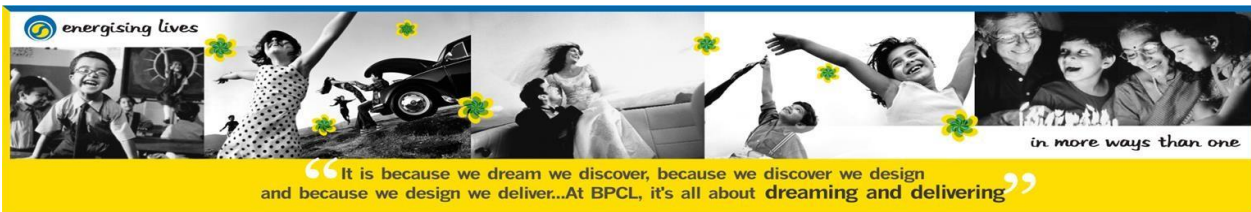
RESERVATION, CONCESSIONS AND RELAXATIONS

1. 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.
2. 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 recognized 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 <https://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 <https://socialjustice.gov.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 getting the benefits of reservation under EWS category, the Income and Asset Certificate shall be valid for the financial year 2024-25 and should have been prepared on the basis of income and asset verification for the financial year 2023-24. The name of the caste should be clearly mentioned in the aforesaid certificate. Caste name like "General/Samanya etc." will not suffice. Applicant's photo on the certificate should be duly pasted, signed and stamped by issuing authority. 'Income and Asset Certificate' shall be submitted by such candidates at the time of interview (if called for interview). No request for extension of time for production of 'Income & Asset Certificate' beyond the said date shall be entertained. In case candidates fail to produce the same at the time of interview, they will not be allowed to appear for interview. Further, their request for interview under General category will also not be entertained.
7. Maximum age limit is relaxed by 5 years for SC & ST, 3 years for OBC-NCL, 10 years for PwBD candidates.
8. 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.
9. However, cumulative relaxation in age for one/more than one category (mentioned above in pt. 7 and 8) taken together shall be limited to a maximum of 10 years.
10. 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.
11. Relaxed standards in assessment/selection will be applicable for SC, ST and PwBD candidates. Relaxation might be extended to OBC- NCL candidates also.
12. 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.



DURATION OF ENGAGEMENT

1. The engagement shall be on a fixed-term contractual basis. The duration of engagement shall be for a maximum period of 3 years or co-terminus with the completion of the Project, whichever is earlier.
2. During the period of engagement, the fixed term contract can be prematurely terminated by giving written notice period of one (1) month or payment of one (1) month pay (@ pro-rated annual stipend amount) in lieu thereof to the FTE. Similarly, in case the FTE wants to prematurely terminate the contract, then he/she has to give 1(one) month notice or has to make payment of 1 (one) month pay (@ pro-rated annual stipend amount) to BPCL in lieu thereof.
3. The engagement of FTE is purely temporary for a fixed tenure. The FTE has no lien, right or tenure against any post in BPCL, and shall not at any time during or after expiry of the term of engagement or its premature termination make any claim for regularization or employment in BPCL.
4. On disengagement, all relationship between the FTE and BPCL shall cease to exist and end.

STIPEND

FTE PROFILES	RANGE OF MONTHLY STIPEND*
Research & Development	Rs. 1,08,210 to Rs. 1,61,940
Renewable Energy – Team Lead	Rs. 1,61,940 to Rs. 3,57,700
Renewable Energy – Team Member	Rs. 1,08,210 to Rs. 1,61,940
<i>*shall be subject to deduction of Income Tax at source and any other tax liable as per rules prevailing</i>	

1. The actual stipend to be paid per month to FTE will depend on various factors, such as educational qualification & number of years of relevant work- experience, etc. and will be decided post selection.
2. The FTE will be covered under Accident and Medical Insurance, over and above the monthly stipend mentioned above.
3. Additionally, the FTEs will be paid ‘Performance Based Pay’ ranging from 3% - 9% of the annual stipend based on their performance assessment during the engagement period. An annual increment (*from the second year of engagement*) ranging from 3% - 6% of the annual stipend will also be granted to the FTEs based on their performance.
4. All FTEs would be eligible for Paid Holidays (including Restricted Holidays) as applicable for regular employees posted at the location. Additionally, FTE engaged on Project basis shall be eligible for 24 days of paid leave for each Calendar year. The modalities of accrual of paid leave will be communicated at a later stage post selection. Paid leave outstanding in the account of the FTE, at the end of the calendar year cannot be availed in the next year.



Unutilized paid leave accumulated during the period of Engagement can be encashed on completion of Fixed Term Contract or its earlier termination for which calculation of encashment amount shall be done taking into account monthly consolidated pay @ 30 days in a month.

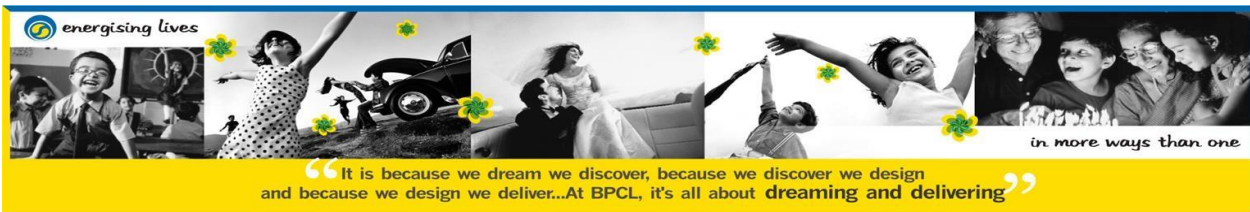
5. PF shall be deducted as per statutory maximum wage ceiling decided by EPFO from time to time. PF shall be released to the FTE on completion of contract.
6. Admissibility of other statutory benefits to FTE shall be as mandated by Government of India from time to time.
7. Breakfast and lunch facilities are provided at the office premises for which a monthly nominal lump sum amount will be deducted.
8. As part of the discharge of their duties they may be required to travel to other locations. Work-related travel expenses will be separately reimbursed as per the entitlements in vogue.

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/ technical expertise/ certifications/ number of patents (if applicable)/ publications in high impact journals (if applicable)/ demonstrable achievements in their fields*), Written/Computer Based Test, Presentation on relevant topic (*for FTE-R&D*), Personal Interview etc. The selection process adopted will depend on the number of applications received for a particular profile.
2. The provisional selection of the candidate will be based on multiple parameters, such as, Relevant work-experience, Significant on-the-job achievements, Performance in various selection processes.
3. Please note that application for these profiles and/or participation in any stage of recruitment i.e., Written / Computer Based Test / Case Presentation / Personal Interviews / any other tests / Pre- Engagement 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-Engagement 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 correspondence or queries in this regard shall be entertained by the Corporation.
2. Candidates selected under Persons with Benchmark 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.

PROBATION & PLACEMENT

1. Selected FTEs would be on probation for 6 months, wherein their services can be terminated without notice or prior warning, if they are found to be lacking in their performance.
2. Upon successful completion of the probation period, appraisal of the FTE's performance will be carried out every year. If during such Annual Performance Appraisals, the performance of the FTEs is found to be below the prescribed standards/ unsatisfactory, the FTE may be warned, if they do not improve their performance within three months thereof, their services will be terminated with immediate effect. In such cases the Corporation will not be liable to pay any amount in lieu of notice period.
4. Posting of FTEs can be across the country, in any of the existing/future BPCL locations. The placement of FTE shall be non-transferable.

APPLICATION PROCESS

Online applications will be accepted from **12th February to 12th March 2025 23:59 hours** and no other mode of application will be accepted.

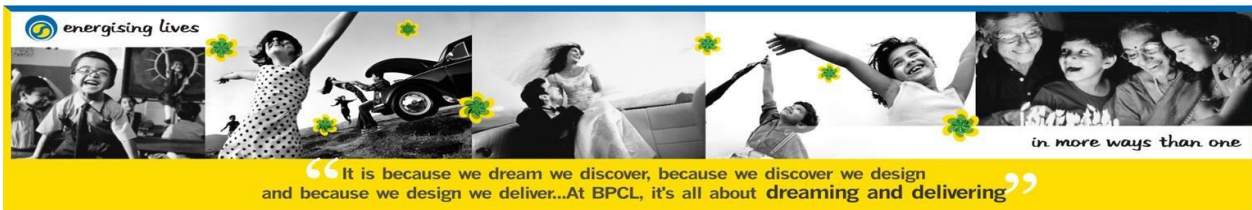
Interested and eligible candidates are requested to apply **ONLINE only** on <https://www.bharatpetroleum.in/Careers/Job-Openings.aspx>, after reading detailed advertisement.

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

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

STEP 2: Candidates 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. **It is mandatory to upload both Consolidated Marksheet along with Degree/Diploma Certificate to be considered eligible for any profile.**



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/ Fixed Term etc.
- c. Detailed Nature of Work
- d. 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. Such Work Experience/ Service Certificate should necessarily be provided for each organization mentioned in the candidates' application form.

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 on the basis of the information furnished by the candidate.

- iv. Relevant Category/ Caste Certificate (applicable only for SC / ST/ OBC-Non-Creamy Layer/ EWS/ PwBD, Ex-Servicemen, **issued for Appointments in Posts Under Government of India**).
- v. Recent Color Passport Size Photograph, not older than January 2025.
- vi. Scanned copy of Signature. Signatures in CAPITAL LETTERS will NOT be accepted
- vii. Latest three salary slips from their current organization scanned together in a single pdf file.
- viii. Latest Form 16 as proof of last CTC drawn to be produced in case shortlisted for further selection process

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: APPLICATION REGISTRATION

- Candidates to go to <https://www.bharatpetroleum.in/Careers/Job-Openings.aspx> & click on the option "APPLY ONLINE" which will open a new screen.
- To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidates should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online



application form and modify the same if required.

- Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
- Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
- The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
- Validate your details and save your application by clicking the 'Validate your details' and 'Save & Next' button.
- Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
- Candidates can proceed to fill in other details of the Application Form.
- Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.
- Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded, and other details filled in by you are correct.
- Click on the 'Submit' button. **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. 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.
3. **All the details mentioned in the online form will be treated as final and no request for changes will be entertained later on. Therefore, candidates are advised to fill the ONLINE form with utmost care making correct entries in the respective fields. An application once submitted shall not be considered**



for any editing later on.

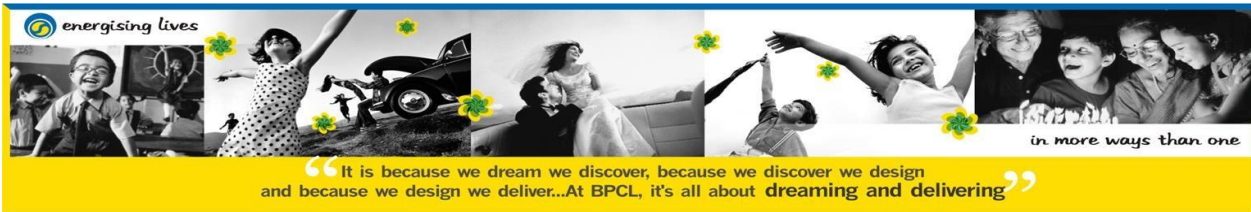
4. In the event of non-submission of completed application by candidate, for whatsoever reason, his/ her candidature will stand cancelled and no further communication/consideration on the same will be entertained.
5. No email confirmation will be sent to the candidates on successful registration or on successful payment of application fees.
6. Candidates are advised in their own interest to apply online before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability / failure to log on to the website on account of heavy load on internet or website jam.

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 January 2025**.
3. Candidates have to necessarily declare (in case they are shortlisted for subsequent stages) if he/ she has been arrested, prosecuted, kept under detention or fined, convicted by the Court of Law for any offence, debarred/disqualified by any Public Service Commission from appearing in its examination.
4. 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 officials during recruitment drive is discouraged, except when necessary/critical.
5. **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.**
6. Qualifications in Branches / Subjects as specified against respective Posts above will ONLY be considered as eligible qualification. A degree other than the specified Branches / Subjects will not be considered. Claim regarding possession of a qualification equivalent to the prescribed qualification will not be entertained.
7. Candidates presently employed in Central/ State Government, Autonomous bodies, and PSUs, should submit their application through proper channel. **They must produce a '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.



8. 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 further 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).
9. 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.
10. Reimbursement of 3rd AC train fare by the shortest route to the selection venue is admissible for Computer Based Test for outstation SC, ST & PwBD candidates and 2nd AC train fare for all candidates appearing in the Interview by the shortest route is admissible for outstation candidates, provided the distance travelled is not less than 30 km.
11. Candidates opting for examination Centre other than the Centre nearest from mailing address will not be reimbursed travel fare. The candidates will be required to fill in the Travel Allowance (TA) Form which will be made available during the selection process and submit/upload it along with Travel Proof for travel undertaken. Travel allowance will be processed through online mode. This reimbursement is not applicable to candidates who are already in Central/ State Government Services/ PSUs. Detailed instructions pertaining to mode of travel reimbursement will be made available in the Admit Card/ Call Letter for selection process.
12. 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.
13. 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.
14. The Corporation also reserves the right not to fill the advertised post at any stage of selection.
15. 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.
16. If any candidate attempts to use external influence for the purpose of facilitating his/her selection, his/her candidature will automatically be cancelled.
17. In case of any ambiguity or dispute arises on account of interpretation in versions other than English, the English version will prevail.
18. 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 candidate has 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 void ab initio.

19. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.

20. Court of jurisdiction for any dispute will be in Mumbai.

21. The General Public is hereby informed that all applications are accepted through our online portal only and the said activity is not outsourced by BPCL to any agency/individual. Candidates are advised to beware of such fraudulent agencies/individuals.