



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

ADV.NO:MR_CRAFT_PT/01/2018

Date: 25.09.2018

**RECRUITMENT NOTIFICATION FOR THE POST OF CRAFTSMAN
 (MECHANICAL), CRAFTSMAN (ELECTRICAL), CRAFTSMAN
 (INSTRUMENT) AND PROCESS TECHNICIAN
 AT MUMBAI REFINERY**

BPCL, a Maharatna Public Sector Undertaking and a global Fortune 500 company, engaged in Exploration of Oil & Gas, Refining, Marketing and Distribution of Petroleum Products invites applications from young, energetic and bright Indian male candidates meeting the following eligibility criteria and other parameters for the following positions in Mumbai Refinery.

1. POSTS AND RESERVATIONS:

Post Code	Name of Post	Total No. of Posts	No. of Posts reserved			
			SC	ST	OBC (NCL)	UR
MRME	Craftsman (Mechanical) (Gr. 7)	15	0	8	0	17
MREL	Craftsman (Electrical) (Gr.7)	2				
MRIN	Craftsman (Instrument) (Gr.7)	3				
MRPT	Process Technician (Gr. 7)	5				

Note:

Number of posts and reservations mentioned above are indicative and may increase or decrease at the absolute discretion of the Corporation. **UR-Un reserved, SC-Scheduled**



Castes, ST-Scheduled Tribes, OBC (NCL) - Other Backward Classes (Non-Creamy Layer). Relaxations applicable with regard to age will be extended as per extant guidelines on the subject.

Although the posts notified are for Mumbai Refinery, the Corporation reserves the right to offer initial posting/subsequent transfer post appointment to any other location of BPCL, based on the business requirements from time to time.

2. BROAD DESCRIPTION OF DUTIES

CRAFTSMAN (MECHANICAL)

1. Preventive, predictive and breakdown maintenance, trouble shooting and overhauling of rotary machines like pumps, turbines, fans, compressors, motors, blowers, air fin fans, Generators, mixers, turbo machines & static equipment like heater, column, vessels, heater, filters, strainers, cylinders, relief valves, gate valves, globe valves, tanks and exchanger.
2. Spading, despading, rigging, piping erection/dismantling and machining
3. Mechanical seal replacement, bearing replacement and laser alignment of rotary equipments
4. Supervision of mechanical jobs done by the contractor.
5. Support and handle emergencies including working in various units / Shifts

CRAFTSMAN (ELECTRICAL)

1. Operate all types of HT/LT switchgears, all types of electrical equipments like generators, transformer, motor, UPS, VFD's, battery chargers, capacitor banks, electrical heaters, lighting system, air conditioning plants, plant communication system, fire alarm and siren systems, lifts, electrical heaters etc.
2. Carry out Preventive, predictive and breakdown maintenance of all of the above equipments, all types of earthing and lightning protection systems, electrical heat tracing system, cathodic protection system, solar plants, air conditioning, refrigeration, chilling equipment, electrical power fencing, fire alarm panels etc. including trouble shooting, electrical energization/ de-energization, cable connection/disconnection, etc.,



3. Overhauling of HT/LT motors, transformers etc.
4. Maintain records of equipments, schedules and activities.
5. Supervision of electrical jobs done by the contractor.
6. Handle electrical emergencies etc

CRAFTSMAN (INSTRUMENT)

1. Calibration and operation of all type of instruments / equipment such as transmitters, control valves, switches, gauges, turbine / compressor instruments, Distributed Control System, quality monitoring analyzers, hydrocarbon leak detectors, safety instruments, tankage instruments, communication instruments etc. including cleaning of parts, removal, overhauling and commissioning.
2. Preventive, Predictive, breakdown maintenance and trouble shooting of all critical instruments as mentioned above.
3. Monitoring of all parameters in the field like Pressure, Temperature, Flow levels, analyzers etc. including trouble shooting, Signal etc.
4. Maintenance of all types of grounding, surge protection systems in Refinery.
5. Monitoring of all process monitoring equipment's like Control Room Instrumentation / Field Panel/ Rotary Equipment Monitoring Devices / DCS / PLC/ Analyzers/ Safety systems etc.
6. Support and handle emergencies including working in various units / Shifts

PROCESS TECHNICIAN

1. Operate equipment like all types of Pumps, Compressors, Valves, Exchangers, Columns, Vessels, Furnaces, Heaters, Cooling Towers, Fans, Filters, Reactors, Storage Tanks etc.
2. Monitor all the parameters in the field like Pressure, Temperature, Flow levels, analyzers etc.
3. Carry out simple Lab tests in the field.
4. Ensure the activities of up-keeping the equipment/machinery.
5. Make operational changes in the units as per the Standard Operating Procedures. Ensure Health and Safety of all plant equipment (Static as well as rotary) in the assigned area.
6. Take appropriate steps during emergencies and plant upsets to protect the plant



personnel / equipment and inventory.

7. Handle Plant upsets and subsequent trouble shooting.etc

Note:

All the above jobs involve working in rotating shifts (including night shifts). The jobs require high level of medical & physical fitness and a candidate, if selected would be required to meet the medical & physical fitness standards as per the Corporation’s norms for the post, failing which he will be considered ineligible.

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

3. PAY & BENEFITS:

The selected candidate will be placed in Grade 7 in the pay scale of `13800-41000*. In addition to Basic Pay, the appointed candidates will also be entitled for other benefits/allowances as applicable.

*The pay scales are due for revision w.e.f. 01.01.2017

4. AGE LIMIT (as on 01.01.2019):

- a. Minimum 18 years and maximum 30 years as on 01.01.2019 for General candidates, relaxable by 5 years for SC/ST candidates and 3 years for OBC(NCL) candidates against the reserved posts.
- b. PWDs with degree of disability not less than 40% will be given age relaxation of up to 10 years (up to 15 years for PWDs belonging to SC/ST category and up to 13 years for PWDs belonging to OBC category).
- c. Candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989 will be given age relaxation of up to 5 years.
- d. Age relaxation for Ex-servicemen would be as per applicable Govt. guidelines.

5. EDUCATIONAL QUALIFICATION / WORK EXPERIENCE (as on 01.10.2018)



Name of Post	Qualification	Post Qualification Experience
Craftsman (Mechanical) - Gr '7'	First Class (60%) full Time Diploma in 'Mechanical Engineering/Technology' from a Government Polytechnic or an equivalent Government recognized institute approved by AICTE	Post-qualification experience (including period of Apprenticeship) of Minimum 5 Years (mandatory in nature)/desirable experience of 7 years, in operation and maintenance of Rotary & Stationary machines related to continuous process in Oil Refining / Petroleum / Petrochemical / Chemical / Fertilizer industry etc. in a Factory / Manufacturing Unit of Repute.
Craftsman (Electrical - Gr '7'	First Class (60%) full Time Diploma in 'Electrical Engineering/Technology' from a Government Polytechnic or an equivalent Government recognized institute approved by AICTE	Post-qualification experience (including period of Apprenticeship) of Minimum 5 Years (mandatory in nature)/desirable experience of 7 years, in operation and maintenance of Electrical Equipments related to continuous process in Oil Refining / Petroleum / Petrochemical / Chemical / Fertilizer industry etc. in a Factory / Manufacturing Unit of Repute.
Craftsman (Instrument) - Gr '7'	First Class (60%) full Time Diploma in 'Instrumentation Engineering/Technology' from a Government Polytechnic or an equivalent Government recognized institute approved by AICTE	Post-qualification experience (including period of Apprenticeship) of Minimum 5 Years (mandatory in nature)/desirable experience of 7 years, in operation and maintenance Instrumentation and Systems related to continuous process in Oil Refining / Petroleum / Petrochemical / Chemical / Fertilizer industry etc. in a Factory / Manufacturing Unit of Repute.
Process Technician - Gr '7'	First Class (60%) full Time Diploma in 'Chemical Engineering/Technology' from a Government Polytechnic or equivalent Government recognized Institute approved by AICTE.	Post-qualification experience (including period of Apprenticeship) of Minimum 5 Years (mandatory in nature)/desirable experience of 7 years, in operation of Pumps, Compressors, Valves, Heat Exchangers, Columns, Vessels, Furnaces, Heaters, Cooling Towers, Fans, Filters, Reactors, Chemical/Petroleum product Storage Tanks etc and other equipment related to continuous process in Oil



		Refining / Petroleum / Petrochemical / Chemical / Fertilizer industry etc. in a Factory / Manufacturing Unit of Repute.
First Class with 60% in all the above position is relaxed to 50% marks for SC/ST/PWD Candidates		

Note:

- i. Qualification for the purpose of selection to the advertised post would mean the qualification on which candidature is offered/ considered as claimed by the candidate.
- ii. Candidates possessing higher qualification than Diploma in Engineering level qualification such as AMIE / B.E. / B.Tech. Or similar/equivalent/other higher qualifications, need not apply. B. Sc. after Diploma in Engineering would not be considered as higher qualification. Suppression of information regarding possession or attainment of higher qualification shall render a candidate ineligible for consideration at any stage of selection and termination of services at any time during employment, if recruited.
- iii. Diploma in Mechanical Engineering with specialization on Production, Automobile etc. or any other specialized Diploma connected with Mechanical Engineering will not be considered as qualification for the post of 'Craftsman (Mechanical)'.
- iv. Diploma in Electrical Engineering combined with Electronics or any other specialized Diploma connected with Electrical Engineering will not be considered as qualification for the post of 'Craftsman (Electrical)'.
- v. Diploma in Instrumentation Engineering combined with Electronics or any other specialized Diploma connected with Instrumentation Engineering will not be considered as qualification for the post of 'Craftsman (Instrumentation)'.
- vi. Diploma in Chemical Engineering with specializations in Sugar Technology, Rubber, etc. OR any other specialized Diploma connected with Chemical Engineering will not be considered as qualification for the post of "Process Technicians"
- vii. Specialization/stream nomenclature should be exactly as specified in the Clause 5. No other streams/combination streams or specialization will be considered.
- viii. Candidates currently working in any other Unit/Joint Venture/Subsidiary of Bharat Petroleum Corporation Ltd. will not be considered.

6. SELECTION METHODOLOGY:



Selection methodology will comprise of two stages as detailed below:

STAGE 1 - Written Test

- i. Candidates would be shortlisted for the Written Test in the order of merit, based on percentage of marks obtained in the Diploma examination. The shortlisting of candidates would be a matter of sole discretion of the Corporation. The written test will assess the candidates on their technical acumen and generic aptitude including quantitative aptitude, reasoning abilities and basic English language skills. For qualifying in the written test, overall cut-off marks and sectional cut-off marks would be decided by the Corporation with due relaxation for SC/ST/PWD candidates. The cut-off marks may also vary depending on various posts and performance of the candidates. Candidates should meet both the overall and sectional cut-off marks of written test to be eligible to be considered for stage two. The Corporation reserves the right to define the cut-off marks for written test. No queries will be entertained in this regard.
- ii. Written Tests will be conducted at centers identified by the Corporation and would be suitably informed to the shortlisted candidates. Corporation reserves its right to include/exclude any test centre at any stage. No request for change in date of tests or test centers will be entertained for any reason whatsoever.

STAGE 2 - Skill Test

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

Note:

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

7. HOW TO APPLY:



i. **Application form**

Eligible candidates may apply online from 29.09.2018 onwards to 11 PM on 14.10.2018 through the link available on www.bharatpetroleum.com>Careers. Candidates sponsored by Employment exchange also need to apply online through this link only. No other means/mode of application will be accepted. However, Corporation reserves the right to modify the process if required.

Note:

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



reasonably fair network connectivity so that application process is smooth.

- Applications submitted after 11 PM on 14.10.2018 will not be considered.

ii. List of Documents

Candidates, who qualify in the Written Test, would be required to submit self-attested copy of the following documents along with the Original at the time of appearing for the Stage 2 test i.e. Skill Test. However, Corporation reserves right to seek these documents for verification or any additional document or any required declaration at any stage of the recruitment & selection process.

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

Note:

- Candidates are required to carry any one of the following valid Photo-ID cards in original with a photocopy- Aadhar Card, PAN Card, Driving License, Voters ID or Passport while appearing at all stages of selection process.
- Candidates not submitting all the documents detailed in 7. ii above as sought by the Corporation, will not be permitted to appear for the selection process. Corporation may at its sole discretion allow the candidate to appear for the selection process pending submission of documents. Decision of the Corporation in this regard would be final.

8. GENERAL INSTRUCTIONS:

- Candidates are required to carefully read the detailed advertisement and ensure that they meet the prescribed eligibility criteria before applying for the above posts. For all purposes, interpretation as per English version of the advertisement shall prevail.
- Reservation/Relaxation for SC / ST / OBC (Non-Creamy Layer - NCL) / Ex-Servicemen/PWD/J&K domicile candidates will be as per applicable Presidential



directives/Govt. directives on the subject issued from time to time.

- iii. Wherever CGPA or Grade is awarded in the examination, its equivalent percentage of marks must be indicated in the application form as per the norms adopted by the applicable Board/Institute/University.

For claiming reservation/relaxation benefit of OBC (NCL) category, the candidate should submit a valid caste certificate (which should not be more than 6 months old from the last date of submission of application) in the proforma prescribed by the Govt. of India, which would, among others, specifically mention that the candidate does not belong to the persons/sections (creamy layer) as mentioned in column 3 of the schedule to the Dept. of Personnel & training in the Govt. of India OM No.36012/22/93- Estt. (SCT) dated 08.09.1993. Candidates belonging to OBC category but falling in Creamy Layer are not entitled to OBC reservation/relaxation/ benefits. Accordingly, such candidates may choose to apply for the positions provided they meet the age criterion applicable to general candidates and indicate their category as "UR". BPCL being a Central Public Sector Undertaking, only such communities that are mentioned in the common list of OBC approved by Central Government shall be treated as OBC for the purpose of reservation.

- iv. Candidate seeking reservation/relaxation as applicable for SC / ST / OBC (NCL), will have to submit the caste certificate in the prescribed format issued by the designated Competent Authority meant for appointment to posts under the Govt. of India indicating clearly the caste, the Act/Order under which the caste is recognized as SC / ST / OBC (NCL) and the Village / Town the candidate is ordinarily resident of.
- v. SC/ST/OBC candidates applying against un-reserved posts shall be considered against general standards and no relaxation in age, qualification cut-off marks, selection process cut-off marks etc. shall be extended to them.
- vi. Persons with disabilities (PWD) are persons with permanent disability of 40% and above. PWD candidates are required to submit a certificate issued by a medical board with a minimum of three members constituted by Central/State government failing which their candidature as PWD candidates will not be considered.
- vii. Candidates currently employed in Govt. / Semi-Govt. / PSU will have to produce 'No Objection Certificate' at the time of Skill Test and 'Release Order' from their employers at the time of joining. In case the candidate fails to do so, his candidature will not be considered.
- viii. Candidates sponsored by Employment Exchange are also required to submit online application.
- ix. Candidates domiciled in the states of Maharashtra will be preferred.



- x. Ex- servicemen candidates applying for the above vacancies must submit a certificate indicating the equivalence of their qualification to that advertised, failing which the application will be rejected, without further reference in this regard.
- xi. Outstation SC / ST / PWD candidates attending the Written test / Skill test are eligible for to & fro Sleeper Class train fare / Non-AC bus fare for the self, by the shortest route, from the nearest available bus/railway station from the mailing address of the candidate as mentioned in the application form on submission of original tickets, provided the distance is not less than 30 kms from the venue of Stage 1 or Stage 2 tests.
- xii. Candidates belonging to SC/ ST / PWD category should bring their original caste certificate/disability certificate along with a photocopy of the same to claim travel reimbursement.
- xiii. Candidates have to make their own arrangement for lodging and boarding for appearing in tests for any stage of selection process.
- xiv. Corporation reserves the right to fill OR to partly fill OR not to fill all or any of the above posts without assigning any reasons whatsoever.
- xv. Only male candidates may apply.
- xvi. The candidature of the applicant shall be provisional and subject to subsequent verification of antecedents/certificates/testimonials. In case it is found/ known at any stage of selection/recruitment process or thereafter that a candidate does not fulfill the eligibility norms and / or that he has furnished any incorrect/misleading / false information / certificate / documents or has suppressed any material fact(s), his candidature will stand cancelled. If any of the information or material particulars as furnished by the candidate to the Corporation are found to be untrue, inaccurate or incorrect at any stage before or after his selection, then the same shall amount to misrepresentation/ fraud and his services shall be liable to be terminated unilaterally by the Corporation, at any time.
- xvii. The decision of Corporation will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection and cancellation of the selection process either in part or full etc. Filling up of the posts is solely at the discretion of the Corporation and also subject to the suitability of candidates & Corporation's requirement and no claim will arise for selection. Corporation reserves the right to call only such candidates for various stages of selection process who in its opinion are likely to be suitable. Corporation may at its discretion, alter the minimum eligibility standard/criteria/cut-off to restrict the number of candidates or to make available sufficient number of candidates to be called for written test or for subsequent stages. No enquiry or correspondence will be entertained in this regard.
- xviii. For any other general queries pertaining to this recruitment advertisement please



email to z_mrrecruitment@bharatpetroleum.in . Correspondence/Communication in any other manner will not be entertained. Candidates are advised to mention their application number in the subject of the mail while corresponding on any information/query related to this recruitment notification and related details. Candidates are also advised to mention their correct e-mail ids and contact no. /mobile number (10 digits) and keep checking their e-mail messages.

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

>>>END OF THE DOCUMENT<<<

CAUTION!

ANY FORM OF CANVASSING WILL DISQUALIFY A CANDIDATE

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

FOR ANY UPDATES ON THIS POSTING, CANDIDATES ARE ADVISED TO REFER TO THE CONTENTS PUBLISHED ON OUR OFFICIAL WEBSITE ONLY AND NOT BE MISGUIDED OR MISLED



“ 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** ”

BY ANY CONTENT PUBLISHED IN ANY OTHER WEBSITE/BLOG ETC.