

No.C-31017/4/2019-CA/PNG (31765)  
Government of India  
Ministry of Petroleum & Natural Gas  
(Corporate Affairs Desk)

Shastri Bhawan, New Delhi

Dated 14/10/2020.

To

Chairman / CMD / MD

IOCL / ONGC / GAIL / BPCL / HPCL / OIL / EIL / MRPL / CPCL / NRL / BPRL / BLC /  
OVL/ BCPL

**Subject: Selection for the post of Director (Finance), HPCL**

Sir,

The Public Enterprises Selection Board (PESB) is seeking qualified candidates for the post of **Director (Finance), HPCL**, a Schedule 'A' CPSE, the scale of pay of the post being **Rs.180000-340000/-**. A copy of the complete advertisement advertised by PESB vide letter dated 06.10.2020 is enclosed herewith. As per the advertisement:-

- (i) The last date of receipt of applications in PESB is **15:00 hrs, 15<sup>th</sup> December 2020**. No application shall be entertained under any circumstances after the stipulated time/date. Incomplete applications/applications received after the stipulated time/date shall be rejected.
- (ii) The applicants should submit their applications, complete in all respects, through proper channel only, as stipulated in the said advertisement.
- (iii) The applications of CMDs/MDs/Functional Directors (Board level executives) in CPSEs under the Ministry will be routed to PESB through the Ministry. Applications of eligible board level executives may be submitted to MoP&NG not later than **01<sup>st</sup> December, 2020** so as to process the case on time.
- (iv) Applications of the below board level officials are to be routed through the concerned CPSE to PESB directly, under intimation to the Ministry.
- (v) Advance action may be taken to keep the ACRs for last 10 years of those candidates ready along with their latest vigilance profile.
- (vi) In respect of applications of below board level officials, the CPSE will also forward a copy of the forwarding letter(s) to the Vigilance Division of the Ministry, so as to enable the Ministry seek vigilance clearance in respect of the candidates from the concerned CPSE.

Encl.: as above

Yours faithfully,



(Shyam Singh Mahar)

Deputy Secretary to the Govt. of India

☎: 23387878

Copy for information to:

- (i) Secretary, Public Enterprises Selection Board, Block No. 14, CGO Complex, Lodhi Road, New Delhi.
- (ii) Under Secretary (Vigilance), MoPNG
- (iii) Technical Director, NIC-for uploading the advertisement on the Ministry's website.



भारत सरकार / Government of India  
कार्मिक एवं प्रशिक्षण विभाग / Department of Personnel & Training  
लोक उद्यम चयन बोर्ड / Public Enterprises Selection Board

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ब्लॉक संख्या 14, सी जी ओ कॉम्प्लेक्स, लोदी रोड  
Block No.14, C.G.O. Complex, Lodhi Road  
नई दिल्ली / New Delhi - 110003  
दिनांकित / Dated:06.10.2020

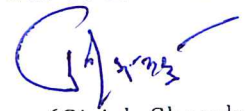
Subject: Selection for the post of **Director (Finance), Hindustan Petroleum Corporation Limited**, a schedule 'A' CPSE

The Public Enterprises Selection Board (PESB) is seeking qualified candidates for the post of **Director (Finance), Hindustan Petroleum Corporation Limited**, a schedule 'A' CPSE, the scale of pay of the post being **Rs. 180000-340000(IDA)**. A copy of the job description for the post is enclosed.

2. It is requested that names of all candidates seniority-wise for the said post along with their applications, in the prescribed format, duly verified may kindly be forwarded so as to reach the PESB by 15.00 hours on **15<sup>th</sup> December, 2020**. *The applications of all candidates are to be addressed to Ms. Kimbuong Kipgen, Secretary (PESB), Room No. 523, Public Enterprises Bhawan, Block No. 14, CGO Complex, Lodhi Road, New Delhi.* It is also requested that advance action may be taken to keep the ACRs for last 10 years of the candidates ready along with their latest vigilance profile [(i) penalty imposed, if any during the last 10 years (ii) details of disciplinary action initiated/being initiated if any, etc.] to be furnished as and when the selection meeting is scheduled. It is further requested that the vacancy for the post may also be uploaded on the website of the Ministry/Department for wider publicity.


3. If the relevant details are not received within the stipulated time, it will be assumed that there are no applications received to be sponsored for the post.

Encl.: As above



(Girish Chandra)

Deputy Secretary to the Government of India

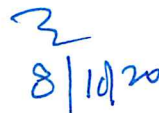
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Ministry of Petroleum and Natural Gas  
(Shri Tarun Kapoor, Secretary)  
Shastri Bhavan, New Delhi - 110001

  
JS-GP

  
8/10/2020

  
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SO(CA)



No. : 7/40/2020-PESB

**भारत सरकार**  
**Government of India**  
**कार्मिक एवं प्रशिक्षण विभाग**  
**Department of Personnel & Training**  
**(लोक उद्यम चयन बोर्ड)**  
**(Public Enterprises Selection Board)**

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ब्लॉक संख्या 14, सी.जी.ओ. कॉम्प्लेक्स, लोदी रोड  
 Block No.14, C.G.O. Complex, Lodhi Road  
 नई दिल्ली / New Delhi- 110003  
 Dated : 06/10/2020

सी. पी. एस. ई. का नाम NAME OF THE CPSE	Hindustan Petroleum Corporation Limited (HPCL)
पद का नाम NAME OF THE POST	Director (Finance)
रिक्ति की तारीख DATE OF VACANCY	01/07/2021
सी. पी. एस. ई. की अनुसूची SCHEDULE OF THE CPSE	Schedule A
पद का वेतनमान SCALE OF THE POST	Rs. 180000-340000 (IDA)

**I. COMPANY PROFILE**

Hindustan Petroleum Corporation Limited (HPCL) came into being in 1974, by virtue of 'Lube India Limited' and ESSO Standard Refining Company of India Limited Amalgamation Order, 1974, Caltex Oil Refining (India) Limited was taken over by Government of India in 1976 and subsequently merged with HPCL in 1978. The main objective of the company is to undertake Refining and Marketing of Petroleum products. HPCL is a schedule 'A' Maharatna CPSE with the administrative jurisdiction of Ministry of Petroleum & Natural Gas. The company employed 9696 regular employees (Executives 5898, Non-executives 3798) as on 31.03.2020.

The authorized and paid up capital of the Company was Rs. 2500 crores and Rs.1523.82 crores respectively as on March 31, 2020.

Its Registered and Corporate offices are at Mumbai, Maharashtra.

The share of holding Company [i.e. ONGC Ltd] in HPCL is 51.11%.

**II. JOB DESCRIPTION AND RESPONSIBILITIES**

Director (Finance) is a member of Board of Directors and reports to the Chairman and Managing Director. He/She is the overall in-charge of Finance and Accounts functions of the organization and is responsible for evolving and formulating related policies and their implementation including Financial Planning, budgeting, costing, financial control, preparation of financial statements in compliance with corporate norms and statutory requirements.



### III. ELIGIBILITY

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

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

#### 2. EMPLOYMENT STATUS:

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

- Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE);
- Central Government including the Armed Forces of the Union and All India Services;
- State Public Sector Enterprise (SPSE) where the annual turnover is **\*Rs 10,000 crore or more**;
- Private Sector in company where the annual turnover is **\*Rs 10,000 crore or more**.

**Preference would be given to candidates from listed Companies.**

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

#### 3. QUALIFICATION:

- The applicant should be a Chartered Accountant or Cost Accountant or a full time MBA/PGDM course with good academic record from a recognized University/Institution.
  - Officers of Organized Group 'A' Accounts Services [i.e. Indian Audit and Accounts Service, Indian Defence Accounts Service, Indian Railway Accounts Service, Indian Civil Accounts Service, Indian P&T Accounts & Finance Service and Indian Cost Accounts Service] working in the appropriate level are exempted from these educational qualifications.
  - Further, applicants from the Central Govt./Armed Forces of the Union/All India Services, will also be exempted from the educational qualifications as per (i) above provided the applicants have 'the relevant experience' as mentioned in Para 4(iii) below.
- In respect of applicants from Organized Group 'A' Accounts Services/Central Government/Armed Forces of the Union/All India Services, Chartered Accountant/Cost Accountant/MBA/PGDM will be a desirable educational qualification.

#### 4. EXPERIENCE:

- The applicant should have at least five years of cumulative experience at a senior level during the last ten years in the area of Corporate Financial Management / Corporate Accounts in an organization of repute.
- Applicants from Organized Group 'A' Accounts Services should have at least five years cumulative experience at a senior level during the last ten years in the area of Corporate

Financial Management/ Corporate Accounts.

(iii) 'The relevant experience' in respect of applicants from Central Government/Armed Forces of the Union/All India Services would include at least seven years of cumulative experience at a senior level during the last ten years in the area of Corporate Financial Management/ Corporate Accounts.

#### 5. PAY SCALE:

##### (a) Central Public Sector Enterprises-

###### Eligible Scale of Pay

- (i) Rs. 7250-8250 (IDA) Pre 01/01/1992
- (ii) Rs. 9500-11500 (IDA) Post 01/01/1992
- (iii) Rs. 20500-26500 (IDA) Post 01/01/1997
- (iv) Rs. 51300-73000 (IDA) Post 01/01/2007
- (v) Rs. 120000-280000 (IDA) Post 01.01.2017
- (vi) Rs. 18400-22400 (CDA) Pre-revised post 01.01.1996
- (vii) Rs. 37400-67000 + GP 10000 (CDA) post 01.01.2006
- (viii) Rs. 144200-218200 (Level 14) CDA post 01.01.2016

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

##### (b)

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

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

##### (c)

Applicants from State Public Sector Enterprises/ Private Sector should be working at Board level position or at least a post of the level immediately below the Board level on the date of application.

#### 6. CONDITION OF IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS

Central Government Officers, including those of the Armed Forces of the Union and the All India Services, will be eligible for consideration only on immediate absorption basis.

#### IV. DURATION OF APPOINTMENT

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

#### V. SUBMISSION OF APPLICATIONS

Applicants should submit their applications on-line only as per the format.

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

(a) Government Officers, including those of the Armed Forces of the Union and All India Services:



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through Cadre Controlling authority;

(b) CMDs/MDs/Functional Directors in CPSE: through the concerned Administrative Ministry;

(c) Below Board level in CPSE: through the concerned CPSE;

(d) CMDs/MDs/Functional Directors in State PSE: through the concerned Administrative Secretary and Cadre Controlling Authority, if any, of the State Government;

(e) Below Board level in SPSE: through the concerned SPSE.

(f) Private Sector: directly to the PESB.

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

(a) Annual Reports of the Company in which currently working for the 3 financial years preceding the calendar year in which the post is advertised (please provide URL or attach/enclose copies);

(b) Whether the company is listed or not; if yes, the documentary proof (please provide URL or attach/enclose copies);

(c) Evidence of working at Board level or at least a post of the level immediately below the Board level;

(d) Self-attested copies of documents in support of age and qualifications;

(e) Relevant Jobs handled in the past with details.

## VI. UNDERTAKING BY THE APPLICANT

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

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

(a) The appointment is on immediate absorption basis.

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

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

### 2. For candidates from CPSE

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

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

### 3. For candidates from SPSE/ Private Sector

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

b. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of

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appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

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

**VII. THE APPLICANTS CAN EITHER**

(a) fill up the **Application Form online only** against this Job Description on the website of PESB - <http://pesb.gov.in/> and thereafter **forward it online**, as specified in para V(1);

Or

(b) fill up the **Application Form online only** against this Job Description on the website of PESB - <http://pesb.gov.in/>, take a printout and send it offline, as specified in para V(1).

Last time/date of receipt of complete application duly forwarded to PESB is **by 15.00 hours on 15/12/2020**. No application shall be entertained under any circumstances after the stipulated time/date. Incomplete applications and applications received after the stipulated time/date shall be **REJECTED**. Board reserves the right to shortlist applicants for interview.

Applications are to be addressed to

Smt Kimbuong Kipgen

Secretary,

Public Enterprises Selection Board, Public Enterprises Bhawan,  
BlockNo. 14, CGO Complex, Lodhi Road, New Delhi-110003.

ALL CORRESPONDENCE WITH THE PUBLIC ENTERPRISES SELECTION BOARD SHOULD BE  
ADDRESSED TO SECRETARY, PUBLIC ENTERPRISES SELECTION BOARD ONLY.

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