

HINDUSTAN ORGANIC CHEMICALS LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)

NOTIFICATION OF VACANCIES – PERMANENT RECRUITMENT

HOCL requires personnel for appointment on REGULAR BASIS to the following posts.

1. Chief Manager (Finance) / Manager (Finance)
2. Assistant Manager (Civil)
3. Assistant Manager (Materials)
4. Assistant Manager (Electrical)
5. Assistant Manager (Instrumentation)
6. Assistant Manager (Hindi) / Senior Hindi Officer
7. Senior Scientific Officer

I. NUMBER OF VACANCIES & RESERVATION:

Sl.No.	Post	Vacancy & Reservation
1.	Chief Manager (Finance) / Manager (Finance)	1 (One) – UR
2.	Assistant Manager (Civil)	1 (One) – OBC
3.	Assistant Manager (Materials)	1 (One) – UR
4.	Assistant Manager (Electrical)	2 (Two) – UR
5.	Assistant Manager (Instrumentation)	1 (One) – UR
6.	Assistant Manager (Hindi) / Senior Hindi Officer	1 (One) – UR
7.	Senior Scientific Officer	1 (One) – SC

II. EDUCATIONAL QUALIFICATIONS

Sl. No.	Post	Specifications
1.	Chief Manager (Finance) / Manager (Finance)	CA / ICMA / MBA (Finance) of minimum 2 years duration.
2.	Assistant Manager (Civil)	B.E. / B.Tech or equivalent qualification in Civil Engineering from any recognized University / Institution.
3.	Assistant Manager (Materials)	MBA or B.E./B.Tech or equivalent qualification in Engineering or Degree with PG Diploma / Advanced Graduate Diploma in Materials Management (minimum 18 months duration)
4.	Assistant Manager (Electrical)	B.E. / B.Tech or equivalent qualification in Electrical Engineering from any recognized University / Institution.
5.	Assistant Manager (Instrumentation)	B.E. / B.Tech or equivalent qualification in Instrumentation Engineering from any recognized University / Institution.
6.	Assistant Manager (Hindi) / Senior Hindi Officer	Masters Degree in Hindi with English as one of the subjects at Graduation level. Post Graduate Diploma in Translation. Proficiency in Computer Operations.
7.	Senior Scientific Officer	M.Sc. (Chemistry)

* Qualifications should be of regular full time course.

III. EXPERIENCE REQUIRED

Sl. No.	Post	No. of Years	Areas of Exposure
1.	Chief Manager (Finance) / Manager (Finance)	CM – 15 (Fifteen) M – 10 (Ten)	Should have good understanding of Ind AS, Income Tax Act, GST and other Commercial Laws. Should have experience of Account Finalization, Sales Accounting, Bills Payable, Finance Concurrence, Payroll Processing, Costing, Budgeting etc.
2.	Assistant Manager (Civil)	4 (Four)	Maintenance and execution of civil works in Refinery / Chemical / Petro Chemical Plants. Experience in design, execution and maintenance of heavy equipments like pumps, compressors, tanks etc. Preparation of detailed estimate for various civil works. Planning and execution of works. Preparation of BOQs, Tender documents etc. and floating Tenders through e-procurement (CPP portal) as well as GeM. Preparation of drawings, outlining, planning and settling out the construction as per plan and drawings on the site. Maintaining day to day log of all constructions / maintenance activities in plant. Review of stability of civil structures, buildings, roads etc. Preparation of bills including taking measurements, recording in measurement books, inspection, supervision etc. Inspection, procurement of materials and maintaining records of materials used for construction. Documentation and maintaining records of civil works.
3.	Assistant Manager (Materials)	4 (Four)	Procurement of Goods & Services / Stores / Logistics, Conversant with Government E-Market (Gem) Portal and CPP Portal of NIC, E-Tender Management etc., Conversant with the Government Guidelines on Procurement including CVC Guidelines, Preference to MSE, Make in India etc., Planning of Procurement Strategies and Procurement of Equipments, Spares, Systems, Chemicals, Capital Goods etc from Local and Global Market, Drafting of Enquires and Tender Documents, Proposals and Requests for Quotations, Conduct Pre-bid and Pre-proposal Conferences, Search and Source Potential Suppliers & Vendors, Experience in handling ERP.
4.	Assistant Manager (Electrical)	4 (Four)	Operation & Maintenance of Substations & DG sets. Maintenance of HT and LT motors. Maintenance of Public Address System, Fire Alarm system and lighting fixtures. Planning and procurement of goods & services. Knowledge of Electrical permit system and safety practice in industries. Conversant with GeM and e-Tendering process. Knowledge on Tally/ERP system. Understanding of open access power procurement. Operation of UPS, VFDs, Battery charging system and Package Air Conditioning system. Knowledge in Hazardous Area Classification.

5.	Assistant Manager (Instrumentation)	4 (Four)	Maintenance and repair of Field Instruments like different types Flow, Level, Pressure, Temperature, pH, Conductivity, Density, Viscosity, different types Oxygen and Acidity Analyzers and different types of Final Control Elements. Independent Single & Multi-loop Controllers, DCS (Honeywell, Yokogawa) and PLCs (Allen Bradely, Siemens etc.) Burner Management Systems in Boilers and other Furnaces, Safety Instrumented Systems in Reciprocating as well as Centrifugal Compressors, Boilers, Air drier etc. Emergency Shut-Down System related to Process Safety Management. Preparation of Specifications for all Instrumentation Systems, Managing and scheduling of Preventive, Predictive and Emergency Maintenance. Planning and procurement of Spares, Services, Works and other materials. Exposure in Implementation of new systems in Instrumentation and other modification requirements. Familiarization with the ISO standards (ISO 9001, 14001, 45001). Conversant with GeM and e-Tendering process.
6.	Assistant Manager (Hindi) / Senior Hindi Officer	AM - 4 (Four) SR.O.- 1 (One)	Implementation of Official Language Act 1963 & Rules framed there under. Should have undertaken various responsibilities in this regard. Preparation of reply to letters received from Ministry and other offices regarding implementation of Hindi. Arranging Official Language Implementation Committee Meetings. Preparation of Quarterly, Half yearly and other Reports. Arranging Hindi Workshops, preparation of various orders regarding Incentive Schemes. Arranging Hindi day / Hindi week & Hindi fortnight programmes. Translating documents & Inspection of subordinate offices & sections of organization for implementation of Official Language.
7.	Senior Scientific Officer	1 (One)	Handling of modern sophisticated instruments like Gas Chromatographs, Auto Titrators, HPLC, Polarograph, Spectrophotometer etc and its calibrations, to carry out the analysis of various chemicals in a process industry. Analytical skills for the works related to Raw materials, process and finished product samples. Analytical works related to water samples including ETP samples, monitoring the parameters as per KSPCB norms. Familiarization with the ISO standards (ISO 9001, 14001, 45001), BIS Certifications etc. Knowledge in Good Laboratory practices including laboratory safety. Familiarization with Quality Control Information System Management. Should possess good communication skills with the concerned for better optimization of process streams by providing timely, reliable and accurate results.

❖ Candidates should have post qualification experience in the relevant field in a large industry preferably Chemical / Petrochemical / Refinery plant.

IV. MAXIMUM AGE – AS ON 01.01.2024

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| 1. Chief Manager (Finance) | : 47 (Forty Seven) |
| Manager (Finance) | : 45 (Forty Five) |
| 2. Assistant Manager (Civil) | : 35 (Thirty Five) |
| 3. Assistant Manager (Materials) | : 35 (Thirty Five) |
| 4. Assistant Manager (Electrical) | : 35 (Thirty Five) |
| 5. Assistant Manager (Instrumentation) | : 35 (Thirty Five) |
| 6. Assistant Manager (Hindi) | : 35 (Thirty Five) |
| Senior Hindi Officer | : 30 (Thirty) |
| 7. Senior Scientific Officer | : 30 (Thirty) |

❖ (Relaxation of age to SC/ST/OBC/PwBD/Ex-servicemen as per rules)

V. PAY

Selected candidates will be entitled for Pay and Allowances in the corresponding scale of pay (as per Pay Revision w.e.f 01.01.2007) as admissible under the rules of the company.

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| 1. Chief Manager (Finance) | : ₹ 32900 – 58000 |
| Manager (Finance) | : ₹ 29100 – 54500 |
| 2. Assistant Manager (Civil) | : ₹ 20600 – 46500 |
| 3. Assistant Manager (Materials) | : ₹ 20600 – 46500 |
| 4. Assistant Manager (Electrical) | : ₹ 20600 – 46500 |
| 5. Assistant Manager (Instrumentation) | : ₹ 20600 – 46500 |
| 6. Assistant Manager (Hindi) | : ₹ 20600 – 46500 |
| Senior Hindi Officer | : ₹ 16400 – 40500 |
| 7. Senior Scientific Officer | : ₹ 16400 – 40500 |

VI. POSTING

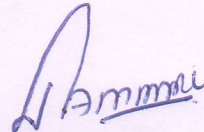
The company at its discretion may post the Officer at any of its Offices / Projects anywhere in India as per its requirement.

VII. GENERAL

1. Candidates will be suitably placed based on the qualification and experience.
2. Indian Nationals only need to apply.
3. Relevant date for determining all eligibility criteria such as qualification, experience, age etc. stipulated in the notification will be 01.01.2024.
4. Relaxations / Reservations are applicable as per Government Directives.
5. Candidates are advised to regularly check their e-mail and the Company's website for information.
6. The engagement of selected candidates will be subject to being declared medically fit by the approved Hospital and by the Medical Officer of the Company.
7. The short listing of candidates for selection process shall be at the discretion of the Company and the decision in this matter will be final and binding.
8. The decision of the HOCL Management regarding eligibility criteria, acceptance or rejection of applications to the post etc. shall be final and binding on all candidates. Mere fulfillment of the minimum qualification, experience and job requirement will not vest any right on candidates for being called for document verification/test/interview.
9. Any corrigendum / updates to the notification will be published on our website only. Hence candidates are requested to check the Company Website regularly. (www.hoclindia.com)
10. Candidates will have to appear for the test / interview at their own risk and HOCL will not be responsible for any injury or losses etc. of any nature. Travelling expenses for appearing the interview will be provided as admissible under the rules of the Company.
11. Furnishing of wrong / false information will lead to disqualification and HOCL will not be responsible for any of the consequences of furnishing such wrong / false information. The candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage of the selection process or after joining the Company, it is found that the candidates have furnished false or wrong information; their candidature / appointment will be cancelled. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature. Court of jurisdiction for any dispute will be at Kochi.
12. Candidates presently working in Government / Semi-Government / PSUs should apply through proper channel or should produce an NOC from their employer at the time of test / interview.
13. Candidates working in other PSUs / Govt. Organizations should have minimum two years of experience in the immediate lower scale of the advertised post.
14. Only male candidates need to apply for posts under Sl.No. 4, 5 & 7 since the work involves deployment in rotational shifts round the clock.
15. The number of vacancies indicated above include vacancies, existing and anticipated, and therefore will be filled only over the period of the validity of the merit panels prepared for the posts.

VIII. How to apply

1. Applications submitted online through the website of HOCL - www.hoclinia.com will only be considered. The online application portal will be open from 19.01.2024 to 11.02.2024 and the last date for submitting online application will be 11.02.2024.
2. Candidates shall visit the web site, read the notification and instructions given, and open the link for filling the Online Application. All required details should be entered and the required documents should be uploaded.
3. While applying, the candidates should mention their full name as it appears in the matriculation / secondary examination certificate.
4. All candidates should upload their passport size photograph and signature at the appropriate place when prompted by the system. The online application will not be registered unless the candidate's photo and signature are uploaded as per instructions. Passport size Photograph shall be with plain background with both ears visible. Application without photographs as mentioned is liable to be rejected at any stage of selection process. Documents in proof of Age, Qualification (from standard X onwards) are to be uploaded at the appropriate place prompted by the system. The online application will not be registered unless the candidate's age, qualifications, experience proof (where required) are uploaded. Candidates shall preview the application and ensure that the passport size photograph is uploaded properly with the face clear and identifiable. Candidates with unidentifiable and improper photo upload, will not be permitted to participate in the selection process. Candidates claiming relaxation / reservation should upload relevant certificates issued by the Competent Authority.
5. Application fee (Non-refundable) : Candidates have to remit an amount ₹ 1,500/- (Rupees One Thousand Five Hundred only) excluding bank charges, through electronic fund transfer, as instructed in the link. Any charges for effecting online payment shall be borne by the candidate. Candidates should retain copy of the e-receipt as they can be asked to produce it for reference. Candidates belonging to SC/ST/PwBD/Ex-Servicemen are exempted from application fee, subject to furnishing documents in proof of eligibility for exemption along with the application.
6. Once all the details are entered, documents uploaded, and fees (if applicable) paid, the candidate gets the prompt that application has been submitted successfully and he/she will be permitted to take print-out of the submitted application. A print-out of the submitted application shall be kept by the candidates and produce it as and when called for.



19.01.2024

CHIEF GENERAL MANAGER (ENGINEERING/HR) & FM