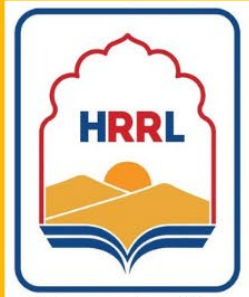
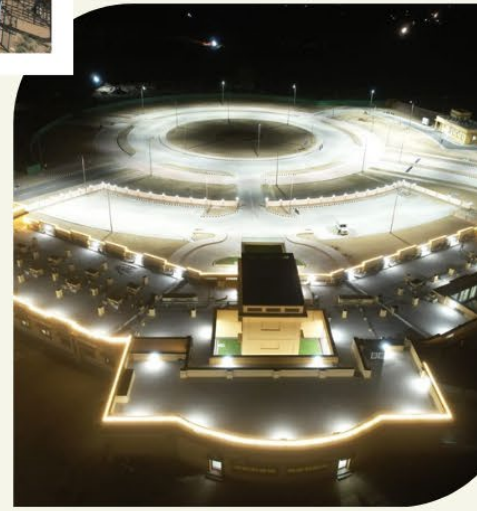


HPCL RAJASTHAN REFINERY LIMITED

(A Joint Venture of HPCL & Govt. of Rajasthan)

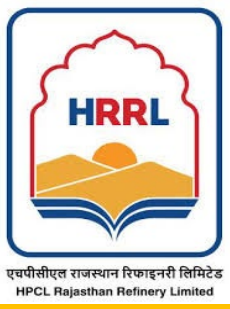


एचपीसीएल राजस्थान रिफाइनरी लिमिटेड
HPCL Rajasthan Refinery Limited



Site Address :

Village Sajiyali Roopji Kanthwada & Sambhra, Tehsil - Pachpadra,
District Balotra, Rajasthan - 344032



HPCL RAJASTHAN REFINERY LIMITED

(Joint Venture between Hindustan Petroleum Corporation Limited (HPCL) and Government of Rajasthan (GoR))

Project Site Office: Vill. Sajiyaali Roopji Kanthwada & Sambhra, Tehsil Pachpadra, Dist. Balotra, Rajasthan- 344032

Regd. Office: Tel Bhavan, Sahkar Marg, Lal Kothi Vistar, Jyoti Nagar, Jaipur Rajasthan- 302005

CIN: U23201RJ2013GOI043865

Advt. No - HRRL/RECT/02/2024

HPCL Rajasthan Refinery Ltd. (HRRL) is a Joint Venture between Hindustan Petroleum Corporation Limited (HPCL) and Government of Rajasthan (GoR). HRRL is a Greenfield 9 MMTPA Refinery-cum-Petrochemical complex at Pachpadra in the Balotra district of Rajasthan. HRRL invites applications from dynamic and talented individuals looking forward to join our dedicated team of professionals and make a significant impact on the energy landscape.

Interested and eligible candidates can apply for the following vacancies through online mode only.

1. Positions & Vacancies:

S. No.	Position	Vacancies	Salary Grade (S/G)	Pay Scale	Min. Work Experience (years)	Max. age (years)
1	Junior Executive – Fire & Safety	37	E0	Rs.30,000 - Rs.1,20,000	0	25
2	Junior Executive – Mechanical	04	E0	Rs.30,000 - Rs.1,20,000	0	25
3	Assistant Accounts Officer	02	E1	Rs.40,000 - Rs.1,40,000	0	25
4	Assistant Engineer -Chemical (Process)	12	E1	Rs.40,000 - Rs.1,40,000	0	25
5	Engineer – Mechanical	14	E2	Rs.50,000 - Rs.1,60,000	3	29
6	Engineer – Chemical (Process)	27	E2	Rs.50,000 - Rs.1,60,000	3	29
7	Engineer – Fire & Safety	04	E2	Rs.50,000 - Rs.1,60,000	3	29
Total Vacancies		100				

2. Important Dates :

Commencement of Online Application	05th September 2024 (0900 hrs. onwards)
Last Date of Online Application	04th October 2024 (Upto 2359 hrs.)
All computations of age/ relevant experience requirement/ qualification shall be done as on*	26th August 2024

* - Cut off date for reckoning the eligibility criteria w.r.t completion of essential education qualification, work experience, age etc will be as on **26th August 2024**. E.g. Essential Qualifying Education Certificate should be issued as on or before cutoff date which is **26th August 2024**.

3. Eligibility:

Eligibility criteria w.r.t. Essential Education Qualification & Work Experience (wherever applicable) has been mentioned against each position under Job Details.

Prospective candidates must possess the required educational qualifications and relevant post-qualification work experience (wherever applicable) for the respective positions as detailed below. Only those who fulfil the eligibility criteria and possess relevant experience (wherever applicable) shall be considered for further selection process.

4. Job Details :

1. Junior Executive – Fire & Safety: S/G E0

No of Vacancies	37
Essential Educational Qualification	3 years full time Regular Diploma or Science Graduate with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates. AND with Valid Heavy Vehicle Driving License. Any certificate Course of minimum 06 months duration in Fire / Safety / Fire & Safety will have added advantage.
Key Job Responsibilities	<ul style="list-style-type: none"> Responding to emergencies within and outside the refinery, actively participating in firefighting, rescue operations, other emergency situations, in rescue operations from confined spaces and water reservoirs using SCBA (Self-Contained Breathing Apparatus). Performing rescues from heights, assisting operations during unit emergencies, moving across large operating areas, and working in hazardous environments with protective equipment. Manning the fire control room and maintaining all Fire & Safety (F&S) inventory and records.

	<ul style="list-style-type: none"> • Operating fire vehicles / ambulance and transporting casualties to the First-Aid Centre/Occupational Health Centre (OHC) / Hospitals etc. • Checking, testing, upkeeping and firefighting equipment, fire vehicles and their systems, other appliances, fire protection systems, fire alarm and communication systems, fire extinguishers, safety equipment and chemicals in fire station/warehouse. • Participating in mock drills / fire drills inside and outside the refinery as required. • Coordinating with local fire departments and emergency services to ensure effective response and collaboration during emergencies. Working in shift, filling checklist, daily routine jobs logbook, daily shift logbook etc. and proper unit charge handover to the reliever. Follow instruction from Control Room/ Incharge officer. • Job Involves working in shifts. • Any additional tasks / responsibilities as and when assigned.
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2. Jr. Executive – Mechanical: S/G E0

No of Vacancies	04
Essential Educational Qualification	3 years full time Regular Diploma in Mechanical Engineering with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Key Job Responsibilities	<ul style="list-style-type: none"> • To perform preventive maintenance activities, quality checks, record keeping, preservation of spares at warehouse, tracking material storage and issue from warehouse, loading & unloading of material at warehouse, develop formats and spares catalogue, comply with safety and statutory regulations, assemble and repair equipment, lifting of material through forklift and cranes, prepare reports and presentations and maintain documentation as per company guidelines. • Operate all kinds of mechanical tools which includes, but not limited to, Spanners, Torque Wrenches, Chain Blocks, EOT cranes, Test pumps, test benches, Power tools, and also the mechanical instruments. Read and interpret equipment manuals and work orders to perform required maintenance and service. Diagnose problems, replace or repair parts, test and make adjustments. • Perform regular preventive maintenance on machines, equipment and plant facilities and record the observations in log sheets. Inspect incoming materials and conduct QC/QA checks. Comply with safety regulations and maintain clean and orderly work areas.

	<ul style="list-style-type: none"> • Coordinate and communicate with service departments for safe hand over, commissioning of equipment, handling contract workers working in plant area. • Take appropriate steps during emergencies and plant upsets to protect the plant personnel / equipment and inventory. Handle Plant upsets and subsequent trouble shooting. • Candidates may be placed in various maintenance activities for handling of mechanical equipment, repairs as per the requirement. • Job Involves working in shifts. • Any additional tasks / responsibilities as and when assigned.
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3. Assistant Accounts Officer: S/G E1

No of Vacancies	02
Essential Educational Qualification	Candidates should be Qualified Chartered Accountant (CA) from Institute of Chartered Accountants of India (ICAI) with 50% marks in Final examination. Candidates applying for the post should be in possession of C.A. professional qualification completed in all respects at the time of applying for the post including completion of mandatory Articleship Training required for award of C.A. qualification.
Key Job Responsibilities	<ul style="list-style-type: none"> • Assist in Preparation of financial statements & its analysis. • Auditing Activities, Budget, MIS and Pricing. • Banking & Treasury Functions. • Project Appraisal/ Project accounting, • Direct and Indirect Taxation. • Payments to consultants, vendors, contractors, sub-contractors, suppliers, Trade receivables, trade payables. • Fixed assets accounting / Capitalization etc. • Any additional tasks / responsibilities as and when assigned.

4. Assistant Engineer – Chemical (Process) : S/G E1

No of Vacancies	12
Essential Educational Qualification	4 years full time regular engineering course (B.E./B.Tech) in Chemical/Petrochemical with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Key Job Responsibilities	<ul style="list-style-type: none"> • Coordinate with Internal & External Stakeholders for job execution including Pre commissioning/commissioning, startup and test runs.

	<ul style="list-style-type: none"> • Collaborate with cross functional teams including operations, maintenance, laboratory and production planning personnel for smooth operation of the plant and onspec production. • Checking EPCC commissioning formats for completion. • The job involves working in three shifts as a field supervisor or control panel (DCS) supervisor in process plants/Oil movement & storage area. • Unit monitoring and follow instructions from plant managers for steady operation of the plant. Responsible for safe operation of plant, Preparation of daily unit monitoring reports. • Issue of necessary job permits for various jobs and vehicle movements and ensure compliance to site and personnel safety requirements. • Operation of process equipment like pumps, compressors, Blower, Exchanger, Condenser, Cooler, Desalter, Reflux Drum, Knock out drum, Reactors, Incinerators, Reformer, Coke handling etc. during pre-commissioning, commissioning and normal operation. • Lead a team of Operators and handle plant start-up/shut downs and emergency issues. Ensure good housekeeping at site. • Job Involves working in shifts. • Any additional tasks / responsibilities as and when assigned.
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5. Engineer – Mechanical: S/G E2

No of Vacancies		14
Essential Educational Qualification		4 years full time regular engineering course (B.E./B.Tech) in Mechanical / Mechanical & Production / Production with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience		<ul style="list-style-type: none"> • Minimum 3 years of post-qualification relevant work experience in Supervisory role / Executive category in Petroleum / Refining / Petrochemical / Fertilizer sector. <p>Candidates shall have work experience in mechanical maintenance in any one of the areas viz. Static Equipment / Pipeline / Tankages / Rotary/ Inspection / Reliability / Projects in any of the above Sectors.</p>
Key Job Responsibilities		<ul style="list-style-type: none"> • Protection of Rotary equipment against functional failures to ensure that production targets are met. Responsible for reliability and condition monitoring, assessment and evaluation of asset condition to provide expert advice to operations and maintenance to maximize reliability and availability to Rotary equipment assets. • Develop baseline vibration data for the Rotary equipment during pre-commissioning and commissioning of Refinery & Petrochemical Plants.

- Ensuring and implementing best maintenance practices for turbo machineries in order to enhance reliability of equipment and avoid forced outages.
- Performing regular or planned maintenance (including major over haul) of turbo machineries as per condition based monitoring or OEM recommendation.
- Provide technical solution whenever the machines experience failures, utilizing sound maintenance strategies to analyze, address and rectify the root cause in order to prevent reoccurrences.
- Perform mechanical integrity data analysis, review and recommend tasks to mitigate mechanical integrity risk and provide subject matter expertise for mechanical integrity of equipment.
- Provide technical support to the operation team during the entire lifecycle of the plant's Rotary equipment viz Pumps, Motors, Turbines, compressors, Blowers, Fans, etc and analyse the performance, operating conditions and boundaries, in order to guarantee reliable and safe operation of equipment.
- Acquire professional certifications in the field of Reliability by undergoing online and physical trainings.
- Coordinate with Internal & External Stakeholders for job execution including Pre commissioning / commissioning, startup and test runs.
- Responsible for the reliability of the assigned petrochemical plants and equipment.
- Responsible for the planning of all regular and planned maintenance activities in the assigned plants.
- To attend to emergency and breakdown maintenance of equipment as required with lowest downtime.
- To maintain highest safety standards in the assigned area as per rules of the company.
- Perform field troubleshooting of equipment so that desired performance is achieved as per design intent.
- To handle the major Plant Turnarounds and emergency plant shutdowns.
- To provide support to maintenance support Function like Machine Shop or Welding Shop by developing repair procedures and follow up on-going repairs.
- Responsible for keeping in good working condition various equipment in the plant including all kinds of static and rotary equipment.
- Ensure adherence to the statutory norms
- Lead the team and ensure completion of the works assigned ensuring adherence to engineering standards, safety, quality, environmental norms, time and cost.
- Ensuring adherence to specifications / drawings on the job.

	<ul style="list-style-type: none"> • Ensure overall compliance to safety requirements by contractors and other personnel. • Ensure maintenance of proper quality control records for site jobs through consultant like X- rays, cube testing, hydro testing, megger testing, loop checking etc.as applicable. Coordinate with third party inspection agencies, if any. • Coordinate with statutory authorities like IBR, PESO, OISD, Factory inspector, Labor inspector etc. as applicable for site execution. • Inspection engineering in the design, construction, commissioning, start-up and day to day operations as well as turnaround inspection of the Refinery and Petrochemical plant. • Project quality assurance on project construction and maintenance works to ensure compliance with applicable codes, standards and specifications. • Perform field troubleshooting on a daily basis or as scheduled. • Develop reports for the Process plants of Refinery & Petrochemical Plants during onstream and Turnaround Inspections. • Participate in field Mechanical Inspection, Schedule Inspection and Assessments. • Propose NDT methods and inspection procedures. • Participate in HAZOP Studies review. • Coordinate and implement safety audit items. • Job Involves working in shifts • Any additional tasks / responsibilities as and when assigned.
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6. Engineer –Chemical (Process) : S/G E2

No of Vacancies	27
Essential Educational Qualification	4 years full time regular engineering course (B.E./B.Tech) in Chemical/Petrochemical with minimum 60% aggregate percentage of all semesters for UR/OBC-NCL/EWS candidates and minimum 50% for SC/ST/PwBD candidates.
Essential Work Experience	<ul style="list-style-type: none"> • Minimum 3 years post-qualification relevant work experience in Supervisory role / Executive category in Operations / Technical / Process division in a Refinery / Petrochemical Sector.
Key Job Responsibilities	<ul style="list-style-type: none"> • Coordinate with Internal & External Stakeholders for job execution including Pre commissioning/commissioning, startup and test runs. • Co-ordinate during pre-commissioning/commissioning of a project for checking and ensuring installed facilities as per design specifications as well as during start-up and guarantee test run of new units, etc.

	<ul style="list-style-type: none"> • Checking EPCC commissioning formats for completion. Checking process specifications of equipment with respect to its datasheets. • The job involves working in three shifts as a field supervisor or control panel (DCS) supervisor in process plants/Oil movement & storage area. • Unit monitoring and troubleshooting during normal operation of the plant. • Handling shift operations: Plant activities for production of on spec refinery products from primary and secondary processing units. • Responsible for safe operation of plant. Preparation of daily unit monitoring reports, production reports, catalyst/chemical consumption report etc. • Operation of process equipment like pumps, compressors, Blower, Exchanger, Condenser, Cooler, Desalter, Reflux Drum, Knock out drum, Reactors, Incinerators, Reformer, Coke handling etc. during pre-commissioning, commissioning and normal operation. • Develop Standard Operating Procedure (SOP) for Unit Operation and field activities and facilitate preparation of Operating Manuals and carry out operations safely as per SOP. • Issue of necessary job permits for various jobs and vehicle movements and ensure compliance to site and personnel safety requirements. Check compliance by site contractors for standard/engineering drawings. • Coordinate with site contractors, HRRL depts. like Process, Projects, Fire & Safety, Civil, Purchase, Finance, Legal etc. and Construction Supervision consultant for job execution including commissioning & test runs. • Ensure & maintain records for site jobs and coordinate with third party inspection agencies, wherever required. Coordinate with security for labour / material entry/exit, gate passes etc. • Lead a team of operators and handle plant start-up/shut downs and emergency issues. Ensure good housekeeping at site. • Trouble shooting and resolving operational issues, etc. • Job Involves working in shifts. • Any additional tasks / responsibilities as and when assigned.
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7. Engineer –Fire & Safety: S/G E2

No of Vacancies	04
Essential Educational Qualification	4 years full time regular engineering course (B.E./B.Tech) in Fire Engineering / Fire & Safety Engineering with minimum 60% aggregate percentage of all semesters for UR/OBC-NC/EWS candidates and minimum 50% for SC/ST/PwBD candidates.

	<ul style="list-style-type: none"> • Check and certify scaffoldings and tagging of contractor equipment as per requirement. • Conduct safety induction training for refinery, contractor, visitors etc. as required. • Handle portable gas detectors for checking gas presence in plants, other areas as required. Advise other departments on Fire & Safety issues. • Plan & conduct Safety Promotional Activities. Carry out Safety Promotional Activities during normal working days and during Fire Services Week and Safety Week. • Ensure implementation of Safety Policy of the Company. • Hydro Testing & certification of extinguishers, nitrogen cylinders' pressure vessels (DCP Tender) by providers. competent authority. • Maintain data for all incidents and communicate all concerned regarding incident trend. • Celebration of awareness programs like National Safety day, Fire Service day etc. • Prepare and update various manuals like: Safety manual, Onsite emergency plan, Fire Emergency, Procedure Manual, Fire Manual, Pocket Fire Fighting Guide Manual etc. • Participate in internal safety audits as team member and follow up for the implementation of recommendations. • Develop technical specifications for fabrication of new fire fighting vehicles like water tender, foam cum water tender, DCP tender, Emergency Rescue Tender etc. • Job Involves working in shifts. • Any additional tasks / responsibilities as and when assigned.
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5. Emoluments:

Salary Grade	Pay Scale*	Designation	Cost to company (Appx. p.a.)
E0	Rs.30,000-Rs.1,20,000	Junior Executive	07.83 lakhs
E1	Rs.40,000-Rs.1,40,000	Assistant Engineer	10.44 lakhs
E2	Rs.50,000-Rs.1,60,000	Engineer	13.05 lakhs

*A candidate will be inducted at the minimum of the pay scale.

Note: - The CTC mentioned has been calculated at minimum base level of pay grade and includes Base Pay, Retirement Benefits, Dearness Allowance (44.8% of basic as on date), HRA* and Perks & Allowances / Cafeteria Allowance (E0, E1, & E2- 25% of basic pay). Retirement benefits are admissible upon separation / retirement as per the HRRL policy prevailing at that time.

*On allotment of house at township, no HRA is payable.

In addition to above CTC, telephone bill reimbursement allowance, canteen facility at work place,

Laptop purchase reimbursement on joining, Laptop Internet connectivity charges, Group family floater medical policy for employees and dependent family members, GTLI, GPAI policy are applicable as per prevailing policies.

6. Probation & Retention:

Probation: The Selected Officers will be on Probation for one year from the date of joining. Upon successful completion of the Probation period, the officer will be considered for confirmation as per company policy.

Retention Amount: An amount of Rs. 3,000/- per month will be earmarked as retention amount for E0 and an amount of Rs. 5,000/- per month will be earmarked as retention amount for E1 & E2 from the total emoluments during the probation period / Extended Probation period. The amount (without interest) will be refunded only after the confirmation. The retention amount will be forfeited, in case the employee leaves the company or on termination of service before confirmation.

7. Placement / Posting:

Posting/ Assignment can be in any Division/Department of the HRRL at any place in the country and the services thereafter will be transferable as per the requirement. These positions involve working in shift duties including night shifts.

8. Shortlisting and Selection Methodology:

For Positions in S/G E0 (Jr. Executive-Mechanical and Jr. Executive- Fire & Safety).

The multiple stage selection process will comprise of Computer Based Test (CBT), Skill Test & Personal Interview.

Computer based Test (**objective questions with no negative marking**) will comprise of two parts:

- I. **General Aptitude** comprising of English Language, Quantitative Aptitude Test & Intellectual Potential test (Logical Reasoning and Data Interpretation).
- II. **Technical / Professional Knowledge** comprising of questions related to Qualifying degree/ Educational background/practical knowledge required for the applied position applied for. Candidates qualifying in CBT will be called for Skill Test & Personal Interview in order of merit & predetermined ratio. Candidates qualifying in skill test will be referred for Personal Interview. Candidates will further be referred for Pre-Employment Medical Examination basis their overall performance in Computer based Test, Skill Test & Personal Interview.

S/G	Computer Based Test (CBT) (Elimination Round)	Skill Test (Elimination Round)	Personal Interview (Elimination Round)
E0	<ul style="list-style-type: none"> • Technical/ Professional Knowledge: 50% qualifying for all categories. • Overall Qualifying in CBT (General Aptitude + Technical/ Professional Knowledge): 60% for UR/ EWS candidates and 54% for SC/ ST/ OBCNCL/ PwBD candidates. 	Minimum Qualifying Marks to be obtained - 40% for UR & EWS, 33.33% for SC/ST/ PwBD /OBCNCL	Minimum Qualifying Marks to be obtained - 40% for UR & EWS, 33.33% for SC/ST/ PwBD /OBCNCL
Overall Qualifying in CBT (General Aptitude + Technical/ Professional Knowledge) + Skill Test + Personal Interview = 60% for UR/ EWS candidates and 54% for SC/ ST/ OBCNCL/ PwBD candidates.			

Note: 1. The details related to syllabus for Computer Based Test will be uploaded on HRRL website in due course.

2. Physical Fitness Efficiency Test & Minimum physical standards etc. is applicable for candidates applying for position of Jr. Executive – Fire & Safety & Mechanical (E0) which will include Agility test, Endurance test and working at height test.

Candidates must meet the following minimum physical standards for Jr. Executive-Fire & Safety-(E0):

- For Male- Height: 165 CM, Weight: 50 Kg, Chest: Normal: 81 CM, Expanded: 86.5 CM.
- For Female - Height: 157 CM, Weight: 46 Kg

Eyesight normal (6/6 in both the eyes; without glasses), colour vision normal and Free from Vertigo problem, disease of heart / lungs / kidney, abnormal blood pressure, Knock Knee, Flat Feet, Squint eye and stammering. Candidate must be in good mental and bodily health and free from any physical defect.

For Positions in S/G E1 & E2 (Assistant Engineer, Assistant Accounts Officer, Engineer):

The multiple stage selection process will comprise of Computer Based Test (CBT), Group Discussion & Personal Interview.

Computer based Test (**objective questions with no negative marking**) will comprise of two parts:

- General Aptitude** consisting of English Language, Quantitative Aptitude Test & Intellectual Potential test (Logical Reasoning and Data Interpretation).
- Technical / Professional Knowledge** comprising of questions related to Qualifying degree / Educational background/practical knowledge required for the applied position.

CBT qualified candidates will be called for Group Discussion & Personal Interview in order of merit in a predetermined ratio.

Candidates must secure minimum qualifying marks in each of the applicable selection process stages i.e. Computer Based Test, Group Discussion and Personal Interview to be considered for further selection process as mentioned below:

S/G	Computer Based Test (CBT) (Elimination Round)	Group Discussion (Elimination Round)	Personal Interview (Elimination Round)
E1 & E2	<ul style="list-style-type: none"> • Technical/ Professional Knowledge: 50% qualifying for all categories • Overall Qualifying in CBT (General Aptitude +Technical/ Professional Knowledge): 60% for UR/ EWS candidates and 54% for SC/ ST/ OBCNCL/ PwBD candidates. 	Minimum Qualifying Marks to be obtained - 40% for UR & EWS, 33.33% for SC/ST/ PwBD /OBCNCL	Minimum Qualifying Marks to be obtained - 40% for UR & EWS, 33.33% for SC/ST/ PwBD /OBCNCL
	Overall Qualifying in CBT (General Aptitude +Technical/ Professional Knowledge) + Group Discussion + Personal Interview = 60% for UR/ EWS candidates and 54% for SC/ ST/ OBCNCL/ PwBD candidates.		

Note: 1. The details related to syllabus for Computer Based Test will be uploaded on HRRL website in due course.

2. Physical Fitness Efficiency Test & Minimum physical standards etc. is applicable for candidates applying for position of Engineer – Fire & Safety (E2) which will include Agility test, Endurance test and working at height test.

Candidates must meet the following minimum physical standards for Engineer-Fire & Safety-(E2):

- For Male- Height: 165 CM, Weight: 50 Kg, Chest: Normal: 81 CM, Expanded: 86.5 CM.
- For Female - Height: 157 CM, Weight: 46 Kg.

Eyesight normal (6/6 in both the eyes; without glasses), color vision normal and Free from Vertigo problem, disease of heart / lungs / kidney, abnormal blood pressure, Knock Knee, Flat Feet, Squint eye and stammering. Candidate must be in good mental and bodily health and free from any physical defect.

9. Pre-Employment Medical Examination:

Candidates shortlisted for Pre-employment medical examination will undergo the same as per company policy. Additional Physical Fitness Efficiency Test & Minimum physical standards etc. is applicable for candidates applying for position of S/G E0-Junior Executive (Fire & Safety, Mechanical) & S/G-E2-Engineer (Fire & Safety) which will include Agility test, Endurance test and working at height test etc.

Appointment to the above posts will be subject to the candidate being medically fit as per the standards prescribed for the post by the Company. Shortlisted candidates shall be required to get their Pre-Employment Medical Examination done in nominated hospitals.

The decision on medical fitness by Medical Advisor would be final and binding on the candidate. The Pre-Employment Medical Examination Standards will be available on HRRL Website (www.hrri.in/careers). Candidates are advised to ensure that they are Medically Fit as per HRRL's Pre-Employment Medical Examination Standards before commencing filling the ONLINE application.

Reference for a medical examination does not mean final selection. Discipline-wise, category-wise and position wise final All India Merit List will be drawn for qualified candidates (in all stages including medical examination). Offer of appointment would then be extended to candidates in order of merit subject to being declared as Medically Fit by HRRL designated Medical Advisor and fulfilment of eligibility criteria w.r.t Academic Qualification, Age, Work Experience, No objection certificate (NOC) if applicable, Caste Certificate / Category Certificate, relieving letter from previous employer etc. as may be applicable. Medically Fit candidates as per company guidelines will then be considered for further selection process i.e. All India Merit List.

10. Reservations, Concessions and Relaxations:

- a. Reservation of posts for SC, ST, OBCNCL, EWS and PwBD (Persons with benchmarked disabilities – with degree of disability 40% or above) are as per Government Directives. The reservation given below has been considered taking into account existing category wise cadre strength, excess /shortfall in the respective categories and the advertised vacancies. Category-wise Vacancy Distribution is as given below:

Abbreviations: UR-Un-reserved, EWS-Economically Weaker Section, SC- Scheduled Caste, ST-Scheduled Tribe, OBC(NCL) - Other Backward Class-Non-Creamy Layer.

S/G	UR	EWS	OBC-NCL	SC	ST	Total
E0 (Rs. 30,000 – Rs. 1,20,000)	42	10	27	15	7	101
E1 (Rs. 40,000 – Rs. 1,40,000)	31	7	19	10	5	72
E2 (Rs. 50,000 – Rs. 1,60,000)	34	8	21	12	6	81

- b. Candidates seeking reservation as SC/ST/OBCNCL, shall have to produce a certificate in the prescribed proforma (the format can be downloaded from our website <https://www.hrri.in/>), 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/OBCNCL 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 OBCNCL category list of castes recognized by the Govt. of India as OBC castes in the central list is available on the site <http://www.ncbc.nic.in>, for ST category the list of castes for each state is available on the site www.ncst.nic.in and for SC category the list of castes for each state is available on the site <http://www.socialjustice.nic.in>). A certificate containing any variation in the caste name will not be accepted. Further the OBC certificate should also clearly indicate that the candidate does not belong to creamy layer as defined by the Government of

India for applying to posts and services under the Central Government.

- c. 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.
- d. A person who wants to avail the relaxed standards of PwBD reservation will have to submit a disability certificate issued by a Competent Authority as prescribed in RPwBD Act, 2016. Further to this, according to Notification No: 16-15/2010 DD.111 DT.29/07/2013 by Ministry of Social Justice & Empowerment, list of positions/disciplines in which PwBD candidates are eligible to apply for this recruitment drive are given against the vacancies. Appointment in these vacancies will be offered to PwBD candidates after considering 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.
- e. 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 Personal 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.
- f. Maximum age limit is relaxed by 5 years for SC & ST, 3 years for OBCNCL, 10 years for PwBD (UR), 13 years for PwBD (OBCNCL) and 15 years for PwBD (SC/ST) candidates.
- g. Maximum age limit is relaxed by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.
- h. Maximum age relaxation by 5 years for Ex-servicemen & Commissioned Officers (including ECOs/SSCOs) subject to rendering minimum 5 years' military service and fulfillment of other conditions prescribed by Govt. of India.
- i. The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBCNCL candidates and such candidates will have to indicate their category as Unreserved (UR).
- j. Further the OBCNCL candidates will have to give a self-undertaking, at the time of Personal Interviews in terms of DOPT memo No. 36012/22/93-Extt. (SCT) dt. 08.09.1993 if called for, indicating that they belong to OBC-Non Creamy Layer.
- k. If the SC/ST/OBCNCL/PwBD 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.
- l. Any request for change in category (UR/SC/ST/OBCNCL/ EWS/PwBD) once filled in the online application form, will not be considered and accordingly concession/relaxation applicable will not be extended. Hence, candidates are advised to fill the application with utmost care while mentioning category.
- m. Further to this, according to Notification No: 16-15/2010 DD.111 DT.29/07/2013 by Ministry of Social

Justice & Empowerment, list of positions/disciplines in which PwBD candidates are eligible to apply for this recruitment drive is given below.

Discipline	PwBD Eligibility
Chemical	HH. OA. OL. CP. Dw. AAV. SLD. MI. MD (any of the combinations above)
Mechanical	LV.D.HH.OA.BA.OL. LC. Dw. AAV. ASD (M). SLD. MI.MD (any of the combinations above)
Chartered Accountant	B. LV. D. HH. OA. BA. OL. BL. OAL. BLOA. CP. LC. Dw. AAV. Mdy.MD (any of the combinations above)

Note:-Abbreviations Used: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, SLD= Specific Learning Disability, MDy= Muscular Dystrophy, ASD=Autism Spectrum Disorder (M= Mild, MoD= Moderate), MI= Mental Illness, MD=Multiple Disabilities.

The candidates are required to submit a Disability Certificate issued by competent authority as per the Rights of Persons with Disabilities Rules, 2017, failing which their candidature as PwBD candidates will not be considered. Persons with Benchmark Disabilities must be capable of performing the task assigned to them/take instructions using suitable aids and appliances.

11. Application Process:

- Online Application will be accepted from **0900 hrs on 05th September 2024 till 2359 hrs on 04th October 2024** (Including payment of application fee as applicable).
- Candidates are requested to apply online only on <https://www.hrri.in/> Careers → Current Openings, after reading detailed advertisement. No other mean / mode of the application shall be accepted.
- Applications with incomplete / wrong particulars or not in the prescribed format will not be considered.
- The Email ID and Mobile (preferably whatsapp) number provided in online application should remain valid for at least one year. Candidates must use active Email IDs created in their own names. Applications with pseudo / fake Email IDs will attract appropriate action under the law.
- All the details given in the online form will be treated as final and no changes will be entertained.
- In the event of submission of incomplete application along with application fees for reasons whatsoever, his / her candidature will stand cancelled and application fee will be forfeited. No further communication / consideration on the same shall be entertained.
- Candidates will be required to submit documentary evidence of eligibility during the shortlisting/ selection process within stipulated time as advised by HRRL. Any mismatch in name, qualification, experience other criteria of documents from the data given in application form will lead to disqualification at any stage.
- Any request for change of venue & date for CBT / Skill test / Personal Interview selection process will not be entertained.

12. Payment of Application Fees:

- a. Application fee is applicable for all positions.
- b. SC, ST & PwBD candidates are exempted from payment of application fee.
- c. UR, OBCNCL and EWS candidates are required to pay a Non-Refundable Amount of ₹1180/- + payment gateway charges if any (Application fee of ₹1000/- + GST@18% i.e. ₹180/- + payment gateway charges if applicable).
- d. Payment Mode: Debit / Credit card / UPI / Net Banking: On paying application fee online, the payment status will automatically change to “Your Transaction is successfully completed”, on successful receipt of fees within 2 days from the date of payment.
- e. All the candidates must ensure that the payment status is “Completed” as the transaction will be considered “incomplete” in case of any other payment status. Once the payment is done, candidates are required to take print of acknowledgment of payment and preserve the same for future reference.
- f. Candidates must ensure to update the correct application number while processing the application fee, incorrect updation may lead to “incomplete application status”. Such incomplete application will not be considered / accepted for further process and if amount deducted will not be refunded.
- g. Applications with Payment Status “incomplete” will not be considered. Hence candidates are requested to ensure change of payment status to ‘completed’ maximum within 2 days from date of payment.
- h. No other mode of payment than those mentioned above will be accepted.
- i. Application fee once paid will not be refunded under any circumstances. Also, chargeback cannot be claimed for any reason.
- j. The fee being paid is only towards the submission of application and does not in any way guarantee issuance of interview call letter etc.
- k. Application Fee is non-refundable even if the candidature is rejected for any reason.

13. General Instructions:

- 1) Only Indian Nationals are eligible to apply.
- 2) All computations of age / relevant experience requirement/ qualification shall be as on **26th August 2024**.
- 3) Only Online Applications will be accepted. Candidates are not required to send printout of application or any other documents in hard copy to HRRL.
- 4) **Important Note: Candidates applying for position S/G-E0-Jr.Executive-Fire & Safety are required to upload Valid Heavy Vehicle Driving License along with resume and S/G E0 -Jr. Executive-Mechanical, E-1 & E2 are required to upload only the resume in online portal (in single PDF file).**
- 5) The date of passing the eligibility examination will be the date appearing on the final semester mark sheet or the date of final examination mentioned on the provisional certificate. In case the results of a particular examination are posted on the website of the university or institute then a certificate issued by the appropriate authority of the university or institute indicating the date on which the result is declared on the website will be considered as the date of passing the examination.
- 6) 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. No change of request will be entertained for making

correction in the application form.

- 7) Candidates applying for S/G E1 and above, who have completed Integrated ME/ M.Tech will be eligible to apply against engineering positions, provided the course requirement for award of BE/ B.Tech is in any one of the disciplines mentioned in the advertisement. Such candidates must have both BE/B.Tech and ME/M.Tech degree separately.
- 8) Candidates who are in final year / final semester whose results are awaited by the cut of date are not eligible and need not to apply.
- 9) Candidates who have completed BE/B.Tech engineering degree after 3 years diploma are also eligible to apply provided the course requirement for award of BE/ B.Tech is in any one of the disciplines mentioned in the advertisement.
- 10) **Important Note for Candidates applying in S/G 'E0' Other than Essential Qualification-** Candidates possessing higher professional qualifications such as Bachelor of Engineering (BE), Bachelor of Technology (B.Tech), Masters in Business Administration(MBA), Chartered Accountant (CA), Company Secretary (CS), Cost Management Accountant (CMA), Bachelor of Law (LLB), Masters of Computer Applications (MCA), Doctor of Philosophy (Ph.D), any Post Graduation Degree or any such equivalent higher professional qualification shall NOT be eligible.
- 11) The aforesaid list of higher qualifications/higher professional qualifications mentioned above is not exhaustive. Management may determine any other qualification as a higher qualification/higher professional qualification which is/ are not listed above. The decision of the Management in this regard shall be final and binding and no further enquiry shall be entertained in this respect.
- 12) For determining eligibility w.r.t. prescribed percentage of marks under qualification parameter, the following methodology will be followed:
Wherever CGPA/OGPA or Letter Grade is awarded in the Degree/Diploma examinations, its equivalent aggregate percentage of marks must be indicated by the candidates in the On-line Application as per the norms adopted by Board/University/Institute. Candidates will have to produce certificate from the concerned Board / University / Institute regarding the equivalent aggregate percentage of marks with reference to their CGPA/OGPA or Letter Grade and produce the same at the time of document verification failing which their candidature will not be considered.
- 13) In case the Board/Institute/University does not follow any conversion formula for converting CGPA/OGPA to Percentage, candidate will have to produce a certificate to this effect that the Board/Institute/University does not follow any conversion formula and in order to arrive at equivalent percentage of marks, aggregate of Grade score obtained in each semester/year as applicable, divided by the total number of semesters/years will be considered.
- 14) In case of Letter Grade, candidate will have to necessarily produce Certificate from the Board/ University/Institute specifying clearly equivalent percentage of marks against Letter Grade failing which their candidature will not be considered.
- 15) Candidate must specifically indicate the percentage of marks obtained (calculated to the nearest two decimals) in the relevant column of the online application. Where percentage of marks is not awarded by the University but only CGPA/OGPA is awarded, the same shall be converted into percentage in terms of conversion norms of the concerned university in this regard, besides indicating the CGPA/OGPA in the online application.
- 16) The fraction of percentage so arrived will not be rounded off to next higher whole number i.e. 59.99% will be treated as less than 60%.
- 17) Qualification acquired through Part-time/Correspondence/Distance Learning mode is not eligible for above published vacancies.
- 18) A Sandwich Diploma course (with Industrial training as part of the course with no break) shall be

considered eligible. Diploma under recognized lateral entry scheme (Class–XII (Sc.)/ITI admitted in 2nd year of Diploma course) shall also be considered eligible subject to meeting prescribed percentage of marks on the basis of aggregate of 4 semesters in the diploma course.

- 19) Suppression of information regarding possession of or pursuing higher qualification/higher professional qualification shall render a candidate ineligible for consideration at any stage of selection and termination at any time during employment, if recruited.
- 20) The criteria for full time regular course shall not be insisted upon in case of Ex- Servicemen, provided they possess a requisite equivalent qualification that has been acquired during the service period and is recognized by AICTE/MHRD, GoI and have secured the prescribed minimum percentage of marks.
- 21) Ex-servicemen claiming an equivalence in qualification shall be required to produce a copy of equivalence certificate issued by the concerned Ministry.
- 22) Experience Certificate or Copy of Offer Letter, Joining Letter, Payslips, Increment Letter, relieving letter, Designation, nature of experience etc. proving the continuance in service for the claimed period as experience. The documents in support of Experience must clearly establish the period of experience as well as the nature of experience being claimed against the post.
- 23) For claiming the benefit of OBC-NCL category, the candidate should produce a latest caste certificate (Not older than 6 months as on cut off date of advertisement) in the format prescribed by 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 Department of Personnel & Training, Government of India OM No. 36012/22/93-Estt.(SCT) dated 08.09.1993 & OM No. 36033/1/2013-Estt.(Res.) dated 13.09.2017 and other guidelines issued from time to time.
- 24) Candidates belonging to EWS category are required to submit an Income and Asset certificate issued by Competent Authority prescribed under point no. 5 of Department of Personnel and Training's O.M No. 36039/1/2019-Estt.(Res) dated 31.01.2019. The condition prescribed for Unreserved category in the matter of age shall apply to EWS candidates.
- 25) PwBD candidates with less than 40% of permanent disability are not eligible against PwBD reserved posts. The PwBD candidates are required to submit a Disability Certificate issued by Competent Authority in the prescribed format (Form V/Form VI/Form VII) as per the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Amended Rules, 2017, failing which their candidature as PwBD candidates will not be considered.
- 26) In case of Persons with Benchmark Disabilities in the category of Cerebral Palsy, the facility of Scribe shall be given, if so desired by the candidate. In case of other category of persons with benchmark disabilities, the provision of scribe can be allowed upon production of a certificate to the effect that the candidate concerned has physical limitation to *respond in CBT* and scribe is essential to *respond in CBT* examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Govt. Healthcare Institution as per prescribed Proforma (Certificate regarding Physical Limitation of an examinee to respond in CBT). In case the PwBD candidate is desirous of bringing his own Scribe, the qualification of the Scribe should be one step below the qualification of the candidate taking the examination. The person with benchmark disability opting for own Scribe/ Reader should submit details of the own Scribe as per prescribed Proforma (Letter of Undertaking for using own scribe). 20 minutes per hour of 'compensatory time' in Computer Based Test shall be given to PwBD candidates who are allowed use of scribe as per the Govt. guidelines.

- 27) Admit cards for Computer Based Test (CBT) will be issued to all prima-facie eligible candidates on the basis of the details furnished in Online-Application form and submission of application fees (applicable for General, EWS & OBCNCL) Category candidates.
- 28) The Admit cards issued to the candidates are Provisional. However, in case any ineligible candidate had been issued admit card and had appeared in the Computer Based Test (CBT) or allowed to join the HRRL, his/her candidature will automatically be treated as cancelled at any stage of this recruitment/ service in HRRL on grounds of his ineligibility. Therefore, before submitting the application, the candidate must ensure that he/she fulfils all the eligibility criteria as laid down in this advertisement. His/her candidature will be purely provisional subject to eligibility and other verifications before or after his/her appointment in HRRL.
- 29) The decision of the Corporation about the mode of selection to the post and eligibility conditions shall be final and binding. No correspondence will be entertained in this regard.
- 30) Candidates have to necessarily declare in case he/she has been arrested, prosecuted, kept under detention or fined, convicted by a Court of Law or for any offence debarred/ disqualified by any Public Service Commission from appearing in its examination.
- 31) Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of on-line application.
- 32) The decision of the Management 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, etc. No correspondence will be entertained in this regard.
- 33) Positions are operated with work arrangements in one, two or three shifts. Incumbents may be required to perform duties in any of the work arrangements.
- 34) Candidates are advised to submit only one application. In case multiple applications are identified from a candidate, the latest one shall be considered as final and the older applications shall be rejected without any notice.
- 35) The candidature of the shortlisted applicant would be provisional and subject to subsequent verification of certificate/ testimonials, medical fitness, etc.
- 36) Admit Card for Computer Based Test of Call letter for Skill Test, Personal Interview etc. (as applicable) will not be sent to candidates in hard copy. Candidates will be required to download the same from HRRL website.
- 37) Mere issue of call letter for selection process will not imply acceptance of candidature.
- 38) All the candidates are requested to remain updated at each step of the selection process by visiting our website <https://www.hrml.in/>. Candidates may please note that personal calls and/or interaction with any of the HRRL's officials during recruitment drive is discouraged, except when absolutely necessary/critical.
- 39) CBT/ Interviews for different positions may be conducted on the same day/ different venues for all the positions.
- 40) Queries must be emailed keeping the subject of the mail formatted as "Position Name –Application Number" at career@hrml.in.
- 41) Candidates must be in possession of all applicable Certificates and mark sheets at the time of application.
- 42) HRRL will not be responsible for any loss/ non-delivery of email/ any other communication sent, due to invalid/wrong Email ID/connectivity issues etc.

- 43) Only the qualifications mentioned in the advertisement will be accepted. No equivalent qualifications will be considered.
- 44) All the qualifications should be full time regular course/s from AICTE approved/ UGC recognized University/ Deemed University or respective State Board or equivalent competent authority as applicable. The courses offered by Autonomous Institutions should be equivalent to the relevant courses approved/ recognized by Association of Indian Universities (AIU/ UGC/ AICTE). Courses offered through part time or distance mode will not be entertained for the purpose of educational eligibility criteria.
- 45) Teaching & Research experience in an academic institute and Vocational / Apprentice Training will not be considered as relevant work experience.
- 46) Number of vacancies may increase/decrease at the discretion of the Company. HRRL reserves the right not to fill any of the above posts advertised at any stage of selection. Category-wise break up of vacancies given in the advertisement is tentative and is subject to change as per business requirements.
- 47) The Company also reserves the right to cancel / restrict/ curtail/ enlarge the recruitment process and/or the selection process for any position there under without any further notice and without assigning any reasons.
- 48) Candidates have to necessarily declare (in case they are shortlisted for subsequent stages) that 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.
- 49) Mere shortlisting in CBT does not entail the right for further selection process and HRRL reserves its right to call for suitable candidates depending upon their credentials/ declarations.
- 50) In case the applicant does not receive any communication within 120 days from the date of publication of this advertisement, it may be presumed that he/she has not been short listed for the selection process. Accordingly, candidates are advised to regularly visit our website - www.hrnl.in for the updated information.
- 51) Selected candidates will have to join the organization on the date mentioned in their offer of appointment failing which the organization reserves the right to cancel/withdraw the offer of appointment without any further correspondence/reference to the candidates.
- 52) Candidates presently employed in Government Departments / PSU's / Autonomous Bodies owned by the Government, should submit their application as per their company policies. They must produce No Objection Certificate at the time of selection process, failing which they will not be allowed to appear for the interview and their candidature will not be entertained.
- 53) Candidates are advised in their own interest to apply online before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability / failure to log on to the website on account of heavy load on internet or website jam.
- 54) Prospective applicants are advised to visit HRRL website regularly for latest update with regard to this advertisement as no further press advertisement will be issued. Any separate corrigendum / addendum / updates would be uploaded only on our website www.hrnl.in.
- 55) In case of any ambiguity / dispute arises on account of interpretation in versions other than English language advertised in Newspaper/Employment News/Website, English version available on the website www.hrnl.in will prevail.
- 56) Canvassing in any form shall be considered a disqualification for employment in the company.

- 57) Sleeper class rail fare will be reimbursed to SC, ST & PwBD candidates towards appearing for Computer Based Test / Skill Test / GD & Personal Interview (applicable to S/G 'E0, E1 & E2'). Amount to be reimbursed will be for the shortest route, provided the distance travelled is not less than 30 km. Candidates after completing both legs of travel, will be required to fill in the Travel Allowance (TA) Form (which will be made available on HRRL website) and submit/upload it along with Travel Proof for travel undertaken. Travel allowance will be processed through online mode only.
- 58) If traveled through other than rail, reimbursement will be restricted to rail fare from the nearest railway station from the mailing address to the place of i.e. within India.

Furnishing of wrong/false information or suppressing of any material fact will lead to disqualification and HRRL will not be responsible for any of the consequences of furnishing such wrong/false information. Since all the applications will be screened without documentary evidence, the candidates must satisfy themselves meeting eligibility for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong 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 intimation and or suppressing of any material fact is detected / noticed even after appointment, his/her services will be liable for termination without any further notice. 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 Jodhpur.

Any further corrigendum / addendum would be uploaded only on our website www.hrri.in.

The general public is hereby informed that all applications are accepted through our online portal only and is not outsourced by HRRL to any agency/individual. Applicants are advised to beware of such fraudulent agencies.

“Join us for Shaping Tomorrow's Energy Landscape”
