

Advt. No. IHB/2/2022

Recruitment of Executives

IHB Limited (IHB) is a Joint Venture Company formed by Indian Oil, Hindustan Petroleum and Bharat Petroleum for laying, operating and maintaining about 2800 Kms long Kandla Gorakhpur Liquefied Petroleum Gas (LPG) pipelines. Implementation of the prestigious project is underway and IHB plans to recruit self-driven, committed, passionate, result oriented and experienced professionals with proven track record for the positions of **Sr. Manager / Manager/ Dy. Manager/ Engineer/ Officer**. The positions during the construction phase would be located at Head Office in Noida, Field Construction Offices in Gujarat, Madhya Pradesh and Uttar Pradesh. During the operations phase, the executives would be posted at operating locations or HQ as per the requirement of the organization.

Details are as given below:

SN	Department	Position	Vacancies	Educational Qualification	Upper Age Limit (in Years)	Minim. Experience (in Years)
1	Operations & Maintenance (O&M)	Senior Manager	1	4-year full time BE/B.Tech/B.Sc.(Engg.) Regular Engineering Degree in Mechanical/ Electrical/Civil/ Electronics & Communication/ /Instrumentation stream from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate of all semesters/years)	45	15
2		Engineer (Electrical-1; Mechanical-1)	2	4-year full time BE/B.Tech/ B.Sc.(Engg.) Regular Engineering Degree in Electrical /Mechanical stream respectively from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate of all semesters/years)	30	3
3	Health, Safety & Environment (HSE)	Senior Manager	1	4-year full time BE/B.Tech/B.Sc.(Engg.) Regular Engineering Degree in Chemical/Mechanical/Electrical/Civil/Instrumentation/Electronics & Communication stream from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate of all semesters/years) with Diploma in Industrial Safety from CLI/RLI or 4 years Bachelor's Degree in Fire & Safety from Institute recognised by AICTE	45	15
4		Engineer	4	4-year full time BE/B.Tech/B.Sc.(Engg.) Regular Engineering Degree in Chemical/Mechanical/Electrical/Civil/Instrumentation/Electronics & Communication stream from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate of all	30	3

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SN	Department	Position	Vacancies	Educational Qualification	Upper Age Limit (in Years)	Minim. Experience (in Years)
				semesters/years) with Diploma in Industrial Safety from CLI/RLI or 4 years Bachelor's Degree in Fire & Safety from Institute recognised by AICTE		
5	Information Technology (IT)	Dy. Manager	1	4-year full time BE/B.Tech/ B.Sc.(Engg.) Regular Engineering Degree in Computer Science/Information Technology stream from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate of all semesters/years)	40	7
6		Engineer	1	4-year full time BE/B.Tech/ B.Sc.(Engg.) Regular Engineering Degree in Computer Science/Information Technology stream from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate of all semesters/years)	30	3
7	Human Resources (HR)	Manager	1	Two years full time MBA / Master Degree or Post Graduate Diploma equivalent with HRM / Personnel Management & Industrial Relations as major subjects or Master degree in HRM / IR / Labour Welfare / Social Work with specialization in Personnel Management & Labour Welfare with minimum 60% marks (Degree in Law would be an added advantage).	42	10
8		Officer	2	Two years full time MBA / Master Degree or Post Graduate Diploma equivalent with HRM / Personnel Management & Industrial Relations as major subjects or Master degree in HRM / IR / Labour Welfare / Social Work with specialization in Personnel Management & Labour Welfare with minimum 60% marks (Degree in Law would be an added advantage).	30	3
9	Finance	Dy Manager	1	Member of Institute of Chartered Accountants or Cost Accountants of India (CA / CMA).	40	7
10		Officer	1	Member of Institute of Chartered Accountants or Cost Accountants of India (CA / CMA).	30	3

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SN	Department	Position	Vacancies	Educational Qualification	Upper Age Limit (in Years)	Minimum Experience (in Years)
11	Company Secretary & Legal	Dy. Manager	1	Graduate in any Discipline from a Recognized University having acquired Company Secretary Qualification of The Institute of Company Secretaries of India (ICSI) and Associate/Fellow membership of ICSI. The candidate should have the required years of relevant post qualification experience in organization having paid-up capital of minimum ₹ 200 crores with an average Annual Turnover of ₹1,000 crores or more (to be ascertained based on its audited annual financial statements of last 3 FYs). Professional degree in Law is essential.	40	7
			16			

Note: The number of vacancies in each discipline may vary as per requirement within the overall total.

Age Limit

Age Limit: The upper age limit for various positions as on 01.11.2022 is as indicated below:

S. No.	Positions	Max Age as on 01/11/2022 (Years)	Remarks
1	Sr. Manager	45	Not born before 01/11/1977
2	Manager	42	Not born before 01/11/1980
3	Deputy Manager	40	Not born before 01/11/1982
4	Engineer	30	Not born before 01/11/1992

Qualification Criteria

- Only Indian Nationals shall be eligible.
- Qualifying Degree should be full time and regular.
- All qualifications should be from an Indian University/ Institute recognized by AICTE approved / UGC recognized University/Deemed University. In case of qualifications acquired from foreign Universities/ Institutes, the candidate shall be required to produce equivalence certificate for such qualifications. The corresponding equivalent Indian qualification shall be recognized by AICTE/ Association of Indian Universities.
- Wherever CGPA/OGPA/DGPA or Letter Grade in a degree is awarded; equivalent percentage of marks should be indicated in the application form as per norms adopted by University/ Institute. The documentary proof in support of the same must be submitted at the time of verification. Where no norms have been specified, the CGPA/OGPA will be presumed to have been provided on a 10-point scale.

- Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the qualifying subjects in all the semester(s)/year(s) by aggregating maximum marks. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.
- For calculation of percentage in the qualifying degree, the guidelines given by University/ College will be used. In case there are no such guidelines or documentary proof for the same, then the marks obtained in all the semesters will be used to calculate the final percentage.
- In case of any discrepancy/ change in nomenclature of qualification/ discipline, IHB shall have the discretion to decide on the equivalence based on subjects studied, duration, submission of certification from University/College etc. and the decision of IHBL shall be treated final and binding.

Experience Criteria

Positions	Experience
Senior Manager (O&M)	<p>Essential: Minimum 15 Years of working experience in Gas/Product/Crude Pipelines, exposure to and know how about operations & maintenance of cross-country pipelines and pipeline stations, familiarity with equipment viz. mainline pumps, remote operated valves, HT sub-stations, HT switchyards, VFDs, SCADA, Cathodic Protection etc., familiarity with applicable International / Indian codes & standards, pipeline hydraulics, statutory regulations, safety systems etc. Must have held leadership role of department or as In-charge of O&M.</p> <p>Desirable: Previous experience of / exposure to Oil & Gas Pipeline Projects including Plant Construction and Erection & commissioning would be an added advantage.</p>
Engineer(O&M)	<p>Essential: Minimum 3 Years of experience in Gas/Product /Crude Pipelines, exposure to and know how about operations & maintenance of cross-country pipelines and pipeline stations, familiarity with equipment viz. mainline pumps, remote operated valves, HT sub-stations, HT switchyards, VFDs, SCADA, Cathodic Protection etc., familiarity with applicable International / Indian codes & standards, pipeline hydraulics, statutory regulations, safety systems etc.</p> <p>Desirable: Previous experience of / exposure to Oil & Gas Pipeline Projects including Plant Construction and Erection & commissioning would be an added advantage.</p>
Senior Manager (HSE)	<p>Essential: Minimum 15 Years of working experience in Refineries, Pipelines, Petrochemicals or any other similar related industry handling Hazardous products. Exposure to and knowledge of petroleum pipeline hazards such as leak, burst, fire, explosion etc. Mitigation of fire hazards, familiarity with firefighting equipment, hazard identification techniques such as HAZOP, HIRA, QRA etc., and OISD standards. will be an added advantage. Must have held Leadership Role in HSE/</p>

Positions	Experience
	<p>Safety departments in related industry.</p> <p><u>Desirable:</u> Previous experience of working in Oil & Gas Industry/Oil & Gas Pipeline Projects/Exposure to Plant Construction and Erection & commissioning and adequate exposure to hazard mitigation practices in the industry would be an added advantage.</p>
Engineer (HSE)	<p><u>Essential:</u> Minimum 3 Years of working experience in Refineries, Pipelines, Petrochemicals or any other similar related industry handling Hazardous products. Exposure to and knowledge of petroleum pipeline hazards such as leak, burst, fire, explosion etc. Mitigation of fire hazards, familiarity with firefighting equipment, hazard identification techniques such as HAZOP, HIRA, QRA etc., and OISD standards.</p> <p><u>Desirable:</u> Previous experience of working in Oil & Gas Industry/Oil & Gas Pipeline Projects/Exposure to Plant Construction and Erection & commissioning would be an added advantage.</p>
Dy. Manager (IT)	<p><u>Essential:</u> Minimum 7 Years of working experience as technology and IT Solution provider, adequate exposure in development, control and monitoring of IT systems, ERP, regulatory compliances under MIETY norms & guidelines Cyber security, building Networking infrastructure-LAN/WAN and IT systems for a midsized company. Must have held key role in IT/IS department of a company.</p> <p><u>Desirable:</u> Previous experience of working in Oil & Gas Industry/Oil & Gas Pipeline Projects/manufacturing sector Industry would be an added advantage.</p>
Engineer (IT)	<p><u>Essential:</u> Minimum 3 Years of working experience as technology and IT Solution provider, adequate exposure in development, control and monitoring of IT systems, ERP, regulatory compliances under MIETY norms & guidelines, Cyber security, building Networking infrastructure-LAN/WAN and IT systems for a midsized company.</p> <p><u>Desirable:</u> Previous experience of working in Oil & Gas Industry/Oil & Gas Pipeline Projects/manufacturing sector Industry would be an added advantage.</p>
Manager (HR)	<p><u>Essential:</u> Minimum 10 Years working experience for implementing organization level HRM policies and practices, initiating HR processes for entire midsized company of 200 plus employees. Must have had first-hand knowledge and experience of hiring, administering compensation & salary, employee relation, performance management, CSR, Labour laws compliances and related legal matters, Manpower planning, Learning & Development in any hydrocarbon or manufacturing industry. Must have held & performed leadership role in HR domain.</p> <p><u>Desirable:</u> Previous experience of working in Oil & Gas Industry/Oil & Gas Pipeline Projects/manufacturing sector Industry would be an added advantage.</p>
Officer(HR/Admin)	<p><u>Essential:</u> Minimum 3 Years of working experience for implementing</p>

Positions	Experience
	<p>organization wide HRIMS system & Payroll implementation for any company. He must have experience of recruitment or hiring, compensation & salary, employee relation, performance management, labour laws implementation, statutory compliances and Learning & Development in any industry of repute. Must have experience of filing return and maintaining records under various Acts/Rules and handling of statutory authorities as per requirement.</p> <p><u>Desirable:</u> Previous experience of working in Oil & Gas Industry/Oil & Gas Pipeline Projects/manufacturing sector Industry would be an added advantage.</p>
Dy. Manager (Finance)	<p><u>Essential:</u> Minimum 7 Years of working experience to manage group accounting, treasury, cash flow, debt management, preparation of financial statements, audit, financial controls, compliances, GST, Taxation, Loan management, Must have handled maintenance of financial data/records and feedback/guidance to senior management.</p> <p><u>Desirable:</u> Previous experience of working in Oil & Gas Industry/Oil & Gas Pipeline Projects/manufacturing sector Industry would be an added advantage.</p>
Officer (Finance)	<p><u>Essential:</u> Minimum 3 Years of working experience to manage group accounting, treasury, cash flow, debt management, preparation of financial statements, audit, financial controls, compliances, GST, Taxation, Loan management. Must have handled maintenance of financial data/records.</p> <p><u>Desirable:</u> Previous experience of working in Oil & Gas Industry/Oil & Gas Pipeline Projects/manufacturing sector Industry would be an added advantage.</p>
Dy. Manager (Company Secretary & Legal)	<p><u>Essential:</u> Minimum 7 Years of work experience (at least 03 years of experience in a listed company out of last 07 years) in ensuring compliance of Companies Act, 2013, guidelines on Corporate Governance norms and other Corporate Laws applicable to the Company, convene Board Meetings, Audit Committee meetings, other Committee meetings, Annual General Meeting etc. including preparation of agenda, minutes, coordination etc., maintain books, registers, and records etc. as per the applicable laws including filing of returns etc. with concerned authorities, compliances of various other statutory obligations, follow-up with various Government Departments to ensure statutory compliance, filing of returns with Registrar of Companies (RoC) and legal handling/liaison of Court cases in High Court District Courts or resolution of disputes/arbitration etc.</p> <p><u>Desirable:</u> Previous experience of working in Oil & Gas Industry/Oil & Gas Pipeline Projects/manufacturing sector Industry would be an added advantage.</p>

- The cut-off date for determining eligibility criteria in respect of age and post qualification experience shall be **01.11.2022** and will remain unchanged irrespective of any reason whatsoever.
- Work experience should be after acquiring relevant educational qualification and should be in-line/relevant executive experience. Candidate's work experience as Management Trainee/Graduate Engineer Trainee would be counted only in case

he/she is regularised in the same company. *Teaching/ lectureship, Part-time/gig jobs, apprenticeship, internship and articleship will not be considered for calculating work experience.*

- The detailed **Job-description** for each position can be seen on the on-line application portal.

Selection Process

- On the basis of the application for the post of Officer/Engineer/Dy. Manager/Manager/Sr. Manager, the candidates will be shortlisted for further selection process for assessment of different facets such as knowledge, skills, attitude, competencies etc.
- Selection will be based on relevant experience and Two Stage Personal Interviews (PI).
- **Personal Interview (PI)** may be conducted in person or through video conferencing/online mode and decision of IHBL would be final in this regard. Shortlisted Candidates are required to be prepared accordingly.

Physical Fitness

The appointment of selected candidates will be subject to being found Medically Fit as per the prescribed health standards and they will be required to undergo medical examination by the Medical Officer/ hospital nominated by the Company, prior to being appointed after due selection. Reference for a medical examination does not mean final selection.

Nature & Period of Engagement

Selected candidates will be appointed as **Officer/Engineer/Dy.Manager/ Manager/Sr. Manger** in Head Office/Projects/ Construction initially and will be on probation for a period of 01(One) year. Candidates shall be posted in Head Office/Construction sites of Kandla Gorakhpur LPG Pipeline location viz. Noida, Ahmedabad, Bhopal, and Varanasi. The locations indicated are tentative and field relocation is expected during the construction period. After completion and commissioning of project, the executives would be posted at operating locations of pipeline or Head office as per the requirement of the Company. Confirmation of service shall be based on the evaluation and assessment of performance during the Probation period. Those who fail to achieve requisite performance, their probation period may be extended by 6 months and further action will be taken in accordance with the policy of the Company.

Compensation & Benefits

IHB endeavours to offer an attractive compensation package, pay and perks to its employees. Candidates selected will be paid **indicative Annual CTC in 1st year** as mentioned below:

<i>Designation</i>	<i>1st year Annual CTC(Rs.in Lakhs)</i>
Sr. Manager	17
Manager	15
Deputy Manger	11
Engineer	7

The company shall provide medical insurance cover to its employees and dependent family members over and above the CTC. **Candidates will be eligible for annual increment and Performance linked increment as per the policy of the Company.**

How to Apply

- Before applying, candidates should ensure about meeting the necessary eligibility criteria of the position.**
- Interested candidates fulfilling the above laid down eligibility criteria are required to apply online in the registration format available in the Career Section of IHB website www.ihbl.in
- The candidates must have an active E-mail ID & Mobile number which must remain valid for at least next one year. All future communications with the candidates will take place only through email. Candidates have to ensure accuracy of their E-mail Id & Mobile number. No change in e-mail Id & Mobile number as declared in the online application will be allowed
- The **ORIGINAL TESTIMONIALS/DOCUMENTS ALONG WITH ONE SELF-ATTESTED COPY** of the following documents will have to be produced by the candidates at the time of Personal Interview(PI) if called:
 - 2 recent passport size colour photographs
 - High School certificate for proof of Date of Birth
 - Certificates of Academic qualifications and statements of marks of all the qualifications for all semesters/years in Graduation.
 - Proof of identity & Address (Passport, Voter ID, Driving License, Aadhaar Card)
 - Experience Certificates and/or Appointment letter/Salary Slip
 - Any other document in support of your candidature

5. Qualification certificates & marksheets are to be submitted in chronological order.
6. Experience certificates are to be submitted in chronological order (for Present as well as Previous employment indicating start date, end date, designation, pay scale (CTC) and position held). **Do not include pre-qualification experience.**
7. No application will be entertained after the expiry of last date of receipt of Online Application Form.
8. Candidates not fulfilling the minimum laid down criteria advertised with respect to experience, educational qualification & age for selection to the respective post, would not be able to register online.
9. Candidates should submit only one application for one vacancy and application once submitted cannot be altered. *IHB will not be responsible for non-receipt/bouncing of any e-mail sent to the candidates.* However, IHB reserves the right to call the candidate for any one position.
10. In case of any document being in language other than Hindi/English, candidate is required to attach a translated version of the same in Hindi/ English also.
11. If any claim made by a candidate is found to be incorrect, his/her candidature shall be summarily rejected.

Venue & Time details

Date, time and details of venue of the selection and all other correspondence shall be communicated to shortlisted candidates through email only. Candidate is advised to visit the website regularly for updates.

General Information & Instructions

1. The candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in this advertisement before submission of application.
2. All qualifications should be essentially from an Indian university/ Institute recognized by AICTE / UGC /Deemed University.
3. Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.
4. No modifications are allowed after candidate submits the online application form. If any discrepancies are found in the data filled by the candidate online and that of the original testimonies, the candidature of such candidates is liable to be rejected. Hence, utmost care should be taken to furnish correct details before submitting the online application.
5. **IHB reserves the right to raise the minimum eligibility standards and reserves the right to fill or not to fill or partially fill any of the above vacancy without assigning any reasons whatsoever.**

6. Any modification/amendments/corrigendum in the advertisement will be given in IHB's website www.ihbl.in only.
7. Candidates are also advised not to respond to unscrupulous advertisements appearing in any newspaper. For authenticity of any advertisement, the candidate may check on IHB Ltd's website www.ihbl.in only.
8. Canvassing by a candidate in any form shall disqualify his/her candidature.
9. Depending on the requirement, the Company reserves the right to cancel/restrict/enlarge/curtail the recruitment process without any further notice and without assigning any reason thereof.
10. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Delhi only.
11. Candidates called for physical interview will be reimbursed the travelling expense by shortest route from the address of correspondence as filled in the Application form, for TO & FRO journey, subject to maximum limit of **Economy Class Air Fare/3rd AC rail fare**, on production of tickets. In case of travel by any other means, the reimbursement will be restricted to entitled fare admissible or actual, whichever is lower. The local travel expenses will not be reimbursed. *If the candidate is not meeting the eligibility criteria or does not possess complete requisite documents, he/she will not be allowed to attend the Personal Interview(PI) and no travel expenses will be paid to them.*
12. No application fee will be charged from the candidates.
12. The mere fact that a candidate has submitted application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for interview/considered further for selection process.
13. The decision of IHB Management in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of selection and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
14. Candidature is liable to be rejected at any stage of recruitment/ selection process without any notice or his/her services after joining are liable to be terminated, if any information provided by the candidate is not found in conformity with the eligibility criteria notified or IHB comes across any evidence/knowledge, that the qualification/experience/any other particulars indicated in application/personal resume/other forms/formats are not recognised/false/misleading and/or amounts to suppression of information/particulars/facts which should have been brought to the notice of IHB or that the candidate has been shortlisted for next stage in the process has secured employment in the company (IHB) through any unfair means.

15. IHB reserves its right to reject any application, if is reasonably satisfied from the documents and information furnished by the candidate that he/she is not earnest towards the employment and does not hold sound professional character depending on his/her past experience with previous employer(s)/organisation(s).
16. The management may offer the candidate a position in a lower level, subject to his/her affirmation, as deemed fit.
17. IHB reserves the right to verify Character & Antecedents of the selected candidates before/after issuance of appointment letter. In case of receipt of any negative report, selection/services of the shortlisted candidate would be terminated.

Communication with IHB

Any information regarding this recruitment process would be made available on the e-mail address provided by the candidate at the time of registration and/or shall be uploaded on IHB website. Candidates are advised to periodically check the site for further updates.

Queries if any should be sent to careers@ihbl.in

Important Dates

Sr. No.	Particular	Date
1.	Start date of online Registration	30/11/2022
2.	Last Date for Online Registration	20/12/2022
3.	Cut-off date for Calculating Experience & Age	01/11/2022

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