

## Recruitment for Officer – Company Secretary at Hindustan Petroleum Corporation Limited (HPCL)

HPCL is a Maharatna Central Public Sector Enterprise (CPSE) with annual gross sales of Rs. 4,59,815 Crore during 2023-24. HPCL achieved the highest-ever sales volume of 46.8 MMT and processed the highest-ever 22.3 million tonnes of crude during 2023-24 with 103% of refinery capacity utilization and achieved the highest-ever pipeline thruput of 25.8 MMT during the year. HPCL enjoys approximately 20.29% market share in India and has a strong presence in Refining & Marketing petroleum products in the country. During 2023-24, HPCL recorded the highest-ever standalone PAT of Rs. 14,694 Crore.

### Details of Vacancy:

**Maximum Age as on 30<sup>th</sup> June, 2025** : 27 years for Unreserved (UR) / EWS Students (Maximum age limit is relaxed by 5 years for SC & ST, 3 years for OBCNC, 10 years for PwBD (UR), 13 years for PwBD (OBCNC) and 15 years for PwBD (SC/ST) candidates.)

**Educational Qualification** : Fresher Associate Membership (ACS) of the Institute of Company Secretaries of India (ICSI) & Full Time Graduate in any discipline with minimum 60% marks (aggregate marks of all semesters/years), relaxed to 50% (aggregate marks of all semesters/years) for PwBD candidates from AICTE approved / UGC recognized University/Deemed University.

**Experience** : Nil (fresher candidates)

**No. of Post** : 1

**Cost To Company** : INR 17.64 LPA (CTC Breakup attached below)

| Salary Components   | Basis                  | Monthly (INR)   | Annually (INR)   |
|---|------------------------|-----------------|------------------|
| Basic (Minimum of the PayScale for 50000-160000)  |                        | 50,000          | 6,00,000         |
| D.A. (47.7% of Basic, subject to change as per govt. guidelines)                          |                        | 23,850          | 2,86,200         |
| HRA (Depending on class of City) Calculated for X class city                              | 27% of Basic           | 13,500          | 1,62,000         |
| Cafeteria (Allowances & Benefits)   | 35% of Basic           | 17,500          | 2,10,000         |
| Contribution towards Retiral benefits (Including PF, Gratuity, Medical Insurance and DCS) | 30% of (Basic+DA)      | 22,155          | 2,65,860         |
|   | <b>Total</b>           | <b>1,27,005</b> | <b>15,24,060</b> |
| Performance Related Pay (As per Corporation policy)                                       | 40% of Basic (Maximum) | -               | 2,40,000         |
| <b>Total CTC (Cost to Company)</b>  |                        |                 | <b>17,64,060</b> |

Note: HRA is 27% for X class Cities, 18% for Y class Cities & 9% for Z class Cities

**Apply:** Please fill the Google form at <https://forms.gle/tf4MsW7Z868b8U1u7>

Merely registering by filling up the registration form does NOT guarantee Selection or Interview of any Candidate.

**Only Shortlisted Candidates will be called for Interview.**

Canvassing in any form, for selection shall lead to disqualification.