



TAKE PRIDE IN FUELLING THE NATION WITH BPCL

RECRUITMENT OF JUNIOR EXECUTIVE (AVIATION)

Fortune Global 500 Company, Bharat Petroleum is the second largest Indian Oil Marketing Company and one of the premier integrated energy companies in India, engaged in refining of crude oil and marketing of petroleum products, with a significant presence in the upstream and downstream sectors of the oil and gas industry. The company attained the coveted Maharatna status, joining the elite club of companies having greater operational & financial autonomy.

Bharat Petroleum's Refineries at Mumbai & Kochi and subsidiary Bharat Oman Refineries Ltd., at Bina, Madhya Pradesh have a combined refining capacity of around 35.3 MMTPA. Its marketing infrastructure includes a network of Installations, Depots, Energy Stations, Aviation Service Stations and LPG distributors. Its distribution network comprises over 19,000 Energy Stations, over 6,100 LPG distributorships, 733 Lubes distributorships, 123 POL storage locations, 53 LPG Bottling Plants, 60 Aviation Service Stations, 3 Lube blending plants and 4 cross-country pipelines.

On the cusp of ambitious growth plans, BPCL is making significant strides in the energy value-chain, Research & Development, Petrochemicals, Gas, Non-fuel businesses, Renewables to make us future ready. Our vision for the next five years is promising and full of opportunities, aided by disruptive technologies, changing customer demographics and global opportunities. In the changing business landscape, the crucial link to success is talent. With an aim to be the dominant player in the market and achieve our goals, our focus is to build an agile cadre of experienced employees who will be able to respond to such challenges of changing business realities.

We invite applications from inspired, talented, committed individuals with appropriate qualifications and experience looking for exciting career opportunities in the Aviation Business of BPCL. Interested and eligible candidate can apply for the following profile ONLINE.

IMPORTANT DATES	
Commencement of online application	22 nd January 2022
Last date of online application	7 th February 2022

PROFILE ON OFFER

PROFILE	UPPER AGE LIMIT <i>(as on 01.02.2022)</i>	ESSENTIAL EDUCATIONAL QUALIFICATION	ESSENTIAL WORK EXPERIENCE <i>(as on 01.02.2022)</i>
Junior Executive (Aviation)	45	Diploma in Engg./ Graduate Degree/ B.Tech or equivalent	Min. 10 years



JOB PROFILE

<p>Essential Educational Qualifications / Certifications</p>	<p>Candidate must have passed Diploma in Engineering / Graduation / B.Tech Degree or equivalent.</p> <p>The candidate must possess valid certification as “Quality Control Signatory” for handling Aviation Fuel issued by Quality Control Manager of an Oil Company whose organization is duly approved by Directorate General of Civil Aviation (DGCA) under Civil Aviation Requirements (CAR) series. Such certificate should have been valid for atleast last 5 years.</p>
<p>Essential Work-Experience* (as on 01.02.2022)</p> <p><i>*The candidate should satisfy all conditions mentioned in this section</i></p>	<ol style="list-style-type: none"> 1. Minimum 10 years of continuous relevant work-experience both in tank farm operations (receipt, storage, and handling) and into plane delivery of Aviation Turbine Fuel (ATF) at Aviation Fuelling facility of Indian Airports, with minimum 1 year of experience in Tank Farm Operations and Into Plane services each. 2. The work-experience should necessarily include 5 years’ of relevant experience working in a leading Aviation Fuelling organization in India. 3. The candidate should have a Light Motor Vehicle (LMV) license which has been valid for the last 5 years. 4. The candidate should have experience in maintenance and upkeep of Aviation fuel related facilities, both static and mobile. The candidate must be able to independently handle quality control system of an Aviation Station and manage fuel quality from receipt till delivery to aircraft. 5. The candidate must currently be employed in the Executive Cadre of an organization, which is duly approved by DGCA under CAR Series to undertake Aviation Fuel handling. 6. The candidate should have a sound knowledge of ATF QC Manual as well as Aviation Operations Manual. 7. The candidate should have the experience of dealing with officials of national/ international airlines, DGCA & other associated agencies.
<p>Key Responsibilities & Expectations</p>	<p>The candidate selected as Junior Executive (Aviation) shall be responsible for fuel farm operations, into plane activities and other activities to ensure smooth running of Aviation Fuelling Stations. Additionally they will be directly responsible for ensuring quality, safe and efficient day to day operations of the Aviation Fuelling Station as per laid down guidelines. The candidate’s key responsibilities shall include:</p> <ul style="list-style-type: none"> ➤ Handling Aviation operational issues/ exigencies at Fuelling Stations;



	<ul style="list-style-type: none"> ➤ Managing end to end logistics of ATF, i.e. receipt, storage and delivery; ➤ Ensuring high standards of quality, quantity and customer satisfaction; ➤ Implementation of various policies at AFS and compliance with statutory guidelines; ➤ Ensuring maintenance of Static and Mobile Aviation facilities; ➤ Creating and managing budgets for the location; ➤ Dealing with National & International Airlines, Oil Marketing Companies, DGCA & other statutory bodies; ➤ Developing / streamlining processes and optimising cost.
<p>Upper Age Limit (as on 01.02.2022)</p>	<p>General and EWS Category- 45 years.</p> <p>Age relaxations will be applicable to the candidates belonging to different categories (OBC-NCL/ SC/ ST/ PwBD/ Ex-Servicemen) as per the Presidential Directives. For candidates domiciled in J&K state between 1.1.1980 to 31.12.1989 relaxations as applicable will apply.</p> <p>Cumulative relaxation in age for one/more than one category taken together shall be limited to a maximum of 10 years.</p>

- Please note:*
1. Interested candidates should have valid documents required for 'Airport Entry Pass (AEP)' as per prevailing guidelines.
 2. Selected candidates shall be posted in any existing/ future Aviation Fuelling Stations of BPCL across the country.

APPLICATION PROCESS

Online applications will be accepted from **22nd January 2022 to 7th February 2022.**

Interested & eligible candidates are requested to apply ONLINE only on <https://www.bharatpetroleum.in> under Careers → Current Opening, after reading detailed advertisement. No other means / mode of application shall be accepted.

Please follow the steps mentioned below, before filling the online application form:

STEP 1: All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves of the same before applying. No enquiry asking for advice on eligibility will be entertained.

STEP 2: Applicants are advised to keep legible scanned copies of the below mentioned documents (*PDF documents of not more than 1 MB each*) ready and upload them in the online application form at place(s) designated for the same.

- i. Date of Birth Proof (Class 10th pass certificate/ DOB Certificate).



- ii. Educational Qualification Proof (Consolidated Marksheet & Degree/ Diploma Certificate). The documents pertaining to the highest degree/diploma should be uploaded. The candidate must have successfully passed such degree/ diploma and should have a minimum 10 years of relevant work experience after such degree/ diploma.
- iii. Service Certificate/ Work-Experience Certificates (issued by respective organizations on their letterhead) clearly showing:
 - a. Details of Employee (showing Name, Designation, Length of Service, Date of Joining and Date of Separation (if applicable), etc)
 - b. Nature of Employment – Full time/Part Time/ Intern etc
 - c. Designation
 - d. Detailed Nature of Work
 - e. The fact that the candidate was employed in both tank farm operations and into plane fuelling operations.
 - f. Start and End date of being employed in tank farm operations and into plane operations individually.

Additionally, the service certificate from the last/current organization should clearly state that the individual is currently employed in the Executive Cadre of the organization.

The Work Experience / Service certificate should necessarily be on the letter head of the organization. In case of absence of any of the aforesaid data in the Work Experience/ Service Certificate, BPCL shall be at liberty to take a final decision basis the information furnished by the candidate.

- iv. Valid Light Motor Vehicle (LMV) license. The license should clearly indicate the validity start and end date.
- v. QC Signatory Certificate issued by Quality Control Manager of an Oil Company whose organization is duly approved by Directorate General of Civil Aviation (DGCA) under CAR series. Such certificate must have been valid for atleast last 5 years.
- vi. Relevant Category/ Caste Certificate (applicable only for SC/ ST/ OBC-Non Creamy Layer/ PwBD, Ex-Servicemen, J&K Domiciled candidates).
- vii. Recent Color Passport Size Photograph, not older than 6 months and scanned copy of Signature.
- viii. Documents, i.e., Consolidated Marksheet & Degree Certificate, related to any Additional Qualification.
- ix. Annual PF Statement equivalent to the number of years' of work experience stated in the application, scanned together in a single PDF file.



Any mismatch in name, qualification, experience, etc., from original documents and the data submitted in the online application form will lead to disqualification at any stage.

STEP 3: After filling the application form and uploading all the required documents, the applicant should click on 'Submit' button, which will generate a Unique Application ID. This Application ID is important and will be required for all future references throughout the selection process. Post submission, the applicant will also be able to download the filled application form as a PDF, which can be preserved for future reference. Candidates are NOT required to send printout of application or any other documents in hard copy to BPCL.

For clarifications, if any, reach out to us by writing an email to z_hrd_co_recruit@bharatpetroleum.in. The subject of the email must clearly mention the Application ID.

Kindly note:

1. Applications with incomplete / wrong particulars will not be considered.
2. The email id and mobile number provided in online application should remain valid for at least one year. Candidates must use proper e-mail ids created in their names. Applications with pseudo / fake email ids will attract appropriate action under the law.
3. All the details given in the online form will be treated as final and no changes will be entertained.
4. In the event of non-submission of completed application by candidate, for whatsoever reason, his/her candidature will stand cancelled and no further communication/consideration on the same will be entertained.
5. No email confirmation will be sent to the candidates on successful registration.

SELECTION METHODOLOGY

1. The multi-stage selection process may comprise of various shortlisting tools like Application Screening (on basis of number of years of relevant work-experience, educational qualification, etc.), Written/Computer Based Test, Case Based Discussion, Group Task, Personal Interview etc. The selection process adopted will depend on the number of applications received.
2. The verification of original documents will be done only for the shortlisted candidates at the time of Group Task/ Personal Interview.
3. The provisional selection of the candidate will be based on parameters, such as, Relevant work-experience, Significant on-the-job achievements, Performance in Case Based Discussions/ Group Task, Personal Interview/s, etc.
4. Please note that application for this profile and/or participation in any stage of recruitment i.e. Case Based Discussion/ Personal Interviews/ any other tests/ Pre-Employment medical examination etc., does not confer any right to an individual for employment with BPCL.



MEDICAL STANDARDS

1. Candidates provisionally selected by BPCL will have to clear a Pre-Employment Medical Examination before joining. Company's Authorized Doctor/ nominated hospitals will assess the health of such candidates and the final appointment will be subject to them meeting the medical standards prescribed by the Company.
2. The decision on medical fitness by Company Doctor/ Company Authorized Doctor would be final and binding on all candidates. No correspondences or queries in this regard shall be entertained by the company.
3. Candidates selected under Persons with Benchmarked Disability (PwBD) category, except for the handicap for which relaxation is acceptable and extended, must be within the prescribed normal range for all other physical standards.
4. Reference for a medical examination does not mean final selection.

EMOLUMENTS

Salary Grade	Pay Scale	Cost to Company (CTC) Approx.
JG A0 (equivalent to E0 in DPE pay level)	₹30,000 – ₹1,20,000	₹11.63 lakhs per annum

Note: - The CTC mentioned has been calculated at minimum base level of pay grade and includes Base Pay, Dearness Allowance (DA) based on IDA pattern, House Rent Allowance (HRA), Perks & Allowances, Retirement Benefits in line with DPE guidelines and Performance Related Pay (*calculated at maximum*). It may please be noted that the Performance Related Pay is dependent upon multiple factors and is payable as per the Corporation's policy. Also, the retirement benefits are admissible upon separation/retirement as per the Corporation's policy prevailing at that time. CTC is for candidates posted in metro cities and may vary for other locations.

PROBATION & PLACEMENT

Selected Candidates would be on Probation for one year from the date of joining (extendable in case of non-satisfactory performance). Upon successful completion of the probation period, he/she will be considered for confirmation as per company policy.

Such candidates shall be posted across the country, in any of the existing/future Aviation Fuelling Stations or offices and their services thereafter will be transferable as per the requirement of the Corporation. These positions may involve working in shift duties.



RESERVATION, CONCESSIONS AND RELAXATIONS

1. Reservations of posts for SC, ST, OBC-NC, EWS and PwBD (*Persons with benchmarked disabilities –with degree of disability 40% or above*) are as per Government/Presidential Directives.
2. Candidates seeking reservation as SC/ST/OBC-NC, shall have to produce a certificate in the prescribed proforma, 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 recognised as SC/ST/OBC 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 OBC 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.
3. 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.
4. The OBC candidates who belong to 'Creamy Layer' are not entitled for concession admissible to OBC-NC candidates and such candidates will have to indicate their category as 'General'. Further the OBCNC candidates will have to give a self-undertaking, at the time of Personal Interviews (if shortlisted), in terms of DOPT memo No. 36012/22/93-Extt. (SCT) dated 08.09.1993, indicating that they belong to OBC-Non Creamy Layer.
5. A person who wants to avail the benefit of PwBD reservation will have to submit a disability certificate issued by a Competent Authority as prescribed in RPwBD Act, 2016. PwBD candidates will be considered after taking into account 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.



6. For availing Economically Weaker Section (EWS) reservation the conditions and format of the certificate will be followed as per DOPT Office Memorandum No. 36039/1/2019 – Estt (Res) dated 31/01/2019.
7. Maximum age limit is relaxed by 5 years for SC & ST, 3 years for OBC-NC, 10 years for PwBD candidates.
8. Maximum age limit is relaxed by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.
9. Maximum age relaxation by 5 years is applicable for Ex-servicemen & Commissioned Officers (including ECOs/ SSCOs) subject to them rendering minimum 5 years’ service in Armed Forces and fulfilment of other conditions prescribed by the Govt. of India.
10. However, cumulative relaxation in age for one/more than one category taken together shall be limited to a maximum of 10 years.
11. If the SC/ ST/ OBC-NC/ PwBD/ EWS 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.
12. Relaxed standards in assessment/selection will be applicable for SC, ST and PwBD candidates. Relaxation might be extended to OBC- NC candidates also.
13. Any request for change in Category (Gen./SC/ST/OBC-NC/EWS/PwBD) once filled in the online application form, will not be considered and accordingly concession/relaxation applicable will not be extended.

GENERAL INSTRUCTIONS

1. Only Indian Nationals are eligible to apply.
2. The last date for reckoning age and all other eligibility criteria shall be considered as of 1st February 2022.
3. Corrigendum/ Addendum etc. with regard to this advertisement, if any, will be made available on <https://www.bharatpetroleum.com/Careers/current-openings.aspx> only. All the candidates are requested to remain updated at each step of the selection process by visiting our website www.bharatpetroleum.com. Candidates may please note that personal calls and/or interaction with any of the BPCL’s officials during recruitment drive is discouraged, except when absolutely necessary/critical.
4. All future communications with the candidates regarding further selection process and shortlisting will take place through e-mail ONLY. BPCL will not be responsible for any loss/ non-delivery of email/admit card sent/ any other communication sent, due to invalid/wrong email id.



5. Candidates presently employed in Central/ State Government, Autonomous bodies and PSUs, should submit their application through proper channel. They must produce 'No Objection Certificate' from their employer at the time of selection process, failing which they will not be allowed to appear for the selection process and their candidature will not be entertained.
6. Shortlisting will be provisional without verification of documents. Candidature will be subject to verification of all details/ documents with the originals when a candidate reports for selection process (if shortlisted). In case a candidate is called for selection process and is found to be not satisfying the eligibility criteria (Age, Educational Qualification, Work Experience, etc.) he/ she will not be allowed to appear for any selection process(s).
7. BPCL reserves the right to cancel / restrict / enlarge / modify / alter the recruitment process and/or the selection process thereunder, without issuing any further notice or assigning any reasons.
8. The Corporation also reserves the right not to fill the advertised post at any stage of selection.
9. BPCL reserves the right to take a final decision to assign/offer any suitable job/role/profile to the candidates found suitable as per the Corporation's requirements.
10. Reimbursement of 2nd class train fare by the shortest route to the selection venue is admissible only for outstation SC, ST and PwBD candidates appearing for the selection process, provided the distance travelled is not less than 30 km. Local transportation will not be reimbursed.
The candidates will be required to fill in the Travel Allowance (TA) Form, which will be made available during the selection process, and submit it along with Proof for travel undertaken and valid Category Certificate.
Detailed instructions pertaining to mode of travel reimbursement will be made available in the Admit Card/ Call Letter for selection process.
In case a candidate is called for the selection process and is found to be not satisfying the eligibility criteria (Age, Educational Qualification, Work Experience, etc.) he/ she will not be entitled for reimbursement of any travelling expenses.
11. If any candidate attempts to use external influence for the purpose of facilitating his/her selection, his/her candidature will automatically be cancelled.
12. All the details given in the online application will be treated as final and no changes will be entertained thereafter.
13. Furnishing of wrong/false information will lead to disqualification and BPCL will not be responsible for any of the consequences of furnishing such wrong/false information. Since all the online applications will be screened without documentary evidence, the candidates must satisfy themselves of the suitability 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 notice, as the appointment would be deemed to be void ab initio.



14. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.
 15. Court of jurisdiction for any dispute will be at Mumbai.
 16. The general public is hereby informed that all applications are accepted through our online portal only and is not outsourced by BPCL to any agency/individual. Applicants are advised to beware of such fraudulent agencies.
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