

Website: pesb.gov.in
No.7/33/2010-PESB
Government of India
Public Enterprises Selection Board
Department of Personnel & Training

Block 14, P E Bhavan, CGO Complex,
Lodhi Road, New Delhi-110 003

Dated: 16TH August, 2010

Subject: Selection for the post of Director (Marketing) Hindustan Petroleum Corporation Limited in Schedule 'A' CPSE.

The Public Enterprises Selection Board (PESB) is seeking qualified candidates for the post of **Director (Marketing) Hindustan Petroleum Corporation Limited (HPCL)** in Schedule 'A' of the CPSE, the scale of pay of the post being **Rs.75,000-1,00,000 (revised)** . A copy of the job description for the post is enclosed.

2. It is requested that names of candidates seniority-wise who are found suitable for the said post as per the requirements indicated in the job description alongwith their up-to-date bio-data (in the prescribed form) duly endorsed may kindly be forwarded to PESB **18th October, 2010**. It is also requested that advance action may be taken to keep the ACRs for the last 5 years, of those candidates ready **alongwith their latest vigilance profile [(i) penalty imposed, if any during the last 10 years (ii) details of disciplinary action initiated/being initiated if any, etc.]** to be furnished as and when the selection meeting is scheduled.

3. In case the relevant details are not received within the stipulated time, it will be assumed that there are no eligible candidates to be sponsored for the post.

(RAHUL KASHYAP)
UNDER Secretary
Tel: 24361632

To

1. All Chief Executives of other Central PSUs (including subsidiaries) for circulation among the eligible candidates.
2. All Chief Secretaries of State Govt.s /UT's (for circulating the vacancy among Govt.Officers and State PSU's.)

No. 7/33/2010-PESB
Government of India
Public Enterprises Selection Board
(Department of Personnel and Training)
Block No.14, C.G.O. Complex, Lodhi Road
New Delhi - 110003

NAME OF THE PSU : **HINDUSTAN PETROLEUM CORPN. LTD. (HPCL)**
NAME OF THE POST : **DIRECTOR (MARKETING)**
DATE OF VACANCY : 01.08.2010
SCHEDULE OF THE CPSE : 'A'
SCALE OF THE POST : Rs. 75,000—1,00,000 (w.e.f 01.01.2007)

1. COMPANY PROFILE

Hindustan Petroleum Corporation Limited (HPCL) was incorporated under the Indian Companies Act, 1956 by virtue of Lube India and ESSO Standard Refining Company of India Ltd. Amalgamation Order, 1974. The main objective of the company is to service customers by superior understanding and fulfilling their stated and latent needs with innovative product and services in the petroleum sector. HPCL is a schedule 'A' Navratna PSE in Petroleum sector under the administrative control of Ministry of Petroleum & Natural Gas.

The authorized and paid up capital of the Company was Rs. 350 crores and Rs. 339.01 crores respectively as on March 31, 2009.

Its Registered and Corporate offices are at Mumbai, Maharashtra.

The shareholding of the Government of India in the Company is 51.05%.

2. JOB DESCRIPTION AND RESPONSIBILITIES:

Director (Marketing) is a member of the Board of Directors and reports to the Chairman and Managing Director. He is jointly responsible to meet the corporate goals in coordination with the other Functional Directors. He is primarily responsible for formulation and monitoring different elements of marketing policies to achieve the profit targets of the Marketing Division by ensuring sales of various petroleum and related products to both in the retail and direct segments.

3. ELIGIBILITY

I. AGE: On the date of occurrence of vacancy

(i) Minimum 45 years.

(ii) Not more than 58 years for internal candidates and not more than 57 years for others.

The age of superannuation is 60 years.

II. QUALIFICATION AND EXPERIENCE:

The candidate should be a graduate with good academic record from a recognized university and having at least two years of cumulative marketing experience during the last ten years.

Persons with MBA with major in Marketing/Technical qualifications with specialization in marketing discipline in an organization of repute and experience in Market Research, Product development, sales, forecasting and planning in Petroleum Industry will have added advantage.

Provided that minimum qualification is relaxable in the case of internal candidates with sound and adequate background and experience.

III. PAY SCALE/TURNOVER:

(a) Central Public Sector Executives.

Executives holding posts in the pay scale of:

- Rs. 7250-8250 (IDA)
- Rs. 9500--11500 (IDA) Post 01.01.1992
- Rs. 20500--26500 (IDA) Post 01.01.1997
- Rs. 51300--73000 (IDA) Post 01.01.2007
- Rs. 18400-22400 (CDA)
- Rs. 37400--67000 + GP Rs. 10000 (CDA)

The minimum length of service required in the eligible scale will be one year for internal candidates, and two years for others as on the date of vacancy.

(b) State Public Sector Executive

Executives working in companies where the annual turnover is in excess of Rs. 100 crore.

(c) Private Sector Executives

Private Sector Executives must fulfill each of the following criteria:

- (i) Executives working in companies where the annual turnover is in excess of Rs.100 crore
- (ii) Executives working at Board level position or non-board level position reporting directly to the Board i.e. one level below Board;
- (iii) Executives working in Private Companies listed on Stock Exchange.

(d) Government Officers

Notwithstanding the qualifications and experience prescribed, Government Officers of the level of Joint Secretary in Government of India or on equivalent scale of pay or Officers of the level of Major General in the Army or equivalent rank in Navy/Air Force on the date of vacancy with adequate experience in the relevant field will be eligible for consideration on immediate absorption basis.

4. DURATION OF APPOINTMENT

The appointment shall be for a period of five years or upto the date of superannuation whichever is earlier.

5. SUBMISSION OF APPLICATIONS

Prospective candidates from the Central Public Sector and Government officers shall send their applications, through proper channel, in the format at Annexure I.

State Public Sector Executives/Private Sector Executives shall submit their applications, in the format at Annexure II, alongwith

- (i) a write up on the significant contributions made by them during their present/past assignments and their suitability for the post.
- (ii) the annual report for the last audited financial year, or annual turnover figures duly certified by the Company Secretary/CFO.
- (iii) The applications for various categories of the officers are routed through proper channel as follows:
 - a) For Government Servants through Cadre Controlling authority.
 - b) For CMD's/MD's/Director's in CPSE, the concerned administrative min
 - c) For below Board level in CPSE, the concerned CPSE.
 - d) For CMD/MD in State PSE, State Government.
 - e) State PSE/State Joint Venture, the concerned SPSE.

In addition to the above, Private Sector Executives must submit the following documents alongwith the application form

- (i) Attested copies in support of age and qualifications;
- (ii) Annual Reports of the Company for the last 5 years;
- (iii) Evidence of listing on the Stock Exchange;
- (iv) Evidence of working at Board level or reporting directly to the Board i.e. one level below Board level;
- (v) The details of Job handled in the past with details/particular references.

State Public Sector Executives must route their applications through proper channel.

Annexure-I and Annexure-II may be downloaded from the website of PESB.

Last date of receipt of applications in PESB is 18th OCTOBER, 2010. No application shall be entertained under any circumstances after the stipulated date. Incomplete applications are liable to be REJECTED.

Board reserves the right to shortlist candidates for interview.

Applications are to be addressed to DR. (MRS) P. S. BEHURIA, Secretary, Public Enterprises Selection Board, Public Enterprises Bhawan, Block No. 14, CGO Complex, Lodhi Road, New Delhi-110003.

ALL CORRESPONDANCE WITH THE PUBLIC ENTERPRISES SELECTION BOARD SHOULD BE ADDRESSED TO SECRETARY, PUBLIC ENTERPRISES SELECTION BOARD ONLY.

HPCL-MKTG.