

**HINDUSTAN ORGANIC CHEMICALS LIMITED**  
(A GOVERNMENT OF INDIA ENTERPRISE)

**NOTIFICATION OF VACANCIES – PERMANENT RECRUITMENT**

HOCL requires personnel for appointment on REGULAR BASIS to the following posts.

1. Deputy General Manager (HR) / Chief Manager (HR)
2. Manager (Legal)
3. Assistant Manager (Mechanical)
4. Assistant Manager (Materials)
5. Assistant Manager (Systems)

**I. NUMBER OF VACANCIES & RESERVATION:**

- |  |   |  |
|--|---|--|
| 1. Deputy General Manager (HR) /<br>Chief Manager (HR) | } | – 1 (One) – [UR]                       |
| 2. Manager (Legal)                                     |   | – 1 (One) – [UR]                       |
| 3. Assistant Manager (Mechanical)                      |   | – 4 (Four) – [SC - 1, OBC - 1, UR - 2] |
| 4. Assistant Manager (Materials)                       |   | – 1 (One) – [OBC]                      |
| 5. Assistant Manager (Systems)                         |   | – 1 (One) – [UR]                       |

**II. EDUCATIONAL QUALIFICATIONS**

Sl. No.	Post	Specifications
1.	Deputy General Manager (HR) / Chief Manager (HR)	Graduate with MBA (HRD Specialization) / MSW / MLW / MHRM / MIRPM / 2 years PGDPM from recognized University / Institution + Degree in Law preferable.
2.	Manager (Legal)	LLB-3 years or Degree in 5 years integrated course in Law from a recognized University. Preference shall be given to candidates having proficiency in Marathi Language.
3.	Assistant Manager (Mechanical)	Degree in Mechanical Engineering from any recognized University/Institution or AMIE in Mechanical Engineering
4.	Assistant Manager (Materials)	Degree in any discipline with MBA / Degree in Engineering (Electrical / Mechanical / Chemical / Instrumentation) / Degree in any discipline with two years PG Diploma in Materials Management / Degree in any discipline with Advance Graduate Diploma in Materials Management.
5.	Assistant Manager (Systems)	Degree in Engineering (Computer Science / Information Technology) / MCA

\* Qualifications should be of regular full time course.

### III. EXPERIENCE REQUIRED

Sl. No.	Post	No. of Years	Areas of Exposure
1.	Deputy General Manager (HR)	12 (Twelve)	General Administration, Recruitment and Staffing, HR Initiatives, Manpower planning, Training & Development, Payroll Management, Public Relations & Social Welfare activities, Enforcement of Discipline, Maintaining Industrial Relations, Legal Matters, Welfare Matters, Statutory Compliance / Reports to Government / Statutory Authorities, Finalization of Contracts etc.
	Chief Manager (HR)	9-10 (Nine to Ten)	
2.	Manager (Legal)	7-8 (Seven to Eight)	Drafting / Vetting / Execution of legal documents including in-depth knowledge of applicable Corporate / Commercial / Labour legislations with expertise in Civil / Criminal / Labour Courts / Tribunals, Arbitration Proceedings etc. Must have core competence in the areas of analyzing various legal documents and must be in a position to handle all activities of documentation independently.
3.	Assistant Manager (Mechanical)	3 (Three)	Maintenance of Rotary Equipments like Pumps, Compressors, Cooling Tower Fans and other similar equipments, Maintenance and inspection of Static Equipments like Heat Exchangers, Pressure Vessels, Columns, Reactors etc., Preparation of specification and QAP for the mechanical equipments like Pumps, Compressors, Heat Exchangers, Vessels, Valves, Pipes and Fittings etc., Planning and execution of mechanical works and materials for annual turnaround. Planning and procurement of services/works/materials, Condition monitoring and planning for condition based maintenance / preventive maintenance schedule. Execution of contracts in the field of industrial painting, insulation, tank fabrication, piping etc.
4.	Assistant Manager (Materials)	3 (Three)	Procurement of Goods & Services / Stores / Logistics, Conversant with Government E-Market (Gem) Portal and CPP Portal of NIC, E-Tender Management etc., Conversant with the Government Guidelines on Procurement including CVC Guidelines, Preference to MSE, Make in India etc., Planning of Procurement Strategies and Procurement of Equipments, Spares, Systems, Chemicals, Capital Goods etc from Local and Global Market, Drafting of Enquires and Tender Documents, Proposals and Requests for Quotations, Conduct Pre-bid and Pre-proposal Conferences, Search and Source Potential Suppliers & Vendors, Experience in handling ERP.

Sl. No.	Post	No. of Years	Areas of Exposure
5.	Assistant Manager (Systems)	3 (Three)	Tally / ERP System Administration, Server Management / Configuration, Networking, Website maintenance, Backup monitoring and management for the ERP System, Computer & Hardware item procurement activities, proper inventory management of all computer related items, Management of AMCs related to ERP Systems, Preparation of tender invitation & Work orders and proper file system maintenance, Bills settlement of AMC , proper maintenance of records of PCs, printers, Network & Hardware items.

- ❖ Candidates should have post qualification experience in the relevant field in a large industry preferably Chemical / Petrochemical / Refinery plant.

#### IV. MAXIMUM AGE – AS ON 01.05.2023

1. Deputy General Manager (HR) : 45 (Forty Five)  
Chief Manager (HR) : 40 (Forty)
2. Manager (Legal) : 35 (Thirty Five)
3. Assistant Manager (Mechanical) : 35 (Thirty Five)
4. Assistant Manager (Materials) : 35 (Thirty Five)
5. Assistant Manager (Systems) : 35 (Thirty Five)

- ❖ (Relaxation of age to SC/ST/OBC/PwBD/Ex-servicemen as per rules)

#### V. PAY

Selected candidates will be entitled for Pay and Allowances in the corresponding scale of pay (as per Pay Revision w.e.f 01.01.2007) as admissible under the rules of the company.

1. Deputy General Manager (HR) : ₹ 36600 – 62000  
Chief Manager (HR) : ₹ 32900 – 58000
2. Manager (Legal) : ₹ 29100 – 54500
3. Assistant Manager (Mechanical) : ₹ 20600 – 46500
4. Assistant Manager (Materials) : ₹ 20600 – 46500
5. Assistant Manager (Systems) : ₹ 20600 – 46500

## VI. POSTING

The company at its discretion may post the Officer at any of its Offices / Projects anywhere in India as per its requirement.

## VII. GENERAL

1. Candidates will be suitably placed based on the qualification and experience.
2. Indian Nationals only need to apply.
3. Relevant date for determining all eligibility criteria such as qualification, experience, age etc. stipulated in the notification will be 01.05.2023.
4. Relaxations / Reservations are applicable as per Government Directives.
5. Candidates are advised to regularly check their e-mail and the Company's website for information.
6. The engagement of selected candidates will be subject to being declared medically fit by the approved Hospital and by the Medical Officer of the Company.
7. The short listing of candidates for selection process shall be at the discretion of the Company and the decision in this matter will be final and binding.
8. The decision of the HOCL Management regarding eligibility criteria, acceptance or rejection of applications to the post etc. shall be final and binding on all candidates. Mere fulfillment of the minimum qualification, experience and job requirement will not vest any right on candidates for being called for document verification/test/interview.
9. Any corrigendum / updates to the notification will be published on our website only. Hence candidates are requested to check the Company Website regularly. ([www.hoclindia.com](http://www.hoclindia.com))
10. Candidates will have to appear for the test / interview at their own risk and HOCL will not be responsible for any injury or losses etc. of any nature. Travelling expenses for appearing the interview will be provided as admissible under the rules of the Company.
11. Furnishing of wrong / false information will lead to disqualification and HOCL will not be responsible for any of the consequences of furnishing such wrong / false information. The candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage of the selection process or after joining the Company, it is found that the candidates have furnished false or wrong information; their candidature / appointment will be cancelled. 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 Kochi.
12. Candidates presently working in Government / Semi-Government / PSUs should apply through proper channel or should produce an NOC from their employer at the time of test / interview.
13. The number of vacancies indicated above include vacancies, existing and anticipated, and therefore will be filled only over the period of the validity of the merit panels prepared for the posts.



**VIII. How to apply**

1. Applications submitted online through the website of HOCL - [www.hoclindia.com](http://www.hoclindia.com) will only be considered. The online application portal will be open from **05.05.2023 to 21.05.2023** and the last date for submitting online application will be **21.05.2023**.
2. Candidates shall visit the web site, read the notification and instructions given, and open the link for filling the Online Application. All required details should be entered and the required documents should be uploaded.
3. While applying, the candidates should mention their full name as it appears in the matriculation / secondary examination certificate.
4. All candidates should upload their passport size photograph and signature at the appropriate place when prompted by the system. The online application will not be registered unless the candidate's photo and signature are uploaded as per instructions. Passport size Photograph shall be with plain background with both ears visible. Application without photographs as mentioned is liable to be rejected at any stage of selection process. Documents in proof of Age, Qualification (from standard X onwards) are to be uploaded at the appropriate place prompted by the system. The online application will not be registered unless the candidate's age, qualifications, experience proof (where required) are uploaded. Candidates shall preview the application and ensure that the passport size photograph is uploaded properly with the face clear and identifiable. Candidates with unidentifiable and improper photo upload, will not be permitted to participate in the selection process. Candidates claiming relaxation / reservation should upload relevant certificates issued by the Competent Authority.
5. Application fee (Non-refundable) : Candidates have to remit an amount Rs. 500/- (excluding bank charges) through electronic fund transfer, as instructed in the link. Any charges for effecting online payment shall be borne by the candidate. Candidates should retain copy of the e-receipt as they can be asked to produce it for reference. Candidates belonging to SC/ST/PwBD/Ex-Servicemen are exempted from application fee, subject to furnishing documents in proof of eligibility for exemption along with the application.
6. Once all the details are entered, documents uploaded, and fees (if applicable) paid, the candidate gets the prompt that application has been submitted successfully, and he/she will be permitted to take print-out of the submitted application. A print-out of the submitted application shall be kept by the candidates and produce it as and when called for.

03.05.2023



CHIEF GENERAL MANAGER (HR)