

Bharat Petro Resources Limited (BPRL)

Bharat PetroResources Limited (BPRL), a wholly owned subsidiary of Bharat Petroleum Corporation Limited (BPCL), was incorporated in October 2006, to take forward BPCL's Upstream aspirations. Currently, BPRL (either directly or through its step down subsidiaries/ JVs) holds participating interests in 24 exploration blocks, in 8 countries, in consortium with other companies. Of these blocks, 12 are in India, and the rest overseas.

All of BPRL's blocks are in various stages of Exploration/ Appraisal. In an initiative to move further up the Upstream value chain, BPRL is the Lead operator in an on land block in India and is also the Joint Venture operator in two land blocks in India.

With investments in excess of USD 3 billion for its projects, and commitments in excess of USD 3 billion, essentially for early monetization, BPRL is poised to surge ahead in the Upstream arena.

An Exciting opportunity @ BPRL to work as Drilling Manager

We, at BPRL are looking for a senior professional, for the post of 'Drilling Manager', equivalent to JG-D, who wish to leverage his/ her experience & knowledge to enable high business results and take BPRL to greater heights.

As Drilling Manager you will handle all drilling related activities of operated blocks and monitor the drilling operations / activities of the non operated blocks held by BPRL.

Essential educational qualifications	<p>The candidate should hold a graduate Engineer degree in Petroleum/ Mechanical/ Drilling Engineering from institution / college and university / Deemed university duly recognized by AICTE/ UGC.</p> <p>Candidates belonging to general / OBC category with minimum 60% in the Final Degree Examination (relaxed to 50% to SC/ ST category) only are eligible to apply.</p> <p>Candidates should have passed the full time degree.</p> <p>Wherever CGPA / OGPA / DGPA or Letter Grade is awarded, its equivalent percentage of marks must be indicated.</p>
Key Challenges & Expectations	<ul style="list-style-type: none">• Supervision of well drilling operations at site;• Preparing well data sheets;• Designing and selecting well – head equipment;• Drawing up drilling programmes, taking account of desired production flow rates;• Obtaining relevant data, carrying out engineering analysis on site and recommending necessary actions and writing up reports;• Monitoring the daily progress of well operations;

	<ul style="list-style-type: none"> • Keeping track of current daily costs, comparing actual costs with expenditure proposals and recommending cost-effective changes; • Liaising with specialist contractors and suppliers, such as cement companies or suppliers of drilling fluids; • Monitoring safety and ensuring good maintenance of the well; • Adhering to environmental protection standards, in some cases through direct discussion with local governments to ensure compliance with legislative requirements; • Establishing and administering the work of drilling team; • Coordinating and supervising the work of the drilling and service contracts; • Undertaking engineering design and planning of wells (including development work); • Designing directional well paths (horizontally or multi – laterally), as appropriate; • Contributing to conceptual field development design; • Working with multidisciplinary professionals to evaluate the commercial viability of the well and monitor progress during drilling; • Returning the site to its natural environmental setting if drilling is not to be pursued. • Interfacing and working seamlessly with all other functional groups in BPRL. • Any other task / responsibility assigned from time to time.
Essential work-experience	Minimum 8 years' experience in handling onshore / offshore oil & gas well drilling operations in Exploration & Production Company in India / Overseas.

COMPANY SECRETARY'S SETUP

The Company Secretary's set-up in Bharat PetroResources Limited is responsible for driving compliance with statutory and regulatory requirements and ensuring the decisions of the board of directors are implemented. In today's global business world, the importance of effective corporate governance is critical, and this team ensures that BPRL has a sharp effective corporate governance mechanism and also steer implementation. We want inspired, talented and committed individual with necessary qualification and experience to lend professional expertise towards the multitude of responsibilities which include compliance of company law, SEBI guidelines, Board of Director meetings, investor relations and foreign subsidiaries etc. Great exposure and learning characterise this role as the incumbent would be working closely with all corporate teams and the Board of directors, involving in every major event associated with shareholders.

<p>Essential educational qualifications</p>	<p>Candidate should have acquired Associate Membership of Institute of Company secretaries of India (ACS). Additional qualification in Law is desirable.</p> <p>Candidates must have secured minimum 55% of marks (or equivalent CGPA and above) in the final examination of ICSI (relaxed to 50% for SC/ST/PWD categories)</p> <p>Candidates should have cleared the Final Examination in Single Sitting and 1st Attempt</p>
<p>Key challenges and expectations</p>	<ul style="list-style-type: none"> • The Company Secretary is responsible for looking after the activities related to Compliances of Company Law, SEBI (LODR) guidelines, DPE guidelines on Corporate Governance, Meetings of Directors/ Committees of Directors and Investors Relations (Share department) The ACS-qualified professional would be responsible for: • Filing of various forms & returns with Ministry of Corporate Affairs • Compliances of Ministry relating to Corporate Governance • Coordination with Practicing Company Secretary and obtaining certification • Assist in Secretarial audit & Corporate Governance Audit under Companies Act read with DPE guidelines • Responsible for collection of disclosures, consents etc. required under the Company Law from Directors and submit before Board • Assist in Preparation of various draft agenda notes for the Company Secretarial Department for the Board / Committees of Directors, Directors Report considering company law aspect,

	<p>Report on Corporate Governance under two regulations i.e. Listing regulation and DPE guidelines, obtaining approval etc.</p> <ul style="list-style-type: none"> • Assisting in ministry / inter departmental communications, the complete gamut of AGM-related activities and in examining proposals relating to Board/ED Committee/other meetings • Assisting in handling legal issues regarding Investors relation dept. such as transmission, transfer, fraud, etc. • Assisting in actions regarding unclaimed dividend and shares • under Investor Education and Protection Fund on regular basis such as follow up with shareholders, notices, filing of forms etc. • Study and carry out research work under Company law, SEBI regulations, etc. which would be beneficial to the company
<p>Essential work-experience</p>	<p>Between 3 and 12 years of post-qualification work experience in a company secretarial set-up with an in-depth understanding & knowledge on Companies Act, Rules and Regulations, SCRA, SEBI, MRTP, FEMA Act, Listing Requirements, Memorandum and Articles of Association</p> <p>Candidates should possess knowledge of formalities for Public issue/Right issue/Bonus issue/Split/allotment of shares & certificates thereon/Listing of shares/Dividend payment, Monitoring activities of Share Transfer Agents regarding share transfer, demat etc Candidates should have hands-on experience in:</p> <p>Coordinating and anchoring meetings of the Shareholders, Board and Committees in accordance with the Companies Act.</p> <p>Scrutiny, drafting and submitting relevant returns / reports to MOP&NG, MCA, CLB, ROC, SEBI, RBI etc.</p>
<p>Desired skills</p>	<p>Exceptional communication skills, able to express complicated, multi-stranded concepts in an accessible way, both verbally and in writing</p> <p>Demonstrates experience and competence in interpretation of complex legislation and regulations</p> <p>Able to organise, write and present formal reports to the Board on highly complex legal and regulatory matters</p> <p>Extremely well-organised and able to produce forward plans and consistently meet timetables</p>

ELIGIBILITY CRITERIA

AGE:

Maximum permissible age (as on 01.09.2018) for candidates belonging to the

General Category is mentioned against each profile:

Job Profile	Upper Age Limit as on 01.09.2018 (in years)
Drilling Manager	40
Company Secretary	35

Age relaxations will be as applicable to candidates belonging to OBC (Non-Creamy Layer), SC, ST, Persons with Disabilities (PWD) and Ex-servicemen categories. Candidates belonging to SC/ ST/ OBC (NCL) will need to furnish valid caste certificates as per the formats prescribed by Government of India.

Sample for age limit application:

If upper age limit is mentioned as 27 years as on 01.09.2018, it means that candidates must have their date of birth as per table below

Category	Date of Birth for eligibility
General	Should be born on or after 01.09.1991
SC/ST	Should be born on or after 01.09.1986
OBC (Non-Creamy Layer only)	Should be born on or after 01.09.1988
PWD (person with disability)	Should be born on or after 01.09.1981

EDUCATIONAL QUALIFICATIONS:

% Marks in qualifying degree	As mentioned against each position above, respectively
------------------------------	--

Educational Qualifications from Institutions/colleges and Universities/Deemed Universities should be duly recognized by AICTE/UGC

Candidates should have completed the course in first attempt.

Candidates scoring minimum aggregate percentage in the qualifying degree as stipulated in the essential educational qualifications are only eligible to apply. Percentage of marks to determine

eligibility would be calculated as the aggregate of all semesters irrespective of the norms / system being followed in the institute/university.

Wherever CGPA/OGPA or Letter Grade in a degree is awarded, equivalent percentage marks should be indicated in the online application (as per norms adopted by the University/Institute). No rounding off of percentage would be allowed.

Candidates should have cleared the qualifying degree in the first attempt, with no gaps/drops in between the course

EMOLUMENTS

Selected candidates will be placed in appropriate grades based on their suitability, with minimum CTC ranging between **14 to 22 Lakhs** per annum (INR) as per pre-revised scales of pay of BPRL. The pay scales are indicated on the website (RTI → salaries of staff). The Cost to Company is inclusive of Basic Pay, Dearness Allowance (DA) based on IDA pattern, HRA (House Rent Assistance, if applicable, based on the class of city of posting), allowances and retirement benefits in line with DPE guidelines.

SELECTION METHODOLOGY

Based on scrutiny of the applications, eligible candidates will be called for personal interview/s. Candidates short-listed in personal interview/s will be required to clear a pre-employment medical examination. The final selection / Offer of Employment will be based on the candidate's performance in the Personal Interview/s, being declared medically fit by the BPCL/BPRL medical authority and subject to fulfillment of all eligibility criteria, as applicable. Candidates would have to qualify through each stage of the selection process successfully before being considered for final selection.

Please note that mere application to any profile and/or participation in any stage of recruitment i.e. personal interviews and/or psychometric or any other tests, pre-employment medical examination etc.), does not confer any right to an individual for employment with BPCL.

TRAINING & PLACEMENT

Candidates selected would normally be on Probation for one year (extendable in case of non-satisfactory performance) and on successful completion of probationary period, would be confirmed in the respective business unit / entity.

Candidates can be posted across the country, in any of the businesses / locations or offices including joint ventures & subsidiary companies of BPRL currently in existence and establishments that may be set up in future besides roles on deputation to other organisations.

MEDICAL STANDARDS

Candidates provisionally selected by BPRL will have to clear a Pre-Employment Medical Examination before joining. Company's Authorized Medical Officers/ nominated hospitals will assess the health of candidates and the final appointment will be subject to meeting the medical standards prescribed by the Company.

Candidates selected under PWD category, except the handicap for which relaxation is acceptable and extended, must be within the prescribed normal range for all other physical standards.

The decision on medical fitness by Company's Authorized Medical Officers/nominated hospitals would be final and binding on all candidates. No correspondence or queries in this regard shall be entertained by BPCL.

Myopia & Hypermetropia (vision), if any, should be within permissible limits i.e. (-) 6.00 & (+) 4.00. (Not applicable for VH candidates)

Colour blindness or squint, partial or full, is not acceptable in any case. (Not applicable for VH candidates)

Any major medical ailment will debar a candidate from being eligible for the job.

The mentioned medical standards are only indicative and not exhaustive.

Details can be accessed through the following website www.oisd.gov.in. (Please refer Section 10 of OISD Standard 166).

HOW TO APPLY

Interested & eligible candidates may apply online from **14th Aug. 2018** to **20th Sept. 2018** at www.bharatpetroresources.com under Careers link. For clarifications, if any, please reach out by writing to us at: jairattan.ekka@bharatpetroresources.in

GENERAL INSTRUCTIONS

- Candidates may choose any one of the above profiles to apply, for which all stipulated eligibility criteria are met. The above mentioned descriptions of roles and profiles are only illustrative and not exhaustive.
- Only Indian Nationals are eligible to apply.
- Candidates must have an active e-mail id, which must remain valid for at least the next one year. All future communication with the candidates regarding further selection process and shortlisting will take place through e-mail only.
- Candidates should have relevant documents like percentage of marks obtained in the degree examination, degree certificate, date of birth, caste/disability certificate (as applicable), functional mobile number and email id etc. readily available with them

before they commence the ONLINE application process. This information would be required at the time of filling-in the ONLINE application.

- Candidates presently employed in Central/ State Government, Autonomous bodies and PSUs must submit 'No Objection Certificate' of their employer at the time of selection process, failing which they will not be allowed to appear for the selection process.
- Candidates meeting the prescribed eligibility criteria for a post may visit the website www.bharatpetroresources.com and look up 'Exciting opportunities at Bharat PetroResources Limited' and may apply on-line. No other application, other than that submitted through on-line mode will be accepted/considered.
- Candidates not found to be meeting the prescribed eligibility criteria shall be rejected at any stage of the selection process.
- BPRL 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.

BPRL reserves the right to cancel / restrict / enlarge / modify / alter the recruitment process, if the need so arises, without issuing any further notice or assigning any reason thereafter.

Corrigendum/ Addendum etc. with regard to this advertisement, if any, will be made available on www.bharatpetroresources.com under Careers link only. Candidates are advised to refer to the above website periodically for updates. All future correspondence with respect to the advertised posts will be made only through the above-mentioned website

Court of jurisdiction for any dispute will be at Mumbai.

While applying for the above post, candidate must ensure that he/she fulfils the eligibility and other norms mentioned above, as on the specified dates and the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment / selection that the candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his/her candidature will automatically stand cancelled. If any of the above shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated without any Notice, as the appointment would be deemed to be void ab initio.

If any candidate attempts to use external influence for the purpose of facilitation his/her selection, it would result in automatic cancellation of his/her candidature.

All the details given in the online application will be treated as final and no changes will be entertained.

Commencement of on-line Applications	14 th Aug. 2018
Last date for submission of on-line Applications	20 th Sept. 2018