Draft

HINDUSTAN ORGANIC CHEMICALS LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)

RECRUITMENT TO THE POST OF EXECUTIVE DIRECTOR & UNIT-IN-CHARGE

HOCL requires personnel for appointment on REGULAR BASIS to the post of Executive Director & Unit-in-Charge

I. NUMBER OF VACANCIES & RESERVATION

01 (ONE) - UR

II. EDUCATIONAL QUALIFICATIONS

B.E. / B.Tech in Chemical / Petrochemical / Petroleum / Mechanical / Electrical / Civil / Instrumentation Engineering. Qualifications should be from a recognized university / institution.

III. EXPERIENCE

Minimum 25 years of post qualification experience as an Executive in PSUs or reputed/leading organizations. The candidate should have at least 5 years' of experience during last 10 years at a Senior Management level in Technical / Operations / Maintenance / Administration in a large industry preferably Chemical/Petrochemical/Refinery plant.

IV. AGE

Maximum age will be 55 Years as on 01.11.2026

Relaxation of age to SC/ST/OBC-NCL/PwBD/Ex-servicemen as per rules. However, maximum upper age of the applicants shall not exceed 56 years including all possible age relaxations.

V. PAY

Selected candidates will be entitled for Pay and Allowances in the scale of pay of Rs. 120000-280000 (Grade E8 as per Pay Revision w.e.f 01.01.2017) as admissible under the rules of the company.

VI. POSTING

Posting will be at Kochi. However, the company at its discretion may depute the Officer at any of its Offices / Projects anywhere in India as per its requirement.

Abbreviations used :

UR = Unreserved, SC = Scheduled Castes, ST = Scheduled Tribes, OBC-NCL = Other Backward Classes- Non Creamy Layer, PwBD = Person with Benchmark Disability.

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VII. JOB RESPONSIBILITY:

A. Administrative responsibilities

- Exercise overall supervision and control over the departments, divisions under his/her jurisdiction.
- Implement policies, decisions and directives issued by the CMD, Board of Directors and corporate management.
- Ensure effective manpower planning, deployment and utilisation.
- Monitor discipline, attendance, performance and conduct of employees.
- Ensure proper coordination between various departments and units.
- Review the performance of subordinate officers and employees.

B. Operational responsibilities

- Ensure achievement of organisational targets, production targets and operational objectives.
- Monitor operational efficiency, productivity and quality standards.
- Review progress of projects and major activities.
- Identify operational bottlenecks and take corrective measures.
- Ensure optimum utilisation of manpower, machinery, materials and other resources.
- Promote efficiency, innovation and cost reduction.

C. Financial responsibilities

- Ensure proper utilisation of budgetary allocations.
- Monitor expenditure and financial performance.
- Exercise financial powers in accordance with the Delegation of Powers (DoP).
- Ensure transparency, accountability and financial discipline.
- Monitor internal audit observations and ensure timely compliance.
- Prevent irregular expenditure and financial losses.

D. Statutory and regulatory compliance

- Ensure compliance with applicable Central/State Government rules, regulations and guidelines.
- Ensure implementation of CVC guidelines, vigilance instructions and applicable procurement procedures.
- Monitor compliance with labour laws, environmental laws, safety regulations and other statutory requirements.
- Ensure timely settlement of audit observations and inspection reports.
- Promote transparency and accountability in official functioning.

E. Reporting and accountability

- Submit periodic reports to the CMD and corporate management.
- Review performance indicators and organizational targets.
- Report major operational, financial and administrative issues.
- Take appropriate decisions within delegated authority.
- Ensure implementation of decisions taken by the Board and corporate management.

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VIII. GENERAL

1. Indian Nationals only need to apply.

2. Candidates should be in employment at the time of applying for the post.

3. Relevant date for determining all eligibility criteria such as qualification, experience, age etc. stipulated in the notification will be 01.11.2026.

4. Candidates working in Govt. / Semi-Government / PSUs should have minimum two years of experience in the immediate lower scale of the advertised post.

5. 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 interview.

6. External candidates from private sector applying for the above post must work in a Company having a minimum annual CTC of round Rs. 35 Lakhs with average audited annual turnover for last 3 years around Rs. 300 Crores (Supporting documents to be submitted). Preference will be given to candidates from listed companies.

7. Internal candidates who fulfill necessary requirements stipulated for post and have applied will be considered along with other candidates. The internal candidate must have a minimum of one year service left as on selection date. However the prescribed age limit and application fees shall not be applicable for internal candidates.

8. Relaxations / Reservations are applicable as per Government Directives.

9. 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/interview.

10. Assessment will be made through personal interview only.

11. Candidates will have to appear for the 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.

12. 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.

13. All documents submitted by the applicant must be self-certified.

14. The engagement of selected candidate will be subject to being declared medically fit by the approved Hospital and by the Medical Officer of the Company.

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15. 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.

16. 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).

IX. How to apply

1. Applications submitted online through the website of HOCL - www.hoclindia.com will only be considered. The online application portal will be open from 12.11.2026 to 25.11.2026 and the last date for submitting online application will be 25.11.2026.

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) : The General & OBC-NCL candidates are required to pay Rs. 1,500/- (Rupees One Thousand Five Hundred only) excluding bank charges and SC/ST candidates are required to pay Rs. 750/- (Rupees Seven Hundred and Fifty only) excluding bank charges towards application fee 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. Internal candidates and candidates belonging to 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 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.

11.11.2026

CHIEF MANAGER (HR)