

Advt. No. IHB/5/2026

Recruitment of Executives

IHB Limited (IHB) is a Joint Venture Company formed by Indian Oil, Hindustan Petroleum and Bharat Petroleum for laying, operating and maintaining about 2805 Kms long Kandla Gorakhpur Liquefied Petroleum Gas (LPG) pipelines. Implementation of the prestigious project is underway and IHB plans to recruit self-driven, committed, passionate, result-oriented and experienced professional with proven track record for the position of **Dy. Manager (CS & Legal)**. The position would be located at Head Office in Noida. **Details are given below:**

SN	Department	Position	Vacancy	Educational Qualification	Upper Age Limit (in Years)	Minimum Experience (in Years)
1	Company Secretary & Legal	Dy. Manager	1	Graduate in any Discipline from a Recognized University having acquired Company Secretary Qualification of The Institute of Company Secretaries of India (ICSI) and Associate/Fellow membership of ICSI. The candidate should have the required years of relevant post qualification experience in organization having paid-up capital of minimum ₹ 200 crores with an average Annual Turnover of ₹1,000 crores or more (to be ascertained based on its audited annual financial statements of last 3 FYs). Professional degree in Law is essential.	40	7
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Age Limit

Age Limit: The upper age limit for various positions as on 01.07.2026 is as indicated below:

S. No.	Position	Max Age as on 01/07/2026 (Years)	Remarks
1	Deputy Manager	40	Not born before 01/07/1986

Qualification Criteria

- Only Indian Nationals shall be eligible.
- Qualifying Degree should be full time and regular.
- All qualifications should be from an Indian University/ Institute recognized by AICTE approved / UGC recognized University/Deemed University. In case of qualifications acquired from foreign Universities/ Institutes, the candidate shall be required to produce equivalence certificate for such qualifications. The corresponding equivalent Indian qualification shall be recognized by AICTE/ Association of Indian Universities.

IHB Limited

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- Wherever CGPA/OGPA/DGPA or Letter Grade in a degree is awarded; equivalent percentage of marks should be indicated in the application form as per norms adopted by University/ Institute. The documentary proof in support of the same must be submitted at the time of verification. Where no norms have been specified, the CGPA/OGPA will be presumed to have been provided on a 10-point scale.
- Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the qualifying subjects in all the semester(s)/year(s) by aggregating maximum marks. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.
- For calculation of percentage in the qualifying degree, the guidelines given by University/ College will be used. In case there are no such guidelines or documentary proof for the same, then the marks obtained in all the semesters will be used to calculate the final percentage.
- In case of any discrepancy/ change in nomenclature of qualification/ discipline, IHB shall have the discretion to decide on the equivalence based on subjects studied, duration, submission of certification from University/College etc. and the decision of IHB shall be treated final and binding.

Experience Criteria

Positions	Experience
Dy. Manager (Company Secretary & Legal)	<u>Essential:</u> Minimum 7 Years of work experience (at least 03 years of experience in a listed company out of last 07 years) in ensuring compliance of Companies Act, 2013, guidelines on Corporate Governance norms and other Corporate Laws applicable to the Company, convene Board Meetings, Audit Committee meetings, other Committee meetings, Annual General Meeting etc. including preparation of agenda, minutes, coordination etc., maintain books, registers, and records etc. as per the applicable laws including filing of returns etc. with concerned authorities, compliances of various other statutory obligations, follow-up with various Government Departments to ensure statutory compliance, filing of returns with Registrar of Companies (RoC) and legal handling/liaison of Court cases in High Court District Courts or resolution of disputes/arbitration etc. <u>Desirable:</u> Previous experience of working in Oil & Gas Industry/Oil & Gas Pipeline Projects/manufacturing sector Industry would be an added advantage.

- The cut-off date for determining eligibility criteria in respect of age and post qualification experience shall be **01.07.2026** and will remain unchanged irrespective of any reason whatsoever.
- Work experience should be after acquiring relevant educational qualification and should be in-line/relevant executive experience. Candidate's work experience as Management Trainee/Graduate Engineer Trainee would be counted only in case

he/she is regularised in the same company. *Teaching/ lectureship, Part-time/gig jobs, apprenticeship, internship and articleship will not be considered for calculating work experience.*

- The detailed **Job-description** for position can be seen on the on-line application portal.

Selection Process

- On the basis of the application for the post of Dy. Manager (CS & Legal), the candidates will be shortlisted for further selection process for assessment of different facets such as knowledge, skills, attitude, competencies etc.
- Selection will be based on relevant experience and Two Stage Personal Interviews (PI).
- **Personal Interview (PI)** may be conducted in person or through video conferencing/ online mode and decision of IHBL would be final in this regard. Shortlisted Candidates are required to be prepared accordingly.

Physical Fitness

The appointment of selected candidates will be subject to being found Medically Fit as per the prescribed health standards and they will be required to undergo medical examination by the Medical Officer/ hospital nominated by the Company, prior to being appointed after due selection. Reference for a medical examination does not mean final selection.

Nature & Period of Engagement

Selected candidate will be appointed as **Dy. Manger (CS & Legal)** in Head Office and will be on probation for a period of 01(One) year. Candidates shall be posted in Head Office of Kandla Gorakhpur LPG Pipeline location Noida. The posting location is tentative. The selected executive may be posted at any location of IHB Limited, depending on the Company's requirements. Confirmation of service shall be based on the evaluation and assessment of performance during the Probation period. Those who fail to achieve requisite performance, their probation period may be extended by 6 months, and further action will be taken in accordance with the policy of the Company.

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Compensation & Benefits

IHB endeavours to offer an attractive compensation package, pay and perks to its employees. Candidates selected will be paid **indicative Annual CTC in 1st year** as mentioned below:

Designation	1 st year Annual CTC (Rs.in Lakhs)
Deputy Manger	11

Other Admissible Benefits:

- Annual Increment @5% of Basic Pay.
- Performance Linked Increment (Max 5% to Min 1% of annual basic).
- Group Personal Accident Insurance Scheme as per Company Policy.
- Employee MediClaim Coverage upto Rs. 5 lacs annually for self & Family.
- OPD for self and dependent family of Rs. 25,000/- per FY.
- Laptop Buyback, on 3 years as per company policy.
- Mobile Buyback upto Rs. 40,000/- on every 03 year.
- Gratuity as per Gratuity Act and Ex-Gratia coverage Rs. 2 lacs in event of death.
- 15 days accommodation at the time of joining.
- Relocation & Travel/Tour Allowances.

(The above-mentioned compensation and benefits shall be governed by the prevailing policies of the Company. The Company's HR policies and employee benefits are currently under revision, and the revised provisions, as approved from time to time, shall be applicable.)

How to Apply

1. **Before applying, candidates should ensure about meeting the necessary eligibility criteria of the position.**
2. Interested candidates fulfilling the above laid down eligibility criteria are required to apply online in the registration format available in the Career Section of IHB website www.ihbl.in
3. The candidates must have an active E-mail ID & Mobile number which must remain valid for at least next one year. All future communications with the candidates will take place only through email. Candidates have to ensure accuracy of their E-mail Id & Mobile number. No change in e-mail Id & Mobile number as declared in the online application will be allowed
4. The **ORIGINAL TESTIMONIALS/DOCUMENTS ALONG WITH ONE SELF-ATTESTED COPY** of the following documents will have to be produced by the candidates at the time of Personal Interview (PI) if called:
 - a. 2 recent passport size colour photographs
 - b. High School certificate for proof of Date of Birth
 - c. Certificates of Academic qualifications and statements of marks of all the qualifications for all semesters/years in Graduation.
 - d. Proof of identity & Address (Passport, Voter ID, Driving License, Aadhaar Card)
 - e. Experience Certificates and/or Appointment letter/Salary Slip
 - f. Any other document in support of your candidature

5. Qualification certificates & marksheets are to be submitted in chronological order.
6. Experience certificates are to be submitted in chronological order (for Present as well as Previous employment indicating start date, end date, designation, pay scale (CTC) and position held). **Do not include pre-qualification experience.**
7. No application will be entertained after the expiry of last date of receipt of Online Application Form.
8. Candidates not fulfilling the minimum laid down criteria advertised with respect to experience, educational qualification & age for selection to the respective post, would not be able to register online.
9. Candidates should submit only one application for one vacancy and application once submitted cannot be altered. *IHB will not be responsible for non-receipt/bouncing of any e-mail sent to the candidates.* However, IHB reserves the right to call the candidate for any one position.
10. In case of any document being in language other than Hindi/English, candidate is required to attach a translated version of the same in Hindi/ English also.
11. If any claim made by a candidate is found to be incorrect, his/her candidature shall be summarily rejected.

Venue & Time details

Date, time and details of venue of the selection and all other correspondence shall be communicated to shortlisted candidates through email only. Candidate are advised to visit the website regularly for updates.

General Information & Instructions

1. The candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in this advertisement before submission of application.
2. All qualifications should be essentially from an Indian university/ Institute recognized by AICTE / UGC /Deemed University.
3. Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.
4. No modifications are allowed after candidate submits the online application form. If any discrepancies are found in the data filled by the candidate online and that of the original testimonies, the candidature of such candidates is liable to be rejected. Hence, utmost care should be taken to furnish correct details before submitting the online application.
5. **IHB reserves the right to raise the minimum eligibility standards and reserves the right to fill or not to fill the above vacancy without assigning any reasons whatsoever.**

6. Any modification/amendments/corrigendum in the advertisement will be given in IHB's website www.ihbl.in only.
7. Candidates are also advised not to respond to unscrupulous advertisements appearing in any newspaper. For authenticity of any advertisement, the candidate may check on IHB Ltd's website www.ihbl.in only.
8. Canvassing by a candidate in any form shall disqualify his/her candidature.
9. Depending on the requirement, the Company reserves the right to cancel/restrict/enlarge/curtail the recruitment process without any further notice and without assigning any reason thereof.
10. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Delhi only.
11. Candidates called for physical interview will be reimbursed the travelling expense by shortest route from the address of correspondence as filled in the Application form, for TO & FRO journey, subject to maximum limit of **3rd AC rail fare**, on production of tickets. In case of travel by any other means, the reimbursement will be restricted to entitled fare admissible or actual, whichever is lower. The local travel expenses will not be reimbursed. *If the candidate is not meeting the eligibility criteria or does not possess complete requisite documents, he/she will not be allowed to attend the Personal Interview (PI) and no travel expenses will be paid to them.*
12. No application fee will be charged from the candidates.
12. The mere fact that a candidate has submitted application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for interview/considered further for selection process.
13. The decision of IHB Management in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of selection and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
14. Candidature is liable to be rejected at any stage of recruitment/ selection process without any notice or his/her services after joining are liable to be terminated, if any information provided by the candidate is not found in conformity with the eligibility criteria notified or IHB comes across any evidence/knowledge, that the qualification/experience/any other particulars indicated in application/personal resume/other forms/formats are not recognised/false/misleading and/or amounts to suppression of information/particulars/facts which should have been brought to the notice of IHB or that the candidate has been shortlisted for next stage in the process has secured employment in the company (IHB) through any unfair means.

15. IHB reserves its right to reject any application, if is reasonably satisfied from the documents and information furnished by the candidate that he/she is not earnest towards the employment and does not hold sound professional character depending on his/her past experience with previous employer(s)/organisation(s).
16. The management may offer the candidate a position in a lower level, subject to his/her affirmation, as deemed fit.
17. IHB reserves the right to verify Character & Antecedents of the selected candidates before/after issuance of appointment letter. In case of receipt of any negative report, selection/services of the shortlisted candidate would be terminated.

Communication with IHB

Any information regarding this recruitment process would be made available on the e-mail address provided by the candidate at the time of registration and/or shall be uploaded on IHB website. Candidates are advised to periodically check the site for further updates.

Queries if any should be sent to recruitment@ihbl.in

Important Dates

Sr. No.	Particular	Date
1.	Start date of online Registration	30/07/2026
2.	Last Date for Online Registration	20/08/2026
3.	Cut-off date for Calculating Experience & Age	01/07/2026

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