

# Frequently Asked Questions (FAQs)

## RECRUITMENT OF ASSISTANT PROCESS TECHNICIANS & ASSISTANT BOILER TECHNICIANS AT HPCL - MUMBAI REFINERY

Q.1	<b>What is the minimum educational qualification for the advertised positions ?</b>
Ans.	Candidates should have passed qualifying diploma examinations and awarded full time Diploma in engineering in the advertised disciplines (full time regular courses only) recognized by respective State Board or applicable competent authority with minimum 60% marks for General and OBC-NC candidates and 50% for SC/ST/PWD candidates.
Q.2	<b>I have appeared for my final semester / year examinations of Diploma and the result are yet to be announced. Am I eligible to apply ?</b>
Ans.	No. Candidates who have passed the qualifying Diploma examinations are eligible to apply.
Q.3	<b>I have completed my B.E. / B.Tech. Engineering Degree after Diploma in Engineering. Am I eligible to apply ?</b>
Ans.	No. Candidates possessing higher qualification such as Degree in Engineering, AMIE etc. are not eligible to apply.
Q.4	<b>In my Institute / University / Board, only last year marks are considered for calculation of percentage of marks. Can I use the same in my application ?</b>
Ans.	No. Percentage of marks means aggregate marks of all semesters / years irrespective of the norms / systems followed in the institute / university / board.
Q.5	<b>Where the institute / university / board does not award percentage and awards CGPA / OGPA / letter grades, how do I fill-in the percentage of marks in the online application ?</b>
Ans.	Wherever CGPA / OGPA / letter grades are awarded, the same should be converted into equivalent percentage of marks as per the conversion formula as per the norms adopted by institute / university / board. You are also required to obtain a certificate to this effect from institute / university / board.
Q.6	<b>My name has been sponsored by Local Employment Exchange / City Sainik Welfare Board. Do I still have to apply online ?</b>

Ans.	Yes. All candidates sponsored by Local Employment Exchange / City Sainik Welfare Board are required to apply online. Please note that application process for all the positions is through online application mode only. No other mode of submitting application will be accepted.
Q.7	<b>What is the date of commencement of online application ?</b>
Ans.	22/05/ 2017
Q.8	<b>What is the last date of online application ?</b>
Ans.	For on-line application the last date is 22/06/2017 and last date for payment thru SBI challan is 27/06/2017.
Q.9	<b>What is the procedure for online application ?</b>
Ans.	The date of commencement of online application by candidates is 22/05/2017. The detail modalities of online application are available in detailed advertisement which can be accessed through our website <a href="http://www.hindustanpetroleum.com">www.hindustanpetroleum.com</a> under 'Career Opportunities'.
Q.10	<b>After successful submission of online application, do I have to forward hard copy of online application along with hard copies of certificates to HPCL, Mumbai Refinery ?</b>
Ans.	No. The candidates are not required to send hard copies of online application and certificates to HPCL, Mumbai Refinery after successful submission of online application. The on-line data submitted by the candidates will be treated as true. <b>However, the same are required to be produced by the candidate at the time of scrutiny of applications prior to Skill Test, if shortlisted for the same.</b>
Q.11	<b>I am working with Central/State Govt. Dept. / PSU / Autonomous Body. Do I need to submit NOC(No Objection Certificate) form employer.</b>
Ans.	At the time of applying on-line the NOC from Central/State Govt dept. /PSU /Autonomous Body is not necessary but if called for Skill Test then at that time it is mandatory for candidates to produce the NOC. If candidate do not produce the NOC they will not be allowed for the Skill Test.
Q.12	<b>If I am not able to take printout of my application after filling the online application, can I take it at a later stage ? Will I be able to view my application after submitting the same online ? Can I make changes in the online application?</b>
Ans.	Yes. You can view your application (as well as take printout) with your unique application ID number generated after successful submission of your application online.

	<b>However, you will not be able to make any changes in the application once submitted. Hence, please go through all the instructions carefully before filling the application and confirm your details before final submission.</b>
Q.13	<b>I belong to the Reserved category. Am I required to attach the Certificate at the time of applying online ?</b>
Ans.	You are <b>not required</b> to attach any Caste/Category certificate at the time of applying online. However, please ensure that you possess the requisite certificate as prescribed for appointment to posts under Govt. of India. Please visit our website <a href="http://www.hindustanpetroleum.com">www.hindustanpetroleum.com</a> for the Govt. prescribed formats for Caste / Community / Disability Certificates pertaining to SC/ST/OBC-NC/PWD. <b>You are compulsorily required to produce the same at the time of Skill Test, if called for.</b> Candidate for getting the benefits of reservation under OBC NC category are required to furnish their <b>OBC NC certificate as per the format</b> prescribed by Government of India and it must be issued in the year of advertisement from a Competent Authority. In any case, it may please be noted that the onus of providing correct information w.r.t. caste/community rests entirely with the candidates. Please note that at any stage of the recruitment process, if it is found that the information/documents furnished by you is false/incorrect, your candidature will be cancelled.
Q.14	<b>While filling online application I have wrongly entered my category/ date of birth etc. How do I rectify it?</b>
Ans.	Please note that application process for all the positions is through online application mode only. There is no provision of manual intervention for editing any details in the application forms under any circumstances once it is submitted.
Q.15	<b>While uploading a photograph I have by mistake uploaded my signature/pan card etc. how do I change it?</b>
Ans.	Please note that application process for all the positions is through online application mode only. There is no provision for manual intervention for changing the photograph uploaded during online application, after submission.  Please ensure that the photo uploaded during online application filling is of the candidate himself/herself only. Any other image (like signature, Pan card, Driving licence, Aadhar card) uploaded under candidates photograph is not valid. All such applications will be summarily rejected.
Q.16	<b>After payment of application through challan, what is to be done with the copy of the challan?</b>
Ans.	Payment made through challan at SBI branch will be updated within 3-4 working days from date of payment and application status will change to "Payment received". Kindly preserve Candidate payment receipt/Challan copies for future reference.

Q.17	<b>How do I make payment of application after applying online?</b>
Ans.	Payment towards application fee can be paid either by debit/credit card or through challan at any SBI branch. <b>Challan payment to be made after 2 working days from date of completion of online application.</b>
Q.18	<b>What is the last date for payment of application fees?</b>
Ans.	Online Payment as well as payment through challan will be accepted <b>till 27/06/2017 upto bank closing hours.</b>
Q.19	<b>Where do I contact for my queries?</b>
Ans.	For all the queries not answered above you may write to us on <a href="mailto:mr2017recruit@mail.hpcl.co.in">mr2017recruit@mail.hpcl.co.in</a> Candidates may please also note that personal calls and/or interaction with any of the HPCL's officials during recruitment drive is discouraged, except when absolutely necessary.
Q.20	<b>Can I apply for both the positions ?</b>
Ans.	No. You can apply for one position only as Written Test (Computer Based Test) will be conducted on the same day and same time for both the positions and thus you will be able to appear for only one position.
Q.21	<b>Is First Class Boiler Competency Certificate mandatory for post of Assistant Boiler Technician ?</b>
Ans.	No. It is only desirable.

**NOTE :** For detailed selection procedure & other eligibility criteria, please refer full advertisement available at [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com) under "Career Opportunities".