

Frequently Asked Questions

RECRUITMENT OF TECHNICIAN AT MR/VR AND MARKETING LOCATIONS

Q.1	What is minimum educational qualification for advertised position?
Ans.	The minimum educational qualification has been mentioned against each position. Candidates must have passed qualifying degree/diploma/certificate examinations (full time course) at the time of application from a recognized Indian Universities/ Institutes in relevant discipline with minimum 60 % in aggregate (50 % for SC/ST & PWD).
Q.2	I do not have qualification mentioned in advertisement against the position, but am having higher qualification. Can I still apply?
Ans.	No you can not apply. You must possess the qualification mentioned against the position.
Q.3	Will my designation, Salary Grade & salary be same for all locations?
Ans.	Designations, salary Grades, salary, etc., may vary depending on position/location of posting. Overall salary will broadly be same with minor variation.
Q.4	If I opt for a particular location, will I be considered only against the vacancies at that location?
Ans.	If you opt for position at only one location, (say either Mumbai Refinery, Visakh Refinery or Marketing), you will be considered for vacant positions at that location. If you choose both options, then you will be considered against positions at both locations. You may be posted at any of the location at the discretion of the Management.
Q.5	I have qualification in a branch which has not been specified in the detailed advertisement. However, course curriculum is similar to Engg. Disciplines notified. Can I apply with my Engineering Discipline?
Ans.	No. Candidate having qualifying degree/diploma/certificate in a branch other than specified in the detailed advertisement are not eligible to apply.
Q.6	I am in the final year of my qualifying degree and passing out in the year 2015. Am I eligible to apply?
Ans.	No you are not eligible to apply. You should have passed the qualifying degree before the application date.
Q.7	Is there any physical fitness criteria for HPCL?
Ans.	Yes, desirous candidates seeking employment with Hindustan Petroleum need to be medically fit as per HPCL pre-employment medical standards. Please note that Defective Color Vision is a medical disqualification for employment with HPCL.
Q.8	If I want to change my examination venue whom should I get in touch with?
Ans.	Venue once entered cannot be changed. However, in extra-ordinary circumstances you may send request to nmrecruitment@mail.hpcl.co.in for consideration. Upon review, in case your request is considered by the management you will receive communication accordingly, else you will have to appear at venue mentioned in application.
Q.9	Do I have to send copy of application for to hpcl.
Ans.	No documents are required to be sent at application stage. The data submitted on line will be treated as true and same will be verified at the time of interview.
Q.10	What is the date of commencement of online application by candidates for HPCL?
Ans.	22nd October 2014.

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Q.11	Which is the last date of online Registration of application by candidates.
Ans.	10th November 2014.
Q.12	What is the procedure for Online Application for HPCL?
Ans.	The detail modalities of Online application have been hosted in HPCL website under “ Career Opportunities ”.
Q.13	I am working with Central / State Govt / PSU, Do I need to apply through proper channel, If yes where do I send the hard copy of my online application form?
Ans.	Producing NOC at the time of interview is mandatory for candidates working with Central / state Govt / PSU.
Q.14	If I am not able to take print out 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?
Ans.	Yes. You can retrieve your application and take a print out at a later date and also view your application, with your unique application ID number generated after successful submission of your application online. You will not be able to make any changes in the application once submitted. Hence, you are required to go thru’ all the instructions carefully before filling the application and confirm your details before final submission.
Q.15	How do I fill in the % of marks in the online application, as our University gives only letter CGPA ?
Ans.	Where the university does not give % age for awarding Class/Division, the letter grade/CGPA/OGPA should be converted into %age as per the conversion formula applied by the Institute/University for awarding Class / Division. The candidate is responsible for arranging the percentage conversion formula/ equivalent certificate from the institute.
Q.16	I belong to the reserved category. Am I required to attach the Certificate at the time of applying online?
Ans.	You are not required 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 www.hindustanpetroleum.com for the exact formats for Caste / Community / Disability Certificates pertaining to SC/ST/OBC-NC/PWD. You are required to produce the same at the time of Interview. In any case, it may please be noted that the onus of providing correct information w.r.t. caste/community rests entirely with the candidate. 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.17	Where do I contact for any queries?
Ans.	For all the queries not answered above you may write to us on nmrecruitment@mail.hpcl.co.in 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.18	While filling online application I have wrongly entered my category/ date of birth etc. How do I rectify it?
Ans.	Please note that application process for all the positions is through online application. There is no provision for manual intervention for editing any details in the application form post submission, under any circumstances.

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	You may reapply using different email id. Candidate must use the application no. generated upon completion of the online form with correct entries only for all future references.
Q.19	While uploading a photograph I have by mistake uploaded my signature/pan card etc. how do I change it??
Ans.	Please note that application process for all the positions is through online application. There is no provision for manual intervention for changing the photograph uploaded during online application, after submission. Upload your recent photograph. Please ensure that the photo uploaded during online application is of candidate itself. 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.20	After payment of application through challan, what is to be done with HPCL copy of the challan??
Ans.	Payment made through challan at SBI branch will be updated within 2 working days from date of payment and application status will change to "Payment received". Kindly preserve HPCL copy & Candidate copy for all future reference.
Q.21	I belong to PWD category (Low Vision). I am not able to apply for Boiler Technician Position.
Ans.	Online application module has got inbuilt validation with respect to eligibility criteria. The advertised posts suitable for persons with disability by Ministry of Social Justice and empowerment Notification have been enabled.
Q.22	How do I make payment of application after applying online?
Ans.	Payment towards application fee can be paid either by debit/credit card or through challan at any SBI branch. Challan payment to be made after 2 working days from date of completion of online application.
Q,23	Can I apply for more than one positions?
Ans.	In an online application you can apply for only one position with an option to choose more than one location. It is suggested that you apply for only one position, as the written test for all positions is likely to be conducted on same day and same time and thus you will be able to appear for only one position.