



# BHARAT PETROLEUM CORPORATION LIMITED

## ON-LINE EXAMINATION - RECRUITMENT OF JUNIOR EXECUTIVE (ENGINEERING), ASSOCIATE EXECUTIVE (ENGINEERING), JUNIOR EXECUTIVE (ACCOUNTS), JUNIOR EXECUTIVE (QUALITY ASSURANCE) & ASSOCIATE EXECUTIVE (HUMAN RESOURCES)

### INFORMATION HANDOUT

This handout contains details pertaining to various aspects of the online exam you are going to undertake and important instructions about related matters. You are advised to study the handout carefully as it will help you in preparing for the examination.

The on-line examination will comprise the following objective type multiple choice tests as stated below :

#### Structure of the test for the post of Jr. Executive (Engineering) and Jr. Executive (Accounts)

Sr. No.	Name of the Test	Number of Questions	Maximum Marks	Version	Duration
1	Verbal Ability	30	30	Only English	120 Minutes
2	Numerical Ability	40	40		
3	Logical Reasoning	30	30		
<b>Total</b>		<b>100</b>	<b>100</b>		

#### Structure of the test for the post of Associate Executive (Engineering)

Sr. No.	Name of the Test	Number of Questions	Maximum Marks	Version	Duration
1	Verbal Ability	30	30	Only English	120 Minutes
2	Quantitative Aptitude	40	40		
3	Logical Reasoning	30	30		
<b>Total</b>		<b>100</b>	<b>100</b>		

#### Structure of the test for the post of Jr. Executive (Quality Assurance)

Sr. No.	Name of the Test	No. of Questions	Maximum Marks	Version	Duration
1	Verbal Ability	30	30	Only English	120 Minutes
2	Numerical Ability	40	40		
3	Logical Reasoning	30	30		
4	Professional Knowledge	30	30		30 Minutes
<b>Total</b>		<b>130</b>	<b>130</b>		<b>150 Minutes</b>

#### Structure of the test for the post of Associate Executive (Human Resources)

Sr. No.	Name of the Test	No. of Questions	Maximum Marks	Version	Duration
1	Verbal Ability	30	30	Only English	120 Minutes
2	Quantitative Aptitude	40	40		
3	Logical Reasoning	30	30		
4	Professional Knowledge	30	30		30 Minutes
<b>Total</b>		<b>130</b>	<b>130</b>		<b>150 Minutes</b>

The total time for the test is 120/150 minutes depending on the post applied for; however, you may have to be at the venue for approximately an additional 60 minutes including the time required for logging in, collection of the call letters, going through the instructions etc. All tests will be provided in English. The tests are compositely timed except for test of Professional Knowledge. You can attempt any question from any test within the time of 120 minutes. All the questions will have multiple choices. Out of the five answers to a question only one will be the correct answer. **You have to select the most appropriate answer and 'mouse click' that alternative which you feel is appropriate/correct. The alternative/ option that you have clicked on will be treated as your answer to that question. There will be no penalty for wrong answers marked by you. However, you are advised, not to mark answers by random guessing.**

Please note that the types of questions in this handout are only illustrative and not exhaustive. In the actual examination you will find questions of a higher difficulty level on some or all of these types and also questions on the types not mentioned here.

Some sample questions are given below.

### VERBAL ABILITY

**Q.1.** Read each sentence to find out whether there is any grammatical or idiomatic error in it. The error, if any, will be in one part of the sentence. The number of that part is the answer. If there is no error, the answer is '5'. (Ignore the errors of punctuation, if any).

Most of the third world / country are experiencing / the ethnic or communal problem /  
(1) (2) (3)  
in varying degrees. No error  
(4) (5)

**Q.2.** Pick out from the words given below each sentence the word which would complete the sentence correctly and meaningfully.

Continuous unemployment has induced in the people a kind of \_\_\_\_\_ which is most depressing.  
(1) laziness (2) encouragement (3) satisfaction (4) anger (5) awakening

**Q.3-5. Directions :** In each of the following questions, select from amongst the five alternatives, the word most opposite in meaning of the word given in capitals.

**Q.3.** LIVELY

(1) simple (2) weak (3) dull (4) angry (5) moron

**Q.4.** INADVERTENT

(1) adequate (2) available (3) sluggish (4) negligent (5) intentional

**Q.5.** INEPT

(1) accurate (2) skilful (3) sensible (4) artistic (5) apt

### NUMERICAL ABILITY

**Q.1.** At 10 paise each, how many paise will 6 lemons cost ?

(1) 6 (2) 10 (3) 60 (4) 61 (5) 610

**Q.2.** Which of the following can be exact multiple of 4 ?

(1) 27114 (2) 58204 (3) 48402 (4) 32286 (5) Other than those given as options

**Q.3-5.** In each of the following questions one number is missing. The place where the number is missing is shown by a question mark (?). You have to find out which one of the answers shown against 1, 2, 3 and 4 can replace the question mark. If none of these four can replace the question mark, you will indicate (5) i.e. 'Other than those given as options' as your answer.

**Q.3.**  $42 + 73 + 137 = ?$

(1) 352 (2) 252 (3) 242 (4) 142 (5) Other than those given as options

**Q.4.**  $20 \times \frac{1}{2} = ?$

(1) 4 (2) 5 (3) 12 (4) 20 (5) Other than those given as options

**Q.5.**  $0.7 \times 0.5 = ?$

(1) 35 (2) 0.35 (3) 0.0035 (4) 0.035 (5) Other than those given as options

## QUANTITATIVE APTITUDE

**Q.1-3.** Study the following table carefully and answer the questions given below \_\_\_\_\_

**Distribution of 1000 candidates as regards their marks in written examination out of 300 and interview out of 100 in a selection examination**

Written Examination Marks	INTERVIEW MARKS					
	Below 30	30-39	40-49	50-59	60-69	70 & above
260 & above	8	18	26	18	26	4
210 to 259	5	4	30	22	10	9
160 to 209	16	10	45	56	18	9
110 to 159	28	42	100	190	15	5
60 to 109	35	115	20	8	7	5
Below 60	32	32	20	4	6	2

- Q.1.** How many candidates did obtain more than 69 percent marks and above in both written examination and interview ?  
 (1) 22                      (2) 49                      (3) 13                      (4) 9                      (5) Other than those given as options
- Q.2.** If approximately 325 candidates were to be qualified in the written examination, what should be the percentage of the qualifying marks ?  
 (1) above 20                      (2) above 70                      (3) above 36  
 (4) above 63                      (5) Other than those given as options
- Q.3.** About 42 percent of the candidates fall in which of the following ranges of the interview marks ?  
 (1) 110-159                      (2) 110 & below                      (3) 50 to 70  
 (4) 50 & above                      (5) Other than those given as options
- Q.4.** If the profit made by selling a pen for Rs. 10 is as much as its cost, what is the cost price of the pen ?  
 (1) Rs. 3/-                      (2) Rs. 5/-                      (3) Rs. 10/-                      (4) Rs. 20/-                      (5) Other than those given as options
- Q.5.**  $2168 + 3154 + 2369 = ?$   
 (1) 7791                      (2) 7691                      (3) 7681                      (4) 7781                      (5) None of these

## LOGICAL REASONING

- Q.1.** If the letters in the word TOPS can be rearranged to form a meaningful word beginning with O, the last letter of that word is your answer. If more than one such word can be formed, M is the answer and if no such word can be formed, X is the answer.  
 (1) T                      (2) P                      (3) M                      (4) S                      (5) X
- Q.2.** 'Some leaders are dishonest. Satyapriya is a leader.' Which of the following inferences definitely follows from these statements ?  
 (1) Satyapriya is honest                      (2) Satyapriya is dishonest  
 (3) Some leaders are honest                      (4) Leaders are generally dishonest  
 (5) Satyapriya is sometimes dishonest
- Q.3.** If 'A " B' means 'add B to A', 'A ' B' means 'subtract B from A', 'A # B' means 'divide A by B' and 'A † B' means 'multiply A by B'; which of the following gives the average sales of two days where  $S_1$  and  $S_2$  are the sales of the first and the second day respectively ?  
 (1)  $(S_1 ' S_2) \# 2$                       (2)  $2 \# (S_1 " S_2)$                       (3)  $(S_1 " S_2) \# 2$   
 (4)  $(S_1 † S_2) \# (S_1 " S_2)$                       (5) Other than those given as options

- Q.4.** Every person above eighteen years of age who is registered as a voter, can vote. To find out whether Madhu, who was born twenty years ago, can vote, which of the following further information is needed ?  
 (I) Madhu's date of birth (II) Whether Madhu is registered as a voter  
 (1) Only I (2) Only II (3) Either I or II (4) Neither I nor II (5) Both I and II

- Q.5.** In each question below are given two statements followed by two conclusions numbered I and II. You have to take the two given statements to be true even if they seem to be at variance from commonly known facts, consider the two conclusions; together and then decide which of the given conclusions logically follows from the two given statements, disregarding commonly known facts.

Statements : All machines are windows. All windows are clouds.

Conclusions : I. All machines are clouds.

Conclusions : II. All clouds are machines.

- (1) None follows (2) Only I follows (3) Both I & II follow  
 (4) Only II follows (5) Either I or II follows

### HUMAN RESOURCE (HR)

- Q.1.** Which of the following 'HR forecasting techniques' is a graphical method used to help identify the relationship between the level of business activity, and personnel requirements which is used to estimate labour requirements at a certain activity level?

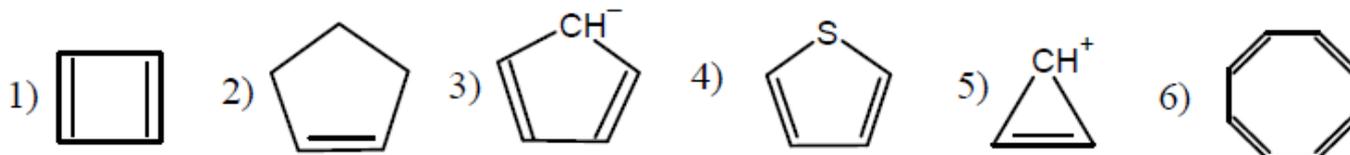
- (1) Brainstorming (2) Ratio analysis (3) Delphi technique (4) Nominal technique (5) Scatter plot technique

- Q.2.** Which of the following theories of 'Wages' is based on the assumption that the wage is paid out of the pre-determined wealth or fund, which lays surplus with the wealthy persons, as a result of savings?

- (1) Wage fund theory (2) Surplus Value Theory (3) Residual Claimant Theory (4) Subsistence Wage theory  
 (5) Marginal Productivity Theory

### QUALITY ASSURANCE (QA)

- Q.1.** Which of the following compounds are aromatic in nature?



- (1) 3, 4, 5 (2) 1, 2, 3 (3) 1, 2, 6 (4) 4, 5, 6 (5) 2, 3, 4

- Q.2.** Which of the following is NOT true for Ziegler – Natta catalyst?

- (1) It can be used for polymerization of alkenes  
 (2) Can be used at room temperature under mild conditions  
**(3) Can be used at high pressure**  
 (4) The catalyst can be prepared by mixing  $TiCl_4$  and  $Al_2Et_6$   
 (5) Polymer produced from asymmetric alkenes is stereoregular

#### (A) Details of the On-line Examination Pattern:

- (1) The examination would be conducted on-line i.e. on a computer.  
 (2) All tests will be in English.  
 (3) All the questions will have multiple choices. Out of the five answers to a question only one will be the correct answer. **The candidate has to select the most appropriate answer and 'mouse click' that alternative which he/ she feels is appropriate/ correct. The alternative/ option that is clicked on will be treated as the answer**

**to that question. Answer to any question will be considered for final evaluation, only when candidates have submitted the answers by clicking on “Save & Next” or “Mark for Review & Next”.**

(4) The clock has been set at the server and the countdown timer at the top right corner of your screen will display the time remaining for you to complete the exam. When the clock runs out the exam ends by default - you are not required to end or submit your exam.

(5) The question palette at the right of screen shows one of the following statuses of each of the questions numbered:

 **1** You have not visited the question yet.

 **2** You have not answered the question.

 **3** You have answered the question.

 **4** You have NOT answered the question, but have marked the question for review.

 **5** The question(s) "Answered and Marked for Review" will be considered for evaluation.

The Marked for Review status simply acts as a reminder that you have set to look at the question again. *If an answer is selected for a question that is Marked for Review, the answer will be considered in the final evaluation.*

(6) To select a question to answer, you can do one of the following :

- (a) Click on the question number on the question palette at the right of your screen to go to that numbered question directly. Note that using this option **does NOT save your answer** to the current question.
- (b) Click on '**Save & Next**' to save answer to current question and to go to the next question in sequence.
- (c) Click on '**Mark for Review and Next**' to save answer to current question, mark it for review, and to go to the next question in sequence.

(7) To select your answer, click on one of the option buttons.

(8) To change your answer, click another desired option button.

(9) To save your answer, you **MUST** click on **Save & Next**.

(10) To deselect a chosen answer, click on the chosen option again or click on the **Clear Response** button.

(11) To mark a question for review click on **Mark for Review & Next**. *If an answer is selected for a question that is Marked for Review, the answer will be considered in the final evaluation.*

(12) To change an answer to a question, first select the question and then click on the new answer option followed by a click on the **Save & Next** button.

**(13) ONLY Questions that are saved or marked for review after answering will be considered for evaluation.**

(14) Sections will be displayed on the top bar of the screen. Questions in a section can be viewed by clicking on the section name. The section you view will be highlighted.

(15) After clicking the **Save & Next** button on the last question for a section, you will automatically be taken to the first question of the next section.

(16) You can move the mouse cursor over the section names to view the status of the questions for that section.

(17) The tests are compositely timed for all the post except for Junior Executive (Quality Assurance) & Associate Executive (Human Resources). You can attempt any question within the time allocated for that test.

(18) The candidates are requested to follow the instructions of the "Test Administrator" carefully. If any candidate does not follow the instructions / rules, it would be treated as a case of misconduct/ adoption of unfair means and such a candidate would be liable for debarment from appearing for examinations for a period as decided by BPCL.

(19) The candidates may ask the Test Administrator about their doubts or questions only before the commencement of the test. No query shall be entertained after the commencement of the examination.

(20) After the expiry of 120/150 minutes, the candidates will not be able to attempt any question or check their answers.

**(21) Please note :**

- (a) **Candidates will not be allowed to “finally submit” unless they have exhausted the actual test time.**
- (b) **Under no circumstances should a candidate click on any of the ‘keyboard keys’ once the exam starts as this will lock the exam.**

## **B] General Instructions:**

- (1) Please note date, Reporting time and venue address of the examination given in the call letter.
- (2) You may visit the venue one day before the Online Examination to confirm the location so that you are able to report **on time** (as printed on the call letter) on the day of the examination. Late comers will not be allowed.
- (3) The call letter should be brought with you to the examination venue along with your recent passport size photograph duly pasted on it.
- (4) You must scrupulously follow the instructions of the Test Administrator and BPCL Representative at the examination venue. If you violate the instructions you will be disqualified and will be asked to leave the examination venue.
- (5) No use of calculators (separate or with watch), books, note books or written notes, cell phones (with or without camera facility) or any other electronic device will be allowed during the examination.
- (6) Please bring the call letter with your photograph affixed thereon, currently valid Photo identity proof in original and a photocopy of the same ID proof which you bring in original - **THIS IS ESSENTIAL. The call-letter along with photocopy of photo identity proof duly stapled together are to be submitted to the invigilator at the end of exam.** Currently valid photo identity proof may be PAN Card/Passport/ Permanent Driving License/Voter's Card with photograph/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead along with photograph/Photo Identity proof issued by a People's Representative on official letter head along with photograph/Valid recent Identity Card issued by a recognized College/ University/Aadhaar Card/E-Aadhaar Card with a photograph/ Employee ID in original/Bar Council Identity card with photograph. **Please Note - Ration Card and Learner's Driving License will NOT be accepted as valid ID proof for this exam.** Please note that your name as appearing on the call letter (provided by you during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof you will not be allowed to appear for the exam. In case of candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate/affidavit.
- (7) Biometric data (thumb impression) and photograph will be captured at the examination venue before the start of examination. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. **Refusal to participate in the process of biometric data capturing / verification on any occasion may lead to cancellation of candidature.** With regards to the same, please note the following :
  - (a) If fingers are coated (stamped ink/mehndi/coloured...etc.), ensure to thoroughly wash them so that coating is completely removed before the examination day.
  - (b) If fingers are dirty or dusty, ensure to wash them and dry them before the thumb impression (biometric) is captured.
  - (c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
  - (d) If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.(Any failure to observe these points will result in non-admittance for the examination).
- (8) In order to save time on frisking (Metal Detectors may be used), the candidates are advised to follow the below mentioned dress code:
  - Light clothes which cannot be used for hiding any instruments or communication devices.
  - Clothes should not have big buttons or any badge, brooches etc. which could be used to hide the communication device, Bluetooth, camera etc.
  - Slippers, sandals and not the shoes/socks.
  - Light Clothes without any metal items like zippers, button etc.However, candidates coming in customary/religious dresses / PwBD should report at the centre well in advance prior to reporting time for proper frisking.
- (9) Your responses (answers) will be analysed with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, your candidature may be cancelled. Any candidate who is found copying or receiving or giving assistance or engaging in any behaviour unbecoming of a candidate will not be considered for assessment. BPCL may take further action against such candidates as deemed fit by it.
- (10) You should bring with you a ball-point pen. A sheet of paper will be provided which can be used for rough work or taking down the question number you would like to review at the end of the test before submitting your answers.

After the test is over you MUST handover this sheet of paper along with the Call Letter and photocopy of photo identity proof to the invigilator.

- (11) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problems, which may include movement of candidates, delay in test. The conduct of a re-exam is at the absolute discretion of the test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- (12) Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means verbal or written, electronic or mechanical or taking away the papers supplied in the examination hall or found to be in unauthorised possession of test content is likely to be prosecuted.
- (13) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process of the BPCL in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.
- (14) Please read instructions related to the Social Distancing given on the next page.

### **INSTRUCTIONS WITH REGARD TO SOCIAL DISTANCING**

- 1 Candidate is required to report at the exam venue strictly as per the time slot mentioned in the Call Letter. Latecomers will not be allowed to take the test.
- 2 Mapping of 'Candidate Roll Number and the Lab Number' will NOT be displayed outside the exam venue, but the same will be intimated to the candidates individually at the time of entry of the candidate to the exam venue.
- 3 Items permitted into the venue for Candidates  
**Candidates will be permitted to carry only certain items with them into the venue.**
  - a. **Mask**
  - b. **Personal hand sanitizer (50 ml)**
  - c. **A simple pen and ink stamp pad (blue/black)**
  - d. **Exam related documents (Call Letter and Photocopy of the ID card stapled with it, ID Card in Original)**
  - e. **In the case of Scribe Candidates - Scribe form duly filled and signed with Photograph affixed.****No other Items are permitted inside the venue.**
- 4 Candidate should not share any of their personal belonging/material with anyone.
- 5 Candidate should maintain safe social distance with one another.
- 6 Candidate should stand in the row as per the instructions provided at venue.
- 7 If a candidate is availing services of a scribe, then scribe also should bring their own Mask.
- 8 On completion of examination, the candidates should move out in an orderly manner without crowding as instructed by the venue staff.

**WISH YOU GOOD LUCK!**