



ONLINE EXAMINATION – RECRUITMENT OF VARIOUS POSTS

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 online examination will comprise the following objective type multiple choice and (HR Legal Officer – Descriptive as well) tests as stated below:

Structure of the test for Senior Officer - CGD Projects, Chemical Engineer, Chemical- Junior Executive, Civil Engineer, Civil- Junior Executive, Electrical Engineer, Electrical- Junior Executive, Finance Officer- CA, Finance Officer- CMA, Finance Officer- MBA, HR Officer, IS Officer, Junior Executive- HR, Junior Executive- Fire & Safety, Mechanical- Junior Executive, Mechanical Engineer, QC- Junior Executive, Assistant Manager- Projects, Manager- Projects, Senior Officer - CGD O&M, Senior Manager HR, Manager HR, Assistant Manager HR

Section	Name of the Test	No. of items	Max. marks	Version	Duration
A	General Aptitude (85 marks)				150 Minutes
1	-English Language	17	17	English	
2	-Quantitative Aptitude	26	26	Bilingual i.e. Hindi and English	
3	-Intellectual Potential Test	42	42		
B	Domain Knowledge (85 marks)	85	85	English	
	Total	170	170		

Structure of the test for HR Legal Officer

Section	Name of the Test	No. of items	Total Marks	Version	Duration
A	General Aptitude (40 Marks)				150 Minutes
	Verbal Ability (8), Quantitative Aptitude (12), Intellectual Potential Test (20)	40	40	Bilingual i.e. Hindi and English except Test of Verbal Ability	
B	Domain Knowledge (80 Marks)				
1	Objective questions for domain/ academic area	40	40	English	
2*	Descriptive for domain/ academic area	2	20	English	
3*	Drafting of Legal Document. To be administered in ENGLISH only	1	20	English	
	Total	83	120		

***Note: Descriptive tests will be online. Questions will be displayed on the computer and the candidates have to type the answers using the keyboard.**

Structure of the test for Junior Executive Assistant

Section	Name of the Test	No. of items	Max. marks	Version	Duration
A	General Aptitude (85 marks)				150 Minutes
1	-Quantitative Aptitude	40	40	Bilingual i.e. Hindi and English	
2	-Intellectual Potential Test	45	45		
B	Domain Knowledge (85 marks)	85	85	English	
	Total	170	170		

Structure of the test for Official Language (Hindi) Implementation- Junior Executive, Official Language (Hindi) Implementation- Assistant Officer, Official Language (Hindi) Implementation- Officer

Section	Name of the Test	No. of items	Max. marks	Version	Duration
A	General Aptitude (85 marks)				150 Minutes
1	-English Language	17	17	English	
2	-Quantitative Aptitude	26	26	Bilingual i.e. Hindi and English	
3	-Intellectual Potential Test	42	42		
B	Domain Knowledge (85 marks)	85	85	English and/or Hindi	
	Total	170	170		

The total time for the test is 150 minutes; however you may have to be at the venue for approximately 210 minutes including the time required for logging in, collection of the call letters, going through the instructions etc. All tests except the test of English Language and Domain Knowledge will be provided in English and Hindi. For the Official Language (Hindi) Implementation posts, the test of Domain Knowledge will be in English and /or Hindi, as applicable. Test is compositely timed. You can attempt any question at any point of time within these 150 minutes. All the questions will have multiple choices. Out of the four 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 penalty for wrong answers marked by you . For every wrong answer marked by you, 0.25 or 1/4th of the marks assigned to that question will be deducted as penalty.**

The Scores of Online Examination will be obtained by adopting the following procedure :

- (i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty.
- (ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*

*Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

- (iii) Test wise scores and scores on total is reported with decimal points upto two digits.

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.

SAMPLE QUESTIONS

ENGLISH LANGUAGE/ VERBAL ABILITY

Q.1-3. Directions : Pick out the most appropriate word from amongst the words given below each sentence to complete it meaningfully.

Q.1. He quickly glanced the book to find what it said about the Indian economy.

- (1) at (2) through (3) in (4) to

Q.2. The counsel urged the court to down the obnoxious law.

- (1) enact (2) enforce (3) cancel (4) strike

Q.3. The local official the Minister of the situation.

- (1) explained (2) warned (3) apprised (4) told

Q.4-6. Directions : Read each sentence to find out whether there is any grammatical error in it. The error, if any, will be in one part of the sentence. The number of that part of the sentence is your answer. If there is no error, the answer is No error.

- Q.4. I am twenty two years old / when I first / joined the bank. No error
 (1) (2) (3) (4)
- Q.5. To the Hindus / the Ganga is holier than / any other river. No error
 (1) (2) (3) (4)
- Q.6. Of all the teachers / in our school / our class teacher were very strict. No error
 (1) (2) (3) (4)

QUANTITATIVE APTITUDE

Directions : 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 and 3 can replace the question mark. If none of these three can replace the question mark, you will indicate (4) i.e. 'Other than those given as options' as your answer.

- Q.1. $\frac{24}{65} \times \frac{13}{56} \times \frac{5}{7} = ?$
 (1) $\frac{3}{49}$ (2) $\frac{15}{245}$ (3) $\frac{15}{56}$ (4) Other than those given as options
- Q.2. $(27 + 498) \div 25 = ?$
 (1) 17 (2) 25 (3) 21 (4) Other than those given as options

INTELLECTUAL POTENTIAL TEST

- Q.1. If the letters of the following alphabet interchange positions, so that A takes the place of Z and Z takes the place of A; B takes the place of Y and Y takes the place of B and so on, what will be the 13th letter from the right ?
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 (1) M (2) N (3) O (4) L
- Q.2. If the first and the second letters in the word 'DEPRESSION' were interchanged, also the third and the fourth letters, the fifth and sixth letters and so on, which of the following would be the seventh letter from the right ?
 (1) R (2) O (3) S (4) Other than those given as options
- Q.3. In a row of girls, if Seeta who is 10th from the left and Lina who is 9th from the right interchange their seats, Seeta becomes 15th from the left. How many girls are there in the row
 (1) 16 (2) 18 (3) 19 (4) Other than those given as options

PROFESSIONAL KNOWLEDGE


Questions in this test will be based on the area of specialization and tentatively based on the syllabi given by HPCL. However, the syllabus is indicative and not exhaustive. The syllabus should not be considered as the only source of information while preparing for the examination. Keeping in view the nature of examination, all matters falling within the realm of the subject concerned will have to be studied by the candidate as questions can be asked on all relevant matters under the subject. Candidates appearing for the examination should also prepare themselves for answering questions that may be asked on the current/latest developments/Acts taking place under the subject(s) although those topics may not have been specifically included in the syllabus.


(A) Details of the Online Examination Pattern


- (1) The examination would be conducted online i.e. on a computer.
- (2) All tests except the test of English Language and Domain Knowledge will be provided in English and Hindi. For the Official Language (Hindi) Implementation posts, the test of Domain Knowledge will be in English and /or Hindi, as applicable
- (3) All the questions will have multiple choices. Out of the four 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:

 You have not visited the question yet.

 You have not answered the question.

 You have answered the question.

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

 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 will 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) You can shuffle between the questions within a particular section during the examination as per time allocated to particular tests (150 minutes).

(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 HPCL.

(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 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. (Preferably the same photograph as was as uploaded).
- (4) You must scrupulously follow the instructions of the Test Administrator and HPCL 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. A scientific calculator will be made available online, on the screen during the exam.
- (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. Please submit the call-letter along with photocopy of photo identity proof duly stapled together to the invigilator.** Currently valid photo identity proof may be Employer ID (Government), Driving License, Voter ID, Aadhar Card, Passport, PAN Card or any other photo identity proof issued by central issued Central Govt./ State Govt. Authorities with photograph. **Please Note - College or Employee ID cards of private organizations will NOT be considered as valid ID. 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.
- (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 examination 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 will 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.
 - Half sleeves but not having 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 and 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. HPCL 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** submit 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 problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of 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) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
- (13) 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.
- (14) 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 HPCL in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

- (15) A candidate who is or has been declared by HPCL guilty of impersonation or of submitting fabricated document/s which have been tampered with or of making statements which are incorrect or false or of suppressing material information or otherwise resorting to any other irregular or improper means of obtaining admission to examination or of using or attempting to use unfair means in the examination hall or misbehavior in the examination hall may be debarred permanently or for a specified period by HPCL from admission to any examination or appearance at any interview held by it for selection of the candidates. HPCL may take further action against such candidates as deemed fit by it.
- (16) (i) The PWBD candidates, who want to use facility of scribe, MUST go through the detailed advertisement which is available in the HPCL website and carefully READ the instructions.
- (ii) These candidates are also required to submit a Joint Undertaking/Declaration form (Scribe declaration form) that can be downloaded from HPCL website.
- (17) Candidates are advised to take note of “The Public Examinations (Prevention of Unfair Means) Act, 2024”.
- (18) Entry of bags/luggage are not allowed in the examination premises. Candidates are advised not to bring valuables and any other personal belongings of high value while coming for the test and the test centre shall not be responsible in case the item is/are lost or a theft occurs of such items which are brought to the test centre.
- (19) Candidates will have to make their own arrangements for travel, lodging and boarding for appearing in the online examination.
- (20) Outstation candidate belongings to SC/ST/PwBD will be reimbursed single 3rd AC rail fare from the nearest railway station from the present residence address to the place of examination and back by the shortest route on production of ticket(s) provided the distance travelled is not less than 30 KM, subject to submission of TA claim form (Bank Mandate format can be downloaded from the website <https://www.hindustanpetroleum.com/>). Reimbursement of TA claims will be through online bank transfer only. After completion of the online examination, for claiming the reimbursement, candidates would be required to submit the following duly signed documents in HARD COPY (PHYSICAL form) at the test center:
- i) TA claim form, (Link for downloading ONLINE TA form shall be enabled at <https://www.hindustanpetroleum.com/>).
- ii) Bank Mandate form/ cancelled cheque/ First page of bank passbook indicating account number, IFSC code.
- iii) Rail ticket/ Original Bus Journey tickets, Air tickets & boarding pass towards proof of journey.
- iv) copy of call letter for online examination
- v) self-attested copy of SC/ST Caste certificate / PwBD Disability certificate, as applicable
- (21) The shortlisting status for the next stage of selection i.e Document verification/GD/GT/PI along with the date & venue shall be displayed in HPCL website <https://www.hindustanpetroleum.com/>. You are advised to keep visiting the website for updates.

WISH YOU GOOD LUCK!

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