Important Instructions For Filling Application Form

Position	Application Point	Instruction
Assistant Process Technician	Personal Details -> Actual Category, Applying as Category	The reservation for ST category is 0. Hence, ST candidates should select Actual Category as 'Scheduled Tribe' and Applying as Category as 'Unreserved (General)'.
	Personal Details -> Have you worked with HPCL as a GAT	In case you have worked with HPCL as 'Graduate Apprentice Trainee' under Apprentice Act., 1961, then select 'Yes' and furnish details such as GAT no. and period of apprenticeship. If it is not applicable to you, select 'No'.
Assistant Boiler Technician	Personal Details -> Actual Category, Applying as Category	The reservation for ST category is 0. Hence, ST candidates should select Actual Category as 'Scheduled Tribe' and Applying as Category as 'Unreserved (General)'.
	Personal Details -> Have you worked with HPCL as a GAT	It is not applicable to the position of 'Assistant Boiler Technician'. Select 'No'.
	Qualification Details -> 1ST CLASS BOILER ATTENDANT COMPETENCY CERTIFICATE-MAHARASHTRA STATE	Select Duration (in years) as "1" Enter % of Marks as "0" Enter Month & year of joining as month & year of issuing the Boiler Attendant Competency certificate Enter Month & year of passing as month & year of issuing the Boiler Attendant Competency certificate
Assistant Fire & Safety Operator	Personal Details -> Actual Category, Applying as Category	The reservation for ST category is 0. Hence, ST candidates should select Actual Category as 'Scheduled Tribe' and Applying as Category as 'Unreserved (General)'.
	Personal Details -> Have you worked with HPCL as a GAT	It is not applicable to the position of 'Assistant Fire & Safety Operator'. Select 'No'.
	Qualification Details ->	**Diploma in Fire & Safety candidates –** 1st row - Select the Diploma qualification and enter duration, % of marks and month & year of joining/passing. 2nd row - Select the Diploma qualification and enter the similar details again. 3rd row – Select Valid Heavy Vehicle Driving License Enter duration (in years) as '1'.

		Enter % of marks as '0'.
		Enter Month & year of joining and Month & year of passing as the date of issue of HVD license.
		<u>Certificate in Basic Fire Fighting Course & Sub Officers Course candidates –</u>
		<u>1st row</u> – Select XII Science and enter duration, % of marks and month & year of joining/passing.
		<u>2nd row</u> – Select Certificate in Basic Fire Fighting Course or Sub Officers Course as applicable.
		Enter duration (in years) as '1'
		Enter % of marks, if available on the marksheet of the certificate course else enter '0'.
		Enter Month & year of joining and Month & year of passing as mentioned in the certificate.
		<u>3rd row</u> – Select Valid Heavy Vehicle Driving License
		Enter duration (in years) as '1'.
		Enter % of marks as '0'.
		Enter Month & year of joining and Month & year of passing as the date of issue of HVD license.
Assistant Maintenance Technician (Electrical)	Personal Details -> Actual Category, Applying as Category	The reservation for ST category is 0. Hence, ST candidates should select Actual Category as 'Scheduled Tribe' and Applying as Category as 'Unreserved (General)'.
	Personal Details -> Have you worked with HPCL as a GAT	In case you have worked with HPCL as 'Graduate Apprentice Trainee' under Apprentice Act., 1961, then select 'Yes' and furnish details such as GAT no. and period of apprenticeship. If it is not applicable to you, select 'No'.

NOTE: The above are only the guidelines for filling up online application form. Candidates have to ensure possession of required degrees/diplomas/certificate courses as per the criteria mentioned in the advertisement.