



Frequently Asked Questions

Q.1	I am applying for Officer (Salary Grade A) position? Can I make payment through Challan?
Ans.	No. Payment is accepted only through online mode.
Q.2	I wish to apply for the position of 'Assistant Manager - Intellectual Property Rights Cell' Services. Should I pay the application fee ?
Ans.	Application fee is only for S/G "A". Candidates applying for other grades need not pay any application fee.
Q.3	I have completed my educational qualification from Foreign University. Am I eligible to apply?
Ans.	You are eligible to apply provided the degree is equivalent to the relevant courses approved / recognized by Association of Indian Universities (AIU/UGC/AICTE). The documentary proof for the same has to be produced by the candidate.
Q.4	I have completed my B.E. / B.Tech Engineering degree after diploma in engineering. How should I calculate my aggregate marks?
Ans.	You should have minimum 60% marks (For SC, ST & PwBD - minimum 50%) in aggregate of all semesters, in qualifying graduate (B.E. / B. Tech.) Degree.
Q.5	My work experience is falling short by few days. Can I apply??
Ans:	The last date for reckoning all the eligibility criteria is 18/11/2019. Candidates cannot apply in case the required number of years of experience is not completed as on this date.
Q.6	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. If applying through proper channel is pre-requisite for acquiring NOC at the time of Interview by current employer of the candidate, they may send the physical copy of their online application form to, <p style="text-align: center;">GM – Talent Sourcing & Manpower Planning, HPCL, Petroleum House, 17, Jamshedji Tata Road, Churchgate, Mumbai 400020.</p> <p>However, it is mandatory for the candidate to apply online.</p>
Q.7	Where do I contact for my queries?
Ans.	For all the queries not answered here you may write to us on careers@hpcl.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.



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Q.8	I belong to EWS /SC/ST/OBCNC /PwBD 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 download section on our career page https://www.hindustanpetroleum.com/hpcareers/Downloads for the exact formats for Caste / Community / Disability Certificates pertaining to EWS/SC/ST/OBC-NC/PwBD. 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 candidates. Please note that at any stage of the recruitment process, it is found that the information/documents furnished by you is false/ incorrect, your candidature will be cancelled.
Q.9	While filling online application I have made an error. How do I rectify it?
Ans:	Please note that application process for all the positions is online only. There is no manual intervention for editing application forms under any circumstances. You may reapply using different email id.
Q.10	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 later 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, please go through all the instructions carefully before filling the application and confirm your details before final submission.
Q.11	I am applying for the position where minimum educational qualification is BE /BTech or ME/ M.Tech. I have also completed PhD in the relevant area. However, the dropdown does not provide an option for PhD .How do I apply?
Ans:	Please select BE/B.Tech or ME/M.Tech from dropdown. You may add PhD details under educational qualification column.
Q.12	I am applying for position in salary grade B/C/D/E/F/H. If selected for appointment in HPCL, will I be eligible for any joining allowance??
Ans:	Candidates joining the corporation in salary grade other than "A" are entitled for joining allowance in line with corporation's policy.
Q.13	The spelling of my name in educational documents is different from that mentioned in experience certificates. I wish to apply as per the name mentioned in experience certificates. Is that acceptable?
Ans	Please note that your name should be alike in all the documents produced by you at the time of interview.



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Q.14	I have completed my PhD after completing M.Tech. Will I get any relaxation in age or work experience?
Ans.	No.
Q.15	How do I enter my work experience in the application form?
Ans.	Work experience is to be entered in reverse chronological order. i.e latest experience will be entered in the first row and next latest will be added in the subsequent rows. Please note that only work experience after completion of minimum qualifying degree will be counted.
Q.16	Can I submit Application for two or more different posts?
Ans.	No. Candidates have to apply for ANY ONE POST only. Candidates applying for more than one discipline will not be considered and such applications will be rejected.
Q.17	I have applied for salary grade A position. How can I Claim my travelling allowance after the test?
Ans	Please carry 2 copies of travel allowance form, tickets and caste / category certificate at the time of test. You also need to upload these documents on the link provided on our website for reimbursement of travelling allowance. Payment will be made to you through online mode.

For more details kindly refer our detailed advertisement. The information given in the advertisement will prevail in case of any discrepancy.