RECRUITMENT OF TECHNICIANS AT VISAKH REFINERY

FREQUENTY ASKED QUESTIONS (FAQs)

1. **Which preferred browser can be used to apply?**

   Ans: HPCL application can be best used in Google Chrome. You may also apply using Mozilla Firefox, Microsoft edge etc.

2. **I do not have qualification mentioned in advertisement against the position but am having higher qualification. Can I still apply**?

   Ans. No you cannot apply. You must possess the qualification mentioned against the position.

3. **I belongs to Unreserved Category and I am almost completing 25 years of age . Am I eligible to apply?**

   Ans. The last date for reckoning age and all other eligibility criteria will be considered as of 01-04-2022.

4. **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.

5. **Do I have to send copy of application to hpcl.**

   Ans. No documents are required to be sent at application stage. The data submitted online will be treated as true and same will be verified at the time of Skill test.

6. **What is the date of commencement of online application?**

   Ans. 22-04-2022

7. **What is the closure date of online application?**

   Ans. 21-05-2022

8. **What is the procedure for Online Application for HPCL?**

   Ans. The detail modalities of Online application have been hosted in HPCL website under "Careers".

9. **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 skill test is mandatory for candidates working with Central / state Govt / PSU.

10. **If I am eligible for more than one position. How to apply?**

   Ans: Candidates need to apply for only one post except Boiler Technician and Maintenance Technician-Mechanical as the Computer Based Test for all the positions will be conducted on the same date and at the same time.

11.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 view and print your application anytime by logging in with your email ID and password 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.

12. 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.

13.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/EWS/PWD. You are required to produce the same at the time of skill test. 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.

14. Where do I contact for any queries?

Ans. For all the queries not answered above you may write to us on **hpclvr-recruitment@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.

15. 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. 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.

16. 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.

17. Is it first class boiler attendant certificate is mandatory?

Ans. No. It is desirable only.

18. **I am applying for the position where minimum educational qualification is required as Science Graduate but I have completed BE/B.Tech , am I Eligible to apply?**

    Ans: Candidates possessing higher qualification such as degree in Engineering, AMIE etc. are not eligible for consideration and need not apply.

19. **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.

20. **I have completed my B.E. / B.Tech Engineering degree after diploma in engineering. Am I eligible to apply?**

    Ans: No, Candidates possessing higher qualification such as degree in Engineering, AMIE etc. are not eligible for consideration and need not apply.

21. **I belong to OBCNC category. I do not possess the certificate of current year. Can I claim the benefit of OBC Category/ will my candidature be accepted as OBCNC Category candidate?**

    Ans: The OBCNC certificate must be valid as on the date of eligibility mentioned in advertisement. You must obtain the fresh certificate and produce upon advice from us.

22. **My name on Educational Certificate is mentioned as Sharma R K while in my Class X pass certificate the same has been mentioned as Robin Kumar Sharma. Please advise how should I fill in my name while applying?**

    Ans: In case there is a mismatch in names (including the way it is written), in HPCL application form with that of any document like Class X/Diploma/Graduation mark-sheets, the onus will be on the candidate to establish that both the persons are same. If HPCL is not satisfied with the explanation/ proof provided, the candidature will be rejected.

23. **I was making payment for application fee but due to a payment error, my payment is failed. What do I do?**

Ans: Wait for 15-20 minutes for the transaction to session out and try making the payment again.

24. **My bank account has been debited with the payment, but HPCL application status shows pending.**

Ans: If your payment is successful, application status should be changed to "Completed" status within 24 hours. Make a note of the transaction number and if your status has still not changed, please email us with your transaction details for further verification.

25. **I have completed my Diploma/Degree as a Part time , Can I eligible to apply?**

Ans: Candidates should have passed qualifying examinations in relevant disciplines. All the qualifications should be full time regular course recognized by respective State Board or applicable competent authority. Courses offered through part time or distance mode for employed person will not be entertained for the purpose of educational eligibility criteria.

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

Our Email id :

hpclvr-recruitment@mail.hpcl.co.in