

Frequently Asked Questions



Q.1	I will be passing out in 2011, am I eligible to apply for the position of Officer Trainee – Engineering discipline / Officer Trainee – Fire & Safety / Officer Trainee – Human Resources / Officer Trainee – Human Resources (Welfare) ?
Ans.	Candidates completing their Qualifying degree by September 2010 are only eligible to apply.
Q.2	While applying for the position of Officer Trainee – Engineering discipline my degree is not appearing in the drop down list as I possess Combination degree. Can I apply under others option available in drop down list?
Ans.	<p>Candidates possessing Combination Degrees (e.g. Electrical & Electronics or Instrumentation & Control etc.) in Engineering / Technology in the disciplines related to the above mentioned disciplines (Civil, Chemical, Electrical, Electronics & Telecommunications, Instrumentation, and Mechanical), should apply under the “Others” option available in the online application form, provided that the Degree/ Qualification should be a major in one of the above engineering disciplines and the name of the degree / qualification should specify the same. Eg. “Electrical & Electronics” has “Electrical” discipline as specified in the core disciplines above.</p> <p>IMPORTANT NOTE (Officer Trainees- Engineering Discipline): The candidates who apply against “Others” discipline will be given an option to select any one of the six disciplines mentioned above <i>for which he/ she intends to take the written test question paper</i>. HPCL shall conduct written test for all the eligible candidates; the test papers will be only for the six disciplines mentioned under “Qualifications” above. Candidates with Combination Degrees who apply against “Others” discipline will take written test for one of the subject/ discipline selected by him / her in the online application form.</p> <p>Candidates possessing Degrees other than above mentioned core degrees (Civil, Chemical, Electrical, Electronics & Telecommunications, Instrumentation, and Mechanical) or combination degrees as explained above will not be considered.</p>
Q.3	I do not have Surname but the same is Mandatory while filling up the Online application form. What do I write in Surname column?
Ans.	Surname column is made mandatory towards ensuring better control over huge database. You may write your first name again in surname column if you do not have

	the Surname.
Q.4	I have entered some incorrect details in the Online Application Form, How can I correct the same?
Ans.	Candidates are requested to take utmost care while filling in the details in Online application form. There is no provision for correcting the details entered in the online application form once the same is submitted.
Q.5	I could not take the print of Online Application form. How can I take the print now?
Ans.	Candidate can login with application no. and e-mail ID on HPCL website to re-print application form / check the payment status or to make the payment / Input SBI Journal No. if the payment is not reflected. The Option of logging in is available on http://jobs.hpcl.co.in/Recruit_online/ .
Q.6	How do I make the payment of Application Fee through 1) Challan or 2) Debit / Credit card?
Ans.	Read the advertisement completely, and fill in the online application form with all the details. Only after submission of online application form you will be provided with two options for payment of application fee namely 1) Challan & 2) Debit/Credit card. Select appropriate option and proceed further with payment of application fee as detailed in advertisement.
Q.7	I have made the payment of application fee through challan at SBI, but the Payment status is showing as 'payment not received' even after two working days. What do I do?
Ans.	Please log in with your application no. and e-mail ID on HPCL website and update the Journal no. (given by bank) and date of payment in the system. Check again after 2-3 working days for payment status.
Q.8	I have made the payment of application fee through challan at SBI and now want to update the journal no. in the system but the there is no option or link available for the same. Please let me know where do I update my Journal no. as the payment status is still showing as 'Payment not received'.
Ans.	The link / option will be available only to candidates who have made the payment through challan at SBI with payment status as 'Payment not received'. Database of payments made at all SBI branches across country is being provided through MIS report by SBI on daily basis. Sometimes due to some technical reasons there could be some delay in receipt of the MIS report from SBI. View which, you are requested to update the Journal No. after for 2-3 working days from the date of payment.
Q.9	My payment status is not updated in the online system as well as in print of application form (status is 'Payment not received'), can I still send the online application form alongwith Challan / Acknowledgment copy to the address mentioned in the advertisement?

Ans.	Yes, you can send HPCL copy of challan or acknowledged copy (as applicable) alongwith online application form to the address given in the advertisement even if status is 'payment not received'.
Q.10	When is the Written Test for all positions?
Ans.	Written Test for all the positions will be tentatively held in 2 nd Week of Dec'10. However exact date will be advised in due course.

Note:

Please note admit cards will be sent to all the eligible candidates (based on the information in online application form). Last date of online application is 20th Oct'10 and last date of receipt of physical application form is 26th Oct'10. You can reach us on adminrect@hpcl.co.in for any queries if the same has not been addressed above.