



HINDUSTAN PETROLEUM CORPORATION LIMITED

Regd. Office: 17, Jamshedji Tata Road, Mumbai - 400020.

CIN NO: L23201MH1952GOI008858

SYLLABUS EXECUTIVE ASSISTANT POSITION

DOMAIN

English Language

Vocabulary, analogies, spelling mistakes, synonyms and antonyms, one word substitution, rearrangement of words in sentence, idioms and phrases, English proficiency, jumbled paragraph, preposition, odd word out, fill in the blanks, paragraph formation, paragraph completion, sentence formation, sentence reconstruction, sentence improvement, sentence completion, reading comprehension, error spotting, word meaning match, sentence correction.

Computer Awareness and Proficiency

- 1. Computer Fundamentals/ Terminologies:**
Basic computer components and their functions; Input and output devices; Computer software and hardware; Computer networks and communications
- 2. MS Office:**
Microsoft Word: Creating and formatting documents, using templates, mail merge, etc.
Microsoft Excel: Creating and formatting spreadsheets, formulas and functions, data analysis, etc. –
Microsoft PowerPoint: Creating and formatting presentations, adding multimedia elements, using slide layouts, etc.
- 3. Computer Hardware:**
Computer components and their functions
Types of computer systems (desktop, laptop, etc.)
Computer peripherals (printers, scanners, etc.)
- 4. Keyboard Shortcuts:-** Common keyboard shortcuts for Windows and MS Office applications
- 5. Computer Abbreviations:-** Commonly used computer abbreviations and acronyms
- 6. Brief on Artificial Intelligence**
- 7. Brief on Cyber Security and Data Protection**

Workplace Scenario Aptitude

1. Calendar and meeting management concepts
2. Prioritizing urgent vs important tasks
3. Managing conflicting meeting requests
4. Managing external stakeholders professionally
5. Task planning and prioritization
6. Confidential Data Handling
7. Ethical practices at workplace

General Knowledge On Government Machineries - What all are the Ministries (Central and State), Ministry Hierarchy / Designations, Pay Commissions (Constitution / Functions / Authority), Various Statutory Authorities in relations to Public Sector Undertakings and their Role, Stakeholders of CPSEs.

APTITUDE SECTION

General Intelligence & Reasoning

Verbal logic, syllogisms, visual & critical reasoning, series, decision making, data structures, coding-decoding, alphabetical series, statement & conclusion, problem solving, partnership, blood relations, linear & matrix arrangements, circular arrangements, puzzles, input & output, family tree problem, situational judgement, bar graph, pie chart, tables, caselets.

Quantitative Aptitude

Percentages, Venn Diagram, HCF & LCM, Number System, BODMAS, Simple Interest, Ratios, Median, Compound Interest, Arithmetic Mean, Mensuration, Set Theory, Mode, Instalments/ payments, Probability, Work & Time, Time, Speed, Distance, Ratios & Proportions, Clocks, Averages, Profit & Loss, Calendar.

NOTE: The syllabus/topics mentioned are indicative in nature. Candidates are expected to possess significant knowledge/proficiency pertaining to the relevant subjects and their qualifying degree.