



Selection Methodology for Recruitment of Officers

ADVT. NO. HPCL/OPEN/HR/3/2025-26

S. No.	Positions	Selection Methodology
2.1	Junior Executive Assistant	Computer Based Test^ Group Task (NOT for CGD positions) Moot Court (for HR Legal Officers) Personal Interview(s) Pre-Employment Medical Exam Physical Fitness Efficiency Test (for Junior Executive- Civil/ Mechanical/ Electrical/ Chemical/ QC/ F&S) ^Details of Scheme of Paper and Duration of Examination are given in the next page All the rounds are elimination rounds except Moot Court
2.2 to 2.8	Junior Executive – Civil, Mechanical, Electrical, Chemical, Quality Control, HR, Fire & Safety	
2.9 to 2.12	Engineering (Mechanical, Electrical, Civil, Chemical Engineer)	
2.13 to 2.15	Officer- Finance (CA/ CMA/ MBA)	
2.16	Officer – HR	
2.17	Officer- IS	
3.1	Junior Executive/ Assistant Officer/ Officer- Official Language (Hindi) Implementation	
3.3	HR Legal Officer	
3.10, 3.11	Senior Officer– CGD O&M/ Projects	
3.14	Assistant Manager/ Manager- Projects	
Other	All Other Positions	Work experience based shortlisting Personal Interview(s) Pre-Employment Medical Exam All the rounds are elimination rounds



Scheme of Paper and Duration of Examination

S. No.	Exam Paper	No. of Questions	Marks	Duration (in min)
2.1	Junior Executive Assistant	85 MCQs: General Aptitude 85 MCQs: Technical/ Professional Knowledge	General Aptitude (MCQ): 1 mark per question Technical/ Professional Knowledge (MCQ): 1 mark per question 0.25 marks will be deducted for every incorrect answer to MCQs	150*
2.2 to 2.8	Junior Executive – Civil, Mechanical, Electrical, Chemical, Quality Control, HR, Fire & Safety			
2.9 to 2.12	Engineering (Mechanical, Electrical, Civil, Chemical Engineer)			
2.13 to 2.15	Officer- Finance (CA/ CMA/ MBA)			
2.16	Officer – HR			
2.17	Officer- IS			
3.1	Junior Executive/ Assistant Officer/ Officer- Official Language (Hindi) Implementation			
3.10, 3.11	Senior Officer– CGD O&M/ Projects			
3.14	Assistant Manager/ Manager- Projects			
3.3	HR Legal Officer	2: Descriptive (Technical/ Professional Knowledge) 1: Drafting of legal document (Technical/ Professional Knowledge) 40 MCQs: Technical/ Professional Knowledge 40 MCQs: General Aptitude	Descriptive questions (Technical/ Professional Knowledge): 10 marks per question Drafting of legal document: 20 marks per question MCQs: 1 mark per question 0.25 marks will be deducted for every incorrect answer to MCQs	150*



*PwBD candidates shall be given 50 minutes additional time over 150 minutes as per relaxed standards in line with Government guidelines

Note

General Aptitude Paper will be based on problems/ questions on Intellectual Potential Tests (Logical Reasoning and Data Interpretation), Quantitative aptitude, English Language (Reading Comprehension, verbal ability, reasoning) etc.

Technical/ Professional Knowledge Paper: Refer syllabus hosted on website for respective positions

The syllabus/ topics mentioned for both of technical/ professional knowledge & general aptitude based paper are indicative in nature and candidates are expected to possess significant knowledge/ proficiency pertaining to their qualifying degree/ Post graduation.

CBT Qualifying Marks

1. Overall Qualifying in CBT (General Aptitude +Technical/ Professional Knowledge): 60% for UR/ EWS candidates and 54% for SC/ ST/ OBCNC/ PwBD candidates
2. Technical/ Professional Knowledge: 50% qualifying for all categories
3. Candidates qualifying in the Computer Based Test in order of merit & predetermined ratio will be subsequently called for Group Task/ Personal Interview.
4. Candidates must secure minimum qualifying marks in each of the stages i.e. Computer Based Test, Group Task and Personal Interview(s), Pre-Employment Medical Examination, Physical Fitness Efficiency Test (if applicable) to be considered for further selection process, i.e. preparation of merit list.

Based on above, position-wise All India Merit List will be drawn for the qualified candidates. Subsequently, offer of appointment would be issued as per the vacancies advertised, subject to candidates meeting eligibility criteria and qualifying for the final selection.