



HPCL RAJASTHAN REFINERY LIMITED

Joint Venture between Hindustan Petroleum Corporation Limited (HPCL)
and Government of Rajasthan.

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CIN No.U23201RJ2013GOI043865

Advt. No - HRRL/RECT/02/2025

Computer Based Test (CBT) for Assistant Officer – Human Resources: S/G E1

As per Advt. No - HRRL/RECT/02/2025 clause no. 7 (mentioned in page 51), the syllabus for Assistant Officer – Human Resources: S/G E1 is given as below.

Duration: 2 hours

Total Marks: 100

All questions of the Computer Based Test (CBT) will be objective and multiple-choice type. Total number of questions in the CBT are 100. Each correct answer carries 1 mark and there is no **negative** marking for wrong answers.

Syllabus

Part-1: General Aptitude (Graduate – Level)

(30 Marks)

1. Intellectual Potential Test:

- Distance
- Syllogism
- Logical Operations
- Similarities and dissimilarities
- Verbal Comprehension
- Perpetual Reasoning
- Working Memory
- Processing Speed
- Fluid reasoning

2. Logical Reasoning & Data interpretation

- Seating arrangements and puzzles
- Series – verbal and number
- Relationships
- Coding-decoding

- Verbal and numerical Analogy
- Binary Logic
- Games and Tournaments
- Arrangements
- Team Formations
- Order and Ranking
- Table, Data Caselets – Reasoning-Based DI, 3. Column Graphs, Bar Graphs, Line Charts, Pie Charts, Routes and Network

3. Quantitative Aptitude

The test of QA may cover Number systems including questions on simplification, decimals, fraction, LCM and HCF, square root, divisibility test, Ratio & proportion, Percentage, Average, Profit & loss, Discount, Simple and compound interest, Mensuration, Time & Work, Time and distance, Algebraic identities, Problems on Age, Tables & Graphs etc.

4. English Language

Program	Education Level	Course	Subject	Topic	Sub Topic	Concept / Type
General Aptitude	HSC	General Verbal Ability - English	Grammar - English	Question Tags	Negative question tag	Sentence Completion
General Aptitude	HSC	General Verbal Ability - English	Grammar - English	Question Tags	Positive question tag	Sentence Completion
General Aptitude	HSC	General Verbal Ability - English	Grammar - English	Parts of speech	Adjective	Sentence Completion
General Aptitude	HSC	General Verbal Ability - English	Grammar - English	Parts of speech	Adverb	Sentence Completion
General Aptitude	HSC	General Verbal Ability - English	Grammar - English	Parts of speech	Prepositions	Sentence Completion
General Aptitude	HSC	General Verbal Ability - English	Grammar - English	Parts of speech	Conjunctions	Sentence Completion
General	HSC	General	Grammar	Parts of	Verb	Sentence

Aptitude		Verbal Ability - English	- English	speech		Completion
General Aptitude	HSC	General Verbal Ability - English	Indirect Writing - English	Prose	Syntax and structure	Para Jumbles
General Aptitude	HSC	General Verbal Ability - English	Indirect Writing - English	Sentences	Word Usage and Understanding	One word substitution
General Aptitude	HSC	General Verbal Ability - English	Reading Comprehension - English	Passage	Appropriate Title	Identify the suitable title for the passage
General Aptitude	HSC	General Verbal Ability - English	Reading Comprehension - English	Passage	Central theme of the passage	Identify the central theme of the passage
General Aptitude	HSC	General Verbal Ability - English	Reading Comprehension - English	Passage	Facts	Identify the facts given in the passage
General Aptitude	HSC	General Verbal Ability - English	Reading Comprehension - English	Passage	Inferences drawn	Identify the inferences drawn from the passage
General Aptitude	HSC	General Verbal Ability - English	Reading Comprehension - English	Passage	Structure of the passage	Identify the structure of the passage
General Aptitude	HSC	General Verbal Ability - English	Reading Comprehension - English	Passage	Summary	Select the correct summary for the passage
General Aptitude	HSC	General Verbal Ability - English	Reading Comprehension - English	Passage	Text to World connection	The most appropriate connection to the real-life situations
General Aptitude	HSC	General Verbal Ability - English	Reading Comprehension - English	Passage	Tone of the passage	Identify the tone of the passage

General Aptitude	HSC	General Verbal Ability - English	Reading Comprehension - English	Passage	Vocabulary	Antonyms of the word
General Aptitude	HSC	General Verbal Ability - English	Reading Comprehension - English	Passage	Vocabulary	Correct usage of the word in other examples
General Aptitude	HSC	General Verbal Ability - English	Reading Comprehension - English	Passage	Vocabulary	Synonyms of the word
General Aptitude	HSC	General Verbal Ability - English	Reading Comprehension - English	Passage	Vocabulary	Word meaning
General Aptitude	HSC	General Verbal Ability - English	Vocabulary - English	Idioms and Phrases	Idioms	Word-segment substitution
General Aptitude	HSC	General Verbal Ability - English	Vocabulary - English	Idioms and Phrases	Proverbs	Word-segment substitution
General Aptitude	HSC	General Verbal Ability - English	Vocabulary - English	Semantics	Antonyms	Identification of antonym in a sentence
General Aptitude	HSC	General Verbal Ability - English	Vocabulary - English	Semantics	Synonyms	Word meaning in sentence

Part II: Domain Knowledge

(70 Marks)

1: Fundamentals of Human Resource Management

- Introduction to HRM and its strategic importance
- Core HR functions and responsibilities
- Organizational structure and workflow
- Understanding job analysis, job descriptions, and specifications

2. Organizational Behavior (OB) & Development (OD)

- Foundations of Organizational Behavior
- Organizational Culture, Values, and Ethics
- Introduction to Organizational Development (OD)
- Change Management: Models, resistance, and HR's role

2: Recruitment & Talent Acquisition

- Manpower planning and requisition process
- Various type of recruitment tools
- Recruitment channels and sourcing strategies, Selection methods
- End-to-end recruitment cycle (job posting to onboarding)
- Applicant Tracking System (ATS) overview

3: Industrial Relations & Labour Laws

- Overview of Indian Labour Law framework
- Key legislations:
 - Industrial Disputes Act, 1947
 - Factories Act, 1948
 - Minimum Wages Act, 1948
 - Payment of Wages Act, 1936
 - Contract Labour (Regulation and Abolition) Act, 1970
 - Maternity Benefit Act, 1961
 - Sexual Harassment of Women at Workplace (POSH) Act, 2013
 - Building and Other Construction Workers (BOCW) Act, 1996
- Concepts of discipline, misconduct, and grievance handling
- Role of HR in maintaining harmonious industrial relations

4: Performance Management & Talent Development

- Concepts of performance appraisal and evaluation methods
- Role of PMS
- Basics of KRAs, KPIs, and competency mapping
- Introduction to succession planning and talent identification

5: Learning & Development

- Training Need Identification (TNI)
- Types of training
- Overview of training methods
- Role of HR in capability building
- Feedback Mechanism

6: HR Policies, Compliance & Ethics

- Purpose and structure of HR policies
- Compliance requirements in HR documentation
- Importance of policy communication and version control
- Ethical considerations in HR

7: HR Operations & Administration

- Employee file and records maintenance
- HR documentation and MIS reporting
- Leave, attendance, and roster systems
- Familiarity with PSU-specific practices (e.g., transfer, deputation)

8: HRIS & SAP HR Overview

- Basic components of HRIS
- Introduction to SAP HR modules

9: General HR Awareness & Trends

- Emerging HR trends: HR analytics, digitization, hybrid work
- Introduction to DEI (Diversity, Equity & Inclusion)
- HR's role in sustainability and ESG initiatives
- HR's contribution to organizational culture and values

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.