



## HPCL RAJASTHAN REFINERY LIMITED

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

**Site Office :** Village Sajiyali Roopji Kanthwada & Sambhra,  
Tehsil - Pachpadra, Dist. Balotra, Rajasthan, India – 344032

**Reg. Office :** Tel Bhavan, Sahkar Marg, Lal Kothi Vistar, Jyoti Nagar,  
Jaipur, Rajasthan, India 302005

CIN No.U23201RJ2013GOI043865

Advt. No - HRRL/RECT/02/2025

### **Computer Based Test (CBT) for Assistant Officer – Welfare: S/G E1**

As per Advt. No - HRRL/RECT/02/2025 clause no. 7 (mentioned in page 51), the syllabus for Assistant Officer – Welfare: 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

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

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

## Part II: Domain Knowledge

(70 Marks)

- **Labour Economics & Labour Problems**
  - Human Capital and Wages, The Sources of Wage Growth, The Structure of Wages and Inequality of Earnings, Minimum & Fair Wages, Statistical Discrimination and Employer Learning, Asymmetric Information in the Labour Market, Social Interactions & Networks.
- **Industrial Sociology & Industrial Psychology**
  - Employment-based phenomenon such as globalization, outsourcing, technology changes, alienation, class struggle, transition from feudalism to capitalism; rationalization, technical rationality, bureaucratization, workplace motivation and reward systems, quality of work life, structure of work and human factors, organizational development and consumer behavior.
- **Trade Unionism, Labour Movement and Industrial Relations**
  - History, issues and current status in manufacturing & service sector, Machinery for dispute resolution, Participation of labour in Management.
- **Labour Welfare**
  - Categories of labour welfare, Principles of labour welfare, Welfare provisions under Factories Act & Maharashtra State Rules, Labour welfare activities like housing facilities, recreational activities, education and vocational training etc., Activities for workers and their family members under Maharashtra Labour Welfare Fund Act & BOCW Act).
- **Industrial Health, Safety and Environment**
  - General Health & Safety Awareness on provisions in Factories Act, Ergonomic and Workplace Stress, Violence/ abuse at The Workplace, Workplace Accidents: Reporting, Prevention and Costs, Workplace Injuries & basic first aid. Safety Marking hazards/ Provision of safety signs (Danger, Caution and Instruction signs), Provision of Sanitation facilities etc.
- **Labour Legislations & Administration**
  - Social Security Legislations – EPF/ ESIC/ Employee Compensation, Bonus Act, Contract Labour (R&A) Act, MLWF Act, BOCW Act, Factories Act & State Rules, Shops & Establishment Act, Employment Standing Orders Act, Trade Unions Act, MRTU & PULP Act, BIR Act, ID Act etc.)

- **Constitutional Provisions**
  - Preamble, Fundamental Rights, Directive Principles, Duties, Separation of Powers, Functions of Judiciary, Executive & Legislature, Presidential Directives etc.
  
- **Human Resource Management**
  - Compensation Management, Benefit Administration, Employee Welfare Policies, Recruitment & Manpower Planning etc.
  
- **Human Resource Development**
  - Training & Development, Capability Building, OD & OB, Performance Management, Behavioral Theories etc.

---

**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.**