



# HPCL RAJASTHAN REFINERY LIMITED

JOINT VENTURE OF HPCL AND GOVT. OF RAJASTHAN



## Resume

**Advertisement No: HRRL/RECT/01/2024**  
**Format only for E3 & E5 Salary Grades**

Recent  
Passport size  
Photo with  
White  
Background

<b>POST APPLIED FOR:</b>			
<b>FULL NAME</b> (AS APPEARING IN CLASS 10 <sup>TH</sup> PASS CERTIFICATE)			
DOB (DD/MM/YYYY)		AGE (as on 11.03.2024)	
GENDER			
CATEGORY (UR/ EWS/ OBC-NCL/ SC/ ST/ PWD)			
PWD (Person with Disability)- YES / NO (If Yes Menion Disability)		Disability:  % of Disability:	
WHETHER EX-SERVICEMEN (YES/ NO), IF YES- NO. OF YEARS OF SERVICE		WHETHER DOMICILED IN J&K STATE (between 01.01.1980 and 31.12.1989)	
NATIONALITY		RELIGION	
MOBILE NO.		EMAIL ID	
HOMETOWN & HOMESTATE		MOTHER TONGUE	
FATHER'S NAME & OCCUPATION (If salaried, name of organization)			
MOTHER'S NAME & OCCUPATION (If salaried, name of organization)			
PARTICULARS OF SIBLINGS (if applicable)		NAME: OCCUPATION:	
		RELATION: NAME OF ORGANIZATION:	
MARITAL STATUS		NAME: OCCUPATION:	
		RELATION: NAME OF ORGANIZATION:	
SPOUSE'S NAME & OCCUPATION (if applicable) (If salaried, name of organization)			
ADDRESS FOR COMMUNICATION			



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PERMANENT ADDRESS	
ALTERNATE CONTACT NUMBER	LANDLINE: ALTERNATE MOBILE No.:
ALTERNATE EMAIL ID:	

## EDUCATION QUALIFICATIONS

NAME OF DEGREE/ DISCIPLINE/ STREAM	MAJOR SUBJECTS	YEAR OF PASSING	INSTITUTE/ UNIVERSITY	% AGE OF MARKS SCORED
Class X				
Class XII				
Diploma in Engg. (if applicable)				
B. TECH/ B.E./ B.SC (Graduation)				
Post- Graduation (if applicable)				
Ph.D. (if applicable)				
Any Other Degree/ Diploma/Relevant Certification				

## PROFESSIONAL EXPERIENCE

<b>TOTAL YEARS OF POST QUALIFICATION RELEVANT WORK-EXPERIENCE (IN YEARS AND MONTHS):</b>	..... YEARS ..... MONTHS
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\*\*Kindly Furnish Detail of Working Experience of Each Organisation in the below table

Name and Address of Organisation:			
Industry Type/ Sector			
Career Path - Detail of Position/Designation Held (In reverse chronological Order)	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Place of Posting
1			
2			
3			
4			



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Section/Unit/Department Worked: -	Period of Work in Section/Unit/Department	
	From (dd/mm/yyyy)	To (dd/mm/yyyy)
1		
2		
3		

**Roles & Responsibilities of respective Section/Unit/Department: -**

- 1
- 2
- 3
- 4

**Significant Achievement under respective Section/Unit/Department: -**

- 1
- 2
- 3
- 4

**Training/ Workshops/ Seminar Attended:**

Name of Program	Duration	Key Learnings	Internal/ External
1			

**Award/Recognition if any**

- 1
- 2

Name and Address of Organisation:			
Industry Type/ Sector			
Career Path - Detail of Position/Designation Held (In reverse chronological Order)	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Place of Posting
1			
2			
3			
4			



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Section/Unit/Department Worked: -	Period of Work in Section/Unit/Department	
	From (dd/mm/yyyy)	To (dd/mm/yyyy)
1		
2		
3		

**Roles & Responsibilities of respective Section/Unit/Department: -**

1

2

3

4

**Significant Achievement under respective Section/Unit/Department: -**

1

2

3

4

**Training/ Workshops/ Seminar Attended:**

Name of Program	Duration	Key Learnings	Internal/ External

**Award/Recognition if any**

1

2

**<CANDIDATES CAN INSERT MORE ROWS IF REQUIRED>**

**CAREER ASPIRATION:**

**MAJOR ACHIEVEMENTS  
(SPECIFICALLY MENTION IF ANY AWARDS/SCHOLARSHIP/PRIZES WON AT INTRA-UNIVERSITY / INTER-UNIVERSITY / NATIONAL OR INTERNATIONAL LEVEL)**



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<b>HOBBIES &amp; OTHER INTERESTS</b>	

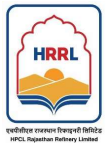
### UNDERTAKING:

Have you ever been interviewed in HPCL or HRRL before?	YES/NO
If yes, please give details	
Have you worked with HPCL or HRRL before? (including Apprenticeship)	YES/NO
If yes, please give details	Period of working: FROM:                      TO:
	Designation
	Role
Have you been convicted of any offence?	YES/NO <i>(If Yes, please give details)</i>
Is there any case pending against you in the Court of Law?	YES/NO <i>(If Yes, please give details)</i>
Is anyone from your family or close relatives employed with HPCL or HRRL <i>(If Yes, please give details)</i>	YES/NO
	Name of the family member/relative:
	Relation:
	Designation:
	City of posting:
	Period of working: From:                      To:
Minimum Notice Period (Present Employer)	
Current CTC (In Lakhs) (Annual - Present Employer)	
Any Bond Signed with Present employer (If Yes – Bond Amount)	



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List two professional references (not relatives) with their occupations, contact details (Phone/Mobile number & email ID) and addresses:

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I hereby affirm that the information on this form is true and correct to the best of my knowledge and belief. In case any of the above information is found to be false, untrue, misleading or misrepresenting, I am aware that I may be held liable for the same and my candidature would be rejected with immediate effect.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature of the applicant  
Name:**

