

**Shortlisting Methodology**  
**For Assistant Manager/ Manager Grade positions in Corporate**  
**R&D Centre, Bengaluru**



Candidates will be called for interview basis preliminary shortlisting of applications. The shortlisting methodology adopted is as given below:

For Assistant Manager/ Manager Applications: 25% weightage is given to academic parameters and 75% weightage to work experience. Merit score is calculated out of total 100 marks. Therefore, academic score is calculated out of 25 marks and work experience is calculated out of 75 marks.

Merit Score is arrived using following formula:

$$\text{Merit Score (M)} = \text{Academic Parameter (A)} + \text{Work Experience (W)}$$

**I. Academic Parameter (A)**

Sr. No.	Criteria	Marks
1.	Publications in peer reviewed Journals / Patents	1 mark per publication / patent
2.	Publications in peer reviewed Journals / Patents as First author	2 marks per publication / patent
3.*	Publications in Journals with Impact Factor a) Petrochemicals & Polymers > 3.5 b) Engine >5 c) Battery >8 d) Novel Separations > 3.5 e) Resid Upgradation >3.5 f) Crude & Fuels Research > 3.4 g) Analytical >8 h) Lubes /grease research >3 i) Advanced technical services >2 j) Catalyst Scale Up > 3.5 k) Corrosion research > 5 l) Hydrogen research > 5 m) Solar energy > 6 n) Combustion research > 5 o) Bitumen research > 3 p) Water research > 5	10 marks per publication
4	PhD Subject/M Tech Project Relevance	
	(a) Highly relevant in HPCL context	10 marks
	(b) Relevant area	5 marks

\*Publications in journals with Impact Factor less than the mentioned value for each position are not considered for calculating Total Score.

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To arrive at the Academic Score which is a total of 25 Marks, the total score calculated for each applicant based on the above parameters is converted into percentile and is divided by 4.

Eg. Academic score calculations for applicants X and Y :

Sr. No.	Criteria	X		Y	
		No. of Publications	Marks	No. of Publications	Marks
1.	Publications in peer reviewed Journals / Patents	8	8	4	4
2.	Publications in peer reviewed Journals / Patents as First author	6	12	3	6
3.*	Publications in Journals with Impact Factor (a) Petrochemicals & Polymers > 3.5 (b) Engine > 5.0 (c) Novel Separations > 3.5 (d) Battery > 8 (e) Resid Upgradation > 3.5 (f) Crude & Fuels Research > 3.4 (h) Analytical > 8	2	20	1	10
4	PhD Subject/M Tech Project Relevance	-	10	-	5
	(a) Highly relevant in HPCL context				
	(b) Relevant area				
	Total Marks	50		25	
	Percentile	=(50/50)*100 =100%		=(25/50)*100 =50%	
	Final Academic Score out of 25	=100/4 =25		=50/4 =12.5	

## II. Work Experience (B)

Work experience is calculated out of 75 marks using the following table:

Case 1 : Assistant Manager Grades where minimum experience eligibility is 3 years

Years of Relevant Experience	Total Marks 75
0 to <3	0 (NOT ELIGIBLE)

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3 to <4	25
4 to <5	50
5 and above	75

Case 2 : Assistant Manager Grades where minimum experience eligibility is 6 years

Years of Relevant Experience	Total Marks 75
0 to <6	0 (NOT ELIGIBLE)
6 to <7	25
7 to <8	50
8 and above	75

Case 3 : Manager Grades where minimum experience eligibility is 6 years

Years of Relevant Experience	Total Marks 75
0 to <6	0 (NOT ELIGIBLE)
6 to <7	25
7 to <8	50
8 and above	75

Case 4 : Manager Grades where minimum experience eligibility is 9 years

Years of Relevant Experience	Total Marks 75
0 to <9	0 (NOT ELIGIBLE)
9 to <10	25
10 to <11	50
11 and above	75