Frequently Asked Questions الأسئلة المتكررة

1.	What is PetroJobs? PetroJobs is a joint recruitment portal between MOG and operators where job applicants can find & apply for vacancies in the Oil & Gas Industry.
2.	How to I register in PetroJobs? Go to <u>www.petrojobs.om</u> and click on the tab of "Register" and fill in the create account form. If faced with any issue, go to the tab of "Contact Us" in PetroJobs website
3.	How do I apply to a position in ARA Petroleum? Application to ARA Petroleum is only through <u>www.petrojobs.om</u> . You have to register and create an account in PetroJobs portal. Once your account is active, go to ARA Petroleum profile and view advertised Jobs and apply. For detailed explanation on how to apply please refer to the user guide.
4.	Can I apply directly for a vacancy in ARA Petroleum website? No. ARA Petroleum is fully integrated with PetroJobs Portal where in order to apply/view vacancies of ARA Petroleum, you have to go through <u>www.petrojobs.om</u>
5.	Will I be able to complete my application if I apply through Smartphone devices such as Tablets and Mobiles? The ARA Petroleum e-recruitment is not fully compatible with the Smartphone devices such as Tablets and Mobiles. To ensure smooth application experience, use a desktop or laptop.
6.	Do I need to ensure that my laptop/desktop is compatible to certain browsers to ensure completion of my application? Yes, for further details refer to the ARA Petroleum E-Recruitment Browser Compatibility.
7.	How do I know that my browser is compatible? Check the ARA Petroleum E-Recruitment Browser Compatibility
8.	In case of issues faced across the application experience, whom to contact? Step 1: First check your compatibility Step 2: Refer to the user guide for guidance Step 3: If still faced with issues after going through steps 1 and 2, contact PetroJobs support team.
9.	How do I know that my application is complete? You will receive an email notification from ARA Petroleum e-recruitment system to confirm completion of your application. A complete application does not guarantee being shortlisted or called for an interview. ARA Petroleum reserves the right to respond or contact only those who meet the criteria and confirmed to attend an interview. If you did not receive a response within a month from advertisement closing date, consider your application unsuccessful.
10.	How do I know the status of my application? Go to <u>www.petrojobs.om</u> and click on the tab of "My Account", input your login details and view your application status
11.	Where can I check for my application status in PetroJobs? Go to <u>www.petrojobs.om</u> and click on the tab of "My Account", input your login details and view your application status





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12. What is the password rule to be followed when keying in a password in PetroJobs Portal? You must use minimum 8 characters and at least 1 Alphabet, 1 Number and 1 Special Character in your password.

Do not use recurring character while choosing your password.

- 13. Do I need to create a user name in ARA Petroleum e-recruitment system? No. You will be automatically forwarded to ARA Petroleum e-recruitment system from PetroJobs. Hence, no action is required from you.
- 14. If I apply via Petro jobs and did not get a confirmation from ARA Petroleum that the application is successful, can I assume that my application is complete? ARA Petroleum reserves the right to respond or contact only those who meet the criteria and confirmed to attend an interview. If you did not receive a response within a month from advertisement closing date, consider your application unsuccessful.





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