



Gas and Beyond...

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Company

## GAIL (INDIA) LIMITED

(A Govt. of India Undertaking - a Maharatna Company)

### CAREER OPPORTUNITIES IN VARIOUS DISCIPLINES

GAIL (India) Limited, a Maharatna PSU and India's flagship Natural Gas Company, is integrating all aspects of the Natural Gas value chain (including Exploration & Production, Processing, Transmission, Distribution and Marketing) and its related services. In a rapidly changing scenario, we are spearheading the move to a new era of clean fuel industrialization by creating a quadrilateral of green energy corridors connecting major consumption centres in India with major gas fields, LNG terminals and other cross border gas sourcing points while also expanding its business overseas, thus becoming a formidable player in the International Market.

GAIL (India) Limited, invites applications from Indian nationals for filling up following posts as per category wise vacancies (**including backlog**) indicated against each post in **Table-I** below for the work-centres/ units located in various States across the country:

**Table-I**

Sl. No.	Post	Grade	UR	SC	ST	OBC (NCL)	Total	Post identified as suitable to be held by PWDs in following categories
1.	Junior Engineer (Chemical)	S-7	-	-	02	-	02	OH (OA,OL)
2.	Junior Engineer (Mechanical)	S-7	-	-	01	-	01	HH, OH (OL)
3.	Foreman (Electrical)	S-5	-	-	06	-	06	HH, OH (OL)
4.	Foreman (Instrumentation)	S-5	13	04	08	-	25	HH, OH (OL)
5.	Foreman (Mechanical)	S-5	01	01	-	-	02	HH, OH (OL)
6.	Foreman (Civil)	S-5	12	03	01	06	22	HH, OH (OA, OL, OAL)
7.	Junior Chemist	S-5	03	04	-	03	10	HH, OH (OA, OL, OAL)
8.	Junior Superintendent (Official Language)	S-5	02	02	01	-	05	HH, OH (OA, OL, OAL, BL), VH (B, LV)
9.	Junior Superintendent (HR)	S-5	-	-	02	-	02	HH, OH (OA, OL, OAL, BL), VH (B, LV)
10.	Technician (Mechanical)	S 3	09	02	02	04	17	HH, OH (OL)



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11.	Technician (Instrumentation)	S 3	07	02	01	04	14	HH, OH (OL)
12.	Technician- Electrical	S 3	03	01	-	02	06	HH, OH (OL)
13.	Technician – Telecom & Telemetry	S 3	08	02	01	03	14	HH, OH (OL)
14.	Assistant (Stores & Purchase)	S 3	-	-	-	01	01	HH, OH (OA, OL)
15.	Accounts Assistant	S 3	05	02	01	02	10	HH, OH (OA, OL, OAL, BL), VH (LV)
16.	Marketing Assistant	S 3	12	02	01	06	21	HH, OH (OA, OL, BL), VH (B, LV)
17.	Assistant (HR)	S 3	02	-	-	-	02	HH, OH (OA, OL,OAL, BL), VH (B, LV)
<b>Total</b>			<b>77</b>	<b>25</b>	<b>27</b>	<b>31</b>	<b>160</b>	

### Abbreviations Used

Abbreviations	Explanation
<b>PWD</b>	Persons with Disabilities
<b>HH</b>	Hearing Impaired
<b>OH</b>	Orthopedically Impaired
<b>VH</b>	Visually Impaired
<b>OA</b>	One Arm
<b>OL</b>	One Leg
<b>BL</b>	Both Legs
<b>OAL</b>	One Arm and one Leg
<b>B</b>	Blind
<b>LV</b>	Low Vision
<b>NCL</b>	Non Creamy Layer

### Vacancies Reserved For PWD:

- 01 vacancy of **Technician (Mechanical)** is reserved for PWD (HH) candidates
- 02 vacancies of **Marketing Assistant** is reserved for PWD [VH (LV, B)] candidates
- 01 vacancy of **Accounts Assistant** is reserved for PWD [VH –LV] candidates
- 01 vacancy of **Assistant (Stores & Purchase)** is reserved for PWD (HH) candidates
- 01 vacancy of **Jr. Chemist** is reserved for PWD (HH) candidates

**Persons with Disabilities** belonging to the category/ categories for which the post is identified (as indicated in **Table-I** above) **can also apply even if no vacancies are specifically reserved for them.** Such candidates will be considered for selection for appointment to the post by general standard of merit.



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PWD candidates of relevant category applying against a vacancy specifically reserved for them shall be eligible for the benefit of reservation, **if impairment is not less than 40 % of the relevant disability.**

**1. Essential Qualification(s), Minimum Essential Experience/Credentials and Upper Age Limit in respect of the above Posts are as indicated in Table II below-**

**Table-II-A**

Pay scale: Rs.16300-38500/- (due for revision w.e.f. 01.01.2017)		Grade: S-7	Upper age limit: 45 years for ST Category posts
Sl. No.	Post	Essential Qualification	Minimum Essential Experience/Credentials
1	<b>Junior Engineer (Chemical)</b>	Diploma in Engineering in Chemical/Petrochemical/Chemical Technology/Petrochemical Technology with minimum <b>55% marks</b> for ST Candidates.	<b>08</b> years Post Qualification Experience in line in Chemical discipline in supervisory capacity in State/Central Government Department(s)/Institution(s)/Under taking(s) and/or Large Private Sector Organization(s)/ Institution(s)/Company (ies) of repute as an employee of that Plant/Undertaking/Organisation.  <i>Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.</i>
2	<b>Junior Engineer (Mechanical)</b>	Diploma in Engineering in Mechanical /Production/Production & industrial/Manufacturing/ Mechanical & Automobile with minimum <b>55% marks</b> for ST Candidates.	<b>08</b> years post qualification experience in line in Mechanical discipline in supervisory capacity in State/Central Government Department(s)/Institution(s)/Under taking(s) and/or Large Private Sector Organization(s)/Institution(s)/Comp any (ies) of repute as an employee of that Plant/Undertaking/ Organisation.  <i>Candidates working in Govt./Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.</i>

**Table-II-B**

Pay scale: Rs. 14500-36000/- (due for revision w.e.f. 01.01.2017)		Grade: S-5	Upper age limit: 28 years for UR category posts + applicable age relaxations as per clause no. 4
Sl. No.	Post	Essential Qualification	Minimum Essential Experience/Credentials
1.	<b>Foreman (Electrical)</b>	Diploma in Engineering in Electrical / Electrical & Electronics with minimum <b>60% marks</b> [Candidates applying for UR & OBC (NCL) post]	Minimum <b>02 (Two)</b> years post- qualification experience in line in Electrical discipline in Power/Steel/Cross Country Hydrocarbon Pipelines/ Hydrocarbon Process Plants (i.e. Refinery, Petrochemicals and Fertilizer plants only) of a State/Central Government Undertaking(s) and/or Large Private Sector Organization(s)/Company/Institu- tion of repute, as an employee of that Plant/Undertaking/ Organisation.
2.	<b>Foreman (Instrumentation)</b>	Diploma in Engineering in Instrumentation/Instru- mentation & Control/ Electronics & Instrumentation / Electrical & Instrumentation/ Electronics/ Electrical & Electronics with minimum <b>60% marks</b> [Candidates applying for UR & OBC (NCL) post]	Minimum <b>02 (Two)</b> years post- qualification experience in line in Instrumentation discipline in Power/Steel/Cross Country Hydrocarbon Pipelines/ Hydrocarbon Process Plants (i.e. Refinery, Petrochemicals and Fertilizer plants only) of a State/Central Government Undertaking(s) and/or Large Private Sector Organization(s) of repute, as an employee of that Plant/Undertaking/Organisation.
3.	<b>Foreman (Mechanical)</b>	Diploma in Engineering in Mechanical /Production/Production & industrial/Manufacturin- g/Mechanical & Automobile with minimum <b>60% marks</b> [Candidates applying for UR & OBC (NCL) post]	Minimum <b>02 (Two)</b> years post qualification experience in line in Mechanical discipline in Power/Steel/Cross Country Hydrocarbon Pipelines/ Hydrocarbon Process Plants (i.e. Refinery, Petrochemicals and Fertilizer plants only) of a State/Central Government Undertaking(s) and/or Large Private Sector Organization(s) of repute, as an employee of that Plant/Undertaking/Organisation.

4.	<b>Foreman (Civil)</b>	Diploma in Engineering in Civil with minimum <b>60% marks</b> [Candidates applying for UR & OBC (NCL) post]	Minimum <b>02 (Two)</b> years of post-qualification experience in line in Civil discipline in State/ Central Government Department(s)/ Institution(s)/ Undertaking(s) and/ or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute as an employee of that Plant/Undertaking/Organisation.
5.	<b>Junior Chemist</b>	Full time Master Degree (M.Sc.) in Chemistry of minimum 02 years duration with minimum <b>55 % marks</b> [Candidates applying for UR & OBC (NCL) post]	Minimum <b>2 (Two)</b> years Post qualification experience in line in Quality Control Laboratory of organization in the Hydrocarbon Industry like Oil Refineries, Gas Processing Process Plants, Petrochemical Plants or Fertilizer, steel, Chemical or other relevant process industries of repute as an employee of that Plant/Undertaking/Organisation.
6.	<b>Junior Superintendent (Official Language)</b>	Full time Bachelor Degree of minimum 03 years duration in Hindi Literature with minimum <b>55% marks</b> [Candidates applying for UR & OBC (NCL) post] and Should have English as one of the subjects in Graduation.  Candidates should have basic knowledge & skills in computer applications (MS Office- Excel, Power Point, Word etc.) in office environment.	Minimum <b>03 (Three)</b> years Post Qualification experience in line in English to Hindi translation and vice-versa of various reports, documents, letters etc., preferably State/Central Government/Public Sector Undertakings/Banks/ Financial Institutions of repute as an employee of that Plant/Undertaking/Organisation.
7.	<b>Junior Superintendent (HR)</b>	Full time Bachelor Degree of minimum 03 years duration with minimum <b>55% marks</b> [Candidates applying for UR & OBC (NCL) post] and Diploma in Personnel Management/ Industrial Relations with minimum <b>55% marks</b> [Candidates applying for UR & OBC (NCL) post]  Candidates should have basic knowledge & skills in computer applications (MS Office- Excel, Power Point, Word etc.) in office environment.	Minimum <b>02 (Two)</b> years Post Qualification Experience in Personnel & Administration/ HR Department in State/ Central Government Department(s)/ Organisation(s)/ Undertaking(s) and/ or Large private sector Organisation(s)/ Institution(s)/ Company(ies) of repute as an employee of that Plant/Undertaking/Organisation.

**Table-II-C**

Pay scale: Rs. 12500-33000/- (due for revision w.e.f. 01.01.2017)		Grade: S-3	Upper age limit: 26 years for UR category posts with applicable age relaxations as per clause no. 4
Sl. No.	Post	Essential Qualification	Minimum Essential Experience/Credentials
1.	<b>Technician Mechanical</b>	Matric plus ITI Tradesman ship/ National Apprenticeship Certificate in fitter / diesel mechanic / machinist / turner trade	Minimum <b>02 (Two)</b> years post qualification experience in line in mechanical discipline in Power/Steel/Cross Country Hydrocarbon Pipelines/ Hydrocarbon Process Plants (i.e. Refinery, Petrochemicals and Fertilizer plants only in State/Central Govt. Department/ Organization(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company (ies) of repute.
2.	<b>Technician- Instrumentation</b>	Matric plus ITI Tradesman ship/ National Apprenticeship Certificate in Instrumentation Trade	Minimum <b>02 (Two)</b> years post qualification experience in line in instrumentation discipline in Power/Steel/Cross Country Hydrocarbon Pipelines/ Hydrocarbon Process Plants (i.e. Refinery, Petrochemicals and Fertilizer plants only in State/Central Govt. Department/ Organization(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company (ies) of repute.
3.	<b>Technician- Electrical</b>	Matric plus ITI Tradesman ship/ National Apprenticeship Certificate in Electrical / wireman Trade.	Minimum <b>02 (Two)</b> years post qualification experience in line in electrical discipline in Power/Steel/Cross Country Hydrocarbon Pipelines/ Hydrocarbon Process Plants (i.e. Refinery, Petrochemicals and Fertilizer plants only in State/Central Govt. Department/ Organization(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company (ies) of repute.





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4.	<b>Technician Telecom Telemetry</b> - &	Matric plus ITI Tradesman ship/ National Apprenticeship Certificate in Electronics /Telecommunication trade	Minimum <b>02 (Two)</b> years post qualification experience in line in Process Plants in the area of Plant communication system and SCADA/DCS of a State/Central Government Undertaking(s) and/or Large Private Sector Organization(s), of repute.
5.	<b>Assistant (Stores &amp; Purchase)</b>	Full time Bachelor Degree of minimum 03 years duration with minimum <b>55% marks</b> [Candidates applying for UR & OBC (NCL) post]  Candidates should have basic knowledge & skills in computer applications (MS Office- Excel, Power Point, Word etc.) in office environment.	Minimum <b>1 (One)</b> year Post Qualification Experience in line in the Stores/Contract & Procurement/ Materials Management Department in State/Central Govt. Department/ Organization(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company (ies) of repute.
6.	<b>Accounts Assistant</b>	Full time Bachelor Degree of minimum 03 years duration in Commerce (B. Com) with minimum <b>55% marks</b> [Candidates applying for UR & OBC (NCL) post]  Candidates should have basic knowledge & skills in computer applications (MS Office- Excel, Power Point, Word etc.) in office environment.	Minimum <b>1 (One)</b> year Post Qualification Experience in line in Finance/Accounts Department in State/Central Govt. Department/Organization(s)/ Undertaking(s) and/or Large Private sector Organization (s)/ Institution(s)/ Company (ies) of repute.
7.	<b>Marketing Assistant</b>	Full time Bachelor Degree of minimum 03 years duration in Business Administration (BBA/BBS/BBM) with minimum <b>55% marks</b> [Candidates applying for UR & OBC (NCL) post]  Candidates should have basic knowledge & skills	Minimum <b>1 (One)</b> year Post Qualification Experience in Sales/ Marketing in State/Central Govt. Department/ Organization (s)/Undertaking(s) and/or Large Private Sector Organization/ Institution(s)/Company (ies) of repute.



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		in computer applications (MS Office- Excel, Power Point, Word etc.) in office environment.	
8.	<b>Assistant (HR)</b>	Full time Bachelor Degree of minimum 03 years duration with minimum <b>55% marks</b> for UR & OBC (NCL) category candidates.  Candidates should have basic knowledge & skills in computer applications (MS Office- Excel, Power Point, Word etc.) in office environment.	Minimum <b>1 (One)</b> year Post Qualification Experience in HR functions in State/Central Govt. Department/ Organization (s)/Undertaking(s) and/or Large Private Sector Organization/ Institution(s)/Company (ies) of repute.

**2. Terms and Conditions in respect of Essential Qualification(s) and Essential Experience [As mentioned under relevant column in Table II-A, B & C]**

**2.1** Essential educational qualification(s) required as indicated in **Table-II-A, B & C** against each post are mandatory.

**2.2 Only full time Regular courses will be considered.**

**2.3** All essential qualification(s) must be from UGC recognized Indian University/ UGC recognized Indian Deemed University or AICTE approved courses from Autonomous Indian Institutions/concerned statutory council (wherever applicable). **Diploma in Engineering** qualifications (if applicable) should be recognized by respective State Board of Technical Education.

**2.4** The **candidates possessing Qualifications higher than the notified qualification [in full time mode]** as detailed below against the particular posts [refer Job Specifications at Table II-A, B & C above] **shall not be considered Eligible:**

- **For posts at S.NO. 1 to 2 of Table II-A and S.NO. 1 to 4 & 6 to 7 of Table II B:** BE/B Tech or any full time Post Graduate Degree/Diploma including Masters/MBA Degree
- **For post at SNO. 5 of Table II- B:** Phd
- **For posts at SNO. 1 to 8 of Table II- C:** Diploma in Engineering and or BE/B Tech or any full time Post Graduate Degree/Diploma including Masters/MBA Degree

**Suppression of information regarding possession or attainment of higher qualification shall render a candidate INELIGIBLE for consideration at any stage of selection and termination of services at any time during employment, if recruited.**





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- 2.5 In case of Degree/ Diploma in Management qualifications where there is a mention of Dual specialization, one of the specializations necessarily needs to be function specific** for which the post has been advertised.
- 2.6** Minimum percentage of marks in the essential qualification(s) as indicated above shall be considered as per rules/ norms of the concerned Institute/ University.
- 2.7** Wherever percentage of marks is specified in essential qualification, the same shall be considered without rounding off. Wherever CGPA/ OGPA or letter grade in a Diploma/Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/Institute. Candidate will be required to submit documentary proof/ certificate to this effect from the Institute/ University at the time of further Selection Process, if called for the same.
- 2.8** Minimum Essential Post Qualification Experience should be full time (including experience as Foreman (Trainee)/Diploma Engineer Trainee (DET) in line in State/ Central Government Department(s)/ Institution(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute should be as on **30.11.2018. However, Industrial/Vocational/Articleship/Apprentice Training will not be considered as experience.**
- 2.9 a. For posts at Sl. No. 1 to 2 in Table-II-A & Sl. No. 1 to 7 in Table-II-B above: Experience of candidates working on contract basis through empanelled agency/ contractor** (i.e. those who have been deployed on contract basis by some other agency/ organisation for working on project/ construction/O&M or any other activity) **will not be considered.** For these posts, only direct work experience including **fixed term basis employment in a State/ Central Government Department(s)/ Organisation(s)/ Undertaking(s) and/ or Large Private Sector Organisation(s)/ Institution(s)/ Company(ies) of repute will be taken into consideration.**
- b. For posts at Sl. No. 1 to 8 in Table-II-C above:** Experience of candidates working in a Department in State/Central Govt. Department/Organization(s)/Undertaking(s) and/or Large Private Sector Organization/ Institution/ Company of repute would mean the Organization/ Institution/ Company **where he/she is working/has worked or has been deployed** to work by his/her employer.
- c. Large Private Sector Organization/ Institution /Company of repute shall include listed companies** [which would mean and include Companies listed on NSE or Group A & B of BSE] **OR** Organizations/Institutes with more than 500 employees in the last financial year **OR** Annual Turnover of more than Rs. 250 crores in the last financial year. The candidates are required to submit suitable documentary proof to establish the same.

### 3. Relaxation in Minimum Qualifying Percentage of Marks In Essential Qualification(s)

Relaxation in minimum qualifying percentage of SC/ ST and PWD category candidates has been provided as per following:-

**3.1 Wherever minimum qualifying percentage of marks (refer to Table-II B & C) have been specified for UR & OBC (NCL) category candidates, a 5% relaxation will be provided for SC, ST and PWD category candidates.**

**3.2 SC/ ST /PWD candidates applying against unreserved posts** shall be considered under general standard of merit and **no relaxation in minimum qualifying percentage** of marks in education qualification shall be available to them.

### 4. Upper Age Limit and Age Relaxation

**4.1** Upper Age Limit for the above mentioned posts shall be as indicated in **Table-II- A, B & C** above as on **30.11.2018**.

*The relaxation in upper age limit as detailed in **Table -III** below is applicable only in respect of posts which are reserved for SC/ ST/ OBC (NCL)/PWD category candidates*

**Table-III**

Sl. No.	Category	Applicable age relaxation (in years)
1	SC/ST	5
2	OBC(NCL)	3
3	PWD- GENERAL	10
4	PWD-OBC(NCL)	13
5	PWD- SC/ST	15

**4.2 Relaxation in age limit shall be applicable for PWD category candidates irrespective of the fact whether the post is reserved or not**, provided the post is identified suitable for concerned PWD category candidates.

**4.3** The upper age limit is also relaxable by **05 years** for candidates domiciled in **the State of Jammu & Kashmir** between 01.01.1980 and 31.12.1989.

**4.4 SC/ ST/ OBC (NCL) category** candidates applying for a **post marked Unreserved (UR)** shall be considered under **general standard** of merit and no relaxation in upper age limit shall be available to them.

**4.5** In case of Ex-servicemen who have put in **not less than six months** continuous service in the Armed Forces of the Union, they shall be allowed to deduct the period of such service from their actual age, and if the **resultant age does not exceed by more than 03 years the maximum age limit prescribed** for the post/ services for which a candidate seeks appointment, he/ she will be deemed to satisfy the conditions regarding the age limit.



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**4.6** Age relaxation is extended to the members of Co-operative Societies i.e., M/s Progressive Technical Workers Cooperative Society Limited, Vaghodia & Vadodara, M/s Allied Services Workers Cooperative Society Limited, Vaghodia, M/s Vasishtha Techno and Non-Techno Crafts Labour Contracts Co-operative Society Limited, Rajahmundry and Project Affected Persons of different GAIL locations subject to submission of true copies of supporting documents and also subject to the same being found in order.

**4.7 Maximum upper age of the applicants shall not exceed 56 years including all possible age relaxations.**

## **5. EMOLUMENTS** [due for revision w.e.f. 01.01.2017]

**5.1** The candidates selected for post(s) in various grades shall be on probation for a period of one year and shall draw initial basic pay in the corresponding pay scales as indicated in **Table-IV** below:

**Table-IV**

<b>Grade</b>	<b>Pay Scale</b>	<b>Initial Basic Pay</b>
S-7	Rs.16, 300-38,500/-	Rs.16,300/-
S-5	Rs.14, 500-36,000/-	Rs. 14,500/-
S-3	Rs.12, 500-33,000/-	Rs. 12,500/-

**5.2 Pay and Allowances:** Basic Pay as applicable in the grade, Variable Dearness Allowance (VDA) at the applicable rates and perks & allowances under Cafeteria Approach.

**5.3 Variable Pay:** Performance Related Pay based on individual and organizational performance.

**5.4 Other Benefits:** Company Accommodation/ Leased Accommodation/ HRA, medical facility, group insurance, house building advance, conveyance advance, furnishing advance/ PC advance, etc. as per rules of the company.

**5.5 Superannuation Benefits:** Besides Contributory Provident Fund, Gratuity and Pension, employees who superannuate from GAIL after rendering a minimum of 15 years of service will also be entitled to Post-Retirement Medical Benefits.

**5.6** All the above benefits will be governed by the policy of the Company in force and as amended from time to time.

## **6. PLACEMENT/ ASSIGNMENTS**

The selected candidates may be posted at any of the installations/ projects/ offices, etc. of GAIL (India) Limited or any of the subsidiaries/ Joint Ventures of GAIL (India) Limited or deputed to any Department of Govt. of India/ other PSUs, etc. The selected candidates may be assigned jobs/ functions/ assignments as per the business requirements of the Company including shift operations.

## **7. APPLICATION FEE**

**7.1** Before registering/applying online, candidates belonging to **General and OBC (NCL)** category are required to pay a **non-refundable** application fee of **Rs. 50/-** (Rupees



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Fifty only) (excluding applicable bank charges) through SBI collect payment gateway by any one of the following 03 modes:

1. Net banking of any Nationalised/ Private Banks
2. Card payments of any Nationalised/ Private Banks
3. Other Payment Mode: Pre Acknowledgement Payment (PAP) form through State Bank of India Branch.

The application fee is to be paid by logging into website of State Bank of India ([www.onlinesbi.com](http://www.onlinesbi.com)) and further selecting the option "State Bank Collect". **The User Manual** for payment of application fees is available at **GAIL website** ([www.careers.gail.co.in](http://www.careers.gail.co.in)). Further, the detail of the **SBCollect** Reference Number is to be filled up in the online registration form. The Application fee once deposited/ paid **will not be allowed to be withdrawn** and the application fee once paid will **neither be refunded on any** account nor would this fee be held in reserve for future exam/ selection.

**7.2** A document explaining the steps of the payment process is available on the GAIL website. The same can be accessed from this link:

<http://gailonline.com/careers/currentOpnning/GAIL-OPEN-MISC-1-2017/UserManualForPayment.pdf>

**7.3** The Application fee once deposited/ paid **will not be allowed to be withdrawn** and the application fee once paid will **neither be refunded on any** account nor would this fee be held in reserve for future exam/ selection.

**7.4 SC/ ST/ PWD category candidates are exempted from payment of application fees** subject to submission of true copy of certificate(s) as applicable, issued by the Competent Authority in the Central Govt. format(s) at the time of further Selection Process.

## 8. HOW TO APPLY

**8.1 CANDIDATES WILL BE REQUIRED TO APPLY ONLINE THROUGH GAIL WEBSITE** ([www.gailonline.com](http://www.gailonline.com)): No other means / mode of application shall be entertained. Application portal for the same shall remain open from **1100 hrs. on 14.11.2018 to 1800 hrs. on 30.11.2018**

**8.2** Candidates can apply for **ONE POST ONLY**. In case of more than one application by a candidate, the application submitted on later date shall be considered for the purpose of this advertisement. No further correspondence regarding this shall be entertained.

**8.3** Before registering/applying online, candidates are advised to go through **Detailed Instructions**. The candidate should possess the following and keep the same handy while applying online:

(i) *Valid email ID and mobile no.*

(ii) *SBCollect Reference Number generated by State Bank of India.*



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(iii) Scanned copy of self-attested recent passport size colored photograph (3.5 X 4.5 cm) of the candidate. Size of file should be upto 100kb in .Jpg/ .jpeg format only.

(iv) Scanned copy of signature (signed on white paper with black pen) of the candidate. Size of file should be upto 100kb in .Jpg/ .jpeg format only.

(v) Scanned copies of self-attested (a) Caste certificate for SC/ST/OBC (NCL) (in prescribed format) if applicable (b) PWD Certificate if applicable (c) Photo ID complete with Date of Birth (d) Pass certificate in case of ITI/mark sheet of final semester/year (showing final/overall marks in the essential degree/diploma)

- 8.4** Candidates should have a valid personal e-mail ID and mobile number. It should be kept active during the entire recruitment process. Registration number, password, and all other important communication will be sent on the same registered e-mail ID (please ensure that email sent to this mailbox is not redirected to your junk/spam folder).
- 8.5** Candidates should take utmost care to furnish the correct details while filling in the on-line application. YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF STEP-III. Once the form is submitted, it can't be edited.
- 8.6** The step by step process for submitting the application form for the same is given below:
- 8.6.1** Step-I: Payment of application fee (if applicable) on the GAIL SBI COLLECT page. For detailed procedure for payment of fees refer clause 7.2 above.
- 8.6.2** Step-II: Registration using Personal Details, Contact details, and the SB collect reference number. Login Id and password will be sent to you through e-mail on registered e-Mail Id and through SMS on registered mobile number.
- 8.6.3** Step-III: Login to complete the Personal Details, Qualification Details, Declaration.
- 8.7** After submitting online application, candidate is required to keep the copy of the Application form with unique Application Sequence number handy. The same can be downloaded from the site after expiry of the last day for online application submission. Please keep this form for future references against this recruitment process.
- 8.8** Candidates are **NOT** required to submit hard copy of application form to GAIL at this stage.
- 8.9** In case the candidate is called for **further Selection Process**, he/she has to bring the downloaded application form with all **ORIGINAL DOCUMENTS** [in the order as mentioned below] together with ONE SEPARATE SET OF PHOTO COPY of all documents duly **SELF ATTESTED** (in the same order) at the time of further Selection Process, **failing which he/ she will not be permitted to appear** in the further Selection Process:
- (i) Copy of SBCollect Reference Number generated by State Bank of India.





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- (ii) Print out of the Online Application form with 02 recent passport size photographs (same photograph as uploaded on the online application form) along with signature on the application form.
- (iii) Document in support of Date of Birth proof – Matriculation/ Class-X Certificate/ Mark Sheet/ Admit Card issued by the Board.
- (iv) Caste/Tribe certificate [for SC/ ST/ OBC (NCL) category candidates as applicable] in the prescribed format issued by the Competent Authority as prescribed by Government of India. OBC (Non Creamy Layer) category candidates are required to submit **latest Caste certificate**.
- (v) Disability certificate [in case of PWD category candidates] in the prescribed format issued by the Competent Authority.
- (vi) Ex-servicemen Proof (in case of Ex-servicemen candidates).
- (vii) All Certificates/Testimonials in respect of qualifications (all semester/year wise Mark Sheets, Degree & Diploma certificates starting from matriculation onwards).
- (viii) Complete and Proper Experience certificates/ Documents issued by the Employer in support of experience details mentioned by the candidate in the online Application Form.

Only following types of documentary proofs towards experience will be considered:

**I. For Past Employment:**

- Appointment letter clearly mentioning the **date of joining** the organization and also acceptance of resignation letter/ relieving order/ last Pay Slip **AND**
- Experience letter [incl. roles & responsibilities] issued on letter head of the Company complete with name, designation and contact details of the Issuing Authority indicating designation and date of joining as well as date of relieving from the organization by the employee concerned.

**II. For Current Employment:**

- Appointment letter clearly mentioning the date of joining the organization along **with any of the following optional** documents:
  - ✓ Identity card issued by current employer
  - ✓ Annual Increment letter
  - ✓ Promotion order/Transfer order etc.

**AND**

- Experience letter [incl. roles & responsibilities] issued on letter head of the Company complete with name, designation and contact details of the Issuing Authority indicating designation and date of joining the organization of the employee concerned **along with** latest pay slip





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In the event of **absence of appointment letter/Experience letter/ details of Roles & responsibilities and latest pay slip**, candidature of such candidates shall be **liable to rejection**.

- (ix) **NOC/ Forwarding Letter from the employer** in case the candidate is employed in Central/ State Government Department, Central/ State PSU or Semi Government organization.
- (x) **Valid ID Proof:** PAN Card/ Voter ID/ Aadhaar Card/ Driving License etc.
- (xi) **Candidates should ensure that they bring all the documents as mentioned above to the venue of further Selection Process. In the event of failure of candidate to submit any of the required documents as mentioned above, candidature of such candidate shall be liable to be rejected.**

**8.10** **Two** copies of the same photo (as uploaded on the online application) should be retained for future use. Candidates are advised not to change their appearance till the recruitment process is complete.

**8.11** GAIL would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/ she has applied. The application fee paid by ineligible candidates shall be forfeited. No correspondence shall be entertained in this regard.

**8.12** Queries, if any, may be addressed to [gailhelpdesk2018@gmail.com](mailto:gailhelpdesk2018@gmail.com) **OR Phone No. 18002667078 only (10 AM to 5 PM on working days)**. Applicants may kindly note that only such queries which are relevant to this advertisement and have not been addressed in the above advertisement shall be replied to.

## **9. HEALTH/MEDICAL FITNESS**

**9.1** Appointment to the above posts will be subject to the candidate being medically fit as per the standards prescribed for the post by the Company. Every candidate appointed to a post in the Company shall be required to get his/her Pre-Employment Medical Examination done in a Central/ State Government Hospital (having the status of minimum District Hospital) or in GAIL nominated empanelled hospitals and submit Medical reports in the prescribed formats issued by Medical Authority i.e., Chairman of Medical Board or Civil Surgeon or Medical Superintendent or Chief Medical Officer or equivalent of a Central/ State Government Hospital (having the status of minimum District Hospital) or in GAIL nominated empanelled hospital. Acceptance of joining will be subject to the Medical Fitness Certificate so issued by the Medical Authority and being further accepted by designated CMO, GAIL (India) Limited. GAIL reserves the right to re-examine or review the Medical Examination report submitted by the candidate without assigning any reason and decision of GAIL's designated CMO will be final and binding.

**9.2** Candidates are advised to ensure that they are Medically Fit as per GAIL's Pre-Employment Medical Standard. Candidates are advised to go through detailed guidelines on Medical Standards/ Norms for Medical Fitness and Pre-Employment Medical Examination available on GAIL Career Website ([www.gailonline.com](http://www.gailonline.com)).

## 10. SELECTION PROCESS

- 10.1** Candidates fulfilling all the eligibility criteria (based on the application as submitted in the online application), will be considered for further Selection Process. Depending on the number of candidates fulfilling all criteria, candidates will undergo single stage/ multiple stage selection process. In the event of number of applications being large, GAIL will adopt shortlisting criteria to restrict the number of candidates to be called for further selection process to a reasonable number by suitably raising the minimum eligibility standards.
- 10.2** Screening and selection will be based on the details provided by the candidates; hence it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong/ false information will be a disqualification and GAIL will not be responsible for any consequence of furnishing such wrong/ false information.
- 10.3** If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong information; their candidature will be Summarily Rejected. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.
- 10.4** All the details given in the online form will be treated as final and no changes will be entertained.
- 10.5** It may please be noted that submission of online applications under factious/ pseudo names/ email ids is strictly prohibited. Any candidate resorting to such practices will be liable for suitable action under the provisions of IT Act 2000.
- 10.6** Following selection process shall be adopted for posts mentioned in **Table-V** below:

**Table-V**

SL. No.	Post	Selection Process
1.	Jr. Engineer (Chemical)	Written Test and/or Trade Test in the relevant discipline
2.	Jr. Engineer (Mechanical)	Written Test and/or Trade Test in the relevant discipline
3.	Foreman (Electrical)	Written Test and/or Trade Test in the relevant discipline
4.	Foreman (Mechanical)	Written Test and/or Trade Test in the relevant discipline
5.	Foreman (Instrumentation)	Written Test and/or Trade Test in the relevant discipline
6.	Foreman (Civil)	Written Test and/or Trade Test in the relevant discipline
7.	Jr. Chemist	Written Test and/or Trade Test in the relevant discipline
8.	Junior Superintendent (Official Language)	Written Test and/or Skill Test [i.e. Computer Proficiency Test and/or Translation test]



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9.	Junior Superintendent (HR)	Written Test and/or Skill Test [i.e. Computer Proficiency Test]
10.	Technician - Mechanical	Written Test and/or Trade Test in the relevant discipline
11.	Technician - Electrical	Written Test and/or Trade Test in the relevant discipline
12.	Technician - Instrumentation	Written Test and/or Trade Test in the relevant discipline
13.	Technician – Telecom & Telemetry	Written Test and/or Trade Test in the relevant discipline
14.	Assistant (Stores & Purchase)	Written Test and/or Skill Test and/or Computer Proficiency Test
15.	Accounts Assistant	Written Test and/or Skill Test and/or Computer Proficiency Test
16.	Marketing Assistant	Written Test and/or Skill Test and/or Computer Proficiency Test
17.	Assistant (HR)	Written Test and/or Skill Test and/or Computer Proficiency Test

**10.7** The selection process as indicated above is tentative. Selection Process may, however, vary depending upon the administrative/ business requirements of the Company/GOI directives.

**10.8 Test Centers:** - Candidates have to give preference of city as their Test Centre while filling online application and no change under any circumstances will be considered subsequently. However, GAIL reserves the right to assign any test centre, cancel or add any center. The test Center options are- **Delhi NCR, Bhopal, Mumbai, Kolkata, Hyderabad.**

## **11 Other Terms & Conditions and General Instructions**

**11.1 Only Indian Nationals above 18 years of age** are eligible to apply.

**11.2** The candidates should ensure that they fulfill all the eligibility criteria and other conditions of this advertisement and that the particulars furnished by them in the online application and the documents submitted by them later on (in terms of Clause 8.9 as mentioned above) are correct in all respects. **Mere admission to the selection process does not imply that the Company (GAIL) has been satisfied about the candidate's eligibility. In case it is detected at any stage of the recruitment process that a candidate does not fulfill any of the eligibility criteria, and/ or that he/ she has furnished any incorrect information or has suppressed any material fact(s), his/ her candidature will stand cancelled. If any of these shortcomings(s) is/ are detected even after appointment, his/ her services will be summarily terminated.**

**11.3** The details entered by the candidate at the time of online registration are final and binding. While applying the candidates should enter their name as it appears in the SSC/Matriculation Certificate. Further, request for change of Mailing Address/email ID/ Category/Posts as declared in the online application will not be entertained.



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- 11.4 Candidates should possess a valid email ID.** Candidates are advised to keep the email ID (to be entered compulsorily in the online application form) active for at least one year. No change in the email ID will be allowed once entered. **All correspondence with candidates shall be done through email only.** All information/ communication regarding participating in the Selection Process shall be provided through email to the candidates found apparently eligible based on the online application data and documents submitted. Responsibility of receiving and downloading of information/ communications etc. will be of the candidate. GAIL will not be responsible for any loss of email sent, due to invalid/ wrong email ID provided by the candidate and no correspondence in this regard will be entertained.
- 11.5** Only short listed candidates who are found apparently eligible based on the online application data will be called for participating in further Selection Process. In case the applicant does not receive any communication within **120 days** from the date of publication of this advertisement, it may be presumed that he/ she has not been short listed for further Selection Process.
- 11.6** Category [**SC/ ST/ OBC (NCL)/ PWD**] once filled in the online application form will not be changed and no benefit of other category will be admissible later on.
- 11.7** The OBC candidates who belong to **“CREAMY LAYER”** are not entitled for OBC concession and such candidates have to indicate their category as “General”.
- 11.8** Relaxations/ Reservations for SC/ ST/ OBC (Non Creamy Layer)/ PWD (degree of impairment 40% or above)/ Ex-Serviceman as per Government Directives are applicable.
- 11.9 Degree of Disability for reservation**  
Only such PWD category candidates would be eligible to get the benefit of reservation with impairments not less than 40% of relevant disability. For claiming the benefit of **PWDs**, the candidates will have to submit a disability certificate as per formats prescribed by the Ministry of Social Justice and Empowerment vide notification no. G.S.R.2 (E) dated 30.12.2009 in support of their claim. To download the prescribed format please click relevant link **“Download prescribed format for SC/ ST/ OBC (NCL)/ PWD certificate”** available on ‘Careers’ section of GAIL website **www.gailonline.com**. In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority as prescribed by Government of India, his/ her candidature will not be considered.
- 11.10** Candidates belonging to **SC/ ST** category should produce their caste certificate in the prescribed format issued by Competent Authority as prescribed by Government of India in support of their claim. To download the prescribed format please click relevant link **“Download prescribed format for SC/ ST/ OBC (NCL)/ PWD certificate”** available on ‘Careers’ section of GAIL website [www.gailonline.com](http://www.gailonline.com). In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority as prescribed by Government of India, his/ her candidature will not be considered.
- 11.11** Candidates belonging to **OBC (Non-Creamy Layer)** category should produce their **latest** caste certificate in the prescribed format issued by Competent Authority as prescribed by Government of India in support of their claim. To download the prescribed format please click relevant link **“Download prescribed format for SC/**



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**ST/ OBC (NCL)/ PWD certificate**” available on ‘Careers’ section of GAIL website [www.gailonline.com](http://www.gailonline.com). The name of the caste and community indicated in the OBC (NCL) certificate must appear in the central list of Other Backward Classes. In case, the candidate fails to produce his/her latest caste certificate in the prescribed format issued by Competent Authority as prescribed by Government of India, his/ her candidature will not be considered. Further, OBC (NCL) candidates will have to give a self-undertaking indicating that they belong to OBC (NCL) category at the time of participating in the Selection Process, if called for the same.

Candidates who are registered with Local Employment Exchange(s) and meet the prescribed eligibility criteria, whose names are sponsored to GAIL (India) Limited against this notification **are advised to apply Online on GAIL’s recruitment portal. No other mode of application in this regard will be entertained.**

- 11.12** Candidates presently employed in Central/ State Government Department, Central/ State PSUs/Bank or Semi Government Organization must produce **NOC** from their present employer at the time of further Selection Process. In case, the candidate fails to produce **NOC** from his/ her present employer at the time of further Selection Process, his/ her candidature will not be considered.
- 11.13** Candidature of the registered candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
- 11.14** GAIL reserves the right to raise the minimum eligibility standards. GAIL also reserves the right to fill or not to fill all or any of the above positions and cancel/ restrict/ enlarge/ modify/ alter the recruitment/ selection process without any further notice or assigning any reasons whatsoever.
- 11.15** The prescribed qualification/ experience criteria are minimum and mere possession of the same does not entitle a candidate for participating in the Selection Process. GAIL’s decision shall be final in this regard.
- 11.16** The candidates will have the option to appear for Written Test either in Hindi or English.
- 11.17** **No Travelling expense would be payable to candidates called for the written test.**
- 11.18** The-list of selected candidates for appointment to the above posts will be displayed on GAIL Website [www.gailonline.com](http://www.gailonline.com) for the information of the candidates in due course of time. Candidates are advised to visit GAIL Website [www.gailonline.com](http://www.gailonline.com) for latest updates. Any corrigendum/addendum or updates with regard to this advertisement shall be made available on our website Applicants are advised to check GAIL website periodically for important updates.
- 11.19** Any canvassing directly or indirectly by the applicant will disqualify his/ her candidature. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of **Delhi High Court** only.



## 11.20 IMPORTANT DATES

Sl. No.	Activity	Date
1	Commencement of On-Line registration of application by candidates	<b>14.11.2018 (11.00 hrs.)</b>
2	Last date for on-line registration of application by candidates	<b>30.11.2018 (18.00 hrs.)</b>

## 12. IMPORTANT

12.1 The Online Application shall be deemed to be submitted only upon receipt of Application Fee (as applicable), upload of Self Attested - Photograph and other documents as mentioned at clause 8.3 above.

12.2 Candidates are advised in their own interest to complete the registration process, pay application fee online (as applicable) and final submission of online application sufficiently in advance before the last date so as to avoid the possibility of disconnection /inability / failure to log on to the website on account of heavy load on internet or website jam.

12.3 We hereby caution the general public not to fall prey to the dubious agencies/organizations/individuals/aiming at fleecing money from the innocent public. Don't believe any advertisement/job announcement of GAIL (I) Limited circulated through e-mail, social media etc. Please rely on information hosted on our website [www.gailonline.com](http://www.gailonline.com) for any job/career related information pertaining to GAIL (I) Limited.

**ADVT. No: GAIL/OPEN/MISC/5/2018**



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