

## IMPORTANT INSTRUCTIONS BEFORE YOU APPLY ONLINE

Please go through the detailed advertisement and ensure that you meet all the eligibility requirements and other conditions specified in the detailed advertisement, before you start filling up the Application ONLINE.

Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data / details ready before you start filling up the Application ONLINE such as:

- Mark-sheets of all the semesters/years in respect of your qualification for properly indicating aggregate percentage of marks received. Minimum percentage of marks in essential qualification(s), as specified shall be considered as per Institute/University rules/norms. Wherever, CGPA/ OGPA or letter Grade in a Diploma is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/ Institute. Candidates will be required to submit documentary proof/ certificate to this effect from the Institute/University at the time of Interview, if called for the same.
- Experience details along with industry type, dates, position title, pay scales & function details. In case you have served at different position in an organization, details of different positions held in the organization with dates, position title, pay scales & function details.
- 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.
- You must possess a valid e-mail ID for applying Online as the same will be used for future correspondence with you. Please create a new e-mail ID, if you do not have one, prior to filling up Online Application.
- Candidates belonging to SC/ST/OBC (NCL)/PWD category will be required to submit relevant caste certificate(s)/ PWD certificate in the proper format issued by the Competent Authority as prescribed by Government of India, along with the hard copy of the online application form. 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)
- Candidates belonging to General and OBC (Non Creamy Layer) category are required to pay a non-refundable application fees of Rs.200/- (Rupees Two Hundred only) by Demand Draft / Pay Order drawn in favour of GAIL (India) Limited payable at New Delhi. The candidate is required to keep the Demand Draft Number and other details pertaining to application fees ready for submitting the online application (Details such as bank name, branch name, city, date and the DD Number).
- After successfully submitting Online Application, you will receive an auto generated e-mail confirming successful submission/ registration of your Online Application.
- After applying online, candidate is required to download the Application Form generated by the system in duplicate with unique registration number, space for photograph and signature and other details. The candidate has to send one print out of the Application Form duly signed and affixing latest passport size colour photograph along with required demand draft (wherever applicable) and attested true copies of testimonials/ Certificates with regard to proof of age, qualifications, caste/ tribe certificate (for SC/ST/OBC(NCL) Candidates as applicable), Disability certificate (in case of PWD candidates), Ex-serviceman proof (in case of Ex-serviceman candidates), Experience certificates/ document (issued by the Employer in support of experience details as mentioned in the Online Application Form) etc. as stipulated in the detailed advertisement. The registration number, name, post and category should be written at the back of the demand draft. In case of any overwriting or tampering of Application Form, the candidature of the concerned candidates shall be rejected. The Envelope containing above details should be superscribed with "APPLICATION FOR THE POST OF \_\_\_\_\_" (POST, REGN. NO. and CATEGORY: GEN/SC/ST/OBC(NCL)/ PWD/ EXSER as the case may be) and should be sent by ORDINARY POST to :

Deputy Manager (HRD),  
GAIL (India) Limited, GAIL Bhawan,  
16, Bhikaiji Cama Place, R K Puram,  
New Delhi- 110 066

- The application and other details as mentioned above must reach the above mentioned address latest by **29.09.2014**.
- In case you face any difficulty while applying Online, you can write to us at [career@gail.co.in](mailto:career@gail.co.in)



**GAIL (INDIA) LTD**  
**GAIL BHAWAN, 16, BHIKAIJI CAMA PLACE,**  
**NEW DELHI - 110066. PHONE: 011-26172580**

Email: [career@gail.co.in](mailto:career@gail.co.in)

Corporate Identification No. \_\_\_\_\_

GAIL (India) Limited, a Maharatna PSU, invites applications from Indian nationals for filling up post and category wise vacancies of Executives against each post as indicated in **Table-I** below:

**Table - I**

Posts	Grade	UR	SC	ST	OBC(NCL)	PWD	Total
Officer (Library)	E-1	01	-	-	-	-	01
Officer (Official Language)	E-1	03	-	-	01	-	04
Officer (Laboratory)	E-1	03	-	-	01	-	04
<b>Total</b>							<b>09</b>

[UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC(NCL)-Other Backward Classes (Non Creamy Layer), PWD – Persons With Disabilities ]

The total number of vacancies indicated above is tentative. Actual requirement may, however, increase / decrease depending upon the business requirements of the Company.

1. Required Minimum Essential Qualifications, Required Minimum Essential Experience and Upper Age Limit for the above posts is as per following **Table II** :

**Table- II**

Posts/Grade & Pay Scale	Minimum Essential Qualifications	Minimum Essential Experience	Upper Age Limit
<b>Officer (Library)</b> Grade: E-1 Pay scale: Rs. 20,600 – 46,500/-	Graduate with Master Degree in Library Science with minimum 60% marks	Minimum 3 years Post Qualification Executive Experience in line. Candidates working in Govt./Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale	32 Years
<b>Officer (Official Language)</b> Grade: E-1 Pay scale: Rs. 20,600 – 46,500/-	Master Degree in Hindi Literature with minimum 60% marks. Should have English as one of the subjects in graduation. <i>Desirable</i> : Degree or Diploma in translation in Hindi to English and vice-versa from any recognized University or equivalent	Minimum 3 years Post Qualification Executive Experience in line. Candidates working in Govt./Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale	32 Years
<b>Officer (Laboratory)</b> Grade: E-1 Pay scale: Rs. 20,600 – 46,500/-	Master Degree (M.Sc.) in Chemistry with minimum 60 % marks.	3 years Post Qualification Executive Experience in line in quality control laboratory of large organization in Hydrocarbon industry like Oil Refineries, Gas processing plants, Petrochemical plants or Fertilizer, Steel, Chemical or other relevant process industries. Candidates working in Govt./Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale	32 Years

2. **TERMS AND CONDITIONS IN RESPECT OF ESSENTIAL QUALIFICATION(S) AND ESSENTIAL EXPERIENCE [As mentioned under relevant column in Table II]**

2.1. Minimum essential educational qualification(s) required for each post shall be as indicated above.

2.2. Only full time Regular courses will be considered. This shall include all qualifications starting from **Class X and XII examinations, Diploma, Graduation and Post-Graduation etc.** as specified under the essential qualifications column in Table II.

- 2.3.** All minimum 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).
- 2.4.** *Minimum percentage of marks in the essential qualification(s), as specified shall be considered as per Institute/University rules/norms.*
- 2.5.** Wherever CGPA/OGPA or letter grade in a degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/Institutes. ***Candidates will be required to submit documentary proof/ certificate to this effect from the Institute/University at the time of Interview, if called for the same.***
- 2.6.** Relevant experience mentioned against each vacancy should be necessarily post-qualification. Industrial/Vocational/Apprentice Training as part of course will not be considered as experience. For the above posts, Minimum Essential Post Qualification Experience in line should be as on **22.09.2014**.
- 2.7.** ***Experience of candidates working through contract/ad-hoc/temporary basis or those who have been deployed by some other organizations for working on project/construction/O&M or any other activity will not be considered. Only direct work experience in an organization will be taken into consideration.***

### **3. RELAXATION IN MINIMUM PERCENTAGE OF MARKS IN EDUCATIONAL QUALIFICATIONS**

Relaxation in minimum percentage of marks in essential qualification(s) in respect of PWD candidates has been provided as per following:

3.1 Wherever minimum percentage of marks have been specified as 60%, **relaxed minimum educational qualification percentage in respect of PWD candidates is 55%.**

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

### **4. UPPER AGE LIMIT & AGE RELAXATION**

4.1 The Upper Age Limit for various posts as specified above is as on **22.09.2014**.

4.2 The upper age limit is relaxable by 03 years for OBC(Non-Creamy Layer) candidates. It is also relaxable by 05 years for PWD-General and 08 years for PWD-OBC(NCL). The above relaxation in upper age limit is applicable only in respect of posts which are reserved for OBC (NCL) candidates. SC/ST/OBC(NCL) candidates applying against unreserved (UR) posts shall be considered under general standard of merit and no relaxation in upper age limit shall be available to them.

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 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 posts/ services for which a candidate seeks appointment, he/she be deemed to satisfy the conditions regarding the age limit.

### **5. EMOLUMENTS:**

**5.1.** The Selected candidates for the posts in **E-1 Grade** will be placed in the pay scale of **Rs.20,600 - Rs.46,500** at the Basic Pay of Rs.20,600 with one year probation in **E-1** grade.

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

All the above benefits will be governed by the policy of the Company in force & amended from time to time.

## **6. PLACEMENT/ASSIGNMENTS**

- 6.1** 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.** Candidates belonging to **UR and OBC(Non Creamy Layer) categories** applying for the posts in E-1 grade are required to pay a non- refundable application fees of Rs. 200/- by **Demand Draft/Pay Order** drawn in favour of **GAIL (India) Limited** payable at **New Delhi**. The Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for future exam/ selection.
- 7.2.** PWD candidates are exempted from payment of application fees. However, for claiming exemption in application fees, PWD candidates will have to attach a true copy of disability certificate in the prescribed format issued by Competent Authority at the time of forwarding hard copy of the Application Form as mentioned below (Clause No. 8.2)

## **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 accepted. Website will be open from **1100 hrs on 08.09.2014 to 1800 hrs on 22.09.2014**.
- 8.2.** After applying online, candidate is required to download the Application Form generated by the system with unique registration number, space for photograph and signature and other details. The candidate has to send one print out of the Application Form duly signed and affixing latest passport size colour photograph along with required demand draft (wherever applicable) and true copies of the following testimonials/documents to the address as mentioned in clause No. 8.5 below:
- Document in support of **Date of Birth**.
  - **Caste/Tribe certificate**[for SC/ST/OBC(NCL) candidates as applicable] in the prescribed format issued by the Competent Authority as prescribed by Government of India, Disability certificate [in case of PWD candidates] in the prescribed format issued by the Competent Authority and Ex-servicemen Proof (in case of Ex-servicemen candidates). OBC (Non Creamy Layer) category candidates are required to submit the **latest caste certificate**.

- All Certificates/Testimonials in support of **qualifications** (all semester/year wise mark sheet & degree certificate starting from matriculation onwards).
- Complete and proper **experience certificates/documents** issued by the Employer in support of experience details mentioned by the candidate in the online Application Form.
- **NOC/Forwarding Letter** from the employer in case the candidate is employed in Central/State Government/ PSU/Semi Government organization.

***Candidates should ensure that they submit all the documents mentioned above. In the event of failure of candidate to submit any of the required documents as mentioned above within the stipulated period, candidature of such candidate shall be liable to be rejected.***

- 8.3. A recent passport size colour photograph should be firmly pasted on the print out of the online application form and should be signed across by the candidate.** Without photograph and signature across it, the online application form will be liable to be rejected. Three copies of the same photo should be retained for use at the time of interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of interview, may lead to disqualification.
- 8.4.** Before applying for the post, candidates should ensure that he/she fulfils the eligibility criteria and other conditions mentioned in this advertisement. 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 fee paid by ineligible candidates shall be forfeited. No correspondence shall be entertained in this regard.
- 8.5.** Print out of the Online Application Form duly signed and affixing latest passport size colour photograph along with required demand draft (if applicable) and true copies of the testimonials/documents mentioned above (Clause No. 8.2) should be sent by **Ordinary Post** in a cover super scribed **“APPLICATION FOR THE POST OF \_\_\_\_\_” [POST, REGN. NO. and CATEGORY: UR/OBC(NCL)/PWD as the case may be]** to the following address :

**DEPUTY MANAGER (HRD),  
GAIL (India) Limited,  
GAIL Bhawan, 16, Bhikaiji Cama Place,  
R K Puram, New Delhi-110066**

**The application and other details as mentioned above must reach the above address by 29.09.2014.** GAIL will not be responsible for postal delay or loss/non-delivery thereof. No correspondence in this regard will be entertained. GAIL will also not take responsibility to connect any certificate/remittance sent separately.

- 8.6.** UR and OBC(NCL) candidates should have their Demand Draft ready while applying online, as the DD details would also be required to be entered in the online application. Without the DD details, online application will not be registered.
- 8.7** Candidature of only such candidates who have submitted online applications successfully and whose Application Form (hardcopy) along with required application fee (if applicable) and all required documents have been received within the stipulated time (i.e. by 29.09.2014) will be considered for further processing. Candidature of the candidates who have failed to submit all or any of the documents will be summarily rejected.

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

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 their 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 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. Detailed guidelines on

Medical Standards/ Norms for Medical Fitness and Pre-Employment Medical Examination are available on GAIL website [www.gailonline.com](http://www.gailonline.com).

## **10. SELECTION PROCESS**

Selection process will involve Group Discussion and/or interview before the Selection Committee. The selection process as indicated is tentative. Selection Process may, however, vary depending upon the administrative/business requirements of the Company.

## **11. OTHER TERMS & CONDITIONS AND GENERAL INSTRUCTIONS:**

**11.1** Only Indian Nationals 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 on-line application and the documents submitted by them later on (in terms of Clause 8.2 as mentioned above) are correct in all respects. Mere admission to the selection process does not imply that the Company (GAIL) is 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** Request for change of Mailing address/ email ID/ category/ posts as declared in the online application will not be entertained.

**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. Responsibilities 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 and documents submitted will be called for participating in the 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 the Selection Process.

**11.6** Category [**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 OBC(Non Creamy Layer)/PWD (degree of disability 40% or above) as per Government Directives are applicable.

**11.9** For claiming the benefit of **PWD**, the candidates should produce Medical Certificate issued by a Medical Board attached to the Special Employment Exchange/ Vocational Rehabilitation Centre for PWD or Head of concerned Department of a Government Civil Hospital satisfying the prescribed disability criteria. Candidates are required to submit the certificate in the prescribed format 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, 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/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 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.
- 11.12** Candidates presently employed in Central/ State Government Department, Central/State PSUs or Semi Government Organisation shall either forward their application through **Proper Channel** or shall produce **NOC** from their present employer at the time of Interview. In case, the application of the candidate is not forwarded through proper channel or the candidate fails to produce **NOC** from his/her present employer at the time of interview, 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** Candidature of the registered candidate is also liable to be rejected, if valid print out of Online Application Form along with necessary documents as mentioned above are not received or received unsigned or without affixing passport size colour photograph or without application fee (if applicable) or received after the closing date or registered online more than once.
- 11.15** **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.**
- 11.16** The prescribed qualification/experience is 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.
- 11.17** List of candidates shortlisted for participating in the Selection Process and also the list of selected candidates for appointment for 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.
- 11.18** 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 Court** only.

**GAIL/OPEN/B/4/2014**