



GAIL (INDIA) LIMITED
GAIL Bhawan, 16, Bhikaiji Cama Place
R.K. Puram, New Delhi-110 066
PHONE: 011-2617 2580; email – career@gail.co.in
Corporate Identification Number: L40200DL1984GOI018976

SPECIAL RECRUITMENT DRIVE FOR SC/ ST/ OBC (NCL)/PwBD CANDIDATES 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, GAIL is spearheading the move to a new era of clean fuel industrialization by creating a quadrilateral of green energy corridors that connect major consumption centers in India with major gas fields, LNG terminals and other cross border gas sourcing points. GAIL is also expanding its business overseas to become a formidable player in the International Market.

GAIL (India) Limited, invites applications from Indian nationals fulfilling the eligibility criteria for filling up following posts as per category wise vacancies indicated against each post in Table-I (A and B) below for the work-centers/ units located in various States across the country:

Table I-A

SPECIAL RECRUITMENT DRIVE FOR SC/ ST /OBC (NCL) CANDIDATES

#	Name of the Post	Grade	No. of vacancies				Post identified as suitable to be held by PwBDs in following categories
			OBC (NCL)	SC	ST	TOTAL	
1	Manager (F&S)	E-3	-	-	1	1	-
2	Manager (Mktg-CRM)	E-3	1	1	-	2	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV e) MD Involving (a) to (c) above
3	Manager (Marketing-International LNG and Shipping)	E-3	1	1	1	3	a) B, LV b) D, HH c) OA,BA,OL,BL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above
4	Senior Engineer (Mechanical)	E-2	2	2	-	4	b) D, HH c) OA, OL, DW, AAV d) SLD, MI e) MD involving (b) to (d) above
5	Senior Engineer (Electrical)	E-2	-	-	2	2	b) D, HH c) OL, Dw, AAV





#	Name of the Post	Grade	No. of vacancies				Post identified as suitable to be held by PwBDs in following categories
			OBC (NCL)	SC	ST	TOTAL	
							d) ASD (M), SLD, MI e) MD involving (b) to (d) above
6	Senior Engineer (Chemical)	E-2	-	1	-	1	a) B, LV b) HH c) OA, OL, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d)above
7	Senior Engineer (GAILTEL TC/TM)	E-2	1	2	-	3	c) OA, OL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (c) to (d) above
8	Senior Engineer (Boiler Operations)	E-2	-	-	3	3	-
9	Senior Officer (F&S)	E-2	2	1	2	5	-
10	Senior Engineer (Civil)	E-2	-	-	1	1	b) D, HH c) OA,BA, OL, CP, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (b) to (d) above
11	Senior Officer (C&P)	E-2	-	1	1	2	a) LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) SLD e) MD Involving (a) to (d) above
12	Senior Officer (BIS)	E-2	1	2	-	3	a) B, LV b) D, HH c) OA, OL, OAL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above
13	Senior Officer (Marketing)	E-2	3	2	-	5	a) B, LV b) D, HH c) OA,BA,OL,BL,CP,LC,Dw,AAV d) SLD, MI e) MD involving (a) to (d) above
14	Senior Officer (HR)	E-2	1	4	1	6	a) B, LV





#	Name of the Post	Grade	No. of vacancies				Post identified as suitable to be held by PwBDs in following categories
			OBC (NCL)	SC	ST	TOTAL	
							b) D, HH c) OA,BA, OL, OAL, BL, CP, Dw,AAV, MDy d) ASD,SLD,MI e) MD involving (a) to (d) above
15	Senior Officer (F&A)	E-2	-	-	3	3	a) B, LV b) D, HH c) OA,BA, OL, BL,OAL,BLOA, BLA, LC, Dw, AAV e) MD Involving (a) to (c) above
16	Senior Officer (CC)	E-2	1	1	-	2	a) B, LV c) OA,BA, OL, BL, CP,LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above
17	Officer (Laboratory)	E-1	3	-	-	3	c) OA, OL, Dw, AAV d) ASD (M), SLD, MI e) MD involving (c) to (d) above
18	Officer (OL)	E-1	2	-	-	2	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d)above
TOTAL			18	18	15	51	

SPECIAL RECRUITMENT DRIVE FOR PwBD CANDIDATES

Table I-B

#	Name of the Post	Grade	No. of vacancies				TOTAL	Post identified as suitable to be held by PwBDs in following categories
			PwBD Cat. A	PwBD Cat. B	PwBD Cat. C	PwBD Cat. D&E		
1	Senior Engineer (Electrical)	E-2	-	1	-	-	1	b) D, HH
2	Senior Engineer (Chemical)	E-2	1	-	-	-	1	a) B, LV
3	Senior Engineer (Mechanical)	E-2	-	1	1	-	2	b)D, HH c) OA, OL, DW, AAV
4	Senior Engineer	E-2	-	-	1	1	2	c) OA, OL, CP, LC, Dw, AAV





#	Name of the Post	Grade	No. of vacancies					TOTAL	Post identified as suitable to be held by PwBDs in following categories
			PwBD Cat. A	PwBD Cat. B	PwBD Cat. C	PwBD Cat. D&E			
	(GAILTEL TC/TM)							d) SLD, MI e) MD involving (c) to (d) above	
5	Senior Officer (HR)	E-2	1	-	-	1	2	a) B, LV b) D, HH c) OA,BA, OL, OAL, BL, CP, Dw, AAV, MDy d) ASD,SLD,MI e) MD involving (a) to (d) above	
6	Senior Officer (Marketing)	E-2	2	-	-	-	2	a) B, LV	
7	Senior Officer (BIS)	E-2	-	1	-	1	2	a) B, LV b) D, HH c) OA, OL, OAL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above	
8	Senior Officer (C&P)	E-2	-	1	-	1	2	a) LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV d) SLD e) MD Involving (a) to (d) above	
9	Senior Engineer (Civil)	E-2	-	-	-	1	1	b) D, HH c) OA, BA, OL, CP, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (b) to (d) above	
10	Senior Engineer (Instrumentation)	E-2	-	1	-	-	1	b) D, HH	
11	Officer (OL)	E-1	-	1	-	-	1	b) D, HH	
12	Senior Superintendent (Hindi)	S-7	-	1	-	-	1	b) D, HH	
13	Senior Accountant	S-7	1	1	-	-	2	a) B, LV b) D, HH	
14	Senior Superintendent (HR)	S-7	1	-	-	-	1	a) B, LV	
15	Senior Chemist	S-7	-	1	-	-	1	b) D, HH	
16	Foreman (Electrical)	S-5	-	1	-	-	1	b)D, HH	
17	Foreman (Instrumentation)	S-5	-	1	-	-	1	b)D, HH	
18	Foreman (Mechanical)	S-5	-	2	-	-	2	b)D, HH	
	TOTAL		6	13	2	5	26		



Abbreviations Used

Abbreviations	Explanation
PwBD	Persons with Benchmark Disabilities
B	Blind
LV	Low Vision
D	Deaf
HH	Hard of Hearing
OA	One Arm
OL	One Leg
BA	Both Arms
BL	Both Legs
OAL	One Arm and One Leg
BLOA	Both Legs and One Arm
BLA	Both Legs Arms
CP	Cerebral Palsy
LC	Leprosy Cured
Dw	Dwarfism
AAV	Acid Attack Victims
MDy	Muscular Dystrophy
ASD	Autism Spectrum Disorder (M = Mild, MoD Moderate)
SLD	Specific Learning Disability
MI	Mental Illness
MD	Multiple Disability
NCL	Non-Creamy Layer
F&S	Fire and Safety
CRM	Commodity Risk Management
TC/TM	Telecom / Telemetry
C&P	Contract & Procurement
BIS	Business Information System
HR	Human Resources
F&A	Finance & Accounts
CC	Corporate Communication
OL	Official Language

Persons with Disabilities belonging to the category/ categories for which the post is identified (as indicated in **Table I-A** above) **can also apply even if no vacancies are specifically reserved for them**, provided they belong to the category [i.e., SC/ ST/ OBC (NCL)] for which vacancies have been reserved. Such candidates will be considered for selection for appointment to the post by general standard of merit in the respective category i.e., SC/ ST/ OBC (NCL). For posts reserved for PwBD (**as per Table I-B**), Candidates belonging to any category (i.e. GEN/EWS/OBC(NCL)/SC/ST) can apply.

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



1. Essential Qualification(s), Minimum Essential Experience and Upper Age Limit for the above posts shall be as indicated in Table-II below:

Table-II

#	Post/Grade/ Pay Scale & Age Limit	Essential Qualification(s)	Minimum Essential Experience
EXECUTIVE POST(S)			
1	<p>Post: Manager (F&S) Grade: E 3</p> <p>Pay Scale: Rs.70,000-2,00,000/-</p> <p>Upper Age Limit: ST: 39 years</p>	<p>Bachelor Degree in Engineering in Fire/ Fire & Safety with minimum 55% marks.</p> <p>Preference will be given to candidates having one-year Diploma in Industrial Safety from a Central/ Regional Labour Institute recognized by Government.</p>	<p>Minimum 04 (Four) years post qualification executive in line experience in F&S discipline (including experience as GET/ ET/ MT) 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 organization.</p> <p>Candidates working in Government/ Public Sector Undertaking must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.</p>
2	<p>Post: Manager (Marketing - Commodity Risk Management) Grade : E-3</p> <p>Pay Scale : Rs.70,000–2,00,000/-</p> <p>Upper age limit: OBC(NCL)- 37 years SC -39 Years PwBD-OBC(NCL)-47 Years PwBD-SC-49 Years</p>	<p>CA/ CMA (ICWA)</p> <p>OR B.Com with minimum 60% Marks for OBC(NCL) and 55% marks for SC and Two years MBA with specialization in Finance with minimum 65% Marks for OBC(NCL) and 60% for SC.</p> <p>OR</p> <p>Graduation (B.A.) with Honours in Economics with minimum 60% Marks for OBC(NCL) and 55% marks for SC and Two years MBA with specialization in Finance with minimum 65% Marks for OBC(NCL) and 60% for SC.</p> <p>OR</p>	<p>Minimum 04 (Four) years post qualification executive experience (including experience as ET/ MT) in line in Commodity Swaps, Futures, Options, Exotic, Hybrid Options, Commodity derivatives pricing, hedging, actual derivatives trading experience with Banks / in Institutions like Broking Houses, FIIs, International Trade Houses etc/ Market Intermediaries / Large Trading Houses in multi-asset class market risk space in State/ Central Government Department(s)/ Organisation(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute and/or CA/ Cost Accounting firm(s) of repute.</p> <p>Executives having some quantitative experience either from a degree in financial engineering or quantitative finance or having experience of working on an ETRM system (CFA/FRM/ERP</p>





#	Post/Grade/ Scale & Age Limit	Essential Qualification(s)	Minimum Essential Experience
		<p>Graduation (B.A./ B.Sc.) with Honours in Maths with minimum 60% Marks for OBC(NCL) and 55% marks for SC and Two years MBA with specialization in Finance with minimum 65% Marks for OBC(NCL) and 60% for SC.</p> <p>OR</p> <p>Graduation (B.A./B.Sc.) with Honours in Statistics with minimum 60% Marks for OBC(NCL) and 55% marks for SC and Two years MBA with specialization in Finance with minimum 65% Marks for OBC(NCL) and 60% for SC.</p> <p>OR</p> <p>Graduate in Engineering i.e. B.E./ B.Tech. with minimum 60% Marks for OBC(NCL) and 55% marks for SC and Two years MBA with specialization in Finance with minimum 65% Marks for OBC(NCL) and 60% for SC.</p> <p>Candidates possessing CA/CMA qualification should hold Associate membership of ICAI/ICMAI.</p>	<p>preferred) would have an added advantage.</p> <p>Candidates working in Government/ Public Sector Undertaking must have minimum one-year experience in the next lower pay scale or next lower equivalent pay scale.</p>
3	<p>Post: Manager (Marketing International LNG and Shipping) Grade: E-3</p> <p>Pay Scale: Rs.70,000 –2,00,000/-</p> <p>Upper age limit:</p>	<p>Bachelor Degree in Engineering with minimum 65% Marks for OBC(NCL) and 60% for SC/ST and Two years MBA with specialization in Marketing/ Oil & Gas/ Petroleum and Energy/ Energy and Infrastructure/ International Business with Minimum 65% Marks for OBC(NCL) and 60% for SC/ST.</p>	<p>Minimum 04 (Four) years post qualification executive experience (including experience as ET/ MT) in line in various marketing functions like handling gas marketing, sourcing and selling LNG in International markets, managing LNG supply chain logistics through Shipping, market analytics, future markets price analysis, scanning worldwide LNG markets, shipping trends and developing</p>





#	Post/Grade/ Pay Scale & Age Limit	Essential Qualification(s)	Minimum Essential Experience
	OBC(NCL)- 37 years SC/ST- 39 Years PwBD-OBC(NCL)-47 Years PwBD-SC/ST-49 Years		strategies to market LNG in State/ Central Government Department(s)/ Organisation(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute. Candidates working in Government/ Public Sector Undertaking must have minimum one-year experience in the next lower pay scale or next lower equivalent pay scale
4	Post: Senior Engineer (Mechanical) Grade : E-2 Pay Scale : Rs.60,000 –1,80,000/- Upper age limit: OBC(NCL)- 33 years SC- 35 Years PwBD-General/EWS- 40 Years PwBD - OBC(NCL)-43 Years PwBD - SC/ST-45 Years	Bachelor Degree in Engineering in Mechanical/ Production/ Production & Industrial/ Manufacturing/ Mechanical & Automobile with minimum 65% Marks for OBC(NCL) and 60% for SC/PwBD.	Minimum 01 (One) year post qualification executive in line experience (including experience as GET/ ET/ MT) of Project Commissioning/ Maintenance in Petrochemical Plant/ Hydrocarbon Refinery/ Fertilizer Plant or in construction/ commissioning/operations & maintenance of Oil and Gas cross country pipelines/ City Gas Distribution Network (CGD) of State/Central Government Undertaking(s) and/or Large Private Sector Organization(s) of repute, as an employee of that Plant/ Undertaking/ Organization.
5	Post: Senior Engineer (Electrical) Grade: E-2 Pay Scale : Rs.60,000 –1,80,000/- Upper age limit: ST-35 Years PwBD-General/EWS- 40 Years PwBD - OBC(NCL)-43 Years PwBD - SC/ST-45 Years	Bachelor Degree in Engineering in Electrical/ Electrical & Electronics with minimum 60% marks.	Minimum 01 (One) year post qualification executive in line experience (including experience as GET/ ET/ MT) of Project Commissioning/ Maintenance in Petrochemical Plant/ Hydrocarbon Refinery/ Fertilizer Plant or in construction/ commissioning/operations & maintenance of Oil and Gas cross country pipelines/ City Gas Distribution Network (CGD) of State/Central Government Undertaking(s) and/or Large Private Sector Organization(s) of repute, as an employee of that Plant/ Undertaking/ Organization.
6	Post: Senior Engineer (Chemical) Grade : E-2 Pay Scale : Rs.60,000 – 1,80,000/-	Bachelor Degree in Engineering in Chemical/Petrochemical /Chemical Technology / Petrochemical Technology/Chemical Technology & Polymer Science/	Minimum 01 (One) year post qualification executive in line experience (including experience as GET/ ET/ MT) of Project Commissioning/ Maintenance in Petrochemical Plant/ Hydrocarbon Refinery/ Fertilizer Plant only of State /





#	Post/Grade/ Pay Scale & Age Limit	Essential Qualification(s)	Minimum Essential Experience
	<p>Upper age limit: SC-35 Years PwBD-General/EWS-40 Years PwBD - OBC(NCL)-43 Years PwBD - SC/ST-45 Years</p>	<p>Chemical Technology & Plastic Technology with minimum 60% marks.</p>	<p>Central Government Undertaking(s) and/or Large Private Sector Organization(s) of repute, as an employee of that Plant/ Undertaking/ Organization.</p>
7	<p>Post: Senior Engineer (GAILTEL TC/TM) Grade : E-2</p> <p>Pay Scale : Rs.60,000 –1,80,000/-</p> <p>Upper age limit: OBC(NCL)- 33 years SC-35 Years PwBD-General/EWS-40 Years PwBD - OBC(NCL)-43 Years PwBD - SC/ST-45 Years</p>	<p>Bachelor Degree in Engineering in Electronics / Electronics & Communication /Electronics & Telecommunication/ Telecommunication / Electrical & Electronics / Electrical & Telecommunication with minimum 65% Marks for OBC(NCL) and 60% for SC/PwBD.</p>	<p>Minimum 01 (One) year post-qualification executive in line experience (including experience as GET/ ET/ MT) in Telecom/Telemetry functions in State/ Central Government/ Department(s)/ Organisation(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute, as an employee of that Organization.</p>
8	<p>Post: Senior Engineer (Boiler Operations) Grade : E-2</p> <p>Pay scale: Rs. 60,000- 1,80,000/-</p> <p>Upper age Limit: ST-35 Years</p>	<p>Bachelor Degree in Engineering in Chemical/ Mechanical/ Electrical with minimum 55% marks and Certificate of Proficiency as Boiler Operation Engineer.</p>	<p>Minimum 01 (One) year post qualification executive in line experience (including experience as GET/ ET/ MT) in O&M of boiler after obtaining proficiency certificate in BOE 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 Organization.</p>
9	<p>Post: Senior Officer (Fire & Safety) Grade : E-2</p> <p>Pay Scale : Rs.60,000 –1,80,000/-</p> <p>Upper age limit: OBC(NCL)-33 Years SC/ST-35 Years</p>	<p>Bachelor Degree in Engineering in Fire/ Fire & Safety with minimum 60% Marks for OBC(NCL) and 55% for SC/ST.</p> <p>Preference will be given to candidates having one year Diploma in Industrial Safety from a Central/ Regional Labour Institute recognized by Government.</p>	<p>Minimum 01 (One) year post qualification executive in line experience (including experience as GET/ ET/ MT) in Fire & Safety 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 Organization.</p>



#	Post/Grade/ Pay Scale & Age Limit	Essential Qualification(s)	Minimum Essential Experience
10	<p>Post: Senior Engineer (Civil) Grade : E-2</p> <p>Pay Scale : Rs.60,000 –1,80,000/-</p> <p>Upper age limit: ST-35 years PwBD-General/EWS-40 Years PwBD - OBC(NCL)-43 Years PwBD - SC/ST-45 Years</p>	<p>Bachelor Degree in Engineering in Civil with minimum 60% marks.</p>	<p>Minimum 01 (One) year post qualification executive in line experience (including experience as GET/ ET/ MT) in Civil functions in State/ Central Government/ Department(s)/ Organisation(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute, as an employee of that Organization.</p>
11	<p>Post: Senior Officer (C&P) Grade : E-2</p> <p>Pay Scale : Rs.60,000 –1,80,000/-</p> <p>Upper age limit: SC/ST-35 years PwBD-General/EWS-40 Years PwBD - OBC(NCL)-43 Years PwBD - SC/ST-45 Years</p>	<p>Bachelor Degree in Engineering in Chemical/ Mechanical/ Electrical/ Instrumentation/ IT/ Computer Science/ Electronics/ Metallurgy / Civil/ Telecommunication with minimum 60% marks.</p> <p>Preference would be given to candidates having two years MBA with specialization in Materials Management.</p>	<p>Minimum 01 (One) year post qualification executive in line experience (including experience as GET/ ET/ MT) in the Contract & Procurement/ Materials Management/ Stores & Purchase department in State/ Central Government/ Department(s)/ Organisation(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute, as an employee of that Organization.</p>
12	<p>Post: Senior Officer (BIS) Grade : E-2</p> <p>Pay Scale : Rs.60,000 –1,80,000/-</p> <p>Upper age limit: OBC(NCL)- 33 years SC-35 Years PwBD-General/EWS-40 Years PwBD - OBC(NCL)-43 Years PwBD - SC/ST-45 Years</p>	<p>Bachelor Degree in Engineering in Computer Science / Information Technology with minimum 65% Marks for OBC(NCL) and 60% marks for SC/PwBD.</p> <p>OR</p> <p>Bachelor Degree with minimum 60% Marks for OBC(NCL) and 55% marks for SC/PwBD and 03 years Master's Degree in Computer Application (MCA) with minimum 65% Marks for OBC(NCL) and 60% marks for SC/PwBD.</p>	<p>Minimum 01 (One) year post qualification executive in line experience (including experience as GET/ ET/ MT) in BIS functions in State/ Central Government/ Department(s)/ Organisation(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute, as an employee of that Organization.</p>





#	Post/Grade/ Pay Scale & Age Limit	Essential Qualification(s)	Minimum Essential Experience
13	<p>Post: Senior Officer (Marketing) Grade : E-2</p> <p>Pay Scale : Rs.60,000–1,80,000/- Upper age limit: OBC(NCL)-33 Years SC-35 Years PwBD-General/EWS-40 Years PwBD - OBC(NCL)-43 Years PwBD - SC/ST-45 Years</p>	<p>Bachelor Degree in Engineering with minimum 65% Marks for OBC(NCL) and 60% marks for SC/PwBD and Two years MBA with specialization in Marketing/ Oil & Gas/ Petroleum and Energy/ Energy and Infrastructure/ International Business with minimum 65% Marks for OBC(NCL) and 60% marks for SC/PwBD.</p>	<p>Minimum 01 (One) year post-qualification executive in line experience (including experience as GET/ ET/ MT) in marketing functions in State/ Central Government/ Department(s)/ Organisation(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/Institution(s) / Company(ies) of repute, as an employee of that Organization.</p>
14	<p>Post: Senior Officer (HR) Grade : E-2</p> <p>Pay Scale : Rs.60,000–1,80,000/-</p> <p>Upper age limit: OBC(NCL)- 33 years SC/ST-35 Years PwBD-General/EWS-40 Years PwBD - OBC(NCL)-43 Years PwBD - SC/ST-45 Years</p>	<p>Bachelor Degree with minimum 60% Marks for OBC(NCL) and 55% marks for SC/ST/PwBD and Two years MBA/ MSW with specialization in Personnel Management & Industrial Relations/ Human Resources Management with minimum 65% Marks for OBC(NCL) and 60% marks for SC/ST/PwBD.</p> <p>OR</p> <p>Bachelor Degree with minimum 60% Marks for OBC(NCL) and 55% marks for SC/ST/PwBD and Two years Master Degree/ Two years PG Diploma in Personnel Management/ Personnel Management & Industrial Relations with minimum 65% Marks for OBC(NCL) and 60% marks for SC/ST/PwBD.</p> <p>Preference will be given to candidates having additional qualification of Bachelor Degree in Law (Professional).</p>	<p>Minimum 01 (One) year post qualification executive in line experience (Including experience as GET/ ET/ MT) in various HR functions 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 Organization</p>
15	<p>Post: Senior Officer (F&A)</p>	<p>CA/CMA (ICWA)</p>	<p>Minimum 01 (One) year post qualification executive in line experience</p>





#	Post/Grade/ Pay Scale & Age Limit	Essential Qualification(s)	Minimum Essential Experience
	<p>Grade : E-2 Pay Scale : Rs. 60,000 –1,80,000/-</p> <p>Upper age limit: ST-35 Years PwBD-ST-45 Years</p>	<p>OR B.Com with minimum 55% Marks and Two years MBA with specialization in Finance with minimum 60% Marks.</p> <p>OR Graduation (B.A.) with Honours in Economics with minimum 55% Marks and Two years MBA with specialization in Finance with minimum 60% Marks.</p> <p>OR Graduation (B.A./B.Sc.) with Honours in Maths with minimum 55% Marks and Two years MBA with specialization in Finance with minimum 60% Marks.</p> <p>OR Graduation (B.A./B.Sc.) with Honours in Statistics with minimum 55% Marks and Two years MBA with specialization in Finance with minimum 60% Marks.</p> <p>OR Graduate in Engineering i.e. B.E./ B.Tech. with minimum 55% Marks and Two years MBA with specialization in Finance with minimum 60% Marks.</p> <p>In case of the candidates having two years MBA with specialization in Finance, preference will be given to those candidates who are having graduation degree in commerce.</p> <p>Candidates possessing CA/CMA qualification should hold Associate membership of ICAI/ICMAI.</p>	<p>(including experience as GET/ ET/ MT) in Finance/ Accounts Department in State/ Central Government Department(s) / Organisation(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute, as an employee of that Organization.</p>
16	Post: Senior Officer (CC)	Bachelor Degree with minimum 60% Marks for	Minimum 01 (One) year post qualification executive in line experience



#	Post/Grade/ Pay Scale & Age Limit	Essential Qualification(s)	Minimum Essential Experience
	<p>Grade : E-2 Pay Scale : Rs. 60,000 – 1,80,000/-</p> <p>Upper age limit: OBC(NCL)-33 years SC-35 years PwBD - OBC(NCL)-43 Years PwBD - SC -45 Years</p>	<p>OBC(NCL) and 55% marks for SC and Two years Master's Degree / Two years Post Graduate Diploma in Communication / Advertising and Communication Management / Public Relations / Mass Communication / Journalism with minimum 65% Marks for OBC(NCL) and 60% marks for SC.</p>	<p>(Including experience as GET/ ET/ MT) in Public Relation/ Corporate Communication/ media management functions 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 Organization.</p> <p>Work experience in the areas of developing and implementing brand image building strategy, managing & building relationship with print & visual media, editing & publishing in-house magazine /newsletters /journals/ articles /press release etc., organizing exhibitions, trade fairs etc., proactive relationship with internal & external stake holders, creative writing in Hindi & English is desirable.</p>
17	<p>Post: Senior Engineer (Instrumentation) Grade : E-2</p> <p>Pay Scale : Rs.60,000 –1,80,000/-</p> <p>Upper age limit: PwBD-General/EWS-40 Years PwBD - OBC(NCL)-43 Years PwBD - SC/ST-45 Years</p>	<p>Bachelor Degree in Engineering in Instrumentation/ Instrumentation & Control/ Electronics & Instrumentation / Electrical & Instrumentation / Electronics / Electrical & Electronics with minimum 60% marks.</p>	<p>Minimum 01 (One) year post qualification executive in line experience (including experience as GET/ ET/ MT) of Project Commissioning/ Maintenance in Petrochemical Plant/ Hydrocarbon Refinery/ Fertilizer Plant or in construction/ commissioning/operations & maintenance of Oil and Gas cross country pipelines/ City Gas Distribution Network (CGD) of State/Central Government Undertaking(s) and/or Large Private Sector Organization(s) of repute, as an employee of that Plant/ Undertaking/ Organization.</p>
18	<p>Post: Officer (Laboratory) Grade: E-1</p> <p>Pay scale: Rs. 50,000- 1,60,000/-</p> <p>Upper age Limit: OBC(NCL)-35 years</p>	<p>Master Degree (M.Sc.) in Chemistry with minimum 60% marks.</p>	<p>Minimum 03 (Three) years post qualification executive in line experience in quality control laboratory of large organization of repute in the Hydrocarbon industry (Oil Refineries, Gas processing plants, Petrochemical plants) /Fertilizer/ Steel/ Chemical or other relevant process industries, as an employee of that Organization.</p>





#	Post/Grade/ Scale & Age Limit	Pay	Essential Qualification(s)	Minimum Essential Experience
	PwBD-OBC(NCL)- Years	45		Candidates working in Government/ Public Sector Undertaking must have minimum one-year experience in the next lower pay scale or next lower equivalent pay scale.
19	Post: Officer (Official Language) Grade : E-1 Pay scale: Rs. 50,000- 1,60,000/- Upper age Limit: OBC(NCL)-38 years PwBD-General/EWS- 45 Years PwBD -OBC(NCL)- 48 Years PwBD -SC/ST- 50 Years		Master Degree in Hindi Literature with minimum 60% marks for OBC(NCL) and 55% marks for PwBD. Candidates should have English as one of the subjects in Graduation. Desirable: Degree or Diploma in translation in Hindi to English and vice-versa from any recognized University or equivalent.	Minimum 02 (Two) years post qualification executive in line experience [including experience as Trainee Officer (Official language)]. The candidate should have experience in translation work from English to Hindi and vice-versa of various reports, documents, letters, etc. in State/ Central Government/ Public Sector Undertakings/ Banks/ Financial Institutions and/ or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute, as an employee of that Organization. The candidate should have thorough knowledge of Official Language Act, 1963 and Official Language Rules, 1976 for implementation of Government Official Language policies.
NON-EXECUTIVE POST(S)				
20	Senior Superintendent (Hindi) Grade : S-7 Pay scale: Rs. Rs.35000-138000/- Upper Age Limit: PwBD-GEN/EWS: 50 years PwBD-OBC (NCL): 53 years PwBD-SC/ST: 55 years		Full time Bachelor Degree of minimum 03 years duration in Hindi Literature with minimum 50% marks and Should have English as one of the subjects in Graduation. Candidates should have basic knowledge & skills in computer applications (MS office etc.) in office environment.	Minimum 08 (Eight) years Post Qualification in line experience in supervisory capacity in English to Hindi translation and vice-versa of various reports, documents, letters etc., 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/ Organization. Candidates working in Government/ Public Sector Undertaking must have minimum one-year experience in the next lower pay scale or next lower equivalent pay scale.



#	Post/Grade/ Scale & Age Limit	Pay	Essential Qualification(s)	Minimum Essential Experience
21	Senior Accountant Grade : S-7 Pay scale: Rs. 35000-138000/- Upper Age Limit: PwBD-GEN/EWS: 50 years PwBD-OBC (NCL): 53 years PwBD-SC/ST:55 years		Intermediate or equivalent in CA/ ICWA. Candidates should be proficient in operation of personal computer OR Master Degree in Commerce (M.Com.) of minimum 2 years with minimum 55% marks . Candidates should be proficient in operations of personal computer and have basic knowledge & skills in computer applications (MS office etc.) in office environment.	Minimum 08 (Eight) years Post Qualification Experience in line in supervisory capacity in different Finance & Accounts (F&A) functions in State/ Central Govt. Department/Organization(s)/ Under taking(s) and/or Large Private sector Organization/institution(s)/Company(ies) of repute as an employee of that Plant/Undertaking/ Organisation. Candidates working in Government/ Public Sector Undertaking must have minimum one-year experience in the next lower pay scale or next lower equivalent pay scale.
22	Senior Superintendent (HR) Grade : S-7 Pay scale: Rs. Rs.35000-138000/- Upper Age Limit: PwBD-GEN/EWS: 50 years PwBD-OBC(NCL): 53 years PwBD-SC/ST:55 years		Full time Bachelor Degree of minimum 03 years duration with minimum 50% marks and Diploma in Personnel Management/ Industrial Relations with minimum 50% marks . Candidates should be proficient in operations of personal computer and have basic knowledge & skills in computer applications (MS office etc.) in office environment.	Minimum 08 (Eight) years Post Qualification Experience in line in supervisory capacity in different HR functions 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. Candidates working in Government/ Public Sector Undertaking must have minimum one-year experience in the next lower pay scale or next lower equivalent pay scale.
23	Senior Chemist Grade : S-7 Pay scale: Rs. Rs.35000-138000/- Upper Age Limit: PwBD-GEN/EWS: 50 years PwBD-OBC(NCL): 53 years PwBD-SC/ST:55 years		Full time Master Degree (M.Sc.) in Chemistry of minimum 02 years duration with minimum 50 % marks .	Minimum 08 (Eight) years Post qualification experience in line in supervisory capacity in Quality Control Laboratory of organization in the Hydrocarbon Industry (Oil Refineries, Gas Processing Plants, Petrochemical Plants)/ Fertilizer Plant/ Steel Plant / Chemical Plant or other relevant Process Industry of repute as an employee of that Plant/Undertaking/ Organization.





#	Post/Grade/ Pay Scale & Age Limit	Essential Qualification(s)	Minimum Essential Experience
			Candidates working in Government/ Public Sector Undertaking must have minimum one-year experience in the next lower pay scale or next lower equivalent pay scale.
24	<p>Foreman (Electrical) Grade: S-5</p> <p>Pay scale: Rs.29,000– 1,20,000/-</p> <p>Upper Age Limit: PwBD -GEN/EWS: 40 years PwBD -OBC (NCL): 43 years PwBD-SC/ST: 45 years</p>	Diploma in Engineering in Electrical/ Electrical & Electronics with minimum 55% marks .	Minimum 02 (Two) years post-qualification in line experience in Electrical discipline in Power Plant/Steel Plant/Cross Country Hydrocarbon Pipelines/ Petrochemical Plant/ Hydrocarbon Refinery/ Fertilizer Plant only of a State/Central Government Undertaking(s) and/or Private Sector Organization(s) of repute, as an employee of that Plant/ Undertaking/ Organization.
25	<p>Foreman (Mechanical) Grade : S-5</p> <p>Pay scale: Rs.29,000– 1,20,000/-</p> <p>Upper Age Limit: PwBD -GEN/EWS: 40 years PwBD -OBC(NCL): 43 years PwBD-SC/ST: 45 years</p>	Diploma in Engineering in Mechanical /Production/ Production & Industrial /Manufacturing/ Mechanical & Automobile with minimum 55% marks .	Minimum 02 (Two) years post qualification in line experience in Mechanical discipline in Power Plant/Steel Plant/Cross Country Hydrocarbon Pipelines/ Petrochemical Plant/ Hydrocarbon Refinery/ Fertilizer Plant only of a State/Central Government Undertaking(s) and/or Private Sector Organization(s) of repute, as an employee of that Plant/ Undertaking/ Organization.
26	<p>Foreman (Instrumentation) Grade : S-5</p> <p>Pay scale: Rs.29,000– 1,20,000/-</p> <p>Upper Age Limit: PwBD -GEN/EWS:40 years PwBD -OBC(NCL): 43 years PwBD-SC/ST: 45 years</p>	Diploma in Engineering in Instrumentation / Instrumentation & Control / Electronics & Instrumentation / Electrical & Instrumentation / Electronics /Electrical & Electronics with minimum 55% marks .	Minimum 02 (Two) years post-qualification in line experience in Instrumentation discipline in Power Plant/Steel Plant/Cross Country Hydrocarbon Pipelines/ Petrochemical Plant/ Hydrocarbon Refinery/ Fertilizer Plant only of a State/Central Government Undertaking(s) and/or Private Sector Organization(s) of repute, as an employee of that Plant/ Undertaking/ Organization





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 shall be as indicated in **Table-II** against each post are mandatory.
- 2.2 **Only full time Regular courses will be considered (except CA/CMA qualification).**
- 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). **Diploma in Engineering** qualifications (if applicable) should be recognized by respective State Board of Technical Education.
- 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 selection process, if called for the same.
- 2.6 Engineering Degree can be B.E./ B. Tech./ B. Sc. Engg.
- 2.7 Candidates having 05 years B.E./ B. Tech. + M.E./ M. Tech. integrated dual degree in engineering in relevant discipline shall also be considered.
- 2.8 Candidates having 05 years B.E./ B. Tech. + M.E./ M. Tech. integrated dual degree in engineering in relevant discipline and two years MBA with specialization in Marketing/ Oil & Gas Management / Petroleum & Energy / Energy & Infrastructure / International Business shall also be considered for the post of Senior Officer (Marketing).
- 2.9 Wherever MBA has been mentioned as requirement, apart from MBA, Two years Post Graduate Diploma in Management with specialization in relevant field/ MMS with specialization in relevant field shall also be considered.
- 2.10 MBA/ PG Diploma in Management/ MMS 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.
- 2.11 Minimum Essential Post Qualification Executive Experience [Post BoE certification for Senior Engineer (Boiler Engineering)] in State/Central Government Department(s)/ Organizations(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute should be as on **15.10.2022**.
- 2.12 The period of Apprenticeship training (as per The Apprenticeship Act 1961) of the candidates in the relevant industry of State/ Central Government/ Department(s)/ Organization(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute as prescribed



against the post will be considered as experience against the requisite post qualification minimum essential experience criteria subject to fulfillment of all other eligibility criteria as per the terms and conditions. Candidates have to produce certificate issued by both Statutory Body & the organization of training, in proof of having completed the apprenticeship training. However, **Industrial/Vocational/Articleship Training undergone as a part of a course curriculum will not be considered against minimum essential experience criteria.**

- 2.13** Candidates having valid Certificate of Proficiency as a Boiler Operation Engineer issued by Director Boilers/ prescribed authority of respective State Government under the provisions of Indian Boilers Act, 1923 may apply for the position of Senior Engineer (Boiler Operations) on the condition that in case they are selected, their Boiler Operation Engineer certificate should necessarily be endorsed for validity by the Director Boilers/ Prescribed Authority of the concerned state after their joining GAIL.
- 2.14** 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/ organization for working on project/construction/O&M or any other activity) will not be considered. Only direct work experience including fixed term basis employment in an organization will be taken into consideration.

3. RELAXATION IN MINIMUM PERCENTAGE OF MARKS IN EDUCATIONAL QUALIFICATION(S)

- 3.1** Minimum qualifying percentage of marks in essential qualification(s) as indicated in **Table-II** above is inclusive of relaxations to be provided to SC, ST & PwBD candidates.

4. UPPER AGE LIMIT AND AGE RELAXATION

- 4.1** The Upper Age Limit against various posts as given in **Table-II** above is inclusive of applicable relaxations to be provided to SC, ST, OBC (NCL) & PwBD candidates.
- 4.2** Upper Age Limit is indicated against each post in the Table-II above shall be as on **15.10.2022**.
- 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 of 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.
- 4.5** For candidates applying against posts mentioned at **Sl. No. 20 to 26 of Table-II above**, 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 Vasishta 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.
- 4.6** **Maximum upper age of the applicant shall not exceed 56 years including all possible age relaxations.**



- 4.7 Relaxation and concessions for Persons with Benchmark Disabilities (PwBDs) category candidates will be in accordance with the Government directives in this regard.

5. EMOLUMENTS

- 5.1 The candidates selected 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-III**:

Grade	Pay Scale	Initial Basic Pay
E-3	Rs.70,000 – 2,00,000/-	Rs.70,000/-
E-2	Rs.60,000 – 1,80,000/-	Rs.60,000/-
E-1	Rs.50,000 – 1,60,000/-	Rs.50,000/-
S-7	Rs.35,000-1,38,000/-	Rs.35,000/-
S-5	Rs.29,000-1,20,000/-	Rs. 29,000/-

- 5.2 Candidates to be selected for the position of Senior Officer/ Senior Engineer in E-2 Grade through Open Advertisement on All India basis and offered minimum basic pay in the pay scale of E-2 Grade will be allowed 01 advance increment at the applicable rate (presently @ 3%) over and above the minimum of pay scale in E-2 Grade offered to them. Candidate(s) granted Protection of pay (Basic Plus DA) will be allowed one advance increment at the applicable rate (presently @ 3%) on cumulative basis over and above the basic pay fixed for protection of his/her last pay drawn. Candidate(s) granted higher basic pay in the form of advance increment(s) by the Competent Authority on the recommendation of the selection committee will also be entitled for one advance increment as stipulated above over and above the higher basic pay offered to him/ her on the basis of recommendation of the selection committee.
- 5.3 Candidates selected for the position of Sr. Officer/ Sr. Engineer (E-2 Grade) and possessing dual qualifications of BE/ B. Tech and 02 years fulltime regular MBA Degree (recognized) or equivalent (like MMS , PGDM, Masters degree in Personnel Management & Industrial Relations /Social Work/Social Welfare or P G Diploma in Personnel Management & Industrial Relations/ Social Work/ Social Welfare) while joining GAIL will be allowed two advance increments at the applicable rate (presently @ 3%) on cumulative basis over and above the minimum of pay scale in E-2 Grade.
- 5.4 All candidate(s) selected for the position of Sr. Officer/ Sr. Engineer in E-2 Grade through open advertisement on All India basis and offered minimum basic pay in the pay scale of E-2 Grade, having post qualification relevant experience of 04 years or more than 04 years (against the requirement of minimum post qualification relevant experience of 01 year) will be allowed 02 advance increments on cumulative basis at the applicable rate (presently @ 3%) over and above the minimum basic pay in the pay scale of E-2 Grade. For the purpose of calculating number of years of post-qualification relevant experience, the last date of submission of online application will be taken as cut-off date. Candidate(s) granted Protection of pay (Basic Plus DA), will also be allowed two advance increment(s), as stipulated above, at the applicable rate (presently @3%) on cumulative basis over and above the basic pay fixed for protection of his/ her last pay drawn. Further, candidate(s) granted higher basic pay in the form of advance increment(s) by the Appointing Authority on the recommendation of the selection Committee or otherwise on the merit of each case, will also be allowed two advance increment(s), as stipulated above, at the applicable rate (presently @ 3%) on cumulative basis over and above the higher basic pay offered to him/ her by the Appointing Authority on the recommendation of the selection committee



or otherwise on the merit of each case subject to the condition that total number of advance increments to be allowed in such cases should not exceed 05.

- 5.5 Pay and Allowances:** Basic Pay as applicable in the grade, Variable Dearness Allowance (VDA) at the applicable rates and perks & allowances under Cafeteria Approach.
- 5.6 Variable Pay:** Performance Related Pay based on individual and organizational performance.
- 5.7 Other Benefits:** Company Accommodation/ Leased Accommodation/ HRA, medical facility, group insurance, house building advance, conveyance advance, etc. as per rules of the company.
- 5.8 Superannuation Benefits:** Subject to fulfilling of requisite terms & conditions, employees will be eligible for Contributory Provident Fund, Gratuity, and Pension under Defined Contributory Scheme. Further, Post-Retirement Medical Benefits under Defined Contributory Scheme will be extended to those who superannuate from GAIL after rendering a minimum of 15 years of continuous service.
- 5.9** All the above benefits will be governed by the policy of the Company in force & 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** At the time of submission of online application, candidates belonging to OBC (NCL) category are required to pay a non-refundable application fee of Rs. 200/- (Rupees Two Hundred only) (excluding applicable Convenience Fee and Taxes). However, **SC/ ST/ PwBD 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 document verification.
- 7.2** The application fee Payment link is hosted under the Miscellaneous Tab (adjacent to “Experience Details” Tab) in the Application Page. Applicants need to click on link “Please click on link for Payment” and proceed to the Payment Page.
- 7.3** Applicants need to choose their preferred mode of payment such as Credit Card, Debit Card, Net Banking, Paytm, Wallet & UPI etc. to pay the Application Fee. Applicable Convenience Fee and Taxes, if any over and above the Application Fee will be borne by the Applicant.
- 7.4** After successful Transaction, applicants will be redirected to GAIL’s Career Home Page/Miscellaneous Page to continue further for Final Submission of the Application. Transaction Date, Receipt Number, Amount and Payment Status will be auto populated under the Payment Heads against each successful Transaction. Applicants may also take a note of the Payment Details for future reference.
- 7.5** In case of Transaction Failure, Applicants are advised to retry by clicking on link “Please click on link for Payment” hosted in Miscellaneous Tab. Applicants are advised to complete the Transaction (Payment





of Application fee) before the closure of the Application window to avoid “Non-Submission of Application”.

- 7.6** Applicants are advised to take up the issue directly with their Bank/Service Provider in case there is any Payment related issues (i.e. failure of Transaction).
- 7.7** GAIL (India) Limited will not be responsible for Non-Submission of Application within the notified date and time as per the Advt. on account of Transaction related issue.

8. HOW TO APPLY

- 8.1 CANDIDATES WILL BE REQUIRED TO APPLY ONLINE THROUGH GAIL WEBSITE (www.gailonline.com):** No other means / mode of application shall be entertained. Application portal for the same shall remain open from **1100 hrs. on 16.09.2022 to 1800 hrs. on 15.10.2022.**
- 8.2** 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) 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 2MB in '.JPG', '.PNG' or '.JPEG' format only.
- 8.3** 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*).
- 8.4** Candidates should take utmost care to furnish the correct details while filling in the on-line application. **YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION.** Once the form is submitted, it can't be edited.
- 8.5** The step by step process for submitting the application form for the same is given below:
- 8.5.1** Step-I: Registration using Personal Details, Contact details. User Id and password will be sent to you on registered e-Mail Id.
 - 8.5.2** Step-II: Login using the credentials.
 - 8.5.3** Step-III: Select the Advertisement No. and then the post for which you are applying.
 - 8.5.4** Step-IV: Complete the Application form (Personal details, Qualification & Experience details).
 - 8.5.5** Step-V: Make payment (if applicable)
 - 8.5.6** Step-VI: Check your entered details using “Final Preview” option available.
 - 8.5.7** Step-VII: Submit the form after verifying all the information.
- 8.6** 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 submission of the application. Please keep this form for future references against this recruitment process.
- 8.7** **Candidates are NOT required to submit hard copy of application form to GAIL at this stage.**



- 8.8** In case the candidate is called for **document verification 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 document verification process, **failing which he/ she will not be permitted to appear** in the further Selection Process:
- (i) 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.
 - (ii) Document in support of Date of Birth proof – Matriculation/ Class-X Certificate/Class X Mark Sheet.
 - (iii) 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, Disability certificate [in case of PwBD category candidates] in the prescribed format issued by the Competent Authority and Ex-servicemen Proof (in case of Ex-servicemen candidates). OBC (Non-Creamy Layer)/EWS category candidates are required to submit latest caste/category certificate.
 - (iv) All Certificates/Testimonials in respect of qualifications (all semester/year wise Mark Sheets, Degree & Diploma certificates starting from matriculation onwards) Documentary proof/ certificate from the Institute/ University (as per norms adopted by University/ Institute) indicating equivalent percentage of marks secured in case degree is awarded in CGPA/ OGPA or letter grade.
 - (v) 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:

- Experience letter/Service Certificate issued by competent and authorized executive of the organization indicating Name, Designation, date of joining including date of relieving the organization by the employee concerned and any document clearly mentioning the roles and responsibilities in the organization **AND**
- Any two of the following documents:
 - a. Last pay slip/salary slip
 - b. Annual Increment letter
 - c. Promotion order/Transfer order
 - d. PF statement clearly mentioning the Employer details
 - e. Offer Letter/Appointment letter clearly mentioning the date of joining the organization along with the Terms and Conditions of Employment

II. For Current Employment:

- Offer Letter/Appointment letter clearly mentioning the date of joining the organization along with the Terms and Conditions of Employment along with Latest Pay slip/Salary slip and any document clearly mentioning the roles and responsibilities in the organization **AND**
- Any two of the following documents:
 - a. Identity card issued by current employer
 - b. Annual Increment letter
 - c. Promotion order/Transfer order
 - d. PF statement clearly mentioning the Employer details



- e. Experience letter issued by competent and authorized executive of the organization clearly indicating the designation and date of joining the organization

In the event of absence of aforementioned documents as mentioned under clause 8.8 (v) above, candidature of such candidates shall be liable to be rejected.

Candidate needs to ensure the Experience letter issued by HR or any other Competent Authority is duly signed with the name and designation of the signing authority clearly mentioned in the letter.

- (vi) **NOC/ Forwarding Letter from the employer** in case the candidate is currently employed in Central/ State Government Department, Central/ State PSU or Semi Government organization.
- (vii) **Valid ID Proof:** PAN Card/ Voter ID/ Aadhaar Card/ Driving License etc.
- (viii) **Candidates should ensure that they bring all the documents as mentioned above to the venue of document verification. 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.**
- (ix) In case of any doubt/clarification pertaining to the document(s) submitted/eligibility of the candidate, **GAIL reserves the right to ask for additional documents to be produced which the candidate needs to submit.** Failure to submit the same shall render cancellation of the candidature.

8.9 Three 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.

8.10 Before applying for the post, candidates should ensure that he/ she fulfills the eligibility criteria and other conditions mentioned in this advertisement. GAIL reserves the right 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.

8.11 Queries, if any, may be addressed to career@gail.co.in only with the subject line: **Query-GAIL/OPEN/SRD/3/2022**. Applicants may kindly note that only such queries with the aforementioned mentioned subject line, 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 (https://gailonline.com/CRcurrent_SC_form_medical.html)

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** Shortlisting 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 and No TA shall be paid to such candidates. 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-IV** below:

Table-IV

Sl. No.	Position	Grade	Mode of Selection Process
1	For post at Sl. No. 1 & 9 of Table-II above	E2/E3	Physical Endurance Test (PET) and Interview
2	For posts at Sl. No. 2 to 8 & Sl. No. 10 to 18 of Table-II above	E1/E2/E3	Group Discussion and/or Interview
3	For post at Sl. No. 19 of Table-II above	E1	Skill Test (English to Hindi translation and vice-versa) and/or Group Discussion and/or Interview
4	For post at Sl. No. 20 of Table-II above	S-7	Written Test and/or Skill Test [i.e. Computer Proficiency Test and/or Translation test]
5	For post at Sl. No. 21 -22 of Table-II above	S-7	Written Test and/or Skill Test [i.e. Computer Proficiency Test]





Sl. No.	Position	Grade	Mode of Selection Process
6	For post at Sl. No. 23 to 26 of Table-II above	S-5/S-7	Written Test and/or Trade Test in the relevant discipline

Note: Skill/Trade/ Computer Proficiency test will be of qualifying nature.

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

10.8 Test Centers: - For posts at Sl. No. 20 to 26 of Table-II above, Candidates have to give preference of city of 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, Lucknow, Ahmedabad, Bhopal, Mumbai, Kolkata, Hyderabad, Bengaluru and Chennai.** Admit card for written test shall be issued separately to the eligible candidates.

10.9 NORMALIZATION:

For posts at Sl. No. 20 to 26 of Table-II above, in case Written Test for a single post is conducted in multiple shifts, the normalized Written Test score will be utilized in such post. The method of normalization shall be decided by GAIL and will be final in all respect.

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 8.8 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 found 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 found even after appointment, his/ her services shall 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 shall 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. 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 shall 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 [**GEN/EWS/SC/ ST/ OBC (NCL)/ PwBD**] 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 EWS/SC/ ST/ OBC (Non-Creamy Layer)/ PwBD (degree of impairment 40% or above)/ Ex-Serviceman (ESM) as per Government of India Directives are applicable.
- 11.9. Degree of Disability for reservation**
- Only such PwBD candidates would be eligible to get the applicable benefit of reservation/ concessions who suffer from not less than 40% of relevant disability. For claiming the benefit of reservation/ concessions applicable for PwBDs, 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. 591 (E) dated 15.06.2017 in support of their claim. In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority, his/ her candidature shall 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. 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 shall 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. 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.
- 11.12.** Candidates seeking reservation under **EWS category** should produce their latest Income and Asset Certificate issued by Competent Authority (as per the prescribed format). The prescribed format and the Competent Authority have been given in Department of Personal & Training Office Memorandum No. 36039/1/2019-Estt (Res) dated 31.01.2019. **The EWS certificate issued by Competent Authority should be valid as on the closing date for receipt of online application in GAIL.**
- 11.13.** Such candidate from Armed Forces, who has been released/retired/discharged from Armed Forces and qualified as an Ex-servicemen is required to **submit an undertaking {Form of Undertaking to be given by Candidates Applying for Civil Posts under Ex-Servicemen Category}** duly signed by





- him/her stating that he/she has not secured any appointment on the civil side prior to this appointment along with his application at the time of Document verification.
- 11.14. To download the prescribed format for OBC(NCL)/SC/ST/EWS/PwBD/ESM, please click relevant link "Download prescribed format for SC/ ST/ OBC (NCL)/EWS/ PwBD certificate" available on 'Careers' section of GAIL Career Link (<https://gailonline.com/CRcurrentSCformdownload.html>)
 - 11.15. 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.**
 - 11.16. Candidates presently employed in Central/ State Government Department, Central/ State PSUs or Semi Government Organization shall either **forward their application through Proper Channel** or shall produce **NOC** from their present employer at the time of document verification. 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 document verification, his/ her candidature shall not be considered **and No TA shall be paid to such candidate.**
 - 11.17. 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.
 - 11.18. 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.
 - 11.19. 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.
 - 11.20. The candidates will have the option to appear for Written Test either in Hindi or English.
 - 11.21. **No Travelling expense would be payable to candidates called for the written test.**
 - 11.22. The list of selected candidates for appointment to the above posts will be displayed on GAIL Website (<https://gailonline.com/CRShortlist.html>) for the information of the candidates in due course of time. Candidates are advised to visit GAIL Website (<https://gailonline.com/CRApplyingGail.html>) for latest updates.
 - 11.23. Any revision, clarification, addendum, corrigendum, time extension, etc. to the above advertisement will be hosted on "Careers" section of GAIL website: www.gailonline.com only and no separate notification shall be issued in the press. Candidates are requested to visit the website regularly to keep themselves updated.
 - 11.24. 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.





12. IMPORTANT DATES

Sl. No.	Activity	Date
1	Commencement of On-Line registration of application by candidates	16.09.2022 (from 1100 hrs. onwards)
2	Last date for on-line registration & submission of application by candidates	15.10.2022 (upto 1800 hrs.)

13. IMPORTANT INSTRUCTIONS

- 13.1** The Online Application shall be deemed to be submitted only upon receipt of Application Fee (as applicable) and upload of Self Attested Photograph.
- 13.2** 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.
- 13.3** 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 (India) Limited circulated through e-mail, social media etc. Please rely on information hosted on our website www.gailonline.com for any job/career related information pertaining to GAIL (India) Limited.

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