

**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****CAREER OPPORTUNITIES FOR 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 centres 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** below:

Table-I

#	Post	Grade	UR	SC	ST	OBC (NCL)	Total	Post identified as suitable to be held by PWDs in following categories
1	Senior Officer (Marketing)	E 2	03	01	-	03	07	HH, OH (OA, OL, BL), VH (B, LV)
2	Senior Officer (F&A)	E 2	03	01	-	01	05	HH, OH (OA, OL, OAL, BL, BLOA)
3	Senior Officer (HR)	E 2	04	01	-	01	06	HH, OH (OA, OL, OAL, BL), VH (B, LV)
4	Senior Officer (Corporate Communications)	E 2	01	-	-	01	02	OH (OA, OL), VH (B, LV)
5	Senior Engineer (Chemical-PC Operations)	E 2	01	-	-	-	01	OH (OA, OL)
6	Senior Engineer (Instrumentation- PC O&M)	E 2	-	-	01	-	01	HH, OH (OL)
7	Senior Engineer (Mechanical – Pipeline O&M)	E 2	03	-	-	-	03	HH, OH (OL)
8	Senior Engineer (Instrumentation – Pipeline O&M)	E 2	-	01	-	01	02	HH, OH (OL)
9	Senior Engineer (Polymer)	E 2	03	-	-	01	04	HH, OH (OL)
10	Senior Officer (CSR)	E 2	02	01	-	-	03	HH, OH (OA, OL, BL), VH (B, LV)
11	Deputy Manager (Medical Services- Specialist in Medicine)	E 3	01	01	-	01	03	OH (OA, OL)
12	Deputy Manager (Medical Services-Specialist in Obstetrics & Gynaecology)	E 3	01	-	-	-	01	OH (OA, OL)
13	General Manager (F&A)	E-8	02	-	-	-	02	HH, OH (OA, OL, OAL, BL, BLOA)
	Total		24	06	01	09	40	

Abbreviations Used

PWD	: Person with Disability
HH	: Hearing Impaired
OH	: Orthopaedically Impaired
VH	: Visually Impaired
OA	: One Arm
OL	: One Leg
BL	: Both Legs
OAL	: One Arm and one Leg
BLOA	: Both Legs and One Arm
B	: Blind
LV	: Low Vision

01 vacancy of **Senior Officer (Marketing)** is reserved for **PWD (VH)** category candidates.

01 vacancy of **Senior Engineer (Chemical-PC Operations)** is reserved for **PWD [OH (OA, OL)]** category candidates.

01 vacancy of **Senior Officer (CSR)** is reserved for **PWD (VH)** category candidates.

Persons with Disabilities belonging to the category/ categories for which the post is identified (as indicated in **Table-1** above) can also apply even if no vacancies are specifically reserved for them. Such candidates will be considered for selection for appointment to the post by general standard of merit.

PWD candidates of relevant category applying against a vacancy specifically reserved for them shall be eligible for the benefit of reservation/ concessions, if they are suffering from not less than 40 % of the relevant disability.

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

TABLE-II

#	Post/ Grade & Pay Scale	Minimum Essential Qualification	Minimum Essential Experience	Upper Age Limit (in Years)
1	Senior Officer (Marketing) Grade: E-2 Pay Scale: Rs.24,900– 50,500/-	Bachelor Degree in Engineering with minimum 65% marks and Two years MBA with specialization in Marketing/ Oil & Gas/ Petroleum and Energy/ Energy and Infrastructure/ International Business with Minimum 65% marks.	Minimum 01 (One) year post-qualification executive experience (including experience as ET/ MT) in line in State/ Central Government Undertaking(s) and/or Large Private Sector Organization(s). Preference will be given to the candidates having in line experience in Oil & Gas/ Petrochemical industry.	30 years
2	Senior Officer (F&A) Grade: E-2 Pay Scale: Rs.24,900–50,500/-	CA/ ICWA OR B.Com with minimum 60% Marks and Two years MBA with specialization in Finance with minimum 65% Marks. OR Graduation (B.A) with Honours in Economics with minimum 60% Marks and Two years MBA with specialization in Finance with minimum 65% Marks. OR Graduation (B.A/ B.Sc.) with Honours in Maths with minimum 60%	Minimum 01 (One) year post qualification executive experience (including experience as ET/ MT) in line in Finance/ Accounts or equivalent Department in State/ Central Government Department(s)/ Organisation(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) and/or CA/ Cost Accounting firm(s). Preference would be given to candidates	30 years

		<p>Marks and Two years MBA with specialization in Finance with minimum 65% Marks.</p> <p>OR Graduation (B.A/B.Sc.) with Honours in Statistics with minimum 60% Marks and Two years MBA with specialization in Finance with minimum 65% Marks.</p> <p>OR Graduate in Engineering i.e. B.E./ B.Tech. with minimum 60% Marks and Two years MBA with specialization in Finance with minimum 65% Marks.</p> <p>Candidates possessing CA/ ICWA qualification should hold Associate membership of ICAI/ ICWAI.</p>	having in line experience in Oil and Gas/ Petro Chemical Industry.	
3	<p>Senior Officer (HR)</p> <p>Grade: E-2</p> <p>Pay Scale: Rs.24,900 – 50,500/-</p>	<p>Bachelor Degree with minimum 60% marks and Two years MBA/ MSW with specialization in Personnel Management & Industrial Relations/ Human Resources Management with minimum 65% marks</p> <p>OR Bachelor Degree with minimum 60% marks and Two years Master Degree/ Two years PG Diploma in Personnel Management/ Personnel Management & Industrial Relations with minimum 65% marks.</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 experience (including experience as GET/ET/MT) in line in State/ Central Government Department(s)/ Institution(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) in different HR functions.</p> <p>Preference will be given to candidates having in line executive experience in Oil & Gas/ Petrochemical Industry.</p>	30 years
4	<p>Senior officer (Corporate Communications)</p> <p>Grade: E-2</p> <p>Pay Scale: Rs.24,900– 50,500/-</p>	<p>Graduate Degree with minimum 60% marks and 02 years Post Graduate Degree/ Diploma in Communication/ Advertising and Communication Management/ Mass Communication/ Journalism/ Public Relations with minimum 65% marks.</p>	<p>Minimum 01 (One) year of post qualification executive experience in line in a State/Central Government Undertaking(s) and/or Large Private Sector Organization(s) as an employee of that Undertaking/ Organization.</p> <p>Preference will be given to the candidates having inline experience in Oil & Gas/ Petrochemical industry.</p>	30 years
5	<p>Senior Engineer (Chemical–PC Operations)</p> <p>Grade: E-2</p> <p>Pay Scale: Rs.24,900 – 50,500/-</p>	<p>Bachelor Degree in Engineering in Chemical/ Petrochemical/ Chemical Technology/ Petrochemical Technology with minimum 65% marks.</p>	<p>Minimum 01 (One) year post qualification executive in line experience of Project Commissioning/ Operations (including experience as GET/ET/MT) in Petrochemical Plant/ Refinery/ Fertilizer Plant only of State/ Central Government Undertaking(s) and/or Large Private Sector Organization(s), as an employee of that Plant/ Undertaking/ Organization.</p>	30 years

6	Senior Engineer (Instrumentation – PC O&M) Grade: E-2 Pay Scale: Rs.24,900 – 50,500/-	Bachelor Degree in Engineering in Instrumentation/ Instrumentation & Control/ Electronics & Instrumentation/ Electrical & Instrumentation/ Electronics/ Electrical & Electronics with minimum 65% marks	Minimum 01 (One) year post qualification executive in line experience of Project Commissioning/ Maintenance (including experience as GET/ET/MT) in Petrochemical Plant/ Refinery/ Fertilizer Plant only of State/ Central Government Undertaking(s) and/or Large Private Sector Organization(s), as an employee of that Plant/ Undertaking/ Organization.	30 years
7	Senior Engineer (Mechanical – Pipeline O&M) Grade: E-2 Pay Scale: Rs.24,900 – 50,500/-	Bachelor Degree in Engineering in Mechanical/ Production/ Production & Industrial/ Manufacturing/ Mechanical & Automobile with minimum 65% marks	Minimum 01 (One) year post qualification executive in line experience in operations & maintenance of Oil and Gas cross country pipelines in hydrocarbon sector (including experience as GET/ ET/ MT) of State/ Central Government Undertaking(s) and/or Large Private Sector Organization(s) as an employee of that Undertaking/ Organization.	30 years
8	Senior Engineer (Instrumentation – Pipeline O&M) Grade: E-2 Pay Scale: Rs.24,900 – 50,500/-	Bachelor Degree in Engineering in Instrumentation/ Instrumentation & Control/ Electronics & Instrumentation/ Electrical & Instrumentation/ Electronics/ Electrical & Electronics with minimum 65% marks	Minimum 01 (One) year post qualification executive in line experience in operations & maintenance of Oil and Gas cross country pipelines in hydrocarbon sector (including experience as GET/ ET/ MT) of State/ Central Government Undertaking(s) and/or Large Private Sector Organization(s) as an employee of that Undertaking/ Organization.	30 years
9	Senior Engineer (Polymer) Grade: E 2 Pay Scale: Rs.24,900 – 50,500/-	Bachelor Degree in Engineering in Polymer Science and Chemical Technology/ Plastics and Rubber Technology/ Plastics Technology/ Polymer Science & Engineering/ Polymer Engineering / Polymer Technology with minimum 65% marks .	Minimum 01 (one) year post Qualification Executive Experience (including experience as GET/ ET/ MT) in Petrochemical plant/ Polyethylene (PE) based polymer processing industry/ Polypropylene (PP) based polymer processing industry only in State/ Central Government Department(s)/ Institution(s)/ Undertaking(s) and/ or Large Private Sector Organization(s)/ Institution(s)/ Company(ies).	30 years
10	Senior Officer (CSR) Grade: E 2 Pay Scale: Rs.24,900 – 50,500/-	Bachelor Degree with minimum 60% marks and Two years fulltime Master Degree / Two years fulltime Post Graduate Diploma in Social Work / Social Welfare / Rural Management with minimum 60% Marks .	Minimum 01 (one) year post Qualification Executive Experience (including experience as GET/ ET/ MT) in line in State/ Central Government Department(s)/ Institution(s)/ Undertaking(s) and/ or Large Private Sector Organization(s)/ Institution(s)/ Company(ies).	30 years
11	Deputy Manager (Medical Services-Specialist in Medicine) Grade: E-3	MBBS degree with Post Graduate Degree (MD) in Medicine.	Minimum 02 (Two) years post qualification experience in line (excluding internship) as Medical Officer/ Specialist Physician in Public Sector Enterprise/ Large Private Sector Enterprise/ Large Hospital.	36 years

	Pay Scale: Rs.29,100– 54,500/-		Candidates working in Government/ Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	
12	Deputy Manager (Medical Services- Specialist in Obstetrics & Gynaecology) Grade: E-3 Pay Scale: Rs.29,100– 54,500/- (Only female candidates may apply)	MBBS degree with Post Graduate Degree (MD/ MS) in Obstetrics & Gynaecology; OR MBBS degree with Post Graduate Diploma (DGO) in Obstetrics & Gynaecology	Candidates having MBBS degree with Post Graduate Degree (MD/ MS) in Obstetrics & Gynaecology must possess minimum 02 (Two) years post qualification experience in line (excluding internship) as Medical Officer/ Gynaecologist in Public Sector Enterprise/ Large Private Sector Enterprise/ Large Hospital. Candidates having MBBS degree with Post Graduate Diploma (DGO) in Obstetrics & Gynaecology must possess minimum 03 (Three) years post qualification experience in line (excluding internship) as Medical Officer/ Gynaecologist in Public Sector Enterprise/ Large Private Sector Enterprise/ Large Hospital. Candidates working in Government/ Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	36 years
13	General Manager (Finance & Accounts) Grade: E 8 Pay Scale: Rs. 51,300 – 73,000/-	Chartered Accountant/ Cost Accountant Candidates possessing Chartered Accountant/ Cost Accountant qualification should hold Fellow/ Associate membership of ICAI/ICWAI. Preference will be given to the candidates possessing additional qualification(s) of CS/ MBA (Finance) (from top ranking institutes) over and above Chartered Accountant/ Cost Accountant qualification.	Candidate should have experience at a senior level with minimum 24 years of total post-qualification in line working experience, out of which at least 20 years post-qualification experience should be in executive cadre (including experience as ET/ MT) in Finance/ Accounts or equivalent Department in State/ Central Government Department(s)/ Organisation(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) and/or CA/ Cost Accounting firm(s) in areas of Corporate Finance, Finalization and Audit of Corporate Accounts including consolidated accounts, Management Accounting, Budgetary control, Treasury including long-term and short-term funds mobilization, Commodity hedging, Foreign Currency Risk Management, etc. The candidate should be well versed in working in computerized environment. Candidates having experience in Oil & Gas Sector will have an added advantage. Candidate presently working in Government/ PSUs/ PSBs must have minimum 01 year experience at appropriate level in the IDA pattern pay	52 years

			scale of Rs. 51,300 – 73,000/- or equivalent.	
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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.
- 2.2** Only full time Regular courses will be considered. This shall include all qualification(s) starting from **Class X & XII examination, all Diploma(s), Graduation, Post Graduation, all Medical Degrees/ Diplomas (i.e., MBBS/ MD/ MS/ DGO) etc. except CA/ ICWA qualification** as specified under minimum essential qualification(s) 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** Medical Degree/ Diploma (i.e., MBBS/ MD/ MS/ DGO, etc.) acquired should be recognised by Medical Council of India.
- 2.5** Candidates applying for the post of Dy. Manager (Medical Services-Specialist in Medicine)/ Dy. Manager (Medical Services-Specialist in Obstetrics & Gynaecology) should be registered either with Medical Council of India or with State Medical Council.
- 2.6** Only female candidates may apply for the post of Dy. Manager (Medical Services- Specialist in Obstetrics & Gynaecology).
- 2.7** Engineering Degree can be B.E./ B. Tech./ B. Sc. Engg.
- 2.8** Candidates having 05 years B.E./ B. Tech. + M.E./ M. Tech. integrated dual degree in engineering in relevant discipline shall also be considered.
- 2.9** 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 specialisation in Marketing/ Oil & Gas Management / Petroleum & Energy / Energy & Infrastructure / International Business shall also be considered for the post of Senior Officer (Marketing).
- 2.10** Wherever MBA has been mentioned as requirement, apart from MBA, Two years Post Graduate Diploma in Management with specialization in relevant field/ MMS with specialisation in relevant field shall also be considered.
- 2.11** 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.

- 2.12** Internship training shall not be considered as work experience for the posts of Dy. Manager (Medical Services-Specialist in Medicine)/ Dy. Manager (Medical Services-Specialist in Obstetrics & Gynaecology).
- 2.13** Minimum percentage of marks in the essential qualification(s) as indicated above shall be considered as per rules/ norms of the concerned Institute/ University.
- 2.14** 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/ Institute. Candidate will be required to submit documentary proof/ certificate to this effect from the Institute/ University at the time of further Selection Process, if called for the same.
- 2.15** Minimum Essential Post Qualification Experience in line in State/ Central Government Department(s)/ Institution(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/Enterprise(s)/ Institution(s)/ Company(ies) or Large Hospital should be as on **27.09.2016**. However, Industrial/ Vocational/ Apprentice Training will not be considered as experience.
- 2.16** Experience of candidates working on contract basis through empanelled agency/ contractor (i.e. those who have been deployed on contract basis by some other agency/ organisation for working on project/ construction/ O&M or any other activity) will not be considered. Only direct work experience including fixed term basis employment in an organisation will be taken into consideration.
- 2.17** In case of experience in CA firm, CA firm(s) should be empanelled with CAG for audit of Schedule 'A' PSUs and in case of experience in Cost Accounting firm(s), the firm(s) should have the experience of conducting statutory Cost Audit of Schedule 'A' PSUs under the Companies Act.
- 2.18** Large Private Sector Organization/Enterprise/Institution/ Company/Hospital would include only such private sector Organization/ Institution/ Company/Hospital which has an Annual turnover of more than Rs. 500 Crores in any one of the last 02 financial years. The candidate will be required to submit suitable documentary proof to establish the above.
- I. For Past Employment: Last 02 financial years will be reckoned from the date of relieving from the Organization/ Institution/ Company/Hospital.
- II. For Current Employment: Last 02 financial years will be reckoned from the last date of filling online application form.

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

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

- 3.1** Wherever minimum qualifying percentage of marks have been specified as **65%**, **relaxed minimum educational qualification(s) percentage in respect of SC, ST, and PWD category candidates is 60%**.

3.2 Wherever minimum qualifying percentage of marks have been specified as **60%, relaxed minimum educational qualification(s) percentage in respect of SC, ST, and PWD category candidates is 55%.**

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

4. Upper Age Limit and Age Relaxation

4.1 Upper Age Limit for the above posts shall be as indicated in **Table-II** above as on **27.09.2016.**

4.2 The upper age is relaxable by 05 years for SC/ ST category candidates, 03 years for OBC (NCL) category candidates. It is also relaxable by 10 years for PWD-General category candidates, 13 years for PWD-OBC (NCL) category candidates and 15 years for PWD-SC/ ST category candidates. The above relaxation in upper age limit is applicable only in respect of posts which are reserved for SC/ ST/ OBC (NCL) category candidates. Relaxation in age limit shall be applicable for PWD category candidates irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for concerned PWD category candidates. 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.

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

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

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

5. EMOLUMENTS

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

Table-III

Grade	Pay Scale	Initial Basic Pay
E2	Rs.24,900 – 50,500/-	Rs. 24,900 /-
E3	Rs.29,100 – 54,500/-	Rs. 29,100 /-
E8	Rs.51,300 – 73,000/-	Rs. 51,300/-

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 applying for the post of Sr. Officer/ Sr. Engineer (E-2 Grade) possessing dual qualifications of BE/ B. Tech and 02 years fulltime regular MBA Degree (recognized) or equivalent (like MMS , PGDM, Masters degree in Personal Management & Industrial Relations /P G Diploma in Personal Management & Industrial Relations) while joining GAIL will be allowed additional two advance annual increments at the applicable rate (presently @ 3%) on cumulative basis over and above the basic pay offered to them in the pay scale of E-2 Grade
- 5.4 Pay and Allowances:** Basic Pay as applicable in the grade, Variable Dearness Allowance (VDA) at the applicable rates and perks & allowances under cafeteria approach
- 5.5 Variable Pay:** Performance Related Pay based on individual and organizational performance.
- 5.6 Other Benefits:** Company Accommodation/ Leased Accommodation/ HRA, medical facility, group insurance, house building advance, conveyance advance, furnishing advance/ PC advance, etc. as per rules of the company.
- 5.7 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.
- 5.8** All the above benefits will be governed by the policy of the Company in force & amended from time to time.

6. APPLICATION FEE

- 6.1** At the time of submission of online application, candidates belonging to **General and OBC (NCL)** category are required to pay a non-refundable application fee of **Rs. 200/-** (Rupees Two Hundred only)(excluding applicable bank charges) by any one of the following 03 modes:

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

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

- 6.2 SC/ ST/ PWD category candidates are exempted from payment of application fees.** However, for claiming exemption in application fees, SC/ ST candidates will have to submit a true copy of

SC/ ST certificate as applicable, issued by the Competent Authority in the prescribed format and PWD category candidates claiming exemption in application fee will have to submit a true copy of disability certificate in the prescribed format issued by Competent Authority at the time of further Selection Process.

7. HOW TO APPLY

7.1 CANDIDATES WILL BE REQUIRED TO APPLY ONLINE THROUGH GAIL WEBSITE: www.gailonline.com. No other means / mode of application shall be accepted. Website will be open from **1100 hrs on 07.09.2016 to 1800 hrs on 27.09.2016**.

7.2 Before registering/applying online, candidates are advised to go through detailed instructions related to the application process. The candidate should possess the following and keep the same handy while applying online:

- (i) Valid email ID and mobile no.
- (ii) SBCollect Reference Number generated by State Bank of India.
- (iii) Scanned copies of self-attested recent passport size photograph of the candidate with white background (size upto 50 KB).

7.3 After submitting online application, candidate is required to download the Application Form generated by the system with unique registration number. Candidate should put his/ her signature at the space provided and keep the form with him/ her for future reference.

7.4 Candidates are NOT required to submit hard copy of application form to GAIL at this stage.

7.5 In case the candidate is called for further Selection Process, he/ she has to bring the downloaded application form with all **ORIGINAL DOCUMENTS** [in the order as mentioned below] together with ONE SEPARATE SET OF PHOTO COPY of all documents duly **SELF ATTESTED** (in the same order) at the time of further Selection Process, failing which he/ she will not be permitted to appear in the further Selection Process:

- (i) Copy of SBCollect Reference Number generated by State Bank of India.
- (ii) Print out of the Online Application form with 02 recent passport size photograph (same photograph uploaded on the online application form) along with signature on the application form.
- (iii) Document in support of Date of Birth proof – Matriculation/ Class-X Certificate/ Mark Sheet/ Admit Card issued by the Board.
- (iv) Caste/Tribe certificate [for SC/ ST/ OBC (NCL) category candidates as applicable] in the prescribed format issued by the Competent Authority as prescribed by Government of India, Disability certificate [in case of PWD 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) category candidates are required to submit **latest caste certificate**.
- (v) All Certificates/Testimonials in respect of qualifications (all semester/year wise Mark Sheet, Degree & Diploma certificate starting from matriculation onwards).

- (vi) For the post of Deputy Manager (Medical Services-Specialist in Medicine) & Deputy Manager (Medical Services-Specialist in Obstetrics & Gynaecology) - Certificate of Registration with Medical Council of India or with State Medical Council & Internship Completion certificate.
- (vii) For the post of Senior Officer (F&A) & General Manager (F&A): Associate membership certificate of ICAI/ ICWAI for candidates possessing CA/ ICWA (as applicable).
- (viii) Complete and Proper Experience certificates/ Documents issued by the Employer in support of experience details mentioned by the candidate in the online Application Form.

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

I. For Past Employment:

- Experience letter issued by competent and authorized executive of the organization indicating designation and date of joining as well as date of relieving the organization by the employee concerned **OR**
- Appointment letter clearly mentioning the date of joining the organization and also acceptance of resignation letter/ relieving order.

II. For Current Employment:

- Experience letter issued by competent and authorized executive of the organization indicating designation and date of joining the organization by the employee concerned along with latest pay slip **OR**
- Appointment letter clearly mentioning the date of joining the organization and latest Pay Slip along with any of the following optional documents:
 - Identity card issued by current employer
 - Annual Increment letter
 - Promotion order/Transfer order etc.

In the event of absence of appointment letter and latest pay slip, candidature of such candidates shall be liable to be rejected.

- (ix) NOC/ Forwarding Letter from the employer in case the candidate is employed in Central/ State Government Department, Central/ State PSUs or Semi Government organization.
- (x) Following documentary proofs are required to be provided in support of experience in Large Private Sector Organization/ Institution/ Company/Hospital.
 - (a) Documentary proof to establish that the Private Organization/ Institution/ Company/ Hospital where the candidate has worked/ is working was having an Annual Turnover of more than Rs. 500 crores in any of the last 02 Financial Years.
 - (b) Documentary proof to establish that in case of experience in CA firm, CA firm(s) is empanelled with CAG for audit of Schedule 'A' PSUs and in case of experience in Cost Accounting firm(s), the firm(s) is having the experience of conducting statutory Cost Audit of Schedule 'A' PSUs under the Companies Act.

(xi) **Valid ID Proof:** PAN Card/ Voter ID/ Aadhar Card/ Driving License etc.

(xii) **Candidates should ensure that they bring all the documents mentioned above to the venue of further Selection Process. In the event of failure of candidate to submit any of the required documents as mentioned above, candidature of such candidate shall be liable to be rejected.**

7.6 Three copies of the same photo should be retained for future use. Candidates are advised not to change their appearance till the recruitment process is complete.

7.7 Before applying for the post, candidates should ensure that he/ she fulfills 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 application fee paid by ineligible candidates shall be forfeited. No correspondence shall be entertained in this regard.

8. 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.

9. SELECTION PROCESS

9.1 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.

9.2 Screening and selection will be based on the details provided by the candidates, hence it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong/ false information will be a disqualification and GAIL will not be responsible for any consequence of furnishing such wrong/ false information.

9.3 Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. 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 rejected.

Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.

9.4 All the details given in the online form will be treated as final and no changes will be entertained.

9.5 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.

9.6 Selection Process will involve Group Discussions and/ or interview before the Selection Committee.

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

10. Other Terms & Conditions and General Instructions

10.1 Only Indian Nationals are eligible to apply.

10.2 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 7.5 as mentioned above) are correct in all respects. Mere admission to the selection process does not imply that the Company (GAIL) has been satisfied about the candidate's eligibility. In case it is detected at any stage of the recruitment process that a candidate does not fulfill any of the eligibility criteria, and/ or that he/ she has furnished any incorrect information or has suppressed any material fact(s), his/ her candidature will stand cancelled. If any of these shortcomings(s) is/ are detected even after appointment, his/ her services will be summarily terminated.

10.3 Request for change of Mailing address/email ID/ category/ posts as declared in the online application will not be entertained.

10.4 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.

10.5 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 have not been short listed for further Selection Process.

10.6 Category [**SC/ ST/ OBC (NCL)/ PWD**] once filled in the online application form will not be changed and no benefit of other category will be admissible later on.

10.7 The OBC candidates who belong to “**CREAMY LAYER**” are not entitled for OBC concession and such candidates have to indicate their category as “General”.

10.8 Relaxations/ Reservations for SC/ ST/ OBC (Non Creamy Layer)/ PWD (degree of disability 40% or above)/ Ex-Serviceman as per Government Directives are applicable.

10.9 Degree of Disability for reservation

Only such PWD category candidates would be eligible to get the benefit of reservation/ concessions who suffer from not less than 40% of relevant disability. For claiming the benefit of **PWDs**, the candidates will have to submit a disability certificate as per formats prescribed by the Ministry of Social Justice and Empowerment vide notification no. G.S.R.2 (E) dated 30.12.2009 in support of their claim. To download the prescribed format please click relevant link “**Download prescribed format for SC/ ST/ OBC (NCL)/ PWD certificate**” available on ‘Careers’ section of GAIL website www.gailonline.com. In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority as prescribed by Government of India, his/ her candidature will not be considered.

10.10 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. 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.

10.11 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. 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.

10.12 Candidates presently employed in Central/ State Government Department, Central/ State PSUs or Semi Government Organization shall produce **NOC** from their present employer at the time of further Selection Process. In case, the candidate fails to produce **NOC** from his/ her present employer at the time of further Selection Process, his/ her candidature will not be considered.

10.13 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.

10.14 GAIL reserves the right to raise the minimum eligibility standards. GAIL also reserves the right to fill or not to fill all or any of the above positions and cancel/ restrict/ enlarge/ modify/ alter the recruitment/ selection process without any further notice or assigning any reasons whatsoever.

10.15 The prescribed qualification/ experience are the 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.

10.16 The list of candidates shortlisted for participating in the further Selection Process and also the list of selected candidates for appointment for the above posts will be displayed on GAIL Website www.gailonline.com for the information of the candidates in due course of time. Candidates are advised to visit GAIL Website www.gailonline.com for latest updates.

10.17 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.

10.18 **IMPORTANT DATES**

#	Activity	Date
1	Commencement of On-Line registration of application by candidates	07.09.2016 (11.00 hrs.)
2	Last date for on-line registration of application by candidates	27.09.2016 (18.00 hrs.)

ADVT. No: GAIL/OPEN/MISC/2/2016