



GAIL (INDIA) LIMITED
(A Govt. of India Undertaking)
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Corporate Identification Number: L40200DL1984GOI018976

THIRD TIME SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITY
(PWDs)

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, a Maharatna PSU, 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	PwD (VH-B/LV)	PwD (HH)	Total
1	Senior Engineer (Instrumentation)	E-2	-	01	01
2	Senior Officer (Marketing)	E-2	01	-	01
3	Senior Officer (Law)	E-2	01	-	01
4	Senior Officer (CC)	E-2	01	-	01
5	Senior Superintendent (Hindi)	S-7	-	01	01
6	Senior Accountant	S-7	-	01	01
7	Senior Superintendent (HR)	S-7	01	-	01
8	Senior Chemist	S-7	-	01	01
9	Foreman (Mechanical)	S-5	-	02	02
10	Foreman (Electrical)	S-5	-	01	01
11	Foreman (Instrumentation)	S-5	-	01	01
	Total		04	08	12

Abbreviations Used

PwD: Person with Disability
HH: Hearing Impaired
VH: Visually Impaired
B: Blind
LV: Low Vision

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

Table-II

Sl. No.	Post/ Grade/ Pay Scale/ Age limit	Minimum Essential Qualification	Minimum Essential Experience
1	Senior Engineer (Instrumentation), E-2 Grade Pay Scale: Rs.24,900–50,500/- Age Limit (Yrs.): Gen. (PwD-HH): 40 SC/ST(PwD-HH): 45 OBC (NCL) (PwD-HH): 43	Bachelor Degree in Engineering in Instrumentation/ Instrumentation & Control/ Electronics & Instrumentation/ Electrical & Instrumentation/ Electronics/ Electrical & Electronics with minimum 60% marks.	Minimum 01 (one) year Post Qualification Executive Experience (Incl. experience as GET/ ET/ MT) in line in an organisation of repute. Preference would be given to candidates having inline executive experience in Oil & Gas/ Petro Chemical Industry.
2	Senior Officer (Marketing) E-2 Grade Pay Scale: Rs.24,900–50,500/- Age Limit (Yrs.): Gen. (PwD-VH): 40 SC/ST(PwD-VH): 45 OBC (NCL) (PwD-VH): 43	Bachelor Degree in Engineering with minimum 60% marks and Two years MBA with specialization in Marketing/ Oil & Gas/ Petroleum and Energy/ Energy and Infrastructure/ International Business with minimum 60% marks.	Minimum 01 (one) year Post Qualification Executive Experience (Incl. experience as ET/ MT) in line in Marketing or equivalent in an organisation of repute. Preference would be given to candidates having inline executive experience in Oil & Gas/ Petro Chemical Industry.
3	Senior Officer (Law) E-2 Grade Pay Scale (Yrs.): Rs.24,900–50,500/- Age Limit: Gen. (PwD-VH): 40 SC/ST(PwD-VH): 45 OBC (NCL) (PwD-VH): 43	Graduate Degree in any discipline with minimum 55% marks and Bachelor Degree in Law (LLB) (minimum 03 years professional course) with minimum 55% marks. OR 05 years Integrated LLB Degree (Professional) with minimum 55% marks. Preference will be given to candidates having Master Degree in Law (LLM).	Minimum 01 (one) year post qualification experience as a Law Executive in an organisation of repute or as an advocate in reputed Law firm(s). Candidates having experience as an Advocate in reputed Law firm(s) must have enrolled themselves with the concerned Bar council as an advocate. Candidates must have hands on experience in handling litigation before different Judicial/ Quasi-Judicial forums, Arbitration and Conciliation matters, Drafting & vetting various legal documents, handling legal matters pertaining to Mergers, Acquisitions & Joint Ventures, Regulatory matters of Hydrocarbon sector, Industrial/ labour law matters, etc.

			Preference would be given to candidates having required executive experience in Oil & Gas/ Petro Chemical Industry.
4	Senior Officer (CC) E-2 Grade <u>Pay Scale:</u> Rs.24,900–50,500/- <u>Age Limit (Yrs.):</u> Gen. (PwD-VH): 40 SC/ST(PwD-VH): 45 OBC (NCL) (PwD-VH): 43	Bachelor Degree with minimum 55% marks and Two years Master Degree/ Two years Post Graduate Diploma in Communication/ Advertising and Communication Management/ Public Relations/ Mass Communication/ Journalism with minimum 60% marks.	Minimum 01 (one) year Post Qualification Executive Experience (Incl. experience as ET/ MT) in line in an organisation of repute. Preference would be given to candidates having inline executive experience in Oil & Gas/ Petro Chemical Industry.
5	Senior Superintendent (Hindi) S-7 Grade <u>Pay Scale:</u> Rs.16,300–38,500/- <u>Age Limit (Yrs.):</u> Gen. (PwD-HH): 50 SC/ST (PwD-HH):55 OBC (NCL) (PwD-HH): 53	Bachelor Degree in Hindi Literature with minimum 50% marks and Degree or Diploma in translation in Hindi to English and vice-versa from any recognized University or equivalent. Should have English as one of the subjects in graduation.	Minimum 08 (eight) years Post Qualification Experience in line in supervisory capacity in English to Hindi translation and vice-versa of various reports, documents, letters, etc. preferably in Govt. Deptt./ PSUs/ Banks/ Financial Institutions. Preference will be given to candidates having proficiency in operation of Personal Computer. Candidates working in Govt./PSUs must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.
6	Senior Accountant S-7 Grade <u>Pay Scale:</u> Rs.16,300–38,500/- <u>Age Limit (Yrs.):</u> Gen. (PwD-HH): 50 SC/ST (PwD-HH):55 OBC (NCL) (PwD-HH): 53	Intermediate or equivalent in CA/ ICWA. Candidates should be proficient in operation of personal computer. OR Master Degree in Commerce (M.Com.) with minimum 55% marks. Candidates should be proficient in operations of personal computer.	Minimum 08 (eight) years Post Qualification Experience in line in supervisory capacity in different Finance & Accounts (F&A) functions in an organisation of repute. Candidates working in Govt./PSUs must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.

Sl. No.	Post/ Grade/ Pay Scale/ Age limit	Minimum Essential Qualification	Minimum Essential Experience
7	Senior Superintendent (HR) S-7 Grade <u>Pay Scale:</u> Rs.16,300–38,500/- <u>Age Limit (Yrs.):</u> Gen. (PwD-VH): 50 SC/ST (PwD-VH):55 OBC (NCL) (PwD-VH): 53	Bachelor Degree with Diploma in Personnel Management/ Industrial Relations with minimum 50% marks in each. Candidates should be proficient in operations of personal computer.	Minimum 08 (eight) years Post Qualification Experience in line in supervisory capacity in different HR functions in an organisation of repute. Candidates working in Govt./PSUs must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.
8	Senior Chemist S-7 Grade <u>Pay Scale:</u> Rs.16,300–38,500/- <u>Age Limit (Yrs.):</u> Gen. (PwD-HH): 50 SC/ST (PwD-HH):55 OBC (NCL) (PwD-HH): 53	Master Degree (M.Sc.) in Chemistry with minimum 50% marks.	Minimum 08 (eight) years Post Qualification Experience in line in supervisory capacity in Quality Control Laboratory of an organisation of repute. Candidates working in Govt./PSUs must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.
9	Foreman (Mechanical) S-5 Grade <u>Pay Scale:</u> Rs.14,500–36,000/- <u>Age Limit (Yrs.):</u> Gen. (PwD-HH): 42 SC/ST(PwD-HH): 47 OBC (NCL) (PwD-HH): 45	Diploma in Engineering in Mechanical/ Production/ Production & Industrial/ Manufacturing/ Mechanical & Automobile with minimum 55% marks.	Minimum 02 (two) years Post Qualification experience in line in an organisation of repute. Preference will be given to candidates having inline experience in Oil & Gas/ Petrochemical Industry.
10	Foreman (Electrical) S-5 Grade <u>Pay Scale:</u> Rs.14,500–36,000/- <u>Age Limit (Yrs.):</u> Gen. (PwD-HH): 42 SC/ST(PwD-HH): 47 OBC (NCL) (PwD-HH): 45	Diploma in Engineering in Electrical / Electrical & Electronics with minimum 55% marks.	Minimum 02 (two) years Post Qualification experience in line in an organisation of repute. Preference will be given to candidates having inline experience in Oil & Gas/ Petrochemical Industry.
11	Foreman (Instrumentation) S-5 Grade <u>Pay Scale:</u> Rs.14,500–36,000/- <u>Age Limit (Yrs.):</u> Gen. (PwD-HH): 42 SC/ST(PwD-HH): 47 OBC (NCL) (PwD-HH): 45	Diploma in Engineering in Instrumentation/ Instrumentation & Control/ Electronics & Instrumentation/ Electrical & Instrumentation/ Electronics/ Electrical & Electronics with minimum 55% marks.	Minimum 02 (two) years Post Qualification experience in line in an organisation of repute. Preference will be given to candidates having inline experience in Oil & Gas/ Petrochemical Industry.

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

- 2.1 Minimum essential educational qualification(s) required shall be as indicated in **Table-II** above against each post.
- 2.2 **Only full time Regular courses will be considered.** This shall include **Class X & XII examination, all Diploma(s), Graduation and Post-Graduation** except Intermediate CA/ ICWA qualification as specified under the minimum essential qualification(s) column in **Table-II** above.
- 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 indicated above shall be considered as per rules/ norms of the concerned Institute/ University.
- 2.5 Wherever CGPA/ OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/ Institutes. Candidates will be required to submit documentary proof/ certificate to this effect from the Institute/ University at the time of Interview, if called for the same.
- 2.6 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 specialisation 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 specialisation 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 Experience in line as specified in **Table-II** above should be as on **19.01.2017**. However, Industrial/ Vocational/ Apprentice Training will not be considered as experience.
- 2.12 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)

Minimum qualifying percentage of marks in essential qualification(s) as indicated in **Table-II** above is inclusive of relaxations to be provided to Gen-PWD, SC/ST-PWD & OBC (NCL)-PWD category 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 Gen-PWD, SC/ST-PWD & OBC (NCL)-PWD category candidates.
- 4.2 The Upper Age Limit as specified above is as on **19.01.2017**.
- 4.3 The upper age limit is also relaxable by 05 years for candidates domiciled in the State of Jammu & Kashmir between 01.01.1980 and 31.12.1989.
- 4.4 In case of Ex-servicemen who have put in not less than six months continuous service in the Armed Forces of the Union, they shall be allowed to deduct the period of such service from their actual age, and if the resultant age does not exceed by more than 03 years the maximum age limit prescribed for the posts/ services for which a candidate seeks appointment, he/ she be deemed to satisfy the conditions regarding the age limit.
- 4.5 **For posts at Sl. No. 05 to 11 at Table-I above only:** Age relaxation is extended to the members of Co-operative Societies i.e., M/s Progressive Technical Workers Cooperative Society Limited, Vaghodia & Vadodara, M/s Allied Services Workers Cooperative Society Limited, Vaghodia, M/s Vasishtha Techno and Non-Techno Crafts Labour Contracts Co-operative Society Limited, Rajahmundry and Project Affected Persons of different GAIL locations subject to submission of true copies of supporting documents and also subject to the same being found in order.
- 4.6 Maximum upper age of the applicant 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 /-
S7	Rs.16,300 – 38,500/-	Rs. 16,300 /-
S5	Rs.14,500 – 36,000/-	Rs. 14,500/-

5.2 **Pay scales are due for revision.**

- 5.3 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.
- 5.4 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.
- 5.5 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.

- 5.6 **Pay and Allowances:** Basic Pay as applicable in the grade, Variable Dearness Allowance (VDA) at the applicable rates and perks & allowances under cafeteria approach.
- 5.7 **Variable Pay:** Performance Related Pay based on individual and organizational performance.
- 5.8 **Other Benefits:** Company Accommodation/ Leased Accommodation/ HRA, medical facility, group insurance, house building advance, conveyance advance, furnishing advance/ PC advance, etc.
- 5.9 **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.
- 5.10 All the above benefits will be governed by the policy of the Company in force & amended from time to time.

6. PLACEMENT/ ASSIGNMENTS:

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

7. APPLICATION FEE

- 7.1 PWD category candidates are exempted from payment of application fees. However, for claiming exemption in application fees, 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.

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

accepted. Website will be opened from **1100 hrs** on **20.12.2016** to **1800 hrs** on **19.01.2017**.

8.2 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) Scanned copy of self-attested recent passport size color photograph of the candidate with white background (size upto 50 KB).

8.3 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.

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

8.5 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) Print out of the Online Application form along with 02 recent passport size color photograph (same photograph 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/ Mark Sheet/ Admit Card issued by the Board.
- (iii) (a) Caste/ Tribe certificate [for SC/ ST/ OBC (NCL) candidates as applicable] in the prescribed format issued by the Competent Authority as prescribed by Government of India. OBC (Non Creamy Layer) category candidates are required to submit **latest caste certificate**.

(b) Disability certificate in the prescribed format issued by the Competent Authority and

(c) Ex-servicemen Proof (in case of Ex-servicemen candidates).

(iv) All Certificates/ Testimonials in respect of qualifications (all semester/ year wise Mark Sheet, Degree and Diploma certificates starting from matriculation onwards).

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

II. **For Current Employment:**

- Experience letter issued by Competent and authorised executive of the organisation indicating designation and date of joining the organisation by the employee concerned along with latest pay slip **OR**
- Appointment letter clearly mentioning the date of joining the organisation & 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 candidate shall be liable to be rejected.

- (vi) NOC/ Forwarding Letter from the employer in case the candidate is employed in Central/ State Government Department, Central/ State PSUs or Semi Government organization.

- (vii) For the post of Senior Officer (Law) only: Proof of enrolment as an advocate with the concerned Bar Council for candidates having experience as an Advocate in reputed Law firm(s).

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

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

- 8.6 **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.

- 8.7 Before applying for the post, candidates should ensure that he/ she fulfils the eligibility criteria and other conditions mentioned in this advertisement. GAIL would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/ she has applied. The application fee paid by ineligible candidates shall be forfeited. No correspondence shall be entertained in this regard.

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 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.

10. SELECTION PROCESS

- 10.1 Candidates fulfilling all the eligibility criteria (based on the application as submitted in the online application), will be considered for further Selection Process. Depending on the number of candidates fulfilling all criteria, candidates will undergo single stage/ multiple stage selection process. In the event of number of applications being large, GAIL will adopt shortlisting criteria to restrict the number of candidates to be called for further selection process to a reasonable number by suitably raising the minimum eligibility standards.
- 10.2 Screening and selection will be based on the details provided by the candidates, hence it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong/ false information will be a disqualification and GAIL will not be responsible for any consequence of furnishing such wrong/ false information.
- 10.3 Since all the applications will be screened on the basis of data submitted by the candidates 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.

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

Post	Selection Process
Senior Engineer (Instrumentation)	Group Discussion and/ or interview before the Selection Committee
Senior Officer (Marketing)	
Senior Officer (Law)	
Senior Officer (CC)	
Senior Superintendent (Hindi)	Skill test (i.e., Computer Proficiency test and/ or Translation test) and/ or Written test
Senior Accountant	Skill test (i.e., Computer Proficiency test) and/ or Written test
Senior Superintendent (HR)	
Senior Chemist	Trade test in respective discipline and/ or Written test.
Foreman (Mechanical)	
Foreman (Electrical)	
Foreman (Instrumentation)	

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

11. OTHER TERMS & CONDITIONS AND GENERAL INSTRUCTIONS

11.1 Only Indian Nationals are eligible to apply.

11.2 The candidates should ensure that they fulfill all eligibility criteria and other conditions of this advertisement and that the particulars furnished by them in the on-line application and the documents submitted by them later on (in terms of Clause 8.2 as mentioned above) are correct in all respects. Mere admission to the Selection Process does not imply that the Company (GAIL) has been satisfied about the candidate's eligibility. In case it is detected at any stage of the recruitment process that a candidate does not fulfill any of the eligibility criteria, and/ or that he/ she has furnished any incorrect information or has suppressed any material fact(s), his/ her candidature will stand cancelled. If any of these shortcomings(s) is/ are detected even after appointment, his/ her services will be summarily terminated.

- 11.3 Request for change of Mailing address/ email ID/ category/ posts as declared in the online application will not be entertained.
- 11.4 Candidates should possess a valid email ID. Candidates are advised to keep the email ID (to be entered compulsorily in the online application form) active for at least one year. No change in the email ID will be allowed once entered. All correspondence with candidates shall be done through email only. All information/ communication regarding participating in the Selection Process shall be provided through email to the candidates found apparently eligible based on the online application data and documents submitted. Responsibilities of receiving and downloading of information/ communications etc. will be of the candidate. GAIL will not be responsible for any loss of email sent, due to invalid/ wrong email ID provided by the candidate and no correspondence in this regard will be entertained.
- 11.5 Only short listed candidates who are found apparently eligible based on the online application data and documents submitted will be called for participating in the Selection Process. In case the applicant does not receive any communication within **120 days** from the date of publication of this advertisement, it may be presumed that he/ she has not been short listed for the Selection Process.
- 11.6 Category [**SC/ST/OBC (NCL)/ PWD**] once filled in the online application form will not be changed and no benefit of other category will be admissible later on.
- 11.7 The OBC candidates who belong to "**CREAMY LAYER**" are not entitled for OBC concession and such candidates have to indicate their category as "General".
- 11.8 Relaxations/ Reservations for SC/ ST/ OBC (Non Creamy Layer)/ PWD (degree of disability 40% or above)/ Ex-Serviceman as per Government Directives are applicable.
- 11.9 **Degree of Disability for reservation**

Only such PWD 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 reservation/ concessions applicable for **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, his/ her candidature will not be considered

- 11.10 Candidates belonging to **SC/ST** category should produce their caste certificate in the prescribed format issued by Competent Authority as prescribed by Government of India in support of their claim. To download the prescribed format please click relevant link "**Download prescribed format for SC/ST/OBC (NCL)/PWD certificate**" available on careers section of GAIL website www.gailonline.com. In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority as prescribed by Government of India, his/ her candidature will not be considered.
- 11.11 Candidates belonging to **OBC (Non-Creamy Layer)** category should produce their latest caste certificate in the prescribed format issued by Competent Authority as prescribed by Government of India in support of their claim. To download the prescribed format please click relevant link "**Download prescribed format for SC/ST/OBC (NCL)/PWD certificate**" available on careers section of GAIL website www.gailonline.com. The name of the caste and community indicated in the OBC (NCL) certificate must appear in the central list of Other Backward Classes. In case, the candidate fails to produce his latest caste certificate in the prescribed format issued by Competent Authority as prescribed by Government of India, his/ her candidature will not be considered. Further, OBC (NCL) candidates will have to give a self-undertaking indicating that they belong to OBC (NCL) category at the time of participating in the Selection Process, if called for the same.
- 11.12 Candidates presently employed in Central/ State Government Department, Central/ State PSUs or Semi Government Organization shall either forward their application through **Proper Channel** or shall produce **NOC** from their present employer at the time of Interview. In case, the application of the candidate is not forwarded through proper channel or the candidate fails to produce **NOC** from his/ her present employer at the time of interview, his/ her candidature will not be considered.
- 11.13 Candidature of the registered candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
- 11.14 Candidature of the registered candidate is also liable to be rejected, if valid print out of Online Application Form along with necessary documents as mentioned above are not received or received unsigned or without affixing passport size colour photograph or without application fee (if applicable) or received after the closing date or registered online more than once.
- 11.15 Candidates who are registered with Local Employment Exchange(s) and meeting the prescribed eligibility criteria, whose names are sponsored to GAIL (India) Limited against this notification **are advised to apply Online, failing which their candidature will not be considered.**

- 11.16 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.
- 11.17 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.
- 11.18 List of candidates shortlisted for participating in the Selection Process and also the list of selected candidates for appointment for the above posts will be displayed on GAIL Website www.gailonline.com for the information of the candidates in due course of time. Candidates are advised to visit GAIL Website www.gailonline.com for latest updates.
- 11.19 Any canvassing directly or indirectly by the applicant will disqualify his/ her candidature. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of **Delhi Court** only.
- 11.20 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.

IMPORTANT DATES

#	Activity	Date
1	Commencement of On-Line registration of application by candidates	20.12.2016 (11.00 hrs.)
2	Last date for on-line registration of application by candidates	19.01.2017 (18.00 hrs.)

Advt. No: GAIL/OPEN/SRD/PWD/5/2016