



**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 IN HR DISCIPLINE**

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 post as per category wise vacancies in **Table-I** below for the work-centers/ units located in various States across the country:

**Table-I**

| # | Name of the post   | Grade | UR | EWS | OBC (NCL) | SC | Total | Post identified as suitable to be held by PwBDs in following categories  |
|---|--------------------|-------|----|-----|-----------|----|-------|--|
| 1 | Chief Manager (HR) | E-5   | 5  | 1   | 3         | 3  | 12    | a) B, LV<br>b) D, HH<br>c) OA, BA, BL, OL, OAL, CP, Dw, AAV, MDy<br>d) ASD,SLD,MI<br>e) MD involving (a)to (d) above |

**Abbreviations Used**

| Abbreviations | Explanation                         |
|---------------|-------------------------------------|
| UR            | Unreserved                          |
| OBC           | Other Backward Class                |
| NCL           | Non-Creamy Layer                    |
| EWS           | Economically Weaker Section         |
| SC            | Schedule Caste                      |
| ST            | Schedule Tribe                      |
| PwBDs         | 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                                    |
| CP  | Cerebral Palsy   |
| Dw  | Dwarfism   |
| AAV | Acid Attack Victims                                    |
| MDy | Muscular Dystrophy                                     |
| ASD | Autism Spectrum Disorder<br>(M = Mild, MoD = Moderate) |
| SLD | Specific Learning Disability                           |
| MI  | Mental Illness   |
| MD  | Multiple Disability                                    |

Persons with Benchmark Disabilities (PwBDs) belonging to the category/ categories for which the post is identified (as indicated in Table-I) 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.

PwBD category candidates of relevant category 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. 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**

| Name of the Post, Grade, Pay Scale and Upper Age Limits  | Minimum Essential Qualification   | Minimum Essential Experience   |
|--|---|--|
| <b>Post: Chief Manager (HR)</b><br><br><b>Grade: E 5</b><br><br><b>Pay Scale: Rs.90,000 – 2,40,000/-</b><br><br><b>Upper Age Limit: 40 years</b> | Bachelor Degree with minimum <b>60%</b> marks and Two years MBA/ MSW with specialization in Personnel Management & Industrial Relations/ Human Resources Management with minimum <b>65%</b> marks <b>OR</b> Bachelor Degree with minimum <b>60%</b> marks and Two years Master Degree/ Two years PG Diploma in Personnel Management/ Personnel Management & Industrial Relations with minimum <b>65%</b> marks.<br><br>Preference will be given to candidates having additional qualification of Bachelor Degree in Law (Professional). | Minimum <b>12 (Twelve)</b> years post qualification in line executive experience in various HR functions (including experience as GET/ ET/ MT) in State/ Central Government Department(s)/ Institution(s)/ Undertaking(s) and/ or Private Sector Organization(s)/ Institution(s)/ Company(ies) as an employee of that organization.<br><br>Out of minimum 12 years of required experience, experience of minimum 8 years should be 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.<br><br>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. |



**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 the post.
- 2.2 Only full time Regular courses will be considered.
- 2.3 All minimum essential qualification(s) must be from UGC recognized Indian University/ UGC recognized Indian Deemed University or AICTE approved courses from Autonomous Indian Institutions/ concerned statutory council (wherever applicable).
- 2.4 Minimum percentage of marks in the essential qualification(s), as specified shall be considered as per Institute/ University rules/ norms.
- 2.5 Wherever CGPA/ OGPA/CPI 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. 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 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.
- 2.7 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.
- 2.8 Minimum Essential Post Qualification **Executive Experience** in State/Central Government Department(s)/ Organization(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute should be as on **30.11.2023**.
- 2.9 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.
- 2.10 Large private sector organization/ Institution/Company of repute shall include Listed companies (which would mean and include companies listed on NSE or group A OR B of BSE) OR Organization/Institution/ Companies with more than 500 employees OR having an annual turnover of more than Rs.250 crores during any of the relevant Financial year(s) of employment in that organization.
- 2.11 Experience of candidates working on contract basis through an empanelled agency/ contractor (i.e., those who have been deployed on contract basis by some other agency/ organization) will not be considered. Only direct work experience including fixed term basis employment in an organization

### 3. RELAXATION IN MINIMUM QUALIFYING PERCENTAGE OF MARKS IN ESSENTIAL QUALIFICATION(S)

Relaxation in minimum qualifying percentage of marks in essential qualification(s) in respect of **SC/ ST and PwBD 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 PwBD 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 PwBD category candidates is 55%.**
- 3.3 **SC/ ST /PwBD 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 is indicated against each post in the Table-II above and shall be reckoned as on **30.11.2023**.

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

**Table-III**

| Sl. No.  | Category | Applicable age relaxation (in years) |
|----------|----------|--------------------------------------|
| <b>1</b> | SC/ST    | 5                                    |
| <b>2</b> | OBC(NCL) | 3                                    |
| <b>3</b> | PwBD     | 10                                   |

- 4.2 **Relaxation in age limit shall be applicable for PwBD category candidates irrespective of the fact whether the post is reserved or not**, provided the post is identified suitable for concerned PwBD category candidates. **Relaxation and Concessions for PwBD category candidates will be in accordance with the Government of India directives in this regard.**
- 4.3 The upper age limit is also relaxable by **05 years** for candidates domiciled in **the State of Jammu & Kashmir** between 01.01.1980 and 31.12.1989.
- 4.4 **SC/ ST/ OBC (NCL) category** candidates applying for any **post marked Unreserved (UR)** shall be considered under **general standard** of merit and no relaxation in upper age limit shall be available to them.
- 4.5 In case of Ex-servicemen who have put in **not less than six months** continuous service in the Armed Forces of the Union, they shall be allowed to deduct the period of such service from their actual age, and if the **resultant age does not exceed by more than 03 years the maximum age limit prescribed** for the post/ services for which a candidate applies for, he/ she will be deemed to satisfy the conditions regarding meeting the age limit.
- 4.6 Maximum upper age of the applicants shall not exceed 56 years including all possible age relaxations.



4.7 Relaxations 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 candidate(s) 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-IV** below:

| Grade | Pay Scale              | Initial Basic Pay |
|-------|------------------------|-------------------|
| E-5   | Rs.90,000 – 2,40,000/- | Rs.90,000/-       |

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

5.3 **Variable Pay:** Performance Related Pay as per the applicable policy.

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

5.5 **Superannuation Benefits:** Subject to fulfilling 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.

5.6 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 Government 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 **UR/EWS/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 \(https://gailonline.com\)](https://gailonline.com)** : No other means / mode of application shall be entertained. Application portal for the same shall remain open from **1100 hrs. on 01.11.2023 to 1800 hrs. on 30.11.2023**.
- 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 number.
- (ii) Scanned copy of recent passport size colored photograph (**3.5 X 4.5 cm**) of the candidate. Size of file should be up to 250 KB 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
- III. **Document in support of Large Private Sector Organization/ Institution /Company of repute:**
- Documentary proof towards listing of the organization/company/Institution on **NSE OR** listing on **Group A OR B of BSE** in the relevant Financial Year of employment **OR**
  - Proof of having more than 500 employees in the relevant financial year of employment in that organization (documents that can be accepted are)
    - Audited /Published Annual Report of the relevant Year **OR**
    - Certification from HR department declaring Employee Strength of more than 500 for the relevant year **OR**
    - Declaration on the Company's Website for the Relevant year **OR**
  - Proof of having Annual Turnover of more than Rs. 250 crores in the relevant Financial year(s) of employment. (documents that can be accepted are)
    - Published/Audited Annual Report clearly mentioning the Turnover for the relevant Financial year **OR**
    - Published/Audited Profit & Loss Statement of the relevant Financial year **OR**
    - Report from Ministry of Corporate Affairs (MCA) mentioning the Turnover for the relevant Financial year **OR**.
    - Turnover certificate for the relevant Financial year issued by the organization on its letter head.

*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 that the Experience letter/Certificate in respect of Large Private Sector or Company of Repute, 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](mailto:career@gail.co.in) only with the subject line: **Query-GAIL/OPEN/HR/2/2023**. 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/CR-current\\_SC\\_form\\_medical.html](https://gailonline.com/CR-current_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 only 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** 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 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 fictitious or 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** Selection Process will involve Group Discussion and/or Interview before the Selection Committee.

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

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

**11.1 Only Indian Nationals are eligible to apply.**

**11.2** The candidates should ensure that they fulfill all the eligibility criteria and other conditions of this advertisement and that the particulars furnished by them in the 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 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.
- 11.21** Any revision, clarification, addendum, corrigendum, time extension, etc. to the above advertisement



will be hosted on "Careers" section of GAIL website: <https://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

- 11.22** 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 / submission of application by candidates | <b>01.11.2023</b><br><b>(From 11.00 hrs. onwards)</b> |
| 2     | Last date for on-line registration / submission of application by candidates   | <b>30.11.2023</b><br><b>(Upto 18.00 hrs.)</b>         |

**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](http://www.gailonline.com) for any job/career related information pertaining to GAIL (India) Limited.

**ADVT. No: GAIL/OPEN/HR/2/2023**