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**GAIL (INDIA) LIMITED**
**GAIL Bhawan, 16, Bhikaiji Cama Place**
**R.K. Puram, New Delhi-110 066**
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**Corporate Identification Number: L40200DL1984GOI018976**

## CAREER OPPORTUNITIES IN VARIOUS DISCIPLINES

GAIL (India) Limited, a Maharatna PSU and India's flagship Natural Gas company is integrating all aspects of the Natural Gas value chain (including Exploration & Production, Processing, Transmission, Distribution and Marketing) and its related services. In a rapidly changing scenario, GAIL is spearheading the move to a new era of clean fuel industrialization by creating a quadrilateral of green energy corridors that connect major consumption centres in India with major gas fields, LNG terminals and other cross border gas sourcing points. GAIL offers one of the best compensation packages in terms of Cost to Company with the opportunity to learn, grow and thrive with the No. 1 Gas Company of the Country.

GAIL invites applications from Indian nationals fulfilling the eligibility criteria for filling up various posts in Non- Executive cadre for work-centres/ units located in various States across the Country. Category wise vacancies **(including backlog vacancies)** against each post are indicated in **Table-I** below: -

**Table-I**

| Sl. No. | Name of the Post | Grade | UR | EWS | OBC (NCL) | SC | ST | TOTAL | Post identified suitable for PwBDs in following categories |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Jr. Engineer (Chemical) **[Post Code-1]** | S-7 | 0 | 0 | 0 | 0 | 2 | 2 | b) D, HH<br>c) OA,OL, Dw, AAV<br>d) ASD (M), SLD, MI<br>e) MD involving (b) to (d) above |
| 2 | Jr. Engineer (Mechanical) **[Post Code-2]** | S-7 | 0 | 0 | 0 | 0 | 1 | 1 | b) D, HH<br>c) OL, LC, Dw, AAV<br>d) ASD (M), SLD, MI<br>e) MD involving (b) to (d) above |
| 3 | Foreman (Electrical) **[Post Code-3]** | S-5 | 0 | 0 | 0 | 0 | 1 | 1 | b) D, HH<br>c) OA, OL, LC, Dw, AAV<br>d) ASD (M), SLD, MI<br>e) MD involving (b) to (d) above |
| 4 | Foreman (Instrumentation) **[Post Code-4]** | S-5 | 0 | 0 | 0 | 5 | 9 | 14 | b) D, HH<br>c) OL, CP, LC, Dw, AAV<br>d) ASD (M), SLD, MI<br>e) MD involving (b) to (d) above |
| 5 | Foreman (Civil) **[Post Code-5]** | S-5 | 3 | 0 | 3 | 0 | 0 | 6 | b) D, HH<br>c) OA,OL,OAL, CP, LC, Dw, AAV<br>d) ASD (M, MoD), SLD, MI<br>e) MD involving (b) to (d)above |
| 6 | Jr. Superintendent (Official Language) **[Post Code-6]** | S-5 | 1 | 0 | 1 | 2 | 1 | 5 | a) B, LV<br>b) D, HH<br>c) OA, BA, BL, OL, OAL, CP, LC, Dw, AAV, MDy<br>d) ASD (M, MoD), SLD, MI<br>e) MD involving (a) to (d) above |

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| Sl. No. | Name of the Post | Grade | UR | EWS | OBC (NCL) | SC | ST | TOTAL | Post identified suitable for PwBDs in following categories |
|---|---|---|---|---|---|---|---|---|---|
| **7** | Jr. Chemist **[Post Code-7]** | S-5 | 3 | 0 | 3 | 2 | 0 | 8 | b) D, HH<br>c) OA, OL, OAL, BL, Dw, AAV<br>d) ASD (M), SLD, MI<br>e) MD involving (b) to (d) above |
| 8 | Jr. Accountant **[Post Code-18]** | S-5 | 7 | 1 | 3 | 2 | 1 | 14 | a) B, LV<br>b) D, HH<br>c) OA, OL, OAL, BL, BA, CP, LC, Dw, AAV<br>d) ASD (M, MoD), SLD, MI<br>e) MD involving (a) to (d) above |
| **9** | Technical Assistant (Laboratory) **[Post Code-8]** | S-3 | 0 | 0 | 0 | 3 | 0 | 3 | b) D, HH<br>c) OA, OL, OAL, BL, Dw, AAV<br>d) ASD (M), SLD, MI<br>e) MD involving (b) to (d) above |
| **10** | Operator (Chemical) **[Post Code-9]** | S-3 | 31 | 6 | 16 | 15 | 5 | 73 | b) D, HH<br>c) OA,OL, Dw, AAV<br>d) ASD (M), SLD, MI<br>e) MD involving (b) to (d) above |
| **11** | Technician (Electrical) **[Post Code-10]** | S-3 | 21 | 4 | 8 | 6 | 5 | 44 | b)D, HH<br>c) OA, OL, LC, Dw, AAV<br>d) ASD (M), SLD, MI<br>e) MD involving (b) to (d) above |
| **12** | Technician (Instrumentation) **[Post Code-11]** | S-3 | 21 | 4 | 12 | 5 | 3 | 45 | b) D, HH<br>c) OL, CP, LC, Dw, AAV<br>d) ASD (M), SLD, MI<br>e) MD involving (b) to (d) above |
| **13** | Technician (Mechanical) **[Post Code-12]** | S-3 | 19 | 3 | 11 | 4 | 2 | 39 | b) D, HH<br>c) OL, LC, Dw, AAV<br>d) ASD (M), SLD, MI<br>e) MD involving (b) to (d) above |
| **14** | Technician (Telecom & Telemetry) **[Post Code-13]** | S-3 | 7 | 1 | 2 | 0 | 1 | 11 | b) D, HH<br>c) OL, CP, LC, Dw, AAV<br>d) SLD, MI<br>e) MD involving (b) to (d) above |
| **15** | Operator (Fire) **[Post Code-14]** | S-3 | 20 | 3 | 7 | 6 | 3 | 39 | Not suitable for PwBDs |
| **16** | Operator (Boiler) **[Post Code-15]** | S-3 | 5 | 0 | 2 | 1 | 0 | 8 | a) LV<br>b) D, HH<br>c) OL, CP, LC, Dw, AAV<br>d) SLD<br>e) MD involving (a) to (d) above |

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| Sl. No. | Name of the Post | Grade | UR | EWS | OBC (NCL) | SC | ST | TOTAL | Post identified suitable for PwBDs in following categories |
|---|---|---|---|---|---|---|---|---|---|
| 17 | Accounts Assistant **[Post Code-16]** | S-3 | 6 | 1 | 3 | 2 | 1 | 13 | a) B, LV<br>b) D, HH<br>c) OA, OL, OAL, BL, BA, CP, LC, Dw, AAV<br>d) ASD (M, MoD), SLD, MI<br>e) MD involving (a) to (d) above |
| 18 | Business Assistant **[Post Code-17]** | S-3 | 30 | 6 | 18 | 7 | 4 | 65 | a) B, LV<br>b) D, HH<br>c) OA, OL, OAL, BA, BL, CP, LC, Dw, AAV,MDy<br>d) ASD (M,MoD), SLD, MI, ID<br>e) MD involving (a) to (d)above |
| | | | **174** | **29** | **89** | **60** | **39** | **391** | |

Out of the above 391 vacancies, category wise and post wise details of 22 vacancies reserved for Persons with Benchmark Disabilities (PwBDs) are given below: -

**Table-I-A**

| Sl. No. | Name of Post | Grade | Reserved for identified categories of Persons with Benchmark Disabilities (PwBDs) as per Table-I | | | | |
|---|---|---|---|---|---|---|---|
| | | | Cat-a | Cat-b | Cat-c | Cat-d&e | Total PwBD |
| 1 | Jr. Chemist | S-5 | 0 | 1 | 0 | 0 | 1 |
| 2 | Jr. Superintendent (Official Language) | S-5 | 1 | 0 | 0 | 0 | 1 |
| 3 | Jr. Accountant | S-5 | 1 | 1 | 0 | 0 | 2 |
| 4 | Accounts Assistant | S-3 | 2 | 0 | 0 | 1 | 3 |
| 5 | Business Assistant | S-3 | 3 | 1 | 1 | 1 | 6 |
| 6 | Operator (Chemical) | S-3 | 0 | 1 | 1 | 0 | 2 |
| 7 | Technician (Electrical) | S-3 | 0 | 1 | 1 | 1 | 3 |
| 8 | Technician (Instrumentation) | S-3 | 0 | 0 | 1 | 1 | 2 |
| 9 | Technician (Mechanical) | S-3 | 0 | 1 | 0 | 1 | 2 |
| | **Total** | | **7** | **6** | **4** | **5** | **22** |

**Abbreviations Used**

| Abbreviations | Explanation |
|---|---|
| **PwBD** | **Person 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** |

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| Abbreviations | Explanation |
|---|---|
| OAL | One Arm and One Leg |
| CP | Cerebral Palsy |
| LC | Leprosy Cured |
| Dw | Dwarfism |
| AAV | Acid Attack Victims |
| MDy | Muscular Dystrophy |
| ASD | Autism Spectrum Disorder (M = Mild, MoD Moderate) |
| ID | Intellectual Disability |
| SLD | Specific Learning Disability |
| MI | Mental Illness |
| MD | Multiple Disability |
| NCL | Non Creamy Layer |
| ESM | Ex-Service Men |

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

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

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

**Table-II**

| Sl. No. | Name of the Post | Grade | Essential Qualifications | Minimum Essential Experience/ Credentials |
|---|---|---|---|---|
| 1 | **Jr. Engineer (Chemical)**<br><br>Pay Scale: ₹35000-138000/-<br><br>Upper Age Limit: 45 years for ST Category and 55 Years for PwBD-ST | S-7 | Diploma in Engineering in Chemical/Petrochemical/ Chemical Technology/ Petrochemical Technology with minimum **60% marks.** | Minimum **08 (Eight)** years post qualification in line experience in **Chemical discipline** in State/Central Government Department(s)/ Institution(s)/Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/Company(ies) of repute as an employee of that Plant/Undertaking/ Organization. |

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| Sl. No. | Name of the Post | Grade | Essential Qualifications | Minimum Essential Experience/ Credentials |
|---|---|---|---|---|
| **2** | **Jr. Engineer (Mechanical)**<br><br>Pay Scale: ₹35000-138000/-<br><br>Upper Age Limit: 45 years for ST Category and 55 Years for PwBD-ST | S-7 | Diploma in Engineering in Mechanical/Production / Production & Industrial/ Manufacturing/ Mechanical & Automobile with minimum **60% marks.** | Minimum **08 (Eight)** years post qualification in line experience in **Mechanical discipline** in State/ Central Government Department(s)/ Institution(s)/Undertaking(s) and/or Large Private Sector Organization(s) /Institution(s)/ Company(ies) of repute as an employee of that Plant/Undertaking/ Organization. |
| **3** | **Foreman (Electrical)**<br><br>Pay Scale : ₹29,000 – 1,20,000/-<br><br>Upper Age Limit: 33 years for ST Category and 43 Years for PwBD-ST | S-5 | Diploma in Engineering in Electrical/ Electrical & Electronics with minimum **60% marks**. | Minimum **02 (Two)** years post-qualification in line experience in **Electrical discipline** in State/Central Government Department(s)/ institution(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute as an employee of that Plant/ Undertaking/ Organization. |
| **4** | **Foreman (Instrumentation)**<br><br>Pay Scale : ₹29,000 – 1,20,000/-<br><br>Upper Age Limit: 33 years for SC/ST Category and 43 Years for PwBD-SC/ST | S-5 | Diploma in Engineering in Instrumentation/Instrumentation & Control/ Electronics & Instrumentation/ Electrical &Instrumentation/ Electronics/Electrical & Electronics with minimum **60% marks**. | Minimum **02 (Two)** years post-qualification in line experience in **Instrumentation discipline** in State/Central Government Department(s)/ institution(s)/ Undertaking(s) and/ or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute as an employee of that Plant/ Undertaking/ Organization. |

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| Sl. No. | Name of the Post | Grade | Essential Qualifications | Minimum Essential Experience/ Credentials |
|---|---|---|---|---|
| 5 | **Foreman (Civil)**<br><br>Pay Scale : ₹29,000 – 1,20,000/-<br><br>Upper Age Limit: 28 years for UR Posts with applicable age relaxations for OBC(NCL)/ PwBD | S-5 | Diploma in Engineering in Civil with minimum **60% marks.** | Minimum **02 (Two)** years post-qualification in line experience in **Civil discipline** in State/Central Government Department(s)/ Institution(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute as an employee of that Plant/ Undertaking/ Organization. |
| 6 | **Jr. Superintendent (Official Language)**<br><br>Pay Scale : ₹29,000 – 1,20,000/-<br><br>Upper Age Limit: 28 years for UR Posts with applicable age relaxations for OBC(NCL)/SC/ST/ PwBD | S-5 | Bachelor Degree of minimum **03 years duration** in ***Hindi Literature / Hindi*** with minimum **55% marks** and should have **English** as one of the subjects in Graduation.<br><br>The degree certificate should clearly mention Bachelor Degree has been awarded in **'Hindi Literature / Hindi'.**<br><br>Candidates should have basic knowledge & skills in computer applications (MS office etc.) in office environment | Minimum **03 (Three)** years Post Qualification in line experience **in English to Hindi translation and vice-versa of various reports, documents, letters etc.,** in State/Central Government Department(s)/ Institutions(s)/ Undertaking(s) and/or Large Private Sector Organization(s) Institution(s)/ Company(ies) of repute as an employee of that Plant/ Undertaking/ Organization. |
| 7 | **Jr. Chemist**<br><br>Pay Scale : ₹29,000 – 1,20,000/-<br><br>Upper Age Limit: 28 years for UR Posts with applicable age relaxations for OBC(NCL)/SC/ PwBD | S-5 | Master Degree (M.Sc.) in Chemistry of minimum 02 years duration with minimum **55 % marks.** | Minimum **02 (Two)** years Post qualification in line experience in **Quality Control Laboratory** of State/ Central Government Department(s)/institution(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute as an employee of that Plant/ Undertaking/ Organization. |

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| Sl. No. | Name of the Post | Grade | Essential Qualifications | Minimum Essential Experience/ Credentials |
|---|---|---|---|---|
| 8 | **Jr. Accountant**<br><br>Pay Scale :<br>₹29,000 – 1,20,000/-<br><br>Upper Age Limit: 28 years for UR/EWS Posts with applicable age relaxations for OBC(NCL)/SC/ST/ PwBD | S-5 | Intermediate or equivalent in CA/ ICWA.<br><br>**OR**<br>Master Degree in Commerce (M.Com.) of minimum 2 years with minimum **60% marks**.<br><br>Candidates should be proficient in operations of personal computer and have basic knowledge & skills in computer applications (MS office etc.) in office environment | Minimum **02 (Two)** years Post Qualification Experience in line in **Finance/ Accounts Departments** in State/ Central Govt. Department/Organization(s)/ Under taking(s) and/or Large Private sector Organization/institution(s)/Company(ies) of repute as an employee of that Plant/Undertaking/ Organization. |
| 9 | **Technical Assistant (Laboratory)**<br><br>Pay Scale:<br>₹ 24,500-90,000/-<br><br>Upper Age Limit: 31 years for SC Category and 41 Years for PwBD-SC | S-3 | Bachelor Degree in Science (B. Sc.) (with Chemistry) of minimum 3 years with minimum **55% marks** | Minimum **01 (One)** year Post qualification in line experience **in Quality Control Laboratory** of State/ Central Government Department(s)/Institution(s)/ Undertaking(s) and or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute as an employee of that Plant/ Undertaking/ Organization. |
| 10 | **Operator (Chemical)**<br><br>Pay Scale:<br>₹ 24,500-90,000/-<br><br>Upper Age Limit: 26 years for UR/EWS Posts with applicable age relaxations for OBC(NCL)/SC/ST/ PwBD | S-3 | Bachelor Degree in Science (B.Sc.) with subjects of Physics, Chemistry & Mathematics of minimum 3 years duration with minimum **55% marks.**<br><br>**OR**<br>B.Sc (Hons.) in Chemistry of minimum 3 years duration with minimum **55 % marks.** | Minimum **01 (One)** year post qualification in line experience in **Chemical discipline** in State/Central Govt. Department(s)/ Institution(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company (ies) of repute as an employee of that Plant/ Undertaking/ Organization |

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| Sl. No. | Name of the Post | Grade | Essential Qualifications | Minimum Essential Experience/ Credentials |
|---|---|---|---|---|
| 11 | **Technician (Electrical)**<br><br>Pay Scale:<br>₹ 24,500-90,000/-<br><br>Upper Age Limit:<br>26 years for UR/EWS Posts with applicable age relaxations for OBC(NCL)/SC/ST/ PwBD | S-3 | Matric plus ITI Tradesman ship/<br>National Apprenticeship Certificate in Electrical / Wireman<br>Trade. | Minimum **02 (Two)** years post qualification in line experience in **Electrical discipline** in State/ Central Govt. Department(s)/ Institution(s)/ Undertaking(s) and/ or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute as an employee of that Plant/ Undertaking/ Organization. |
| 12 | **Technician (Instrumentation)**<br><br>Pay Scale:<br>₹ 24,500-90,000/-<br><br>Upper Age Limit:<br>26 years for UR/EWS Posts with applicable age relaxations for OBC(NCL)/SC/ST/ PwBD | S-3 | Matric plus ITI Tradesman ship/<br>National Apprenticeship Certificate<br>in Instrumentation Trade | Minimum **02 (Two)** years post qualification in line experience in I**nstrumentation discipline** in State/Central Govt. Department(s)/ Institution(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company (ies) of repute as an employee of that Plant/ Undertaking/ Organization. |
| 13 | **Technician (Mechanical)**<br><br>Pay Scale:<br>₹ 24,500-90,000/-<br><br>Upper Age Limit:<br>26 years for UR/EWS Posts with applicable age relaxations for OBC(NCL)/SC/ST/ PwBD | S-3 | Matric plus ITI Tradesman ship/ National Apprenticeship Certificate in Fitter / Diesel Mechanic / Machinist / Turner trade. | Minimum **02 (Two)** years post qualification in line experience in **Mechanical discipline** in State/Central Govt. Department(s)/ Institution(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute as an employee of that Plant/ Undertaking/ Organization. |

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| Sl. No. | Name of the Post | Grade | Essential Qualifications | Minimum Essential Experience/ Credentials |
|---|---|---|---|---|
| **14** | **Technician (Telecom & Telemetry)**<br><br>Pay Scale:<br>₹ 24,500-90,000/-<br><br>Upper Age Limit:<br>26 years for UR/EWS Posts with applicable age relaxations for OBC(NCL)/ST/ PwBD | S-3 | Matric plus ITI Tradesman ship/National Apprenticeship Certificate in Electronics /Telecommunication trade. | Minimum **02 (Two)** years post qualification in line experience in **Telecom/Telemetry function** in State/Central Govt. Department(s)/ Institution(s)/ Undertaking(s) and/ or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute as an employee of that Plant/ Undertaking/ Organization. |
| **15** | **Operator (Fire)**<br>Pay Scale:<br>₹ 24,500-90,000/-<br><br>Upper Age Limit:<br>26 years for UR/EWS Posts with applicable age relaxations for OBC(NCL)/SC/ST | S-3 | 10+2 or equivalent with minimum 06 months duration of Fireman's Training course **and** Driving License for heavy vehicle/ Fire Tenders; Proficiency in operating the pump/ other fire fighting equipment. | Minimum **02 (Two)** years post qualification in line experience in **Fire and Safety discipline** in State/Central Govt. Department(s)/ Institution(s)/ Undertaking(s) and/ or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute as an employee of that Plant/ Undertaking/ Organization. |
| **16** | **Operator (Boiler)**<br><br>Pay Scale:<br>₹ 24,500-90,000/-<br><br>Upper Age Limit:<br>26 years for UR Posts with applicable age relaxations for OBC(NCL)/SC/ PwBD | S-3 | Matric pass with ITI tradesmanship / National Apprenticeship Certificate and 2nd Class Boiler Attendant Certificate of Competency.<br><br>**OR**<br>Graduate Degree in Science (B.Sc.) with subjects of Physics, Chemistry & Mathematics with minimum **55 % marks** and 2nd Class Boiler Attendant Certificate of Competency. | Minimum **01 (One)** year Post Qualification in line Experience in **Operation & Maintenance of boiler** in State/Central Govt. Department(s)/ Institution(s)/ Undertaking(s) and/ or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute as an employee of that Plant/ Undertaking/ Organization **after obtaining 2nd Class Boiler Attendant Certificate of Competency.** |

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| Sl. No. | Name of the Post | Grade | Essential Qualifications | Minimum Essential Experience/ Credentials |
|---|---|---|---|---|
| 17 | **Accounts Assistant**<br><br>Pay Scale:<br>₹ 24,500-90,000/-<br><br>Upper Age Limit:<br>26 years for UR/EWS Posts with applicable age relaxations for OBC(NCL)/SC/ST/ PwBD | S-3 | Bachelor Degree of minimum 3 years duration in Commerce (B.Com) with minimum **55% marks**.<br><br>Candidates should have basic knowledge & skills in computer applications (MS office – Excel, Power point, Word etc.) in office environment. | Minimum **01 (One)** year Post Qualification in line experience in **Finance/Accounts** Department State/Central Govt. Department(s)/ Institution(s)/ Undertaking(s) and/ or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute as an employee of that Plant/ Undertaking/ Organization. |
| 18 | **Business Assistant**<br><br>Pay Scale:<br>₹ 24,500-90,000/-<br><br>Upper Age Limit:<br>26 years for UR/EWS Posts with applicable age relaxations for OBC(NCL)/SC/ST/ PwBD | S-3 | Bachelor Degree of minimum 03 years duration in Business Administration (BBA/ BBS/ BBM) with minimum **55% marks.**<br><br>Candidates should have basic knowledge & skills in computer applications (MS office – Excel, Power point, Word etc.) in office environment. | Minimum **01 (One)** year Post Qualification in line experience in **HR/Finance/ Accounts/ Contract & Procurement/ Purchase /Stores/Administration/Clerical/Secretarial /Marketing** functions in State/Central Govt. Department(s)/ Institution(s)/ Undertaking(s) and/ or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute as an employee of that Plant/ Undertaking/ Organization. |

**2. TERMS AND CONDITIONS IN RESPECT OF ESSENTIAL QUALIFICATION(S) AND ESSENTIAL EXPERIENCE [MENTIONED UNDER RELEVANT COLUMN IN TABLE II]**

**2.1** Essential educational qualification(s) required as indicated in **Table-II** against each post are mandatory. Knowledge/ Skills/ Proficiency in any area shall be assessed through Computer Proficiency Test/ Trade Test.

**2.2** **Only full time Regular courses will be considered**.

**2.3** **National Apprenticeship Certificate (NAC) wherever applicable, should be issued by concerned authority.**

**2.4** All essential qualification(s) must be acquired from UGC recognized University/ Deemed University or AICTE approved courses from Autonomous Indian Institutions/concerned statutory council (wherever applicable). Prescribed qualifications shall be strictly adhered to and no claim of possession of a qualification equivalent to a prescribed qualification shall be entertained (except for Ex-Service Men).

**2.5** Ex-servicemen claiming equivalence in qualification shall be required to produce a copy of equivalence certificate

**2.6** **Candidate(s) possessing Qualifications higher than the notified essential qualification (in full time mode)** as detailed below against the particular posts [refer at Table II above] need not to apply as their candidature shall not be considered: -

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| Sl. No. | Posts mentioned in Table II | Qualification which shall attract Ineligibility for the post |
|---|---|---|
| 1 | *Jr. Engineer (Chemical), Jr. Engineer (Mechanical), Foreman (Electrical), Foreman (Instrumentation) and Foreman (Civil)* | *BE/ B.Tech* |
| 2 | *Jr. Superintendent (Official Language)* | *Masters/ PhD* |
| 3 | *Jr. Chemist* | *PhD* |
| 4 | *Jr. Accountant* | *CA/ICWA/MBA/PGDM/PhD* |
| 5 | *Technical Assistant (Laboratory)* | *M. Sc./ PhD* |
| 6 | *Operator (Chemical)* | *MSc/ BE/ B. Tech* |
| 7 | *Technician (Electrical), Technician (Instrumentation), Technician (Mechanical) and Technician (Telecom & Telemetry)* | *Diploma in Engineering and /or BE/B.Tech* |
| 8 | *Operator (Fire)* | *Diploma in Engineering and/or Bachelor degree/BE/B.Tech* |
| 9 | *Operator (Boiler)* | *Diploma in Engineering and/or BE/B.Tech and/ or MSc* |
| 10 | *Accounts Assistant* | *CA/ICWA/CA(INTER)/ICWAI (Inter)/MBA/PGDM/M. Com.* |
| 11 | *Business Assistant* | *Post-Graduation/ B.E. / B. Tech/ MBA/ PGDM* |

***Suppression of information regarding possession or attainment of higher qualification shall render the candidate(s) INELIGIBLE for consideration at any stage of selection process. Further, in the event of any false information furnished or that of suppression of any factual information in application form, comes to the notice of GAIL (India) Limited at any time during service tenure of the person, his/ her service would be liable to be terminated.***

**2.7** Percentage of marks obtained by the candidate in the essential qualification(s) shall be considered as per Institute/ University rules/ norms.

**2.8** Wherever CGPA/ OGPA/DGPA/CPI or letter grade is mentioned in a Degree, 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 selection process, if called for the same.

**2.9** **Minimum Essential Post Qualification Experience should be in full time mode** (including in line experience as Foreman (Trainee)/ Diploma Engineer Trainee (DET) in State/ Central Government Department(s)/ Institution(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute) as on **07.09.2024**

**2.10** The period of Apprenticeship training (as per The Apprenticeship Act 1961) undergone by 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 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 as 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**.

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**2.11**

a. **For all posts at Sl. No. 1 to 18 in Table-II above**: Only direct work experience including fixed term basis employment in a State/ Central Government Department(s)/ Organization(s)/ Undertaking(s) and/ or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute, will be taken into consideration.

b. The criteria of company of repute shall not be applicable to the members of following Co-operative Societies i.e., M/s Progressive Technical Workers Cooperative Society Limited, M/s Allied Services Workers Cooperative Society Limited, Vaghodia, M/s Vasishtha Techno and Non-Techno Crafts Labour Contracts Co-operative Society Limited, Rajahmundry. **This, however, shall not be applicable for members of any other cooperative society.**

c. **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 regular employees** in any of the relevant year of employment in that Organization OR having an **annual turnover of more than ₹250 crores** during any of the relevant Financial year(s) of employment in that organization.

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

Relaxation in minimum qualifying percentage of SC/ ST and PwBD category candidates has been provided as per following: -

**3.1 The marks specified under Essential Qualification (refer to Table-II) are for UR/ EWS/ OBC (NCL) category candidates. Further, 5% relaxation against the minimum notified percentage (as per Table-II above) shall be applicable for SC, ST and PwBD category candidates, in cases, where the post carry vacancy in these categories.**

**3.2 SC/ ST /PwBD candidates applying against post not reserved for such categories** 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 already indicated against each post in the Table-II above shall be as reckoned as on **07.09.2024**

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

**Table-III**

| Sl. No. | Category | Applicable age relaxation (in years) |
|---|---|---|
| **1** | SC/ST | 5 |
| **2** | OBC(NCL) | 3 |
| **3** | PwBD- GENERAL/EWS | 10 |
| **4** | PwBD-OBC(NCL) | 13 |
| **5** | PwBD- SC/ST | 15 |

**4.2 Relaxation in age limit shall be applicable for PwBD category candidates irrespective of the fact that, whether the post is reserved for them or not,** provided that the post is identified suitable for concerned PwBD category candidates. Any other **Relaxation for PwBD category candidates will be in accordance with the Government of India directives in this regard.**

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**4.3** **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.

**4.4** 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 applies for, he/ she will be deemed to satisfy the conditions regarding meeting the age limit.

**4.5** Age relaxation is extended to the members of Co-operative Societies i.e., M/s Progressive Technical Workers Cooperative Society Limited, 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 (PAPs) of different GAIL locations subject to submission of true copies of supporting documents and also subject to the same being found in order at the time of selection process.

**4.6** **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-IV** below:

**Table-IV**

| Grade | Pay Scale | Initial Basic Pay |
|---|---|---|
| **S-7** | ₹35,000-1,38,000/- | ₹35,000/- |
| **S-5** | ₹29,000-1,20,000/- | ₹ 29,000/- |
| **S-3** | ₹24,500-90,000/- | ₹ 24,500/- |

**5.2** **Pay and Allowances**: Pay and allowances consist of Basic Pay as applicable in the grade, Variable Dearness Allowance (VDA) at the applicable rates and perks & allowances under Cafeteria Approach. **No protection of pay will be admissible to the Candidates joining GAIL in the above-mentioned posts.**

**5.3** **Variable Pay**: Performance Related Pay based on individual and organizational performance.

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

**5.5** **Superannuation Benefits:** Subject to fulfilling of requisite terms & conditions, employees will be eligible for Contributory Provident Fund, Gratuity, and Pension under Defined Contributory Scheme. Further, Post-Retirement Medical Benefits under Defined Contributory Scheme will be extended to those who superannuate from GAIL after rendering a minimum of 15 years of continuous service.

**5.6** All the above benefits will be governed by the policy of the Company in force and as amended from time to time.

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## 6. PLACEMENT/ ASSIGNMENTS

The selected candidates may be posted at any of the installations/ projects/ offices 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 working in shift operations.

## 7. APPLICATION FEE

**7.1** At the time of submission of online application for the post, candidates belonging to **General, EWS and OBC (NCL)** category are required to pay a **non-refundable** application fee of **₹ 50/-** (Rupees Fifty only) (excluding applicable Convenience Fee and Taxes).

**7.2** The Application fee once paid will **neither be refunded** nor this fee would be held in reserve for any future exam/ selection in GAIL (India) Ltd.

**7.3** **SC/ ST/ PwBD category candidates are exempted from payment of application fee** subject to submission of true copy of certificate(s) as applicable, issued by the Competent Authority in the format as prescribed by Govt of India, at the time of document verification.

## 8. HOW TO APPLY

**8.1** **CANDIDATES WILL BE REQUIRED TO APPLY ONLINE ON GAIL WEBSITE (https://gailonline.com/CRApplyingGail.html) :** No other means / mode of application shall be acceptable. Application portal for the same shall remain open from **1100 hrs onwards from 08.08.2024 and upto 1800 hrs on 07.09.2024.**

**8.2** Candidates can apply for **ONE POST ONLY**. In case of submission of more than one application by a candidate, the latest application submitted shall be considered for the purpose of this recruitment exercise. No further correspondence on the matter shall be entertained.

**8.3** Before registering/applying online, candidates are advised to go through **Detailed Instructions**. The candidate should possess the following and keep the same ready while applying online:

(i) Valid e-mail ID and Mobile no.
(ii) Scanned copy of self-attested recent passport size coloured photograph **(3.5 X 4.5 cm)** of the candidate. Size of the file should be minimum 50 KB and maximum 100 KB and in JPG/JPEG format only.
(iii) Scanned copy of signature of the candidate. Size of the file should be minimum 50 KB and maximum 100KB and in JPG/JPEG format only.
(iv) Details of Debit Card/Credit Card/Net Banking/UPI/Wallet required for paying online application fee.

**8.4** After submitting online application, candidate is required to download the Application Form generated by the system carrying unique Application Number.

**8.5** Candidates should take utmost care to furnish the correct details while filling in the on-line application. CANDIDATE CAN EDIT THE INFORMATION AT ANY STAGE BEFORE SUBMISSION OF THE ONLINE APPLICATION FORM. Hence, candidates are advised to take a preview of the application form before submitting the same. **Once the form is submitted, it can't be edited**.

**8.6** The step by step process for submitting the application form for the same is given below:

(i) Visit GAIL website and Click on the link "Apply Online" given in the Careers Section of the Website. Candidates are advised to carefully read the advertisement before applying for any particular post.
(ii) Read Important Instructions and Click on (√) 'I Agree' Button.

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(iii) Register by filling up necessary details (Post to be applied, Name, Mobile No. and e-mail ID) and click on Submit Button.
(iv) Check Application User ID & Password received on your e-mail and Mobile Number.
(v) Re-login to your account by entering User ID and password received through e-mail & Mobile number.
(vi) Fill-up application form and upload Photo and Signatures as per specifications detailed at 8.3 above.
(vii) Check Preview of the Application Form and make corrections, if any.
(viii) Press Submit Button.
(ix) Make Online payment through Debit Card/Credit Card/Net Banking/UPI/Wallet (if applicable). For detailed instructions for payment of fees refer point no. 7 above.
(x) Download and save the application form carrying a Unique sequence Number for future record.

**8.7 Candidates are NOT required to submit hard copy of application form or any other documents 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, duly signed along with 02 recent passport size photographs (same photograph as uploaded on the online application form).

(ii) Document in support of Date of Birth proof – Matriculation/ Class-X Certificate/Mark Sheet.

(iii) Category certificate [for SC/ ST/ OBC (NCL)/ EWS category candidates as applicable] issued by the Competent Authority on the format as prescribed by Govt 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) category candidates are required to submit latest caste/category certificate. The EWS certificate issued by Competent Authority should be valid for the financial year 2024-2025 and should have been prepared on the basis of income and asset verification for the financial year 2023-2024.

(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/DGPA/CPI or letter grade.

(v) Complete and Proper Experience Certificates/ Documents clearly indicating post held, period served and jobs/tasks performed as issued by the Employer in support of experience details mentioned by the candidate in the online Application Form.

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

**A. For Past Employment:**

- Experience Letter/Service Certificate issued by competent/authorized executive of the organization indicating Name, Designation, date of joining including date of relieving from 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

**B. 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/authorized executive of the organization clearly indicating the designation and date of joining the organization

**C. 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 any of the relevant Financial Year of employment **OR**
- Proof of having more than **500 regular employees** in any of the relevant year of employment in that organization (documents that can be accepted are)
  - Audited /Published Annual Report for any of the relevant Year **OR**
  - Certification from HR department declaring Employee Strength of more than 500 regular employee for any of the relevant year of employment **OR**
  - Declaration on the Company's Website for any of the Relevant year **OR**
- Proof of having Annual Turnover of more than ₹ 250 crores during any of the relevant Financial year of employment. (documents that can be accepted are)
  - Published/Audited Annual Report clearly mentioning the Turnover for any of the relevant Financial year **OR**
  - Published/Audited Profit & Loss Statement for any of the relevant Financial year OR
  - Report from Ministry of Corporate Affairs (MCA) mentioning the Turnover for any of the relevant Financial year **OR**.
  - Turnover certificate for any of the relevant Financial year issued by the organization on its letter head.

*In the event of failure on the part of candidate to produce the* ***aforementioned documents as mentioned under clause 8.8(vi) above****, candidature of such candidates shall be liable to be rejected. Candidate needs to ensure the Experience Letter/Certificate in respect of Large Private*

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*Sector or Company of repute, issued by HR or any other Competent Authority is duly signed along with the name and designation of the signing authority clearly mentioned in the letter.*

(vii) **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. Candidates will not be considered for further selection process in case **NOC** is not produced by such candidate at the time of document verification.

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

(ix) **Candidates should ensure that they produce all the documents as mentioned above during the 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.**

(x) In case of any doubt/clarification pertaining to the document(s) submitted/eligibility of the candidate, **GAIL reserves the right to seek for additional documents which the candidate is required to submit** and failure to submit the same shall render rejection of his/her 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** Queries/ Clarifications/Difficulties if any, may be raised under the **help-desk** tab available in the online application portal itself**.**

## 9. HEALTH/MEDICAL FITNESS

**9.1** Appointment to the above posts will also 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 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 also requested to please 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) .

## 10. SELECTION PROCESS

**10.1** Candidates fulfilling all the eligibility criteria (based on the information as submitted in the online application), will be considered for further Selection Process. Depending on the number of Candidates fulfilling all criteria, they may be required to undergo single stage/ multiple stage selection process. In the event of receipt of large number of applications, GAIL (India) Ltd. 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

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of wrong/ false information will be a disqualification and GAIL (India) Ltd. will not be responsible for any consequence of furnishing such wrong/ false information.

**10.3** Only short-listed candidates who are found 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.

**10.4** 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.

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

**10.6** It may please be noted that submission of online applications under fictitious / 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.

**10.7 SELECTION METHODOLOGY:**

Following selection process shall be adopted for posts mentioned in **Table-V** below:

**Table-V**

| Sl. No. | Name of the Post | Grade | Selection Process |
|---|---|---|---|
| 1 | Jr. Engineer (Chemical) | S-7 | Written Test and/or Trade Test in the relevant discipline |
| 2 | Jr. Engineer (Mechanical) | S-7 | |
| 3 | Foreman (Electrical) | S-5 | Written Test and/or Trade Test in the relevant discipline |
| 4 | Foreman (Instrumentation) | S-5 | |
| 5 | Foreman (Civil) | S-5 | |
| 6 | Jr. Superintendent (Official Language) | S-5 | Written Test and/or Computer Proficiency Test and/or Translation Test |
| 7 | Jr. Accountant | S-5 | Written Test and/or Computer Proficiency Test |
| 8 | Jr. Chemist | S-5 | Written Test and/or Trade Test in the relevant discipline |
| 9 | Technical Assistant (Laboratory) | S-3 | Written Test and/or Trade Test in the relevant discipline |
| 10 | Operator (Chemical) | S-3 | |
| 11 | Technician- Electrical | S-3 | |
| 12 | Technician –Instrumentation | S-3 | |
| 13 | Technician– Mechanical | S-3 | |
| 14 | Technician (Telecom & Telemetry) | S-3 | |
| 15 | Operator (Boiler) | S-3 | |
| 16 | Operator (Fire) | S-3 | Written Test and/or Trade test & Physical Endurance Test |
| 17 | Accounts Assistant | S-3 | Written Test and/or Computer Proficiency Test |
| 18 | Business Assistant | S-3 | |

***Note:***

***1) Trade Test/ Computer Proficiency Test/ Translation Test/Physical Endurance Test will be of qualifying nature***

***2) Syllabus of the written test will be hosted on the GAIL's website***

**10.8** The candidates will have the option to appear for Written Test either in Hindi or English.

**10.9** There shall be 100 questions in the Written Test and total marks shall be 100. Each correct answer shall carry 1 mark and there shall be no negative marking for wrong answers.

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**10.10** Duration of Written Test shall be of 90 minutes.

**10.11** For qualifying in the written test, overall cut-off marks would be 40% for UR / EWS Post, 35% for OBC (Non-Creamy Layer) Post & 30% for SC/ST/PwBD Post

**10.12** Obtaining minimum qualifying marks in the written test does not confer any right or claim by the candidate for being shortlisted for further consideration or the final selection, as the same depends on number of positions, ratio applied and relative performance in the respective categories.

**10.13** Re-checking / Re-evaluation of Written Test shall not be allowed in any case.

**10.14** Shortlisted Candidates, in the ratio of 1:5 (five candidates for one post, with due consideration to number of reserved posts) subject to securing minimum qualifying marks in the written test, will be required to undergo Skill Test.

**10.15** In case of tie of marks in the written test for the last position amongst the Shortlisted candidates for Skill Test, all such candidates shall be called for the Skill Test, even if the total number exceeds the prescribed ratio.

**10.16** In Skill Test, the technical skill / proficiency / physical ability/Computer Proficiency/translation skill of the respective discipline of the shortlisted candidates shall be assessed.

**10.17** Category-wise Merit list shall be drawn on the basis of marks obtained in the written test only for such candidates declared only qualified in Skill Test.

**10.18** For qualifying in the Skill test, overall cut-off marks would be 40% for UR / EWS Post, 35% for OBC (Non-Creamy Layer) Post & 30% for SC/ST/PwBD Post

**10.19** Candidates qualifying in Skill Test but not finding place in Merit List can be retained in the waitlist against candidates not joining from Merit List.

**10.20** As per government guidelines, Candidates who have disability of 40% or more may opt for his or her own scribe for marking responses (answers) on their behalf, if so desired, provided that they produce original medical certificate issued by competent medical authority regarding such disability at the time of entry to the Examination Centre. All the candidates with disabilities will be allowed "compensatory time" of 30 minutes (over and above the normal duration of examination). A scribe declaration form will be provided on the GAIL's website, which is to be downloaded, filled and brought along with admit card on the day of examination.

**10.21** Ex-Servicemen candidates, if found suitable, will be considered against reserved vacancy irrespective of their position in Merit list (in order of merit within the category) on horizontal reservation policy.

**10.22** The selection process shall be as indicated above. however, the same may vary depending upon the administrative/ business requirements of the Company/GOI directives/.

**10.23 NORMALIZATION:**

In case Written Test for a single post is conducted in multiple shifts, the normalized Written Test score will be utilized in such post. The method of normalization shall be decided by GAIL and will be final in all respect.

**10.24 TEST CENTRES: -** Candidates have to give preference of city of their Test Centre while filling online application and no change under any circumstances will be considered subsequently. However, GAIL reserves the right to assign any test centre, cancel or add any center. The test Center options are- **Delhi-NCR, Lucknow, Ahmedabad, Bhopal, Mumbai, Kolkata, Hyderabad, Bengaluru and Chennai.**

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**10.25** The decision of the Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application, mode of selection, cancellation of the selection process either in part or full, etc. No correspondence will be entertained in this regard.

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

**11.1.** **Only Indian Nationals above 18 years of age** are eligible to apply.

**11.2.** The candidates should ensure that they fulfill all the eligibility criteria and other conditions of this advertisement and that the particulars furnished by them in the online application and the documents submitted by them later on (in terms of Clause **8.8** as mentioned above) are correct in all respects. **Mere admission to the selection process shall not imply that the GAIL (India) Ltd is satisfied with 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 shall be final. While applying the candidates should enter his 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 bouncing back/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.** The category **[GEN/EWS/SC/ ST/ OBC (NCL)/ PwBD]** of the candidate claimed in the online application form for the post shall be treated as final. Once filled the online application form will neither be changed nor benefit of any other category will be admissible later on.

**11.6.** The OBC candidates who belong to "**CREAMY LAYER**" are not entitled for OBC reservation and such candidates have to indicate their category as "General".

**11.7.** Only such PwBD Category candidates would be eligible to get the applicable benefit of reservation 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.

**11.8.** 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.

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**11.9.** 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.

**11.10.** Candidate 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 Personnel & Training, OM No. 36039/1/2019-Estt (Res) dated 31.01.2019. **The EWS certificate issued by Competent Authority should be valid for the financial year 2024-2025 and should have been prepared on the basis of income and asset verification for the financial year 2023-2024.** Income and Asset Certificate shall be submitted by such candidate at the time of Selection Process (if shortlisted). No request for extension of time for production of 'Income & Asset Certificate' beyond the said date shall be entertained. In case candidates fail to produce the same at the time of Selection Process, they will not be allowed to appear for Selection Process. **Further, their request for change of category at a later stage of selection process will also not be entertained.**

**11.11.** Such candidates from Armed Forces, who have been released/retired/discharged from Armed Forces and qualified as an Ex-servicemen are 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.

**11.12.** To download the prescribed format for OBC(NCL)/SC/ST/EWS/PwBD, 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)

**11.13.** Candidates who are registered with Local Employment Exchange(s) and meet the prescribed eligibility criteria and whose names are sponsored to GAIL (India) Limited against this advertisement **are advised to apply Online on GAIL's recruitment portal. No other mode of application in this regard will be entertained.**

**11.14.** Candidates 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**.

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

**11.16. The prescribed qualification/experience 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.**

**11.17. No Travelling expense would be payable to candidates called for the written test**.

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**11.18.** The-list of shortlisted/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.

**11.19.** 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 any other media. Candidates are requested to visit the website regularly to keep themselves updated. Further, candidates are also advised to check the FAQs hosted against the advertisement on GAIL Website (https://gailonline.com/CRApplyingGail.html) for clarifications if any.

**11.20.** Any canvassing directly or indirectly by the applicant will disqualify his/ her candidature. Any dispute with regard to recruitment against this advertisement will be subject to the jurisdiction of **Delhi High Court** only.

**11.21.** In case of any doubt arises on account of interpretation of Advertisement, the English version shall prevail over Hindi Version.

**11.22. IMPORTANT DATES**

| Sl. No. | Activity | Date |
|---|---|---|
| **1** | Commencement of On-Line registration of application by candidates | **08.08.2024 (1100 hrs.) onwards** |
| **2** | Last date for on-line registration and submission of application by candidates | **07.09.2024 (Upto 1800 hrs.)** |

**Admit card for written test shall be issued separately to the eligible candidates.**

**12. IMPORTANT**

12.1 The Online Application shall be deemed to be submitted only upon remittance of Application Fee (as applicable), upload of Self Attested - Photograph and signature as mentioned at clause 8.3 above.

12.2 Candidates are advised in their own interest to complete the registration process, pay application fee online (as applicable) and make 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.

12.3 GAIL (India) Ltd. hereby caution the general public not to fall prey to the dubious agencies/organizations/individuals/aiming at fleecing money from the innocent public. Further, they are advised not to believe any advertisement/job announcement of GAIL (India) Limited circulated through e-mail, social media etc. in general Please rely on information hosted on our website www.gailonline.com or Official social media handles of GAIL (India) Limited for any job/career related information.

***ADVT. No: GAIL/OPEN/MISC/1/2024***

