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CAREER OPPORTUNITIES IN VARIOUS DISCIPLINES in GAIL Gas Limited under Fixed Term Employment Scheme

GAIL Gas Limited, a leading City Gas Distribution Company, is poised to accelerate City Gas Distribution business in focused manner in various cities across the nation. Company is a wholly owned subsidiary of Maharatna Company GAIL (India) Limited and was incorporated in May 2008 for the smooth implementation of City Gas Distribution (CGD) projects. GAIL Gas Limited is a limited company under the Companies Act, 1956. The Company is evolving and expanding multifold with the objective to realize a sustainable and better tomorrow. GAIL Gas Limited has several projects in hand for execution at various cities across India for City Gas Distribution.

In order to execute the Projects at hand in a time bound manner, GAIL Gas Limited invites applications from eligible candidates of Indian nationals for the following posts on **Fixed Term Employment (FTE)** basis i.e. for 03 years which may be extended for another 02 years on yearly basis based on performance of the individual and as per the requirement of the Company. The details of the posts are indicated against each discipline/category as below in **Table-I &II:**

Table-I

Sl No	Name of the post	UR	EWS	OBC (NCL)	SC	ST	TOTAL	Post identified as suitable to be held by PwBDs in following categories
1	Sr. Associate (Technical)	31	7	19	10	5	72	b) D, HH c) OA, OL, Dw, AAV d) ASD (M), SLD, MI e) MD involving (b) to (d) above
2	Sr. Associate (Fire & Safety)	7	1	3	1		12	
3	Sr. Associate (Marketing)	5		1			6	a) B, LV b) HH c) OA, OL, BL, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above
4	Sr. Associate (Finance & Accounts)	5		1			6	a) B, LV b) D, HH c) OA, OL,OAL, BL, BA, CP,

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								LC, Dw, AAV **d) ASD (M, MoD), SLD, MI** **e) MD involving (a) to (d) above**
5	Sr. Associate (Company Secretary)	**2**					**2**	**a) B, LV** **b) D, HH** **c) OA, OL,OAL, BL, BA, CP, LC, Dw, AAV** **d) ASD (M, MoD), SLD, MI** **e) MD involving (a) to (d) above**
6	Sr. Associate (Human Resource)	**5**		**1**			**6**	**a) B, LV** **b) D, HH** **c) OA, OL,OAL, BL, BA, CP, LC, Dw, AAV, MDy** **d) ASD (M, MoD), SLD, MI** **e) MD involving (a) to (d) above**
	Total	**55**	**8**	**25**	**11**	**5**	**104**	

Further, out of 104 posts, 05 Nos are to be reserved for PwBD for Sr. Associate as per RPWD Act, 2016 as mentioned below.

Sl. No.	**Name of the post**	**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	Sr. Associate (Technical)		1	1		2
2	Sr. Associate (Fire & Safety)					
3	Sr. Associate (Marketing)	1				1
4	Sr. Associate (Finance & Accounts)	1				1
5	Sr. Associate (Company Secretary)					
6	Sr. Associate (Human Resource)				1	1
	Total	**2**	**1**	**1**	**1**	**5**

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Table-II

Sl No	Name of the post	UR	EWS	OBC (NCL)	SC	ST	TOTAL	Post identified as suitable to be held by PwBDs in following categories
1	Jr Associate (Technical)	8	1	4	2	1	16	b) D, HH c) OA, OL, Dw, AAV d) ASD (M), SLD, MI e) MD involving (b) to (d) above
	Total	**8**	**1**	**4**	**2**	**1**	**16**	

Further, out of 16 posts, 01 No is to be reserved for PwBD for Jr. Associate as per RPWD Act, 2016. Reservations as applicable will be made for Ex-Servicemen.

Sl. No.	Name of the post	Reserved for identified categories of persons with Benchmark Disabilities (PwBDs) as per Table-II				
		Cat-a	Cat-b	Cat-c	Cat-d&e	Total PwBD
1	Jr. Associate (Technical)		1			1
	Total		**1**			**1**

Abbreviations used for the posts:

Abbreviations	Explanation
PwBD	Persons with Benchmark Disabilities
B	Blind
LV	Low Vision
D	Deaf
HH	Hard of Hearing
OA	One Arm
OL	One Leg
BA	Both Arms
BL	Both Legs
OAL	One Arm and One Leg
BLOA	Both Legs and One Arm
BLA	Both Legs Arms
CP	Cerebral Palsy
LC	Leprosy Cured
Dw	Dwarfism
AAV	Acid Attack Victims
MDy	Muscular Dystrophy
ASD	Autism Spectrum Disorder (M = Mild, MoD Moderate)
ID	Intellectual Disability

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SLD	Specific Learning Disability
MI	Mental Illness
MD	Multiple Disability
NCL	Non Creamy Layer
ESM	Ex-Service Men
UR	Unreserved
EWS	Economically Weaker Section
OBC(NCL)	Other Backward Class (Non-Creamy layer)
SC	Scheduled Caste
ST	Scheduled Tribe

Persons with Benchmark Disabilities (PwBDs) belonging to the category/ categories for which the post is identified (as indicated in **Table-I &II**) can also apply even if no vacancies are specifically reserved for them. Further, the age relaxation will be allowed as per norms. 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.

The number of posts may increase or decrease based on project requirement at the sole discretion of the Company.

Tenure, job specifications & other details of each post are as under:

1. **Tenure of engagement:** As mentioned in the opening para, the engagements of above personnel are **on Fixed Term Tenure basis for a period of three years with initial probation period of 06 months.** The engagement period may be extended for another 02 years on yearly basis based on performance/conduct of the individual and project requirement. Such engagement can be terminated by giving one month prior notice by either side.

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

Table-III

Sl No	Post	Minimum Essential Qualification	Minimum Essential Experience/Upper age limit
1	Sr. Associate (Technical)	Full time Bachelor Degree in Engineering in Electrical/Electrical & Electronics/Mechanical/Production/Production & Industrial Manufacturing/ Mechanical & Automobile/Instrumentation/Instrumentation & Control/Electronics & Instrumentation/Electrical & Instrumentation/Electronics/Electrical & Electronics/Civil with minimum 50% marks.	Minimum 02-year post qualification in line experience in respective discipline. One year apprenticeship

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2	Sr. Associate (Fire & Safety)	Full time Bachelor Degree in Engineering in Fire/Fire & Safety with minimum 50% marks.	in respective discipline will be considered as part of experience. Summer and vocational training will not be considered as part of experience. **Upper age Limit: 32 years for UR category post+ applicable age relaxation as per Clause no. 5 of advertisement**
3	Sr. Associate (Marketing)	Full time Two years MBA with specialization in Marketing/Oil & Gas/Petroleum and Energy/Energy and Infrastructure/International Business with minimum 50% marks.	
4	Sr. Associate (Finance & Accounts)	CA/CMA (ICWA) or Full time two years MBA with specialization in Finance with minimum 50% Marks.	
5	Sr. Associate (Company Secretary)	Company Secretary	
6	Sr. Associate (Human Resources)	Full time Two years MBA/MSW/PG Diploma with specialization in Personnel Management & Industrial Relations/Human Resources Management with minimum 50% marks. LLB degree will be added advantage.	

Table-IV

Sl No	Post	Essential Qualification	Minimum Essential Experience
1	Jr. Associate (Technical)	Full time Diploma in Engineering in Electrical/Electrical & Electronics/ Mechanical/Production/Production & industrial/Manufacturing/Mechanical & Automobile/Instrumentation/Instrumentation & Control/Electronics & Instrumentation/Electrical & Instrumentation/Electronics/Electrical & Electronics/Civil with minimum 50% marks.	Minimum 02-year post qualification in line experience in respective discipline. One year apprenticeship in respective discipline will be considered as part of experience. Summer and vocational training will not be considered as part of experience. **Upper age Limit: 32 years for UR category post+ applicable age relaxation as per Clause no. 5 of advertisement**

Note:- The candidates possessing qualifications higher (i.e. BE/B.Tech) than the notified essential qualification as detailed above for Junior Associate shall not be considered eligible.

3. **TERMS AND CONDITIONS IN RESPECT OF ESSENTIAL QUALIFICATION(S) AND ESSENTIALEXPERIENCE [As mentioned under relevant column in Table-III&IV]**

3.1 Minimum essential educational qualification(s) required shall be as indicated in **Table-III & IV** against each post.

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3.2 However, candidates having higher qualification than the specified qualification for Junior Associate will **not be** considered eligible for engagement in Junior Associate category. **Suppression of information regarding possession or attainment of higher qualification shall render the candidate INELIGIBLE for consideration for respective Junior Associate category at any stage of selection or termination of engagement at any time during period of engagement, if recruited.**

3.3 All minimum essential qualification(s) must be from UGC recognized Indian University/ UGC recognized Indian Deemed University or AICTE approved courses of Autonomous Indian Institutions/ concerned Statutory Council/Body (wherever applicable). **Diploma in Engineering** qualifications (if applicable) should be recognized by respective State Board of Technical Education.

3.4 Minimum percentage of marks in the essential qualification(s), as specified shall be considered as per Institute/ University rules/ norms.

3.5 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.

3.6 Engineering Degree can be B.E./ B. Tech./ B. Sc. Engg.

3.7 Candidates having 05 years B.E./ B. Tech. + M.E./ M. Tech. integrated dual degree in engineering in relevant discipline shall also be considered.

3.8 Candidates having 05 years B.E./ B. Tech. + M.E./ M. Tech. integrated dual degree in engineering in relevant discipline and two years MBA with specialization shall also be considered for the post of Sr Associates in respective discipline.

3.9 Wherever MBA has been mentioned as requirement, apart from MBA, Full time Two years Post Graduate Diploma in Management with specialization in relevant field/ MMS with specialization in relevant field shall also be considered for the post of Sr. Associates in respective discipline.

3.10 MBA/ PG Diploma in Management/ MMS qualifications where there is a mention of Dual specialization, one of the specializations necessarily needs to be function specific for which the post has been advertised.

3.11 Minimum Essential Post Qualification **Experience** should be as on **10.04.2023.** Experience will also include experience as an apprentice (As per Apprentice Act, 1961). Summer and vocational training will not be considered as part of experience.

4. RELAXATION IN MINIMUM PERCENTAGE OF MARKS IN EDUCATIONAL 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:

4.1 Wherever minimum qualifying percentage of marks have been specified as **50%, relaxed minimum educational qualification(s) percentage in respect of SC, ST and PwBD category candidates is 45%.**

4.2 **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 educational qualification shall be available to them.

5. **UPPER AGE LIMIT AND AGE RELAXATION**

5.1 The Upper Age Limits for various posts as given in **Table-III & IV** as **on 10.04.2023**.

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

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

5.2 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.

5.3 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 3 years, the maximum age limit prescribed for the post or services for which a candidate applies for, he/she will be deemed to satisfy the conditions regarding meeting the age limit.

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

5.5 Further, the upper age limit is also relaxable by 5 years for candidates domiciled in the state of Jammu and Kashmir between 01.01.1980 to 31.12.1989.

5.6 Maximum upper age of the applicant shall not exceed 50 years including all possible age relaxations.

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

5.8 Where there is no post reserved for reserved category (ies) in this advertisement, a reserved category candidate can also apply provided she/he fulfils the criteria specified for Unreserved Category. She/he shall be treated at par with Unreserved Category candidates in the selection process.

6. EMOLUMENTS

6.1 The consolidated emoluments in respect of Senior Associate is **Rs 60,000/- Per Month** and Junior Associates is **Rs 40,000/- Per Month** which includes Pay, HRA and other allowances.

6.2 **Variable Pay and annual increment:** Variable pay and annual increment as per the policy of GAIL Gas Limited.

6.3 **Other Benefits**: Other benefits will be extended as per the policy of GAIL Gas Limited for Fixed Term Employment Scheme.

6.4 **Statutory benefits such as PF/EDLI/Gratuity etc.** will be extended as applicable under various Statutes.

6.5 Mediclaim Policy with coverage upto Rs 5 Lacs on annual basis for self, spouse and first two children.

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6.6 Group Personal Accident (GPA) Insurance as per relevant factors would be extended for accidental injury or death arising out of and in the course of employment.

6.7 Request related to pay protection will not be entertained at any stage during engagement.

7. **PLACEMENT/ ASSIGNMENTS:**

The selected candidates may be posted at any of the installations/ projects/ offices /subsidiaries / JVs etc. of GAIL Gas Limited & GAIL etc. and may be assigned jobs/ functions/tasks as per the business/organizational requirement including shift duties.

8. **APPLICATION FEE**

8.1 At the time of submission of online application, candidates belonging to **General, EWS & OBC (NCL) category** are required to pay a non-refundable application fee of **Rs. 100/- (Rupees One Hundred only)**(excluding applicable Convenience Fee and Taxes).

8.2 The Application fee once paid will neither be refunded on any account nor would this fee be held in reserve for future exam/ selection.

8.3 **SC/ ST/ PwBD category candidates are exempted from payment of application fees**. However, for claiming exemption in application fees, SC/ ST candidates will have to submit a true copy of SC/ ST certificate as applicable, issued by the Competent Authority in the prescribed format and PwBD category candidates claiming exemption in application fee will have to submit a true copy of disability certificate in the prescribed format issued by Competent Authority at the time of further Selection Process.

9. **HOW TO APPLY**

9.1 CANDIDATES WILL BE REQUIRED TO APPLY ONLINE THROUGH GAIL Gas WEBSITE :gailgas.com (https://gailgas.com/careers/careers-in): No other means / mode of application shall be entertained. Application portal for the same shall remain open from 1100 hrs. onwards 10.03.2023 and upto 1800 hrs. on 10.04.2023.

9.2 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 advertisement. No further correspondence regarding this shall be entertained.

9.3 Before registering/applying online, candidates are advised to go through Detailed Instructions. The candidate should possess the following and keep the same handy while applying online:
(i) Valid email ID and mobile no.
(ii) Scanned copy of self-attested recent passport size colored photograph (3.5 X 4.5 cm) of the candidate. Size of file should be upto 100kb in .Jpg/.jpeg format only.
(iii) Scanned copy of signature (signed on white paper with black pen) of the candidate. Size of file should be upto 100kb in .Jpg/.jpeg format only.
(iv) Details of Debit Card/Credit Card/Net Banking required for paying online application fee.

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

9.5 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).

9.6 Candidates should take utmost care to furnish the correct details while filling in the on-line application.

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CANDIDATE CAN EDIT THE INFORMATION AT ANY STAGE BEFORE SUBMISSION. Hence, candidates are advised to take a preview of the application before submitting the same. Once the form is submitted, it can't be edited.

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

(i) Visit GAIL Gas website and Click on the link of "Apply Online" given in the career Section of the Website. Candidate are advised to carefully read the advertisement before applying for any particular post.

(ii) Read Important Instructions and Click on (√) 'I Agree 'Button.

(iii) Register by filling up necessary details (Post opted, name, Mobile No. and e-mail ID and click on Submit Button).

(iv) Check Application Sequence No., User ID & Password received on your-mail and mobile number.

(v) Re-login to your account by entering User ID and password received through e- mail.

(vi) Fill-up application form and upload Photo and Signature.

(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 (if applicable). For detailed procedure for payment of fees refer clause 8 above.

(x) Download the application form for future record.

9.8 After submitting online application, candidate is required to keep the copy of the Application form with unique Application Sequence number handy for future reference. The same can be downloaded from the site after successful submission of the online application form.

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

9.10 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) Copy of Receipt Number obtained through payment gateway, if applicable.

(ii) 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).

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

(iv) Income and Asset Certificate/Caste/Tribe certificate [for SC/ ST/ OBC (NCL)/EWS 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/ Income and Asset certificate.

(v) 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.

(vi) 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

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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 leaving the organization by the employee concerned **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

II. For Current Employment:

- Offer Letter/Appointment letter clearly mentioning the date of joining the organization along with Latest Pay slip/Salary slip **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

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

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

(ix) In case of any doubt/clarification pertaining to the document(s) submitted/eligibility of the candidate, GAIL Gas 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.

9.11 **Three** copies of the photo (same photograph uploaded on the online application form) should be retained for future use. Candidates are advised not to change their appearance till the recruitment process is complete.

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

9.13 Queries/ Clarifications/Difficulties if any, may be raised under the help-desk tab available in the online application portal itself.

10 HEALTH/MEDICAL FITNESS

Selected candidates must be medically fit and submit medical fitness certificate from Civil Surgeon or Medical Superintendent or Chief Medical Officer or equivalent of a Central/State Govt. Hospital (having the status of minimum District Hospital) as per the proforma of the Company at the time of joining.

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11 SELECTION PROCESS:

The short listed candidates will have to undergo selection for engagement for the post(s) as below:

Senior Associate	Written test and a personal interview.
Junior Associate	Written test and/or Skill Test.

11.11 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 Gas Limited 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.

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

11.13 Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong information, their candidature will be rejected. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.

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

11.15 It may please be noted that submission of online application under factious/ pseudo names/ email ids is strictly prohibited. Any candidate resorting to such practices will be liable for suitable action under the provisions of IT Act 2000.

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

11.17 **Test Centers:-** 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 Gas reserves the right to assign any test center, cancel or add any center. The tentative test center options are- **Delhi-NCR, Bengaluru, Bhopal and Ranchi.**

12 OTHER TERMS & CONDITIONS AND GENERAL INSTRUCTIONS

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

12.2 The candidates should ensure that they fulfill all eligibility criteria and other conditions of this advertisement and that the particulars furnished by them in the on-line application and the documents submitted by them later on (in terms of **Clause 9.10** as mentioned above) are correct in all respects. Mere admission to the Selection Process does not imply that the Company has been satisfied about the candidate's eligibility. In case it is detected at any stage of the recruitment process that a candidate does not fulfill any of the eligibility criteria, and/ or that he/ she has furnished any incorrect information or has suppressed any material fact(s), his/ her candidature will stand cancelled. If any of these shortcomings(s) is/ are detected even after engagement, his/ her services will be summarily terminated.

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12.3 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.

12.4 Candidates should possess a valid email ID. Candidates are advised to keep the email ID (to be entered compulsorily in the online application form) active for at least one year. No change in the email ID will be allowed once entered. All correspondence with candidates shall be done through email only. All information/ communication regarding participating in the Selection Process shall be provided through email to the candidates found apparently eligible based on the online application data and documents submitted. Responsibilities of receiving and downloading of information/ communications etc. will be of the candidate. GAIL Gas Limited will not be responsible for any loss of email sent, due to invalid/ wrong email ID provided by the candidate and no correspondence in this regard will be entertained.

12.5 Only shortlisted candidates who are found apparently eligible based on the online application data and documents submitted will be called for participating in the Selection Process. In case the applicant does not receive any communication within **150 days** from the date of publicationof this advertisement, it may be presumed that he/ she has not been shortlisted for the selection Process.

12.6 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.

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

12.8 Relaxations/ Reservations for SC/ST/OBC (Non Creamy Layer)/ PwBD (degree of disability 40% orabove) / Ex-Serviceman as per Government Directives are applicable.

12.9 <u>Degree of Disability for reservation</u>

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 benefitof 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 will not be considered.

12.10 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 producethe certificate in the prescribed format issued by Competent Authority as prescribed by Government of India, his/ her candidature will not be considered.

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12.11 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 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.

12.12 Candidates seeking reservation under **EWS** category should produce their **latest** Income and Asset Certificate issued by Competent Authority. 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 Authorityshould be valid on the closing date for receipt of online application in GAIL Gas Limited.

12.13 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.

12.14 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 inconformity with eligibility criteria mentioned in the advertisement.

12.15 GAIL Gas Limited reserves the right to raise the minimum eligibility standards. GAIL Gas Limited also reserves the right tofill 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.

12.16 The prescribed qualification/ experience is the minimum and mere possession of the same does not entitle a candidate for participating in the Selection Process. GAIL Gas Limited's decision shall be final in this regard.

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

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

12.19 Shortlisted/Selected candidates will be intimated individually.

12.20 Candidates are advised to visit **GAIL Gas WEBSITE:** gailgas.com for latest updates.

12.21 Any revision, clarification, addendum, corrigendum, time extension, etc. to the above advertisement will be hosted on "Careers" section of **GAIL Gas WEBSITE:** gailgas.com only and no separate notification shall be issued in the press. Candidates are requested to visit the website regularly to keep themselves updated.

12.22 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 courts of **NCT of Delhi** only.

For More Job News Visit : www.kpscvaani.com

13 IMPORTANT DATES:

#	Activity	Date
1	Commencement of On-line registration of application by candidates	**Date 10.03.2023 (from 1100 hrs. onwards)**
2	Last date for On-line registration & Submission of application bycandidates	**Date 10.04.2023 (Till 1800 hrs.)**

14 IMPORTANT INSTRUCTIONS

14.1 The Online Application shall be deemed to be submitted only upon receipt of Application Fee (as applicable) and upload of Self Attested Photograph.

14.2 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 tolog on to the website on account of heavy load on internet or website jam.

14.3 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 Gas Limited circulated through e-mail, social media etc. Please rely on information hosted on our **GAIL Gas WEBSITE:** gailgas.com for any job/career related information pertaining to GAIL Gas Limited.

14.4 GAIL Gas Limited shall not bear any liability on account of salary/leave salary/gratuity/pension contribution etc. if any of previous employment.

14.5 The candidates shall be willing to travel extensively and is ready to work in any locations across India.

14.6 The candidates whose performance/conduct is not found satisfactory during the tenure, his/her services will be terminated without notice and/or without assigning any reason thereof.

14.7 The engagement will be terminated automatically on completion of engagement period. Further, engagement will not in any way directly or indirectly confer any right for permanent appointment or preferential treatment in appointment in the Company.

14.8 GAIL Gas Limited reserves the right to **increase or decrease the number of vacancies as per the project requirement and has the right to cancel the engagement process under this advertisement at any stage and/or modify/ alter the selection** process, if required, without issuing any notice or assigning any reason thereof.

ADVT: GAIL Gas/OPEN/RECTT.-FTE/1/2023

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