

## **IMPORTANT INSTRUCTIONS BEFORE YOU APPLY ONLINE**

**[Group C Posts (Non-Executive) in Pay Scale of Rs.14,500 – 36,000/- & Rs. 12,500-33,000]  
Advt. No.: GAIL/OPEN/MISC/4/2015**

Please go through the detailed advertisement and ensure that you meet all the eligibility requirements and other conditions specified in the detailed advertisement, before you start filling up the Application ONLINE.

Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to make changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data / details ready before you start filling up the Application ONLINE such as:-

- Mark-sheets of all the Semesters / years in respect of your qualification for properly indicating percentage of marks received. Percentage of marks in the essential qualification(s) shall be considered as per rules/norms of the concerned Institute/University. Wherever, CGPA/ OGPA or letter Grade in a Diploma is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/ Institute.
- Experience details along with Annual turnover (wherever applicable), industry type, period served, position title, pay scales & function details. In case you have served at different positions in an organization, details of all such positions held in the organization with period served, position title, pay scales & function details.
- Category [SC/ ST/ OBC (NCL)/ PWD] once filled in the Online Application form will not be changed and no benefit of other category will be admissible later on.
- You must possess a valid e-mail ID for applying Online as the same will be used for future correspondence with you. Please create a new e-mail ID, if you do not have one, prior to filling up Online Application.
- Candidates belonging to SC/ ST/ OBC (NCL)/ PWD category, will be required to submit relevant caste certificate(s)/ PWD certificate in the proper format issued by the Competent Authority as prescribed by Government of India, along with the hard copy of the online application form. To download the prescribed format please click relevant link "**Download prescribed format for SC/ ST/ OBC(NCL)/ PWD certificate**" available on careers section of GAIL website [www.gailonline.com](http://www.gailonline.com)
- Candidates belonging to General and OBC (Non Creamy Layer) category are required to pay a non-refundable application fees of **Rs.50/-** (Rupees Fifty only) by Demand Draft / Pay Order drawn in favour of GAIL (India) Limited payable at New Delhi. The candidate is required to keep the Demand Draft Number and other details pertaining to application fees ready for submitting the online application (Details such as bank name, branch name, city, date and the DD Number).
- After successfully submitting Online Application, you will receive an auto generated e-mail confirming successful submission/ registration of your Online Application.
- After applying online, candidate is required to download the Application Form generated by the system in duplicate with unique registration number, space for photograph and signature and other details. The candidate has to send one print out of the Application Form duly signed and after affixing latest passport size colour photograph along with required demand draft (wherever applicable) and attested true copies of testimonials/ Certificates with regard to proof of age, qualifications, caste/ tribe certificate [for SC/ ST/ OBC (NCL) Candidates as applicable], Disability certificate (in case of PWD candidates), Ex-serviceman proof (in case of Ex-serviceman candidates), Experience certificates/ document (issued by the Employer in support of experience details as mentioned in the Online Application Form), documentary proofs in support of experience in Large Private Sector Organization/ Institution/ Company (wherever applicable) etc. as stipulated in the detailed advertisement. The registration number, name, post and category should be written at the back of the demand draft. In case of any overwriting or tampering of Application Form, the candidature of the concerned candidates shall be rejected. The Envelope containing above details should be superscribed with "APPLICATION FOR THE POST OF \_\_\_\_\_" [POST, REGN. NO. and CATEGORY: GEN/ SC/ ST/ OBC(NCL)/ PWD/ EX-SER as the case may be] and should be sent by ORDINARY POST to :

Senior Manager (HRD),  
GAIL (India) Limited, GAIL Bhawan,  
16, Bhikaji Cama Place, R K Puram,  
New Delhi-110 066

- The application and other details as mentioned above must reach the above mentioned address latest by **05.10.2015**.
- In case you face any difficulty while applying Online, you can write to us at [career@gail.co.in](mailto:career@gail.co.in)



**GAIL (INDIA) LIMITED**  
**GAIL Bhawan, 16, Bhikaiji Cama Place, R.K. Puram, New Delhi-110066**  
**PHONE: 011-26172580; email – [career@gail.co.in](mailto:career@gail.co.in)**  
**Corporate Identification Number: L40200DL1984GOI018976**

**(Advt. No.: GAIL/OPEN/MISC/4/2015)**

**Recruitment of Non-Executives**

GAIL (India) Limited, a Maharatna PSU and India's flagship Natural Gas company is integrating all aspects of the Natural Gas value chain (including Exploration & Production, Processing, Transmission, Distribution and Marketing) and its related services. In a rapidly changing scenario, GAIL is spearheading the move to a new era of clean fuel industrialization by creating a quadrilateral of green energy corridors that connect major consumption centres in India with major gas fields, LNG terminals and other cross border gas sourcing points. GAIL is also expanding its business overseas to become a formidable player in the International Market.

GAIL (India) Limited, a Maharatna PSU, invites applications from Indian nationals for filling up post and category wise vacancies of Non-Executives indicated in **Table-I** below for the work-centers / units located in various States across country:

**Table-I**

#	Post	Grade	UR	SC	ST	OBC (NCL)	Total	Post identified as suitable to be held by PWDs in following categories
1	Foreman (Chemical)	S-5	01	01	01	0	03	<b>OH (OA, OL)</b>
2	Foreman (Mechanical)	S-5	0	0	0	02	02	<b>HH, OH (OL)</b>
3	Foreman (Electrical)	S-5	07	01	02	03	13	<b>HH, OH (OL)</b>
4	Foreman (Instrumentation)	S-5	02	0	01	0	03	<b>HH, OH (OL)</b>
5	Foreman (Telecom & Telemetry)	S-5	08	01	0	01	10	<b>HH, OH (OL)</b>
6	Jr. Superintendent (HR)	S-5	01	0	0	01	02	<b>HH, OH (OA, OL, OAL, BL), VH (B, LV)</b>
7	Assistant Inspector (Security)	S-5	05	01	01	01	08	-
8	Assistant (Stores & Purchase)	S-3	0	01	01	01	03	<b>HH, OH (OA, OL)</b>
9	Accounts Assistant	S-3	01	0	01	0	02	<b>HH, OH (OA, OL, OAL, BL), VH (LV)</b>
	<b>Total</b>		<b>20</b>	<b>04</b>	<b>05</b>	<b>08</b>	<b>46</b>	

**Abbreviations Used**

- PWD:** Persons with Disability  
**HH:** Hearing Impaired  
**OH:** Orthopedically Impaired  
**OA:** One Arm  
**OL:** One Leg  
**BL:** Both Legs  
**OAL:** One Arm and one Leg  
**VH:** Visually Impaired  
**B:** Blind  
**LV:** Low Vision

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

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

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

**TABLE-II**

#	Post	Minimum Essential Qualification	Minimum Essential Experience	Age Limit (Years)
1.	Foreman (Chemical) Grade : S5  Pay Scale : Rs.14500-36000/-	Diploma in Engineering in Chemical / Petrochemical / Chemical Technology / Petrochemical Technology with minimum 60% marks.	Candidate should have minimum 2 years of post qualification experience in line in a large integrated Petrochemical Plant/Fertilizer Plant/Refinery only of State/Central/ Government Undertaking(s)/ and/or Large Private Sector Organization(s), as an employee of that Plant/ Undertaking/ Organization.	32 years
2.	Foreman (Mechanical) Grade : S5  Pay Scale : Rs.14500-36000/-	Diploma in Engineering in Mechanical / Production / Production & Industrial / Manufacturing /Mechanical & Automobile with minimum 60% marks	Candidate should have minimum 2 years of post qualification experience in line in <b>Cross Country Hydrocarbon Pipelines / Hydrocarbon Process Plants</b> (i.e. Refinery, Petrochemicals and Fertilizer plants only) of a State/Central Government Undertaking(s) and/or Large Private Sector Organization(s), as an employee of that Plant/ Undertaking/ Organization.	32 years
3.	Foreman (Electrical) Grade : S5  Pay Scale : Rs.14500-36000/-	Diploma in Engineering in Electrical / Electrical & Electronics with minimum 60% marks.	Candidate should have minimum 2 years of post qualification experience in line in <b>Cross Country Hydrocarbon Pipelines / Hydrocarbon Process Plants</b> (i.e. Refinery, Petrochemicals and Fertilizer plants only) of a State/Central Government Undertaking(s) and/or Large Private Sector Organization(s), as an employee of that Plant/ Undertaking/ Organization.	32 years
4.	Foreman (Instrumentation) Grade : S5  Pay Scale : Rs.14500-36000/-	Diploma in Engineering in Instrumentation / Instrumentation & Control /Electronics & Instrumentation / Electrical & Instrumentation /Electronics /Electrical & Electronics with minimum 60% marks.	Candidate should have minimum 2 years of post qualification experience in line in <b>Cross Country Hydrocarbon Pipelines / Hydrocarbon Process Plants</b> (i.e. Refinery, Petrochemicals and Fertilizer plants only) of a State/Central Government Undertaking(s) and/or Large Private Sector Organization(s), as an employee of that Plant/ Undertaking/ Organization.	32 years
5.	Foreman (Telecom & Telemetry) Grade : S5  Pay Scale : Rs.14500-36000/-	Diploma in Engineering in Electronics / Electronics & Communication /Electronics & Telecommunication / Telecommunication/ Electrical & Electronics / Electrical & Telecommunication with minimum 60% marks.	Candidate should have minimum 2 years of post qualification experience in line in <b>Process Plants</b> in the area of <b>Plant communication system and SCADA/DCS</b> of a State/Central Government Undertaking(s) and/or Large Private Sector Organization(s), as an employee of that Plant/ Undertaking/ Organization.	32 years

#	Post	Minimum Essential Qualification	Minimum Essential Experience	Age Limit (Years)
6.	Junior Superintendent (HR) Grade: S5  Pay Scale : Rs.14500-36000/-	<b>Bachelor's Degree with Diploma</b> in Personnel Management/Industrial Relations with minimum 55% marks in each. Candidates should be proficient in operations of Personal Computer.	Candidate should have minimum 2 years of post qualification in line experience in State/Central Government Department (s)/Institution(s)/Undertaking(s) and/or Large Private Sector Organisation(s)/Institution(s)/Company (ies), as an employee of that Undertaking/Organization.	32 years
7.	Assistant Inspector (Security) Grade: S5  Pay Scale : Rs.14500-36000/-	Bachelor Degree with minimum 55% marks. Preference will be given to candidates with Diploma in Industrial Security.  <b>Physical Standards:</b> Minimum height 5'6" (For Tribes/Hillman 5'4") Chest 32" with expansion of 2".	Candidate should have minimum 02 years post qualification experience as Head Constable in Central Armed Police Forces (CISF, CRPF, BSF, ITBP etc.)  <b>Desirable:</b> Should have worked in a Security Installation and have experience in firefighting/First Aid.	40 years
8.	Assistant (S&P)  Grade: S-3  Pay scale: Rs. 12,500-33,000/-	Bachelor Degree with minimum 55% marks and minimum typing speed of 40 w.p.m in English (in computer). Candidates should be proficient in operations of personal computer	1 year Post Qualification Experience in line in State/Central Government Department(s)/Institution(s)/Undertaking (s) and/or Large Private Sector Organisation(s)/Institution(s)/Company (ies).  Preference would be given to candidates having in line working experience in Oil & Gas or Petrochemical Industry.	30 years
9.	Accounts Assistant  Grade: S-3  Pay scale: Rs. 12,500-33,000/-	Bachelor Degree in Commerce (B.Com) with minimum 55% marks and minimum typing speed of 40 w.p.m in English (in computer). Candidates should be proficient in operations of personal computer.	1 year Post Qualification Experience in line in State/Central Government Department(s)/Institution(s)/Undertaking(s) and/or Large Private Sector Organisation(s)/Institution(s)/Company (ies).  Preference would be given to candidates having in line working experience in Oil & Gas or Petrochemical Industry.	30 years

## **2. Terms and Conditions in respect of Essential Qualification(s) and Essential Experience [As mentioned under relevant column in Table II ]**

- 2.1** Minimum essential educational qualification(s) required shall be as indicated in **Table-II** against each post.
- 2.2** Only full time Regular courses will be considered. This shall include all qualification(s) starting from **Class X & XII examination, Diploma, Graduation etc.** as specified under minimum essential qualification(s) column in **Table II**.
- 2.3** All minimum essential qualification(s) must be from UGC recognized Indian University/ UGC recognized Indian Deemed University or AICTE approved courses from Autonomous Indian Institutions/concerned statutory council (wherever applicable). **Diploma in Engineering** qualification should be recognized by respective State Board of Technical Education.

**2.4** Minimum percentage of marks in the essential qualification(s) as indicated above shall be considered as per rules/norms of the concerned Institute/University.

**2.5** Wherever CGPA/OGPA or letter grade in a Diploma is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/ Institute.

**2.6** Minimum Essential Post Qualification Experience (including experience as Foreman (Trainee)/Diploma Engineer Trainee (DET)) in line in State/Central Government Department(s)/Institution(s)/Undertaking(s) and/or Large Private Sector Organisation(s)/Institution(s)/Company (ies) should be as on **22/09/2015**. However, Industrial/Vocational/Apprentice Training will not be considered as experience.

**2.7** For posts at S.No. 1 to 7 in Table-I above, Experience of candidates working on contract basis through empanelled agency/contractor (i.e. those who have been deployed on contract basis by some other agency/organisation for working on project/construction/O&M or any other activity) will not be considered. For these posts only direct work experience including fixed term basis employment in an organisation will be taken into consideration.

**2.8** Large Private Sector Organization/ Institution/ Company would include only such private sector Organization/ Institution/ Company which has an Annual turnover of more than Rs. 500 Crores in any one of the last 02 financial years. The candidate will be required to submit suitable documentary proof to establish the above.

I. For Past Employment: Last 02 financial years will be reckoned from the date of relieving from the Organization/ Institution/ Company.

II. For Current Employment: Last 02 financial years will be reckoned from the last date of filling online application form.

III. For posts at S.No. 8 & 9, large Private Sector Organization/ Institution/ Company would mean the Organization/ Institution/ Company where the candidate is working/has worked or has been deployed to work by his/her employer.

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

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

**3.1** Wherever minimum qualifying percentage of marks have been specified as 60% and 55%, **relaxed minimum educational qualification(s) percentage in respect of SC, ST, and PWD candidates is 55% & 50% respectively.**

**3.2** SC/ ST/PWD candidates applying for a post marked unreserved (UR) will not be provided any relaxation in minimum qualifying percentage of marks in educational qualification.

### **4. Upper Age Limit and Age Relaxation**

**4.1** Upper Age Limit for the above posts shall be as indicated in **Table-II** above as on **22/09/2015**.

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

05 years for candidates domiciled in the State of Jammu & Kashmir between 01.01.1980 and 31.12.1989.

- 4.3** SC/ ST/ OBC (NCL) candidates applying for a post marked unreserved (UR) posts shall be considered under general standard of merit and no relaxation in upper age limit shall be available to them.
- 4.4** In case of Ex-servicemen who have put in not less than six months continuous service in the Armed Forces of the Union, they shall be allowed to deduct the period of such service from their actual age, and if the resultant age does not exceed by more than 03 years the maximum age limit prescribed for the posts/ services for which a candidate seeks appointment, he/she be deemed to satisfy the conditions regarding 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, Vaghodia & Vadodara, M/s Allied Services Workers Cooperative Society Limited, Vaghodia, M/s Vasishtha Techno and Non-Techno Crafts Labour Contracts Co-operative Society Limited, Rajahmundry and Project Affected Persons of different GAIL locations subject to submission of true copies of supporting documents and also subject to the same being found in order.
- 4.6 Maximum upper age of the applicants shall not exceed 56 years including all possible age relaxations.**

## **5. EMOLUMENTS**

- 5.1** The candidates selected for the posts in **S-5 Grade** will be placed in the Pay Scale of Rs.14,500 – 36,000/- at the Basic Pay of **Rs.14,500/-** with one year probation in **S-5 grade**. The candidates selected for the posts in **S-3 Grade** will be placed in the Pay Scale of Rs.12,500 – 33,000/- at the Basic Pay of **Rs.12,500/-** with one year probation in **S-3 grade**.
- 5.2 Pay and Allowances:** Basic Pay as applicable in the grade, Variable Dearness Allowance (VDA) at the applicable rates and perks & allowances under cafeteria approach.
- 5.3 Variable Pay:** Performance Related Pay based on individual and organizational performance.
- 5.4 Other Benefits:** Company Accommodation/ Leased Accommodation/ HRA, medical facility, group insurance, house building advance, conveyance advance, furnishing advance/ PC advance, etc as per rules of the company.
- 5.5 Superannuation Benefits:** Besides Contributory Provident Fund and Gratuity, employees who superannuate from GAIL after rendering a minimum of 15 years of service will also be entitled to pension and Post-Retirement Medical Benefits under Defined Contributory Scheme of the Company.
- 5.6** All the above benefits will be governed by the policy of the Company in force & amended from time to time.

## **6. APPLICATION FEE**

- 6.1** Candidates belonging to **General and OBC (NCL) category** are required to pay a non-refundable application fees of Rs.50/- (Rupees Fifty only) only by **Demand Draft / Pay Order** drawn in favour of **GAIL (India) Limited** payable at **New Delhi**. *Name of the candidate, Post Applied For and Application Registration Number should be written on the back side of the demand draft.* The Application once made will not be allowed to be withdrawn and the application fee once paid will neither be refunded on any account nor would this fee be held in reserve for future exam/ selection.

**6.2 SC/ST/PWD candidates are exempted from payment of application fees.** However, for claiming exemption in application fees, SC/ST candidates will have to attach a true copy of SC /ST certificate as applicable, issued by the Competent Authority in the prescribed format and PWD Candidates claiming exemption in application fees will have to attach a true copy of disability certificate in the prescribed format issued by Competent Authority at the time of forwarding hard copy of the Application Form as mentioned below.

## **7. HOW TO APPLY**

**7.1 CANDIDATES WILL BE REQUIRED TO APPLY ONLINE THROUGH GAIL WEBSITE:** [www.gailonline.com](http://www.gailonline.com). No other means / mode of application shall be accepted. Website will be open from **1100 hrs on 02/09/2015 to 1800 hrs on 22/09/2015.**

**7.2** After submitting online application, candidate is required to download the Application Form generated by the system with unique registration number, space for photograph and signature and other details. The candidate has to send one print out of the Application Form duly signed and affixing latest passport size colour photograph along with required demand draft (wherever applicable) and true copies of the following testimonials / documents to the address as mentioned in clause No. 7.5 below:

- (i) Document in support of Date of Birth proof.
- (ii) Caste/ Tribe certificate [for SC/ ST/ OBC (NCL) candidates as applicable] in the prescribed format issued by the Competent Authority as prescribed by Government of India, Disability certificate [in case of PWD candidates] in the prescribed format issued by the Competent Authority and Ex-servicemen Proof (in case of Ex-servicemen candidates). OBC (Non Creamy Layer) category candidates are required to submit **latest caste certificate.**
- (iii) All Certificates / Testimonials in respect of qualifications (all semester/ year wise Mark Sheet, Degree & Diploma certificate starting from matriculation onwards).
- (iv) Complete and Proper Experience certificates/Documents issued by the Employer in support of experience details mentioned by the candidate in the online Application Form. Only following types of documentary proofs towards experience will be considered:

### **I. For Past Employment:**

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

### **II. For Current Employment:**

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

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

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



(vi) Following documentary proofs are required to be provided in support of experience in Large Private Sector Organization/Institution/Company.

(a) Documentary proof to establish that the Private Organization/Institution/Company where the candidate has worked/is working was having an Annual Turnover of more than Rs. 500 crores in any of the last 02 Financial Years.

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

**7.3** A recent passport size colour photograph should be firmly pasted on the print out of the online application form and should be signed across by the candidate. Without photograph and signature across it, the online application form will be liable to be rejected. **Three** copies of the same photo should be retained for use at the time of interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of interview, may lead to disqualification.

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

**7.5** Print out of the Online Application Form duly signed and affixing latest passport size colour photograph along with required demand draft (if applicable) and true copies of the testimonials /documents mentioned above (Clause No. 7.2) should be sent by **Ordinary Post** in a sealed envelope super scribed "**APPLICATION FOR THE POST OF \_\_\_\_\_**" [**POST, REGN. NO. and CATEGORY: UR/SC/ST/OBC(NCL)/PWD** as the case may be] to the following address :

**SENIOR MANAGER (HRD),  
GAIL (India) Limited,  
GAIL Bhawan, 16, Bhikaiji Cama Place,  
R K Puram, New Delhi-110066**

**The application and other details as mentioned above must reach the above address by 05/10/2015.** GAIL will not be responsible for postal delay or loss / non-delivery thereof. No correspondence in this regard will be entertained. GAIL will also not take responsibility to connect any certificate / remittance sent separately.

**7.6 General and OBC (NCL) candidates should have their Demand Draft ready while applying online, as the DD details would also be required to be entered in the online application. Without the DD details, on line application will not be registered.**

**7.7** Candidature of only such candidates who have submitted online applications successfully and whose Application Form (hardcopy) along with required application fee (if applicable) and all required documents have been received within the stipulated time (i.e. by 05.10.2015) will be considered for further processing. Candidature of the candidates who have failed to submit all or any of the documents shall be liable to be rejected.

## **8. HEALTH/MEDICAL FITNESS**

Appointment to the above posts will be subject to the candidate being medically fit as per the standards prescribed for the post by the Company. Every candidate appointed to a post in the Company shall be required to get their Pre-Employment Medical Examination done in a Central/ State Government Hospital (having the status of minimum District Hospital) or in GAIL nominated

empanelled hospitals and submit Medical reports in the prescribed formats issued by Medical Authority i.e., Chairman of Medical Board or Civil Surgeon or Medical Superintendent or Chief Medical Officer or equivalent of a Central/ State Government Hospital (having the status of minimum District Hospital) or in GAIL nominated empanelled hospital. Acceptance of joining will be subject to the Medical Fitness Certificate so issued by the Medical Authority being further accepted by designated CMO, GAIL (India) Limited. GAIL reserves the right to re-examine or review the Medical Examination **report submitted by the candidate without assigning any reason and decision of GAIL's designated CMO will be final and binding.** Detailed guidelines on Medical Standards/ Norms for Medical Fitness and Pre-Employment Medical Examination are available on GAIL website **[www.gailonline.com](http://www.gailonline.com)**.

## **9. SELECTION PROCESS\***

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

<b>Post</b>	<b>Selection Process</b>
Foreman (Chemical)	Skill Test [i.e. Trade Test] and/or interview before the Selection Committee
Foreman (Mechanical)	Skill Test [i.e. Trade Test] and/or interview before the Selection Committee
Foreman (Electrical)	Skill Test [i.e. Trade Test] and/or interview before the Selection Committee
Foreman (Instrumentation)	Skill Test [i.e. Trade Test] and/or interview before the Selection Committee
Foreman (Telecom & Telemetry)	Skill Test [i.e. Trade Test] and/or interview before the Selection Committee
Junior Superintendent(HR)	Computer Proficiency test and/or interview before the Selection Committee
Assistant Inspector (Security)	Physical Endurance Test and/or interview before the Selection Committee

<b>Post</b>	<b>Selection Process</b>
Assistant (Stores & Purchase)	Skill Test [i.e. Computer Typing Test & Computer Proficiency Test] and/or Interview before the Selection Committee
Accounts Assistant	Skill Test [i.e. Computer Typing Test & Computer Proficiency Test] and/or Interview before the Selection Committee

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

## **10. Other Terms & Conditions and General Instructions**

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

**10.2** The candidates should ensure that they fulfill all the eligibility criteria and other conditions of this advertisement and that the particulars furnished by them in the on-line application and the documents submitted by them later on (in terms of Clause 7.2 as mentioned above) are correct in all respects. Mere admission to the selection process does not imply that the Company (GAIL) has been **satisfied about the candidate's eligibility. In case it is detected at any stage of the recruitment process that a candidate does not fulfill any of the eligibility criteria, and/or that he/she has furnished any incorrect information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings(s) is/are detected even after appointment, his/her services will be summarily terminated.**

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

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

- 10.5** Only short listed candidates who are found apparently eligible based on the online application data and documents submitted will be called for participating in the Selection Process. In case the applicant does not receive any communication within **120 days** from the date of publication of this advertisement, it may be presumed that he/ she has not been short listed for the Selection Process.
- 10.6** Category [**SC/ST/OBC (NCL)/PWD**] once filled in the online application form will not be changed and no benefit of other category will be admissible later on.
- 10.7** The OBC candidates who belong to "**CREAMY LAYER**" are not entitled for OBC concession and such candidates have to indicate their category as "General".
- 10.8** Relaxations/ Reservations for SC/ ST/ OBC (Non Creamy Layer)/ PWD (degree of disability 40% or above)/ Exserviceman as per Government Directives are applicable.
- 10.9 Degree of Disability for reservation**  
Only such PWD candidates would be eligible to get the benefit of reservation/concessions who suffer from not less than 40% of relevant disability. For claiming the benefit of **PWDs**, the candidates will have to submit a disability certificate as per formats prescribed by the Ministry of Social Justice and Empowerment vide notification no. G.S.R.2 (E) dated 30.12.2009 in support of their claim. To download the prescribed format please click relevant link "**Download prescribed format for SC/ST/OBC (NCL)/PWD certificate**" available on 'Careers' section of GAIL website **www.gailonline.com**. In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority as prescribed by Government of India, his/ her candidature will not be considered.
- 10.10** Candidates belonging to **SC/ST** category should produce their caste certificate in the prescribed format issued by Competent Authority as prescribed by Government of India in support of their claim. To download the prescribed format please click relevant link "**Download prescribed format for SC/ST/OBC (NCL)/PWD certificate**" available on 'Careers' section of GAIL website **www.gailonline.com**. In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority as prescribed by Government of India, his/ her candidature will not be considered.
- 10.11** Candidates belonging to **OBC (Non-Creamy Layer)** category should produce their latest caste certificate in the prescribed format issued by Competent Authority as prescribed by Government of India in support of their claim. To download the prescribed format please click relevant link "**Download prescribed format for SC/ST/OBC (NCL)/PWD certificate**" available on 'Careers' section of GAIL website **www.gailonline.com**. The name of the caste and community indicated in the OBC (NCL) certificate must appear in the central list of Other Backward Classes. In case, the candidate fails to produce his latest caste certificate in the prescribed format issued by Competent Authority as prescribed by Government of India, his/ her candidature will not be considered. Further, OBC (NCL) candidates will have to give a self-undertaking indicating that they belong to OBC (NCL) category at the time of participating in the Selection Process, if called for the same.
- 10.12** Candidates presently employed in Central/ State Government Department, Central/ State PSUs or Semi Government Organization shall either forward their application through **Proper Channel** or shall produce **NOC** from their present employer at the time of Interview. In case, the application of the candidate is not forwarded through proper channel or the candidate fails to produce **NOC** from his/ her present employer at the time of interview, his/ her candidature will not be considered.
- 10.13** Candidature of the registered candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
- 10.14** Candidature of the registered candidate is also liable to be rejected, if valid print out of Online Application Form along with necessary documents as mentioned above are not received or received

unsigned or without affixing passport size colour photograph or without application fee (if applicable) or received after the closing date or registered online more than once.

**10.15** 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 positions and cancel/restrict/enlarge/ modify/alter the recruitment/selection process without any further notice or assigning any reasons whatsoever.

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

**10.17** The list of candidates shortlisted for participating in the Selection Process and also the list of selected candidates for appointment for the above posts will be displayed on GAIL Website [www.gailonline.com](http://www.gailonline.com) for the information of the candidates in due course of time. Candidates are advised to visit GAIL Website [www.gailonline.com](http://www.gailonline.com) for latest updates.

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

**10.19 IMPORTANT DATES**

#	Activity	Tentative Date
1	Commencement of On-Line registration of application by candidates	<b>02/09/2015 (11.00 hrs.)</b>
2	Last date for on-line registration of application by candidates	<b>22/09/2015 (18.00 hrs.)</b>
3	Last date of receipt of hardcopy of the Application Form along with all required documents & information as per Clause No(s). 7.2	<b>05/10/2015</b>

**GAIL/OPEN/MISC/4/2015**

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