



Gas and Beyond...

India's
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GAIL (INDIA) LIMITED

(A Govt. of India Undertaking - a Maharatna Company)

SPECIAL RECRUITMENT DRIVE (SRD) FOR SC/ ST/ OBC (NCL) & PWD CANDIDATES IN VARIOUS DISCIPLINES IN NON-EXECUTIVE CADRE

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, we are spearheading the move to a new era of clean fuel industrialization by creating a quadrilateral of green energy corridors connecting major consumption centres in India with major gas fields, LNG terminals and other cross border gas sourcing points while also expanding its business overseas, thus becoming a formidable player in the International Market.

GAIL (India) Limited, invites applications from Indian nationals fulfilling the eligibility criteria for filling up various posts as per category wise vacancies indicated against each post in **Table-I & Table-II** below for the work-centres/ units located in various States across the country:

Table-I – Vacancies under Special Recruitment Drive for SC/ST/OBC (NCL) Candidates

			SC	ST	OBC (NCL)	TOTAL	Post identified as suitable to be held by PWDs in following categories
1	Foreman (Chemical)	S-5	4	1		5	OH (OA, OL)
2	Foreman (Civil)	S-5			1	1	HH, OH (OA, OL, OAL)
3	Foreman (Electrical)	S-5	1	2		3	HH, OH (OL)
4	Foreman (Instrumentation)	S-5	5	2	2	9	HH, OH (OL)
5	Foreman (Mechanical)	S-5	2			2	HH, OH (OL)
6	Junior Superintendent (HR)	S-5			1	1	HH, OH (OA, OL, OAL, BL), VH (B, LV)
7	Accounts Assistant	S-3			1	1	HH, OH (OA, OL, OAL, BL), VH (LV)
8	Assistant (HR)	S-3	1		3	4	HH, OH (OA, OL, OAL, BL), VH (B, LV)
9	Assistant (Stores & Purchase)	S-3			4	4	HH, OH (OA, OL)
10	Marketing Assistant	S-3			1	1	HH, OH (OA, OL, BL), VH (B, LV)
11	Operator (Chemical)	S-3	6			6	OH (OA, OL)
12	Technical Assistant (Laboratory)	S-3	3			3	OH (OA, OL)
13	Technician (Electrical)	S-3		1	1	2	HH, OH (OL)
14	Technician (Instrumentation)	S-3			1	1	HH, OH (OL)
15	Technician (Mechanical)	S-3			1	1	HH, OH (OL)
		TOTAL	22	6	16	44	

Table-II-Vacancies under Special Recruitment Drive for PWD Candidates

			PWD (VH- B/LV)	PWD (HH)	TOTAL
1	Senior Superintendent (Hindi)	S-7		1	1
2	Senior Accountant	S-7	1	1	2
3	Senior Superintendent (HR)	S-7	1		1
4	Senior Chemist	S-7		1	1
5	Foreman (Electrical)	S-5		1	1
6	Foreman (Instrumentation)	S-5		1	1
7	Foreman (Mechanical)	S-5		2	2
8	Junior Superintendent (OL)	S-5	1		1
9	Marketing Assistant	S-3	1		1
		TOTAL	4	7	11

Abbreviations Used

Abbreviations	Explanation
PWD	Persons with Disabilities
HH	Hearing Impaired
OH	Orthopedically Impaired
VH	Visually Impaired
OA	One Arm
OL	One Leg
BL	Both Legs
OAL	One Arm and one Leg
B	Blind
LV	Low Vision
NCL	Non Creamy Layer

Persons with Disabilities belonging to the category/ categories for which the post is identified (as indicated in **Table-1** above) **can also apply even if no vacancies are specifically reserved for them**, provided they belong to the category [i.e., SC/ ST/ OBC (NCL)] for which vacancies have been reserved. Such candidates will be considered for selection for appointment to the post by general standard of merit in the respective category, i.e., SC/ ST/ OBC (NCL).

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

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

Table-III-A

Pay scale: Rs. : Rs.16300-38500/-		Grade: S-7	
Sl. No.	Post	Minimum Essential Qualification	Minimum Essential Experience/Credentials
1	<p>Senior Superintendent (Hindi)</p> <p>Upper Age Limit: PWD (HH)-GEN: 50 years PWD (HH)-OBC (NCL): 53 years PWD (HH)-SC/ST: 55 years</p>	<p>Full time Bachelor Degree of minimum 03 years duration in Hindi Literature with minimum 50% marks and Should have English as one of the subjects in Graduation.</p> <p>Candidates should have basic knowledge & skills in computer applications (MS office etc.) in office environment.</p>	<p>Minimum 08 (Eight) years post qualification experience in line in supervisory capacity in English to Hindi translation and vice-versa of various reports, documents, letters, etc. preferably in State/Central Government/Public Sector Undertakings/Banks/Financial Institutions of repute as an employee of that Plant/Undertaking/Organisation.</p> <p><i>Candidates working in Government/ Public Sector Undertaking must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.</i></p>
2	<p>Senior Accountant</p> <p>Upper Age Limit: PWD (HH)-GEN/ PWD (VH-B/LV)-GEN: 50 years PWD (HH)-OBC (NCL)/ PWD (VH-B/LV)- OBC (NCL): 53 years PWD (HH)-SC/ST / PWD (VH-B/LV)-SC/ST: 55 years</p>	<p>Intermediate or equivalent in CA/ ICWA. Candidates should be proficient in operation of personal computer OR</p> <p>Master Degree in Commerce (M.Com.) of minimum 2 years with minimum 55% marks.</p> <p>Candidates should be proficient in operations of personal computer and have basic knowledge & skills in computer applications (MS office etc.) in office environment.</p>	<p>Minimum 08 (Eight) years Post Qualification Experience in line in supervisory capacity in different Finance & Accounts (F&A) functions 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/Organisation.</p> <p><i>Candidates working in Government/ Public Sector Undertaking must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.</i></p>

3	<p>Senior Superintendent (HR)</p> <p>Upper Age Limit: PWD (VH-B/LV)-GEN: 50 years PWD (VH-B/LV)-OBC (NCL): 53 years PWD (VH-B/LV)-SC/ST: 55 years</p>	<p>Full time Bachelor Degree of minimum 03 years duration with minimum 50% marks and Diploma in Personnel Management/ Industrial Relations with minimum 50% marks.</p> <p>Candidates should be proficient in operations of personal computer and have basic knowledge & skills in computer applications (MS office etc.) in office environment.</p>	<p>Minimum 08 (Eight) years Post Qualification Experience in line in supervisory capacity in different HR functions in State/ Central Government Department(s)/ Organisation(s)/ Undertaking(s) and/ or Large private sector Organisation(s)/ Institution(s)/ Company(ies) of repute as an employee of that Plant/Undertaking/Organisation.</p> <p><i>Candidates working in Government/ Public Sector Undertaking must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.</i></p>
4.	<p>Senior Chemist</p> <p>Upper Age Limit: PWD (HH)-GEN: 50 years PWD (HH)-OBC (NCL): 53 years PWD (HH)-SC/ST: 55 years</p>	<p>Full time Master Degree (M.Sc.) in Chemistry of minimum 02 years duration with minimum 50 % marks.</p>	<p>Minimum 08 (Eight) years Post qualification experience in line in supervisory capacity in Quality Control Laboratory of organization in the Hydrocarbon Industry like Oil Refineries, Gas Processing Process Plants, Petrochemical Plants or Fertilizer, Steel, Chemical or other relevant process industries of repute as an employee of that Plant/Undertaking/Organisation</p> <p><i>Candidates working in Government/ Public Sector Undertaking must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.</i></p>

Table-III-B

Pay scale: Rs. 14500-36000/-		Grade: S-5	
Sl. No.	Post	Minimum Essential Qualification	Minimum Essential Experience/Credentials
1.	Foreman (Chemical) Upper Age Limit: SC/ST: 35 years	Diploma in Engineering in Chemical / Petrochemical / Chemical Technology with minimum 55% marks.	Minimum 02 (Two) years post-qualification experience in line in Chemical discipline in Cross Country Hydrocarbon Pipelines/ Hydrocarbon Process Plants (i.e. Refinery, Petrochemicals and Fertilizer plants only) of a State/Central Government Undertaking(s) and/or Private Sector Organization(s) of repute, as an employee of that Plant/Undertaking/Organisation.
2.	Foreman (Civil) Upper Age Limit: OBC (NCL): 33 years	Diploma in Engineering in Civil with minimum 60% marks.	Minimum 02 (Two) years of post-qualification experience in line 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/Organisation.
3.	Junior Superintendent (HR) Upper Age Limit: OBC (NCL): 33 years	Full time Bachelor Degree of minimum 03 years duration with minimum 55% marks and Diploma in Personnel Management/ Industrial Relations with minimum 55% marks . 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 Personnel & Administration/ HR functions in State/ Central Government Department(s)/ Organisation(s)/ Undertaking(s) and/ or Large private sector Organisation(s)/ Institution(s)/ Company(ies) of repute as an employee of that Plant/Undertaking/Organisation.



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<p>4.</p>	<p>Foreman (Instrumentation)</p> <p>Upper Age Limit: OBC (NCL): 33 years SC/ST: 35 years PWD (HH)-GEN: 40 years PWD (HH)-OBC (NCL): 43 years PWD (HH)-SC/ST: 45 years</p>	<p>Diploma in Engineering in Instrumentation/Instrumentation & Control/Electronics & Instrumentation / Electrical & Instrumentation/ Electronics/Electrical & Electronics with minimum 60% marks [for OBC (NCL) category candidates] / 55% marks (for SC/ST/PWD category candidates).</p>	<p>Minimum 02 (Two) years post-qualification experience in line in Instrumentation discipline in Power/Steel/Cross Country Hydrocarbon Pipelines/ Hydrocarbon Process Plants (i.e. Refinery, Petrochemicals and Fertilizer plants only) of a State/Central Government Undertaking(s) and/or Private Sector Organization(s) of repute, as an employee of that Plant/Undertaking/Organisation.</p>
<p>5.</p>	<p>Foreman (Mechanical)</p> <p>Upper Age Limit: SC: 35 years PWD (HH)-GEN: 40 years PWD (HH)-OBC (NCL): 43 years PWD (HH)-SC/ST: 45 years</p>	<p>Diploma in Engineering in Mechanical /Production/Production & Industrial/Manufacturing/Mechanical & Automobile with minimum 55% marks.</p>	<p>Minimum 02 (Two) years post qualification experience in line in Mechanical discipline in Power/Steel/Cross Country Hydrocarbon Pipelines/ Hydrocarbon Process Plants (i.e. Refinery, Petrochemicals and Fertilizer plants only) of a State/Central Government Undertaking(s) and/or Private Sector Organization(s) of repute, as an employee of that Plant/Undertaking/Organisation.</p>
<p>6.</p>	<p>Foreman (Electrical)</p> <p>Upper Age Limit: SC/ST: 35 years PWD (HH)-GEN: 40 years PWD (HH)-OBC (NCL): 43 years PWD (HH)-SC/ST: 45 years</p>	<p>Diploma in Engineering in Electrical/ Electrical & Electronics with minimum 55% marks.</p>	<p>Minimum 02 (Two) years post qualification experience in line in Electrical discipline in Power/Steel/Cross Country Hydrocarbon Pipelines/ Hydrocarbon Process Plants (i.e. Refinery, Petrochemicals and Fertilizer plants only) of a State/Central Government Undertaking(s) and/or Private Sector Organization(s) of repute, as an employee of that Plant/Undertaking/Organisation.</p>
<p>7.</p>	<p>Junior Superintendent (Official Language)</p>	<p>Full time Bachelor Degree of minimum 03 years duration in Hindi Literature with minimum 50% marks and</p>	<p>Minimum 03 (Three) years Post Qualification experience in line in English to Hindi translation and vice-versa of various reports,</p>



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	<p>Upper Age Limit: PWD (VH-B/LV)- GEN: 40 years PWD (VH-B/LV)- OBC (NCL): 43 years PWD (VH- B/LV)- SC/ST: 45 years</p>	<p>Should have English as one of the subjects in Graduation.</p> <p>Candidates should have basic knowledge & skills in computer applications (MS office etc.) in office environment.</p>	<p>documents, letters etc., preferably State/Central Government/Public Sector Undertakings/Banks/ Financial Institutions of repute as an employee of that Plant/Undertaking/Organisation.</p>
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Table-III-C

Pay scale: Rs. 12500-33000/-		Grade: S-3	
Sl. No.	Post	Minimum Essential Qualification	Minimum Essential Experience/Credentials
1.	<p>Technician – Mechanical</p> <p>Upper Age Limit: OBC (NCL): 31 years</p>	<p>Matric plus ITI Tradesman ship/National Apprenticeship Certificate in Fitter / Diesel Mechanic / Machinist / Turner Trade</p>	<p>Minimum 02 (Two) years post qualification experience in line in Mechanical discipline in Power/Steel/Cross Country Hydrocarbon Pipelines/ Hydrocarbon Process Plants (i.e. Refinery, Petrochemicals and Fertilizer plants only) in State/Central Govt. Department/ Organization(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company (ies) of repute.</p>
2.	<p>Technician– Instrumentation</p> <p>Upper Age Limit: OBC (NCL): 31 years</p>	<p>Matric plus ITI Tradesman ship/ National Apprenticeship Certificate in Instrumentation Trade</p>	<p>Minimum 02 (Two) years post qualification experience in line in Instrumentation discipline in Power/Steel/Cross Country Hydrocarbon Pipelines/ Hydrocarbon Process Plants (i.e. Refinery, Petrochemicals and Fertilizer plants only) in State/Central Govt. Department/ Organization(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company (ies) of repute.</p>



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3.	Technician-Electrical Upper Age Limit: OBC (NCL): 31 years ST: 33 years	Matric plus ITI Tradesman ship/ National Apprenticeship Certificate in Electrical / wireman Trade.	Minimum 02 (Two) years post qualification experience in line in Electrical discipline in Power/Steel/Cross Country Hydrocarbon Pipelines/ Hydrocarbon Process Plants (i.e. Refinery, Petrochemicals and Fertilizer plants only) in State/Central Govt. Department/ Organization(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company (ies) of repute.
4.	Operator (Chemical) Upper Age Limit: SC: 33 years	Bachelor Degree in Science (B. Sc.) with subjects of Physics, Chemistry & Mathematics of minimum 3 years with minimum 50% marks OR B. Sc. (Hons.) in Chemistry of minimum 3 years with minimum 50% marks.	Minimum 1 (One) year post qualification experience in line in Chemical discipline in Cross Country Hydrocarbon Pipelines/ Hydrocarbon Process Plants (i.e. Refinery, Petrochemicals and Fertilizer plants only) in State/Central Govt. Department/ Organization(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company (ies) of repute.
5.	Technical Assistant (Laboratory) Upper Age Limit: SC: 33 years	Bachelor Degree in Science (B. Sc.) (with Chemistry) of minimum 3 years with minimum 50% marks.	Minimum 1 (One) year Post qualification experience in line in Quality Control Laboratory of organization in the Hydrocarbon Industry like Oil Refineries, Gas Processing Process Plants, Petrochemical Plants or Fertilizer, steel, Chemical or other relevant process industries of repute as an employee of that Plant/Undertaking/Organisation.

<p>6.</p>	<p>Accounts Assistant</p> <p>Upper Age Limit: OBC (NCL): 31 years</p>	<p>Full time Bachelor Degree of minimum 3 years duration in Commerce (B.Com) with minimum 55% marks. Candidates should have basic knowledge & skills in computer applications (MS office - Excel, Power point, Word etc.) in office environment.</p>	<p>Minimum 1 (One) year Post Qualification Experience in line in Finance/Accounts Department in State/Central Govt. Department/Organization(s)/Undertaking(s) and/or Private sector Organization/institution(s) /Company (ies) of repute.</p>
<p>7.</p>	<p>Assistant (Stores & Purchase)</p> <p>Upper Age Limit: OBC (NCL): 31 years</p>	<p>Full time Bachelor Degree of minimum 3 years duration with minimum 55% marks. Candidates should have basic knowledge & skills in computer applications (MS office - Excel, Power point, Word etc.) in office environment.</p>	<p>Minimum 1 (One) year Post Qualification Experience in the Stores/Contract & Procurement/Material Management department in State/Central Govt. Department/Organisation(s)/Undertaking(s) and/or Private sector Organisation/ Institution(s)/ Company (ies) of repute.</p>
<p>8.</p>	<p>Assistant (HR)</p> <p>Upper Age Limit: OBC (NCL): 31 years SC: 33 years</p>	<p>Full time Bachelor Degree of minimum 3 years duration with minimum 55% marks [for OBC (NCL) category candidates] / 50% marks (for SC category candidates). Candidates should have basic knowledge & skills in computer applications (MS office - Excel, Power point, Word etc.) in office environment.</p>	<p>Minimum 1 (One) year Post Qualification Experience in HR functions in State/Central Govt. Department/Organisation(s)/Undertaking(s) and/or Private sector Organisation/ Institution(s) /Company(ies) of repute</p>
<p>9.</p>	<p>Marketing Assistant</p> <p>Upper Age Limit: OBC (NCL): 31 years PWD (VH-B/LV)- GEN: 38 years PWD (VH-B/LV)- OBC (NCL): 41 years PWD (VH-B/LV)- SC/ST: 43 years</p>	<p>Full time Bachelor Degree of minimum 3 years duration in Business Administration (BBA/BBS/BBM) with minimum 55% marks [for OBC (NCL) category candidates] / 50% marks (for PWD category candidates). Candidates should have basic knowledge & skills in computer applications (MS</p>	<p>Minimum 1 (One) year Post Qualification Experience in Sales/Marketing Department in State/Central Govt. Department/Organisation(s)/Undertaking(s) and/or Private sector Organisation/ Institution(s) /Company(ies) of repute.</p>



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		office – Excel, Power point, Word etc.) in office environment.	
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2. Terms and Conditions in respect of Essential Qualification(s) and Essential Experience [As mentioned under relevant column in Table III-A, B & C]

2.1 Minimum essential educational qualification(s) required shall be as indicated in **Table-III-A, B & C** against each post.

2.2 Only full time Regular courses will be considered.

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

2.4 In case of Degree/ Diploma in Management/ MMS qualifications where there is a mention of **Dual specialization, one of the specializations necessarily needs to be function specific** for which the post has been advertised.

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

2.6 Wherever percentage of marks is specified in essential qualification, the same shall be considered without rounding off. Wherever CGPA/ OGPA or letter grade in a Diploma/Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/Institute. Candidate will be required to submit documentary proof/ certificate to this effect from the Institute/ University at the time of further Selection Process, if called for the same.

2.7 Minimum Essential Post Qualification Experience should be full time (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 Organization(s)/ Institution(s)/ Company(ies) of repute should be as on **21.11.2018. However, Industrial/Vocational/Articleship/Apprentice Training will not be considered as experience.**

2.8 For posts at Sl. No. 1 to 4 in Table-III-A & Sl. No. 1 to 7 in Table-III-B 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 a **Large Private Sector Organization/ Institution /Company of repute** will be taken into consideration.



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2.9 For posts at Sl. No. 1 to 9 in Table-III-C above: Experience of candidates working in a Department in State/Central Govt. Department/Organization(s)/Undertaking(s) and/or Large Private Sector Organization/ Institution/ Company of repute would mean the Organization/ Institution/ Company **where he/she 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)

Minimum qualifying percentage of marks in Essential Qualification as given in **Table-III -A, B & C** above is inclusive of applicable relaxations to be provided to SC, ST and PWD category candidates. Further, in case of OBC (NCL) category, the percentage of marks in Essential Qualification is as applicable against general standard of merit as given in **Table-III - B & C** above.

4. Upper Age Limit and Age Relaxation

4.1 The Upper Age Limit against various posts as given in **Table-III- A, B & C** above is inclusive of applicable relaxations to be provided to SC, ST, OBC (NCL) & PWD candidates.

4.2 The Upper Age Limit for the above mentioned posts shall be as on **21.11.2018**.

4.3 The upper age limit is relaxable by 10 years for PWD candidates for the posts mentioned at Sl. No. 1 to 3 in table III-B & at Sl. No. 1 to 8 in table III-C. **Relaxation in age limit shall be applicable for PWD category candidates irrespective of the fact whether the post is reserved or not**, provided the post is identified suitable for concerned PWD category candidates.

4.4 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.

4.5 In case of Ex-servicemen who have put in **not less than six months** continuous service in the Armed Forces of the Union, they shall be allowed to deduct the period of such service from their actual age, and if the **resultant age does not exceed by more than 03 years the maximum age limit prescribed** for the post/ services for which a candidate seeks appointment, he/ she will be deemed to satisfy the conditions regarding the age limit.

4.6 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.

4.7 Maximum upper age of the applicants shall not exceed 56 years including all possible age relaxations.



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5. EMOLUMENTS [Due for revision w.e.f. 01.01.2017]

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	Rs.16, 300-38,500/-	Rs.16,300/-
S-5	Rs.14, 500-36,000/-	Rs. 14,500/-
S-3	Rs.12, 500-33,000/-	Rs. 12,500/-

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

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

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, Gratuity and Pension, employees who superannuate from GAIL after rendering a minimum of 15 years of service will also be entitled to Post-Retirement Medical Benefits.

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

6. PLACEMENT/ ASSIGNMENTS

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

7. APPLICATION FEE

7.1 At the time of submission of online application, candidates belonging to **OBC (NCL)** category are required to pay a **non-refundable** application fee of **Rs. 50/-** (Rupees Fifty only) (excluding applicable bank charges) for relevant posts by any one of the following 03 modes:

1. Net banking of any Nationalised/ Private Banks
2. Card payments of any Nationalised/ Private Banks
3. Other Payment Mode: Pre Acknowledgement Payment (PAP) form through State Bank of India Branch.

The application fee is to be paid by logging into website of State Bank of India (www.onlinesbi.com) and further selecting the option "State Bank Collect". **The User Manual** for payment of application fees is available at **GAIL website** (www.careers.gail.co.in). Further, the detail of the **SBCollect** Reference Number is



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to be filled up in the online application form. The Application fee once deposited/paid **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.

7.2 SC/ ST/ PWD category candidates are exempted from payment of application fees subject to submission of true copy of certificate(s) as applicable, issued by the Competent Authority in the prescribed Central Govt. format(s) at the time of further Selection Process.

8 . HOW TO APPLY

8.1 CANDIDATES WILL BE REQUIRED TO APPLY ONLINE THROUGH GAIL WEBSITE (www.gailonline.com): No other means / mode of application shall be entertained. Application portal for the same shall remain open from **1100 hrs. on 22.10.2018 to 1800 hrs. on 21.11.2018.**

8.2 Candidates can apply for **ONE POST ONLY**. In case of more than one application by a candidate, the application submitted on later date shall be considered for the purpose of this advertisement. No further correspondence regarding this 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 handy while applying online:

(i) *Valid email ID and mobile no.*

(ii) *SBCollect Reference Number generated by State Bank of India, if applicable.*

(iii) Scanned copies of self-attested recent passport size photograph (3.5 X 4.5 cm) of the candidate with white background (.JPEG/ .JPG/ .BMP format size upto 50 KB).

8.4 After submitting online application, candidate is required to keep the copy of the Application form with unique registration number received on his/her email ID; alternatively download the Application Form and keep the same for future reference.

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

8.6 In case the candidate is called for **further Selection Process**, he/she has to bring the downloaded application form with all **ORIGINAL DOCUMENTS** [in the order as mentioned below] together with ONE SEPARATE SET OF PHOTO COPY of all documents duly **SELF ATTESTED** (in the same order) at the time of further Selection Process, **failing which he/ she will not be permitted to appear** in the Process:

(i) Copy of SBCollect Reference Number generated by State Bank of India.

(ii) Print out of the Online Application form with 02 recent passport size photographs (same photograph as uploaded on the online application form) along with signature on the application form.



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- (iii) Document in support of Date of Birth proof – Matriculation/ Class-X Certificate/ Mark Sheet/ Admit Card issued by the Board.
- (iv) Caste/Tribe certificate [for SC/ ST/ OBC (NCL) category candidates as applicable] in the prescribed format issued by the Competent Authority as prescribed by Government of India. **OBC (Non Creamy Layer)** category candidates are required to submit **latest Caste certificate**.
- (v) Disability certificate [in case of PWD category candidates] in the prescribed Central Govt. format issued by the Competent Authority.
- (vi) Ex-servicemen Proof (in case of Ex-servicemen candidates).
- (vii) All Certificates/Testimonials in respect of qualifications (all semester/year wise Mark Sheets, Degree & Diploma certificates starting from Matriculation onwards).
- (viii) 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:

- Appointment letter clearly mentioning the **date of joining** the organization and also acceptance of resignation letter/ relieving order/ last Pay Slip. **AND**
- Experience letter issued by competent and authorized executive of the organization indicating designation and date of joining of the candidate as well as date of relieving from the organization.

II. For Current Employment:

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

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



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- (ix) **NOC/ Forwarding Letter from the employer** in case the candidate is employed in Central/ State Government Department, Central/ State PSU or Semi Government organization.
- (x) **Valid ID Proof:** PAN Card/ Voter ID/ Aadhaar Card/ Driving License etc.
- (xi) **Candidates should ensure that they bring all the documents as 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.**

- 8.7** **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.
- 8.8** 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.
- 8.9** Queries, if any, may be addressed to career@gail.co.in only. Applicants may kindly note that only such queries which are relevant to this advertisement and have not been addressed in the above advertisement shall be replied to.

9. HEALTH/MEDICAL FITNESS

- 9.1** Appointment to the above posts will be subject to the candidate being medically fit as per the standards prescribed for the post by the Company. Every candidate appointed to a post in the Company shall be required to get his/her Pre-Employment Medical Examination done in a Central/ State Government Hospital (having the status of minimum District Hospital) or in GAIL nominated empanelled hospitals and submit Medical reports in the prescribed formats issued by Medical Authority i.e., Chairman of Medical Board or Civil Surgeon or Medical Superintendent or Chief Medical Officer or equivalent of a Central/ State Government Hospital (having the status of minimum District Hospital) or in GAIL nominated empanelled hospital. Acceptance of joining will be subject to the Medical Fitness Certificate so issued by the Medical Authority and being further accepted by designated CMO, GAIL (India) Limited. GAIL reserves the right to re-examine or review the Medical Examination report submitted by the candidate without assigning any reason and decision of GAIL's designated CMO will be final and binding.
- 9.2** Candidates are advised to ensure that they are Medically Fit as per GAIL's Pre-Employment Medical Standard. Candidates are advised to go through detailed guidelines on Medical Standards/ Norms for Medical Fitness and Pre-Employment Medical Examination available on GAIL Career Website (www.gailonline.com).

10. SELECTION PROCESS

- 10.1** Candidates fulfilling all the eligibility criteria (based on the application as submitted in the online application), will be considered for further Selection Process. Depending on the number of candidates fulfilling all criteria, candidates will undergo single stage/ multiple stage selection process. In the event of number of

applications being large, GAIL will adopt shortlisting criteria to restrict the number of candidates to be called for further selection process to a reasonable number by suitably raising the minimum eligibility standards.

- 10.2** Screening and selection will be based on the details provided by the candidates, hence it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong/ false information will be a disqualification and GAIL will not be responsible for any consequence of furnishing such wrong/ false information.
- 10.3** 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. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.
- 10.4** All the details given in the online form will be treated as final and no changes will be entertained.
- 10.5** It may please be noted that submission of online applications under factious/ pseudo names/ email ids is strictly prohibited. Any candidate resorting to such practices will be liable for suitable action under the provisions of IT Act 2000.
- 10.6** Following selection process shall be adopted for posts mentioned in **Table-V** below:

Table-V

SL. No.	Post	Selection Process
01.	Senior Superintendent (Hindi)	Written Test and/or Skill Test [i.e. Computer Proficiency Test and/or Translation test]
02.	Senior Accountant	Written Test and/or Computer Proficiency Test
03.	Senior Superintendent (HR)	Written Test and/or Computer Proficiency Test
04.	Senior Chemist	Written Test and/or Trade Test in the relevant discipline
05.	Foreman (Chemical)	Written Test and/or Trade Test in the relevant discipline
06.	Foreman (Instrumentation)	Written Test and/or Trade Test in the relevant discipline
07.	Foreman (Mechanical)	Written Test and/or Trade Test in the relevant discipline
08.	Foreman (Civil)	Written Test and/or Trade Test in the relevant discipline
09.	Foreman (Electrical)	Written Test and/or Trade Test in the relevant discipline
10.	Junior Superintendent (Official Language)	Written Test and/or Skill Test [i.e. Computer Proficiency Test and/or Translation test]
11.	Junior Superintendent (HR)	Written Test and/or Skill Test [i.e. Computer Proficiency Test]
12.	Technician - Mechanical	Written Test and/or Trade Test in the relevant discipline



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13.	Technician - Instrumentation	Written Test and/or Trade Test in the relevant discipline
14.	Technician - Electrical	Written Test and/or Trade Test in the relevant discipline
15.	Operator - Chemical	Written Test and/or Trade Test in the relevant discipline
16.	Technical Assistant (Laboratory)	Written Test and/or Trade Test in the relevant discipline
17.	Assistant (Stores & Purchase)	Written Test and/or Skill Test [i.e. Computer Proficiency Test]
18.	Accounts Assistant	Written Test and/or Skill Test [i.e. Computer Proficiency Test]
19.	Marketing Assistant	Written Test and/or Skill Test [i.e. Computer Proficiency Test]
20.	Assistant (HR)	Written Test and/or Skill Test [i.e. Computer Proficiency Test]

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

11. Other Terms & Conditions and General Instructions

11.1 Only Indian Nationals 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 8.6 as mentioned above) are correct in all respects. Mere admission to the selection process does not imply that the Company (GAIL) has been satisfied about the candidate's eligibility. In case it is detected at any stage of the recruitment process that a candidate does not fulfill any of the eligibility criteria, and/ or that he/ she has furnished any incorrect information or has suppressed any material fact(s), his/ her candidature will stand cancelled. If any of these shortcomings(s) is/ are detected even after appointment, his/ her services will be summarily terminated.

11.3 The details entered by the candidate at the time of online registration are final and binding. Further, request for change of Mailing Address/email ID/ Category/Posts as declared in the online application will not be entertained.

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



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- 11.5** Only short listed candidates who are found apparently eligible based on the online application data will be called for participating in further Selection Process. In case the applicant does not receive any communication within **120 days** from the date of publication of this advertisement, it may be presumed that he/ she has not been short listed for further Selection Process.
- 11.6** Category [**SC/ ST/ OBC (NCL)/ PWD**] once filled in the online application form will not be changed and no benefit of other category will be admissible later on.
- 11.7** The OBC candidates who belong to “**CREAMY LAYER**” are not entitled for OBC concession and such candidates have to indicate their category as “General”.
- 11.8** Relaxations/ Reservations for SC/ ST/ OBC (Non Creamy Layer)/ PWD (degree of impairment 40% or above)/ Ex-Serviceman as per Government Directives are applicable.
- 11.9 Degree of Disability for reservation**
Only such PWD category candidates would be eligible to get the benefit of reservation with impairments 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.
- 11.10** Candidates belonging to **SC/ ST** category should produce their caste certificate in the prescribed format issued by Competent Authority as prescribed by Government of India in support of their claim. To download the prescribed format please click relevant link “**Download prescribed format for SC/ ST/ OBC (NCL)/ PWD certificate**” available on ‘Careers’ section of GAIL website www.gailonline.com. In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority as prescribed by Government of India, his/ her candidature will not be considered.
- 11.11** Candidates belonging to **OBC (Non-Creamy Layer)** category should produce their **latest** caste certificate [*not older than 6 months*] 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/her latest caste certificate in the prescribed format issued by Competent Authority as prescribed by Government of India, his/ her candidature will not be considered. Further, OBC (NCL) candidates will have to give a self-undertaking indicating that they belong to OBC (NCL) category at the time of participating in the Selection Process, if called for the same.
- 11.12** Candidates who are registered with Local Employment Exchange(s) and meet the prescribed eligibility criteria, whose names are sponsored to GAIL (India) Limited

against this notification **are advised to apply Online on GAIL's recruitment portal. No other mode of application in this regard will be entertained.**

- 11.13** Candidates presently employed in Central/ State Government Department, Central/ State PSUs/Bank or Semi Government Organization must produce **NOC** from their present employer at the time of further Selection Process. In case, the candidate fails to produce **NOC** from his/ her present employer at the time of further Selection Process, his/ her candidature will not be considered.
- 11.14** Candidature of the registered candidate is liable to be rejected/terminated at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
- 11.15** 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.
- 11.16** The prescribed qualification/ experience criteria are the minimum and mere possession of the same does not entitle a candidate for participating in the Selection Process. GAIL's decision shall be final in this regard.
- 11.17** The candidates will have the option to appear for Written Test either in Hindi or English.
- 11.18** **No Travelling expense would be payable to candidates called for the written test.**
- 11.19** The-list of selected candidates for appointment for the above posts will be displayed on GAIL Website www.gailonline.com for the information of the candidates in due course of time. Further, any corrigendum/addendum or updates with regard to this advertisement shall be made available on our website. Hence, applicants are advised to check GAIL website www.gailonline.com periodically for important updates.
- 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 settled within the jurisdiction of **Delhi High Court** only.

11.21 IMPORTANT DATES

Sl. No.	Activity	Date
1	Commencement of On-Line registration of application by candidates	22.10.2018 (11.00 hrs.)
2	Last date for on-line registration of application by candidates	21.11.2018 (18.00 hrs.)

12. IMPORTANT

- 12.1** The Online Application shall be deemed to be submitted only upon receipt of Application Fee (as applicable) and upload of Self Attested Photograph.
- 12.2** Candidates are advised, in their own interest, to complete the registration process, pay application fee online (as applicable) and final submission of online application sufficiently in advance before the last date so as to avoid the possibility of disconnection /inability / failure to log on to the website on account of heavy load on internet or website jam.
- 12.3** We hereby caution the general public not to fall prey to the dubious agencies/organizations/individuals/aiming at fleecing money from the innocent



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public. Don't believe any advertisement/job announcement of GAIL (I) Limited circulated through e-mail, social media etc. Please rely on information hosted on our website www.gailonline.com for any job/career related information pertaining to GAIL (I) Limited.

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