



GAIL (INDIA) LTD
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SPECIAL RECRUITMENT DRIVE FOR SC / ST / OBC (Non Creamy Layer)/PWD(HH) CANDIDATES

GAIL (India) Limited, a Maharatna PSU, invites applications from Scheduled Castes, Scheduled Tribes, OBC (Non-Creamy Layer) and PWD (HH) candidates only, to fill up category wise vacancies indicated below:

Table - I

Posts	Grade	SC	ST	OBC(NCL)	PWD(HH)	Total
Officer (Library)	E-1	--	--	--	01	01
Officer (Official Language)	E-1	--	--	--	01	01
Officer (Laboratory)	E-1	--	--	01	--	01
Junior Engineer (Mechanical)	S-7	01	02	--	--	03
Junior Engineer (Electrical)	S-7	--	01	--	--	01
Junior Engineer (Chemical)	S-7	01	02	--	--	03
Total		02	05	01	02	10

The Total Number of vacancies indicated above is tentative. Actual requirement may, however, increase / decrease depending upon the business requirements of the Company.

1. Required Minimum Essential Qualifications, Required Minimum Essential Experience and Upper Age Limit for the above posts is as per following **Table II** :

Table-II

Posts	Upper Age Limit	Minimum Essential Qualifications	Minimum Essential Experience
Officer (Library) Grade: E-1 Pay scale: Rs. 20600 – 46500	PWD(HH)-GEN : 37 Year PWD(HH)-SC/ST : 42 Years PWD(HH)-OBC(NCL) : 40 Years	Graduate with Master Degree in Library Science with minimum 55% marks for PWD (HH) candidates	Minimum 3 years Post Qualification Executive Experience in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale
Officer (Official Language) Grade: E-1 Pay scale: Rs. 20600 – 46500/-	PWD(HH)-GEN : 37 Year PWD(HH)-SC/ST : 42 Years PWD(HH)-OBC(NCL) : 40 Years	Master Degree in Hindi Literature with minimum 55% marks for PWD (HH) candidates. Should have English as one of the subjects in graduation. Desirable: Degree or Diploma in translation in Hindi to English and vice-versa from any recognized University or equivalent	Minimum 3 years Post Qualification Executive Experience in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale
Officer (Laboratory) Grade: E-1 Pay scale: Rs. 20600 – 46500/-	35 Years for OBC (NCL) Candidates and 40 Years for OBC(NCL)-PWD candidates	Master Degree (M.Sc.) in Chemistry with minimum 60 % marks for OBC (NCL) candidates and 55% marks for OBC (NCL)-PWD candidates	3 years Post Qualification Executive Experience in line in quality control laboratory of large organization in Hydrocarbon industry like Oil Refineries, Gas processing plants, Petrochemical plants or Fertilizer, Steel, Chemical or other relevant process industries. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale

Posts	Upper Age Limit	Minimum Essential Qualifications	Minimum Essential Experience
Junior Engineer (Mechanical) Grade: S-7 Pay scale: Rs. 16300 – 38500/	For SC/ST – 45 Years For SC/ST-PWD – 50 Years	Diploma in Engineering in Mechanical / Production / Production & Industrial / Manufacturing / Mechanical & Automobile with minimum 55% marks for SC/ST and SC/ST-PWD candidates	Minimum 10 years Post Qualification Experience in line in supervisory capacity. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale
Junior Engineer (Electrical) Grade: S-7 Pay scale: Rs. 16300 – 38500/-	For ST – 45 Years For ST-PWD – 50 Years	Diploma in Engineering in Electrical / Electrical & Electronics with minimum 55% marks for ST candidates and ST-PWD candidates	Minimum 10 years Post Qualification Experience in line in supervisory capacity. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale
Junior Engineer (Chemical) Grade: S-7 Pay scale: Rs. 16300 – 38500/-	For SC/ST – 45 Years For SC/ST-PWD – 50 Years	Diploma in Engineering in Chemical / Petrochemical / Chemical Technology / Petrochemical Technology with minimum 55% marks for SC/ST candidates and SC/ST-PWD candidates	Minimum 10 years Post Qualification Experience in line in supervisory capacity. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale

2. UPPER AGE LIMIT

2.1 Upper Age Limit against various posts as indicated in Table-II above is inclusive of applicable relaxations to be provided to SC,ST,OBC(NCL),PWD,SC-PWD, ST-PWD and OBC(NCL)-PWD candidates.

2.2 The Upper Age Limit as specified above is as on **30.09.2013**.

2.3 Further, Upper Age Limit is relaxable by 05 years for the candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 01.01.1980 – 31.12.1989.

2.4 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.

2.5 Maximum upper age limit shall be restricted at 55 years including all possible age relaxations.

3. RELAXATION IN MARKS IN EDUCATIONAL QUALIFICATIONS

Minimum qualifying percentage of marks in essential qualifications as indicated in Table – II above is inclusive of relaxations to be provided to SC, ST, PWD, SC-PWD, ST-PWD and OBC(NCL)-PWD candidates.

4. TERMS AND CONDITIONS IN RESPECT OF ESSENTIAL QUALIFICATION(S) AND ESSENTIAL EXPERIENCE [As mentioned under relevant column in Table II]

4.1. Minimum essential educational qualification required for each post shall be as indicated above.

4.2. Only full time Regular courses will be considered. This shall include all qualifications starting from **Class X and XII examinations, Diploma, Graduation and Post Graduation etc.** as specified under the essential qualifications column in Table II.

4.3. **Post Graduate** and **Graduate** qualifications must be from UGC recognized Indian University / UGC recognised Indian Deemed University or AICTE approved Autonomous Indian Institution (wherever applicable). **Diploma** qualifications (for technical disciplines) should be recognized by respective State Board of Technical Education.

- 4.4. Minimum percentage of marks in the essential qualification as indicated above shall be aggregate of all semesters/ years to be calculated taking average of all semesters/years, irrespective of the weightages given to any particular semester/year by the Institute/University.
- 4.5. Wherever CGPA/OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/Institutes.
- 4.6. Relevant experience mentioned against each vacancy should be necessarily post-qualification. Industrial/Vocational/Apprentice Training as part of course or any other experience as Trainee will not be considered as experience. For the above posts, Minimum Essential Post Qualification Experience in line in a PSU/Large Private Sector Organization should be as on **30.09.2013**.

5. EMOLUMENTS:

- 5.1. The Selected candidates for the posts in **E-1 Grade** will be placed in the pay scale of **Rs.20600 - Rs.46500/-** at the Basic Pay of Rs.20600/- and candidates selected for the posts in **S-7 Grade** will be placed in the Pay Scale of **Rs. 16300 - 38500/-** at the Basic Pay of **Rs. 16300/-** with one year probation in **E-1** and **S-7** grade respectively.
- 5.2. Besides Basic Pay, Variable Dearness Allowance (VDA) at the applicable rates, other applicable allowances and benefits such as Leased / Company Accommodation or HRA, medical facility, Payment of perks and allowances under cafeteria approach, Performance Related Pay (PRP), group insurance, provident fund, gratuity, house building advance, conveyance advance, furnishing advance/PC advance etc. will be admissible as per company rules in force from time to time.
- 5.3. **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.

All the above benefits will be governed by the policy of the company in force & amended from time to time.

6. PLACEMENT/ASSIGNMENTS

- 6.1 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.

7. APPLICATION FEE:

- 7.1. Candidates belonging to **OBC (Non Creamy Layer) category** applying for post in E-1 grade are required to pay a non- refundable application fees of Rs. 200/- by **Demand Draft / Pay Order** drawn in favour of **GAIL (India) Limited** payable at **New Delhi**. The Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for future exam/ selection.
- 7.2. 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 an attested copy of SC/ST certificate as applicable, issued by Competent Authority in the prescribed format and PWD candidates claiming exemption in application fee will have to attach an attested 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 (Clause No. 8.2)

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 accepted. Website will be open from **1000 hrs on 28.10.2013 to 2400 hrs on 16.11.2013**.

8.2. After applying online, 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. 8.5 below:

- Document in support of Date of Birth proof.
- Caste/Tribe certificate [for SC/ST/OBC (NCL) candidates as applicable] in the prescribed format issued by the Competent Authority, 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 certificate, issued by the Competent Authority, **should be latest.**
- All Certificates / Testimonials in respect of qualifications (all semester/ year wise Mark Sheet & Degree certificate starting from matriculation onwards).
- Complete and Proper Experience certificates / Documents issued by the Employer in support of experience details mentioned by the candidate in the online Application Form.
- NOC /Forwarding Letter from the employer in case the candidate is employed in Central /State Government / PSU / Semi Government organization.

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.

8.3. 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 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.

8.4. Before applying for the post, candidates should ensure that he/she fulfils 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 fee paid by ineligible candidates shall be forfeited. No correspondence shall be entertained in this regard.

8.5. 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. 8.2) should be sent by **Ordinary Post** in a cover super scribed "**APPLICATION FOR THE POST OF _____**" [POST, REGN. NO. and CATEGORY: SC/ST/OBC(NCL)/PWD as the case may be] to the following address :

**DGM (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 30.11.2013. 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.

8.6. 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.

9. 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 careers section of GAIL website www.gailonline.com. Candidates are advised to go through the same before they start the online application process.

10. SELECTION PROCESS

Selection process will involve Group Discussion and/or interview before the Selection Committee.

11. OTHER TERMS & CONDITIONS AND GENERAL INSTRUCTIONS:

- 11.1** 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 8.2 as mentioned above) are correct in all respects. Mere admission to the Group Discussion and or / Interview 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.
- 11.2** Request for change of Mailing address / email ID / category/ posts as declared in the online application will not be entertained.
- 11.3** 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 Group Discussion and/or interview call letters etc. 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.
- 11.4** Only short listed candidates who are found apparently eligible based on the online application data and documents submitted will be called for Group Discussion and/or interview as the case may be. 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 Group Discussion and/or interview.
- 11.5** 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.
- 11.6** The OBC candidates who belong to "CREAMY LAYER" are not entitled for OBC concession and such candidates have to indicate their category as "General".
- 11.7** Relaxations / Reservations for SC/ST/OBC (Non Creamy Layer)/PWD (degree of disability 40% or above) as per Government Directives are applicable.
- 11.8** For claiming the benefit of **PWD**, the candidates should produce Medical Certificate issued by a Medical Board attached to the Special Employment Exchange / Vocational Rehabilitation Centre for PWD or Head of concerned Department of a Government Civil Hospital satisfying the prescribed disability criteria. Candidates are required to submit the certificate in the prescribed format 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, his/her candidature will not be considered.

- 11.9** Candidates from **SC/ST** category should produce their caste certificate issued by Competent Authority in the prescribed format 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, his/her candidature will not be considered.
- 11.10** Candidates from **OBC (Non-Creamy Layer)** category should produce their **latest** caste certificate issued by Competent Authority in the prescribed format 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 the certificate in the prescribed format issued by Competent Authority, 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 interview, if called for the same.
- 11.11** Candidates employed in Central/State Government / PSU / Autonomous bodies 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.
- 11.12** Candidature of the registered candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
- 11.13** 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.
- 11.14** GAIL reserves the right to raise the minimum eligibility standards. The Management reserves the right to fill or not to fill all or any of the above positions without assigning any reason whatsoever.
- 11.15** The prescribed qualification / experience are the minimum and mere possession of the same does not entitle a candidate for Group Discussion and/or interview. GAIL’s decision shall be final in this regard.
- 11.16** 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.

GAIL/OPEN/SRD/B/1/2013