



GAIL (India) Limited

(A Govt. Of India Undertaking)
(A Maharatna Company)

CAREER OPPORTUNITIES FOR HUMAN RESOURCES AND FINANCE & ACCOUNTS PROFESSIONALS

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 invites applications from professionals in Human Resources and Finance & Accounts Discipline to fill up post and category-wise vacancies indicated below -

Post/ Grade/ Pay Scale	UR	SC	ST	OBC (NCL)	Total
Senior Officer (HR) E-2 Grade Pay Scale: Rs. 24,900 – 50,500/-	04	02	-	02	08
Senior Officer (F&A) E2 Grade Pay Scale: Rs. 24,900 – 50,500/-	06	01	01	03	11

For detailed advertisement, eligibility requirements, instructions and for filling the online application form, please visit Careers section of GAIL website: www.gailonline.com between 1000 hours on 15/05/2013 to 2400 hours on 03/06/2013

Advt. No.: GAIL/OPEN/SO(HR)& (F&A)/2/2013

Regd. Office: GAIL Bhawan, 16, Bhikaiji Cama Place, New Delhi – 110 066

IMPORTANT INSTRUCTIONS BEFORE YOU APPLY ONLINE

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 making 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 aggregate percentage of marks received. Percentage of marks to be calculated taking average of all semesters/ years, irrespective of the weightages given to any particular semester/ year by the Institute/ University. 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/ Institute.
- Experience details along with industry type, dates, position title, pay scales & function details. In case you have served at different position in an organization, details of different positions held in the organization with dates, 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, at the time of Group Discussion and/or Interview, if called for. 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**
- Candidates belonging to General and OBC (Non Creamy Layer) category are required to pay a non-refundable application fees of Rs.200/- (Rupees Two Hundred 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.
- In case you face any difficulty while applying Online, you can write to us at career@gail.co.in



GAIL (INDIA) LIMITED
GAIL BHAWAN, 16, BHIKAIJI CAMA PLACE,
NEW DELHI - 110 066. PH: 011-26172580
Email: career@gail.co.in

GAIL (India) Limited, a Maharatna PSU, invites applications from professionals in Human Resource and Finance & Accounts discipline, to fill up post and category wise vacancies indicated below:

Post	Grade	UR	SC	ST	OBC (NCL)	Total
Senior Officer (HR)	E-2	04	02	-	02	08
Senior Officer (F&A)	E-2	06	01	01	03	11
Total		10	03	01	05	19

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

Table-I

Post/Grade & Pay Scale	Minimum Essential Qualification(s)	Minimum Essential Experience	Upper Age Limit
Sr. Officer (HR) Grade: E-2 Pay Scale: Rs.24,900 – 50,500/-	Bachelor Degree with minimum 60% marks and Two years MBA/MSW with specialization in Personnel Management & Industrial Relations/ Human Resources Management with minimum 65% marks OR Bachelor Degree with minimum 60% marks and Two years Master Degree/ Two years PG Diploma in Personnel Management/ Personnel Management & Industrial Relations with minimum 65% marks. Preference will be given to candidates having additional qualification of Bachelor Degree in Law (Professional)	01 year Post Qualification Executive Experience in line (including experience as ET/MT) in a PSU/ Large Private Sector Organization. Preference will be given to candidates having in line executive experience in Oil & Gas/ Petrochemical Industry.	30 Years

Post/Grade & Pay Scale	Minimum Essential Qualification(s)	Minimum Essential Experience	Upper Age Limit
Sr. Officer (F&A) Grade: E-2 Pay Scale: Rs.24,900–50,500/-	<p>CA/ ICWA</p> <p>OR B.Com with minimum 60% Marks and Two years MBA with specialization in Finance with minimum 65% Marks.</p> <p>OR Graduation (B.A) with Honours in Economics with minimum 60% Marks and Two years MBA with specialization in Finance with minimum 65% Marks.</p> <p>OR Graduation (B.A/ B.Sc.) with Honours in Maths with minimum 60% Marks and Two years MBA with specialization in Finance with minimum 65% Marks.</p> <p>OR Graduation (B.A/B.Sc.) with Honours in Statistics with minimum 60% Marks and Two years MBA with specialization in Finance with minimum 65% Marks.</p> <p>OR Graduate in Engineering i.e. B.E./ B.Tech. with minimum 60% Marks and Two years MBA with specialization in Finance with minimum 65% Marks.</p> <p>Candidates possessing CA/ ICWA qualification should hold Associate membership of ICAI/ ICWAI</p>	<p>01 year Post Qualification Executive Experience in line (including experience as ET/ MT) in a PSU/ Large Private Sector Organization.</p> <p>Preference will be given to candidates having in line executive experience in Oil & Gas/ Petrochemical Industry.</p>	30 Years

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

- 2.1 **Only full time Regular courses will be considered.** This shall include **Class X & XII examination, all Diploma(s), Graduation & Post Graduation etc.** except CA/ ICWA qualification as specified under the minimum essential qualification(s) column in **Table-I**.
- 2.2 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.

- 2.3 Minimum percentage of marks in the essential qualification(s) 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.
- 2.4 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/ Institute.
- 2.5 Engineering Degree can be B.E./ B. Tech./ B. Sc. Engg.
- 2.6 Wherever MBA has been mentioned as requirement, apart from MBA, Two years Post Graduate Diploma in Management with specialization in relevant field/ MMS with specialisation in relevant field shall also be considered.
- 2.7 MBA/ PG Diploma in Management/ MMS qualifications where there is a mention of Dual specialization, one of the specializations necessarily needs to be function specific for which the post has been advertised.
- 2.8 Minimum Essential Post Qualification Executive Experience in line in a PSU/ Large Private Sector Organization should be as on **15/05/2013**.

3. RELAXATION IN MARKS IN EDUCATIONAL QUALIFICATION(S)

- 3.1 Relaxation in minimum percentage of marks in essential qualification(s) in respect of SC, ST & PWD candidates has been provided as per following:
 - 3.1.1 Wherever marks have been specified as 65 %, **relaxed minimum educational qualification percentage in respect of SC, ST and PWD candidates is 60 %.**
 - 3.1.2 Wherever marks have been specified as 60 %, **relaxed minimum educational qualification percentage in respect of SC, ST and PWD candidates is 55 %.**

4. UPPER AGE LIMIT AND AGE RELAXATION

- 4.1 The Upper Age Limit is 30 years as on **15/05/2013**.
- 4.2 The upper age limit is relaxable by 5 years for SC/ ST candidates, 3 years for OBC (Non-Creamy Layer) candidates. It is also relaxable by 05 years for PWD-General, 08 years for PWD-OBC (NCL) and 10 years for PWD-SC/ ST candidates. 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 In case of Ex-servicemen who have put in not less than six months continuous service in the Armed Forces of the Union, they shall be allowed to deduct the period

of such service from their actual age, and if the resultant age does not exceed by more than 3 years the maximum age limit prescribed for the posts/ services for which a candidate seeks appointment, he/ she be deemed to satisfy the conditions regarding the age limit.

5. EMOLUMENTS

- 5.1 Selected candidates will be placed in the pay scale of Rs.24,900 – 50,500/- (E-2 Grade) at the Basic Pay of Rs.25,650/- with one year probation in E-2 Grade.
- 5.2 **Pay and Allowances:** Basic Pay as applicable in the grade, Variable Dearness Allowance (VDA) at the applicable rates and perks & allowances upto 49% of Basic Pay 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.
- 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.

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 **General** and **OBC (Non Creamy Layer)** category are required to pay a non-refundable application fees of Rs.200/- (Rupees Two Hundred only) 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 and 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 the 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 opened from 1000 hrs on **15/05/2013** to 2400 hrs on **03/06/2013**.
- 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 attested true copies of the following testimonials/ documents:
- (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 bring required caste certificate **issued in the current year**.
 - (iii) All Certificates/ Testimonials in respect of qualifications (all semester/ year wise Mark Sheet, Degree and Diploma certificates starting from matriculation onwards).
 - (iv) For the post of Senior Officer (F&A)- Associate membership certificate of ICAI/ ICWAI for candidates possessing CA/ ICWA (as applicable).
 - (v) Complete and proper Experience certificates/ Documents issued by the Employer in support of experience details mentioned by the candidate in the online Application Form.
 - (vi) NOC/ Forwarding Letter from the employer in case the candidate is employed in Central/ State Government Department, Central/State PSUs or Semi Government organization.

(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.

- 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 application 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 attested true copies of the testimonials/ documents mentioned above should be sent by **Ordinary Post** in a sealed envelope 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 :

Sr. Manager (HRD),
GAIL (India) Limited, GAIL Bhawan,
16, Bhikaiji Cama Place,
R K Puram, New Delhi,
PIN-110 066

The application and other details as mentioned above must reach the above address by 17/06/2013. 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 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.

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 obtain medical report in the prescribed proforma from the Central/ **State Government Hospital or GAIL's** authorized hospitals or from a Civil Surgeon before being considered for appointment to the Services of the Company. The opinion of the Medical Officer authorized by the Company in this regard shall be final.

10. SELECTION PROCESS

10.1 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 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 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.
- 11.10 Candidates from **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 the certificate in the prescribed format issued in the current year 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 Interview, if called for the same.
- 11.11 Candidates presently employed in Central/ State Government Department, Central/State PSUs or 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 List of candidates shortlisted for Group Discussion and/ or Interviews and also 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. Candidates are advised to visit GAIL Website www.gailonline.com for latest updates.
- 11.17 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/ SO (HR) & (F&A)/2/2013