

GAIL (India) Limited
Frequently Asked Questions (FAQs)
Virtual Interview- GAIL/OPEN/MISC/3/2021

Sl. No.	Query	Reply
1	Is there any change in interview date?	No. There is no change in the interview date. The selection process will now be conducted in virtual mode on the same date. Candidates can appear for the process from their place of residence.
2	When will I receive the link for appearing in selection process?	The link for selection process will be sent to shortlisted candidates whose documents have been verified and found ok, on the scheduled day of selection process. The selection process will be through Microsoft Teams app . Candidates are advised to download and install the application in their system well in advance.
3	What other precautions are required to attend the virtual interview?	<ul style="list-style-type: none"> • Proper setting up of hardware (Microphone)/software/power back-up • Clear display of your names & Registration number on the screen • Dressing up formally for the occasion • No background effect to be activated during the selection process • Arranging the set up for the process in a well-lit room with preferably a light and plain background • Recording of the process is strictly prohibited • Candidates should be readily available on their registered mobile and email on the day of selection process for the entire day.
4	What are the documents I need to upload in support of 'Organization of repute criteria' for Private Company	<p>The following documentary proofs are only acceptable:</p> <p>Turnover of more than 250 Crores</p> <ul style="list-style-type: none"> • Annual report of the company of the relevant financial year during which the candidate was employed in the organization; OR • Annual Return downloaded from the website of Ministry of Corporate Affairs of the relevant financial year during which the candidate was employed in the organization; OR • Letter issued by Competent Authority in the Company letter head duly signed with the name & seal of the

		<p>issuing authority stating the Annual turnover for the relevant financial year during which the candidate was employed in the organization.</p> <p>Employee strength of more than 500</p> <ul style="list-style-type: none"> • Letter issued by Competent Authority in the Company letter head duly signed with name & seal of issuing authority stating the Employee strength for the relevant financial year during which the candidate was employed in the organization; OR • Annual report of the company of the relevant year during which the candidate was employed in the organization mentioning employee strength; <p>Listing Status</p> <ul style="list-style-type: none"> • Screenshot from NSE/BSE website for listing under Group A or B of BSE/NSE website.
5	The Annual Report of company is of many pages. Should I upload the entire report?	Only relevant pages of Annual Report showing the turnover details or employee strength need to be uploaded. Please ensure that the name of company is clearly visible in the report.
6	I am working in the payroll of XYZ company which is a subsidiary of ABC company. Can I upload the Company of repute Document for ABC company	No. The company of repute document needs to be provided for the company in which you are working. (XYZ in this case)
7	I am working with a MNC ABC Ltd. Can I upload the Annual Report for the Global Entity	No. The company of repute document needs to be provided for the Indian Unit of the Company. Please refer qn. 4 for the acceptable documents

8	<p>In my degree course only CGPA/ GPA/ CPI has been awarded in place of percentage of marks. What document should I upload?</p>	<p>Candidates, who have been awarded CGPA/ GPA/ CPI or letter grades, should convert the grades to %age and provide only the equivalent percentage of marks in the application form.</p> <p>Following documents are acceptable for CGPA/OGPA/ Letter Grade to percentage (%) conversion proof:</p> <ul style="list-style-type: none"> • Conversion formula mentioned in the mark sheet / certificate of the qualification obtained. OR • Proof of Conversion of CGPA into Percentage (%) certificate issued by college or University duly signed with seal of the issuing authority OR • In case the University or College does not provide a Conversion Certificate, then an official document from the University/ College that it does not issue any such certificate of conversion.
9	<p>What if the company name mentioned is different in appointment letter and other experience documents like Promotion letter, joining letter, payslip or experience certificate.</p>	<p>In such a scenario, candidate has to get separate certificate from the employer on which direct rolls he/she is working. Candidate is required to produce documentary proof of the company of repute on whose direct rolls he/she is working or was working during the given period.</p>
10	<p>I am working as a Fixed Term Employee (FTE) with State Govt/Central Govt/PSU department/Institution/Firm. Do I need to produce NOC during selection process?</p>	<p>Yes. In case there is no provision for issuance of NOC by the State Govt/Central Govt/PSU department/Institution/Firm; then a letter or certificate issued by the concerned department/Institution/Firm specifying that the same is not REQUIRED to be provided in case of FTE.</p>
11	<p>I have applied for NOC at my organization but it will take some time to be issued. What should I do?</p>	<p>You may declare that you will submit NOC on the day of selection process in the online System and further mail it to career@gail.co.in.</p> <p>Please note that candidates not possessing valid NOC on the day of selection process will not be allowed to appear for the process</p>
12	<p>I am not sure if my role is executive in nature. What document should I produce to prove executive experience?</p>	<p>As per advertisement, only executive experience will be considered against minimum experience criteria. Candidate should provide necessary documentary proof (either certificate from company or mail from official email-id of company clearly showing name and designation of the issuing authority*) showing that they are working in the executive cadre in their company.</p>

		<i>*mail from gmail or such personal mail-ids will not be acceptable</i>
13	I had mentioned my experience as non-executive in online application form. Should I provide any document?	<p>Yes. As per advertisement, only executive experience will be considered against minimum experience criteria. Candidate should provide necessary documentary proof (either certificate from company or mail from official email-id of company clearly showing name and designation of the issuing authority*) showing that they are working in the executive cadre in their company failing which their application will be rejected.</p> <p><i>*mail from gmail or such personal mail-ids will not be acceptable</i></p>
14	I belong to OBC (NCL) category and my said certificate is issued in May 2021?	<p>Candidates should note that OBC (NCL) certificate should be valid on the date of selection process in GAIL. In other words, the OBC (NCL) should not have been issued prior to 6 months, as on date of submission.</p> <p>In case the validity of the OBC (NCL) is expired on the date selection process (GD and/or Interview), the candidate is required to re-apply to Competent Authority and upload latest certificate in prescribed format.</p>
15	I have scanned the documents in pdf format and the size of pdf is coming to be larger than 2MB. How do I upload it in the system?	Only pdf files less than 2MB can be uploaded in the system. You may use any of the free online tools to compress the pdf and bring it under 2mb for uploading.
16	I have scanned the certificates in jpeg form but I am not able to upload it.	Only pdf files will be accepted by the system. You may use any of the free online tools available to convert the jpeg file to pdf for uploading.
17	I am not in a position to upload some of the documents. Will it affect my candidature?	<p>Yes.</p> <p>Candidates should take utmost care to upload all the necessary documents as mentioned in the email communication and detailed advertisement failing which your candidature is liable to be rejected.</p>

<p>18</p>	<p>I belong to SC/ST/EWS/OBC (NCL)/PwBD category. From where can I get the prescribed formats of certificates?</p>	<p>Prescribed format of certificates for SC/ST/EWS/OBC(NCL)/PwBD categories are available career section of GAIL website. Candidates may access the same using the following path/link:</p> <p>https://gailonline.com/CrcurrentSCformdownload.html</p>
<p>19</p>	<p>Where do I contact in case I have any queries?</p>	<p>For any query not answered above, you may write to career@gail.co.in through email using subject “Query: Document Upload - GAIL/OPEN/MISC/3/2021”. GAIL does not take the responsibility of responding if emails are sent without the mentioned subject or if the mail is sent after the due date for uploading the documents.</p>