



# GAIL (India) Limited

(A Government of India Undertaking)

## APPLICATION FOR EMPLOYMENT

Sl. No. \_\_\_\_\_

Please affix your  
passport size  
colour photograph

Advertisement No: \_\_\_\_\_

Name of the post: \_\_\_\_\_

Pay Scale: Rs. \_\_\_\_\_

### PERSONAL DATA

1. (i) a. Category:  SC  ST  OBC  GENERAL

b. Sub Category:  OH  VH  HH  XSM

(Tick in appropriate box if applicable)

(ii) Name: \_\_\_\_\_

( in Capital Letters – Underline Surname)

Registered Office: 16, Bhikaji Cama Place, R. K. Puram  
New Delhi – 110066

(iii) Father's / Husband's Name: \_\_\_\_\_

Occupation :  Service  Business  Agriculture / Farming  Self Employed  Others

(Please ✓ in appropriate box)

If Service, Please Specify : Name of the Organization where employed : \_\_\_\_\_

Present Designation : \_\_\_\_\_

If Business, Please indicate the nature of Business : \_\_\_\_\_

If Self Employed / Others, Please Specify : \_\_\_\_\_

2. (i) Present Postal Address: \_\_\_\_\_  
\_\_\_\_\_

(ii) Telephone No. : Office \_\_\_\_\_ / Residence \_\_\_\_\_

(iii) Mobile No. \_\_\_\_\_ e-mail address: \_\_\_\_\_

(iv) Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

(v) Home town: \_\_\_\_\_

3. (i) Date of Birth : \_\_\_\_\_

(ii) Exact Age (As on the day of interview): \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days

(iii) State to which you belong: \_\_\_\_\_

(iv) Nationality: \_\_\_\_\_

(v) Religion: \_\_\_\_\_

4. (i) Height: \_\_\_\_\_ cms. (ii) Weight: \_\_\_\_\_ Kgs.

5. In case of SC / ST / OBC, Provide name/details of Caste / Tribe:  
(Also attach attested copy of Certificate from prescribed authority)

6. In case of Persons With Disabilities, give details of Nature and Percentage of disability:  
(Also attach attested copy of Certificate from competent Medical Authority)

7. In case Ex-Serviceman state:

(i) Rank \_\_\_\_\_

(ii) Corps/ Regiment No \_\_\_\_\_

(iii) Date of Commission \_\_\_\_\_

(iv) Date of Discharge \_\_\_\_\_

(v) Date of start of pre-commission training, if any \_\_\_\_\_

(vi) Education of Military \_\_\_\_\_

(Also attach attested copy of Ex-Serviceman Certificate issued by Competent Authority)

8. (i) Sex:  Male  Female

(ii) Marital status :  Single  Married  Widowed  Divorcee

(iii) Details of Children:

S.N	Name	Age	Sex	Class in which studying
1.				
2.				
3.				

(iv) Details of other Dependants if any:

S.N.	Name	Age	Sex	Relationship	Remarks
1.					
2.					
3.					
4.					
5.					

(v) Is Your spouse employed?  Yes  No

If Yes, give details as under:

- Name of the Organization : \_\_\_\_\_
- Present Designation : \_\_\_\_\_
- Present place of posting : \_\_\_\_\_

**ACADEMIC & PROFESSIONAL QUALIFICATION**

9. Details of Academic & Professional Qualifications (Matriculation onwards). Also mention details of statutory qualifications, if any, required for the post.

Examination / Degree passed	School/ College/ Institution	Year of Joining	Year of Leaving /passing	Board/ University	Class/ Division obtained	% of marks obtained	Main Subject Studied/ Branch/ Specialization	Mode of Study (Full Time / Part Time/ Correspondence)

Note : Copy of all Degrees, Diplomas and certificates along with semester/year wise marksheets (Matriculation onwards) to be invariably enclosed.

10.Details of Membership of Professional Bodies/ Institutes/ Associations, if any

Status of Membership	Institution/ Association	Year of Enrolment and Enrolment number	Whether recognized by Govt. of India as equivalent to Degree etc.	Whether awarded after passing prescribed Exam.

Note: Copy of membership certificate(s) to be invariably enclosed.

11. Proficiency in Languages:						
	Language	Can read	Can write	Can speak		
Mother Tongue						
Other languages						
1.						
2.						
3.						
4.						
<b>Training &amp; Attainments</b>						
12. Details of Training / Apprenticeship / Articleship etc.:						
S.No.	Name of Institute or Employer	Nature of Training Apprenticeship/ Articleship/Main Contents of the course	From	To	Examination passed if any	Pay/ Stipend if any
<b>PARTICULARS OF EXPERIENCE</b>						
13. Total Experience _____ Years _____ Months.						

14. Details of experience starting from present. Please give details of different positions held in each organization with dates:

Employer's Name & complete address (start from present employer)	Period of Employment		Duration		Designation and scale of pay	Basic Pay	Total Emoluments per month	Exact nature of duties/functions	Reason for leaving
	From Date	To Date	Year	Month					

Note : Copy of complete and proper proof of experience in respect of details of experience indicated above to be invariably enclosed..

15. (i) Present Employment Status (as on the date of interview) :

Employed

Unemployed

If Unemployed, indicate the date from which unemployed: \_\_\_\_\_

If Employed, please indicate details as under:

Name of the Organization: \_\_\_\_\_

Sector :

State Govt. Undertaking / Company

Central Govt. Public Sector Undertaking

State Govt. Department/ Institution

(Please √ in appropriate box)

Central Govt. Department/ Institution

Private Listed Company

Private Unlisted Company

Others, Please Specify

In case employed in a State Govt. PSU/ Central Govt. PSU / State Govt. Deptt./ Central Govt. Department / Autonomous Institute of State / Central Govt:

Please indicate whether your application has been forwarded through proper channel :

YES

NO

If Yes, please enclose a copy of the forwarding letter issued by your present employer.

If No, please indicate whether you have submitted the NOC from your present employer along with this application form :

YES

NO

(ii) (a) Details of Salary being drawn in the present post as on the date of interview

**(APPLICABLE FOR CANDIDATES PRESENTLY EMPLOYED IN GOVT. SECTOR / PSUS):**

Scale of pay	Date of entry in the scale	Basic Pay	Special Pay, Grade Pay if any	DA/ADA/VDA	Total	Date of next Increment

(ii) (b) Details of Salary being drawn in the present post as on the date of Interview (APPLICABLE FOR CANDIDATES PRESENTLY EMPLOYED IN PRIVATE SECTOR ORGANIZATION)						
Scale of Pay (If applicable)	Basic Pay (If any)	Band / Level / Grade associated with Designation	Date of Entry in Present Grade / Designation / Level / Band	Next Revision of Pay	Total Emoluments per month	CTC (Per Month)

(iii) Details of Bonus / Performance Linked Payment and Other Benefits/facilities drawn in the Present Post on the date of interview ( APPLICABLE FOR ALL CANDIDATES)							
Yearly Bonus / PRP / Incentive	Site/Project/ Construction Allowance	HRA/ Self Lease Accommodation/ Company Lease Accommodation/ Company Accommodation	Pension / PF Contribution Details	Medical Benefits	Long Term Loan i)HBA ii)Conveyance iii) Furnishing iv) Others	Leaves admissible	Other Perks and Benefits (E.g. Free house, electricity, water, conveyance allowance, LTA etc.

Note : Copy of the latest Pay Slip / Salary Slip need to be invariably enclosed



16. If retired from Govt. / Defense Services, give details of pension/equivalent of pensionary Benefits \_\_\_\_\_

17. (i) Basic Pay acceptable \_\_\_\_\_

(ii) Minimum time required to join, if selected \_\_\_\_\_

18. Are you prepared to serve anywhere in India?  YES  NO

19. Have you been an applicant for any post in this Company before?  YES  NO

If 'yes' Give the following details:

Year	Name of Post	If called, date / month of interview	Whether selected/ offered appointment	Remarks

20. Have you ever been arrested in a criminal case or convicted, fined or imprisoned for violation of any law (excluding minor traffic violation) or is any disciplinary / vigilance case pending/ever instituted against you or have you been barred / disqualified by a Public Service Commission /University or any other educational authority form appearing in its examinations ?

YES  NO

If yes, give details:

21. Are you related to any of the Directors of GAIL? Is any of your relatives employed in GAIL. ?

If 'Yes' give the following details:

YES  NO

Name	Designation	Place of Posting	Relationship

22. Have you ever been abroad? :

YES  NO

If 'Yes' give the following details

Country visited	Date / Month of Departure	Date/ Month of Arrival	Duration of Stay	Purpose of visit	Financed By

23. Extra Curricular Activities:

24. Details of Research Works, Books / Papers published / Major accomplishments, if any

25. References:

(These persons should be residents of India and holder of responsible positions and they should be intimately acquainted with your character and work but must not be relatives)

Name	Address and Phone No.	Occupation or Position

26. Any other relevant details/ information not covered above, that you may wish to furnish

27. List of documents attached (True copies) (in respect of Point no. 5, 6, 7, 9, 10, 14 & 15)

I certify that

- (i) The information /declarations given above are true to the best of my knowledge and belief.
- (ii) I am ready to join GAIL after resigning the post / retaining protective lien on my present Post in Government / Public Undertaking.
- (iii) If selected, I will not bring any influence for posting me at any particular location / region.

(Delete whichever is inapplicable.)

Note:-

1. Furnishing of false information or suppression of any factual information in the application form would be a disqualification and is likely to render the candidate unfit for employment in GAIL (India) Limited.

2. If the fact of any false information having been furnished or that of suppression of any factual information in the application form comes to notice at any time during the service of a person, his/her services would be liable to be terminated.

Date \_\_\_\_\_

(Signature of Applicant)

**FOR OFFICIAL USE ONLY**

The entries and documents regarding age, qualifications, experience etc. made above have been verified by me with the originals and found correct. The following Degrees/Certificates/Testimonials have not been produced for verification.

Representative of HRD/ HR Deptt.

## **INSTRUCTIONS FOR FILLING THE APPLICATION FORM**

Kindly make sure that all the instructions given below are complied with failing which your application is liable to be rejected.

1. All entries in this form should be typed or written neatly.
2. Submission of this form involves no commitment on either side and no correspondence with regard to the suitability or otherwise of the applicant will be entertained.
3. Application forms from employees of Government/Public-Sector Undertaking/Statutory Organizations must be sent through proper channel.
4. Incomplete application will not be considered.
5. Attested copies and testimonials should be attached with the form, if not already sent. All enclosures to the application form should preferably be of the size of application form and all the sheets be properly stitched or tagged. Original Degrees and testimonials should not be sent.
6. All the information given in the application form should be correct. Any mis-statement / Suppression of facts would render the candidate liable to rejection and termination after appointment.
7. Any change in address should be communicated to us. While every care would be taken to record the change in address, the Company will not accept any responsibility, whatsoever, for delivery of interview letter on changed address. The candidates should , therefore, arrange for redirection of communications to their changed address.
8. A recent passport size photograph should be affixed on the application form.

9. Candidates belonging SC/ST/OBC communities should invariably attach attested copy of the certificate from on of the following authorities.

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1 st Class Stipendiary Magistrate/City Magistrate \* /Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

\* (Not below the rank of 1<sup>st</sup> Class Stipendiary Magistrate)

(ii) Chief Presidency magistrate/Additional Chief Presidency Magistrate /  
Presidency Magistrate

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub-Divisional Officer of the area where the candidate and /or his family normally resides.

(v) Administrator /Secretary to Administrator / Development Officer  
(Lakshdweep Islands)

(vi) **Students belonging to OBC communities have to submit the undertaking that He or She do not belong to persons/ sections (Creamy Layer) in the enclosed format.**

10. Canvassing in any form will lead to disqualification.

11. Extra sheet should be added wherever space is insufficient.

**DECLARATION FOR OBC CANDIDATES**

“I, \_\_\_\_\_ son/daughter of  
Shri \_\_\_\_\_ resident of  
village/town/city \_\_\_\_\_ district \_\_\_\_\_  
\_\_\_\_\_ state \_\_\_\_\_ hereby  
declare that I belong to the \_\_\_\_\_ community  
which is recognized as a backward class by the Government of India for the purpose of  
reservation in services as per orders contained in Department of Personnel and Training  
Office Memorandum No.36012/22/93-Estt. (SCT), dated 8-9-1993. It is also declared that I  
do not belong to persons/ sections (Creamy Layer) mentioned in column 3 of the Schedule  
to the above referred Office Memorandum dated 8-9-1993.”

Signature of Applicant

Date \_\_\_\_\_