



GAIL (INDIA) LTD
Post Office - PATA, District – Auriya (U.P)
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RECRUITMENT OF NON-EXECUTIVES

GAIL (India) Limited, a Navratna PSU, invites applications from Indian Nationals to fill up Posts and Category wise projected vacancies indicated below -

Post	Grade	UR	SC	ST	OBC (NCL)	Total
Foreman(Instrumentation)	S - 5	2			1	3
Foreman (Civil)	S - 5	4			2	6
Junior Superintendent (Contracts & Procurement)	S - 5	3	1		1	5
Junior Accountant (F&A)	S - 5	3	1		1	5
Junior Superintendent (Human Resources)	S - 5	6				6
Total	S - 5	18	2		5	25
Operator (Chemical)	S - 3	1	2			3
Technician(Instrumentation)	S - 3	3				3
Tech. Assistant (Lab)	S - 3		1			1
Total	S - 3	4	3			07

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

Pay Scale and Minimum Essential Qualifications & Minimum Essential Experience required in respect of above posts are indicated in Table – I below:

Table I

Posts	Grade & Scale	Minimum Essential Qualifications #	Minimum Essential Experience
Foreman (Instrumentation)	Grade: S - 5 Pay scale: Rs. 14500-36000/-	Full time 3 years Diploma in Engineering in Instrumentation / Instrumentation & Control / Electronics & Instrumentation branch with minimum 55% marks	Candidates should have minimum 03 years of Post qualification experience in line in a PSU/large Private Sector Organisation in Oil / Gas / Petrochemicals / Chemicals / Fertilizer / Power / Steel Industry.
Foreman (Civil)	Grade: S - 5 Pay scale: Rs. 14500-36000/-	Full time 3 years Diploma in Civil Engineering with minimum 55% marks	Candidates should have minimum 03 years of Post qualification experience in line in a PSU/large Private Sector Organisation. Preference would be given to candidates having in line working experience in Oil / Gas / Petrochemicals / Construction Industry.
Junior Superintendent (Contracts & Procurement)	Grade: S - 5 Pay scale: Rs. 14500-36000/-	Full time Graduate Degree with Diploma in Materials Management with minimum 55% marks in each. Candidates should be proficient in operations of personal computer. OR Full time 3 years Diploma	Candidates should have minimum 03 years of post qualification experience in line in a PSU/large Private Sector Organisation. Preference would be given to candidates having in line

		in Electrical, Instrumentation or Mechanical Engineering with minimum 55% marks. Candidates should be proficient in operations of personal computer.	working experience in Oil & Gas or Petrochemical Industry.
Junior Accountant (F&A)	Grade: S - 5 Pay scale: Rs. 14500-36000/-	Intermediate in CA/ICWA Candidates should be proficient in operations of personal computer. OR Full time Post Graduate Degree (M.Com) in Commerce with minimum 55% marks. Candidates should be proficient in operations of personal computer.	Candidates should have minimum 03 years of post qualification experience in line in a PSU/large Private Sector Organisation. Preference would be given to candidates having in line working experience in Oil & Gas or Petrochemical Industry.
Junior Superintendent (Human Resources)	Grade: S - 5 Pay scale: Rs. 14500-36000/-	Full time Graduate Degree with Diploma in Personnel Management / Industrial Relations with minimum 55% marks in each. Candidates should be proficient in operations of personal computer.	Candidates should have minimum 03 years of post qualification experience in line in a PSU/large Private Sector Organisation. Preference would be given to candidates having in line working experience in Oil & Gas or Petrochemical Industry.
Plant Operator	Grade: S - 3 Pay scale: Rs. 12500-33000/-	Full time Graduate Degree in Science (B.Sc.) with subjects of Physics, Chemistry & Mathematics with minimum 55% marks.	Candidates should have minimum 01 years of Post qualification experience in line in a PSU/large Private Sector Organisation in Oil/Gas/petrochemicals/Chemicals/ Fertilizer/ Power/ Steel Industry.
Technician (Instrumentation)	Grade: S - 3 Pay scale: Rs. 12500-33000/-	Matric plus ITI Tradesman ship / National Apprenticeship Certificate in Instrumentation trade	Candidates should have minimum 03 years of Post qualification experience in line in a PSU/large Private Sector Organisation in Oil / Gas / petrochemicals/ Chemicals/ Fertilizer/ Power / Steel Industry.
Tech. Assistant (Lab)	Grade: S - 3 Pay scale: Rs. 12500-33000/-	Full time Graduate Degree in Science (with Chemistry) with minimum 55% marks.	Candidates should have minimum 01 year of relevant Post qualification experience in Quality Control Lab in a PSU/large Private Sector Organisation in Oil / Gas / petrochemicals / Chemicals / Fertilizer / Power / Steel Industry.

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

- 1.1. **Minimum essential educational qualification required for each post shall be as indicated above against each post.**
- 1.2. **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. ITI/NAC qualification should be recognized by State Council of Technical

and Vocational Training (SCTVT) / National Council of Technical and Vocational Training (NCTVT).

- 1.3. Minimum percentage of marks in the essential qualification as indicated above shall be aggregate of all semesters to be calculated taking average of all semesters/years, irrespective of the weightages given to any particular semester/year by the Institute/University.
- 1.4. Wherever CGPA/OGPA or letter grade in a Degree/Diploma is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/Institutes.
- 1.5. 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 **01.03.2012**.

2. RELAXATION IN MINIMUM PERCENTAGE OF MARKS IN EDUCATIONAL QUALIFICATIONS

Relaxations in minimum percentage of marks in essential qualifications in respect of SC, ST and PH candidates has been provided as per following -

- 2.1. Wherever marks have been specified as 55 %, **relaxed minimum educational qualification percentage in respect of SC, ST and PH candidates is 50 %**.
- 2.2. SC/ST candidates applying for a post marked unreserved (UR) will not be provided any relaxation in minimum qualifying percentage of marks in educational qualification.

3. AGE LIMIT AND AGE RELAXATION

- 3.1. **The upper Age Limit is 32 years for the posts in S-5 Grade and 30 years for the posts in S-3 Grade as on 1st March 2012 (01.03.2012).**
- 3.2. The upper age limit is relaxable by 5 years for SC/ST candidates, 3 years for OBC (Non-Creamy Layer) candidates. It is relaxable by 10 years for PH-General, 13 years for PH-OBC and 15 years for PH-SC/ST candidates. The upper age limit is also relaxable by 5 years for candidates domiciled in the state of Jammu & Kashmir between 1.1.1980 and 31.12.1989.
- 3.3. SC/ST/OBC candidates applying for a post marked unreserved (UR) will not be provided any relaxation in age limit.
- 3.4. 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 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.
- 3.5. Age relaxation is extended to candidates belonging to Co-operative Societies M/s Progressive Technical Workers Cooperative Society Limited at Vadodara & Vaghodia, 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 Pata subject to submission of attested copies of supporting documents.

4. EMOLUMENTS:

- 4.1. The Selected candidates for the posts in **S-5 Grade** will be placed in the pay scale of **Rs.14500 - Rs.36000/-** at the Basic Pay of Rs.14500/- with one year probation in **S-5** grade. The Selected candidates for the posts in **S-3 Grade** will be placed in the pay scale of **Rs.12500 - Rs.33000/-** at the Basic Pay of Rs.12500/- with one year probation in **S-3** grade.
- 4.2. Besides Basic Pay, Variable Dearness Allowance (VDA) at the applicable rates and other allowances and benefits as applicable will be admissible as per company rules in force and amended from time to time.

5. APPLICATION FEE:

- 5.1. Candidates belonging to **General and OBC (Non Creamy Layer) category** are required to pay a non-refundable application fees of Rs. 50/- (Rupees fifty only) by **Demand Draft / Pay Order** drawn in favour of **GAIL (India) Limited** payable at **SBI, PATA (Branch Code: 01937)**. *Name of the candidate, post and application registration number should be written on the back side of the demand draft.* The Application once made will not be allowed to be withdrawn and the application fee once paid will not be refunded on any account nor would this fee be held in reserve for future exam/ selection.
- 5.2. SC/ST/PH 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 PH Candidates claiming exemption in application fees 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.

6. HOW TO APPLY:

- 6.1. **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 **25.03.2012** to 2400 hrs on **13.04.2012**
- 6.2. 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:
 - 6.2.1. Document in support of Date of Birth proof.
 - 6.2.2. 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 PH 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.

- 6.2.3. All Certificates / Testimonials in respect of qualifications (all semester/ year wise Mark Sheet & Degree / Diploma certificate starting from matriculation onwards).
- 6.2.4. Experience certificates / Documents issued by the Employer in support of experience details mentioned by the candidate in the online Application Form. Proof towards experience should be such that it includes clearly the name, designation, seal and contact details of the Company and the authorized signatory for the entire experience claimed, duration of employment (date, month & year) indicating (possibly) the basic pay and consolidated pay. The certificate(s) should also indicate the nature of duties performed/experience obtained in the post(s) with duration(s). Experience Certificate should be in the prescribed format (hosted at IMPORTANT INSTRUCTION BEFORE YOU APPLY ON LINE) relevant to the post. Experience certificate not in prescribed proforma but containing all the details as mentioned above might be considered on merit only. Mere submission of appointment letter would not suffice as proof of employment.
- 6.2.5. NOC /Forwarding Letter from the employer in case the candidate is presently employed in Central /State Government / PSU / Semi Government organization.
- 6.2.6. Copy of Green Card issued to Project Affected Persons of Pata Project(If applicable)

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 time, candidature of such candidate shall be liable to be rejected.

- 6.3. 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.
- 6.4. **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.
- 6.5. 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 cover super scribed "**APPLICATION FOR THE POST OF _____**" (**POST, REGN. NO. and CATEGORY: SC/ST/OBC/PH** as the case may be) to the following address :

**GAIL, (India) Ltd.
Post Bag No. 2,
Head Post Office,
Auraiya- 206122**

The application and other details as mentioned above must reach the above address by 23.04.2012. 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.

- 6.6. **General and OBC 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.**
- 6.7. Candidature of only such candidates who have submitted online applications successfully and whose Application Form (hardcopy) along with required application fee (if applicable) and all required documents have been received within the stipulated time (i.e. by 23.04.2012) will be considered for further processing. Candidature of candidates who have failed to submit all or any of the documents will summarily be rejected.

7. 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 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.

8. SELECTION PROCESS:

Selection process will involve Trade Test and/or Interview. Further, Computer Proficiency Test may also be conducted for the posts of Jr. Superintendent (C&P), Jr. Superintendent (HR) and Jr. Accountant (F&A). The list of eligible candidates shortlisted for undergoing trade test and/or Interview will be made available at GAIL Website along with venue, date and time. List of the selected candidates will also be hosted on GAIL Website. Candidates are advised to check their e-mails and visit GAIL website www.gailonline.com regularly.

9. OTHER TERMS & CONDITIONS AND GENERAL ISNTRUCTIONS:

- 9.1. 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 6 as mentioned above) are correct in all respects. Mere admission to the Test 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/ false certificate 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.

- 9.2. Request for change of Mailing address / email ID / category/ posts as declared in the online application will not be entertained.
- 9.3. 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 Test 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.
- 9.4. Only short listed candidates who are found apparently eligible based on the online application data and documents submitted will be called for Test and/ or interview as the case may be. In case the applicant does not receive any communication within 90 days from the date of publication of this advertisement, it may be presumed that he/she has not been short listed for Test and / or interview.
- 9.5. Category [**SC/ST/OBC (NCL)/PH**] once filled in the online application form will not be changed and no benefit of other category will be admissible later on.
- 9.6. The OBC candidates who belong to "CREAMY LAYER" are not entitled for OBC concession and such candidates have to indicate their category as "General".
- 9.7. Relaxations / Reservations for SC/ST/OBC (Non Creamy Layer)/PH (degree of disability 40% or above) as per Government Directives are applicable.
- 9.8. For claiming the benefit of **Physically Handicapped**, the candidates should produce Medical Certificate issued by a Medical Board attached to the Special Employment Exchange / Vocational Rehabilitation Centre for PH 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. Prescribed formats are hosted at **IMPORTANT INSTRUCTIONS BEFORE YOU APPLY ONLINE.** In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority, his / her candidature will not be considered.

- 9.9. Candidates from **SC/ST** category should produce their caste certificate issued by Competent Authority in the prescribed format in support of their claim. Prescribed formats are hosted at **IMPORTANT INSTRUCTIONS BEFORE YOU APPLY ONLINE.** In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority, his / her candidature will not be considered.
- 9.10. 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. Prescribed formats are hosted at **IMPORTANT INSTRUCTIONS BEFORE YOU APPLY ONLINE.** In case, the candidate fails to produce the certificate (**Latest**) in the prescribed format issued by Competent Authority, his / her candidature will not be considered.
- 9.11. Candidates presently 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.
- 9.12. 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.
- 9.13. Candidature of the registered candidate is also liable to be rejected, if valid print out of on line 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.
- 9.14. 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.
- 9.15. The prescribed qualifications / experience are the minimum and mere possession of the same does not entitle a candidate for Test and/ or interview. GAIL's decision shall be final in this regard.
- 9.16. Decision of GAIL in all matters regarding eligibility, conduct of Trade test or any other test, Interview, selection process, posting to any location, etc. would be final and binding on all candidates.
- 9.17. 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 Auraiya Court only.

10. IMPORTANT DATES

#	Activity	Tentative Date
1	Commencement of On-line registration of application by candidates	25.03.2012 (10:00 HRS) (Sunday)
2	Last date for on-line registration of application by candidates	13.04.2012 (24:00 HRS) (Friday)
3	Last date of receipt of hardcopy of the Application Form alongwith all required documents & information as per Clause No(s). 6	23.04.2012 (Tuesday)

Note: Above dates are tentative and may change. Therefore, candidates are advised to visit GAIL Website regularly for updates in this regard.

GAIL/OPEN/PATA/NE/1/2012