



GAIL (INDIA) Limited

EREC

End User Manual



Login Process

For Registered User—

Registered user can login into the system directly by using username/email ID and password. Then, he/she will receive OTP on his/her registered email ID.

RECRUITMENT SYSTEM

Use Google Chrome for better experience. Disable pop-up blocker in your browser.

Login

Email / UserName *

OTP * **Send OTP**

Password *

98R J
BotDetect CAPTCHA ASB.NET Form Validation

Login **Registration (New User)** **Forgot password**

For New User –

If user is accessing the system for first time, he/she will have to register first by clicking on registration button. Email ID should be valid and username should be unique for each user.

Registration

Are you an employee of GAIL *

First Name *

Second Name

Last Name

User Name *
[Check User Name Availability](#)

Date Of Birth *

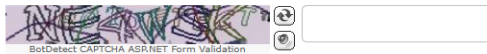
Password * ?

Confirm Password * ?

E-mail *

Confirm E-mail *

I hereby agree to register as an applicant for recruitment in GAIL



Submit **Back**



If user has forgot the password, he/she can create new password by using Forgot Password feature in the system. OTP will be sent to registered email id.

Forgot Password

E-mail *	<input type="text"/> Send OTP on E-mail
New Password *	<input type="password" value="New Password"/> ?
Confirm Password *	<input type="password" value="Confirm Password"/> ?
OTP *	<input type="text" value="Enter E-mail OTP"/>

[Password Reset](#) [Back](#)

Selection of Position

Once the user has successfully logged in the system, he/she need to select Advertisement number and Post Name against which he/she wants to apply. Earlier applications are shown in table below if they are in either draft mode or submitted mode.

Apply

Advertisement No *	<input type="text" value="-- Please select --"/>
Post Name *	<input type="text"/>

[Apply](#)

Sr No	Advertisement No	Post Name	Status	View/Download Application
1	GAIL/FINALTEST2	SENIOR OFFICER (FIRE & SAFETY)-E2	Draft Mode	View Draft Application
2	GAIL/FINALTEST4	ET TEST FINAL-E2	Draft Mode	View Draft Application



Filling of Application Form

Once users click on apply button he/she will move to personal details section from where user can start filling his/her application form.

Application Form					
Personal Details	Communication Details	Educational Details	Experience Details	Miscellaneous	Final Submission
Personal Details					
Post Title *	SENIOR ACCOUNTANT	Grade/Pay Scale	S7 / 35000 - 138000		
Title *	Mr. ▾				
First Name *	SOUYATESTESMTHREE	Middle Name	Middle Name		
Last Name *	SWAIN	Gender *	Male ▾		
DOB *	01-01-1975	Age As On Cut Off Date *	47 YEARS 8 MONTHS 29 DAYS		
Marital Status *	--Please select-- ▾				
Nationality *	INDIA ▾	Religion *	--Please select-- ▾		
Category *	-- Please select -- ▾	Click to view available vacancies			





Application Form

✓ Personal Details ✓ Communication Details ✓ Educational Details ✓ Experience Details ✓ Miscellaneous Final Submission

Experience Details

Enter experience in chronological order starting from current company

Company Name *	<input type="text" value="Company Name"/>
Nature of Company *	--Please select--
Industry Type *	--Please select--
Company's Turnover for relevant year(in crores)	<input type="text"/>
Employee's Strength for last relevant period	<input type="text"/>
Listing Status for last relevant period	--Please select--
Joined On *	<input type="text"/>

User has provision to preview the application before final submission to view data updated at various stages. **Candidates should necessarily verify all the details using preview mode before final submission. Application form once submitted cannot be edited.**



Application Form

✓ Personal Details ✓ Communication Details ✓ Educational Details ✓ Experience Details ✓ Miscellaneous Final Submission

Final Submission





Application Form

Personal Details [Back To Application Form](#)

Post Title *	SENIOR OFFICER (FIRE & SAFETY)-E2	Grade/Pay Scale	E2 / 60000 - 180000
Title *	Mr.		
First Name *	SOUMYATESTESMTHREE	Middle Name	Middle Name
Last Name	SWAIN	Gender *	Male
DOB *	01-01-1975	Age as on Cut off date*	47 YEARS 8 MONTHS 29 D
Marital Status *	Married		
Spouse Employed *	Yes		
Present Place of posting *	MUMBAI		
Nationality *	INDIA	Religion *	Hinduism

Once user has submitted the application form, he/she has the provision to download application form by clicking on 'Download Application Form' as shown below. Candidates may take a printout of the application form for future reference.



Apply

Advertisement No *

Post Name *

[Apply](#)

Sr No	Advertisement No	Post Name	Status	View/Download Application
1	GAIL/FINALTEST2	SENIOR OFFICER (FIRE & SAFETY)-E2	Submitted	Download Application Form
2	GAIL/FINALTEST4	ET TEST FINAL-E2	Draft Mode	View Draft Application
3	GAIL/FINALTEST3	SENIOR ACCOUNTANT-S7	Draft Mode	View Draft Application

