

Further, Post-Retirement Medical Benefits under Defined Contributory Scheme will be extended to those who superannuate from GAIL after rendering a minimum of 15 years of continuous service.

5.10 All the above benefits will be governed by the policy of the Company in force & amended from time to time.

6 **PLACEMENT/ ASSIGNMENTS:**

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 Government of India/ other PSUs, etc. The selected candidates may be assigned jobs/ functions/ assignments as per the business requirements of the Company including shift operations.

7. **APPLICATION FEE**

7.1 At the time of submission of online application, candidates belonging to **UR/EWS/OBC (NCL)** category are required to pay a non-refundable application fee of ₹ 200/- (**Rupees Two Hundred only**) (excluding applicable Convenience Fee and Taxes). However, **SC/ ST/PwBD category candidates are exempted from payment of application fees** subject to submission of true copy of certificate(s) as applicable, issued by the Competent Authority in the format as prescribed by Government of India at the time of document verification.

7.2 The application fee Payment link is hosted under the Miscellaneous Tab (adjacent to “Experience Details” Tab) in the Application Page. Applicants need to click on link “Please click on link for Payment” and proceed to the Payment Page.

7.3 Applicants need to choose their preferred mode of payment such as Credit Card, Debit Card, Net Banking, Paytm, Wallet & UPI etc. to pay the Application Fee. Applicable Convenience Fee and Taxes, if any over and above the Application Fee will be borne by the Applicant.

7.4 After successful Transaction, applicants will be redirected to GAIL’s Career Home Page/Miscellaneous Page to continue further for Final Submission of the Application. Transaction Date, Receipt Number, Amount and Payment Status will be auto populated under the Payment Heads against each successful Transaction. Applicants may also take a note of the Payment Details for future reference.

7.5 In case of Transaction Failure, Applicants are advised to retry by clicking on link “Please click on link for Payment” hosted in Miscellaneous Tab. Applicants are advised to complete the Transaction (Payment of Application fee) before the closure of the Application window to avoid “Non-Submission of Application”.

7.6 Applicants are advised to take up the issue directly with their Bank/Service Provider in case there is any Payment related issues (i.e. failure of Transaction).

7.7 GAIL (India) Limited will not be responsible for Non-Submission of complete Application within the notified date and time as per the Advt. on account of Transaction related issue.

8. **HOW TO APPLY**

8.1 **CANDIDATES WILL BE REQUIRED TO APPLY ONLINE THROUGH GAIL [WEBSITE \(https://gailonline.com\)](https://gailonline.com)** : No other means / mode of application shall be entertained. Application portal for the same shall remain open from **1100 hrs. on 12.11.2024 to 1800 hrs. on 11.12.2024**.

8.2 Before registering/applying online, candidates are advised to go through **Detailed Instructions**. The candidate should possess the following and keep the same handy while applying online:

- (i) Valid e-mail ID and Mobile no. It should be kept active during the entire recruitment process. Registration number, password, and all other important communication will be sent on the same registered e-mail ID (*please ensure that email sent to this mailbox is not redirected to junk/spam folder*).
- (ii) Scanned copy of recent passport size colored photograph (3.5 X 4.5 cm) and signature (3.5 X 4.5 cm) of the candidate. Size of file should be up to 250 KB in '.JPG', '.PNG' or '.JPEG' format only.
- 8.3** Candidates should take utmost care to furnish the correct details while filling in the on-line application. CANDIDATE CAN EDIT THE INFORMATION BEFORE SUBMISSION. Hence, Candidates are advised to take a preview of the application form before submitting the same. Once the form is submitted, it cannot be edited.
- 8.4** The step by step process for submitting the application form for the same is given below:
- 8.4.1** Step-I: Registration using Personal Details, Contact details and e mail ID. User Id and password will be sent to you Candidate on registered e-Mail Id.
- 8.4.2** Step-II: Login using the credentials.
- 8.4.3** Step-III: Select the Advertisement No. and then the post for which you Candidate is applying.
- 8.4.4** Step-IV: Complete the Application form (Personal details, Qualification & Experience details).
- 8.4.5** Step-V: Make payment (if applicable)
- 8.4.6** Step-VI: Check entered details using “Final Preview” option available.
- 8.4.7** Step-VII: Submit the form after verifying all the information.
- 8.5** After submitting online application, candidate is required to keep the copy of the Application form with unique Application Sequence number handy. The same can be downloaded from the site after submission of the application. Candidates are advised to keep this form for future references against this recruitment process.
- 8.6** **Candidates are NOT required to submit hard copy of application form and/or any other document to GAIL at this stage.**
- 8.7** In case the candidate is called for selection process, he/she has to bring the downloaded application form with all **ORIGINAL DOCUMENTS** [in the order as mentioned below] together with ONE SEPARATE SET OF PHOTO COPY of all documents duly **SELF ATTESTED** (in the same order) at the time of document verification , **failing which he/ she will not be permitted to appear** in the further selection process:
- (i) Print out of the Online Application form with 02 recent passport size photographs (same photograph as uploaded on the online application form) along with signature on the application form.
- (ii) Document in support of Date of Birth proof – Matriculation/ Class-X Certificate/Class X Marks Sheet.
- (iii) Caste/Tribe certificate [for SC/ ST/ OBC (NCL) category candidates as applicable] in the prescribed format issued by the Competent Authority as prescribed by Government of India, Disability certificate [in case of PwBD category candidates] in the prescribed format issued by the Competent Authority and Ex-servicemen Proof (in case of Ex-servicemen candidates). Income and Asset Certificate issued by Competent Authority (as per the prescribed format) [in case of EWS category candidates].
- (iv) All Certificates/Testimonials in respect of qualifications (all semester/year wise Mark Sheets, Degree & Diploma certificates starting from matriculation onwards) Documentary proof/ certificate from the Institute/ University (as per norms adopted by University/ Institute) indicating equivalent percentage of marks secured in case degree is awarded in CGPA/ OGPA or letter grade.
- (v) Complete and Proper Experience certificate/Document issued by the Employer in support of experience details mentioned by the candidate in the online Application Form.

Only following types of documentary proofs towards experience will be considered:

I. For Past Employment:

- Experience letter/Service Certificate issued by competent and authorized executive of the organization indicating Name, Designation, date of joining including date of relieving the organization by the employee concerned and any document clearly mentioning the roles and responsibilities in the organization **AND**
- Any two of the following documents:
 - a. Last pay slip/salary slip
 - b. Annual Increment letter
 - c. Promotion order/Transfer order
 - d. PF statement clearly mentioning the Employer details
 - e. Offer Letter/Appointment letter clearly mentioning the date of joining the organization along with the Terms and Conditions of Employment

II. For Current Employment:

- Offer Letter/Appointment letter clearly mentioning the date of joining the organization along with the Terms and Conditions of Employment along with Latest Pay slip/Salary slip and any document clearly mentioning the roles and responsibilities in the organization **AND**
- Any two of the following documents:
 - a. Identity card issued by current employer
 - b. Annual Increment letter
 - c. Promotion order/Transfer order
 - d. PF statement clearly mentioning the Employer details
 - e. Experience letter issued by competent and authorized executive of the organization clearly indicating the designation and date of joining the organization

III. Document in support of Large Private Sector Organization/ Institution /Company of repute:

- Documentary proof towards listing of the organization/company/Institution on **NSE OR** listing on **Group A OR Group B of BSE** in any of the relevant Financial Year of employment **OR**
- Proof of having more than 500 regular employees in any of the relevant financial year of employment in that organization (Any one of the following documents will be accepted)
 - Audited /Published Annual Report of any of the relevant Year
 - Certification from HR department declaring regular Employee Strength of more than 500 for any of the relevant year
 - Declaration on the Company's Website for any of the Relevant year**OR**
- Proof of having Annual Turnover of more than Rs. 250 crore/10 crore (for Large Law Firms) in any of the relevant Financial year(s) of employment. (Any one of the following documents will be accepted)
 - Published/Audited Annual Report clearly mentioning the Turnover for any of the relevant Financial year
 - Published/Audited Profit & Loss Statement of any of the relevant Financial year
 - Report from Ministry of Corporate Affairs (MCA) mentioning the Turnover for any of the relevant Financial year
 - Turnover certificate for any of the relevant Financial year issued by the organization on its letter head

In the event of absence of aforementioned documents as mentioned under clause 8.7 (v) above, candidature of such candidates shall be liable to be rejected. Candidate needs to ensure the Experience letter/Certificate in respect of Large Private Sector or Company of Repute, issued by HR or any other Competent Authority is duly signed with the Name and Designation of the signing authority clearly