



**GAIL (INDIA) LIMITED**  
**GAIL COMPLEX, VIJAIPUR, DISTRICT – GUNA**  
**MADHYA PRADESH, PIN - 473112. PHONE: 07544 – 274444**

**RECRUITMENT of NON-EXECUTIVES**

GAIL (India) Limited, a Maharatna PSU, invites applications from Indian nationals for filling up post and category wise vacancies of Non-Executives indicated in **Table-I** below for the work-centres/ units located in the State of Madhya Pradesh:

**Table - I**

POST	GRADE	UR	SC	ST	OBC (NCL)	TOTAL
Foreman (Mechanical)	S-5	1	-	1	-	2
Foreman(Electrical)	S-5	1	-	1	-	2
Foreman(Chemical)	S-5	1	-	-	1	2
Foreman (instrumentation)	S-5	1	-	1	2	4
Foreman (Civil)	S-5	2	-	-	1	3
Junior Superintendent (HR)	S-5	-	-	-	1	1
Junior Accountant	S-5	1	-	-	-	1
<b>TOTAL</b>		<b>7</b>	<b>-</b>	<b>3</b>	<b>5</b>	<b>15</b>

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

1. Pay Scale, Minimum Essential Qualifications Required, Minimum Essential Experience Required and Upper Age Limit in respect of above posts are as indicated in Table-II below:

**Table-II**

Sl. No.	Post/Grade & Pay Scale	Minimum Essential Qualification	Minimum Essential Experience	Upper Age Limit
01	<b>Foreman (Mechanical)</b> Grade: S-5 Pay Scale: Rs.14500-36000/-	Diploma in Engineering in Mechanical/Production/ Production & Industrial/Manufacturing/ Mechanical & Automobile with minimum 60 % marks	2 years Post Qualification Experience in line in a PSU/large Private Sector Organization in Oil/Gas/ Petrochemicals/Chemicals/ Fertiliser/Power/Steel industry	32 Years
02	<b>Foreman (Electrical)</b> Grade: S-5 Pay Scale: Rs.14500-36000/-	Diploma in Engineering in Electrical/ Electrical & Electronics with minimum 60 % marks	2 years Post Qualification Experience in line in a PSU/large Private Sector Organization in Oil/Gas/ Petrochemicals/Chemicals/ Fertiliser/Power/Steel industry	32 Years
03	<b>Foreman (Chemical)</b> Grade: S-5 Pay Scale: Rs.14500-36000/-	Diploma in engineering in Chemical/Petrochemical/ Chemical Technology/Petrochemical Technology with minimum 60% marks	2 years Post Qualification Experience in line in a PSU/large Private Sector Organization in Oil/Gas/ Petrochemicals/Chemicals/ Fertiliser/Power/Steel industry	32 Years

Sl. No.	Post/Grade & Pay Scale	Minimum Essential Qualification	Minimum Essential Experience	Upper Age Limit
04	<b>Foreman (Instrumentation)</b> Grade: S-5 Pay Scale: Rs.14500-36000/-	Diploma in Engineering in Instrumentation/Instrumentation & Control/Electronics & Instrumentation/Electrical & Instrumentation/Electronics / Electrical & Electronics with minimum 60% marks	2 years Post Qualification Experience in line in a PSU/large Private Sector Organization in Oil/Gas/ Petrochemicals/Chemicals/ Fertiliser/Power/Steel industry	32 Years
05	<b>Foreman (Civil)</b> Grade: S-5 Pay Scale: Rs.14500-36000/-	Diploma in Engineering in Civil with minimum 60 % marks	2 years Post Qualification Experience in line in a PSU/large Private Sector Organization. Preference would be given to candidates having in line working experience in Oil/Gas/Petrochemicals/ Construction Industry	32 Years
06	<b>Junior Superintendent (HR)</b> Grade: S-5 Pay Scale: Rs.14500-36000/-	Bachelor degree with Diploma in Personnel Management/ Industrial Relations with minimum 55 % marks in each. Candidates should be proficient in operations of Personal Computers	2 years Post Qualification Experience in line in a PSU/large Private Sector Organization. Preference would be given to candidates having in line working experience in Oil & Gas or Petrochemicals Industry	32 Years
07	<b>Junior Accountant</b> Grade: S-5 Pay Scale: Rs.14500-36000/-	(i) Intermediate or equivalent in CA / ICWA. Candidates should be proficient in operations of personal computer OR (i) Master Degree (M.Com) in Commerce with minimum 60% marks. Candidates should be proficient in operations of personal computer	2 years Post Qualification Experience in line in a PSU/large Private Sector Organization. Preference would be given to candidates having in line working experience in Oil & Gas or Petrochemical Industry	32 Years

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

**2.1** Minimum essential educational qualification(s) required for each post is as indicated in **Table-II** against each post.

**2.2** Only Full Time Regular courses will be considered. This shall include all qualification(s) starting from **Class X & XII examination, Diploma, Bachelor Degree, Master Degree etc.** as specified under the essential qualification(s) column in **Table II**.

**2.3 Bachelor Degree & Master Degree** ((wherever applicable) qualification must be from UGC recognized Indian University/ UGC recognized Indian Deemed University or AICTE approved Autonomous Indian Institution. Diploma in Engineering qualification (if applicable) should be recognized by respective State Board of Technical Education.

**2.4** Minimum percentage of marks in the essential qualification as indicated above shall be aggregate of all semesters/ years to be calculated taking average of all semesters/ years, irrespective of the weightages given to any particular semester/year by the Institute/ University.

**2.5** Wherever CGPA/OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/Institute.

**2.6** 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 should be as on **31/08/2013**.

### **3. RELAXATION IN MINIMUM QUALIFYING PERCENTAGE OF MARKS IN ESSENTIAL QUALIFICATION(S)**

**3.1** Relaxation in minimum qualifying percentage of marks in essential qualification in respect of Scheduled Caste (SC) /Scheduled Tribe (ST) and Persons With Disabilities (PWD) candidates has been provided as per following:

**3.1.1** Wherever minimum qualifying percentage of marks have been specified as 60 % & 55%, **relaxed minimum educational qualification(s) percentage in respect of SC, ST, and PWD candidates is 55 % & 50 % respectively.**

**3.1.2** 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

### **4. UPPER AGE LIMIT**

**4.1** Upper Age Limit for the above posts shall be as indicated in **Table-II** against each post.

**4.2** The Upper Age Limit as specified in **Table -II** is as on **31/08/2013**.

**4.3** The upper age is relaxable by 05 years for SC/ ST candidates, 03 years for OBC (Non-Creamy Layer) candidates. It is also relaxable by 10 years for PWD-General, 13 years for PWD-OBC (NCL) and 15 years for PWD-SC/ ST candidates.

**4.4** SC/ ST/ OBC(NCL) candidates applying for a post marked unreserved (UR) will not be provided any relaxation in upper age limit.

**4.5** Further, Upper Age Limit is relaxable by 05 years for the candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 01.01.1980 – 31.12.1989.

**4.6** 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 03 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.

**4.7** Age relaxation is extended to the members of Co-operative Societies i.e., M/s Progressive Technical Workers Cooperative Society Limited, Vadodara, M/s Allied Services Workers Cooperative Society Limited, Vaghodia, M/s Vasishta Techno and Non-Techno Crafts Labour Contracts Co-operative Society Limited, Rajahmundry and Project Affected Persons of different GAIL locations subject to submission of attested copies of supporting documents and also subject to the same being found in order.

## **5. EMOLUMENTS**

**5.1** 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. Besides Basic Pay, Variable Dearness Allowance (VDA) at the applicable rates, and other benefits and allowances as applicable will be admissible as per company rules in force and amended from time to time. Besides contributory Provident Fund and Gratuity, employees who superannuate from GAIL after rendering a minimum of 15 years of service will also be entitled to Pension and Post-Retirement Medical Benefits under Defined Contributory Scheme of the company in force and amended from time to time.

## **6. APPLICATION FEE**

**6.1** Candidates belonging to **General** and **OBC (Non Creamy Layer)** category are required to pay a non- refundable application fee of Rs. 50 (Rupees Fifty only) by **Demand Draft / Pay Order drawn in favour of GAIL (India) Limited payable at State Bank of India, GAIL Complex , Vijaipur, (Branch Code: 6635)**. Name of the candidate & post applied for 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.

**6.2** SC/ ST/ PWD candidates are exempted from payment of application fee. However, for claiming exemption in application fee by SC/ ST candidates, they have to attach an attested copy of SC/ ST certificate as applicable, issued by the Competent Authority in the prescribed format and PWD 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 application form as mentioned below.

## **7. HOW TO APPLY**

**7.1** Candidates fulfilling the above criteria should submit their application in the prescribed format attached. Application must be submitted in the prescribed format only.

**7.2** The candidate has to send the filled in Application Form duly signed and affixing latest passport size colour photograph along with **ATTESTED TRUE COPIES** of the following testimonials / documents and DD towards application fee (as applicable) to the address as mentioned in clause no. 7.5 below:

- (i) Document in support of Date of Birth proof.
- (ii) Caste/Tribe certificate [for SC/ST/OBC(NCL) candidates as applicable] in the prescribed format issued by Competent Authority, Disability certificate (in case of PWD Candidates) in the prescribed format issued by the Competent Authority and Ex-servicemen Proof (in case of Ex-servicemen candidates). OBC (NCL) certificate issued by Competent Authority should be **latest**.
- (iii) All Certificates/ Testimonials in respect of qualifications (year wise Mark Sheets & Degree/Diploma certificate starting from 10<sup>th</sup> class onwards).
- (iv) For the Post of Junior Accountant – Certificate for Intermediate or equivalent in CA/ ICWA for candidates possessing Intermediate or equivalent in CA/ICWA.
- (v) Complete and proper Experience certificates/ Documents issued by the Employer in support of experience details mentioned by the candidate in the Application Form. Proof towards experience should be such that it includes clearly the name, designation, seal and contact details of the company and the authorised signatory for the entire experience claimed, duration of employment (date, month & year) indicating (possibly) the Basic Pay and Pay Scale of the applicant. The certificate(s) should include the nature of duties performed/ experience obtained in the post(s) with duration. Mere submission of copy of appointment letter/ Pay Slip would not suffice as proof of experience.
- (vi) NOC/ Forwarding Letter from the employer in case the candidate employed in Central/ State Government/ PSU/ Semi-Government organization.

**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 period, candidature of such candidate shall be liable to be rejected.**

- 7.3** A recent passport size colour photograph should be firmly pasted on the application form and should be signed across by the candidate. Without photograph and signature across it, the application form will be rejected. **Three** copies of the same photo should be retained for use at the time of test and or/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.
- 7.4** 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. No correspondence shall be entertained in this regard.
- 7.5** Application complete in all respect along with attested true copies of the testimonials/documents mentioned above should be sent by **Ordinary Post** in a sealed envelope super scribed “**APPLICATION FOR THE POST OF \_\_\_\_\_**” [POST and CATEGORY: **UR/SC/ST/OBC/PWD** as the case may be] to the following address :

**GAIL (India) Limited,  
Post Box No - 36  
GAIL Complex, Vijaipur,  
District- Guna, Madhya Pradesh,  
PIN-473112**

The application and other details as mentioned above must reach the above address by **06/11/2013**. 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.

## **8. HEALTH/MEDICAL FITNESS**

**8.1** 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 get their Pre-Employment Medical Examination done in a Central/ State Government Hospital (having the status of minimum District Hospital) or in GAIL nominated empanelled hospitals and submit Medical reports in the prescribed formats issued by Medical Authority i.e., Chairman of Medical Board or Civil Surgeon or Medical Superintendent or Chief Medical Officer or equivalent of a Central/ State Government Hospital (having the status of minimum District Hospital) or in GAIL nominated empanelled hospital. Acceptance of joining will be subject to the Medical Fitness Certificate so issued by the Medical Authority being further accepted by designated CMO, GAIL (India) Limited. GAIL reserves the right to re-examine or review the Medical Examination report submitted by the candidate without assigning any reason and decision of GAIL's designated CMO will be final and binding. **Detailed guidelines on Medical Standards/ Norms for Medical Fitness and Pre-Employment Medical Examination are available on careers section of GAIL website [www.gailonline.com](http://www.gailonline.com). Candidates are advised to go through the same before applying in offline mode.**

## **9. SELECTION PROCESS**

Following Selection Process shall be adopted for posts as mentioned in Table – II.

Post	Selection Process
Foreman (Mechanical)	Skill Test (i.e. Trade Test) and/or Interview before Selection Committee
Foreman(Electrical)	Skill Test (i.e. Trade Test) and/or Interview before Selection Committee
Foreman(Chemical)	Skill Test (i.e. Trade Test) and/or Interview before Selection Committee
Foreman (instrumentation)	Skill Test (i.e. Trade Test) and/or Interview before Selection Committee
Foreman (Civil)	Skill Test (i.e. Trade Test) and/or Interview before Selection Committee
Junior Superintendent (HR)	Skill Test [i.e. Computer Proficiency Test] and Interview before Selection Committee
Junior Accountant	Skill Test [i.e. Computer Proficiency Test] and Interview before Selection Committee

\*The selection process as indicated above is tentative. Selection Process may, however, vary depending upon the administrative / business requirements of the company.

## **10. OTHER TERMS & CONDITIONS AND GENERAL INSTRUCTIONS**

**10.1** Only short listed candidates who are found apparently eligible based on the 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.

**10.2** Relaxations/ Reservations for SC/ ST/ OBC (NCL)/ PWD (degree of disability 40 % or above) candidates as per Government Directives are applicable.

- 10.3** Category [SC/ ST/ OBC (NCL)/ PWD] once filled in the application form will not be changed and no benefit of other category will be admissible later on.
- 10.4** The OBC candidates who belong to “CREAMY LAYER” are not entitled for OBC concession and such candidates have to indicate their category as “General”.
- 10.5** Candidates employed in Central/ State Government/ PSU/ Semi – Government organization shall either forward their application through Proper Channel or shall produce NOC/ Forwarding letter 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/ Forwarding letter from his/her present employer at the time of interview, his / her candidature will not be considered.**
- 10.6** Candidature of the 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 inconformity with eligibility criteria mentioned in the advertisement.
- 10.7** Candidature of the candidate is also liable to be rejected if the 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 fees (if applicable) or received after the closing date.
- 10.8** 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.
- 10.9** The prescribed qualification/ 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.
- 10.10** For claiming the benefit of **PWD**, the candidates should produce Medical Certificate issued by a Medical Board attached to the Special Employment Exchange/ Vocational Rehabilitation Centre for PWD 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. In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority, his/ her candidature will not be considered.
- 10.11** Candidates from **SC/ST** category should produce their caste certificate issued by Competent Authority in the prescribed format in support of their claim. In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority, his/ her candidature will not be considered.
- 10.12** 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. In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority, his / her candidature will not be considered.

**10.13** List of shortlisted candidates for further Selection process, i.e., Test and/ or Interview etc., and also list of selected candidates for appointment will be displayed on the GAIL website for the information of the candidates.

**10.14** 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 **Guna Court** only.

**GAIL/RECTT/OPEN/VIJP/NE/1/2013**