



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

SPECIAL RECRUITMENT DRIVE FOR SC/ST/PWD (HH) CANDIDATES

GAIL (India) Limited, a Navratna PSU, invites applications from Scheduled Castes, Scheduled Tribes and PWD (HH) candidates only, to fill up category wise vacancies indicated below:

POST	GRADE	SC	ST	PWD (HH)	TOTAL	LOCATION OF POST
Technician (Mechanical)	S-3	-	03	-	03	02 Posts in GAIL, Gandhar, Gujarat and 01 post in GAIL, Lakwa, Assam
Assistant (Stores & Purchase)	S-3	-	01	-	01	GAIL, Jaipur, Rajasthan
Account Assistant	S-3	-	01	01	02	01 ST post in GAIL, Jaipur, Rajasthan and 01 PWD (HH) post in GAIL, Pata, Uttar Pradesh
Plant Operator	S-3	03	-	-	03	GAIL, Pata, Uttar Pradesh
Junior Fireman	S-0	-	02	-	02	01 post each in GAIL, Lakwa, Assam and GAIL, Usar, Maharastra
TOTAL		03	07	01	11	

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

TABLE-I

Sl. No.	Post/Grade & Pay Scale	Minimum Essential Qualification	Minimum Essential Experience	Upper Age Limit
01	Technician (Mechanical) Grade: S-3 Pay Scale: Rs.12500-33000/- Total Posts-03 (ST Category)	Matric plus ITI Tradesmanship / National Apprenticeship Certificate in Fitter / Diesel Mechanic /Machinist / Turner trade	2 years Post Qualification Experience in line in a PSU/large Private Sector Organization	35 Years for ST Candidates and 45 Years for ST-PWD Candidates
02	Operator (Plant) Grade: S-3 Pay Scale: Rs.12500-33000/- Total Posts-03 (SC Category)	Bachelor Degree in Science (B.Sc.) with subjects of Physics, Chemistry & Mathematics with minimum 50% marks or B.Sc. (Hons.) in Chemistry with minimum 50% marks.	1 year Post Qualification Experience in line in a PSU / large Private Sector Organization.	35 Years for SC Candidates and 45 Years for SC-PWD Candidates

03	Assistant (Stores & Purchase) Grade: S-3 Pay Scale: Rs.12500-33000/- Total Posts-01 (ST Category)	Bachelor Degree with minimum 50% marks and minimum typing speed of 40 w.p.m. in English (in computer). Candidates should be proficient in operations of personal computer.	1 year Post Qualification Experience in line in a PSU / large Private Sector Organization.	35 Years for ST Candidates and 45 Years for ST-PWD Candidates
04	Account Assistant Grade: S-3 Pay Scale: Rs.12500-33000/- 01 post reserved for ST Category 01 post reserved for PWD(HH) candidates	Bachelor Degree in Commerce (B.Com.) with minimum 50% marks and minimum typing speed of 40 w.p.m.in English (in computer). Candidates should be proficient in operations of personal computer Bachelor Degree in Commerce (B.Com.) with minimum 50% marks and minimum typing speed of 40 w.p.m.in English (in computer). Candidates should be proficient in operations of personal computer	1 year Post Qualification Experience in line in a PSU / large Private Sector Organization. 1 year Post Qualification Experience in line in a PSU / large Private Sector Organization.	35 Years for ST Candidates and 45 Years for ST-PWD Candidates applying against 01 – ST post. 40 Years for Gen-PWD (HH) candidates, 43 years for OBC (NCL)-PWD (HH) candidates & 45 years for SC-PWD (HH)/ ST-PWD (HH) candidates applying against 01 PWD (HH) post
05	Junior Fireman Grade: S-0 Pay Scale: Rs.10500-24000/- Total Posts-02 (ST Category)	10 th Pass with minimum 06 months Fireman Training course	1 year Post Qualification Experience in line in a PSU / large Private Sector Organization.	30 Years for ST Candidates and 40 Years for ST-PWD Candidates

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

- 2.1 Minimum essential educational qualification required for each post shall be as indicated above against each post.
- 2.2 Only full time Regular courses will be considered. This shall include all qualifications starting from **Class X & XII examination, ITI, Bachelor Degree etc.** as specified under the essential qualifications column in Table 1.
- 2.3 **Bachelor Degree** qualifications must be from UGC recognized Indian University/ UGC recognized Indian Deemed University or AICTE approved Autonomous Indian Institution (wherever applicable). **ITI/ NAC** qualification should be recognized by State Council of Technical and Vocational Training (SCTVT)/ National Council of Technical and Vocational Training (NCTVT).

- 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 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/Institutes.
- 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 in a PSU/Large Private Sector Organization should be as on **28/09/2012**.

3. RELAXATION IN MINIMUM QUALIFYING PERCENTAGE OF MARKS IN ESSENTIAL QUALIFICATIONS

- 3.1 Minimum qualifying percentage of marks in essential qualifications as indicated in Table 1 above is inclusive of relaxations to be provided to SC, ST, PWD, SC-PWD, ST-PWD & OBC (NCL)-PWD candidates.

4. UPPER AGE LIMIT

- 4.1 Upper Age Limit against various posts as indicated in Table I above is inclusive of applicable relaxations to be provided to SC, ST, PWD, SC-PWD, ST-PWD and OBC (NCL)-PWD candidates.
- 4.2 The Upper Age Limit as specified above is as on **28/09/2012**.
- 4.3 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.
- 4.4 Further, Upper Age Limit is relaxable by 5 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.
- 4.5 Age relaxation is extended to the members of Co-operative Societies i.e., M/s Progressive Technical Workers Cooperative Society Limited, Vaghodia & 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 belonging to SC/ ST/ PWD (HH) category and applying against posts reserved for SC/ ST/ PWD (HH) candidates subject to submission of attested copies of supporting documents and also subject to the same being found in order.
- 4.6 Maximum upper age limit shall be restricted at 55 years including all possible age relaxations.**

5. EMOLUMENTS

- 5.1 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/- and candidates selected for the posts in **S-0 Grade** will be placed in the Pay Scale of **Rs.10500 - Rs.24000/-** at the Basic Pay of Rs.10500/- with one year probation in **S-3 & S-0** grade respectively. 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.

6. APPLICATION FEE

- 6.1 SC/ ST/ GEN-PWD/ SC-PWD/ ST-PWD & OBC (NCL)-PWD candidates are exempted from payment of application fees. However, for claiming exemption in application fees, they have to attach an attested copy of SC/ ST certificate as applicable, issued by the Competent Authority in the prescribed format and also disability certificate [in case of GEN-PWD/ SC-PWD/ ST-PWD/ OBC (NCL)-PWD candidates] in the prescribed format issued by Competent Authority at the time of forwarding hard copy of the Application Form as mentioned below (Clause No. 7.2)

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 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 candidates as applicable) in the prescribed format issued by the Competent Authority, Disability certificate (in case of GEN-PWD/ SC-PWD/ ST-PWD & OBC (NCL)-PWD candidates) in the prescribed format issued by the Competent Authority and Ex-servicemen Proof (in case of Ex-servicemen candidates). Latest OBC (NCL) certificate issued by Competent Authority for OBC (NCL)-PWD (HH) candidates.
 - (iii) All Certificates/ Testimonials in respect of qualifications (year wise Mark Sheet & Degree certificate starting from matriculation onwards).
 - (iv) 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.

- (v) 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: SC/ST/PWD (HH) as the case may be] to the following address :

Dy. Gen. Manager (HR),
GAIL (India) Limited,
GAIL Complex, Vijaipur,
District- Guna, Madhya Pradesh,
PIN-473 112

The application and other details as mentioned above must reach the above address by 17/10/2012. 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.

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 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.

9. SELECTION PROCESS

- 9.1 Selection Process will involve Skill Test (i.e., Trade Test for the position of Technician (Mechanical) and Plant Operator, Computer Typing Test & Computer Proficiency Test for the position of Account Assistant and Assistant (S&P) and Trade Test and/ or Physical Endurance Test for the position of Jr. Fireman) and interview before the Selection Committee.

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/PWD candidates as per Government Directives are applicable.
- 10.3 Candidates 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.
- 10.4 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 in conformity with eligibility criteria mentioned in the advertisement.
- 10.5 Candidature of the candidate is also liable to be rejected if the Application Form along with necessary documents as mentioned above is not received or received unsigned or without affixing passport size colour photograph or received after the closing date.
- 10.6 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.
- 10.7 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.
- 10.8 For claiming the benefit of **PWD** [as GEN-PWD/ SC-PWD/ST-PWD & OBC (NCL) – 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.

- 10.9 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.
- 10.10 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. 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 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/VIJP/OPEN/SRD1/2012