



**GAIL (INDIA) LIMITED**  
**GAIL BHAWAN, 16, BHIKAIJI CAMA PLACE,**  
**NEW DELHI-110066. PH: 011-26172580**

GAIL is inviting applications from promising, energetic young Graduate Engineers and HR professionals with brilliant academic records for filling up Discipline & Category wise projected vacancies of Executive Trainees as indicated below -

Post	UR	SC	ST	OBC (Non Creamy Layer)	Total
Executive Trainee (Mechanical)	26	04	03	12	45
Executive Trainee (Electrical)	12	03	02	04	21
Executive Trainee (Instrumentation)	09	02	02	05	18
Executive Trainee (Chemical)	07	01	--	03	11
Executive Trainee (Civil)	02	01	--	--	03
Executive Trainee (Telemetry)	02	01	--	--	03
Executive Trainee (HR)	03	--	--	02	05
<b>Total</b>	<b>61</b>	<b>12</b>	<b>07</b>	<b>26</b>	<b>106</b>

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

**1. MINIMUM ESSENTIAL QUALIFICATIONS REQUIRED FOR THE ABOVE POSTS ARE INDICATED IN TABLE I BELOW-**

**Table I**

#	POST /DISCIPLINE	MINIMUM ESSENTIAL QUALIFICATIONS REQUIRED
1	Executive Trainee (Mechanical)	Bachelor Degree in Engineering in Mechanical / Production / Production & Industrial / Manufacturing / Mechanical & Automobile with minimum 65 % Marks.
2	Executive Trainee (Electrical)	Bachelor Degree in Engineering in Electrical / Electrical & Electronics with minimum 65 % Marks.
3	Executive Trainee (Instrumentation)	Bachelor Degree in Engineering in Instrumentation / Instrumentation & Control / Electronics & Instrumentation / Electrical & Instrumentation / Electronics / Electrical & Electronics with minimum 65 % Marks.
4	Executive Trainee (Chemical)	Bachelor Degree in Engineering in Chemical / Petrochemical / Chemical Technology / Petrochemical Technology with minimum 65 % Marks.
5	Executive Trainee (Civil)	Bachelor Degree in Engineering in Civil with minimum 65 % Marks.
6	Executive Trainee (Telemetry)	Bachelor Degree in Engineering in Electronics / Electronics & Communication / Electronics & Telecommunication / Telecommunication / Electrical & Electronics / Electrical & Telecommunication with minimum 65 % Marks.

<b>7</b>	<b>Executive Trainee (Human Resources)</b>	Bachelor Degree with minimum 60% Marks and Two years MBA / MSW with specialization in Personnel Management & Industrial Relations / Human Resources Management with minimum 65 % Marks OR Bachelor Degree with minimum 60% Marks and Two years Master Degree / Two years PG Diploma in Personnel Management / Personnel Management & Industrial Relations with minimum 65 % Marks. Preference will be given to additional qualification of LL.B. (Prof.).
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**2. TERMS AND CONDITIONS IN RESPECT OF ESSENTIAL QUALIFICATION(S) [As mentioned under relevant column in Table I]**

- 2.1. Minimum essential educational qualifications 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 **School examinations** (Class X and XII), **Graduation** and **Post Graduation** as specified under the qualifications column in Table I above.
- 2.3. All qualifications must be from UGC recognized Indian University / UGC recognized Indian Deemed University or AICTE approved courses from Autonomous Indian Institutions / concerned statutory council (wherever applicable).
- 2.4. 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.
- 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. Engineering Degree can be B.E. / B.Tech. / B.Sc. Engg.
- 2.7. Candidates having 05 years B.E / B. Tech. + M.E / M. Tech. integrated dual degree in engineering in relevant discipline shall also be considered.
- 2.8. Wherever MBA has been mentioned as requirement, apart from MBA, Two years Post Graduate Diploma in Management with specialization in relevant field / MMS with specialization in relevant field shall also be considered.

**3. RELAXATION IN PERCENTAGE OF MARKS IN EDUCATIONAL QUALIFICATIONS : Relaxation in percentage of marks will be provided in respect of SC, ST and PH Candidates as per following -**

- Wherever marks have been specified as 60 %, **relaxed educational qualification percentage in respect of SC, ST and PH candidates is 55 %**
- Wherever marks have been specified as 65 %, **relaxed educational qualification percentage in respect of SC, ST and PH candidates is 60 %**

**4. AGE LIMIT & AGE RELAXATION:**

- 4.1. The upper Age Limit is **28 years** as on **30<sup>th</sup> September, 2011 (30.09.2011)** for the posts of Executive Trainee in all disciplines.
- 4.2. 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.

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.

#### **5. EMOLUMENTS:**

5.1. Selected candidates will be placed in the pay scale of Rs. 24900 - 50500/- at the Basic Pay of Rs. 24900/- during one year training cum probation as Executive Trainee in E-2 grade. On successful completion of their Training cum Probation Period they will be absorbed in the same Pay Scale of Rs. 24900-50500/- in E-2 grade.

5.2. Besides Basic Pay, Variable Dearness Allowance (VDA) at the applicable rates, other applicable allowances and benefits such as Leased / Company Accommodation or HRA, medical facility, reimbursement of conveyance expenses, Payment of perks & allowances under cafeteria approach, Performance Related Pay (PRP), group insurance, provident fund, gratuity, contributory pension, house building advance, conveyance advance, furnishing advance/PC advance etc. will be admissible as per company rules in force from time to time.

5.3. The Cost to Company (CTC) would be approximately in the range of Rs. 9 lakhs to Rs. 11.8 lakhs per annum depending upon location of posting and type of accommodation facility provided/ availed.

#### **6. SERVICE AGREEMENT BOND:**

The Selected candidates belonging to General category will be required to execute a service agreement bond of Rs. 100000/- to successfully complete the prescribed training cum probation period and thereafter serve the company for at least 3 years. Further, the selected candidates belonging to SC/ST/OBC/PH category will also be required to execute a service agreement bond of Rs. 25000/- to successfully complete the prescribed training cum probation period and thereafter serve the company for at least 3 years.

#### **7. HEALTH/MEDICAL FITNESS:**

Appointment to the post of Executive Trainee will be subject to the candidate being medically fit as per the Standards prescribed for the post by the Company. Every candidate appointed to the post of Executive Trainee 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:**

8.1. Eligible candidates will be required to undergo a written test. List of the successful candidates shortlisted for undergoing further selection processes i.e. Group Discussion and/or Interview will be made available at GAIL Website. List of the selected candidates will also be made available at GAIL website.

8.2. **Written Test Centers:** The written test will be held in 14 cities as mentioned in the On-line Application System. Candidates are required to give two choices for Test Centers in the online application form. The choices given by the candidates in respect of the Test Centre for written test shall only be considered as their preferred choice. Actual Test Centre will be allotted by GAIL and the same shall be considered final. Any changes in the preferences already indicated by the candidate shall not be allowed and nor will any correspondence in this regard be entertained under any circumstances. GAIL also reserves the right to cancel or add any centre for written test depending upon the response in that area / centre.

8.3. **Written Test:** The tentative date of conducting All-India written test is **23.10.2011 (Sunday)**. Written test will be objective type and will contain 150 multiple choice questions. The duration of the written test will be two hours and the question booklet will be in English only. The Written Test will have following two parts:

- Part-I: Knowledge of the subject / Discipline -100 questions
- Part-II: General Aptitude Test -50 questions (common for all disciplines)

The Question booklet will have two sections covering the above two parts. **There will be negative marking in the written test. 1/4<sup>th</sup> mark will be deducted for each wrong /multiple answered question.**

## 9. HOW TO APPLY

9.1. CANDIDATES WILL BE REQUIRED TO APPLY ONLINE THROUGH GAIL WEBSITE: [www.gailonline.com](http://www.gailonline.com) . No other means / mode of application shall be accepted. Website will be open from 1000 hrs on **26.08.2011** to 2400 hrs on **10.09.2011**.

9.2. Candidates visiting GAIL WEBSITE [www.gailonline.com](http://www.gailonline.com) shall be able to see and download **Detailed Advertisement, FAQs and Instructions** for filling Online Application and printing of Application Confirmation Form.

9.3. A Candidate can apply for **one post/discipline** only. Candidates applying for more than one post/ discipline will not be considered.

9.4. Candidates belonging to General and OBC category are required to pay a non- refundable application fees of **Rs. 200/- (Rupees two hundred only) by means of a Demand Draft** drawn in favour of **GAIL (India) Limited** payable at **New Delhi**. 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. SC/ST/PH candidates are exempted from payment of above fees provided they attach an attested true copy of SC /ST /PH certificate as applicable, issued by the Competent Authority. General and OBC Category 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, application will not be registered.

9.5. After successful submission of online application by the candidate, a unique registration number shall be generated by the system and a message shall be displayed in the system that the online application has been submitted successfully and an auto generated email mentioning the unique registration number shall reach to the candidate informing that their application has been submitted successfully.

9.6. After applying online, candidate is required to download the Application Confirmation Form generated by the system in duplicate. Print copy of the Application Confirmation Form , apart from main particulars of the candidate, shall also contain Bar Code, Application **Registration Number**, Place for affixing **TWO latest passport size Colour photographs** (affixing of Black and White Passport size Photograph shall attract rejection), space for **Left Hand Thumb Impression** and **Signatures of the candidate**. **In addition to above the application confirmation form will have a checklist which the candidate has to complete to ensure submission of all required documents and other details.**

9.7. General and OBC category candidates have to send one duly signed Print copy of Application Confirmation Form after affixing two latest passport size colour photographs and left hand thumb impression and signature of the applicant in the space provided along with Demand Draft / Pay order of required amount drawn in favour of GAIL (India) Limited towards application fees. The application registration number, name, discipline and category should be written on the back of the demand draft. SC/ST/PH category candidates are required to attach an attested true copy of SC/ST/PH certificate as applicable issued by the Competent Authority along with duly signed print out of the Application Confirmation Form after affixing two latest passport size colour photographs and left hand thumb impression and signature of the applicant in the space provided. Application Confirmation Form should not have any enclosure except the Demand draft and SC/ST/PH certificate as applicable. In case of any overwriting or tampering of Application Confirmation Form, the candidature of the concerned candidates shall be rejected. The Envelope containing above details should be superscribed with **“APPLICATION FOR THE POST OF EXECUTIVE TRAINEE - 2011” (POST, REGN. NO. and CATEGORY: GEN/SC/ST/OBC/PH/EXSER as the case may be)** and sent by **ordinary post only** to the following address –

**PO Box No. 1102,  
Jayanagar 3rd Block,  
Bangalore – 560 011**

The application confirmation form along with other details as mentioned above must reach the above address by **22.09.2011**. GAIL will not be responsible for any postal delay or loss/non-delivery thereof. No correspondence in this regard will be entertained.

9.8. **Candidature of only such candidates who have submitted online applications successfully and whose Application Confirmation Form (hardcopy) alongwith required application fee (if applicable) and all documents and other details as mentioned at Clause No. 9.7 above have been received within the stipulated time (i.e. by 22.09.2011) will only be considered for further processing. Candidates who have failed to submit all or any of the documents (including two passport size colour photographs, signatures, left hand thumb impression, etc) as mentioned at Clause No. 9.7 above will be rejected.**

9.9. Candidates will be able to see the status of their applications after 22.09.2011 in GAIL website. Status of application shall solely be based on the criteria / guidelines mentioned at clause no(s). 9.7 and 9.8 above.

9.10. Furnishing of wrong/false/incomplete information in the online application and Application Confirmation Form (hard copy) will lead to disqualification of the candidate and GAIL will not be responsible for any of the consequences of furnishing such wrong/false/incomplete information. Since, all the applications will be screened/processed without documentary evidence/proof, the candidates must satisfy themselves of the suitability of the positions for which they are applying. If at any stage during the recruitment and selection process and thereafter, it is found that the candidate has furnished wrong / false/incomplete information, his/her candidature will be rejected and any other action as deemed fit may be taken against him/her.

9.11. The candidates should ensure that they fulfill all the eligibility criteria and other conditions as specified above and that the particulars furnished by them in the on-line application and the documents submitted by them later on (in terms of Clause 9.7 as mentioned above) are correct in all respects. Mere submission of online form successfully and/or admission to the

Written Test etc. 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 selection process that a candidate does not fulfill any of the eligibility criteria, and / or that He / she/ has furnished any incorrect information 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.

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

- 10.1. Request for change of Mailing address, examination centre / category/ discipline as declared in the online application will not be entertained.
- 10.2. 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 E-mail only. All information regarding Examination schedule / test centre / admit card / guidelines / interview call letters etc. shall be provided through E-mail to the candidates found apparently eligible based on the online application data. Responsibilities of receiving, downloading and printing of admit card etc. will be of the candidate. GAIL will not be responsible for any loss of E-mail sent, due to invalid / wrong E-mail ID provided by the candidate.
- 10.3. Candidates who are found apparently eligible based on the online application data and have also submitted required application fee and all required documents and other details as mentioned at Clause No. 9.7 shall only be called for written test. 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 Written Test.
- 10.4. Category **(SC/ST/OBC/PH)** once filled in the online application form will not be changed and no benefit of other category will be admissible later on.
- 10.5. The OBC candidates who belong to "CREAMY LAYER" are not entitled for OBC concession and such candidates have to indicate their category as "General".
- 10.6. Relaxations / Reservations for SC/ST/OBC (Non Creamy Layer)/PH (Degree of disability 40% and above) as per Government Directives are applicable.
- 10.7. 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.
- 10.8. 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.

- 10.9. 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.
- 10.10. The Candidates employed in Govt. Departments / PSUs / Autonomous bodies must produce No Objection Certificate (NOC) at the time of Interview from their employer, if they qualify up to the stage of Interview. In case, the candidate fails to produce the NOC at the time of interview, his / her candidature will not be considered.
- 10.11. 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.
- 10.12. The prescribed qualifications and other eligibility conditions are the minimum and mere possession of the same does not entitle a candidate to appear in the written test etc.. GAIL's decision shall be final in this regard.
- 10.13. 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 Delhi Court only.
- 10.14. Candidates can go through "**Frequently Asked Questions (FAQs)**" available in the website. In case, any particular query is not covered in the FAQs, the candidate can write to GAIL at **executivetrainee2011@gail.net.in**

## **11. IMPORTANT DATES**

<b>#</b>	<b>Activity</b>	<b>Tentative Date</b>
1	Commencement of On-line registration of application by candidates	26.08.2011 (10:00 HRS) (Friday)
2	Last date for on-line registration of application by candidates	10.09.2011 (24:00 HRS) (Saturday)
3	Last date of receipt of hardcopy of the Application Confirmation Form alongwith all required documents & information as per Clause No(s). 9.7 and. 9.8	22.09.2011 (Thursday)
4	Downloading of admit card with Roll No. and other details for appearing in the Written Test	12.10.2011 (10:00 hrs) to 23.10.2011 (09:00 hrs.)
5	All India Written Test	<b>23.10.2011 (Sunday)</b>

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

**Advt. No.: GAIL/OPEN/ ET /2/2011**