

IMPORTANT INSTRUCTIONS BEFORE YOU APPLY ONLINE

Advt. No.: GAIL/OPEN/MISC/MKTG./1/2018

Please go through the detailed advertisement and ensure that you meet all the eligibility requirements and other conditions specified in the detailed advertisement, before you start filling up the Application ONLINE.

Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong information, their candidature will be rejected. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.

Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data / details ready before you start filling up the Application ONLINE such as:

- Minimum percentage of marks in the essential qualification (s), as specified as per Institute/University rules/norms. 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.
- Experience details like industry type, period served, position title, pay scales & function details. In case you have served at different positions in an organization, details of all such positions held in the organization with period served, position title, pay scales & function details.
- Category [SC/ ST/ OBC (NCL)/ PWD] once filled in the Online Application form will not be changed and no benefit of other category will be admissible later on.
- You must possess a valid e-mail ID for applying Online as the same will be used for future correspondence with you. Please create a new e-mail ID, if you do not have one, prior to filling up Online Application.
- Candidates belonging to SC/ ST/ OBC (NCL)/ PWD category, will be required to submit relevant caste certificate(s)/ PWD certificate in the proper format issued by the Competent Authority as prescribed by Government of India, along with the hard copy of the online application form. To download the prescribed format please click relevant link "**Download prescribed format for SC/ ST/ OBC(NCL)/ PWD certificate**" available on careers section of GAIL website www.gailonline.com.
- After successfully submitting Online Application, you will receive an auto generated e-mail confirming successful submission/ registration of your Online Application.
- After submitting online application, candidate is required to download the Application Form generated by the system with unique registration number.

Candidate should put his/ her signature at the space provided and bring the form with him/ her while appearing for the Walk –In Interview.

- **Candidates are NOT required to submit hard copy of application form to GAIL at this stage.**
- In case the candidate is called for further Selection Process, he/ she has to bring the downloaded application form with all **ORIGINAL DOCUMENTS** together with ONE SEPARATE SET OF PHOTO COPY of all documents duly **SELF ATTESTED** at the time of further Selection Process, failing which he/ she will not be permitted to appear in the further Selection Process.
- The last date for filling online application form is **08:30 hrs on the date of Walk-in Interviews for the respective posts.**
- In case you face any difficulty while applying Online, you can write to us at career@gail.co.in.