

GAIL (India) Limited
Recruitment of SO (F&A)

Frequently Asked Questions (FAQ)

Sl. No.	Query	Reply
1	What are the documents I need to produce in support of 'Organization of repute criteria'	<p>In case of experience with Large Private Sector Organization/ Institution /Company of repute: Documentary proof towards listing on NSE or Group A & B of BSE/ proof of having more than 500 employees in the relevant financial year/ proof of having Annual Turnover of more than Rs. 250 crores in the relevant financial year.</p> <p>The following are the tentative list of documents that are acceptable:</p> <ul style="list-style-type: none">• Turnover of more than 250 Crores<ul style="list-style-type: none">i. Annual report of the company of the relevant financial year during which the candidate was employed in the organization ORii. Annual Return downloaded from the website of Ministry of Corporate Affairs of the relevant financial year during which the candidate was employed in the organization ORiii. Letter issued by Competent Authority in the Company letter head duly signed with seal of the issuing authority stating the Annual turnover for the relevant financial year during which the candidate was employed in the organization .• Employee strength of more than 500<ul style="list-style-type: none">i. Letter issued by Competent Authority in the Company letter head duly signed with the seal of issuing authority stating the Employee strength for the relevant financial year during which the candidate was employed in the organization ORii. TRRN (Temporary Return Reference

		<p>Number) receipt of the month of submission of online application in GAIL generated from EPFO portal showing total number of employees. OR</p> <p>iii. Annual report of the company of the relevant year during which the candidate was employed in the organization mentioning employee strength OR</p> <p>iv. Any other authentic document issued by Competent Authority.</p> <p>• Listing Status - Relevant screenshots from BSE/NSE website</p>
2	In my degree course only CGPA/ GPA/ CPI has been awarded in place of percentage of marks. What should I upload?	<p>Candidates, who have been awarded CGPA/ GPA/ CPI or letter grades, should convert the grades to %age and provide only the equivalent percentage of marks in the application form.</p> <p>Following documents are acceptable for CGPA/OGPA/ Letter Grade to percentage (%) conversion proof:</p> <p>i. Conversion formula mentioned in the mark sheet / certificate of the qualification obtained. OR</p> <p>ii. Proof of Conversion of CGPA into Percentage (%) certificate issued by college or University duly signed with seal of the issuing authority OR</p> <p>iii. In case the University or College does not provide a Conversion Certificate, then an official document from the University/ College that it does not issue any such certificate of conversion.</p>
3	I belong to OBC (NCL) category and my said certificate is issued in Dec 2019?	<p>Candidates should note that OBC (NCL) certificate should be valid on the date of selection process in GAIL. In other words the OBC (NCL) should not have been issued prior to 6 months, as on date of submission.</p> <p>In case the validity of the OBC (NCL) is expired on the date selection process (GD and/or Interview), the candidate is required to re-apply to Competent Authority and carry the updated issued certificate in prescribed format on the date of the selection process at GAIL.</p>
4	I have selected the wrong venue in online application. Can I change it now?	Venue once selected cannot be changed. No communication in this regard will be entertained.

5	I have scanned the documents in pdf format and the size of pdf is coming to be larger than 2MB. How do I upload it in the system?	<p>Only pdf files less than 2MB will be accepted by the system.</p> <p>You may use various free online tools available to compress the pdf and bring it under 2mb for uploading.</p>
6	I have scanned the certificates in jpeg form but I am not able to upload it.	<p>Only pdf files will be accepted by the system.</p> <p>You may use various free online tools available to convert the jpeg file to pdf for uploading.</p>
7	In case I forget to upload any of the document can I add additional document at later stage	As mentioned very clearly in communication candidates need to be very careful while uploading the document, since there will no second opportunity given for uploading any further documents through any other mode
8	How will I claim my TA reimbursement	Candidates will need to provide proof of journey expenses (i.e. tickets / boarding pass) which will be restricted to entitled class i.e. AC III
9	I have applied for NOC at my organization but it will take some time to be issued. What should I do?	<p>You may declare that you will submit NOC on the day of stage 1 selection process in the online System and physically bring it to the interview venue for stage 1 process.</p> <p>Please note that candidates not possessing valid NOC on the day of stage 1 selection process will not be allowed to appear for the process</p>
10	I am not sure if I have uploaded the correct document. How do I check this in the system?	<p>The document uploaded can be opened using the link available near “Choose file” option after clicking on</p>  <p>“save as draft”.</p> <p>Candidate should ensure that all the necessary documents have been uploaded in the system before submission.</p>

11	I am not in a position to upload some of the documents. Will it affect my candidature.	Yes. Candidates should take utmost care to upload all the necessary documents as mentioned in the email communication and detailed advertisement failing which your candidature is liable to be rejected.
12	Where do I contact in case I have any queries?	For any query not answered above, you may write to us on career@gail.co.in .