

**GAIL (India) Limited**  
**Recruitment of ET (Chemical / Instrumentation)**

**Frequently Asked Questions (FAQs)**

Sl. No.	Query	Reply
1	In my degree course only CGPA/ GPA/ CPI has been awarded in place of percentage of marks. What document should I upload for conversion proof?	<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. Following documents are acceptable for CGPA/OGPA/Letter Grade to percentage (%) conversion proof:</p> <ul style="list-style-type: none"> <li>i. Conversion formula mentioned in the mark sheet / certificate of the qualification obtained. <b>OR</b></li> <li>ii. Proof of Conversion of CGPA into Percentage (%) certificate issued by college or University duly signed with seal of the issuing authority <b>OR</b></li> <li>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.</li> </ul>
2	I belong to OBC (NCL) category and my said certificate is issued in Dec 2020?	<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>
3	I belong to EWS category and my said certificate is issued in Dec 2020?	<p>Candidates should note that EWS certificate should be valid on the date of selection process in GAIL. In other words the EWS certificate should be valid for FY 2021-22.</p> <p>In case the validity of the EWS 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 belong to SC/ST/EWS/OBC (NCL)/PwBD category and from where I can get the prescribed formats of certificates?	<p>Prescribed certificates for SC/ST/EWS/OBC(NCL)/PwBD categories are available career section of GAIL website. Candidates may access the same using the following path/link:</p> <p style="text-align: center;"><a href="https://gailonline.com/CRcurrentSCformdownload.html">https://gailonline.com/CRcurrentSCformdownload.html</a></p>

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	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 upload/submit NOC on or before the day of selection process in the online System and keep the original with you.</p> <p>Please note that candidates not possessing valid NOC on the day of selection process will not be allowed to appear for the process.</p>
9	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>
10	I am not in a position to upload some of the documents. Will it affect my candidature.	<p>Yes.</p> <p>Candidates should take utmost care to upload all the necessary documents as mentioned in the e-mail communication and detailed advertisement failing which your candidature is liable to be rejected.</p>
11	Currently I am Final year student and our 8th semester result has not been declared yet. Can I upload my documents up to 7th Semester?	Yes, candidate may upload their marksheets up to 7 <sup>th</sup> semester for the time being. However, the candidate needs to submit all the marksheets along with degree certificate for consideration of your candidature if selected.

12	I have not received my Btech. 8th semester marksheet and degree certificate even though the results have been declared. What documents should I upload?	Candidate may upload the web-copy of the results published for the time-being. However, the candidate needs to submit all the marksheets along with degree certificate for consideration of your candidature if selected.
13	Currently I am a Final year student and our 8th semester exams have not been conducted till date. In such case, what documents should I upload for my Btech degree?	Candidate may upload their marksheets upto 7 <sup>th</sup> semester for the time being. However, the candidate needs to submit all the marksheets along with degree certificate for consideration of your candidature if selected.
14	Can I upload digital certificates downloaded from DigiLocker for Class X and Class XII certificates.	Yes, candidate can use digital certificates downloaded from <b>DigiLocker</b> for Class X and Class XII certificates for uploading in the system. However, candidate need to produce the original certificate at the time of joining.
15	In my State board, only marksheet is issued for Class X & Class XII. What should I do?	If your school board does not issue separate passing certificate in Class X & XII, you may upload your marksheet against passing certificate in online system.
16	What documents can I submit for proving date of birth?	Matriculation/ Class-X Certificate/ Mark Sheet
17	In application form for employment, I need to fill Exact age (As on the day of interview): When is the interview date?	Candidate may fill the age in Application for employment as on date of filling of application.
18	I had downloaded the online application form a few months back but now I am not able to find it. How can I download it again.	Candidate may download their online applications from the link <a href="https://gailonline.com/CR-ApplyingGail.html">https://gailonline.com/CR-ApplyingGail.html</a>
19	I do not have any experience certificate issued by the employer. What other documents can I upload?	Candidate may upload their respective offer letter(s) and latest pay-slip against experience documents.
20	Where do I contact in case I have any queries?	For any query not answered above, you may write to <a href="mailto:career@gail.co.in">career@gail.co.in</a> through email using subject as “ <b>Document upload for GATE-2021</b> ”. Mails sent without the mentioned subject line will not be entertained.