



GAIL (INDIA) LIMITED
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Corporate Identification Number: L40200DL1984GOI018976

CAREER OPPORTUNITIES IN LEGAL DISCIPLINE

GAIL (India) Limited, a Maharatna PSU and India's flagship Natural Gas company is integrating all aspects of the Natural Gas value chain (including Exploration & Production, Processing, Transmission, Distribution and Marketing) and its related services. In a rapidly changing scenario, GAIL is spearheading the move to a new era of clean fuel industrialization by creating a quadrilateral of green energy corridors that connect major consumption centres in India with major gas fields, LNG terminals and other cross border gas sourcing points. GAIL is also expanding its business overseas to become a formidable player in the International Market.

GAIL (India) Limited, invites applications from Indian nationals fulfilling the eligibility criteria for filling up following post in Table-I below:

Table-I

#	Name of the post	Grade	UR	EWS	SC	ST	OBC (NCL)	Post identified as suitable to be held by PwBDs in following categories
1	Chief General Manager (Law)	E-8	1	-	-	-	-	VH (B, LV), OH (OA, OL, OAL, BL), LC, DW, AAV

Abbreviations Used

Abbreviations	Explanation
PwBD	Persons with Benchmark Disabilities
HH	Hearing Impaired
VH	Visually Impaired
OH	Orthopedically Impaired
OA	One Arm
OL	One Leg
BL	Both Legs
OAL	One Arm and One Leg
B	Blind
LV	Low Vision
AAV	Acid Attack Victims
DW	Dwarfism
LC	Leprosy Cured
NCL	Non Creamy Layer
UR	Unreserved
EWS	Economically Weaker Section
SC	Scheduled Caste
ST	Scheduled Tribe
OBC (NCL)	Other Backward Class (Non Creamy Layer)

Persons with Benchmark Disabilities belonging to the category/ categories for which the post is identified (as indicated in Table-I above) can also apply even if no vacancies are specifically reserved for them. Such candidates will be considered for selection for appointment to the post by general standard of merit.

1. Minimum Essential Qualification(s), Minimum Essential Experience and Upper Age Limit for the above posts shall be as indicated in Table -II below:

Table-II

Sl. No.	Post/Grade/Pay Scale & Upper Age Limit	Minimum Essential Qualification(s)	Minimum Essential Experience
1	<p>Post: Chief General Manager (Law) Grade: E-8</p> <p>Pay Scale: Rs.1,20,000 – 2,80,000/-</p> <p>Upper Age Limit: UR : 52 years</p>	<p>Graduate Degree in any Discipline with minimum 55% marks and Bachelor Degree in Law (LLB) (minimum 3 years professional course) with minimum 55% marks OR 5 years Integrated LLB Degree (Professional) with minimum 55% marks.</p> <p>Preference will be given to candidates having Master Degree in Law (LLM).</p>	<p>Candidate must possess minimum 24 years of post-qualification executive experience (including experience as ET/MT) in State/ Central Government Department(s)/ Organization(s)/ Undertakings(s) and/or Large Private Sector Organization(s)/ Institutions(s)/ Company(ies)/ Large Law Firm as an employee of that organization, out of which at least 16 years' should essentially be in legal function.</p> <p>Candidates having experience in Oil & Gas sector will have an added advantage.</p> <p>Candidates presently working in Government/ PSUs/ PSBs must have minimum 01 year experience in the next lower pay scale (in IDA pattern) of Rs.1,20,000-2,80,000/- (revised scale of 2017) or equivalent (In CPSEs where the scale of Rs.1,20,000-2,80,000/- is being operated in more than one executive level, only one level below the highest level in which the scale of Rs.1,20,000-2,80,000/- is operated will be considered).</p>

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

- 2.1 Minimum essential educational qualification(s) required shall be as indicated in Table-II against the post.
- 2.2 Only full time Regular courses will be considered.
- 2.3 All minimum essential qualification(s) 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(s), as specified shall be considered as per Institute/ University rules/ norms.
- 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. Candidates will be required to submit documentary proof/ certificate to this effect from the

Institute/ University at the time of Interview, if called for the same.

- 2.6 Minimum Essential Post Qualification **Executive Experience** in State/Central Government Department(s)/ Institution(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) /Large Law Firm(s) should be as on **04.12.2020**. Industrial/ Vocational Training undergone as a part of a course curriculum will not be considered against minimum essential experience criteria.

The period of apprenticeship training of the candidates in the relevant industry of State/ Central Government/ Department(s)/ Organization(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) / Public Sector Enterprise/ Large Private Sector Enterprise/ Large Law Firms as prescribed against the post will be considered as experience against the requisite post qualification minimum essential experience criteria subject to fulfillment of all other eligibility criteria as per the terms and conditions.

- 2.7 **Large Private Sector Organization/ Institution /Company** shall include only such private sector organizations /institutions/ companies which has annual turnover of more than Rs. 250 crores in any one of the last 02 financial years. Similarly, Large Law Firm shall include only such Law Firm(s) which has annual turnover of more than Rs.10 crores in any one of the last 02 financial years. The candidates are required to submit suitable documentary proof to establish the same.
- 2.8 Experience of candidates working on contract basis through an empanelled agency/ contractor (i.e., those who have been deployed on contract basis by some other agency/ organization) will not be considered. Only direct work experience including fixed term basis employment in an organization will be taken into consideration.

3. Relaxation in Minimum Qualifying Percentage of Marks in Essential Qualification(s)

- 3.1 **SC/ ST /PwBD category candidates** applying against unreserved posts shall be considered under general standard of merit and no relaxation in minimum qualifying percentage of marks in education qualification shall be available to them.

4. Upper Age Limit and Age Relaxation

- 4.1 Upper Age Limit for the above post as indicated in Table-II should be as on **04.12.2020**.
- 4.2 The upper age limit is relaxable by 10 years for PwBD candidates. Relaxation in age limit shall be applicable for PwBD category candidates irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for concerned PwBD category candidates. The upper age limit is also relaxable by 05 years for candidates domiciled in the State of Jammu & Kashmir between 01.01.1980 and 31.12.1989.
- 4.3 **SC/ST/OBC (NCL) category candidates** applying for post marked unreserved (UR) posts shall be considered under general standard of merit and no relaxation in upper age limit shall be available to them.
- 4.4 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 03 years the maximum age limit prescribed for the post/ services for which a candidate seeks appointment, he/ she be deemed to satisfy the conditions regarding the age limit.
- 4.5 **Maximum upper age of the applicants shall not exceed 56 years including all possible age relaxations.**

- 4.6 Relaxations and concessions for Persons with Benchmark Disabilities (PwBDs) category candidates will be in accordance with the Government directives in this regard.

5. EMOLUMENTS

- 5.1 The candidates selected shall be on probation for a period of one year and shall draw initial basic pay in the corresponding pay scales as indicated in **Table-III** below:

Table-III

Grade	Pay Scale	Initial Basic Pay
E-8	Rs.1,20,000 – 2,80,000/-	Rs.1,20,000/-

- 5.2 **Pay and Allowances:** Basic Pay as applicable in the grade, Variable Dearness Allowance (VDA) at the applicable rates and perks & allowances under cafeteria approach.
- 5.3 **Variable Pay:** Performance Related Pay as per the applicable policy.
- 5.4 **Other Benefits:** Company Accommodation/ Leased Accommodation/ HRA, medical facility, group insurance, house building advance, conveyance advance etc. as per the rules of the company.
- 5.5 **Superannuation Benefits:** Subject to fulfilling requisite terms & conditions, employees will be eligible for Contributory Provident Fund, Gratuity, and Pension under Defined Contributory Scheme. Further, Post-Retirement Medical Benefits under Defined Contributory Scheme will be extended to those who superannuate from GAIL after rendering a minimum of 15 years of continuous service.
- 5.6 All the above benefits will be governed by the policy of the Company in force & amended from time to time.

6. PLACEMENT/ ASSIGNMENTS:

- 6.1 The selected candidates may be posted at any of the installations/ projects/ offices, etc. of GAIL (India) Limited or any of the subsidiaries/ Joint Ventures of GAIL (India) Limited or deputed to any Department of Govt. of India/ other PSUs, etc. The selected candidates may be assigned jobs/ functions/ assignments as per the business requirements of the Company.

7. APPLICATION FEE

- 7.1 At the time of submission of online application, candidates belonging to **General, EWS & OBC (Non Creamy Layer)** category are required to pay a non-refundable application fee of **Rs. 200/-** (Rupees Two Hundred only)(excluding applicable bank charges) by any one of the following 03 modes:
1. Net banking of any Nationalised/ Private Banks
 2. Card payments of any Nationalised/ Private Banks
 3. Other Payment Mode: Pre Acknowledgement Payment (PAP) form through State Bank of India Branch.

The application fee is to be paid by logging into website of State Bank of India (www.onlinesbi.com) and further selecting the option "State Bank Collect". The User Manual for payment of application fees is available at GAIL website (www.careers.gail.co.in). Further, the details of the SBCollect Reference Number is to be filled up in the online application form. The Application fee once deposited/ paid will not be allowed to be withdrawn and the application fee once paid will neither be refunded on any account nor would this fee be held in reserve for future exam/ selection.

- 7.2 **SC/ ST/ PwBD category candidates are exempted from payment of application fees.** However, for claiming exemption in application fees, SC/ ST candidates will have to submit a true copy of SC/ ST certificate as applicable, issued by the Competent Authority in the prescribed format and PwBD category candidates claiming exemption in application fee will have to submit a true copy of disability certificate in the prescribed format issued by Competent Authority at the time of further Selection Process.

8. HOW TO APPLY

8.1 CANDIDATES WILL BE REQUIRED TO APPLY ONLINE THROUGH GAIL WEBSITE: www.gailonline.com. No other means / mode of application shall be accepted. Website will be open from 1100 hrs on 05.11.2020 to 1800 hrs on 04.12.2020.

8.2 Before registering/applying online, candidates are advised to go through detailed instructions related to the application process. The candidate should possess the following and keep the same handy while applying online:

- (i) Valid email ID and mobile no.
- (ii) SBCollect Reference Number generated by State Bank of India, if applicable.
- (iii) Scanned copy of self-attested recent passport size colour photograph (3.5 X 4.5 cm) of the candidate with white background (.JPEG/ .JPG/ .BMP format size upto 50 KB).

8.3 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 keep the form with him/ her for future reference.

8.4 Candidates are NOT required to submit hard copy of application form to GAIL at this stage.

8.5 In case the candidate is called for Selection Process, he/ she has to bring the downloaded application form with all **ORIGINAL DOCUMENTS** [in the order as mentioned below] together with **ONE SEPARATE SET OF PHOTO COPY** of all documents duly **SELF ATTESTED** (in the same order) at the time of further Selection Process, failing which he/ she will not be permitted to appear in the Selection Process:

- (i) Copy of SB Collect Reference Number generated by State Bank of India, if applicable.
- (ii) Print out of the Online Application form with 02 recent passport size photograph (same photograph uploaded on the online application form) along with signature on the application form.
- (iii) Document in support of Date of Birth proof – Matriculation/ Class-X Certificate/ Mark Sheet.
- (iv) Caste/Tribe certificate [for SC/ ST/ OBC (NCL) category candidates as applicable] in the prescribed format issued by the Competent Authority as prescribed by Government of India, EWS certificate [for Economically Weaker Section candidates as applicable] in the prescribed format issued by the Competent Authority as prescribed by Government of India, Disability certificate [in case of PwBD category candidates] in the prescribed format issued by the Competent Authority and Ex-servicemen Proof (in case of Ex-servicemen candidates). Economically Weaker Section and OBC (Non Creamy Layer) category candidates are required to submit **latest EWS /Caste certificate**.
- (v) All Certificates/Testimonials in respect of qualifications (all semester/year wise Mark Sheet, Degree & Diploma certificate starting from matriculation onwards).

- (vi) Documentary proof/ certificate from the Institute/ University (as per norms adopted by University/ Institute) indicating equivalent percentage of marks secured in case degree is awarded in CGPA/ OGPA or letter grade.
- (vii) Complete and Proper Experience certificates/ Documents issued by the Employer in support of experience details mentioned by the candidate in the online Application Form.

Only following types of documentary proofs towards experience will be considered:

I. For Past Employment:

- Experience letter issued by competent and authorized executive of the organization indicating designation, date of joining and date of relieving the organization by the employee concerned **OR**
- Appointment letter clearly mentioning the designation and date of joining the organization along with the acceptance of resignation letter/ relieving order.

II. For Current Employment:

- Experience letter issued by competent and authorized executive of the organization indicating designation, and date of joining the organization by the employee concerned along with latest pay slip **OR**
- Appointment letter clearly mentioning the designation, date of joining the organization and Latest Pay Slip along with any one of the following optional documents:
 - Identity card issued by current employer
 - Annual Increment letter
 - Promotion order/Transfer order etc.
 - In the event of absence of appointment letter and latest pay slip, candidature of such candidates shall be liable to be rejected.

- (viii) In case of experience with **Large Private Sector Organization/ Institution /Company / Large Law Firm(s)**: Documentary proof of having Annual Turnover of more than Rs. 250 crores in any of the last 02 financial years for **Large Private Sector Organization/ Institution /Company** and Documentary proof of having Annual Turnover of more than Rs. 10 crores in any of the last 02 financial years for **Large Law Firm**.
- (ix) NOC/ Forwarding Letter from the present employer in case the candidate is employed in Central/ State Government Department, Central/ State PSUs or Semi Government organization.
- (x) **Valid ID Proof:** PAN Card/ Voter ID/ Aadhar Card/ Driving License etc.
- (xi) **Candidates should ensure that they bring all the documents mentioned as above to the venue of Selection Process or as may be demanded by GAIL including online submission of documents. In the event of failure of candidate to submit any of the required documents as mentioned above, candidature of such candidate shall be liable to be rejected.**

8.6 Three copies of the photo (same photograph uploaded on the online application form) should be retained for future use. Candidates are advised not to change their appearance till the recruitment process is complete.

8.7 Before applying for the post, candidates should ensure that he/ she fulfills 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. The application fee paid by such ineligible candidates shall be forfeited. No correspondence shall be entertained in this regard.

9. HEALTH/MEDICAL FITNESS

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 get their Pre-Employment Medical Examination done in a Central/ State Government Hospital (having the status of minimum District Hospital) or in GAIL nominated empanelled hospitals and submit Medical reports in the prescribed formats issued by Medical Authority i.e., Chairman of Medical Board or Civil Surgeon or Medical Superintendent or Chief Medical Officer or equivalent of a Central/ State Government Hospital (having the status of minimum District Hospital) or in GAIL nominated empanelled hospital. Acceptance of joining will be subject to the Medical Fitness Certificate so issued by the Medical Authority being further accepted by designated CMO, GAIL (India) Limited. GAIL reserves the right to re-examine or review the Medical Examination report submitted by the candidate without assigning any reason and decision of GAIL's designated CMO will be final and binding. Detailed guidelines on Medical Standards/ Norms for Medical Fitness and Pre-Employment Medical Examination are available on GAIL website www.gailonline.com

10. SELECTION PROCESS

10.1 Candidates fulfilling all the eligibility criteria (based on the application as submitted in the online application), will be considered for further Selection Process. Depending on the number of candidates fulfilling all criteria, candidates will undergo single stage/ multiple stage selection process. In the event of number of applications being large, GAIL will adopt shortlisting criteria to restrict the number of candidates to be called for further selection process to a reasonable number by suitably raising the minimum eligibility standards.

10.2 Screening and selection will be based on the details provided by the candidates, hence it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong/ false information will be a disqualification and GAIL will not be responsible for any consequence of furnishing such wrong/ false information.

10.3 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.

10.4 All the details given in the online form will be treated as final and no changes will be entertained.

10.5 It may please be noted that submission of online applications under fictitious or pseudo names/ email ids is strictly prohibited. Any candidate resorting to such practices will be liable for

suitable action under the provisions of IT Act 2000.

10.6 Selection Process will involve interview before the Selection Committee.

10.7 The selection process as indicated above is tentative. Selection Process may, however, vary depending upon the administrative/ business requirements of the Company.

11. OTHER TERMS & CONDITIONS AND GENERAL INSTRUCTIONS

11.1 Only Indian Nationals are eligible to apply.

11.2 The candidates should ensure that they fulfill all eligibility criteria and other conditions of this advertisement and that the particulars furnished by them in the on-line application and the documents submitted by them later on (in terms of Clause 8.5 as mentioned above) are correct in all respects. Mere admission to the Selection Process 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 recruitment 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.

11.3 Request for change of Mailing address/ email ID/ category/ posts as declared in the online application will not be entertained.

11.4 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 email only. All information/ communication regarding participation in the Selection Process shall be provided through email to the candidates found apparently eligible based on the online application data and documents submitted. Responsibilities of receiving and downloading of information/ communications etc. will be of the candidate. GAIL will not be responsible for any loss of email sent, due to invalid/ wrong email ID provided by the candidate and no correspondence in this regard will be entertained.

11.5 Only shortlisted candidates who are found apparently eligible based on the online application data and documents submitted will be called for participating in the Selection Process. In case the applicant does not receive any communication within **120 days** from the date of publication of this advertisement, it may be presumed that he/ she has not been shortlisted for the Selection Process.

11.6 Category [**SC/ST/OBC (NCL)/EWS/PwBD**] once filled in the online application form will not be changed and no benefit of other category will be admissible later on.

11.7 The OBC candidates who belong to "**CREAMY LAYER**" are not entitled for OBC concession and such candidates have to indicate their category as "General".

11.8 Relaxations/ Reservations for SC/ ST/ OBC (Non Creamy Layer)/ PwBD/Ex-Serviceman as per Government Directives are applicable.

11.9 Degree of Disability for reservation

Only such PwBD candidates would be eligible to get the applicable benefit of reservation/ concessions who suffer from not less than 40 % of relevant disability. For claiming the benefit of reservation/ concessions applicable for PwBDs, the candidates will have to submit a disability certificate as per formats prescribed by the Ministry of Social Justice and

Empowerment vide notification no. G.S.R. 591(E) dated 15.06.2017 in support of their claim. To download the prescribed format please click relevant link "**Download prescribed format for SC/ST/OBC (NCL)/EWS/PwBD certificate**" available on careers section of GAIL website www.gailonline.com. In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority, his/ her candidature will not be considered.

- 11.10 Candidates belonging to **SC/ST** category should produce their caste certificate in the prescribed format issued by Competent Authority as prescribed by Government of India in support of their claim. To download the prescribed format please click relevant link "**Download prescribed format for SC/ST/OBC(NCL)/EWS/PwBD certificate**" available on careers section of GAIL website www.gailonline.com. In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority as prescribed by Government of India, his/ her candidature will not be considered.
- 11.11 Candidates belonging to **OBC (Non-Creamy Layer)** category should produce their latest caste certificate in the prescribed format issued by Competent Authority as prescribed by Government of India in support of their claim. To download the prescribed format please click relevant link "**Download prescribed format for SC/ST/OBC(NCL)/EWS/PwBD certificate**" available on careers section of GAIL website www.gailonline.com. The name of the caste and community indicated in the OBC(NCL) certificate must appear in the central list of Other Backward Classes. In case, the candidate fails to produce his latest caste certificate in the prescribed format issued by Competent Authority as prescribed by Government of India, his/ her candidature will not be considered. Further, OBC (NCL) candidates will have to give a self-undertaking indicating that they belong to OBC (NCL) category at the time of participating in the Selection Process, if called for the same.
- 11.12 Candidates presently employed in Central/ State Government Department, Central/ State PSUs or Semi Government Organization shall either forward their application through **Proper Channel** or shall produce **NOC** from their present employer at the time of Selection Process. 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 Selection Process, his/ her candidature will not be considered.
- 11.13 Candidature of the registered 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 found inconformity with eligibility criteria mentioned in the advertisement.
- 11.14 GAIL reserves the right to raise the minimum eligibility standards. GAIL also reserves the right to fill or not to fill all or any of the above positions and cancel/ restrict/ enlarge/ modify/ alter the recruitment/ selection process without any further notice or assigning any reasons whatsoever.
- 11.15 The prescribed qualifications/ experience are the minimum and mere possession of the same does not entitle a candidate for participating in the Selection Process. GAIL's decision shall be final in this regard.
- 11.16 List of candidates shortlisted for participating in the Selection Process and also the list of selected candidates for appointment for the above posts will be displayed on GAIL Website www.gailonline.com for the information of the candidates in due course of time. Candidates are advised to visit GAIL Website www.gailonline.com for latest updates.
- 11.17 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.

11.18 Any revision, clarification, addendum, corrigendum, time extension, etc. to the above advertisement will be hosted on “careers” section of GAIL website: www.gailonline.com only and no separate notification shall be issued in the press. Candidates are requested to visit the website regularly to keep themselves updated.

11.19 IMPORTANT DATES

#	Activity	Date
1	Commencement of On-Line registration / submission of application by candidates	05.11.2020 (From 11.00 hrs. onwards)
2	Last date for on-line registration / submission of application by candidates	04.12.2020 (Upto 18.00 hrs.)

12. IMPORTANT INSTRUCTIONS

12.1 The Online Application shall be deemed to be submitted only upon receipt of Application Fee (as applicable) and upload of Self Attested Photograph.

12.2 Candidates are advised in their own interest to complete the registration process, pay application fee online (as applicable) and final submission of online application sufficiently in advance before the last date so as to avoid the possibility of disconnection /inability / failure to log on to the website on account of heavy load on internet or website jam.

12.3 We hereby caution the general public not to fall prey to the dubious agencies/organizations/individuals/aiming at fleecing money from the innocent public. Don't believe any advertisement/job announcement of GAIL (India) Limited circulated through e-mail, social media etc. Please rely on information hosted on our website www.gailonline.com for any job/career related information pertaining to GAIL (India) Limited.

ADVT. No: GAIL/OPEN/LAW/2/2020