GAIL (India) Limited
GAIL Bhawan, 16, Bhikaiji Cama Place
R.K. Puram, New Delhi-110 066
PHONE: 011-2617 2580; Email: career@gail.co.in
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 offers one of the best compensation packages in terms of Cost to Company with the opportunity to learn, grow and thrive with the No. 1 Gas Company of the Country.

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

Table-I

Name of the post	Grade	No. of post	Category	Post identified as suitable for PwBDs in following categories
Chief General Manager (Law)	E-8	**01**	**Unreserved (UR)**	**a) B, LV** **b) D, HH** **c) OA, BA, OL, OAL, BL, CP, LC, Dw, AAV** **d) MI** **e) MD involving (a) to (d) above**

Abbreviations Used

Abbreviations	Explanation	Abbreviations	Explanation
PwBD	Persons with Benchmark Disabilities	BL	Both Legs
B	Blind	LC	Leprosy Cured
LV	Low Vision	OAL	One Arm and One Leg
D	Deaf	CP	Cerebral Palsy
HH	Hard of Hearing	AAV	Acid Attack Victims
OA	One Arm	Dw	Dwarfism
OL	One Leg	MI	Mental Illness
BA	Both Arms	MD	Multiple Disability

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

PwBD category candidates of relevant category applying against a vacancy specifically reserved for them shall be eligible for the benefit of reservation/ concessions, if specified disability is not less than **40%** of the relevant disability.

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

Table-II

Post/Grade/ Pay Scale & Age Limit	Minimum Essential Qualification(s)	Minimum Essential Experience
Post: Chief General Manager (Law) Grade: E-8 Pay Scale: ₹ 1,20,000-2,80,000/- Upper age limit: 52 years	Graduate Degree in any Discipline with minimum **50%** marks and Bachelor Degree in Law (LLB) (minimum 3 years professional course) with minimum **50%** marks **OR** 5 years Integrated LLB Degree (Professional) with minimum **50%** marks. Desirable : Master Degree in Law (LLM)	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) of repute as an employee of that Organization. Out of required 24 years, at least 16 years should essentially be in legal function. Experience of up to 8 years as an advocate in Large Law Firm, out of total 24 years of required experience, shall also be considered. Candidates who have experience as an Advocate in large law firm must be enrolled with the concerned Bar Council as an advocate during the period for reckoning such experience. Candidates currently working in Large Private Sector Organization(s)/ Institutions(s)/ Company(ies) of repute/ Large Law Firms must have minimum annual CTC of Rs.35 Lakh as on the closing date of online application. Candidates currently working in Government Organizations, Public Sector Undertakings (PSUs), or Public Sector Banks (PSBs) must have minimum 01 year experience in the next lower pay scale (in IDA pattern) of ₹. 1,20,000-2,80,000/- (revised scale of 2017) or equivalent. In CPSEs where the pay scale of **₹1,20,000-2,80,000/-** is being operated in more than one executive level, the following criteria shall be applied:

		• **Two executive levels in the pay scale of ₹1,20,000-2,80,000/- :** Executives with minimum 01 year experience in one level below the highest level in which the pay scale of ₹1,20,000-2,80,000/- is operated shall be considered eligible. • **Three executive levels in the pay scale of ₹1,20,000-2,80,000/- :** Executives with minimum 05 years experience in two levels below the highest level in which the pay scale of ₹1,20,000-2,80,000/- is operated shall be considered eligible.

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

2.1 Minimum essential educational qualification(s) required shall be as indicated in **Table-II** against each 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/CPI 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. Candidates will be required to submit documentary proof/ certificate to this effect from the Institute/ University at the time of document verification.**

2.6 Minimum Essential Post Qualification **Experience** as mentioned at **Table-II** above should be as on **02.12.2026**.

2.7 The period of Apprenticeship training (as per The Apprenticeship Act 1961) 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) of repute 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. Candidates have to produce certificate issued by both Statutory Body & the organization of training, in proof of having completed the apprenticeship training. However, Industrial/ Vocational/Articleship Training undergone as a part of a course curriculum will not be considered against minimum essential experience criteria.

2.8 Large private sector organization/ Institution/Company of repute shall include Listed companies (which would mean and include companies listed on NSE or group A OR B of BSE) **OR** Organization/Institution/ Companies with more than 500 regular employees **OR** having an annual turnover of more than ₹250 crores during any of the relevant Financial year(s) of employment in that organization. Large Law Firm(s) would include only such Law Firm having an annual turnover of more than ₹ 10 crores during any of the relevant Financial year(s) of employment in that organization. The candidates are required to submit suitable documentary proof to establish the same.

2.9 Experience of candidates working on contract basis through empanelled agency/ contractor (i.e., those who have been deployed on contract basis by some other agency/ organization for working on project/construction/O&M or any other activity) will not be considered. Only direct work experience including fixed term basis employment in an organization will be taken into consideration.

2.10 Equivalent and one level below pay scales of CPSEs, PSU Banks & Central Govt. for candidates applying for E8 grade are mentioned below: -

Table III

Post, Grade, IDA pay scale & Equivalent CDA/IBA Pay scale	**One level Below Grade/ Pay scale (IDA pattern) (as per pay revision for CPSEs 2017)**	**One level Below Grade /Pay scale (CDA pattern) (revised 7th CPC w.e.f. 2016) for Govt Organizations**	**One level Below Grade /Pay scale in PSU Banks (as per IBA pay revision 2022)**
Chief General Manager; E-8 Grade; Pay scale -Rs 1,20,000-2,80,000/- * Equivalent Pay scale (CDA) – Rs 1,82,200-2,24,100/- Equivalent Pay scale (IBA) – Rs 1,56,500-1,73,860/-	E-7 Grade; Rs 1,00,000-2,60,000/-	Level 14; Rs. 1,44,200-2,18,200/-	Scale – VI; Rs 1,40,500-1,56,500/-

(*) In CPSEs where the pay scale of ₹1,20,000-2,80,000/- is being operated in more than one executive level, the following criteria shall be applied:

- Two executive levels in the pay scale of ₹1,20,000-2,80,000/- : Executives with minimum 01 year experience in one level below the highest level in which the pay scale of ₹1,20,000-2,80,000/- is operated shall be considered eligible.

- Three executive levels in the pay scale of ₹1,20,000-2,80,000/- : Executives with minimum 05 years experience in two levels below the highest level in which the pay scale of ₹1,20,000-2,80,000/- is operated shall be considered eligible..

Note: - Candidates working in State Govt. Organizations or Organisations (Govt./PSUs/other Govt. agencies/autonomous bodies of Govt) which are following pay scales other than that mentioned in Table III above will be required to submit certificate/valid documentary proof issued by their organisation indicating the level at which their pay scale is placed vis -a vis IDA/CDA/PSU Bank pay

scale, whichever is applicable.

3. RELAXATION IN MINIMUM PERCENTAGE OF MARKS IN EDUCATIONAL QUALIFICATION(S)

Candidates applying against unreserved posts shall be considered under general standard of merit and no relaxation in Minimum Percentage of marks in Educational Qualification shall be available to them. Further, no rounding off in marks to the next higher digit will be allowed for calculation of percentage of marks secured in Bachelor degree/ Master Degree etc. e.g 49.99% will not be considered as 50%.

4. UPPER AGE LIMIT AND AGE RELAXATION

4.1 Upper Age Limit is indicated at Table-II above and shall be reckoned as on **02.12.2026.**

4.2 The upper age is relaxable by 10 years for PwBD category candidates.

4.3 Candidates applying against unreserved posts shall be considered under general standard of merit and no relaxation in Upper Age Limit is applicable. However, relaxation in Upper Age Limit shall be applicable for PwBD Candidates irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for PwBDs. Relaxation and concessions for PwBD category candidates will be in accordance with the Government of India directives in this regard.

4.4 In case of Ex-serviceman 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 applies for, he/ she will be deemed to satisfy the conditions regarding meeting the age limit.

4.5 **Maximum upper age of the applicants shall not exceed 56 years including all possible age relaxations.**

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-IV** below:

Table-IV

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

5.2.1 Protection of pay shall be applicable to candidates joining GAIL from Public Sector Undertakings, Central/State Government Departments or Autonomous Bodies of Govt., Public Sector Banks, Semi- Government Institutions etc. However, the same shall be evaluated on the basis of Cost to the Company (CTC) (excluding PRP) keeping in view Last Pay Certificate (LPC)/ CTC statement submitted by the candidate. Following components will constitute CTC for the purpose of comparison in GAIL Vs previous organization:

- Basic Pay
- Dearness Allowance
- Cafeteria of Perks and Allowances
- HRA at the applicable rate for the location of joining GAIL (to be compared with amount admissible for such category of location in the previous organization)
- Non-Practicing Allowance (for Medical Officers only)
- Superannuation Benefits

5.2.2 Allowances in the nature of Location-based Compensatory Allowance, Operational/ Work-based Allowance, Work-based Hardship Duty Allowance, Special Compensatory Allowance, etc. will not be considered for arriving at the aforesaid CTC comparison at point no 5.2.1.

5.2.3 It will be the sole responsibility of the candidate to submit the LPC/CTC statement of the previous employment for consideration of his/her request for pay protection.

5.2.4 Pay protection cases settled by GAIL in terms of the above methodology shall be final and binding on the concerned employee.

5.3 **Pay and Allowances:** Basic Pay as applicable in the grade, Variable Dearness Allowance (VDA) at the applicable rates and perks & allowances under Cafeteria Approach.

5.4 **Variable Pay:** Performance Related Pay as per the applicable policy.

5.5 **Other Benefits**: Company Accommodation/ Leased Accommodation/ HRA, medical facility, group insurance, house building advance, conveyance advance etc. as per the rules of the company.

5.6 **Superannuation Benefits**: Subject to fulfilling of 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.

5.7 All the above benefits will be governed by the policy of the Company in force & amended from time to time

6 PLACEMENT/ ASSIGNMENTS:

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 Government of India/ other PSUs, etc. The selected candidates may be assigned jobs/ functions/ assignments as per the business requirements of the Company including shift operations.

7. APPLICATION FEE

7.1 At the time of submission of online application, candidates belonging to **UR/EWS/OBC (NCL)** category are required to pay a non-refundable application fee of **₹ 200/- (Rupees Two Hundred only)** (excluding applicable Convenience Fee and Taxes). However, **SC/ ST/PwBD category**

candidates are exempted from payment of application fees subject to submission of true copy of certificate(s) as applicable, issued by the Competent Authority in the format as prescribed by Government of India at the time of document verification.

7.2 The application fee Payment link is hosted under the Miscellaneous Tab (adjacent to "Experience Details" Tab) in the Application Page. Applicants need to click on link "Please click on link for Payment" and proceed to the Payment Page.

7.3 Applicants need to choose their preferred mode of payment such as Credit Card, Debit Card, Net Banking, Paytm, Wallet & UPI etc. to pay the Application Fee. Applicable Convenience Fee and Taxes, if any over and above the Application Fee will be borne by the Applicant.

7.4 After successful Transaction, applicants will be redirected to GAIL's Career Home Page/Miscellaneous Page to continue further for Final Submission of the Application. Transaction Date, Receipt Number, Amount and Payment Status will be auto populated under the Payment Heads against each successful Transaction. Applicants may also take a note of the Payment Details for future reference.

7.5 In case of Transaction Failure, Applicants are advised to retry by clicking on link "Please click on link for Payment" hosted in Miscellaneous Tab. Applicants are advised to complete the Transaction (Payment of Application fee) before the closure of the Application window to avoid "Non-Submission of Application".

7.6 Applicants are advised to take up the issue directly with their Bank/Service Provider in case there is any Payment related issues (i.e. failure of Transaction).

7.7 GAIL (India) Limited will not be responsible for Non-Submission of complete Application within the notified date and time as per the Advt. on account of Transaction related issue.

8. HOW TO APPLY

8.1 CANDIDATES WILL BE REQUIRED TO APPLY ONLINE THROUGH GAIL WEBSITE (https://gailonline.com**) :**

No other means / mode of application shall be entertained. Application portal for the same shall remain open from **1100 hrs. on 03.11.2026 to 1800 hrs. on 02.12.2026.**

8.2 Before registering/applying online, candidates are advised to go through **Detailed Instructions**. The candidate should possess the following and keep the same handy while applying online:

(i) Valid e-mail ID and Mobile no. It should be kept active during the entire recruitment process. Registration number, password, and all other important communication will be sent on the same registered e-mail ID *(please ensure that email sent to this mailbox is not redirected* to *junk/spam folder).*

(ii) Scanned copy of recent passport size colored photograph (3.5 X 4.5 cm) and signature (3.5 X 4.5 cm) of the candidate. Size of file should be up to 250 KB in '.JPG', '.PNG' or '.JPEG' format only.

8.3 Candidates should take utmost care to furnish the correct details while filling in the on-line application. CANDIDATE CAN EDIT THE INFORMATION BEFORE SUBMISSION. Hence, Candidates are advised to take a preview of the application form before submitting the same. Once the form is submitted, it cannot be edited.

8.4 The step by step process for submitting the application form for the same is given below:

8.4.1 Step-I: Registration using Personal Details, Contact details and e mail ID. User Id and password will be sent to you Candidate on registered e-Mail Id.

8.4.2 Step-II: Login using the credentials.

8.4.3 Step-III: Select the Advertisement No. and then the post for which you Candidate is applying.

8.4.4 Step-IV: Complete the Application form (Personal details, Qualification & Experience details).

8.4.5 Step-V: Make payment (if applicable)

8.4.6 Step-VI: Check entered details using "Final Preview" option available.

8.4.7 Step-VII: Submit the form after verifying all the information.

8.5 After submitting online application, candidate is required to keep the copy of the Application form with unique Application Sequence number handy. The same can be downloaded from the site after submission of the application. Candidates are advised to keep this form for future references against this recruitment process.

8.6 Candidates are NOT required to submit hard copy of application form and/or any other document to GAIL at this stage.

8.7 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 document verification, **failing which he/ she will not be permitted to appear** in the further selection process:

(i) Print out of the Online Application form with 02 recent passport size photographs (same photograph as uploaded on the online application form) along with signature on the application form.

(ii) Document in support of Date of Birth proof – Matriculation/ Class-X Certificate/Class X Marks Sheet.

(iii) 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, 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). Income and Asset Certificate issued by Competent Authority (as per the prescribed format) [in case of EWS category candidates].

(iv) All Certificates/Testimonials in respect of qualifications (all semester/year wise Mark Sheets, Degree & Diploma certificates starting from matriculation onwards) 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.

(v) Complete and Proper Experience certificate/Document 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:

A. For Past Employment:

1. Experience letter/Service Certificate issued by competent and authorized executive of the organization indicating Name, Employment type: Regular/Fixed Term etc., Designation, date of joining including date of relieving the organization by the employee concerned, Last Pay Slip / Salary Slip, and any document clearly mentioning the roles and responsibilities in the organization **AND**
2. Any two of the following documents:
   i. Offer Letter/Appointment letter clearly mentioning the date of joining the organization along with the Terms and Conditions of Employment
   ii. Annual Increment letter
   iii. Promotion order/Transfer order/ Absorption Order/Confirmation order
   iv. NPS Statement / PF statement clearly mentioning the Employer details
   v. Agreement / Contract document between candidate and Law firm

B. For Current Employment:

1. Offer Letter/Appointment letter clearly mentioning the date of joining the organization along with the Terms and Conditions of Employment along with Latest Pay slip/Salary slip, and any document clearly mentioning the roles and responsibilities in the organization **AND**

2. Any two of the following documents:
   i. Identity card issued by current employer
   ii. Annual Increment letter
   iii. Promotion order/Transfer order/Absorption Order/Confirmation order
   iv. NPS Statement / PF statement clearly mentioning the Employer details
   v. Agreement / Contract document between candidate and Law firm
   vi. Experience letter issued by competent and authorized executive of the organization clearly indicating the designation and date of joining the organization

Note: In addition to the documents mentioned above, copy of Enrolment Certificate with the Bar Council concerned in support of experience as advocate shall also be produced by the candidate those having experience with large Law Firm.

C. Proof of Cost to Company (CTC):

Candidates currently working in Large Private Sector Organization(s)/ Institutions(s)/ Company(ies) of repute/ Large Law Firms shall submit any one of the following documents in support of current CTC:

1. Offer of Appointment/Employment Letter indicating the total CTC.
2. Increment/Compensation Revision Letter reflecting the total CTC.
3. Certificate / letter issued by the HR / Competent Authority certifying the total CTC. Submitted document must clearly indicates the total annual CTC applicable for the relevant period.

D. Document in support of Large Private Sector Organization/ Institution /Company of repute/Large Law Firm:

1. Documentary proof towards listing of the organization/company/Institution on **NSE OR** listing on **Group A OR Group B of BSE** in any of the relevant Financial Year of employment

OR

2. Proof of having more than 500 regular employees in any of the relevant financial year of employment in that organization (Any one of the following documents will be accepted)
    i. Audited /Published Annual Report of any of the relevant Year
    ii. Certification from HR department declaring regular Employee Strength of more than 500 for any of the relevant year
    iii. Declaration on the Company's Website for any of the Relevant year

OR

3. Proof of having Annual Turnover of more than Rs. 250 crore/more than 10 crore (for Large Law Firms) in any of the relevant Financial year(s) of employment. (Any one of the following documents will be accepted)
    i. Published/Audited Annual Report clearly mentioning the Turnover for any of the relevant Financial year
    ii. Published/Audited Profit & Loss Statement of any of the relevant Financial year
    iii. Report from Ministry of Corporate Affairs (MCA) mentioning the Turnover for any of the relevant Financial year
    iv. Turnover certificate for any of the relevant Financial year issued by the organization on its letter head

In the event of absence of aforementioned documents as mentioned under clause 8.7 (v) above, candidature of such candidates shall be liable to be rejected. Candidate needs to ensure the Experience letter/Certificate in respect of Large Private Sector or Company of Repute or Large Law Firm, issued by HR or any other Competent Authority is duly signed with the Name and Designation of the signing authority clearly mentioned in the letter.

(vi) **NOC/ Forwarding Letter from the employer** in case the candidate is currently employed in Central/ State Government Department, Central/ State PSU / PSU Bank or Semi Government organization.

(vii) **Valid ID Proof:** PAN Card/ Voter ID/ Aadhaar Card/ Driving License etc.

(viii) Candidates should ensure that they produce all the documents as mentioned above. 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.

(ix) In case of any doubt/clarification pertaining to the document(s) submitted/eligibility of the candidate, **GAIL reserves the right to ask for additional documents to be produced which the candidate needs to submit**. Failure to submit the same shall render cancellation of the candidature.

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

8.9 Before applying for the post, candidates should ensure that he/ she fulfills the eligibility criteria and other conditions mentioned in this advertisement. GAIL reserves the right 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 ineligible candidates shall be forfeited. No correspondence shall be entertained in this regard.

8.10 Queries, if any, may be addressed to **career@gail.co.in only with the subject line: Query-GAIL/OPEN/LAW/2/2026.** Applicants may kindly note that only such queries with the aforementioned mentioned subject line, which are relevant to this advertisement and have not been addressed in the above advertisement shall be replied to.

9. HEALTH/MEDICAL FITNESS

9.1 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 his/her 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 and 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.

9.2 Candidates are advised to ensure that they are Medically Fit as per GAIL's Pre-Employment Medical Standard. Candidates are advised to go through detailed guidelines on Medical Standards/ Norms for Medical Fitness and Pre-Employment Medical Examination available on GAIL's Website (https://gailonline.com/CR-current_SC_form_medical.html)

10 SELECTION PROCESS

10.1 Candidates fulfilling all the eligibility criteria (based on the application as submitted in the online application), will only 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 Shortlisting 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 Summarily Rejected and No TA shall be paid to such candidates. 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 application under factious/ 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 Group Discussion and/or Interview before the Selection Committee.

10.7 The minimum qualifying percentage of marks to be secured in Interview are fixed at 60%. The minimum qualifying percentage of marks to be secured in Group Discussion /Writing exercise (wherever applicable) or any other tool adopted for assessing the legal acumen/competencies are fixed at 40%.

10.8 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 the eligibility criteria and other conditions of this advertisement and that the particulars furnished by them in the online application and the documents submitted by them later on (in terms of Clause **8.7** as mentioned above) are correct in all respects. **Mere admission to the selection process does not imply that the GAIL (India) Ltd. has been satisfied about the candidate's eligibility. In case it is found 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 found even after appointment, his/ her services shall be summarily terminated.**

11.3 **The details entered by the candidate at the time of online registration are final. While applying the candidates should enter their name as it appears in the Matriculation Certificate.** Further**,** request for change of Mailing Address/email ID/ Category/Posts as declared in the online application shall 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 participating in the Selection Process shall be provided through email to the candidates found apparently eligible based on the online application data and documents submitted. Responsibility 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 shall be entertained.

11.5 Only short-listed candidates who are found apparently eligible based on the online application data will be called for participating in further Selection Process. The list of candidates shortlisted for further selection process shall be posted in the career section of GAIL website.

11.6 Category **[GEN/EWS/SC/ ST/ OBC (NCL)/ 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 EWS/SC/ ST/ OBC (Non-Creamy Layer)/ PwBD / Ex-Serviceman (ESM) are applicable as per Government of India Directives.

11.9 Degree of Disability for reservation

Only such PwBD candidates would be eligible to get the applicable benefit of reservation/ concessions in whose casethe specified disability is not less than 40%. 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, GoI vide notification no. G.S.R. 591 (E) dated 15.06.2017 in support of their claim. In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority, his/ her candidature shall 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. 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 shall 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. 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/her 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 belonging to **EWS category** should produce their Income and Asset Certificate issued by Competent Authority (as per the prescribed format). The prescribed format and the Competent Authority have been given in Department of Personal & Training Office Memorandum No. 36039/1/2019- Estt (Res) dated 31.01.2019.

The Income and Asset Certificate should be valid for the financial year 2026-27 and should have

been prepared on the basis of income and asset verification for the financial year 2025-26. Income and Asset Certificate' shall be submitted by such candidates at the time of Selection Process (if shortlisted). No request for extension of time for production of 'Income & Asset Certificate' beyond the said date shall be entertained. In case candidates fail to produce the same at the time of Selection Process, they will not be allowed to appear for Selection Process. Further, their request for change of category will also not be entertained.

11.13 Such candidate from Armed Forces, who has been released/retired/discharged from Armed Forces and qualified as an Ex-servicemen is required to **submit an undertaking {Form of Undertaking to be given by Candidates Applying for Civil Posts under Ex-Servicemen Category}** duly signed by him/her stating that he/she has not secured any appointment on the civil side prior to this appointment along with his application at the time of Document verification.

11.14 To download the prescribed format for OBC(NCL)/SC/ST/EWS/PwBD/ESM, please click relevant link "Download prescribed format for SC/ ST/ OBC (NCL)/EWS/ PwBD certificate" available on 'Careers' section of GAIL Career Link (https://gailonline.com/CRcurrentSCformdownload.html)

11.15 Candidates who are registered with Local Employment Exchange(s) and meet the prescribed eligibility criteria, whose names are sponsored to GAIL (India) Limited against this notification **are advised to apply Online on GAIL's recruitment portal. No other mode of application in this regard will be entertained.**

11.16 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 document verification. 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 document verification, his/ her candidature shall not be considered **and No TA shall be paid to such candidate**.

11.17 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 is not found in conformity with eligibility criteria mentioned in the advertisement.

11.18 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.

11.19 The prescribed qualification/ experience criteria are 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.

11.20 The list of selected candidates for appointment to the above posts will be displayed on GAIL Website (https://gailonline.com/CRShortlist.html) for the information of the candidates in due course of time. Candidates are advised to visit GAIL Website (https://gailonline.com/CRApplyingGail.html) for latest updates.

11.21 Any revision, clarification, addendum, corrigendum, time extension, etc. to the above advertisement will be hosted on "Careers" section of GAIL website: https://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.

11.22 Candidates can go through the "Frequently Asked Questions (FAQs)" available in the "Careers" section of GAIL Website https://gailonline.com . In case, any particular query is not covered in the advertisement / FAQs, the candidates can write to GAIL at career@gail.co.in specifying the advt. no. and name of the post in the subject of email.

11.23 Any canvassing directly or indirectly by the applicant will disqualify his/ her candidature. Any dispute with regard to recruitment against this advertisement will be subject to the jurisdiction of **Delhi High Court** only.

12 IMPORTANT DATES

Sl. No.	Activity	Date
1	**Commencement of On-Line registration of application by candidates**	**03.11.2026 (from 1100 hrs. onwards)**
2	**Last date for on-line registration & submission of application by candidates**	**02.12.2026 (upto 1800 hrs.)**

13 IMPORTANT INSTRUCTIONS

13.1 Candidates will be required to apply online through GAIL website: https://gailonline.com only. No other means/ mode of application shall be accepted.

13.2 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.

13.3 GAIL (India) Ltd hereby caution the general public not to fall prey to the dubious agencies/organizations/individuals/aiming at fleecing money from the innocent public. Further they are advised not to believe on any advertisement/job announcement of GAIL (India) Limited circulated through e-mail, social media etc. Please rely on information hosted on our website https://gailonline.com for any job/career related information pertaining to GAIL (India) Limited.

Advt. No.: GAIL/OPEN/LAW/2/2026

Date: 03.11.2026