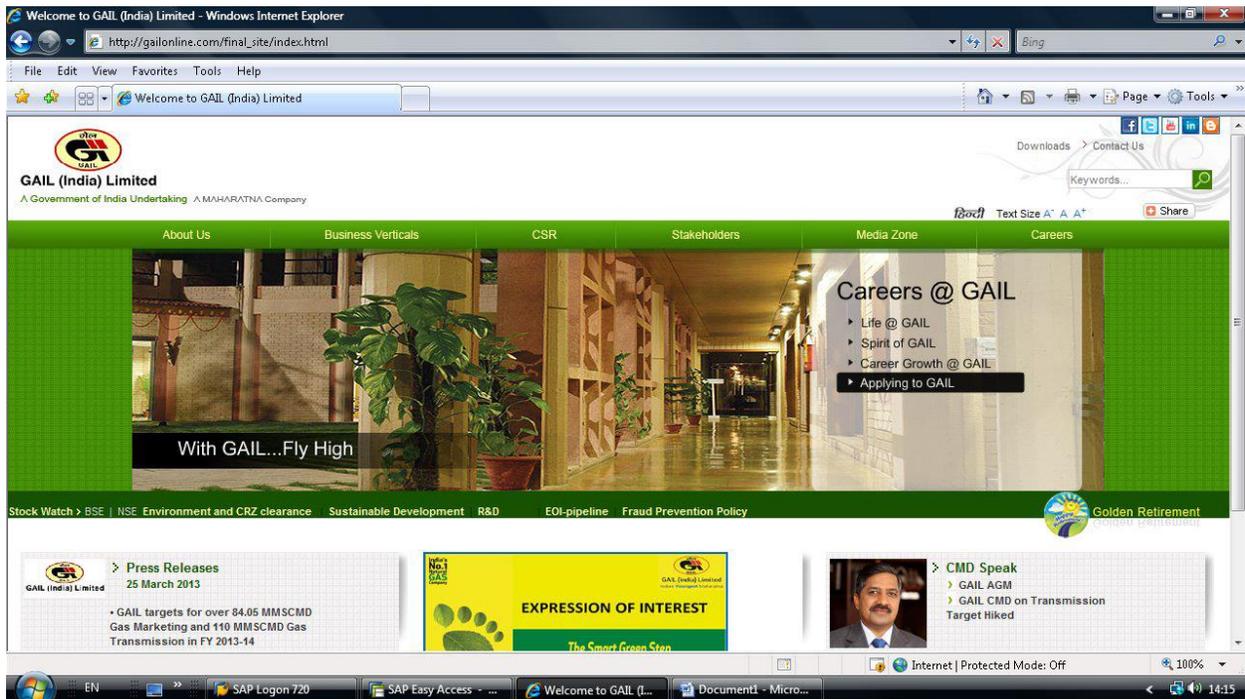
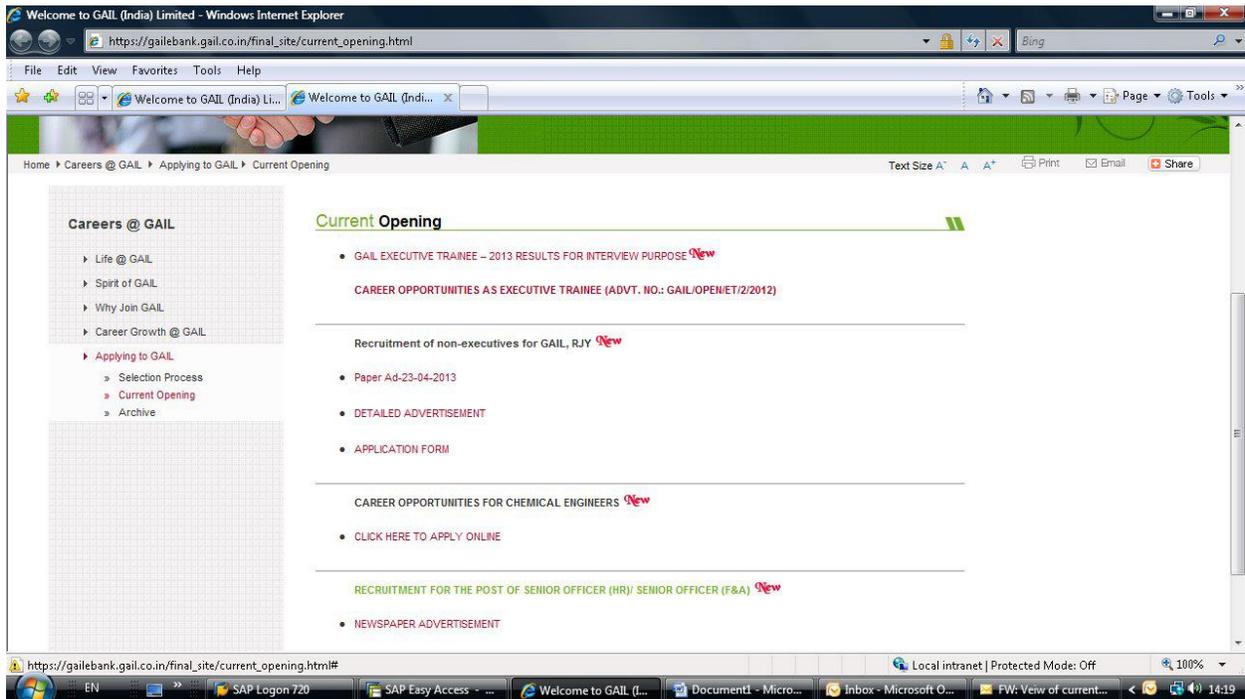


# USER MANUAL FOR E-RECRUITMENT APPLICATION OF GAIL

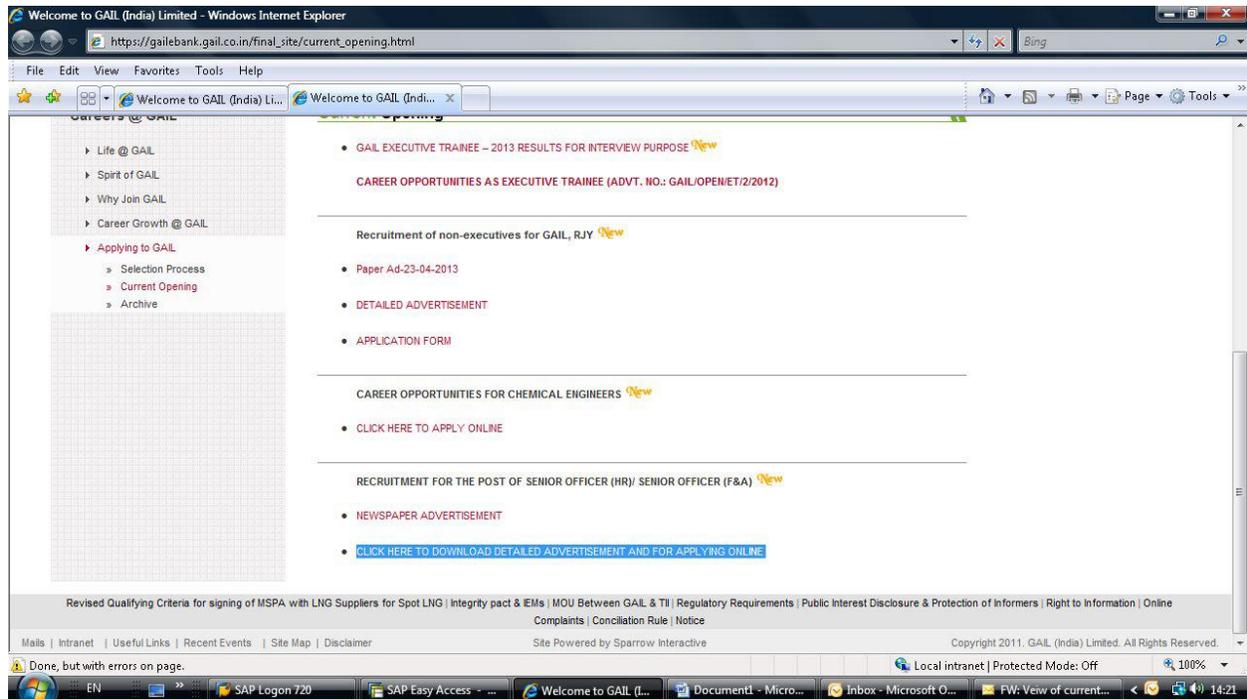
1. Go to GAIL's Corporate Website viz. [www.gailonline.com](http://www.gailonline.com) and access the link 'Applying to GAIL' as per enclosed screen-shot



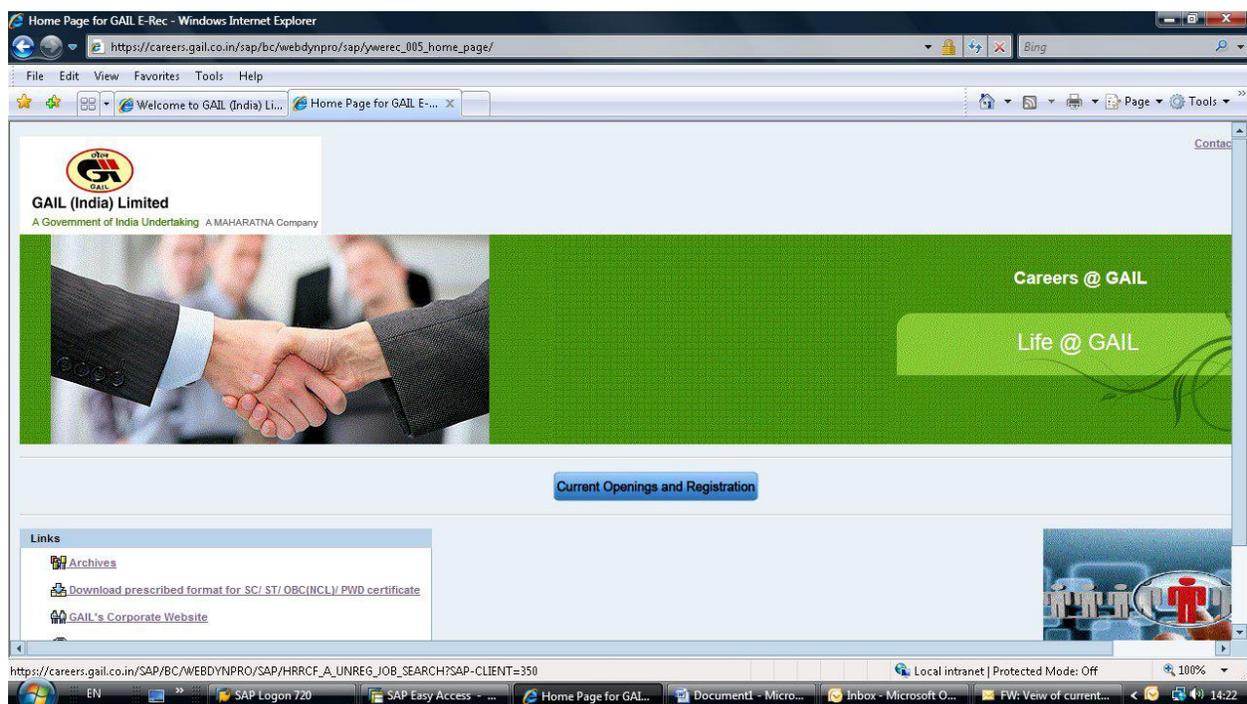
2. Go to link 'Current Openings' on the next page for viewing the Advertisement.



3. Click on the link **"CLICK HERE TO DOWNLOAD DETAILED ADVERTISEMENT AND FOR APPLYING ONLINE"** under the relevant Job opening.



4. Click on **"Current Openings and Registration"** button on the next page.



5. On the next page, list of "Job Postings" are listed. Please select the link corresponding to the relevant Job Posting to view its Detailed Advertisement.

Job Posting Title *	Discipline	Application Start Date	Application Closure Date
<a href="#">Recruitment for the post of Sr. Officer (F&amp;A)</a>	FINANCE & ACCOUNTS	10.05.2013	03.06.2013
<a href="#">Testing</a>	CHEMICAL	09.05.2013	11.12.2013
<a href="#">Testing</a>	CHEMICAL	09.05.2013	11.12.2013
<a href="#">Sr Manager (Mechanical)</a>	MECHANICAL	09.05.2013	30.05.2013
<a href="#">Recruitment for the position of Senior Officer (HR)</a>	HUMAN RESOURCES	09.05.2013	31.07.2013

**GAIL (INDIA) LIMITED**  
**GAIL BHAWAN, 16, BHIKAJI CAMA PLACE,**  
**NEW DELHI - 110 066, PH: 011-26172580**  
**Email: [career@gail.co.in](mailto:career@gail.co.in)**

GAIL (India) Limited, a Maharatna PSU, invites applications from professionals in Human Resource and Finance & Accounts discipline, to fill up post and category wise vacancies indicated below:

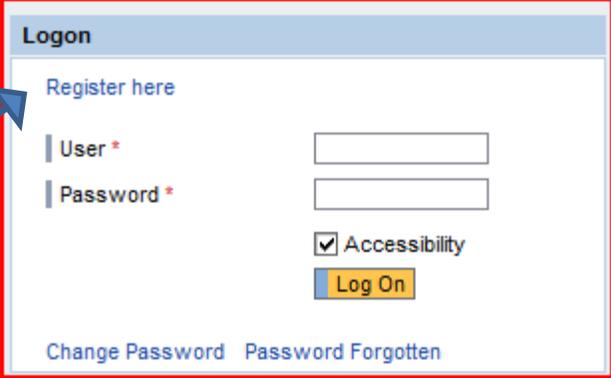
Post	Grade	UR	SC	ST	OBC (NCL)	Total
Senior Officer (HR)	E-2	04	02	-	02	08
Senior Officer (F&A)	E-2	06	01	01	03	11
<b>Total</b>		<b>10</b>	<b>03</b>	<b>01</b>	<b>05</b>	<b>19</b>

6. Please select one complete row corresponding to relevant Job Posting by clicking on the Box on left hand side of the relevant posting

Job Posting Title *	Discipline	Application Start Date	Application Closure Date
<a href="#">Recruitment for the post of Sr. Officer (F&amp;A)</a>	FINANCE & ACCOUNTS	10.05.2013	03.06.2013
<a href="#">Testing</a>	CHEMICAL	09.05.2013	11.12.2013
<a href="#">Testing</a>	CHEMICAL	09.05.2013	11.12.2013
<a href="#">Sr Manager (Mechanical)</a>	MECHANICAL	09.05.2013	30.05.2013
<a href="#">Recruitment for the position of Senior Officer (HR)</a>	HUMAN RESOURCES	09.05.2013	31.07.2013

This would activate "Apply" button.

7. Click on **"Apply"** button, which will open the window for Candidate Registration. Candidate applying for first time may use link **"Register here"** for registration.



The screenshot shows a 'Logon' window with a blue header. Below the header, there is a blue link labeled 'Register here'. Underneath, there are two input fields: 'User \*' and 'Password \*'. To the right of the 'Password \*' field is a checked checkbox labeled 'Accessibility'. Below these fields is a yellow 'Log On' button. At the bottom of the window, there are two blue links: 'Change Password' and 'Password Forgotten'. A blue arrow points to the 'Register here' link.

8. On clicking the **"Register here"** link, new Window would appear for registration by the candidate. Make relevant entries as per enclosed screen-shot for **registering with an Unique 'User-Id', 'e-mail Id' and 'Password'**.



The screenshot shows the 'Registration' page for GAIL (India) Limited. The page has a blue header with the GAIL logo and the text 'GAIL (India) Limited A Government of India Undertaking - A Maharashtra Company'. The main heading is 'Careers @ GAIL'. Below the header, there is a yellow banner with the text 'Registration' and a note: 'Please enter name exactly as mentioned in your testimonials. In case, the name in your testimonials contain only first name, please repeat first name in last name also.' The registration form includes the following fields: 'Name (In Capitals)' with sub-fields for 'First Name', 'Second Name', and 'Last Name \*'; 'User Data' with sub-fields for 'Date of Birth \*', 'User Name \*', 'Password \*', 'Repeat Password \*', 'E-Mail \*', and 'Repeat E-Mail \*'. A note below the E-Mail field states: 'Make sure that the specified e-mail address is correct. This is necessary as we will contact you via the specified e-mail address.' At the bottom of the form, there is a checkbox for 'I hereby agree to register as an Applicant for recruitment in GAIL' and a blue 'Register' button. The page is displayed in Internet Explorer, and the Windows taskbar is visible at the bottom.

**Note : Entries with Red (\*) sign are mandatory fields**

## 9. Make entry for various relevant fields in the 'Personal data' tab

Application Wizard - Internet Explorer

1 Personal Data 2 Education Details 3 Work Experience 4 Attachments 5 Miscellaneous 6 Submit Application 7 Completed

Previous step Education Details

Title: Mr  
First Name: ag51  
Last Name: ag51  
Middle Name:  
Gender: Male  
Date of Birth: 19.01.1990  
Marital Status: Married  
Nationality (Only Indian Nationals are eligible to apply): Afghan  
Religion: HINDUISM  
Category: GENERAL  
Person with Disabilities (PWD): No  
Ex-Service Man: No

If you want to keep the "Permanent Address" as "Correspondence Address" please click on this button [Copy](#)

Please provide Correspondence Address as it is mandatory.

Permanent Address  
Address 1: sadad  
Address 2:  
Country: India State: Dadra und Nagar Hav  
District/City: sad Postal Code: 123456

Correspondence Address  
Address 1: sadad  
Address 2:  
Country: India State: Dadra und Nagar Hav  
District/City: sad Postal Code: 123456

Communication Details  
E-Mail: ag51@123  
Mobile Number: 3213213 Telephone No. (incl. STD/ISD Code):  
Alternate Contact Number:  
Preferred Telephone No. for Contacting you: Mobile Number

Domiciled in J&K between 01.01.1980 to 31.12.1989 No

Do you have Employment Exchange Registration Number No

Application Fee Details

Bank Transaction Number: \* D123456789

Transaction Date: \* 16.08.2017 Amount: 0050

Previous step Education Details Close

In case application fee is applicable as per the advertisement, please enter the 10 digit alpha numeric Bank Transaction Reference Number starting with DU\*\*\*\*\* (example- DU12345678) in the field **Bank Transaction Number**. Also enter the Transaction Date.

The Bank Transaction Reference Number is generated once you make the payment in the designated Bank's site. For detail regarding Payment Process, please refer the **"USER MANUAL FOR PAYMENT OF APPLICATION FEE"**.

Application Fee Details

Bank Transaction Number: \* DU12345678

Transaction Date: \* 06.09.2016 Amount: 0200

Previous step Education Details Close

After entering the Bank Transaction Number & Transaction Date, click 'Education Details' button to navigate to '**Education details**' tab

10. After Step No.9 above, make entry for various relevant fields in the '**Education Details**' tab as under:

**Education Details**

**School Level Examination (Mandatory)**

Examination/ Degree Passed	*Subjects	*College/ Institute	*Year of Joining	*Year of Passing	*Board/ University	*Percentage of Marks	*Mode
SSC (10th or Equivalent)	ENG	BKH1	2000	2001	BKB	65	Full Time

Select any one mandatory qualification mix which is relevant for you \* HSC+BE/ B.TECH/ BSC ENGG

**Higher Qualification (Mandatory)** Year of passing is to be arranged in increasing order.

*Examination/ Degree Passed	*Branch/ Discipline/ Specialization (use only F4 key for selection)	*College/Institute	*Year of Joining	*Year of Passing	*Board/University	*Percentage of Marks	*Mode
HSC	Science	BJN	2001	2003	GG	65	Full Time
BE/ B.TECH/ BSC ENGG	Electronics	HHH	2003	2007	FF	70	Full Time

**Higher Qualification (Non-Mandatory)**

Examination/ Degree Passed	Branch/ Discipline / Specialization	College/ Institute	Year of Joining	Year of Passing	Board/ University	Percentage of Marks	Mode	Delete

**Note :** Please select relevant combination of qualifications starting from HSC in line with the detailed Advertisement

11. After entry at Step No.10, make entry for '**Work Experience**' against relevant fields by clicking on button "**Add**".

**Particular of post qualification relevant experience**

Please provide details of work experience from present

1 Years 0 Months 0 Days

**Work Experience**

Joined On	Left On	Organization worked for	Location	Country	Position
01.01.2013	31.12.2013	adsads			sdjftds

Organization Worked For: \*

Joined On: [Date] Left On #: [Date]

Country: [Select] State: [Text]

Location: [Text]

Industry Type: [Select] Discipline: [Select]

Position: \*

**Last Salary Details**

Pay Scale From: [Text] Pay Scale To: \*

Last Basic Pay: [Text] Total CTC (Rs. p.a.): \*

Note: Screening and selection will be based on the details provided below. Hence, it is necessary that only accurate, full and correct data in 'Job Responsibilities' field are to be furnished by the candidate.

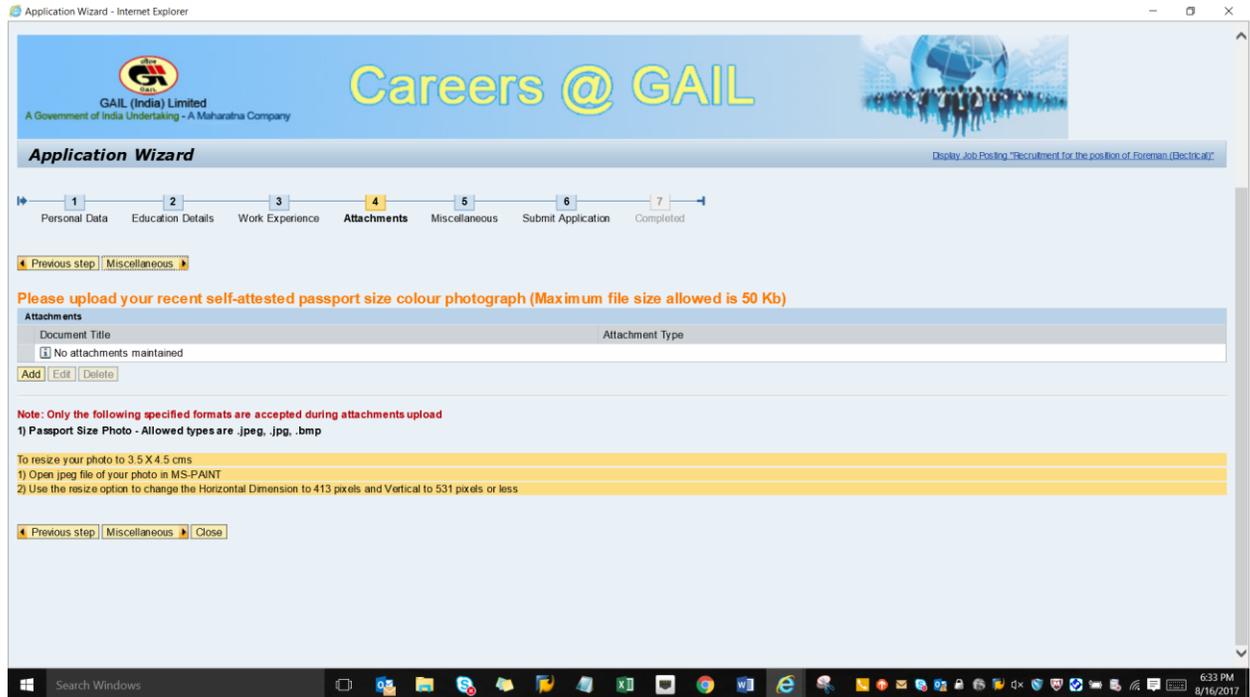
Job Responsibilities (max 1000 char): \*

Note # In respect of your "current employer", please enter today's date against the field "left on".

**After filling the relevant data please click on "Save" Button.**

12. After making entry at Step No.11, upload documents (self-attested passport size photograph) under '**Attachments**' tab as under:

➤ Click on "Add Button"



The screenshot displays the 'Application Wizard' interface for GAIL (India) Limited. The title bar indicates 'Application Wizard - Internet Explorer'. The header features the GAIL logo and the text 'Careers @ GAIL'. Below the header, a progress bar shows seven steps: 1. Personal Data, 2. Education Details, 3. Work Experience, 4. Attachments (highlighted), 5. Miscellaneous, 6. Submit Application, and 7. Completed. The main content area is titled 'Attachments' and contains a table with columns for 'Document Title' and 'Attachment Type'. The table currently shows 'No attachments maintained'. Below the table are 'Add', 'Edit', and 'Delete' buttons. A note specifies that only .jpeg, .jpg, and .bmp formats are accepted for passport size photos. Instructions for resizing the photo to 3.5 X 4.5 cms are provided, along with steps to open the file in MS-Paint and resize it to 413 pixels horizontally and 531 pixels vertically. At the bottom of the form, there are 'Previous step', 'Miscellaneous', and 'Close' buttons. The Windows taskbar at the bottom shows the system clock as 6:33 PM on 8/16/2017.

➤ Give a name to "Document Title" -> Select "Attachment Type" -> Choose File by selecting "Browse Option"-> Upload the desired file as per specified format-> Click on "Save option"

Application Wizard - Internet Explorer



# Careers @ GAIL

GAIL (India) Limited  
A Government of India Undertaking - A Maharashtra Company

Display Job Posting: "Recruitment for the position of Foreman (Electric)"

**Application Wizard**

1 Personal Data   2 Education Details   3 Work Experience   **4 Attachments**   5 Miscellaneous   6 Submit Application   7 Completed

Previous step | Miscellaneous

**Please upload your recent self-attested passport size colour photograph (Maximum file size allowed is 50 Kb)**

Document Title	Attachment Type
No attachments maintained	

Add | Edit | Delete

Document Title:

Attachment Type:

File (.jpeg, .jpg, .bmp):  Browse...

Save | Cancel

**Note: Only the following specified formats are accepted during attachments upload**

1) Passport Size Photo - Allowed types are .jpeg, .jpg, .bmp

To resize your photo to 3.5 X 4.5 cms

1) Open jpeg file of your photo in MS-Paint  
2) Use the resize option to change the Horizontal Dimension to 413 pixels and Vertical to 531 pixels or less

Previous step | Miscellaneous | Close

6:33 PM  
8/16/2017

Application Wizard - Internet Explorer



# Careers @ GAIL

GAIL (India) Limited  
A Government of India Undertaking - A Maharashtra Company

Display Job Posting: "Recruitment for the position of Foreman (Electric)"

**Application Wizard**

1 Personal Data   2 Education Details   3 Work Experience   **4 Attachments**   5 Miscellaneous   6 Submit Application   7 Completed

Previous step | Miscellaneous

**Please upload your recent self-attested passport size colour photograph (Maximum file size allowed is 50 Kb)**

Document Title	Attachment Type
testpic	Passport Size Photo

Add | Edit | Delete

**Note: Only the following specified formats are accepted during attachments upload**

1) Passport Size Photo - Allowed types are .jpeg, .jpg, .bmp

To resize your photo to 3.5 X 4.5 cms

1) Open jpeg file of your photo in MS-Paint  
2) Use the resize option to change the Horizontal Dimension to 413 pixels and Vertical to 531 pixels or less

Previous step | Miscellaneous | Close

6:34 PM  
8/16/2017

13. After entry at Step No.12, make entry for against relevant fields in 'Miscellaneous' Information tab.

## Application Wizard



◀ Previous step   Submit Application ▶

From where did you come to know about this Job Opening

Information Source Type:

Print Media ▼

Information Source:

Journals ▼

Other Information:

adad

Provide a brief write up on why you consider yourself suitable for the post citing your major achievements (150 Words) ?

adadad

Mention your position in the heirarchy and the levels above and below you.

adadadada

Mention your position in the heirarchy and the levels above and below you.

adadadada

I certify that

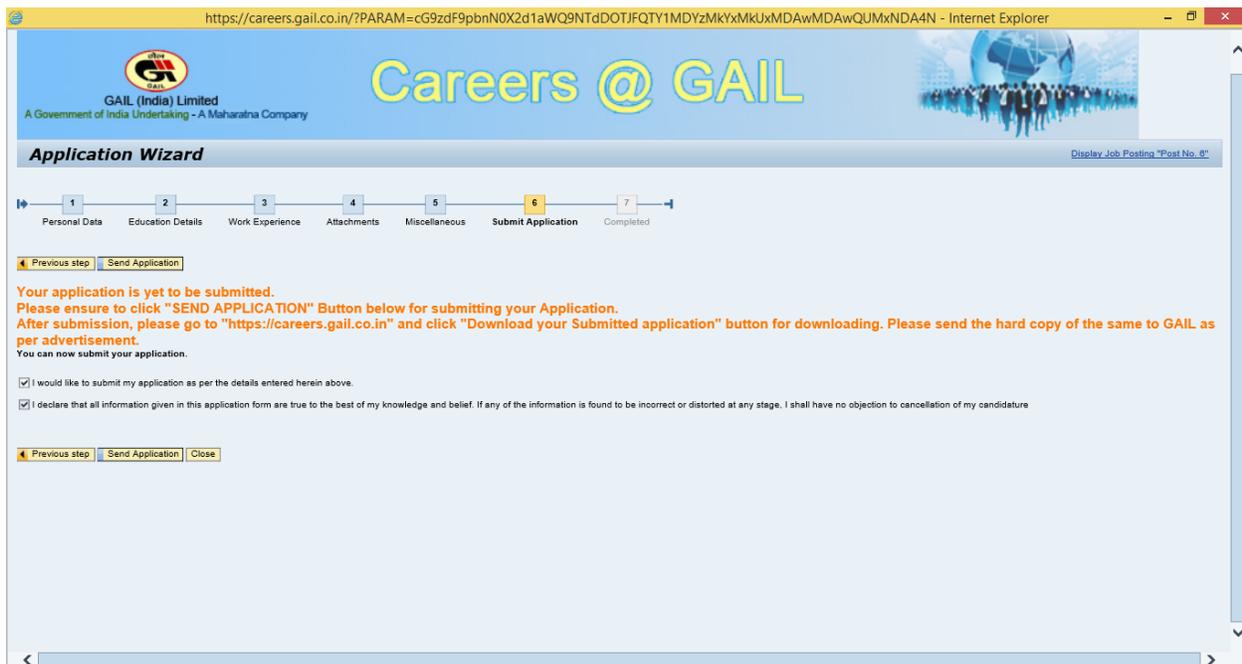
I am employed in Govt./ Statutory Organization/ Public Sector Undertaking.

In case of my employment in Govt./ Statutory Organization/ PSU,I will produce NOC or forwarding letter from my organisation.

Have you applied in GAIL during the last two years?: No ▼

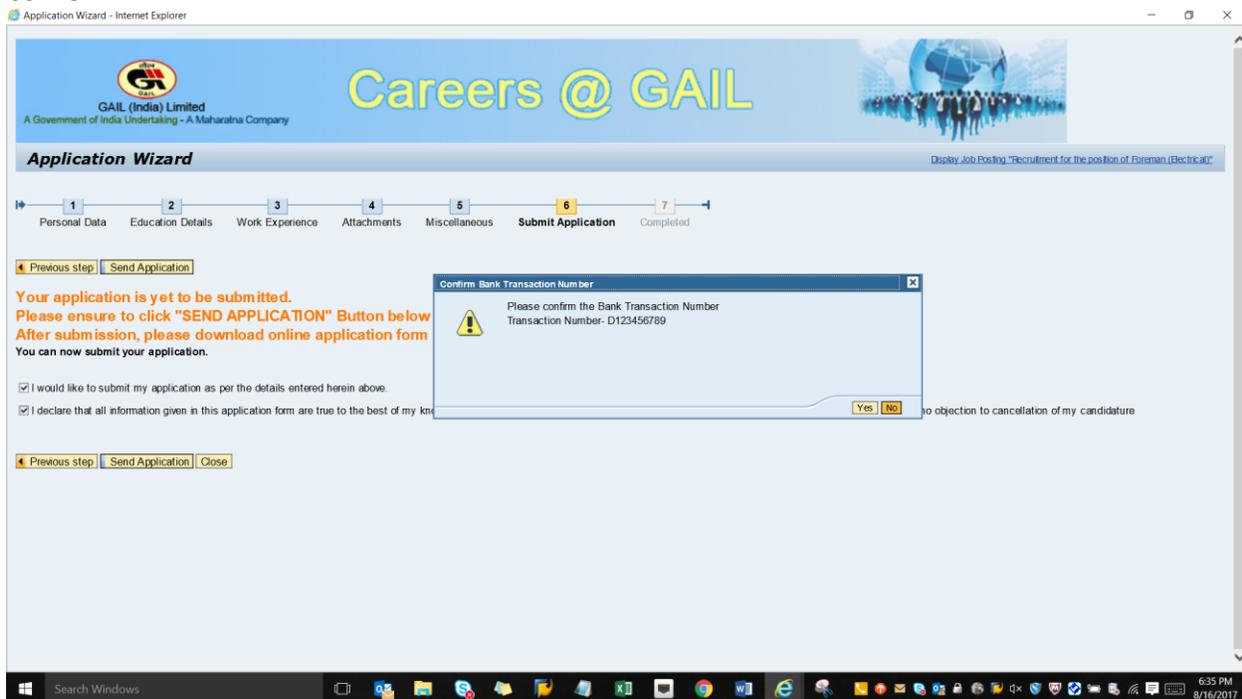
◀ Previous step   Submit Application ▶   Close

14. After entry at Step No.13, make entry against relevant fields in '**Submit Application**' tab.



**Note :** Candidates are advised to save a copy of the Application Form in .PDF format for future reference.

15. After entry at Step No.14, click on button '**Send Application**' to submit the Application. While clicking on the the 'Send Application' button , an pop up message will come



Candidate needs to verify the bank transaction no.

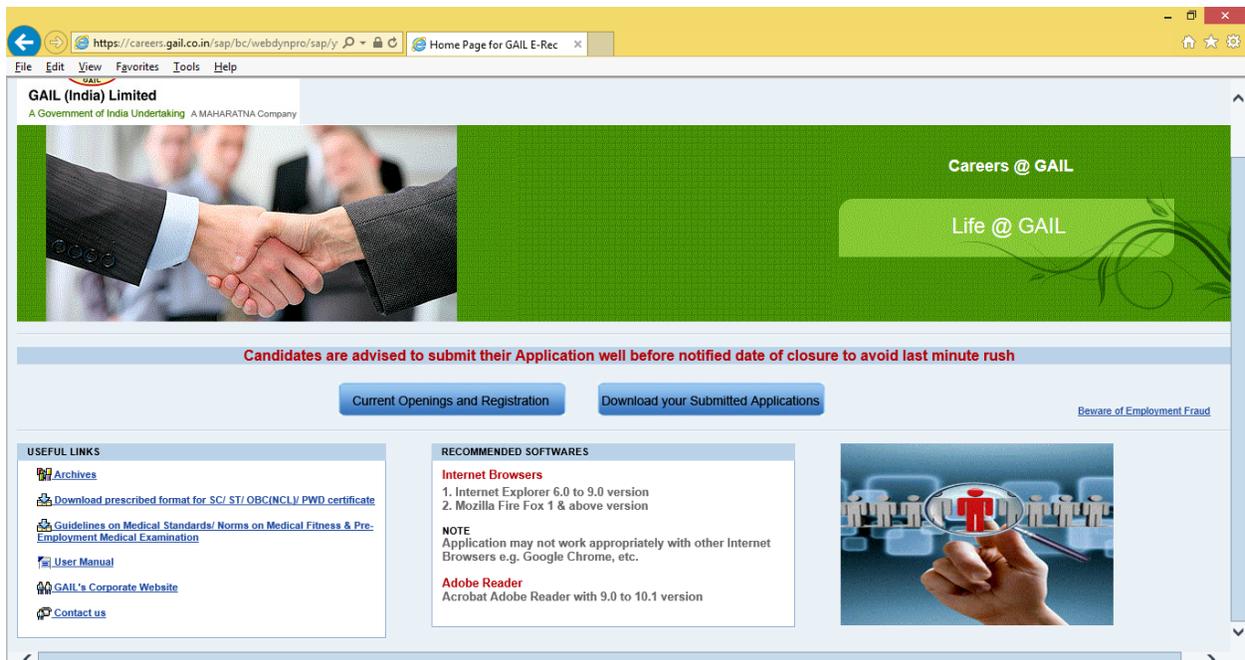
If he/she clicks 'No' then system will take him/her to the 'Personal Data' tab to re-enter the correct transaction no.

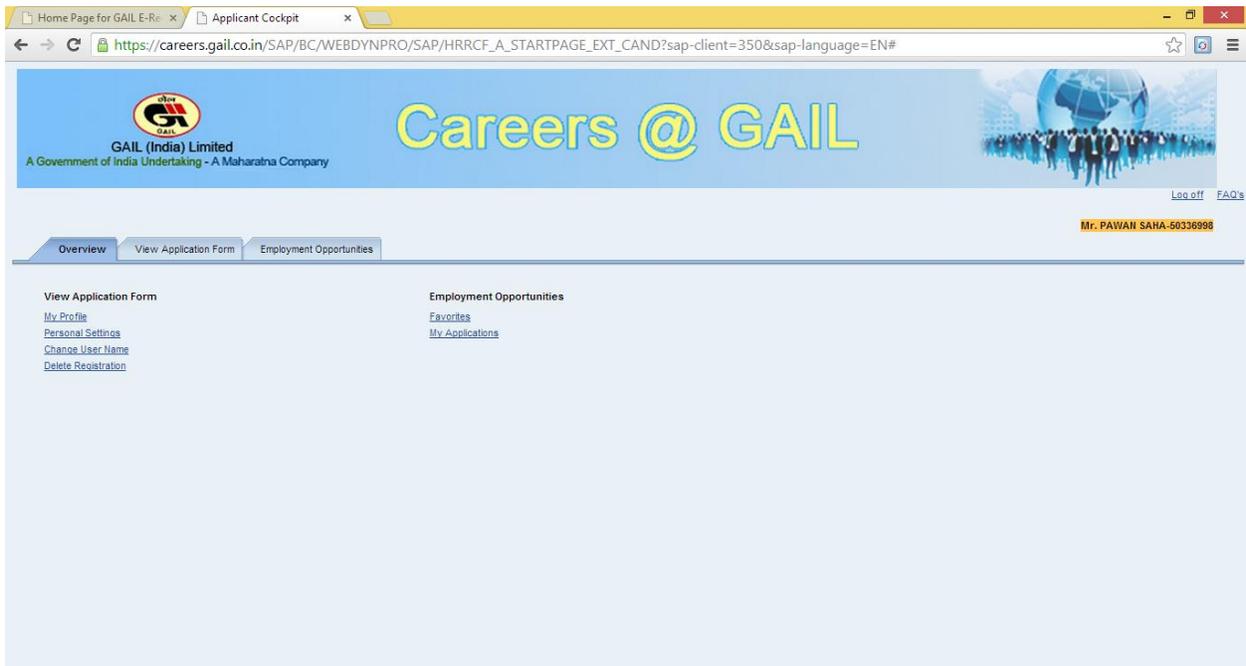
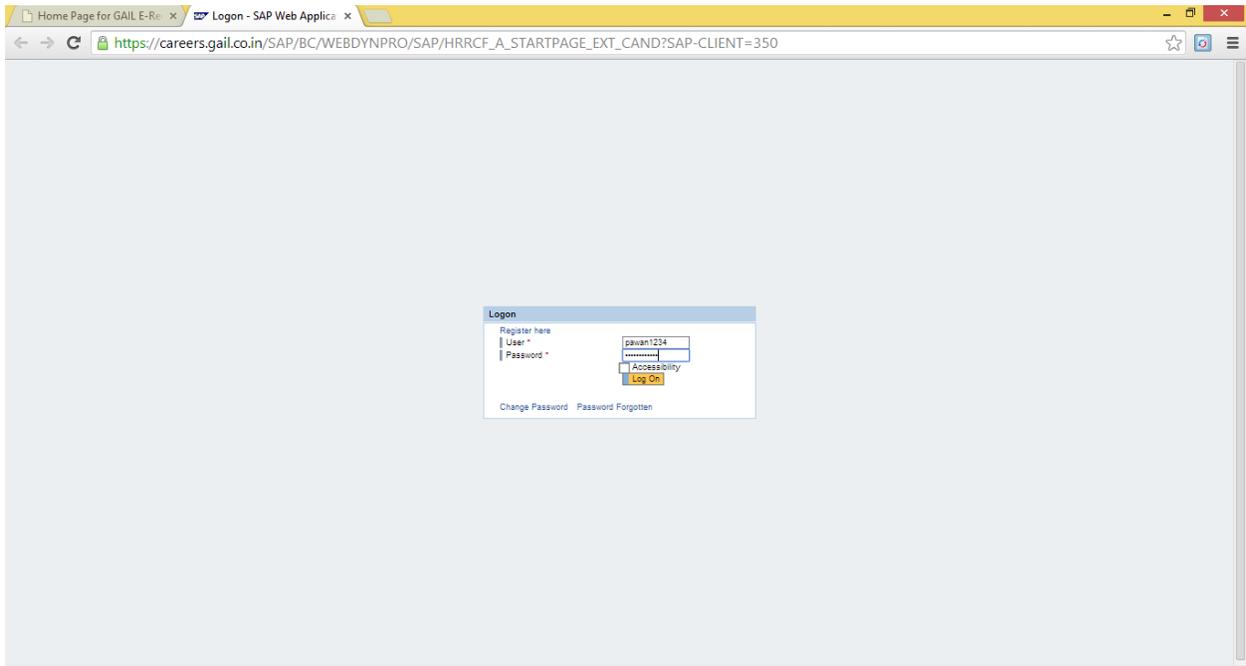
If he/she clicks 'Yes', he/she would receive an acknowledgement e-mail from GAIL in his/her e-mail ID Inbox.



16. Candidates can download & save their Submitted Online application form by following steps

Go to page <http://careers.gail.co.in> -> Click on the option **DOWNLOAD YOUR SUBMITTED APPLICATION FORM**- > **ENTER USER ID & PASSWORD** -> Click on option **VIEW APPLICATION FORM**





\_\_\*\*\*\*\*\_\_