IMPORTANT INSTRUCTIONS BEFORE YOU APPLY ONLINE

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

Please go through the detailed advertisement and ensure that you meet all the eligibility requirements and other conditions specified in the detailed advertisement, before you start filling up the application online.

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.

Application once submitted cannot be altered / resubmitted, under any circumstances. **Further, no request with respect to making changes in any data/ particulars entered by the candidate in the Online Application form will be entertained, once the application is submitted successfully.**

Please keep the following points in mind while applying online:

- Percentage of marks in the essential qualification(s) shall be considered as per rules/ norms of the concerned Institute/ University. **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/ Institute**.

- Experience details along with industry type, period served, position title, pay scales & job responsibilities. **In case you have served at different positions in an organization, details of all such positions held in the organization with period served, position title, pay scales & job responsibilities should be entered separately. You can select appropriate 'Function' and 'Area of responsibility' for the experience.**

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

- You must possess a valid e-mail ID for applying online as the same will be used for future correspondence with you. Please create a new e-mail ID, if you do not have one, prior to filling up online application.

- 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.

- Candidates belonging to EWS/OBC (NCL)/ SC/ ST/ PwBD category, will be required to submit relevant Caste/Tribe certificate/ PwBD/Asset and Income certificate (as

applicable) in the prescribed format issued by the Competent Authority as prescribed by Government of India, along with the hard copy of the online application form at the time of Document Verification process. To download the prescribed format please click relevant link **"Download prescribed format for EWS/OBC (NCL)/ SC/ ST/ PwBD certificate"** available at (https://gailonline.com/CRcurrentSCformdownload.html)

- 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). **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 Central Govt. format(s) at the time of document verification.

- 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.

- **After successfully submitting online application, you will receive an auto generated email confirming successful submission/ registration of your online application.**

- After submitting online application, candidate is required to download the application form generated by the system with unique registration. Candidate should keep the form with him/ her for future reference.

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

- The last date for filling online application form is **1800 hrs of 02.12.2026**. However, it is advised to submit your application at the earliest to avoid any last-minute rush.

- In case you face any difficulty while applying online, you can write to us at career@gail.co.in through email using **subject as "Query- GAIL/OPEN/LAW/2/2026"**. Mails sent without the aforementioned subject line will not be entertained.