## **USER MANUAL FOR E-RECRUITMENT APPLICATION OF GAIL**

1. Go to GAIL's Corporate Website viz. www.gailonline.com and access the link **'Applying to GAIL'** as per enclosed screen-shot

ltock : BSE   NSE A-   A   A+ 使印			O Last Update	GAIL Emergency Contact Numt	Der (Pipeline emergencies) 15
SAIL (India) Limited	ABOUT US BUSINESS V	ERTICALS EXPRESSION OF INTEREST PIPELINE OPEN	ACCESS POLYMERE-SALES CGD INVESTOR ZONE VENDOR ZONE SUSTAINABILITY	Gareers	
Join GAII		In this section	You might be interested in	Quick Links - Ids	
JOIN GAL		⇒ Life at GAIL	> Media		
When you choose GAIL, you join the best latural Gas business	t there is in the	> Why Join GAIL	> Contact Us		
uturui olus pusitiess.		> Career Growth at GAIL	> Sustainability		
200 2		> Applying to GAIL.	> Corporate Social Responsibility		
learn more >			> Expression of Interest		
					Close
	Selection	for the post of Director (Finance).	GAIL (India) Limited	Bost Date: 20.12.2020	1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 -
	Brief Advertis	sement PDF (1 Mb)		Last Date: 01-03-2021 (1500 hrs)	
	Advertiseme	nt Details FIDF (283 KB)			
	1.0.00				
	ENGAGEN	VENT OF MEDICAL PROFESSIONALS	ON CONTRACT BASIS, GAIL VAGHODIA	Post Date: 16-12-2020	
	Advertiseme	nt Details PDP (190 K0)			
	RECRUIT	MENT OF MEDICAL PROFESSIONALS	ON CONTRACT BASIS NEW	Part Pate: 25 11 2020	
	Detailed Adv	erlisement - PDF (220 KB)		Post Date: 25-11-2020	
	CAREER	OPPORTUNITIES IN LEGAL DISCIPLI	NE MEY	Post Date: 05-11-2020	
	Detailed Adv	ertisement POF (430 KB)		Last Date: 04-12-2020	
A PROPERTY OF A DESCRIPTION OF A DESCRIP	Small Advert	tisement — PDF (859 KB)		APPLY NOW	

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

rgency Contact Number (Pipeline emergencies) Stock : BSE   NSE A-   A   A+ (R4)	15101	O Last Updated On 29 June 2021 🔄 🔳 Skip to main content 🖵 Screen Reader Access 🚺 🕐 🔿 🚳 😋 🚈 🚛 🚛
GAIL (India) Limited	ABOUT US BUBINESS VERTICALS EXPRESSION OF INTEREST. PIPELINE OPEN ACCESS. POLYMERIE-SALES. CGD. INVESTOR ZONE. VENDOR ZO	ne sostannadility media careers rti Q
	Home / Careers / Applying to GAIL	Queck Links +
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	CAREER OPPORTUNITIES AS EXECUTIVE TRAINEE 2021 Nov Adventagement Details FOF (55) KD) FAQs FOF (41 KB)	Post Date: 15-02-2021 Last Date: 16-03-2021 (1600 Hm) APPLY NOW
	Selection for the post of Director (Finance), GAIL (India) Limitedway Book Adventisement - stor (1960) Adventisement Details - inor (1970)	Post Date: 10-12.2020 Last Date: 01-03-2021 (1500 hrs)
	ENGAGEMENT OF MEDICAL PROFESSIONALS ON CONTRACT BASIS, GAIL VAGHODIA	Post Date: 16-12-2020
	RECRUITMENT OF MEDICAL PROFESSIONALS ON CONTRACT BASIS NEW Detailed Advertisement PCF (201 N0)	Post Date: 25-11-2020
	CAREER OPPORTUNITIES IN LEGAL DISCIPLINE NEW Detailed Advertisement POP (no no) Small Advertisement POP (no no)	Post Date: 05-11.0020 Last Date: 04-12-2020 APPLY:NOW

3. Click on the link **"APPLY NOW"** under the relevant Job opening.

Stock - BRE INCE A. LA LA. (P.D.				O Last Hadded On 20 June 2011 🗖 🗖 Skip Ia main contact
GAIL (India) Limited	ABOUT US BUSINESS VERTICALS EXPRESSIO	ON OF INTEREST PIPELINE OPEN ACCESS PO	OLYMER E-SALES CGD INVESTOR ZONE VENDOR ZONE	E SUSTAINABILITY MEDIA CAREERS RTI
	Home / Careers / Applying	to GAIL		Quick Links +
			Applying to GAIL	
	Current Opening	Shortlisted Candidate	Final Result	
	CAREER OPPORTUNITIE Advertisement Details — POP (579 ) FAQs — POP (441 H2)	S AS EXECUTIVE TRAINEE 202	21 mm	Post Date: 15-02-2021 Last Date: 16-03-2021 (1800 Hrs) APPLY NOW
	Selection for the post of Brief Advertisement—PDF (1 MB) Advertisement Details — PDF (283 )	of Director (Finance), GAIL (In	idia) Limited 🗤 🗸	Post Date: 30-12-2020 Last Date: 01-03-2021 (1500 hrs)
	ENGAGEMENT OF MEDIC	CAL PROFESSIONALS ON CON	ITRACT BASIS,GAIL VAGHODIA	Post Date: 16-12-2020
	RECRUITMENT OF MEDI Detailed Advertisement PDF (228)	CAL PROFESSIONALS ON COM		Post Date: 25-11-2020
	CAREER OPPORTUNITIE Detailed Advertisement POF (450 Small Advertisement POF (659 kg	S IN LEGAL DISCIPLINE NEW 10 (K8)		Post Date: 05-11-2020 Last Date: 04-12-2020

## 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.

С	urrent Result: 16 Hits			
	Job Posting Title *	Discipline	Application Start Date	Application Closure Date
	Recruitment for the post of Sr. Officer (F&A)	FINANCE & ACCOUNTS	10.05.2013	03.06.2013
	Testing	CHEMICAL	09.05.2013	11.12.2013
	Testing	CHEMICAL	09.05.2013	11.12.2013
	Sr Manager (Mechanical)	MECHANICAL	09.05.2013	30.05.2013
	Recruitment for the position of Senior Officer (HR)	HUMAN RESOURCES	09.05.2013	31.07.2013

🥭 Job Search - Windows Internet Explorer											_ @ X
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A Government of India Undertaking - A Maharatna Compa	any			-	~					-	
Applying to GAIL	https://ca	areers.gail.co.in/SAP/BC/WEBDYNPRO/SAP/F	RRCF_A_UNI DYNPRO/SA	reg_jo P/Hrr(	B_SEARC	H/~wd_k	ey5190CCAD9E196	E7 - Windov		× •	
Current Section Here you can submit an application for an employment opportunity. Cho	File Edi	it View Favorites Tools Help	WEBDYNPR	0/		{	\$ <b>} -</b> ⊠ - #	🕶 🔂 Pag	e 🕶 🍈 Tool	.s 🕶 »>	
Return	Save	a Copy 🚔 Print 🧶 Email 🏟 Search Select Text + 🚺 🔍 + 🎦 🚺	🤓 🔊	<b>N</b>	•	Revie	w & Comment 👻 🥖	🖉 Sign 🔸			
List of Job Postings (For DETAILED ADVERTISEMENT										•	
Current Result: 16 Hits Job Posting Title * Recruitment for the post of Sr. Officer (F&A) Testing	ers Tgnatures Tookmarks	GAIL (India) Limited, a Mahar	GAIL (IN WAN, 16 HI - 110 Email: <u>ca</u> Inta PSU,	IDIA) , BHI 066. reer(	LIMI KAIJI PH: 02 Dgail.c	TED CAMA 11-261 co.in ations fi	PLACE, 72580	s in Huma	an		cation Closure Date 3,2013 2,2013
Testing	<u>b</u>	indicated below:	ints discip	me, u	o nii up	post a	inu category wis		25		2.2013
Recruitment for the position of Senior Officer (HR)	Pages	Post Senior Officer (HR)	Grade E-2	<b>UR</b> 04	<b>SC</b> 02	ST	0BC (NCL)	Total 08			7.2013
Apply	Commer	Senior Officer (F&A) Total	E-2	06 10	01 03	01 01	03 05	11 19		-	
*: Please click on relevant Job Posting Title to view D	Done	3.27 × 11.69 in ∢	4 2	of 10	Loca	al intranet	O O	Off		•	•
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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 D
Recruitmen	t for the post of Sr. Officer (F&A)	FINANCE & ACCOUNTS	10.05.2013	03.06.2013
Testing		CHEMICAL	09.05.2013	11.12.2013
Testing		CHEMICAL	09.05.2013	11.12.2013
Sr Manage	r (Mechanical)	MECHANICAL	09.05.2013	30.05.2013
Recruitmen	t for the position of Senior Officer (HD)	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.

Logon
Register here
User *
Password *
Accessibility
Log On
Change Password Password Forgotten

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

Candidate Registration - Internet Explorer				- 0 ×
GAIL (India) Limited A Government of India Undertaking - A Maharatna Company	Careers	@ GAIL		Î
Registration				
Please enter name exactly as mentioned in your testimonials. In	case, the name in your testimonials contain only first	st name, please repeat first name in last name also.		
Name (In Capitals)           First Name:           Second Name:           Last Name:				
User Data Date of Birth: * User Name: * Password: * Repeat Password: * E-Mai: *		1		
Make sure that the specified e-m Repeat E-Mait *	nall address is correct. This is necessary as we v	will contact you via the specified e-mail address.		
□ I hereby agree to register as an Applicant for recruitment in G	3AIL			
Register				
Search Windows	0 🤷 🗖 🗞 🎽 🕅	🥒 🗵 💌 🌖 📧 🥔	🔽 💿 🔤 🗞 😥 🖴 🏀 🏓 d× 🥎 🐯 🤗 🛥 義 d	€25 PM

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

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

Application Wizard			
	E	4	
Personal Data Education Details Work Experience Attachments	Miscellaneous Proceed to Submit Completed		
Dravious stan     Education Datails			
Previous step			
Title: *	Mr.		
First Name:	TEST	Middle Name:	
Last Name: " Gender:	HR Position Male		
Date of Birth: *	28.06.1983		
Marital Status: *	Married	Is Spouse Employed:	Yes 💌
Present Place of Posting(Spouse)::	Noida		
Nationality(Only Indian Nationals are eligible to apply): *	Indian 💌	Religion: *	HINDUISM
Category: *	GENERAL		
Person with Benchmark Disabilities (PwBD): Candidates may refer to Schedule of PPWD Act 2018 for more details on disabilities before applying.	No		
PwBD category viz A,B,C,D,E and type of disability selected should be as per the "Disability Certificate".			
Category once declared cannot not be changed subsequently.			
Ex-Service Man	No 🖛		
If you want to keep the "Permanent Address" as "Correspondence Address" please	e click on this button 📥 Copy		
Please provide Correspondence Address as it is mandatory.			
Permanent Address			
Address 1: **			
Country: * Select State:			
District/City: * Postal Code: *			
Correspondence Addres			
Address 1: *			
Address 2:			
Lounty * L- Select - State			
District/City: *	Postal Code: *		
HomeTown/Village: *			
District: *			
Communication Details			
E-Mail: * test777@gmail.com			
Mobile Number:	Telephone No. (incl. STD/ ISD Code):		
Allowed Queled Number	relephone No. (incl. 312/132/0006).		
Alternate Contact Number:			
Preferred Telephone No. for Contacting you: *	*		
Domicied in J&K between 01.01.1980 to 31.12.1989 No V			
Application Fee Details			
Bank Transaction Number: *			
Transaction Date: *	0		
Pill Anount. 020	•		

In case application fee is applicable as per the Advertisement, please enter Transaction Date & Receipt Number received after making payment in the payment gateway (as per details mentioned in the Advt.).

For detail regarding Payment Process, please refer the "USER MANUAL FOR PAYMENT OF APPLICATION FEE".

After entering the Receipt 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:

GAIL (India GAIL (India Government of India Undert	) Limited king - A Mah	naratna Company		9zdF9pbnN		S C	) G		wQUMxNDA4N - I	nternet Explorer	
Application Wi	ard										Display Job Posting "Post No. 6"
Personal Data Educatio  Previous step Work Experien	n Details	3 Work Experience	4 Attachments	5 Miscellaneous	6 Submit Applie	zation Comple					
漝 Education Details											
School Level Examination (N	andatory)	College Handlinde	Manual Islaina - R			the Descentions	-	_			
SSC (10th or Equivalent)	ENG	*College/ Institute BKH	2000 2	Year of Passing 1001	BKB	65	of Marks Mode Full Tim	e 👻 🔲			
Higher Qualification (Mar *Examination/ Degree Pase HSC	Select a datory) Year o ed *Branch/ Science	any one mandatory qu of passing is to be an Discipline/ Specializat	ualification mix whit ranged in increasing ion (use only F4 key	ch is relevant f g order. for selection)	or you * HSC+B *College/Institute BJN	#Year of Joining	*Year of Passing 2003	*Board/University GG	*Percentage of Marks 65	*Mode	
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Higher Qualification (Nor Examination/ Degree Pass	Mandatory) d Branch/D v	iscipline / Specializatio	n College/ Institute	Year of Joini	ng Year of Passi	ng Board/ Univer	sity Percentage of	Marks Mode De			

<u>Note :</u> 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"**.

Application Wizard						Display Job Posting "Test Position C"
Personal Data Education Details W	3 4 Jork Experience Attachments M	5 6 iscellaneous Proceed to Sub	7			
Previous step     Attachments						
Particular of post qualification relevant exp INSTRUCTIONS: (I) Please provide details of work experience fror (II) Date of joining and date of leaving cannot be (III) For experience in private sector, candidates (IV) For current experience, candidate may fill lef	perience m present edited once saved, after creation of mor may fill the same value in pay scale from ft on date as the current date of applicati	e than one line item.For such ch & pay scale to fields,if not avai on.	anges, candidate should delet able	e the entire experience and fill it afres	81	
			Tears Mo	iurs Days		
Work Experience Joined On   Left On Organization  No work experience maintained  Add   Edit   Delete	worked for			Location	Country	Position
Organization Worked For: * Company's Turnover for Relevant Year (In Crores): Employee's Strength: Joined On:	0.00	Company Listing:				
Country: Location: Industry:	Select	State:				
Position: * Nature of Experience: * Last Salary Details		Nature of Company: *	¥			
Pay Scale From: * Last Basic Pay: *		Pay Scale To: * Total CTC (Rs. p.a.): *				
Job Responsibilities (max 500 char): * Save Cancel						
Previous step Attachments      Close						

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"

GALL (India) Limited	Careers @	GAIL	,
A Government of India Undertaking - A Maharatna Company		and the second se	
Application Wizard		Display Job Posting "Recruitment for the	e position of Foreman (Bectrical)"
Personal Data Education Details Work Experience	4 5 6 Attachments Miscellaneous Submit Application	Completed	
Previous step Miscellaneous			
lease upload your recent self-attested pas	sport size colour photograph (Maximum file s	size allowed is 50 Kb)	
Attachments			
Document Title	Attachr	ment Type	
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ote: Only the following specified formats are accepted dur Passport Size Photo - Allowed types are .jpeg, .jpg, .bmp presze your photo to 3.5 X 4.5 cms	ing attachments upload		
Open jpeg file of your photo in MS-PAINT			
Use the resize option to change the Horizontal Dimension to 4	13 pixels and Vertical to 531 pixels or less		
Previous step Miscellaneous 👌 Gose			
			( 22 0)

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		
GAIL (India) Limited A Government of India Undertaking - A Maharatna Company	Careers @ GA	L î
Application Wizard		Display Job Posting "Recruitment for the position of Foreman (Bectrical)"
Personal Data Education Details Work Experience	4 6 7 4 Attachments Miscellaneous Submit Application Completed	
Previous step     Miscellaneous		
Please upload your recent self-attested pass	port size colour photograph (Maximum file size allowed	is 50 Kb)
Attachments		
Document Title	Attachment Type	
1 No attachments maintained		
Add Edit Delete		
Document Title: Attachment Type:Select * File (jpeg, jpg, bmp): Browse Save Cancet		
Note: Only the following specified formats are accepted durin 1) Passport Size Photo - Allowed types are .jpeg, .jpg, .bmp	g attachments upload	
To resize your photo to 3.5 X 4.5 cms		
<ol> <li>Open jpeg file of your photo in MS-PAINT</li> <li>Use the resize option to change the Horizontal Dimension to 413</li> </ol>	pixels and Vertical to 531 pixels or less	
Previous step Miscellaneous      Close		
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Ø Application Wizard - Internet Explorer				- o ×
GAIL (India) Limited A Government of India Undertaiking - A Maharatha Company	Careers @	GAIL		Â
Application Wizard			Display Job Posting "Recruitment for the position	on of Foreman (Bectrical)"
1     2     3     Personal Data Education Details Work Experienc     Previous step Miscellaneous	4 6 6 6 Attachments Miscellaneous Submit Application	Completed		
Please unlead your recent colf attested pa	eenort eize colour photograph (Maximum )	file size allowed is 50 Kb)		
Attachments	ssport size colour protograph (maximum)	nie size allowed is 30 Kb)		
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testpic	Passport Siz	e Photo		
Add Edit Delete Note: Only the following specified formats are accepted de	ring attachments upload			
<ol> <li>Passport Size Photo - Allowed types are .jpeg, .jpg, .bm</li> </ol>	p			
To resize your photo to 3.5 X 4.5 cms 1) Open ineq file of your photo in MS.PAINT				
2) Use the resize option to change the Horizontal Dimension to	113 pixels and Vertical to 531 pixels or less			
Previous step Miscellaneous     Cose				
Search Windows	0 🔨 🗖 🗞 🍬 🏓 🥼	🗴 💌 🌖 🖬 🙆 🍕	N 🔁 💿 🔤 🗞 🛍 🚯 🎾 d× 🞯 🐯 🤡 🖛 1	6:34 PM

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

1         2         3         4         5         6           Personal Data         Education Details         Work Experience         Attachments         Miscellaneous         Proceed to	7 Submit Completed
Previous step   Proceed to Submit	
From where did you come to know about this Job Opening	
Information Source Type: Information Source:	Internet Media  GAIL Corporate Website
Provide a brief write up on why you consider yourself suitable for the post citing your major achievements (100 cha	racters)
	]
Mention your position in the heirarchy and the levels above and below you.	
I certify that	_
I am employed in Govt./ Statutory Organization/ Public Sector Undertaking.	
Incase of my employment in Govt./ Statutory Organization/ PSU,I will produce NOC or forwarding letter from my organisation	ition.
Have you applied in GAIL during the last two years?: No	

14. After entry at Step No.13, Click on **'Proceed to Submit'** tab.

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

Confirm Bank Transaction Number	(ASA)
Please confirm the Bank Transaction Number Transaction Number- 123450789	
GAIL (India) Limited	State of the second second second
Application Wizard	1 Ma
Yes No	
1         2         3         4         5         6         7           Personal Data         Education Details         Work Experience         Attachments         Miscellaneous         Proceed to Submit         Completed	
Previous step Send Application	
four application is yet to be submitted.	
After submitsion, please download online application form and keep it for further needful as per detailed Advertisement. For can now submit your application.	
$\overline{arphi}$ i would like to submit my application as per the details entered herein above.	
V   declare that all information given in this application form are true to the best of my knowledge and belief. If any of the information is found to be incorrect or distorted at any stage. I shall	I have no objection to cancellation of my candidature
Previous step Send Application     Close	

Candidate needs to verify the Transaction No. /Receipt No.

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

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

Аррисацоп wizaru								
Personal Data	2 Education Details	3 Work Experience	4 Attachments	5 Miscellaneous	6 Proceed to Submit	7 Completed		
Your application was	s sent							
Your application is submitted successfully. Now you can close the window.								
Close								

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

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



🕒 Home Page for GAIL E-Rei 🗙 🖅 Logon - SAP Web Applica 🗴		- 🗇 🗙
← → C Attps://careers.gail.co.in/SAP/BC/WEBDYNP	RO/SAP/HRRCF_A_STARTPAGE_EXT_CAND?SAP-CLIENT=350	☆ 🖸 =
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Home Page for GAIL E-Re × C Applicant Cockpit ×		- 0 ×
GALL (India) Limited A Government of India Undertaking -A Maharatna Company	Careers @ GAIL	
Overview View Application Form Employment Opportunities		LGO GIT FAUS Mr. PAWAN SAHA-50336998
View Application Form My Profile Personal Settinas Chance User Hame Delete Registration	Employment Opportunities Exvortes My Applications	

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

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