

IMPORTANT INSTRUCTIONS TO THE CANDIDATES

1. CANDIDATES IN THEIR OWN INTEREST ARE ADVISED NOT TO WAIT TILL THE LAST DATE AND TIME TO SUBMIT THEIR APPLICATIONS. GAIL SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS DUE TO THE LAST-MINUTE RUSH.
2. PLEASE RETAIN THE PRINT OUT OF THE APPLICATION FORM WITH YOU FOR FUTURE REFERENCES.
3. CANDIDATES APPLYING FOR ANY POST ARE ADVISED NOT TO SEND HARD COPY OF THE APPLICATION FORM OR ANY OTHER DOCUMENTS.

Important Dates		
SN	Activity	Date
1	Commencement of Online Registration of Application	14/08/2024 (1100 hrs.) onwards
2	Last date of closing of Registration, Submission of Online Application Form	13/09/2024 (Upto 1800 hrs.)

INSTRUCTIONS FOR SUBMITTING ON LINE APPLICATIONS

General Instructions:	
1.	Read the Instructions carefully and click on “ To Register ” (Hyper Link button) for registration of Online Application.
2.	For detailed Notification, click at “ Detailed Advertisement ” in GAIL’s website to download the detailed advertisement. Please read it carefully before filling the on-line application.
3.	Category [SC/ST/OBC/EWS/PwBD] once filled by candidate in the online application form will not be changed. Upper age limit and relaxation in age are as per the Guidelines mentioned in the detailed Advertisement .
4.	Before starting to fill up the Online application, the candidate should keep the following details/documents ready: - a. Details/ Documents regarding his / her educational qualifications as per the eligibility criteria (from 10 th / Matriculation onwards) with percentage of marks or CGPA obtained. b. His/her personal details. c. His/her certificates like category certificate (SC/ST/OBC/EWS/PwBD) along with 10 th & essential qualifications certificates. d. His/her scanned photograph and signature in JPG/JPEG format only . The size of scanned Photograph should be of 3.5 cm (width) x 4.5 cm (height) of minimum 50 KB and maximum 100 KB and the size of scanned Signature (with black or blue ink only) should be of 50 KB to 100 KB .
How to Apply:	
I.	Candidates should have a valid personal Email ID and Mobile Number. The Email ID and Mobile Number entered by the candidate in his/ her Online Application Form must remain valid for at least next one year from the date of filling application . Application Sequence Number, password and all other important communication will be sent on the same registered Email ID & Mobile No. (Please ensure that email sent to this mail box is not redirected to your junk /spam folder).
II.	Candidates should take utmost care to furnish the correct details while filling the Online application. YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF APPLICATION FORM. ONCE THE FORM IS SUBMITTED, IT CANNOT BE EDITED.
III.	No Application fee is to be paid by the candidate
IV. STEP- I Registration/Sign-Up	
a.	The candidate should fill up all the required information i.e., Personal Details, Contact Details etc. correctly and Generate OTP .
b.	OTP will be sent to the candidate’s mobile no. & email id separately. The candidate has to enter both OTPs to verify mobile no. & email id respectively.

c.	Candidates agreeing the terms & conditions may apply by clicking ' I Agree ' Check box given below and then Re verify the selected/entered values by clicking the check boxes and Submit button.
d.	After clicking SUBMIT button/ tab, the candidates will receive Application Sequence No. (User ID) & Password on their E-mail ID and Mobile No. Candidate has to Click at “Go To Application” “OR “LOGIN” button (given on top right corner) for Step-II.
V. STEP II–Filling up of application	
e.	After signing-up , candidate has to Click on “LOGIN” button and then Click on “Go To Application” button at top right corner for filling-up Eligibility Criteria, Communication Details, Qualification & Experience Details and Upload Photo/Signature. After filling all required details, Candidate has to submit the application.
f.	<p>Instructions regarding scanning of Photograph/ Signature - Candidates should upload the scanned (digital) image of their Photograph, Signature as per the process given below:-</p> <p>i. Photograph image:</p> <ol style="list-style-type: none"> 1. Photograph must be recent passport size color picture on light background (not older than 03 months) 2. The photograph should be taken while looking straight at the camera with a relaxed face. 3. The size of the scanned image of the photograph should be of 3.5 cm (width) x 4.5 cm (height) of minimum 50 KB and maximum 100 KB size in JPG/JPEG format only. <p>ii. Signature image:</p> <ol style="list-style-type: none"> 1. The applicant has to sign on a whitepaper with Black/Blue ink pen. 2. The signature must be signed only by the applicant and not by any other person. 3. Please scan the signature area only and not the entire page. 4. Size of the scanned image file of the signature should be of minimum 50 KB and maximum of 100 KB size in JPG/JPEG format only.

g.	After uploading Photograph and Signature click-on " Preview " tab and check whether particulars filled are correct in all respects. In case of any error, the same can be edited before finally clicking on " Submit " tab.
h.	<p>Printing of the submitted application form – On successful submission of the Application Form, the candidate should print his/her Application Form containing the details submitted by the candidate , by pressing "Print" button and saving his/her Application Form in PDF form.</p> <p>Please retain the PRINT OUT of the Application Form with you for future reference.</p>
i.	Candidates can apply for ONE POST ONLY. In case of submission of more than one application by a candidate, the latest application submitted shall be considered for the purpose of this recruitment exercise. No further correspondence on the matter shall be entertained.
j.	Please feel free to raise technical queries/ask for clarifications relating to the filling-up of ONLINE APPLICATION, via Helpdesk Tab integrated in application portal Or at HELP LINE Phone No.+91 - 9513166169
<p>PLEASE REFER TO THE DETAILED ADVERTISEMENT AND ENSURE YOUR ELIGIBILITY BEFORE APPLYING FOR THE POST.</p>	