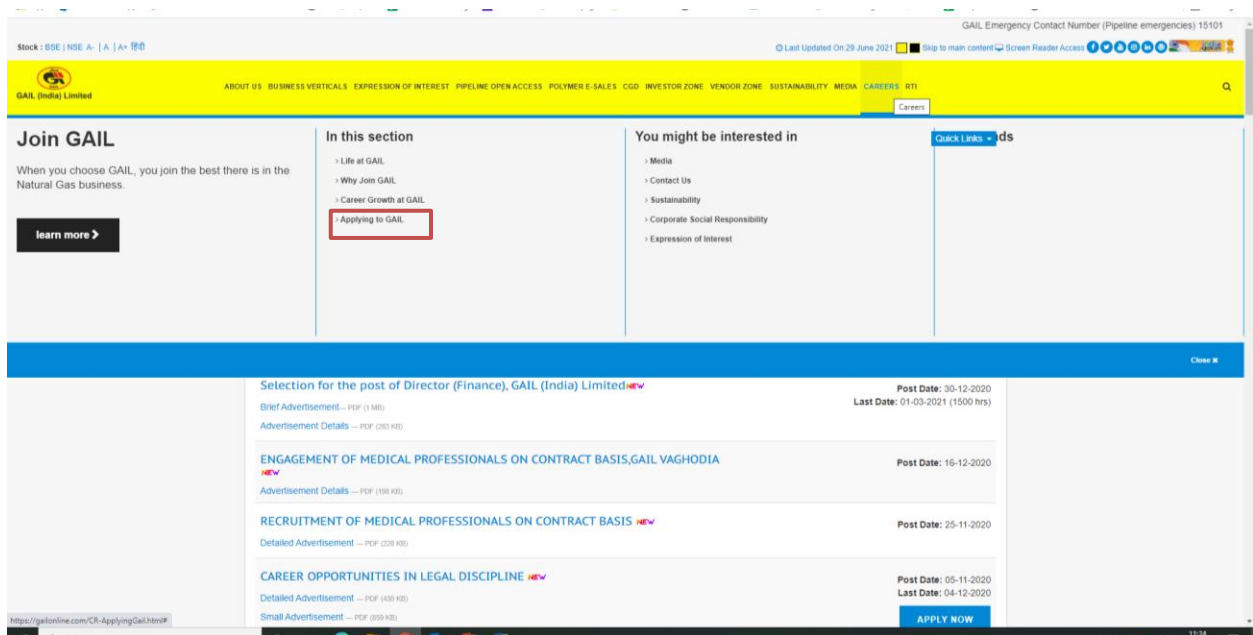
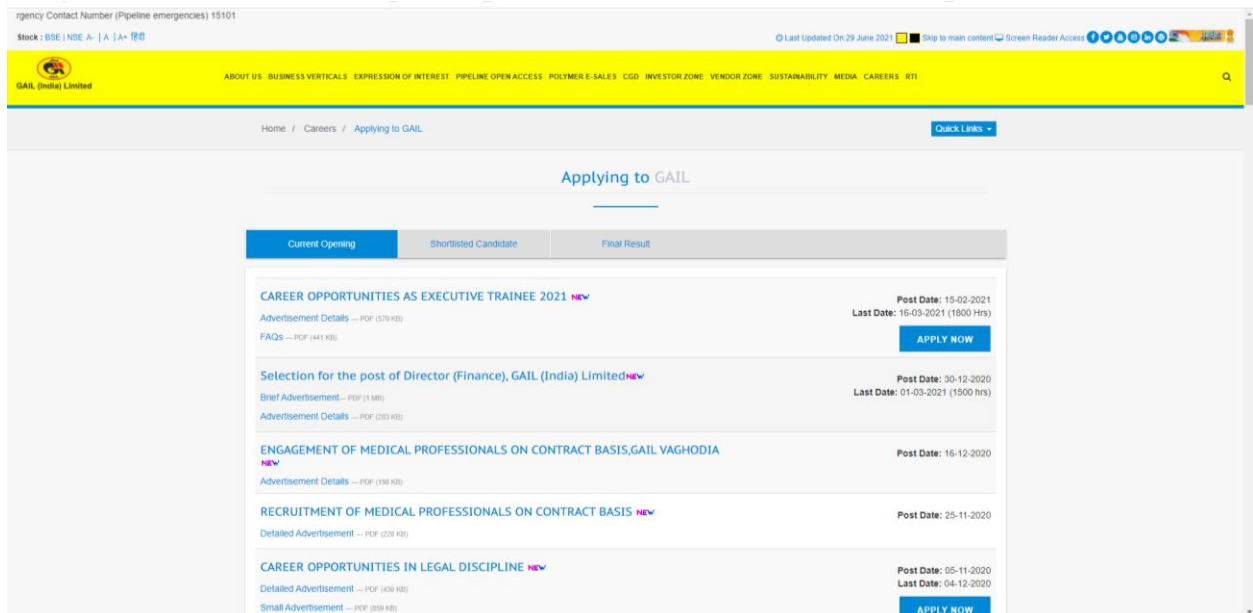


USER MANUAL FOR E-RECRUITMENT APPLICATION OF GAIL

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



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



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

The screenshot shows the 'Applying to GAIL' page on the GAIL India Limited website. The page features a navigation bar with 'Home / Careers / Applying to GAIL' and a 'Quick Links' dropdown. Below the navigation, there are three tabs: 'Current Opening', 'Shortlisted Candidate', and 'Final Result'. The 'Current Opening' tab is active, displaying a list of job openings. Each opening includes the job title, a 'NEW' tag, a link to 'Advertisement Details', and a date. The first opening is 'CAREER OPPORTUNITIES AS EXECUTIVE TRAINEE 2021', with a 'Post Date' of 15-02-2021 and a 'Last Date' of 16-03-2021 (1800 Hrs). A prominent blue 'APPLY NOW' button is located to the right of this opening. Other openings include 'Selection for the post of Director (Finance), GAIL (India) Limited', 'ENGAGEMENT OF MEDICAL PROFESSIONALS ON CONTRACT BASIS, GAIL VAGHODIA', 'RECRUITMENT OF MEDICAL PROFESSIONALS ON CONTRACT BASIS', and 'CAREER OPPORTUNITIES IN LEGAL DISCIPLINE'. Each opening also has a 'Small Advertisement' link and a date.

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

The screenshot shows the 'Home Page for GAIL E-Rec' in a Windows Internet Explorer browser. The browser address bar shows the URL: https://careers.gail.co.in/sap/bc/webdynpro/sap/tywrec_005_home_page/. The page header includes the GAIL logo and the text 'GAIL (India) Limited - A Government of India Undertaking - A MAHARATNA Company'. Below the header, there is a large banner image of two hands shaking, with the text 'Careers @ GAIL' and 'Life @ GAIL' overlaid. A blue button labeled 'Current Openings and Registration' is positioned below the banner. On the left side, there is a 'Links' section with three items: 'Archives', 'Download prescribed format for SC/ ST/ OBC (INCL) PWD certificate', and 'GAIL's Corporate Website'. The browser's taskbar at the bottom shows several open applications, including 'SAP Logon 720', 'SAP Easy Access', and 'Home Page for GAL...'. The system tray shows the date and time as 14:22.

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
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

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

GAIL (India) Limited, a Maharashtra 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
Total		10	03	01	05	19

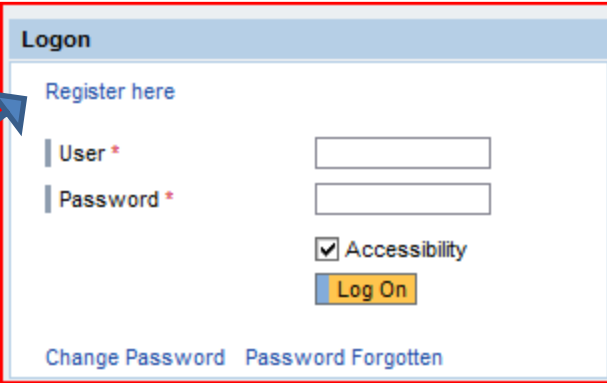
6. Please select one complete row corresponding to relevant Job Posting by clicking on the Box on left hand side of the relevant posting

Job Posting Title *	Discipline	Application Start Date	Application Closure Date
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



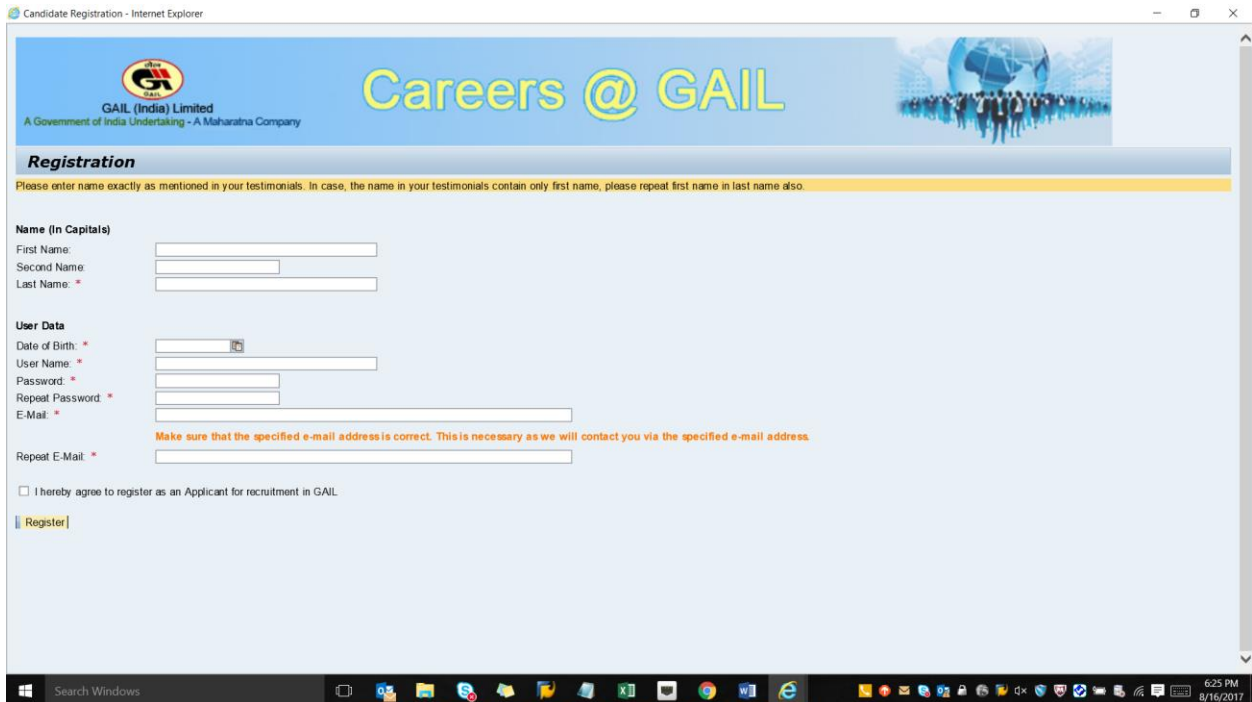
This would activate "Apply" button.

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 'Register here' with a blue arrow pointing to it from the left. Underneath are two input fields for 'User *' and 'Password *'. A checkbox for 'Accessibility' is checked. A yellow 'Log On' button is positioned below the password field. At the bottom, there are two blue links: 'Change Password' and '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'**.



The screenshot shows the 'Registration' page for GAIL (India) Limited. The page header includes the GAIL logo and the text 'GAIL (India) Limited A Government of India Undertaking - A Maharashtra Company' and 'Careers @ GAIL'. Below the header, there is a yellow banner with the text '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 consists of several sections: 'Name (In Capitals)' with fields for 'First Name', 'Second Name', and 'Last Name *'; 'User Data' with fields for 'Date of Birth: *', 'User Name: *', 'Password: *', 'Repeat Password: *', and '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 Windows taskbar is visible at the bottom of the browser window, showing the time as 6:25 PM on 8/16/2017.

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

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

Application Wizard

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

Previous step Education Details

Title: * Mr.

First Name: TEST

Last Name: * HR Position

Gender: Male

Date of Birth: * 28.06.1983

Marital Status: * Married

Present Place of Posting (Spouse): Noida

Nationality (Only Indian Nationals are eligible to apply): * Indian

Category: * GENERAL

Person with Benchmark Disabilities (PwBD): No

Candidates may refer to Schedule of RPWD Act,2016 for more details on disabilities before applying.
PwBD category viz A,B,C,D,E and type of disability selected should be as per the "Disability Certificate".
Category once declared cannot be changed subsequently.

Is Spouse Employed: Yes

Religion: * HINDUISM

Ex-Service Man No

If you want to keep the "Permanent Address" as "Correspondence Address" please click on this button

Please provide Correspondence Address as it is mandatory.

Permanent Address

Address 1: *

Address 2:

Country: * -- Select -- State:

District/City: * Postal Code: *

Correspondence Address

Address 1: *

Address 2:

Country: * -- Select -- State:

District/City: * Postal Code: *

HomeTown/Village: *

District: *

Communication Details

E-Mail: * test777@gmail.com

Mobile Number: Telephone No. (incl. STD/ ISD Code):

Alternate Contact Number:

Preferred Telephone No. for Contacting you: * -- Select --

Domiciled in J&K between 01.01.1980 to 31.12.1989 No

Application Fee Details

Bank Transaction Number: *

Transaction Date: * Amount: 0200

Previous step Education Details Close

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:

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	BKH	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

INSTRUCTIONS :

(i) Please provide details of work experience from present
(ii) Date of joining and date of leaving cannot be edited once saved, after creation of more than one line item. For such changes, candidate should delete the entire experience and fill it afresh.
(iii) For experience in private sector, candidates may fill the same value in pay scale from & pay scale to fields, if not available.
(iv) For current experience, candidate may fill left on date as the current date of application.

Work Experience

Joined On	Left On	Organization worked for	Location	Country	Position
No work experience maintained					

Organization Worked For: *

Company's Turnover for Relevant Year (In Crores): 0.00

Employee's Strength: 00000000

Company Listing: []

Joined On: []

Left On #: []

Country: -- Select --

State: []

Location: []

Industry: []

Discipline: -- Select --

Position: *

Nature of Experience: *

Nature of Company: *

Last Salary Details

Pay Scale From: *

Pay Scale To: *

Last Basic Pay: *

Total CTC (Rs. p.a.): *

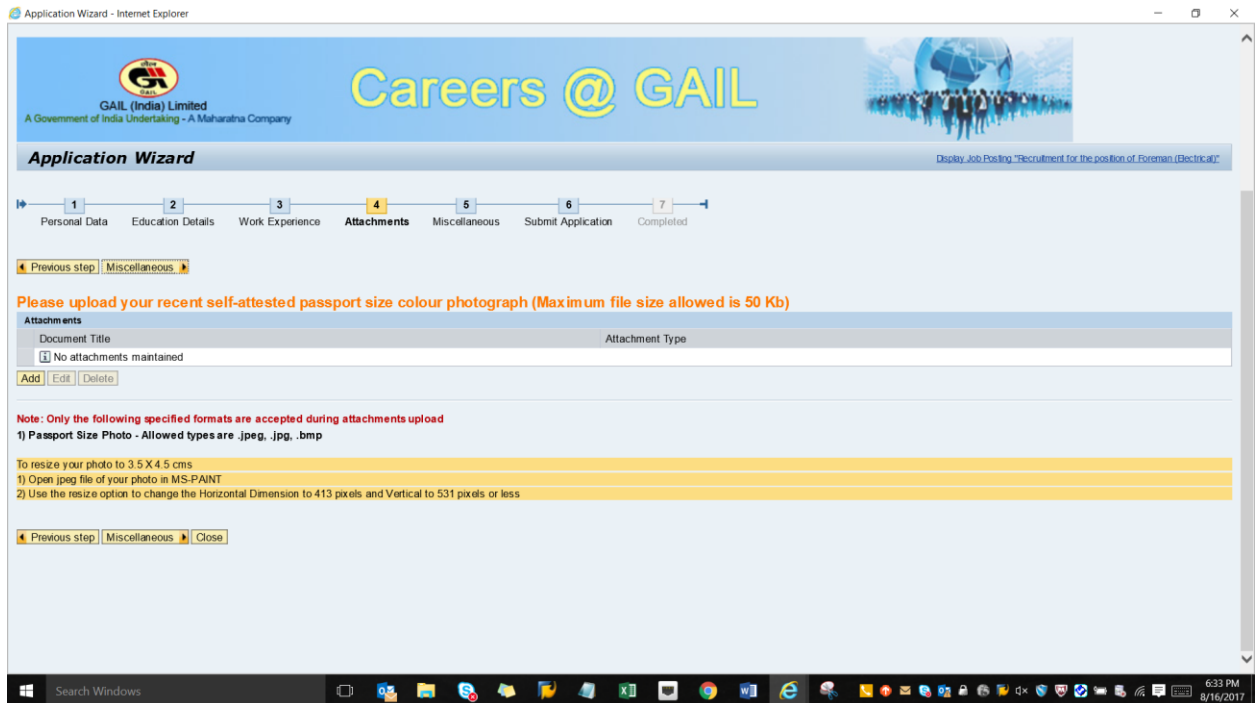
Job Responsibilities (max 500 char): *

[Save] [Cancel]

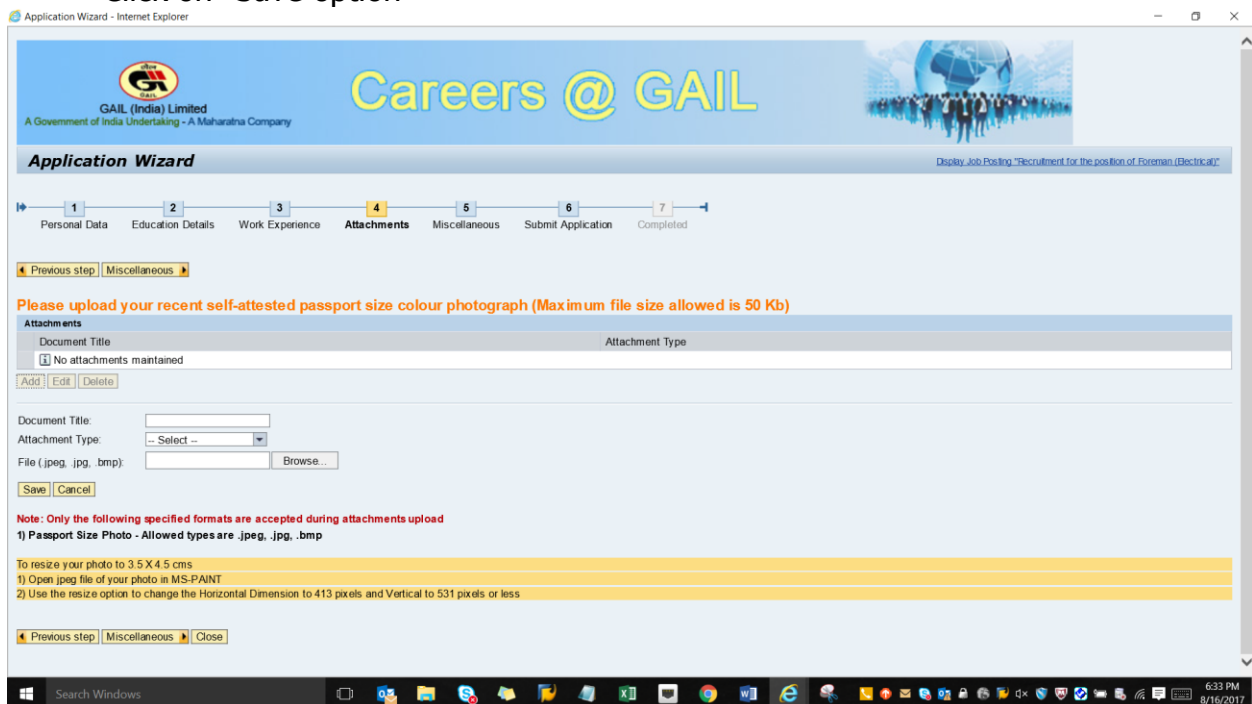
After filling the relevant data please click on "Save" Button.

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


➤ Click on "Add Button"



➤ 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

A Government of India Undertaking - A Maharashtra Company

Application Wizard Display Job Posting: "Recruitment for the position of Foreman (Electrical)";

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.

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

◀ Previous step | Proceed to Submit ▶

From where did you come to know about this Job Opening

Information Source Type: Internet Media ▼
 Information Source: GAIL Corporate Website ▼

Provide a brief write up on why you consider yourself suitable for the post citing your major achievements (100 characters)

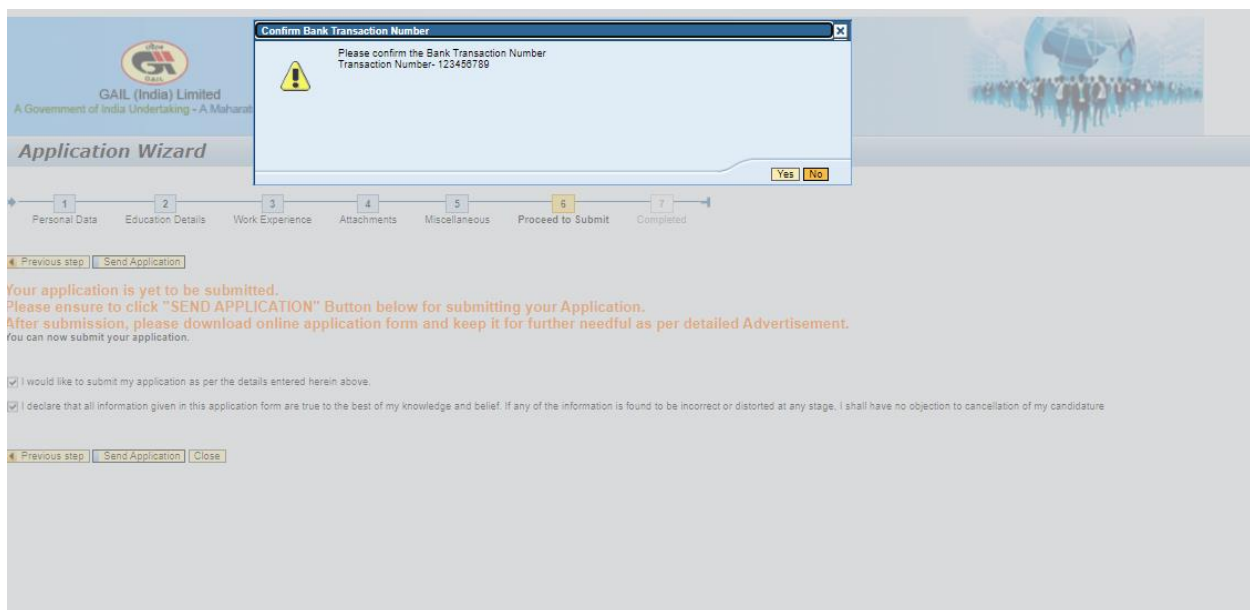
Mention your position in the heirarchy and the levels above and below you.

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

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

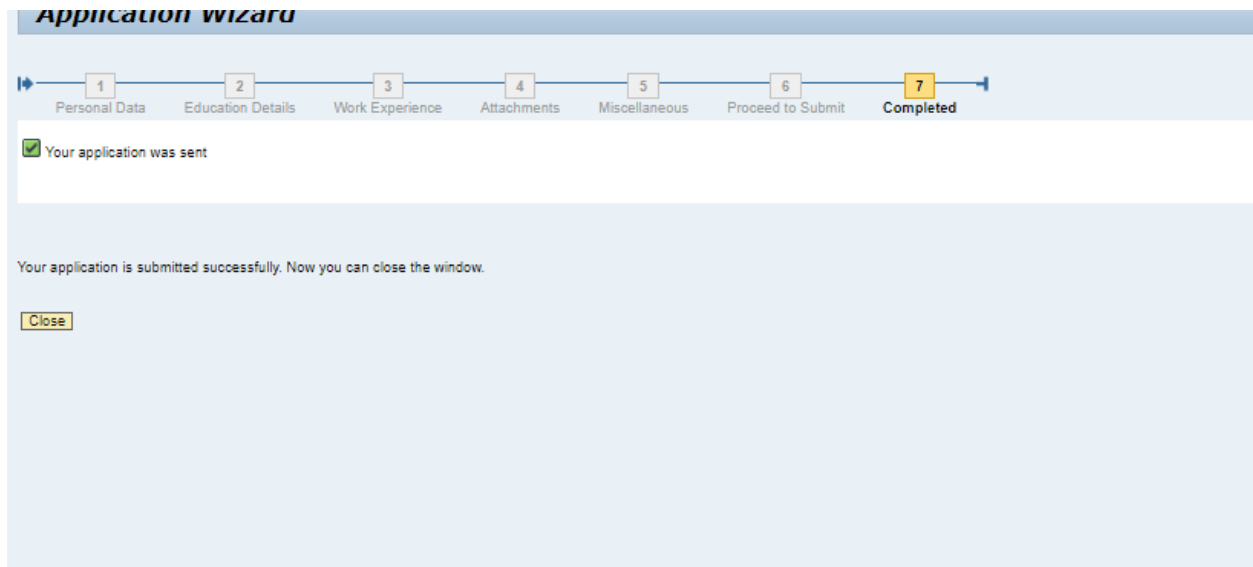
15. After following the Step No.14, click on button '**Send Application**' to submit the Application. While clicking on the 'Send Application' button, a pop up message will come



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

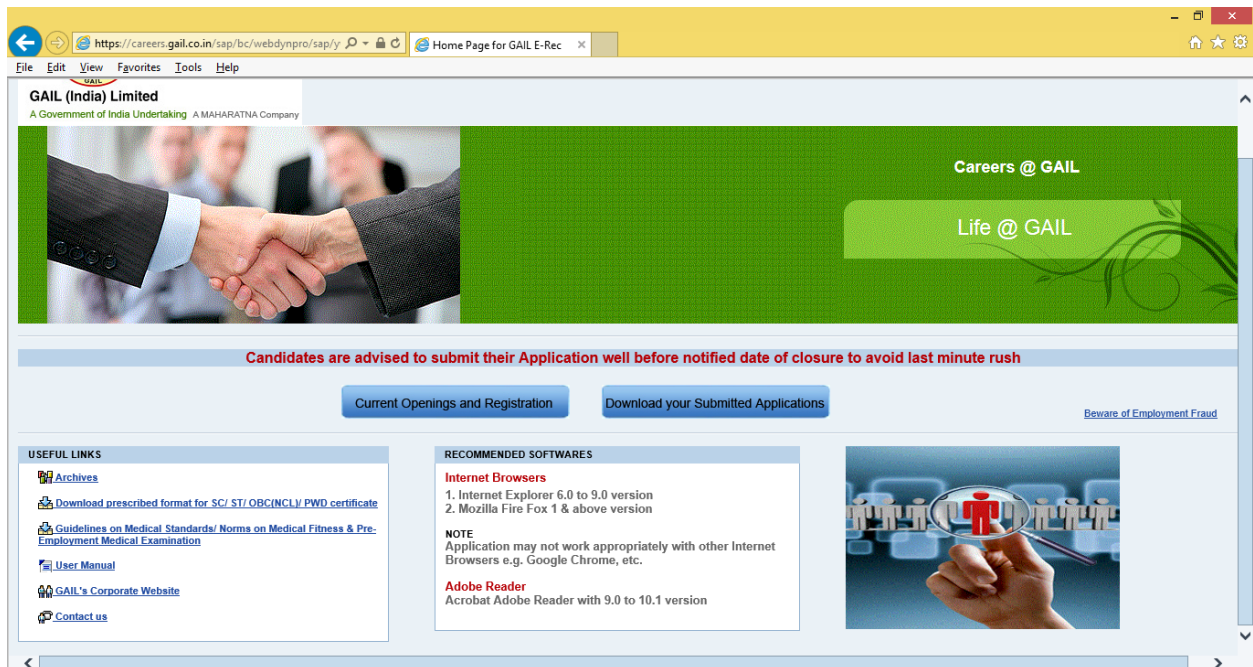
If he/she clicks 'No' then system will take him/her to the 'Personal Data' tab to re-enter the correct Transaction No. /Receipt No.

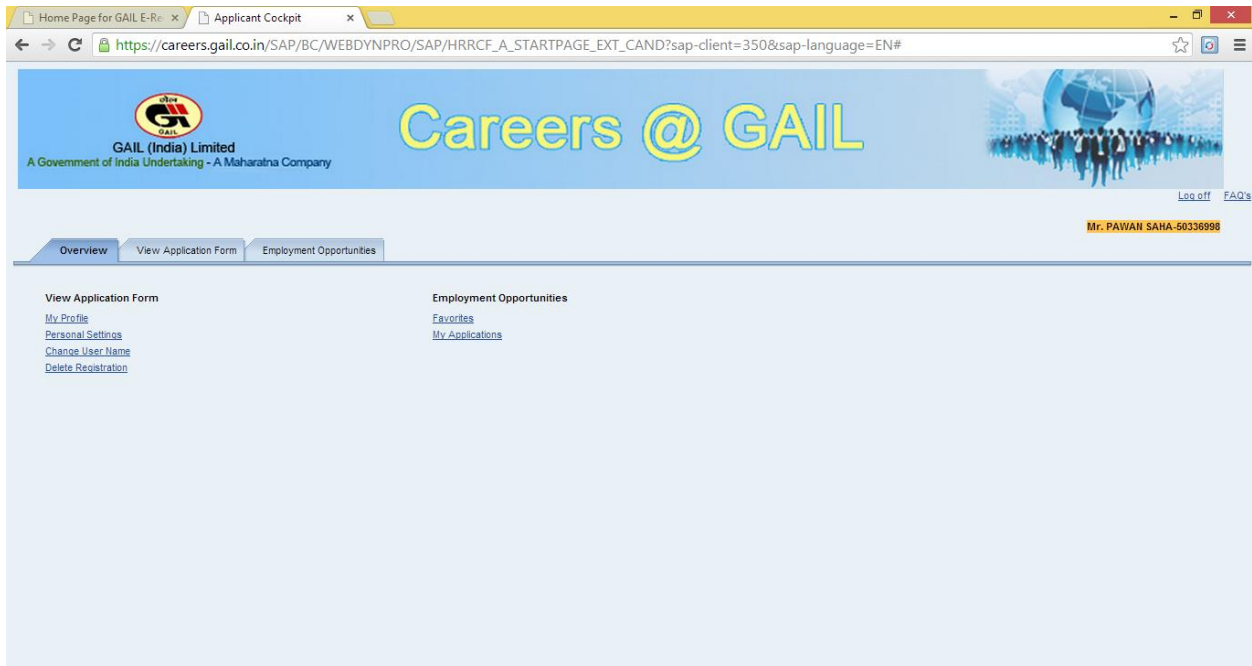
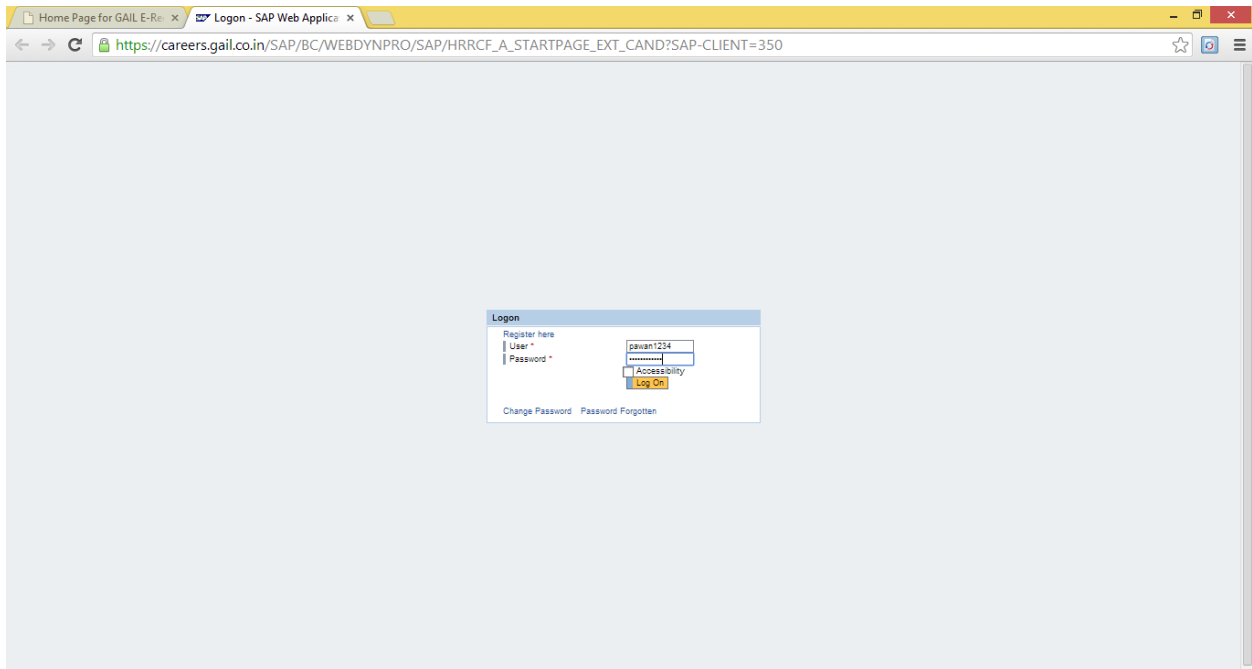
If he/she clicks 'Yes', he/she would receive an acknowledgement e-mail from GAIL in his/her e-mail ID Inbox.



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**





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

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