



**GAIL (INDIA) LTD**  
**GAIL BHAWAN, 16, BHIKAIJI CAMA PLACE,**  
**NEW DELHI - 110066. PHONE: 011-26172580**  
**Email: [career@gail.co.in](mailto:career@gail.co.in)**

GAIL (India) Limited, a Navratna PSU, is looking for Corporate Communication professionals for filling up one Post of Chief Manager ( Corporate Communication ) in E6 Grade.

1. **Required Minimum Essential Qualifications, Required Minimum Essential Experience** for the above post are indicated in Table I below:-

**Table I**

<b>Post</b>	<b>Minimum Essential Qualification Required</b>	<b>Minimum Essential Experience Required</b>
<b>Chief Manager</b> (Corporate Communication) <b>Grade: E-6</b> <b>Pay Scale: Rs.43,200 – 66,000/-</b>	Full-time Graduate Degree and 02 years full-time Post Graduate Degree in Communication/ Advertising and Communication Management/ Mass Communication/ Journalism/ Public Relations; <b>OR</b> Full-time Graduate Degree and 02 years full-time Post Graduate Diploma in Communication/ Advertising and Communication Management/ Mass Communication/ Journalism/ Public Relations; <b>OR</b> Full-time Bachelor Degree and full-time 02 years MBA with specialization in Marketing; <b>OR</b> Full-time Graduate and Full-time Post Graduate Degree with 01 year Full-time PG Diploma in Advertising and Public Relations, Journalism (English/ Hindi), Radio and Television Journalism from Indian Institute of Mass Communication (IIMC).	Minimum 15 years post Qualification Executive experience in line in PSU/ large private sector organization. Preference will be given to the candidates having post qualification executive experience across at least 2-3 communication platforms, such as, Electronic/ News/ Media Gathering and Production, Media Relations, Advertising, Public Relations, Branding, Web Design, Video Production and Editing, etc.  A combination of experience in electronic media and large multi-unit PSUs/ Private Sector Organizations would be an added advantage.  Candidates working in Govt./ Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.  Experience is relaxable upto 01 year in deserving cases.

**1. Terms and Conditions in respect of Minimum Essential Educational Qualification and Minimum Essential Experience**

- 1.1. Minimum essential educational qualification and minimum essential Experience required for the Post shall be as indicated in table- 1above.
- 1.2. Only full time Regular courses will be considered.
- 1.3. All qualifications must be from UGC recognized Indian University / UGC recognized Indian Deemed University or AICTE approved courses from Autonomous Indian Institutions / concerned statutory council (wherever applicable).
- 1.4. Minimum essential Post Qualification Executive Experience in line in a PSU/Large Private Sector Organization should be as on **31.01.2013**

## 2. AGE LIMIT & AGE RELAXATION:

- 2.1 The upper Age Limit is 48 years as on **31.01.2013** for the position of Chief Manager (Corporate Communication).
- 2.2 Age relaxations for SC/ST/OBC(NCL)/PWD/Ex servicemen candidates and candidates domiciled in the State of Jammu & Kashmir between 01.01.80 and 31.12.1989 are applicable as per Govt. of India Directives.

## 3 EMOLUMENTS:

- 3.1 Selected candidate will be placed in the Pay Scale of **Rs.43200-66000/-** at the Basic Pay of **Rs.43200/-** with one year probation in E-6 grade.
- 3.2 **Pay and Allowances** : Basic Pay as applicable in the grade, Variable Dearness allowance ( VDA) at the applicable rates and perks & allowances up to 50% of Basic Pay under cafeteria approach.
- 3.3 **Variable Pay** : Performance Related Pay based on individual and organizational performance.
- 3.4 **Other Benefits** : Company Accommodation/Leased Accommodation/HRA, medical facility, group insurance, house building advance, conveyance advance, furnishing advance/PC advance, etc.
- 3.5 **Superannuation Benefits** : Besides Contributory Provident Fund and Gratuity, employees who superannuate from GAIL after rendering a minimum of 15 years of service will also be entitled to pension and Post Retirement Medical Benefits under Defined Contributory Scheme of the company.

All the above benefits will be governed by the policy of the Company in force & amended from time to time.

## 4. HOW TO APPLY

- 4.1 Candidates fulfilling the above eligibility requirements should submit their application in the prescribed format attached. Application must be submitted in the prescribed format only. Candidates belonging to General and OBC (NCL) category are required to pay a non-refundable application fees of **Rs 200/-** ( Rupees two Hundred only) by **Demand Draft/Pay order** drawn in favour of **GAIL ( India) limited** payable at **New Delhi**. The application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for future selection. Candidates belonging to SC/ST/PWD categories are exempted from payment of above application fees.
- 4.2 The candidate has to send the filled in Application Form duly signed and affixing latest passport size colour photograph along with attested true copies of the following testimonials/ documents to the address as mentioned in clause no 4.5 below:

- Document in support of Date of Birth proof.
- All Certificates/ Testimonials in respect of qualifications (All semester/year wise Mark Sheet & Degree/ Diploma certificate starting from matriculation onwards)
- Caste/Tribe certificate[ for SC/ST/OBC (NCL) candidates as applicable ] in the Prescribed format issued by the Competent Authority, disability certificate ( in case of PWD candidates) in the prescribed format issued by the Competent Authority and Ex-servicemen Proof ( in case of Ex-servicemen candidates.)
- Proper and complete Experience Certificates/Documents issued by the Employer in support of Experience Details mentioned by the candidate in the Application Form..
- NOC/ Forwarding Letter from the employer in case the candidate employed in Central/ State Government/ PSU/ Semi-Government organization.

Candidates should ensure that they submit all the documents mentioned above. In the event of failure of candidate to submit any of the required documents as mentioned above within the stipulated period, candidature of such candidate shall, be liable to be rejected.

- 4.3 A recent passport size colour photograph should be firmly pasted on the application form and should be signed across by the candidate. Without photograph and signature across it, the application form will be rejected. Three copies of the same photo should be retained for use at the time of interview, if called for the same.
- 4.4 Before applying for the post, candidates should ensure that he/she fulfils the eligibility criteria and other conditions mentioned in this advertisement. GAIL would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied. The fees paid by in eligible candidates shall be forfeited. No correspondence shall be entertained in this regard.
- 4.5 Application complete in all respect along with attested true copies of the testimonials/documents mentioned above should be sent by Ordinary Post in a sealed envelope super scribed “**APPLICATION FOR THE POST OF \_\_\_\_\_**” [POST and CATEGORY ] to the following address :

**SENIOR MANAGER (HRD),  
GAIL (INDIA) LIMITED,  
GAIL BHAWAN,  
16, BHIKAJI CAMA PLACE  
R.K. PURAM,  
NEW DELHI- 110066.**

**The application and other details as mentioned above must reach the above address by 11.02.2013.** GAIL will not be responsible for postal delay or loss/non-delivery thereof. No correspondence in this regard will be entertained. GAIL will also not take responsibility to connect any certificate/ remittance sent separately.

**5. HEALTH/MEDICAL FITNESS :**

Appointment to the above post will be subject to the candidate being medically fit as per the Standards prescribed for the post by the Company. Every candidate appointed to a post in the Company shall be required to obtain medical report in the prescribed proforma from the Central/State Government Hospital or GAIL’s authorized hospitals or from a Civil Surgeon before being considered for appointment to the Services of the Company. The opinion of the Medical Officer authorized by the Company in this regard shall be final.

**6. OTHER TERMS & CONDITIONS AND GENERAL ISNTRUCTIONS:**

- 6.1 Only short listed candidates who are found apparently eligible based on the application data and documents submitted will be called for Group Discussion and/ or interview as the case may be. In case the applicant does not receive any communication within **90 days** from the date of publication of this advertisement, it may be presumed that he/she has not been short listed for Group Discussion and/ or interview.
- 6.2 Candidates employed in Central/ State Government/ PSU/ Autonomous bodies shall either forward their application through Proper Channel or shall produce NOC from their present employer at the time of Interview. In case, the application of the candidate is not forwarded through proper channel or the candidate fails to produce NOC from his/her present employer at the time of interview, his / her candidature will not be considered.
- 6.3 Candidature of the candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found inconformity with eligibility criteria mentioned in the advertisement.
- 6.4 Candidature of the candidate is also liable to be rejected if the Application Form along with necessary documents as mentioned above is not received or received unsigned or without affixing passport size colour photograph or received after the closing date.

- 6.5 GAIL reserves the right to raise the minimum eligibility standards. The Management reserves the right to fill or not to fill the above position without assigning any reason whatsoever.
- 6.6 The prescribed qualification/ experience are the minimum and mere possession of the same does not entitle a candidate for Group discussion and/ or interview. GAIL's decision shall be final in this regard.
- 6.7 Any canvassing directly or indirectly by the applicant will disqualify his/her candidature. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Delhi Court only..

**ADVT. GAIL/OPEN/CC/1/2013**