

## **HOW TO FILL UP THE ONLINE APPLICATION FORM**

### **1.0 Full Name of Applicant (Mandatory Field)**

Enter the full name of the applicant in the adjacent boxes. For example,

Mohan	Kumar	Gogoi
Pallabi		Gogoi

### **2.0 Gender (Mandatory Field)**

Tick any one of male/female/others button as applicable.

### **3.0 Mobile (Mandatory Field)**

Enter 10 digit mobile no. of the applicant. Do not add prefix “0” or “+91” to the mobile no.

### **4.0 E-Mail ID (Mandatory Field)**

Enter the E-Mail ID of the applicant.

### **5.0 Father’s Name (Mandatory Field)**

Enter the full name of your father. Do not add any Prefix such as “Sri”, “Mr.”, etc.

### **6.0 Next Page: Click on**

**Submit**

To go to the next page of the application form.

### **7.0 User ID & Password:**

On submission of above basic information through online, OTPs will be sent to your registered mobile number as well as to your registered e-mail ID and the next page will be opened. Please enter the OTPs in the respective fields.

Click on

**Verify user**

To go to next page.

### **8.0 Setting of Password:**

Please create your own password. The password should be of at least 6 characters long and should contain at least one number, one letter e.g Abdc12345. Please note that the password is Case Sensitive.

Pl. click on

**Submit**

to complete your sign up. Now, you need to log in and complete your Registration for the Tender.

9.0 Log In:

The Log in details will be sent to your registered e-mail ID.

Pl. enter username (the registered e-mail ID is your username), Password (that you have created) and the CAPTCHA in their respective fields.

10.0 Forgot Password:

If you have forgot your Password, you can generate new password by clicking on Forgot Password button in this page. The new Password will be sent to your registered e-mail ID.

11.0 Uploading of Documents: **(Mandatory Fields)**

i) Please enter pay-in-slip number and select from the drop down menu the Pay-in-slip issuing bank in the next field.

ii) Please upload scan copy of the Pay-in-slip. Only .jpeg & .jpg file can be uploaded & the image size should be between 100 KB to maximum 2 MB.

iii) Please enter your bank details.

iv) Please upload a Scan Copy of the recent passport size photograph of the applicant. Only .jpeg & .jpg file can be uploaded & the image size should be between 40 kb to 200 kb.

v) Please upload a Scan Copy of the signature of the applicant. Only .jpeg & .jpg file can be uploaded & the image size should be between 10 kb to 50 kb.

Click on **Save as draft** to save the Draft application.

To go to the next page of the application form. Click on

**Next**

12.0 Date of Birth **(Mandatory Field)**

Enter the date of birth of the applicant. Applicants having completed 18 yrs on the date of filling of the form will only be allowed to participate in the Tender

13.0 PAN No.

Enter the PAN No. of the applicant if available.

**14.0 Address of Applicant (Mandatory Field)**

**a. Address Line1 (Mandatory Field)**

Enter the address for correspondence of the applicant.

**b. Address Line2**

Enter the address for correspondence of the applicant.

**c. City/Town/Village (Mandatory Field)**

Enter the City/Town.

**d. Post Office (Mandatory Field)**

Enter the name of the Post Office.

**e. Police Station (Mandatory Field)**

Enter the name of the Police Station.

**f. State (Mandatory Field)**

Enter the name of the State.

**g. Pin code(Mandatory Field)**

Enter the postal pin code.

**15.0 Whether you have OIL Vendor Code (Mandatory Field)**

Tick the yes or no option as applicable. If the yes option is chosen i.e. vendor code of the applicant is already available then enter the 6 digit vendor code.

**16.0 Whether working in Central Govt./State Govt./PSU (Mandatory Field)**

Select the yes or no option as applicable. Applicants who are falling under the **Yes** option i.e. working in any of the above mentioned organizations are not eligible to participate in the tender.

**17.0 Whether dependent of any OIL employee in Service (Mandatory Field)**

Select the yes or no option as applicable. Applicants who are falling under the **Yes** option i.e. are dependent on employees who are working in OIL can also apply. However, such applicants are to submit a declaration jointly with the employee in the form of an affidavit in this regard and confirm thereby to produce a Certificate from the ER/Personnel Department that

his/her name is deleted from the dependent list or his/her name is not in the dependent list before issuance of LOA. Pl. refer Tender for details.

18.0 **Landline No:** Please enter land line number if available.

19.0 Self Declaration:

There are few declaration which are to be confirmed/accepted by the applicants to enable themselves proceed farther. Please check on the boxes, confirming the correctness/acceptance of the same and Click on

**Preview & Submit**

to see the preview of your application form. All the details as entered and the documents as uploaded by you will appear in this page. Please check for correctness of the information provided by you and if needed click on

**Previous**

to make corrections, if any.

20.0 **Final Submission:** If all the details as entered and the documents as uploaded by you are found to be OK then Click on

**Final Submit**

Or you can click on SAVE AS DRAFT option and login again at any time on or before the closing date of receipt of application to edit and final submit.

**Pl. note that after final submission, no changes can be made to your application.**

21.0 Application Number: On clicking on the FINAL SUBMIT- you will be directed to the next page where you will find your application number. The application in PDF format can be downloaded from this page. A copy of the application will also be mailed to your registered e-mail ID.

**You have successfully applied to this event.**