

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,

Mr.	Mohan	Kumar	Gogoi
Mrs	Pallabi		Gogoi

2.0 Sex (Mandatory Field)

Tick either the male or the female 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

Enter the E-Mail ID of the applicant if available.

5.0 Landline No.

Provide the landline phone number of the applicant if available.

6,0 Next Page: Click on

Save & Next

To go to the next page of the application form.

7.0 User ID & Password:

On submission of above basic information through online, a 6 (six) digit number (Registration/Application No.) will be generated and sent to your registered mobile number. You will be directed to the next page.

8.0 Uploading of Documents:

i) User ID and Password will be displayed in this page also. Please note down for your future reference.

ii) Please upload following documents

a) Upload Your Photograph (Mandatory Field)

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 80 kb.

b) Upload Your Signature (Mandatory Field)

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 20 kb.

c) Upload Your Exchange Card (Mandatory Field)

Upload a Scan Copy of the Employment Exchange Card of the applicant. Only .jpeg & .jpg file can be uploaded & the image size should be between 100 kb to 200 kb.

9.0 Next Page: Click on

Save & Next

To go to the next page of the application form.

10.0 Employment Exchange Card Number (Mandatory Field)

Enter the Employment Exchange Card No. as mentioned in your Exchange Card.
For example: W-1710/15

11.0 Card Issued from (Exchange) (Mandatory Field)

Select an Employment Exchange from the dropdown list from where your Employment Exchange Card is issued. No applicant having employment exchange card issued by any Employment Exchanges other than the 11 mentioned in the list will be allowed to participate in the tender.

12.0 Validity of the Card (Date) (Mandatory Field)

Enter the validity of the Employment Exchange Card. Please note that the employment exchange card must be valid at least up to the closing date of receipt of Application.

13.0 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.

14.0 PAN No.

Enter the PAN No. of the applicant if available.

15.0 Father's Name of Applicant (Mandatory Field)

Enter the full name of the father of the applicant. For example,

Mr.	Ajit		Gogoi
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16.0 Address of Applicant (Mandatory Field)

a. Address Line1 (Mandatory Field)

Enter the address for correspondence of the applicant.

b. Address Line2 (Mandatory Field)

Enter the address for correspondence of the applicant.

c. City/Town (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)

Select the name of your state from the drop down menu.

g. Pincode (Mandatory Field)

Enter the
pincode.

17.0 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.

18.0 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 the above mentioned organization are not eligible to participate in the tender.

19.0 Whether dependent of any employee 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. are dependent on employees who are working in the above mentioned organization are not eligible to participate in the tender.

20.0 Next Page: Click on

Save & Next

To go to the next page of the application form.

21.0 Print out:

You are now on the Preview page of the application form. All the details as entered and the documents as uploaded by you will appear in this page. Please check and if found **OK, take print out of the filled up form by clicking the print option at the bottom of the page.**

22.0 You can submit your application by clicking the "Final Submit" option at the bottom of the page Or you can login again at any time on or before the closing date of receipt of application to edit or take print out of the filled up Application form.

23.0 Final Submission: Click on

Final Submit

To submit your application.

Once the final submission is done, editing, printing are not allowed.