## HOW TO FILL UP THE ONLINE APPLICATION FORM

Log on <u>https://cap.oilindia.in</u> to go to the homepage.



#### Next click on TENDERS tab on top of menu

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Next click on Hiring the services of brand new Maruti Suzuki Cia...... under the  $\ensuremath{\text{TENDERS}}$  tab

OR

Click **Apply Now**, if the below screen appears:



#### On clicking **Apply Now**, the below screen appears:

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Then click the **Signup** button for registration in the portal.

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Now, Fill the credentials viz. Email address, Mobile number and your Aadhaar number very carefully and **Enter Captcha** in their respective fields. Then click on **Send OTP** button to receive the OTP (One Time Password) to your **Aadhaar registered mobile number only**.

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Enter the OTP (One Time Password) then click on **Verify OTP** to complete the Signup process in the below screen.

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## After successful verification, the below screen appears.



Click on **Apply Now** button then you will be redirected to the Registration of Application page.

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Next Fill up all the required fields.

## Full Name of Applicant (Mandatory Field)

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

Mr.	Ajit	Kumar	Gogoi
Mr.	Ajit		Gogoi

# Father's Name of Applicant (Mandatory Field)

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



## Gender (Mandatory Field)

Tick any one of **Male/Female/Others** button as applicable.

## **Employment Exchange Card Number (Mandatory Field)**

Enter the Employment Exchange Card No. as mentioned in your Exchange Card. For example: W-1710/20.

#### 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 14 mentioned in the list will be allowed to participate in the tender.

## Validity of Exchange Card (Mandatory Field)

Enter the validity of Exchange Card. The Employment Exchange Card must be valid at least up to the **original closing date** of receipt of application.

## Date of Birth (Mandatory Field)

Enter the date of birth of the applicant. Applicants falling under **18 to 55 years** on the tender **original closing date** will only be allowed to participate in the Tender.

## PAN No. (Mandatory Field)

Enter the PAN No. of the applicant.

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Accordingly, please fill up all the necessary fields and upload the required documents (*Latest Colour Passport size photo of the applicant, Scanned Signature of the applicant, Valid Employment Exchange Card, Age Proof Document*) in the respective fields.

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	Name of Father's Applicant (in Full)*	Duliajan	
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# Address of Applicant (Mandatory Field)

a. Address (Mandatory Field)

Enter the address for correspondence of the applicant.

b. <u>City/Town/Village (Mandatory Field)</u>

Enter the City/Town/village.

#### c. Post Office (Mandatory Field)

Enter the name of the Post Office.

d. **Police Station (Mandatory Field)** Enter the name of the Police Station.

#### e. State (Mandatory Field)

Select the name of the State from the dropdown list.

#### f. District (Mandatory Field)

Select the name of District from the dropdown list.

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

Enter the postal pin code.

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## Do you have OIL's Vendor Code (Mandatory Field)

Click 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 in the field.

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Signature of Applicant*	Age Proof Scan Document"
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size Must be 10 KB to 2 MB (Only (pg. png)	size Must be 200 KB to 2 MB (Only jpg, png)

# 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.



## 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 have 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 HR-Relations/HR-Acquisition Department that his/her name is deleted from the dependent list or his/her name is not in the dependent list as stated in point no. 4 under Self Declaration. Pl. refer Tender for details.



## Mobile No. (Mandatory Field)

Enter only active Mobile No.

## E-mail (Mandatory Field)

Enter only valid E-mail ID.

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

- (i) Please upload a Copy of the recent passport size photograph of the applicant. Only .jpg & .png file can be uploaded & the image size should be between 50 kb to 2 mb.
- (ii) Please upload scan copy of valid Employment Exchange Card of the applicant. Only .jpg & .png file can be uploaded & the image size should be between 200 KB to maximum 2 MB.
- (iii) Please upload a Scan Copy of the signature of the applicant. Only .jpg & .png file can be uploaded & the image size should be between 10 kb to 2 MB.
- (iv) Please upload a Scan Copy of the Age proof of the applicant. Only .jpg & .png file can be uploaded & the image size should be between 10 kb to 50 kb.

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**<u>Before Final Submission</u>**: Click on **SAVE AS DRAFT** button for rechecking/editing/modification of your application. In case of editing/modification/submission of your application, please click **Edit** button as shown in below screen.

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	Do you have OIL's Vendor Code?"	Vendor Code No.*	
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#### Self-Declaration and Final Submission:

There are few declarations which are to be confirmed/accepted by the applicant to enable themselves to proceed further. Please check on the box, for confirming the acceptance of the self-declarations, if all the details entered and the documents uploaded by you are found to be correct, then Click on **Submit** button, to complete the application process as shown below screen.

Please note that after final submission, no changes can be made to your application which will be final.



**Application Number**: On clicking on the **Submit**- you will be directed to the next page where you will find your application with application number. The application in PDF format can be download or you can print the application from this page.

**Note:** *The filled Application after final submission can also be obtained in applicant's registered email id.* 

**Re-Download of application**: Log on <u>https://cap.oilindia.in</u> to go to the homepage and click on Dashboard.

**\*\*For any queries kindly contact us at** <u>contracts-transport-services@oilindia.in</u>

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