

**Form 1: Application Letter**

**Date:**

**To,**

**The Managing Director**

**Nepal Oil Corporation**

**Teku, Kathmandu.**

**Sir,**

1. Being duly responsible.....hereinafter "the Applicant"), and having reviewed and fully understood all the required information provided in the Roaster of Experts, the undersigned hereby apply to be included in Roaster of Experts in the field of.....( to be filled by applicant) by Nepal Oil Corporation as an Expert to carry out different assessment and studies in various projects.

2. Attached to application are photocopies of original documents defining:

- a) Applicant's eligibility includes registered number from the Nepal Engineering Council (mandatory for Engineers), PAN/VAT certificate/number, Nepali Citizenship, Academic Qualification(s) (higher degree), training(s), previous work experience(s) National and International projects, one passport size photo (digital or original)
- b) Expected remuneration including Tax (per hour/day/week/month) and terms and conditions including logistic support, accommodation, transportation at site, home and office.
- c) Experiences status in format given in table 3A.

3. Nepal Oil Corporation, and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the experience and competence of the Applicant.

4. I declare that, I have no conflict of interest in the proposed proceedings and I have not been punished for an offense relating to the concerned profession or business and I have not been declared ineligible.

5. I, the undersigned, declare that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signature:.....

Name:.....

Email Address:.....

Mobile No.:.....

**Form 2: Curriculum Vitae (including signature)**

**Form 3A: General Experience in Relevant work.**

*List of experiences in relevant job.*

<b>S. No.</b>	<b>Name of Project/Organization</b>	<b>Location</b>	<b>Year Started</b>	<b>Year Completed</b>	<b>Level/ category/ class</b>
1					
2					
3					
4					

*List of publications (if any)*

## Major Accomplishments

*Please provide information about your professional experience and highlight the elements that you consider most pertinent for this application. Maximum 250 words*

### *Note:*

- i. Applicant can add separate pages in case the provided pages becomes insufficient.*
- ii. The experience of the applicant shall be supported with evidence/proof in the form of experience certificates.*
- iii. Incomplete applications will not be considered, it will be disqualified automatically. Please make sure you have provided all requested material.*
- iv. NOC reserves the right to enlist the applicant in the roster of experts or reject the application based on the documents submitted by the applicant.*

*Signature of Applicant:*

*Date:*