APPLICANT USER MANUAL FOR RENEWAL PROCESS

Renewal Events

Abstract The User will be educated on the process flow for the Renewal Process and Validations

ONGC FOUNDATION

Following are the steps for the Applicants who are required to upload the documents in order to apply and avail the renewal of the ONGC Scholarship.

This will be a pictorial guide taking you the exact process.

In the browser window enter https://ongcscholar.org



Click on the Login Button (Blue coloured on the Top Right Hand Side)

ouridation	Enter your login details below :
To be global leader in integrated energy business through sustainable growth, knowledge excellence and exemplary governance practices.	distante dissociationen mananten
	Dige te

Enter your Login ID and your Password as provided in the Mail sent to you.

Click on the Sign In

You will see the Dashboard of the system. The Applicant Image and his details appear

24			
	Datificiant		
a see		AMAN AGRAWAL	
Application Form	Scheme Scholarship for OBC Category 98 - 2019-2020		
Tvort View			
2. HER.			4.5
- 10000			
			T T
	AMAN ADRAWAL opploant, opploant		05/0/2028 Taranian 1077 PM

The Transactions on the Right Hand Side of the Menu bar where you perform the Renewal of your scholarship.



MENU OPTION : HELP

The HELP Menu option will describe the complete process in a pdf document. Please save the same and understand the process before proceeding further

MENU OPTION : Event View

Click on Event View and EVENT BY APPLICANTS

NOTE : You can do the Events only in a Sequence. Once the previous has been completed then only you may move to the Next

Data will be loaded and you will be taken to the screen as shown below

Dissociato	Event by Applicant. Fibe by 1. Selected at Jacker of Cales	a1 01				
Down View	Schularship for GBC Cotagory 30 - Zone	e A (East) - OEC - Male - Braines Mor 2011/1 - 2010 / 2010.00	 	tograph d	MELLINGANAN MELLINGANAN	Gan Second
LOBOUT	Der Canny, sy vol. Unweit Event By (APPLICANT) - BAMAAN AGRU Menter Baran Als Research of an annu form Gil servey atom Construct Tax Annu Frant Spentical Tax Annu Frant Spentical Tax Annu Frant	AWAL Gamen	 tona		I REHOLOW	

There are 4 Events for you to complete in order to close the process of Renewal from your/Applicant/Scholarship Holder side

Event By(APPLICANT) - MAMAN AGRAWAL	search		
Event Name		М	Status
Ack Receipt of Installment		true	
Fill renewal form		true	
Download Renewal Form		true	
Upload Signed Mark Sheets and Renewal Form		true	

EVENT 1. Ack Receipt of Instalment

Please Choose the YES and in the Remarks confirm the same

Ack Receipt of Installment	Exit	Save
Have you received Installment ?		
🔿 Yes 🔵 No		
Remarks		
		<i>III.</i>

An Sample Box filled with data



Press the Save Button on the top to complete the event.

CHRIMICARD Application Form	Event By Applicant. Files by 1. Balteron: II. Tone: II. Colema: II.	lease Integer	Example mailfuig	
Drem View	Schularship for DBC Columpy VD - Zone-4 (East) - OBC - M			
Here:	5 Betran relation and Berlin Breach Breach Breach	Talensi Millio (Mc.)	Minground And Andreas	CH 🛢 🖷
10004	Event By(APPLICANT) - BAMAN AGRAWAL	Lienth.]	
	Installed Sector	14 Birtan		
	Set from a result of	mie Completion		
	Fill partered form	Thum Don		
	Updated Signal Math Dwills and Samuel Tarre	the		
				BUO/2021 Sunday 7

The Event is marked as Completed. You can now move the next event

Event Name		M Status
Ack Receipt of Installment	true	Completed
Fill renewal form	true	
Download Renewal Form	true	
Upload Signed Mark Sheets and Renewal Form	true	

EVENT 2. Fill Renewal Form

ICHEME SCHOLARSH	PFOR OBC CAYER	DRY UG - 2019-2	620		NAME OF THE APPLICANT.		Succession Address St.
RENEWAL 1		ACKNO.	ONDCUOITS-wa		APPLIED Date		7/2/2020
ill Your Semester-wise M	larks						
						Arroyte	
Serverkar 1		t :			Writer Percentage		2
					heromage is regiment.		
						Garcutho	
iomodor 2		1			Eister Percentiage		di.
ARTICULARS OF BANK AC	COUNT					13	Add New Bank Details
		Statistics.					Entertheord flame
DANK NAME		ANDHRA BAN	ĸ		BEANCH NAME		1000 BINARA
		Tran Langton Rai	KABIT DWARKA				
ADDRESS		AZAD HIND F# NEW DELHI -*	AU MARE SECTOR 3	1.12	Turkoztherren Nei,		Enter Interpretei burdurt 011250390/X4
ATTINT'S				4	LANTE STATE		
Digit Code Number of the Bo	ank & Bronch O	110011034			FSC Clock of Nonk		Energenetics (20)
		Transi Amarel Tarre					Ener Automit HC
ADCOUNT TWIE	0	Saving Account			ACCOUNT Number	0	111010150085571
		and the second se			and the second		the state of the s
					owledge. In support, I enclose t astical/territriated without any		and for in 5, No.2 and 3.4
Date							(Signature of the Applican
60790 v I.							Fußstannin ei nie aftikkenen
This is to partify that the abov	o pranticulars os fu	minhesi by the i	ipplication true to the b	nent of regise	novendige		
							(Signature and name of Head/Principal/Ose
Data							of the College/University/Institute)

Please Fill in you Semester 1 and Semester 2 Marks in Percentage (upto 2 deceimal places) . The attested and signed documents/Forms for the same need to be attached in the next section/Event so please feed in the correct data based on those very documents

Please add some remarks .

The bottom Portion shows your Existing Bank details.

Check and I if all is OK Press SAVE (on the top Right Hand Side)

PARTICULARS OF BANK ACCOUNT					Add New Bank Details
DANK NAME	Select Bank *	*	BRAHCH NAME		Entiler Bristoch Warme
	Enter Complete Bank Address.				
CONTINUE		- 4	Tokuphonia No.		Enter Tulaphone Number
P Digit Code Number of the Bank & Branch	Exter BRANCH Code		IFSC Code of Bank		Emei IFBC Code
ACCOUNT TYPE 0	Select Actum Type *		ACCOUNT Number	0	Enter Account NO

In case you want to add a New Bank detail Check on the ADD NEW BANK DETAILS and fill in the relevant information.



You can Save as a Draft to be checked and Edited.

It is preferred that once sure do a Final Submit

The Event Row will show the Event Name and Status which is as follows.

- 1. In this case it is showing completed (Final Submit). The colour will GREEN
- 2. In case of Pending it will be (Save as Draft) ORANGE
- 3. In your case Irrelevant so you may ignore : In case of Ineligible it will be PINK

Event By(APPLICANT) _	search	
Event Name	М	Status
Ack Receipt of Installment	true	Completed
Fill renewal form	true	Pending
Download Renewal Form	true	
Upload Signed Mark Sheets and Renewal Form	true	

You can double Click on the Orange line with the Status as Pending and can complete the submission. Once completed no change is allowed.



This event is Completed. You can not perform any operation on this.



APPLICANT USER MANUAL FOR RENEWAL PROCESS

Event By(APPLICANT) - NAMAN AGRAWAL	vent By(APPLICANT) - NAMAN AGRAWAL sourch		
Front Restar	AL EXAMPLE	Description	Date
Act Ricitize of Vistolment	mai Compluted	AR OK	05/10/2021
Dimensional Form	may Compilotion true	Ponding	05/10/2021
upload Signed Mark Shoets and Renewal Form	true.	In Eligibie	
		Remortes	AILOK -
			New Barrarka

Once the Event has been performed (Pending/Completed) on the RHS of the Screen you can find the details of the particular Event.

Event - Fill renewal form					
Description	Date				
All OK	05/10/2021				
Pending	05/10/2021				
In Eligible					
Remarks	All OK				
Mail	View				
Mail	Remarks				

EVENT 3. Download Renewal Form

Click on the Event

You can download the Renewal form which is printed in requisite format as required.

MINING SCHORASCHIPTOROBOLOA	1996	99'99	HANK OF THE APPORANT	MANGANNINGAGBAWAL
manayat y		ACATION CONSCIONARY	APPLICO CAR	stations
Fill Your Semester-wise Marks				
Controlation-1		r	38.95	Sat Section Mar Mark's
ternochtel §		×	AA 34	and bemeasure largeby
ARTICULARS OF BANK ACCOUNT				Arid New Stark Date its
second in the		ANDHOID BADOK	1905/pC(410668)	NOP DWARKA
0.045.95		АНОНИК КАЛИСИКИ ОМАНКА АЗАБНИОР РАССИМИК ЗАСТОК 3 МИР ОКЛИ - 1995/К	Tulophone teo	326999074
reserve to each statement in a second process	9	10950854	956 Gpdc of 30%	AM066601339
NCCSSRIFTYPH	Ŷ	Malag Rossour	AQQQUITe,mbg/	 Δτοστοροφικα
		The application is contract and to the Seak offer y incomed in 19 considerate policities may be o		
Quite-				Generature of the Applicant

Please check all the details

Exit Download PDF

Click on the Download PDF on the top Right Hand Side of the Screen

The Renewal Form will be downloaded. Save the same

Event Name	М	Status
Ack Receipt of Installment	true	Completed
Fill renewal form	true	Completed
Download Renewal Form	true	Completed
Upload Signed Mark Sheets and Renewal Form	true	

The Event shows Completed

Now one has to go the last Event

For this please have the following ready

- 1. Renewal Form Signed and stamped
- 2. Mark sheets for 1st and 2nd Semester (Signed and Stamped)

EVENT 4. Upload Signed Mark Sheets and the Renewal Form

5.No.	Description	Attachment	Remarks
1.	Signed and Attested Renewal Form		Enter Remarks
2.	Signed and Attested Mark Sheets Semester-1	•	Enter Remarks
		•	Enter Remarks
3.	Signed and Attested Mark Sheets Semester-2		

Please follow the process while uploading. You can ONLY upload PDF files only



The File Explorer opens up

Choose the File you want to upload

Enter remarks.

Repeat this for all the three. (Ensure you only attach Renewal Form first, Marksheet Semester 1 and lastly Marksheet Semester 2)

.

S.No.	Description	Attachment	Remarks	
1.	Signed and Attested Renewal Form		Enter Remarks	
2	Signed and Attested Mark Sheets Semester-1		Enter Remarks	
3.	Signed and Attested Mark Sheets Semester-2		Enter Remarks	

Click on the Upload button once all three have been attached



Event Name		Status
Ack Receipt of Installment	true	Completed
Fill renewal form	true	Completed
Download Renewal Form	true	Completed
Upload Signed Mark Sheets and Renewal Form	true	Completed

The Process is Complete

You may now logout of the system and your documents will be processed