



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

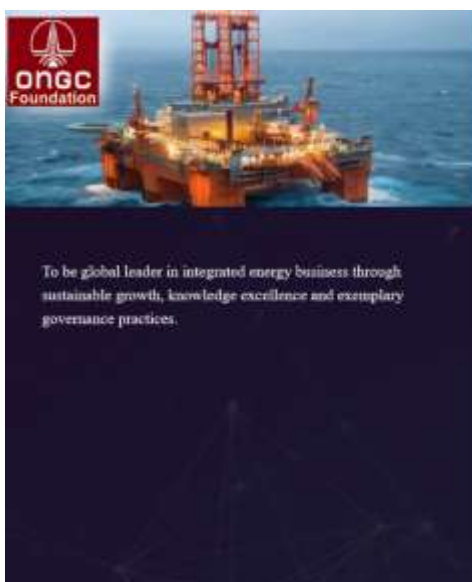
Following are the steps for the Applicants who are required to upload the documents in order to apply and avail the renewal of the ONGC Scholarship.

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)



Enter your login details below:

LOGIN ID:
ONGCZORE1

PASSWORD:

Sign In

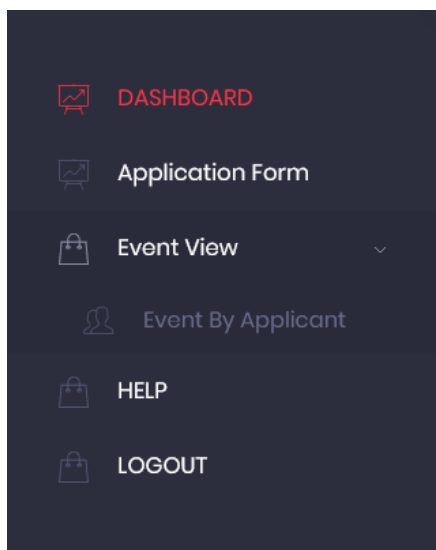
Enter your Login ID and your Password as provided in the Mail sent to you.

Click on the **Sign In**

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



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



MENU OPTION : HELP

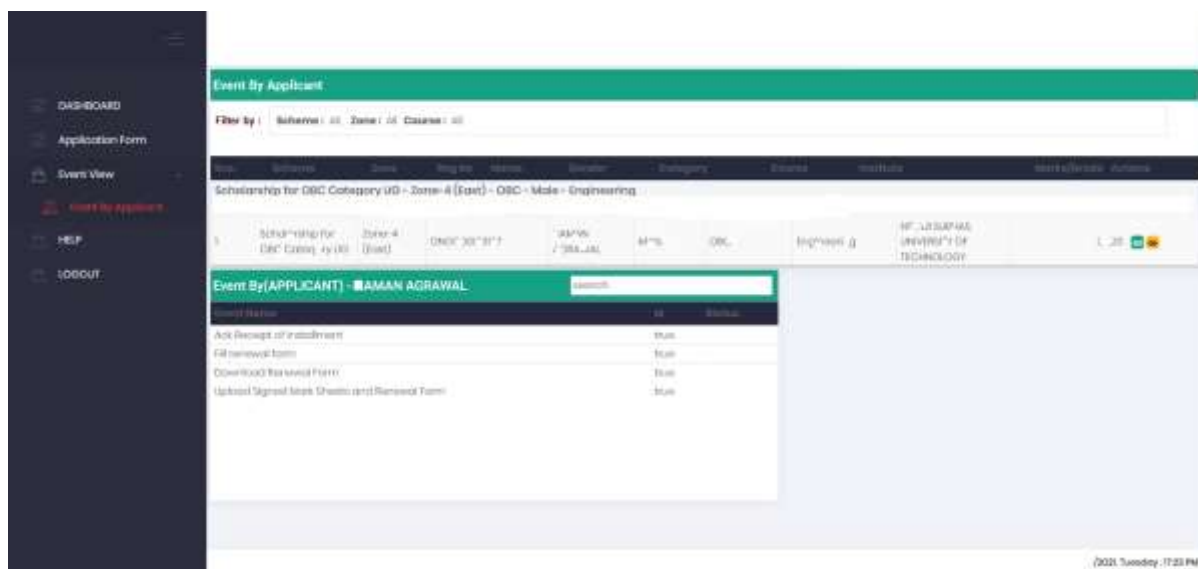
The HELP Menu option will describe the complete process in a pdf document. Please save the same and understand the process before proceeding further

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



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) - AMAN AGRAWAL		search
Event Name	M	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

An Sample Box filled with data

Ack Receipt of Installment
Exit
Save

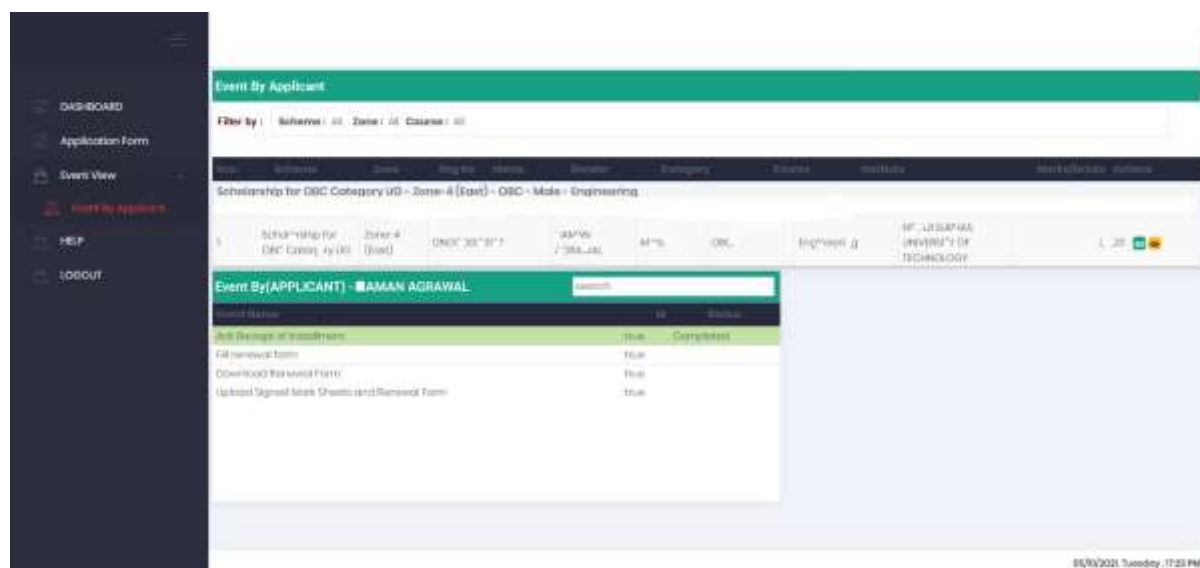
Have you received Installment ?

Yes No

Remarks

I have received the First Installment Last year

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



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

The screenshot shows the 'Applicant Form For Renewal Of Scholarship' interface. At the top, there are 'Exit' and 'Save' buttons. The form is divided into several sections:

- Header:** Includes 'SCHEME' (SCHOLARSHIP FOR OBC CATEGORY UG - 2019-2020), 'NAME OF THE APPLICANT' (ANJAN ABRAHAM), 'RENEWAL' (1), 'ACCE. NO.', 'ONDCU(OR) No.', 'APPLIED Date' (7/3/2020), and '7/3/2020'.
- Fill Your Semester-wise Marks:** A table with columns for Semester (1 and 2), a field for 'Enter Percentage' (with a note 'Percentage is required'), and a 'Remarks' field.
- PARTICULARS OF BANK ACCOUNT:** Fields for 'BANK NAME' (ANDHRA BANK), 'BRANCH NAME' (1111111111111111), 'ADDRESS' (ANDHRA BANK NEIT DWARKA, AZAD HIND FASJ MARG SECTOR 2, NEW DELHI - 110078), 'Telephone No.', '9 Digit Code Number of the Bank & Branch' (110311034), 'IFSC Code of Bank', 'ACCOUNT TYPE' (Saving Account), and 'ACCOUNT Number' (11111111111111111111111111111111).
- Declaration Section:** A text area with a declaration: 'I declare that the information provided by me in this application is correct and to the best of my knowledge. In support, I enclose the documents as asked for in Sl. No.2 and 3. In the event of any information being found false or incorrect, my candidate/application may be canceled/terminated without any notice.' It includes fields for 'Date' and 'Signature of the Applicant'.

Please Fill in you Semester 1 and Semester 2 Marks in Percentage (upto 2 decimal 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 .

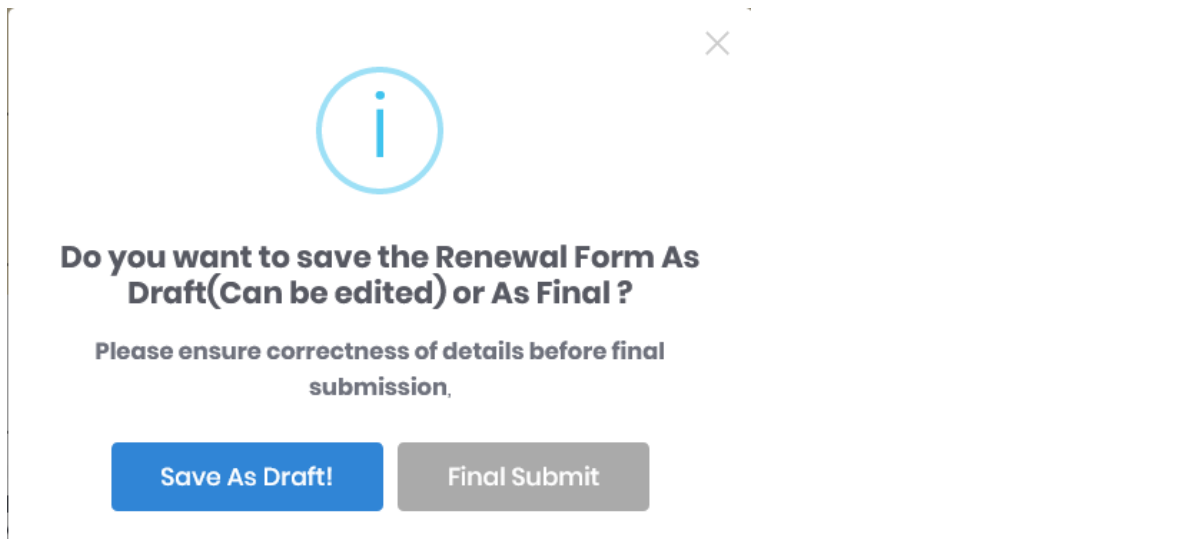
The bottom Portion shows your Existing Bank details.

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

This close-up shows the 'PARTICULARS OF BANK ACCOUNT' section. The 'Add New Bank Details' checkbox is checked. The fields are:

- BANK NAME:** Select Bank *
- BRANCH NAME:** Enter Branch Name
- ADDRESS:** Enter Complete Bank Address
- Telephone No.:** Enter Telephone Number
- 9 Digit Code Number of the Bank & Branch:** Enter BRANCH Code
- IFSC Code of Bank:** Enter IFSC Code
- ACCOUNT TYPE:** Select Account Type *
- ACCOUNT Number:** 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.

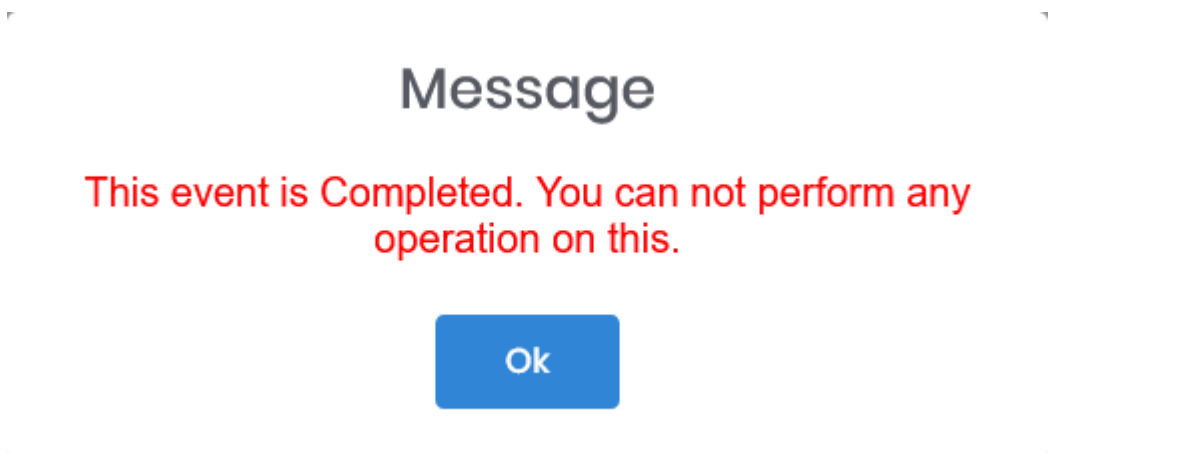
It is preferred that once sure do a **Final Submit**

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	M	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.



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

EVENT 3. Download Renewal Form

Click on the Event

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

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	M	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

Upload Renewal Support Documents			
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

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



Click on  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)

Upload Renewal Support Documents			
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

Exit Upload

Event Name	M	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