

APPLICATION FORMAT

(To be filled by Applicant and duly certified by Head/Principal/Dean of the Institution/University)

NOTE: 1. Please fill in the information in capital letters.

2. Last date for submission of duly completed application form is 15.11.2015.

Affix passport size recent photo of candidate duly attested by the Head/Principal of the College/Institute/ University
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A. The scholarships are open for studies in India only.

1	Name of the Applicant			
2	Gender (Male/Female)			
3	Citizenship			
4	a) Father's/Guardian's Name			
	b) Occupation of Father/ Guardian's (Service/ Business / Self-employed)	Service	Business	Self Employed
	c) If Father/ Guardian in service, mention the detail of his employer			
5	Address for Communication with Pin code			
6	Permanent Address with Pin code			
7	Telephone No. (With STD Code) / Mobile No.			
8	Email id			
9	Category (SC/ ST)			
	(Caste certificate to be furnished and must be issued from the Competent District Revenue Authorities not below the rank of Tehsildar. Translated copy of Caste Certificate is required in case the issued certificate is not in Hindi or English. Self certified certificates should be verified by the Head of the Institution, where the applicant is studying)			

B. The age limit of the applicant is maximum 30 years as on 1st October,2015.

10	Date of Birth (DD/MM/YYYY) (Attested copy of proof for Date of Birth to be enclosed – 10 th marksheet/ Birth certificate).	D	D	M	M	Y	Y	Y	Y

C. Zone of application: The specific zone where a student can apply for scholarship shall be decided on the basis of the location of University/College/Institute in which the student was studying for the qualifying examination (i.e. 12th class for Graduate courses and Graduation degree for Post Graduate courses) irrespective of the domicile of the student.

Please select appropriate zone (Tick) :

Zone-1(North)	Zone-2 (West)	Zone-3(North East)	Zone-4(East)	Zone-5(South)
J&K, Delhi, Punjab, Himachal Pradesh, Haryana, Chandigarh, Uttarakhand, Uttar Pradesh	Maharashtra, Gujarat, Rajasthan, Madhya Pradesh, Goa, Daman & Diu, Dadar & Nagar Haveli.	Assam, Sikkim, Mizoram, Arunachal Pradesh, Nagaland, Manipur, Meghalaya, Tripura.	Bihar, Jharkhand, Odisha, Chhattisgarh, West Bengal.	Tamil Nadu, Kerala, Karnataka, Andhra Pradesh, Telangana, Pudducherry, Lakshdweep, Andaman, Nicobar Islands

D. Course studying in : Candidate should be a student having confirmed admission and pursuing full time /regular courses (not correspondence or distance mode) in 1st year of Graduate Engineering or MBBS courses or 1st year of Masters degree (two years duration course only) in Geology/Geophysics or MBA. The scholarship shall be admissible only for pursuing full time regular courses at any college / Institution / University recognized by ISC/ CBSE/ MCI/ AICTE/ UGC/ Association of Indian Universities/State Education Boards/ State Government/Central Government.

Engineering (with discipline)	Masters in Geoscience		MBBS	MBA
	Geology	Geophysics		

E. Details of the Institute studying in :

11	Name and Address of the present Institute with Pin code			
12	Date of admission in the Institute			
13	Whether Institute is recognized by ISC/ CBSE/ MCI/ AICTE/ UGC/ Association of Indian Universities/State Education Boards/ State Government/Central Government.	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No			
14	Total Duration of the course (In years)			
15	Type of Academic system being followed by the institute (Annual/Semester type)			

F. Qualifying Marks : Candidate should have obtained minimum 60% marks in 12th class for Engineering and MBBS disciplines. Similarly 60% marks are necessary in graduation for P.G. Courses i.e. Geology/Geophysics/MBA. Overall Grade Point Average (OGPA/CGPA) of minimum 6.0 in 10 points scale of grading system.

16	Percentage of Marks/CGPA (Attested copies of the mark sheets to be enclosed)	
	I. For Engineering/MBBS :	
	a. Name of course studying in	
	b. % of marks in 12th class	
	c. Board and State from where appeared for 12th	
	II. For PG in Geosciences (two years course only) (Geology/Geophysics) /MBA	
	a. Name of course studying in	
	b. % of marks in Graduation	
	c. Institute and State from where appeared for graduation	

G. Gross joint income of the family of the candidate from all sources during a financial year should not be more than Rs 4.50 lakhs per annum (i.e. Rs.37,500/- per month).

17	Annual income of the family from all sources : (Income certificate must be issued from the Competent District Revenue Authority not below the rank of Tehsildar. Translated copy of Income Certificate is required in case the issued certificate is not in Hindi or English).	
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H. The candidates should not be obtaining any financial assistance/scholarship from any other source. However, in cases where the State Government reimburses/waives off the component of tuition fees, the same shall not be treated as a financial assistance/scholarship for ONGC's scholarship.

18	Whether the applicant is in receipt of scholarship/financial assistance from any other source N.B: (Students getting any other scholarship amount are not eligible for ONGC scholarship. However, in cases where the State Government reimburses/waives off the component of tuition fees, the same shall not be treated as a financial assistance/scholarship for ONGC's scholarship.)	<table border="1" style="margin: auto;"> <tr> <td style="padding: 2px 10px;">Yes</td> <td style="padding: 2px 10px;">No</td> </tr> </table> <p>If Yes , Please Specify type of Scholarship:</p>	Yes	No
Yes	No			

I. Bank detail for payment of scholarship :

19	Bank Details : As per ECS form enclosed (Annexure B).	
20	PAN No. Copy of PAN Card is also to be enclosed in favour of the applicant. (In case of non-availability of PAN No., the same must be submitted by the applicant latest by 15th of November for consideration of his/her scholarship)	

J. General Terms & Conditions:

- i) Scholarships are for studies undertaken in India, and for Indian nationals only.
- ii) Decision of the Company with regard to selection will be final. No correspondence on the selection process will be entertained.

- iii) Selection of candidates will be made on the basis of their performance in the class XII in case of admission to Engineering and MBBS courses and Graduation in case of post graduation courses in Geology, Geophysics and MBA.
- iv) Company has discretion to alter or discontinue the scholarship without any notice; and
 - a. The students already getting ONGC scholarship prior to revision of scholarship will not be eligible for this revised scholarship.
 - b. The final list of the scholarship beneficiaries is likely to be posted on website www.ongcindia.com by the **third week of January 2016**.
 - c. The award of the scholarship shall not confer any right of employment on the beneficiary with ONGC group of companies or its joint ventures.
 - d. The scholarship will be paid on annual basis only. The continuation of Scholarship, once awarded, should be subject to the satisfactory conduct and performance of the candidate in their examinations on Annual/Semester basis every year. The scholarship shall not be paid for the year the student fails to maintain the scale of 5 points minimum out of 10 points of CGPA/OGPA or secures less than 50% in the Annual/Semester examination. Further, the scholarship shall be terminated in the event of a student failing to pass in one additional attempt with the above said percentage of marks/CGPA/OGPA. The application for continuance of scholarship during subsequent year will be required to be submitted in the prescribed format given in **Annexure-A**.

K. Declaration:

I declare that the information furnished by me in this application is correct to the best of my knowledge and belief. In support, I enclose the **documents** as required. In the event of any information being found false or incorrect, my candidature/ application may be cancelled/ terminated without any notice.

Date:

(Signature of the Applicant)

L. Verification by Principal/Head/Dean of the College/University/Institute

This is to certify that the above particulars as furnished by the applicant have been verified with the available records and are true to the best of my knowledge and belief.

Date:

**(Signature and name of Principal/Head/Dean
of the College/University/Institute)**

Seal of College/University/Institute

CHECK LIST FOR ENCLOSURES

S.No.	Description	Status (please tick in the appropriate box)	
1	Caste certificate (Translated copy in Hindi/English is to be enclosed, if the caste certificate has been issued in any other language).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Proof of age (copy of proof for Date of Birth to be enclosed – 10 th marksheet/Birth certificate)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Qualifying marks:		
	i) 60% marks or 6 out of 10 in the ten point scale of grading system in Class-XII for admission in Engineering/MBBS	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	ii) 60% marks or 6 out of 10 in the ten point scale of grading system in Graduation for admission in two year duration courses of MBA/Masters degree in Geology/Geophysics	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Annual income certificate of family (Translated copy in Hindi/English is to be enclosed, if the annual income certificate has been issued in any other language).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Bank details in the ECS form. In the prescribed format given hereinafter (Annexure B).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Copy of PAN card (In case, PAN card is not available, the tentative date for submission of PAN card may be mentioned.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Tentative date :	
		<input type="text" value="DD"/>	<input type="text" value="MM"/> <input type="text" value="YYYY"/>

1. Application be sent to following address :

SL NO	ZONE	ADDRESSES OF DESIGNATED OFFICE
1.	Zone -1 (North): J&K, Delhi, Punjab, Himachal Pradesh, Haryana, Chandigarh, Uttarakhand, Uttar Pradesh.	Chief Manager (HR), Reservation Cell, Green Hills, A-Wing, Ground Floor, ONGC, Tel Bhavan, <u>Dehradun – 248 003</u>
2.	Zone -2 (West): Maharashtra, Gujarat, Rajasthan, Madhya Pradesh, Goa, Daman & Diu, Dadar & Nagar Haveli.	DGM(HR), ONGC, NBP Green Heights, Plot No.C-69,Bandra Kurla Complex,Bandra(E) <u>Mumbai – 400 051</u>
3.	Zone -3 (North East): Assam, Sikkim, Mizoram, Arunachal Pradesh, Nagaland, Manipur, Meghalaya, Tripura.	I/C HR/ER, ROB-III, 2 nd Floor, ONGC, Assam Asset, P.O. Nazira <u>Sivasagar – 785685</u>
4.	Zone-4 (East): Bihar, Jharkhand, Odisha, Chhattisgarh, West Bengal.	I/C HR/ER, MBA Basin, ONGC, 50-J.L. Nehru Road, <u>Kolkata-7000 71</u>
5.	Zone -5 (South): Tamil Nadu, Kerala, Karnataka, Andhra Pradesh, Telangana, Pudducherry, Lakshdweep, Andaman & Nicobar Islands	I/C HR/ER, ONGC, 7 th Floor, East Wing, CMDA Tower-I, No. 1, Gandhi Irwin Road, Egmore, <u>Chennai – 600 008</u>

ANNEXURE-A

Application Form for Renewal of Scholarship
(To be filled by Applicant and duly certified by Institution)

1.	Name of the Applicant	
2.	Percentage of Marks/CGPA/OGPA in the Previous year (1 st /2 nd /3 rd /4 th) (Self certified copies of the mark sheets to be enclosed)	
3.	Bank Details as per ECS form (Annexure B):	
	A. Name and Address of the Bank	
	B. Name of the Branch and Branch Code	
	C. Bank Account Number (IFSC Code/Bank Code/Place etc.)	
4.	Remarks (Any other information which applicant may like to give)	

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 candidature/application may be cancelled/terminated without any notice.

Date:

(Signature of the Applicant)

This is to certify that the above particulars as furnished by the applicant are true to the best of my knowledge and have been verified with the original.

Date:

**(Signature and name of Head/Principal/Dean
of the College/University/Institute)**

Seal of College/University/Institute

Annexure B

**Electronic Clearing Service (Credit Clearing)
(Model Mandate Form)**

(Investor/Customer's option to receive payments through Credit Clearing Mechanism)
(Scheme Name and the Periodicity of payment)

Vendor No.

- 1. INVESTOR/CUSTOMERS' NAME :

- 2. PARTICULARS OF BANK ACCOUNT :

 - A. BANK NAME :
 - B. BRANCH NAME :
Address :
Telephone No. :

 - C. 9- DIGIT CODE NUMBER OF THE BANK & BRANCH :
(Appearing on the MICR Cheque issued by the Bank)

 - C. 1. IFSC Code of Bank :

 - D. ACCOUNT TYPE :
(S.B. Account/Current Account or Cash Credit with Code 10/11/13)
 - E. LEDGER No./ LEDGER FOLIO NO. :

 - F. ACCOUNT NUMBER :
(as appearing on the Cheque book)

 - G. Attached document for verification of Bank particulars :

3. DATE OF EFFECT

I hereby declare that the particulars given above are correct and complete if the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the scheme

(.....)
Signature of the Investor/Customer

Date:

Certified that the particulars furnished above are correct as per our records.
(Bank's Stamp).

Date:

(-----)
Signature of the Authorised Official of Bank