

### Steps to fill the Online Application

1. All applicants have to register online only and fill in their details in the online application form. Since only those applicants who have qualified the GATE-2021 examination in the relevant GATE subject are only eligible therefore GATE Registration number, Email ID and Mobile no. used in GATE-2021 application are necessarily required to initiate the registration process. Click on the link provided in the Website [www.ongcindia.com](http://www.ongcindia.com) for applying application online.
2. Click on the “**New Applicants**” Tab. Kindly enter the GATE registration number and mail id in the same case (Upper or lower case) as mentioned in your GATE Admit Card / GATE score card. Once you enter the details – GATE Registration number, Email ID , DOB and Captcha, an OTP will be sent to your Email ID and Mobile no. used in GATE-2021 for proceeding further to enter the data for online application . Once you enter the OTP, you will get a message “Registration number will be sent to the Email ID and Mobile number” and once you press ok, you will move to the “**Undertaking**” page.
3. Read the instructions and tick the box in the bottom and press “**Continue**”. This will take you to the page where you have to fill all the details.  
If there is any network problem while filling the forms, you can again login through the “**Existing Applicants**” tab. Once you login through “**Existing Applicants**” tab, you will see your Application status as “**Pending**”. Click on “**Registration Status**” and then click on “**Go to Registration**”. It will take you to the Form page.
4. Fill all the details. While filling “**Month and year of passing** “for the **Qualifying degree (Point No. 13.1)**, you have to select the month and the year and press enter. The details will be entered.
5. At the end of the form, you have to upload Photo with the signature. After uploading, you have to click on the undertaking and press the “**save**” button to save the data. After saving the data, you can click on “**Preview**” button to see the preview. If you find that you have filled some wrong information, you may change the data, then save it and see the preview.
6. Whenever you are changing any data, kindly save the application page by pressing the “**SAVE**” button. Then only, the changes will be saved and you will see the changes in the preview.
7. If preview is ok, then,
  - A. **SC/ST/PwBD candidates:** You don't have to pay the registration charges. Your “**payment**” button will be inactive. SC/ST/PwBD candidates can directly press “**Submit**” Button. Once you press Submit button, an OTP will be sent to your Email ID and Mobile no. used in GATE-2021. After entering this OTP, you will get a message that “you are successfully registered” and your application registration slip will be generated. An E-Mail and a SMS will also be sent to the registered E-Mail ID as well as the mobile number intimating that you have registered successfully. You can also access the registration slip from the tab “Existing Applicants”.
  - B. **General /OBC / EWS candidates:** You have to pay the registration fees. Kindly press the “**Payment**” button. You will be taken to the payment page. Candidate need to pay online registration fee amounting to Rs. 300/-. The Convenience fee / Bank's commission plus GST would be charged in addition to the registration fee. Press the “**Make Payment**” button on the payment page. It will take you to the Payment Gateway page where you will get three options:
    - a. Payment through Internet banking
    - b. Payment through Debit / Credit card
    - c. Payment through BHIM UPIChoose any one option and do the payment. Once the payment is successful, you will see the following payment status page:



PAYMENT STATUS	
ONGC Registration Number	202100016
SBIePay Reference Number	3768488532623
Bank Reference Number	IGAMAHAOF6
Transaction Amount	2
Transaction Date & Time	2021-09-19 22:29:53
Transaction Status	<b>SUCCESS</b>
Note: Please note bank reference number for any kind of future reference.	

Kindly close it. After closing, it will take you to the form page and your **“SUBMIT”** button will be active. You may again see the **“Preview”** of your filled in application. You will find the payment details. Submit the form. Once you will press Submit button, an OTP will be sent to your Email ID and Mobile no. used in GATE-2021. After entering this OTP, you will get a message that **“you are successfully registered”** and your application registration slip will be generated. You can take a print out or save it for future use. Alternatively, you can also access the registration slip from the tab **“Existing Applicants”**. After logging through **“Existing Applicants”** tab, you can click on **“View Application Form”**.

If the payment is not successful due to any reason and the money is debited from your account, it will be credited as per the SBIePAY payment aggregator policy. The candidate can again attempt for payment by going through **“Existing Applicants”** tab. Once you login through **“Existing Applicants”** tab, you will see your Application status as **“Pending”**. Click on **“Registration Status”** and then click on **“Go to Registration”**. It will take you to the Form page. Again attempt for payment.

In case, after payment, some error is being seen, kindly refresh the page, it might show you the payment success. If it does not show the payment success, kindly attempt for payment again through **“Existing Applicants”** tab.

8. The details of convenience fee / Bank’s Commission plus GST are as given below :

Channel	Pricing (Exclusive of GST)
Internet Banking – SBI	Rs. 5/- per Transaction
Internet Banking – Other Banks	Rs. 10/- per Transaction
Debit card ( Visa, Master, Maestro) / Rupay Debit card	Nil
Credit Card ( Visa / Master)	1.2% of the transaction amount
UPI	Nil