

HPCL CSR SCHOLARSHIP APPLICATION USER MANUAL

User Manual for New Institute Registration

College Registration:

NEW INSTITUTE REGISTRATION

Note- Please keep following details ready for initiating registration process- **email ID, college registered mobile no, PAN Card scan copy (pdf format), no. of candidates to be registered**

1. Copy and paste URL link in chrome/explorer:

https://unnati.hpcl.co.in/csr_scholarship

2. Go to Unregistered Institutes, and click on **Click to Register**



3. To register, enter the email ID, mobile no, PAN no (registered PAN no. of college) and enter Captcha. After filling details, Click on **Generate OTP and continue**.

The screenshot shows the 'HPCL CSR Scholarship - New Institute Registration' page. At the top, there are logos for Hindustan Petroleum Corporation Limited and Unnati. Below the header, a blue bar contains the title 'HPCL CSR Scholarship - New Institute Registration'. A pink message box states: 'Keep a pdf only scanned copy of your institute PAN CARD and Categorywise Numbers to be requested ready. It is required to complete this form'. The form fields include: 'Email Id*:', 'Mobile No* (+91):', and 'PAN No*:', each with a corresponding input box. Below these is a captcha image with the text 'abcSII' and an 'Enter Captcha' input box. At the bottom, there are two buttons: 'Generate OTP and continue' (red) and 'Reset' (blue).

4. Next, enter the OTP received on your email ID and mobile no. Click on **Validate OTP and continue**.

Note – If you click on **Reset**, you will be taken back to New Institute Registration Page for submitting details again.

The screenshot shows the 'Continue New Institute Registration - Validate with OTP' page. At the top, there are logos for Hindustan Petroleum Corporation Limited and Unnati. Below the header, a green message box states: 'otp generated successfully and sent to provided email and mobile no !! Please proceed filling the registration form'. The form title is 'Continue New Institute Registration - Validate with OTP'. A message says: 'OTP sent to provided email and mobile no. It expires in 5 mins, kindly provide the details below:'. The form fields include: 'Enter Email OTP*:' with a dropdown menu showing 'abc@gmail.com' and an input box; 'Enter Mobile OTP*:' with a dropdown menu showing '9876543210' and an input box. At the bottom, there are two buttons: 'Validate OTP and continue' (red) and 'Reset' (blue). At the very bottom, a footer reads: 'Developed by IS Dept || Best Experienced with Chrome'.

You will receive OTP message on the email ID and mobile no submitted:

- Email ID:

Dear Sir/Madam,
Please enter the generated OTP 22156854 to proceed further.
Regards,
HPCL CSR SCHOLARSHIP Admin

- Mobile No:

OTP for HPCL CSR Scholarship portal is 14112418. OTP is confidential. Please don't share with anyone. -HPCL

5. After entering the OTP no, a form will be generated for filling.

Enter following details- Name of Institute, Address details, Name of Principal/Authority, Upload copy of PAN Card, number of candidates whose applications will be submitted for current Financial Year in each category. Click on **Submit Registration Application.**

Note – If you click on **Reset,** you will be taken back to New Institute Registration Page for submitting details again.

The screenshot shows the HPCL CSR Scholarship portal interface. At the top, there is a header with the HPCL logo and the text 'हिन्दुस्तान पेट्रोलियम कॉर्पोरेशन लिमिटेड' and 'Hindustan Petroleum Corporation Limited'. To the right of the header is the 'Unnati' logo. Below the header, a green message states 'OTP validated successfully !! Please proceed filling the registration form'. The main content area is titled 'Continue New Institute Registration - Provide Remaining information'. Below this title, it says 'kindly provide the details below:'. The form contains several input fields: 'Email ID*' with the value 'abc@gmail.com', 'Mobile No*' with the value '9871767283', 'PAN No*' with the value 'AULFV0495F', 'Name of Institute* (School/College)*', 'Address*' with two lines for 'Address Line 1' and 'Address Line 2', and four dropdown menus for 'District', 'City', 'PinCode', and 'State'.

Name of Principal/Authority* : <input type="text"/>						
Upload PANCARD scanned copy (pdf)*: <input type="button" value="Choose File"/> No file chosen						
Numbers Requested for First Year*:	Primary:	SC: <input type="text"/>	ST: <input type="text"/>	OBC: <input type="text"/>	PWD: <input type="text"/>	TOTAL: <input type="text"/>
	Secondary/HSC:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Graduation/PG:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Total:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit Registration Application"/> <input type="button" value="Reset"/>						

Developed by IS Dept || Best Experienced with Chrome

- On successful submission of Application, an Application ID will be generated and email will be sent to registered email ID. This application will go to concerned officer in HPCL for approval process.

Dear Sir/Madam,

Your Institute Registration Application for CSR Scholarship to HPCL is submitted successfully with application ID APPL20231030173404. You will receive an update on email once application is accepted/rejected. Please note the application number for future reference.

Regards,
HPCL CSR SCHOLARSHIP Admin

- Once application is approved by HPCL, an Institute ID will be generated and sent to your registered email ID.

Dear Sir/Madam,

Institute CSR Scholarship New Period for FY 2024-2025 with institute ID INSTMH000011 and institute name as PRIYADARSHINI is APPROVED For More details regarding the period and to submit student applications for above period kindly login to the portal.

Regards,
HPCL CSR SCHOLARSHIP Admin

This is an auto generated mail. Please do not reply

- Login to the portal through the institute ID and Password. On first time login, the system will prompt for setting of new password. Change the password and use the updated password for login.