

Frequently Asked Questions (FAQ)

1. What is the size of article?

The size of Article should be maximum of 2000 words.

Please refer “Rules & Regulations” attached at the bottom of the main page for further details.

2. How to replace my article?

You can replace the uploaded article within the submission date.

Follow the steps stated below to replace your article:

- I. Login to your account with your User ID and Password.
- II. Click on Edit button (On right side) of your desired article which you want to edit.
- III. Browse your updated article, check “Accept term and condition” and click on “Upload” button.

Please refer “Help Document” attached at the bottom of the main page for further details.

3. How to submit an article?

Follow the steps stated below to upload your article:

- I. Login to your account with your User ID and Password.
- II. Choose a particular language from the Dropdown.
- III. Select an interested Topic from the open topic list.
- IV. Browse your article.
- V. Accept Terms & Condition then click on Upload button to submit your article.

Please refer “Help Document” attached at the bottom of the main page for further details.

4. How many articles I can upload?

You can upload one article against each topic. Article in any language (English/Hindi/Odia) would be considered as one article.

Please refer “Rules & Regulations” attached at the bottom of the main page for further details.

5. I have forgotten my password?

Click on the “[Forgot your password?](#)” link on the main page.

An email would be sent to your registered email ID.

Use the password to login & Click on “Change password” and replace the auto generated password with your own password.

Please refer “Help Document” attached at the bottom of the main page for further details.

6. Do I have to register every time I have to submit an article/essay?

No, Registration is required for the first time.

Please refer “Help Document” attached at the bottom of the main page for further details.

7. How can I Claim my prize money?

You can write to the provided email ID in “Contact Us” link on main page.

You will be contacted by NALCO on your registered email/mobile Number.

Please refer “Rules & Regulations” attached at the bottom of the main page for further details.

8. Can the User be blocked from submitting articles?

Yes, Once the User has registered and upon verification it is found that the registered user is not a bonfied student, the Administrator can block the user from logging into the “Gyanalok” system.