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കോളേജ് വിദ്യാഭ്യാസ

ഡയറക്ടറുടെ കാര്യാലയം,
വികാസഭവൻ-695033
തിരുവനന്തപുരം.
തീയതി: 24-07-2024

പരിപത്രം

വിഷയം കോളേജ് വിദ്യാഭ്യാസ വകുപ്പ് - ഭിന്നശേഷി വിദ്യാർത്ഥികൾക്കുള്ള പോസ്റ്റ് മെട്രിക് സ്കോളർഷിപ്പ്-2024-25 അധ്യയന വർഷത്തിൽ സ്കോളർഷിപ്പിനായി വിദ്യാർത്ഥികളിൽ നിന്നും ഓൺലൈൻ അപേക്ഷകൾ സ്വീകരിക്കുന്നത് - സംബന്ധിച്ച്.

സൂചന: 1. കേന്ദ്ര സർക്കാർ മിനിസ്ട്രി ഓഫ് സോഷ്യൽ ജസ്റ്റിസ് ആൻഡ് എംപവർമെന്റ്, ഡിപ്പാർട്ട്മെന്റ് ഓഫ് എംപവർമെന്റ് ഓഫ് പേഴ്സൺസ് വിത്ത് ഡിസബിലിറ്റീസ് (Divyangjan) നിന്നുള്ള കത്ത് നമ്പർ.Z-11017/100/2023-SCH തീയതി. 01/07/2024

സംസ്ഥാനത്ത് കോളേജ് വിദ്യാഭ്യാസ വകുപ്പ് വഴി നടപ്പാക്കുന്ന ഭിന്നശേഷി വിദ്യാർത്ഥികൾക്കുള്ള പോസ്റ്റ് മെട്രിക് സ്കോളർഷിപ്പിനുള്ള അപേക്ഷ സമർപ്പിക്കുന്നതിനും , വിദ്യാഭ്യാസ സ്ഥാപനങ്ങൾ പോർട്ടലിൽ രജിസ്റ്റർ ചെയ്യുന്നതിനുമായുള്ള വിജ്ഞാപനം കേന്ദ്ര സാമൂഹിക നീതി മന്ത്രാലയം സൂചന പ്രകാരം പുറപ്പെടുവിച്ചിട്ടുണ്ട്.

കേരളത്തിലെ സർക്കാർ/എയ്ഡഡ്/അംഗീകാരമുള്ള പ്രൈവറ്റ് സ്ഥാപനങ്ങളിൽ പ്ലസ് വൺ മുതൽ ബിരുദാനന്തര ബിരുദം വരെയുള്ള ക്ലാസ്സുകളിൽ പഠിക്കുന്ന ഭിന്നശേഷിക്കാരായ വിദ്യാർത്ഥികൾക്ക് നിശ്ചയിക്കപ്പെട്ട വ്യവസ്ഥകൾക്ക് വിധേയമായി www.scholarships.gov.in എന്ന വെബ്സൈറ്റ് മുഖാന്തിരം **2024 ഒക്ടോബർ 31** വരെ ഓൺലൈനായി സ്കോളർഷിപ്പിന്റെ ഫ്രഷ്, റിന്യൂവൽ അപേക്ഷകൾ സമർപ്പിക്കാവുന്നതാണ്. പ്രസ്തുത അപേക്ഷകളുടെ ഇൻസ്റ്റിറ്റ്യൂഷൻ തലത്തിലുള്ള ഓൺലൈൻ വെരിഫിക്കേഷൻ 2024 നവംബർ 15 ന് മുമ്പ് പൂർത്തിയാക്കേണ്ടതാണ്. സ്കോളർഷിപ്പിനായി മാനുവൽ/ഓഫ്ലൈൻ അപേക്ഷകൾ പരിഗണിക്കുന്നതല്ല. സ്കോളർഷിപ്പിന് അപേക്ഷിക്കുന്ന വിദ്യാർത്ഥികൾക്ക് 40% ൽ കുറയാതെ ഭിന്നശേഷിയുണ്ടെന്ന് തെളിയിക്കുന്ന UDID കാർഡ് ഉണ്ടായിരിക്കേണ്ടതും കുടുംബ വാർഷിക വരുമാനം പരമാവധി 2,50,000 / - രൂപയിൽ (ആകെ രണ്ടര ലക്ഷം രൂപ) കവിയുകയും ചെയ്യേണ്ടത്. ഈ അധ്യയന വർഷം മുതൽ നാഷണൽ സ്കോളർഷിപ്പ് പോർട്ടലിൽ ലോഗിൻ ചെയ്യാൻ one time registration (OTR) നമ്പർ ആവശ്യമാണ്. വിദ്യാർത്ഥികൾ ആദ്യം 'get your OTR' ലിങ്ക് വഴി റഫറൻസ് നമ്പർ ജനറേറ്റ് ചെയ്യുകയും Aadhar Face RD, NSP OTR എന്നീ ആപ്ലിക്കേഷനുകൾ ഗൂഗിൾ പ്ലേ സ്റ്റോറിൽ നിന്നും ഡൗൺലോഡ് ചെയ്ത് OTR നമ്പർ ജനറേറ്റ് ചെയ്യേണ്ടതാണ്. അയത് സംബന്ധിച്ച മാർഗ്ഗ നിർദ്ദേശ രേഖകൾ ഇതോടൊപ്പം അറ്റാച്ച് ചെയ്യുന്നു. അപേക്ഷകൾ വിദ്യാർത്ഥികൾ പഠനം നടത്തുന്ന ഇൻസ്റ്റിറ്റ്യൂട്ട് തലത്തിലും സംസ്ഥാന തലത്തിലും കേന്ദ്ര തലത്തിലും വെരിഫിക്കേഷൻ വിധേയമാക്കപ്പെടുന്നതാണ്. വിദ്യാർത്ഥികൾക്ക് സ്കോളർഷിപ്പ് അപേക്ഷ ഓൺലൈനായി സമർപ്പിക്കുവാൻ വേണ്ടിയുള്ള സൗകര്യങ്ങൾ ബന്ധപ്പെട്ട സ്ഥാപനങ്ങളിൽ

ലഭ്യമാക്കേണ്ടതാണ്.

ഭിന്നശേഷിക്കാരായ വിദ്യാർത്ഥികൾക്കുള്ള പോസ്റ്റ്മെട്രിക് സ്കോളർഷിപ്പ് (2024-25) ഓൺലൈൻ അപേക്ഷകൾ (ഫ്രഷ്/ റീന്യൂവൽ) സമർപ്പിക്കുന്നത് സംബന്ധിച്ച പൊതുവായ നിർദ്ദേശങ്ങൾ

- 1) അപേക്ഷ സമർപ്പിക്കുന്ന വിദ്യാർത്ഥികളുടെ മതം ബാധകമല്ല.
- 2) അപേക്ഷകരുടെ രക്ഷകർത്താവിന്റെ വാർഷിക വരുമാനം പരമാവധി ₹ 2,50,000 /- രൂപയിൽ കവിയാൻ പാടില്ല. വാർഷിക വരുമാനത്തിന്റെ തെളിവായി, റവന്യൂ വകുപ്പിൽ നിന്നും 01/07/2023 നു ശേഷം e-district website ൽ നിന്നും എടുത്ത വരുമാന സർട്ടിഫിക്കറ്റ് അപേക്ഷയോടൊപ്പം അപ്ലോഡ് ചെയ്യേണ്ടതാണ്.
- 3) കേന്ദ്ര മന്ത്രാലയത്തിന്റെ അന്തിമ നിബന്ധനകൾക്ക് വിധേയമായിട്ടായിരിക്കും സ്കോളർഷിപ്പ് നൽകുന്നത്. സംസ്ഥാനങ്ങൾക്ക് അനുവദിച്ചിരിക്കുന്ന അനുപാതം പ്രകാരമാണ് കേന്ദ്രം മെറിറ്റ് ലിസ്റ്റ് തയ്യാറാക്കുന്നത്. ഭിന്നശേഷിയുടെ ശതമാനത്തിന്റെ അടിസ്ഥാനത്തിലും ആയതു ഒരേപോലെ വന്നാൽ ഉയർന്ന പ്രായത്തിന്റെ അടിസ്ഥാനത്തിലുമാണ് ലിസ്റ്റ് തയ്യാറാക്കുന്നത്.
- 4) അപേക്ഷ ഓൺലൈനായി സമർപ്പിക്കുമ്പോൾ ആധാർ വിവരങ്ങൾ, UDID കാർഡ്,ഫോട്ടോ, e-district websiteൽ നിന്നും ലഭിച്ച വരുമാന സർട്ടിഫിക്കറ്റ്, ഭിന്നശേഷി തെളിയിക്കുന്ന മെഡിക്കൽ സർട്ടിഫിക്കറ്റ്, ഫീ രസീതുകൾ, യോഗ്യത പരീക്ഷയുടെ മാർക്ക് ലിസ്റ്റ് തുടങ്ങിയവ അപ്ലോഡ് ചെയ്യേണ്ടതാണ്. ഓൺലൈൻ ആയി നൽകുന്ന വിവരങ്ങൾ തെറ്റായും , അപൂർണ്ണവും, അവ്യക്തവും, ആണെങ്കിൽ സ്കോളർഷിപ്പ് തുക നഷ്ടപ്പെടാൻ സാധ്യതയുണ്ട്.
- 5) അപേക്ഷകർ ഭിന്നശേഷി തെളിയിക്കുന്നതിന് സ്ഥാപന മേധാവി മുൻപാകെ കേന്ദ്ര സാമൂഹിക നീതി മന്ത്രാലയം (Department of Empowerment of Persons with Disabilities) നൽകുന്ന UDID Card (Unique Disability ID) നിർബന്ധമായും സമർപ്പിക്കേണ്ടതാണ്. UDID Card (Unique Disability ID) ലഭ്യമല്ലാത്തതും, മേൽ സ്കോളർഷിപ്പിന് അർഹരായവരുമായ വിദ്യാർത്ഥികൾ www.swavlambancard.gov.in എന്ന വെബ്സൈറ്റിൽ കൂടി കാർഡിനായി അപേക്ഷ സമർപ്പിക്കേണ്ടതാണ്.
- 6) അപേക്ഷകർക്ക് ഏതെങ്കിലും നാഷണലൈസ്ഡ് ബാങ്കിൽ ആധാർ നമ്പറുമായി seed ചെയ്ത ആക്ടീവായ ഒരു ബാങ്ക് അക്കൗണ്ട് ഉണ്ടായിരിക്കേണ്ടതാണ്. സ്കോളർഷിപ്പിന് അർഹരാകുന്ന വിദ്യാർത്ഥികൾക്ക് സ്കോളർഷിപ്പ് തുക കേന്ദ്ര സർക്കാർ നേരിട്ട് (Direct Benefit Transfer) വിദ്യാർത്ഥികളുടെ ആക്ടിവ് ആയ ആധാർ seeded ബാങ്ക് അക്കൗണ്ടിലേക്കു ക്രെഡിറ്റ് ചെയ്തു നൽകുന്നതാണ്.
- 7) കേരളത്തിന് പുറത്തുള്ള വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ പഠിക്കുന്ന, കേരളത്തിലെ വിദ്യാർത്ഥികൾ കേരളം domicile ആയി തിരഞ്ഞെടുത്തു ഓൺലൈനായി അപേക്ഷിക്കേണ്ടതാണ്.
- 8) അപേക്ഷയിൽ നൽകിയിരിക്കുന്ന മൊബൈൽ നമ്പറിലേക്ക് കേന്ദ്ര സർക്കാർ മന്ത്രാലയം

കാലാകാലങ്ങളിൽ അയക്കുന്ന എസ് എം എസ് യഥാസമയം ശ്രദ്ധിക്കുക. അപേക്ഷകരുടെ ഫോൺ നമ്പർ മാറ്റേണ്ട സാഹചര്യമുണ്ടായാൽ 'Change Mobile No.' എന്ന ലിങ്ക് ഉപയോഗിക്കാം.

9) അപേക്ഷകരുടെ OTR/ Reference നമ്പർ നഷ്ടപ്പെട്ടാൽ forgot OTR/Reference No. എന്ന ലിങ്കിൽ ക്ലിക്ക് ചെയ്ത് ആധാർ നമ്പർ ഉപയോഗിച്ച് റീജനറേറ്റ് ചെയ്യാൻ സാധിക്കും.

10) ഒരേ സ്ഥാപനത്തിൽ ഒരേ കോഴ്സിന് പഠനം നടത്തി വരുന്നവരും 2023-24 ൽ ഭിന്നശേഷി വിദ്യാർത്ഥികൾക്കായിട്ടുള്ള പോസ്റ്റ് മെട്രിക് സ്കോളർഷിപ്പ് ലഭിച്ചവരുമായ വിദ്യാർത്ഥികൾ അവരുടെ നിലവിലുള്ള Application ID യിൽ തന്നെ 2024-25 വർഷത്തേക്ക് **റിന്യൂവൽ** അപേക്ഷ സമർപ്പിക്കേണ്ടതാണ്.

11) വിദ്യാർത്ഥികൾ സ്കോളർഷിപ്പിനായി ഓൺലൈൻ അപേക്ഷകൾ സമർപ്പിച്ച ശേഷം അപേക്ഷയുടെ ഹാർഡ് കോപ്പിയും അനുബന്ധ രേഖകളും വിദ്യാർത്ഥി പഠിക്കുന്ന സ്ഥാപനത്തിൽ ഓൺലൈൻ വെരിഫിക്കേഷൻ ചെയ്യുന്നതിനായി അഞ്ച് ദിവസത്തിനുള്ളിൽ നിർബന്ധമായി നൽകേണ്ടതാണ്. പ്രിന്റൗട്ടും അനുബന്ധ രേഖകളും സ്ഥാപനത്തിൽ സമർപ്പിക്കാത്തവരുടെ അപേക്ഷകൾ ഡിഫെക്ട് ചെയ്യുന്നതാണ്.

12) അപേക്ഷകർ മറ്റ് സ്കോളർഷിപ്പുകൾ കൈപ്പറ്റാൻ പാടില്ല. ഒന്നിൽ കൂടുതൽ സ്കോളർഷിപ്പിന് വിദ്യാർത്ഥിക്ക് അർഹത ലഭിച്ചാൽ, ഏത് സ്കോളർഷിപ്പ് വേണമെന്നത് വിദ്യാർത്ഥിക്ക് തിരഞ്ഞെടുക്കാവുന്നതാണ്.

13) സ്കോളർഷിപ്പിനായി കെ.വൈ.സി പൂർത്തിയാകാത്ത വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിലെ ഇൻസ്റ്റിറ്റ്യൂട്ട് നോഡൽ ഓഫീസേഴ്സ് സ്റ്റേറ്റ് നോഡൽ ഓഫീസുമായി ബന്ധപ്പെട്ട് കെ.വൈ.സി രജിസ്ട്രേഷൻ പൂർത്തിയാക്കേണ്ടതാണ്. പുതിയതായി ചാർജ്ജ് എടുത്ത സ്ഥാപന മേധാവികൾ, ഇൻസ്റ്റിറ്റ്യൂട്ട് നോഡൽ ഓഫീസേഴ്സ് എന്നിവർ സ്റ്റേറ്റ് നോഡൽ ഓഫീസുമായി ബന്ധപ്പെട്ട് ആധാർ വിവരങ്ങൾ നാഷണൽ സ്കോളർഷിപ്പ് പോർട്ടലിൽ അപ്ഡേറ്റ് ചെയ്ത ശേഷം Aadhar Face RD, NSP Faceauth എന്നീ ആപ്ലിക്കേഷനുകൾ ഗൂഗിൾ പ്ലേ സ്റ്റോറിൽ നിന്നും ഡൗൺലോഡ് ചെയ്ത് ഫെയ്സ് ഒതെന്റിക്കേഷൻ പൂർത്തിയാക്കേണ്ടതാണ്.

14) ഈ സ്കോളർഷിപ്പ് സംബന്ധിച്ച വിവരങ്ങൾ ഇമെയിൽ വഴി ലഭിക്കുന്നതിന് ഇതോടൊപ്പമുള്ള ലിങ്കിൽ നൽകിയിരിക്കുന്ന ഗൂഗിൾ ഫോമിൽ വിവരങ്ങൾ സമർപ്പിക്കേണ്ടതാണ്.

<https://forms.gle/kc4Kyda7BjCHyTDc6>

15) ഇൻസ്റ്റിട്യൂഷണൽ നോഡൽ ഓഫീസർ ഓൺലൈനായി ലഭിച്ച അപേക്ഷകൾ വിദ്യാർത്ഥികൾ സമർപ്പിച്ച ഹാർഡ്കോപ്പിയിലെ വിവരങ്ങളുമായി ശ്രദ്ധാപൂർവ്വം ഒത്തുനോക്കി വെരിഫൈ ചെയ്തു അപ്രൂവ് നൽകേണ്ടതും, അപേക്ഷകൾ അതാത് ഇൻസ്റ്റിട്യൂഷനിൽ കുറഞ്ഞത് അഞ്ചു വർഷം സൂക്ഷിക്കേണ്ടതുമാണ്. ഈ അപേക്ഷകൾ സ്കോളർഷിപ്പ് സ്റ്റേറ്റ് നോഡൽ ഓഫീസർ അതാത് സ്ഥാപനങ്ങളിൽ ഫിസിക്കൽ വെരിഫിക്കേഷൻ നടത്തുന്നതാണ്. പരിശോധന സമയത്ത് അപാകത ബോധ്യപ്പെട്ടാൽ വിദ്യാർത്ഥികളുടെ സ്കോളർഷിപ്പ് റദ്ദാക്കുന്നതും ഇൻസ്റ്റിട്യൂഷണൽ നോഡൽ ഓഫീസർക്കെതിരെ അച്ചടക്ക നടപടി സ്വീകരിക്കുന്നതുമാണ്. ഇൻസ്റ്റിട്യൂഷൻ തലത്തിൽ എല്ലാ അപേക്ഷകളും

അവസാന തീയതിക്കുള്ളിൽ വെരിഫിക്കേഷൻ പൂർത്തിയാക്കേണ്ടതാണ്.

സ്കോളർഷിപ്പ് സംബന്ധിച്ച വിവരങ്ങൾക്ക് ബന്ധപ്പെടേണ്ട ഫോൺ നമ്പർ :- 0471 2306580 , 9446096580 , ഇ - മെയിൽ ഐ .ഡി : - postmatricsscholarship@gmail.com

Signed by
സ്റ്റേറ്റ്സ് ഓഫീസർ ഫോർ സ്കോളർഷിപ്പ്
Mani T
Date: 24-07-2024 16:52:59

പകർപ്പ്

1. സർക്കാർ / എയ്ഡഡ്/ അംഗീകൃത പ്രൈവറ്റ് കോളേജുകൾ
2. ഹയർ സെക്കണ്ടറി ആസ്ഥാന കാര്യലയം, തിരുവനന്തപുരം
3. വൊക്കേഷണൽ ഹയർ സെക്കണ്ടറി ആസ്ഥാന കാര്യലയം, തിരുവനന്തപുരം
4. വ്യാവസായിക പരിശീലന ആസ്ഥാന കാര്യലയം, തിരുവനന്തപുരം
5. സാങ്കേതിക വിദ്യാഭ്യാസ ആസ്ഥാന കാര്യലയം, തിരുവനന്തപുരം
6. മെഡിക്കൽ വിദ്യാഭ്യാസ ആസ്ഥാന കാര്യലയം, തിരുവനന്തപുരം
7. കേരള അഗ്രികൾച്ചറൽ യൂണിവേഴ്സിറ്റി, തൃശ്ശൂർ

WORKSHOP / DEMO OF NSP OTR

Presentation for Scheme Nodal Officer

National Informatics Center
Ministry of Electronics & Information Technology

18th July 2024



Task Force recommendations approved by CoS regarding One Time Registration on NSP

- 1. OTR is mandatory to apply for Scholarships on National Scholarship Portal and will be valid for entire academic career of the student.**
- 2. Aadhaar is required for generation of OTR.**
- 3. In case Aadhaar is not assigned to the students, they can generate OTR with EID, however they have to update their Aadhaar details within one month.**
- 4. In case if minor students do not have Aadhaar, they can apply from their parent/legal guardian's Aadhaar.**
- 5. Only one OTR ID is allowed per student. In case of parent/legal guardian Aadhaar, two OTRs (for two child) are allowed. In case more than one OTR is found for a student, that student would be debarred from scholarships.**



- OTR is a unique no. generated on NSP after completion of eKYC.
- OTR number is generated once and remains valid throughout the student's academic career.
- OTR eliminates the need of repetitive registrations in forthcoming academic years.
- The One-Time Registration (OTR) system will streamline and ensure de-duplication across various schemes onboarded on different scholarship portals in the future.

- OTR eliminates the need of repetitive registrations in forthcoming academic years.
- The One-Time Registration (OTR) system will streamline and ensure de-duplication across various schemes onboarded on different scholarship portals in the future.
- Student will apply for scholarship using OTR. Merely generation of OTR does not tantamount to application for scholarship.
- OTR generation is a two-step process:
 1. **Generate reference no.**
 2. **Perform face-authentication to get OTR-**
 - a. **Use NSP OTR mobile app for face-authentication.**
 - b. **Also, AadhaarFaceRD is required to perform face authentication.**
 - c. **NSP OTR and AadhaarFaceRD app are available on google play store.**



All Scholarship disbursement are through AePS.

No fee will be levied for the generation of OTR on NSP.

OTR can be used for deduplication among different scholarship schemes.

No of OTRs generated till 15th July, 2024 :- 10,54,304

CASHLESS INDIA

Digital India
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THE NEW POWER OF INDIA

Digital Payment Methods | Cyber Security for Digital Payments | Capacity Building and Awareness | Promoting Digital Payments with Government

Promoting Digital Payments among People | Contact

AADHAAR ENABLED PAYMENT SYSTEM (AEPS)

AEPS is a bank led model which allows online interoperable financial transaction at PoS (Point of Sale / Micro ATM) through the Business Correspondent (BC)/Bank Mitra of any bank using the Aadhaar authentication.

How to get it:

- Provide KYC (Know Your Customer) information to open a new account
- Aadhaar Number should be linked with bank a/c

OTR
ONE TIME REGISTRATION
in Fulfilling Academic Years



Process flow of **One-Time Registration** (OTR) Module



Students

Institutions

Officers

Public



Announcements

20/12/2023

Account number is not required for scholarship disbursement through NSP. Scholarship will be disbursed directly into the Aadhaar seeded bank account of the beneficiary.

23/12/2024

Account number is not required for scholarship disbursement through NSP. Scholarship will be disbursed directly into the Aadhaar seeded bank account of the beneficiary.

[View more](#)



Get your OTR

OTR is a unique xx-digit scholar registration number essential for students to access central or state government scholarships in India.

This unique identifier simplifies and secures the scholarship application process, ensuring efficient and transparent access to educational funding.

By registering for a OTR, students seamlessly integrate into the national scholarship network, facilitating smoother and more reliable financial support for their academic pursuits.

[Apply now!](#)





Login

Register

Change Mobile no.

Register

Already have an account? [Login](#)

1. Guidelines

2. Register Mobile No.

3. eKYC

4. Finish

1. One Time Registration (OTR) Guidelines for Scholarships Hosted on NSP

1. **Mandatory Requirement:** One Time Registration (OTR) is mandatory for applying for various scholarship schemes on National Scholarship Portal/other portals.
2. **Essential Requirement for OTR:** Active mobile number is mandatory for OTR.
3. No payment of fee is required for OTR.
4. **Steps for Registration:**
 - I. Once allotted an OTR, student can apply for scholarship later when the portal is open for application submission.
 - II. Upon successful registration, a reference number will be sent on the registered mobile number.
 - III. Download and install NSP OTR app and Aadhaar Face RD services on android based devices.
 - IV. Perform the Face-Authentication using the generated reference number for OTR sent on your mobile no.
 - V. After successful Face-Authentication OTR will be generated.
5. Please apply for Scholarship using OTR. Merely generation of OTR does not tantamount to application for scholarship.
6. **Aadhaar Requirement:** Aadhaar is required for OTR. If Aadhaar is not assigned, registration can be done using Enrollment ID (EID) for Aadhaar. If a minor student has not been assigned Aadhaar yet, registration can be done using Aadhaar of her parent or legal guardian.
7. It is advised to update other relevant demographic records (name, dob, gender) to match with Aadhaar/EID.
8. Parent/legal guardian of minor applying with their Aadhaar must ensure that while making an application for Aadhaar enrolment of minor shall use the same demographic details (of minor) as used in the OTR.
9. One OTR ID is allowed per student. However, parent/legal guardian can generate upto a maximum of two OTRs (for two minor children)
10. In case more than one OTR is found for a student, she would be liable for debarment from scholarships.

I agree to the following:

- I have read and understood the guidelines for One time Registration.
- I hereby consent to use the Aadhaar/ OTR for de-duplication on NSP/State/UT Scholarship Portals.

Cancel

Next



Login

Register

Change Mobile no.

Register

Already have an account? [Login](#)



1. Guidelines



2. Register Mobile No.



3. eKYC



4. Finish

2. Register Mobile No.

Mobile Number*

Get OTP

Enter OTP *

Image Captcha

Audio Captcha

IDHGPN



Enter Captcha Code *

Cancel

Verify

Note:-

1. Student/Parent/Legal guardian must read the instructions carefully before registration.
2. Student/Parent/Legal guardian is advised to submit the requisite details carefully before submission of the OTR Registration form. Correction/editing will not be allowed after submission.
3. Any wrong/false information may lead to rejection.
4. Student/Parent/Legal guardian is advised to submit her active mobile number and e-mail address in the OTR registration form. All correspondence/communication will be done on the submitted mobile/e-mail only.
5. Student is advised to refer to National Scholarship Portal for regular updates.



Students



← Login Register Change Mobile no.

Register

Already have an account? [Login](#)

- 1. Guidelines
- 2. Register Mobile No.
- 3. eKYC
- 4. Finish

3. eKYC

- I have Aadhaar
- Aadhaar not assigned (I have EID)
- Parent/Legal Guardian Aadhaar Number

I have Aadhaar

Aadhaar No.*

Enter OTP *

- Image Captcha
- Audio Captcha

WAZJRF

Enter Captcha Code *

Cancel

Verify

Note:-

- Parent/Legal Guardian/Student must read the instructions carefully before registration.
- Parent/Legal Guardian/Student is advised to fill the requisite details carefully before submission of the application form, as correction/editing will not be allowed after submission.
- Any wrong/false information may lead to rejection.
- Parent/Legal Guardian/Student is advised to refer to National Scholarship Portal for regular updates.



Consent for providing Aadhaar

Major Applicant (Age greater than or equal to 18)

1. I have voluntarily submitted my Aadhaar number, and I am aware that it will be used to authenticate my identity.
2. I am aware that my Aadhaar number will be used to authenticate my identity by matching my personal identification details available in the Aadhaar records of UIDAI.
3. I am aware that my Aadhaar will be used for de-duplication across government portals.
4. I am aware that my Aadhaar number will also be used for making scholarship payments in the bank account seeded to my Aadhaar number.

Parent's/Legal Guardian's consent in case of Minor Applicant (Age less than 18)

1. I have voluntarily submitted my child's/my ward's Aadhaar number, and I am aware that it will be used to authenticate my child's/my ward's identity.
2. I am aware that my child's/ward's Aadhaar number will be used to authenticate his/her identity by matching his/her personal identification details available in the Aadhaar records of UIDAI.
3. I am aware that my child's/ward's Aadhaar will be used for de-duplication across government portals.
4. I am aware that the Aadhaar number of my child will also be used for making scholarship payments in the bank account seeded to the Aadhaar number of the child.

Cancel

I Agree

3. Any wrong/false information may lead to rejection.

4. Parent/Legal Guardian/Student is advised to refer to National Scholarship Portal for regular updates.



2. Student/Parent/Legal guardian is advised to submit the requisite details carefully before submission of the OTR Registration form. Correction/editing will not be allowed after submission.
3. Any wrong/false information may lead to rejection.
4. Candidates are advised to fill their correct details in the online application. All Correspondence/communication will be made through mobile/e-mail only.
5. Student is advised to refer to National Scholarship Portal for regular updates.

Address

Enter Applicant Details

Applicant Name*

Gender*

Select gender

Date Of Birth*

DD/MM/YYYY

Mother's Name*

Father's Name*

Email Id

Image Captcha

Audio Captcha



Enter Captcha Code

NPCI Mapper Status

NPCI Success

00:04



Your Bank Account is seeded with Aadhaar on NPCI Mapper.



Enter Applicant Details

Applicant Name*

Gender*

Select gender

Date Of Birth*

DD/MM/YYYY

Mother's Name*

Father's Name*

Email Id

Image Captcha

Audio Captcha



Enter Captcha Code

NPCI Mapper Status

Cancel

Finish

NPCI Failed

00:03

Your Aadhaar is not seeded with your Bank Account. Contact your Bank branch for the same. (Scholarship will not be disbursed without seeding Aadhaar with Bank Account).

[Help](#)



Register

Already have an account? [Login](#)

- ✓ 1. Guidelines
- ✓ 2. Register Mobile No.
- 3. eKYC
- 4. Finish

Applicant Details as per Aadhaar No.

Applicant Name <input type="text" value="Va...a"/>	Aadhaar No. <input type="text" value="XX...b7"/>	
Gender <input type="text" value="M...e"/>	Date Of Birth <input type="text" value="02...0"/>	
Address <input type="text" value="2N...G, Se..."/>		

- Note:-**
1. Student/Parent/Legal guardian must read the instructions carefully before registration.
 2. Student/Parent/Legal guardian is advised to submit the requisite details carefully before submission of the OTR Registration form. Correction/editing will not be allowed after submission.
 3. Any wrong/false information may lead to rejection.
 4. Candidates are advised to fill their correct details in the online application.
 5. Student is advised to refer to National Scholarship Portal for regular updates.

Enter Details

Mother's Name*	<input type="text" value="Test"/>
Father's Name*	<input type="text" value="Test"/>
Email Id	<input type="text"/>
<input checked="" type="radio"/> Image Captcha	<input type="radio"/> Audio Captcha
	<input type="text" value="KWCZ6H"/>

NPCI Mapper Status
XXXX Bank
Your Bank Account is seeded with Aadhaar on NPCI Mapper.

[Cancel](#) [Finish](#)



Students



- ← [Login](#) [Register](#) [Change Mobile no.](#)

Register

Already have an account? [Login](#)

- 1. Guidelines
- 2. Register Mobile No.
- 3. eKYC
- 4. Finish



You have successfully generated the reference and your reference number is:

R24-000000124

Kindly download the NSP OTR mobile app and complete your face authentication for generating OTR.



Note:-

1. Student/Parent/Legal guardian must read the instructions carefully before registration.
2. Student/Parent/Legal guardian is advised to submit the requisite details carefully before submission of the OTR Registration form. Correction/editing will not be allowed after submission.
3. Any wrong/false information may lead to rejection.
4. Candidates are advised to fill their correct details in the online application.
5. Student is advised to refer to National Scholarship Portal for regular updates.



[Video demonstration for OTR Registration of students](#)



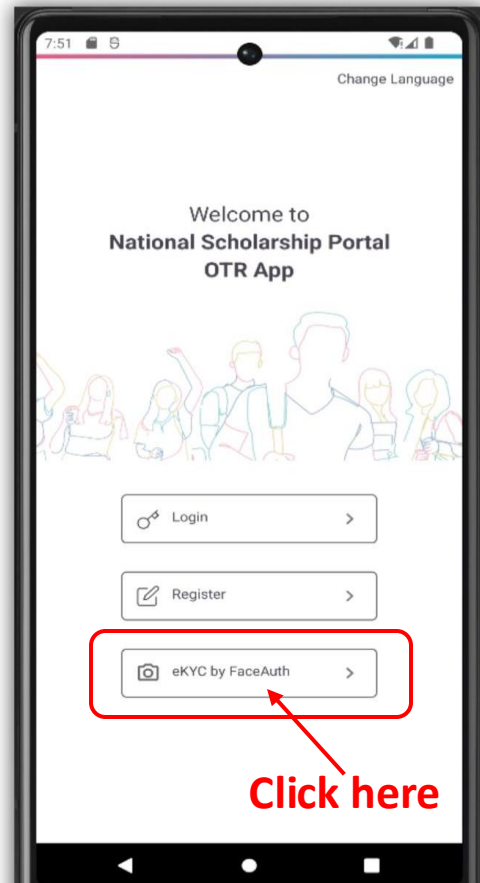
[Video demonstration for Face Authentication of students](#)



Step-1: Search and install **NSP OTR** app on Google Play Store.

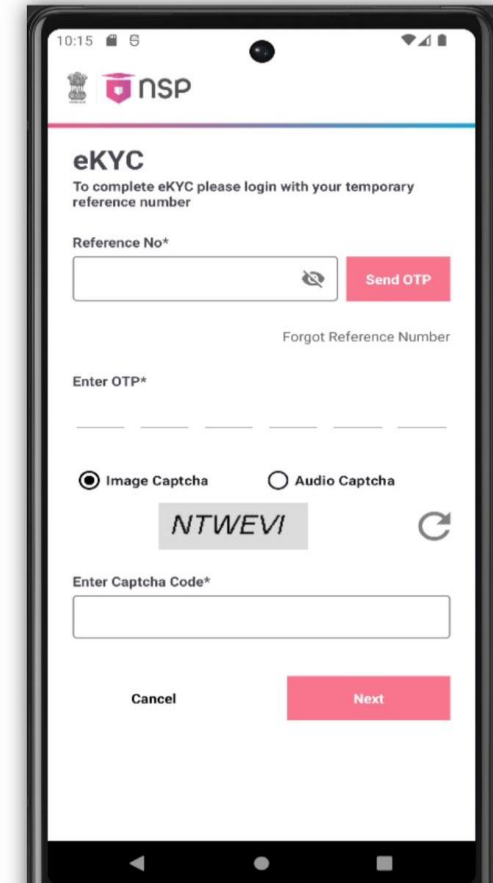
Step-2
Open NSP app and click on eKYC by FaceAuth.

National Scholarship Portal
One Time Registration

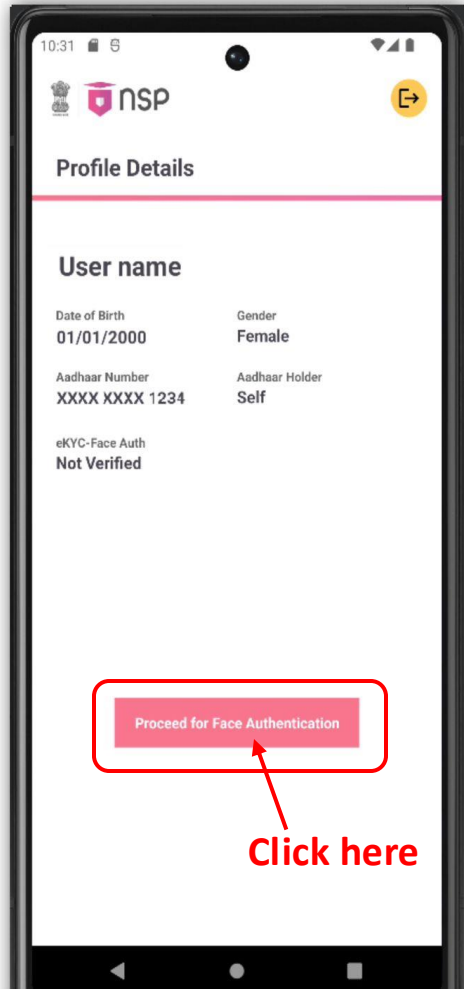


Step-3
Enter reference No. and click on **Send OTP**. Type OTP received on its mobile no., then type captcha vale and tap **NEXT** button.

Login using your Reference No.
to complete eKYC

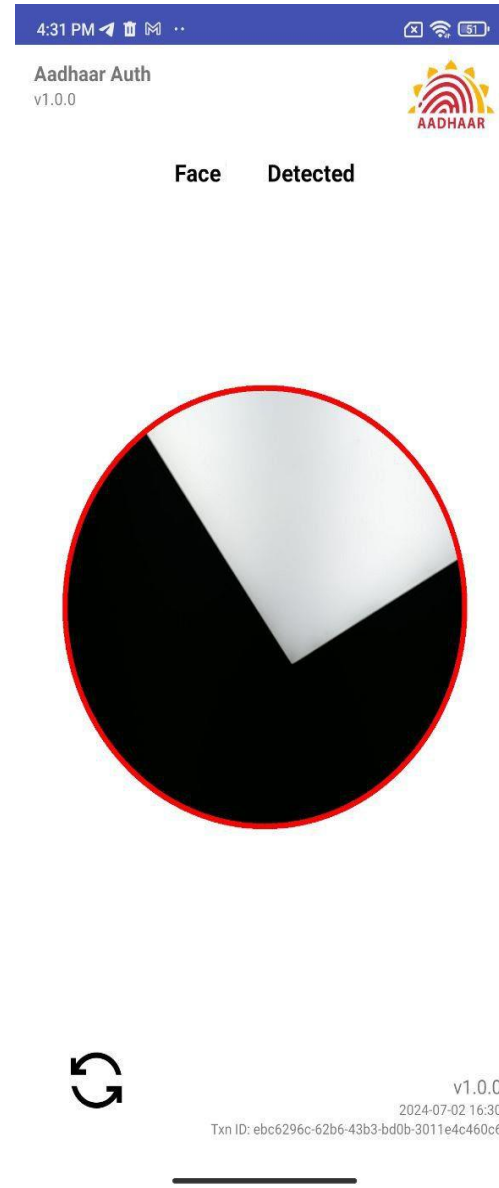


Do you Aadhaar enabled Face authentication to complete eKYC

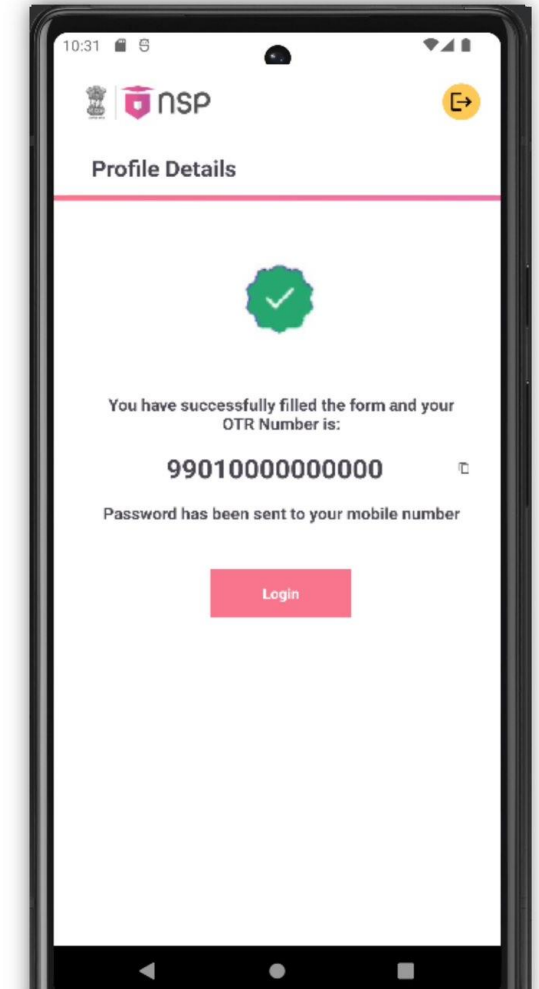


Step-4
The user gets its personal details and click on **Proceed for face Authentication**

Step-5
The user's face gets authenticated



Step-6
The user successfully generates the OTR No.



Get your OTR ID



Students



- [←](#)
- [Login](#)
- [Register](#)
- [Change Mobile no.](#)

Register

Already have an account? [Login](#)

- 1. Guidelines
- 2. Register Mobile No.
- 3. eKYC
- 4. Finish

3. eKYC

- I have Aadhaar
- Aadhaar not assigned (I have EID)
- Parent/Legal Guardian Aadhaar Number

Aadhaar not assigned (I have EID)

EID* [Help](#)

EID Date* Time(HH:MM:SS)*

DD/MM/YYYY

- Image Captcha
- Audio Captcha

GU5VIU

Enter Captcha Code *

- [Cancel](#)
- [Verify](#)

Note:-

- Parent/Legal Guardian/Student must read the instructions carefully before registration.
- Parent/Legal Guardian/Student is advised to fill the requisite details carefully before submission of the application form, as correction/editing will not be allowed after submission.
- Any wrong/false information may lead to rejection.
- Parent/Legal Guardian/Student is advised to refer to National Scholarship Portal for regular updates.



Students

[←](#)
[Login](#)
[Register](#)
[Change Mobile no.](#)

Register

Already have an account? [Login](#)

1. Guidelines
2. Register Mobile No.
3. eKYC
4. Finish

Enter Applicant Details

Applicant Name*

Gender*

Date Of Birth*

Mother's Name*

Father's Name*

Email Id

Image Captcha
 Audio Captcha

T2CHH9

Enter Captcha Code

Declaration in case of Enrollment number (EID)

I have applied for Aadhaar and have not been assigned Aadhaar yet. I am registering on NSP with EID. I am aware that my registration is temporary and is subject to cancellation in case I fail to submit my Aadhaar within one month.

I confirm that above details (Name, Gender, DoB) are identical to the corresponding details as provided during Aadhaar enrollment. If there is any discrepancy, my application would be summarily rejected

Note:-

1. Student/Parent/Legal guardian must read the instructions carefully before registration.
2. Student/Parent/Legal guardian is advised to submit the requisite details carefully before submission of the OTR Registration form. Correction/editing will not be allowed after submission.
3. Any wrong/false information may lead to rejection.
4. Candidates are advised to fill their correct details in the online application.
5. Student is advised to refer to National Scholarship Portal for regular updates.



Students



[←](#)
[Login](#)
[Register](#)
[Change Mobile no.](#)

Register

Already have an account? [Login](#)



You have successfully generated OTR and your OTR Number is:

24010000175247

Please check NSP guidelines regarding the EID generated OTR.

Note:-

1. Student/Parent/Legal guardian must read the instructions carefully before registration.
2. Student/Parent/Legal guardian is advised to submit the requisite details carefully before submission of the OTR Registration form. Correction/editing will not be allowed after submission.
3. Any wrong/false information may lead to rejection.
4. Candidates are advised to fill their correct details in the online application.
5. Student is advised to refer to National Scholarship Portal for regular updates.





Register

Already have an account? [Login](#)



3. eKYC

- I have Aadhaar
 Aadhaar not assigned (I have EID)
 Parent/Legal Guardian Aadhaar Number

Parent/Legal Guardian Aadhaar Number

Applicant is Minor and applying with

- Father's Aadhaar
 Mother's Aadhaar
 I am orphan & applying with my legal guardian Aadhaar

Father Aadhaar No. *

Enter OTP *

- Image Captcha
 Audio Captcha

Enter Captcha Code *

Cancel

Verify

Note:-

- Parent/Legal Guardian/Student must read the instructions carefully before registration.
- Parent/Legal Guardian/Student is advised to fill the requisite details carefully before submission of the application form, as correction/editing will not be allowed after submission.
- Any wrong/false information may lead to rejection.
- Parent/Legal Guardian/Student is advised to refer to National Scholarship Portal for regular updates.



Consent for providing Aadhaar by Parent/Legal Guardian (in case of Minor Student, age <18 and does not have Aadhaar)

1. I have voluntarily submitted my Aadhaar and I am aware that it will be used to authenticate my child/my ward & my identity (as per Aadhaar records).
2. I am aware that my Aadhaar will be used for de-duplication across government portals.
3. I am aware that my Aadhaar will be used for receiving my child's/ward's scholarship through the Aadhaar Payment Bridge (APB).
4. On attaining the age of 18 the child/minor/ward shall be liable to update her Aadhaar against this OTR

Cancel

I Agree



Father Details as per Aadhaar No.

Name	Aadhaar No.	<input type="text"/>
<input type="text"/>	<input type="text"/>	
Gender	Date Of Birth	
<input type="text"/>	<input type="text"/>	
Address	<input type="text"/>	

Note:-

1. Student/Parent/Legal guardian must read the instructions carefully before registration.
2. Student/Parent/Legal guardian is advised to submit the requisite details carefully before submission of the OTR Registration form. Correction/editing will not be allowed after submission.
3. Any wrong/false information may lead to rejection.
4. Candidates are advised to fill their correct details in the online application. All Correspondence/communication will be made through mobile/e-mail only.
5. Student is advised to refer to National Scholarship Portal for regular updates.

Enter Applicant Details

Applicant Name*	<input type="text"/>
Gender*	<input type="text" value="Select gender"/>
Date Of Birth*	<input type="text" value="DD/MM/YYYY"/>
Mother's Name*	<input type="text"/>
Father's Name*	<input type="text"/>
Email Id	<input type="text"/>
<input checked="" type="radio"/> Image Captcha	<input type="radio"/> Audio Captcha
Enter Captcha Code	<input type="text"/>
NPCI Mapper Status	

Cancel

Finish



Students



- ← [Login](#) [Register](#) [Change Mobile no.](#)

Register

Already have an account? [Login](#)

- 1. Guidelines
- 2. Register Mobile No.
- 3. eKYC
- 4. Finish



You have successfully generated the reference and your reference number is:

R24-000000187

Kindly download the NSP OTR mobile app and complete your face authentication for generating OTR.



Note:-

1. Student/Parent/Legal guardian must read the instructions carefully before registration.
2. Student/Parent/Legal guardian is advised to submit the requisite details carefully before submission of the OTR Registration form. Correction/editing will not be allowed after submission.
3. Any wrong/false information may lead to rejection.
4. Candidates are advised to fill their correct details in the online application.
5. Student is advised to refer to National Scholarship Portal for regular updates.



OTR Guidelines for renewal students of AY 2024-25



A. Instructions to the students who had performed face authentication in AY 2023-24 and have received the OTR no.

1. NSP earlier launched the face-authentication service in AY 2023-24 and it was optional for the students to perform their face authentication.
2. NSP has generated the One Time Registration (OTR) no. for the students who have performed the face-authentication in AY 2023-24 and the same has been sent to the applicant through SMS on their registered mobile no.
3. Students who have received the OTR no. can directly apply for scholarship on NSP portal.
4. In case, the student has not received the OTR number through SMS, OTR no. can be retrieved using **“Forgot OTR?”** option under **OTR Login window** available on National Scholarship Portal.



B. Instructions to the students who did not perform face authentication in AY 2023-24

1. NSP has generated the reference no. to the students who have completed the OTP based eKYC and have not completed their face-authentication in AY 2023-24.
2. OTR no. can now be obtained by completing face-authentication on NSP.
3. Following steps are required to generate the OTR no.:
 - a. Download and install AadhaarFaceRD services in the android device. (link: <https://play.google.com/store/apps/details?id=in.gov.uidai.facerd>)
 - b. Download and install the NSP OTR App from the Google Play Store. (link: <https://play.google.com/store/apps/details?id=in.gov.scholarships.nspotr&pli=1>)
 - c. After opening the NSP OTR mobile App and proceed with the option “eKYC with FaceAuth” to complete face authentication process and obtain OTR.



Recover - One-Time Registration (OTR)



Students



← Login Register Change Mobile no.

Login

New user? [Register yourself](#)

Enter OTR (One Time Registration) no.

[Forgot OTR?](#)

Password

[Forgot Password?](#)

Image Captcha

Audio Captcha

BKGONU



Enter Captcha Code *

Cancel

Login

Student login tips

1. Student/Parent/Legal guardian must read the instructions carefully before registration.
2. Student/Parent/Legal is advised to fill all the required details carefully and check properly before submission as correction/editing will not be allowed after submission.
3. Any wrong/false information may lead to rejection.
4. Enter correct OTR number as provided during registration. The unique identifier helps to verify identity and track application progress.
5. Keep your password confidential and avoid sharing it with anyone to protect your account security.
6. In case you forget your password, utilize the Forgot Password option to reset it.
7. Student/Parent/Legal is also advised to refer to National Scholarship Portal for regular updates.





Students

← Login Register Change Mobile no.

Know Your OTR/Reference

Aadhaar No.*

XXXX-XXXX-XXXX

Image Captcha Audio Captcha

3CU2RB

Enter Captcha Code

XXXX-XXXX-XXXX

Submit

Click on Submit button

Information

1. Student/Parent/Legal Guardian may use this option in case she/he has forgotten One Time Registration number (OTR)/Reference no.
2. OTR/Reference number can be retrieved with the Aadhaar number used during the registration process.
3. Students who has obtained reference numbers are required to perform face-authentication to obtain One Time Registration Number (OTR)
4. Face-authentication can be performed using NSP OTR App available on Google Play Store (Link).

OTR Details

OTR Id	Applicant Name
2. [REDACTED]	[REDACTED]

After clicking on Submit button OTR gets displayed



OTR Login Form



Students



[←](#)
[Login](#)
[Register](#)
[Change Mobile no.](#)

Login

New user? [Register yourself](#)

Enter OTR (One Time Registration) no.

[Forgot OTR?](#)

Password

[Forgot Password?](#)

Image Captcha

Audio Captcha

6SRNHV



Enter Captcha Code *

[Cancel](#)

[Login](#)

Student login tips

1. Student/Parent/Legal guardian must read the instructions carefully before registration.
2. Student/Parent/Legal is advised to fill all the required details carefully and check properly before submission as correction/editing will not be allowed after submission.
3. Any wrong/false information may lead to rejection.
4. Enter correct OTR number as provided during registration. The unique identifier helps to verify identity and track application progress.
5. Keep your password confidential and avoid sharing it with anyone to protect your account security.
6. In case you forget your password, utilize the Forgot Password option to reset it.
7. Student/Parent/Legal is also advised to refer to National Scholarship Portal for regular updates.





Students



My Profile

Profile Details

Change Password

Profile Details

OTR:- 24010000178137



Name: V...a

Relation with Aadhaar: Self

Mobile Number: 9...4

Email Id: g...m

Father's Name: R...ta

Mother's Name: S...

Gender: Male

Aadhaar No.: xxx...xx

eKYC-Face Auth: Completed

Date Of Birth: 02-08-1990

Aadhaar Seeding: Not Seeded | Check it now

Popup in case seeded.

Your Bank Account is seeded with Aadhaar on NPCI Mapper.

OK

Popup in case not seeded.

Your Aadhaar is not seeded with your Bank Account. Contact your Bank branch for the same.

OK





OTR – Password Reset



FAQ's

Announcements

Helpdesk



Students



My Profile

My Profile

Profile Details

Change Password

Change Password

Current Password

Password

Confirm New Password

Image Captcha

Audio Captcha

HTR4MF



Enter Captcha Code*

Cancel

Update

Note:-

1. One Time Registration (OTR) is mandatory for applying for various scholarship schemes on National Scholarship Portal/other portals.
2. Active mobile number is mandatory for OTR.
3. Any wrong/false information may lead to rejection.
4. Student/Parent/Legal guardian is advised to submit her active mobile number and e-mail address in the OTR registration form. All correspondence/communication will be done on the submitted mobile/e-mail only.
5. Student is advised to refer to National Scholarship Portal for regular updates.





OTR – Change mobile no.
**(Useful for students whose
communication mobile number is not
functional.)**



Go to OTR Login page

Students

Click here

← Login Register **Change Mobile no.**

Login

New user? [Register yourself](#)

Enter OTR (One Time Registration) no.

[Forgot OTR?](#)

Password

[Forgot Password?](#)

Image Captcha

Audio Captcha

NZVNOD



Enter Captcha Code *

Cancel

Login

Student login tips

1. Student/Parent/Legal guardian must read the instructions carefully before registration.
2. Student/Parent/Legal is advised to fill all the required details carefully and check properly before submission as correction/editing will not be allowed after submission.
3. Any wrong/false information may lead to rejection.
4. Enter correct OTR number as provided during registration. The unique identifier helps to verify identity and track application progress.
5. Keep your password confidential and avoid sharing it with anyone to protect your account security.
6. In case you forget your password, utilize the Forgot Password option to reset it.
7. Student/Parent/Legal is also advised to refer to National Scholarship Portal for regular updates.



Enter OTR No. > Get OTP > Enter Captcha Code > Click on Verify

Students



←
Login
Register
Change Mobile no.



1. Authentication

OTR no.
 Reference no.

Enter OTR (One Time Registration) no. *

Get OTP

Enter OTP *

Image Captcha
 Audio Captcha

MQN9RK
↻

Enter Captcha Code *

Cancel
Verify

Instructions

Student/Parent/Legal Guardian can change mobile no. registered in student's OTR/ Reference no. on NSP using below steps:

1. Enter OTR / Reference no. against which registered mobile no. needs to be changed.
2. Provide consent to use Aadhaar based OTP Authentication after clicking Get OTP button.
3. After Successful Aadhaar based OTP authentication, system will prompt you to enter new mobile no. to be registered in OTR/ Reference no.
4. Validate the new mobile no. through OTP authentication.
5. After successful OTP authentication, new mobile no will be registered in OTR/ Reference no.



Enter New Mobile No. > Get OTP > Enter Captcha Code > Click on Update



Login

Register

Change Mobile no.

1. Authentication

2. Update Mobile no.

4. Finish

2. Update Mobile no.

Enter New Mobile no.*

Get OTP

Enter OTP *

Image Captcha

Audio Captcha



Enter Captcha Code *

Cancel

Update

Instructions

Student/Parent/Legal Guardian can change mobile no. registered in student's OTR/ Reference no. on NSP using below steps:

1. Enter OTR / Reference no. against which registered mobile no. needs to be changed.
2. Provide consent to use Aadhaar based OTP Authentication after clicking Get OTP button.
3. After Successful Aadhaar based OTP authentication, system will prompt you to enter new mobile no. to be registered in OTR/ Reference no.
4. Validate the new mobile no. through OTP authentication.
5. After successful OTP authentication, new mobile no will be registered in OTR/ Reference no.



Key Changes in KYC registration process w.e.f current Academic Year



1. Face Authentication by NSP Face Auth mobile app:

- In previous AY, the INO and Hol were required to get their Biometric Authentication done at CSC Centers in presence of DNO/SNO. From current AY, CSC biometric utility (CSC BAU) has been replaced with NSP Face Auth mobile app available on Google Play Store.
- Now, face authentication of INO and Hol is mandated just after generation of KYC Registration No.
- Printing of KYC Registration Form will be enabled only after the successful face authentication of both INO and Hol users.
- Now, INO and Hol can perform their hassle-free face authentication from their android based devices at the ease of their homes.

The KYC Registration no. will be generated at the 6th step while applying for KYC.

The complete process flow of KYC Registration is available under **How To Fill Registration Form** tab under **INSTITUTE** section on NSP.

Institute KYC Registration Form

Step 6

Institute's KYC Registration Number AS202425755 has been generated. INO and HoI are advised to now complete Aadhaar-based Face Authentication using the NSP FaceAuth App available on Google Play Store. Once authenticated, the option to print the KYC Registration Form will be enabled on the web portal. After completing Face Authentication, Institutes may follow the below process flow to take the print of KYC Form.

Visit the NSP web portal > Go to Institutions > Click on Registration Form (Apply Now)

[Back to Home](#)



NSP application module is redesigned and meticulously crafted to provide smooth user experience. This new website UI design is powered by Material and Angular framework for quick response to users.

For reference relevant screens are presented below-

**Go to OTR Login page
and
enter OTR no. and
password**

Application Login

New user? [Register yourself](#)

Enter OTR (One Time Registration) No.

24030000336652 [Forgot OTR?](#)

Password

..... [Forgot Password?](#)

Image Captcha Audio Captcha

eSG7Pu

Enter Security PIN *

eSG7Pu

Login

Student Login Tips

1. Student/ Parent/ Legal guardian must read the instructions carefully before registration.
2. Student/ Parent/ Legal guardian is advised to fill all the required details carefully and check properly before submission as correction/editing will not be allowed after submission.
3. Any wrong/ false information may lead to rejection.
4. Enter correct OTR number as provided during registration. The unique identifier helps to verify identity and track application progress.
5. Keep your password confidential and avoid sharing it with anyone to protect your account security.
6. In case you forget your password, utilize the Forgot Password option to reset it.
7. Student/ Parent/ Legal guardian is also advised to refer to National Scholarship Portal for regular updates.



Students

My Profile
My Applications
FAQ's

My Profile

Profile Details

Profile Details

Test User

Gender:
Female

Mobile Number:
7905263294

Father's Name:
V[redacted]gh

Guardian Name:

Aadhaar Number:
xxxxxxx3738

eKYC Face Auth:
Completed

OTR ID:
24[redacted]62

Date of Birth:
0[redacted]7

Email:

Mother's Name:
Test Mother

Aadhaar Belongs to:
Father

Aadhaar Seeding:
Not Seeded

Students

My Profile
My Applications
FAQ's

My Applications

Application Details

S.No	Application ID	Academic Year	Fresh/ Renewal	Incentive/ Scholarship	Status	Action
1	HR202425000026901	2024 - 25	Fresh	Scholarship	Active	Proceed
2	UP202425000000095	2024 - 25	Fresh	Scholarship	Withdrawn	Proceed
3	TR202425000000096	2024 - 25	Fresh	Scholarship	Withdrawn	Proceed
4	HR202425000000101	2024 - 25	Fresh	Scholarship	Withdrawn	Proceed
5	INHR2425000000128	2024 - 25	Fresh	Incentive	Withdrawn	Proceed
6	JH202425000011518	2024 - 25	Fresh	Scholarship	Withdrawn	Proceed
7	CT202425000012798	2024 - 25	Fresh	Scholarship	Withdrawn	Proceed
8	DL202425000012917	2024 - 25	Fresh	Scholarship	Withdrawn	Proceed
9	DL202425000012963	2024 - 25	Fresh	Scholarship	Withdrawn	Proceed
10	KA202425000026401	2024 - 25	Fresh	Scholarship	Withdrawn	Proceed



- My Profile
- My Applications
- FAQ's

Apply Fresh

Apply Fresh

My Applications

Academic Year 2024-25

Guidelines for filling application form on National Scholarship Portal

Brief instructions for filling up the Online Application Form are given below:

1. Student's aadhaar details will be auto-fetched for filling the demo-graphic details in the scholarship application form. In case student registering with EID or Parent Aadhaar, the details provided during the one-time registration would be pre-filled in the application form..
2. In case student has to change any demographic information (i.e., Name, Age and Gender) in her application form, the same is to be changed in Aadhaar first and then student has to perform her eKYC again to get the changes reflected in her OTR. Once the details are changed in OTR the same details will be shown in the application form. Please be aware that once the application is submitted, its details cannot be changed in that academic year.
3. In case of EID, no disbursement of scholarship would happen if Aadhaar is not submitted within one month.
4. Candidates are advised to fill their correct and active mobile number and e-mail address in the online application. All correspondence/ communication will be made through mobile/ e-mail only.
5. Scholarship disbursement will be done in Aadhaar Seeded Account on NPCI.
6. Applicability of required documents would be strictly as per the scheme guidelines. Please refer each scheme guidelines before applying for scholarship.
7. I am providing consent to fetch my eligibility details i.e. Caste, DoB, income, family details, disability details (if applicable) etc. from various government databases.
8. **State of Domicile:** Domicile state means the state in which student has her permanent address. Student is required to enter the domicile state correctly as the 'Application Id' allotted to her will be based on domicile state.
9. All scholarship payments will be made using Aadhaar Payment Bridge (APB) only.
10. **Scholarship Category:** Scholarship schemes are divided in following major categories described below (Students are required to select the relevant category based on their class/course in which they are studying):
 - a. **Pre-Matric Scholarship Scheme:** For students studying from Class 1st to Class 10th.
 - b. **Post - Matric Scholarship scheme/Top Class Scholarship Scheme/Merit Cum Means Scholarship Scheme:** For students studying from Class 11th, 12th and above including Courses like ITI, B.SC, B. Com., B. Tech, Medical /students studying top level colleges such as IITs and IIMs/ students doing Technical and Professional courses etc.
11. Student is advised to provide details of 'Annual Family Income' as per the Income Certificate issued by the Competent Authority in her scholarship application.

Undertaking By Applicant or Parent/Legal Guardian(In Case of Minor)

I Agree to the following:

- I have read and understood the guidelines for application form.
- I am aware that if more than one applications are found to be filled (Fresh or Renewal), all my/my child's/ward's applications are liable to be rejected.

I Agree



My Profile
My Applications
FAQ's

Apply Fresh

My Applications

Apply Fresh

Domicile State UTTAR PRADESH

Scholarship Category Post Matric/Top Class/MCM

Application Type Scholarship

Select

Scholarship ✓

Incentive

Instructions:

- I am aware that if more than one scholarship application is found (fresh or renewal), all my/ my child's/ ward's scholarship applications are liable to be rejected.

Submit

My Profile
My Applications
FAQ's

Apply Fresh

My Applications

Apply Fresh

Domicile State

Scholarship Category

Application Type

Instructions:

- I am aware that if more than one scholarship application is found (fresh or renewal), all my/ my child's/ ward's scholarship applications are liable to be rejected.

Submit

Warning

Do you want to Proceed...

OK
Cancel



My Profile | My Applications | FAQ's

My Applications

Apply Fresh

My Applications

Application Details

S.No	Application ID	Incentive/ Scholarship	Status	Action
1	New Application	Scholarship	Active	Proceed
2	UP2024250000000	Scholarship	Withdrawn	Proceed
3	TR2024250000000	Scholarship	Withdrawn	Proceed
4	HR2024250000000	Scholarship	Withdrawn	Proceed
5	INHR2425000000128	Incentive	Withdrawn	Proceed
6	JH202425000011518	Scholarship	Withdrawn	Proceed
7	CT202425000012798	Scholarship	Withdrawn	Proceed
8	DL202425000012917	Scholarship	Withdrawn	Proceed
9	DL202425000012963	Scholarship	Withdrawn	Proceed
10	KA202425000026401	Scholarship	Withdrawn	Proceed

Success

Please go to **My Applications** page to complete your application process.

OK

My Profile | My Applications | FAQ's

Helpdesk

Students

Apply Fresh

My Applications

Application Details

S.No	Application ID	Academic Year	Fresh/ Renewal	Incentive/ Scholarship	Status	Action
1	New Application	2024 - 25	Fresh	Scholarship	Active	Proceed
2	UP202425000000095	2024 - 25	Fresh	Scholarship	Withdrawn	Proceed
3	TR202425000000096	2024 - 25	Fresh	Scholarship	Withdrawn	Proceed
4	HR202425000000101	2024 - 25	Fresh	Scholarship	Withdrawn	Proceed
5	INHR2425000000128	2024 - 25	Fresh	Incentive	Withdrawn	Proceed
6	JH202425000011518	2024 - 25	Fresh	Scholarship	Withdrawn	Proceed
7	CT202425000012798	2024 - 25	Fresh	Scholarship	Withdrawn	Proceed



- General Information**
- Academic Details
- Application Specific
- Scheme Available
- Scheme Specific Details
- Upload Documents

General Information

Test User

Academic Year	2024 - 25
Domicile State	UTTAR PRADESH
Scholarship Category	Post Matric/Top Class/MCM
Application Type	Scholarship

Personal Information

Name	Test User
Gender	Female
Date of Birth	05-07-2007
Father's Name	V [redacted] h
Mother's Name	Test Mother

Permanent Address

State	UTTAR PRADESH
District	AGRA
Locality	<input checked="" type="radio"/> Rural <input type="radio"/> Urban <input type="radio"/> Other
Sub District	Bah
Village	Bah
House No./ Street No.	123
Pin Code	123456

Save as Draft

Save & Next



General Information
 Academic Details
 Application Specific
 Scheme Available
 Scheme Spec

Academic Details

Present Course/ Class Details

Institute UDISE/ AISHE/ NCVT Code

Select your Institute

Get your institute

Present Class/ Course

Present Class/ Course Year

Present Class Start Date

General Information
 Academic Details
 Scheme Available
 Scheme Specific Details

My Applications

Status

Academic Details

Present Course/ Class Details

Institute UDISE/ AISHE/ NCVT Code

Select your Institute

Get your institute

General Information saved successfully

Test User



NSP – Help Desk



- NSP Helpdesk
- PFMS Helpdesk



- Students
- Institutions
- Officers
- Public



Announcements

The Portal is open for One Time Registration(OTR) for students. [Apply now](#)

One Time Registration (OTR) is a unique number allotted to the student and is applicable for entire academic career on National Scholarship Portal.

OTR is required to apply for the scholarships on



Get your OTR

One Time Registration (OTR) is a unique 14-digit number issued based on the Aadhaar/Aadhaar Enrolment ID (EID) and is applicable for the entire academic career of the student.

OTR simplifies the scholarship application process, thereby eliminating the need of registration in each academic year.

OTR is required to apply for scholarship on National Scholarship Portal.

Apply now!



Helpdesk



[NSP](#) [PFMS](#)

✉ [helpdesk\[at\]nsp\[dot\]gov\[dot\]in](mailto:helpdesk[at]nsp[dot]gov[dot]in)

☎ 0120 - 6619540
(8:00 AM to 8:00 PM on all days, except government holidays)

Getting help through email. Kindly send system generated complete screen shot with description of the issue faced.

NSP Call Center Support





FAQ – STUDENT



FAQ's Announcements Helpdesk

- Student
- Institute
- Officer



- Students
- Institutions
- Officers
- Public



Announcements

The Portal is open for One Time Registration(OTR) for students. **Apply now**

One Time Registration (OTR) is a unique number allotted to the student and is applicable for entire academic career on National Scholarship Portal.

OTR is required to apply for the scholarships on



Get your OTR

One Time Registration (OTR) is a unique 14-digit number issued based on the Aadhaar/Aadhaar Enrolment ID (EID) and is applicable for the entire academic career of the student.

OTR simplifies the scholarship application process, thereby eliminating the need of registration in each academic year.

OTR is required to apply for scholarship on National Scholarship Portal.

Apply now!



FAQ's



- One Time Registration (OTR) FAQ [Click here](#)
- Renewal Student FAQ [Click here](#)
- Standard Operating Procedures [Click here](#)



Thanks!



National Scholarship Portal


OTR Related instruction to the students who have applied on National Scholarship Portal in AY 2023-24.

OTR Related instruction to the students who have applied on National Scholarship Portal in AY 2023-24.

A. Instructions to the students who have received the OTR no.

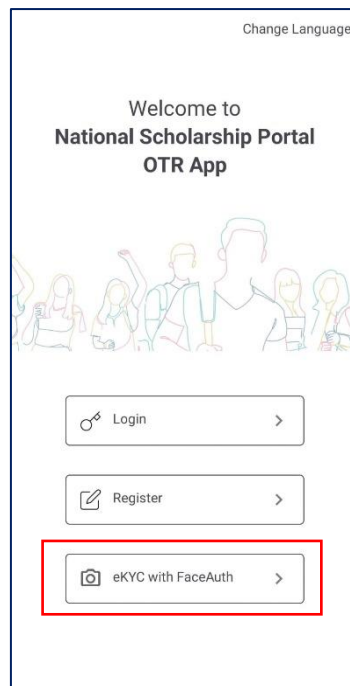
1. NSP earlier launched the face-authentication service in AY 2023-24 and it was optional for the students to perform their face-authentication.
2. NSP has generated the One Time Registration (OTR) no. for the students who have performed the face-authentication in AY 2023-24 and the same has been sent to the applicant through SMS on their registered mobile no.
3. Students who have received the OTR no. can directly apply for scholarship on NSP portal.
4. In case, the student has not received the OTR number through SMS, OTR no. can be retrieved using "[Know your OTR](#)" available on National Scholarship Portal.

B. Instructions to the students who have received Reference no.

1. NSP has allotted the reference no. to the students who have completed the OTP based eKYC and have not completed their face-authentication in AY 2023-24.
2. OTR no. can now be obtained by completing face-authentication on NSP.
3. Following steps are required to generate the OTR no.:
 - a. Download and install [AadhaarFaceRD](#) services in the android device. (link: <https://play.google.com/store/apps/details?id=in.gov.uidai.facerd>)
 - b. Download and install the NSP OTR App  from the Google Play Store.
(link: <https://play.google.com/store/apps/details?id=in.gov.scholarships.nspotr&pli=1>)



- c. After opening the mobile app below screen will appear on your device. Select the option “**eKYC with FaceAuth**” highlighted in red. Refer screen on next page.



- d. After clicking on “**eKYC with FaceAuth**” below screen will appear.

The screenshot displays the eKYC screen. At the top left is the NSP logo. The title is 'eKYC' and the instruction is 'To complete eKYC please login with your temporary reference number'. There is a 'Reference No*' input field with a 'Send OTP' button to its right. Below the input field is a red-bordered link that says 'Forgot Reference Number'. Underneath is an 'Enter OTP*' field. The captcha section has two options: 'Image Captcha' (selected) and 'Audio Captcha'. A captcha image shows the code 'NSZBU6' with a refresh icon. Below the captcha is an 'Enter Captcha Code*' input field. At the bottom, there are 'Cancel' and 'Next' buttons.

Utilize this option if your have forgotten your reference no.

- e. Enter the allotted reference number and click on “**Send OTP**” to receive OTP on your mobile no.
- f. Enter the received OTP and captcha in the screen and click Next. Below screen will appear.

NSP

Profile Details

Student Name

Date of Birth	Gender
XX-XX-XXXX	XXXX
Aadhaar Number	Aadhaar Holder
XXXXXXXX3910	Self

eKYC-Face Auth
Not Verified

Proceed for Face Authentication

- g. Click on “**Proceed for Face Authentication**” button highlighted in red in above screen.
- h. UIDAI AadhaarFaceRD services will be invoked for face-authentication. Ensure AadhaarFaceRD services are pre-installed on your device. Refer point no. 3(a).
- i. On Successful completion of face-authentication **OTR no.** will be generated (refer below screen) and will also be sent on your registered mobile no.

NSP

Profile Details

You have successfully filled the form and your OTR Number is:

24XXXXXXXX789

Password has been sent to your mobile number

Login

- j. Student shall apply for scholarship using OTR no.

C.Instructions to Applicants who have applied through Aadhaar Enrollment No (EID) in AY 2023-24

1. Applicants applied with EID in AY 2023-24 and have not furnished Aadhaar shall apply for OTR using option **Get your OTR** → "**Apply Now**"

(link: <https://scholarships.gov.in/otrapplication/#/registration-page>).

National Scholarship Portal

Frequently Asked Questions (FAQ) on One-Time Registration

2024

Frequently Asked Questions (FAQ) on One-Time Registration:

1. What is One-Time Registration (OTR)?

One-Time Registration (OTR) is a unique number provided to streamline the registration process. Users register with their mobile number and complete e-KYC (electronic Know Your Customer). Once this process is complete, an OTR number is generated and sent to the user's phone. This unique number allows users to log in and access various services without needing to re-register. The OTR number is generated once and remains valid throughout the student's academic career.

2. What are the benefits of One-Time Registration?

One-Time Registration (OTR) offers several advantages:

It helps in streamlining the registration process as OTR simplifies the registration process by providing users with a unique number after completing e-KYC. This eliminates the need for repetitive registration steps across different services.

It is convenient for the users as they only need to register once with their mobile number and complete e-KYC to receive their OTR number. This reduces the hassle of filling out multiple registration forms for various services.

The OTR number is generated once and remains valid throughout the student's academic career, providing a consistent and stable identifier for all related services.

By eliminating the need for repetitive registrations, OTR enhances the overall user experience, making it more convenient for traceability and tracking to access multiple services.

3. Which portals typically use One-Time Registration?

The NSP portal and other state portals may implement One-Time Registration (OTR) to simplify the registration process and ensure de-duplication.

4. Is One-Time Registration mandatory for all services on NSP?

Yes, One-Time Registration is mandatory for all services on NSP. It serves as the username for logging in and is also required to complete the face authentication process.

5. What documents/information do I need to have ready to create my OTR?

To create your OTR, student shall have:

Required Documents/Information:

1. Active mobile number
2. Aadhaar number
3. Mobile number linked with Aadhaar
4. NPCI Seeding status (desired)

If you don't have an Aadhaar

1. Active mobile number
2. Aadhaar enrolment slip or Parent's/Legal Guardian's Aadhaar (in case student is minor)
3. Mobile number linked with EID or Parent's Aadhaar
4. NPCI Seeding status (desired)

6. Can I update my information after completing the One-Time Registration (OTR) process?

Yes, you can update most of your information, including Aadhaar-related details and other personal information. This ensures that your profile remains accurate and up to date. If your Aadhaar information changes, you will need to perform e-KYC and face authentication again to update your details.

7. How frequently should I update my One-Time Registration information?

It's advisable to review and update your OTR information periodically, especially if there are changes to your personal details or contact information. Keeping your profile up to date ensures accuracy and enhances the effectiveness of the OTR system.

8. Do I need to remember multiple application IDs with One-Time Registration?

No, it is not required nor needed. Using the OTR number, you can retrieve all application IDs linked to it. Each candidate has a unique OTR, and all applications are linked to this single number. Additionally, all the application statuses will be visible, simplifying the process further.

9. Can I use One-Time Registration across different devices?

Yes, OTR is designed to be accessible from various devices such as computers, smartphones, and tablets. As long as you have an internet connection, you can access your registered account from anywhere using the OTR No.

10. Is there a fee associated with One-Time Registration?

No, One-Time Registration is free on NSP and its processes. It is a unique number based on your e-KYC details and registration mobile number. It is used to log into the application and does not require any payment.

11. What is a Reference no?

A Reference no is assigned when users provide their own Aadhaar or their guardian's Aadhaar. It is sent to the registered mobile number to complete face authentication and to generate OTR number.

12. What are the next steps after obtaining a Reference no?

Once you have a Reference no, log in to the Face Auth app and complete the face authentication process. After successfully completing face authentication, you will receive your OTR number.

13. How long will my Reference no be valid?

Your Reference no will be valid until you complete the face authentication and KYC process. After this, your OTR will remain valid.

14. What should I do if I forget my Reference no?

If you forget your Reference no, you can retrieve it using the "Forgot Reference no" option. You will need to provide the Aadhaar number used during your e-KYC to recover the Reference no.


15. What happens if I forget my One-Time Registration credentials?

If you forget your OTR number, you can retrieve it by selecting the "Forgot OTR Number" option. To recover your OTR number, you will need to provide the Aadhaar number used during your e-KYC process.

16. I have generated my reference no. How to complete my face-authentication and generate OTR?

Face-authentication is mandatory for generation of OTR. NSP has launched the Mobile App for android devices. Student is required to follow below steps for face-authentication and generation of OTR:

1. Download and install the [Face RD App](#) from Google Play Store.

- (link: <https://play.google.com/store/apps/details?id=in.gov.uidai.facerd>)
2. Download and install NSP OTR  App from Google Play Store.
(link: <https://play.google.com/store/apps/details?id=in.gov.scholarships.nspotr&pli=1>)
 3. Complete the face-authentication using option “**eKYC with FaceAuth**” on NSP OTR Mobile App.

17. I am facing difficulty while performing face-authentication

Successful face capturing requires proper positioning and good lighting condition. To know more about the Aadhaar Face Authentication please visit [FAQ no. 21](https://uidai.gov.in/en/contact-support/have-any-question/303-faqs/authentication.html). (Link: <https://uidai.gov.in/en/contact-support/have-any-question/303-faqs/authentication.html>)

18. What should I do if I want to change mobile number registered in my OTR/Reference no?

Mobile number registered with OTR /Reference no can be changed after successful Aadhaar based OTP authentication. Once the student completes Aadhaar based OTP Authentication successfully, the system will prompt them to enter new mobile number. After OTP verification of the new mobile no, the same will get registered in OTR/Reference no.

19. What should I do if I haven't received the password after completing my OTR registration?

The student should visit student corner on NSP and exercise “Forget Password” option available under OTR login. The same option can also be used to reset the existing password.

20. What should I do if my Aadhaar is already seeded with the bank account but on OTR it is showing “Not seeded”?

The student is advised to click on “Aadhaar Seeding -> Check it now” option available in the “Profile Details” section under OTR login.

USER MANUAL FOR STUDENTS

NSP WEB PORTAL

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1 System Overview

The NSP web portal is divided into various modules, the following modules will be accessible to the Student User –

- Authentication
- My Profile
- My Applications
- Fill Application
- Withdraw Application
- Revoke Application
- Renew Application

1.1 Pre-requisite

To start the application process, students should have the following items ready. Please note that not all the details mentioned below are mandatory. Document requirements vary by scheme, so check your specific scheme details to know which documents are mandatory for your application.

1. Android based active mobile number
2. Your basic details like –
 - a. Name
 - b. Gender
 - c. Date of Birth
 - d. Father's Name
 - e. Mother's Name
 - f. Domicile State
3. School/ Insitute enrolment number
4. Class 10th details such as –
 - a. 10th class roll no
 - b. 10th class percentage
 - c. 10th class marksheet (If applicable)
5. Class 12th details such as –
 - a. 12th class roll no
 - b. 12th class percentage
 - c. 12th class marksheet (If applicable)
6. Competitive exam details such as –
 - a. Competivite exam name (If qualified)
 - b. Competivite exam roll no (If any)
 - c. Competivite exam year (If any)
7. Ration Card/ PPPID Details
8. UDID No (In case of disability)
9. Complete Address

10. Domicile Certificates (If applicable)
11. Aadhaar details such as –
 - a. Aadhaar number
 - b. Mobile number linked with Aadhaar
 - c. Aadhaar Card (If applicable)
 - d. NPCI Seeding status (desired)
12. If you don't have an Aadhaar
 - a. Active mobile number
 - b. Aadhaar enrolment slip or Parent's/Legal Guardian's Aadhaar (in case student is minor)
 - c. student is minor)
 - d. Mobile number linked with EID or Parent's Aadhaar
 - e. NPCI Seeding status (desired)

1.2 FAQs

1. How do I apply for Scholarship?

First student has to [Register](#) on OTR in order to get OTR ID. Further the OTR must be used to [Login](#) on NSP Application Form module.

Student's demographic details and photograph will be automatically fetched form OTR.

2. How do I update my demographic details?

For change in demographic details student must first update their Aadhaar details. These changes will be reflected in student's OTR profile through fresh eKYC. After updation in NSP OTR, details will be reflected in NSP Application Form.

3. How do I change my Domicile State?

If you have already applied for an application then you will not be able to change your domicile state unless you withdraw your application. Please note all of your applications (Scholarship/ incentive) must be withdrawn. If you have even one active application, you will not be able to change your Domicile state. Additionally, you can not withdraw your application if the application has been approved by L2 (Nodal officer) or if the scholarship payment has been released.

To know how to withdraw an application, please refer to [Section 2.4 Withdraw Application](#).

4. How can I change my Scholarship Category once my application is submitted?

You cannot change your scholarship category once your application is submitted. To change your scholarship category, you will have to withdraw your incorrect application

and apply again with 'Apply Fresh' for a new application.

To know how to apply fresh for an application, please refer to [Section 2.3.1 Apply Fresh](#).

To know how to withdraw an application, please refer to [Section 2.4 Withdraw Application](#).

5. When can I withdraw my application?

You can withdraw your application at any time during the application process. Please note that you will not be able to withdraw your application if any of the following conditions are met –

1. If the application has been approved by L2 (Nodal officer)
2. If the scholarship payment has been released.

To know how to withdraw an application, please refer to [Section 2.4 Withdraw Application](#).

6. Can I enable my application again after withdrawing?

Yes, you can enable your application again after withdrawing. To do so, go to 'My Applications' page and click on the 'Revoke Application' button for the desired application.

Please note that you cannot revoke your scholarship application if you fail the following conditions –

1. You already have another active scholarship application and want to revoke another scholarship application.
2. Application Dates has been closed.
3. If the domicile state of the withdrawn application is different from your current active application (if any).

7. How can I apply for multiple scholarships?

You cannot apply for multiple scholarships. You can only apply for one scholarship at a time. In order to change your scholarship scheme, you will have to withdraw your current scholarship application first. Please note that you will not be able to withdraw your application if any of the following conditions are met –

1. If the application has been approved by L2 (Nodal officer)
2. If the scholarship payment has been released.

To know how to withdraw an application, please refer to [Section 2.4 Withdraw](#)

[Application.](#)

8. How can I apply for multiple incentives?

You can apply for multiple incentives from the 'Apply Fresh' page. Click on 'Apply Fresh' and select 'Incentive' from the Application Type dropdown menu. There is no limit to the number of incentives you can apply for.

To know how to apply fresh for an application, please refer to [Section 2.3.1 Apply Fresh](#).

2 Student Modules

The users will be able to view the login page when they enter the URL and hit Enter in case they are not logged in. All the major modules for the user are described below:

2.1 One Time Registration

Users will be able to register themselves into the portal using OTR. They will be able to access the same using the following steps as shown in **Fig 2.1 (a)**, **Fig 2.1 (b)** and **Fig 2.1 (c)**.

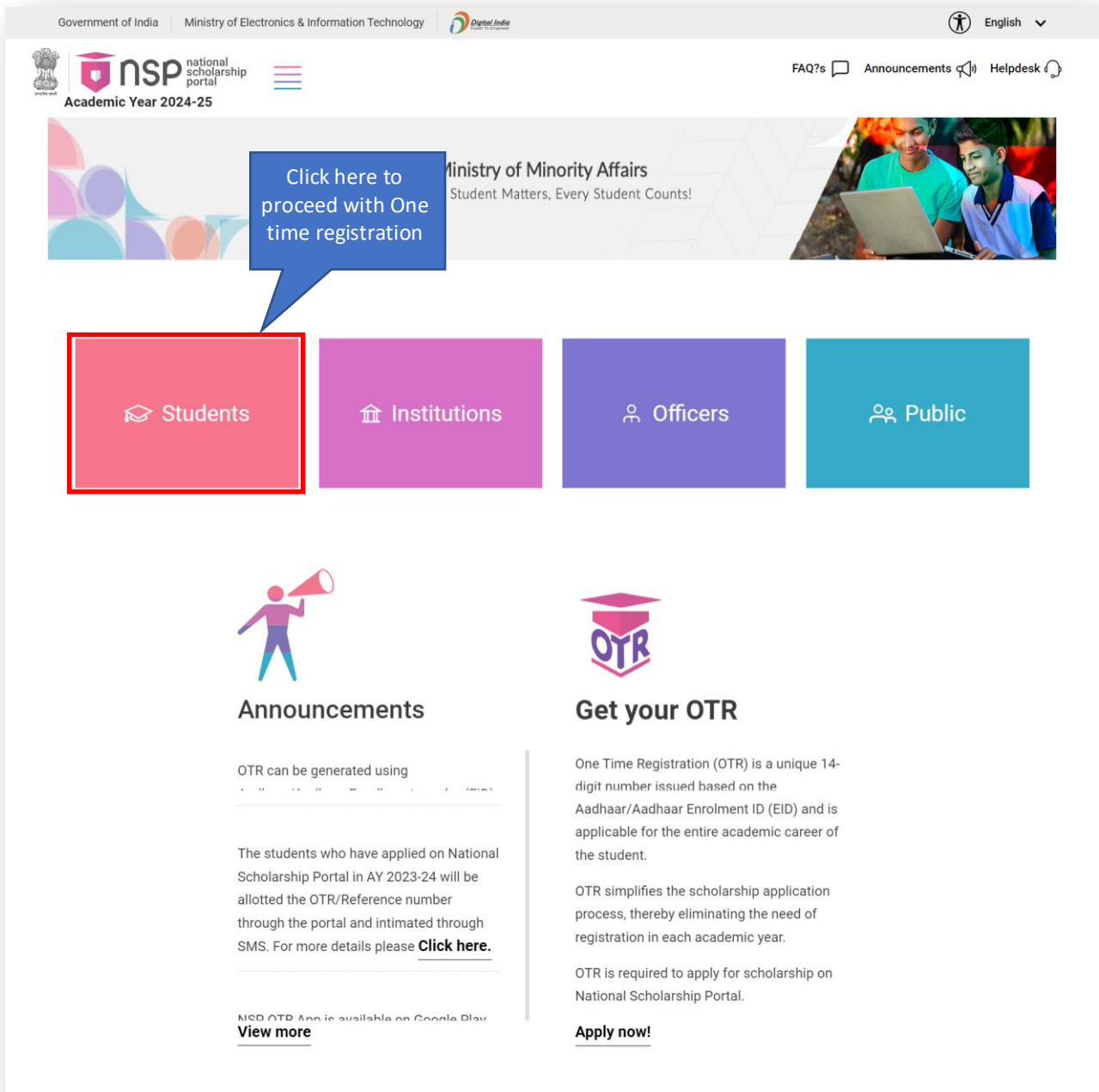


Fig 2.1 (a)

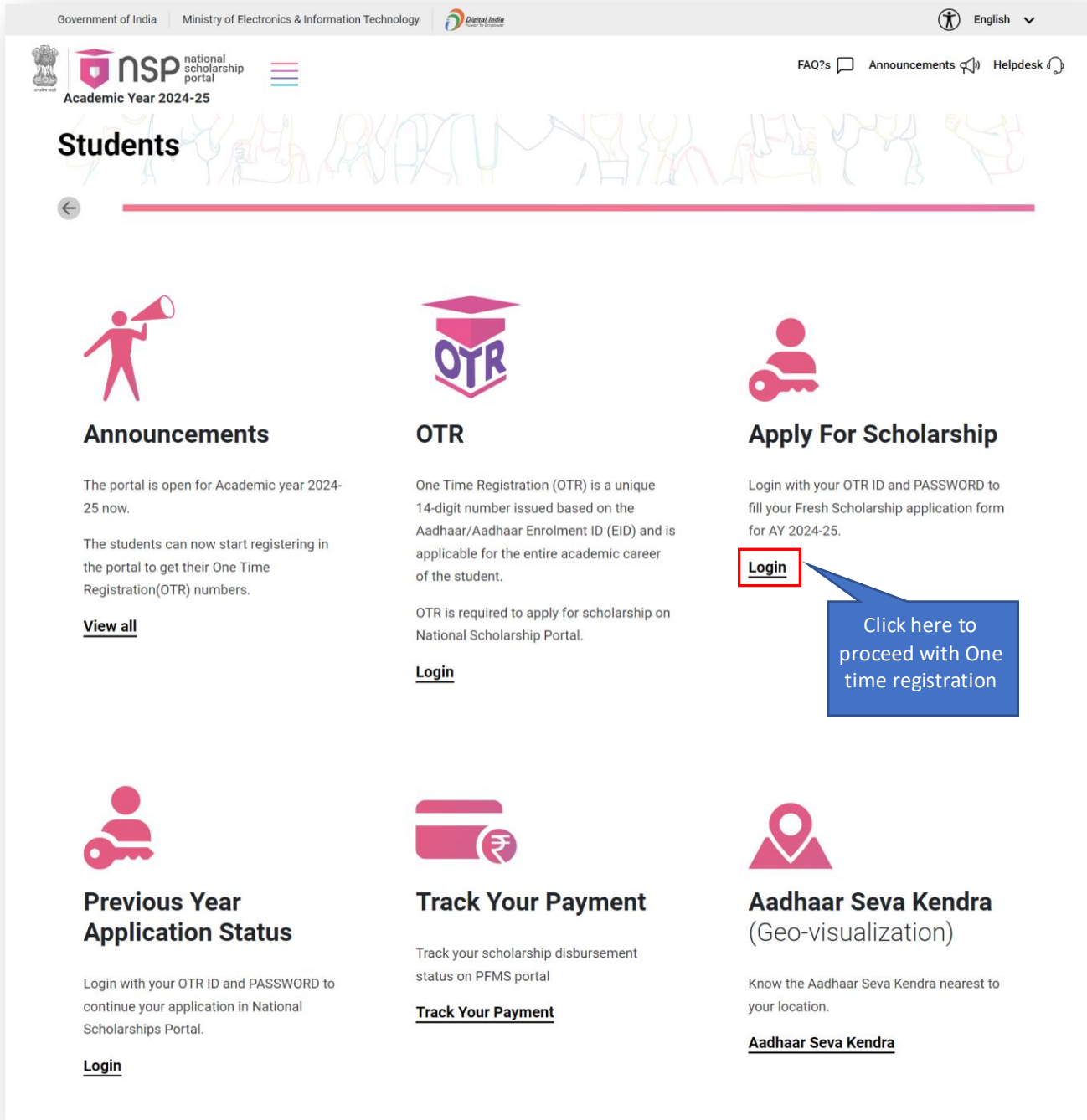
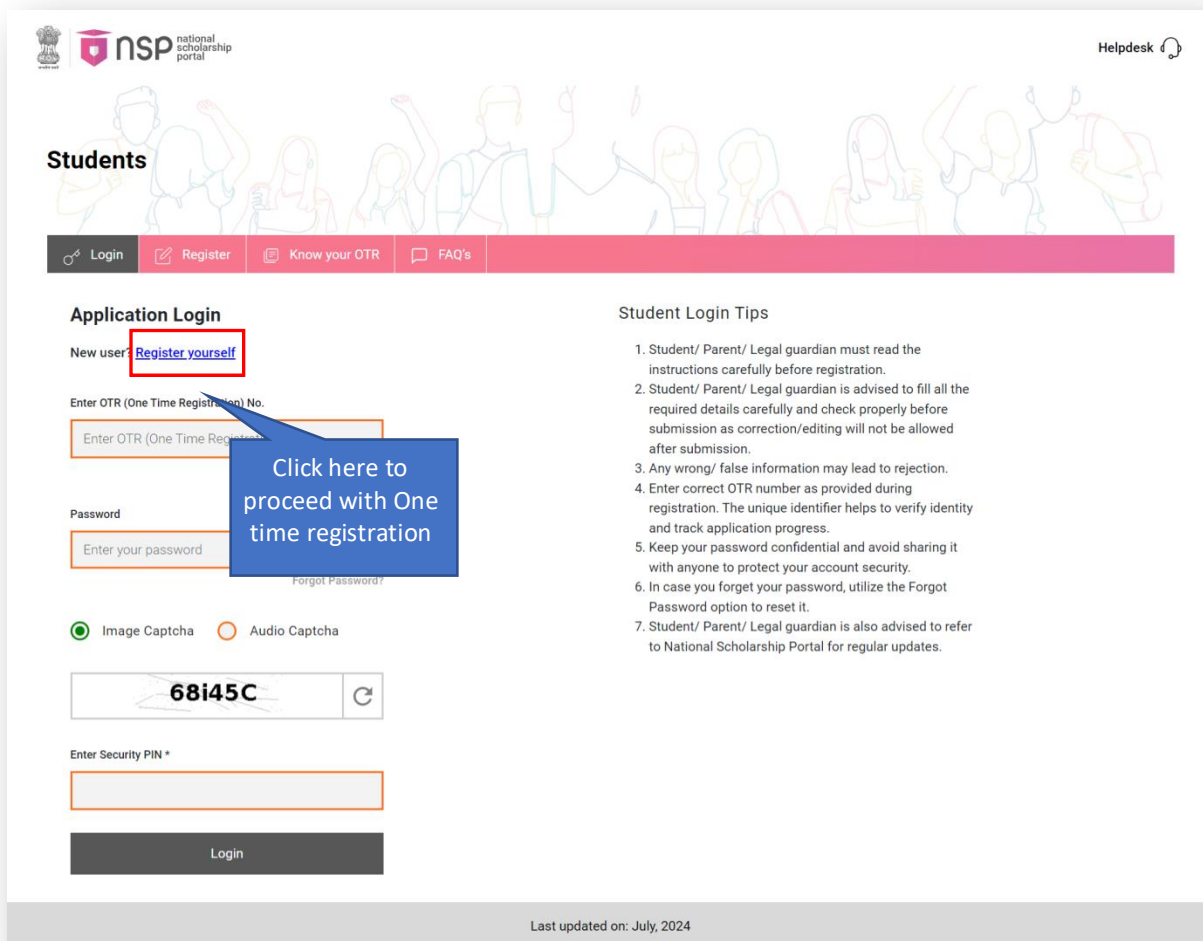


Fig 2.1 (b)



Students

[Login](#)
[Register](#)
[Know your OTR](#)
[FAQ's](#)

Application Login

New user? [Register yourself](#)

Enter OTR (One Time Registration) No.

Enter OTR (One Time Registration) No.

Password

Enter your password

[Forgot Password?](#)

Image Captcha
 Audio Captcha

68i45C

Enter Security PIN *

Login

Student Login Tips

1. Student/ Parent/ Legal guardian must read the instructions carefully before registration.
2. Student/ Parent/ Legal guardian is advised to fill all the required details carefully and check properly before submission as correction/editing will not be allowed after submission.
3. Any wrong/ false information may lead to rejection.
4. Enter correct OTR number as provided during registration. The unique identifier helps to verify identity and track application progress.
5. Keep your password confidential and avoid sharing it with anyone to protect your account security.
6. In case you forget your password, utilize the Forgot Password option to reset it.
7. Student/ Parent/ Legal guardian is also advised to refer to National Scholarship Portal for regular updates.

Last updated on: July, 2024

Fig 2.1 (c)

Then students will be able to register into to Portal using 'Register yourself' link from the Login Page. Only Students will be able to register into the Portal.

There will be following steps for user to register themselves –

- General Instructions
- Register Mobile Number
- eKYC Update
- Finish

2.1.1. General Instructions

This will be the first step for registration. The Page will look as shown in **Fig 2.1.1 (a)**

The screenshot shows the NSP Register page. At the top, there is a navigation bar with 'Government of India | Ministry of Electronics and Information Technology' and 'English'. The NSP logo is on the left. A blue callout box points to the 'Login/ Register/ Change Mobile no.' link. Below the navigation bar, there is a pink bar with 'Login', 'Register', and 'Change Mobile no.' buttons. The 'Register' button is highlighted with a red box. The main heading is 'Register', with a link for 'Already have an account? Login'. A progress indicator shows four steps: 1. Guidelines, 2. Register Mobile No., 3. eKYC, and 4. Finish. The first step, '1. One Time Registration (OTR) Guidelines for Scholarships Hosted on NSP', is expanded. It contains a list of guidelines and a consent section. A blue callout box points to the consent checkboxes, saying 'Check all the boxes to proceed further'. Another blue callout box points to the 'Cancel' button, saying 'Click here to go back to login page'. A third blue callout box points to the 'Next' button, saying 'Click here to go to next step'. The footer contains logos for MeitY, NIC, myGov, and india.gov.in, along with links for Copyright Policy, Privacy Policy, Terms and Conditions, Disclaimer, Hyperlink, and Site Map. The last update date is 01 June 2024.

Fig 2.1.1 (a)

2.1.2. Register Mobile Number

This will be the second step for registration. The Page will look as shown in **Fig 2.1.2 (a)**

Fig 2.1.2 (a)

2.1.3. eKYC Update

This will be the third step for registration. Users will have 3 options to complete the eKYC Step.

'I have an Aadhaar' option will look as shown in **Fig 2.1.3 (a)**

The screenshot displays the 'Register' page on the NSP portal, specifically the '3. eKYC' step. The page header includes the Government of India, Ministry of Electronics & Information Technology, and the NSP logo. A navigation bar shows 'Login', 'Register', and 'Change Mobile no.' options. The registration progress is indicated by four steps: 1. Guidelines, 2. Register Mobile No., 3. eKYC (current), and 4. Finish.

The '3. eKYC' section contains three radio button options: 'I have Aadhaar' (selected), 'Aadhaar not assigned (I have EID)', and 'Parent/Legal Guardian Aadhaar Number'. Below these are input fields for 'Aadhaar No.*', 'Enter OTP *', and 'Enter Captcha Code *'. There are also 'Get OTP', 'Image Captcha', 'Audio Captcha', 'Refresh', 'Cancel', and 'Verify' buttons. Blue callout boxes provide instructions: 'Select any of the 3 options to complete the step', 'Enter student's aadhaar number and click on 'Get OTP' to receive OTP on linked mobile no.', 'Enter OTP here', 'Refresh to get new Captcha', 'Enter Captcha here', 'After filling all the details, click here to go to the next step', and 'Click here to go to the previous step'.

At the bottom, there are logos for MeitY, NIC, National Informatics Centre, myGov, and india.gov.in, along with links for Copyright Policy, Privacy Policy, Terms and Conditions, Disclaimer, Hyperlink, and Site Map. The footer notes 'Last update on 01 June 2024'.

Fig 2.1.3 (a)

User will have another option as well i.e. 'Aadhaar not assigned (I have EID)' to complete the

step. 'Aadhaar not assigned (I have EID)' option will look as shown in **Fig 2.1.3 (b)**

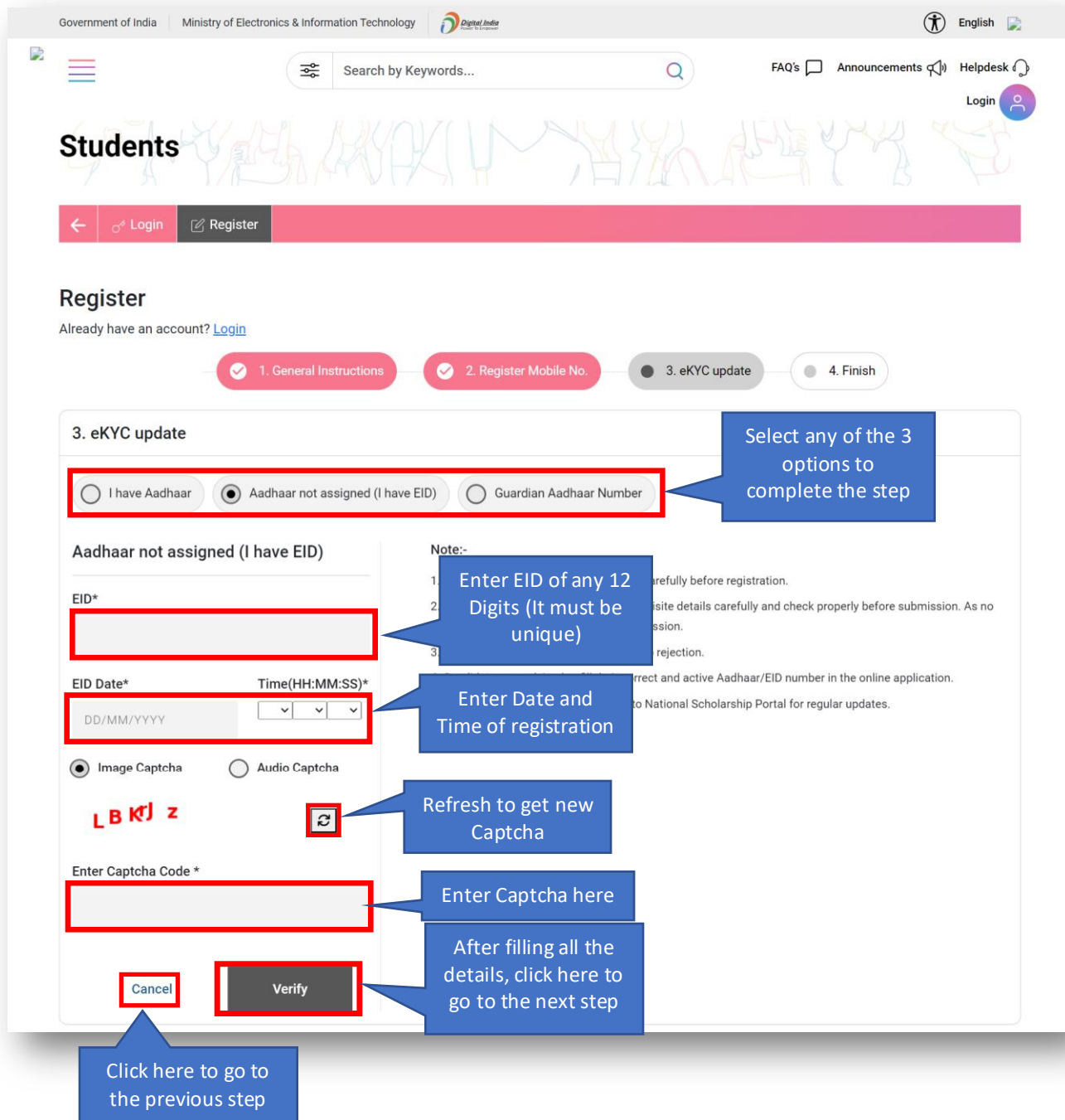


Fig 2.1.3 (b)

User will have another option as well i.e. 'Aadhaar not assigned (I have EID)' to complete the step. 'Aadhaar not assigned (I have EID)' option will look as shown in **Fig 2.1.3 (c)**

The screenshot shows the '3. eKYC update' step of a registration process. At the top, there are navigation links for 'Login' and 'Register'. Below this, a progress bar indicates the current step is '3. eKYC update'. The main form area has three radio button options: 'I have Aadhaar', 'Aadhaar not assigned (I have EID)', and 'Guardian Aadhaar Number'. The 'Guardian Aadhaar Number' option is selected and highlighted with a red box. A blue callout bubble points to these options with the text 'Select any of the 3 options to complete the step'. Under the 'Guardian Aadhaar Number' section, there are three radio button options: 'Father's Aadhaar', 'Mother's Aadhaar', and 'I am orphan & applying with my legal guardian Aadhaar'. The 'Father's Aadhaar' option is selected and highlighted with a red box. A blue callout bubble points to these options with the text 'Select any of the options shown'. Below this, there is a text input field for 'Father Aadhar Number *' with a 'Get OTP' button next to it. A blue callout bubble points to this button with the text 'Enter guardian's aadhaar number and click on 'Get OTP' to receive OTP on linked mobile no.'. Below the input field is another text input field for 'Enter OTP *' with a blue callout bubble pointing to it that says 'Enter OTP'. There are two captcha options: 'Image Captcha' (selected) and 'Audio Captcha'. Below the 'Image Captcha' option is a captcha image showing the characters 'L B K J z' and a refresh button. A blue callout bubble points to the refresh button with the text 'Refresh to get new Captcha'. Below the captcha image is a text input field for 'Enter Captcha Code *' with a blue callout bubble pointing to it that says 'Enter Captcha here'. At the bottom of the form, there are two buttons: 'Cancel' and 'Verify'. A blue callout bubble points to the 'Verify' button with the text 'After filling all the details, click here to go to the next step'. A separate blue callout bubble at the bottom left of the page points to the 'Login' link with the text 'Click here to go to the previous step'.

Fig 2.1.3 (c)

Once user fills all the details and clicks on verify from any of the 3 options above, they will be able to fill their basic information as shown in Fig 2.1.3 (d)

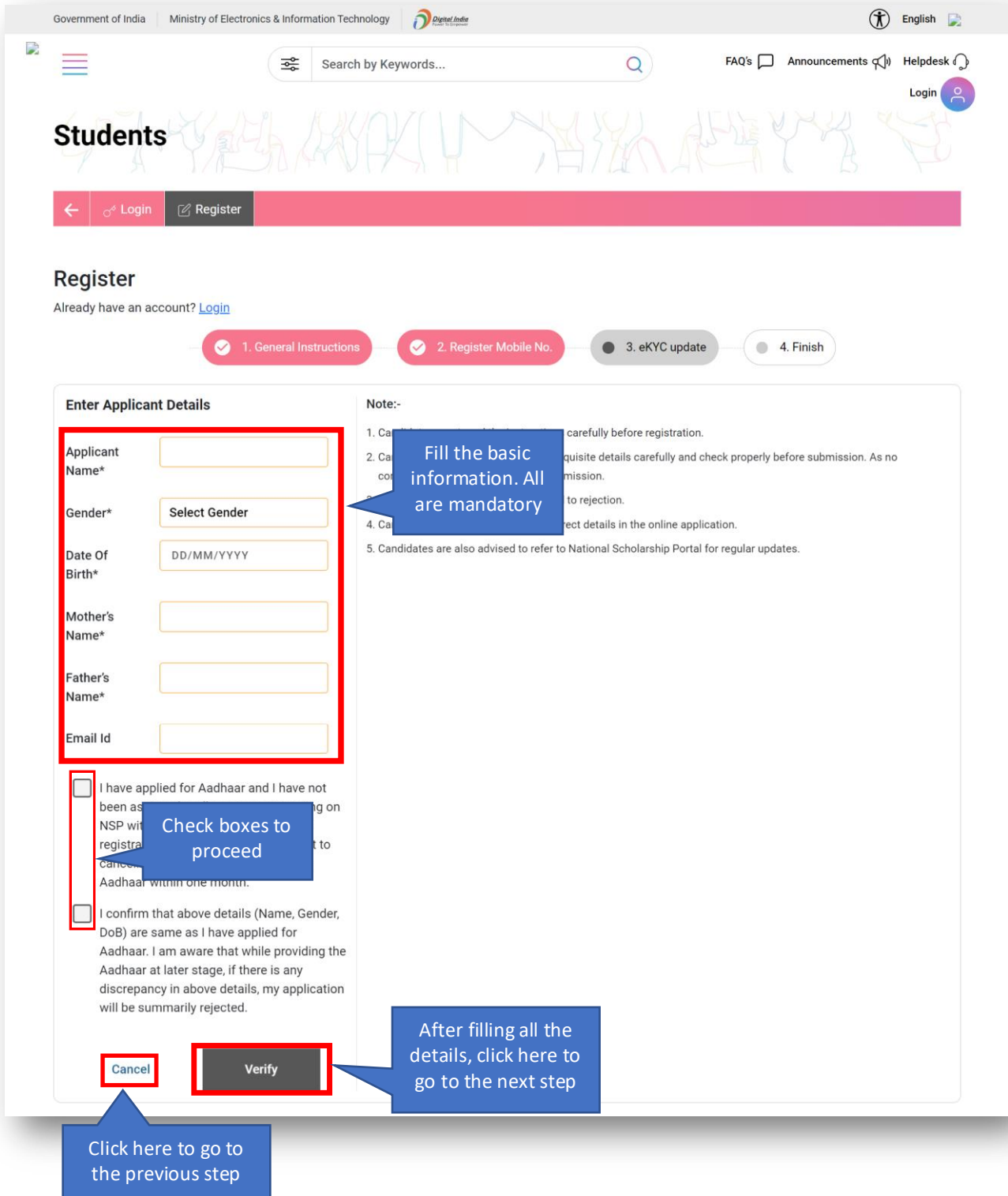


Fig 2.1.3 (d)

2.1.4. Finish

Once user completes all the steps till eKYC update, there registration will be completed and

they will be able to view the Success page.

Finish page will look as shown in **Fig 2.1.4 (a)**

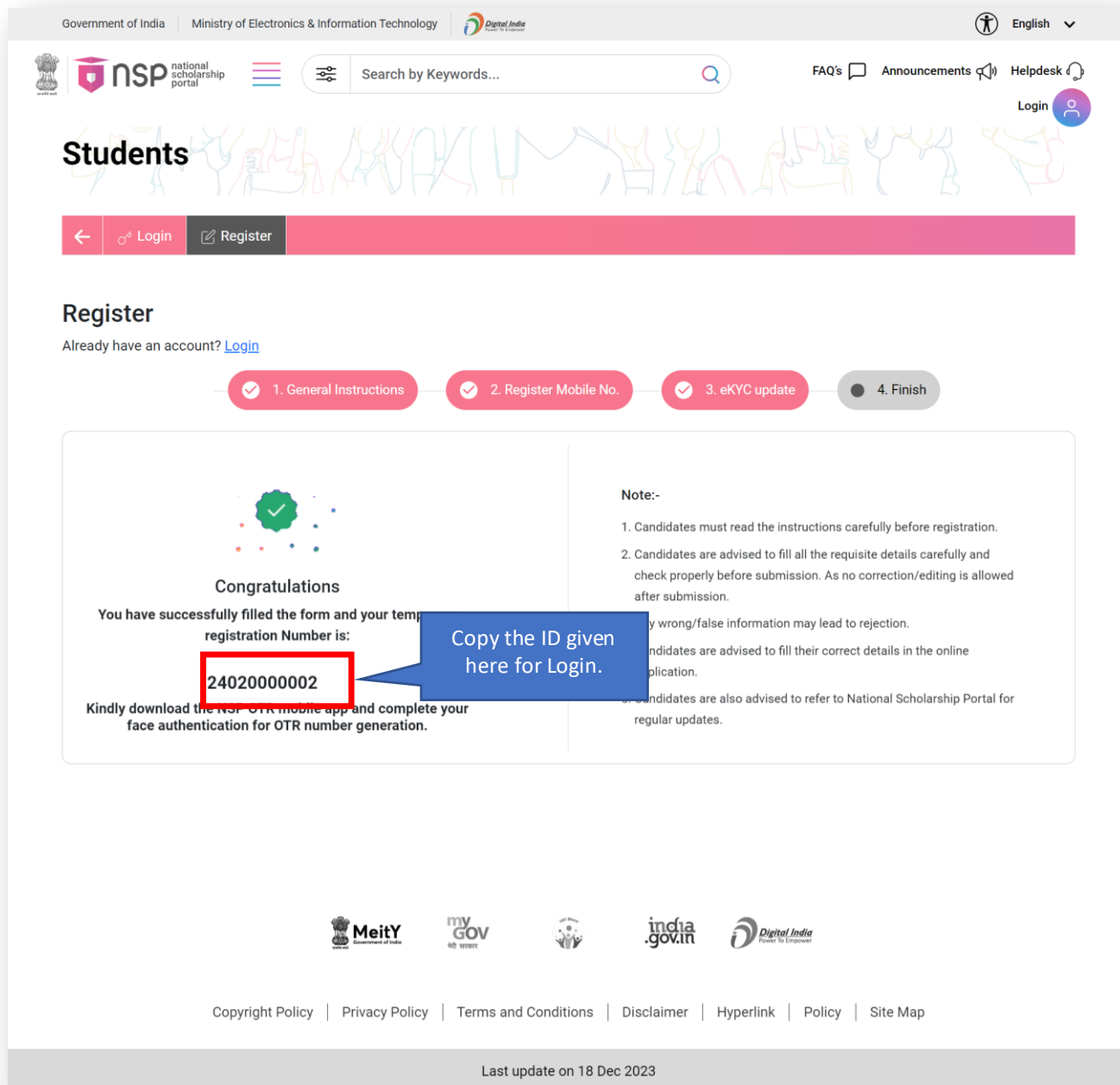


Fig 2.1.4 (a)

2.2 Login

The users will be able to login into the Web Portal from the Login page. The following roles

will be able to access Login Page –

- All users

The user will be able to login using their registered credentials i.e. OTR and Date of Birth. The OTR will also be sent to their registered email ID and Mobile number.

Login will look as shown in **Fig 2.2 (a)**

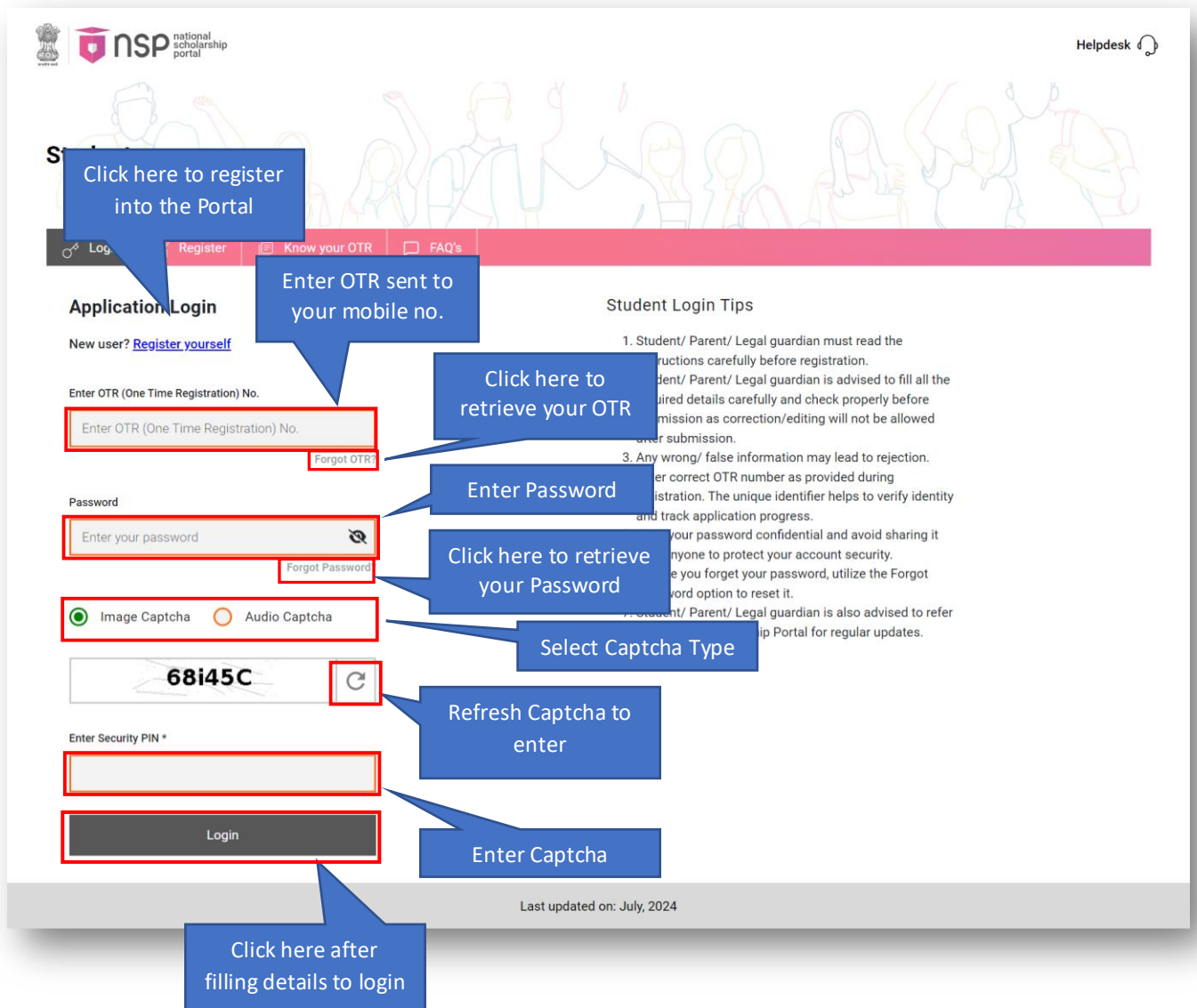


Fig 2.2 (a)

In case user logs in successfully, they will be able to view the confirmation Pop-up as shown below in **Fig 2.2 (b)**

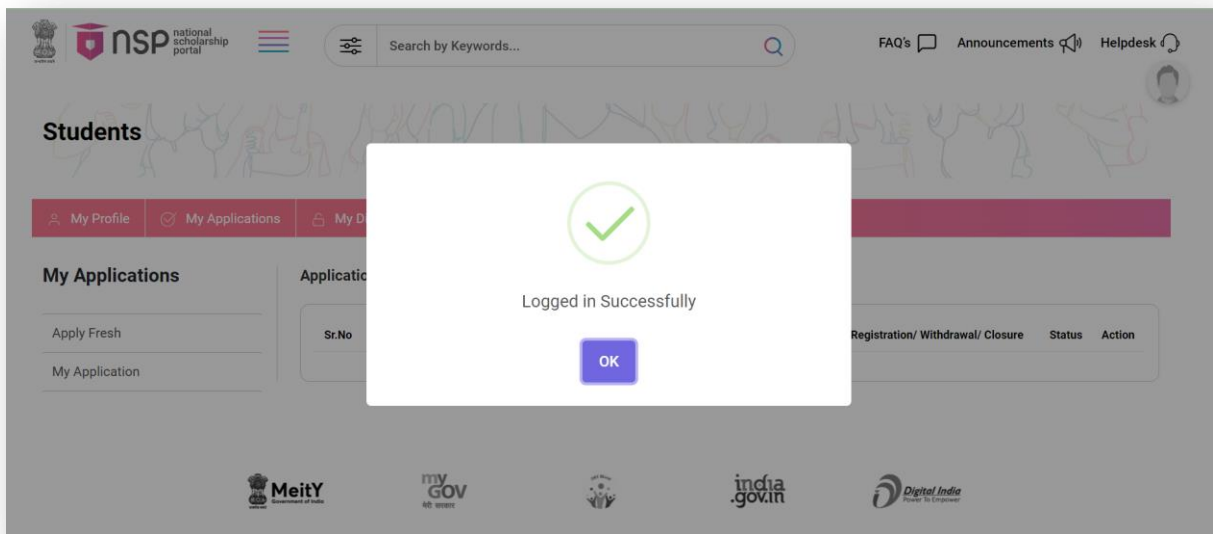


Fig 2.2 (b)

2.3 My Applications

Once user logs in, this will be the first page shown to them. Users will be able to view all their applications from this page.

First time user, will be able to view the screen as shown below in **Fig 2.3 (a)**

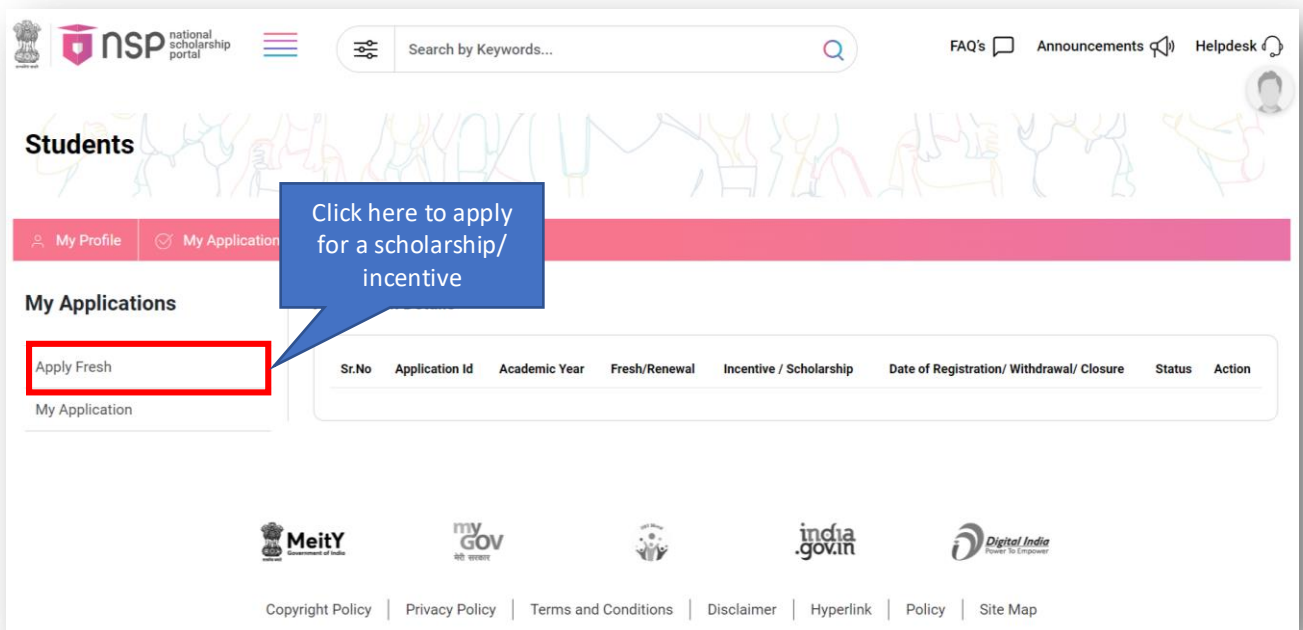


Fig 2.3 (a)

Once user starts an application, they will be able to view those applications on this page.

My Applications page will look as shown in Fig 2.3 (b)

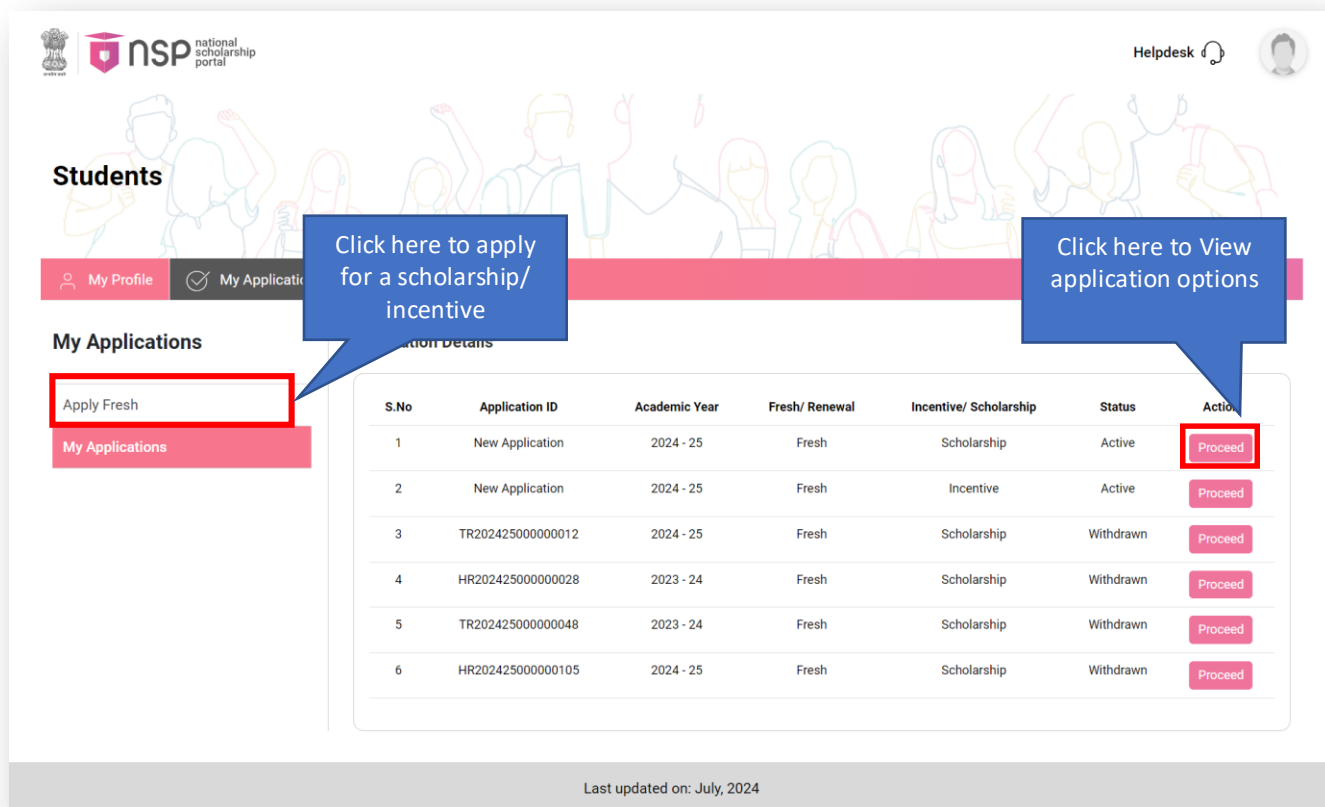


Fig 2.3 (b)

2.3.1. Apply Fresh

Users will be able to Apply for a new application from this option.

The Apply Fresh option will look as shown in Fig 2.3.1 (a)

Fig 2.3.1 (a)

Once user clicks on 'I Agree' button, they will be able to proceed with their application.

The page will look as shown in **Fig 2.3.1 (b)**

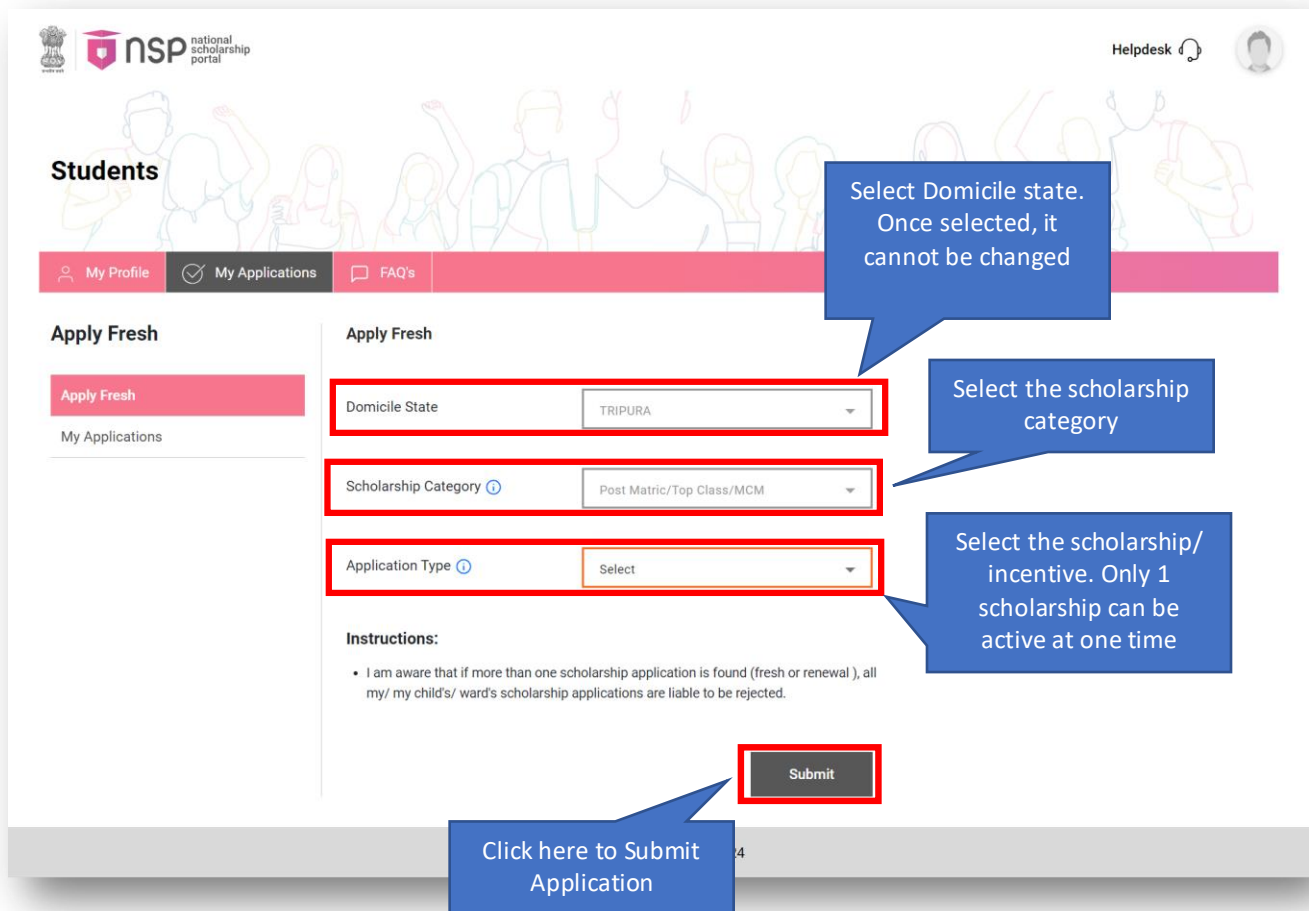
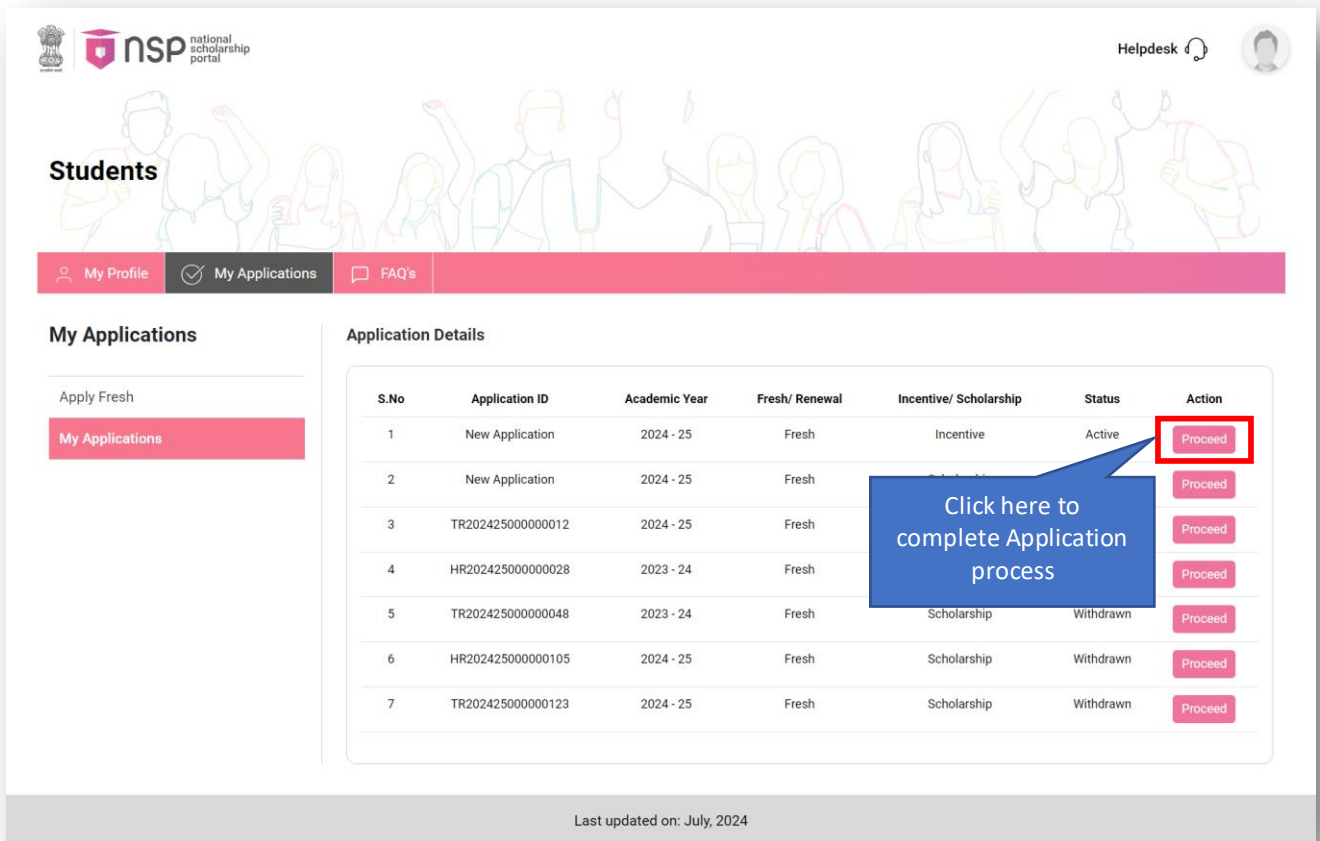


Fig 2.3.1 (b)

2.3.2. My Application

Once the application is submitted from Apply Fresh, it will be available on the My Applications Listing Page.

My Application Page will look as shown in **Fig 2.3.2 (a)**



2.3.2.1. Status

This is the first page which will be shown to the user after clicking on 'Procced' Button. This is a read only page.

The page will look as shown in **Fig 2.3.2.1 (a)**

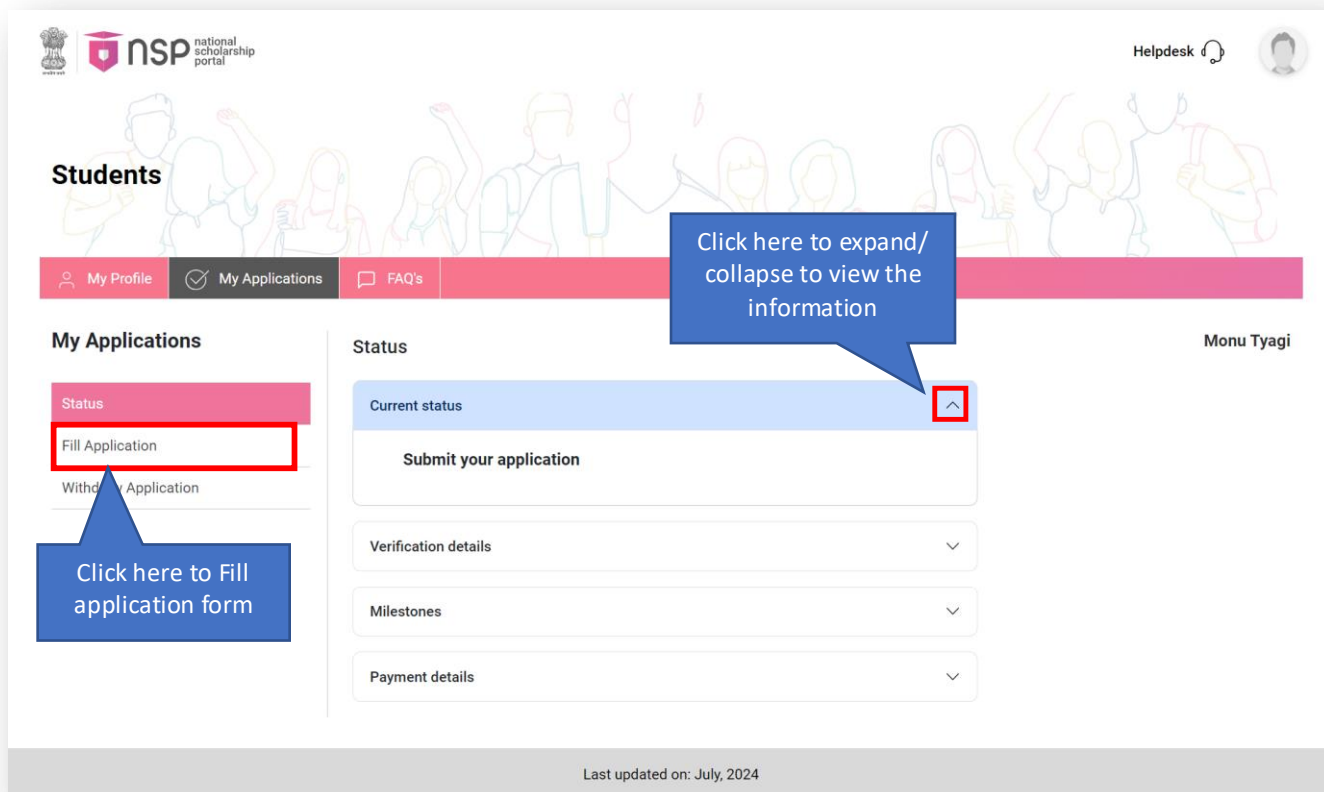


Fig 2.3.2.1 (a)

2.3.2.2. Fill Application

User will be able to complete their application process from this option. User will have to go through the following steps in order to fill the application form –

- General Information
- Academic Details
- Application Specific
- Scheme Available
- Scheme Specific Details
- Upload Document(s)

General Information

General Information page will look as shown in Fig 2.3.2.2 (a)

My Applications

Status

Fill Application

Withdraw Application

You can withdraw your withdraw your application anytime from this option

General Information

Academic Year: 2024 - 25
Domicile State: TRIPURA
Scholarship Category: Post Matric/Top Class/MCM
Application Type: Scholarship

View your general information

Personal Information

Name: Monu Tyagi
Gender: Male
Date of Birth: 05-07-2007
Father's Name: Sunil Tyagi
Mother's Name: Babita Tyagi

View your personal information

Enter Details

Community: Select Community
Religion: Select Religion
Annual Family Income: ₹ 1234567
Disabled?: Select Option
Parent's Profession: Select Parents Profession
Marital Status: Select Marital Status
Any of the Parents not alive: Not Applicable

Fields marked in Red are mandatory

Fields marked in grey are optional

Enter your correct details carefully

Enter your permanent address carefully. Your permanent state can only be your domicile state. In case you need to change the state, you will have to withdraw your current application first.

Permanent Address

State: TRIPURA
District: Select District
Locality: Rural Urban Other
House No./ Street No.: Enter House No./ Street No.
Pin Code: Enter Pin Code

Click here to save your details and continue on this page.

Save as Draft Save & Next

Click here to save your details and go to next page.

Fig 2.3.2.2 (a)

Academic Details

This will be the next page after user successfully saves all the mandatory details in the general information tab. The first Accordion will be for the Present Course/ Class Details.

Present Course/ Class Details will look as shown in **Fig 2.3.2.2 (b)**

My Applications

Status

Fill Application

Withdraw Application

Academic Details

Present Course/ Class Details

Institute UDISE/ AISHE/ NCVT Code

Select your Institute

Get your institute

Get Institute

Present Class/ Course

Present Class/ Course Year

Present Class Start Date

Admission/ Registration/ Enrolment Number

Admission/ Registration/ Enrolment Year

Roll No.

Section

Mode of Study

Hosteler

Previous Academic Details

10th Class Details

12th Class Details

Competitive Exam Details

Previous

Save as Draft

Save & Next

Callouts:

- You can withdraw your application anytime from this option
- Click here to select your institute.
- Enter all details carefully. All Red boxes are mandatory.
- Click on Accordion to fill the details
- Click here to go back to the previous page
- Click here to save your details and go to next page.
- Click here to save your details and continue on this page.

When user clicks on the ‘Get Institute’ button, they will be able to search their institute and select the same from the Get Institute page. The Student will have 3 options to search their institute/ school. Students can select their institute from either of these options. The following options will be available to the students to search their institute/ school –

- Search by Name
- Search by AISHE/ ITI (NCVT)
- Search by UDISE Code

Search by name will look as shown in **Fig 2.3.2.2 (c)**

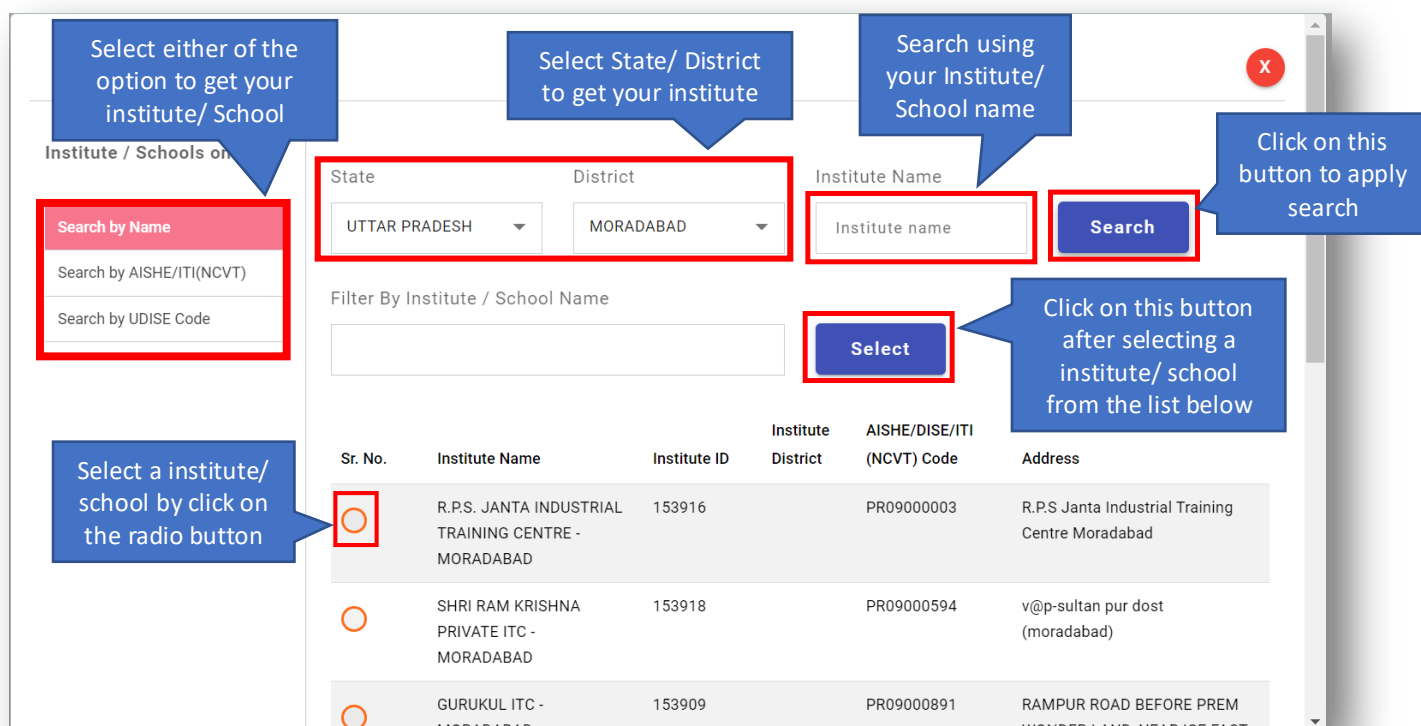


Fig 2.3.2.2 (c)

User will also be able to search their institute using AISHE/ ITI (NCVT) Code.

Search by AISHE/ ITI (NCVT) will look as shown in **Fig 2.3.2.2 (d)**

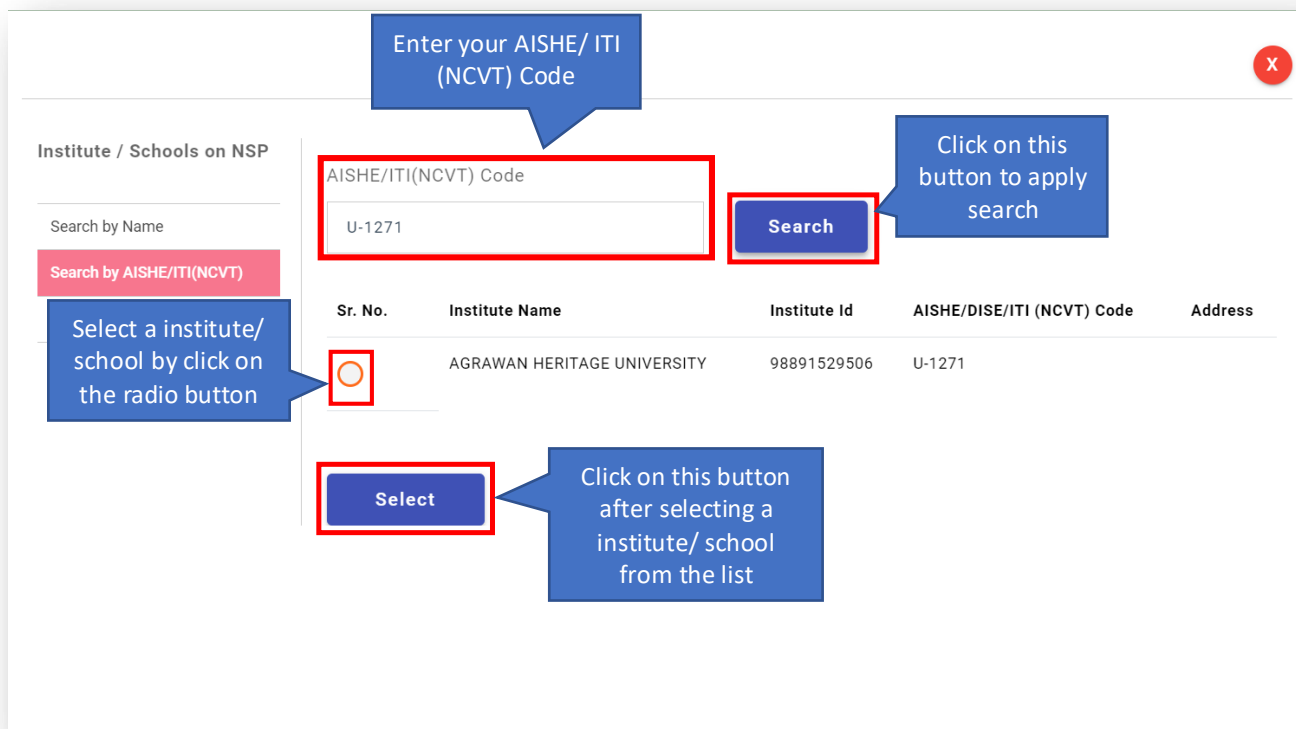


Fig 2.3.2.2 (d)

User will also be able to search their institute using UDISE Code.

Search by UDISE Code will look as shown in **Fig 2.3.2.2 (e)**

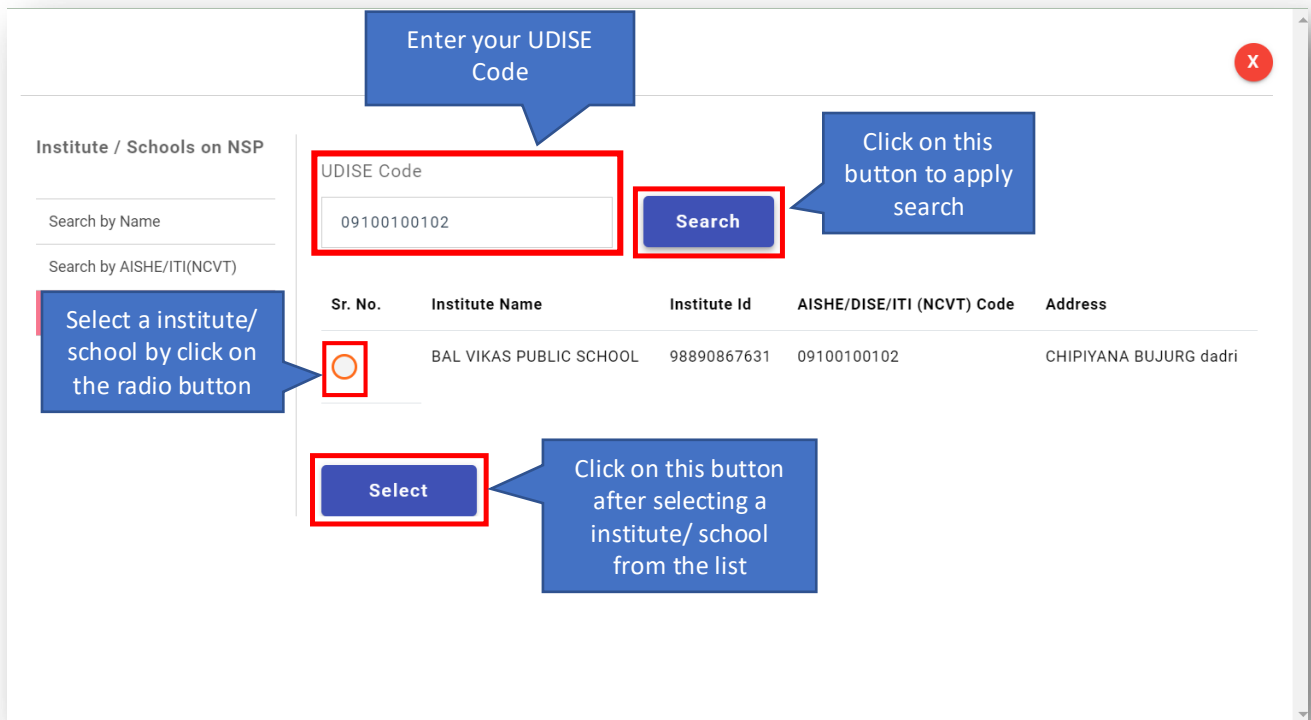


Fig 2.3.2.2 (e)

Once user selects an institute, it will be shown in the form which is shown in **Fig 2.3.2.2 (b)**.

The second accordion is for the previous academic details. Previous Academic Details will look as shown in **Fig 2.3.2.2 (f)**

Fig 2.3.2.2 (f)

The third accordion is for the 10th Class details. 10th Class Details will look as shown in Fig 2.3.2.2 (g)

My Applications

Status

Fill Application

Withdraw Application

General Information Academic Details Application Specific Scheme Available Scheme Specific Details U

Academic Details Monu Tyagi

Present Course/ Class Details

Institute UDISE/ AISHE/ NCVT Code U-0100

Previous Academic Details

10th Class Details

10th Roll No. Enter Roll No.

Confirm 10th Roll No. Re-enter Roll No.

Board Name Select University

Year of Passing Select

10th Marks (%) 10th Marks(%)

12th Class Details

Competitive Exam Details

Click here to go back to the previous page

Previous Save as Draft Save & Next

Click here to save your details and continue on this page.

Click here to save your details and go to next page.

Enter all details carefully. All Red boxes are mandatory.

Fig 2.3.2.2 (g)

The next accordion is for the 12th Class details. 12th Class Details will look as shown in Fig 2.3.2.2 (h)

My Applications

Status

Fill Application

Withdraw Application

Academic Details Monu Tyagi

General information Academic Details Application Specific Scheme Available Scheme Specific Details Uj

Present Course/ Class Details

Institute UDISE/ AISHE/ NCVT Code **U-0100**

Previous Academic Details

10th Class Details

12th Class Details

12th Roll No.

Confirm 12th Roll No.

Board Name

Year of Passing

12th Marks (%)

Competitive Exam Details

Previous **Save as Draft** **Save & Next**

Click here to go back to the previous page

Click here to save your details and go to next page.

Click here to save your details and continue on this page.

Enter all details carefully. All Red boxes are mandatory.

Fig 2.3.2.2 (h)

The next accordion is for the Competitive Exam Details. Competitive Exam Details will look as shown in **Fig 2.3.2.2 (i)**

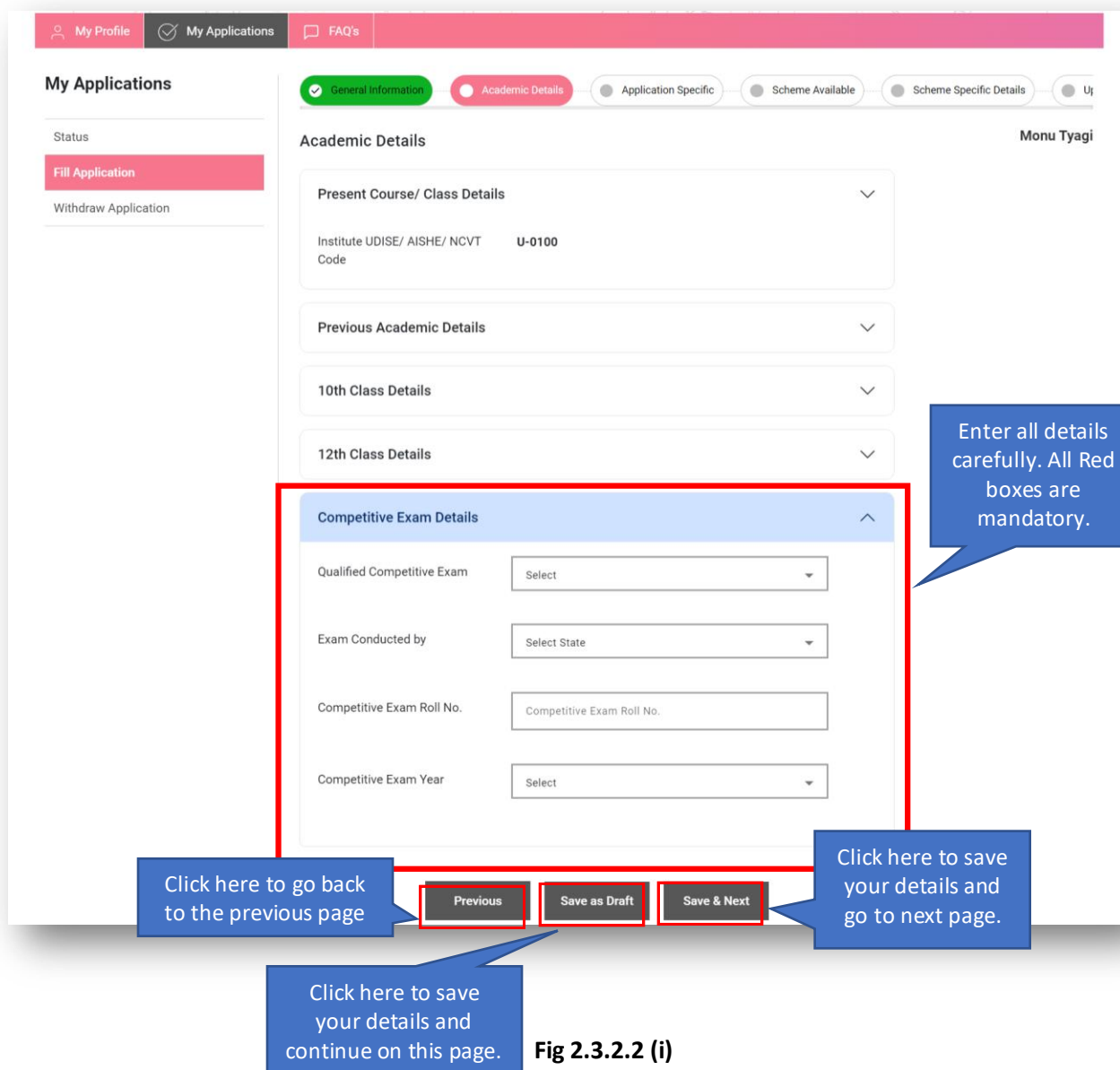


Fig 2.3.2.2 (i)

Application Specific

This will be the next page after user successfully saves all the mandatory details in the Academic Details tab. This is dependent on the Domicile state of the student. If details are required then the page as shown in Fig 2.3.2.2 (j) will be shown to the student. If there are no specific application details required for the student’s domicile state then they will be able redirected directly to the next tab i.e. Scheme Available.

The following popup will be shown if no application specific details are required. The pop up will look as shown in Fig 2.3.2.2 (k)

The screenshot shows the 'Application Specific' section of the 'My Applications' page. It features two main input sections: 'Ration card Details' and 'Input for UDID Details'. The 'Ration card Details' section includes a text input field for 'Ration Card Number' and a 'Get Details' button. The 'Input for UDID Details' section includes a dropdown for 'Identification Mode' and a text input field for 'UDID/ UDID ENROLMENT NO.', both with associated 'Get Details' buttons. At the bottom, there are three buttons: 'Previous', 'Save as Draft', and 'Save & Next'. Blue callout boxes provide instructions for each of these elements.

Callouts:

- Enter Ration card details
- Click here to fetch data in order to proceed
- Enter UDID details
- Click here to fetch data in order to proceed
- Click here to go back to the previous page
- Click here to save your details and continue on this page.
- Click here to save your details and go to next page.

Buttons: Previous, Save as Draft, Save & Next

2 (j)

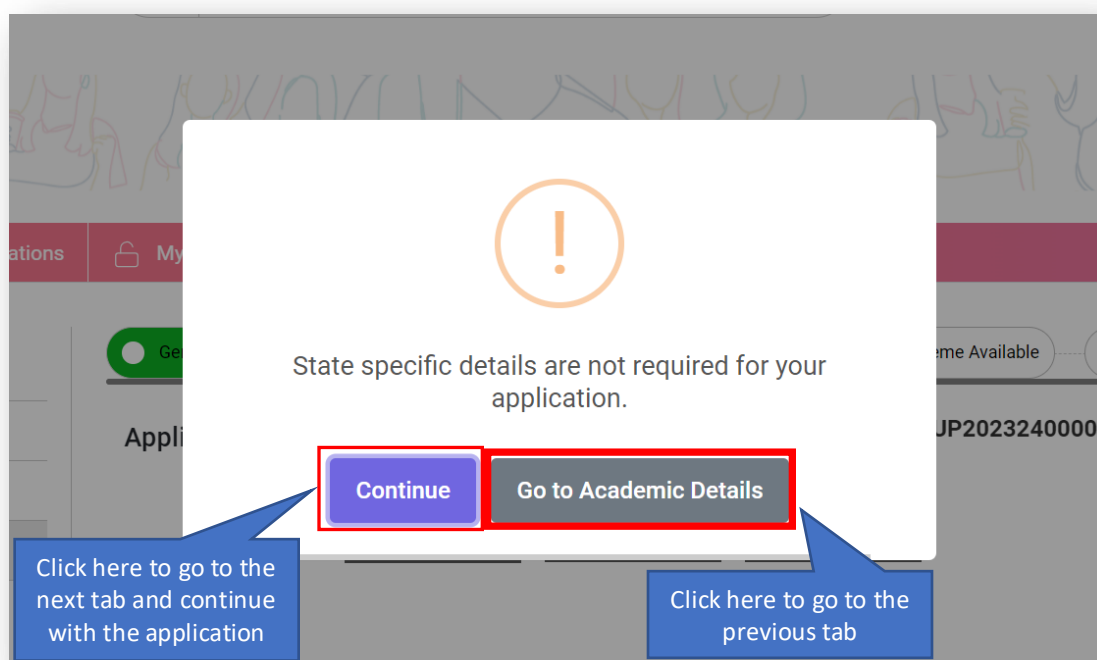


Fig 2.3.2.2 (k)

Scheme Available

This will be the next page after user successfully saves all the mandatory details in the Application specific tab. Only the schemes which the student is eligible for will be shown on this page. The scheme's eligibility will be dependent on the details provided by them.

The Scheme Available page will look as shown in **Fig 2.3.2.2 (l)**

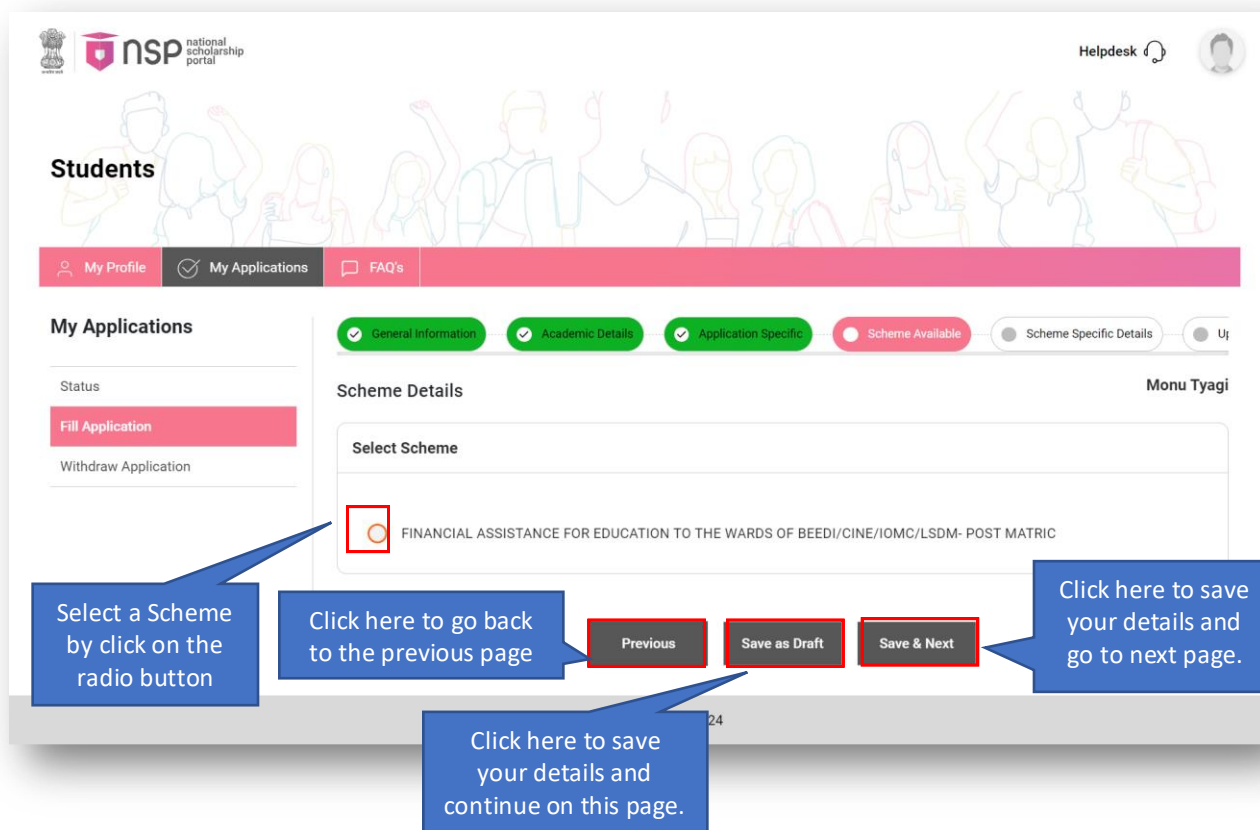


Fig 2.3.2.2 (l)

Scheme Specific Details

This will be the next page after user successfully selects a scheme from the Scheme Available tab. This page is only required when the selected schemes any specific details. This page is scheme dependent and does not necessarily shown for every scheme.

If no scheme specific details are required then the page will look as shown in **Fig 2.3.2.2 (m)**

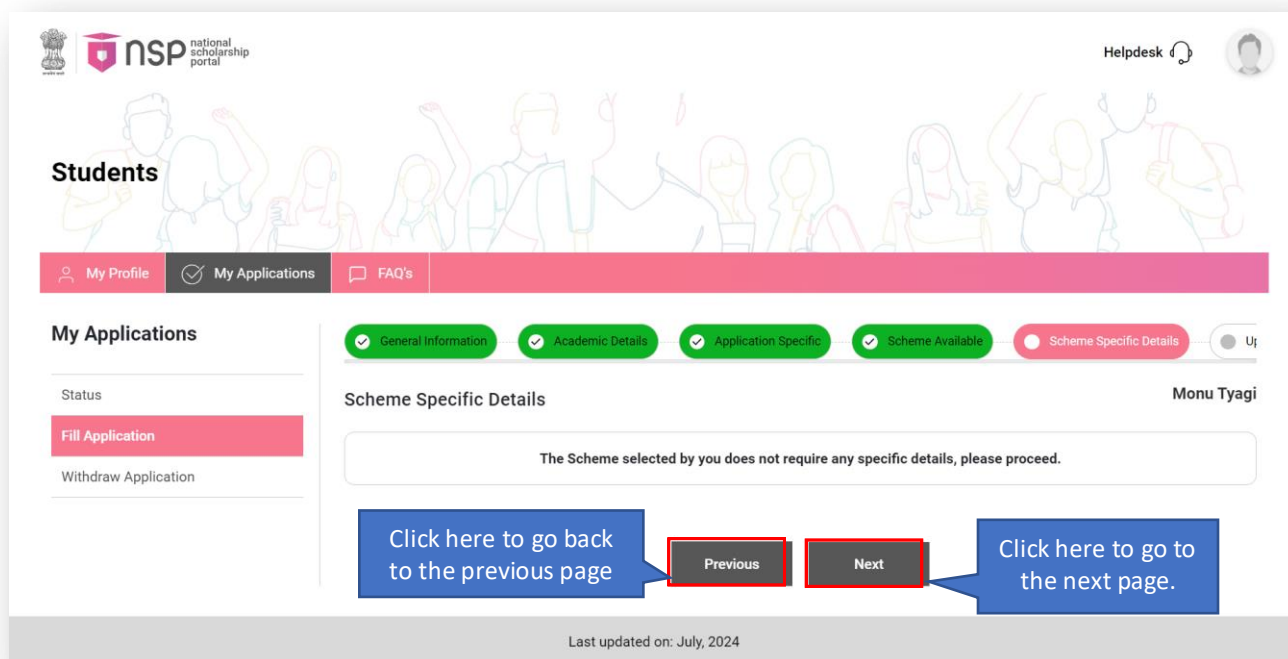


Fig 2.3.2.2 (m)

Upload Document(s)

This will be the next page after user successfully fills scheme specific details (if required) or clicks on Next from the Scheme specific details page. User needs to upload all the mandatory documents from this option.

Users will be able to do the Final Submission of the application from this page. Once you make the final submission, you will not be able to make any further changes to your application. In case of any wrong entry, you will have to withdraw your application first and then apply fresh. This application can no longer be edited after final submission.

Upload Document(s) will look as shown in Fig 2.3.2.2 (n)

The screenshot shows the 'Upload Documents' section of the NSP portal. At the top, there are navigation tabs: 'My Profile', 'My Applications', and 'FAQ's'. Below this, a progress bar shows steps: 'General Information', 'Academic Details', 'Application Specific', 'Scheme Available', 'Scheme Specific Details', and 'Upload Documents'. The 'Upload Documents' section is titled 'Upload Documents' and shows the user 'Monu Tyagi'. It contains a table for document uploads with two rows:

Upload/ Link Document(s)	Choose File	No file chosen	Warning Icon
1- Income Certificate issued by the Designated State/UT Authority	Choose File	No file chosen	Warning Icon
2- Identity card of Beedi/Mine/Cine Workers	Choose File	No file chosen	Warning Icon

Below the table are three buttons: 'Previous', 'Save as Draft', and 'Final Submit'. Callouts provide instructions: 'Click here to Upload the document from your device.' points to the 'Choose File' button; 'Uploading the document is mandatory.' points to the warning icons; 'Click here to go back to the previous page' points to the 'Previous' button; 'Click here to save your details and continue on this page.' points to the 'Save as Draft' button; and 'Final submit your application. You will not be able to make any changes after you do the final submission.' points to the 'Final Submit' button.

Fig 2.3.2.2 (n)

After choosing a file, user will be able to view/ download the selected file from the upload documents page. The page will look as shown in Fig 2.3.2.2 (o)

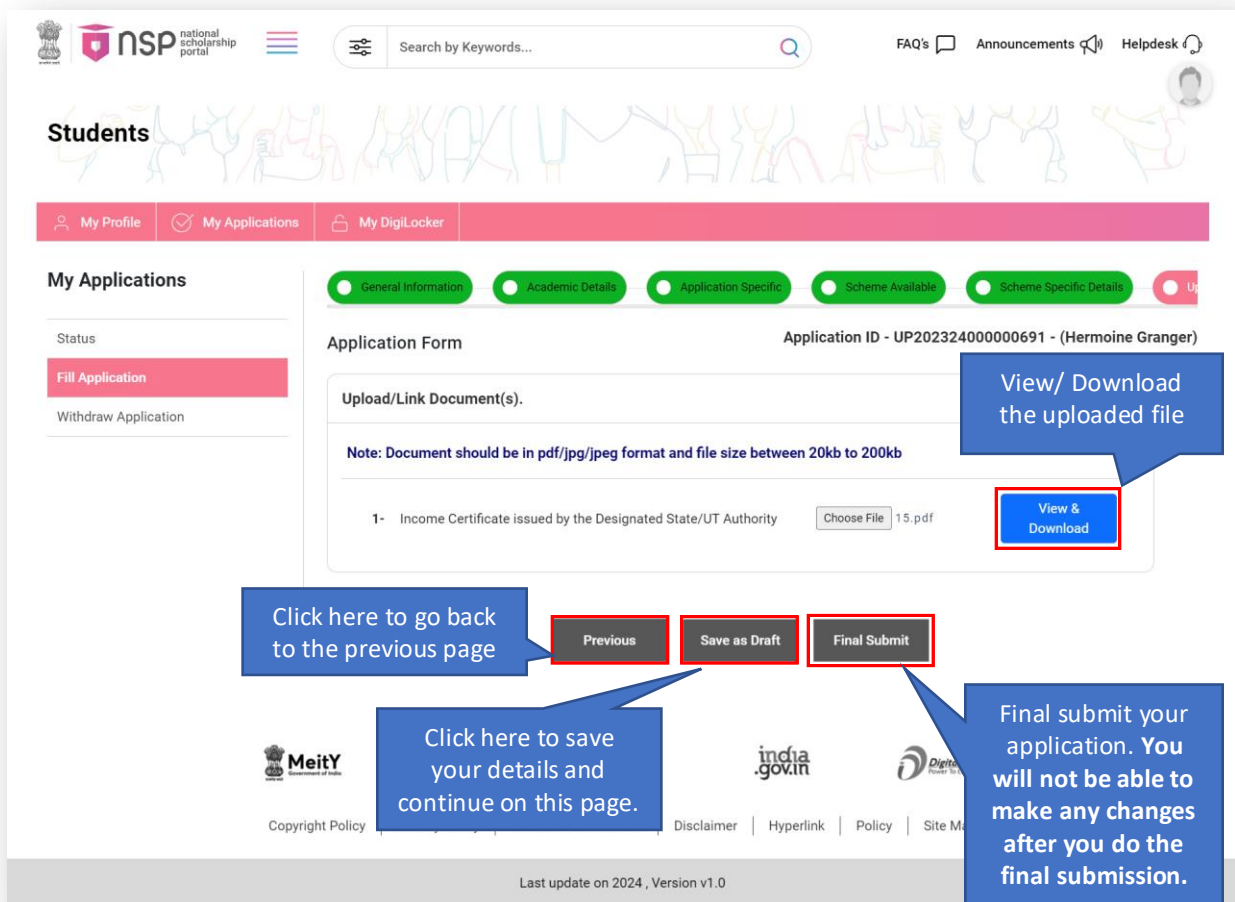


Fig 2.3.2.2 (o)

Final Submit

This will be the next popup after user successfully uploads all the required document(s).

Students need to give their confirmation for the Final Submission of their application from this pop-up. Once the final submission is confirmed, students will not be able to make any further changes to their application. In case of any wrong entry, they will have to withdraw your application first and then apply fresh (in case of scholarships). This application can no longer be edited after final submission.

The pop-up will look as shown in Fig 2.3.2.2 (p)

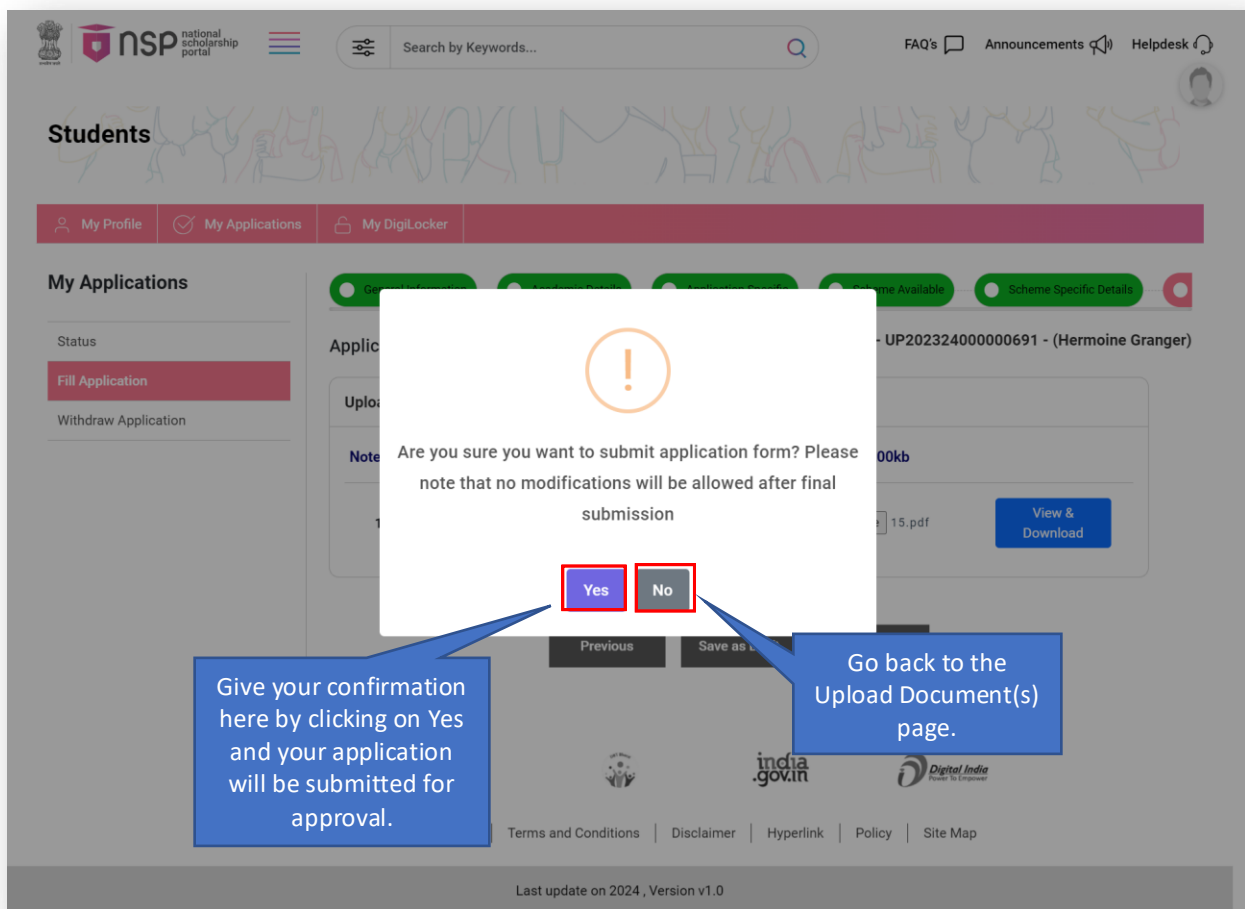


Fig 2.3.2.2 (p)

Once the application is finally submitted, users will receive a confirmation popup as shown in **Fig 2.3.2.2 (q)**

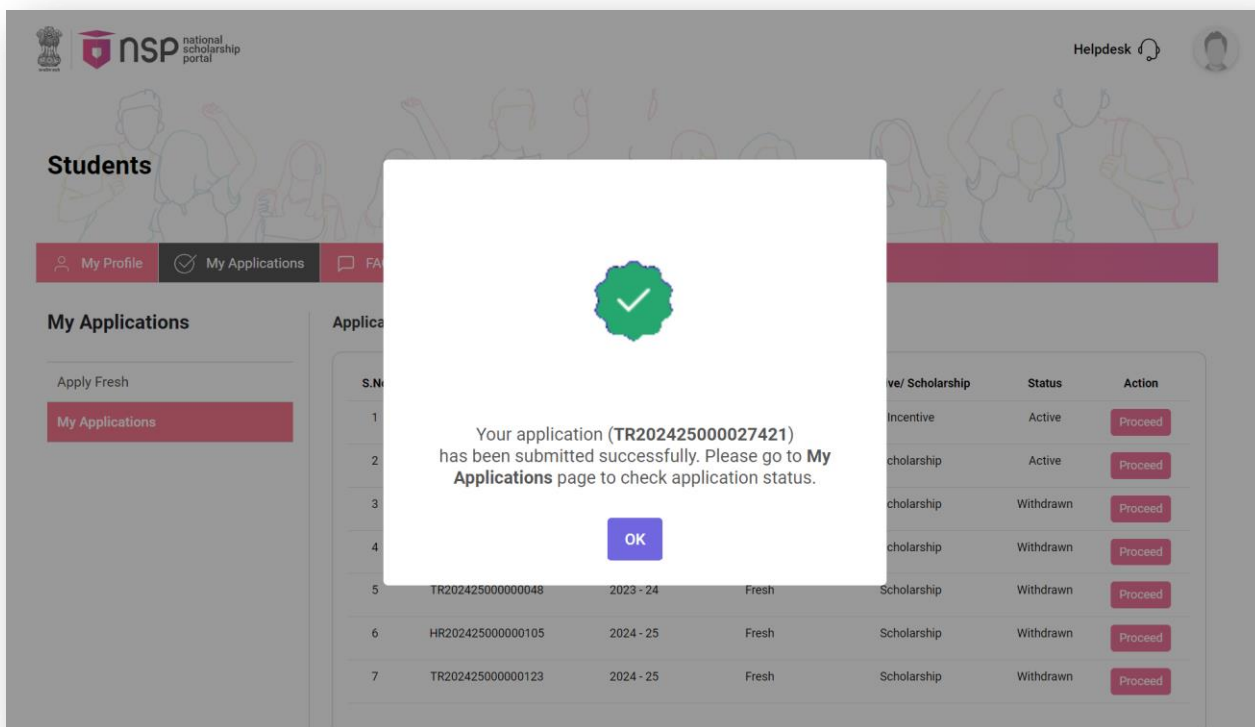


Fig 2.3.2.2 (q)

2.4 Withdraw Application

Students will be able to withdraw their application anytime they want. They will be able to withdraw application once they have started it and need to change any field which is already frozen. If user needs to change their Domicile state, Scholarship Category or Application Type, they will have to withdraw their Scholarship application and Apply fresh. Withdraw application option will be shown to the users when they click on 'Submit/ Withdraw/ Revoke' button of any application from the My Applications Page. Students can only withdraw Active applications.

Once user clicks on the 'Submit/ Withdraw/ Revoke' button as shown in Fig 2.4 (a), the user will be able to view the Withdraw option as shown in Fig 2.4 (b)

Students

My Profile | My Applications | FAQ's

My Applications

Apply Fresh

My Applications

Application Details

S.No	Application ID	Academic Year	Fresh/ Renewal	Incentive/ Scholarship	Status	Action
1	New Application	2024 - 25	Fresh	Scholarship	Active	Proceed
2	New Application	2024 - 25	Fresh	Incentive	Active	Proceed
3	TR20242500000012	2024 - 25	Fresh	Scholarship	Active	Proceed
4	HR20242500000028	2023 - 24	Fresh	Scholarship	Active	Proceed
5	TR20242500000048	2023 - 24	Fresh	Scholarship	Active	Proceed
6	HR20242500000105	2024 - 25	Fresh	Scholarship	Withdrawn	Proceed

Click here to withdraw application

Last updated on: July, 2024

Fig 2.4 (a)

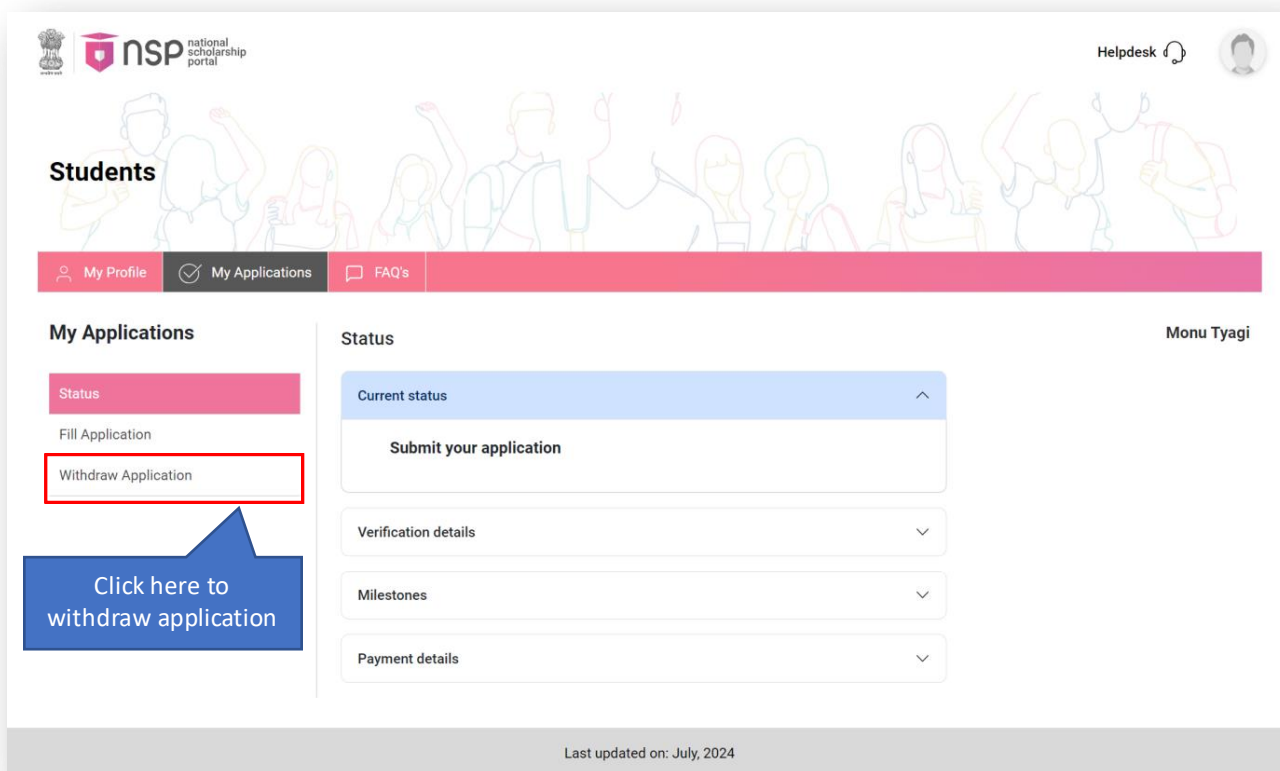


Fig 2.4 (b)

Once user clicks on the 'Withdraw Application' option from the Left Menu, they will be able to view the Withdraw application page as shown in **Fig 2.4 (c)**

Students

My Profile My Applications FAQ's

My Applications

Status

Fill Application

Withdraw Application

Withdraw Application Form

Withdraw Fresh Application

Application ID: TR202425000000123

Application Name: Monu Tyagi

Withdrawal Remark: **Select Reason**

Withdraw

Instructions:

- a) **Application can be withdrawn in following cases -**
 1. If you want to change your selected scheme.
 2. If you want to continue with your Renewal application (if any).
- b) **Application can be withdrawn till -**
 1. Scheme Nodal officer verification dates are open.
 2. Application is not processed for payment.

Last updated on: July, 2024

Fig 2.4 (c)

User needs to select a reason among the following options as shown in **Fig 2.4 (d)**.

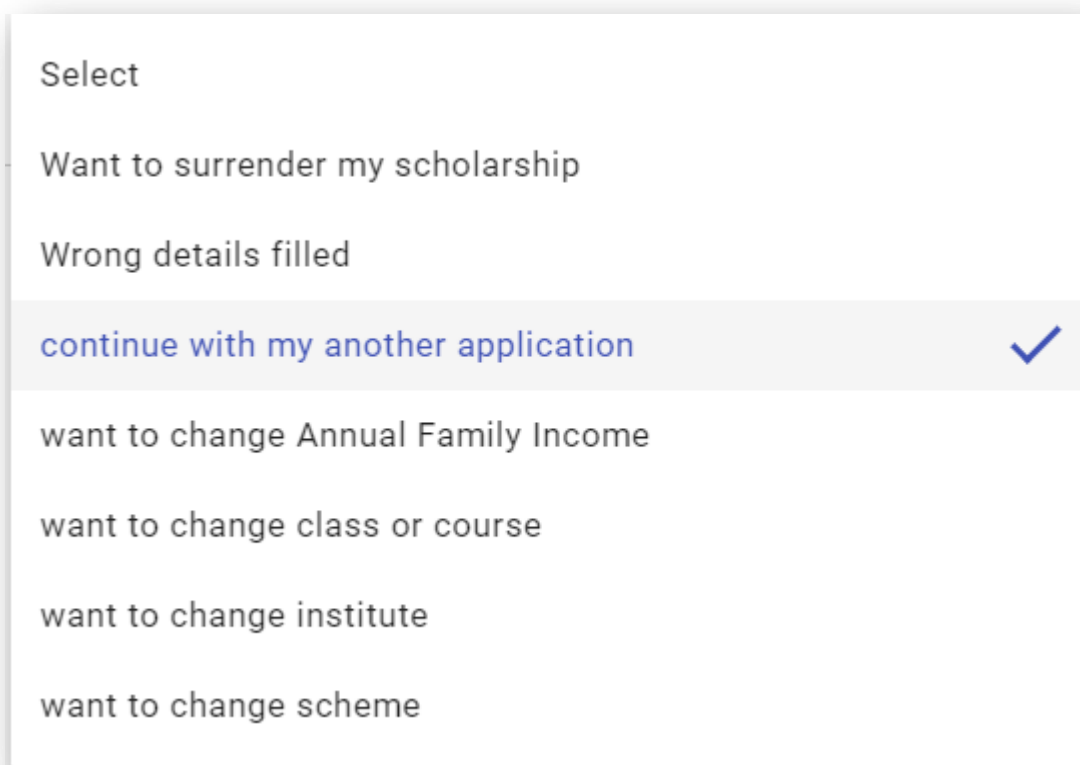


Fig 2.4 (d)

Once the user clicks on 'Withdraw' button, they will be asked for a confirmation as shown in **Fig 2.4 (e)**. Once user gives their confirmation and application is withdrawn, they will be able to view the confirmation message as shown below in **Fig 2.4 (f)**. The status of the application will also change to Withdrawn on the My Applications page.

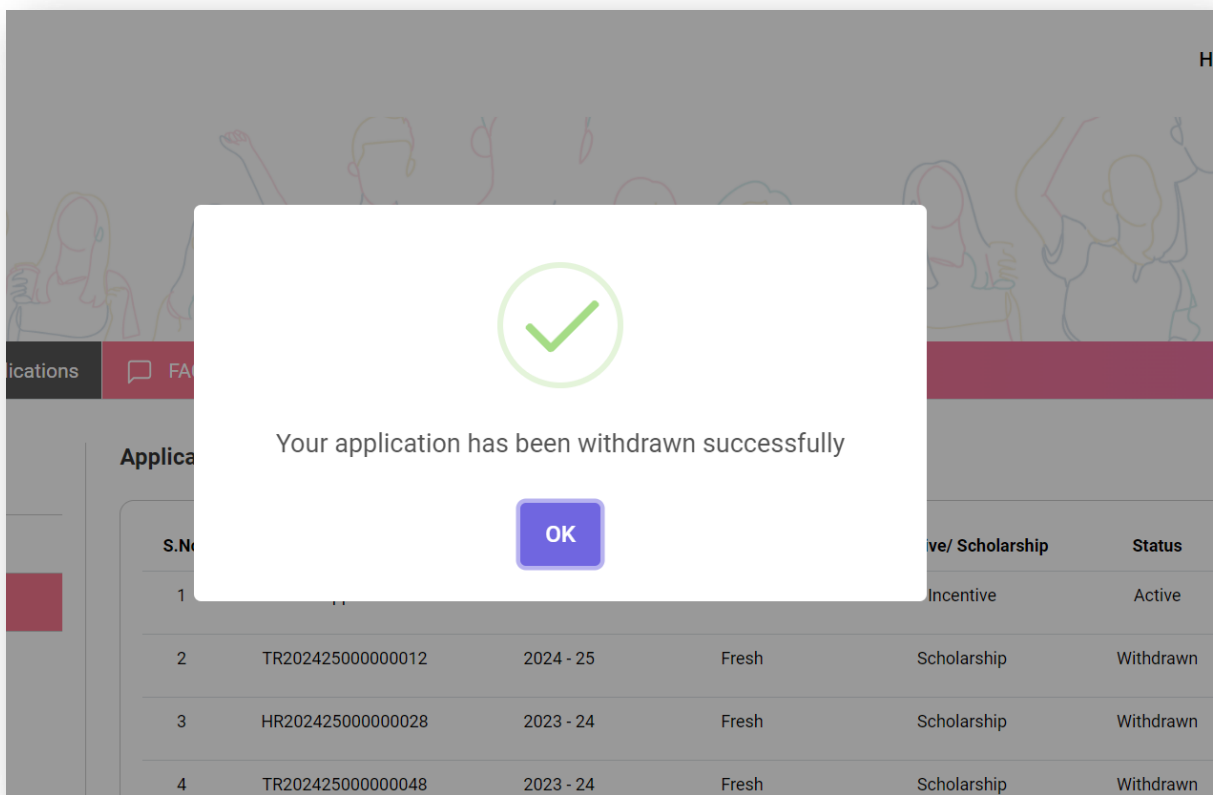
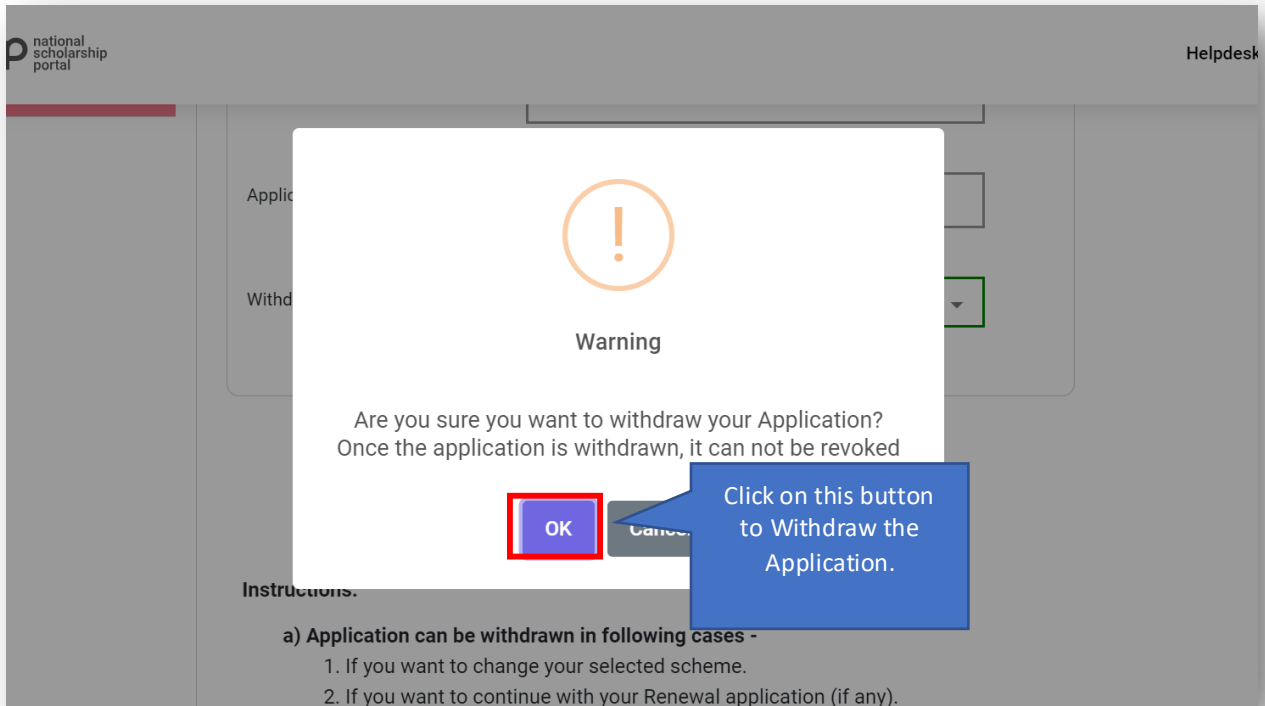


Fig 2.4 (e)

2.5 My Profile

Users will be able to view their profile from this option. My Profile will look as shown below in Fig 2.5 (a)

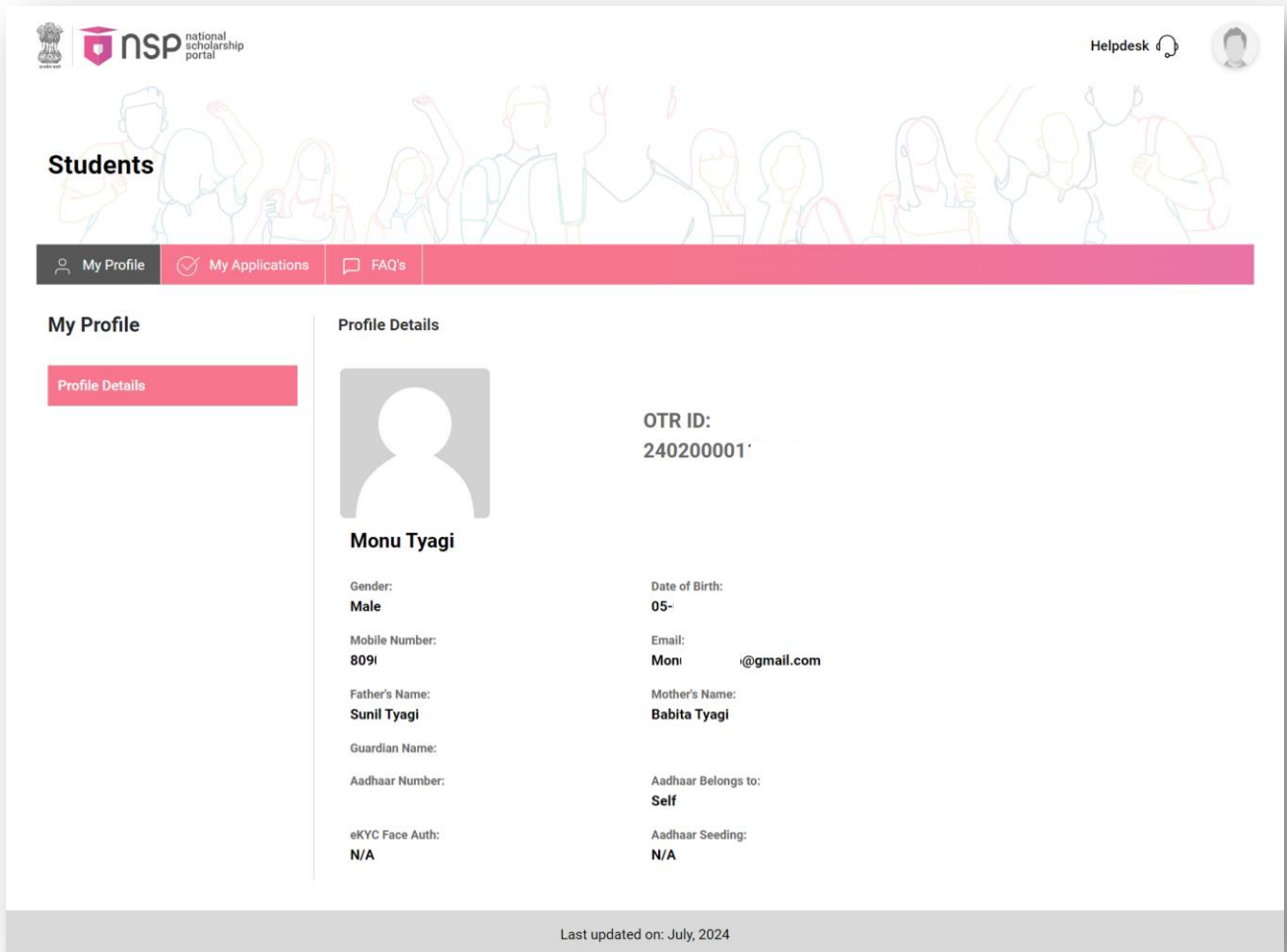


Fig 2.5 (a)

2.6 Helpdesk

Users will be able to get required help regarding portal from this option. They will be able to view Helpdesk information from the 'Helpdesk' option shown on the Header of the Login Page. Helpdesk will look as shown below in Fig 2.6 (a).

Email – helpdesk@nsp.gov.in

Call – 0120 - 6619540 (8:00 AM to 8:00 PM on all days, except government holidays)

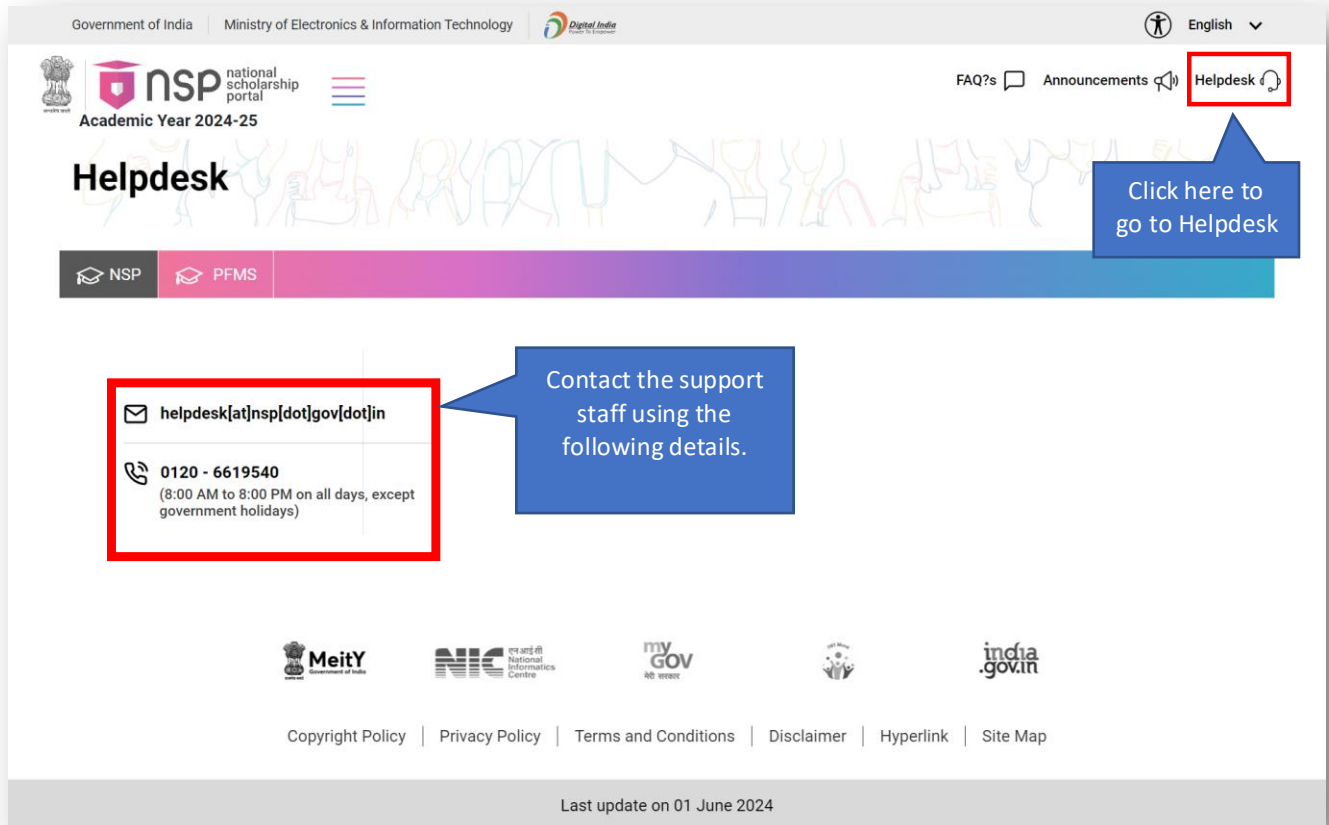


Fig 2.6 (a)

2.7 Announcements

Users will be able to view important announcements from this option. They will be able to reach announcements from Helpdesk Page. It will look as shown below in Fig 2.7 (a) and Fig 2.7 (b) as shown below.

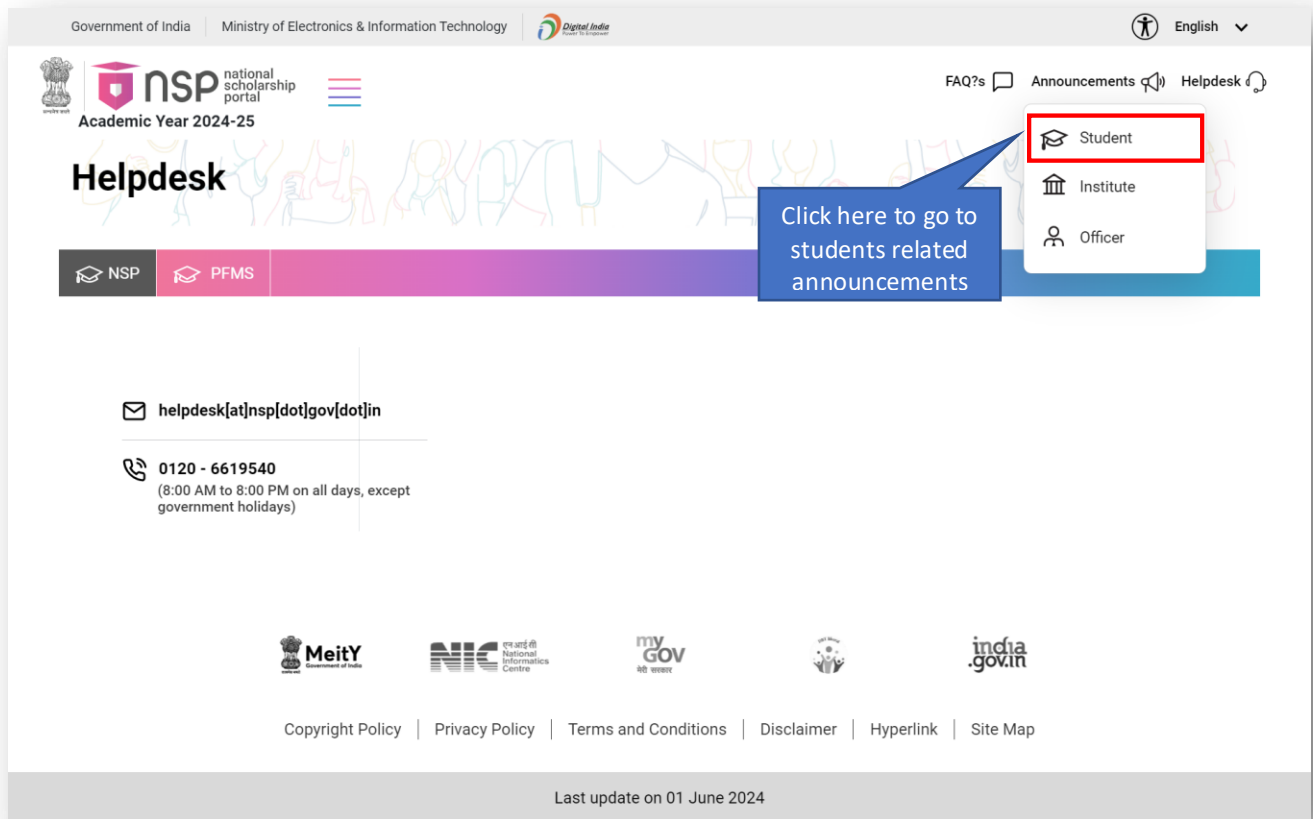


Fig 2.7 (a)

The announcement page will look as shown in Fig 2.7 (b).

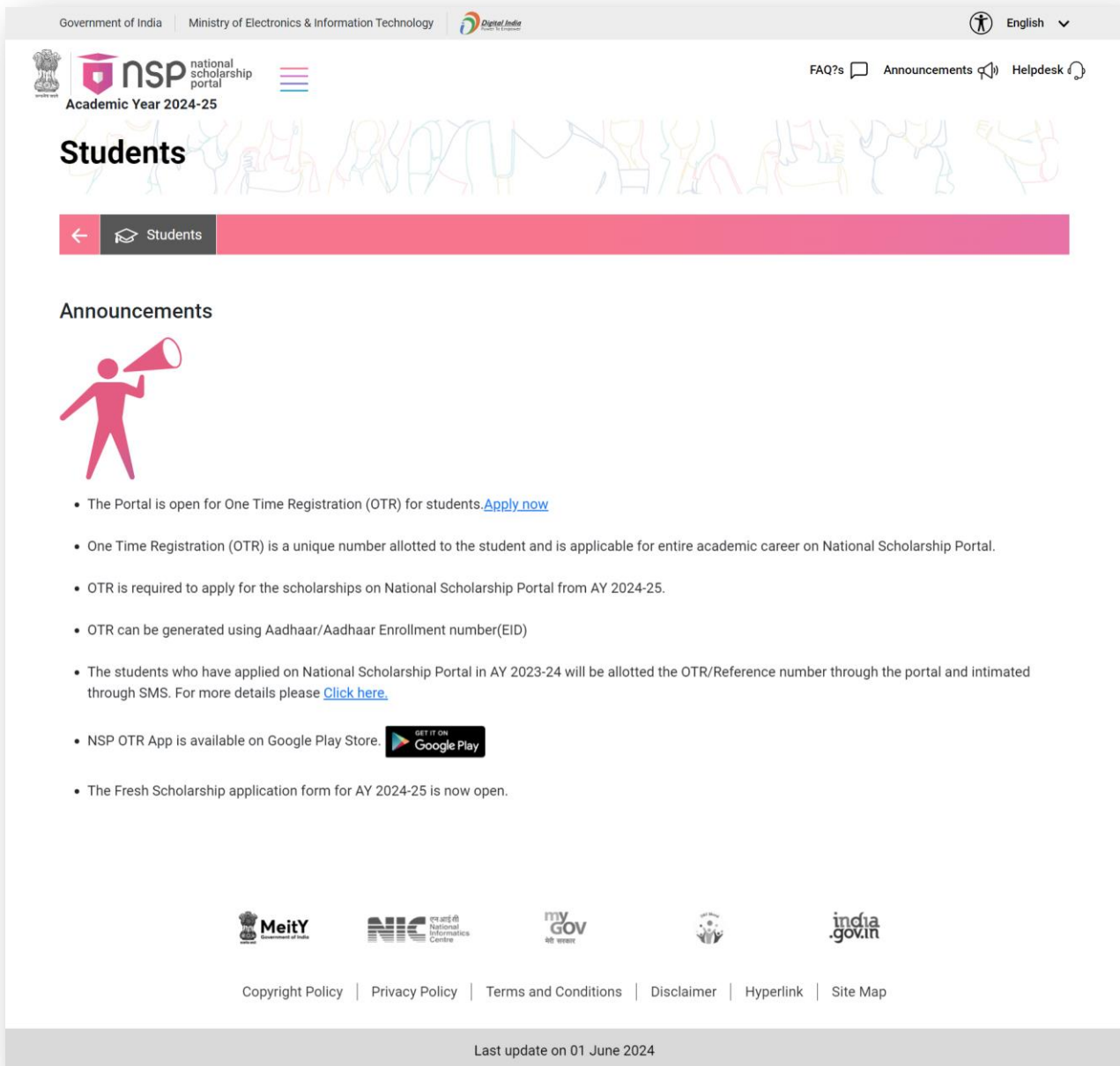


Fig 2.7 (b)

2.8 FAQs

Users will be able to view FAQs from the Login Page as shown in **Fig 2.8 (a)**.

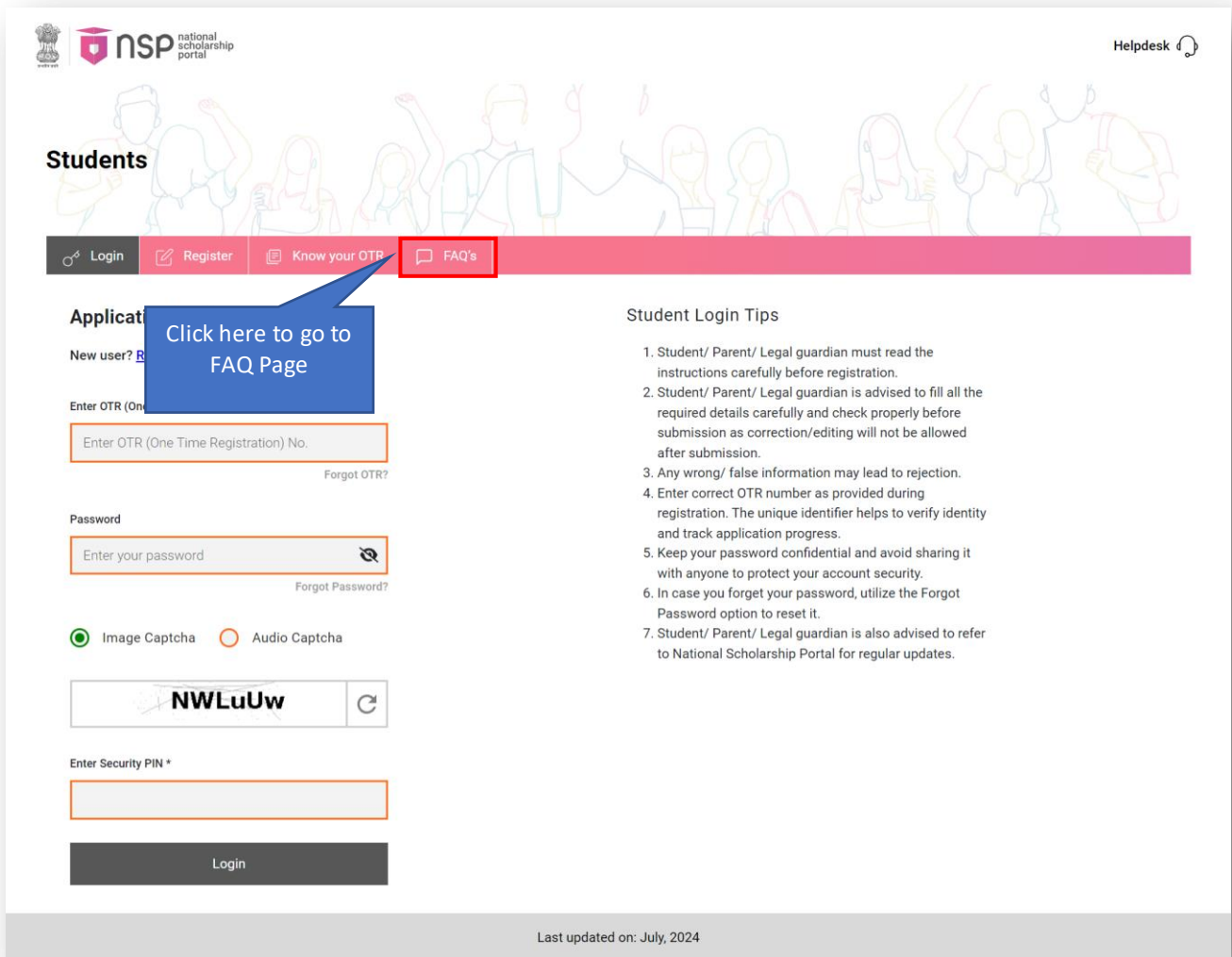


Fig 2.8 (a)

FAQs will look as shown below in **Fig 2.8 (b)**

Students

nsps national scholarship portal

Helpdesk

Login Register Know your OTR FAQ's

FAQ - Application Form

- How to apply for scholarship?** -
First student has to register on OTR in order to get OTR ID, Further the OTR must be used to...
Form module. Student's demographic details and photograph will be automatically fetched
- How to update demographic details?** +
- How do I change my Domicile State?** +
- How can I change my Scholarship Category once my application is submitted?** +
- When can I withdraw my application?** +
- Can I revoke my renewal application again after withdrawing?** +
- How do I change my password?** +

Last updated on: July, 2024

Fig 2.8 (b)

KYC REGISTRATION PROCESS

KYC (Know Your Customer) Registration Form

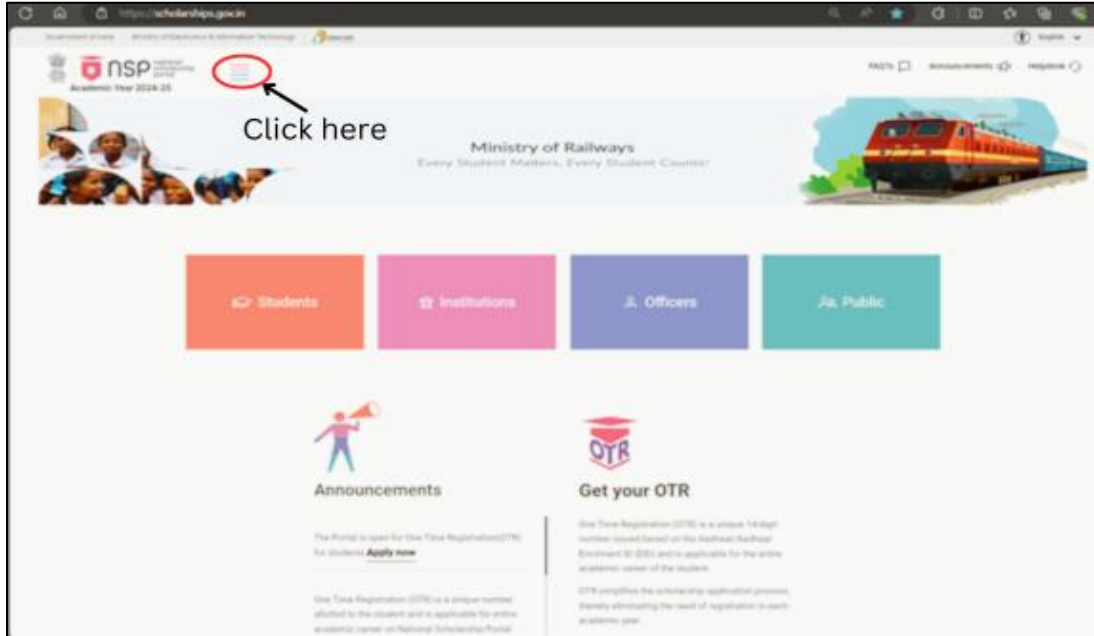
The KYC (Know Your Customer) Registration Form is a crucial document required for onboarding new institutes onto the National Scholarship Portal (NSP). This form ensures that the institute's details are accurately recorded and verified, allowing the institute to participate in the NSP and enabling its students to apply for scholarships.

Operational steps to complete the KYC registration for onboarding a new institute on the NSP.

- ❖ The KYC registration process for institutes on the NSP involves two major steps:
 1. **Submit the Online KYC Registration Form:** The Institute Nodal Officer (INO) fills out the KYC form online to register the institute on the NSP portal. The INO and Head of Institute (Hol) provide Aadhaar details, update the AISHE/DISE/NCVT code, and verify all information.
 2. **Get the Online KYC Registration Form Approved by the District Nodal Officer (DNO):** After completing the form, the INO or Hol prints the filled form and visits the DNO's office for verification and approval. Once, the DNO verifies and approves the details through their online login on NSP website, the login credentials for the INO and Hol are generated and the institute can start using the portal.
- ❖ Also, the detailed steps for submitting the Online KYC Registration Form are-
 - Step-I: Filling up the KYC Registration Form by INO:**
 - The INO completes the form by entering the necessary details of the institute and the personal information of the INO and Hol.
 - Step-II: Aadhar-based Face Authentication:**
 - Both the INO and Hol perform Aadhaar-based face authentication using the NSP Face Auth App and Aadhar Face RD app.
 - Step-III: Step III: Uploading the KYC Form:**
 - The INO and Hol attest the filled KYC form and upload it to the NSP portal.
 - Step-IV: Approval of the KYC Registration Form by Hol:**
 - The Hol approves the attested form on the NSP portal, completing the registration process.

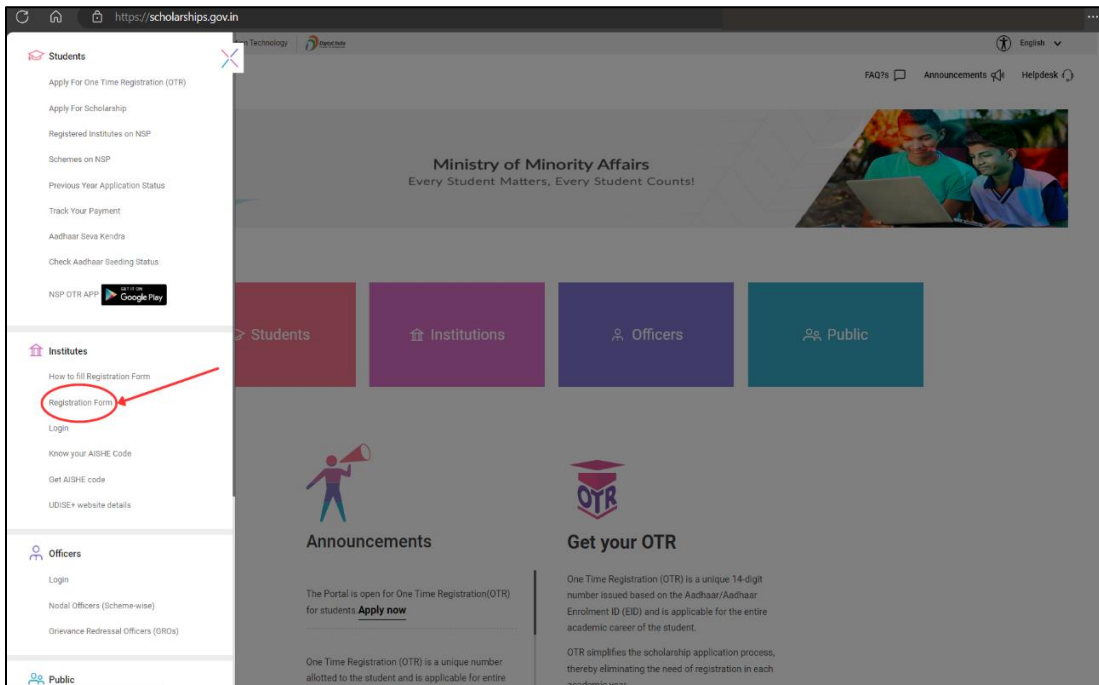
Step-I: Filling up the KYC registration form by INO (Screen 1 – 6)

Step 1. The INO user visits the web portal of NSP (National Scholarship Portal) i.e. <https://scholarships.gov.in/> and clicks on **Hamburger Menu** (☰) (refer **Screen 1**).



Screen 1

Step 2. Click on **Registration Form** option under **Institutes** option (refer **Screen 2**).



Screen 2

Step 3. Next (refer [Screen 3](#)), the INO user fills the below details-

- Enter AISHE/DISE/NCVT code.
- Refresh Captcha.
- Enter Captcha.
- Click to Submit.

Screen 3

Step 4. Next (refer [Screen 4](#)), The INO user completes the below steps:

A. First, read the Notification.

Note: if the KYC form is already filled, then the same will be displayed in the below GRID. The INO details mentioned in the Grid (highlighted by Green) shows no data available because the Aadhar details are not entered or verified.

B. Click on 'Continue with Aadhar Verification'.

Sr. #	DISE/AISHE/NCVT Code	Institute KYC Registration Form Id (Date of Submission)	Institute Name/District /State	Institute Nodal Officer Name	Designation of Institute Nodal Officer	KYC Form Status	Action
No data available in table							

Screen 4

Step 5. Next (refer [Screen 5](#)), the INOs needs to enter below details related to their Aadhaar card for verification and validation-

- A. Enter Aadhar no.
- B. Enter Name as in Aadhar card
- C. Enter Date of Birth
- D. Select Gender
- E. Enter Mobile No.
- F. Click on Submit

The screenshot shows a web form titled "Institute KYC Registration Form" with a purple header. Below the header, the title "Step 2:- Enter Institute Nodal Officer's Details for Aadhaar Authentication" is displayed in orange. A red instruction text reads: "INO is advised to carefully enter AADHAAR related information (ie AADHAAR number, Name, Gender, Mobile Number & Date of Birth), as mentioned in her/his Aadhaar card." The form contains five input fields, each with a red arrow pointing to a circled letter: "Aadhar Number:" (A), "Name as In Aadhar:" (B), "Date of Birth:" (C), "Gender:" (D), and "Mobile Number:" (E). Below these fields is a consent checkbox with the text: "I provide my consent to National Scholarships Portal (NSP) to authenticate my aadhaar details, provided above, from UIDAI. I understand that NSP may use my AADHAAR details for the purpose of registering me as Institute Nodal Officer." A blue "Submit" button is located at the bottom, with a red arrow pointing to it from a circled letter "F".

Screen 5

Step 6. Similarly, in the next step (refer [Screen 6](#)) the Hol needs to enter the below details related to their Aadhaar card for verification and validation in this step-

- A. Enter Aadhar no. of Hol
- B. Enter Name as in Aadhar card of Hol
- C. Enter Date of Birth of Hol
- D. Select Gender of Hol
- E. Enter Mobile No. of Hol
- F. Click on Submit

Institute KYC Registration Form

Step 3:- Enter Head of Institute (HoI) for Aadhar Authentication

Head is advised to carefully enter AADHAAR related information (ie AADHAAR number, Name, Gender, Mobile Number & Date of Birth), as mentioned in her/his Aadhaar card.

Aadhar Number: * ← (A)

Name as In Aadhar: * ← (B)

Date of Birth: * ← (C)

Gender: * ← (D)

Mobile Number: * ← (E)

I provide my consent to National Scholarships Portal (NSP) to authenticate my aadhaar details, provided above, from UIDAI. I understand that NSP may use my AADHAAR details for the purpose of registering me as Head of Institute (HoI).

← (F)

Screen 6

Step 7. Next, in the Screen 7, the INO will enter the following details of Institute and verify the details for submission-

1. Please read this Instruction
2. Upload Scanned Copy of INO Identity proof (Identity proof can be any of Aadhar, Voter ID, license etc.)
3. Enter Institute Address
4. Select State for Affiliated Board/University
5. Select Affiliated Board / University
6. Select Institute Nature
7. Enter Total Student strength in the Institute
8. Enter URL of Institute's Website
9. Enter Designation of INO
10. Enter Official Email id of INO
11. Enter Other Contact No. of INO
12. Enter Designation of Hol
13. Enter Official Email id of Hol
14. Enter Other Contact No. of Hol
15. Review all details and Submit

Institute KYC Registration Form

Step 4:- Institute Details

Institute Nodal Officer's Identity Proof

It is Mandatory to upload scanned copy of valid Identity Proof, like Aadhaar/Voter Id/Driving License etc., of Institute's Nodal Officer for NSP(INO-NSP)(Only pdf & jpeg between 50kb to 200kb File Size allowed)

File Name of Identity Proof should contains alpha numeric only

Select File: Choose File 1

Institute Name: 2

Institute Address: 3

State: 4

District: 5

State for Affiliated Board/University: 6

Affiliated Board/University: 7

Institute Nature: 8

Total student strength in the Institute: 9

URL of Institute's Website(if any): 10

Details of Designated Institute's Nodal Officer for NSP(INO-NSP)

The Aadhar , Name as in Aadhar , Gender and Mobile Number has been verified from UIDAI. However Date of Birth shown below did not match with DoB available on UIDAI.

Aadhar: 11

Name as per Aadhar: 12

Date of Birth as per Aadhar: 13

Gender as per Aadhaar: 14

Mobile Number as per Aadhaar: 15

Designation: 16

Official Mail Id: 17

Other Contact Number: 18

Details of Head of Institute

The Aadhar , Name as in Aadhar , Gender and Mobile Number has been verified from UIDAI. However Date of Birth shown below did not match with DoB available on UIDAI.

Aadhar: 19

Name as per Aadhaar: 20

Date of Birth as per Aadhaar: 21

Gender as per Aadhaar: 22

Mobile Number as per Aadhaar: 23

Designation: 24

Official Mail Id: 25

Other Contact Number: 26

27

Step 8. Next (refer Screen 8), the INO user will validate by entering the 5 digits One Time Password (OTP) received on its mobile no. (the same mobile no. provided for registration in Step 2). Follow the below steps to validate OTP details:

- A. Enter 5-digit OTP.
- B. Click on **Confirm OTP** button.

Institute KYC Registration Form

Step 5:- Validate INO(s) Mobile Number

Please Enter 5 Digit OTP:*

Please Enter 5 Digit OTP

Confirm OTP

Screen 8

Step 9. Next (refer Screen 9), The INO user gets the newly generated KYC Registration Number. Then follow the below steps-

- Read carefully the notification on Screen 9.
Note: It's mandatory to complete the Aadhar based Face Authentication by INO and HoI users using the NSP Face Auth App and Aadhar face RD app which is only available on Android phones).
- Click on **Back to Home** button.

Institute KYC Registration Form

Step 6

Institute's KYC Registration Number AS202425755 has been generated. INO and HoI are advised to now complete Aadhaar-based Face Authentication using the NSP FaceAuth App available on Google Play Store. Once authenticated, the option to print the KYC Registration Form will be enabled on the web portal. After completing Face Authentication, Institutes may follow the below process flow to take the print of KYC Form.

Visit the NSP web portal > Go to Institutions > Click on Registration Form (Apply Now)

Back to Home

Screen 9

Step 10. Next, the INO user gets the Screen 10. Next, the INO user checks the notification under the grid column i.e. **KYC Form Status**.

Note:

- The option for Print of KYC Form under Action tab (refer Screen 10) would be enabled only when the Face Authentication of both INO and HoI users gets completed.

- The INO user strongly advised to click on **Click Here** button in the Screen 10 to understand the procedural steps (refer Screen 11) for completing the process of verification of KYC registration and its form.

Institute KYC Registration Form

Step 1:- Validate Your AISHE/UDISE+/NCVT Code

AISHE/UDISE+/NCVT Code:*

Enter Captcha*

Can't See? Click on Refresh Button. uM6j 3 m

Below KYC Form(s) are already submitted for the entered DISE/AISHE/NCVT code. If you want to submit new KYC Form please proceed by clicking on 'Continue with Aadhar Verification' button

Sr. #	AISHE/UDISE+/NCVT Code	Institute KYC Registration Form Id (Date of Submission)	Institute Name/District/State	Institute Nodal Officer Name	Designation of Institute Nodal Officer	KYC Form Status	Action
1	NSP-0787	AS2024253 (01/07/2024)	TEST INSTITUTE / KAMRUP METROPOLITAN /ASSAM	sanjay kumar agnihotri	teacher	KYC Form Filled by INO, faceAuth of INO & HoI is pending. KYC Form can be printed after faceAuth of both HoI and INO. For More Information Click Here	<div style="border: 1px solid red; border-radius: 10px; padding: 2px; display: inline-block; margin: 5px;">Notification</div> <div style="border: 1px solid red; border-radius: 10px; padding: 2px; display: inline-block; margin: 5px;">'Click Here' button</div>
2	NSP-0787	AS2024252 (20/06/2024)	TEST INSTITUTE / KAMRUP METROPOLITAN /ASSAM	Sanjay Kumar Agnihotri	INO	KYC Form approved by DNO/SNO For More Information Click Here	<input type="button" value="Print"/> <input type="button" value="INO to Upload Attested KYC Form"/>

Screen 10

Institute KYC Registration Form Instruction

To get the KYC Form completed in all respect below steps needs to be completed by INO and HoI:-

- 1- Complete face Authentication of INO and HoI through NSP faceAuth mobile application available on google play store. INO's faceAuth will be done before faceAuth of HoI.
- 2- After successful faceAuth of both INO and HoI, option to print the KYC Registration Form will be enabled.
- 3- Printed copy of the KYC Form,attested by the HoI, will be uploaded on the portal by the INO.
- 4- Scanned copy of the attested (by HoI) KYC Form will be verified by the HoI on the portal. After successful verification by HoI, the KYC Form will be made available to the DNOs/SNOs for the approval.
- 5- INO and HoI are supposed to submit the original physical attested copy(whose scanned copy has been uploaded as referred in step 3) of the KYC form to the concerned DNO/SNO for their official records.
- 6- After approval of the KYC Registration Form,INO and HoI login credentials will be sent through SMS on their respective registered mobile numbers.
- 7- To get more detailed assistance on above steps kindly refer "How to fill registration form" available under institute section.

Screen 11

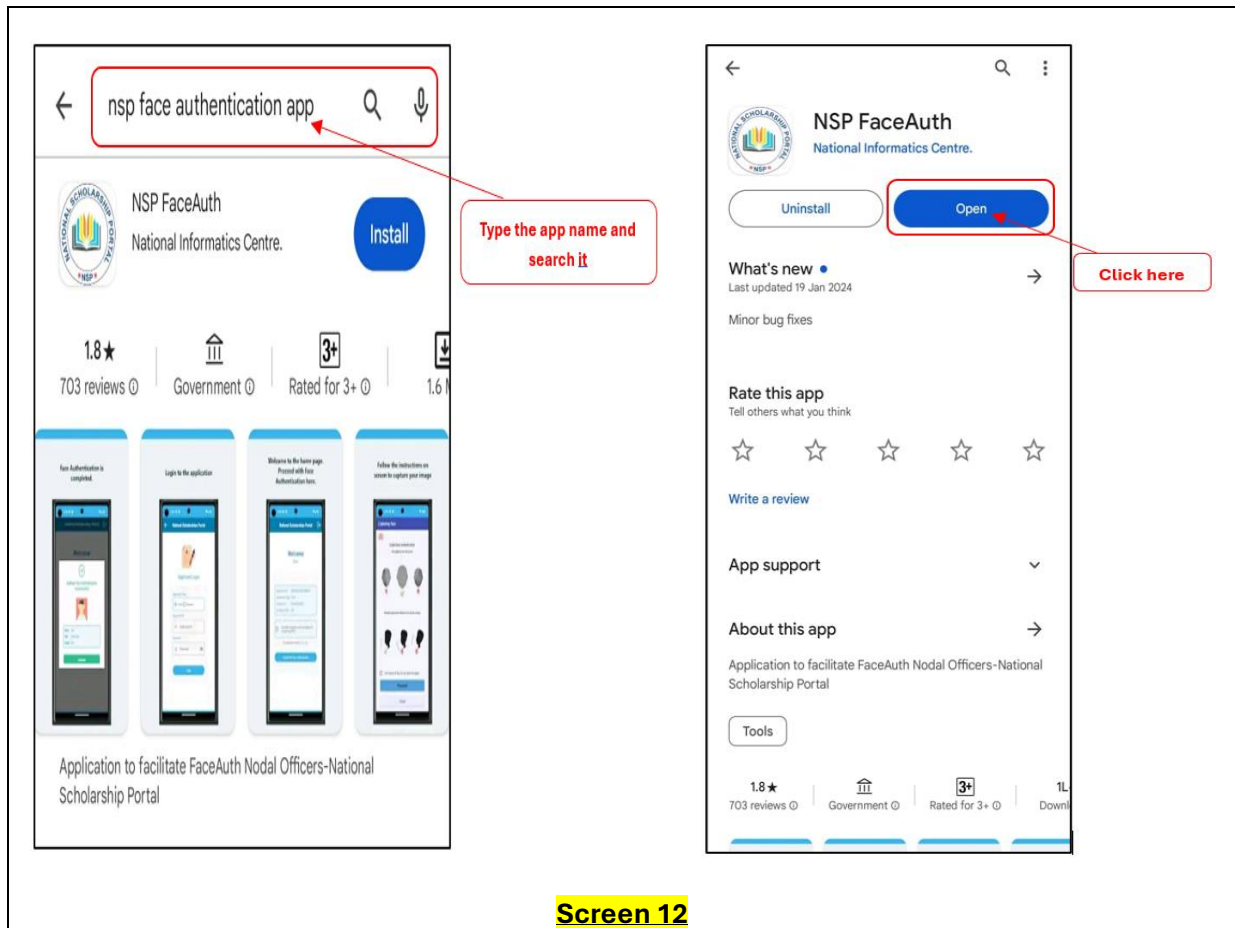
Step – II: INO and Hol to perform Aadhar-based Face Authentication using the NSP Face Auth App (Screen 7 – 15)

Step 11.

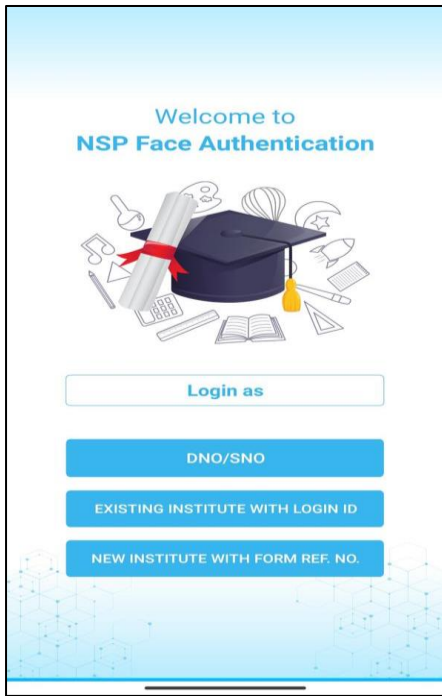
Note: Only when the designated INO completes the Face Authentication then only Hol would be able to complete the Face Authentication.

a) User: INO

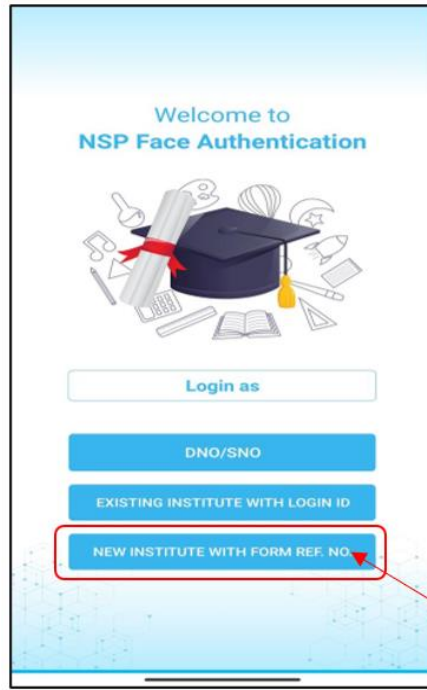
- The INO user would search and install the **NSP Face Auth App** available on **Google Play store** (**only available for android devices**). Once its installed, click on **Open** button in the app page (refer Screen 12).



- Once open the app, its home screen gets appeared (refer Screen 13). Next the INO user clicks on NEW INSTITUTE WITH FORM REF. NO. (refer Screen 14).



Screen 13



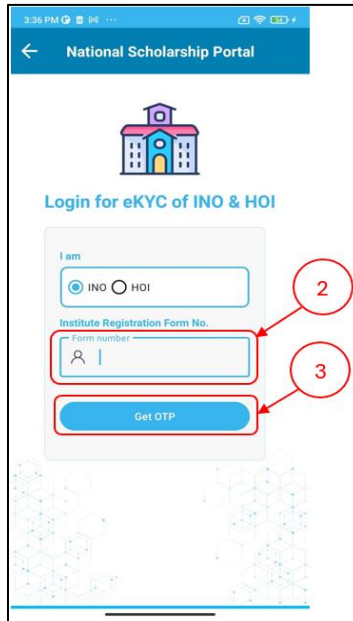
Screen 14

- Next click on **INO** as user under “I am” field in Screen 10 (refer 1 in the Screen 15).



Screen 15

- Next, enter the KYC Registration number (the same no. generated in [Step 9, Screen 9](#)) under the **Institute Registration Form No.** field (refer 2 in the [Screen 10](#)) and then click on **Get OTP** button (refer 3 in the [Screen 10](#)).



Screen 16

- Enter the 6 digits OTP received on its mobile number registered with its Aadhar. Next, click on **Login** button (refer [Screen 17](#)) and the INO user logs in the system.



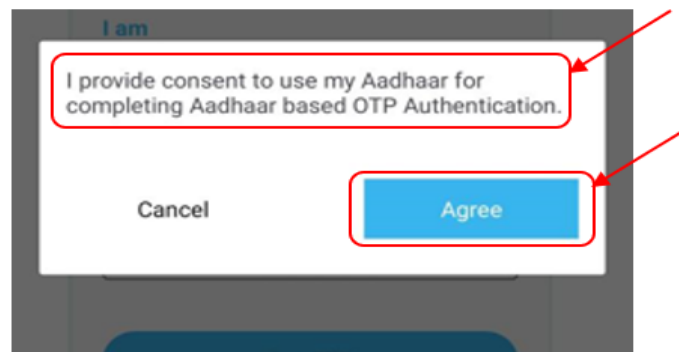
Screen 17

- After successful login, the INO user receives the Screen 12 where the Institute's specific details gets visible and then clicks on **Proceed for INO's Face Authentication** button.



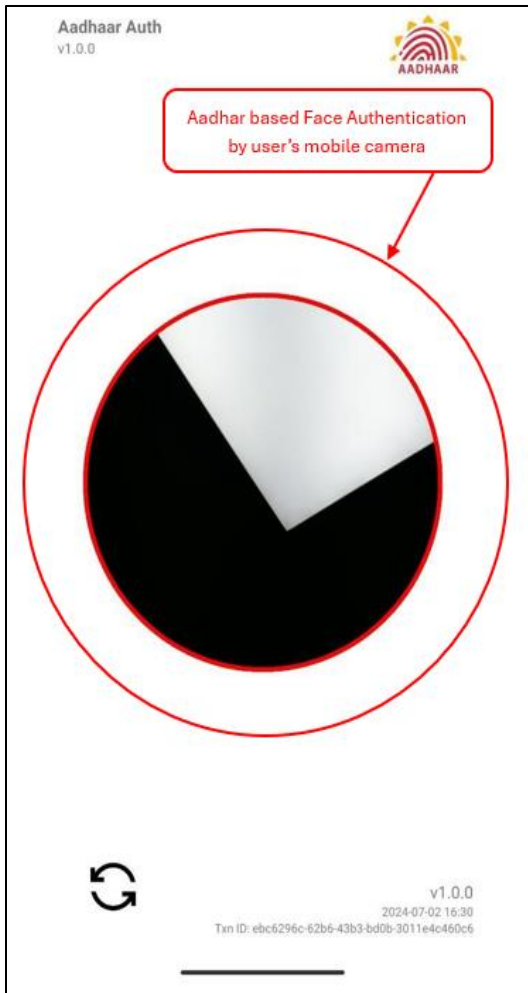
Screen 18

- Read the **Consent statement** and if satisfies click on **Agree** button.



Screen 18

- Next, the INO user will the Screen 14 where the user's face would be authenticated by the user's mobile phone's camera with its Aadhaar. Once its authenticated, the user will receive the Screen 15 conveying the successful **Aadhaar based Face Authentication** (refer Screen 15).



Screen 19



Screen 20

b) User: Hol

- After following the steps in the [Screens 7,8 & 9](#), the Hol user will receive the screen (as same as [Screen 10](#)) where the user needs to select the **Hol** as user under “**I am**” field (refer 1 in the [Screen 10](#)) and then the Hol will enter the KYC Registration number (refer [Screen 6](#)) in the Form Number field and then click on **Get OTP** button (refer 2 & 3 in the [Screen 10](#)).
- Next, the Hol user will follow the steps for **Aadhaar based Face Authentication**, similar to the steps explained in the [Screens 11, 12, 13 & 14](#).

Step – III: Uploading of KYC form, duly attested by INO (Institute Nodal Officer) and Hol (Head of Institute), on the NSP portal (Screen 16 – 22)

Step 12. Now, again the user needs to go back to the Registration Form web page (refer **Screen X**) and follow the steps explained in **Screen 1**. Going further, the user gets the **Screen 16** below. The user will also notice that, now the **Print** button is available for printing the KYC Form to be verified and attested by the INO and Hol.

Note: It is important to notice here that the INO user first verify, attest and upload the attested (duly signed and stamped) KYC form, then only Hol user would be able to print the KYC Form, attest and then upload it.


Institute KYC Registration Form

Step 1:- Validate Your AISHE/UDISE+ /NCVT Code

AISHE/UDISE+ /NCVT Code:*

Enter Captcha*

Can't See? Click on Refresh Button.



SubmitContinue with Aadhar Verification

Below KYC Form(s) are already submitted for the entered DISE/AISHE/NCVT code. If you want to submit new KYC Form please proceed by clicking on 'Continue with Aadhar Verification' button

Sl. #	AISHE/UDISE+ /NCVT Code	Institute KYC Registration Form Id (Date of Submission)	Institute Name/District/State	Institute Nodal Officer Name	Designation of Institute Nodal Officer	KYC Form Status	Action
1	NSP-0787	AS2024253 (01/07/2024)	TEST INSTITUTE / KAMRUP METROPOLITAN /ASSAM	sanjay kumar agnihotri	teacher	KYC Form Filled by INO, faceAuth of INO & Hol completed but KYC Form print not taken by INO For More Information Click Here	<div style="text-align: center;">Print</div> <div style="border: 2px solid red; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 5px auto;">9</div>

Print button available

Screen 16

Step 13. In order to take the printout of KYC Registration Form, when the INO user clicks on **Print** button, the user gets the prompt of entering 5 digits OTP (refer multiple images in **Screen 17**) which must be received at on INO's registered phone no. This particular process validates the INO user who is authorized to take printout of KYC Registration Form.

Institute KYC Registration Form

Validate INO(s) Mobile Number

Please Enter 5 Digit OTP:*

Confirm OTP

Screen 17

Further, after entering the 5 digits OTP, the pdf copy of the KYC Registration Form gets downloaded. **Screen 18** depicts the first page of the sample the KYC Form template.

NSP national scholarship portal

Institute Registration on NSP
(eKYC of HoI and INO)

Print Date: [REDACTED] Form No.: [REDACTED]

The form is filled by the nominated Institute Nodal Officer (INO) and is to be attested by Head of Institute (HoI).

Important instructions

- Utmost care should be taken while appointing the Institute Nodal Officer for NSP (INO-NSP).
- The information should match with the information furnished by the institute/school to AISHE/UDISE+/NCVT/SCVT.
- The appointed INO-NSP would carry out student scholarship application verifications and other activities required in the NSP.
- INO-NSP shall be the SPOC for communicating all institute related information etc.
- NSP would be sending SMSs/emails to INO only on his mobile/email registered by him in the NSP.
- Please fill all mandatory fields (marked with asterisk) in the form.
- Physical copy of the verified and attested (by HoI) form should be handed over to the respective District / State / Board / Force / Ministry Nodal officer of any scheme onboarded on NSP for the approval of Institute Registration Form.
- Soft copy of verified and attested (by HoI) Institute Registration form is to be uploaded on NSP by INO.
- One hardcopy attested by HoI is to be kept with the school in safe custody for record purpose and another hardcopy attested by HoI is to be submitted to the District / State / Board / Force / Ministry Nodal Officer.

(1) Name of the Institute: Test Institute

(2) Institute Nature: Government Institutes

(3) Affiliated Board/University: [REDACTED]

(4) Total Student strength in Institute: [REDACTED]

(5) Institute Address: [REDACTED]

District: [REDACTED] State: [REDACTED]

URL of Institute's website (if any):

(6) Details of Designated Institute's Nodal officer for NSP (INO-NSP):

[REDACTED PHOTO]

(INO's photo as per Aadhaar at the time of verification as on [REDACTED])

Form No.: [REDACTED] Page 1 of 3

Screen 18

Step 14. After downloading the KYC Registration Form in [Step 10](#), the INO user fills it and uploads the scanned copy of the attested KYC Registration Form on NSP Portal by duly verifying and attesting the KYC Registration Form. To do this below steps should be ensured and followed by the INO user-

- Read the Instruction as mentioned.
- A passport size photograph is needed to be pasted on the form as in the mentioned section. The **KYC Registration Form** should be verified deeply and duly attested.
- When the INO user goes back to the **Registration Form** segment again on NSP (follows the steps explained in the Screen), it must be observed that a new button i.e. “**INO to upload Attested KYC Form**” is developed under the grid of table (refer [Screen 19](#)). At this step, the INO user clicks on this “**INO to upload Attested KYC Form**” button and then upload the colored scanned copy of the attested KYC Registration Form (refer [Screen 20 and 21](#)).

Institute KYC Registration Form

Step 1:- Validate Your AISHE/UDISE+/NCVT Code

AISHE/UDISE+/NCVT Code:*

Enter Captcha*

Can't See? Click on Refresh Button.

Below KYC Form(s) are already submitted for the entered DISE/AISHE/NCVT code. If you want to submit new KYC Form please proceed by clicking on 'Continue with Aadhar Verification' button

Sr. #	AISHE/UDISE+/NCVT Code	Institute KYC Registration Form Id (Date of Submission)	Institute Name/District/State	Institute Nodal Officer Name	Designation of Institute Nodal Officer	KYC Form Status	Action
1	NSP-0787	AS202425755 (03/07/2024)	Test Institute / KAMRUP METROPOLITAN /ASSAM	Akhil Kushwaha	INO	KYC Form Filled by INO, faceAuth of INO & Hoi completed but attested copy not uploaded by INO For More Information Click Here	<input type="button" value="Print"/> <div style="border: 1px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> INO to Upload Attested KYC Form </div> <div style="border: 1px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> Option for Uploading KYC Registration Form gets available for INO. </div>

Screen 19

- IV.** Going further to the previous step, the INO user gets the Screen 20, and clicks on **Upload File** button for uploading the .jpeg file or pdf file of the KYC Registration Form (Note: the file size should be between 50 kb to 200 kb). After uploading the file in required file format and size, the user gets the message of successfully uploading the file i.e. **“The KYC Form XXXXX has been successfully uploaded.”** (refer Screen 21). Then the INO user clicks on the **Back to Home** button and a new screen i.e. Screen 22 gets appeared where a new button i.e. **“Hoi to approve Attested KYC Form”** gets developed under ‘Action’ column in the Institute Details Table (refer Screen 22).

Upload Attested KYC Print Form

Please upload jpeg or pdf file between 50kb to 200kb

Upload Attested KYC Form

*

Screen 20

Upload Attested KYC Print Form

Please upload jpeg or pdf file between 50kb to 200kb

The KYC Form AS2024253 has been successfully uploaded

Upload Attested KYC Form

Choose File No file chosen

View Uploaded Attested KYC

Upload File

Back to Home

Screen 21

Institute KYC Registration Form

Step 1:- Validate Your AISHE/UDISE+ /NCVT Code

AISHE/UDISE+ /NCVT Code:* NSP-0787

Enter Captcha* Enter Captcha

Can't See? Click on Refresh Button.

Submit Continue with Aadhar Verification

Below KYC Form(s) are already submitted for the entered DISE/AISHE/NCVT code. If you want to submit new KYC Form please proceed by clicking on 'Continue with Aadhar Verification' button

Sr. #	AISHE/UDISE+ /NCVT Code	Institute KYC Registration Form Id (Date of Submission)	Institute Name/District/State	Institute Nodal Officer Name	Designation of Institute Nodal Officer	KYC Form Status	Action
1	NSP-0787	AS2024253 (01/07/2024)	TEST INSTITUTE / KAMRUP METROPOLITAN /ASSAM	sanjay kumar agnihotri	teacher	KYC Form Filled by INO. faceAuth of INO & Hol completed and attested copy uploaded by INO but not approved by Head For More Information Click Here	<p>Hol to Approve Attested KYC Form</p> <p>Print</p>

Option for approving the attested KYC Registration Form gets enabled for Hol

Screen 22

Step – IV: Approving of the attested KYC Registration form on the NSP portal by Hol (Screen 22 – 25)

In this Step the Head of Institute (Hol) will approve the scanned registration form filled by the nodal officer on NSP portal. Hol will review all the details of INO KYC registration form attested with the details mentioned in the KYC registration (Physical copy) form. Post approval of this form by Hol, then this form goes to approval of SNO / DNO. Once the final approval is done, INO and Hol will receive the Login ID and password of their Institute in their registered mobile number. Using these credentials, they can now login in the NSP portal.

The steps mentioned in below screens demonstrate how Hol will approve the uploaded KYC registration Form attested from INO.


Step 15. The Hol user will go back to the Registration Form window and follow the steps as explained in Step 1 and gets the Screen 22.

Institute KYC Registration Form

Step 1:- Validate Your AISHE/UDISE+ /NCVT Code

AISHE/UDISE+ /NCVT Code:*

Enter Captcha*

Can't See? Click on Refresh Button. 

R5A K m9

Below KYC Form(s) are already submitted for the entered DISE/AISHE/NCVT code. If you want to submit new KYC Form please proceed by clicking on 'Continue with Aadhar Verification' button

Sr. #	AISHE/UDISE+/NCVT Code	Institute KYC Registration Form Id (Date of Submission)	Institute Name/District/State	Institute Nodal Officer Name	Designation of Institute Nodal Officer	KYC Form Status	Action
1	NSP-0787	AS2024253 (01/07/2024)	TEST INSTITUTE / KAMRUP METROPOLITAN /ASSAM	sanjay kumar agnihotri	teacher	KYC Form Filled by INO, faceAuth of INO & HoI completed and attested copy uploaded by INO but not approved by Head For More Information Click Here	<input type="button" value="Hol to Approve Attested KYC Form"/> <input type="button" value="Print"/>

Option for approving the attested KYC Registration Form gets enabled for HoI

Screen 22

Step 16. Post this, the HoI user clicks on the button i.e. **“Hol to approve Attested KYC Form”** in the Screen 22 and a new window gets visible to the user i.e. Screen 23. At this step, the HoI receives the 5 digits OTP on the HoI’s registered mobile phone no., enters it and clicks on **Confirm OTP** button (refer the Screen 23). After that, the KYC registration form (attested by INO), gets appeared to the HoI user (refer Screen 24).

Institute KYC Registration Form

Validate OTP received on Registered Mobile Number of HoI

Please Enter 5 Digit OTP:*

Screen 23

(1) **(2)**

Screen 24

Step 17. After that, the Hol user after verifying the whole KYC form, clicks on check-box against the consent of Hol's verification and attestation, and then approves the KYC form by clicking on **Approve** button. After that, the KYC Registration Form attested and approved by INO and Hol, gets forwarded to **DNO** or **SNO** for approval.

Note: Please note that the INO will submit the original attested copy to the DNO and will keep a photocopy of attested KYC in school for record purpose. Follow the below steps:

Consent for Approval by Hol

I have viewed the uploaded KYC Form and declare that this is scanned copy of KYC Form attested by me. Photocopy of this attested registration form has been kept in school's / Institute's record file.

Approve

Screen 25

Institute FAQ's

1. What is the process to change existing INO (Institute Nodal Officer) and Hol (Head of Institute)?

Ans. DNO/ SNO can change the existing Hol or INO of the institutes. The institutes are advised to contact SNO/ DNO along with the Aadhaar details of the respective Hol/INO. Contact details of SNO / DNO are available on the NSP portal (Public Corner→Schemes Nodal Officer at District level). The direct link is provided as below:

<https://scholarships.gov.in/districtNodalOfficerDetails>

After updation of the Aadhaar details,Hols/INOs are advised to Login with their respective Login Id and password.

2. What are the steps to fill KYC Registration form for INO and Hol?

Ans. INO and Hol users will-

- a. Visit the website <https://scholarships.gov.in/>. Under **Institute Corner**'Section, click on **Apply Now** under **Registration Form**to register as a New User.
- b. INO fills theKYC Registration Form by entering the necessary details of the institute and the personal information of the INO and Hol.
- c. Both the INO and Hol perform Aadhaar-based face authentication using the **NSP Face Auth** and **Aadhar Face RD** app(only available for Android device users).
- d. INO takes the printout of KYC Registration Form. After printing the INO verifies and attests the form. In the similar manner theHol verifies and approves the KYC Registration form for final submission to DNO/SNO.
- e. After completion of all approvals, Login using the Credentialsreceived on mobile.

For detailed steps please refer the below link:

https://scholarships.gov.in/public/userManual/KYC_REGISTRATION_PROCESS_I_NSTITUTES.pdf

3. What are the steps for Aadhar based Face Authentication. What is to be done and whom to be approached?

Ans.

A. First INO user would-

- Search for and install the NSP Face Auth App from the Google Play Store (available only for Android devices) and open it.
- Click on "NEW INSTITUTE WITH FORM REF. NO." and select "INO" under the "I am" field.
- Enter the KYC Registration number generated during the registration process, then logs in by entering the 6-digit OTP on its registered mobile number.
- After logging in, view the institute's details and click on "Proceed for INO's Face Authentication".
- Read the Consent statement, click "Agree" if you accept, and use your mobile phone's camera to authenticate your face with your Aadhaar.
- Once authenticated, a screen confirming **successful Aadhaar-based Face Authentication** will be popped up.

B. Once the above process done by INO user, the HoI user will follow the same steps for face authentication process.

4. Whether INO has to submit a fresh KYC in situation where schools/colleges have been upgraded and their UDISE/AISHE code has been changed?

Ans. If institutes have been upgraded and have received new AISHE/DISE codes, they need to apply for KYC through new codes and after that old and new institutes can be merged. Document on how to apply for KYC in AY 2023-2024 is available on the portal.

5. If an INO forgot the login credentials, whether they must submit KYC to DNO {OR} they can reset their login credentials through forget password module under INO login.

Ans.INO can reset its password using "School/Institute Forgot Password?" Option available on Institute login page. The password can also be reset by the DNO/SNO but in this situation, INOs will have to provide their AADHAAR related information (AADHAAR Number, Name, gender, Date of Birth & Mobile number registered with Aadhaar) to DNO/SNO for Aadhaar demo auth. After successful Demo Auth of INO from SNO/DNO login, password reset will be done, and new password will be sent to INO's mobile number verified from UIDAI during DEMO Auth.

6. How institute HoI's / INO's details (i.e. Mobile no., Date of birth, Name, Gender) can be change for the institutes already registered on NSP?

Ans.Contact your respective DNO / SNO along with the Aadhaar information and get the same updated in your Login ID. INO /HoI should ensure that the information which they are going to change on NSP portal must be updated in their Aadhaar at UIDAI.

7. In-case the INO is not able to print the KYC Registration form due to any unfortunate reason and gets logged out (as shown in Screen 9 in the 'How To Fill registration Form' manual in the below link under Institute Corner on NSP portal.

<https://nsp.gov.in/public/manual/Operational Steps Involved In Filling Institute Registration Form.pdf>) or not able to get the Screen 9, then please follow below steps:

- a. Go to Institute Corner on NSP portal.
- b. Click on Fill Registration form again.
- c. Enter 'ASHE/DISE / NCVT code' again, enter 'Captcha' and Click 'Submit'.
- d. It will show INO the 'Print' button again in the tabular grid to view the form (as shown in Screen 12 of the 'How To Fill registration Form' document under Institute corner on NSP portal as mentioned <https://nsp.gov.in/public/manual/Operational Steps Involved In Filling Institute Registration Form.pdf>)
- e. After clicking the 'Print' button as shown in Screen 12, the INO has to again enter the OTP that is sent on his mobile no. for validation and take the printout of the filled KYC registration form.

8. How to activate Institute's Hol Login in-case of new KYC?

Ans. Before Hol's login, INO shall login and update his profile. After INO's profile updating Hol's login will be activated.

9. How to change the Institute of a District?

Ans. The Institute of the district can be changed only if AISHE / UDISE master is showing the updated (changed) district. NSP system will prompt INO to update the district as per AISHE / UDISE master.

10. How will any institute get suspended?

Ans. Institute's verification section will be disabled as soon as any application belonging to the institute is marked as FAKE by the DNO/SNO/MNO of any scheme and Institute will be known as SUSPENDED INSTITUTE on NSP.

During suspension period institute will not be able to verify any application i.e., institute's verification link will be disabled. As soon as any institute gets SUSPENDED, the applications pending for verification at 2nd level & final level verified applications (except those which are pushed to PFMS for payment) belonging to suspended institute will be sent back to institute's level and the same will be verified once again until institute's suspension is REVOKED by re-verification of suspended institute by DNO/SNO/MNO.

11. To whom institute should approach if it gets suspended by NSP?

Ans. The suspended institute can be revoked after re-verification of the institute by the same DNO (who marked the application fake) or by SNO of the state (to which DNO belongs to) or MNO of the scheme. Once institute is revoked then it will have to re-verify all eligible applications again (i.e. applications whose verification date is open by that time). Application verification date depends upon scheme. So, applications belonging to the schemes whose verification date gets over, by the time on which institute is reverified by INO/SNO/MNO, it will remain unverified at institute level.

While marking applications FAKE, DNO/SNO/MNO will be intimated for the entire workflow / scenario of suspension & revoke process of the institute as an alert by the system.

12. Can approved KYC of an Institute be rejected or cancelled?

Ans. In-case any INO is marked as faked, the KYC of the HoI and INO of the Institute will be invalidated by the NSP portal. The institute shall initiate the process of KYC registration of HoI and INO once again.

13. In-case there is an Institute which is not reflecting in the reports associated with the BioAuth drive available in the SNO and DNO login. What should DNO / SNO suggest the Institute as next steps?

Ans. The Institute is not getting reflected because, its KYC has not been done yet. For the BioAuth, the KYC registration of the institute is a must as first step. For detailed information the Institute is advised to follow the steps mentioned in the below link ('How to fill registration Form').

https://nsp.gov.in/public/manual/Operational_Steps_Involved_In_Filling_Institute_Registration_Form.pdf

14. The highlighted Alert message will appear when DNO / SNO is trying to update the Aadhaar details (Aadhaar no., Name, Mobile no., and Gender) of INO / HoI which are already registered on NSP portal for the same INO / HoI. Why is it shown?

Ministry of Communications & IT, Govt. of India

A Digital India Initiative

User Type (Administrator)

System: MOMA PREMATIC - DEMO (202324)

Login IP: (10.1.65.214)

DELHI

Change INO of Institute

Message:- You are trying to update same aadhar details whis is not allowed

DISE / AISHE / NCVT code *

NSP-33333

Institute Nodal Officer's Aadhar Number: *

949612875571

Institute Nodal Officer's Name as In Aadhar: *

DEEP PARAMANIK

Institute Nodal Officer's Date of Birth as In Aadhar: *

13/06/2001

Institute Nodal Officer's Gender as In Aadhar: *

Male

Institute Nodal Officer's Mobile Number as In Aadhar: *

6295228102

Submit Back to Dashboard

Ans. DNO / SNO are advised not to update same Aadhaar details which are already registered against the INO / HoI.
