

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM, KAHILIPARA
GUWAHATI-19

ECF No. 527236

From :- Shri Prasanna Borah, ACE
Jt. Director of Higher Education, Assam
Kahilipara, Guwahati-19

To, The Registrar (All Universities of the State)
The Principal (All)
Govt./Provincialised/PDUAM/Govt. Model colleges of Assam.

Sub :- Regarding National Scholarship for differently abled students.

Ref :- Govt. letter No. 507842/106/254 dated 03/07/2024.

Sir,

In inviting a reference to the subject cited above, I am directed to forward herewith copy of Govt. letter alongwith enclosures in connection with National Scholarship for differently abled students of your Institute and to request you to take necessary action as per the instruction on the letter and ask the students to apply directly through the National scholarship Portal so that the eligible student will not be deprived from the scholarship.

Please treat the matter as **important**.

Yours faithfully,

Signed by

Prasanna Borah

Jt. Director of Higher Education, Assam
Kahilipara, Guwahati-19

Date: 04-08-2024 21:04:20

Memo ECF No. 527236-A

Copy to :- 1. The Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6 for information.

2. The Director Social Justice & Empowerment, Assam, Beltola, GBuwahati-28 for information.

(e-signed)

Jt. Director of Higher Education, Assam
Kahilipara, Guwahati-19

EG

GOVERNMENT OF ASSAM
DIRECTORATE OF SOCIAL JUSTICE & EMPOWERMENT, ASSAM
LAKHIMANDIR, BELTOLA, GUWAHATI-781028
dsje.assam@gmail.com

No. 507842/106/254
From : Shri Bhaskar Jyoti Manta, ACS
Director,
Social Justice & Empowerment, Assam,
Beltola, Guwahati-28

To : 1. The Director, Secondary Education
Kahilipara, Guwahati-19
2. The Director, Higher Education
Kahilipara, Guwahati-19
3. The Director, Medical Education
Six mile, Khanapara, Guwahati-22
4. The Director, Technical Education
Kahilipara, Guwahati-19

Sub : **Regarding National Scholarship for differently abled students**

Sir/Madam

With reference to the subject cited above, I would like to inform you that the Department of persons with Disabilities (DEPwD), Ministry of Social Justice & Empowerment, GoI is implementing three scholarships every year for the students with disabilities through the National Scholarship Portal (NSP): www.scholarship.gov.in. The 3 components of scholarships are as follows -

- Pre-Matric scholarship for class IX and X
- Post- Matric scholarship for Class XI to post-graduation and
- Scholarship for Top Class education for graduate/Post Graduate Degree or Diploma.

In this context, I also want to inform you that the number of students as on the State of Assam applying for National Scholarship has been very low in the last year. As per portal records, 4,596 Schools/colleges/Institutes in Assam are registered in the National scholarship Portal. Whereas more than 9,700 Schools/Colleges/Institute are functioning in Assam and registered in UDISE. Hence, you are requested to instruct all the Schools/Colleges/Institutions under your jurisdiction to register in the Portal, so that each eligible student within the state can avail of the scholarship. The institute registration manual is enclosed herewith as Annexure-A.

It is also to inform you that the Ministry has also launched a mobile application on 19/06/2024 named "NSPOTR" available in the Play Store. All the fresh/renewal applicants who are eligible to apply for the National Scholarship have to do a one-time registration (OTR) and also face-authentication. The students who applied for the scholarship last year have already received a reference id through their registered Mobile number to generate One Time Registration (OTR). The guidelines for One Time Registration (OTR) and screenshot of the "NSPOTR" app are enclosed herewith as Annexure-B & C respectively.

Therefore, you are also requested to instruct all the Schools/Colleges/Institutions under your jurisdiction to guide/help the Students/Parents to register on NSP and avail of the scholarship benefit.

This is for favour of your kind information and necessary action.

Yours faithfully
Signed by

Bhaskar Jyoti Manta

Date: 03-07-2024 16:31:54
Director

Social Justice & Empowerment, Assam
Beltola, Guwahati-28

Encl: As stated above



Memo. No. 507842/106

Copy to the:

1. P.A to Commissioner & Secretary to the Govt. of Assam, Department of Social Justice & Empowerment, Assam for kind appraisal of Commissioner & Secretary.
2. P.A to Secretary, School Education Department, for kind information and necessary action.
3. P.A to Secretary, Higher Education Department, for kind information and necessary action.
4. P.A to Secretary, Medical Education Department, for kind information and necessary action.

e-signed

Director

Social Justice & Empowerment, Assam
Beltola, Guwahati-28

KYC REGISTRATION PROCESS

(Operational steps involved to get the KYC registration process of the Institute in NSP portal to onboard a new Institute)

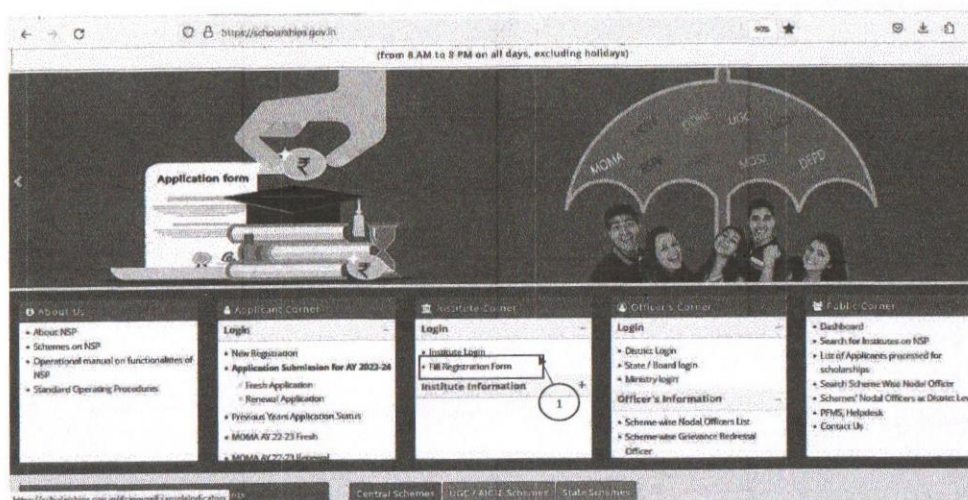
1. Step – I: Filling up the KYC registration form by INO (Screen 1 – 9)

In this Step the INO (Institute Nodal Officer) fills the KYC registration form. The main purpose of this Step is to onboard the Institute (i.e., to make the institute functional) on NSP portal. INO goes through various steps in this section to fill the KYC registration form and Aadhaar details. Various steps include updating AISHE/DISE /NCVT Code, Aadhar details of Nodal Officer and Head of Institute (like Name, No. gender, Date of Birth, mobile number etc.) and verify the details. Post verifying of the details, Nodal Officer will print the KYC registration form and proceed for Next steps.

2. Step – II: Uploading of KYC form, duly attested by Hol (Head of Institute), by INO on the portal (Screen 10 – 14)

In this Step INO upload the KYC registration form generated in STEP-I. INO is required to fill the registration form generated at STEP-I and paste his/her photograph on it and should also get it attested from the Hol. The Scanned copy of the attested KYC form is then uploaded on the NSP portal by INO.

Details of Step I



Screen 1

1. For the New Institute User. Click on the 'Fill registration Form' to fill the form details. This will lead to New Screen

3. Step – III: Approving of the attested KYC Registration form on the NSP portal by Hol (Screen 15 – 22)

In this Step the Head of Institute will approve the scanned registration form filled by the nodal officer on NSP portal. He 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.

Screen 2

On Selecting the Fill Registration form the Screen 2 screen appears as above, the User then needs to enter the details and captcha. This Screen shows how to Validate the AISHE/DISE/NCVT code. After clicking 'Submit' successfully the Screen 3 will appear. Follow the below steps for Screen 2:

1. Enter AISHE/DISE/NCVT code
2. Refresh Captcha
3. Enter Captcha
4. Click to Submit

Home / To: Registration Form

Institute KYC Registration Form

Step 1:- Validate Your AISHE/DISE/NCVT Code

AISHE/DISE/NCVT Code * 27200602803

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

Show 10 entries Search:

Sr. #	DISE/AISHE/NCVT Code	Institute 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							

Showing 6 to 6 of 6 entries Previous Next

Screen 3

After Screen 2 being successful, Screen 3 appears. In Screen 3, the INO details mentioned in the Grid (highlighted by Green) shows no data available because the Aadhar details are not entered or verified. For next steps, please click on 'Continue with Aadhar verification' and enter the details of Aadhar for validation. Follow the below steps:

1. Please read the Notification. If the KYC form is already filled, then the same will be displayed in the below GRID. Then please follow point 2.
2. Click on 'Continue with Aadhar Verification'

Click here to Participate

Home / To: Registration Form

Institute KYC Registration Form

Step 2:- Enter Institute Nodal Officer's Details for Aadhar Authentication

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.

Aadhar Number * Nodal Officer's Aadhar Number

Name as In Aadhar * Nodal Officer's Name as In Aadhar

Date of Birth * DD/MM/YYYY

Gender * Choose your option

Mobile Number * 0

Submit

Screen 4

After Screen 3 on clicking 'Continue with Aadhar verification' the next screen appears as Screen 4. In this screen the INO will enter all the details related to its Aadhar card for verification and validation. Follow the below steps and enter details for Aadhar Verification:

For Institute Nodal Officer (INO) details:

1. Enter Aadhar no.
2. Enter Name as in Aadhar card
3. Enter Date of Birth
4. Select Gender
5. Enter Mobile No.
6. Click on Submit

Home / IATB Registration Form

Institute KYC Registration Form

Step 3:- Enter Institute Head Details 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 * 1

Name as In Aadhar * 2

Date of Birth * 3

Gender * 4

Mobile Number * 5

6

Screen 5

After Screen 4 the next screen appears as Screen 5, In screen 5 HoI details will be entered related to its Aadhar card for verification and validation. Follow the below steps:

For Head of Institute (HoI) details:

1. Enter Aadhar no. of HoI
2. Enter Name as in Aadhar card of HoI
3. Enter Date of Birth of HoI
4. Select Gender of HoI
5. Enter Mobile No. of HoI

Home / IATB Registration Form

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 30kb to 200kb File Size allowed)

File Name of Identity Proof should contain alpha numeric only

Select File * No file selected. 2

Institute Name * 3

Institute Address * 4

State * 5

District * 6

State for Affiliated Board/University * 7

Affiliated Board/University * 8

Institute Status * 9

Total student strength in the Institutes * 10

URL of Institute's Website(IF any): 11

Details of Designated Institute's Nodal Officer for NSP[INO-NSP]

The Aadhar, Name as in Aadhar, Date of Birth, Gender and Mobile Number has been verified from UIDAI.

Aadhar * 12

Screen 6

The Aadhar, Name as in Aadhar, Date of Birth, Gender and Mobile Number has been verified from UIDAI.

Aadhar * 1

Name as In Aadhar * 2

Date of Birth * 3

Gender * 4

Mobile Number * 5

Designation * 6

Official Mail Id * 7

Other Contact Number: 8

Details of Head of Institute

The Aadhar, Name as in Aadhar, Date of Birth, Gender and Mobile Number has been verified from UIDAI.

Aadhar * 9

Name as In Aadhar * 10

Date of Birth * 11

Gender * 12

Mobile Number * 13

Designation * 14

Official Mail Id * 15

Other Contact Number: 16

17

Screen 7

After Screen 5 the next screen appears as Screen 6 & 7. In these screens the INO will enter the details of Institute and verify the details for submission. Also, INO will upload a scanned copy of its Identity proof (as mentioned in below step). INO will also verify and check the details as linked in Aadhar for this NSP portal. Follow the below steps:

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

Screen 9

After Screen 8 the next screen appears as Screen 9, In this screen the KYC form printout should be taken by INO and should be attested (signed and stamp) by the Hol. INO should also paste a passport size photograph on the form as in the mentioned section. Attested copy of KYC will then be scanned and uploaded on the NSP portal. Post this Hol will approve the KYC form and then forward it to DNO or SNO for approval. Laos 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:

1. Read the Instruction as mentioned.
2. Take the printout of the KYC form attested by Hol. Below screens will showcase the KYC Form template

Screen 8

After Screen 7 the next screen appears as Screen 8, In this screen once all the details are entered by INO (i.e., the details of INO, Hol, Institute etc) this screen asks to validate the OTP of INO while registering the User. Follow the below steps to validate OTP details:

1. After Submitting details, enter 5-digit OTP
2. Click Confirm OTP.

Print Date: 12/10/2023 15:07:56

Institute Nodal Officer eKYC Registration Form

Form No.: UP2023

Important instruction to fill the form:

- i. The information should match with the information furnished by the institute/school to AISHE/U-DISE/NCVT/SCVT.
- ii. Utmost care should be taken while appointing the institute Nodal Officer for NSP (INO NSP). The appointed officer would carry out verification and other activities required in the NSP. The person would also be SPOC for communicating all Institute related information/alerts through SMS/email/OTP etc.
- iii. All fields are mandatory. Partially filled form will be summarily rejected.
- iv. Fully filled and verified form should be submitted physically to the respective District / State Nodal officer of any scheme onboarded on NSP.

(1) AISHE/DISE/NCVT Code: 206

(2) Name of the Institute: INTER COLLEGE

(3) Institute Nature: Government Institutes

(4) Affiliated Board/University: BOARD OF HIGH SCHOOL AND INTERMEDIATE EDUCATION UTTAR PRADESH, ALLAHABAD

(5) Total Student strength in Institute: 640

(6) Institute Address:

Address: [REDACTED] KAIMGANJ
District: FARRUKHABAD State: UTTAR PRADESH
URL of Institute's website (if any):

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

i. Aadhar: XXXXXXXX7001	Passport size Photo of INO-NSP
ii. Name: [REDACTED] Kumar	
iii. Date Of Birth: 01/10/1970	
iv. Gender: Male	
v. Contact no: [REDACTED] 107	
vi. Mobile no: [REDACTED] 107	
vii. Designation: ASST TEACHER	

.....To be Filled by District/State/ Nodal Officer.....

I here declare that the Institute Nodal Officer has submitted the duly authorized form (with all attachment) for registration on NSP, and I have registered his/her mobile no. after proper due-diligence.

Signature of District / State Nodal Officer

Name:

Place:

Date:

viii. Official email id: [REDACTED]@gmail.com

Government issued ID Proff (provide details of the same)

(8) Head of Institute details:

i. Aadhar: XXXXXXXX0009
ii. Name: [REDACTED] Rajput
iii. Date of Birth: 15/12/1966
iv. Gender: Male
v. Official email id : [REDACTED]@gmail.com
vi. Designation: Principal
vii. Contact no: [REDACTED] 153
viii. Mobile no: [REDACTED] 153

Print Date: 12/10/2023 15:07:56

Institute Nodal Officer eKYC Registration Form

Form No.: UP202[REDACTED]

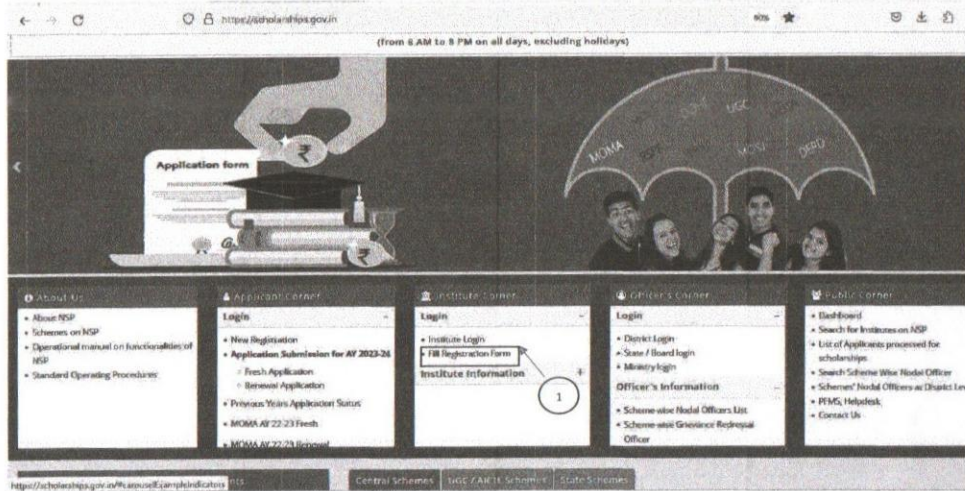
(9) Declaration by the Head of Institution:

I hereby declare that the information provided in the above Institute Nodal Officer Registration form is true to my knowledge. I hereby also designate Shri/Smt/Ms. **Vijai Kumar** whose details are given above, as INO-NSP for (name of the Institute) **RAM DARSHANI RAJKEEYA INTER COLLEGE**. He/she would be responsible for verifying the details furnished by students in their application to claim any Scholarship under NSP and abide by all the guidelines/instructions issued in this regard. I also understand the INO-NSP of the Institute and myself, as the head of the Institution shall be jointly and severally responsible for the verifications as well as for any other information given/activity performed under NSP for while processing the applications of students for any scholarship scheme under NSP.

Signature of INO-NSP: Name: Date: DD/MM/YYYY	Signature of Head of Institution: Name: Date: DD/MM/YYYY	Seal of Institution: Name: Date: DD/MM/YYYY
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Details of Step II

INO will go to the Registration segment again on NSP as with the below screen and follow the process for uploading the attested KYC Form



Screen 10

After Screen 9 the next screen appears as Screen 10. Follow the below steps:

1. For the INO User. Click on the Fill Registration form for next steps.

Screen 11

On Selecting the INO login from Screen 10 the Screen 11 then appears as above. Follow the below steps:

1. Enter AISHE/DISE/NCVT code
2. Refresh Captcha
3. Enter Captcha
4. Click to Submit

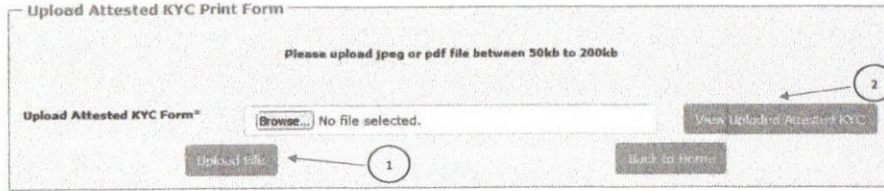
Sl. #	AISHE/DISE/NCVT Code	Institute Name	Institute Address	Designation of Institute Head	KYC Form Status	Action
1	27200662893	SEC. AISHRAM SCHOOLS, CHANKAPUR / NASHIK, MAHARASHTRA	BALAJI NAMDEVRAO BHILUBAL	HEAD MASTER	KYC Form submitted by INO but attested copy not uploaded by INO	Print

Screen 12

After Screen 11 the next screen appears as Screen 12. Here the user can see that in the Grid there is a tab to click and upload the Attested KYC form as mentioned in point no. 7 below. Follow the below steps:

1. View the AISHE/DISE/NCVT code

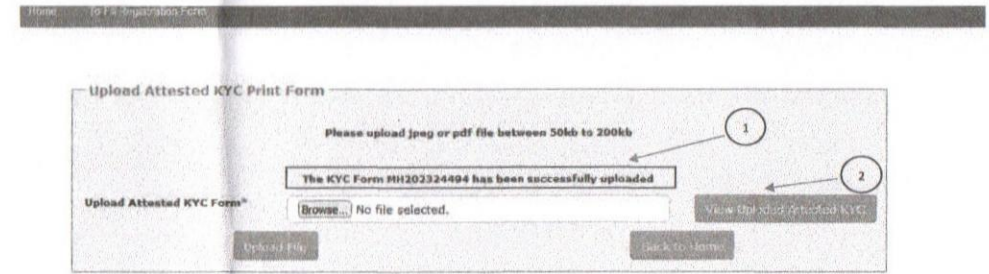
2. Enter the Captcha
3. Click Submit
4. Read Instructions
5. Click
6. Click Print
7. Update and upload the scan document copy



Screen 13

After Screen 12 the next screen appears as Screen 13, In this screen the INO will browse the storage area of scanned KYC registration form which has been attested by Hol and upload the document. Follow the below steps:

1. Upload image file
2. View uploaded attested KYC



Screen 14

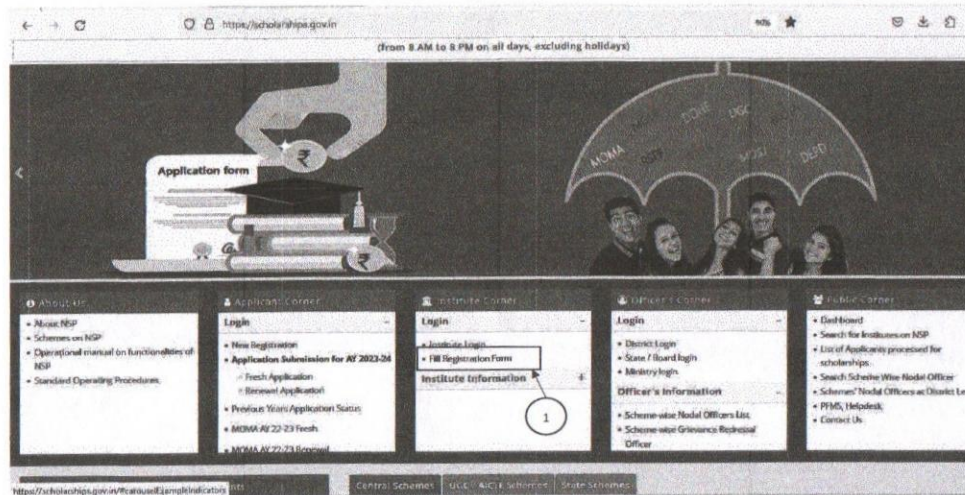
After Screen 13 the next screen appears as Screen 14, this screen comes once the uploading of scanned KYC registration form has been successfully done. A form Unique no. is generated and displayed as mentioned in point 1.

Follow the below steps:

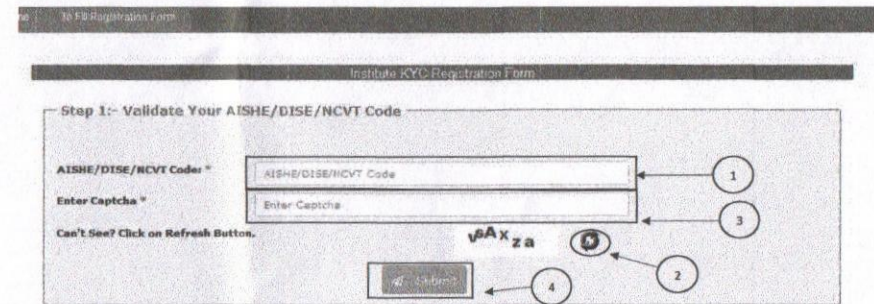
1. After successfully uploading the file as shown in Screen 13. See the Instruction mentioned
2. View the Uploaded Attested KYC

Details of Step III

The steps as mentioned in below Screens to approve the uploaded KYC registration Document of INO by the Hol. In this section, Hol will approve the details of the KYC registration form and verify all the details.



Screen 15



Screen 16

On Selecting the Login form the Screen 16 then appears from Screen 15 as above. Follow the below steps:

1. Enter AISHE/DISE/NCVT code
2. Refresh Captcha
3. Enter Captcha
4. Click to Submit

Step 1:- Validate Your AISHE/DISE/NCVT Code

AISHE/DISE/NCVT Code: 2720002003

Enter Captcha: rBS B Z

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 Another Verification" button

Sr.	DISE/AISHE/NCVT Code	Institute KYC Registration Form ID (Date of Submission)	Institute Name (State)	Institute Head Officer Name	Designation of Institute Head Officer	KYC Form Status	Action
1	2720002003	M120224499 (14/02/2019)	SEC ASHRAM SCHOOL, CHANGAPUR, MADHUR, MAHARASHTRA	BALAJI NANDIVRAO SHUJAL	HEAD MASTER	KYC Form submitted and scanned copy uploaded by BHO but not approved by Head	View Attested KYC Form

Screen 17

Institute Details

Institute KYC Registration Form ID: M120224499

AISHE /DISE /NCVT Code: 2720002003

Institute Name: SEC ASHRAM SCHOOL, CHANGAPUR

Institute Address: AD, CHANGAPUR, TAL: KADYAR DIST: MADHUR

Institute State: MAHARASHTRA

Institute District: MADHUR

Affiliated Board/University Name: MAHARASHTRA STATE BOARD OF SECONDARY & HIGHER SEC

Total student strength in the Institute: 804

Enter Website URL:

Head of Institution Details:

Number of parameter verified from UIDAI:

Aadhar Number, Name as in Aadhar, Gender, Date of Birth and Mobile Number as displayed below for the Institute Head have been verified from the UIDAI.

Aadhar: 800000000000

Name: BALAJI NANDIVRAO SHUJAL

Date of Birth:

Gender:

Screen 18

After Screen 16 the next screen appears as Screen 17, In this screen as shown in point 4 a new tab comes as 'Hol to approve attested KYC form'. Follow the below steps:

1. Enter AISE/DISE/NCVT Code
2. Enter Captcha
3. Read the Instruction
4. Click on Hol to approve the Attested KYC form

https://mep.gov.in/AttestedKYCForm-0/ConfirmOTPAction

Aadhar: 800000000000

Date of Birth: 11/02/1979

Mobile Number: 997211380

Designation: HEAD MASTER

Name: BALAJI NANDIVRAO SHUJAL

Gender: Male

Official Mail ID: chhangapur177@gmail.com

Other Contact Number: 799234882

Details of Designated Institute's Head Officer for NIS (BHO -BHO)

Number of parameter verified from UIDAI:

Aadhar Number, Name as in Aadhar, Gender, Date of Birth and Mobile Number as displayed below for the BHO have been verified from the UIDAI.

Aadhar: 800000000000

Date of Birth: 11/02/1979

Mobile Number: 997211380

Official Mail ID: chhangapur177@gmail.com

Name as in Aadhar: BALAJI NANDIVRAO SHUJAL

Gender: Male

Designation: HEAD MASTER

Other Contact Number: 799234882

View Attested KYC Form

I have viewed the uploaded KYC Form and declare that this is scanned copy of KYC Form attested by me

Screen 19

After Screen 17 the next screen appears as Screen 18 and 19, in these screens HoI will review all the details entered by INO and click on view Attested KYC form to verify and see all the details mentioned are correct or not.

Follow the below steps:

1. Click on View Attested KYC document and see below the Document and verify

(9) Declaration by the Head of Institution:

I hereby declare that the information provided in the above Institute/Institution Registration form is true to my knowledge. I hereby also designate the following: **BALAJI NARAYAN BHUJBAI** whose details are given above as INO-NSP for (name of the Institute) **SEC ASHRAM SCHOOL CHANKAPUR**. He/she would be responsible for verifying the details furnished by students in their application to claim any Scholarship under NSP and abide by all the guidelines/instructions issued in this regard. I also understand the INO-NSP of the Institute and myself, as the head of the Institution shall be jointly and severally responsible for the verifications as well as for any other information given activity performed under NSP for while processing the applications of students for any scholarship scheme under NSP.

Signature of INO-NSP Name: B.N. Bhujba Date: 14/10/2023 	Signature of Head of Institution Name: B.N. Bhujba Date: 14/10/2023 	Seal of Institution: Name: Date: 14/10/2023
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To be Filled by District/State Nodal Officer

I have declared that the Institute/Institution Officer has returned the duly authorized form (with all attachments) for registration on NSP, and I have registered under module on after getting the approval.

Screen 20

After Screen 19 the next screen appears as Screen 20. In this screen, the HoI will review all the details filled in the scanned copy of KYC form by INO. Follow the below step:

1. View this entire document

Are you sure to approve KYC Form

OK Cancel

View Attested KYC Form

I have viewed the uploaded KYC Form and declare that this is scanned copy of KYC Form attested by me.

Screen 21

After Screen 20 the next screen appears as Screen 21. Post viewing all the details HoI will approve the form as mentioned in point 1. Follow the below step:

1. After Viewing, See the notification and Click 'OK' to approve the KYC form

Institute KYC Registration Form

Institute Details

Message : KYC Form successfully approved.

Institute KYC Registration Form Id: MH202324494

AISHE/DISE/NCVT Code: 27200602803

Institute Name: SEC ASHRAM SCHOOL CHANKAPUR

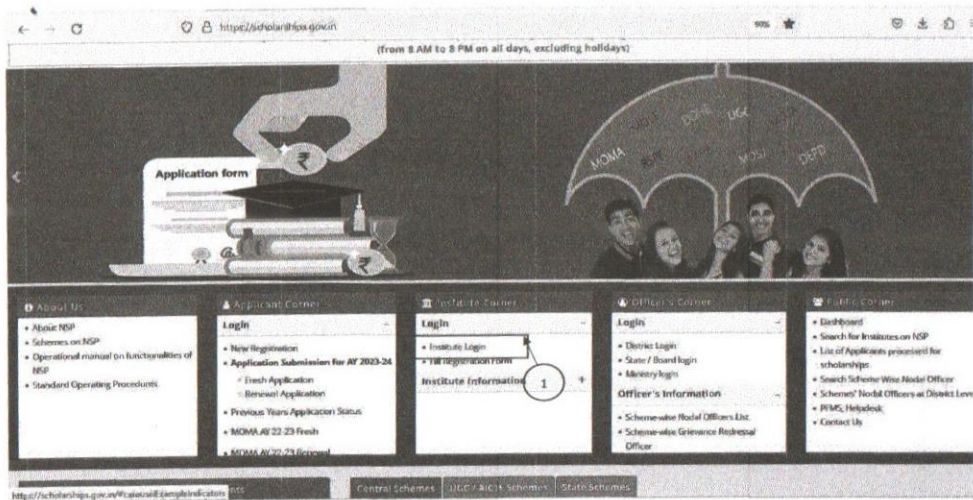
Institute Address: AP CHANKAPUR, TAL- KALVAN DIST NASHIK

Institute State: Institute District:

Screen 22

After Screen 21 the next screen appears as Screen 22. Follow the below step:

1. View the Instructions as the KYC form is successfully approved

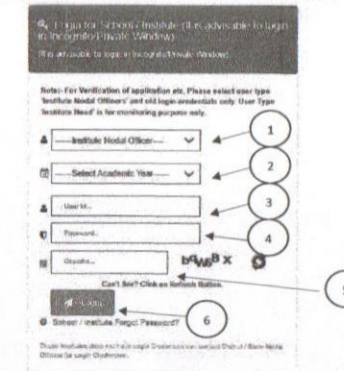
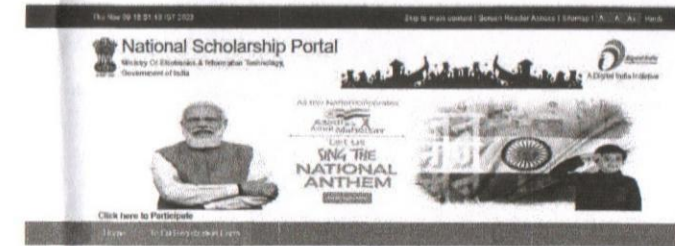


Screen 23

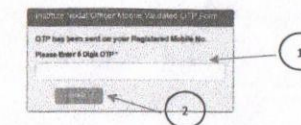
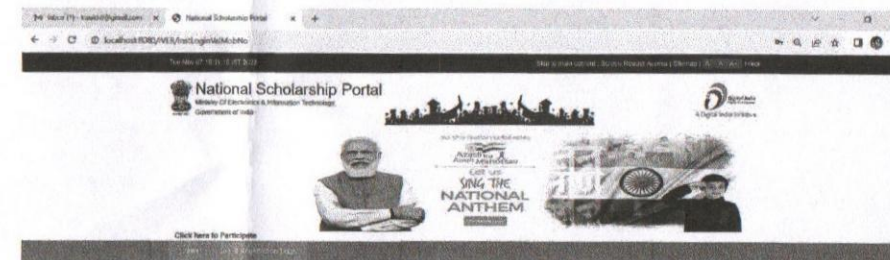
1. After approval of KYC form by Hol, it then goes to DNO/SNO for the approval. Once the final approval is done by DNO, then a Login ID and password is sent to INO and Hol. INO/Hol can then click on Login. Click on the 'Institute Login' to access as a Registered User as shown in Screen 23. This will lead to New Screen and the Institute is now considered as on boarded on NSP.

After Screen 23 the Screen 24 appears. Here the INO user logs in after entering the details as shown in Screen 24. A new default password is generated as OTP for the first time login, this default password needs to be changed by INO user as shown in Screen 25 and 26 steps.

1. Select Institute Nodal Officer
2. Select Academic Year
3. Enter User ID
4. Enter password
5. Enter Captcha
6. Click on Login to access the NSP portal



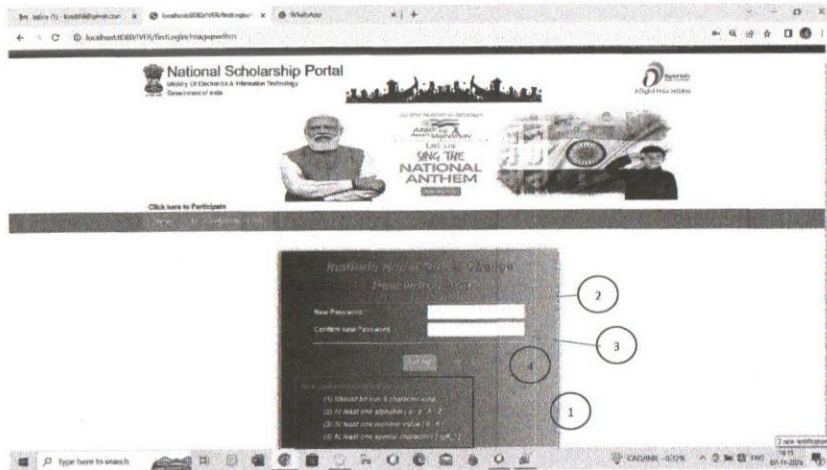
Screen 24



Screen 25

The INO user logs in as a registered user and enters the OTP to reset from default password. After Screen 24 the next screen appears as Screen 25. Follow the below steps to change the password:

1. Enter the OTP and proceed for next step
2. Click to Confirm the OTP.



Screen 26

After Screen 25 the next screen appears as Screen 26. INO user needs to change the password as mentioned in the instructions in point 1. Follow the below steps:

1. Read the instructions to change the password
2. Enter New Password
3. Confirm new Password
4. Submit

National Scholarship Portal


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

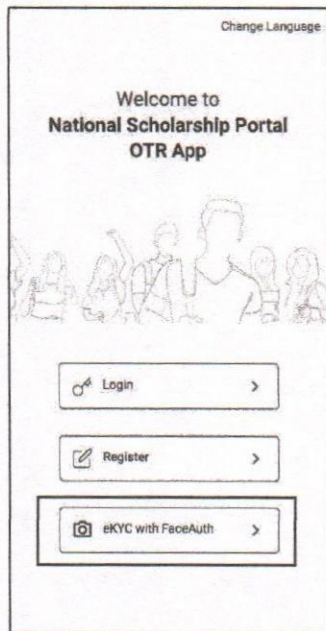
OTR Related instruction to the students who have applied on National Scholarship Portal in AY 2023-24.

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.

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: XX-XX-XXXX Gender: XXXX

Aadhaar Number: xxxxxxx3910 Aadhaar Holder: 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

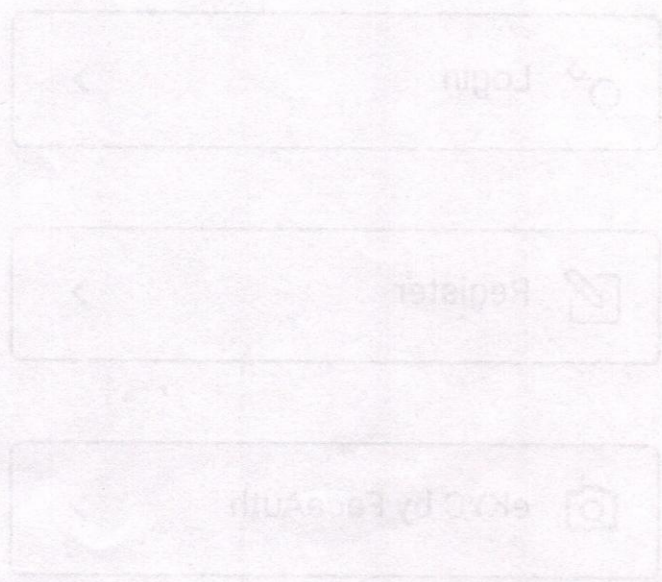
Login

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

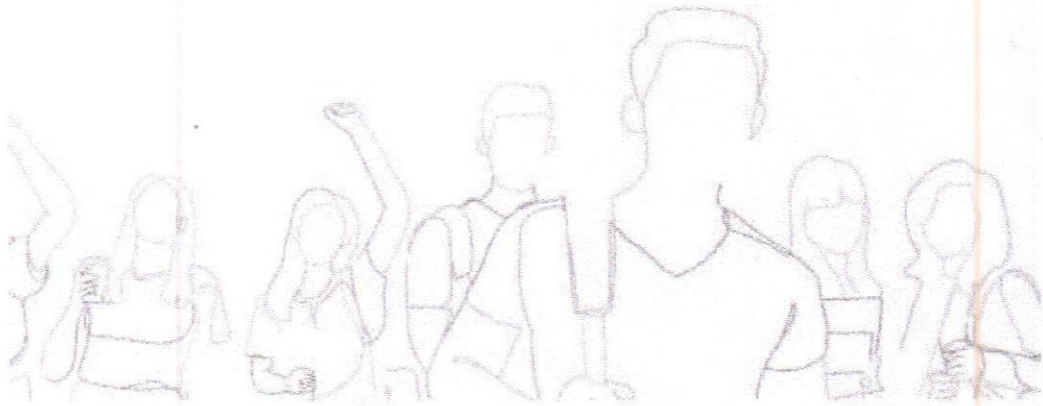
C.Instructions to Applicants who have applied through Aadhaar Enrollment No (EID) in AY 2023-24

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>).



Welcome to National Scholarship Portal OTR App



Login



Register



eKYC by FaceAuth

