

F. No. 17-3/2024-SS
Government of India
Ministry of Education
Department of School Education & Literacy

Shastri Bhawan, New Delhi
Dated 24th June, 2024

To
The Education Secretaries of all States/ UTs
(In-charge of Secondary Education)

Subject: - One-Time Registration (OTR) on the National Scholarship Portal (NSP) – regarding.

This has reference to the latest developments on the National Scholarship Portal (NIC-NSP). The launch of the **One-Time Registration (OTR) application**, featuring a redesigned home page, a new mobile app, and an updated web version. The new portal is now live and accessible to the public, allowing students to conveniently register online for OTR. The NSP application, including OTR, leverages cutting-edge technologies and boasts an enhanced user interface.

2. A One Time Registration (OTR) is required on NSP for submission of application. OTR Module will be available to students across the year. 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 is required to apply for scholarship on National Scholarship Portal. On successful completion of OTR, an OTR_id will be issued which will remain valid for entire academic lifecycle of the student. On submission of an application, the System will generate an application_id against the OTR_id. The System will ensure that not more than one application_id remains active against an OTR_id at any point of time. For OTR -

- a. Active Mobile Number is mandatory for OTR.
- b. Where Aadhaar of the student is provided –Aadhaar based eKYC will be performed and OTR_id will be issued.
- c. Where EID of the student is provided –Student will be required to fill up the details including name, date of birth, gender and address. The OTR_id will be provisional, and no disbursement of scholarship will be done till student submits the aadhaar and get the eKYC done within stipulated time.
- d. Where Aadhaar of parent/Legal guardian is provided –eKYC of the parent/ legal guardian will be carried out. Details of the student are required to be filled up manually and photograph is to be uploaded. The student is required to complete his/her Aadhaar based eKYC on completion of 18 years of age failing which his/her OTR_id will be suspended till completes his/her Aadhaar based eKYC.

3. The Portal is open for One Time Registration (OTR) for fresh and renewal students. The link is: National Scholarship Portal (scholarships.gov.in).

4. One Time Registration (OTR) for fresh students/applicants

- 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 National Scholarship Portal during AY 2024-25.
- OTR can be generated using Aadhaar/Aadhaar Enrolment number (EID)
- OTR Related instruction to the students who have applied on National Scholarship Portal in AY 2024-25 (fresh) is at Annexure-I.

5. **OTR related instruction to the students who have applied on National Scholarship Portal (NSP) in AY 2023-24.**

5.1 The students, who have applied on National Scholarship Portal in AY 2023-24 have been allotted the OTR/Reference number through the portal and intimated through SMS. OTR Related instruction to the students who have applied on National Scholarship Portal in AY 2023-24 (Renewal) is at Annexure-II.

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

- I. NSP earlier launched the face-authentication service in AY 2023-24 and it was optional for the students to perform their faceauthentication.
- II. 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.
- III. Students who have received the OTR no. can directly apply for scholarship on NSP portal.
- IV. 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.

- I. 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.
- II. OTR no. can now be obtained by completing face-authentication on NSP.
- III. 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.
 - d. FAQ regarding OTR is at Annexure-III.

6. All the States/UTs Governments are requested to share the above information with the concerned officers (SNO/DNO/HOIs/INOs) regarding the launch of the **One-**

Time Registration (OTR) on the National Scholarship Portal (NIC-NSP) to ensure that all stakeholders are adequately aware of the procedure for **One-Time Registration (OTR)**.

Yours faithfully,

Sreekala
24/6/24

(Sreekala. P. Venugopal)
Deputy Secretary to the Government of India
Email: sp.venugopal@nic.in

Copy for information and necessary action to: Nodal Officers (NMMSS), all States/UTs.

Fresh Students:

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.

The screenshot shows the NSP website with the following content:

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

- Mandatory Requirement:** One Time Registration (OTR) is mandatory for applying for various scholarship schemes on National Scholarship Portal/other portals.
- Essential Requirement for OTR:** Active mobile number is mandatory for OTR.
- Registration of the mobile number for OTR.
- Steps for Registration:**
 - Once started an OTR, student can apply for scholarship later when the portal is open for application admission.
 - If mobile number is not registered, a reference number will be sent on the registered mobile number.
 - Download and install NSP OTR app and Aadhaar FIDO app on android based device.
 - Perform the One-Time-Authentication using the generated reference number for OTR and on your mobile no.
 - After successful One-Time-Authentication OTR will be generated.
 - Please apply for scholarship using OTR. Newly generated OTR gives next 24 hours to application for admission.
- 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.
- If it is agreed to submit other relevant demographic details (name, date of birth, gender) as reason with Aadhaar (EID).
- Parent/legal guardian of minor applying with their Aadhaar must ensure that while making an application for Aadhaar enrollment of minor that use the same demographic details (if used) as used in the OTR.
- One OTR ID is allowed per student. However parent/legal guardian can generate upto a maximum of two OTRs (for her minor children).
- In case more than one OTR is found for a student, she would be liable for disbursement from scholarship.

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.

Buttons: Cancel, Next

The screenshot shows the NSP Register page with the following content:

Register

Already have an account? Login

Progress: 1. Get Aadhaar, 2. Register Mobile No., 3. KYC, 4. Finish

2. Register Mobile No.

Mobile Number *

Get OTP

Enter OTP *

Image Captcha Audio Captcha

IKRMKW

Enter Captcha Code *

Buttons: Cancel, Verify

Note:-

- Student/Parent/Legal guardian must read the instructions carefully before registration.
- 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.
- Any wrong/false information may lead to rejection.
- Student is advised to submit the active mobile number and email address in the OTR registration form. All correspondence/notifications will be covered the submitted mobile number only.
- Student is advised to refer to National Scholarship Portal for registration details.

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.

The screenshot shows the NSP OTR registration form. The user has selected 'I have Aadhaar'. The form fields include:

- Aadhaar No. ***: A text input field.
- Get OTP**: A button to generate an OTP.
- Enter OTP ***: A text input field for the received OTP.
- Image Captcha**: A radio button selected, with a captcha image showing the code 'RRWM53'.
- Audio Captcha**: An unselected radio button.
- Enter Captcha Code ***: A text input field for the captcha code.

 A 'Verify' button is at the bottom. A 'Note' section on the right contains instructions:

- 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 incorrect/wrong information will not be allowed after submission.
- Any wrong/fake information may lead to disqualification.
- Parent/Legal Guardian/Student is advised to refer to National Scholarship Portal for regular updates.

The screenshot shows the NSP OTR registration form with the 'Applicant Details as per Aadhaar No.' section. The form fields include:

- Applicant Name**: A text input field containing 'Kajivendra Kumar Khosla'.
- Gender**: A dropdown menu set to 'Male'.
- Date of Birth**: A date input field showing '10-09-1988'.
- Address**: A text input field containing '245, ANEKA KAMAL GAS TEMPLE, Tikamgarh, 472001, Tikamgarh, Madhya Pradesh, India'.
- Enter Details**: A section with input fields for 'Mother's Name', 'Father's Name', and 'Email Id'.
- Image Captcha**: A radio button selected, with a captcha image showing the code 'NNNBWB'.
- Audio Captcha**: An unselected radio button.
- Enter Captcha Code**: A text input field for the captcha code.
- NPCI Mapper Status**: A dropdown menu.

 A 'Verify' button is at the bottom. A 'Note' section on the right contains instructions:

- Student/Parent/Legal guardian must read the instructions carefully before registration.
- Student/Parent/Legal guardian is advised to submit the requisite details carefully before submission of the OTR registration form. Corresponding will not be allowed after submission.
- Any wrong/fake information may lead to disqualification.
- Conditions are advised to fill their details before the online application.
- Student is advised to refer to National Scholarship Portal for regular updates.

Enter Details

Mother's Name*

Father's Name*

Email Id

>NPCI Mapper Status

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)

[Watch Video](#)

About NPCI

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](#)

Cancel **Finish**

Register

Already have an account? [Login](#)

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



Congratulations

You have successfully filled the form and your temporary registration Number is:

R24-000000111

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

National Scholarship Portal


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

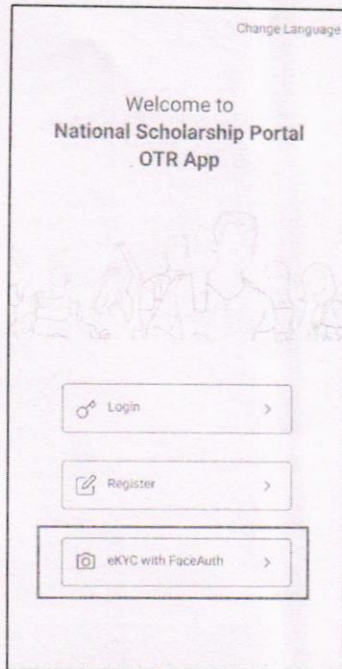
OTR Related instruction to the students who have applied on National Scholarship Portal in AY 2023-24.

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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.

The screenshot shows the NSP Profile Details page. At the top, there is the NSP logo and a back arrow. Below the title 'Profile Details', there is a section for 'Student Name'. Underneath, there are fields for 'Date of Birth' (XX-XX-XXXX), 'Gender' (XXXX), 'Aadhaar Number' (xxxxxxxx3910), and 'Aadhaar Holder' (Self). At the bottom, it says 'eKYC-Face Auth Not Verified'. A red rectangular box highlights the 'Proceed for Face Authentication' button at the bottom of the page.

- 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.

The screenshot shows the NSP Profile Details page after successful face authentication. At the top, there is the NSP logo and a back arrow. Below the title 'Profile Details', there is a green checkmark icon. Below the icon, there is a message: 'You have successfully filled the form and your OTR Number is:'. The OTR number is displayed as '24xxxxxxxx789'. Below the OTR number, there is a message: 'Password has been sent to your mobile number'. At the bottom, there is a 'Login' button.

- 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 Number" 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. (Link: <https://uidai.gov.in/en/contact-support/have-any-question/303-faqs/authentication.html>)**
