



**OFFICE OF THE NODAL PRINCIPAL**  
**KASHMIR DIVISION COLLEGES**  
AMAR SINGH COLLEGE SRINAGAR

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NODAL PRINCIPAL,  
KASHMIR DIVISION COLLEGES

No : NKD/408

Dated : 02/07/2024

**Principals**

Kashmir Division Colleges

**Subject:** Regarding opening of Applications Module on NSP for AY 2024-25.

**Reference:** Communication received from Directorate Colleges vide No. DC-HE/K/2024/1243,  
dated: 02-07-2024.

**Sir / Madam**

The Director of Colleges has intimated about the opening of the NSP portal for receiving scholarship application from the Students.

Further, it has been intimated that NSP launched the new Home Page and "One Time Registration" (OTR) application (web version and mobile app.) earlier this month.

In line with instructions from DBT Mission, Cabinet Secretariat, and associated Ministries/ Departments, NSP has also been engaged in enhancing the "Scholarship Application Form". The updated form incorporates various checks and balances to simplify the scholarship application process for students. Utilizing cutting-edge technologies such as material and angular frameworks, this new form ensures a sleek and user-friendly experience across different devices.

On 30<sup>th</sup> June, 2024, NSP has opened / launched the Portal to receive scholarship applications under the Central Sector Scholarship Scheme for College and University Students for the academic year 2024-25 and same will remain opened till October as per the communication.

Accordingly, I am attaching herewith the important communication with a request to peruse them for needful action.

Further, the Timelines for Post Matric / Top Class / MCM Scholarship Schemes are reproduced here as your ready reference.

Opening of Portal	By 30 <sup>th</sup> June, 2024
Last date for application submission	31 <sup>st</sup> October, 2024
Last date for INO Level Verification	15 <sup>th</sup> November, 2024
Last date for Second Level Verification	30 <sup>th</sup> November, 2024

Yours Sincerely

**Dr. Sheikh Ajaz Bashir**

**Copy to:**

1. Director Colleges, Higher Education Department for information.
2. PS to Principal Secretary to Govt. Higher Education for the information of Principal Secretary HED.
3. Office / Master File.

Frequently Asked Questions (FAQ)  
on One-Time Registration

Anurag S Bishen

2024

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

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## **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 Aadhar based OTP authentication. Once the student completes Aadhar 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 Aadhar is already seeded with the bank account but on OTR it is showing “Not seeded”?**

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

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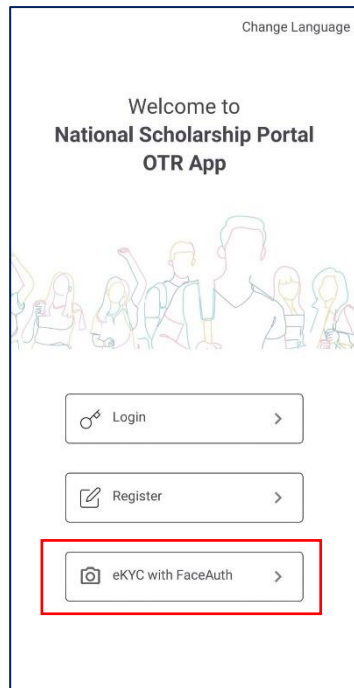
## **A. Instructions to the students who have received the OTR no.**

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.

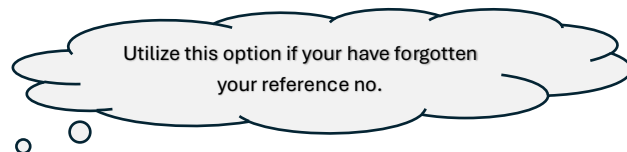
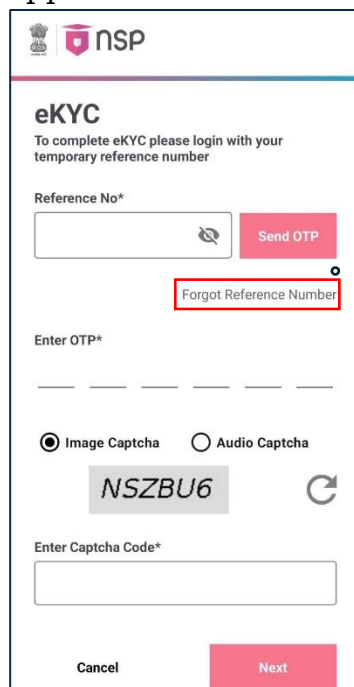
## **B. Instructions to the students who have received Reference no.**

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.



- 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: xxxxxxxx3910      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>).

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