## NSP Services through CSCs

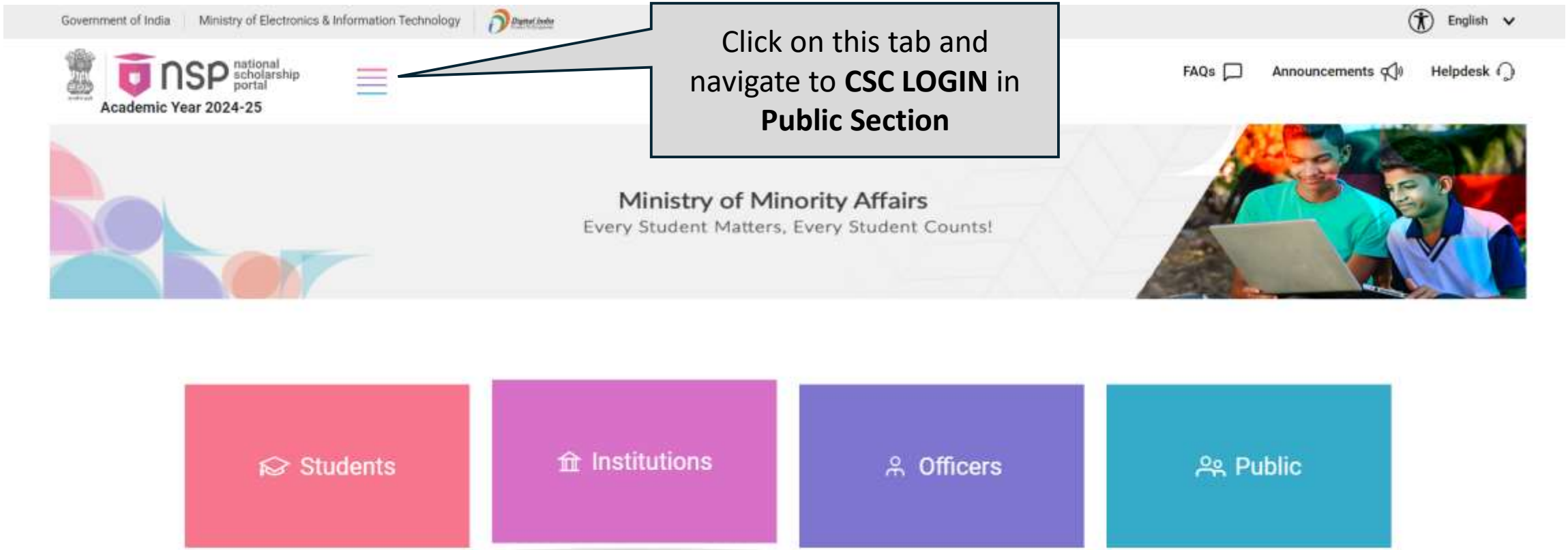
- ❑ One Time Registration (OTR)
- ❑ Complete Bio Auth
- ❑ Apply for Scholarships

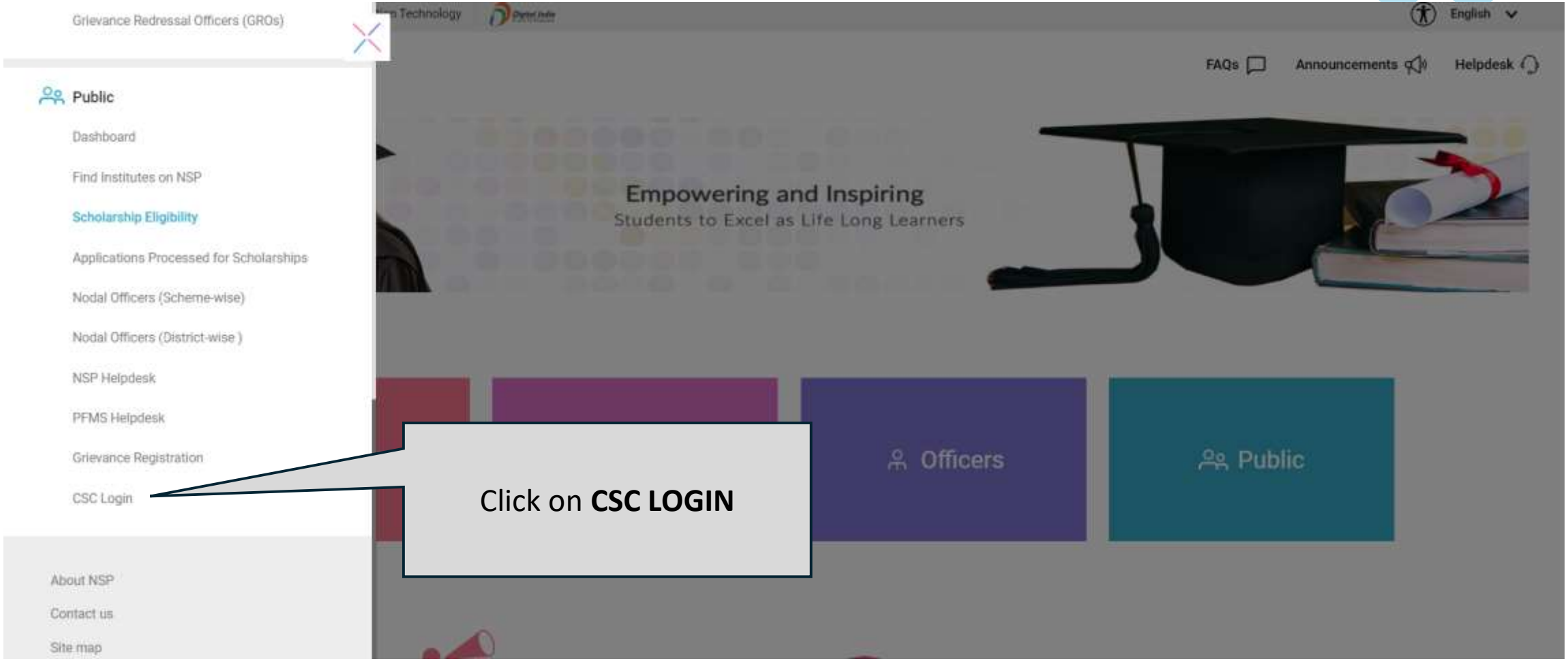
# What is OTR and OTR Charges through CSC

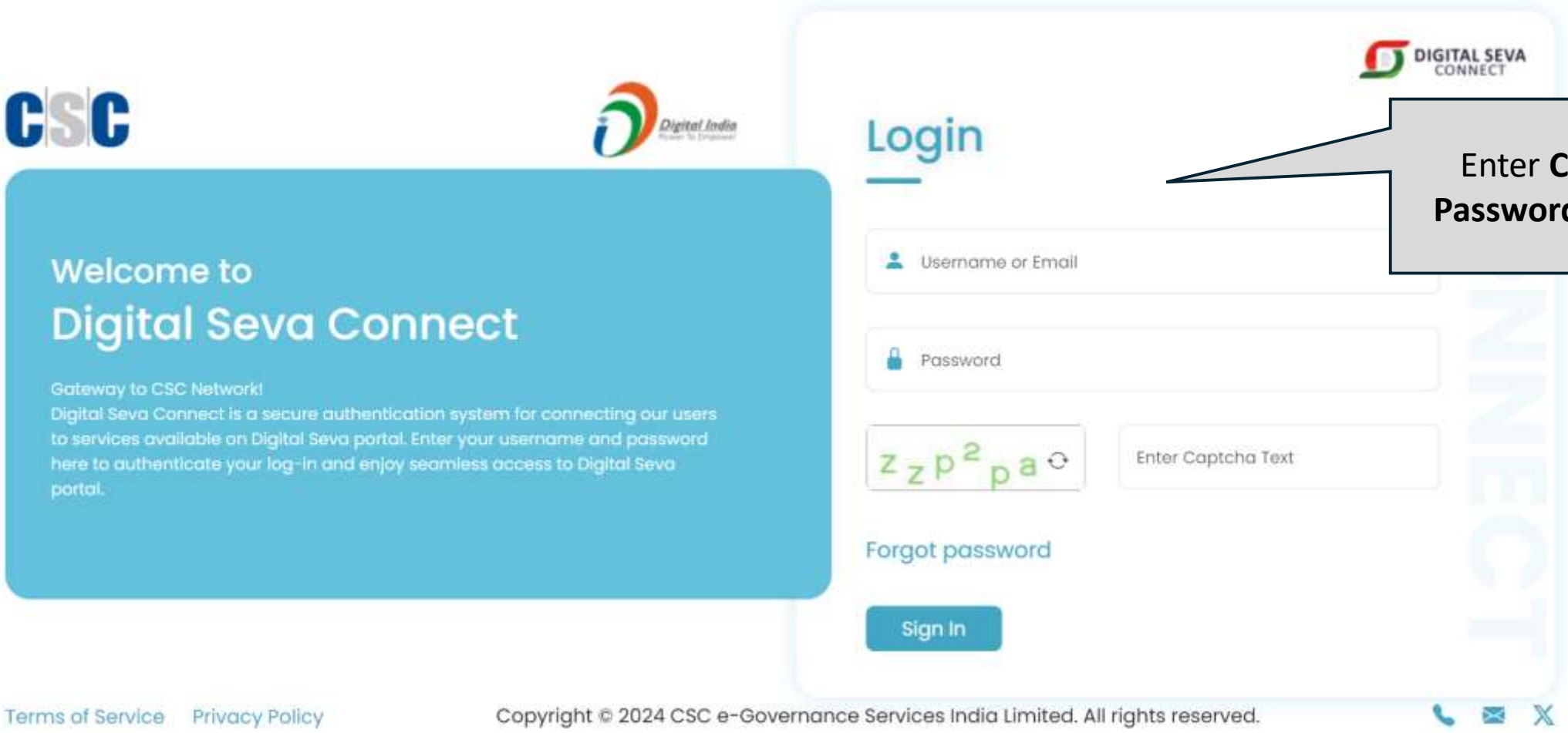
- **One Time Registration (OTR)** is a unique 14-digit number issued based on the Aadhaar/Aadhaar Enrolment ID (EID) and is applicable for the entire academic career of the student.
- **OTR** simplifies the scholarship application process, thereby eliminating the need of registration in each academic year.
- **OTR** is required to apply for scholarship on National Scholarship Portal.
- **OTR** is **mandatory** from **AY 24-25**.
- **OTR** is mandatory before filling the Scholarship form.
- **CSC VLE** will take Rs 30/- for OTR from the Student.

# One Time Registration (OTR) Flow

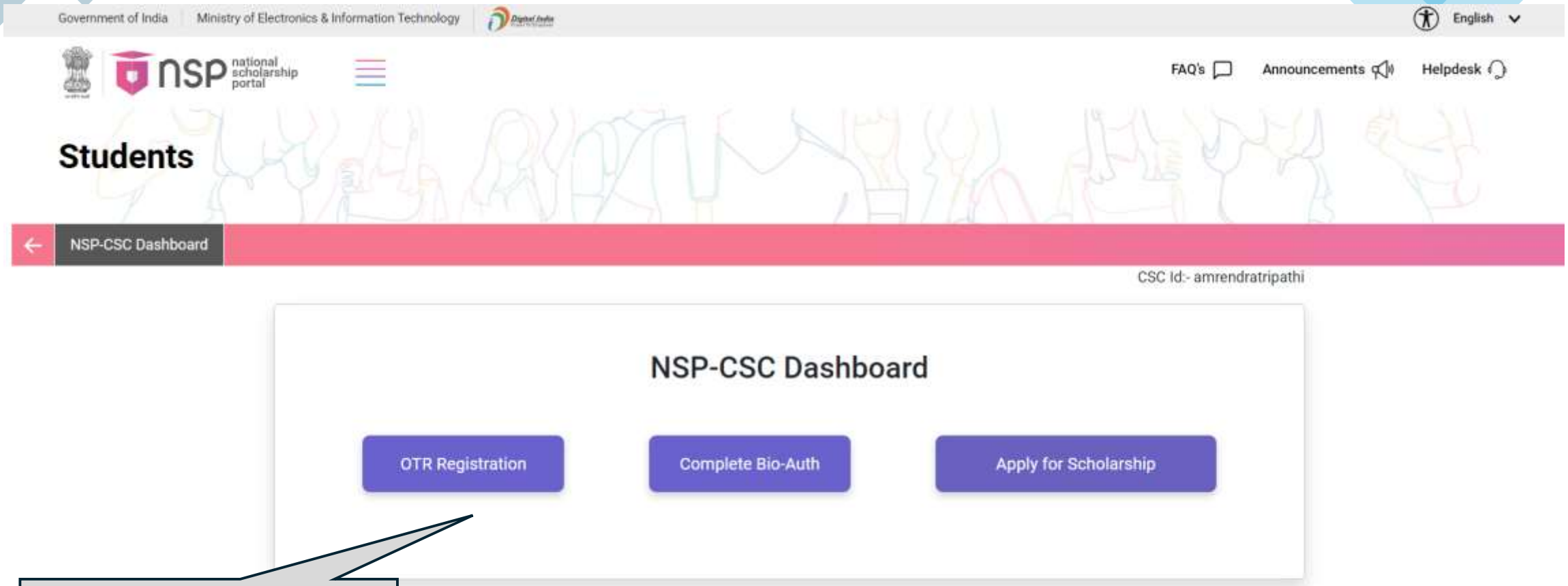
Link: **https://scholarships.gov.in/**




Grievance Redressal Officers (GROs)
Public
Dashboard
Find Institutes on NSP
Scholarship Eligibility
Applications Processed for Scholarships
Nodal Officers (Scheme-wise)
Nodal Officers (District-wise )
NSP Helpdesk
PFMS Helpdesk
Grievance Registration
CSC Login
About NSP
Contact us
Site map
English
FAQs
Announcements
Helpdesk
Empowering and Inspiring
Students to Excel as Life Long Learners
Officers
Public
Click on **CSC LOGIN**

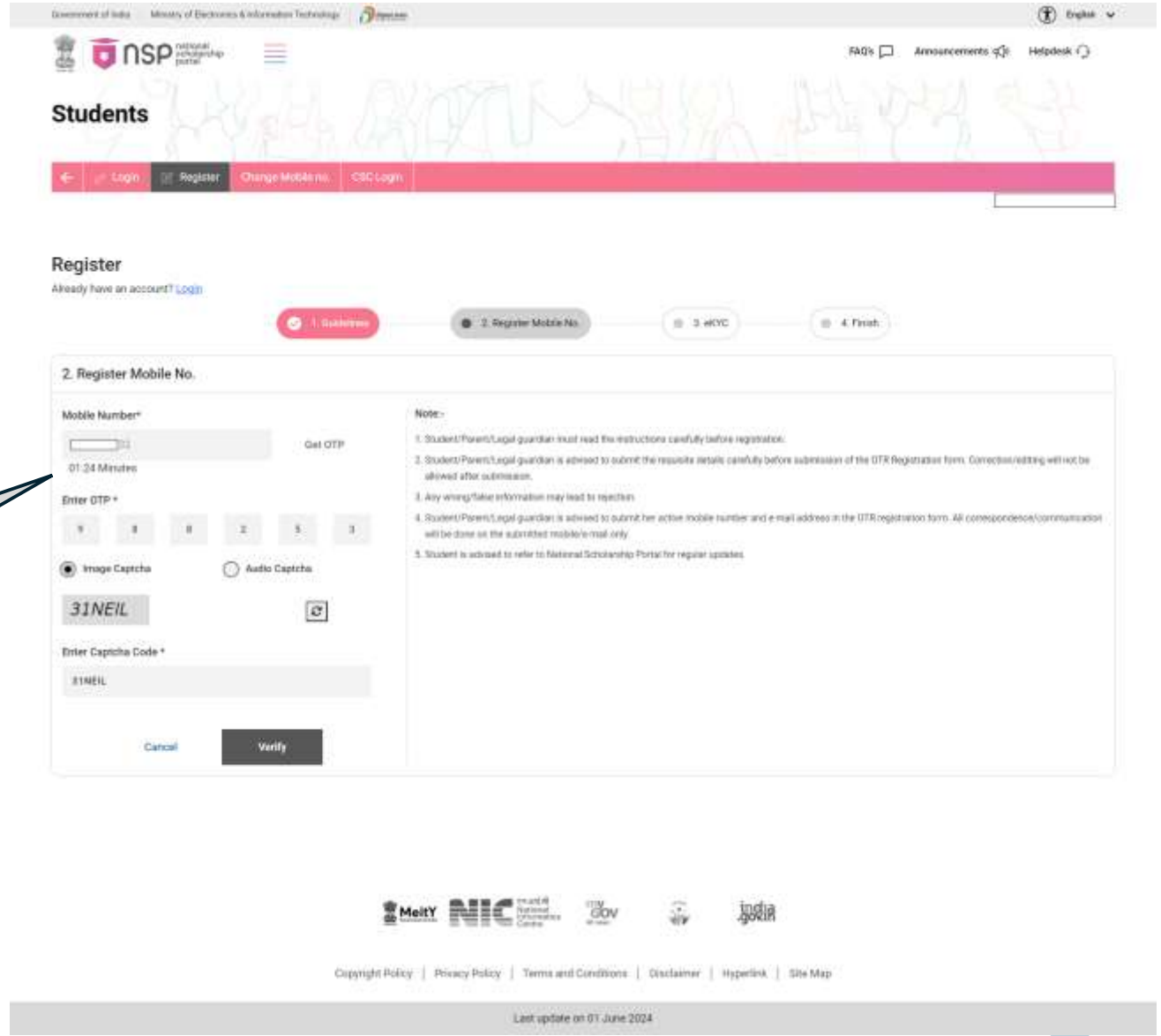


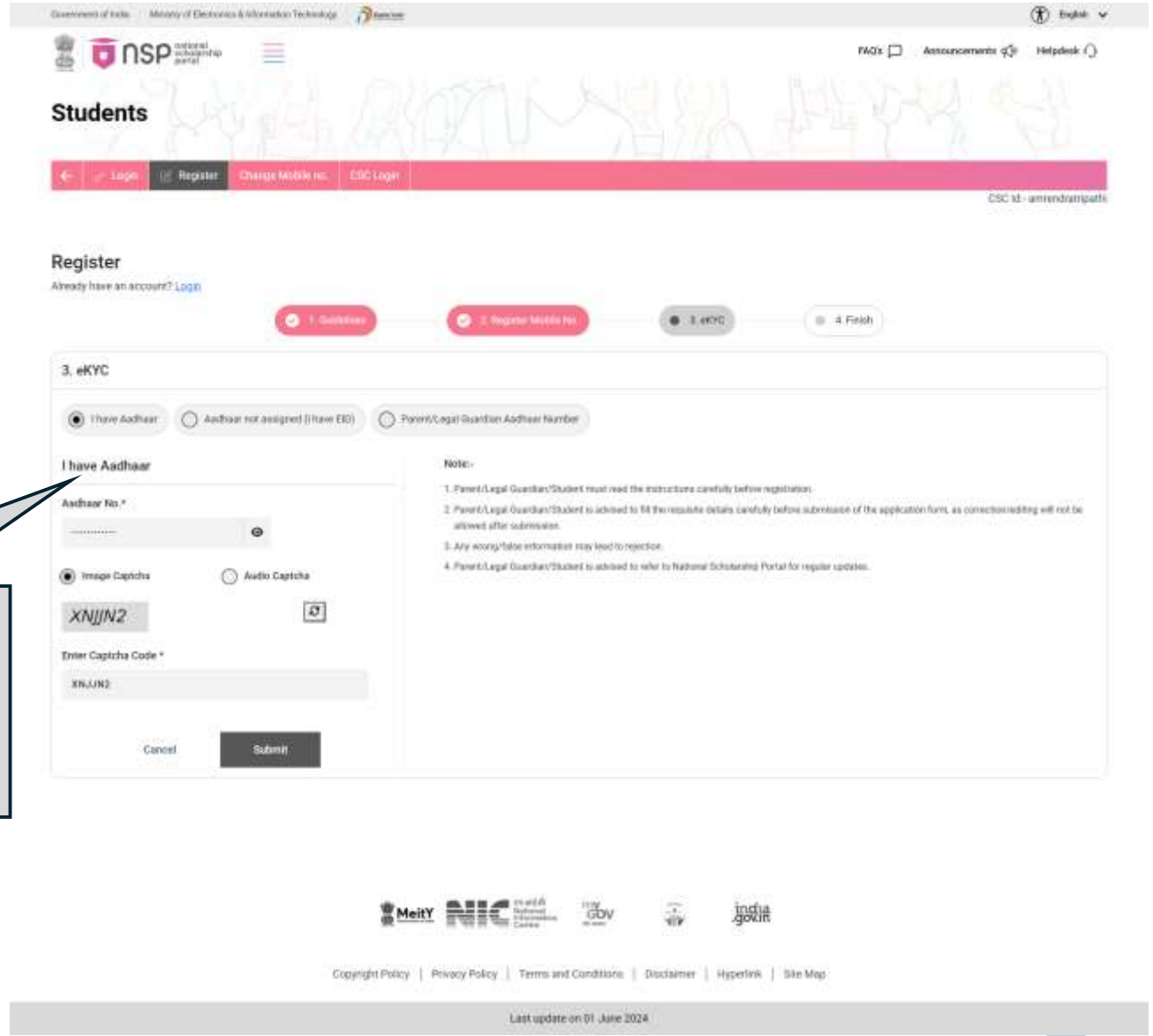

Enter **CSC ID & Password** to Login



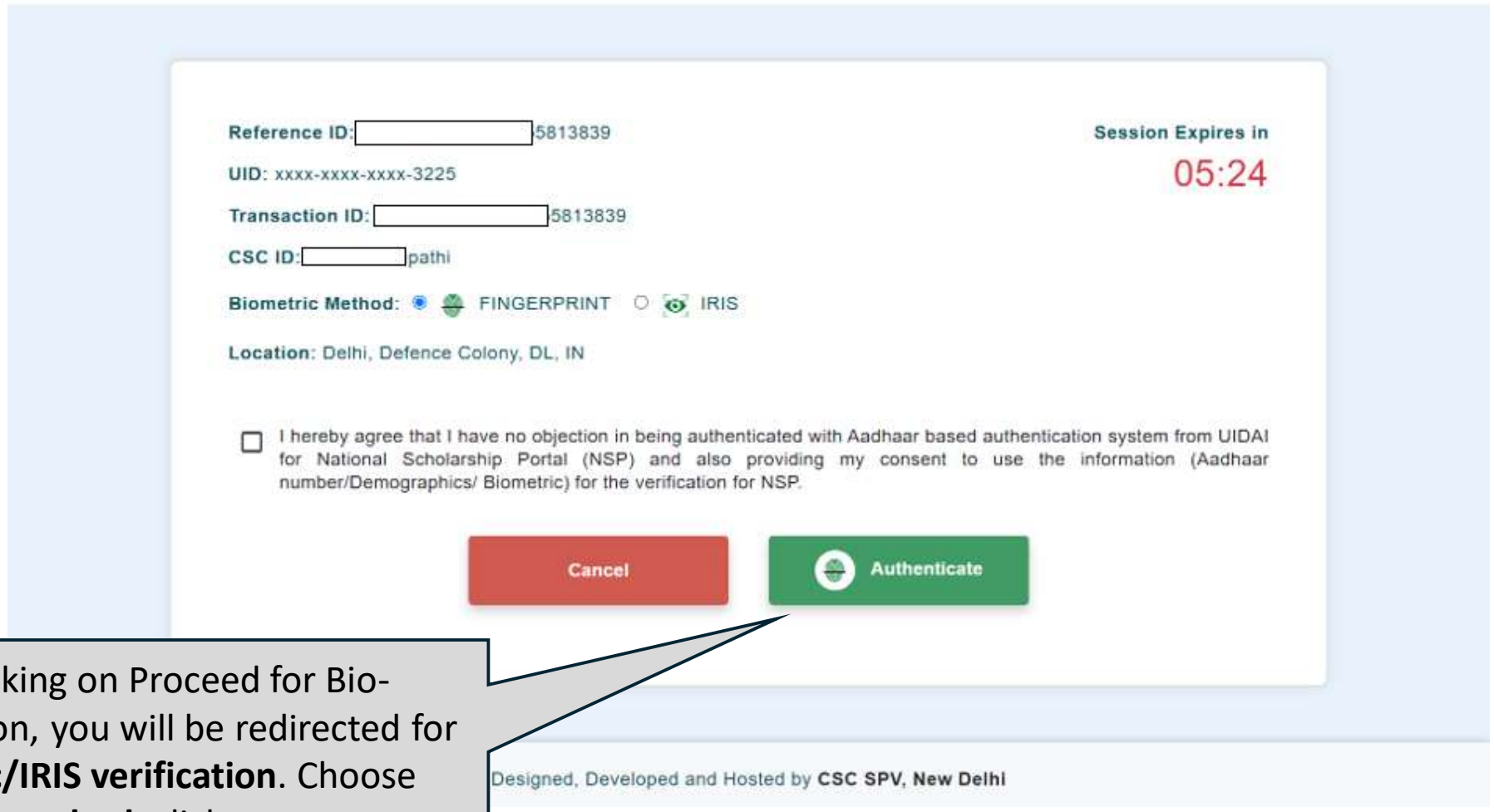

Click on **OTR Registration** to register student

Enter **Mobile Number** followed by **OTP** & **Captcha Code**, then click on **Verify Button**

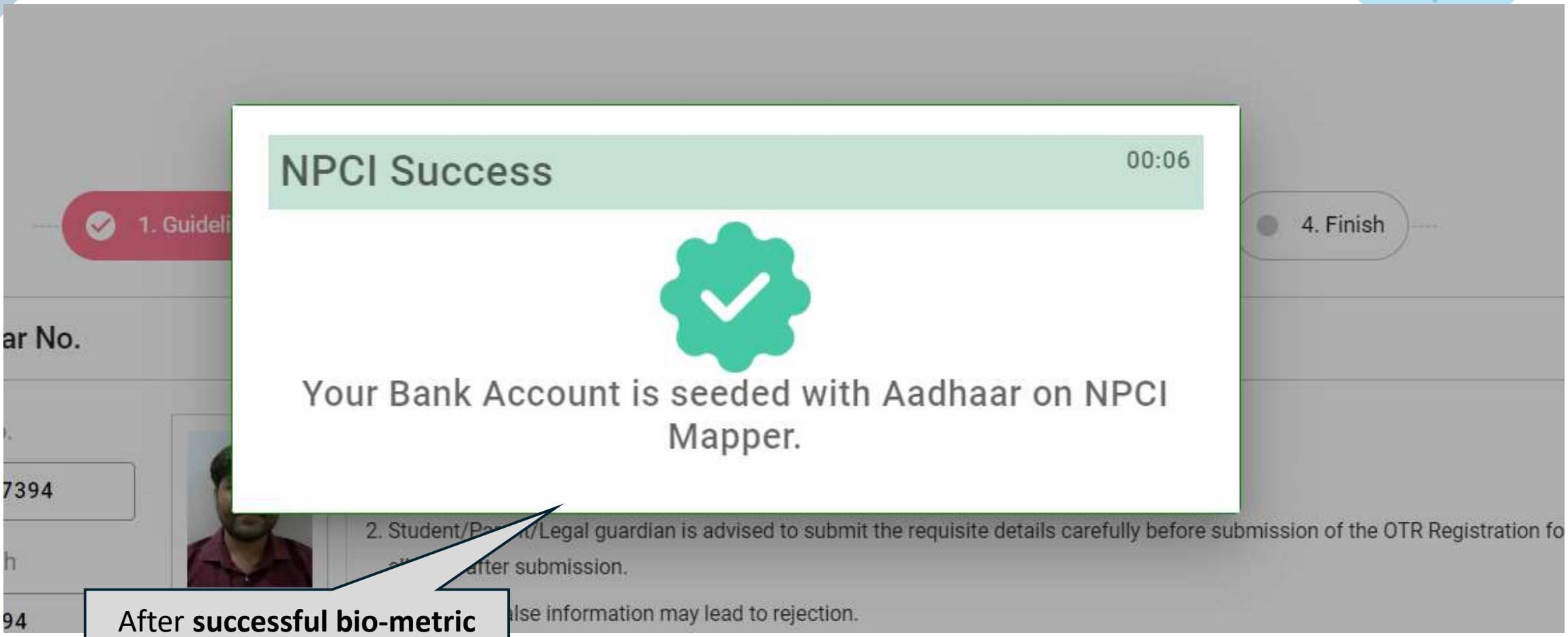




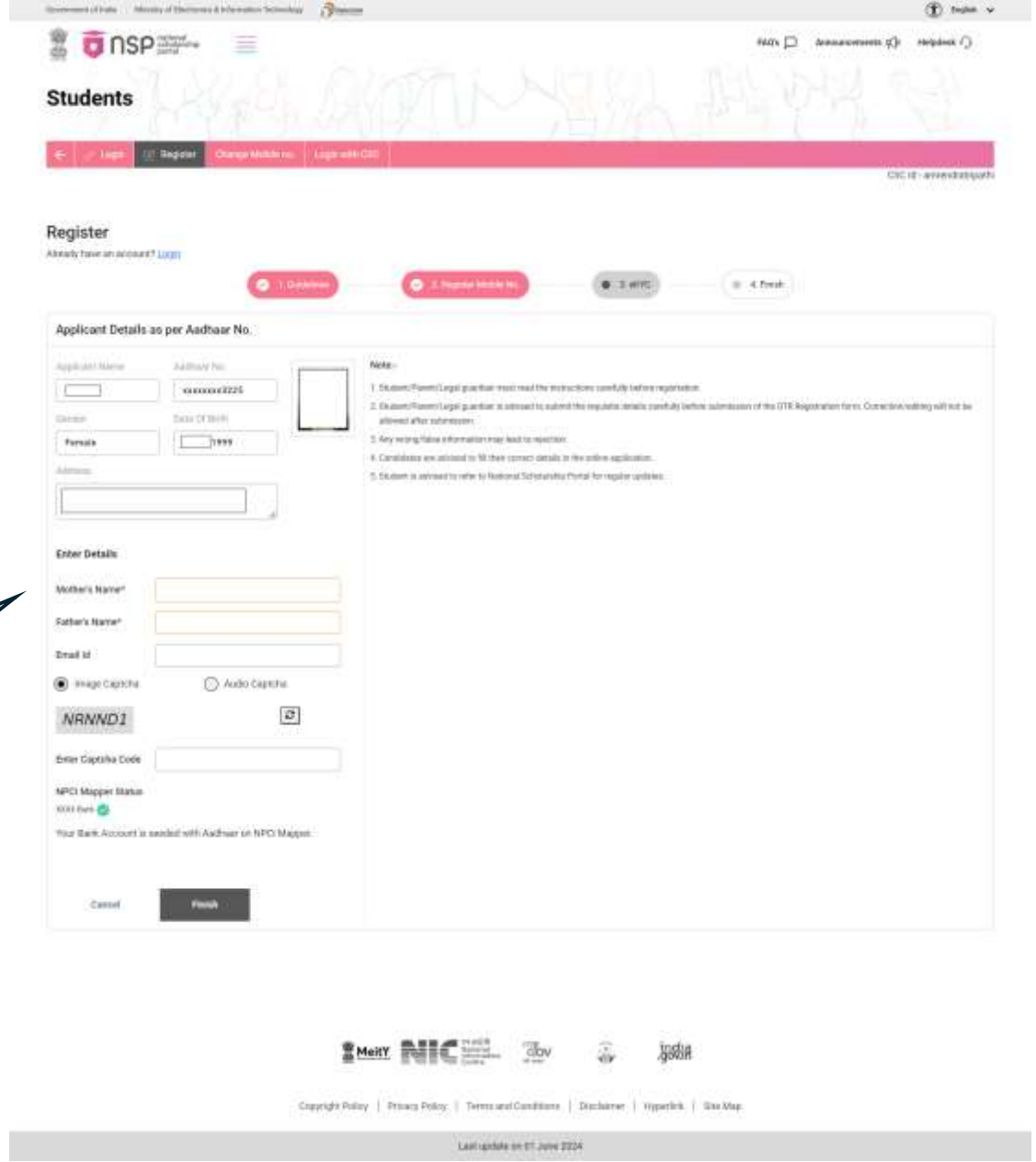

After successful verification, enter **Aadhaar Number** followed by **Captcha Code** then click on **Submit button**



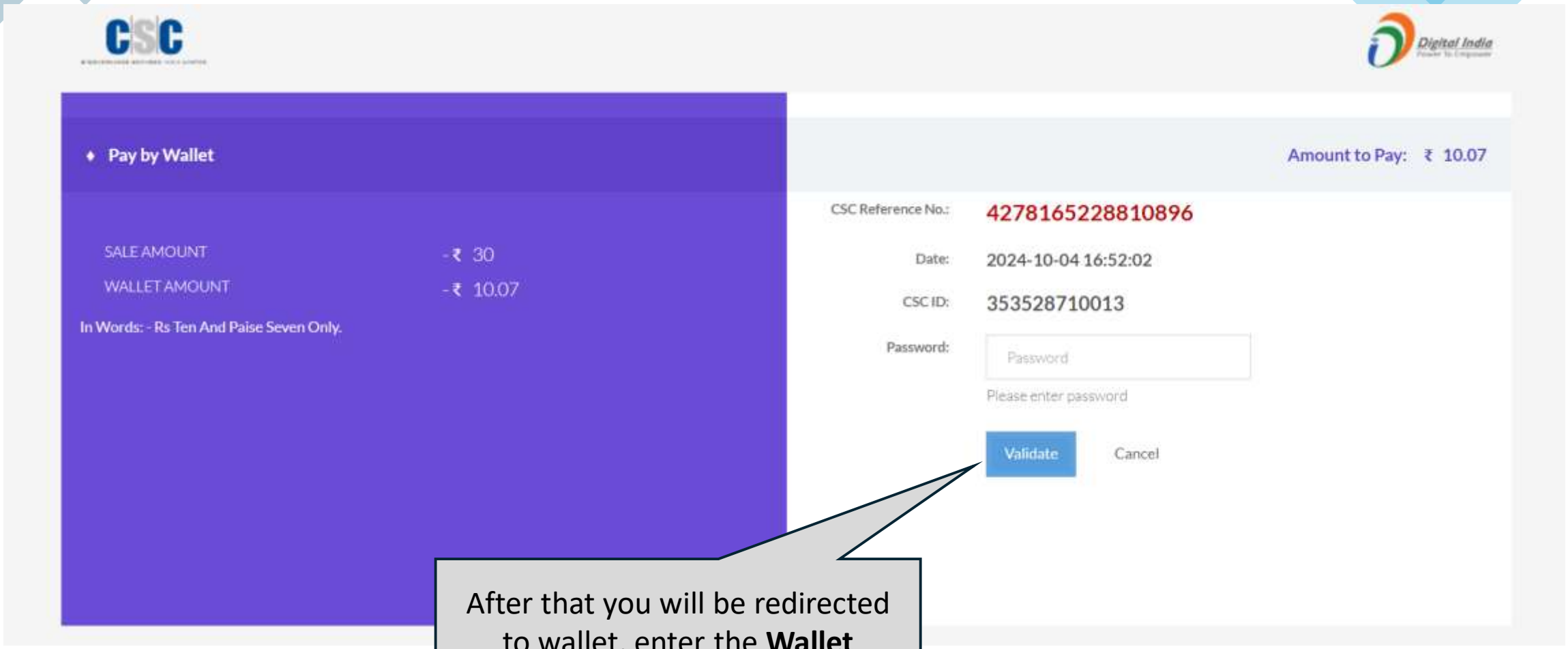

After clicking on Proceed for Bio-Authentication, you will be redirected for **bio-metric/IRIS verification**. Choose **Biometric method**, click on **consent checkbox** then click on **Authenticate**.



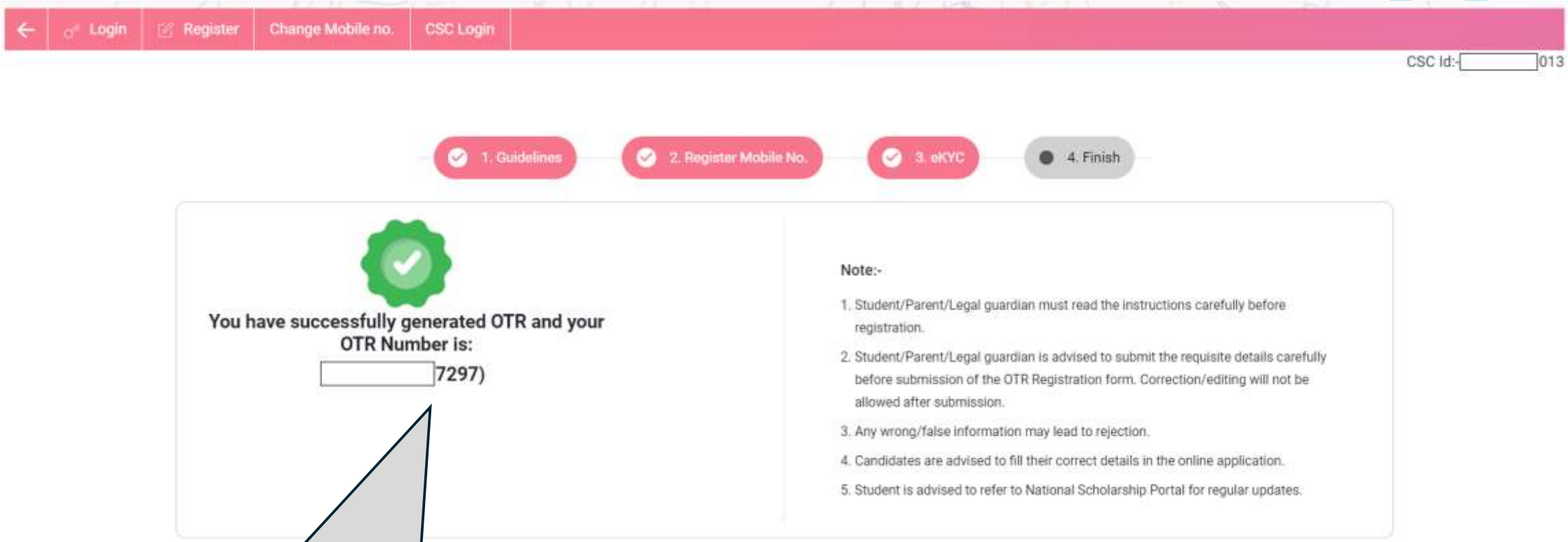

After **successful bio-metric verification**, NPCI bank account seeded mapper will be shown.




Applicant details as per Aadhaar will be auto filled, enter other details followed by captcha code then proceed.

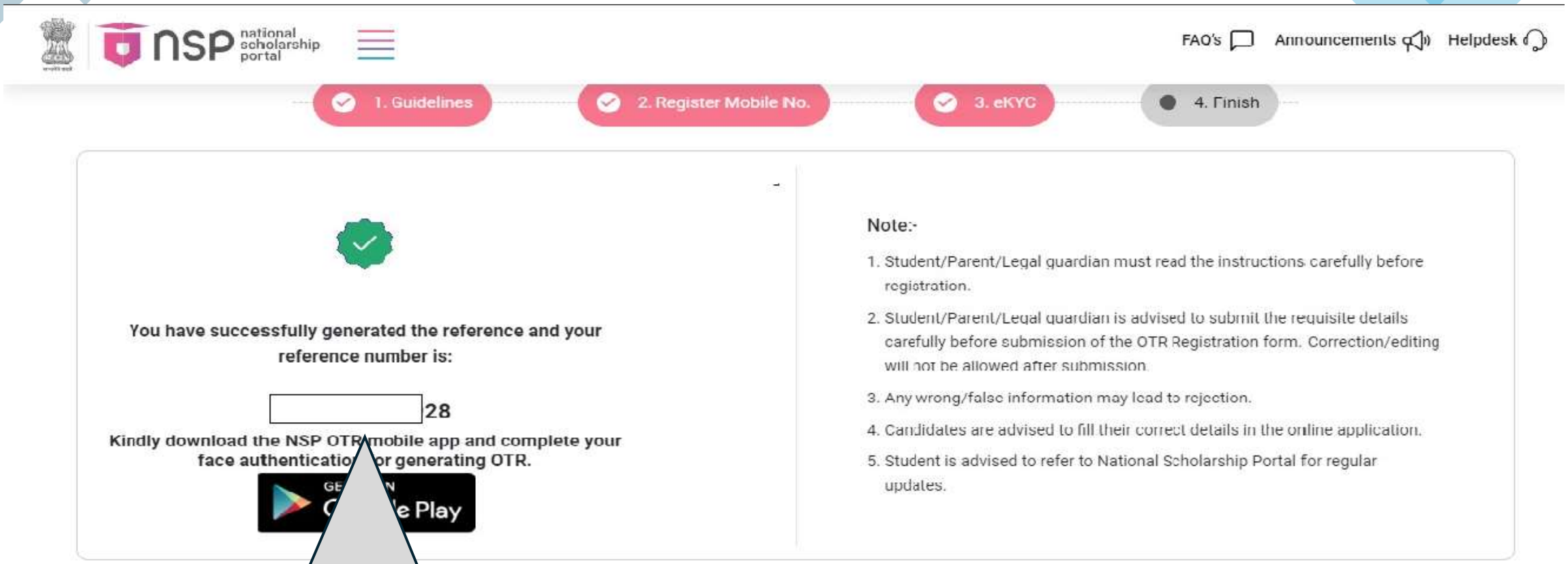



After that you will be redirected to wallet, enter the **Wallet Password** followed by the **Wallet Pin** to **complete the transaction**.

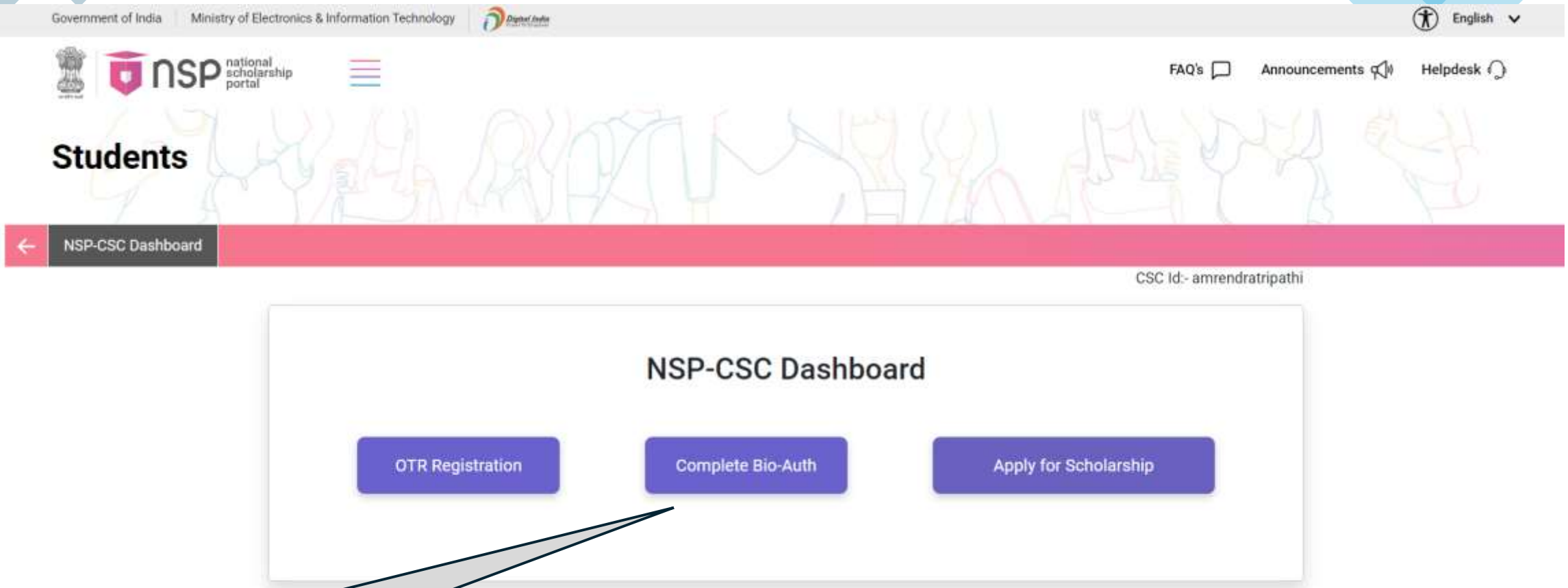



**OTR Number** will be generated after successful completion of payment

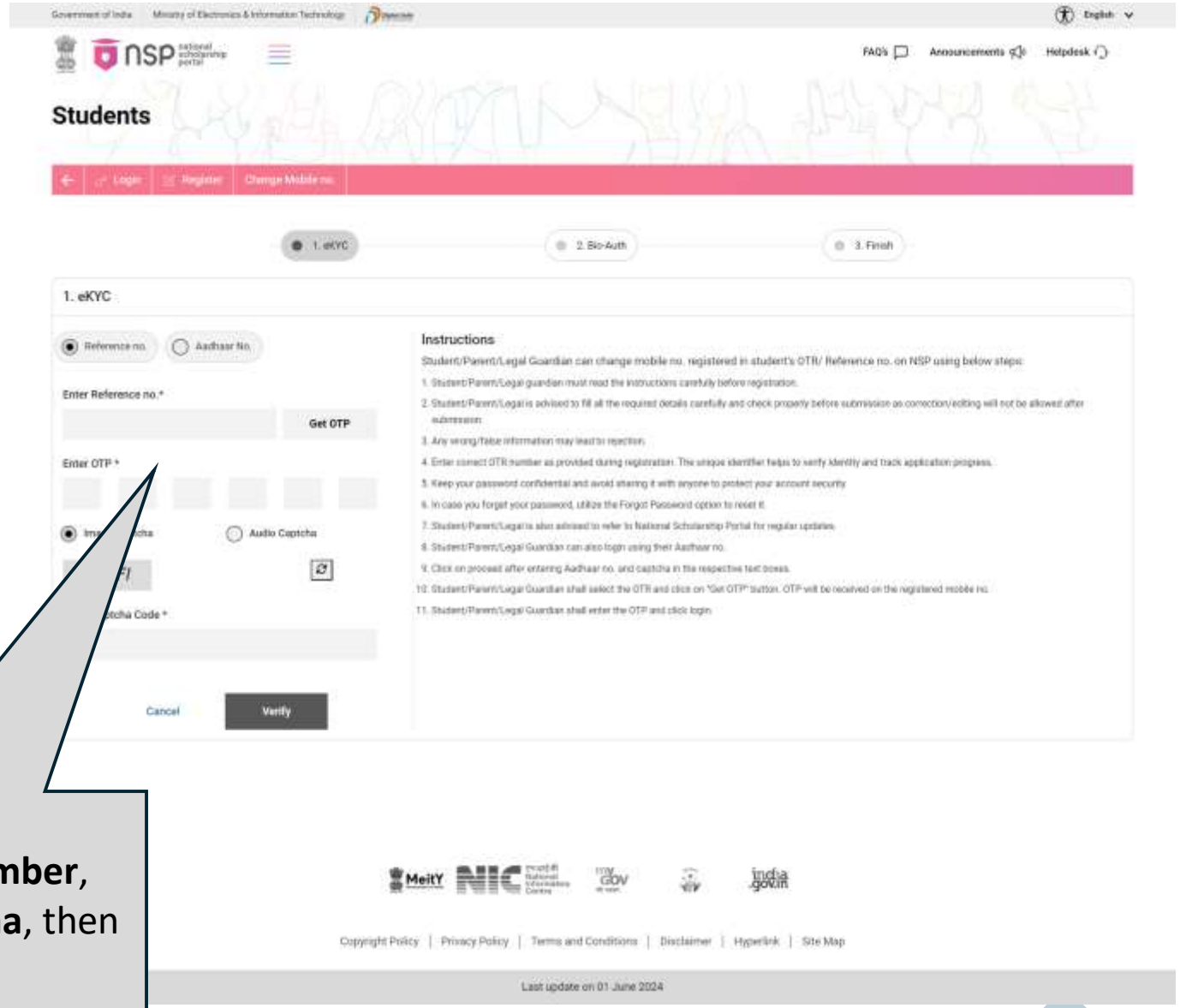
# Complete Bio- Auth



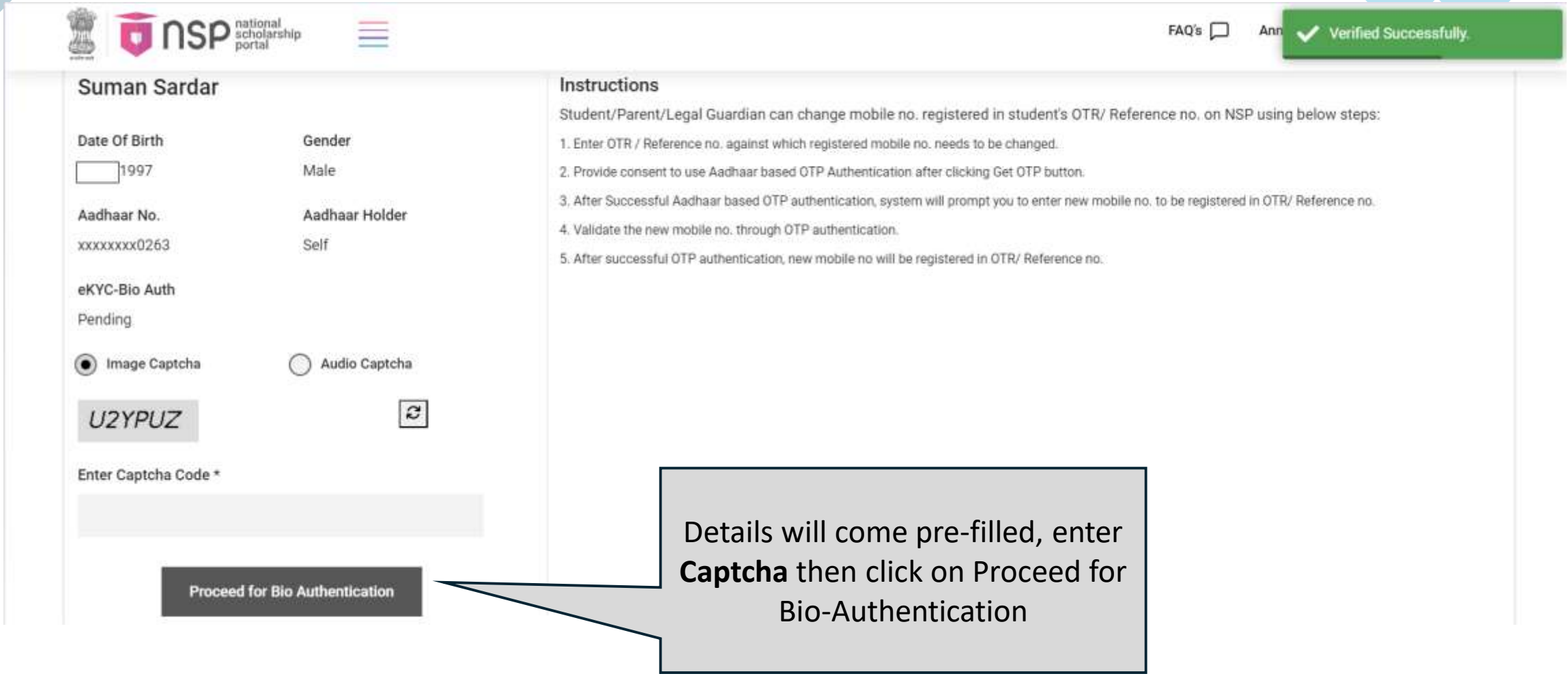

Student when registering in **Self Mode**, then Reference Number is generated before bio-authentication.



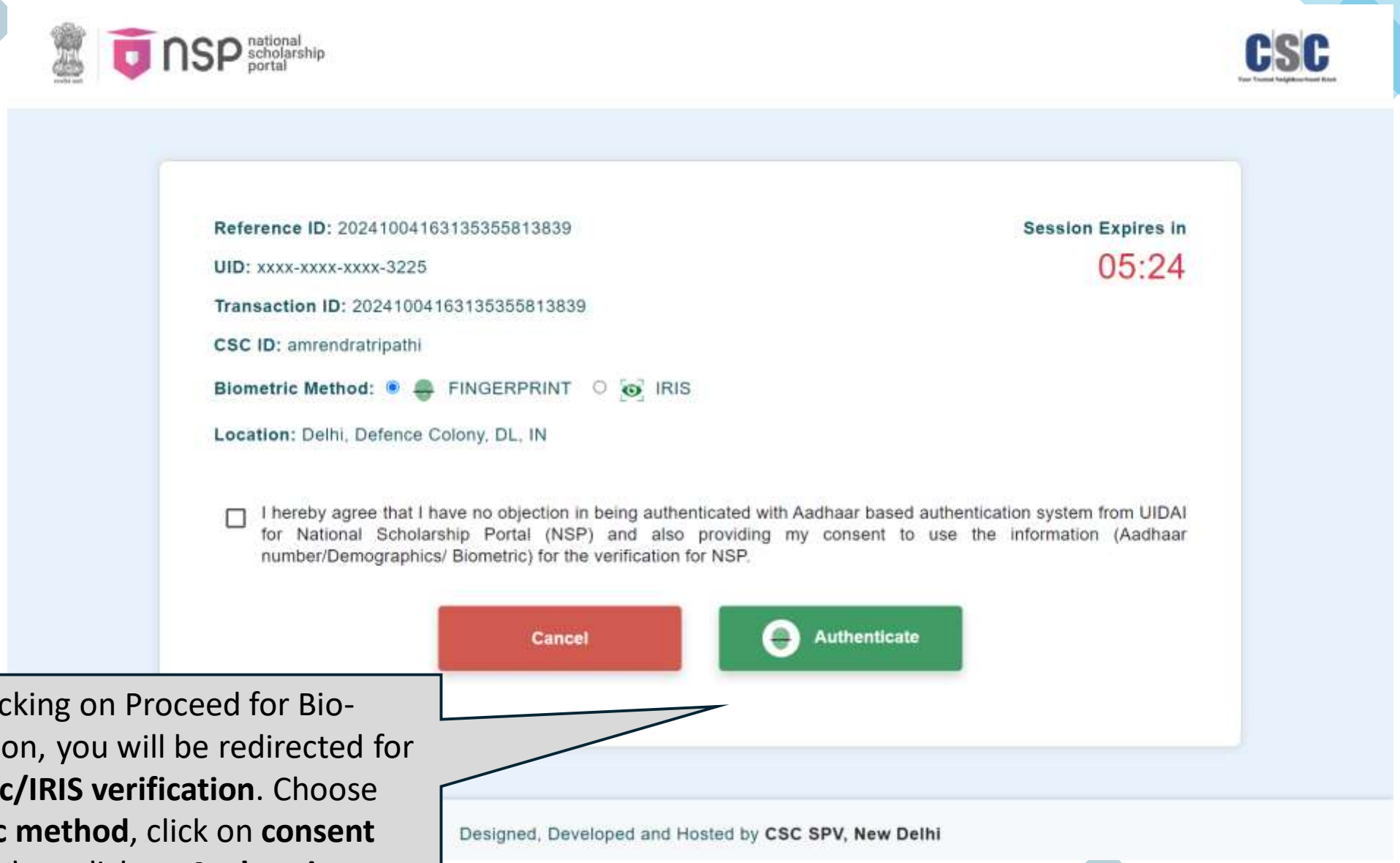

When student comes with **Reference Number**, then click on **Complete Bio-Auth** option to proceed further




Enter the **Reference Number**, followed by **OTP & Captcha**, then click on Verify




Details will come pre-filled, enter **Captcha** then click on Proceed for Bio-Authentication

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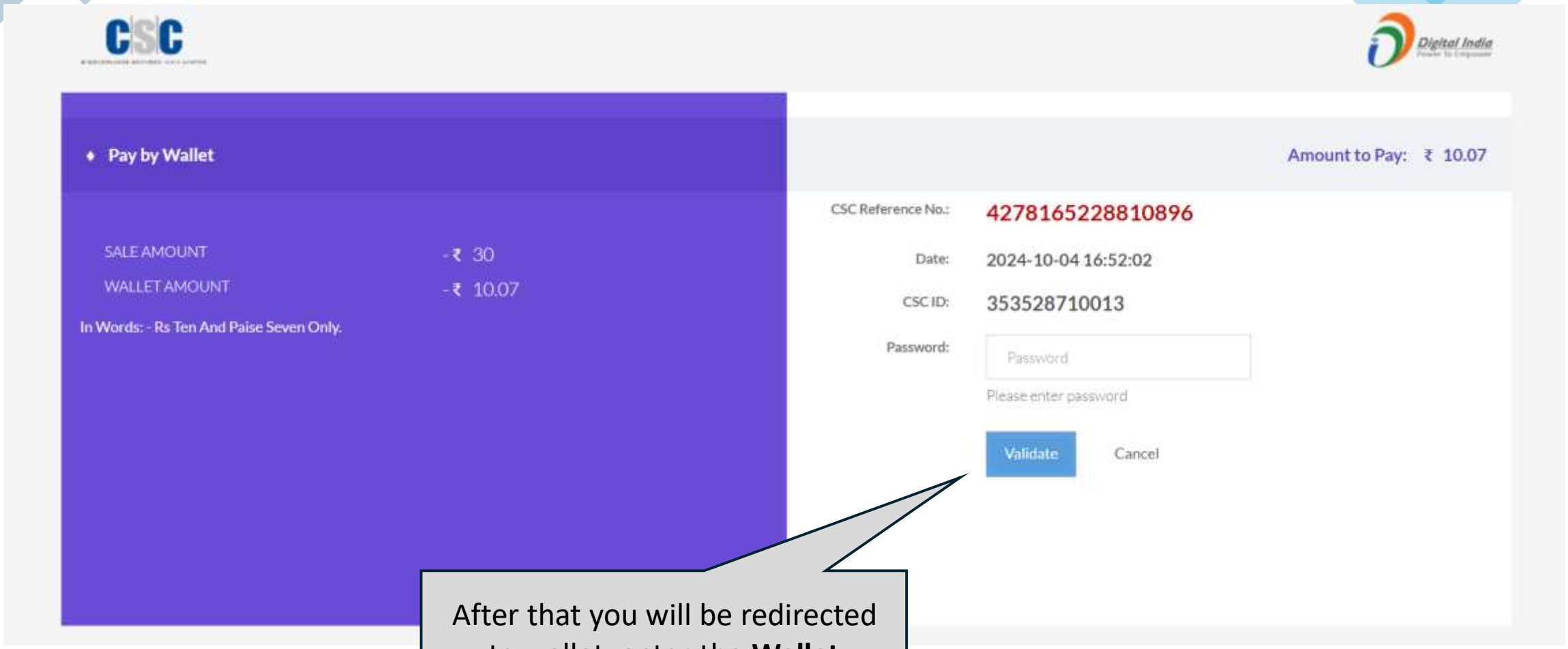


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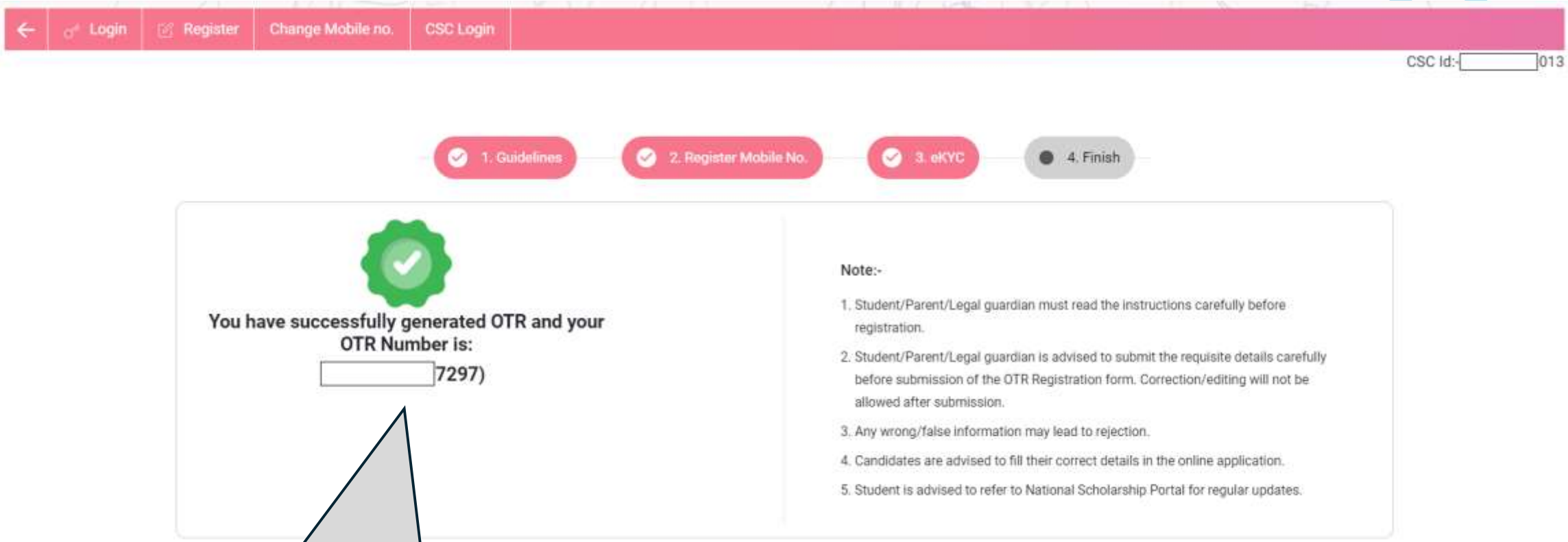
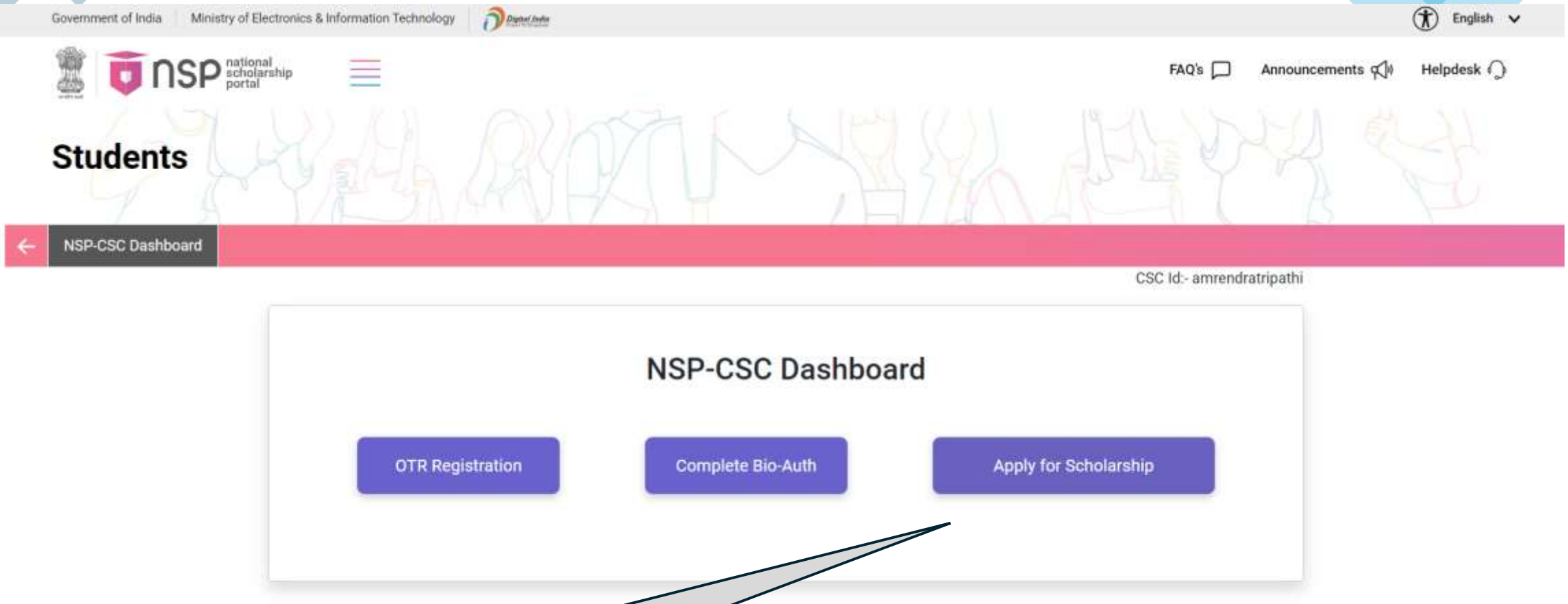
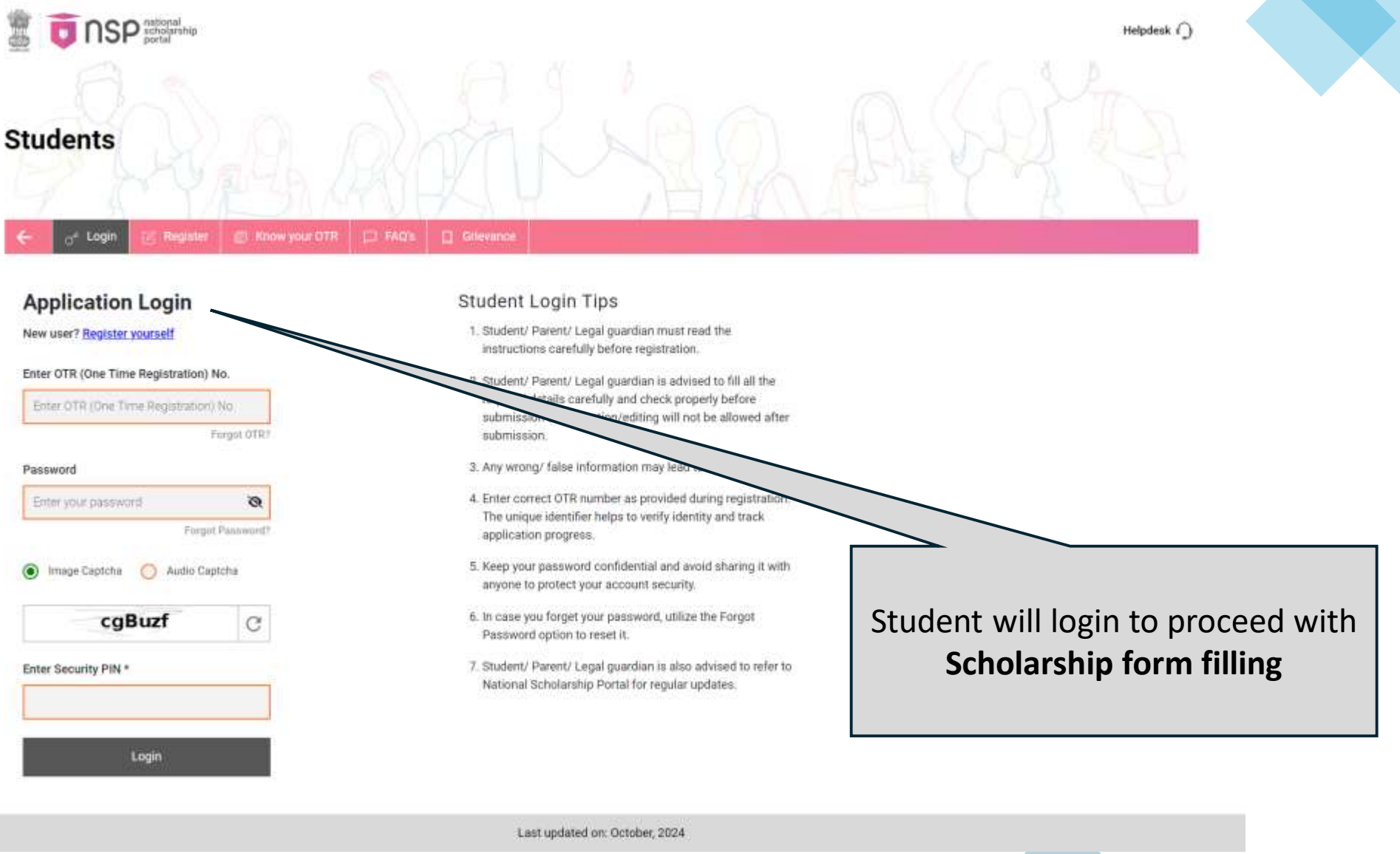



**OTR Number** will be generated after successful completion of payment

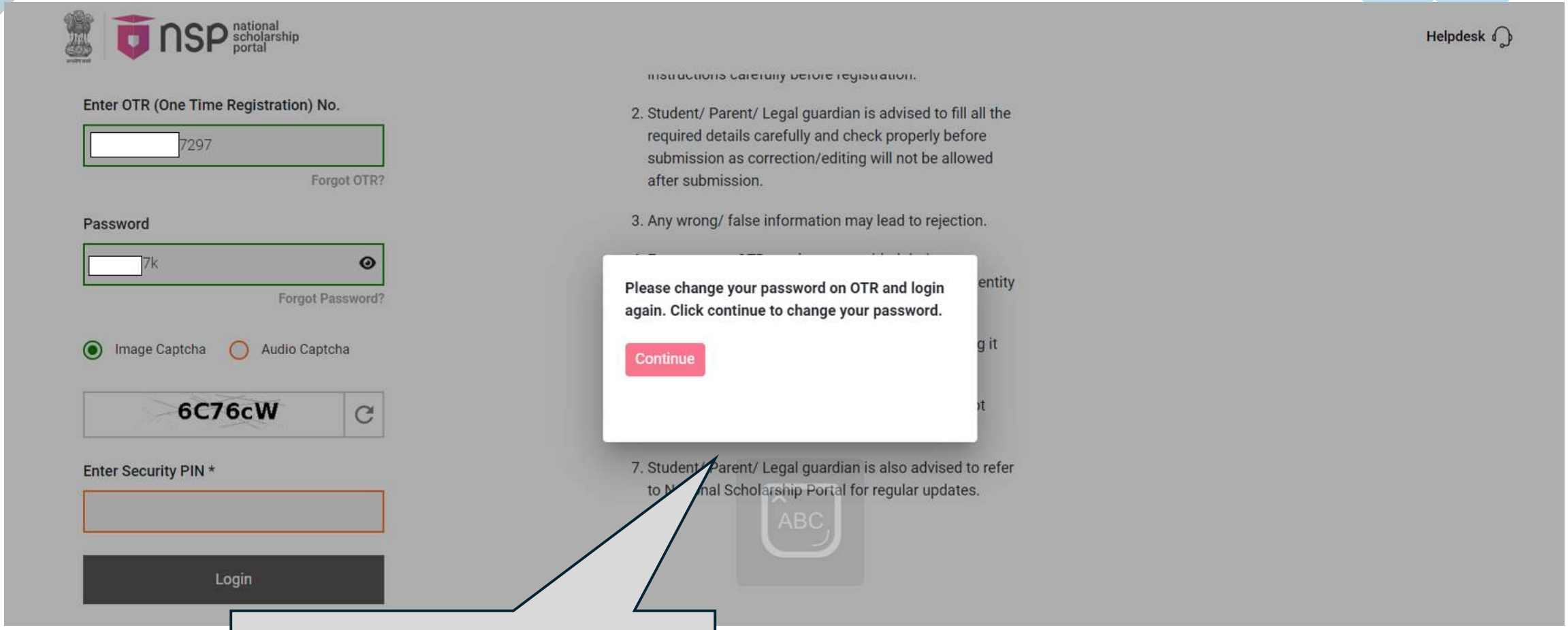
# Apply for Scholarships



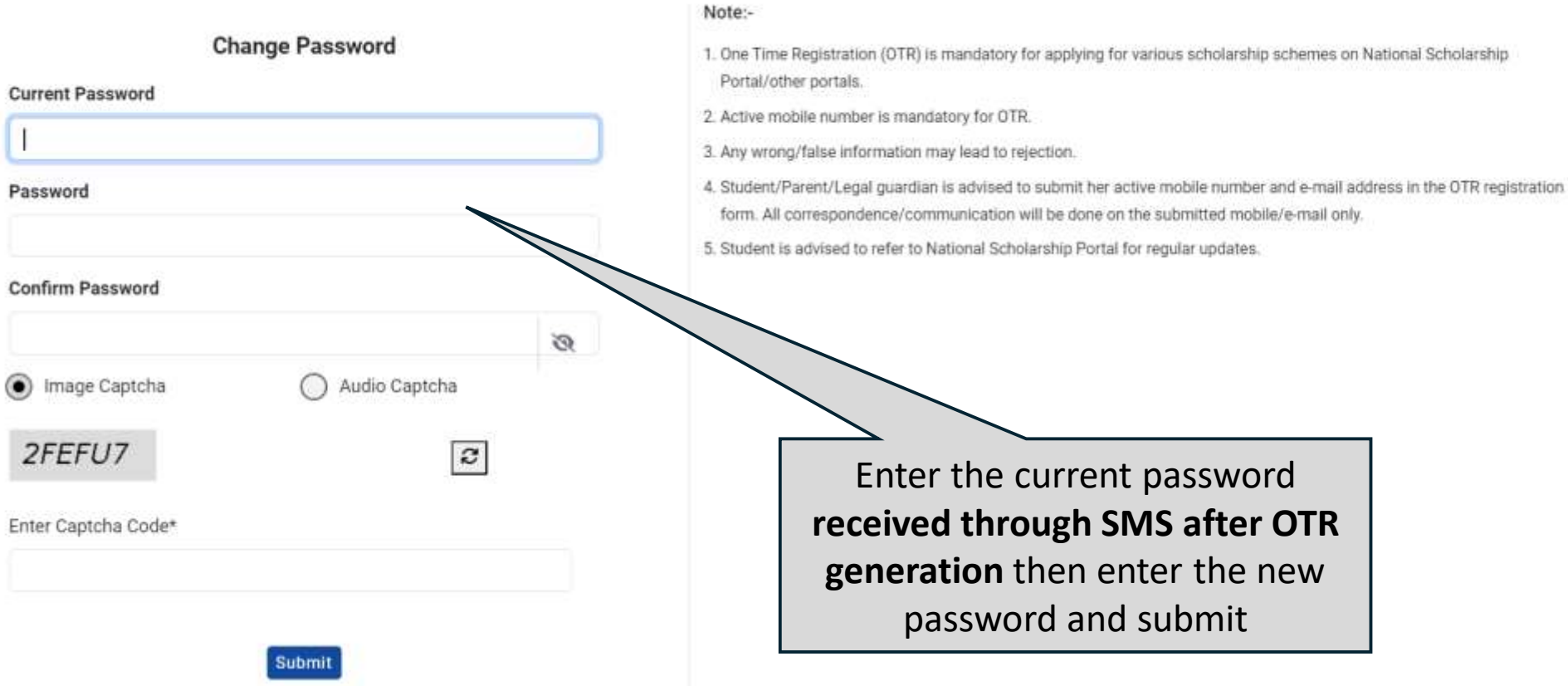

After generation of **OTR**, Proceed with Apply for Scholarship (If student asks to fill the form)

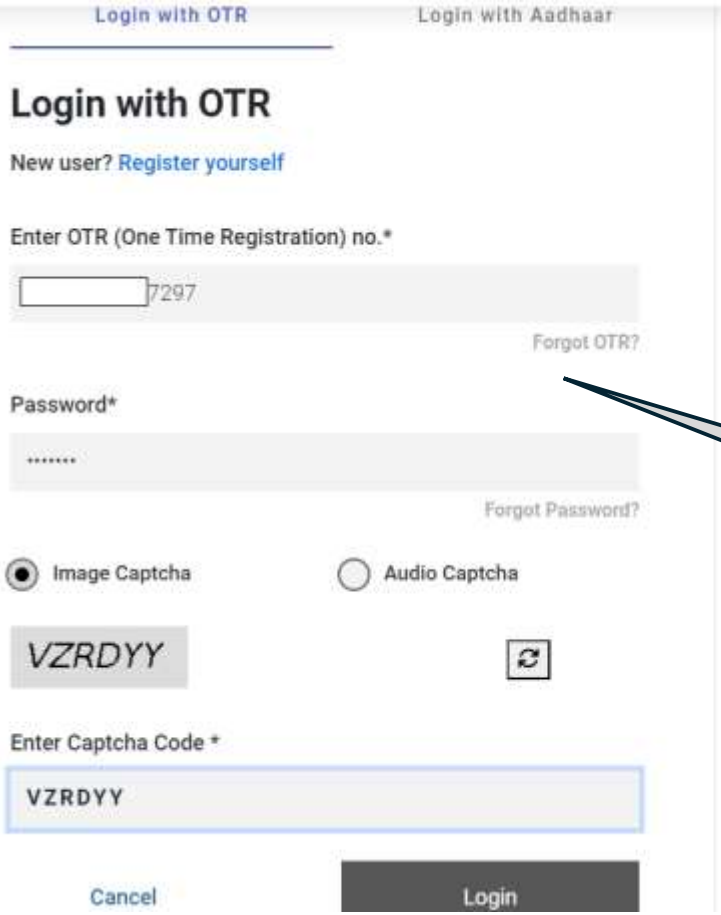



Student will login to proceed with **Scholarship form filling**




Change password once to login and Apply for Scholarship

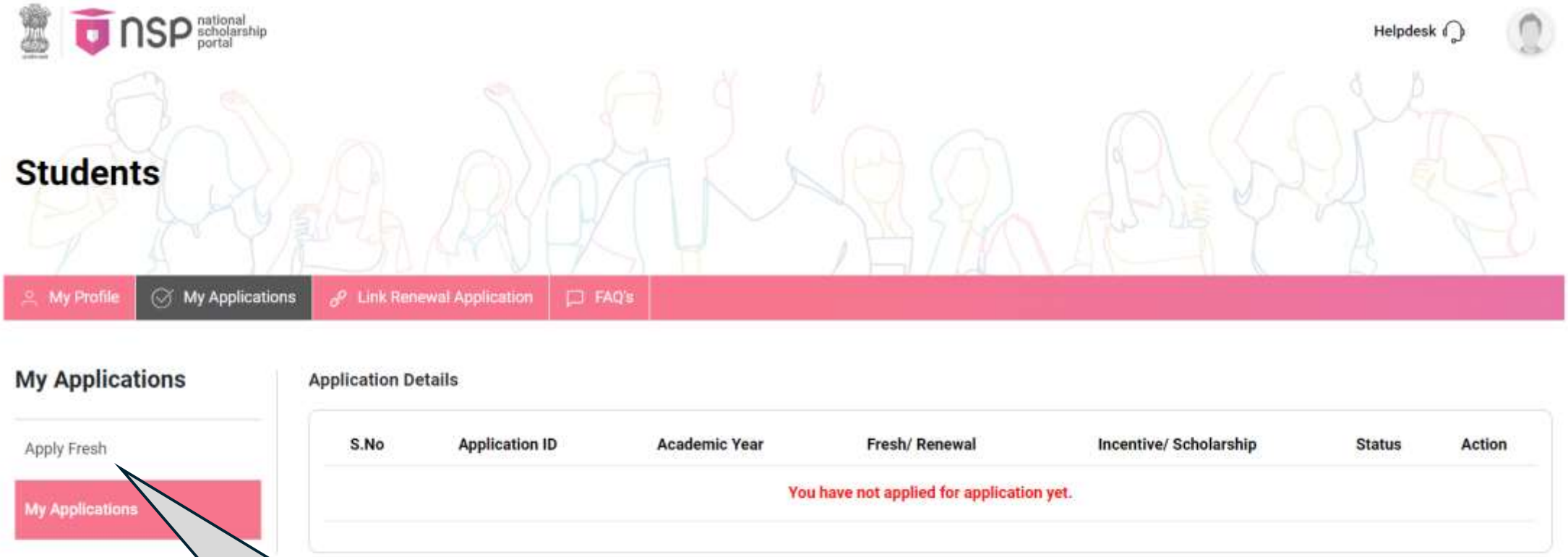

Change Password
Current Password
Password
Confirm Password
Image Captcha
Audio Captcha
2FEFU7
Enter Captcha Code*
Submit
Note:-
1. One Time Registration (OTR) is mandatory for applying for various scholarship schemes on National Scholarship Portal/other portals.
2. Active mobile number is mandatory for 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.
Enter the current password **received through SMS after OTR generation** then enter the new password and submit



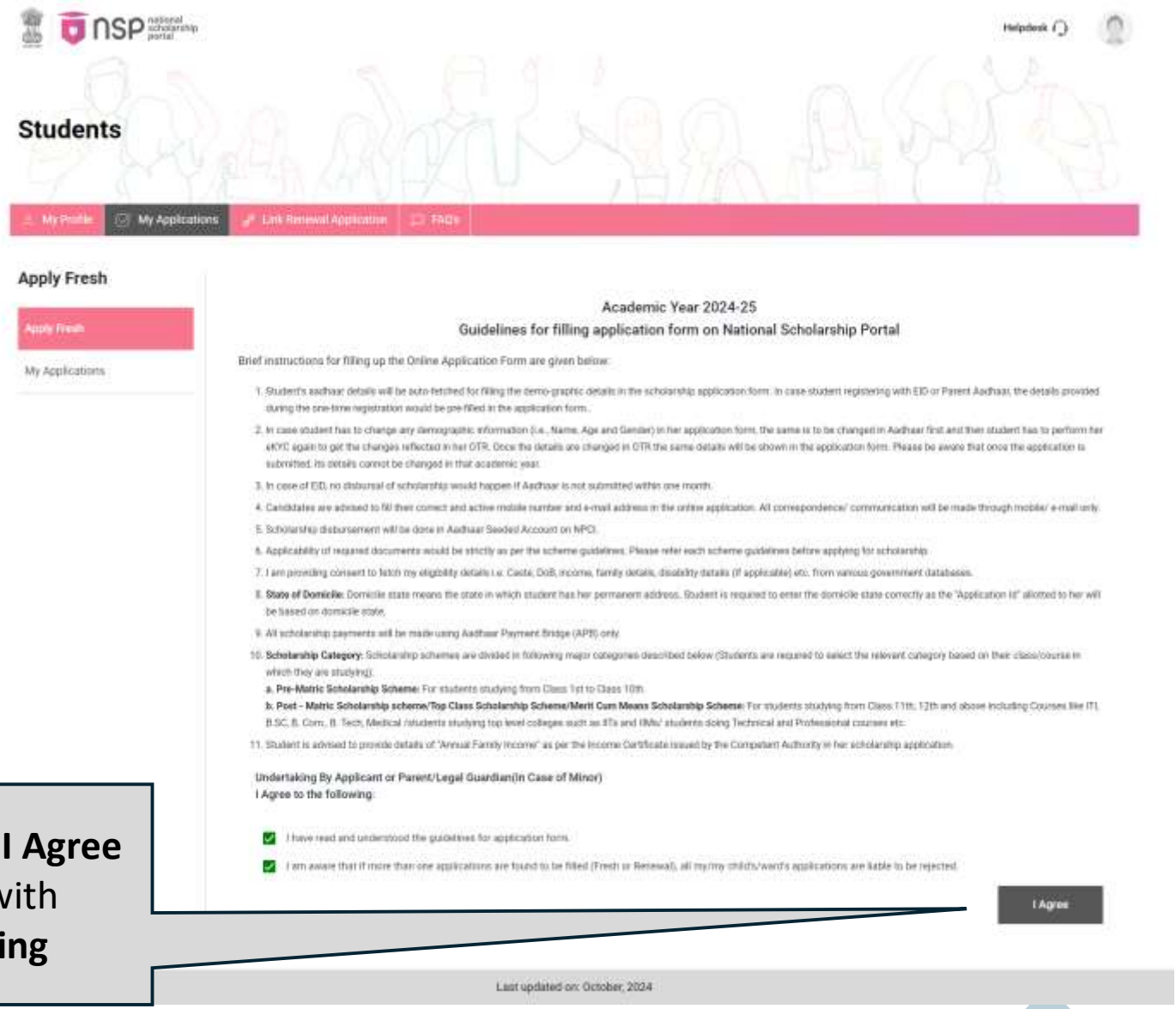

## Student login tips

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.

After successful password reset, Login with the new password created




Click on **Apply Fresh** if **new Scholarship form** is to be filled, or in case of renewal, under **My Applications** tab **already filled old form will be shown**




**Read Guidelines**, click on **I Agree** and proceed further with **Scholarship Form Filling**

# Thank You