



**SANT BABA BHAG SINGH UNIVERSITY**  
VILLAGE KHIALA, PO PADHIANA, DISTT JALANDHAR – 144030

Ref. No: SBBSU/24/1312

Date: 11/07/2024

**Urgent**

**Office Order**

**Subject: One Time Registration (OTR) Guidelines for Scholarships Hosted on National Scholarship Portal**

This is to inform to all the students who want to avail any scholarship at **National Scholarship Portal (NSP)** (including Post Matric Scholarship to SC/ST/OBC, Minority Community Scholarship Schemes and all other scholarship schemes available at NSP) that eligible students are required to register for **One Time Registration (OTR)** by following the instructions given below for Fresh and Renewal cases respectively:

**Fresh Cases:**

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.



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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 up to a maximum of two OTRs (for two minor children)
10. In case more than one OTR is found for a student, the student would be liable for debarment from scholarships.

### For renewal cases:

1. One Time Registration (OTR) related instruction to the students who have applied on National Scholarship Portal in AY 2023-24, all such eligible students need to follow the instructions as mentioned in the instructions given at the following link at NSP <https://scholarships.gov.in/public/FAQ/renewalstudentfaqs.pdf>

All the departments (for all students) and Admission Cell (for fresh cases only) are requested to kindly inform the effected students to register for **One Time Registration (OTR)** to enable them to apply for the respective scholarship scheme for which they are eligible. Without registration for One Time Registration (OTR) they will not be able to apply for scholarship.

*Anmar*  
Registrar 11/07/24

To:

1. Dean Academics
2. All Deans/Deputy Deans/ Directors/Deputy Directors - For necessary action please.
3. All HoDs/CoDs/Department in-charges - For circulation amongst students and staff
4. Admission Cell
5. Website
6. All Notice Boards

Cc:

1. Secretary, SBBSMCS - for kind information, please
2. Vice-Chancellor - for kind information, please

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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.

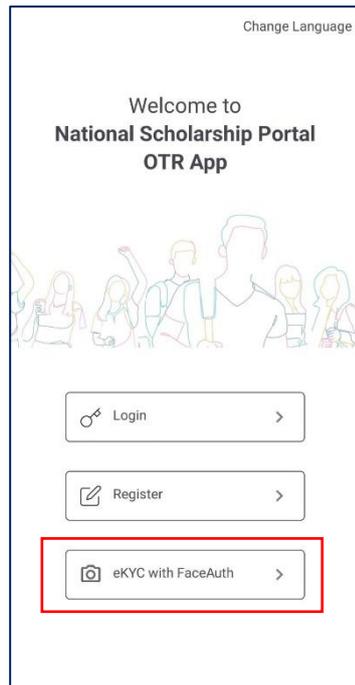
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## **A. Instructions to the students who have received the OTR no.**

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.

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: 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

**24xxxxxxxxx789**

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

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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