National Scholarship Portal - Guidelines to on-board State/UT Schemes on NSP

1   Introduction

National Scholarship portal is a PMO initiative envisaged to be a single unified portal for online application submission, verification and final disbursement of scholarships directly into student's bank account.

In NSP, student's scholarship eligibility is identified by the system on the basis of academic criteria, income criteria or combination of both, apart from basic demographic criteria that varies from scheme to scheme.

With increasing popularity of NSP, many states/UTs have been expressing their interest to on-board state/UT schemes on NSP. These guidelines have been prepared in order to provide basic details about NSP to the States/UTs and assist them in on-boarding their Schemes with ease.

2   On-boarding the scheme:

The State/UT departments that are willing to on-board their schemes to NSP shall keep in mind the following details:

2.1   Scheme Related Details

1. NSP application form is approved by the group of officers by Government of India. No additional fields may be added on it. Users can refer to the application form in the User Manual which is available in Services Section of the NSP portal (https://scholarships.gov.in/).

2. Scholarship scheme shall follow fixed timelines for:

    a. Application opening and closing date

    b. Institute Verification Closing date

    c. District / State Verification closing date

3. All steps, from application to final disbursement shall be carried out in same Academic / Financial Year.

4. Scheme shall follow 2-level verification process in accordance with the procedure of NSP.

   a. The first level verification is required at Institute level.

   b. The second level verification shall be carried out by Student's Domicile District / State officers, and not the Institute's District / State. Since scholarships are paid as per the domicile state quota, verification in the Institute's District/State is not possible.

5. Scheme should be registered on PFMS so the payment can be done through PFMS by NSP. And details of PFMS should be shared with NSP during on-boarding of the scheme.

6. In cases where Scheme is applicable only to specific courses / course groups, the list of courses will be provided by the NSP team, and user needs to select the courses from the given list.

7. Similarly, in cases where Scheme is applicable for specific institute(s), the list of institutes registered with NSP will be provided by NSP team, and user needs to select the desired institute(s).

8. NSP will only accept the School/ College / University which is registered on AISHE / DISHE.

9. NSP does not have provision to differentiate between Government, Semi-Government, Private or any other type of institutions.

10. Block level data is not available with NSP. Hence, block level verification or reports generation is not possible in NSP.

11. During configuration of the Scheme, NSP will send a template, which is to be filled by user for the purpose of merit list generation and fee calculation.

2.2   Application Related Details

1. One student can apply only in one of the schemes hosted on NSP.

2. For every application, a unique mobile number is required. In cases where the mobile number is already existing in NSP database, system will not allow student to register at NSP.

3. For every application, a unique bank account number is required. Also, account must be in the name of student. In cases where the account number is already existing in NSP database, system will not allow student to register at NSP.

4. For every application, a unique Aadhaar number shall be provided by student (not mandatory). In cases where the Aadhaar number is already existing in NSP database, system will not allow student to register at NSP.

5. NSP system will match the Aadhaar number with student name. Once matched, student's name cannot be changed in the system.

6. In cases where duplicate application(s) are submitted by student (more than one scheme or renewal), all the applications by the student shall be rejected.

7. If bank account holder's name does not match with applicant's name, the application will be rejected. No chance will be given to correct the bank account number.

8. No auto-escalation of the application is possible in NSP to subsequent level, i.e. if the Institute does not verify the details of the application, the District/State Nodal officer cannot verify it.

9. At present, NSP does not have any facility to transfer the scholarship amount share to the institute.

2.3   Renewals

1. If Scheme is on-boarded on NSP in previous academic year(s) and state/UT has done their payment after taking the data from NSP through their own mechanism, then the state/UT has to revert back the data along with application ID, Scholarship amount disbursed, etc. to the NSP. NSP will then open those applications for renewal.

2. If Scheme was not on-boarded on NSP in previous year for fresh applications, then renewal application cannot be called on NSP.

2.4   Data Sharing / Reporting Requirements

1. All the reports are available on NSP to facilitate user to export the same in PDF / Excel as per the requirement.

2. Cumulative data will not be shared by NSP under any circumstances.

3. In accordance with Aadhaar Act, the Mobile No., Bank Account No. and Aadhaar no. of students will not be shared with the user under any circumstances.

4. States/UTs shall respond to RTI queries / Grievances on their own. NIC will only provide the reports to the registered user through portal.

3   Steps for on-boarding:

The State/UT departments that are willing to on-board their schemes to NSP shall submit the following details to NSP:

i) The acceptance to these guidelines,

ii) Scheme Guidelines,

iii) FAQs related to the scheme

iv) Scheme opening date, Scheme Closing date, Institute Verification closing date, Nodal officer verification closing date,

v) The verification workflow of the scheme, e.g. School -> District/State

vi) The filled format for scheme details (in excel)

vii) The departments willing to on-board scheme(s) on NSP are also requested to enlist the scheme in PFMS and send us the following details: PFMS Scheme code, PFMS beneficiary type Id, PFMS purpose code, DBT code, Agency id and Agency name.