

Frequently Asked Questions on Biometric Authentication Process of SNOs, DNOs, INOs, HoIs and Applicants for AY 2022-23 MOMA Scholarship Scheme

S.No.	Questions	User				
		State Nodal Officer (SNO)	District Nodal Officer (DNO)	Head of Institute/School (HoI)	Institute Nodal Officer (INO)	Student
1	Who all users must perform Biometric Authentication	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
2	To whom should I contact to update my Profile details	Ministry of Minority Affairs (MoMA)	SNO	DNO	HoI	Only Aadhaar Update is allowed on NSP
3	How to change/update profile of HoI, INO, DNO, SNO on NSP	User profile can be changed by only concerned biometric authenticated users 1. For change in SNO profile MoMA should be informed 2. For change in DNO profile, SNO to approve however SNO must complete biometric authentication without completion of bio- auth, profile update is not allowed. 3. DNO shall approve change in HoI and INO profile				
4	Are there any charges to be paid for Biometric Authentication	Biometric Authentication is FREE - All charges will be borne by the Ministry				
5	For which academic year, Biometric authentication is taking place	Only for Academic Year 2022-23				
6	Where will the Biometric Authentication drive take place	District Head Quarter				At respective Institute in CSC Camps
7	What is the sequence of Biometric Authentication for validation	SNO/DNO → HoI → INO (HoI & INO to be validation in presence of DNO)				Applicant to be validated in presence of INO / HoI
8	What all documents/details are required for Biometric Authentication	NSP Login ID & Aadhaar Card	Valid documents as proof of HoI and INO and NSP Login ID & Aadhaar Card			Applicant NSP Login ID & Aadhaar Card
9	Who is authorized to perform Biometric Authentication	Common Service Center (CSC)				

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10	Which Login ID should be used for Biometric Authentication	Login ID pertaining to MoMA Scheme				
11	Can I change the User details after Biometric Authentication	No- The details once re-validated and authenticated will be freezed and cannot be changed for the AY 2022-23				
12	If my fingerprint did not match during Biometric Authentication	Try IRIS Biometric authentication additionally check biometric settings on the official website of UIDAI and unlock the Biometric settings				
13	How can I check linking of mobile number with Aadhaar Biometric Status	You can visit UIDAI website and login to your account using your Aadhaar number and OTP to check the linking of your mobile number				
14	Can any other person validate on my behalf using my Aadhaar details	No- The Biometric Authentication should be done by the respective user by physically appearing at the CSC camp.				
15	What will be the impact if my Biometric Authentication fails/not completed			INOs will not be able to revalidate the applications for AY 2022-23	Application will be marked as 'Rejected'	
16	What is the last date of uploading Aadhaar details on NSP portal	1 st Aug 2023 – 5 th Aug 2023		01 st Aug 2023- 10 th Aug 2023	05 th Aug 2023 – 20 th Aug 2023	
17	What is the last date of Biometric Authentication	01 st Aug 2023 – 05 th Aug 2023		01 st Aug 2023- 10 th Aug 2023	05 th Aug 2023 – 20 th Aug 2023	
18	What is the last date of re-validation for students with successful Biometric Authentication		10 th Aug 2023 – 25 th Aug 2023	05 th Aug 2023 - 23 rd Aug2023	-	
19	Why I am not able to re-validate the application for Ay 2022-23			Re-validation will be opened for INO, only if bio-auth of HoI and INO of that institute is successful.	-	

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20	Can I do my Biometric Authentication in any other District Head Quarter	No, Biometric Authentication should be attended in your respective District Head Quarter in presence of SNO/DNO.				
21	Can I do my Biometric Authentication in any other Institute					No, Biometric Authentication should be attended in respective Institute Camps organized by CSC in presence of HoI / INO
22	What should I do if I do not have Aadhaar number	Aadhaar number is mandatory				Applicant should provide their Aadhaar and minor applicant not having Aadhaar must provide Aadhaar of their parent/legal guardian on NSP

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23	Do a Minor student also have to provide Aadhaar number					Minor applicant must provide Aadhaar of either of the parent/legal guardian on NSP along with their consent. Note: Parent/legal guardian must ensure that the name on NSP must be same as mentioned in their Aadhaar otherwise Biometric Authentication will fail.
24	What should be done if there is a mismatch in details of NSP and Aadhaar	User must follow the UIDAI guidelines to change/update the name in Aadhaar				
25	What are the timings of Biometric Authentication Drive	Normal Working hours are 9:30 AM to 5 PM however DNO & HoI should decide the timing as per local conditions.				
26	Where will the applicant receive their Scholarship amount					Scholarship amount will be credited to applicant's Aadhaar seeded Bank account and in case of minor, parent/legal guardian Aadhaar seeded Bank account through Aadhaar Payment Bridge System (APBS) No Payment shall be processed without AADHAAR.

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27	What should I do if Aadhaar number does not belong to the person performing Biometric Authentication / if Aadhaar number and the reporting person are different	The Biometric Authentication should be done by the respective user by physically appearing at the CSC camp. In case of mismatch, the new SNO/DNO/HoI/INO will appointed as 'Fresh' through MoMA/SNO/DNO/HoI respectively as per the procedure provided on NSP. Once He / She is appointed as user by competent authority then only he / she will be allowed to do Bio-auth.				-
28	What process is to follow if there SNO/DNO or HoI/INO are same	If for a particular scheme, SNO and DNO are same, they will have to perform the Biometric Authentication twice as SNO as well as DNO. (same in case of HoI and INO)				-
29	What is procedure for Biometric Authentication of SNO/DNO	<p>Procedure of Biometric Authentication of DNOs/SNOs</p> <ul style="list-style-type: none"> • Biometric authentication of the L2 level validating officers (DNOs/SNOs) will be performed first. • CSC VLE will perform biometric authentication of DNOs/SNOs. • Biometric authentication process of DNOs/SNOs will be same as explained for biometric authentication process of INOs/HoI in Question 30. • Only biometric authenticated DNOs/SNOs will be able to further revalidate the INOs and HoIs. 				

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30	What is the procedure for Biometric Authentication for HoI/INO	<p>Procedure of Biometric Authentication of INOs / HoIs</p> <ul style="list-style-type: none"> • The existing INOs/HoIs will visit the camp along with Aadhaar number and NSP user Id for Biometric Authentication. • CSC VLE will validate information reported by INOs/HoIs through the NSP biometric authentication utility. • If the information provided by the INO/HoI matches with an entry in NSP database, details of INO/HoI will be returned to NSP-BA utility which will be shown to INO/HoI for confirmation and then CSC VLE will take a live photograph of INO/HoI. • CSC VLE will perform biometric authentication for INO/HoI after successful validation. • On successful biometric authentication data will be stored in the CSC database and NSP portal will be updated with success/failure of biometric authentication along with other transaction details. <p>Biometric authentication of HoI will be done first and then biometric authentication of INO of that Institution will be completed.</p> <p>If there is any change in the HoI & INO then procedure to update the same is to be followed and the change shall be approved by DNO</p>				

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31	What is the procedure for Biometric authentication of applicants	<p>Procedure of Biometric Authentication of applicants</p> <ul style="list-style-type: none"> • CSC VLE will conduct camps in the institutions to perform the biometric authentication of the re-validated applicants. • Applicants will report to CSC VLE along with Aadhaar number and NSP user Id for Biometric Authentication. • CSC VLE will validate information reported by Applicants through the NSP biometric authentication utility. • If the information provided by the Applicants matches with an entry in NSP database, details of Applicants will be returned to NSP-BA utility which will be shown to Applicants for confirmation and then CSC VLE will take a live photograph of Applicants. • CSC VLE will perform biometric authentication for Applicants after successful validation. • On successful biometric authentication data will be stored in the CSC database and NSP portal will be updated with success/failure of biometric authentication along with other transaction details. 				
32	What is the procedure for re-validation of applications by INO/HoI and DNO/SNO	<p>Procedure of Applicants Re-validation of by INOs/DNOs</p> <ul style="list-style-type: none"> • Successfully biometric authenticated applications will be made available in the INO logins for re-validation. • Re- validation will be opened for INO, only if bio-auth of HoI and INO of that institute is successful. • SMS will also be sent to these students informing that their application is reverted to their INOs for re-validation.. • In case applications are not re-validated by INO till the last cut-off date of application re-validation by INO, the applications will be escalated to SNO's/DNO's login for re-validation. 				

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		While re-validation by L1 or L2 officers, the application will be marked Accepted or Rejected. No other option will be available during re-validation.
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