USER MANUAL FOR STUDENTS

NSP WEB PORTAL

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1 System Overview

The NSP web portal is divided into various modules, the following modules will be accessible to the Student User –

- Authentication
- My Profile
- My Applications
- Fill Application
- Withdraw Application
- Revoke Application
- Renew Application

1.1 Pre-requisite

To start the application process, students should have the following items ready. Please note that not all the details mentioned below are mandatory. Document requirements vary by scheme, so check your specific scheme details to know which documents are mandatory for your application.

1. Android based active mobile number
2. Your basic details like –
   a. Name
   b. Gender
   c. Date of Birth
   d. Father's Name
   e. Mother's Name
   f. Domicile State
3. School/ Insitute enrolment number
4. Class 10th details such as –
   a. 10th class roll no
   b. 10th class percentage
   c. 10th class marksheet (If applicable)
5. Class 12th details such as –
   a. 12th class roll no
   b. 12th class percentage
   c. 12th class marksheet (If applicable)
6. Competitive exam details such as –
   a. Competivite exam name (If qualified)
   b. Competivite exam roll no (If any)
   c. Competivite exam year (If any)
7. Ration Card/ PPPID Details
8. UDID No (In case of disability)
9. Complete Address

10. Domicile Cerificates (If applicable)
11. Aadhaar details such as –
    a. Aadhaar number
    b. Mobile number linked with Aadhaar
    c. Aadhaar Card (If applicable)
    d. NPCI Seeding status (desired)
12. If you don't have an Aadhaar
    a. Active mobile number
    b. Aadhaar enrolment slip or Parent's/Legal Guardian's Aadhaar (in case
    c. student is minor)
    d. Mobile number linked with EID or Parent's Aadhaar
    e. NPCI Seeding status (desired)

1.2 FAQs

1. How do I apply for Scholarship?

First student has to Register on OTR in order to get OTR ID. Further the OTR must be used to Login on NSP Application Form module.

Student's demographic details and photograph will be automatically fetched form OTR.

2. How do I update my demographic details?

For change in demographic details student must first update their Aadhaar details. These changes will be reflected in student's OTR profile through fresh eKYC. After updation in NSP OTR, details will be reflected in NSP Application Form.

3. How do I change my Domicile State?

If you have already applied for an application then you will not be able to change your domicile state unless you withdraw your application. Please note all of your applications (Scholarship/ incentive) must be withdrawn. If you have even one active application, you will not be able to change your Domicile state. Additionally, you can not withdraw your application if the application has been approved by L2 (Nodal officer) or if the scholarship payment has been released.

To know how to withdraw an application, please refer to Section 2.4 Withdraw Application.

4. How can I change my Scholarship Category once my application is submitted?

You cannot change your scholarship category once your application is submitted. To change your scholarship category, you will have to withdraw your incorrect application

and apply again with 'Apply Fresh' for a new application.

To know how to apply fresh for an application, please refer to Section 2.3.1 Apply Fresh.

To know how to withdraw an application, please refer to Section 2.4 Withdraw Application.

5. When can I withdraw my application?

You can withdraw your application at any time during the application process. Please note that you will not be able to withdraw your application if any of the following conditions are met –

1. If the application has been approved by L2 (Nodal officer)
2. If the scholarship payment has been released.

To know how to withdraw an application, please refer to Section 2.4 Withdraw Application.

6. Can I enable my application again after withdrawing?

Yes, you can enable your application again after withdrawing. To do so, go to 'My Applications' page and click on the 'Revoke Application' button for the desired application.

Please note that you cannot revoke your scholarship application if you fail the following conditions –

1. You already have another active scholarship application and want to revoke another scholarship application.
2. Application Dates has been closed.
3. If the domicile state of the withdrawn application is different from your current active application (if any).

7. How can I apply for multiple scholarships?

You cannot apply for multiple scholarships. You can only apply for one scholarship at a time. In order to change your scholarship scheme, you will have to withdraw your current scholarship application first. Please note that you will not be able to withdraw your application if any of the following conditions are met –

1. If the application has been approved by L2 (Nodal officer)
2. If the scholarship payment has been released.

To know how to withdraw an application, please refer to Section 2.4 Withdraw

Application.

8. **How can I apply for multiple incentives?**

   You can apply for multiple incentives from the 'Apply Fresh' page. Click on 'Apply Fresh' and select 'Incentive' from the Application Type dropdown menu. There is no limit to the number of incentives you can apply for.

   To know how to apply fresh for an application, please refer to Section 2.3.1 Apply Fresh.

2 Student Modules

The users will be able to view the login page when they enter the URL and hit Enter in case they are not logged in. All the major modules for the user are described below:

2.1 One Time Registration

Users will be able to register themselves into the portal using OTR. They will be able to access the same using the following steps as shown in **Fig 2.1 (a), Fig 2.1 (b)** and **Fig 2.1 (c).**

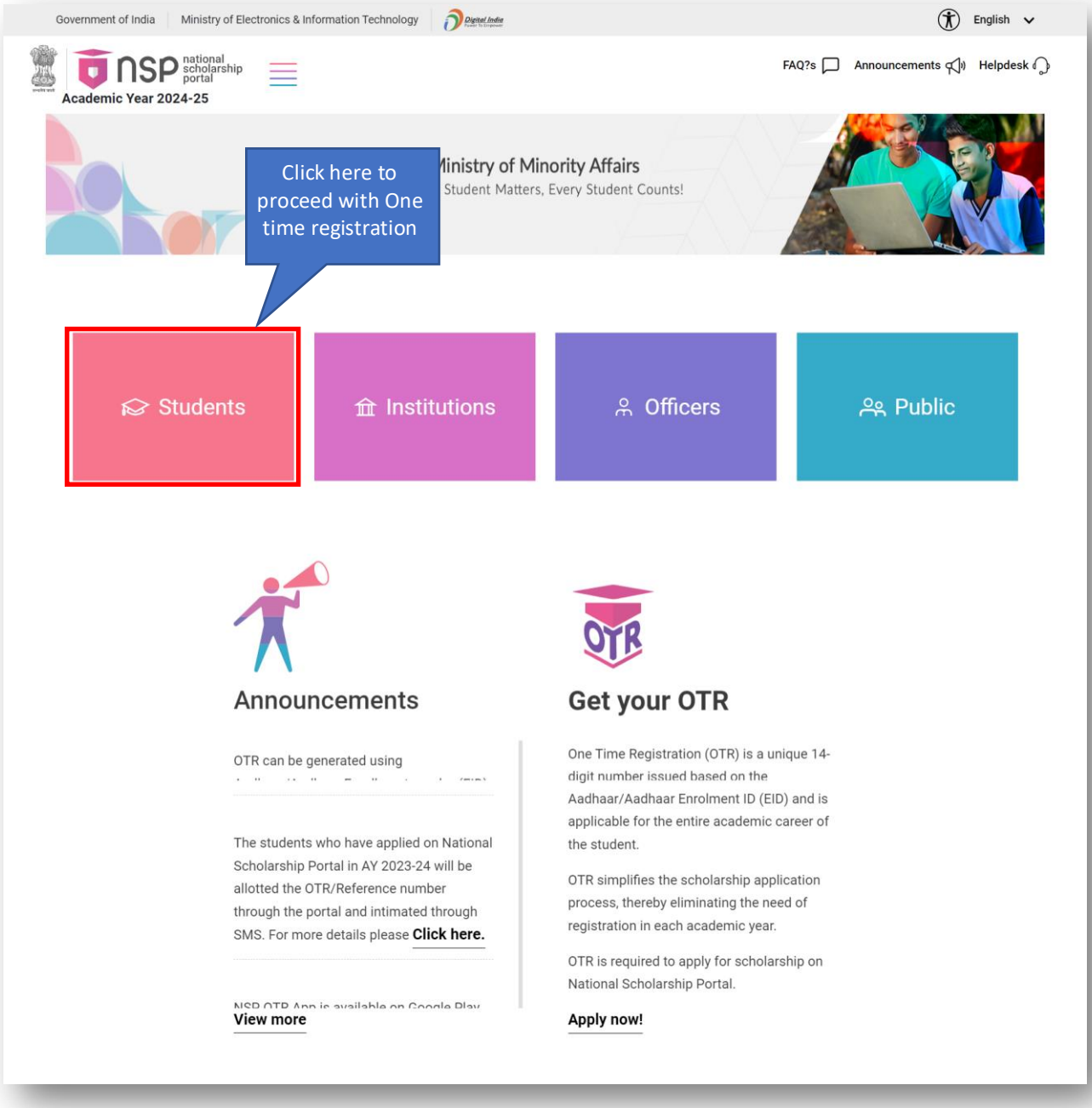

Government of India
Ministry of Electronics & Information Technology
English
nsp national scholarship portal
Academic Year 2024-25
FAQ?s
Announcements
Helpdesk
Click here to proceed with One time registration
inistry of Minority Affairs
Student Matters, Every Student Counts!
Students
Institutions
Officers
Public
Announcements
OTR can be generated using
The students who have applied on National Scholarship Portal in AY 2023-24 will be allotted the OTR/Reference number through the portal and intimated through SMS. For more details please Click here.
View more
Get your OTR
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.
Apply now!

Fig 2.1 (a)

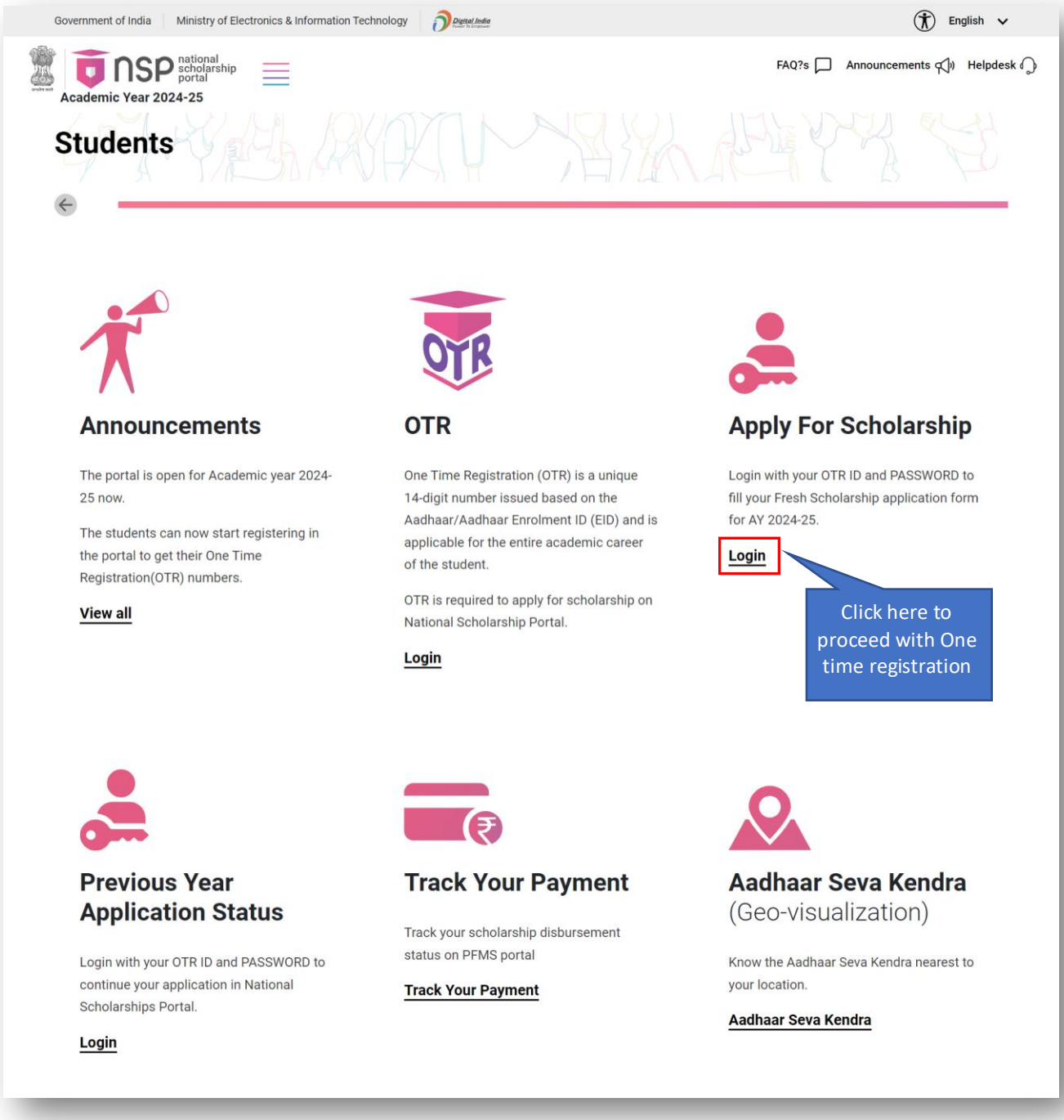

Government of India
Ministry of Electronics & Information Technology
English
nsp national scholarship portal
Academic Year 2024-25
FAQ?s
Announcements
Helpdesk
Students
Announcements
The portal is open for Academic year 2024-25 now.
The students can now start registering in the portal to get their One Time Registration(OTR) numbers.
View all
OTR
OTR
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 is required to apply for scholarship on National Scholarship Portal.
Login
Apply For Scholarship
Login with your OTR ID and PASSWORD to fill your Fresh Scholarship application form for AY 2024-25.
Login
Click here to proceed with One time registration
Previous Year Application Status
Login with your OTR ID and PASSWORD to continue your application in National Scholarships Portal.
Login
Track Your Payment
Track your scholarship disbursement status on PFMS portal
Track Your Payment
Aadhaar Seva Kendra (Geo-visualization)
Know the Aadhaar Seva Kendra nearest to your location.
Aadhaar Seva Kendra

Fig 2.1 (b)

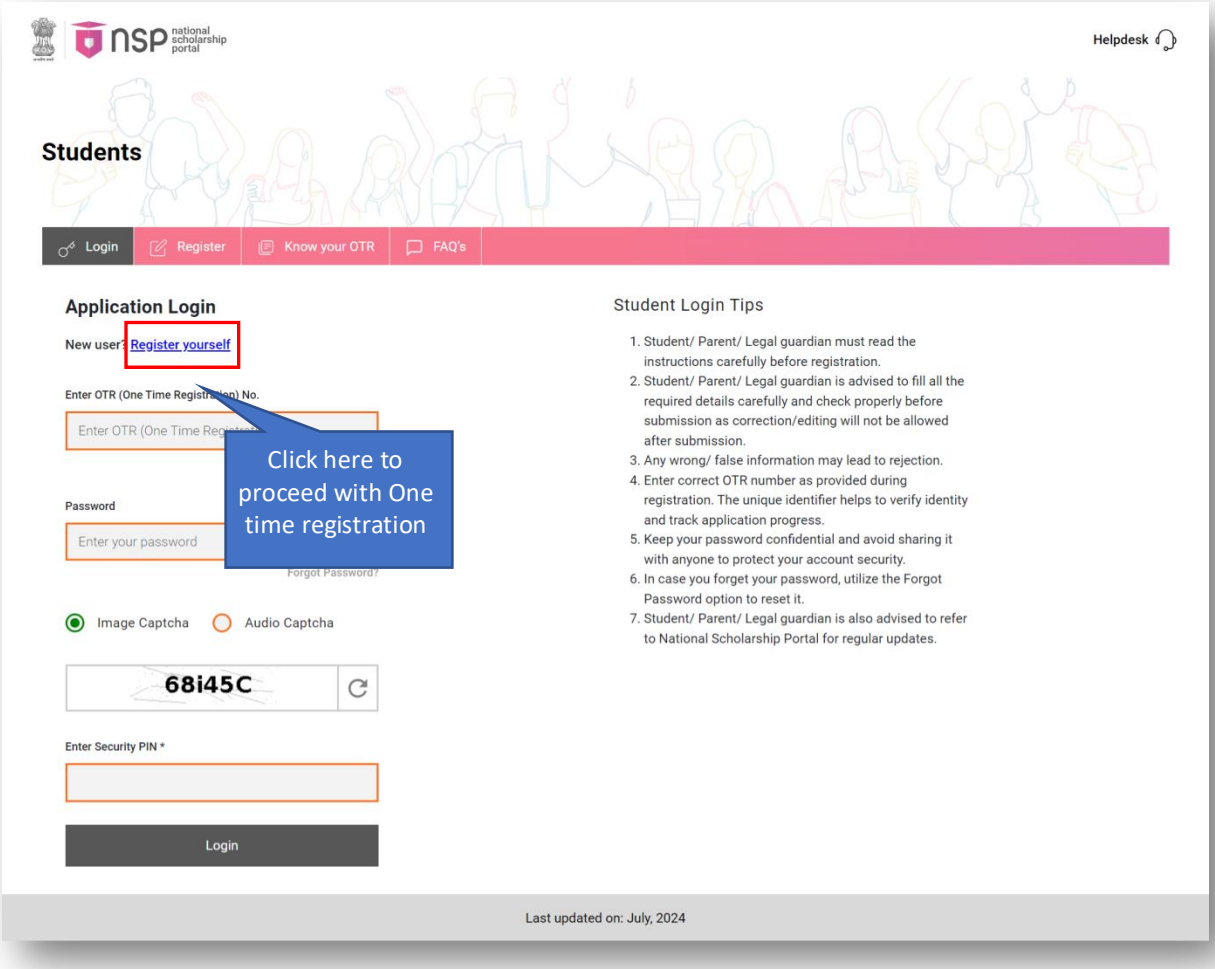


Fig 2.1 (c)

Then students will be able to register into to Portal using 'Register yourself' link from the Login Page. Only Students will be able to register into the Portal.

There will be following steps for user to register themselves –

- General Instructions
- Register Mobile Number
- eKYC Update
- Finish

2.1.1. General Instructions

This will be the first step for registration. The Page will look as shown in **Fig 2.1.1 (a)**

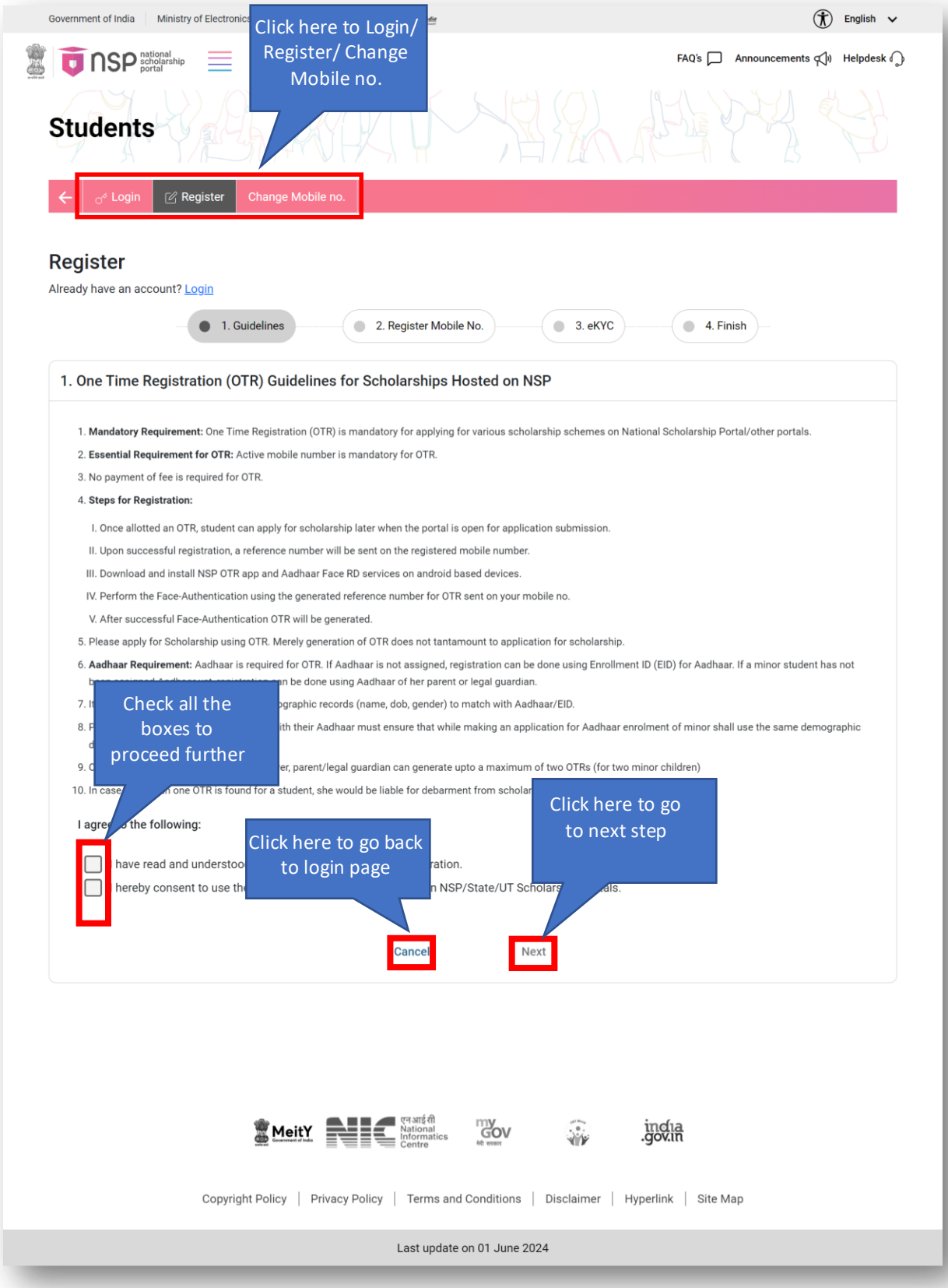

Click here to Login/ Register/ Change Mobile no.
Students
Login
Register
Change Mobile no.
Register
Already have an account? Login
1. Guidelines
2. Register Mobile No.
3. eKYC
4. Finish
1. One Time Registration (OTR) Guidelines for Scholarships Hosted on NSP
Check all the boxes to proceed further
Click here to go back to login page
Click here to go to next step
Cancel
Next
Copyright Policy | Privacy Policy | Terms and Conditions | Disclaimer | Hyperlink | Site Map
Last update on 01 June 2024

Fig 2.1.1 (a)

2.1.2. Register Mobile Number

This will be the second step for registration. The Page will look as shown in **Fig 2.1.2 (a)**

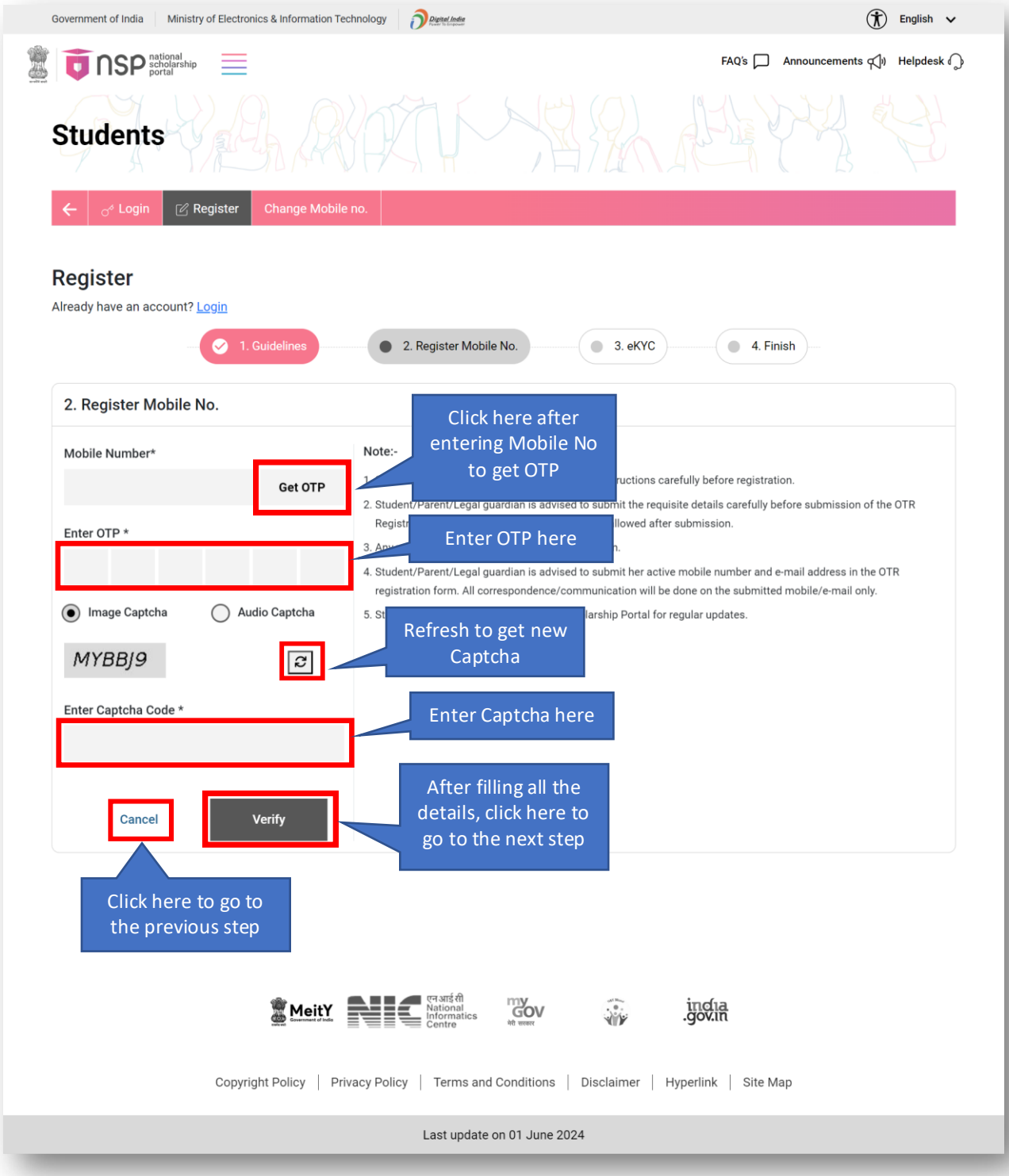


Fig 2.1.2 (a)

2.1.3. eKYC Update

This will be the third step for registration. Users will have 3 options to complete the eKYC Step.

'I have an Aadhaar' option will look as shown in **Fig 2.1.3 (a)**

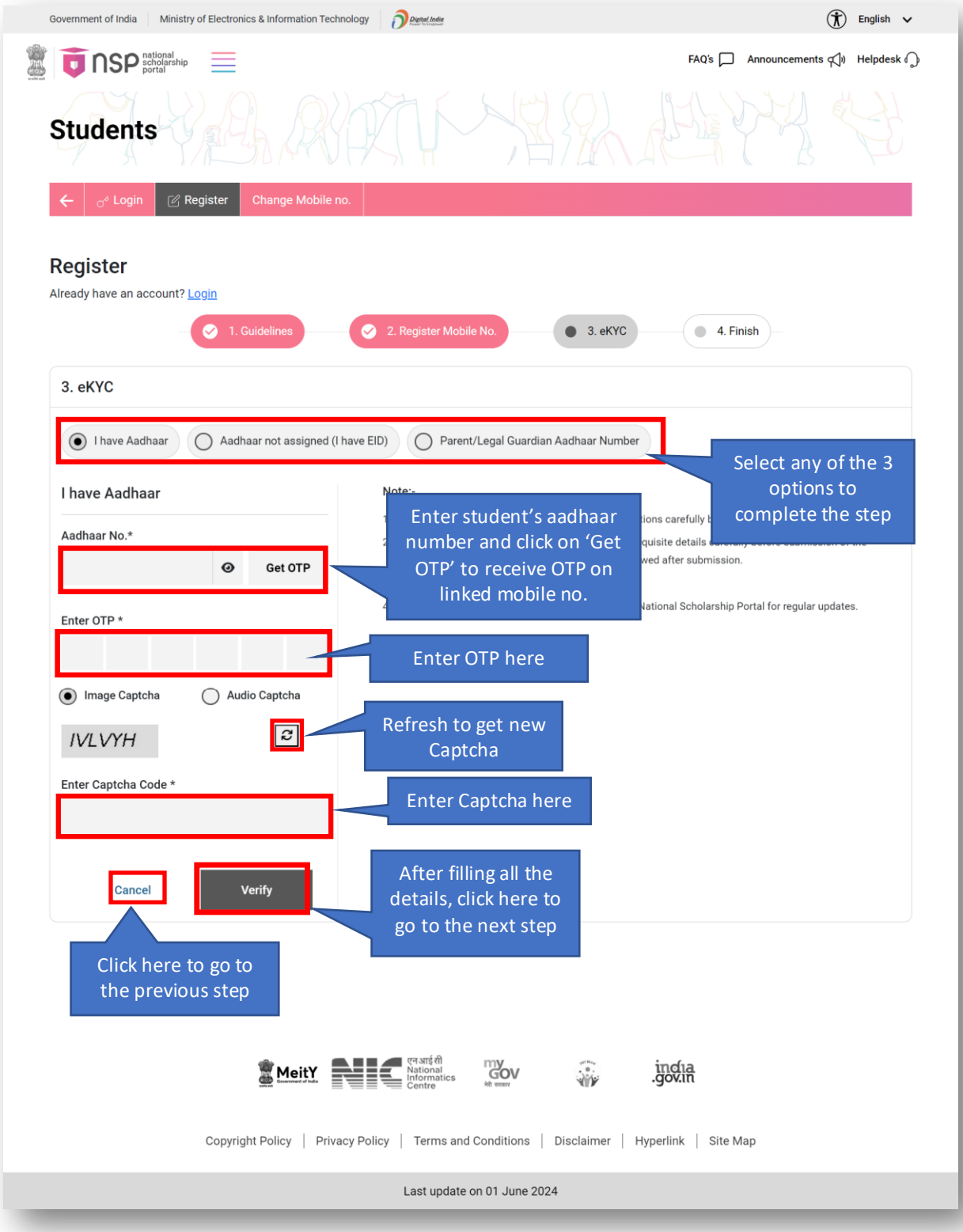


Fig 2.1.3 (a)

User will have another option as well i.e. 'Aadhaar not assigned (I have EID)' to complete the

step. 'Aadhaar not assigned (I have EID)' option will look as shown in **Fig 2.1.3 (b)**

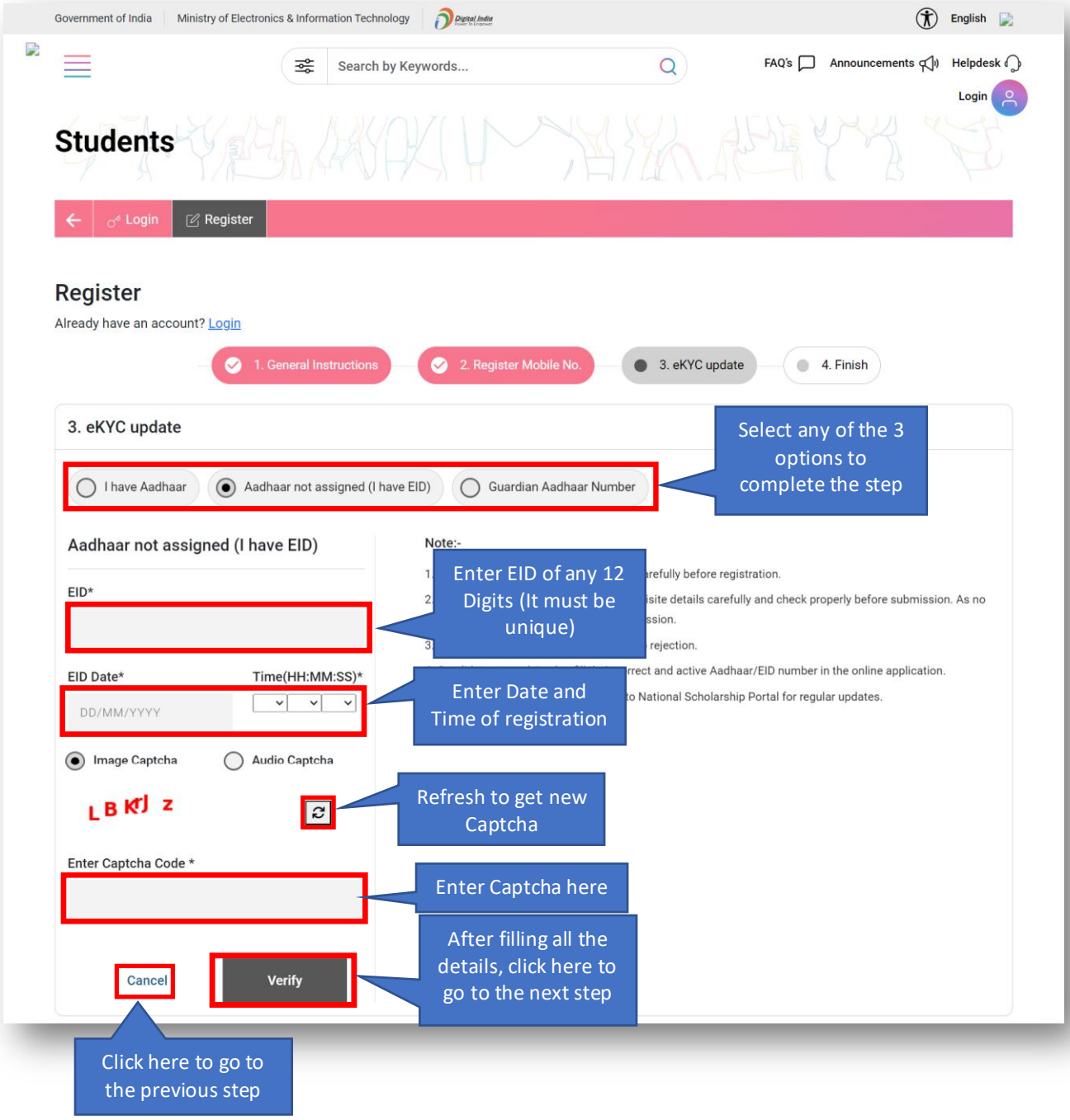


Fig 2.1.3 (b)

User will have another option as well i.e. 'Aadhaar not assigned (I have EID)' to complete the step. 'Aadhaar not assigned (I have EID)' option will look as shown in **Fig 2.1.3 (c)**

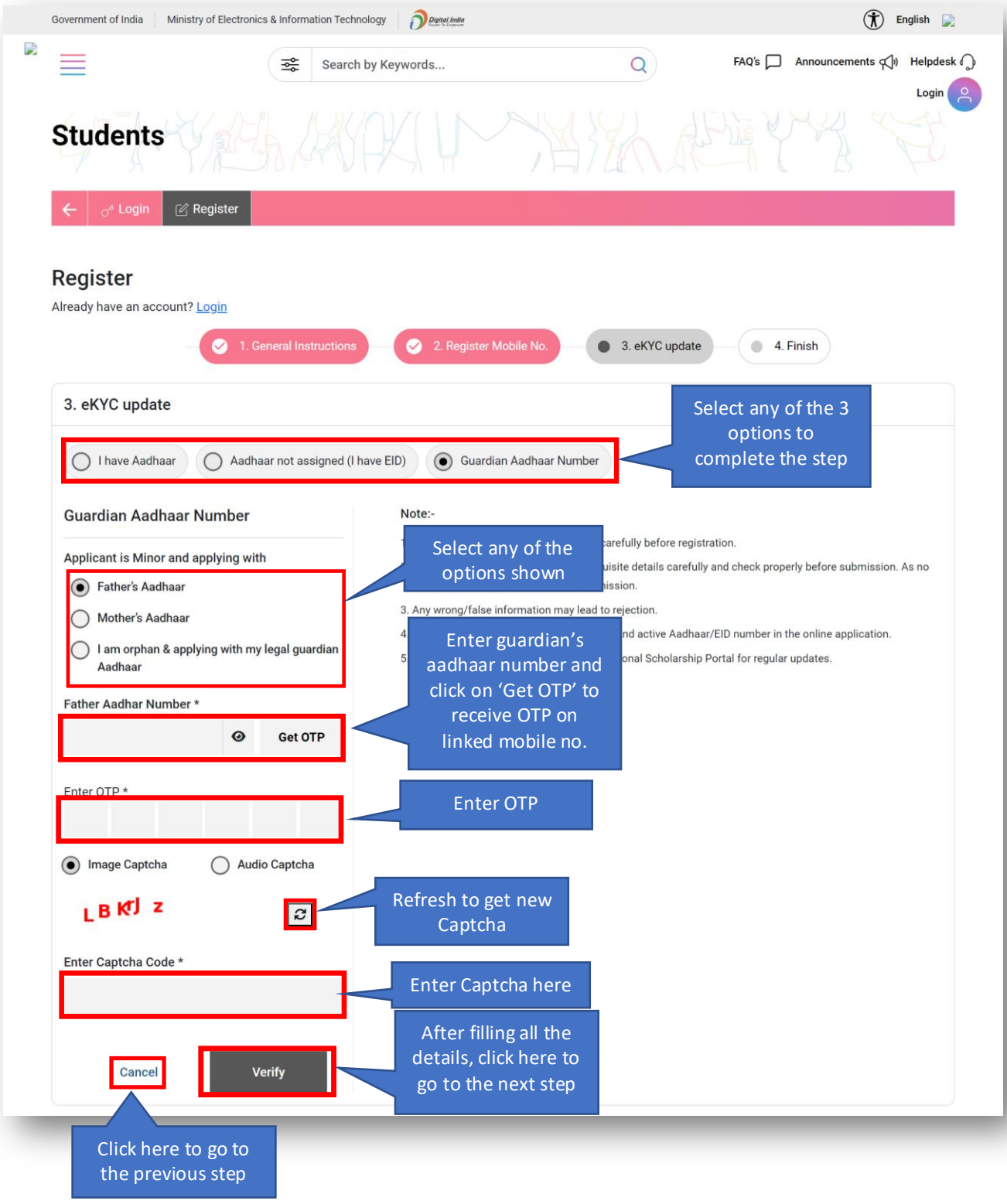


Fig 2.1.3 (c)

Once user fills all the details and clicks on verify from any of the 3 options above, they will be able to fill their basic information as shown in **Fig 2.1.3 (d)**

.

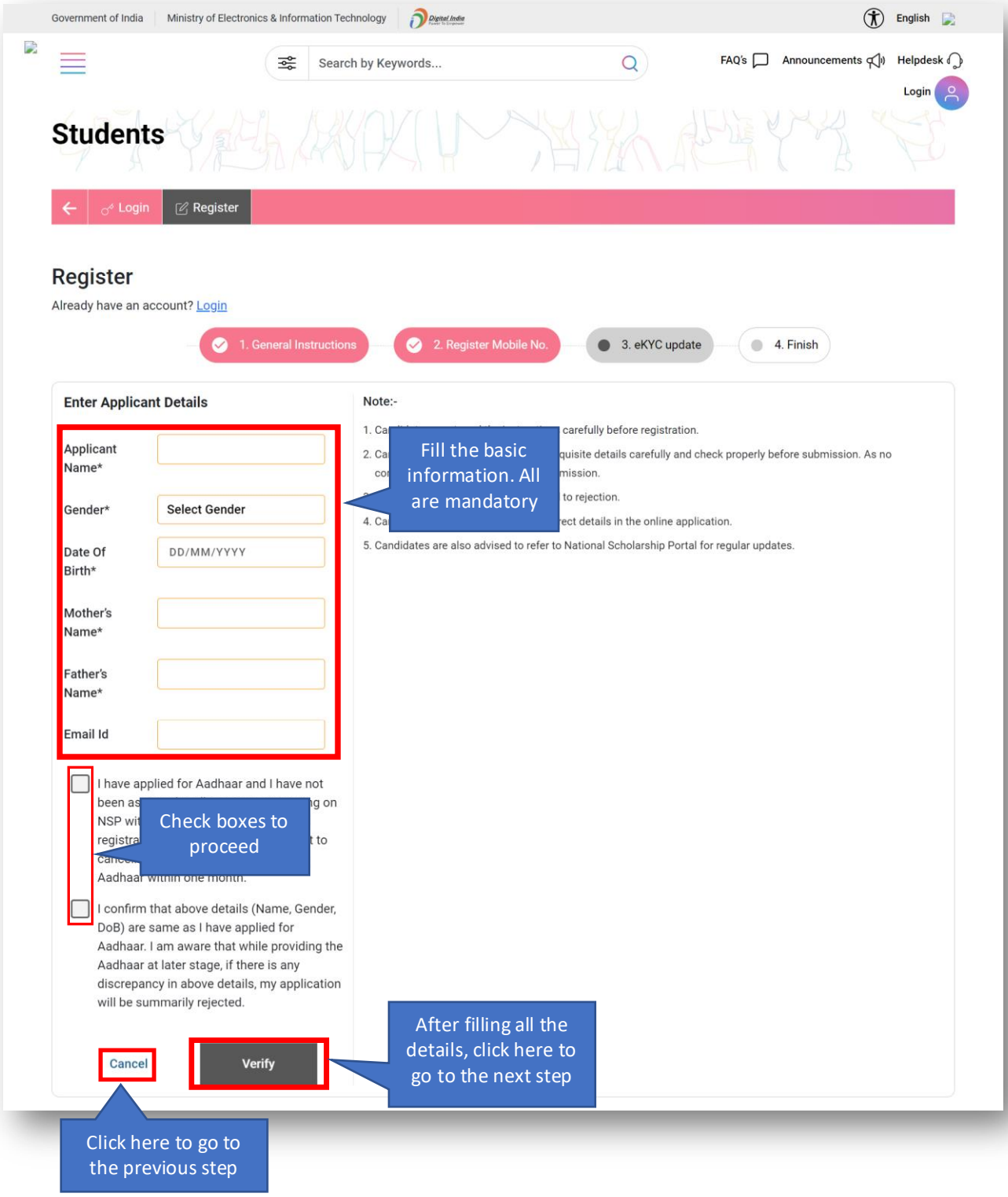


Fig 2.1.3 (d)

2.1.4. Finish

Once user completes all the steps till eKYC update, there registration will be completed and

they will be able to view the Success page.

Finish page will look as shown in **Fig 2.1.4 (a)**

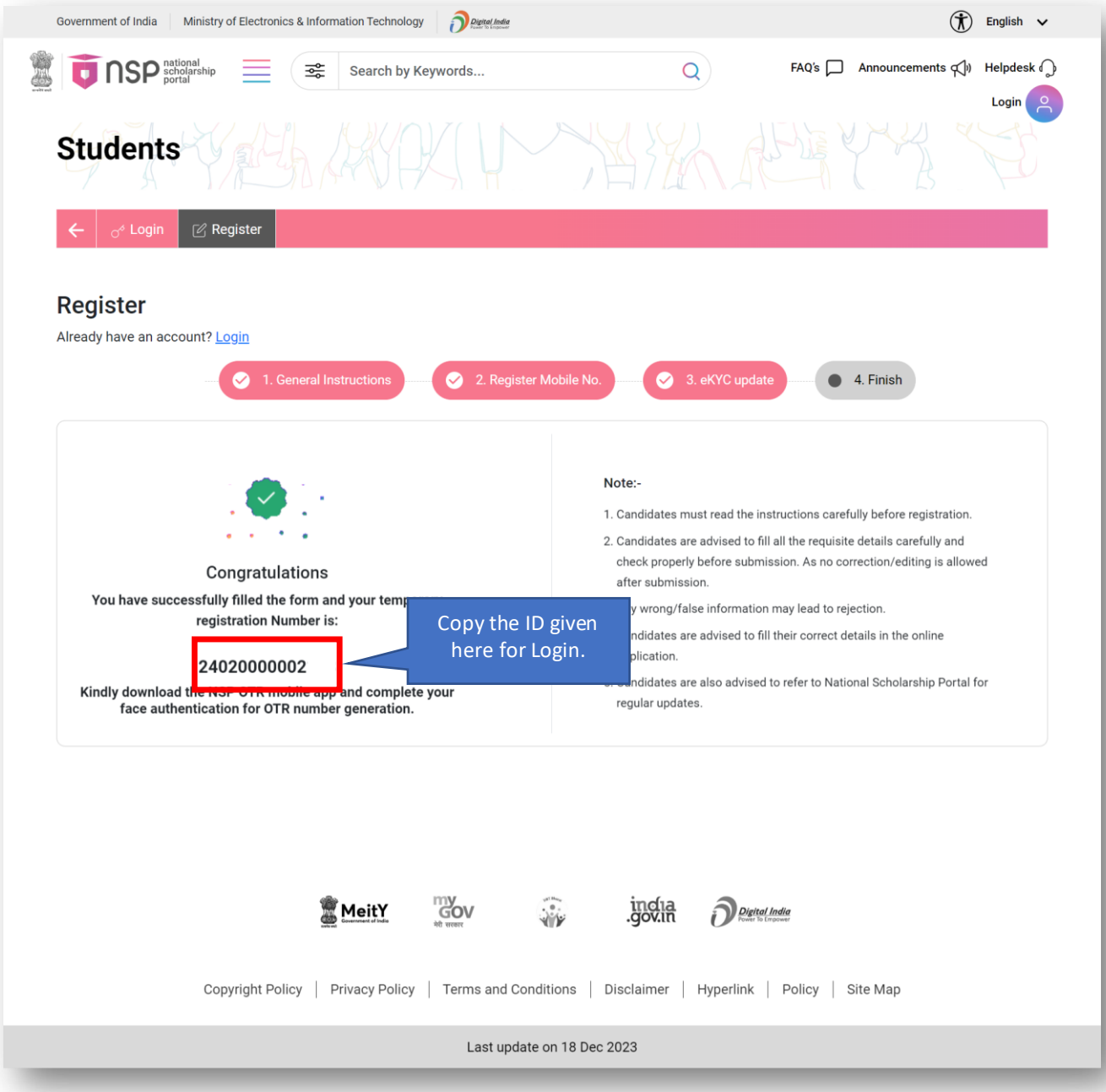


Fig 2.1.4 (a)

2.2 Login

The users will be able to login into the Web Portal from the Login page. The following roles

will be able to access Login Page –

- All users

The user will be able to login using their registered credentials i.e. OTR and Date of Birth. The OTR will also be sent to their registered email ID and Mobile number.

Login will look as shown in **Fig 2.2 (a)**

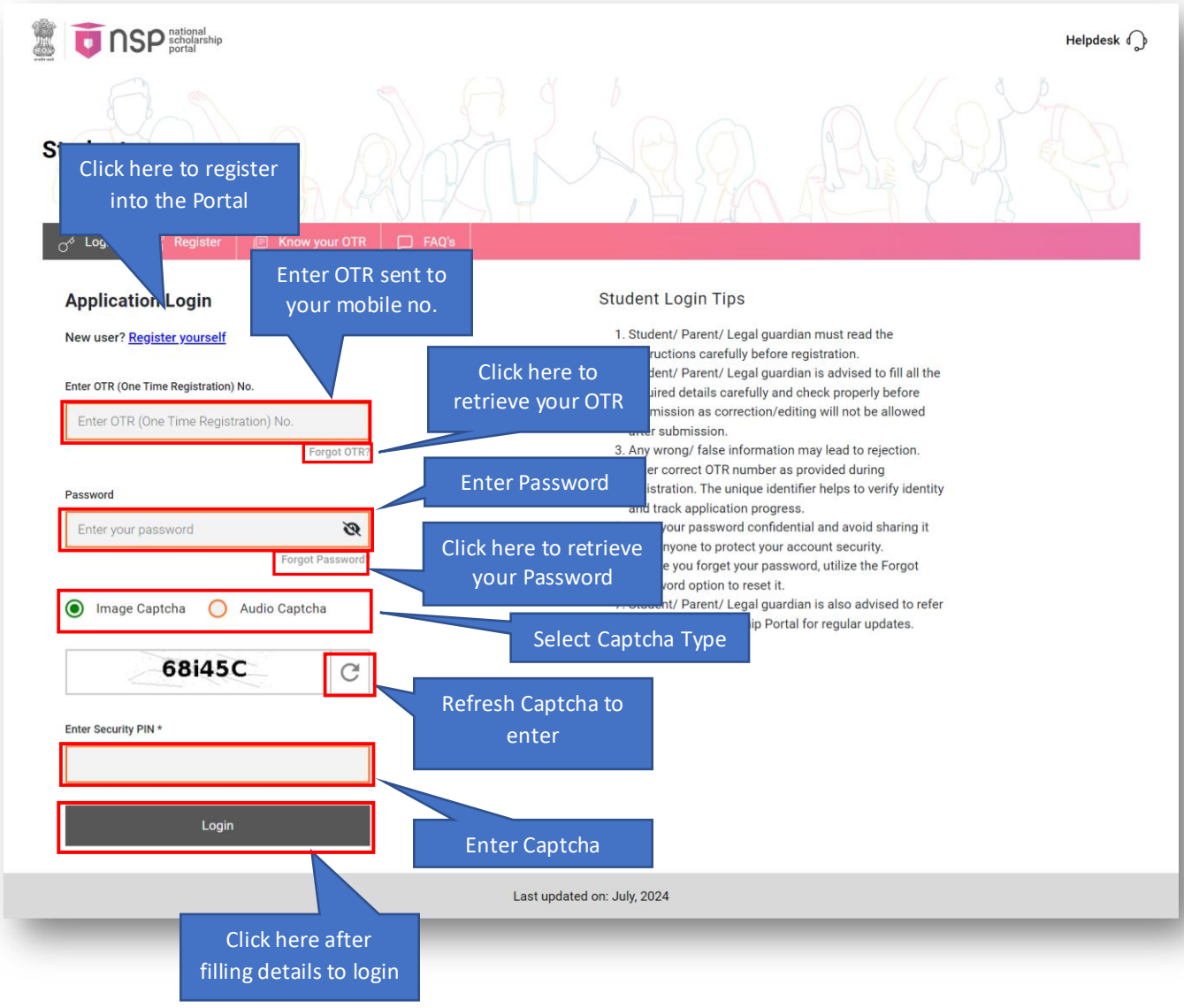


Fig 2.2 (a)

In case user logs in successfully, they will be able to view the confirmation Pop-up as shown below in **Fig 2.2 (b)**

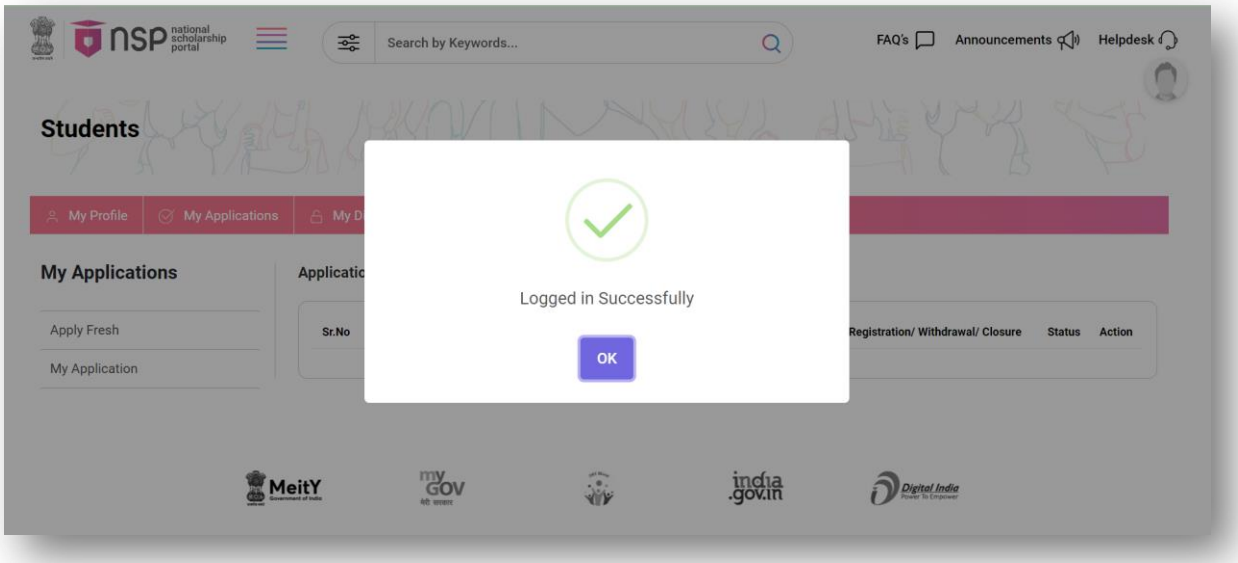


Fig 2.2 (b)

2.3 My Applications

Once user logs in, this will be the first page shown to them. Users will be able to view all their applications from this page.

First time user, will be able to view the screen as shown below in **Fig 2.3 (a)**

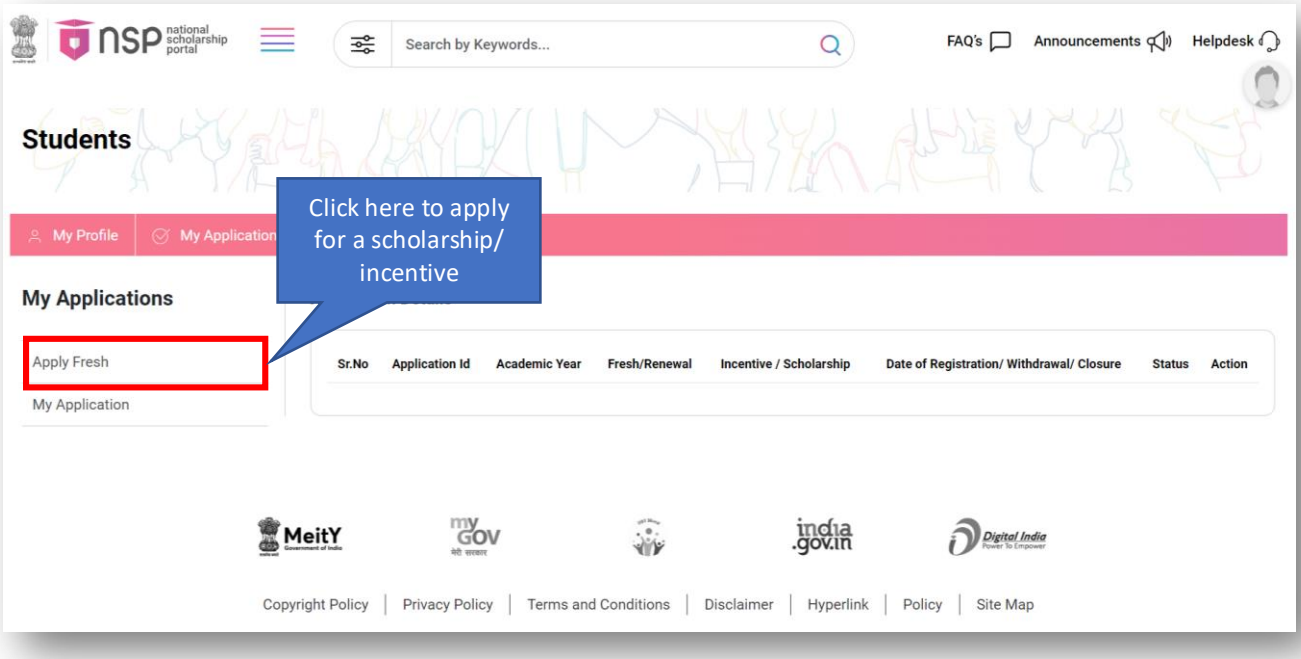


Fig 2.3 (a)

Once user starts an application, they will be able to view those applications on this page.

My Applications page will look as shown in **Fig 2.3 (b)**

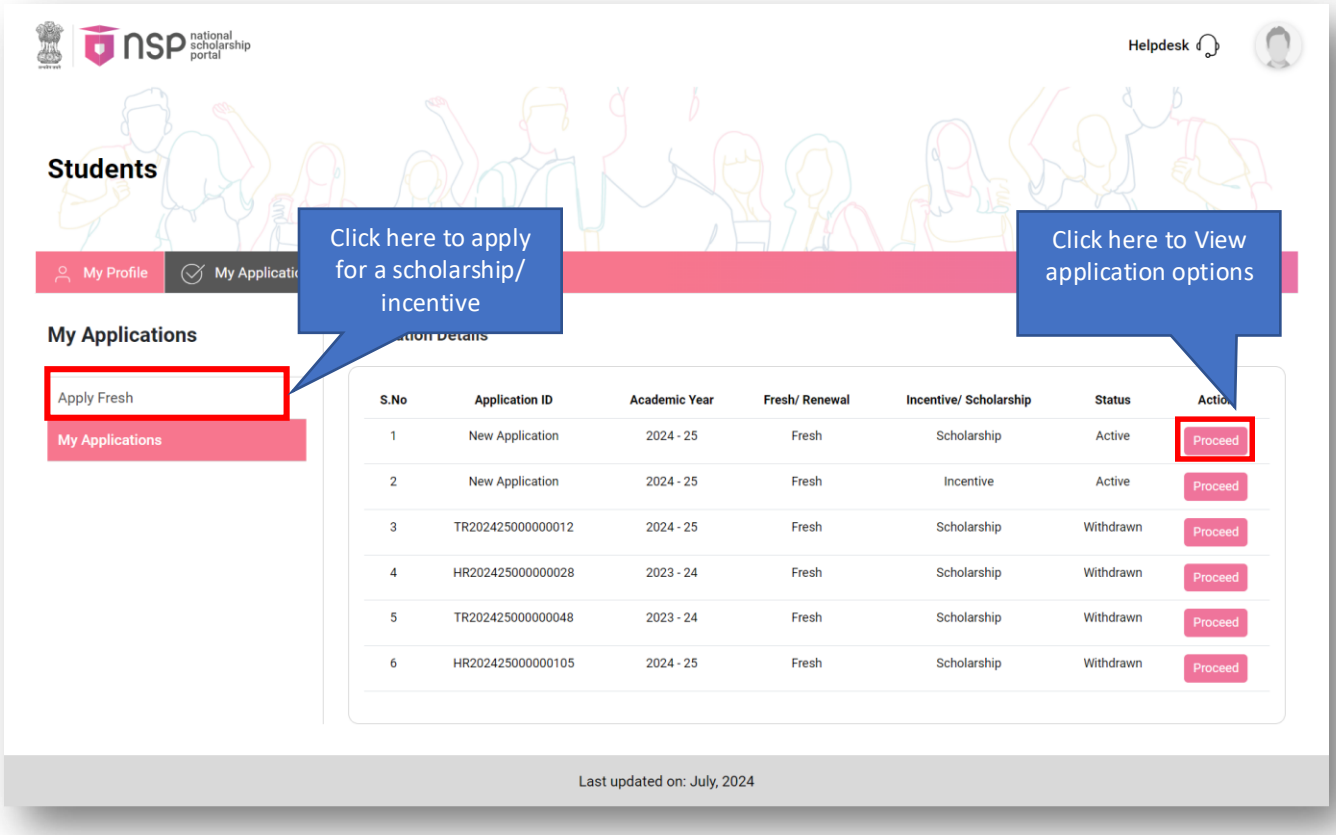


Fig 2.3 (b)

2.3.1. Apply Fresh

Users will be able to Apply for a new application from this option.

The Apply Fresh option will look as shown in **Fig 2.3.1 (a)**

Fig 2.3.1 (a)

Once user clicks on 'I Agree' button, they will be able to proceed with their application.

The page will look as shown in **Fig 2.3.1 (b)**

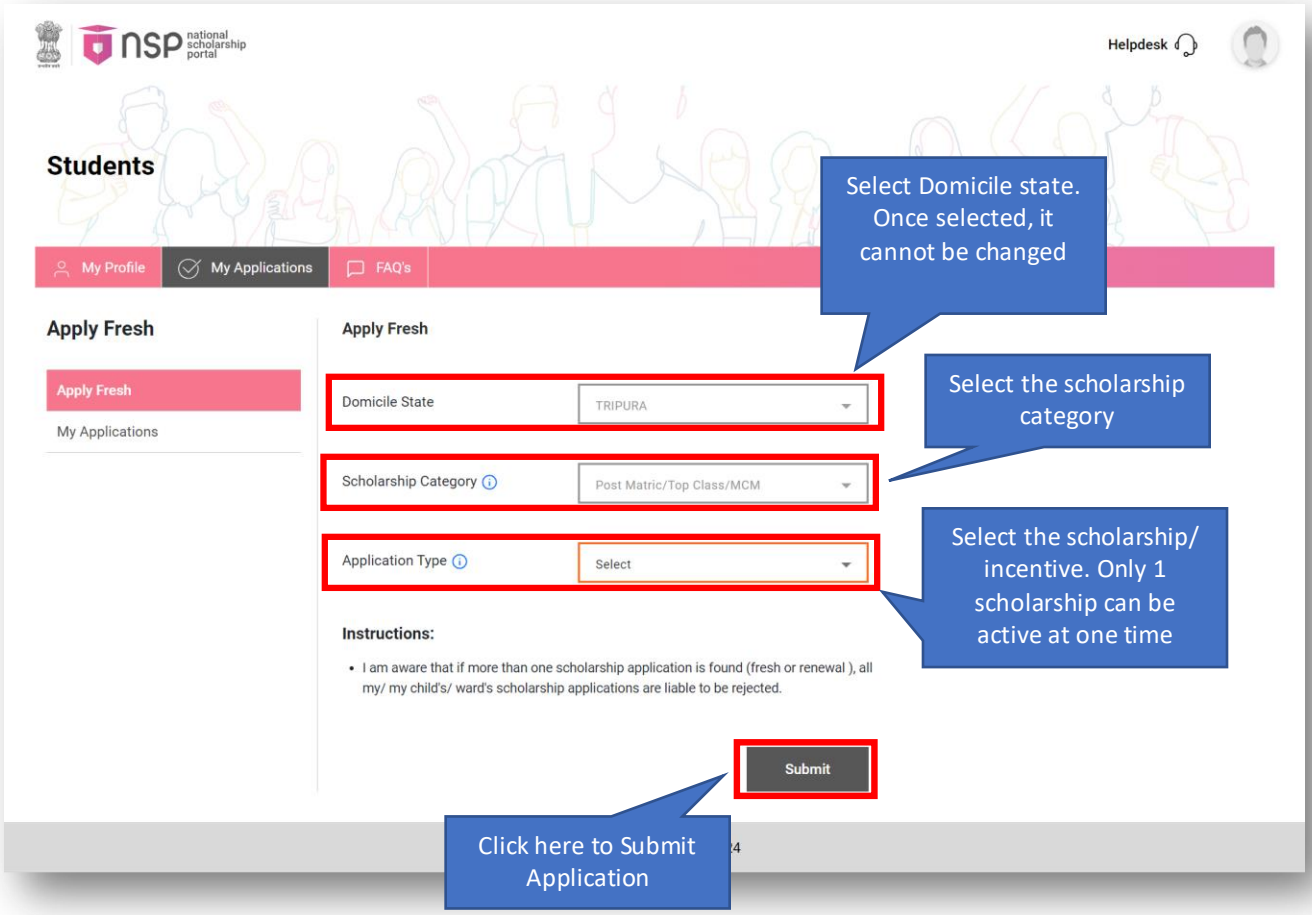
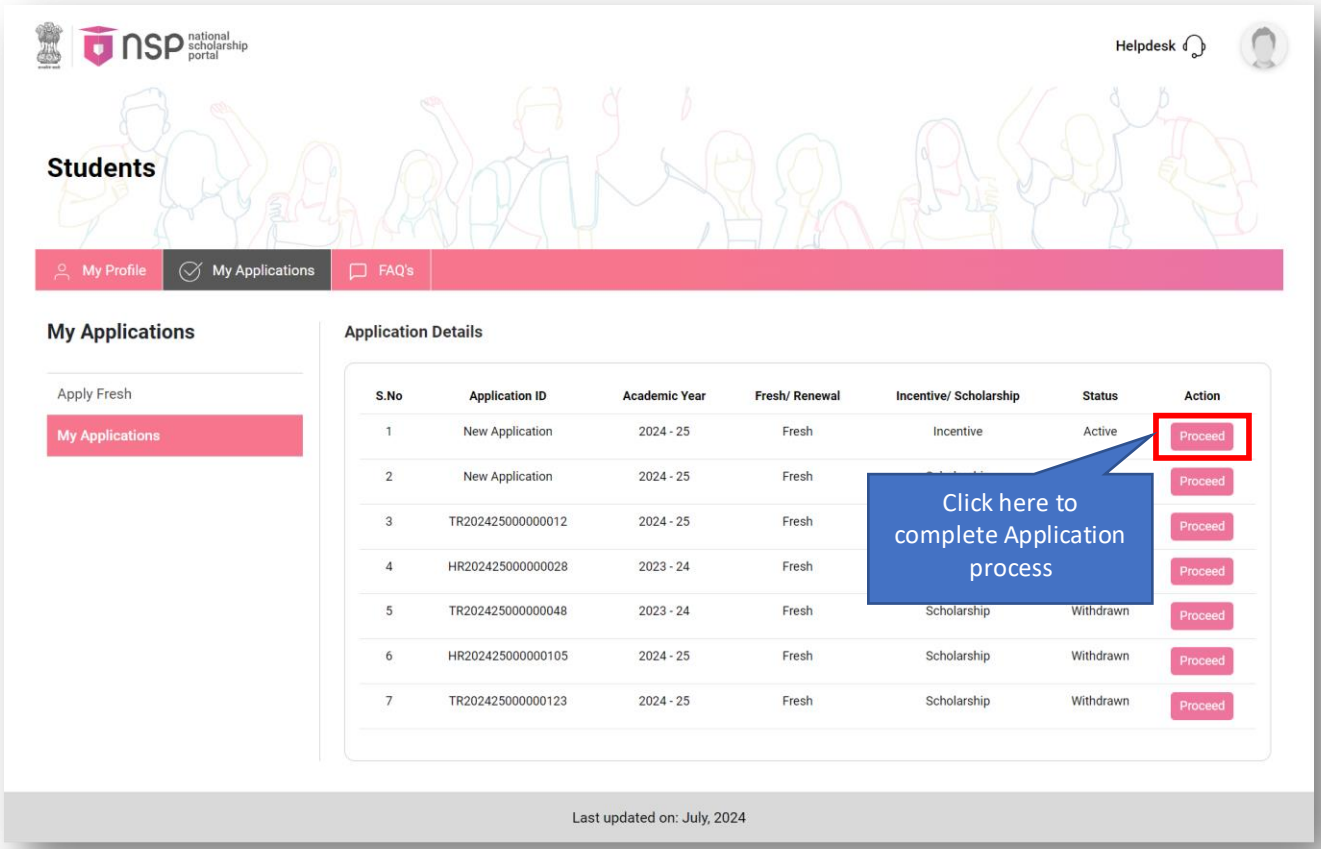


Fig 2.3.1 (b)

2.3.2. My Application

Once the application is submitted from Apply Fresh, it will be available on the My Applications Listing Page.

My Application Page will look as shown in **Fig 2.3.2 (a)**



2.3.2.1. Status

This is the first page which will be shown to the user after clicking on 'Procced' Button. This is a read only page.

The page will look as shown in **Fig 2.3.2.1 (a)**

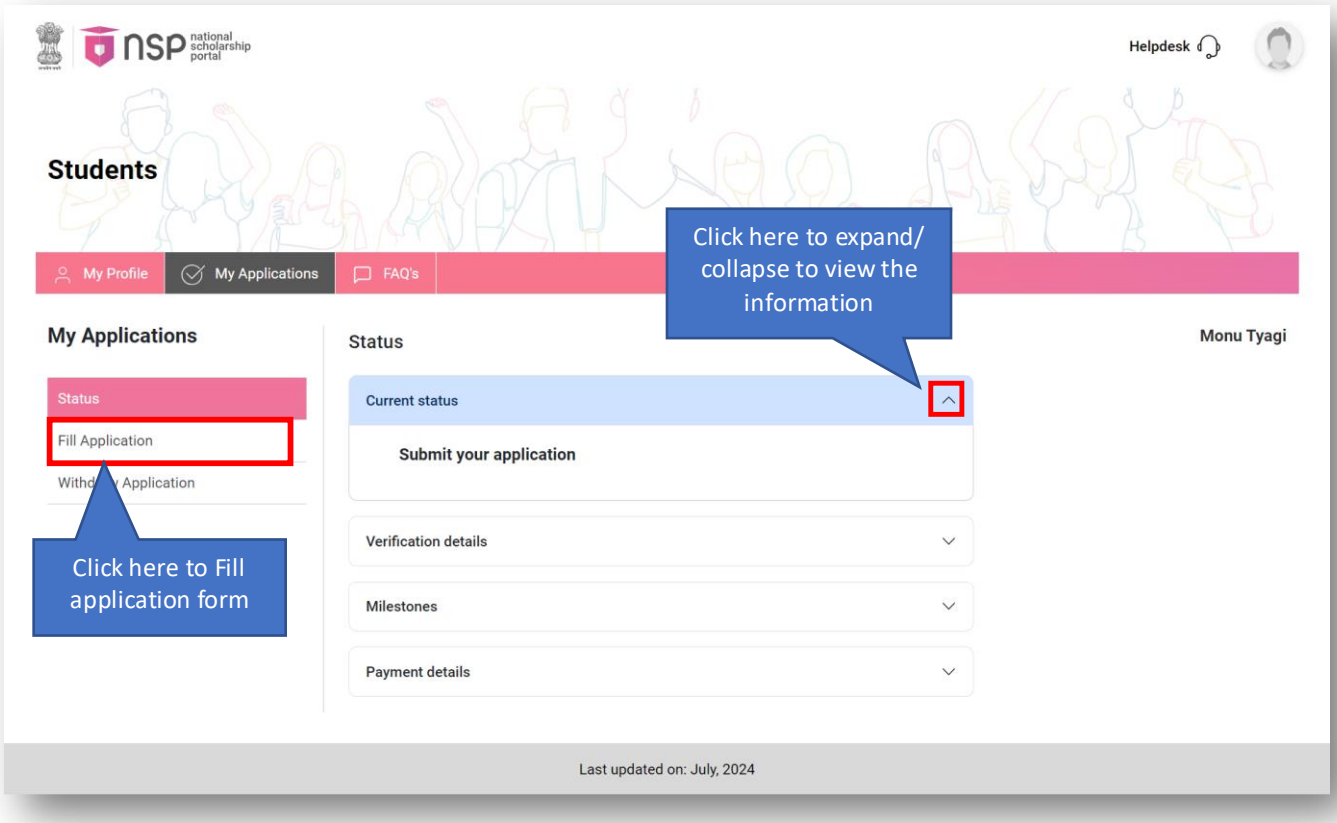


Fig 2.3.2.1 (a)

2.3.2.2. Fill Application

User will be able to complete their application process from this option. User will have to go through the following steps in order to fill the application form –

- General Information
- Academic Details
- Application Specific
- Scheme Available
- Scheme Specific Details
- Upload Document(s)

General Information

General Information page will look as shown in **Fig 2.3.2.2 (a)**

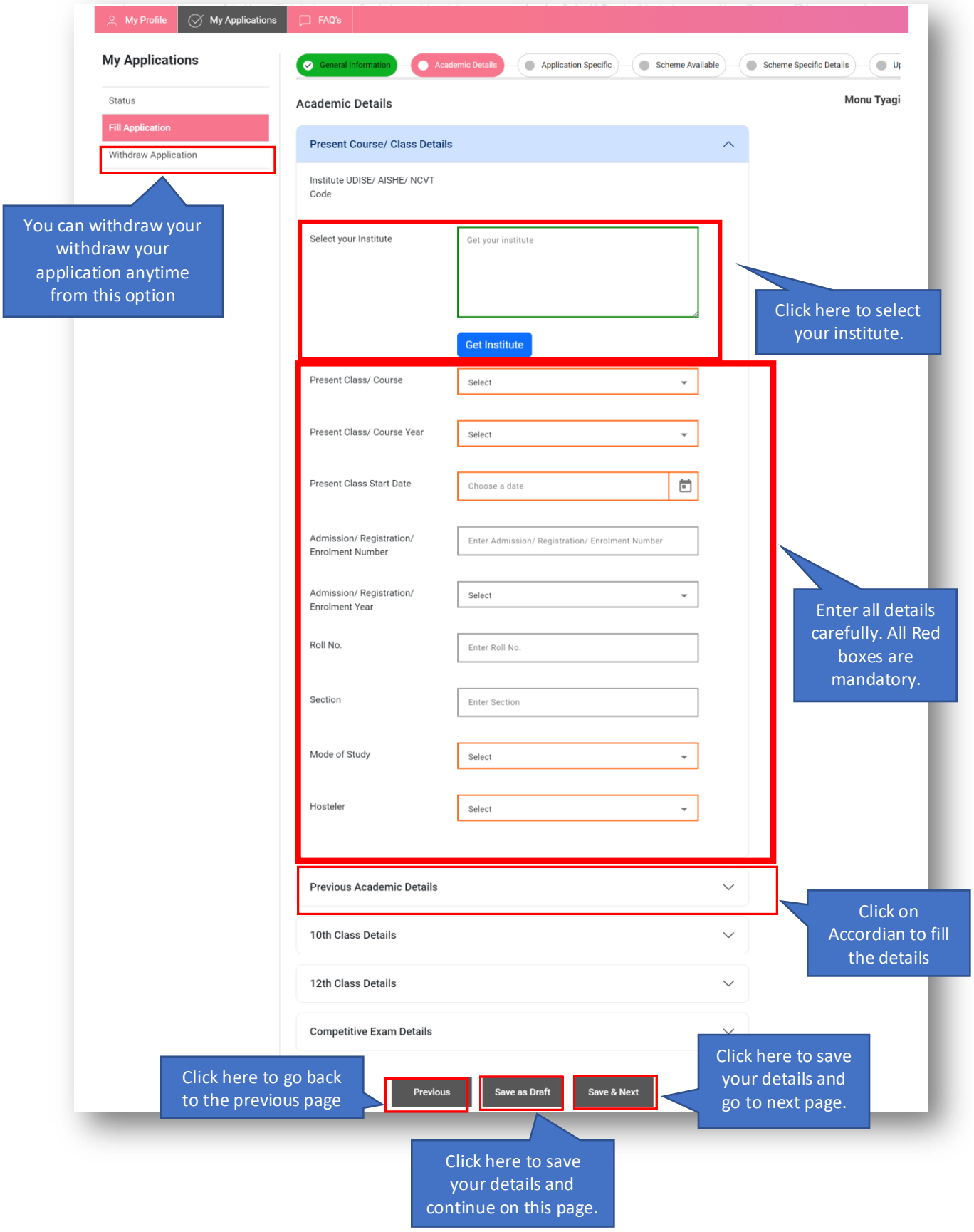
My Profile
My Applications
FAQ's
My Applications
Status
Fill Application
Withdraw Application
You can withdraw your withdraw your application anytime from this option
General Information
Academic Details
Application Specific
Scheme Available
Scheme Specific Details
General Information
Monu Tyagi
Academic Year 2024 - 25
Domicile State TRIPURA
Scholarship Category Post Matric/Top Class/MCM
Application Type Scholarship
View your general information
Personal Information
Name Monu Tyagi
Gender Male
Date of Birth 05-07-2007
Father's Name Sunil Tyagi
Mother's Name Babita Tyagi
View your personal information
Enter Details
Community Select Community
Religion Select Religion
Annual Family Income ₹ 1234567
Disabled? Select Option
Parent's Profession Select Parents Profession
Marital Status Select Marital Status
Any of the Parents not alive Not Applicable
Enter your correct details carefully
Fields marked in Red are mandatory
Fields marked in grey are optional
Permanent Address
State TRIPURA
District Select District
Locality Rural Urban Other
House No./ Street No. Enter House No./ Street No.
Pin Code Enter Pin Code
Enter your permanent address carefully. Your permanent state can only be your domicile state. In case you need to change the state, you will have to withdraw your current application first.
Click here to save your details and continue on this page.
Save as Draft
Save & Next
Click here to save your details and go to next page.

Fig 2.3.2.2 (a)

Academic Details

This will be the next page after user successfully saves all the mandatory details in the general information tab. The first Accordian will be for the Present Course/ Class Details.

Present Course/ Class Details will look as shown in **Fig 2.3.2.2 (b)**


My Profile
My Applications
FAQ's
My Applications
Status
Fill Application
Withdraw Application
You can withdraw your withdraw your application anytime from this option
General Information
Academic Details
Application Specific
Scheme Available
Scheme Specific Details
Academic Details
Monu Tyagi
Present Course/ Class Details
Institute UDISE/ AISHE/ NCVT Code
Select your Institute
Get your institute
Get Institute
Click here to select your institute.
Present Class/ Course
Present Class/ Course Year
Present Class Start Date
Admission/ Registration/ Enrolment Number
Admission/ Registration/ Enrolment Year
Roll No.
Section
Mode of Study
Hosteler
Select
Choose a date
Enter Admission/ Registration/ Enrolment Number
Enter Roll No.
Enter Section
Enter all details carefully. All Red boxes are mandatory.
Previous Academic Details
10th Class Details
12th Class Details
Competitive Exam Details
Click on Accordian to fill the details
Click here to go back to the previous page
Previous
Save as Draft
Save & Next
Click here to save your details and go to next page.
Click here to save your details and continue on this page.

When user clicks on the 'Get Institute' button, they will be able to search their institute and select the same from the Get Institute page. The Student will have 3 options to search their institute/ school. Students can select their institute from either of these options. The following options will be available to the students to search their institute/ school –

- Search by Name
- Search by AISHE/ ITI (NCVT)
- Search by UDISE Code

Search by name will look as shown in **Fig 2.3.2.2 (c)**

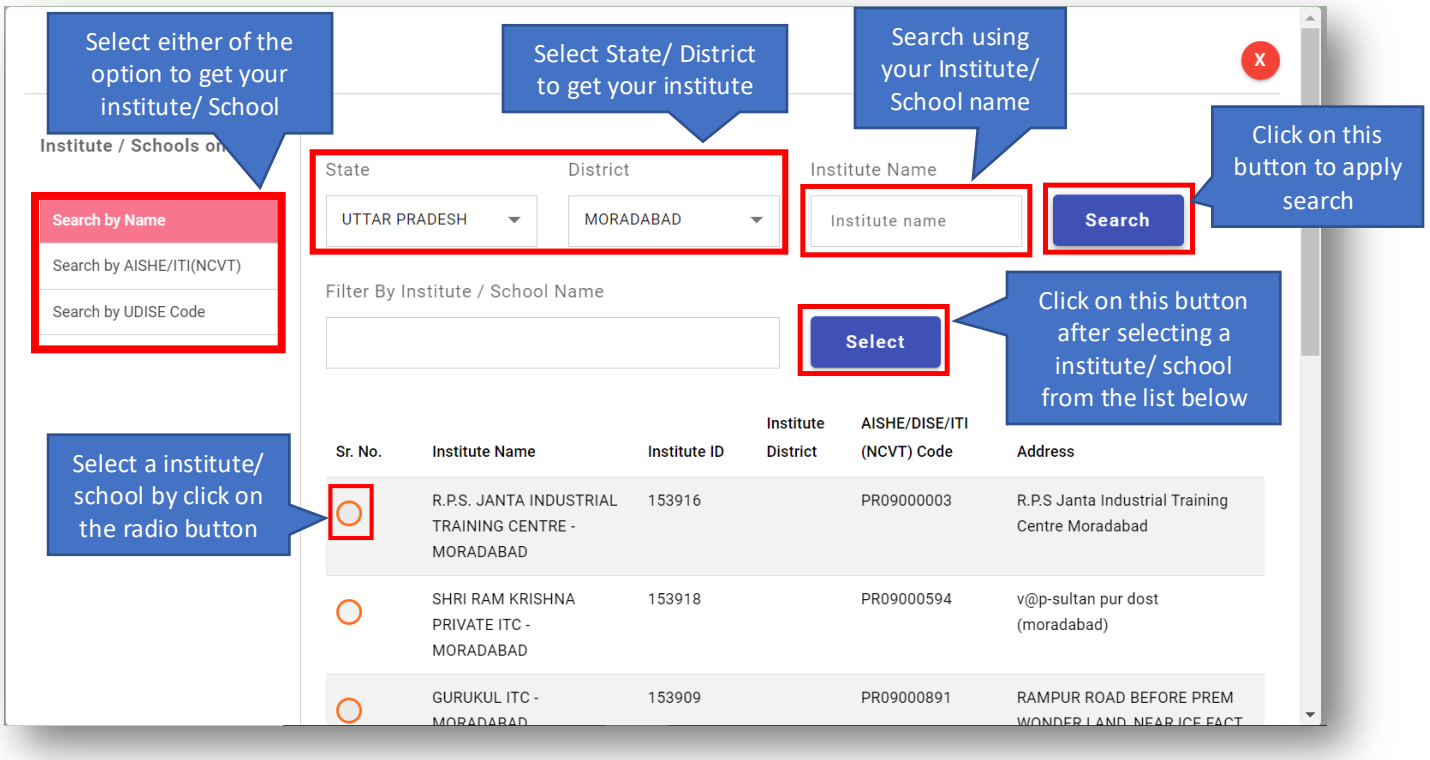


Fig 2.3.2.2 (c)

User will also be able to search their institute using AISHE/ ITI (NCVT) Code.

Search by AISHE/ ITI (NCVT) will look as shown in **Fig 2.3.2.2 (d)**

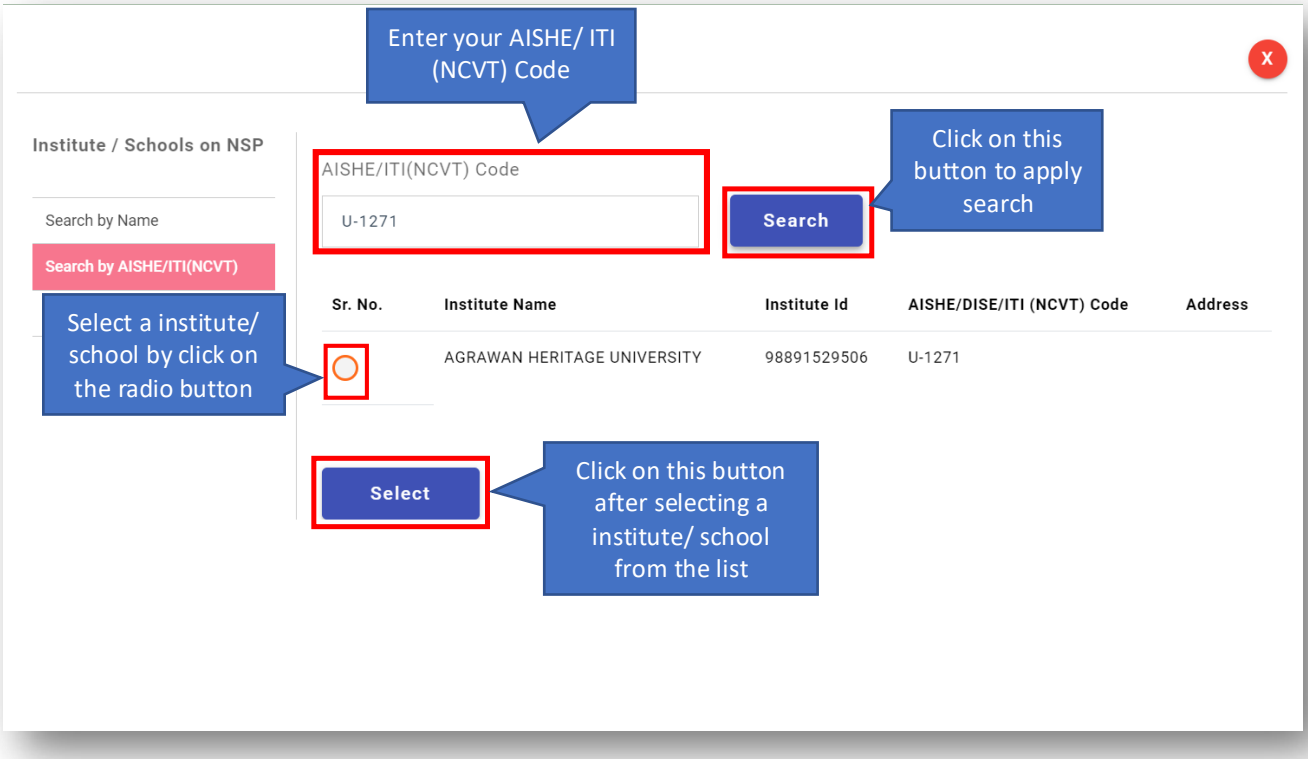


Fig 2.3.2.2 (d)

User will also be able to search their institute using UDISE Code.

Search by UDISE Code will look as shown in **Fig 2.3.2.2 (e)**

Fig 2.3.2.2 (e)

Once user selects an institute, it will be shown in the form which is shown in **Fig 2.3.2.2 (b).**

The second accordian is for the previous academic details. Previous Academic Details will look as shown in **Fig 2.3.2.2 (f)**

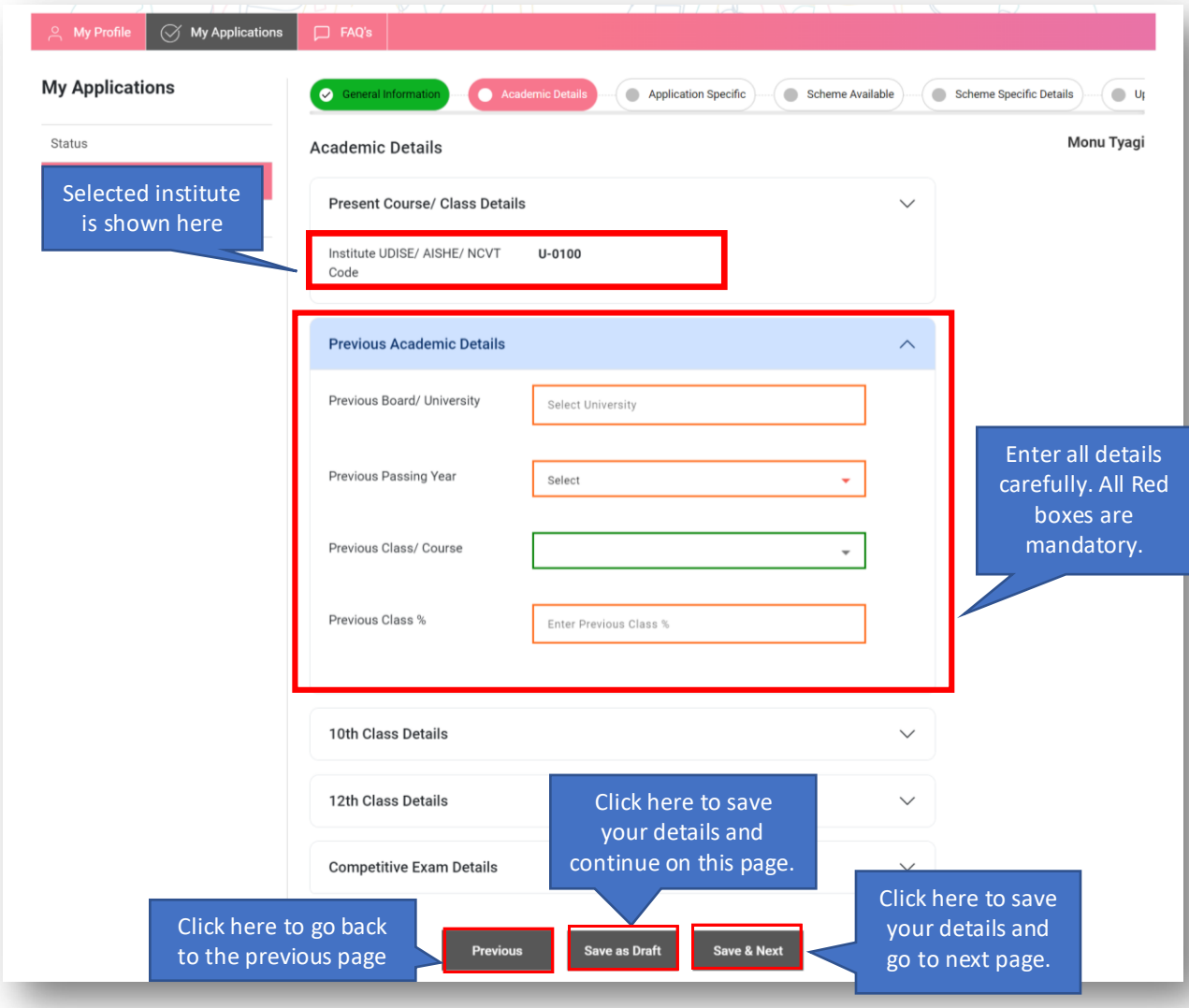


Fig 2.3.2.2 (f)

The third accordian is for the 10th Class details. 10th Class Details will look as shown in **Fig 2.3.2.2 (g)**

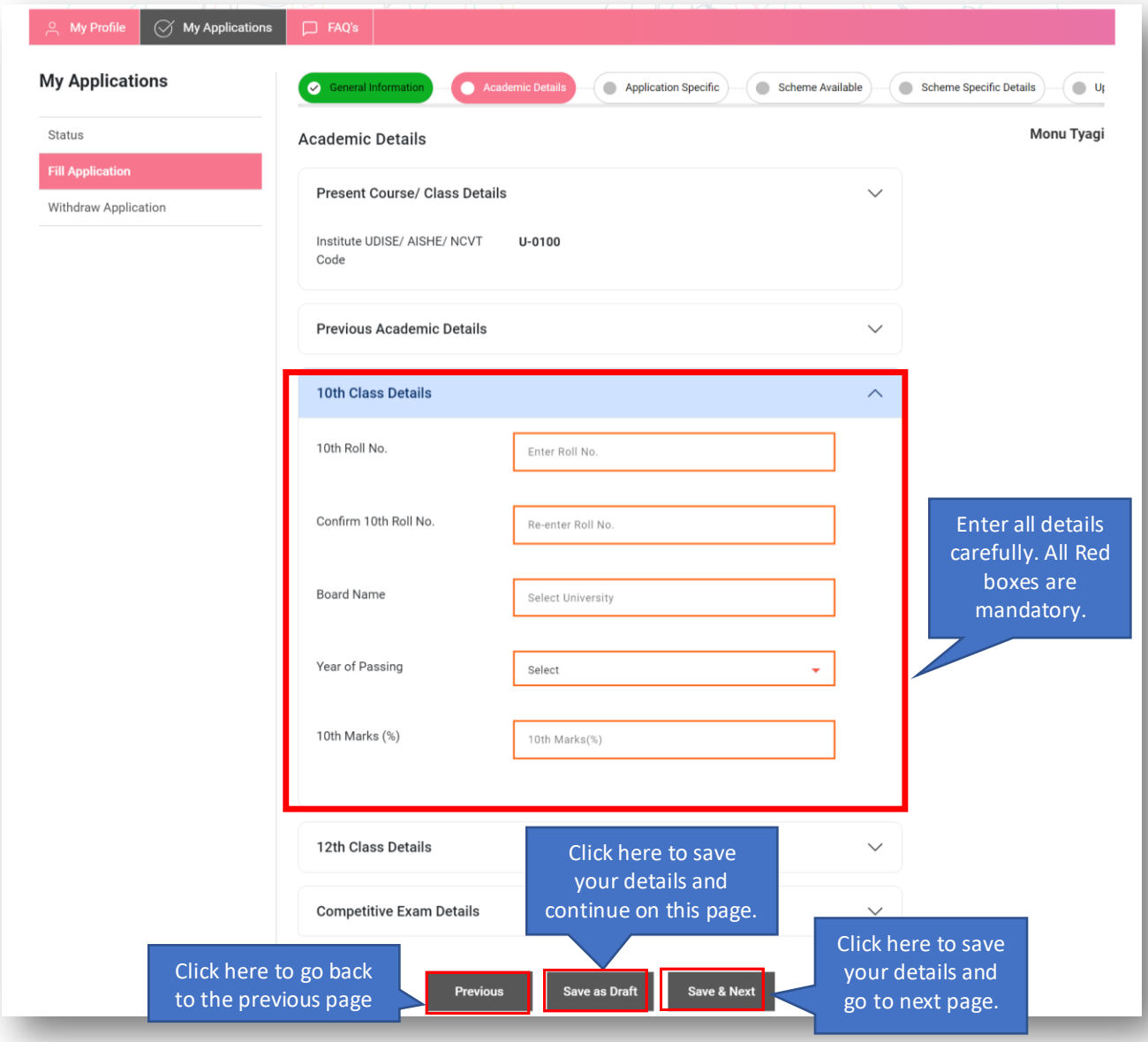


Fig 2.3.2.2 (g)

The next accordian is for the 12th Class details. 12th Class Details will look as shown in **Fig 2.3.2.2 (h)**

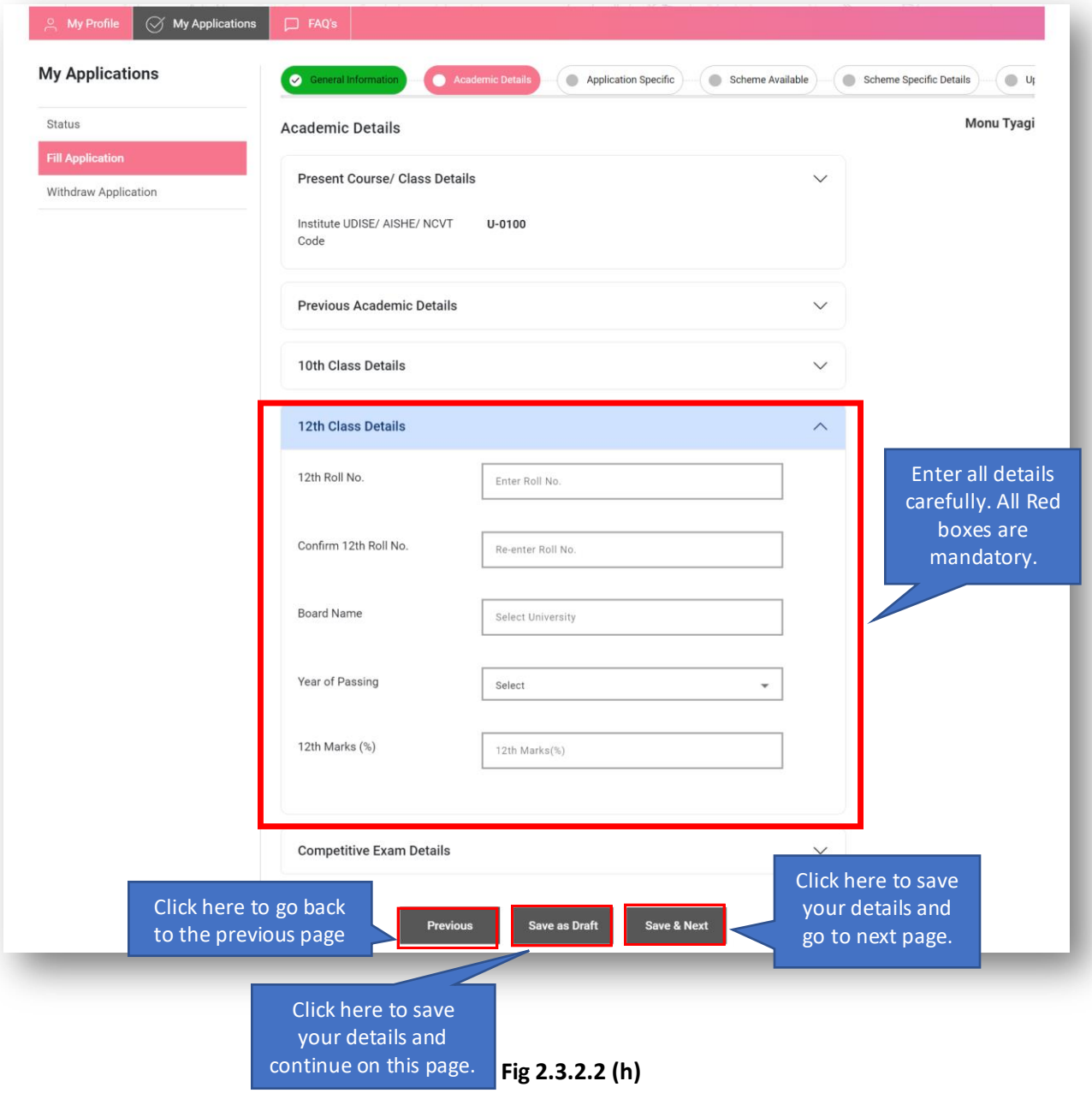


Fig 2.3.2.2 (h)

The next accordian is for the Competitive Exam Details. Competitive Exam Details will look as shown in **Fig 2.3.2.2 (i)**

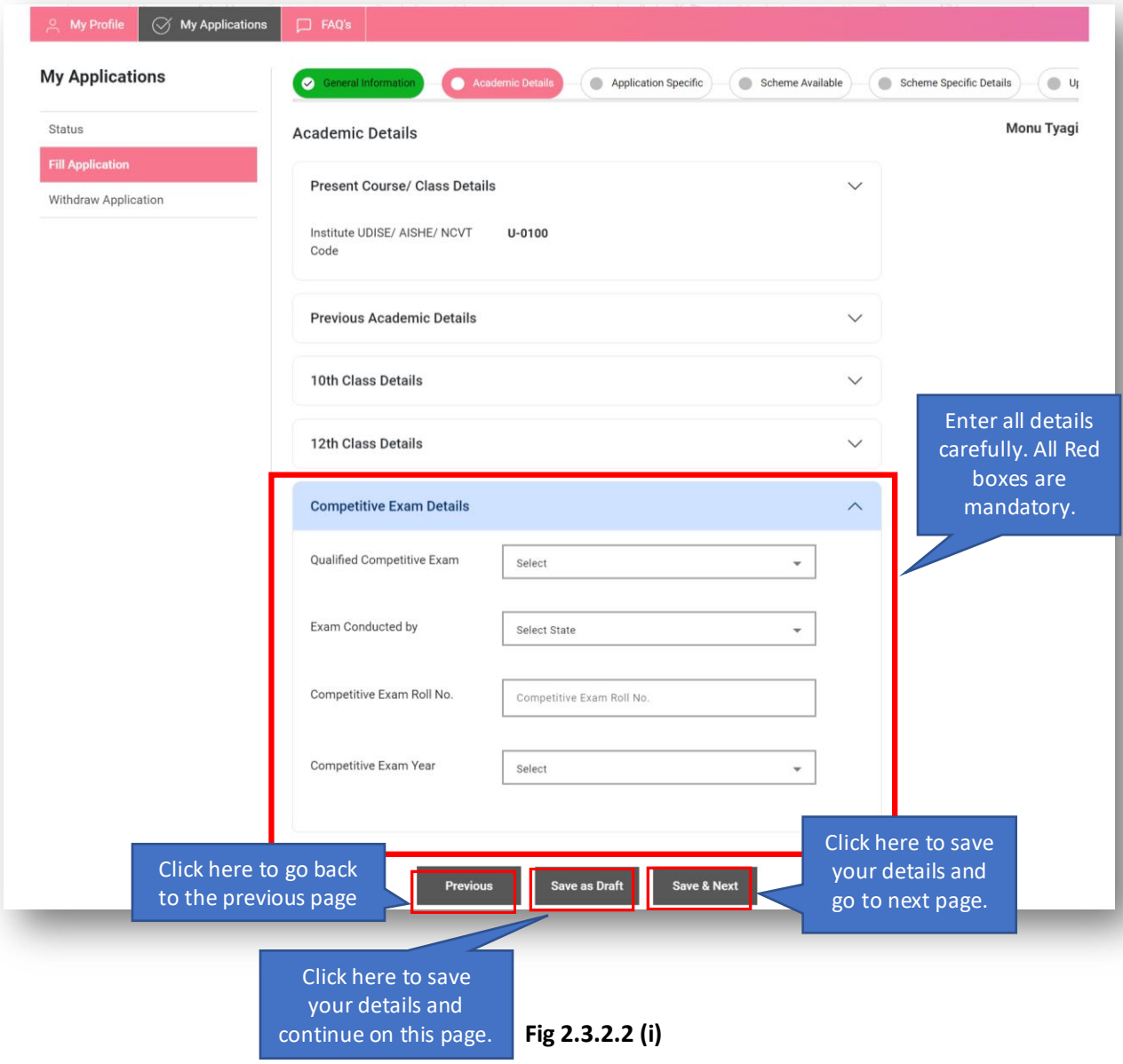
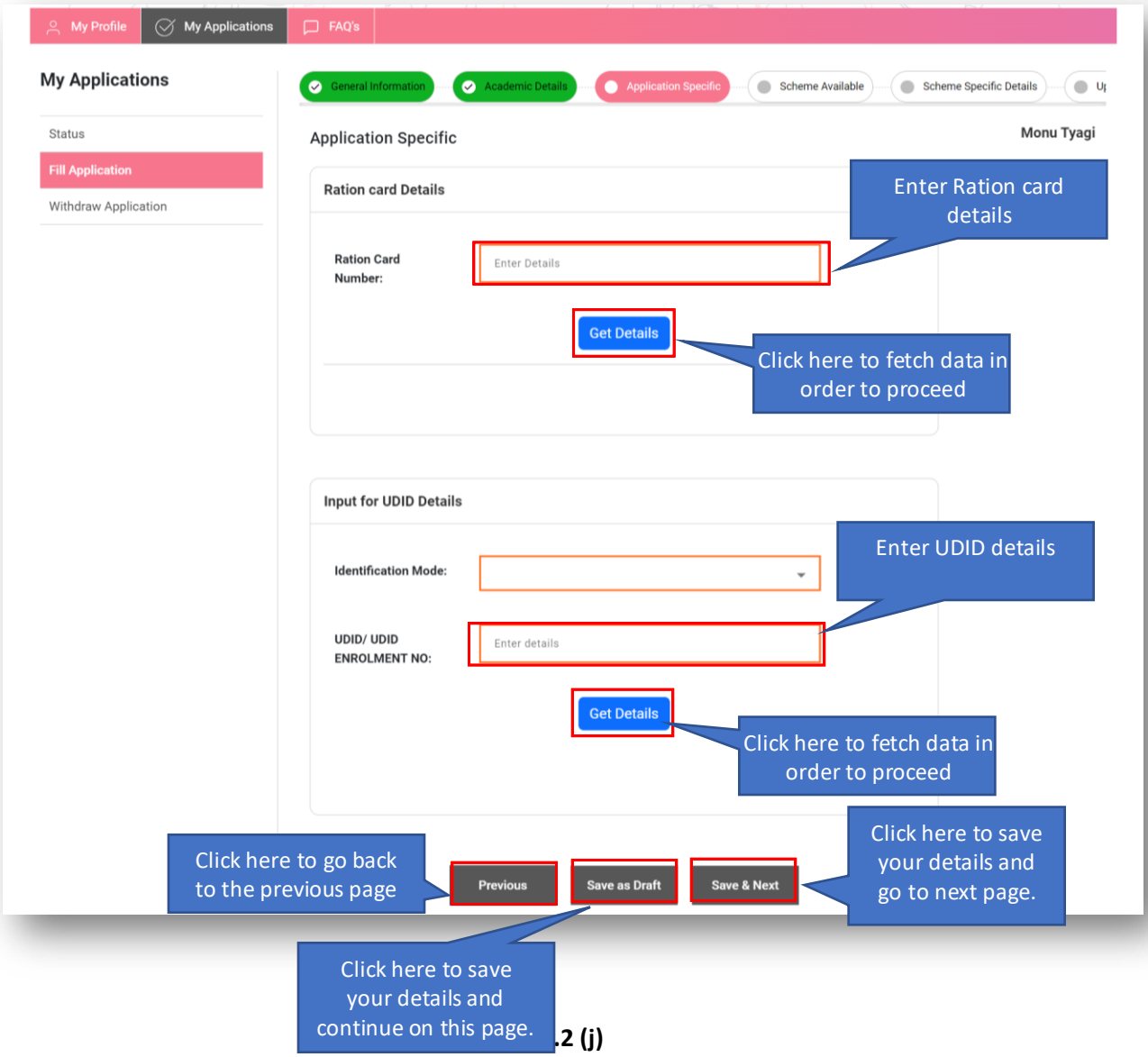


Fig 2.3.2.2 (i)

Application Specific

This will be the next page after user successfully saves all the mandatory details in the Academic Details tab. This is dependent on the Domicile state of the student. If details are required then the page as shown in **Fig 2.3.2.2 (j)** will be shown to the student. If there are no specific application details required for the student's domicile state then they will be able redirected directly to the next tab i.e. Scheme Available.

The following popup will be shown if no application specific details are required. The pop up will look as shown in **Fig 2.3.2.2 (k)**


My Profile
My Applications
FAQ's
My Applications
Status
Fill Application
Withdraw Application
General Information
Academic Details
Application Specific
Scheme Available
Scheme Specific Details
Application Specific
Monu Tyagi
Ration card Details
Ration Card Number:
Enter Details
Get Details
Enter Ration card details
Click here to fetch data in order to proceed
Input for UDID Details
Identification Mode:
UDID/ UDID ENROLMENT NO:
Enter details
Get Details
Enter UDID details
Click here to fetch data in order to proceed
Click here to go back to the previous page
Previous
Save as Draft
Save & Next
Click here to save your details and go to next page.
Click here to save your details and continue on this page.

.2 (j)

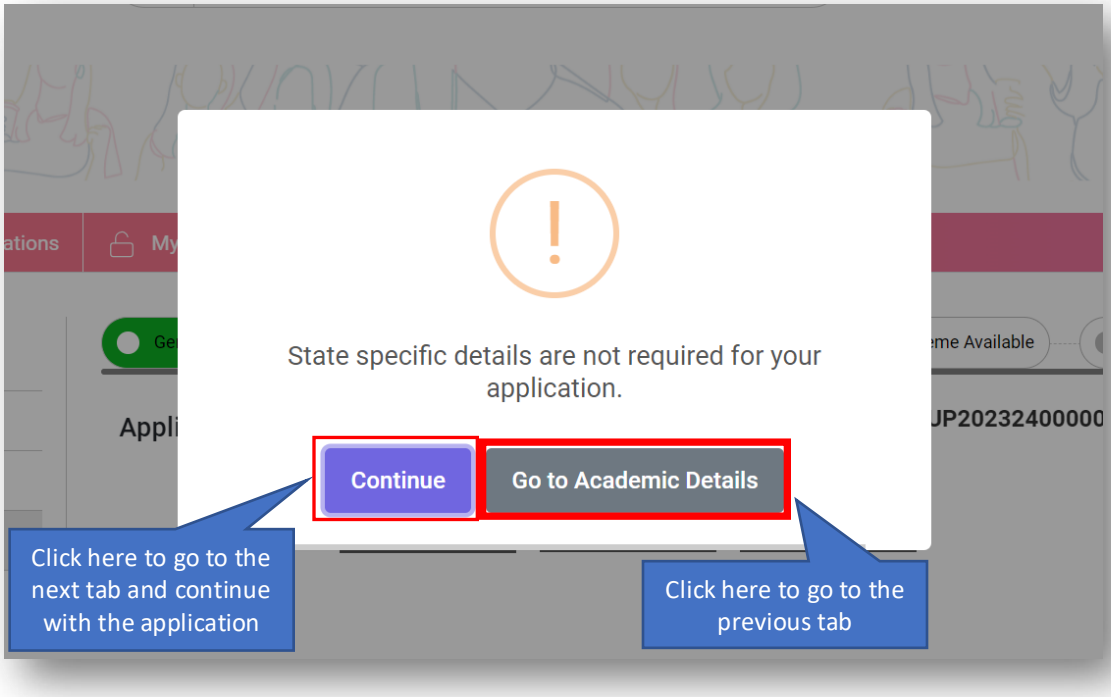


Fig 2.3.2.2 (k)

Scheme Available

This will be the next page after user successfully saves all the mandatory details in the Application specific tab. Only the schemes which the student is eligible for will be shown on this page. The scheme's eligibility will be dependent on the details provided by them.

The Scheme Availbale page will look as shown in **Fig 2.3.2.2 (l)**

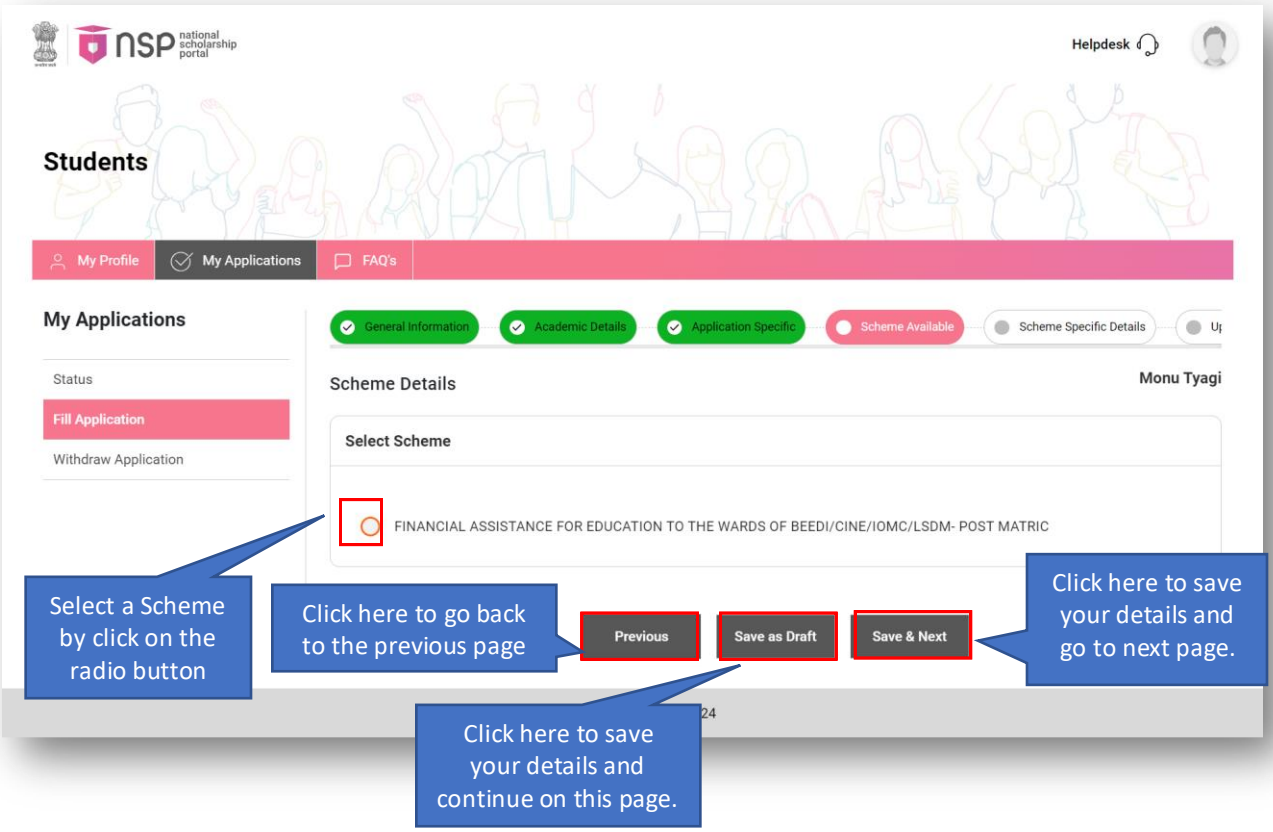


Fig 2.3.2.2 (l)

Scheme Specific Details

This will be the next page after user successfully selects a scheme from the Scheme Available tab. This page is only required when the selected schemes any specific details. This page is scheme dependent and does not necessarily shown for every scheme.

If no scheme specific details are required then the page will look as shown in **Fig 2.3.2.2 (m)**

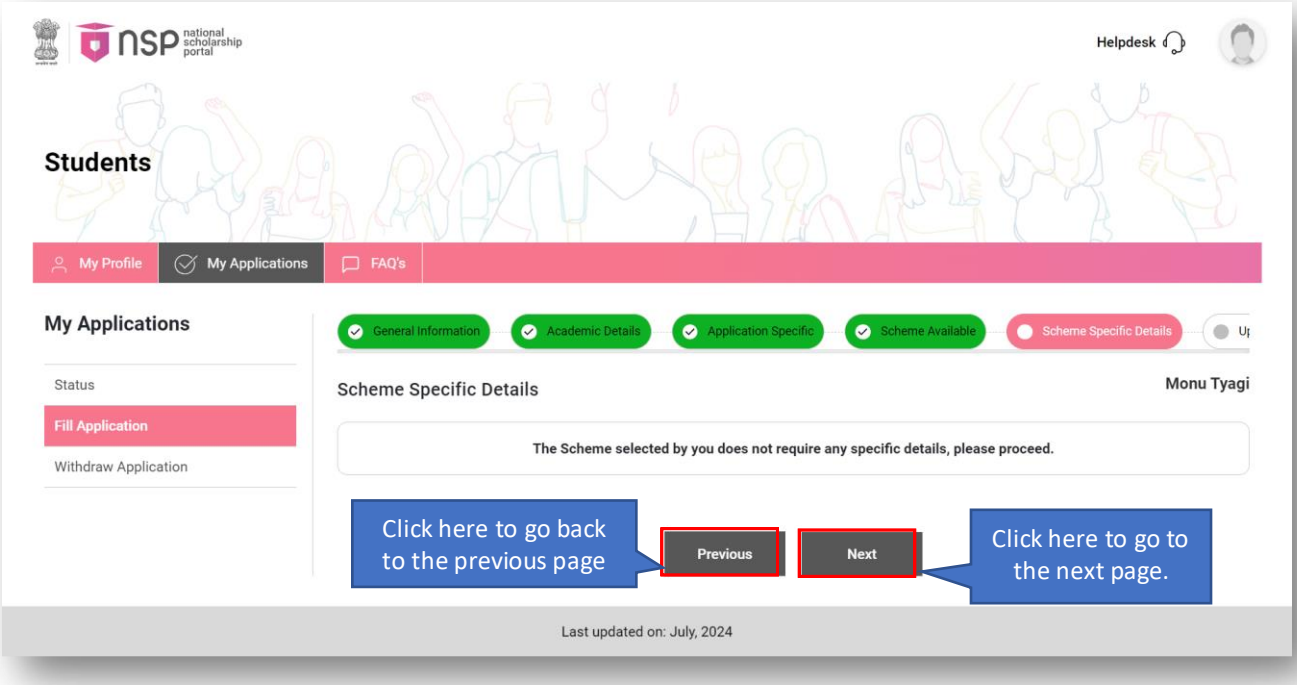


Fig 2.3.2.2 (m)

Upload Document(s)

This will be the next page after user successfully fills scheme specific details (if required) or clicks on Next from the Scheme specific details page. User needs to upload all the mandatory documents from this option.

Users will be able to do the Final Submission of the application from this page. Once you make the final submission, you will not be able to make any further changes to your application. In case of any wrong entry, you will have to withdraw your application first and then apply fresh. This application can no longer be edited after final submission.

Upload Document(s) will look as shown in **Fig 2.3.2.2 (n)**

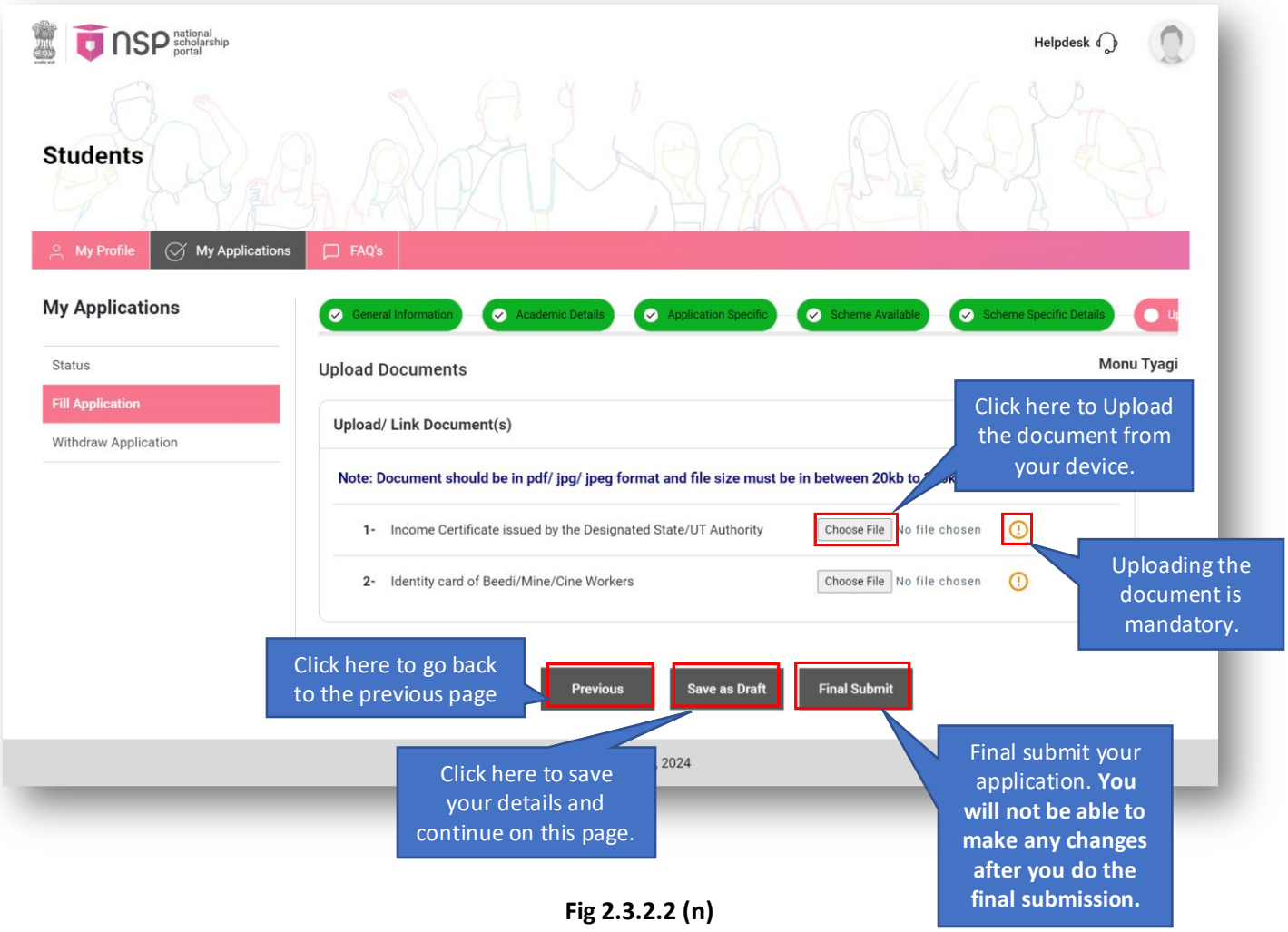


Fig 2.3.2.2 (n)

After choosing a file, user will be able to view/ download the selected file from the upload documents page. The page will look as shown in **Fig 2.3.2.2 (o)**

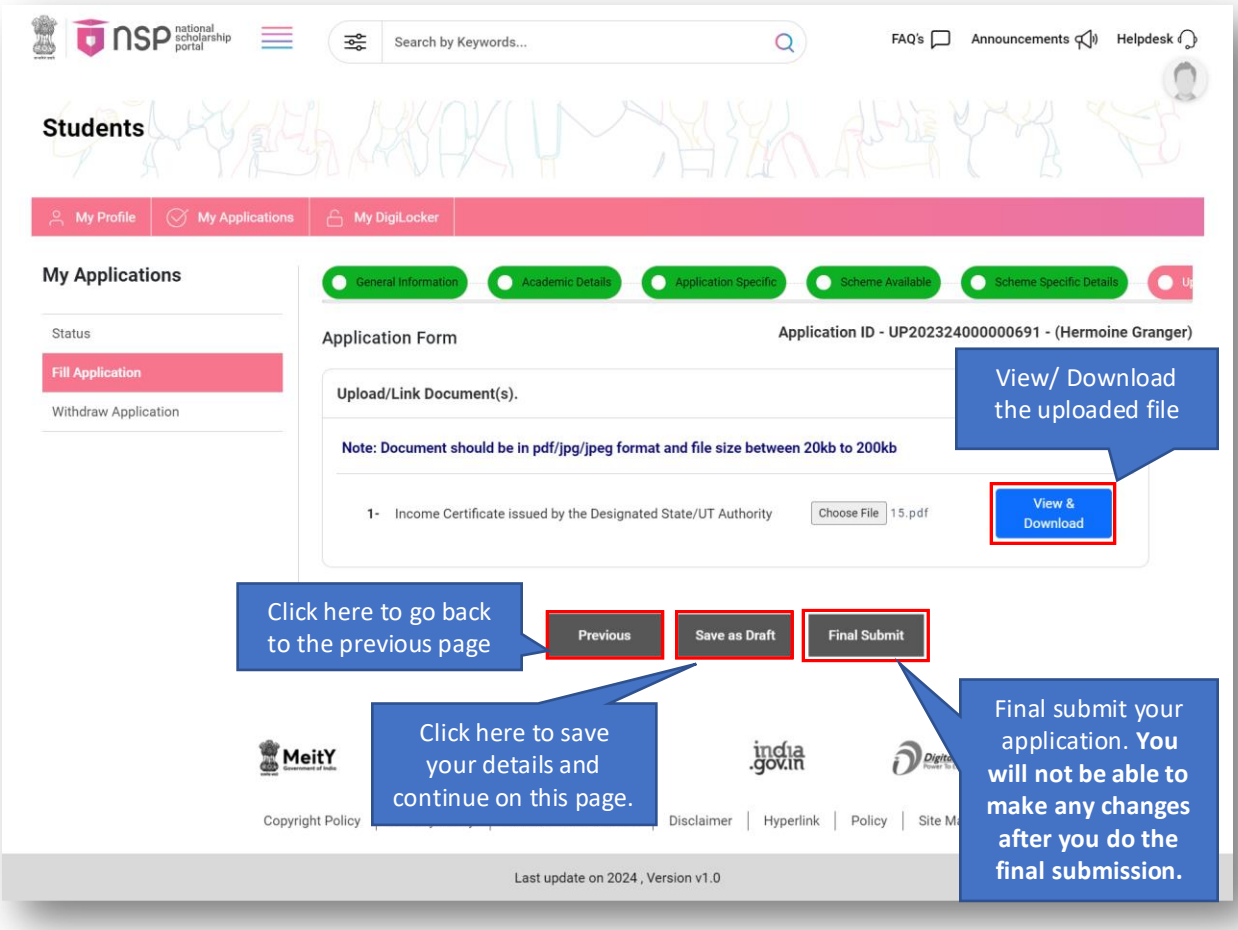


Fig 2.3.2.2 (o)

Final Submit

This will be the next popup after user successfully uploads all the required document(s).

Students need to give their confirmation for the Final Submission of their application from this pop-up. Once the final submission is confirmed, students will not be able to make any further changes to their application. In case of any wrong entry, they will have to withdraw your application first and then apply fresh (in case of scholarships). This application can no longer be edited after final submission.

The pop-up will look as shown in **Fig 2.3.2.2 (p)**

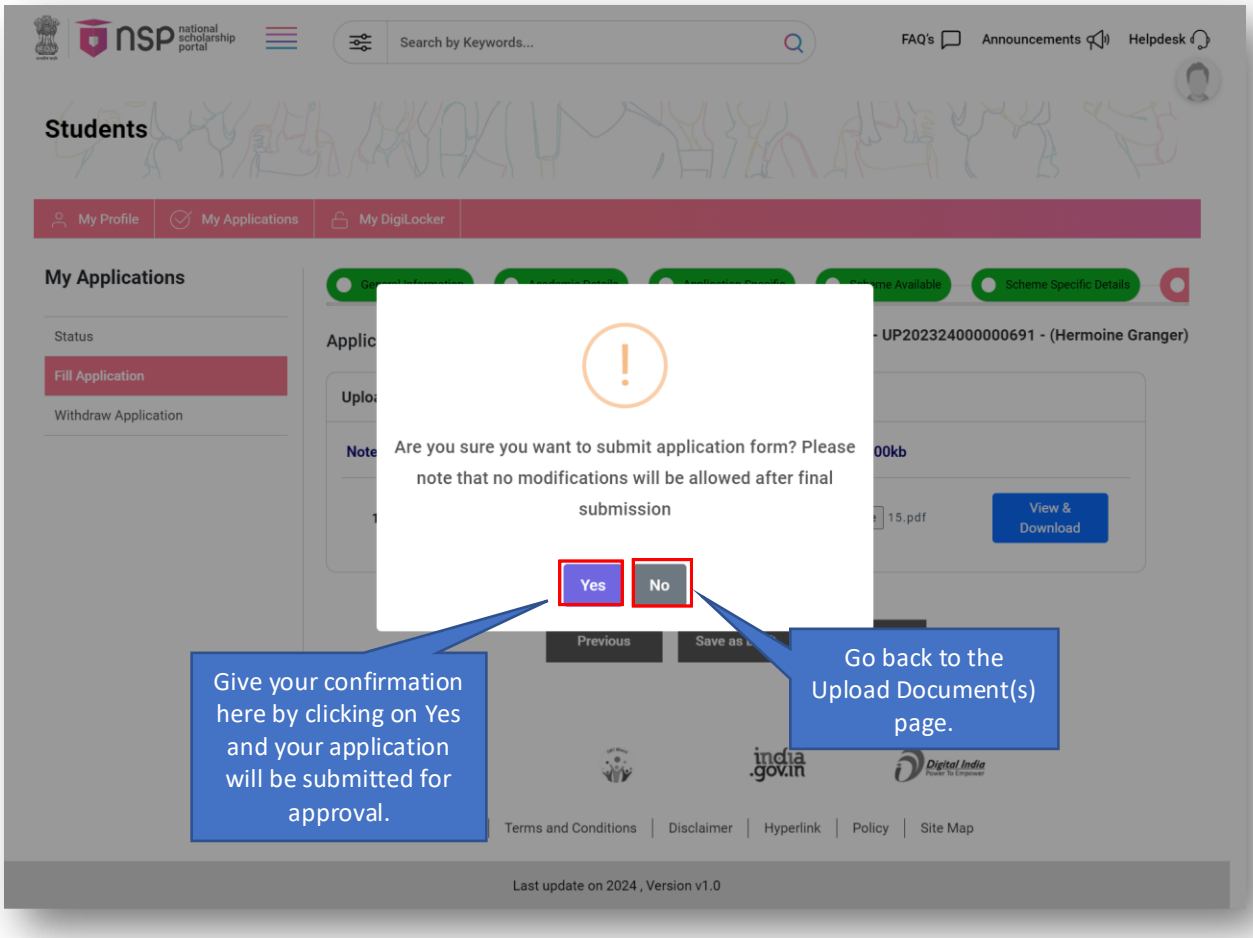


Fig 2.3.2.2 (p)

Once the application is finally submitted, users will receive a confirmation popup as shown in **Fig 2.3.2.2 (q)**

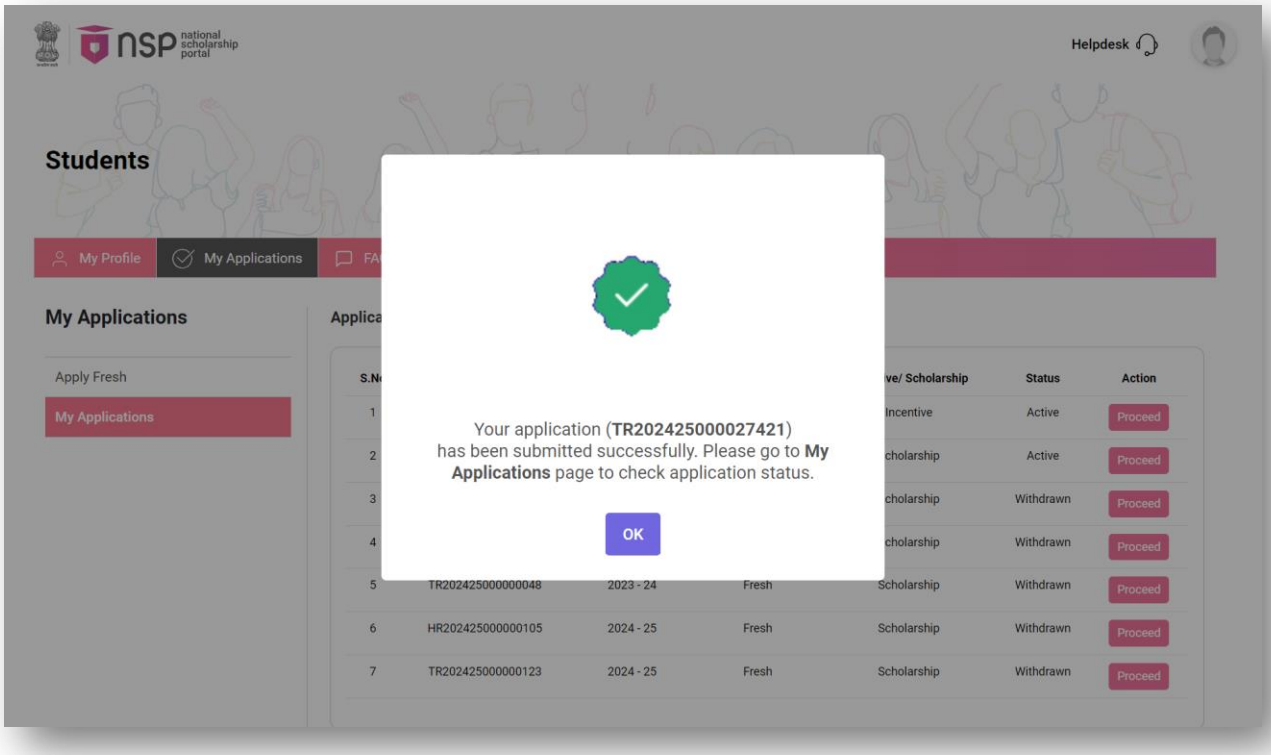


Fig 2.3.2.2 (q)

2.4 Withdraw Application

Students will be able to withdraw their application anytime they want. They will be able to withdraw application once they have started it and need to change any field which is already frozen. If user needs to change their Domicile state, Scholarship Category or Application Type, they will have to withdraw their Scholarship application and Apply fresh. Withdraw application option will be shown to the users when they click on 'Submit/ Withdraw/ Revoke' button of any application from the My Applications Page. Students can only withdraw Active applications.

Once user clicks on the 'Submit/ Withdraw/ Revoke' button as shown in **Fig 2.4 (a)**, the user will be able to view the Withdraw option as shown in **Fig 2.4 (b)**

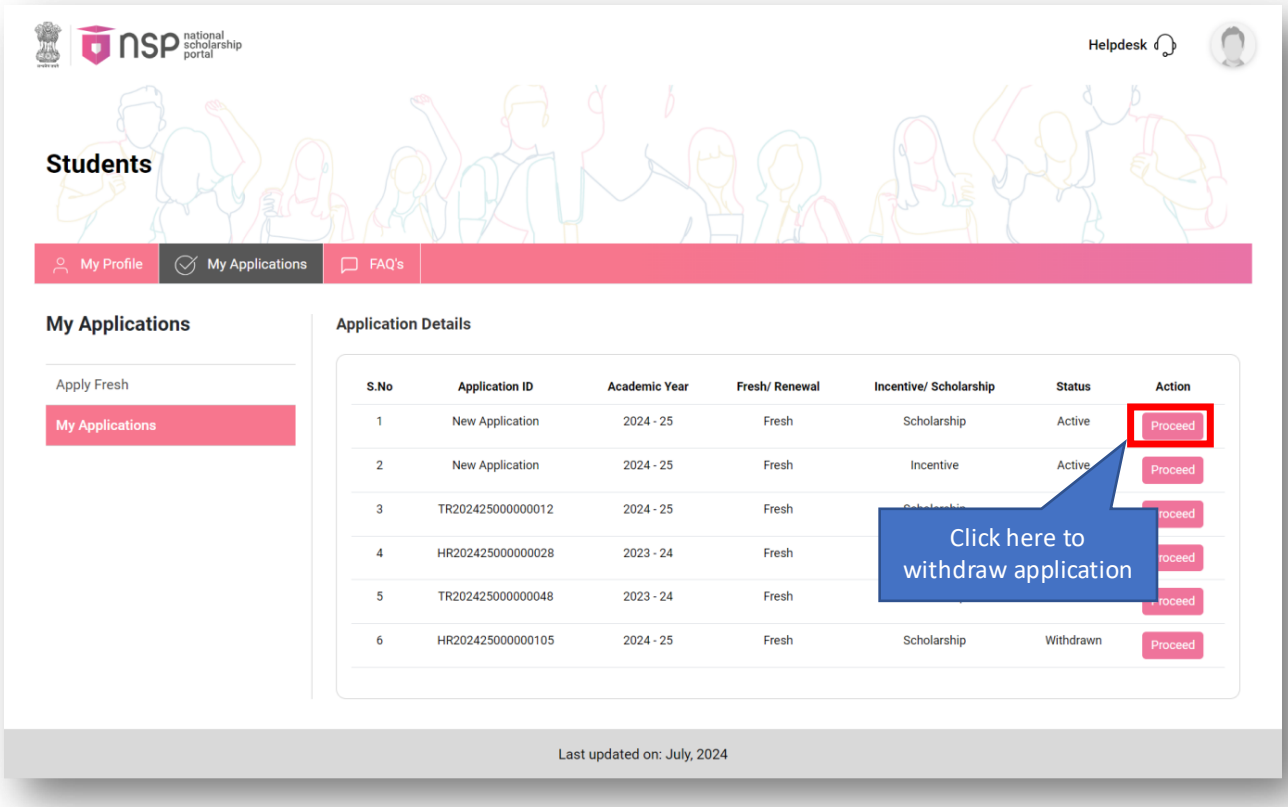

nsp national scholarship portal
Helpdesk
Students
My Profile
My Applications
FAQ's
My Applications
Apply Fresh
My Applications
Application Details
S.No
Application ID
Academic Year
Fresh/ Renewal
Incentive/ Scholarship
Status
Action
1 New Application 2024 - 25 Fresh Scholarship Active Proceed
2 New Application 2024 - 25 Fresh Incentive Active Proceed
3 TR202425000000012 2024 - 25 Fresh
4 HR202425000000028 2023 - 24 Fresh
5 TR202425000000048 2023 - 24 Fresh
6 HR202425000000105 2024 - 25 Fresh Scholarship Withdrawn Proceed
Click here to withdraw application
Last updated on: July, 2024

Fig 2.4 (a)

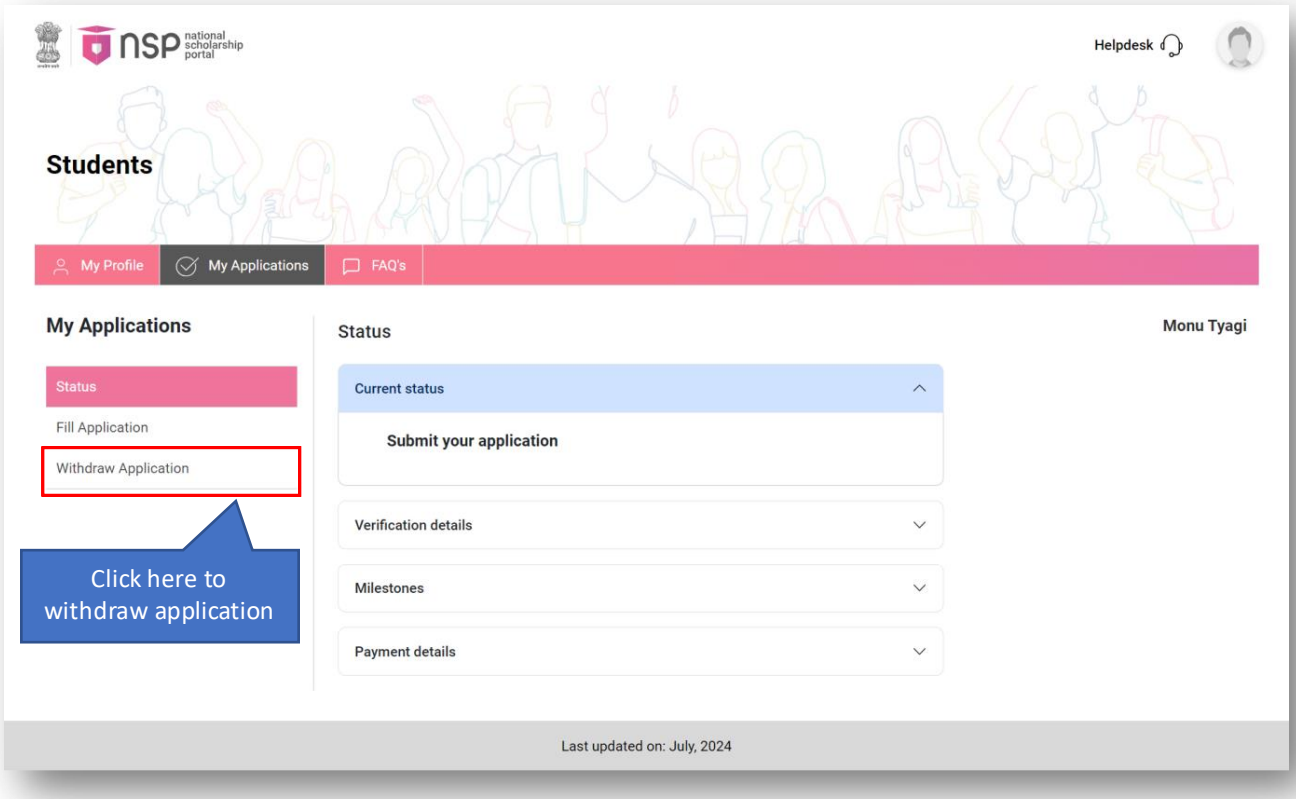


Fig 2.4 (b)

Once user clicks on the 'Withdraw Application' option from the Left Menu, they will be able to view the Withdraw application page as shown in **Fig 2.4 (c)**

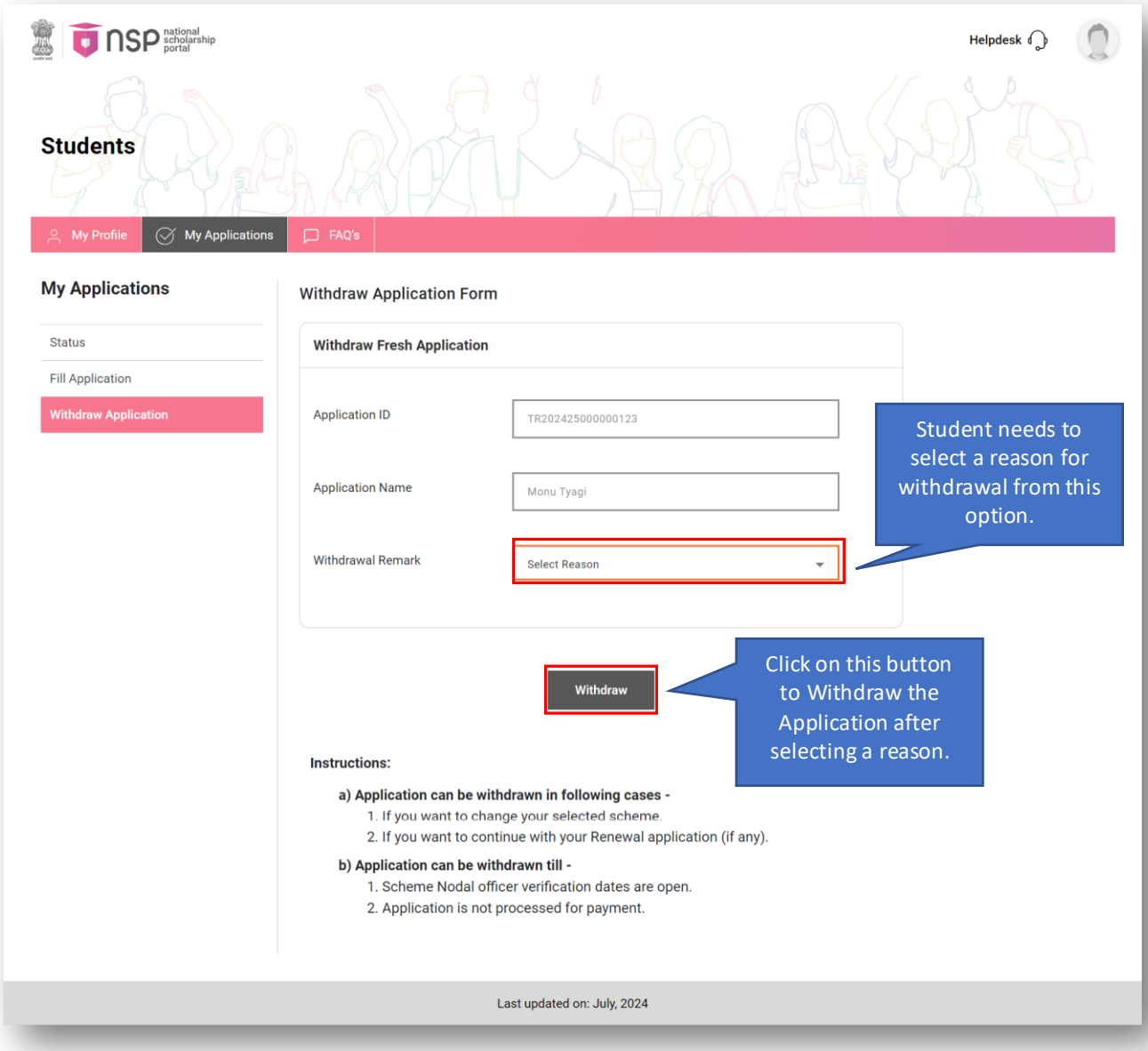


Fig 2.4 (c)

User needs to select a reason among the following options as shown in **Fig 2.4 (d).**

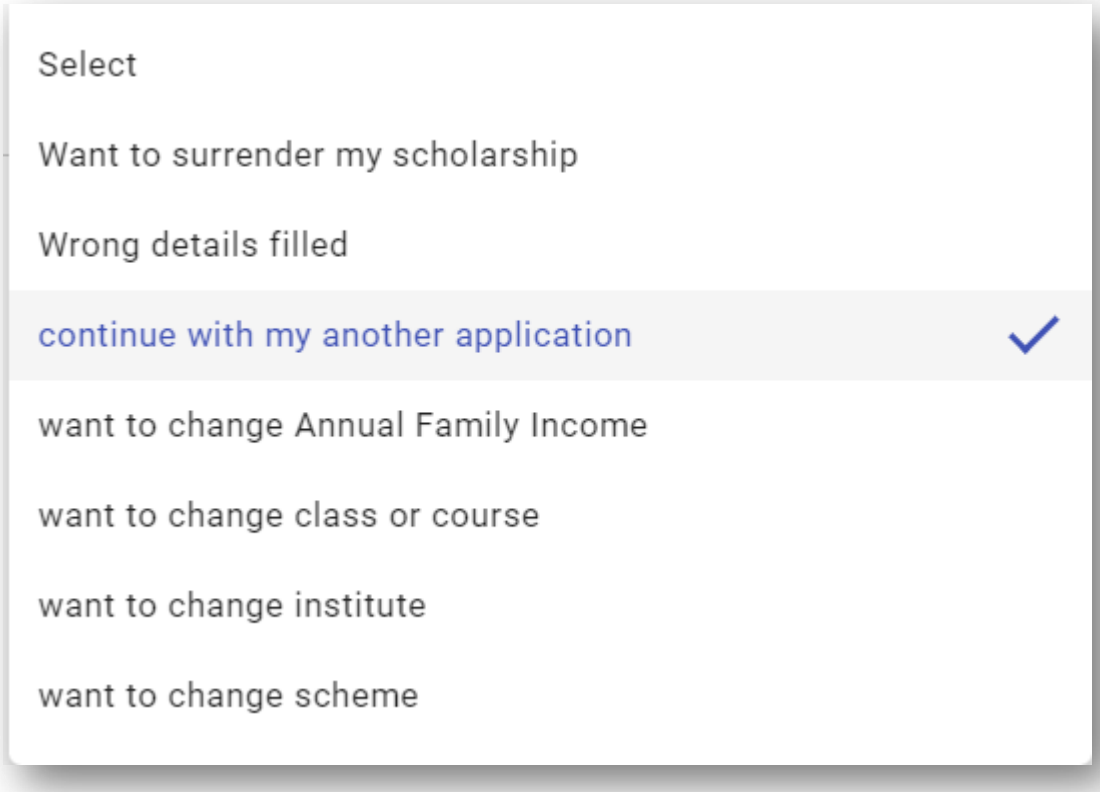
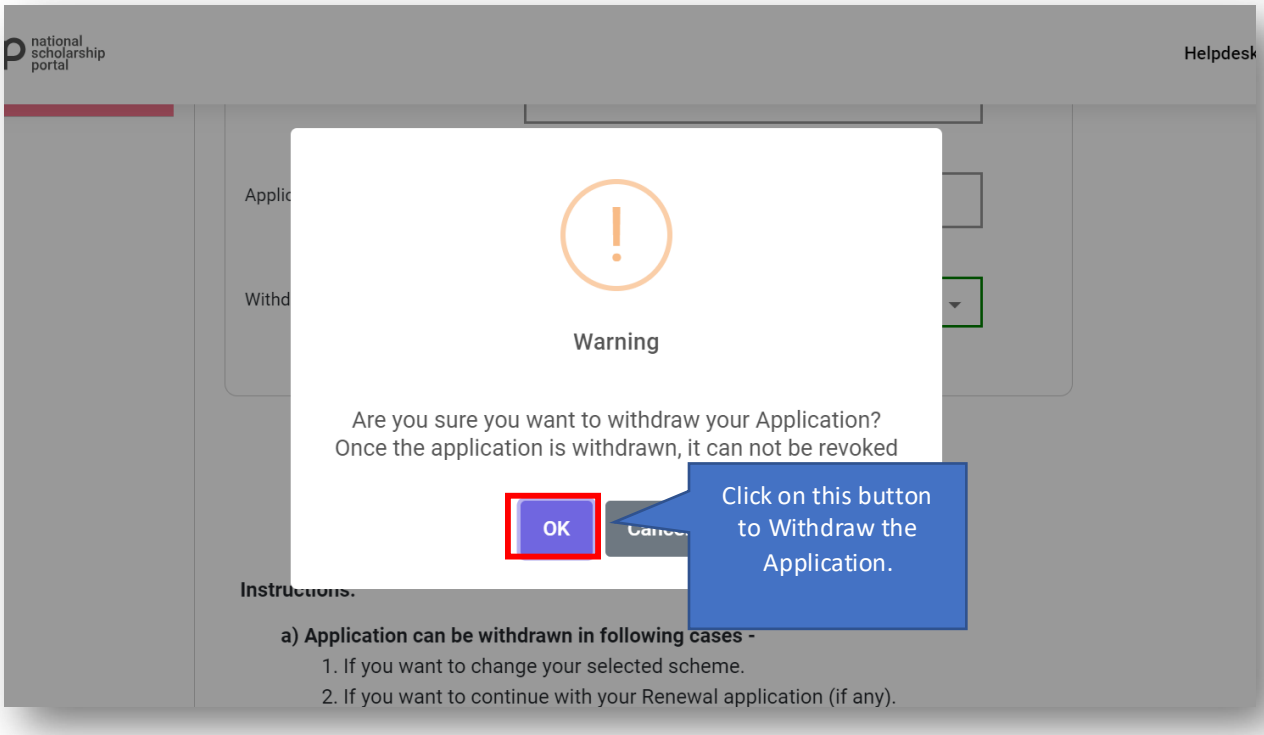


Fig 2.4 (d)

Once the user clicks on 'Withdraw' button, they will be asked for a confirmation as shown in **Fig 2.4 (e).** Once user gives their confirmation and application is withdrawn, they will be able to view the confirmation message as shown below in **Fig 2.4 (f).** The status of the application will also change to Withdrawn on the My Applications page.


national scholarship portal
Helpdesk
Warning
Are you sure you want to withdraw your Application?
Once the application is withdrawn, it can not be revoked
OK
Click on this button to Withdraw the Application.
a) Application can be withdrawn in following cases -
1. If you want to change your selected scheme.
2. If you want to continue with your Renewal application (if any).

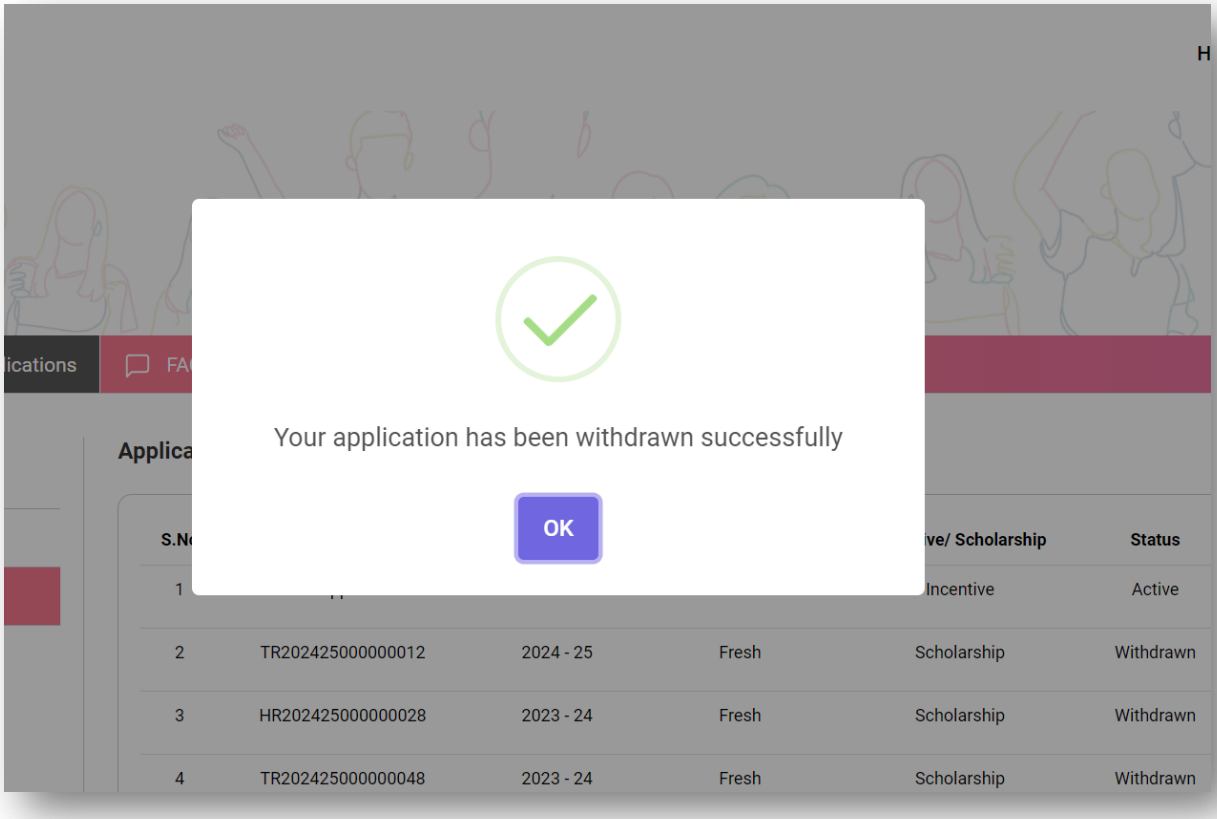

Your application has been withdrawn successfully
OK
Status
Incentive
Active
TR202425000000012
2024 - 25
Fresh
Scholarship
Withdrawn
HR202425000000028
2023 - 24
Fresh
Scholarship
Withdrawn
TR202425000000048
2023 - 24
Fresh
Scholarship
Withdrawn

Fig 2.4 (e)

2.5 My Profile

Users will be able to view their profile from this option. My Profile will look as shown below in **Fig 2.5 (a)**

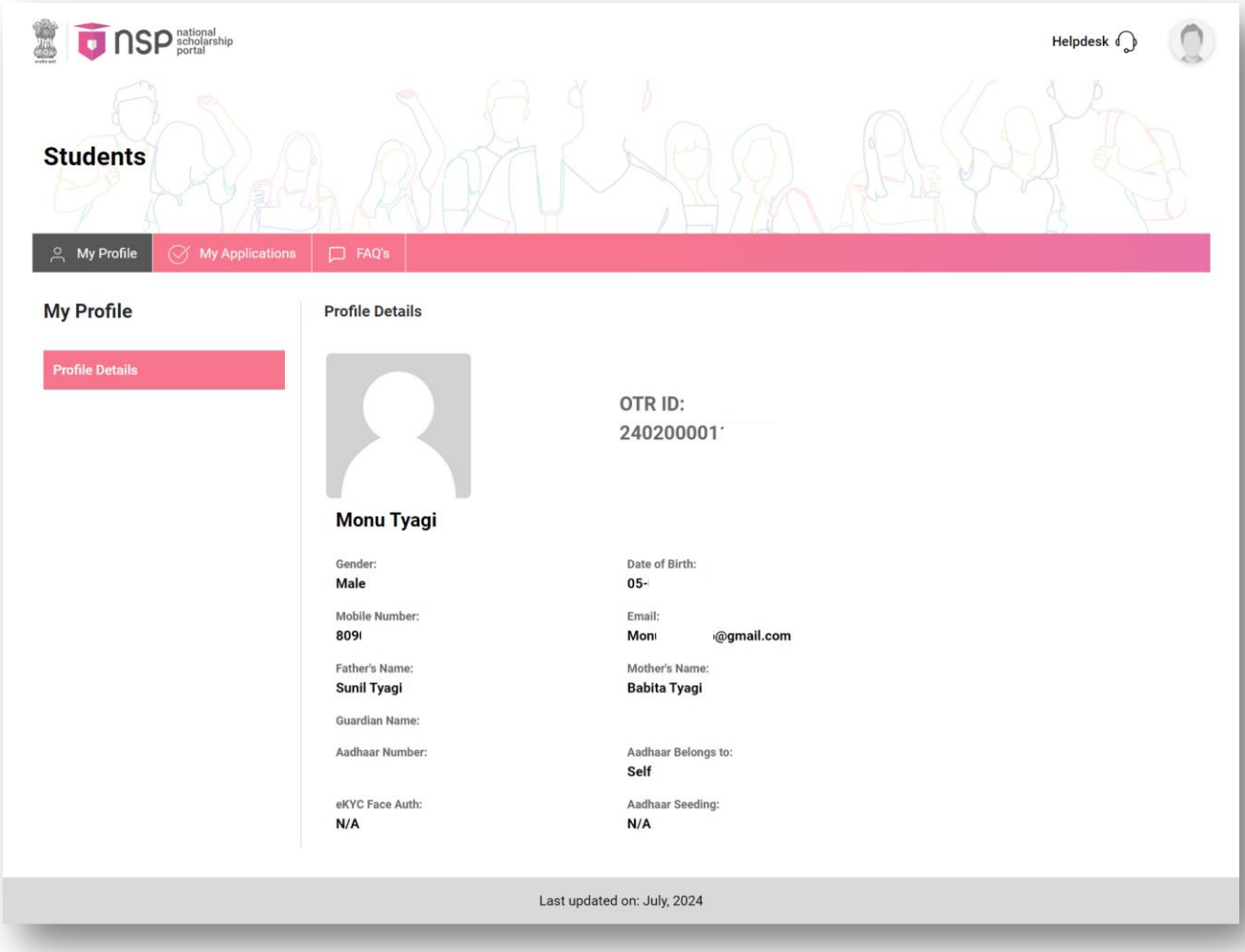


Fig 2.5 (a)

2.6 Helpdesk

Users will be able to get required help regarding portal from this option. They will be able to view Helpdesk information from the 'Helpdesk' option shown on the Header of the Login Page. Helpdesk will look as shown below in **Fig 2.6 (a).**

Email – helpdesk@nsp.gov.in

Call – 0120 - 6619540 (8:00 AM to 8:00 PM on all days, except government holidays)

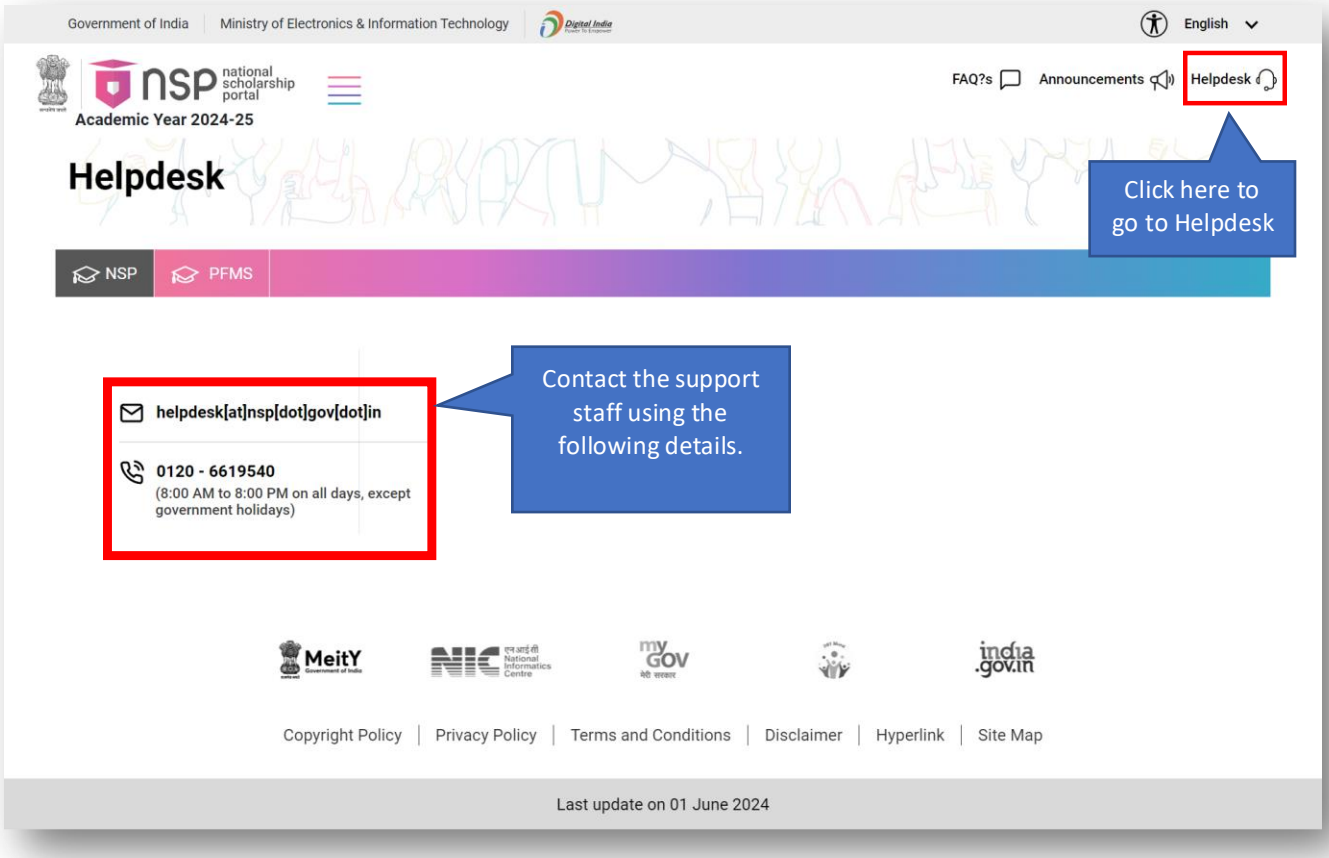


Fig 2.6 (a)

2.7 Announcements

Users will be able to view important announcements from this option. They will be able to reach announcements from Helpdesk Page. It will look as shown below in **Fig 2.7 (a) and Fig 2.7 (b)** as shown below.

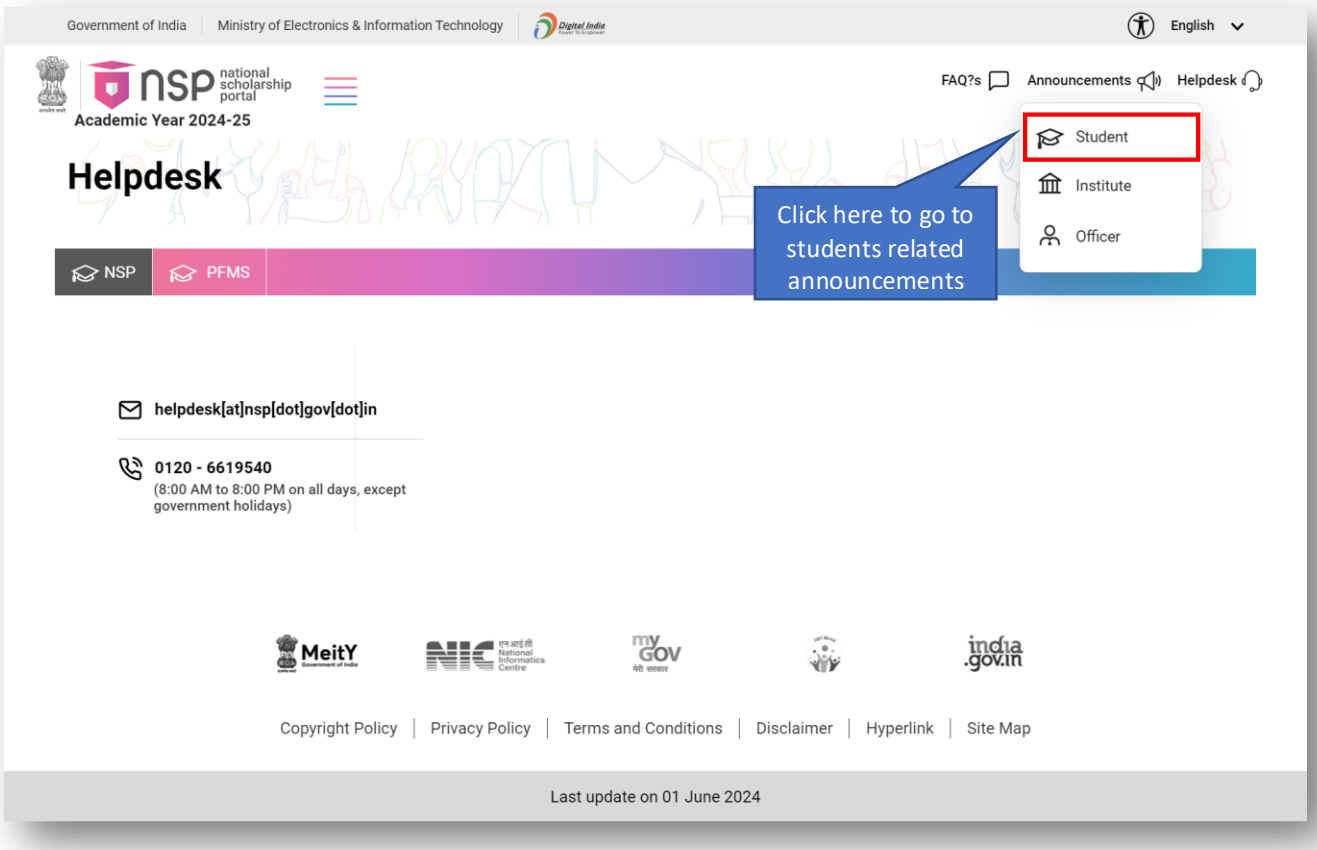


Fig 2.7 (a)

The announcement page will look as shown in **Fig 2.7 (b).**

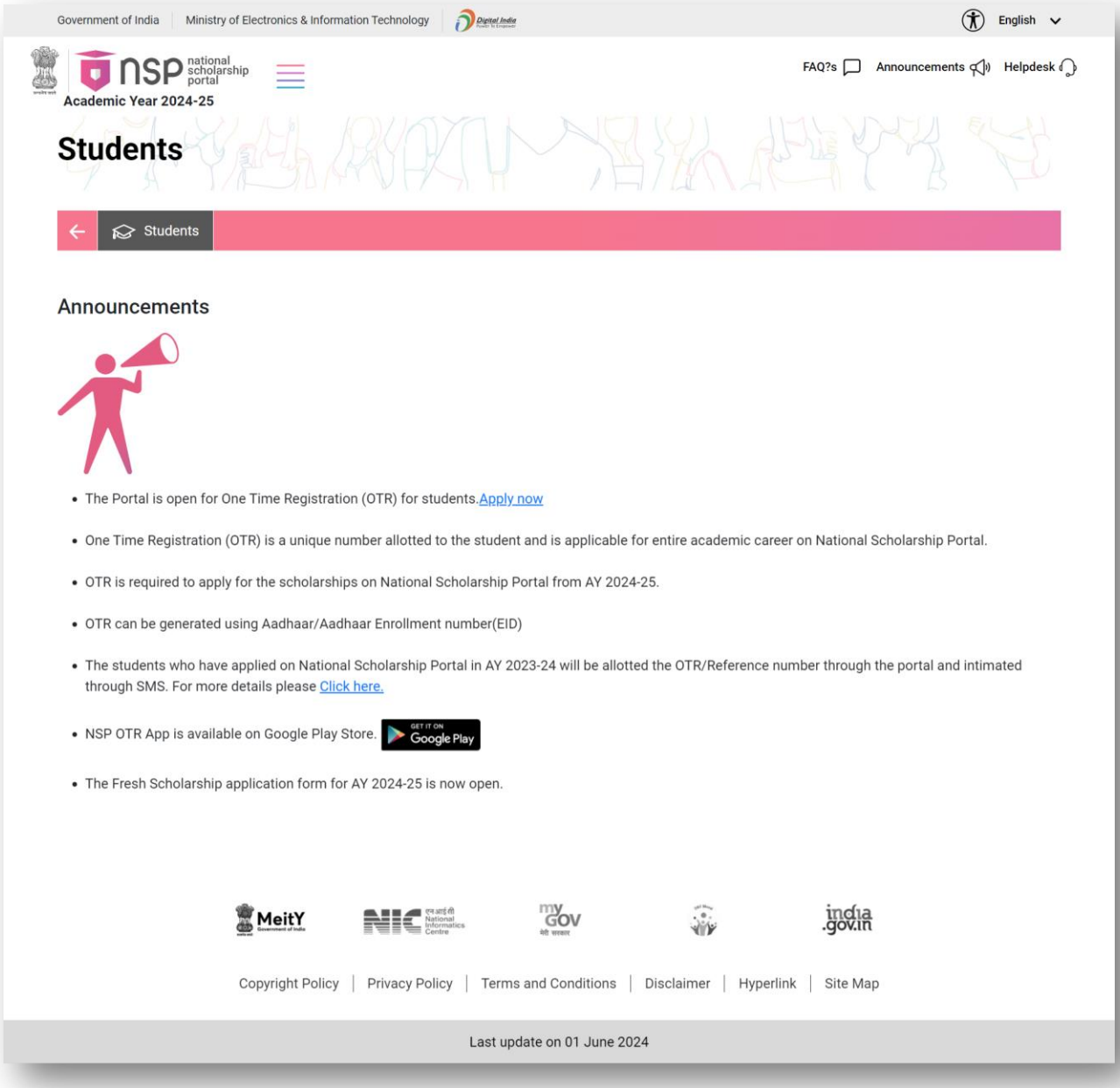


Fig 2.7 (b)

2.8 FAQs

Users will be able to view FAQs from the Login Page as showin in **Fig 2.8 (a)**.

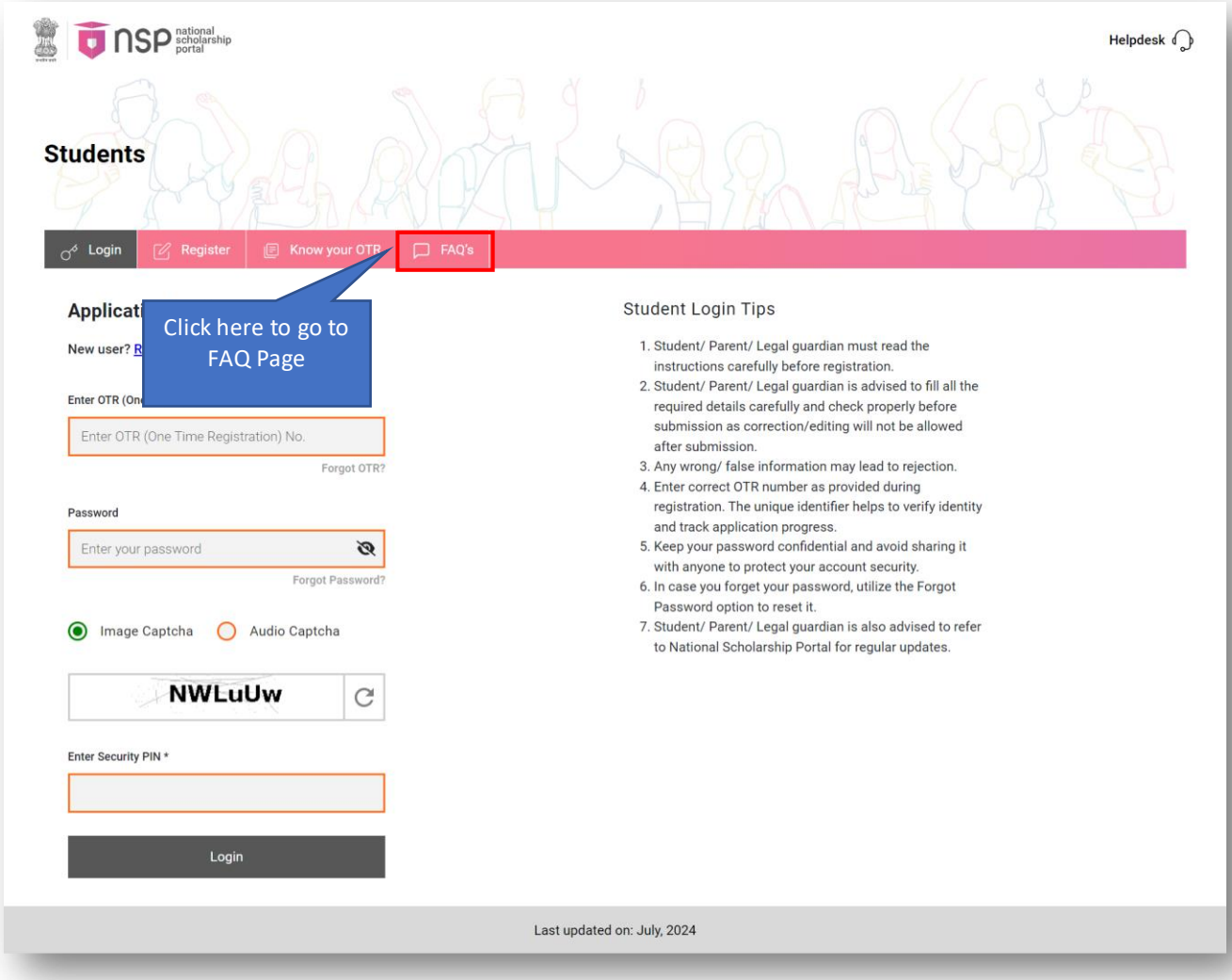


Fig 2.8 (a)

FAQs will look as shown below in **Fig 2.8 (b)**

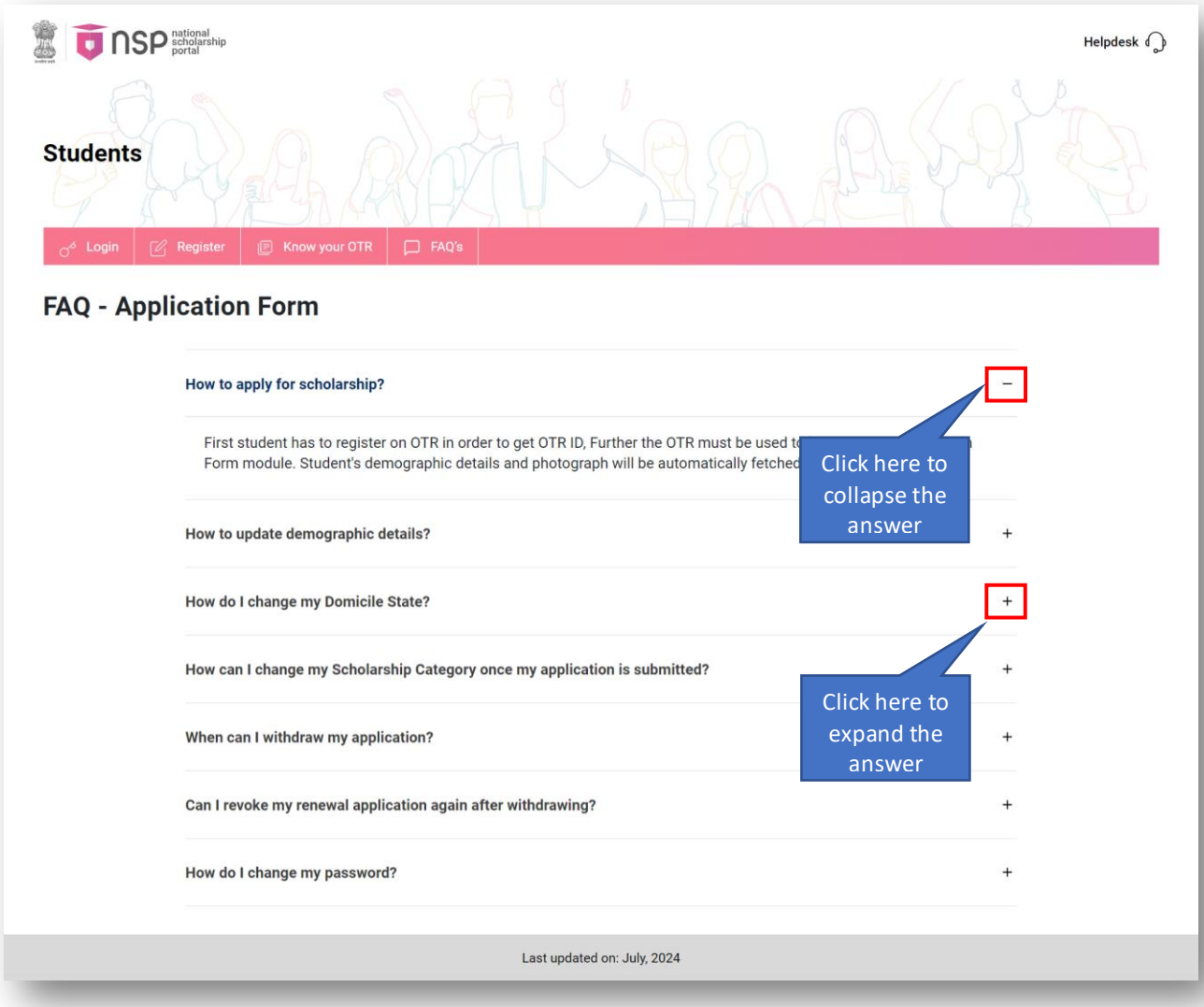

nsp national scholarship portal
Helpdesk
Students
Login
Register
Know your OTR
FAQ's
FAQ - Application Form
How to apply for scholarship?
First student has to register on OTR in order to get OTR ID, Further the OTR must be used t
Form module. Student's demographic details and photograph will be automatically fetched
How to update demographic details?
How do I change my Domicile State?
How can I change my Scholarship Category once my application is submitted?
When can I withdraw my application?
Can I revoke my renewal application again after withdrawing?
How do I change my password?
Click here to collapse the answer
Click here to expand the answer
Last updated on: July, 2024

Fig 2.8 (b)