



# ONE TIME REGISTRATION (OTR) IN NATIONAL SCHOLARSHIP PORTAL (NSP)

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A step by step guide

## **One-Time Registration (OTR) on National Scholarship Portal (NSP)**

- All applicants (both fresh and renewal) under Centrally Sponsored Scholarship Schemes are required to generate One Time Registration (OTR) number in National Scholarship Portal (NSP) prior to their application in State Portal from AY 2025-26.
- One Time Registration (OTR) is a unique 14-digit number issued based on the Aadhaar
- OTR generated once will remain valid throughout the academic career of student

## Prerequisites for generating OTR

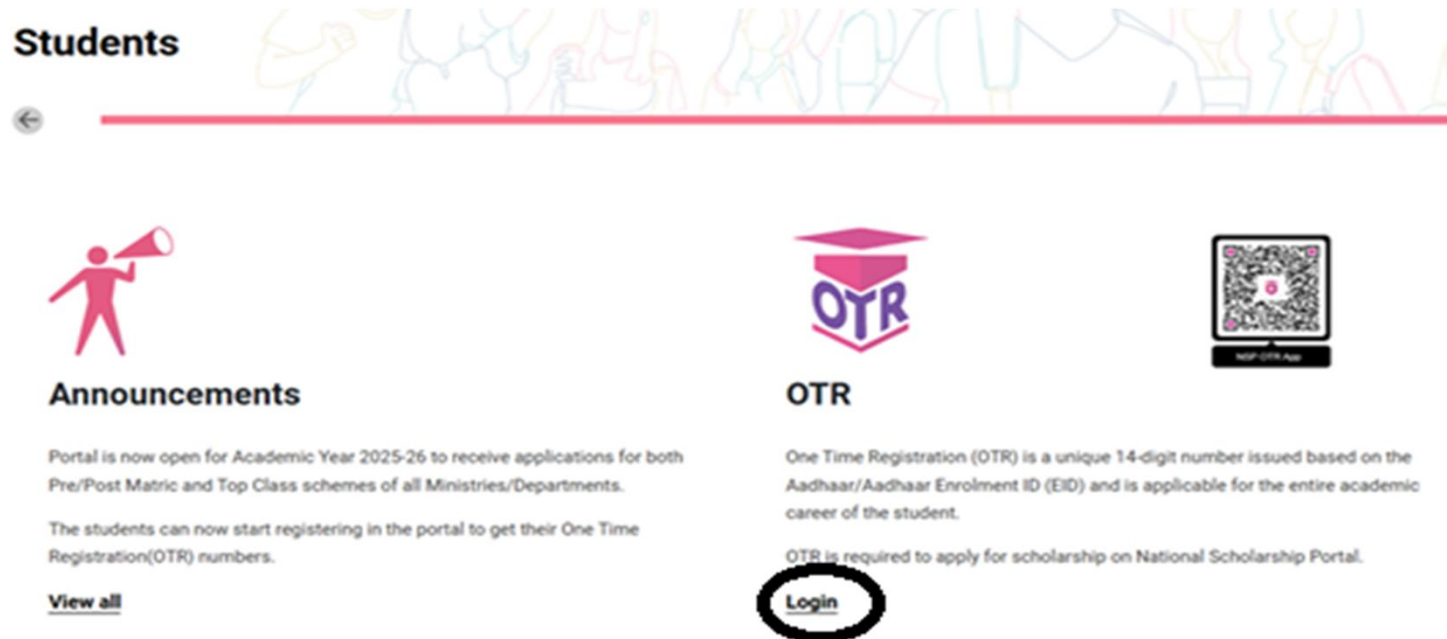
- An active mobile number for registration in NSP
- Aadhaar number of student with an operative mobile linked with Aadhaar (to receive OTP)
- Physical presence of student to perform biometric based Aadhaar authentication

# OTR Generation: Two Steps

- **Step 1:** Registration in NSP & generation of Reference Number through web portal
- **Step 2:** Face Authentication to get OTR through NSP OTR App (android mobile app)
- Student/ parent can generate OTR for student using android mobile phone
- Both Step 1 and Step 2 can also be done through Common Service Centres (CSCs) on payment of Rs. 30/-.

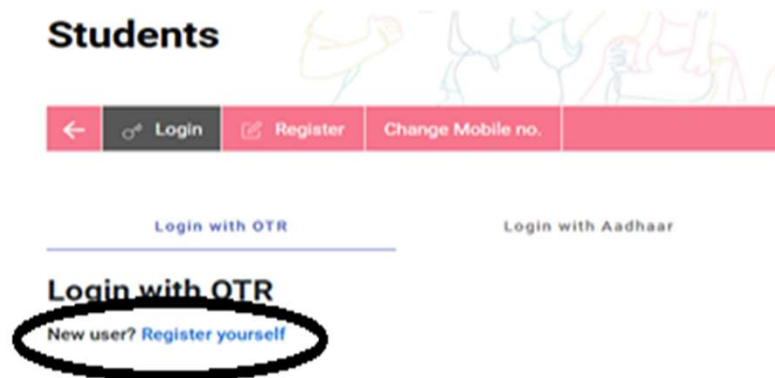
# Step 1 - Generation of Reference Number

- **Visit the NSP Portal:**
  - Open the browser and go to **[scholarships.gov.in](https://scholarships.gov.in)**
  - Go to the Student section and click on **One Time Registration (OTR)** OTR login



# Step 1 - Generation of Reference Number

- **Start new registration:**
  - Click **New user? Register Yourself**



# Step 1 - Generation of Reference Number

- **Register by following the process**

## Register

Already have an account? [Login](#)



- Enter an active mobile number, verify with the OTP, and fill in the CAPTCHA.
- Provide Aadhaar number and the OTP sent to the mobile number linked to Aadhaar. If OTP is not received, then check if mobile number is active and linked with Aadhaar.
- Confirm the e-KYC details populated in page and add additional required information.
- Click on Finish

## Step 1 - Generation of Reference Number

- Upon successful registration a **reference number** will be generated and sent to the **registered mobile**.

You have successfully generated the reference and your  
reference number is:

R25-

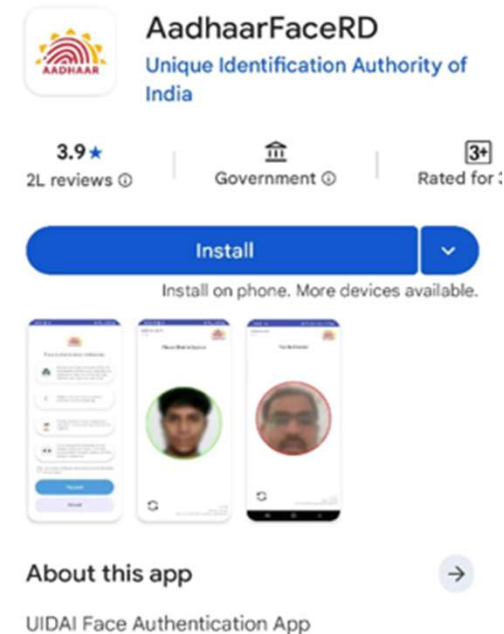
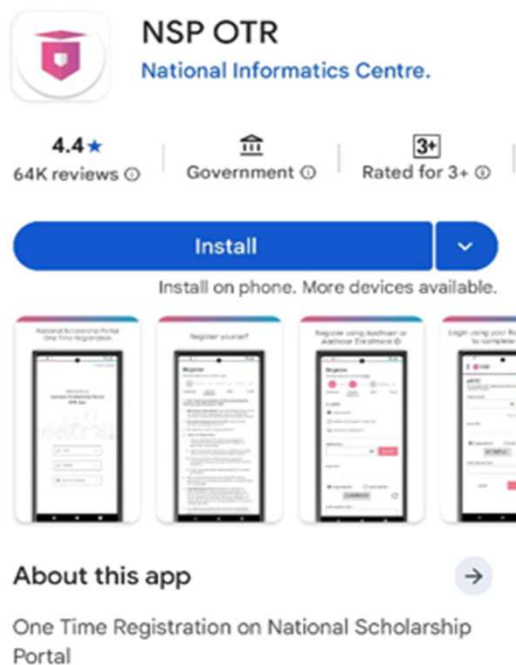
Kindly download the NSP OTR mobile app and complete your  
face authentication for generating OTR.





# Step 2 - Generation of One-time Registration (OTR) Number

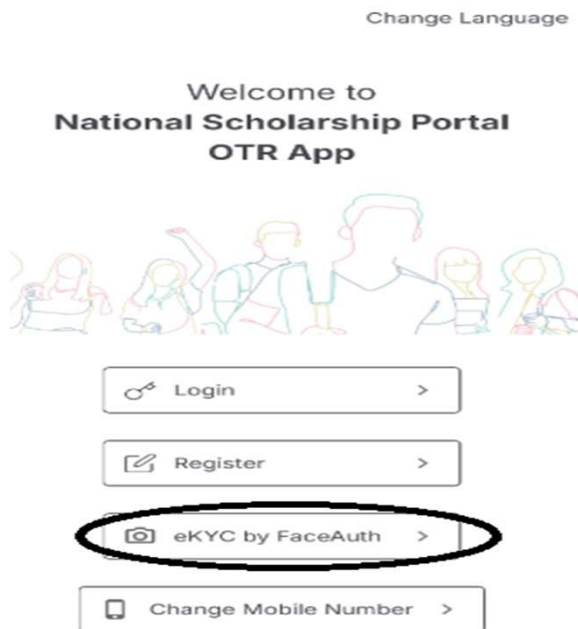
- **Install Apps:**
  - Download and install NSP OTR and Aadhaar Face RD from the Google Play Store on Android mobile



## Step 2 - Generation of One-time Registration (OTR) Number

- **Complete Face Authentication:**

- Open the NSP OTR app and select **eKYC by FaceAuth**



- Enter the reference number and OTP received on the registered mobile.

The screenshot shows the 'eKYC' login screen. At the top is the NSP logo. The heading 'eKYC' is followed by the instruction 'To complete eKYC please login with your temporary reference number'. There is a text input field for 'Reference No\*' with a 'Send OTP' button to its right. Below the input field is a link for 'Forgot Reference Number'. Further down is another text input field for 'Enter OTP+'. At the bottom, there are 'Cancel' and 'Next' buttons.

## Step 2 - Generation of One-time Registration (OTR) Number

- Review your Aadhaar details and click Proceed for Face Authentication:



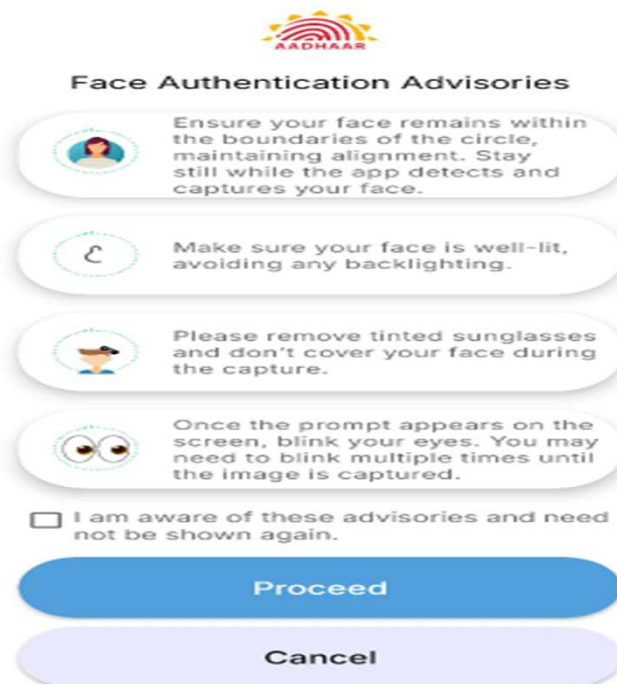
The screenshot displays the NSP (National Service Portal) interface. At the top, there is a header with the NSP logo and a yellow arrow icon. Below the header, the section is titled "Profile Details". A redacted area is visible above the "Reference No.:- R25-XXXXXX" field. The profile details are organized into two columns:

Date of Birth	Gender
10-05-1982	Female
Aadhaar Number	Aadhaar Holder
XXXXXXXXXX6571	Self
eKYC-Face Auth	
Not Verified	

At the bottom of the page, a red button labeled "Proceed for Face Authentication" is highlighted with a red oval.

## Step 2 - Generation of One-time Registration (OTR) Number

- Face authentication advisories box will appear on screen



- Tick the advisories checkbox and click "Proceed".

## Step 2 - Generation of One-time Registration (OTR) Number

- Then the student's face has to be close to the camera and on his/her blinking the eye, photo gets captured for face authentication.

Aadhaar Auth  
v1.2.0



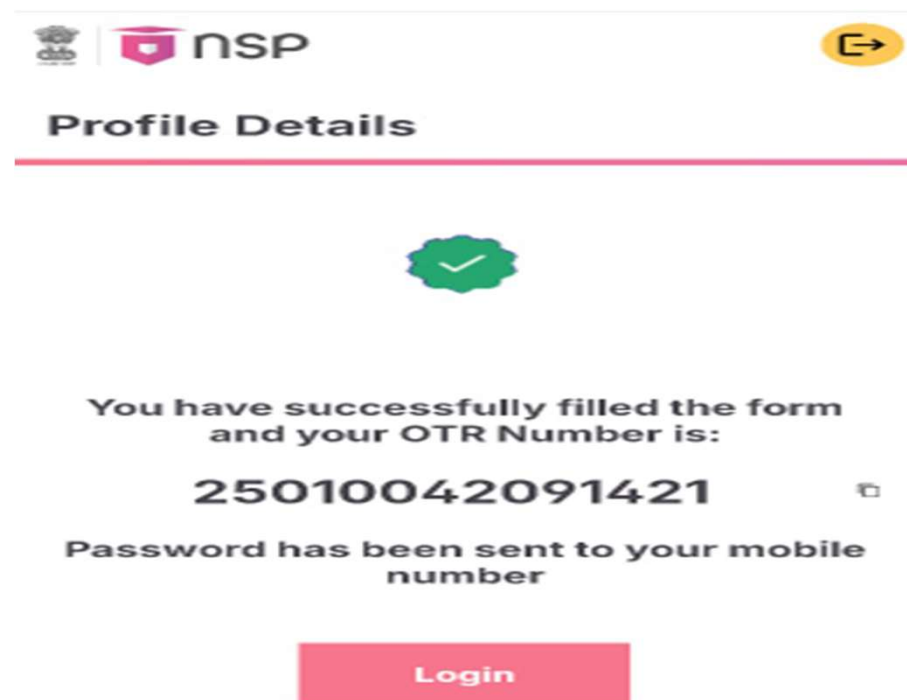
**Please Blink to Capture**



## Step 2 - Generation of One-time Registration (OTR) Number

- Receive OTR Number

On successful face authentication the **OTR number** will be displayed in the app and will also be sent to registered mobile number.



## Step 2 - Generation of One-time Registration (OTR) Number

- If face-authentication fails:
  - Allow camera permissions and clean camera lens
  - Check for good lighting and steady internet
  - Ensure Aadhaar Biometric Lock status is “Unlocked” for authentication of Aadhar. To check status, please refer to the link: <https://resident.uidai.gov.in/bio-lock>
- Any student, particularly visually challenged students, facing difficulty in face-authentication through mobile app may complete the OTR process through CSCs by utilizing the fingerprint mode of biometric authentication.

## Step 2 - Generation of One-time Registration (OTR) Number

- Retrieve OTR Number

If OTR is inadvertently misplaced, the **Know your OTR** (on clicking on **Login with OTR** and then '**Forgot OTR**') option can be used to retrieve the OTR number.

### Know Your OTR/Reference no.

Aadhaar No.\*

Enter OTP \*

☒ Image Captcha

☐ Audio Captcha

HOYVRN




Enter Captcha Code\*

[Cancel](#)

[Submit](#)





**Scholarship application is to be made ONLY in OSSP by providing OTR. Students are advised not to make any application in NSP as this will lead to duplication and rejection of scholarship application.**