

EDN-H(10)F(4)60/2009-Misc-Vol.III-

Directorate of Higher Education,

Himachal Pradesh, Shimla – 1.

Tel. No.: 0177-2653575, 2656622

Fax. No.: 0177-2811247, 2812882

E-mail: [dhe-sml-hp@gov.in](mailto:dhe-sml-hp@gov.in) & [nsphpsml@gmail.com](mailto:nsphpsml@gmail.com)

Dated: Shimla – 171001 the

August, 2024

14 SEP 2024

### **OFFICE ORDER**

The Department of Higher Education; Himachal Pradesh has opened the **National Scholarship Portal (NSP)** <https://scholarships.gov.in/> for the Session **2024-25** for **registration and submission of online application forms** under various State and Centrally Sponsored Scholarship Schemes. Therefore, all the Head(s) of the Institution(s) are requested to comply with the following instructions:-

#### **Instructions/Guidelines related to National Scholarship Portal NSP website i.e. <https://scholarships.gov.in/> :**

The Institutions which were already registered on NSP portal need not to be registered on Portal. However, all the Head(s) of the Institution(s)/School(s)/College(s)/Universities/ DDHE, should be registered on **National Scholarship Portal** for the Session **2024-25** so that, the students of the State studying in any Govt. / Govt.-Aided / Private Affiliated Institution, within or outside the State will get the benefit of scholarships under various State, Central and Minority Scholarship Schemes and further to encourage the students to improve their Merit / Performance in studies. Following are the Instructions:-

- A. The Head(s) of the Institution(s) are directed to appoint a Professor / Lecturer / Senior Teacher / Master Trainer (preferably someone who is proficient in the use of computers / internet) as the “Scholarship In-charge”, to streamline the entire process of Scholarship.** The Head(s) of the Institution(s) & the Scholarship In-charge / Master Trainer(s) are directed to take all necessary steps to make the students aware of regarding various State, Central and Minority Scholarship Schemes being run by the Department of Higher Education and ensure to submit the Application Form(s) of all the eligible student(s) online within a stipulated time period. **If any student still fails to submit his / her application form within the stipulated time period, the Head(s) of the Institutions & the Scholarship In-charge would be fully responsible for the lapse of scholarship amount and further scholarship amount shall be recovered from the salaries of both of them.**
- B. I. The extension in time will not be provided for applying and submission of application forms on NSP Portal. Therefore, it will be the sole responsibility of Head(s) of the Institutions that all eligible students should apply within the stipulated time period and try to complete the entire task well in time.**
- II. Institutions have to send the details (i.e. Name of Scholarship In-charge, Mobile No, Institutions Address & U-DISE/AISHE Code) for getting ID & Password to District Nodal Officer (DNO), State Nodal Officer (SNO) for registration and approval on NSP Portal. The Institutions will update/edit Institutions profile and upload the ID proof on NSP Portal.**



- I. The Head /In-charge of the Institution shall take a **print out of updated/edited Institutions profile** and **send** the same to **State /District Nodal Officer** for approval, otherwise the name of the Institutions will not be displayed or shown to students while applying for scholarship schemes.
- II. The details of the District Nodal Officer (Scheme-wise) are to be uploaded on NSP Portal to facilitate verification of School/Institute level Nodal Officers for the year 2024-25 as well as for application verification at District verifying authority level (second).
- III. All Heads of the Institution are to ensure that funds are not to be included in other miscellaneous fees.
- IV. The **size** of the **uploaded document** must lie between 150 to 200 KB. If the size of the uploaded document lies below the 100 KB, the application form of the students will not be considered.
- V. Institutions and applicants are advised to check the **defectives** applications daily so that, applications can be verified in time.
- VI. The Institutions shall be **fully responsible** for entering and verifying non refundable **fees** alongwith uploading of **required documents** of the students.
- VII. The Scholarship amount will be transferred into the student's bank account through **DBT** mode for the year **2024-25** therefore, all the students are directed to enter **Aadhaar seeded bank account number** on his/her application form. Student shall be fully responsible for seeding of his/her **Aadhaar number** with **Bank account number**. Seeding of **wrong bank account number** with his/her **Aadhar Number** may lead to **payment** to **ineligible person**.
- VIII. The Institution(s) are fully responsible for verifying the **details of student's documents** [i.e. Himachali Bonafide Certificate, Income Certificate, Latest Bank Statement, Scanned copy of AADHAAR, Scanned copy of Fee Structure, Scanned copy of Fee Receipts etc. (keep record for Audit in the Institutions), Maintenance Allowance and fees i.e. Admission Fee, Tuition Fee, Enrolment/Register Fee, Other Compulsory Fee, etc. for the year **2024-25**. If any Institutions verify the **wrong details** of the student then the **defaulter Institutions will be debarred from the benefit of the Scholarships in future**.
- IX. Students must upload the **receipt / Bank Statement** on his /her scholarship application form in renewal case.
- X. If the payment of Scholarship is **not transferred or credited** into the Students Bank Account, then Students and Heads of the Institution(s) has/have to **inform/intimate** to this Directorate within a **ONE MONTH**, about the non receiving of scholarship, otherwise scholarship amount will be treated as **lapsed**.
- XI. The Merit List(s) in r/o various Meritorious Scholarship Schemes will be uploaded on the DHE, HP website i.e. <http://education.hp.gov.in/>. The Head(s) of the Institution(s) are directed to ensure that all eligible meritorious student(s) of their Institution(s) have applied under the respective scholarship scheme, and to check the Merit list(s) before verifying any student under any Meritorious Scholarship Scheme. **Only the students enlisted in the Merit list uploaded on website shall be awarded with Merit Scholarships**. The category of meritorious students must be ensured before verifying the scholarship application at Level 1 (L1).



XII. All the Institutes are directed to check **duplicate/fraud/fake** scholarships claims at their own level which is to be processed / verified by them. The scholarship amount will be **recovered** from the **defaulter Institutes with interest** and same will be deposited in the shape of **DD** in favour of the **Director of Higher Education HP Shimla** within 15 days e.g. students figuring in **Merit list** under **Kalpana Chawla Chhatervriti Yojna** will not get scholarship under **Indira Gandhi Uthkrisht Chhatervriti Yojna**.

XIII. Some Students are **misusing** the Scholarship funds by taking **fresh admission** in **one** Institution and after receipt of scholarship; they **change/ leave the Institute** and take new admission in other Institute and again apply/claim for scholarship. This tendency needs to be checked and curbed.

C. i) The Department of Empowerment of Persons with Disabilities (DEPwD), New Delhi has opened the National Scholarship Portal, Ministry of Electronics & Information Technology, Govt of India, i.e. <https://scholarships.gov.in> for Registration of application for the Annual Year 2024-25 as per following timelines:-

**Pre-Matric Scholarship Schemes (SwDs):**

Opening of Portal	By 30 <sup>th</sup> June, 2024
Last date for application submission	30 <sup>th</sup> September, 2024
Last date for INO Level verification	15 <sup>th</sup> October, 2024
Last date for Second Level verification	31 <sup>st</sup> October, 2024

**Post-Matric /Top Class Disability Scholarship Schemes (SwDs):**

Opening of Portal	By 30 <sup>th</sup> June, 2024
Last date for application submission	31 <sup>st</sup> October, 2024
Last date for INO Level verification	15 <sup>th</sup> November, 2024
Last date for Second Level verification	30 <sup>th</sup> November, 2024

ii) Online Applications are invited on National Scholarship Portal (NSP) <https://scholarships.gov.in/>, from the students of the State as per schedule given below under the State and Centrally sponsored Scholarship Schemes for AY 2024-25:-

**Schedule for the online registration of Institutions and submission of Scholarship Applications**

**Forms through NSP website:**

➤ **Pre-Matric Scholarship Scheme:**

Opening of Portal	2 <sup>nd</sup> July, 2024
Last date for application submission	31 <sup>st</sup> October, 2024
Last date for INO Level verification (L1)	27 <sup>th</sup> November, 2024
Last date for Second Level verification (L2)	30 <sup>th</sup> November, 2024

➤ **Post-Matric Scholarship Scheme:**

Opening of Portal	2 <sup>nd</sup> July, 2024
Last date for application submission	31 <sup>st</sup> October, 2024
Last date for INO Level verification (L1)	27 <sup>th</sup> November, 2024
Last date for Second Level verification (L2)	30 <sup>th</sup> November, 2024

D. In case of non-availability of Computer(s)/Internet Facility in any Institution, it would be the **sole responsibility of the Head(s) of the Institution(s) to depute any subordinate Scholarship related**



**officer / official to get the application forms of all the eligible students of the Institute filled online from the nearest Cluster School / any other school / Lok Mitra Kendra / office of the concerned DDHE.**

- E. The Head(s) of the Institution(s) are directed to prompt and ensure that all the eligible beneficiaries of their institute(s), have successfully opened Bank Account in any **AADHAAR Payment Bridge System (APBS) enabled Bank** and that such Bank Account has been **AADHAAR SEEDED** (for this purpose the beneficiary needs to provide a photocopy of his AADHAAR Card and willing for Aadhaar seeding to the concerned Bank, alongwith the request to AADHAAR Seed / Map his/her Bank Account. This will ensure **timely disbursement of Scholarship amount** in the account of the Beneficiary through DBT, after successful submission & verification of his online application form.
- F. It must be noted that **A student can apply under One Scholarship Scheme and One Incentive Scheme, Simultaneously, If He / She fulfils the Required Conditions of both Schemes, But cannot apply for more than One Scholarship Scheme (Whether State Or Centrally Sponsored Scholarship Schemes).**
- All the Scholarship Schemes must be displayed on **"Permanent Board" "Digital Signage Display Board"** at the Institution(s)/School(s)/College(s)/Universities/ DDHE level. Also, repeated announcement during the **MORNING ASSEMBLY** to apprise the students of State, Central and Minority Scholarship Schemes is to be ensured. In certain cases, this has not been done and compliance be ensured.
- G. There is **no deviation** in the existing Rules in terms of **% age, Category, Bonafide Himachali etc.**
- H. All the Principals (CLUSTER) are also directed that they should **CONVEY THE INSTRUCTIONS** to **all Schools in the cluster**, well in time.
- I. All the **Dy. Director(s) of Higher Education** are further directed to check that whether these orders are being **implemented** or **not** during their **FIELD VISITS**. Defaulter must be evaluated accordingly while writing their ACRs.
- J. If a student is **APPLYING FIRST TIME** for the scholarship schemes in any stream/course (i.e. +1,+2,BA/B.Sc/B.Com, M.A., M.Sc, M.Com etc.), he/she can apply as a **Fresh** Candidate and if **once** a student has received scholarship and studying continuously in next class, then student will apply as a **Renewal** case on stream/course basis, under the Income based Scholarship Schemes and not for the **Meritorious** Scholarship Schemes. For example, if a student take admission in +1 class, then student apply as a **Fresh** Candidate and if a student got scholarship in +1 class and after that taken admission in +2 class, then student can apply as a **Renewal** case, but if a student applying **first time directly** during his/her +2 Class or BA-2 or B.Sc-2 or B.Com-2 or M.Com-2 etc. and had not applied in +1, BA-1 or B.Sc-1or B.Com-1 orM.Com-1 etc. stream/course wise then student can apply for scholarship, as a **Fresher** Candidate. **Gap in study** renders a student **ineligible** for **Meritorious Scholarship**.
- K. In case of **Fresh** case, Institutions are directed to fill up the **Maintenance allowance** from the **Month of Admission** to **31<sup>st</sup> March every year**. If a student takes admission **before 20<sup>th</sup>** then Maintenance Month will be counted from that Month and if a student takes admission **after 20<sup>th</sup>** then Maintenance



Month will be counted from next Month. In case of **Renewal**, Institutions should fill up the **Maintenance** for **12 Month**.

- L. (i) In accordance with the provisions of the Aadhaar (Targeted Delivery of Financial and Other Subsidies) Act 2016, **Aadhaar number of the applicant shall be mandatorily collected and verified** before processing the applications for the **Post Matric Scholarship (SC) Scheme**, for applicants who are 18 years or older. For applicants below the age of 18 years, in case the beneficiary does not have their own Aadhaar, it will be mandatory to give their Parents Aadhaar Details.
- (ii) **Only Aadhaar based payments** will be allowed under the schemes hereinafter. Therefore, it must be intimated to all applicants to ensure that they have a **Bank account seeded with the Aadhaar Number** mentioned in the application. In case Aadhaar is not seeded with any bank Account applicants will get time to seed Bank Account with their Aadhaar. If applicant doesn't complete Aadhaar seeding in a given timeframe, his/her application should be automatically **rejected**.
- (iii) The **State would be responsible for data verification** on all parameters as specified by the Ministry. This includes (a) Aadhaar validation (b) check on NPCI mapper (c) deduplication, (d) unique mobile number and (e) validation of the fee/amount claimed. The States verification will be considered final if, and only if, they run these checks and also disburse their share of scholarships.
- (iv) The central share would be **disbursed of Aadhaar Based Payment System (ABPS) only**, after the State shares a Digitally signed (DSC) payment file through API to NSP in the given Format. On receiving the DSC signed payment file from the State, the Ministry will disburse the Central Share (60%/90%): and the response received from PFMS will be shared with the States for necessary action.
- (v) The processing of the central share will be **strictly as per the timelines** provided under the Scheme guidelines. The central share will be paid to those beneficiaries only to whom the state share is paid in the prescribed time lines.
- (vi) Copy of **notification of course affiliation** must be submitted to the Directorate of Higher Education issued by the **competent authority**.
- (vii) Only **online** applications under the Schemes will be **accepted** and no request for offline applications will be entertained.
- (viii) All concerned institutions are directed to enter the accurate fees of the students alongwith calculated **Maintenance Allowance** under the Post Matric SC/ST/OBC/EBC/DNT scholarship schemes for **Group-I and II courses**.
- (ix) **Students** are **advised** to check whether **bank account number seeded** with their **Aadhar Number** is their **own bank account**. They will be fully responsible for seeding **wrong Aadhaar number** with their **Bank account number**.
- (x) Institution Heads are mandatorily requested to **submit affidavits on prescribed proforma** after the process of **verification** at **Level 1(L1)** is completed.



## **General Instruction of National Scholarship Portal for the year 2024-25:**

The Portal is open for One Time Registration (OTR) for students.

### **Student login tips**

1. Student/Parent/Legal guardian must read the instructions carefully before registration.
2. Student/Parent/Legal guardian is advised to fill all the required details carefully and check properly before submission as correction/editing will not be allowed after submission.
3. Any wrong/false information may lead to rejection.
4. Enter correct OTR number as provided during registration. The unique identifier helps to verify identity and track application progress.
5. Keep your password confidential and avoid sharing it with anyone to protect your account security.
6. In case you forget your password, utilize the Forgot Password option to reset it.
7. Student/Parent/Legal guardian is also advised to refer to National Scholarship Portal for regular updates.

### **1. One Time Registration (OTR) Guidelines for Scholarships Hosted on NSP**

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 on portal 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 student mobile no.
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.
8. Parent/legal guardian of minor applying with their Aadhaar must ensure that while making an application for Aadhaar enrollment of minor shall use the same demographic details (of minor) as used in OTR.
9. One OTR ID is allowed per student. However, parent/legal guardian can generate upto a maximum of two OTRs (for two minor children).
10. In case more than one OTR is found for a student, she would be liable for debarment from scholarships.

**I agree to the following:**



- I have read and understood the guidelines for One time registration.
  - I hereby consent to use the Aadhaar/OTR of de-duplication on NSP/State/UT Scholarship Portals.
- One Time Registration (OTR) is a unique number allotted to the student and is applicable for entire academic career on National Scholarship Portal.
  - OTR is required to apply for the scholarships on National Scholarship Portal from AY 2024-25.
  - OTR can be generated using Aadhaar/Aadhaar Enrollment number (EID)
  - 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.

**OTR Related instruction to the students who have applied on National Scholarship Portal in AY 2023-24.**

**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 Aadhaar Face RD 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 Face Auth” highlighted in red. Refer screen on next page.
  - d. After clicking on “eKYC with Face Auth” below screen will appear.
  - 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.
  - g. Click on “Proceed for Face Authentication” button highlighted in red in above screen.
  - h. UIDAI Aadhaar Face RD services will be invoked for face authentication. Ensure Aadhaar Face RD services are preinstalled 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.
  - 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>).

- NSP OTR App is available on Google Play Store.
- The Fresh Scholarship application form for AY 2024-25 is now open.

#### **Instructions:-**

Student/Parent/Legal Guardian can change mobile no. registered in student's OTR/ Reference no. on NSP using below steps:

1. Enter OTR / Reference no. against which registered mobile no. needs to be changed.
2. Provide consent to use Aadhaar based OTP Authentication after clicking Get OTP button.
3. After Successful Aadhaar based OTP authentication, system will prompt you to enter new mobile no. to be registered in OTR/ Reference no.
4. Validate the new mobile no. through OTP authentication.
5. After successful OTP authentication, new mobile no will be registered in OTR/ Reference no.

In AY 2024-25 One Time Registration (OTR) no. is required to fill the scholarship application.

Head of Institutes (HoIs) and Institute Nodal Officers (INOs) are advised to inform the students to register for OTR. For detailed guidelines on OTR please visit [OTR FAQ](#).

#### **Standard Operating Procedures**

- Roles & Responsibilities

1. The user-wise Roles & Responsibilities are as per the subsections below:

#### **Student/ Applicant :-**

The primary role of the Student/ Applicant is to register and submit the application at NSP. The student/applicant, who is applying for the first time on NSP portal, is referred to as Fresh Students, and the students who have been granted scholarship in any of the scheme on-boarded at NSP in the immediately preceding Academic Year, are referred to as Renewal students. The student/applicant using the NSP must adhere to the following:

#### **1. Registration Process for Fresh Students:**

- a) Students applying for scholarship for the first time need to "**Register**" on the portal as fresh applicant, using the icon "New Registration" at NSP Portal URL - <https://scholarships.gov.in/>, by providing accurate and correct information as per their documents.
- b) Before initiating **registration** process, students are advised to carefully go through the "**Guidelines for Registration on National Scholarship Portal**" and keep their Educational and other documents such as **Aadhaar number, Enrolment number, Bank passbook etc.** in hand.
- c) Fields marked as "\*" are mandatory.
- d) Students who have been assigned Aadhaar shall **mandatorily** provide their Aadhaar number in their application.



- e) Student(s)/The Student who do **not** possess Aadhaar shall provide the **enrolment ID** (if available), and upload scanned copy Bank Passbook with Photograph, in PDF or JPEG format (Maximum size **200 KB**). The student will also be required to upload bonafide student certificate from Institute / School in along with their application form.
- f) Upon submitting all the details on registration page, student will get a **unique application ID and password** through **SMS** on the provided (registered) **mobile number**.
- g) The student shall **login to NSP** using application ID and password received. The student must **change** the password upon first login. This password has to be kept **safely** and **confidentially**. The student can **change** the mobile number only **before the first login**, i.e. before changing the received password.
- h) The student can apply in any of the scheme on-boarded on NSP by providing accurate and **correct information** as per their **documents**, and shall submit the documents to the Institute after **Final** submission of the application at NSP portal.
- i) The detailed procedure for filling the application form has been provided in the **User Manual for Applicants**.

## **2. Process for Renewal Students:**

- a) **Renewal** Students are the students who have been **granted scholarship** in any of the scheme on-boarded at NSP, in the immediately **preceding** Academic Year.
- b) **Renewal** Students can only apply for renewal of scholarship in the **same** scheme, for which they have been granted scholarship in the **previous** Academic Year. Student is required to **update** their **marks** obtained in previous year and submit the application on NSP Portal. The student must keep the **account** in which scholarship was received in previous year as **active** (i.e. non-dormant) and functional to receive scholarship amount.
- c) In case the student wish to apply for any other scheme, he/she must login using their **previous year's application ID and password**, select the option for withdrawing the renewal application, and then register as a Fresh Student in the current Academic Year. Thereafter, they shall follow the process for Fresh Application.

## **3. Precautions to be taken**

- a) The student/applicant must ensure that the **Bank Account details** (A/c Number, IFSC Code) submitted is **correct** and keep the **account active** (i.e. non-dormant) and functional to receive scholarship amount (i.e. Any condition imposed on accounts by bank, like seeding of AADHAAR, any limit on receiving credit in accounts etc., which may hamper scholarship credit in account should be complied with).
- b) The student/applicant must ensure that the **resolution/quality of documents** uploaded is **adequate** so that they are **clear and readable**.
- c) The student/applicant must ensure that the **mobile number** provided in the application is correct and belongs to the **student/ applicant**.
- d) The student/applicant must select the desired scheme from list of schemes available as per the **eligibility criteria** of the scheme(s).



- e) The student/applicant must take **timely action(s) on the SMS** received from NSP.
- f) The student/applicant must follow up with Institutes for application verification before the **deadlines**.
- g) The student/applicant must rectify the error(s) and comply with the remarks made in the application in case the application is marked as **defective in NSP**.
- h) The student/applicant shall note that applications marked **rejected / fake** by the **nodal officer** during the verification / re-verification process will **not be considered** for further processing on NSP.
- i) The student/applicant must carefully select their institute. If applicant selects some other institute by **mistake**, he or she will have to get their application marked **defected** from the selected institute and then Institute can be corrected.
- j) The student/applicant shall note that priority for Scholarship **Disbursement** will be given to the **Aadhaar seeded** bank accounts.
- k) The student/applicant shall note that NSP provides only **one chance** for **updating bank account details** (only in case when bank accounts details are not validated by PFMS). Applicants should be **cautious** to exercise this option, failing which the application will not be considered for scholarship.

#### **Institute Nodal Officer**

The primary role of the Institute Nodal officer is **1st Level verification** of the applications submitted by **applicants** at NSP. The application form for student has been simplified with **minimal uploading of scanned documents** by students on NSP. Hence, the role of the Institute Nodal officer becomes very critical in the entire chain of verification process. The Institute Nodal officer using NSP must adhere to the following:

1. **Institute Registration Process**
  - a) The Institute/School/ITI shall possess a valid **AISHE/DISE/NCVT/SCVT** code, before registering on NSP.
  - b) The Institute/School/ITI with valid AISHE/DISE/NCVT/SCVT codes can **register** on NSP. To know whether Institute/School/ITI is registered on NSP Portal or not, go to **https://scholarships.gov.in** and click on **“Search Institute/School/ITI”**.
  - c) The Institute/School/ITI, with valid AISHE/DISE/NCVT/SCVT code and not registered on NSP can **request** the **District or State Nodal Officer**, of any Scholarship scheme on-boarded on NSP, to add it on NSP.
  - d) The **District or State Nodal Officer** will search for the Institute based on AISHE/DISE/NCVT/SCVT code. In case the institute is **not** registered, **the Nodal Officer can add** it by providing the **requisite details**. The system generated **User credentials and password** will be sent on the **mobile number** provided.
  - e) Colleges/Universities/Institutes/Schools and any other educational establishment's on boarded on NSP shall be **referred to as Institutes**.
2. **Institute Nodal Officer: Registration process**



- a) The **Institute Nodal officer** will login on NSP using the user credentials, and complete Institute Nodal Officer **Registration Form** by entering his/her **details** and **uploading the identity document**. The Institute Nodal officer after **locking the form** using the **OTP** received, will take the **print**, paste his/her **photograph** on the Form, get it **attested** by the Institute **Head** (Signature and Institute seal/stamp), will **submit** the physical form to the respective District/ State/ Ministry Nodal officer of any scheme on-boarded on NSP.
- b) The **District/ State/ Ministry Nodal Officer** will verify the **physical form** and the details entered in system, and approve/reject the Institute Nodal Officer Registration Form details on NSP using the option "**Verify Institute Registration Form**" under the Administration section in his login. The User credentials and new password will be sent to the registered mobile number of the Institute Nodal officer. The original physical copy of the form should be kept with District/ State/ Ministry Nodal Officer and a duplicate copy is to be shared with Institute Nodal officer, who shall keep the same in Institute's records.
- c) The institute Nodal officer can **login** using the new User credentials, **password** and **OTP** received on his/her mobile number. The concerned officer can reset the password by clicking the "Forgot Password" on Institute Login page on NSP.
- d) For the cases of registration, where previous Institute Nodal has been **transferred** and has not provided the login credentials to the new Institute Nodal Officer, the new Institute Nodal Officer shall **formally request** District/ State/ Ministry Nodal Officer to change the mobile number and send the login credentials to the new mobile number. The new Nodal Officer is responsible for updating the profile with his/her credentials.
- e) In case the **new Institute Nodal Officer** has access to the **previous Nodal Officer**, the registered **mobile** number can be **changed** by existing Nodal Officer. The system asks for the OTP on previous mobile number and the new mobile number to be registered. The existing Nodal Officer is also primarily responsible for updating the profile with credentials of the new Nodal Officer.

### 3. **Institute Nodal Officer: Profile updation**

- a) The **Institute Nodal Officer** shall submit the **Institute details in the profile**, and select the **Course Levels** offered by the Institute.
- b) The Institute Nodal Officer shall ensure that the **profile details of the Institute** are updated from time to time.
- c) The **Institute Nodal Officer** shall submit the correct **bank account details of the Institute**.
- d) The Institute Nodal Officer shall update the offered courses and course fee charged for each course Level.
- e) The Institute Nodal Officer shall regularly **change the password**.
- f) The Institute Nodal Officer shall ensure that the **profile is updated** profile with the details of the New Nodal officer before updating the mobile number and email ID, in case of change of Nodal officer.



#### 4. 1st Level Verification Process & Steps

- a) The Institute Nodal officer must verify the correctness of details in the application form and uploaded documents submitted by the student/ applicant, and maintain physical copies of supporting documents submitted by the student/ applicant. The District/State/Ministry Nodal Officer can ask for copies of these documents from the Institute Nodal Officers, as and when required.
- b) The Institute Nodal officer has the option to either verify the application, Reject the application or Defect the application. In case she/he chooses to Reject or Defect the application, the reasons for rejection or defect must be provided, so that the same can be displayed to the student/applicant.
- c) The Application defected by the Institute will be returned to student/applicant for correcting the same, and once submitted by the student/applicant, the application will be shown under Re-verification section of NSP application.
- d) The Institute Nodal Officer shall ensure that appropriate due diligence is done before verification of applications in accordance with the Scheme guidelines, and internal procedure as prescribed by Institute authorities / Government are followed.
- e) The Institute Nodal Officer shall ensure that the applications are scrutinized well-in-time by the Institute, thus avoiding the last-minute rush to verify the applications.
- f) The Institute Nodal Officer shall ensure that there are no pending applications, as on last date of L1 verification for that particular scheme, and all applications submitted by students/applicants to the Institute are scrutinized (verified/rejected/defected along with appropriate reason, as the case may be).
- g) The Institute Nodal Officer can mark any application as Fake at any stage before the payment is made, using the option "Mark as Fake" under the Verification section in his/her profile, in case a fraud is suspected in the application.

#### District/ State/ Ministry Nodal Officer

The primary role of District/ State/ Ministry Nodal officer is 2nd/3rd Level verification (as per the scheme guidelines) of the applications submitted at NSP and verified by Institutes. The District/ State/ Ministry Nodal officer using NSP must comply with the following

#### 1. District/ State level Nodal Officer User Creation Process

- a) The login credentials for State Nodal Officers are created when the Ministry Nodal officers create the user for State. The Ministry Nodal officer enters the following details to create the State user – State Name, State Nodal Officer Name, Designation, Mobile No., Email ID and Address of the State Nodal Officer. Once these details are entered in the system, a unique User name is generated by the system, and username and password is sent to the mobile no. of State Nodal Officer as registered by the Ministry Nodal officer.
- b) The login credentials for District Nodal Officers are created when the State Nodal officers create the user for District. The State Nodal officer enters the following details to create the District user –



**District Name, District Nodal Officer Name, Designation, Mobile No., Email ID and Address of the District Nodal Officer.** Once these details are entered in the system, a unique User name is generated by the system, and username and password is sent to the **mobile no.** of District Nodal Officer as registered by the State Nodal officer.

- c) In case of **change** in District Nodal officer, she/he shall approach the State Nodal Officer with a request to **reset the password and change mobile number.**
- d) Similarly, in case of State Nodal Officer, she/he shall **approach Ministry level Nodal officer** with a request to reset the password and change mobile number.

## **2. District/ State/ Ministry Nodal Officer: Adding / Verification of Institute(s)**

- a) The District/ State/ Ministry Nodal Officer **reset** the password of a registered Institute using the option "**Reset Institute Login Password**" under the Administration section in his/her profile. He/She shall search for the Institute using Institute Name or AISHE/DISE/NCVT/SCVT Code. He/She can select the Institute from the list displayed in search results, and **click** on **reset** the password. He/She also has the facility to change the **mobile number** of Institute Nodal Officer through this option, so that the **OTP** is received on the mobile number of current officer.
- b) The District/ State/ Ministry Nodal Officer can add new Institute using the option "**Add Institute/School**" under the Administration section in his/her **profile**. He/She shall search for the Institute using Institute Name or AISHE/DISE/NCVT/SCVT Code. If the Institute is already registered, the District/ State/ Ministry Nodal Officer can reset the password. If Institute is not registered, he/she can register the Institute and create User **credentials of the Institute by providing details such as Institute Nodal Officer Name and Mobile number.** The User credentials will be generated by the system, and will be sent as an SMS to the provided mobile number. The Institute Nodal Officer can then proceed for the Institute Nodal Officer registration as per the process.
- c) The District/ State/ Ministry Nodal Officer shall ensure that the Institute Nodal Officer registration is **approved** on the NSP portal after **physically verifying** the certified Institute Registration form submitted by the Institute Nodal Officer, along with photograph and identity proof.

## **3. 2nd Level Verification Process & Steps**

- a) The District/ State/ Ministry Nodal Officer shall **verify** the correctness of details in the application form and **uploaded documents** submitted by the student/applicant **as per guidelines** of the related **scheme.**
- b) The District / State / Ministry Level Nodal officer can either **Verify** the application, **Defect** the Application, **Reject** the applications or Mark the application as **Fake**. In case she/he chooses to Defect the Application, Reject the application or Mark the application as fake, the **reasons** must be provided, so that the same can be displayed to the student/applicant.
- c) The District / State / Ministry Level Nodal officer shall **monitor** overall **pendency** of the applications for the scheme **at Institute Level.**
- d) The District / State / Ministry Level Nodal officer shall ensure that the applications are **scrutinized** well-in-time by the Institute, thus avoiding the last-minute rush to verify the applications.

## **4. 3rd Level Verification Process & Steps**



- a) For the schemes that require third level of verification, the State/ Ministry Nodal Officer shall follow the same process as followed for 2nd Level Verification.

**Guidelines for Registration on National Scholarship Portal**

Students applying for scholarship for the first time (**Fresh Students**) need to "**Register**" on the portal as fresh applicant by providing accurate and authenticated information as printed on their documents in the "**Student Registration Form**".

The registration form is required to be filled by parents / guardian of students who are below the age of 18 years on the date of registration.

Before initiating registration process, students / Parents / guardian are advised to keep the following documents handy:

1. Educational documents of student
2. Student's Bank account number and IFSC code of the bank branch
3. Aadhaar number of the Student
4. If Aadhaar is not available, then Bonafide student certificate from Institute / School and
5. Aadhaar Enrolment ID or Scanned copy of Bank passbook
6. If Institute/School is different from domicile state of the applicant, then Bonafide student certificate from Institute / School.

**Brief Instructions for filling up the online Application Form are given below (Fields marked with \* are Mandatory fields):**

1. **Date of Birth (DOB):** Provide DOB as printed in educational certificates.
2. **State of Domicile:** Domicile state means the state in which students have their permanent address. Students are required to provide their domicile state correctly as the "**Application Id**" allotted to them will be based on domicile state. This application Id will also be used as "Login Id" on the portal and for future references. **Once allotted the student will not be allowed to change the domicile State under any circumstances.**
3. **Scholarship Category:** Scholarship schemes are divided in following major categories described below (Students are required to select the relevant category based on their class/course in which they are studying):
  - 3.1 **Pre-Matric Scholarship Scheme for SC students and others:** For students studying from Class IXth and Xth. [(Component-1 and class 1<sup>st</sup> to 10<sup>th</sup> Component 2)]
  - 3.2 **Post-Matric Scholarship Scheme:** For students studying from Class 11<sup>th</sup>, 12<sup>th</sup> and above including Courses like ITI, B.SC, B. Com., B. Tech, Medical /students studying top level colleges such as IITs and IIMs/ students doing Technical and Professional courses etc. (<https://socialjustice.gov.in/scheme-cat>)
4. **Name of Student:** Provide name as printed in **educational certificates**. For students applying for Post Matric scholarship scheme preferably provide name as printed in class 10th certificate. For students providing Aadhaar number to ensure that your name and other particulars are correct in your Aadhaar card.
5. **Mobile Number:** Provide correct and authenticated mobile number, as all the communications and One-time passwords related to portal activities will be sent as SMS on this mobile number.
  - (i) In case of Post Matric scholarship scheme only one registration is allowed with one mobile number.
  - (ii) For Pre-matric scholarship scheme, where students do not have mobile number, parents' mobile number can be provided. The parents' mobile number can only be used for filling scholarship applications for maximum of their two children only.
6. **Email Id:** Provide correct and authenticated email id, as all the communications and One-time passwords related to portal activities will be sent on this email Id.



7. **Bank account details:** Provide active Aadhaar Links bank account number and IFSC code of the bank branch. The name of bank will be automatically mentioned based on your IFSC code. If not, then write it as printed on the bank passbook.

In case of Post Matric scholarship scheme one registration must be done with one bank account number. Whereas, for Pre Matric Scholarship Scheme, where students do not have their own bank account number parent's account number can be used. However, parent's account number can only be provided for maximum of their two children.

8. **Identification Details:** Select and provide the information in this field very carefully. You are required to select one of the following methods for identification details:

**8.1 Aadhaar Number:** Students who have Aadhaar number are required to provide 12-digit Aadhaar number as printed on Aadhaar card.

Upon submitting the registration form, the system will match the personal identification details of the applicant with the Aadhaar records.

Only **one registration** is allowed with **one Aadhaar number**. However, if **multiple applications** of a student are found in the system at a later stage, all his/her applications are liable to be **rejected**.

It may be noted that your Aadhaar Number could also be used for crediting scholarship amount in the bank account linked\* to your Aadhaar number in fast track mode.

For all such cases, where student does not possess Aadhaar, he is required to provide a scanned copy of first page of his Bank passbook (containing the photograph of the applicant)

*\*To link your bank account with Aadhaar number for receiving scholarship in the same, please visit you bank branch and submit a **"bank consent form for receiving DBT"**. You can check which bank is linked to your Aadhaar number on **NPCI mapper** here <https://resident.uidai.gov.in/bank-mapper> or through Aadhaar-enabled micro-ATM machine of any of these banks.*

9. The institutes, **not** having login credentials are advised to fill the KYC Registration Form and get it approved by District Nodal Officer (DNO) or State Nodal Officer (SNO). Option to apply for Institute KYC Registration is available under **SERVICES** section on the portal. The detailed operational steps involved in filling the Institute **KYC Registration Form** is available under "Important Documents" section on the portal.

**IMPORTANT NOTE:-**

1. After submitting the application, the default login id and password to log into NSP portal will be sent to the provided mobile number. In case the password is not received, the option for forgot password at login page shall be used.
2. Students are advised to provide "Annual Family Income" as per the Income Certificate issued by competent authority in their scholarship application.

**Home page>>Important Documents>> Institute Operational Manual>> To Fill registration form>>**

1. Select academic year 2024-25.
2. Enter User ID
3. Enter Password
4. Enter Captcha
5. Click to login in to NSP Profile.

**After doing above steps:-**

Click on OK to get the Registration Form to be filled online.

**Form for Registration of Institute Nodal officer on NSP**

1. Click to select scanned copy of Valid ID proof in PDF or JPEG format upto 200 KB from your local computer.
2. Fill all the information carefully.
3. Before finally submitting the form it is mandatory to save the entered information by clicking on Save Form button.



4. After final submission of the information, a unique Form Reference ID will be generated and form will be electrically transferred to concerned District Nodal Officer.
5. Click on OK to finally submit Registration Form. An OTP will be sent to Institute Nodal Officer's Mobile provided at Point no. 13 of online form.
6. Now enter OTP and Click on Confirm OTP button. Your form will be successfully submitted.
7. Form Reference ID generated after successful submission.
8. Registration form generated by the NSP 2.0. Take printout of this form and submit dully signed and stamped form to the District Nodal Officer.
9. Once Registration Form is approved by the District Nodal Officer, Institute Nodal Officer (INO) will receive new password in the registered mobile number. To make profile functional login with new password and follow the steps described below

**Documents required from the student, while filling the Online Scholarship Application Form:**

- a) Passport Size Photo (in all Scholarship Schemes) – Self Attested.
- b) AADHAAR (UID No.) (in all Scholarship Schemes).
- c) Himachali Bonafide Certificate (in all Scholarship Schemes).
- d) Previous Year(s) Result Card(s) from Matric onwards (in all Scholarship Schemes).
- e) Latest Bank Statement of the Student's Bank Account (in all Scholarship Schemes).
- f) Caste Certificate (in case of Caste / Category based Scholarship Schemes only). (DDHE / Head of the Institute is directed to check this Certificate strictly, during verification)
- g) Income Certificate issued by the Competent Authority (Not below the rank of Tehsildar) (in case of Income based Scholarship Schemes only). Income Certificate must be in the name of the parent / guardian / Head of the family, and not in the name of the student.
- h) I.R.D.P. / B.P.L. Certificate.
- i) Gap Year Affidavit, for Post Matric Scholarship Scheme for SC / ST Students (in Original) (in case of any break in Study) alongiwth PM Young Achievers Scholarship Award Scheme For Vibrant India For OBCS and Others [(PM -YASASVI) umbrella Scheme formulated for OBC, EBC and DNT Students].
- j) Fee Structure approved by the University / Board / State Govt. / Centre Govt. (in case of Post Matric Scholarship Scheme for SC / ST / OBC /EBC /DNT Students, only). Self-approved Fee Structure by the Head of the Institution is not valid, in case of Private Institutions.
- k) Fee Payment Receipts (in case of Post Matric Scholarship Scheme for SC / ST / OBC / EBC / DNT Students, only).
- l) Selection Letter (in case of selection of a Student in IITs / IIMs / AIIMSs /ISM Dhanbad at Jharkhand & IISc at Bangalore) under the Mukhya Mantri Protsahan Yojna one time incentive scheme.
- m) And all other relevant documents, as per the requirements of the concerned scheme.
- n) Upload the document of Post Matric/SC/ST/OBC/EBC/DNT, MPVKY, IGUCY, KCCY, MMPY Scholarship Schemes.



- o) In Case of Minor, Applicant or Parents/Guardian have to give an Undertaking.

**Steps to fill Institute KYC Registration Form for Academic Year (AY 2024-25)**

To fill Institute KYC Registration Form on NSP, Institute must have a valid AISHE / DISE / NCVT / SCVT Code. Institute Nodal Officer (INO), who are assigned the responsibility for on-line verification of applications on NSP, should fill Institute KYC Registration form on NSP. INOs are advised to keep both Institute Head's Aadhaar details and his Aadhaar details, before applying for Institute KYC Registration as NSP will be verifying these from UIDAI server during the process. The link to apply for Institute KYC Registration is available under SERVICES section on the NSP (<https://scholarships.gov.in>). Utmost care should be taken while filling up KYC Registration Form as it cannot be modified after submission. Steps involved in applying for KYC are mentioned below: -

**Step 1:** - To find out availability of AISHE / DISE / NCVT / SCVT Code on NSP for KYC Registration On clicking "Fill Institute KYC Registration Form" under SERVICES section on the portal, (Screen – 01) shown below will appear. To find out availability of institute's AISHE / DISE / NCVT Code for KYC Registration, enter AISHE / DISE / NCVT Code & captcha and click on "Submit" button as shown in (Screen – 02).

- If entered AISHE / DISE / NCVT/SCVT Code is already registered & functional on NSP, (Screen - 03) will appear.
- If entered AISHE / DISE / NCVT/SCVT Code is not available on NSP, (Screen - 04) will appear.
- If entered AISHE / DISE / NCVT/SCVT Code is available on NSP, (Screen - 05) will appear. Necessary instructions are displayed on the (Screen – 05) to proceed further.

**Step 2:-** INO's AADHAAR details verification from UIDAI

On clicking "Continue with Aadhar verification" button on (Screen - 05), screen (Screen - 06) shown below will appear. This will prompt INO to enter her / his AADHAAR details. On clicking "Submit" button, NSP will send the details to UIDAI for verification. Please note all five parameters entered in (Screen – 06) will be verified from UIDAI.

- INO is advised to carefully enter below information, as mentioned in her/his Aadhaar card. In case verification fails with below mentioned 5 parameters, NSP will automatically try to validated AADHAAR details without Date of Birth from UIDAI (ie rest four parameters will be matched).
- Once INO's information gets verified from UIDAI (Screen - 07) will appear.
- Please be noted that without verification from UIDAI, NSP will not proceed further

**Step 3:-** Institute's Head AADHAAR details verification from UIDAI

After successful verification of INO's Aadhaar details, NSP will prompt INO to enter Institute Head's detail for verification from UIDAI.

- Information should be carefully entered, as mentioned in Head's Aadhaar card. In case verification fails with below mentioned 5 parameters, NSP will automatically try to validated AADHAAR details without Date of Birth from UIDAI (ie rest four parameters will be matched).
- Once information gets verified from UIDAI, Screen - 08 will appear.
- Please be noted that without verification from UIDAI, NSP will not proceed further.

**Step 4:-** Upload INO's identity proof and other details of the institute

After successful verification of INO's and Head's AADHAAR information, Screen – 08 as shown below will appear. This screen will show information captured in Step 1 to 3 in non-editable mode and some details in editable fields.



- INO is required to verify the information in editable fields and modify/enter correct details in those fields and click on “Submit” button to generate KYC Registration form for the institute. Please refer Screen – 08 shown below.
- Before generating KYC Registration form, NSP will prompt INO to do the OTP authentication. OTP will be sent on the mobile number provided by INO in Step 2.
- OTP authentication screen is shown at Screen – 09 for reference.

Once OTP authentication is done successfully below screen will appear. It will show KYC Form Registration number generated by NSP. INO is advised to submit duly signed KYC Registration Form to the concerned District Nodal Officer (DNO) / State Nodal Officer (SNO) / Ministry Nodal Officer (MNO), after affixing latest PP size photograph.

- INO will receive User ID and Password in registered mobile number post approval of KYC Registration form by DNO/SNO/MNO. Institute Head will also receive an intimation message in this regard.
- In case more than one KYC Registration forms are submitted for a particular AISHE / DISE / NCVT / SCVT code, only one form will be approved. Once a form is approved by DNO/SNO/MNO, other forms submitted by any other INO from that institute will be rejected automatically on NSP.

Please note that KYC Registration forms cannot be modified in any circumstances.

Please check the Announcement corner regularly for latest updates and information. For any technical queries of NSP, please contact Helpdesk at [helpdesk@nsp.gov.in](mailto:helpdesk@nsp.gov.in) or 0120 – 6619540 (from 8 AM to 8 PM on all days, except Government Holidays) & [nspshsml@gmail.com](mailto:nspshsml@gmail.com) and for PFMS [helpdesk-pfms@gov.in](mailto:helpdesk-pfms@gov.in) and Toll free Number: 1800 118 111.

-Sd-

(Dr. Amarjeet K. Sharma)  
Director of Higher Education,  
Himachal Pradesh, Shimla-1.

Endst. No. Even Shimla – 171001, Dated:

August, 2024

Copy for information and compliance to:

- 1) The Registrar(s), H.P. University / H.P. Horticulture University / H.P. Agriculture University.
- 2) The Registrar(s), All other Universities (Govt. / Private).
- 3) The Director, H.P. Technical Education Department, Himachal Pradesh, Sundernagar.
- 4) The Director, H.P. Health Department, Himachal Pradesh, Shimla.
- 5) The Director(s) of all IIT(s) / IIM(s), & AIIMS(s), Indian School of Mines (ISM) Dhanbad at Jharkhand & Indian Institute of Science (IISc) at Bangalore.
- 6) All the Principal(s) of Govt./Govt. aided/Affiliated College(s) / Private Institution(s) /Senior Secondary School(s).
- 7) All the Deputy Director(s) of Higher Education, Himachal Pradesh.
- 8) The TO, IT Cell DHE HP, with direction to upload the above instruction on Department Website.
- 9) Guard File.

(Dr. Amarjeet K. Sharma)  
Director of Higher Education,  
Himachal Pradesh, Shimla – 1

11 4 SEP 2024