

One Time Registration (OTR)

Step 1: Visit the National Scholarships Portal (NSP) One Time Registration page and Click on “Apply for OTR”

Step 2: Guidelines for OTR will appear. Scroll to the bottom. Read carefully the undertaking. Accept the Terms. Click “Next”.

Step 3: Register your active mobile number in the OTR registration form. All correspondence/communication will be done on the submitted mobile/e-mail only.

Step 4: Complete Aadhaar e-KYC by entering Parent/Legal Guardian/Student Aadhaar number. Submit the OTP received and Click “verify”

Step 5: Enter details on the next page and click “Finish”. You will receive a Reference Number. Download the NSP OTR App and the Aadhaar FaceRD App from Google Play Store and complete face authentication for generating OTR.

Step 6: On successful face authentication, your 14-digit OTR number will be generated and sent via SMS.

Fresh Application

Step 1: Visit the Applicant Login page of the National Scholarships Portal. Select “OTR Login” and enter your OTR number and password.

Step 2: Type the Captcha and click “Login”.

Step 3: On the next screen, provide the OTP received on your registered mobile number. You will be directed to the Password Reset screen. Create a new password and confirm.

Step 4: Click “Submit”. You will be directed to the “Applicant’s Dashboard”.

Step 5: On the left pane, click “Application Form”. The fields marked as * are compulsory. Fill in the details and upload the documents. The verification of credentials of the students (caste, educational qualifications etc.) will be done through the DIGILOCKER facility of the MeitY, Govt. of India.

Step 6: You can either click on “Save as Draft” to complete the application later. Else, click “Final Submit” to apply.