

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

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 though 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**
 - Go to the Student section and click on **One Time Registration (OTR)** OTR login

The screenshot shows the homepage of the National Scholarship Portal (NSP). At the top, there is a decorative banner with silhouettes of students. Below it, the word "Students" is displayed next to a back arrow icon. In the center, there is a pink icon of a person holding a megaphone, labeled "Announcements". Below the announcements icon, text states: "Portal is now open for Academic Year 2025-26 to receive applications for both Pre/Post Matric and Top Class schemes of all Ministries/Departments. The students can now start registering in the portal to get their One Time Registration(OTR) numbers." A link "View all" is provided. To the right, there is a logo for "OTR" featuring a graduation cap and the letters "OTR" in white. Below the logo, the text "OTR" is repeated. Further down, a QR code is shown with the text "NSP-OTR App" underneath. A call-to-action button labeled "Login" is circled in black.

Students

Announcements

Portal is now open for Academic Year 2025-26 to receive applications for both Pre/Post Matric and Top Class schemes of all Ministries/Departments. The students can now start registering in the portal to get their One Time Registration(OTR) numbers.

[View all](#)

OTR

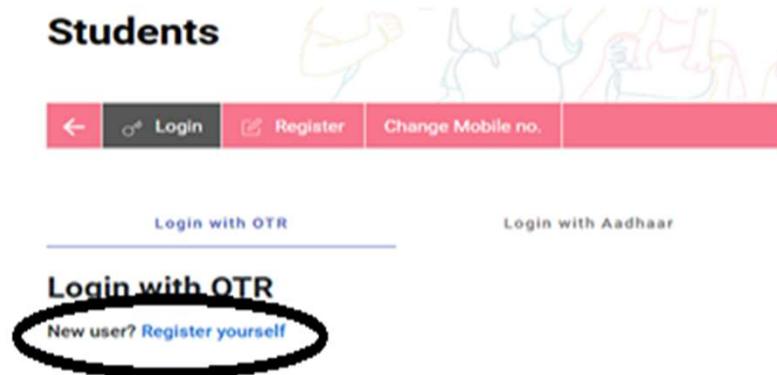
One Time Registration (OTR) is a unique 14-digit number issued based on the Aadhaar/Aadhaar Enrolment ID (EID) and is applicable for the entire academic career of the student.

OTR is required to apply for scholarship on National Scholarship Portal.

Login

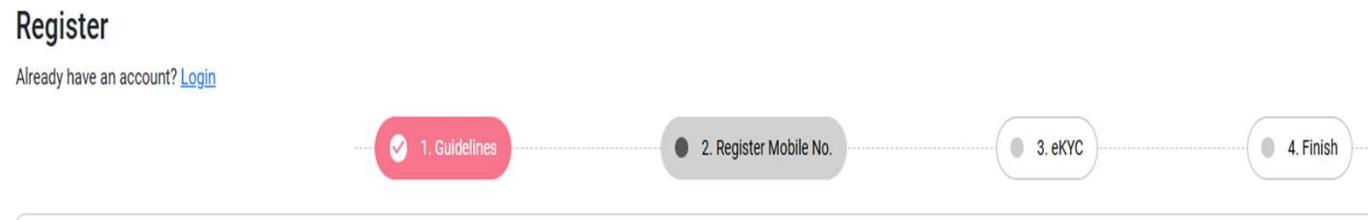
Step 1 - Generation of Reference Number

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



Step 1 - Generation of Reference Number

- **Register by following the process**



- 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:

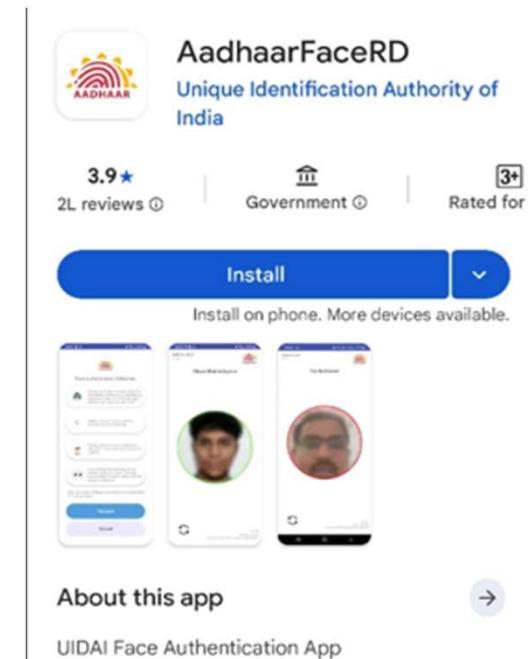
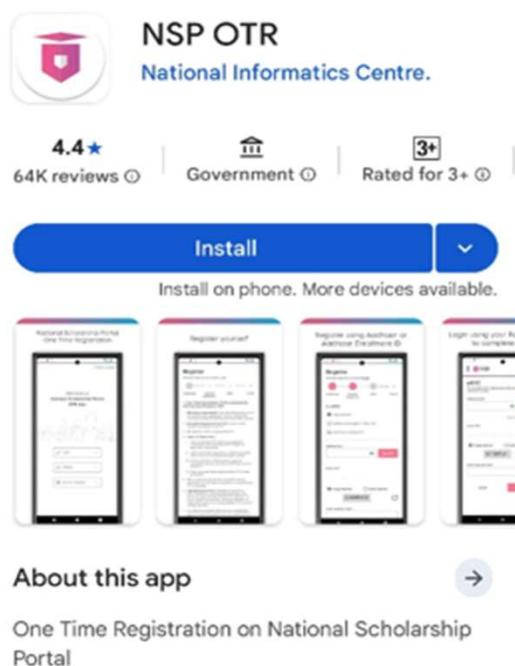
R25-[REDACTED]

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



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

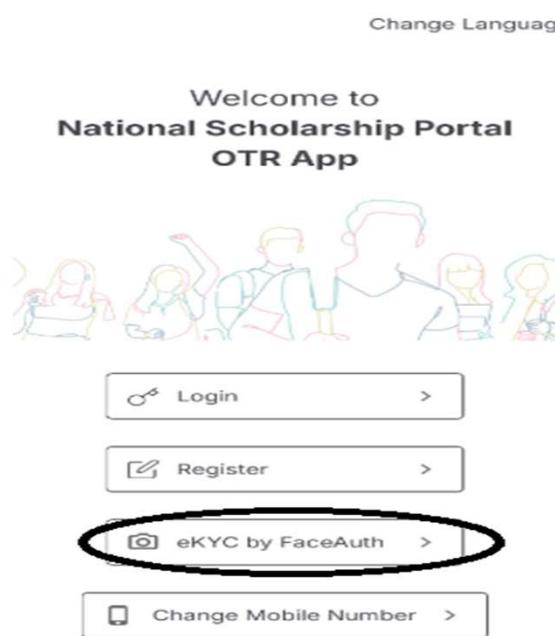
- **Install Apps:**
 - Download and install NSP OTR and Aadhaar Face RD from the Google Play Store on Android mobile



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 page. At the top, the NSP logo is visible. Below it, the text "eKYC" is prominently displayed, followed by the instruction "To complete eKYC please login with your temporary reference number". There is a "Reference No." input field with a placeholder "Enter Reference No." and a "Send OTP" button next to it. Below this, a "Forgot Reference Number" link is provided. Further down, there is an "Enter OTP*" input field with a placeholder "Enter OTP" and a "Next" button at the bottom right. A "Cancel" button is also present.

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

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

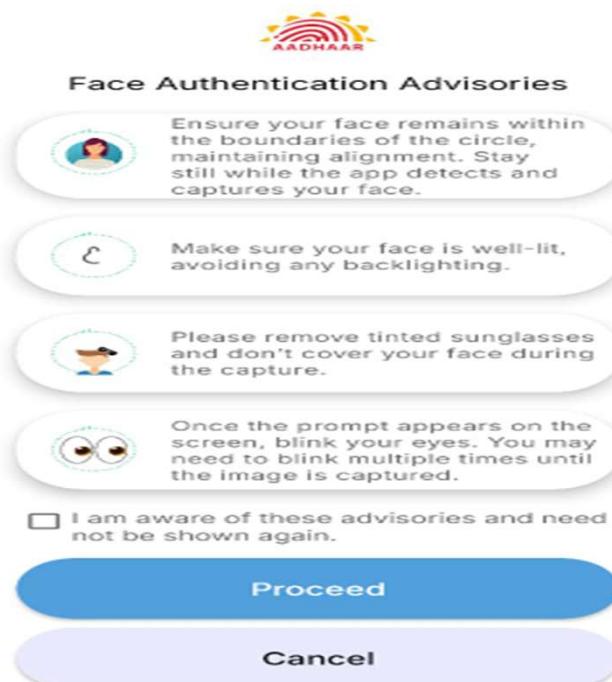
The screenshot shows a digital interface for profile details. At the top left is the Indian Government logo and the text 'nsp'. At the top right is a yellow circular arrow icon. Below the header is a pink horizontal bar with the text 'Profile Details'. Underneath, there is a blurred green rectangular area. To its right, the text 'Reference No.: - R25-...' is visible. Below this are several data fields:

- Date of Birth: **10-05-1982**
- Gender: **Female**
- Aadhaar Number: **xxxxxxxxx6571**
- Aadhaar Holder: **Self**
- eKYC-Face Auth: **Not Verified**

A large green oval highlights the bottom-most button, which is pink with white text:**Proceed for Face Authentication**

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



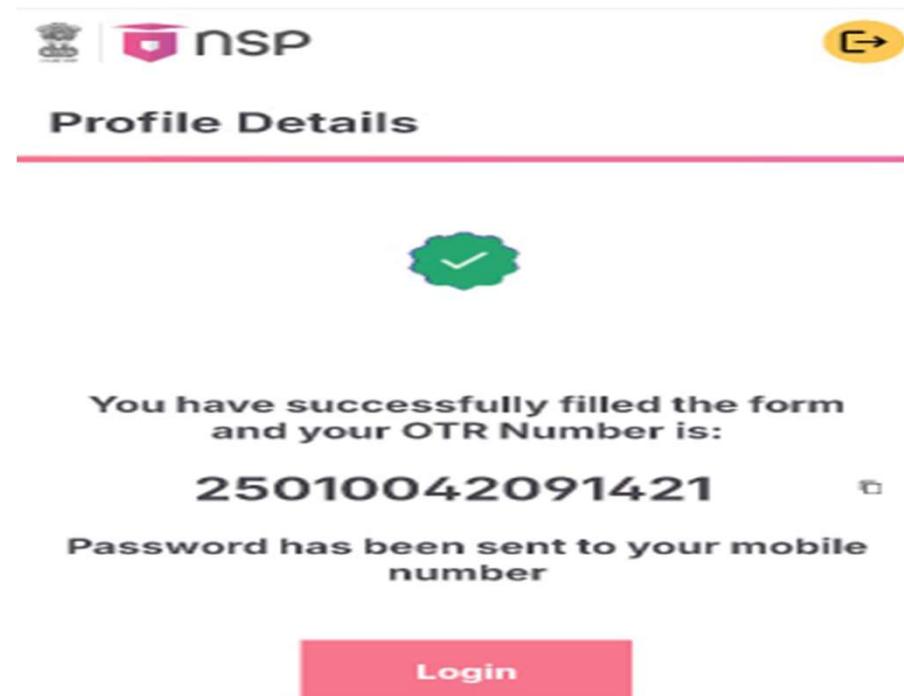
Please Blink to Capture



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.*

Get OTP

Enter OTP *

Image Captcha Audio Captcha

HOYVRN ↻

Enter Captcha Code*

Submit

[Cancel](#)

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.