
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 Certificates (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 student is minor)
 - 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)**.

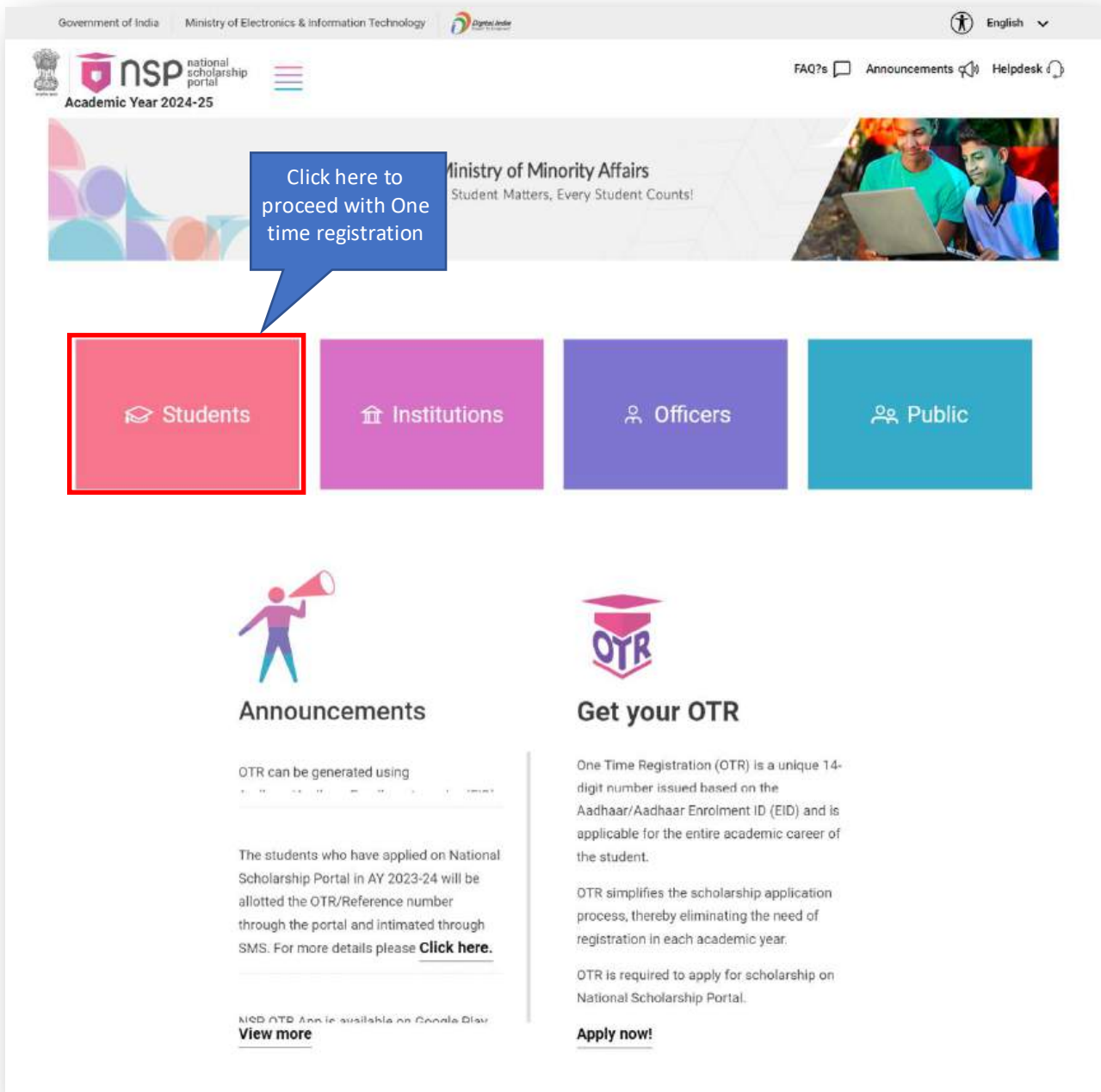


Fig 2.1 (a)

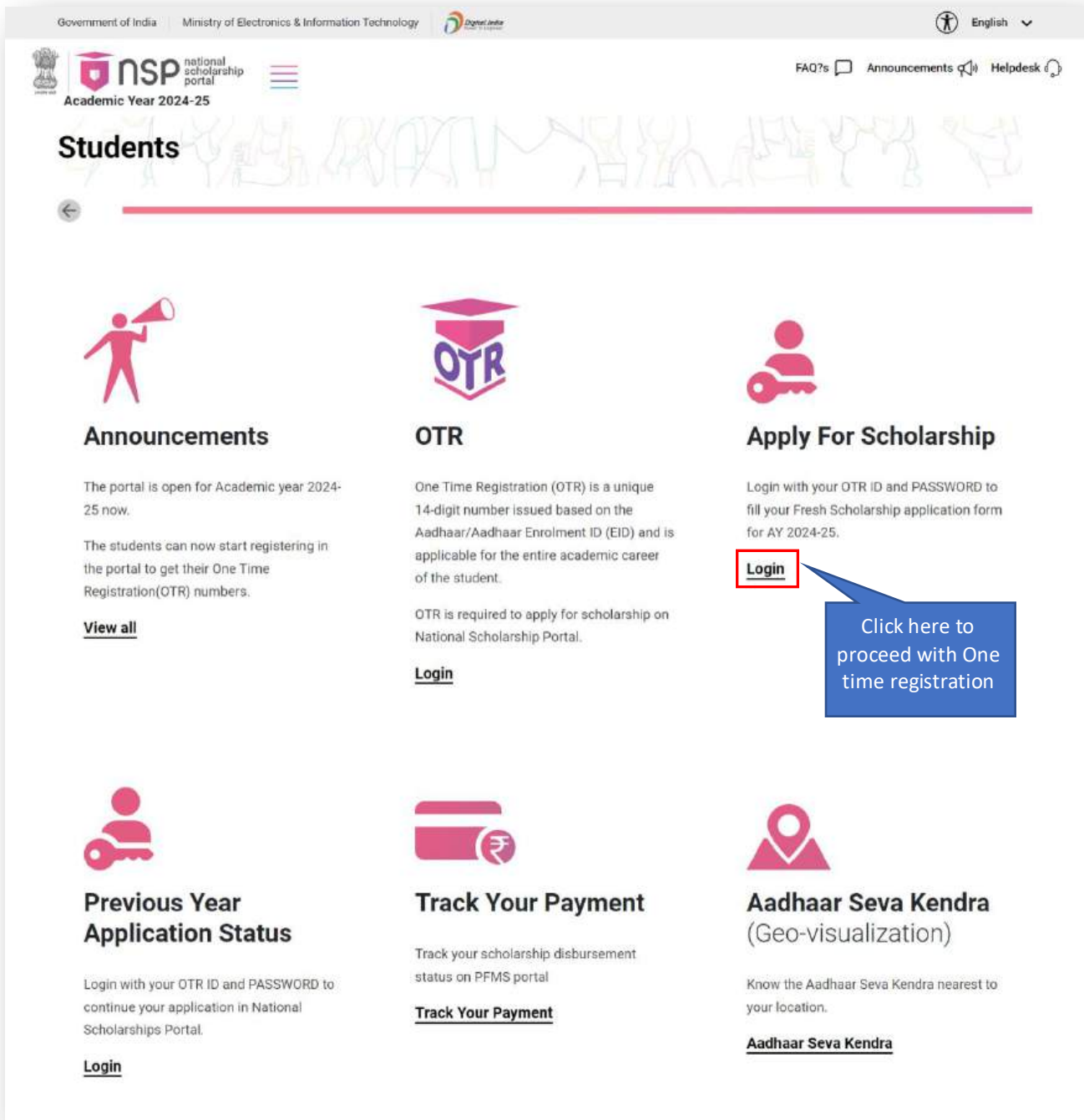


Fig 2.1 (b)

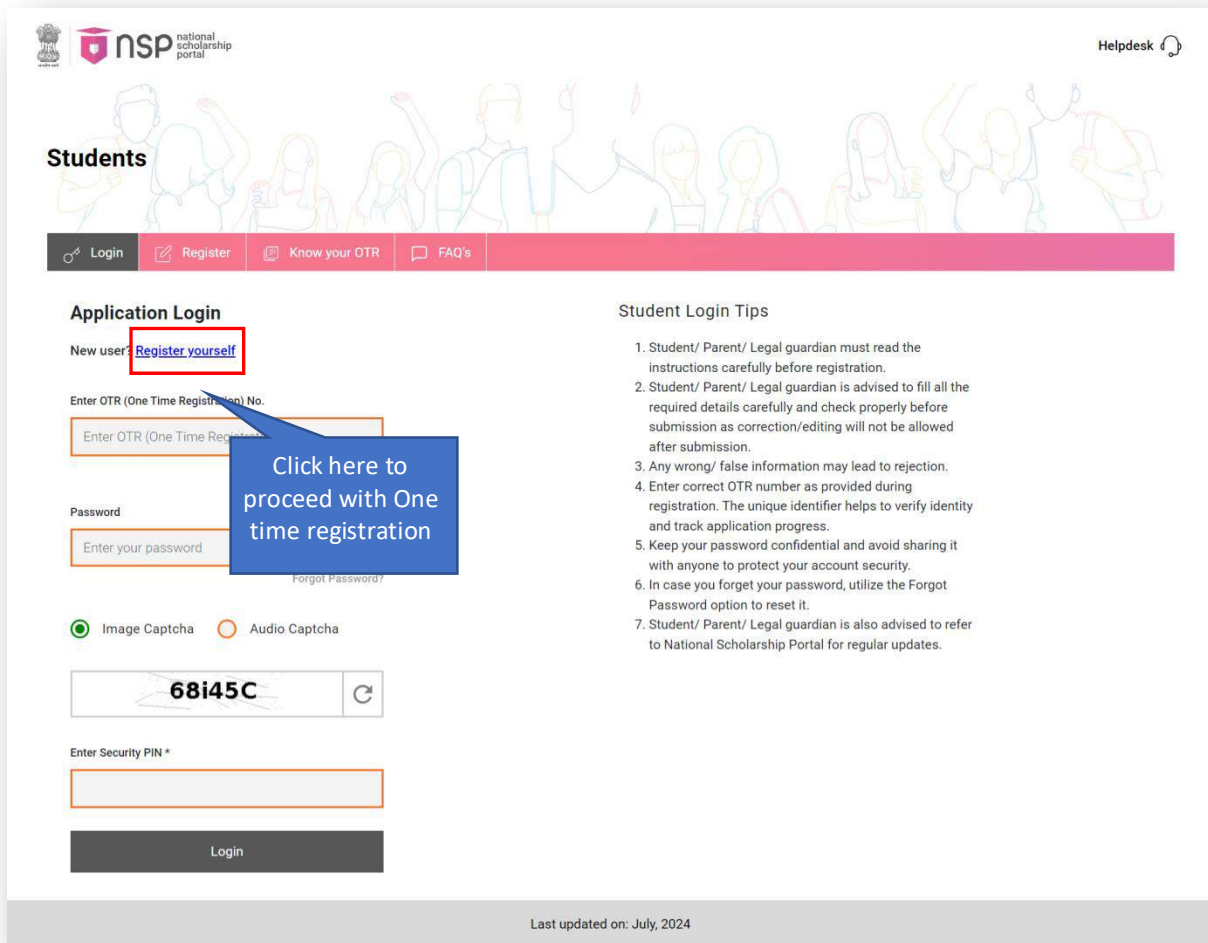


Fig 2.1 (c)

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)

The screenshot shows the 'Register' page on the National Scholarship Portal. At the top, there are navigation links for 'Login', 'Register', and 'Change Mobile no.', with a callout box pointing to them that says 'Click here to Login/ Register/ Change Mobile no.'. Below this is a progress indicator with four steps: 1. Guidelines, 2. Register Mobile No., 3. eKYC, and 4. Finish. The main content area is titled '1. One Time Registration (OTR) Guidelines for Scholarships Hosted on NSP' and contains a list of requirements and steps. At the bottom, there are two checkboxes for agreement, with a callout box saying 'Check all the boxes to proceed further'. Below the checkboxes are 'Cancel' and 'Next' buttons, with callout boxes pointing to them: 'Click here to go back to login page' for 'Cancel' and 'Click here to go to next step' for 'Next'. The footer includes logos for MeitY, NIC, myGov, and india.gov.in, along with links for Copyright Policy, Privacy Policy, Terms and Conditions, Disclaimer, Hyperlink, and Site Map. The last update date is 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)**

The screenshot displays the '2. Register Mobile No.' step of the registration process. The page header includes 'Government of India', 'Ministry of Electronics & Information Technology', and 'Digital India'. The NSP logo and navigation links like 'Login', 'Register', and 'Change Mobile no.' are visible. A progress bar shows four steps: 1. Guidelines, 2. Register Mobile No. (current), 3. eKYC, and 4. Finish. The main form area contains a 'Mobile Number*' field with a 'Get OTP' button, an 'Enter OTP*' field, 'Image Captcha' and 'Audio Captcha' options, a captcha image 'MYBBJ9' with a refresh button, an 'Enter Captcha Code*' field, and 'Cancel' and 'Verify' buttons. A 'Note-' section provides instructions. Callouts with blue boxes and white text point to these elements: 'Click here after entering Mobile No to get OTP' points to the 'Get OTP' button; 'Enter OTP here' points to the OTP input field; 'Refresh to get new Captcha' points to the refresh icon; 'Enter Captcha here' points to the captcha code input field; 'After filling all the details, click here to go to the next step' points to the 'Verify' button; and 'Click here to go to the previous step' points to the 'Cancel' button. The footer contains logos for MeitY, NIC, myGov, and india.gov.in, along with links for Copyright Policy, Privacy Policy, Terms and Conditions, Disclaimer, Hyperlink, and Site Map. The page is dated 'Last update on 01 June 2024'.

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)**

The screenshot displays the 'Register' page on the National Scholarship Portal (NSP). The page is titled 'Students' and includes navigation links for 'Login', 'Register', and 'Change Mobile no.'. The registration process is divided into four steps: 1. Guidelines, 2. Register Mobile No., 3. eKYC, and 4. Finish. The '3. eKYC' step is currently active.

Under the '3. eKYC' section, there are three radio button options: 'I have Aadhaar' (selected), 'Aadhaar not assigned (I have EID)', and 'Parent/Legal Guardian Aadhaar Number'. A red box highlights these options, with a callout stating: 'Select any of the 3 options to complete the step'.

The 'I have Aadhaar' section contains the following fields and buttons:

- 'Aadhaar No.*' field with a 'Get OTP' button. A red box highlights this field and button, with a callout: 'Enter student's aadhaar number and click on 'Get OTP' to receive OTP on linked mobile no.'
- 'Enter OTP *' field. A red box highlights this field, with a callout: 'Enter OTP here'.
- 'Image Captcha' and 'Audio Captcha' options. The 'Image Captcha' option is selected, showing a captcha image 'IVLVYH'. A red box highlights the refresh icon, with a callout: 'Refresh to get new Captcha'.
- 'Enter Captcha Code *' field. A red box highlights this field, with a callout: 'Enter Captcha here'.
- 'Cancel' and 'Verify' buttons. A red box highlights the 'Cancel' button, with a callout: 'Click here to go to the previous step'. Another red box highlights the 'Verify' button, with a callout: 'After filling all the details, click here to go to the next step'.

The footer of the page includes logos for MeitY, NIC, myGov, and india.gov.in, along with links for Copyright Policy, Privacy Policy, Terms and Conditions, Disclaimer, Hyperlink, and Site Map. The last update date is 01 June 2024.

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)**

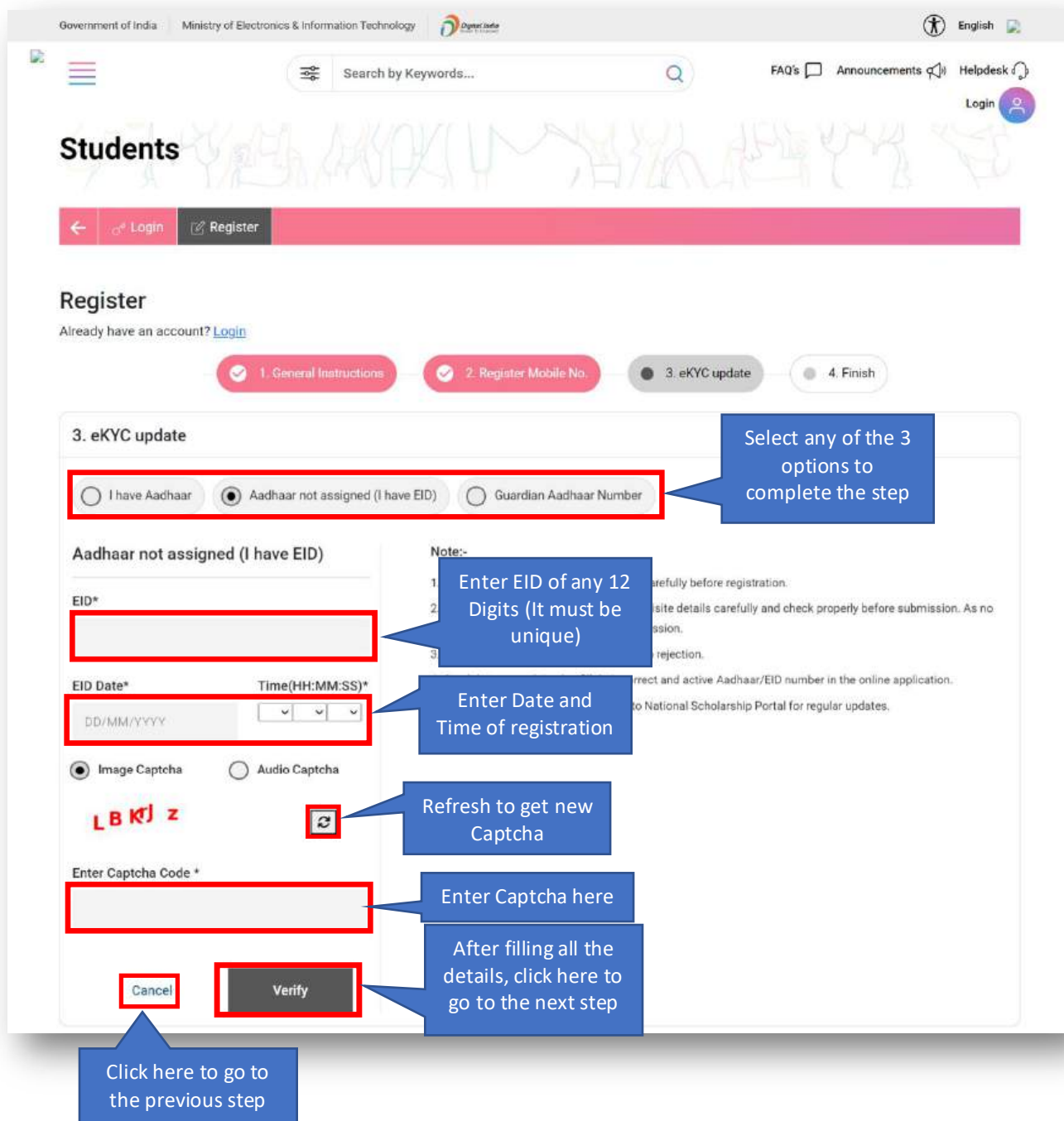


Fig 2.1.3 (b)

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)**

The screenshot shows the '3. eKYC update' step of a registration process. At the top, there are four progress indicators: '1. General Instructions', '2. Register Mobile No.', '3. eKYC update' (active), and '4. Finish'. The main content area is titled '3. eKYC update' and contains three radio button options: 'I have Aadhaar', 'Aadhaar not assigned (I have EID)', and 'Guardian Aadhaar Number'. The 'Guardian Aadhaar Number' option is selected and highlighted with a red box. A blue callout bubble points to this option with the text 'Select any of the 3 options to complete the step'. Below these options is a section titled 'Guardian Aadhaar Number' with a 'Note:-' section. Under the note, there are three numbered points. The first point is '1. Applicant is Minor and applying with', followed by three radio button options: 'Father's Aadhaar', 'Mother's Aadhaar', and 'I am orphan & applying with my legal guardian Aadhaar'. The 'Father's Aadhaar' option is selected and highlighted with a red box. A blue callout bubble points to these options with the text 'Select any of the options shown'. Below this is a text input field for 'Father Aadhar Number *' with a 'Get OTP' button next to it, highlighted with a red box. A blue callout bubble points to this button with the text 'Enter guardian's aadhaar number and click on 'Get OTP' to receive OTP on linked mobile no.'. Below the input field is another text input field for 'Enter OTP *', highlighted with a red box. A blue callout bubble points to it with the text 'Enter OTP'. Below the OTP field are two radio button options: 'Image Captcha' (selected) and 'Audio Captcha'. Below these is a captcha image showing the characters 'L B K J z' and a refresh button (circular arrow icon) highlighted with a red box. A blue callout bubble points to the refresh button with the text 'Refresh to get new Captcha'. Below the captcha image is a text input field for 'Enter Captcha Code *', highlighted with a red box. A blue callout bubble points to it with the text 'Enter Captcha here'. At the bottom of the form are two buttons: 'Cancel' and 'Verify', both highlighted with red boxes. A blue callout bubble points to the 'Verify' button with the text 'After filling all the details, click here to go to the next step'. A separate blue callout bubble at the bottom left of the screenshot points to the 'Cancel' button with the text 'Click here to go to the previous step'.

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)

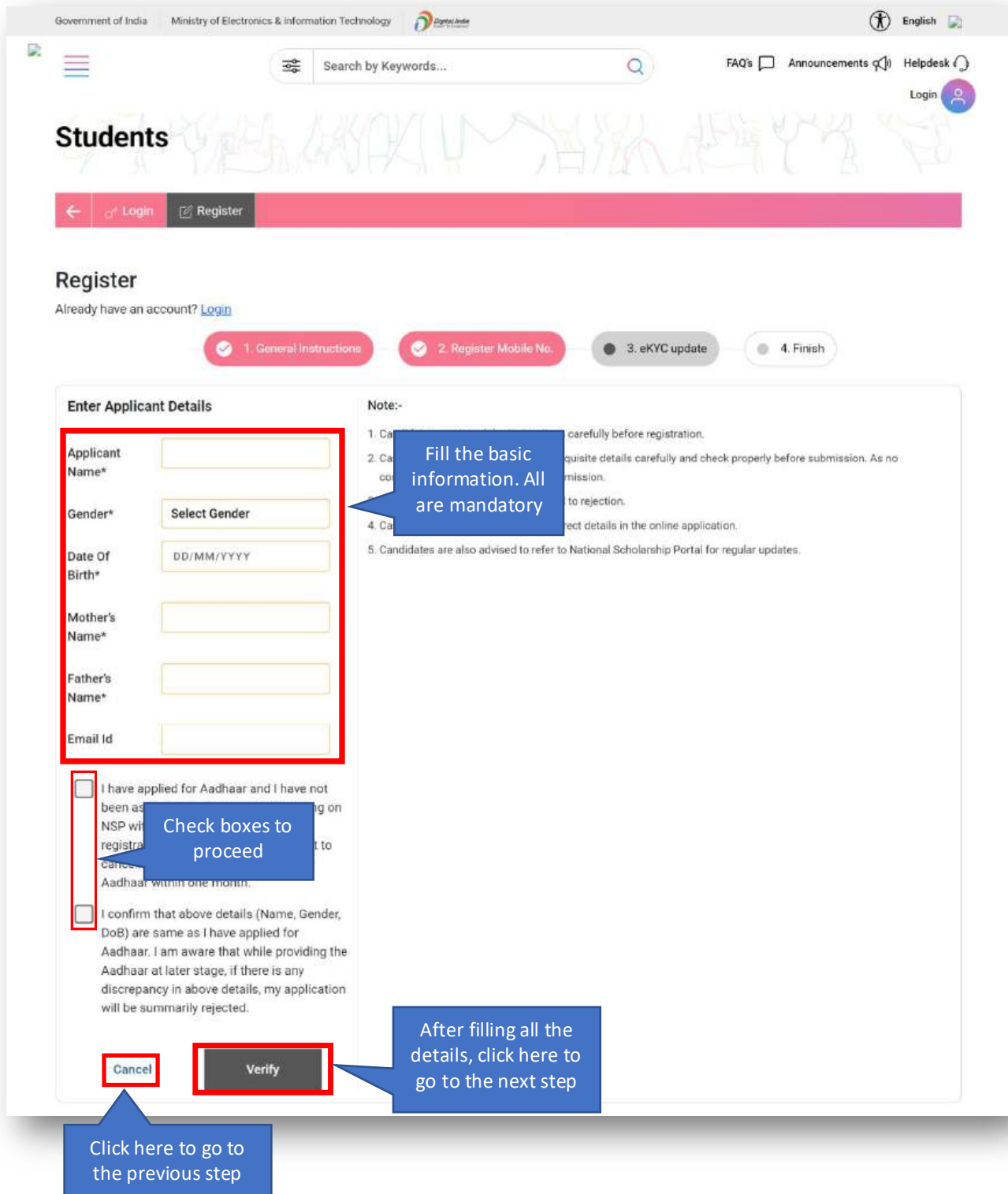


Fig 2.1.3 (d)

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)**

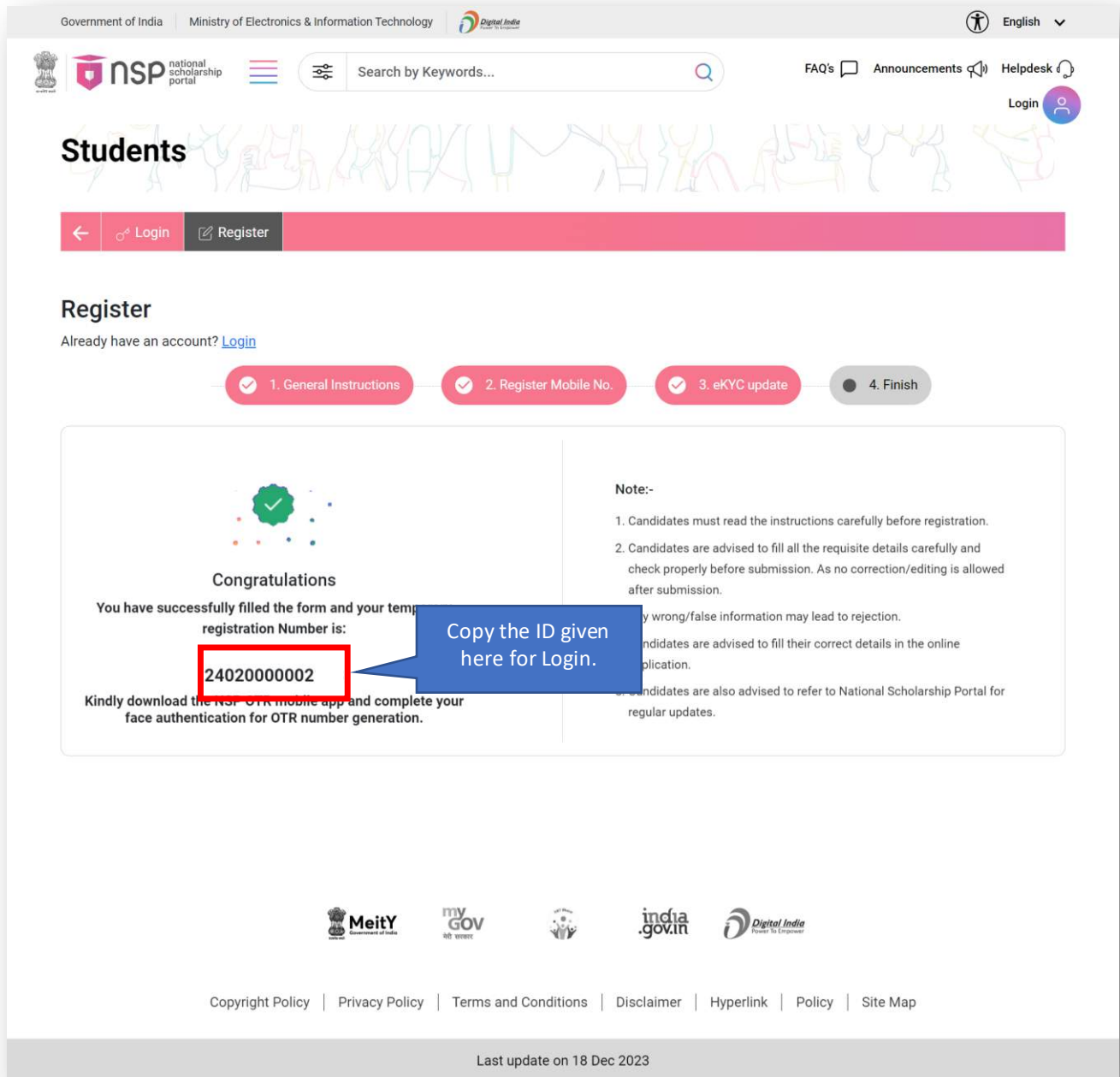


Fig 2.1.4 (a)

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)**

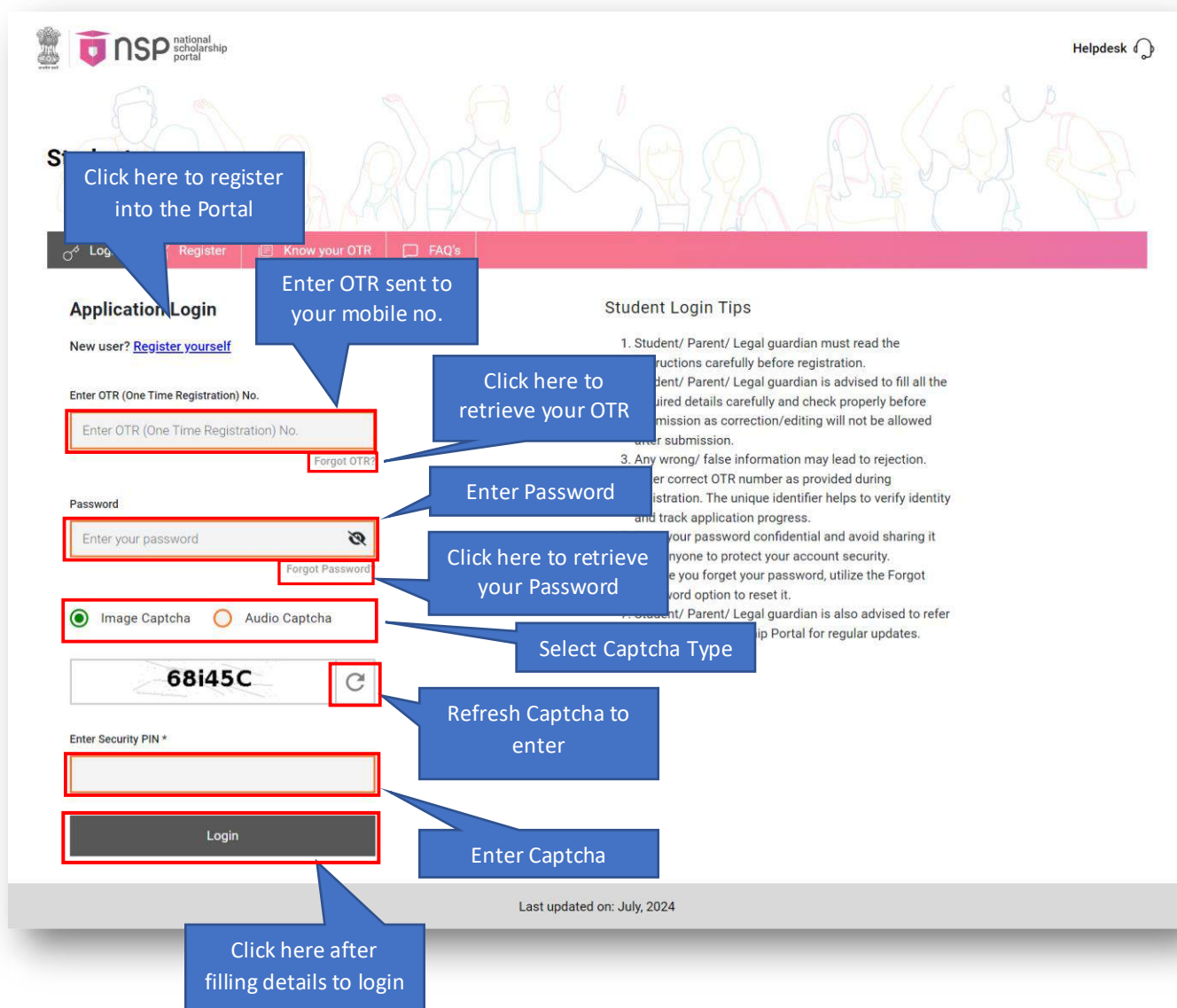


Fig 2.2 (a)

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

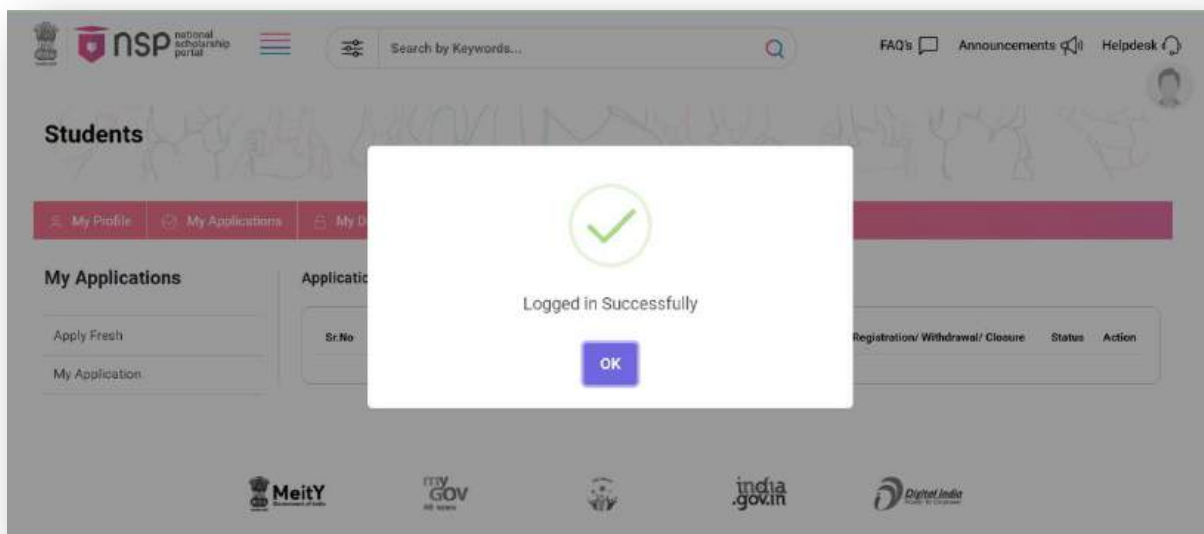


Fig 2.2 (b)

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)**

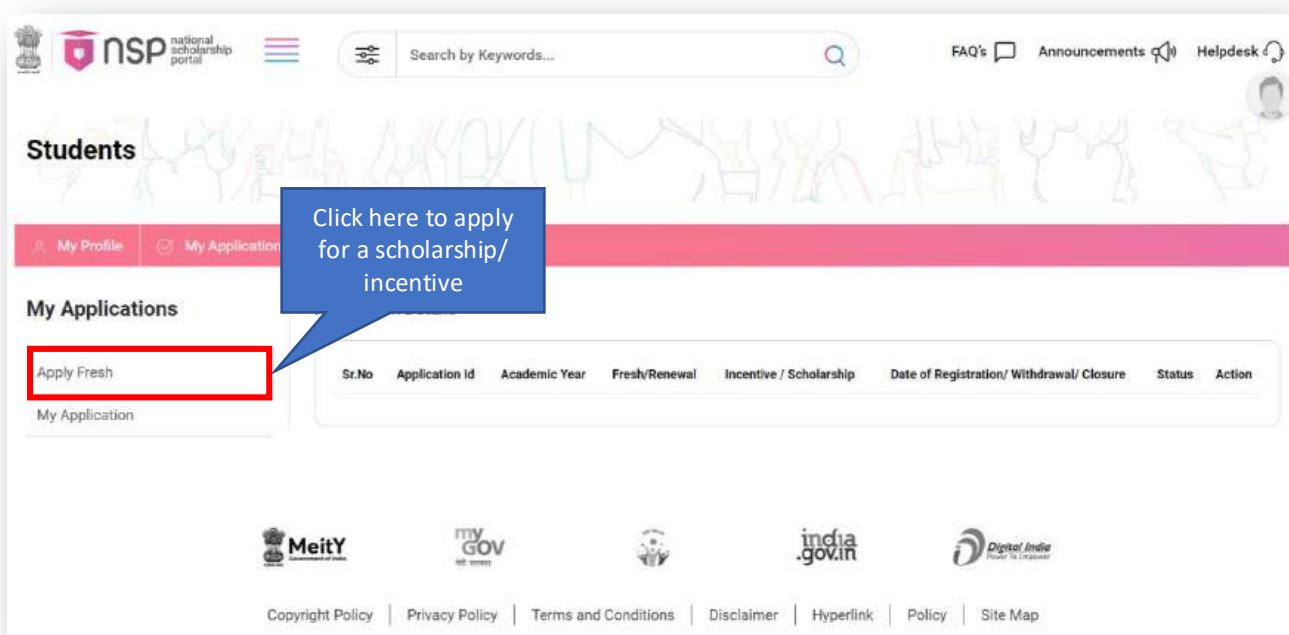


Fig 2.3 (a)

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)**

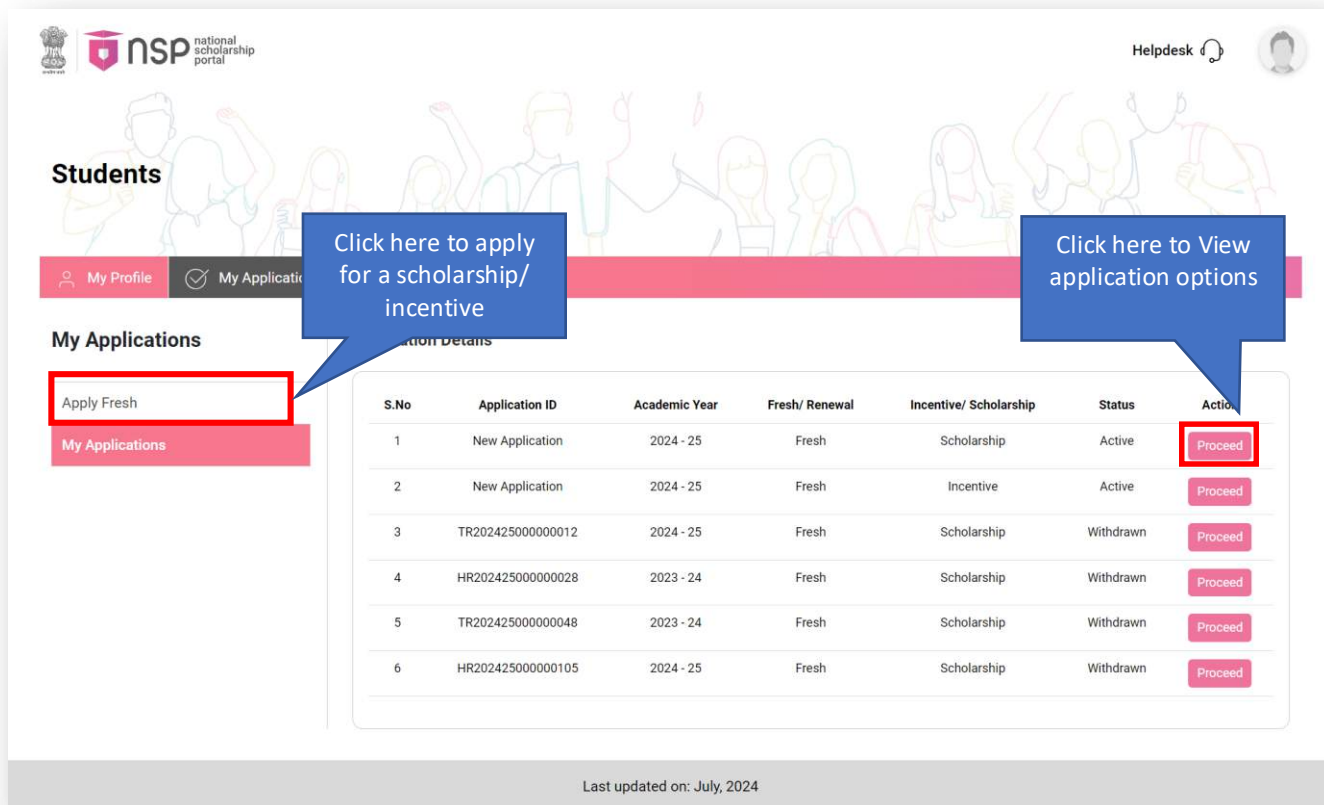


Fig 2.3 (b)

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)**

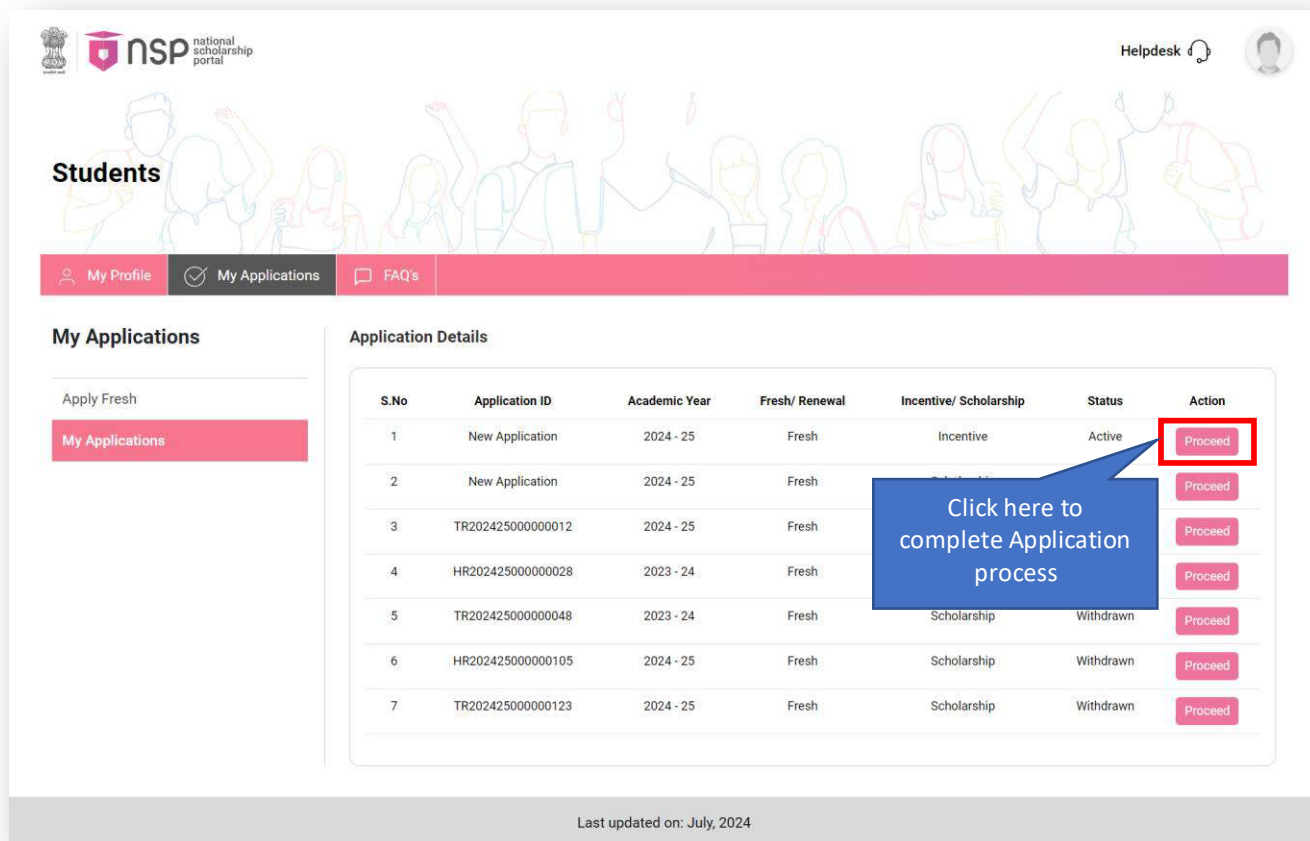


Fig 2.3.1 (b)

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)**

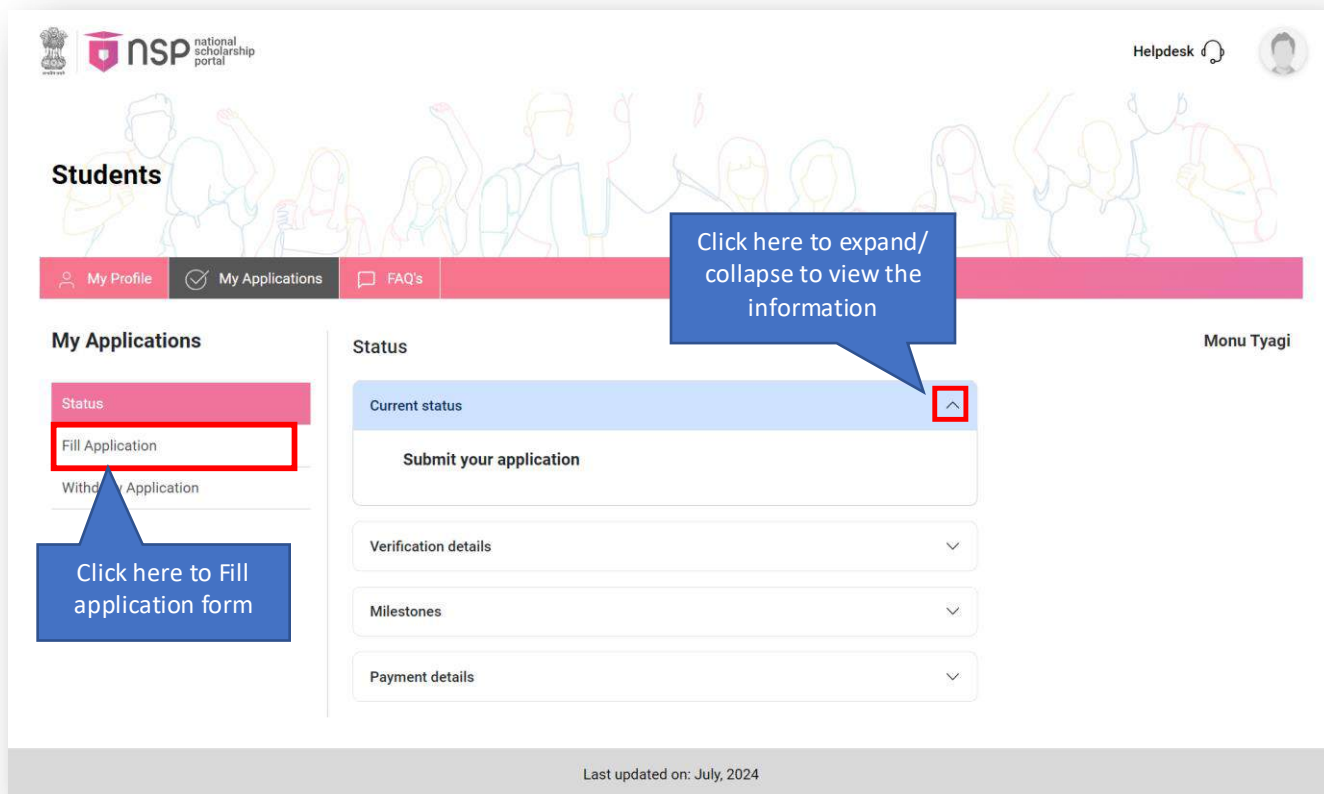


Fig 2.3.2.1 (a)

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 Applications

Status

Fill Application

Withdraw Application

General Information

Academic Year: 2024 - 25
Domicile State: TRIPURA
Scholarship Category: Post Matric/Top Class/MCM
Application Type: Scholarship

Personal Information

Name: Monu Tyagi
Gender: Male
Date of Birth: 05-07-2007
Father's Name: Sunil Tyagi
Mother's Name: Babita Tyagi

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

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

Buttons: Save as Draft, Save & Next

Callouts:

- You can withdraw your withdraw your application anytime from this option
- View your general information
- View your personal information
- Enter your correct details carefully
- Fields marked in Red are mandatory
- Fields marked in grey are optional
- 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.
- 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 Accordion will be for the Present Course/ Class Details.

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

My Applications

Status

Fill Application

Withdraw Application

Academic Details

Present Course/ Class Details

Institute UDISE/ AISHE/ NCVT Code

Select your Institute

Get your institute

Get 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

Previous Academic Details

10th Class Details

12th Class Details

Competitive Exam Details

Previous

Save as Draft

Save & Next

Callout 1: You can withdraw your application anytime from this option

Callout 2: Click here to select your institute.

Callout 3: Enter all details carefully. All Red boxes are mandatory.

Callout 4: Click on Accordion to fill the details

Callout 5: Click here to go back to the previous page

Callout 6: Click here to save your details and go to next page.

Callout 7: 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)**

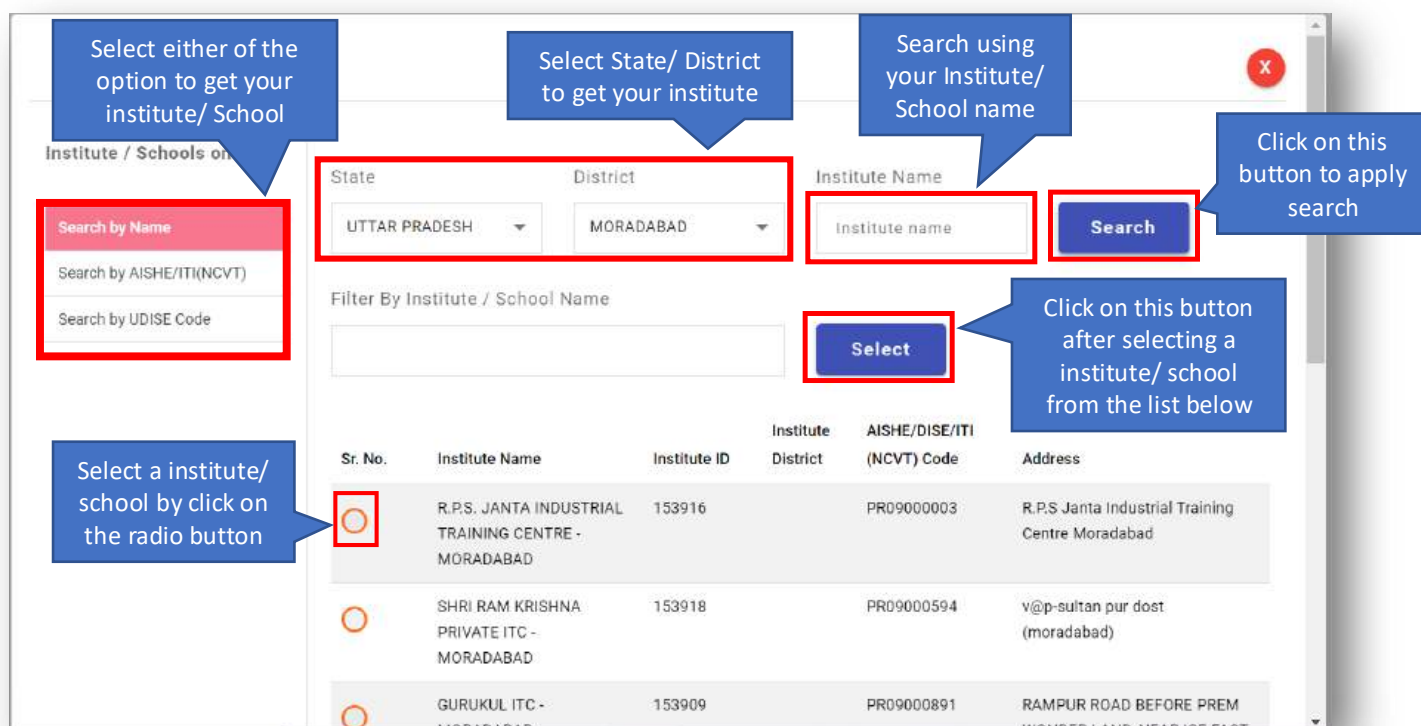


Fig 2.3.2.2 (c)

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)**

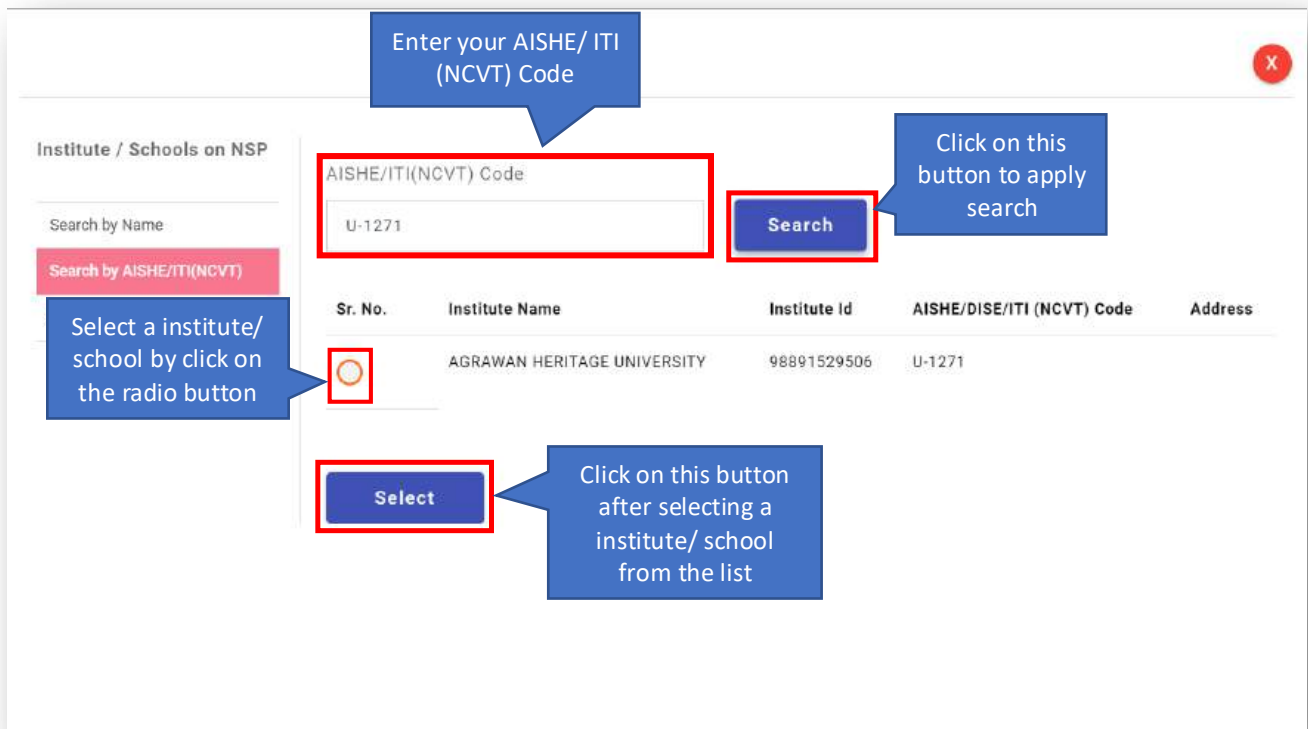


Fig 2.3.2.2 (d)

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)**

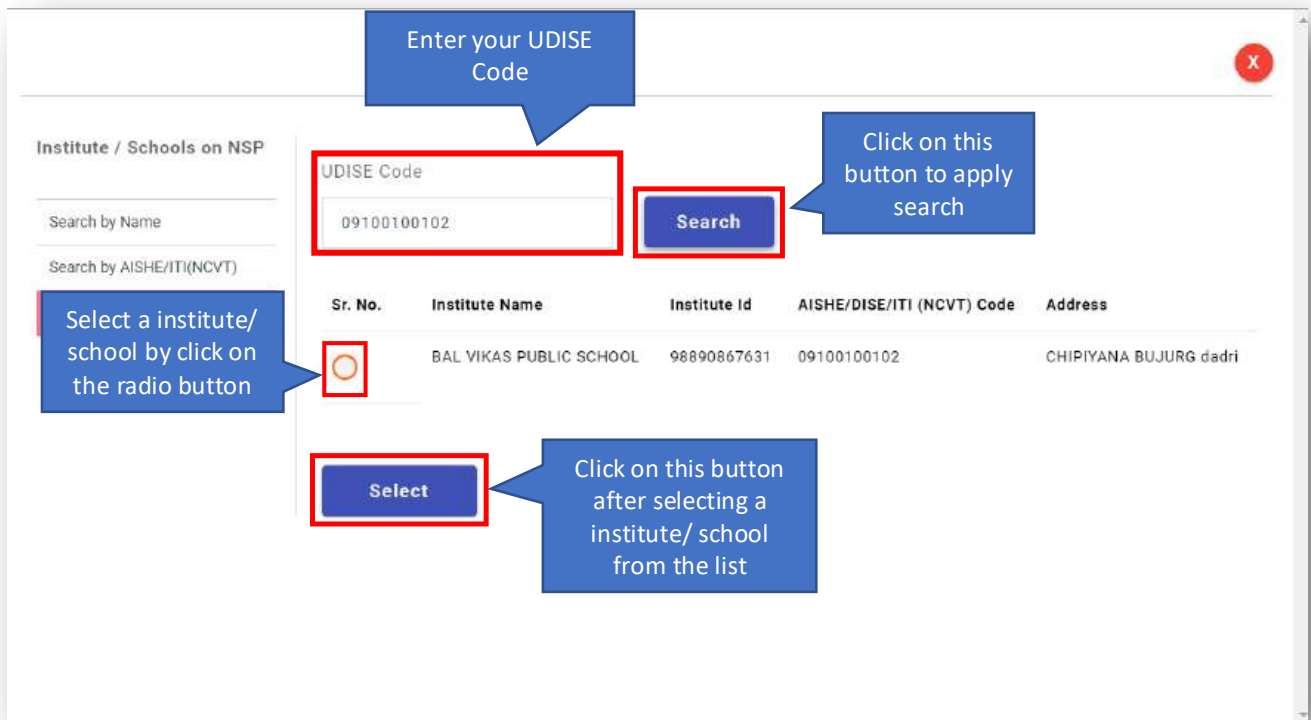


Fig 2.3.2.2 (e)

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

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

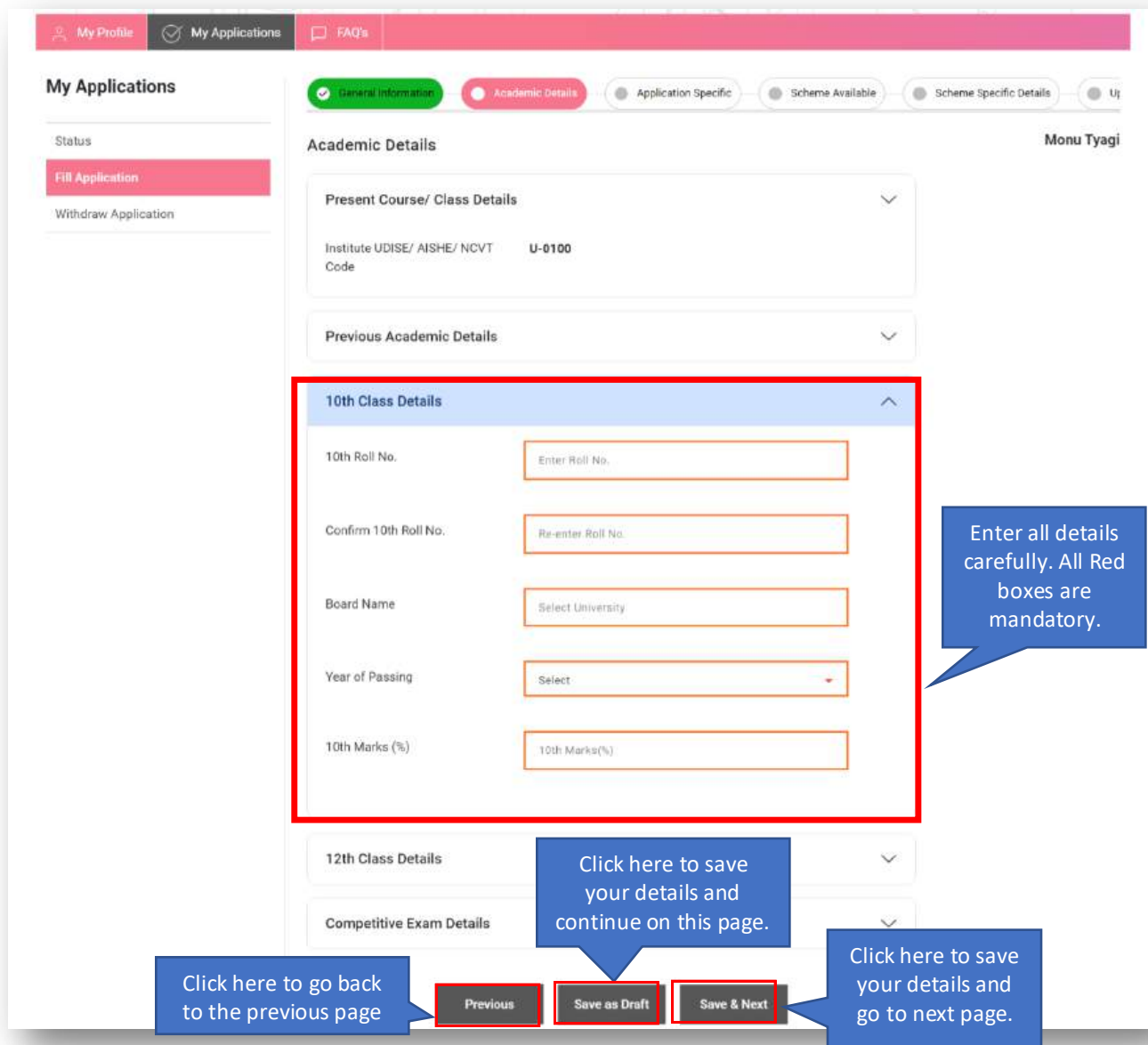


Fig 2.3.2.2 (g)

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

The screenshot shows the 'Academic Details' section of the application form. The '12th Class Details' section is highlighted with a red border and contains the following fields:

- 12th Roll No. (Text input: Enter Roll No.)
- Confirm 12th Roll No. (Text input: Re-enter Roll No.)
- Board Name (Dropdown: Select University)
- Year of Passing (Dropdown: Select)
- 12th Marks (%) (Text input: 12th Marks(%))

Navigation buttons at the bottom are: Previous, Save as Draft, and Save & Next.

Callouts provide instructions: 'Enter all details carefully. All Red boxes are mandatory.' (pointing to the 12th Class Details section), 'Click here to go back to the previous page' (pointing to Previous), 'Click here to save your details and continue on this page.' (pointing to Save as Draft), and 'Click here to save your details and go to next page.' (pointing to Save & Next).

Fig 2.3.2.2 (h)

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

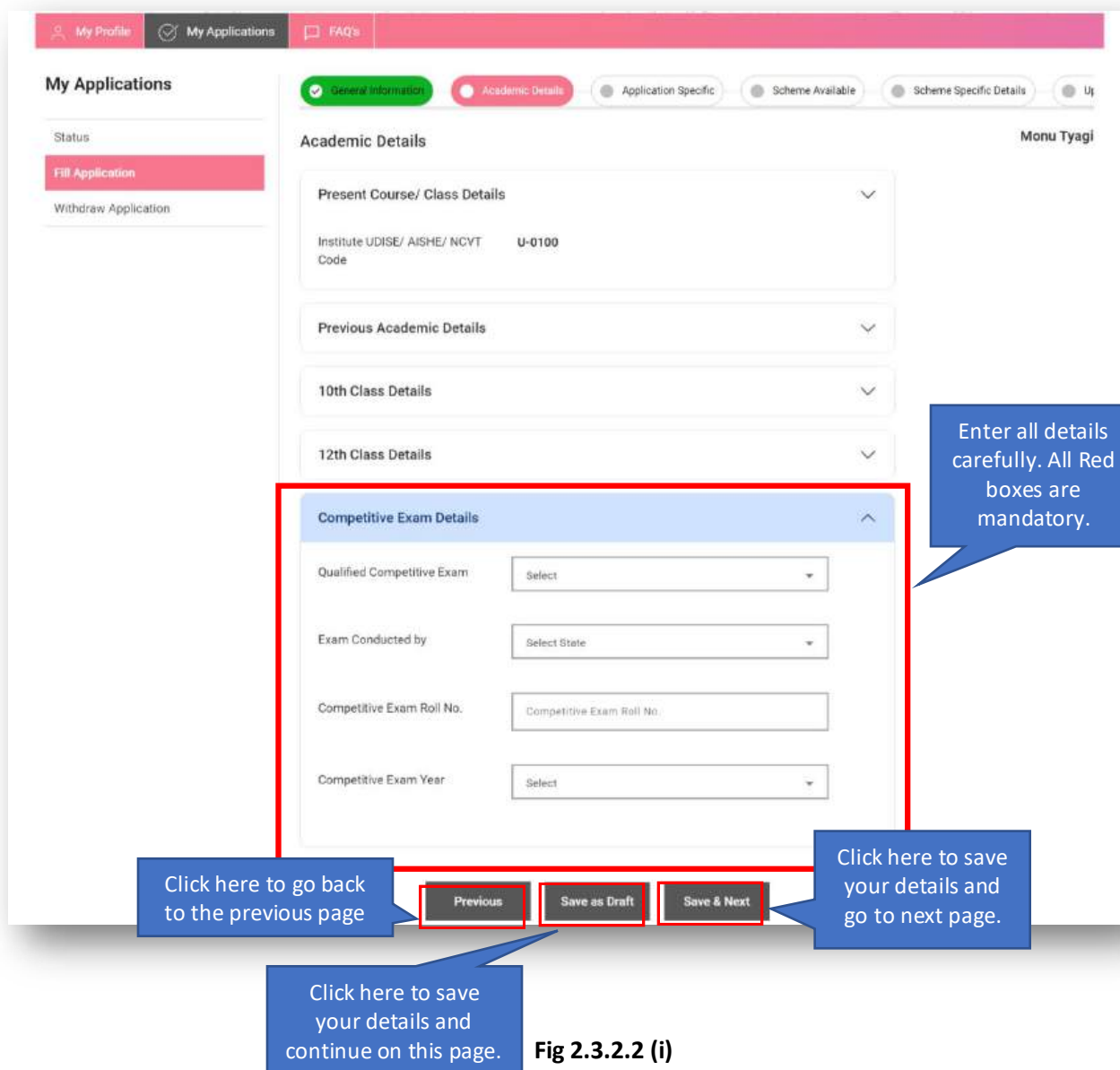


Fig 2.3.2.2 (i)

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)**

The screenshot shows the 'Application Specific' section of the NIC portal. It features a navigation bar with 'My Profile', 'My Applications', and 'FAQ's'. The 'My Applications' sidebar includes 'Status', 'Fill Application', and 'Withdraw Application'. The main content area has tabs for 'General Information', 'Academic Details', 'Application Specific', 'Scheme Available', 'Scheme Specific Details', and 'Up'. The 'Application Specific' section is titled 'Monu Tyagi' and contains two main input sections: 'Ration card Details' and 'Input for UDID Details'. The 'Ration card Details' section has a text input field for 'Ration Card Number' and a 'Get Details' button. The 'Input for UDID Details' section has a dropdown for 'Identification Mode' and a text input field for 'UDID/ UDID ENROLMENT NO.', both with 'Get Details' buttons. At the bottom, there are three buttons: 'Previous', 'Save as Draft', and 'Save & Next'. Callouts provide instructions for each field and button.

Enter Ration card details

Click here to fetch data in order to proceed

Enter UDID details

Click here to fetch data in order to proceed

Click here to go back to the previous page

Click here to save your details and go to next page.

Click here to save your details and continue on this page.

2 (j)

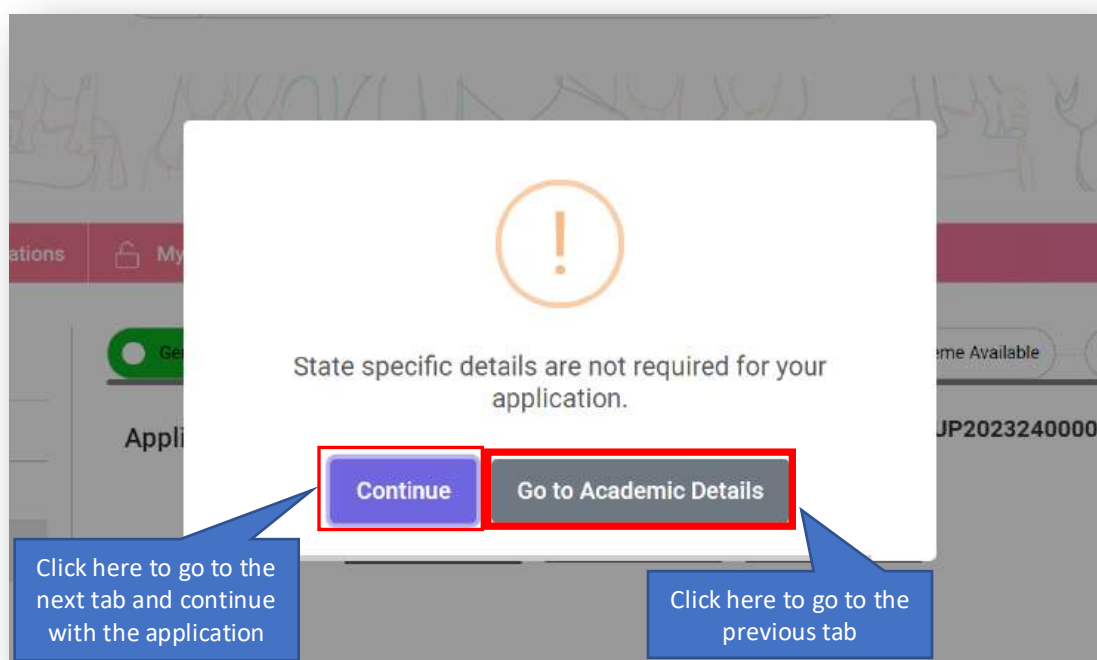


Fig 2.3.2.2 (k)

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 Available page will look as shown in **Fig 2.3.2.2 (l)**

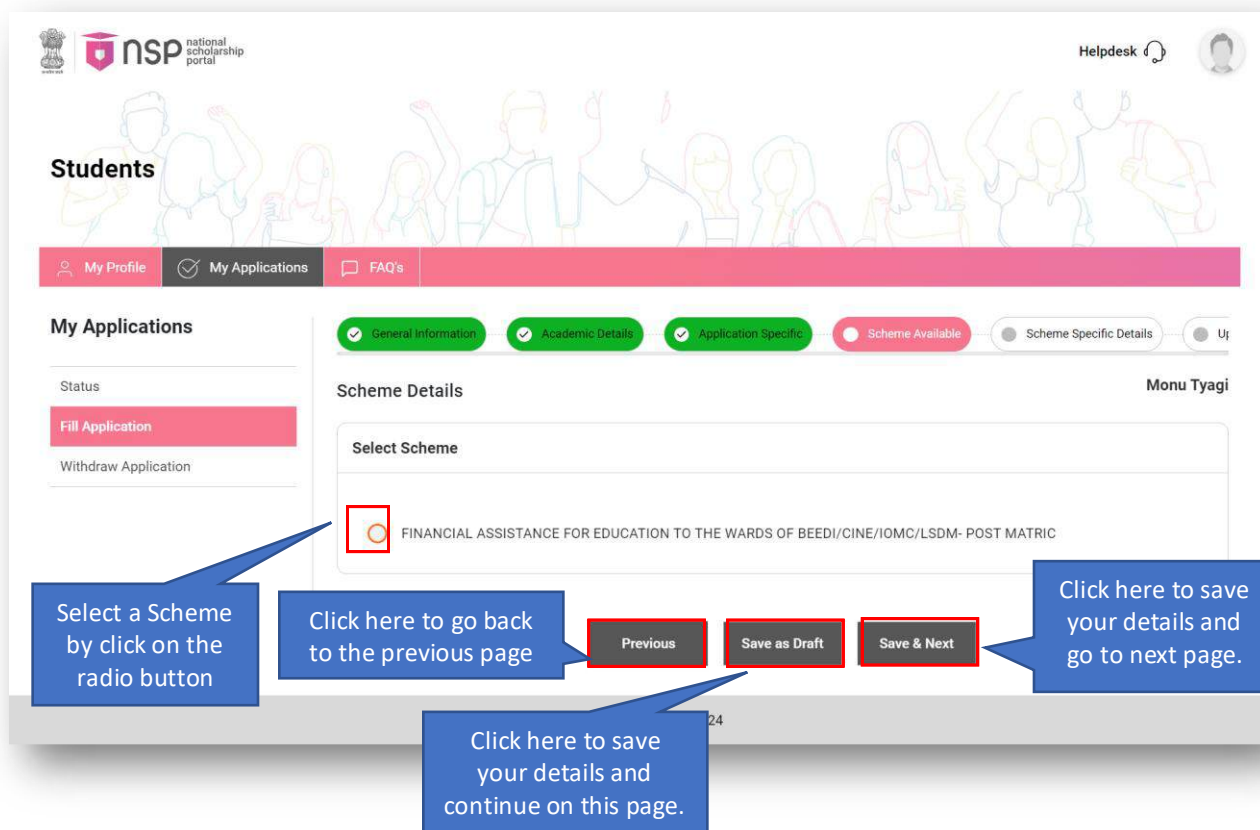


Fig 2.3.2.2 (l)

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)**

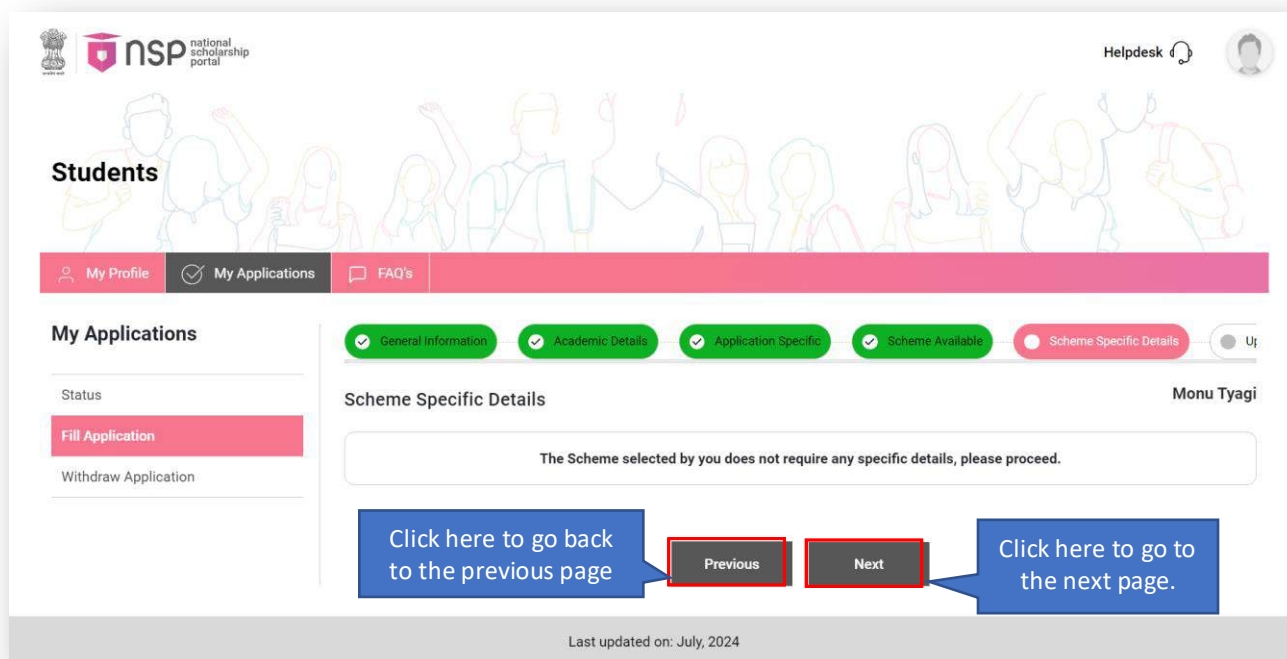


Fig 2.3.2.2 (m)

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)

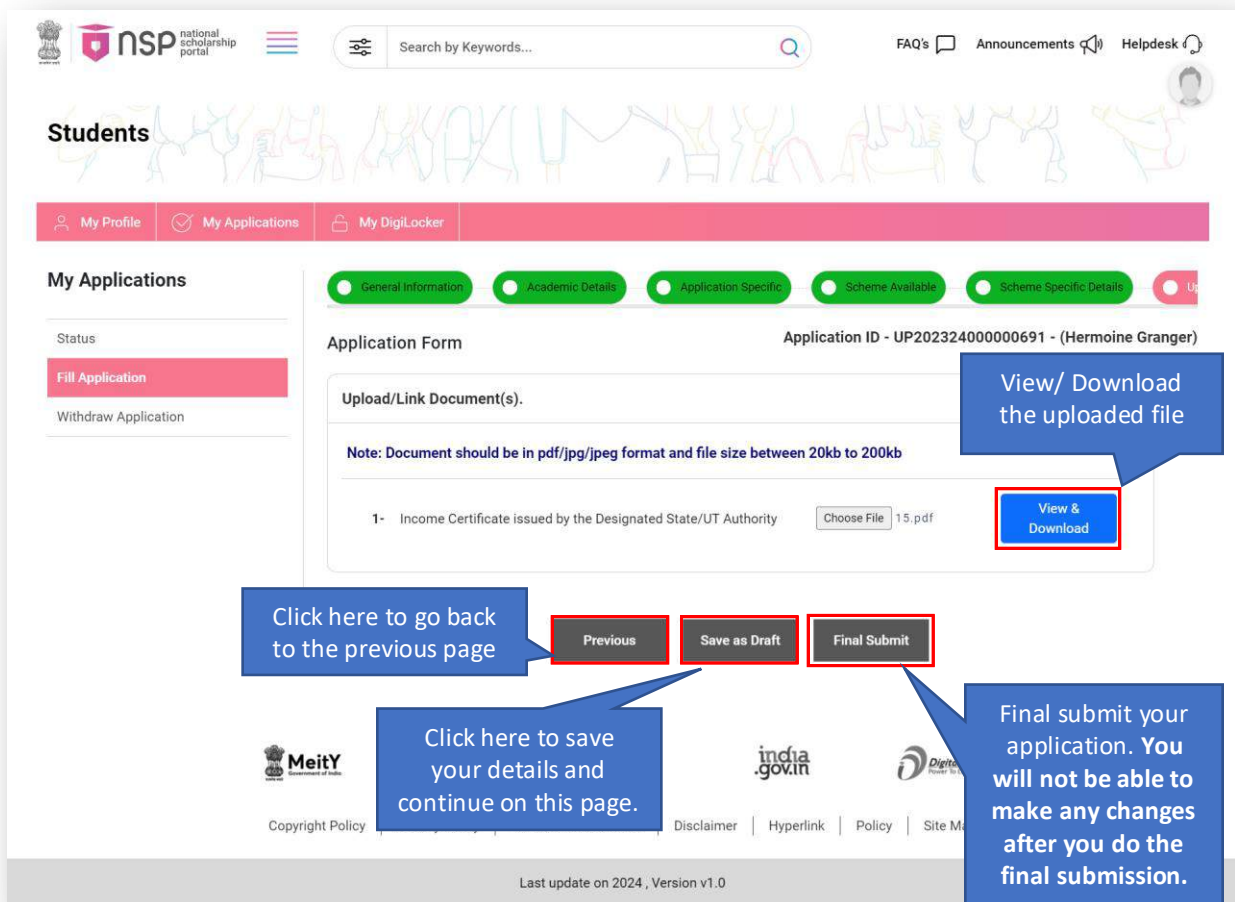


Fig 2.3.2.2 (o)

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)

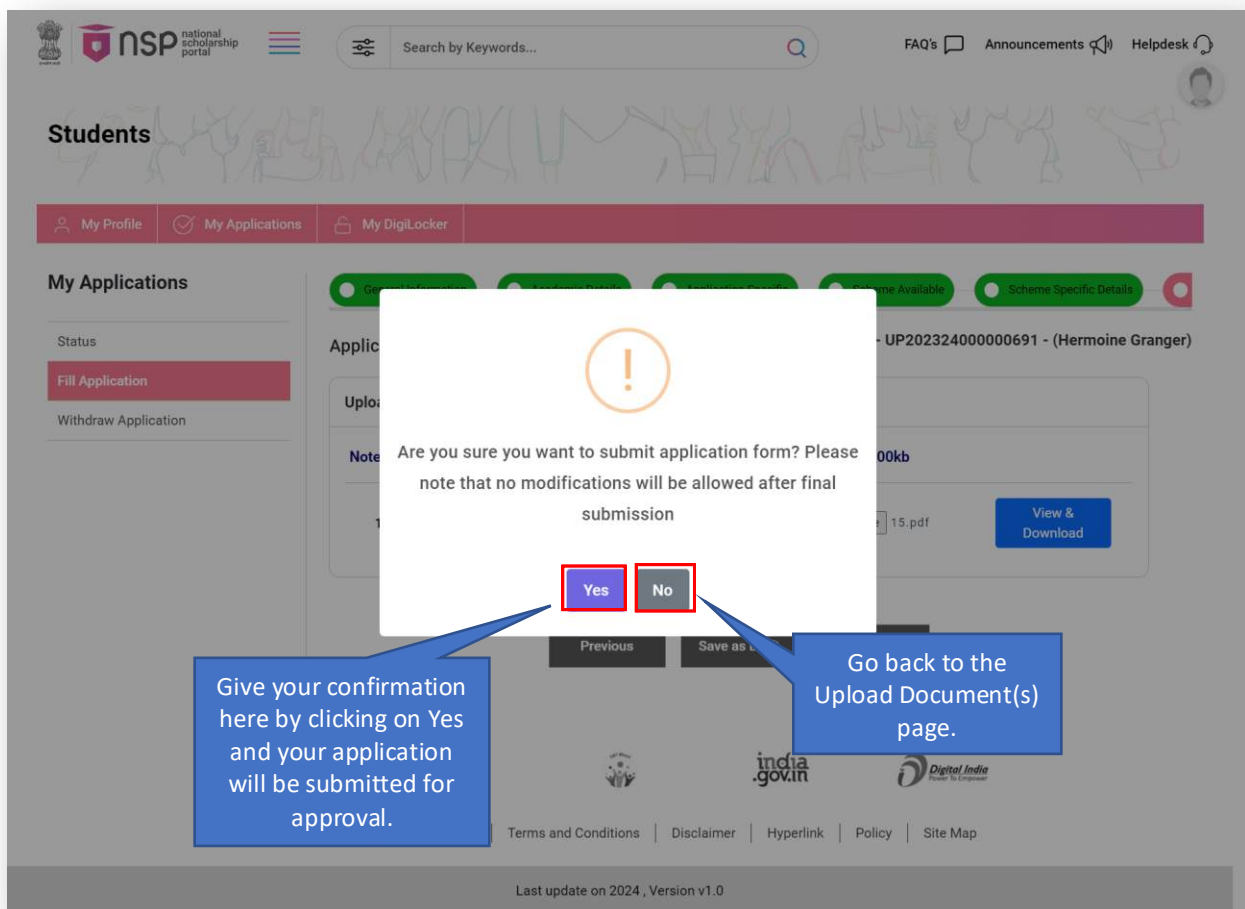


Fig 2.3.2.2 (p)

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

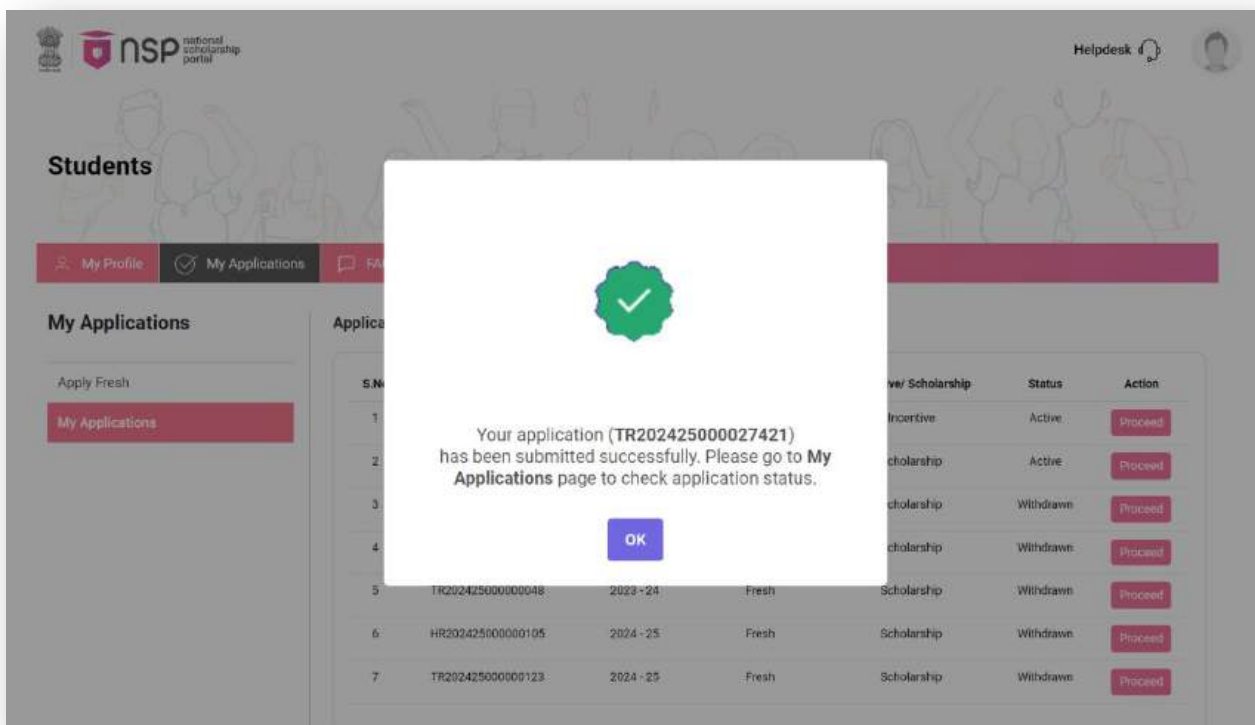


Fig 2.3.2.2 (q)

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)

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	TR20242500000012	2024 - 25	Fresh	Scholarship	Active	Proceed
4	HR20242500000028	2023 - 24	Fresh	Scholarship	Active	Proceed
5	TR20242500000048	2023 - 24	Fresh	Scholarship	Active	Proceed
6	HR202425000000105	2024 - 25	Fresh	Scholarship	Withdrawn	Proceed

Click here to withdraw application

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Fig 2.4 (a)

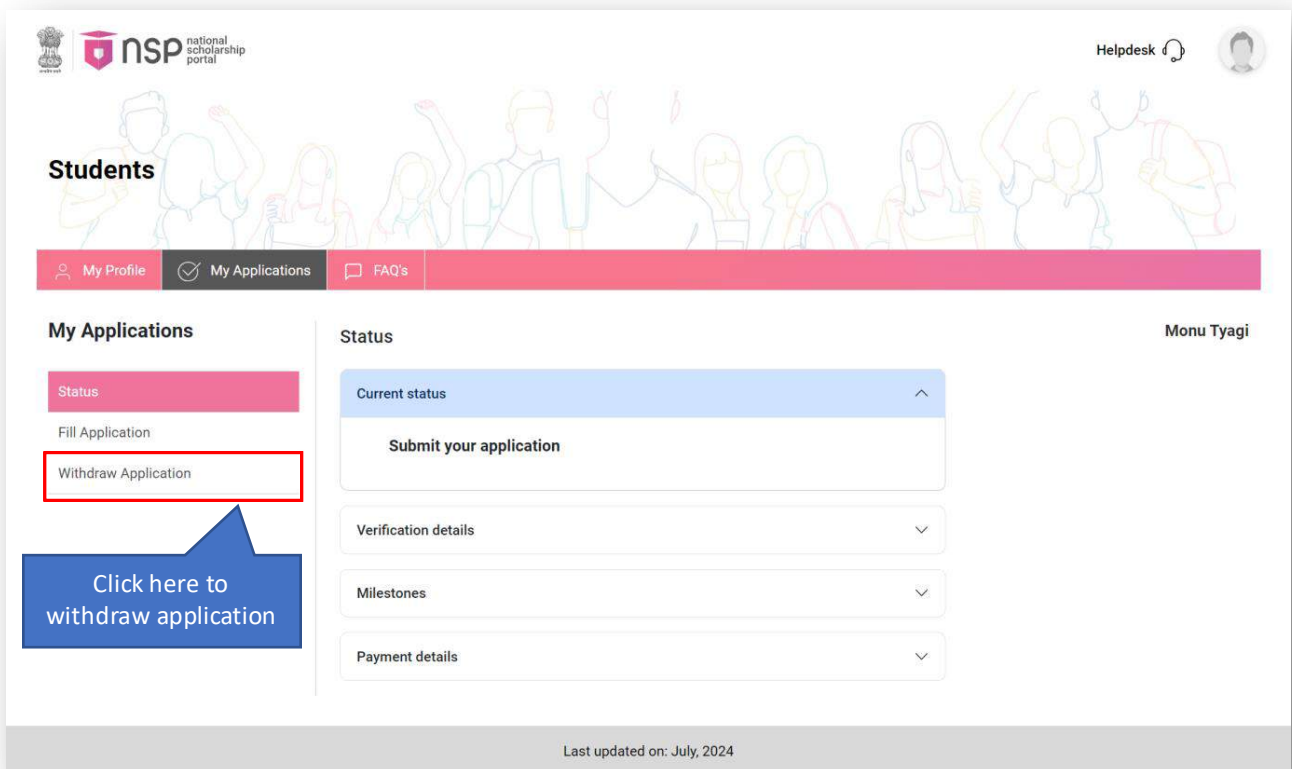


Fig 2.4 (b)

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)**

Students

My Profile My Applications FAQ's

My Applications

Status

Fill Application

Withdraw Application

Withdraw Application Form

Withdraw Fresh Application

Application ID: TR202425000000123

Application Name: Monu Tyagi

Withdrawal Remark: Select Reason

Withdraw

Instructions:

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).

b) Application can be withdrawn till -

1. Scheme Nodal officer verification dates are open.
2. Application is not processed for payment.

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Fig 2.4 (c)

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

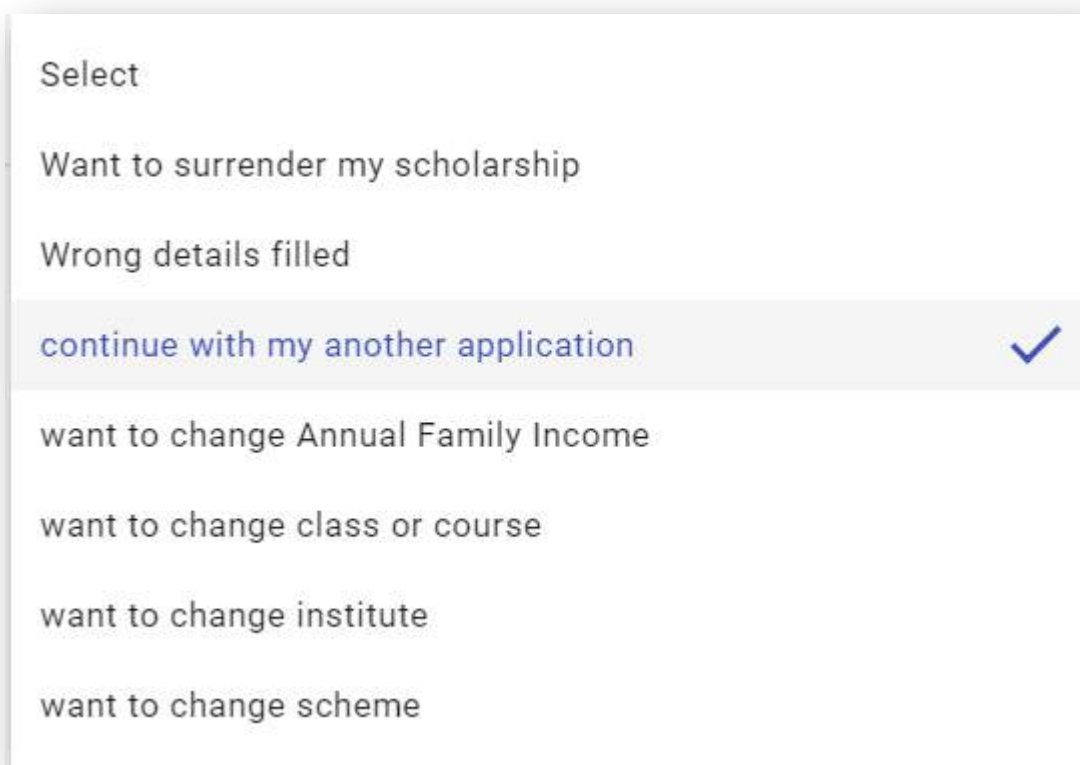


Fig 2.4 (d)

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.

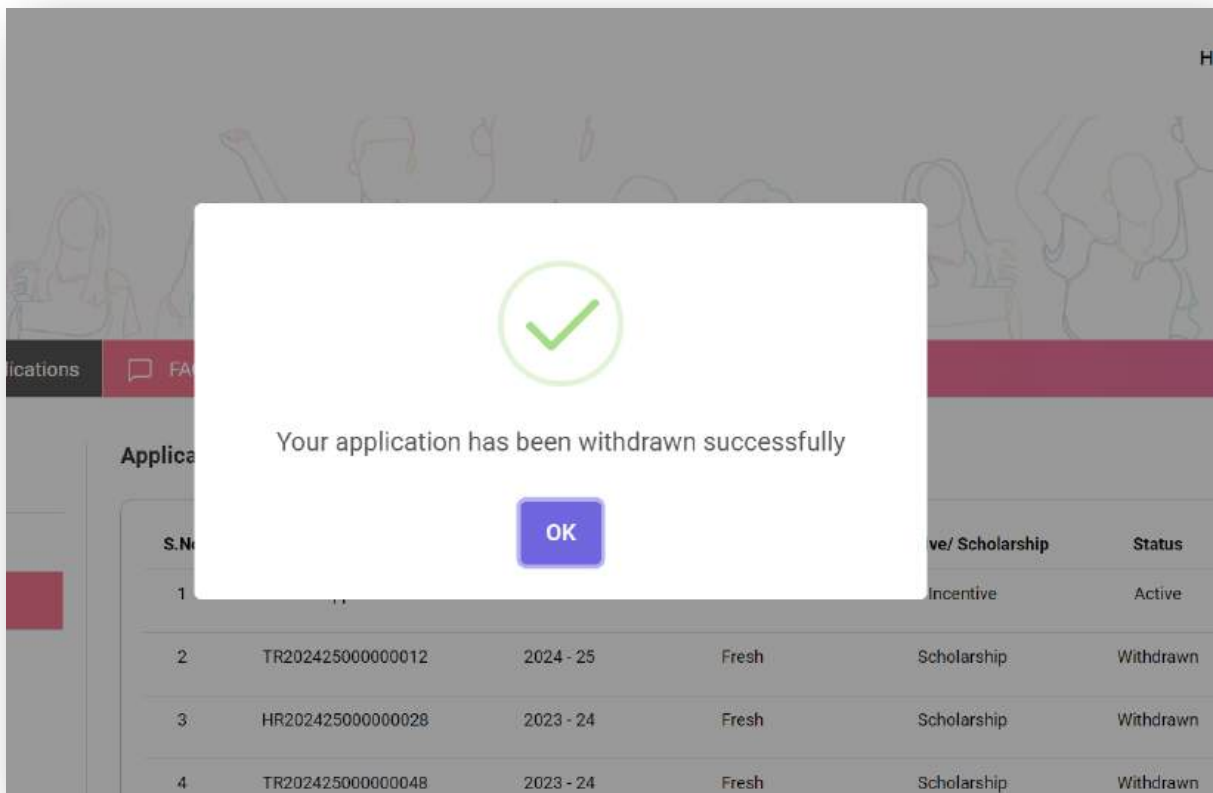
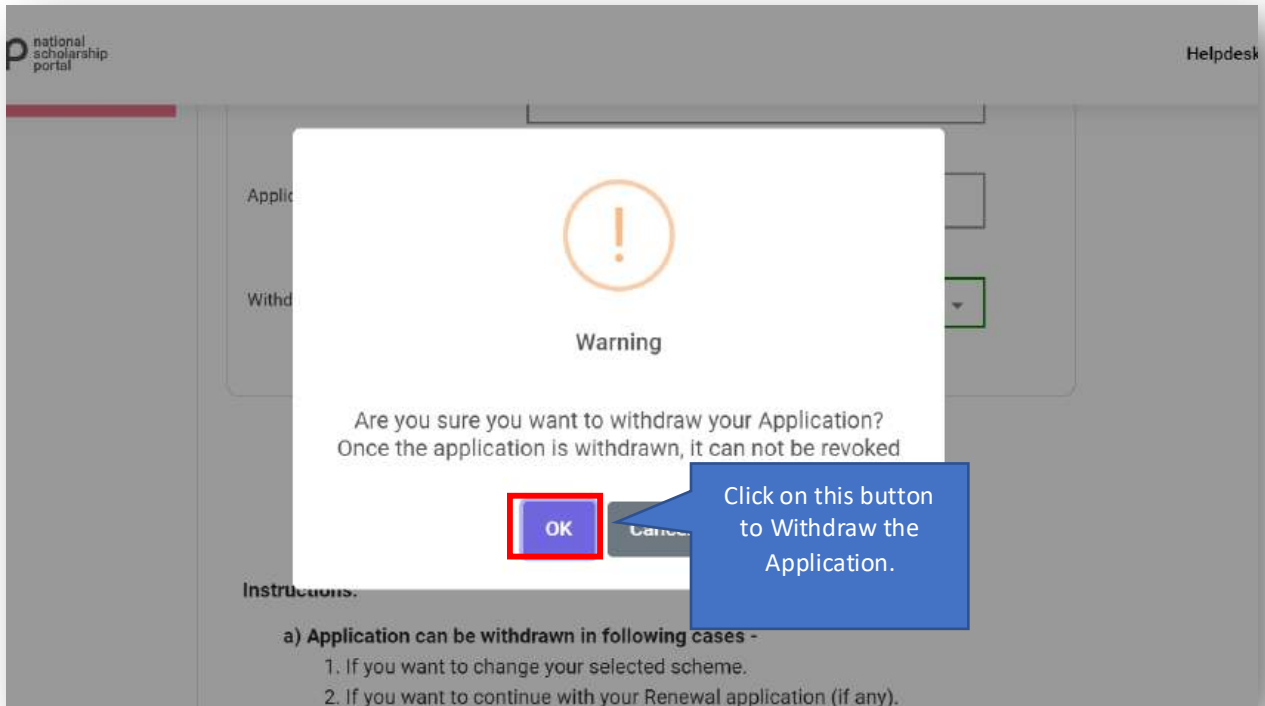


Fig 2.4 (e)

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)

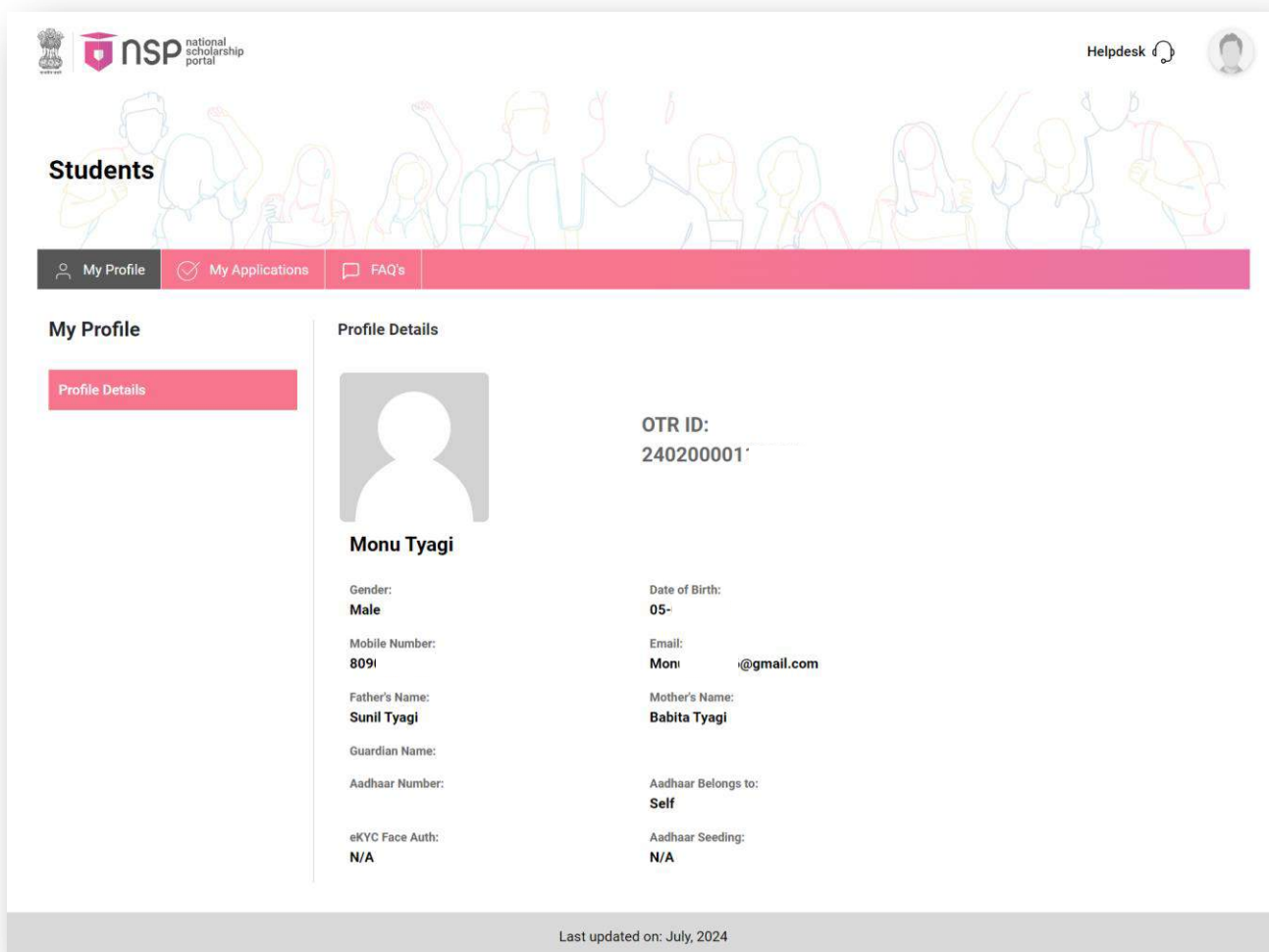


Fig 2.5 (a)

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)

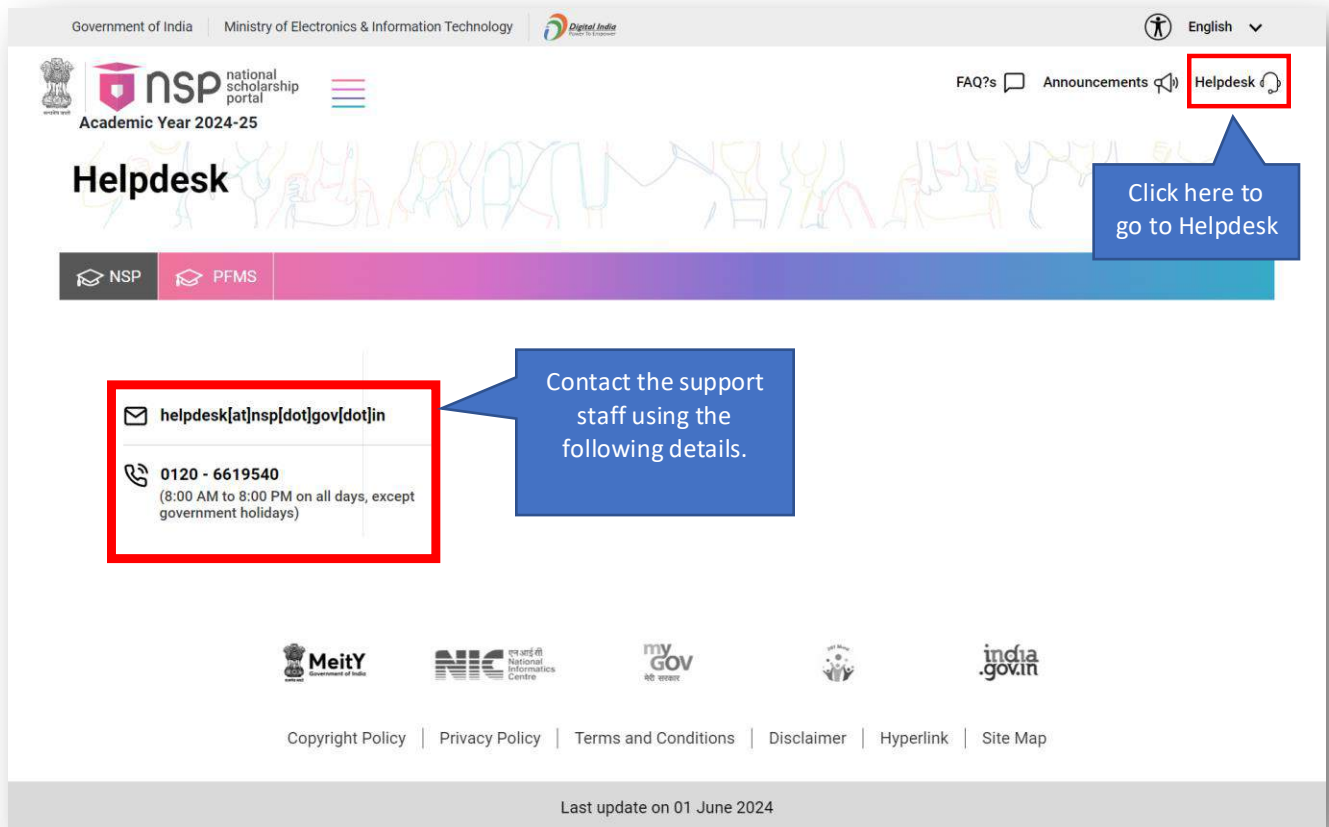


Fig 2.6 (a)

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.

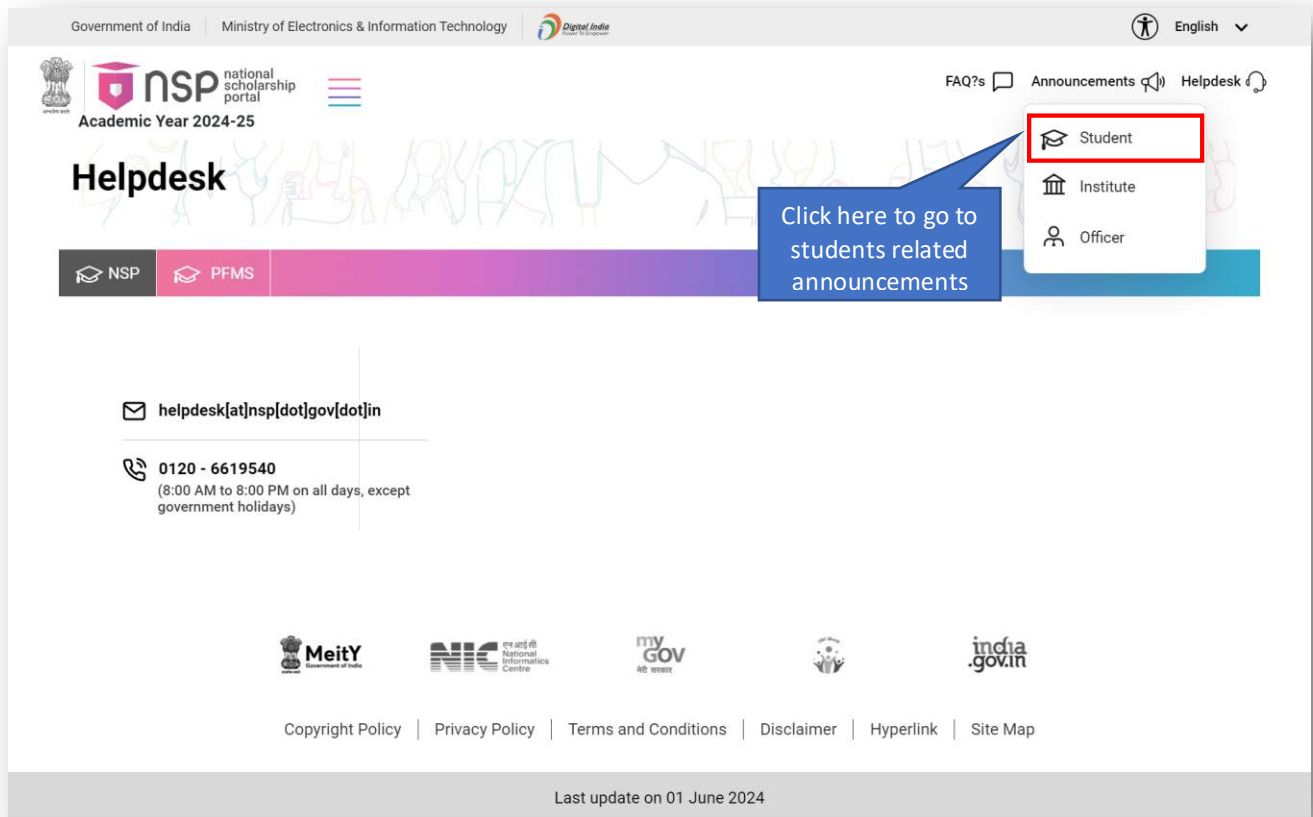


Fig 2.7 (a)

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

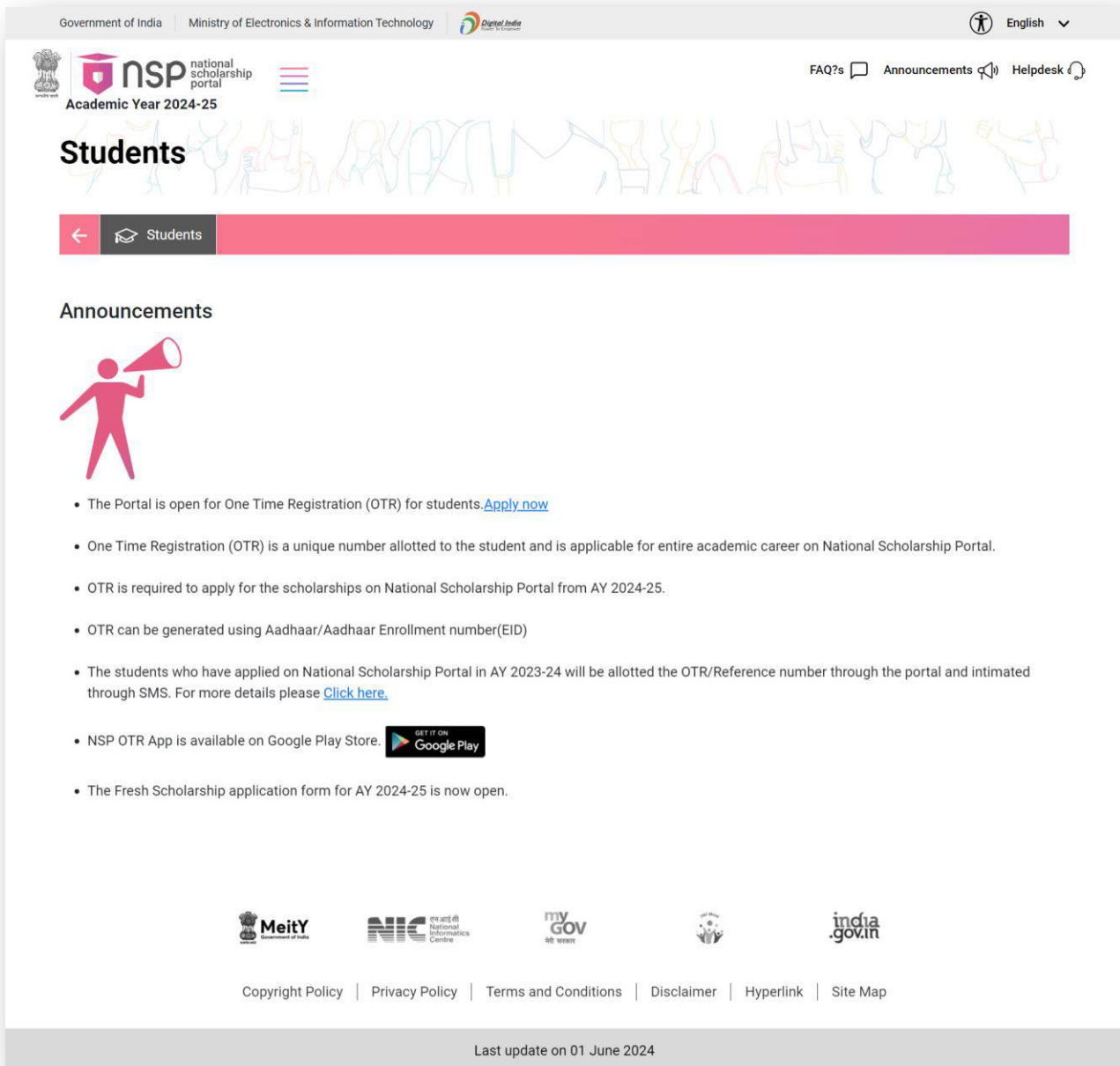


Fig 2.7 (b)

2.8 FAQs

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

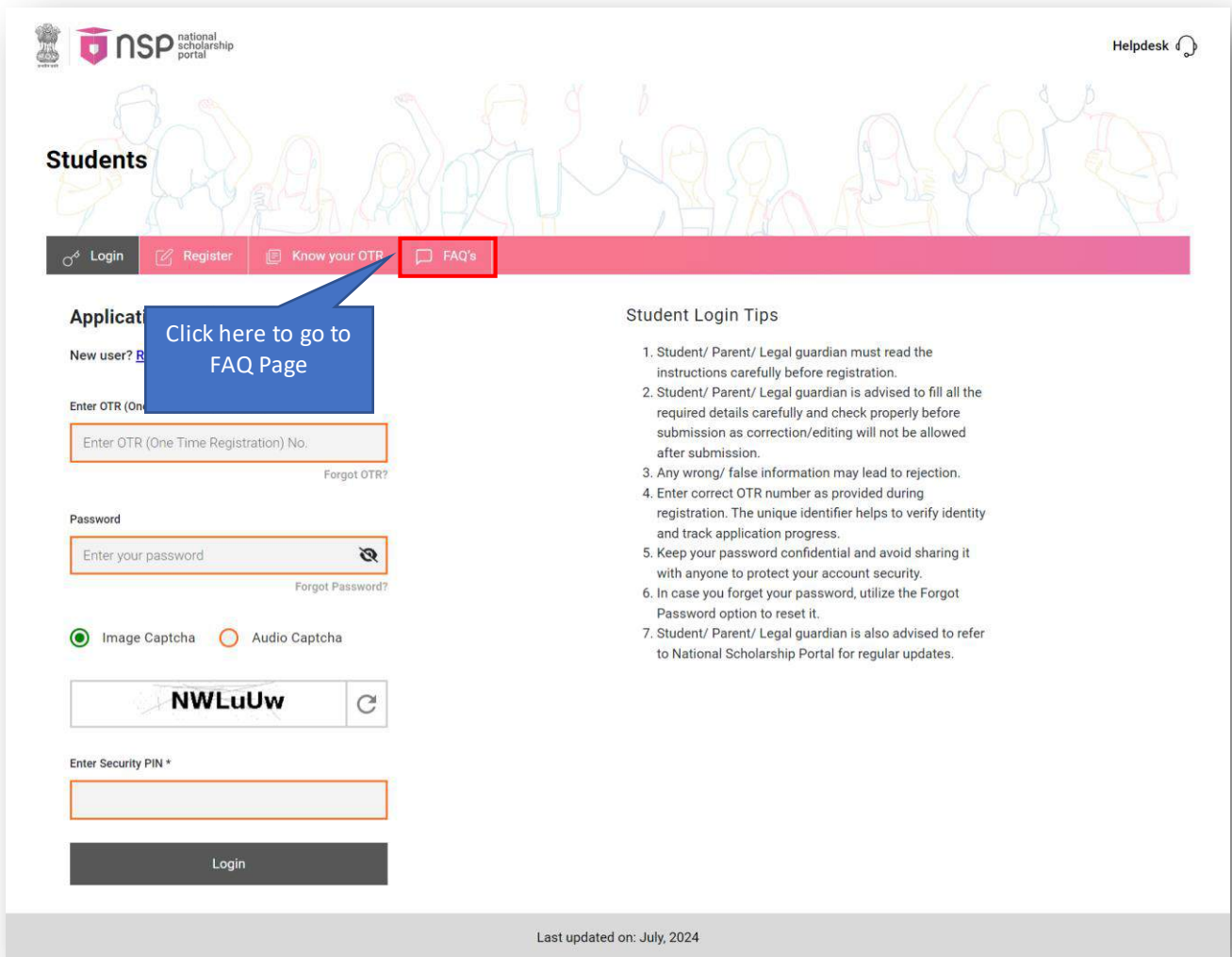


Fig 2.8 (a)

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

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 to fill the Application Form module. Student's demographic details and photograph will be automatically fetched from the OTR module.

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

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Fig 2.8 (b)