

## **One Time Registration (OTR)**

### **Implementation of One Time Registration (OTR) for Tribal Department's Post Matric Scholarship Scheme**

As per the guidelines issued by the Central Government, **One Time Registration (OTR)** process has been made **mandatory** for applicants of the **Tribal Department's Post Matric Scholarship Scheme**.

Accordingly, applicants are **required to complete the OTR process on the National Scholarship Portal (NSP)** before submitting their scholarship application on the **MahaDBT portal**.

To ensure compliance, the OTR registration status has been asked into the **scheme-specific questions** section during application submission on the MahaDBT portal.

The Detail process as follows:

- In the **scheme-specific questions** section of the MahaDBT portal, the applicant must **initiate the OTR registration process**.
- The applicant needs to **click on the 'Generate OTR Number'** link.
- The applicant will then be **redirected to the NSP portal** for completing the OTR registration.
- On the NSP portal, the applicant/student must **register using their mobile number and Aadhaar details** and complete the required registration process.
- After successful registration, a **Unique Reference Number** will be generated.
- The applicant must then **download the 'NSP OTR' mobile app** from the Google Play Store.
- Using the app, the applicant should **authenticate their details with Aadhaar and the generated Reference Number**.
- Upon successful authentication, an **OTR Number will be generated**.
- The applicant must **enter this OTR Number in the MahaDBT portal** and proceed to **submit their application**.

**\*\*\* If applicant already have OTR number then there is no need to generate again.**

Please find below screens for detailing.

The screenshot shows the MahaDBT portal interface. At the top, there are logos for the Government of India and the Ministry of Education, followed by the text 'आपले सरकार' (Apale Sarkar) and 'महाDBT'. Below this is a navigation bar with links: 'How to Apply Online?', 'Benefit Schemes', 'Post Matric Scholarship', 'Pre Matric Scholarship', 'Pension Schemes', and 'Farmer Scheme'. A modal window titled 'Enter OTR Number' is displayed in the center. It contains a text input field labeled 'Enter OTR here', a 'Submit OTR' button, and a 'Back' button. Below the buttons, there is a link: 'If you dont have OTR Number click here to [Generate OTR Number](#)'. On the left side of the modal, there is a sidebar menu with links: 'Aadhaar Bank Link', 'Home', 'Profile', 'All Schemes', and 'My Applied Scheme'.

The screenshot shows the NSP (National Scholarship Portal) 'Students' section. At the top, there are logos for the Government of India and the NSP, followed by the text 'national scholarship portal'. On the right, there are links: 'FAQ's', 'Announcements', and 'Helpdesk'. Below the header, there is a navigation bar with links: 'Login', 'Register', 'Change Mobile no.', and 'CSC Login'. The 'Register' link is highlighted. Below the navigation bar, there is a section titled 'Register'. It contains a link: 'Already have an account? [Login](#)'. Below this, there is a progress bar with four steps: '1. Guidelines', '2. Register Mobile No.', '3. eKYC', and '4. Finish'. The first step, '1. Guidelines', is selected. Below the progress bar, there is a section titled '1. One Time Registration (OTR) Guidelines for Scholarships Hosted on NSP'. It contains two bullet points: '1. **Mandatory Requirement:** One Time Registration (OTR) is mandatory for applying for various scholarship schemes on National Scholarship Portal/other portals.' and '2. **Essential Requirement for OTR:** Active mobile number is mandatory for OTR.'


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 enrolment of minor shall use the same demographic details (of minor) as used in the 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 for de-duplication on NSP/State/UT Scholarship Portals.

Cancel

Next

 **NSP** national scholarship portal

FAQ's Announcements Helpdesk

Fri 9 May, 10:41

1. Guidelines

2. Register Mobile No.

3. eKYC

4. Finish

2. Register Mobile No.

Mobile Number\*

Get OTP

01:25 Minutes

Enter OTP \*

Image Captcha

Audio Captcha

PXTL8S

Note:-


1. Student/Parent/Legal guardian must read the instructions carefully before registration.

2. Student/Parent/Legal guardian is advised to submit the requisite details carefully before submission of the OTR Registration form. Correction/editing will not be allowed after submission.

3. Any wrong/false information may lead to rejection.

4. Student/Parent/Legal guardian is advised to submit her active mobile number and e-mail address in the OTR registration form. All correspondence/communication will be done on the submitted mobile/e-mail only.

5. Student is advised to refer to National Scholarship Portal for regular updates.

 **NSP** national scholarship portal

FAQ's Announcements Helpdesk

1. Guidelines

2. Register Mobile No.

3. eKYC

4. Finish

3. eKYC

☒ I have Aadhaar

☐ Aadhaar not assigned (I have EID)

☐ I don't have Aadhaar/EID

I have Aadhaar

Aadhaar No.\*

.....

Get OTP

01:36 Minutes

Enter OTP \*

Note:-

1. Parent/Legal Guardian/Student must read the instructions carefully before registration.

2. Parent/Legal Guardian/Student is advised to fill the requisite details carefully before submission of the application form, as correction/editing will not be allowed after submission.

3. Any wrong/false information may lead to rejection.

4. Parent/Legal Guardian/Student is advised to refer to National Scholarship Portal for regular updates.



### Applicant Details as per Aadhaar No.

Applicant Name	Aadhaar No.	
<input type="text"/>	<input type="text"/>	
Gender	Date Of Birth	
<input type="text"/>	<input type="text"/>	
Address		
<input type="text"/>		

**Enter Details**

#### Note:-

1. Student/Parent/Legal guardian must read the instructions carefully before registration.
2. Student/Parent/Legal guardian is advised to submit the requisite details carefully before submission of the OTR Registration form. Correction/editing will not be allowed after submission.
3. Any wrong/false information may lead to rejection.
4. Candidates are advised to fill their correct details in the online application.
5. Student is advised to refer to National Scholarship Portal for regular updates.



Already have an account? [Login](#)

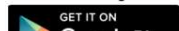
- ✓ 1. Guidelines
- ✓ 2. Register Mobile No.
- ✓ 3. eKYC
- 4. Finish



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

**R25-00**

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



#### Note:-

1. Student/Parent/Legal guardian must read the instructions carefully before registration.
2. Student/Parent/Legal guardian is advised to submit the requisite details carefully before submission of the OTR Registration form. Correction/editing will not be allowed after submission.
3. Any wrong/false information may lead to rejection.
4. Candidates are advised to fill their correct details in the online application.
5. Student is advised to refer to National Scholarship Portal for regular updates.

Change Language

Welcome to  
**National Scholarship Portal**  
**OTR App**



Login



Register



eKYC by FaceAuth



Change Mobile Number



1:17 20%



## eKYC

To complete eKYC please login with your  
temporary reference number

Reference No\*

R25-005230404



Resend OTP

OTP sent to mobile number  
registered on NSP

Resend in 01:44

[Forgot Reference Number](#)

Enter OTP\*

1

9

7

6

7

1

Cancel

Next

## Profile Details

**Abhijit Mohan Deole**

Reference No.:- R25-00

Date of Birth

Gender

Aadhaar Number

Aadhaar Holder

eKYC-Face Auth

Proceed for Face Authentication

## Profile Details



You have successfully filled the form and your  
OTR Number is:

**25010037795639**



Password has been sent to your mobile number

Login