

# NATIONAL SCHOLARSHIPS PORTAL (NSP2.0)

## Ministry of Electronics & Information Technology

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### Steps to fill Institute KYC Registration Form for Academic Year (AY 2020-21)

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.

## Institute KYC Registration Form

### Step 1:- Validate Your AISHE/DISE/NCVT Code

AISHE/DISE/NCVT Code: \*

Enter Captcha \*

Can't See? Click on Refresh Button.

DQj c QA



 Submit

(Screen: 01 )

## Institute KYC Registration Form

### Step 1:- Validate Your AISHE/DISE/NCVT Code

AISHE/DISE/NCVT Code: \*

Enter Captcha \*

Can't See? Click on Refresh Button.

DQj c QA



 Submit

(Screen: 02 )

## Institute KYC Registration Form

### Step 1:- Validate Your AISHE/DISE/NCVT Code

1:- Institute having DISE/AISHE/NCVT code:- C-25011 already functional on NSP

2:- To view more details of DISE/AISHE/NCVT code:- C-25011 go to Search Institute option available on the NSP Portal. If entered code actually belongs to you, please contact District / State Nodal Officer for further assistance

3:- In case you have entered C-25011 code by mistake, try again with correct DISE/AISHE/NCVT code

AISHE/DISE/NCVT Code: \*

Enter Captcha \*

Can't See? Click on Refresh Button.

rx 1 1Kx 

 Submit

(Screen: 03 )

## Institute KYC Registration Form

### Step 1:- Validate Your AISHE/DISE/NCVT Code

Error: Please Enter Valid DISE/AISHE/NCVT code.

AISHE/DISE/NCVT Code: \*

Enter Captcha \*

Can't See? Click on Refresh Button.

x8DovA 

 Submit


(Screen: 04)

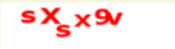
Institute KYC Registration Form

**Step 1:- Validate Your AISHE/DISE/NCVT Code**

AISHE/DISE/NCVT Code: \*

Enter Captcha \*

Can't See? Click on Refresh Button. 

 SX<sub>s</sub>x9v

[Submit](#) [Continue with Aadhar Verification](#)

Below KYC Form(s) are already submitted for the entered DISE/AISHE/NCVT code. If you want to submit new KYC Form please proceed by clicking on 'Continue with Aadhar Verification' button

| Sr. # | DISE/AISHE/NCVT Code | Institute KYC Registration Form Id ( Date of Submission) | Institute Name/District/State                        | Institute Nodal Officer Name | Designation of Institute Nodal Officer | KYC Form Status              | Action                |
|-------|----------------------|----------------------------------------------------------|------------------------------------------------------|------------------------------|----------------------------------------|------------------------------|-----------------------|
| 1     | NSP-0787             | AS202122533197<br>(16/06/2021)                           | Test Institute /<br>KAMRUP<br>METROPOLITAN<br>/ASSAM | Lal Singh<br>Kushwaha        | Institute Nodal<br>Officer             | KYC Form submitted<br>by INO | <a href="#">Print</a> |
| 2     | NSP-0787             | AS202122533152<br>(19/05/2021)                           | Test Institute /<br>KAMRUP<br>METROPOLITAN<br>/ASSAM | Sanjay<br>Kumar<br>Agnihotri | Institute Nodal<br>Officer             | KYC Form submitted<br>by INO | <a href="#">Print</a> |
| 3     | NSP-0787             | AS202122533143<br>(17/05/2021)                           | Test Institute /<br>KAMRUP<br>METROPOLITAN<br>/ASSAM | Mayank<br>Pratap<br>Singh    | Institute Nodal<br>Officer             | KYC Form submitted<br>by INO | <a href="#">Print</a> |

(Screen - 05)

## 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.

**Institute KYC Registration Form**

Step 2:- Enter Institute Nodal Officer's Details for Aadhar Authentication

|                             |                                                 |
|-----------------------------|-------------------------------------------------|
| <b>Aadhar Number: *</b>     | <input type="text" value="XXXXXXXXXX"/>         |
| <b>Name as In Aadhar: *</b> | <input type="text" value="Lal Singh Kushwaha"/> |
| <b>Date of Birth: *</b>     | <input type="text" value="05/06/1970"/>         |
| <b>Gender: *</b>            | <input type="text" value="Male"/>               |
| <b>Mobile Number: *</b>     | <input type="text" value="94518769"/>           |

(Screen – 06)

### 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.

**Institute KYC Registration Form**

**Step 3:- Enter Institute Head Details for Aadhar Authentication**

|                             |                                                 |
|-----------------------------|-------------------------------------------------|
| <b>Aadhar Number: *</b>     | <input type="text" value="XXXXXXXXXX"/>         |
| <b>Name as In Aadhar: *</b> | <input type="text" value="Lal Singh Kushwaha"/> |
| <b>Date of Birth: *</b>     | <input type="text" value="05/06/1975"/>         |
| <b>Gender: *</b>            | <input type="text" value="Male"/>               |
| <b>Mobile Number: *</b>     | <input type="text" value="9451876"/>            |

(Screen - 07)

## 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.

### Institute KYC Registration Form

#### Step 4:- Institute Details

**Institute Nodal Officer's Identity Proof**

**It is Mandatory to upload scanned copy of valid Identity Proof, like Aadhaar/Voter Id/Driving License etc., of Institute's Nodal Officer for NSP(INO-NSP)(Only pdf & jpeg between 50kb to 200kb File Size allowed)**

**File Name of Identity Proof should contains alpha numeric only**

|                                            |                                                                                                                               |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Select File*                               | <input type="button" value="Choose File"/> 1619233517519-converted.pdf                                                        |
| Institute Name: *                          | <input type="text" value="Test Institute"/>                                                                                   |
| Institute Address: *                       | <input type="text" value="Kamrup Aasam"/>  |
| State: *                                   | <input type="text" value="ASSAM"/>                                                                                            |
| District: *                                | <input type="text" value="KAMRUP METROPOLITAN"/>                                                                              |
| Affiliated Board/University: *             | <input type="text" value="Test University"/>                                                                                  |
| Institute Nature: *                        | <input type="text" value="Private Trust"/>                                                                                    |
| Total student strength in the Institute: * | <input type="text" value="950"/>                                                                                              |
| URL of Institute's Website(If any):        | <input type="text" value="test.co.in"/>                                                                                       |

**Details of Designated Institute's Nodal Officer for NSP(INO-NSP)**

**The Aadhar , Name as in Aadhar , Date of Birth , Gender and Mobile Number has been verified from UIDAI.**

|           |                                         |
|-----------|-----------------------------------------|
| Aadhar: * | <input type="text" value="XXXXXXXXXX"/> |
|-----------|-----------------------------------------|

|                       |                              |
|-----------------------|------------------------------|
| Name as In Aadhar: *  | Lal Singh Kushwaha           |
| Date of Birth: *      | 05/06/1970                   |
| Gender: *             | Male                         |
| Mobile Number: *      | 9451876                      |
| Designation: *        | INO of Institute with Aadhar |
| Official Mail Id: *   | test@gmail.com               |
| Other Contact Number: | 950488                       |

**Details of Head of Institute**

The Aadhar , Name as in Aadhar , Gender and Mobile Number has been verified from UIDAI. However Date of Birth shown below did not match with DoB available on UIDAI.

|                       |                               |
|-----------------------|-------------------------------|
| Aadhar: *             | [REDACTED]                    |
| Name as In Aadhar: *  | Lal Singh Kushwaha            |
| Date of Birth: *      | 05/06/1975                    |
| Gender: *             | Male                          |
| Mobile Number: *      | 9451876                       |
| Designation: *        | Head of Institute with Aadhar |
| Official Mail Id: *   | head@gmail.com                |
| Other Contact Number: | 950488                        |

(Screen - 08)

## Institute KYC Registration Form

### Step 3:- Validate INO(s) Mobile Number

|                                                                                      |                                    |
|--------------------------------------------------------------------------------------|------------------------------------|
| Please Enter 5 Digit OTP: *                                                          | <input type="text" value="055KO"/> |
| <input type="button" value="Confirm OTP"/> <input type="button" value="Resend OTP"/> |                                    |

(Screen - 09)



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 received 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.**

### Institute KYC Registration Form

**Step 4:- KYC Form is successfully submitted. Please contact DNO/SNO for approval**

Your Institute KYC Registration Form Number : AS202122533197.

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[Print](#)

(Screen – 10)