



महाराष्ट्र शासन



## तंत्रशिक्षण संचालनालय, महाराष्ट्र राज्य.

३, महापालिका मार्ग, पत्र पेटी क्र. १९६७, मुंबई ४०० ००९.

दूरध्वनी क्र. ०२२-६८५९७४८६ / ४८७



ई-मेल—desk१८@dtmaharashtra.gov.in, वेबसाईट: <http://www.dtmaharashtra.gov.in>

अतितात्काळ :: पोस्ट/ई-मेलद्वारे / संकेतस्थळ  
कालमर्यादित

क्र. १८/तंशिसं/एनएसपी/बायोऑथ-पत्र/२०२२-२३/ २०९  
दिनांक : ०७/०८ / २०२३

प्रति,

यादीतील सर्व संबंधीत संस्थाचे प्राचार्य / संचालक / अधिष्ठाता,

( यादीतील मान्यताप्राप्त व्यावसायिक पदविका / पदवी / पदव्युत्तर अभ्यासक्रम चालविणाऱ्या संस्था )

महाराष्ट्र राज्य.

विषय: - केंद्र शासनाच्या एनएसपी पोर्टलद्वारे राबविण्यात येणाऱ्या गुणवत्ता नि साधन शिष्यवृत्ती योजनेच्या शै. वर्ष-२०२२-२३ च्या अंमलबजावणीकरिता Head of Institute ( HOI ) व Institute Nodal Officer ( INO ) तसेच संस्था अंतर्गत भरण्यात आलेल्या विद्यार्थ्यांचे Biometric Authentication ( बायोमॅट्रीक प्रमाणीकरण ) करण्याबाबत...

संदर्भ: १. अल्पसंख्यांक कार्य मंत्रालय, नवी दिल्ली यांची जाहिरात : पब्लिक नोटीस पत्र क्र. SS-१५/०८/२०२२-Scholarship-MoMA दि.०१.०८.२०२३

२. अल्पसंख्यांक कार्य मंत्रालय, नवी दिल्ली यांचे पत्र क्र. SS-१५/०८/२०२२-Scholarship-MoMA दि.०२.०८.२०२३

अल्पसंख्यांक कार्य मंत्रालय, भारत सरकार यांचे उपरोक्त संदर्भीय पत्र व विषयांस अनुसरून National Scholarship Portal ( NSP ) पोर्टलवरील नोंदणी झालेल्या ज्या संस्था अंतर्गत प्री मॅट्रीक/ पोस्ट मॅट्रीक / गुणवत्ता नि साधन शिष्यवृत्ती योजनेसाठी विद्यार्थ्यांचे अर्ज भरण्यात आलेले आहेत अशा संस्थांचे नोंदणी झालेल्या Head of Institute ( HOI ) व Institute Nodal Officer ( INO ) व योजनेच्या लाभासाठी अर्ज भरलेल्या अर्जदार विद्यार्थी यांचे Biometric Authentication ( बायोमॅट्रीक प्रमाणीकरण ) अनिवार्य केले आहे. सदर अंमलबजावणीसाठी विशेष Biometric Authentication मोहिम राबवून संबंधित स्टॅक होल्डर यांचे Biometric Authentication पूर्ण करून घेण्यासाठी प्री मॅट्रीक, पोस्ट मॅट्रीक व गुणवत्ता नि साधन शिष्यवृत्ती योजनांसाठी संबंधित योजना राबविणाऱ्या स्टेट नोडल ऑफिसर यांना उपरोक्त प्रक्रिया पूर्ण करण्यासाठी सूचित केले आहे. तसेच सदर प्रक्रिया पूर्ण झाल्यानंतरच शैक्षणिक वर्ष २०२२-२३ करिता निकषानुसार पात्र ठरणाऱ्या विद्यार्थ्यांची शिष्यवृत्ती आधार संलग्नित बँक खात्यामध्ये वितरणाची कार्यवाही पूर्ण करण्यात येईल असे सूचित केलेले आहे.

केंद्र शासनाकडून देण्यात आलेले उपरोक्त Biometric Authentication प्रक्रिया पूर्ण करण्याबाबतचे वेळापत्रक प्रपत्र-१ व त्याबाबतची SOP-प्रपत्र-२ तसेच केंद्र शासनाच्या एनएसपी पोर्टलवर देण्यात आलेल्या FAQ प्रपत्र-३ ची प्रत सोबत आपल्या माहितीसाठी जोडली आहे. कृपया त्याचे अवलोकन करावे. तसेच, सदर Biometric Authentication कॉमन सर्व्हिस सेंटर ( CSC ) च्या प्रतिनिधीद्वारे करण्यात येणार आहे आणि सदर प्रक्रियेच्या वर्कफ्लोनुसार जोपर्यंत पोर्टलवर नोंदणी झालेल्या संस्थेच्या Head of Institute( HOI ) चे Biometric Authentication होणार नाही, तोपर्यंत Institute Nodal Officer ( INO ) चे बायोमॅट्रीक प्रमाणीकरण करता येणार नाही व जोपर्यंत Institute Nodal Officer ( INO ) चे बायोमॅट्रीक प्रमाणीकरण होणार नाही तोपर्यंत विद्यार्थ्यांचे Biometric Authentication करता येणार नाही.

तरी, केंद्र शासनाच्या एनएसपी [National Scholarship Portal (NSP)संकेतस्थळ: [www.scholarships.gov.in](http://www.scholarships.gov.in) ] पोर्टलद्वारे ऑनलाईन पध्दतीने राबविल्या जात असलेल्या तांत्रिक व व्यावसायिक अभ्यासक्रमांसाठी गुणवत्ता नि साधन

शिष्यवृत्ती योजनेच्या महाराष्ट्र राज्यातील अंमलबजावणीसाठी तंत्रशिक्षण संचालनालय, महाराष्ट्र राज्य, मुंबई हे नोडल ऑफीसर (SNO) घोषित करण्यात आलेले आहे. तरी, या पत्राद्वारे सुचित करण्यात येते की,

- तांत्रिक व व्यावसायिक अभ्यासक्रम (पदविका, पदवी व पदव्युत्तर अभ्यासक्रम) चालविणाऱ्या ज्या संस्था अंतर्गत एनएसपी पोर्टलवर अर्ज भरण्यात आले अशा सर्व सोबत जोडलेल्या यादीतील संस्थांनी संस्थेच्या जिल्हयानुसार खाली दिलेल्या संबंधित जिल्हयाचे तंत्रशिक्षण विभागीय कार्यालयाच्या पत्त्यांवर एनएसपी पोर्टलवर नोंदणी झालेल्या व मंजूर असलेल्या Head of Institute (HOI) व Institute Nodal Officer (INO) यांनी आपल्या एनएसपी पोर्टलच्या लॉगिन आयडी व आधार कार्डच्या प्रतीसह प्रत्यक्ष उपस्थित राहावे व कॉमन सर्व्हिस सेंटरद्वारे (CSC) उपलब्ध करून देण्यात आलेल्या प्रतिनिधीकडून Biometric Authentication ची प्रक्रिया पूर्ण करून घ्यावी.
- तदनंतर, संस्था अंतर्गत भरण्यात आलेल्या विद्यार्थ्यांचे Biometric Authentication जिल्हा प्रमुख ठिकाणी उपलब्ध असलेल्या कॉमन सर्व्हिस सेंटरच्या (CSC) प्रतिनिधीकडून Biometric Authentication ची वेळापत्रकात दिलेल्या अंतिम दिनांकापूर्वी (दि.३० ऑगस्ट, २०२३) प्रक्रिया पूर्ण करून घ्यावी.
- तसेच, ज्या संस्थामध्ये योजनांतर्गत अर्ज भरण्यात आलेल्या विद्यार्थ्यांची संख्या जास्त आहे त्यांनी कॉमन सर्व्हिस सेंटरच्या प्रतिनिधीशी संपर्क साधून व त्यानुसार संस्थामध्ये कॅम्प आयोजित करून दि.३० ऑगस्ट, २०२३ पूर्वी विद्यार्थ्यांचे Biometric Authentication ची प्रक्रिया Institute Nodal Officer (INO) च्या उपस्थितीत पूर्ण करून घ्यावी.

विभागीय कार्यालयांतर्गत Biometric Authentication ची प्रक्रिया राबविण्यासाठीचे वेळापत्रक- तरी यादीतील संस्थांचे Head of Institute (HOI) व Institute Nodal Officer (INO) यांनी दिनांक ०९.०८.२०२३ व १०.०८.२०२३ रोजी सकाळी १०.०० ते सायं. ०५.०० या वेळेत उपस्थित राहून Biometric Authentication ची प्रक्रिया पूर्ण करून घ्यावी.

Bio- Authentication Process Schedule			
Sr. No.	Regional Office	Districts	Contact Details
1	Joint Director, Technical Education Regional Office, Mumbai Government Polytechnic Campus, Kherwadi Bandra (East) Mumbai-51	1. Mumbai 2. Mumbai Suburban 3. Thane 4. Raigad 5. Ratnagiri 6. Sindhudurg 7. Palghar	022-69162300
2	Joint Director, Technical Education Regional Office, 412/B, New Maharashtra State Board of Technical Education Building, Near Om Super Market, Shivaji Nagar, Bahirat Patil Chowk, Pune - 411016	1. Pune 2. Kolhapur 3. Satara 4. Sangli 5. Solapur	020-25656234, 25678973
3	Joint Director, Technical Education Regional Office, Govt. Polytechnic Campus, New Cotton Market Road, Sahkarnagar, Amravati - 444603	1. Amravati 2. Akola 3. Buldhana 4. Yawatmal 5. Washim	0721-2573027, 2572577
4	Joint Director, Technical Education Regional Office Station Road, Osmanpura, Near Govt. Polytechnic campus, P. O. Box No. 516, Aurangabad - 431005	1. Aurangabad 2. Beed 3. Jalna 4. Latur 5. Hingoli 6. Nanded 7. Parbhani 8. Osmanabad	0240-2334769
5	Joint Director, Technical Education Regional Office, Govt. Polytechnic Campus, Sadar Bazar, Nagpur - 440001	1. Bhandara 2. Chandrapur 3. Gondia 4. Gadchiroli 5. Nagpur 6. Wardha	0712-2565143, 2557273
6	Joint Director of Technical Education, Government Polytechnic Campus, Post Box No. 219, Samangaon Road, Nashik Road, Nashik - 422101	1. Ahmednagar 2. Jalgaon 3. Dhule 4. Nashik 5. Nandurbar	0253-2461479

महत्त्वाची सूचना —

जर यादीमध्ये असलेल्या संस्थांचे Head of Institute ( HOI ), Institute Nodal Officer ( INO ) यापैकी एक किंवा दोघेही जर संस्था सोडून गेले असतील /सेवानिवृत्त झाले असतील किंवा सध्या संस्थेत कार्यरत नसतील तर अशा संस्थांनी एनएसपीवर पोर्टलवर पूर्वी नोंद झालेल्या परंतु संस्थेत कार्यरत नसलेल्या HOI / INO यांच्या जागी, सध्या संस्थेत नव्याने कार्यरत Head of Institute ( HOI ) / Institute Nodal Officer ( INO ) चे नाव अद्ययावत करण्यासाठी, त्यांचे HOI / INO यांची आधार क्रमांक, आधार कार्डशी संलग्न असलेला मोबाईल क्रमांक, आधार कार्डवर असलेले नाव व आधार कार्डवर असलेली माहिती ( Gender, Date of Birth etc. ) जशीच्या तशी Annex-I मधील तक्त्यामध्ये भरून यांच्या आधार कार्डच्या छायांकीत प्रतीसह संस्थेच्या लेटरहेडवर संस्थेचे HOI / INO किंवा दोन्ही यांचे बदल करण्याबाबतचे कारण स्पष्टपणे नमूद करून संबंधित जिल्हयाचे तंत्रशिक्षण विभागीय कार्यालयाला सादर करावे व तदनंतर सदरची माहिती एनएसपी पोर्टलवर अद्ययावत झाल्यानंतर संबंधित HOI / INO च्या Biometric Authentication ची प्रक्रिया पूर्ण करता येईल.



(डॉ. विनोद म. मोहितकर)

संचालक,

तंत्रशिक्षण संचालनालय, म. रा. मुंबई.

प्रत - यांना माहितीसाठी सविनय सादर.

१. मा. प्रधान सचिव, उच्च व तंत्रशिक्षण विभाग, ४ था मजला, मंत्रालय विस्तार विभाग, मुंबई

२. मा. अपर मुख्य सचिव, अल्पसंख्यांक विकास विभाग, ७ वा मजला, मंत्रालय, मुंबई.

प्रत - यांना माहितीसाठी व त्यांच्या संकेतस्थळावर जाहिर करण्यासाठी व त्यांच्या अधिनस्त मान्यताप्राप्त व्यावसायिक अभ्यासक्रम चालविणाऱ्या यादीतील सर्व संबंधित संस्थांना सूचना देऊन कार्यवाही पूर्ण करून घेण्याबाबत.

१. सहसंचालक, तंत्रशिक्षण विभागीय कार्यालय, मुंबई/पुणे/नाशिक/औरंगाबाद/अमरावती/नागपूर

२. मा. संचालक, वैद्यकीय शिक्षण व संशोधन संचालनालय, सेंट जॉर्ज हॉस्पिटल आवार, सीएसटी रेल्वे स्टेशन जवळ, मुंबई - ४०० ००९.

३. मा. संचालक, आयुष संचालनालय, चौथा माळा, सेंट जॉर्ज हॉस्पिटल आवार, सीएसटी रेल्वे स्टेशन जवळ, मुंबई - ४०० ००९.

४. मा. संचालक, कला संचालनालय, सर जे जे स्कुल ऑफ आर्ट कॅम्पस, डॉ. डी.एन. रोड, फोर्ट, मुंबई-०९.

५. मा. संचालक, शिक्षण संचालनालय (उच्च शिक्षण), महाराष्ट्र राज्य, मध्यवर्ती इमारत, पुणे-०९.

६. मा. संचालक, महाराष्ट्र कृषि शिक्षण व संशोधन परिषद, भांबुर्डा, पुणे - ४११ ०३७.

प्रत - यांना माहितीसाठी व कार्यवाहीसाठी.

1. Head of the Institute, Indian Institution of Technology (IIT), Main Gate Rd, IIT Area, Powai, Mumbai, Maharashtra 400076.

2. Head of the Institute, National Institute of Industrial Engineering, Vihar Lake, P.O. NITIE, Mumbai - 400 078.

3. Head of the Institute, National Institute of Fashion Technology, Plot no. 15, Service Road, Sector 4, Kharghar, Navi Mumbai, Maharashtra 410210.

4. Head of the Institute, Visvesvaraya National Institute of Technology, S Ambazari Rd, Ambazari, Nagpur, Maharashtra 440010.



<b>Revised Timelines</b>		
<b>S.No</b>	<b>Activity</b>	<b>Timeline</b>
(i)	Uploading Aadhaar on portal	1 <sup>st</sup> August to 10 <sup>th</sup> August, 2023
(ii)	Verification of DNO/SNO	1 <sup>st</sup> August to 5 <sup>th</sup> August, 2023
(iii)	Verification of HoI & INO	1 <sup>st</sup> August to 10 <sup>th</sup> August, 2023
(iv)	Verification of Students	5 <sup>th</sup> August to 20 <sup>th</sup> August, 2023
(v)	Verification of applications by HoI/INO	5 <sup>th</sup> August to 23 <sup>rd</sup> August, 2023
(vi)	Verification of applications by DNO	10 <sup>th</sup> August to 25 <sup>th</sup> August, 2023

# Ministry of Minority Affairs

Nodal Officer and Applicants Bio-Metric Authentication  
and Application Re-validation Drive

SOP for Hol and INOs Bio-Metric  
Authentication

**Step 1:- Step 1:- Updation  
of Head of Institute and  
Institute Nodal Officers'  
profile on NSP**

- (a) DNO is responsible for updating the Aadhaar details of Hol/INO before commencing biometric authentication for them.
- (b) The SNO/DNO can change the Hol/INO through their NSP login with the help of provided option **(Administration→ Change Hol/INO of institute)**
- (c) SNO/DNO can change Hol/INO details on NSP by entering their Aadhaar details which will be authenticated (Demo-Auth) by UIDAI

**Step 2:- Bio-  
metric  
Authenticatio  
n of  
DNO/SNO**

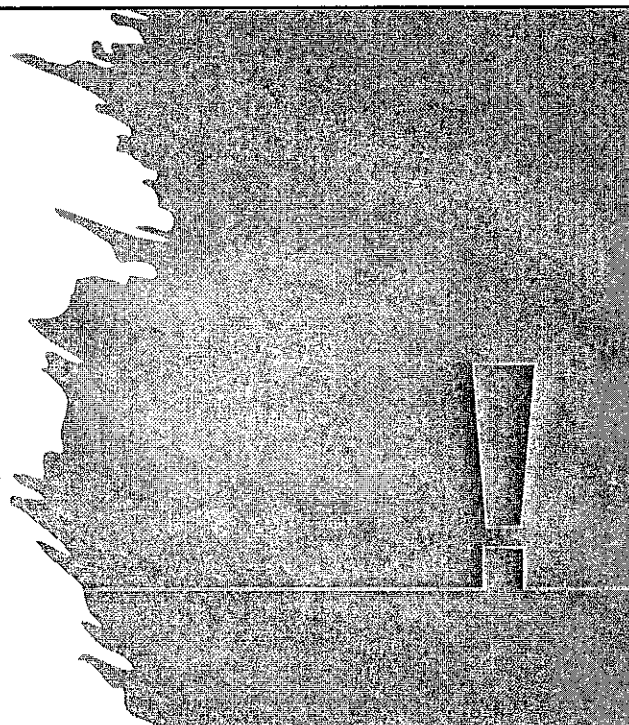
- a) Biometric authentication of the L2 level verifying officers (DNOs/SNOs) will be performed first as authenticated DNOs/SNOs are supposed to carry out verification drive of Hols and INOs.
- b) MoMA can update/change the SNO details from their NSP Login.
- c) SNOs can change the DNOs from their NSP logins by exercising the option **(Administration→ Change/verify scheme DNO)**

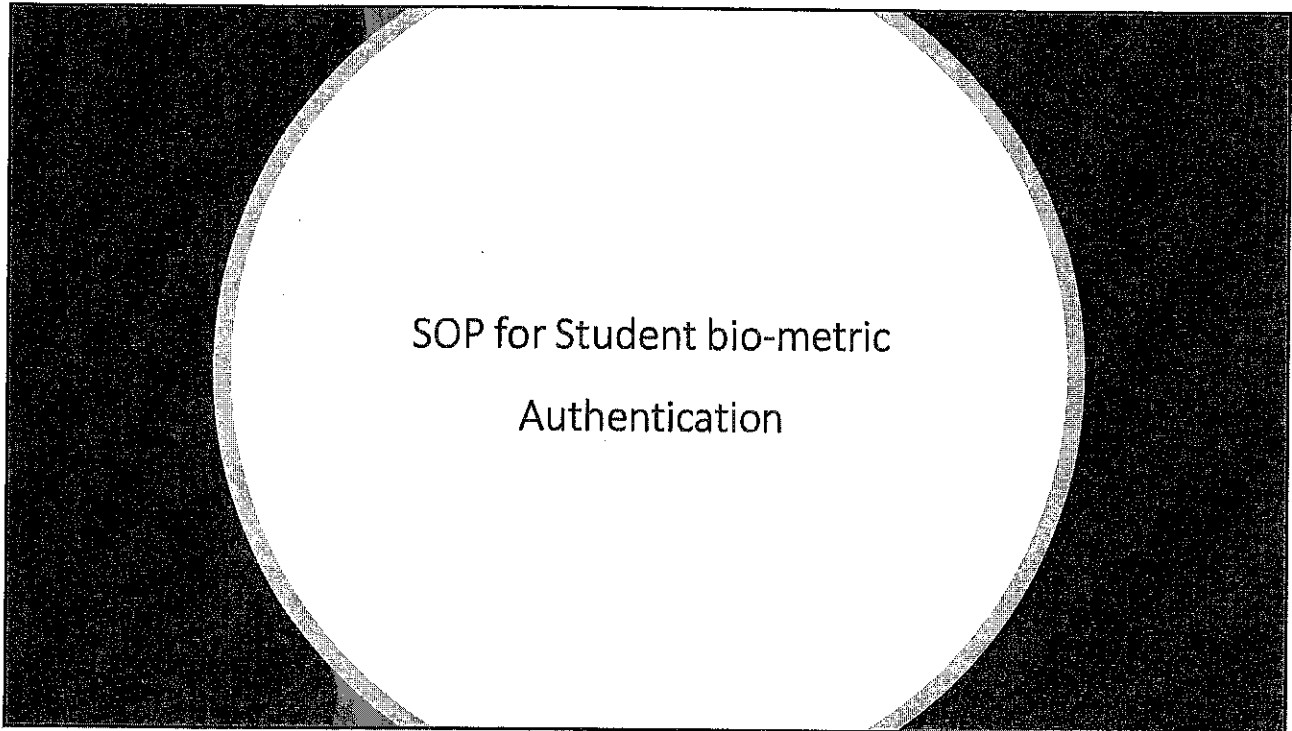
### **Step 3:- Bio-metric Authentication of Hols/INOs**

- a) Hols/INOs will report to CSC VLE / Operator with their NSP login ID and copy of Aadhaar Card. In presence of DNO, CSC VLE / Operator will validate information reported by Hols/INOs through the NSP-Biometric Authentication Utility. After validating login ID and Aadhaar from NSP, through API, CSC will proceed for Biometric authentication of Hols/INOs.
- b) The bio-metric authentication is to be performed in the chronological order as mention below:
  - SNO/DNO
  - Hol
  - INO
  - Applicant
- c) SNO/DNO to ensure the above mentioned chronology for bio-metric authentication in the field

### **Broad level portal changes affecting other onboarded Ministries/Departments**

- Entire portal will be stopped for other schemes for AY 2022-23.
- Portal will be opened for nodal officers of four MoMA schemes for AY 2022-23 with limited options
- MoMA SNOs can change/updated DNOs under their purview.
- Like wise DNOs can change Hol/INOS under their purview.





**Step 1:-  
Submission  
of Aadhaar  
by applicant**

Finally verified applicant who has not submitted the aadhaar has to submit their Aadhaar on NSP. In case of student below 18 year of age (on 1<sup>st</sup> July 2022) and not having Aadhaar would be required to submit their parent/legal guardian aadhaar.



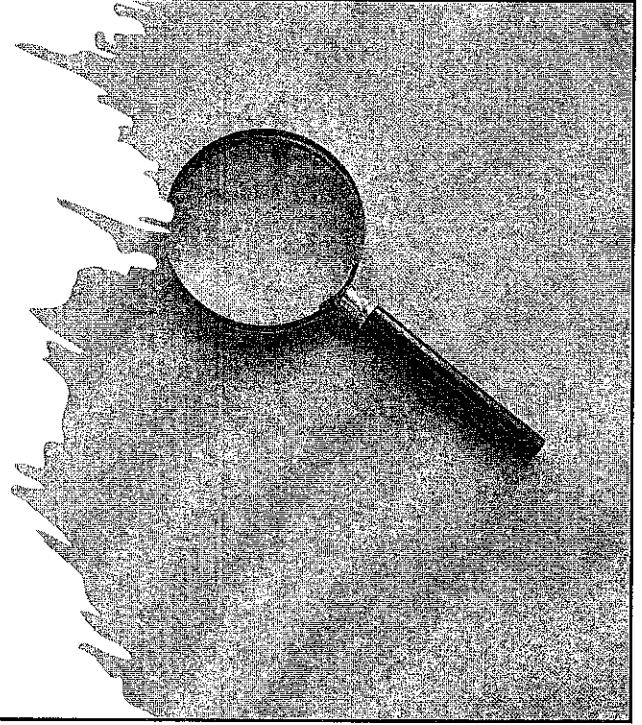
## **Step 2:- Bio-metric Authentication of applicant**

The finally verified applicants are required to perform their bio-metric authentication through CSC. CSC will be sharing the result with NSP through APIs.

## **Step 3:- Application re-validation by INO/DNO**

- a) Finally verified and successfully authenticated (Aadhaar based bio-metric) applications will be made available in the INO logins for re-validation.
- b) Re-validation will be opened for INO, only if bio-auth of HoI and INO of that institute is successful.
- c) Applicants will not be allowed to change any information in their applications. However, those who have not provided their will be allowed to add their aadhaar.
- d) The list of identified applicants along with their status will be provided to Ministry for reference and these applications will be sent back to the INO login for re-verification.
- e) Ministry to provide the OM for carrying out this exercise on NSP portal.
- f) Same OM will be uploaded on portal for information to the student. SMS will also be sent to these students informing that their application is reverted to their INOs for re-validation.
- g) In case applications are not re-validated by INO till the last date of application re-validation by INO, the applications will be escalated to SNO's/DNO's login for re-validation.
- h) While re-validation by L1 or L2 officers the application will be marked Accepted or Rejected. No other option will be available during re-validation.

Thank You



**Standard Operating Procedure(SOP) for the Biometric Authentication of SNOs, DNOs, INOs, Hols and Applicants and Re- validation of Finally Verified applications of Ministry of Minority Affairs Scholarships by INOs/ DNOs/SNOs for the year 2022-23.**

**Step 1: DNOs/SNOs**

- The verification process will be initiated with biometric authentication of the L2 level verifying officers i.e. SNOs/DNOs. Subsequent to that, the L2 level officer will support the verification Hols and INOs.

**[Action: DNO/SNO&CSC]**

- The CSC VLE will perform biometric authentication of DNOs/SNOs. The process of authentication will be same as explained for INOs/Hol in Step 2.

**[Action: DNO/SNO&CSC]**

- Those DNOs/SNOs who have been successfully verified through biometric authentication will assist biometric authentication of the Hols and INOs.

**[Action: DNO/SNO&CSC] Step**

**Step 2: - Biometric Authentication of INOs / Hols**

- A list of Head of Institution (Hol) will be obtained by DNO in advance from District Education Officer for biometric authentication of the Hol. All Hol and INO visit the camp together with their Aadhaar Card, registered mobile number and NSP Login Id.
- CSC VLE will be authorized to login to the NSP- BA utility by DNO in the camp organized for the biometric authentication. Thereafter, the CSC VLE will proceed for biometric authentication of Hols/INOs.

**[Action: DNO & CSC]**

- CSC VLE will validate information reported by Hols/INOs through the NSP biometric authentication utility.

**[Action: CSC]**

- If the information provided by the Hols/INOs matches with an entry in NSP database, details of Hols/INOs will be returned to NSP-BA utility which will be shown to Hols/INOs for confirmation and then CSC VLE will take a live photograph of INO/Hol.

**[Action: Hols/INOs & CSC]**

- CSC VLE will perform biometric authentication for Hols/INOs after successful

validation.

**[Action: CSC]**

- On successful biometric authentication data will be stored in the CSC database and NSP portal will be updated with success/failure of biometric authentication along with other transaction details.

**[Action: NSP & CSC]**

- The re-authentication of HoI through bio-auth will be followed by bio-auth of INOs as the manner prescribed for HoI. In no case, the biometric authentication of INO will be held before bio-auth of HoI.

**[Action: CSC]**

- A message will be sent to mobile number of HoI/INO for failure/success of authentication.

**[Action: CSC]**

- In order to manage the exigency, SNOs / DNOs would be provided with the option to change the HoI/INO on NSP. In order to change the HoI or INO, SNO/DNO has to login into NSP from his user ID and update the HoI/INO details as per the Aadhaar. NSP would be performing the Demo-Auth of the HoI/INO. After successful Demo-Auth the profile of HoI/INO will be updated on the portal.

**[Action: NSP/DNO/HoI/INO]**

### **Step 3: - Aadhaar Updation of applicants**

- Finally verified applicants who have not submitted the Aadhaar earlier and applicant below 18 years of age (as on 01<sup>st</sup> July 2022) not having Aadhaar will provide their Aadhaar (with consent of their parent) and minor applicants not having Aadhaar will update Aadhaar of their either of parent/legal guardian on NSP Portal as per the protocol provided latest by 10<sup>th</sup> of August, 2023.

**[Action: NSP & Applicants]**

### **Step 4: - Biometric Authentication of applicants**

- CSC in consultation with HoI will organize camps in the institutions to perform the biometric authentication of the finally verified applicants.

**[Action: CSC, DNO/INO & HoI]**

- Finally verified applicants (in case of minor either of the parents / legal guardian) will report to CSC camp at institute along with Aadhaar number (which is seeded with Bank Account), NSP application/user Id and



registered mobile for Biometric Authentication.

**[Action: INO & Applicants]**

- CSC VLE will validate information reported by Applicants through the NSP biometric authentication utility.

**[Action: CSC and Applicants]**

- After successful re-validation, the details of Applicants will be returned to NSP-BA utility. The same will be shown to Applicants by CSC VLE for confirmation. Thereafter, the CSC VLE will take a live photograph of Applicants.

**[Action: CSC and Applicants]**

- CSC VLE will perform biometric authentication for Applicants after successful validation.

**[Action: CSC and Applicants]**

- A message will be sent to mobile number of applicant/parent/legal guardian for failure/success of authentication.

**[Action: CSC]**

- On successful biometric authentication data will be stored in the CSC database and NSP portal will be updated with success/failure of biometric authentication along with other transaction details.

**[Action: CSC and NSP]**

- The aforesaid process will be performed by CSC VLE in Institute with itself in supervision of HOI or INO. The DNO may however in consultation HoI club together more than one institute and have camp in a centrally located institute, for the institutes, having less number of students to make it a viable proposition to service provider and for the convenience of users.

**[Action: DNO/CSC/HOI/INO]**

**Step 5: - Applicants Re-validation by INOs/DNOs**

- Applications of applicants after successful bio-auth will be forwarded to login of INO in NSP portal for further re-validation.

**[Action: NSP]**

- The INO will be allowed to re-validation of the applications in his login of NSP portal only if his and HoI bio-authentication has been completed successfully. In case, no INO is appointed or turn up then the Head of Institute (HoI) shall work as INO or he may recommend another person

working in his Institute as INO. In absence of INO, the Head of Institute shall revalidate the applications.

- In case applications of bio matric authenticated applicants are not re-validated by INO/HoI till the last cut-off date of application revalidation by INO/HoI, the applications will be escalated to SNO's/DNO's login for revalidation. In such cases, appropriate Legal/ Departmental action shall be taken against INO/HoI concerned.

[Action: CSC, HoI and INO]

- Applications of the Applicants after re-validation by the INO/HoI will be re-validated by DNO/SNO as per the process laid down on NSP Portal.

[Action:SNO/DNO]

#### **6. General Instructions for stakeholders:**

- a. Applicants will not be allowed to change any information in their applications. However, those who have not provided their Aadhaar earlier will be allowed to add their Aadhaar along with Aadhaar of parents in case of minor students.

[Action: NSP]

- b. The details of revalidated applicants along with their status will be provided to Ministry for reference and these applications will be sent back to the INO login for revalidation.

[Action: NSP]

- c. SMS will also be sent to these students informing that their application is reverted to their INOs for revalidation.

[Action: NSP]

- d. While revalidation by L1 or L2 officers, the application will be marked Accepted or Rejected. No other option will be available during revalidation.

[Action: INO/DNO/SNO]

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## Frequently Asked Questions on Biometric Authentication Process of SNOs, DNOs, INOs, HoIs and Applicants for AY 2022-23 MOMA Scholarship Scheme

S.No.	Questions	User				
		State Nodal Officer (SNO)	District Nodal Officer (DNO)	Head of Institute/School (HoI)	Institute Nodal Officer (INO)	Student
1	Who all users must perform Biometric Authentication	<b>Mandatory</b>	<b>Mandatory</b>	<b>Mandatory</b>	<b>Mandatory</b>	<b>Mandatory</b>
2	To whom should I contact to update my Profile details	Ministry of Minority Affairs (MoMA)	<b>SNO</b>	<b>DNO</b>	<b>HoI</b>	Only Aadhaar Update is allowed on NSP
3	How to change/update profile of HoI, INO, DNO, SNO on NSP	User profile can be changed by only concerned biometric authenticated users 1. For change in SNO profile MoMA should be informed 2. For change in DNO profile, SNO to approve however SNO must complete biometric authentication without completion of bio- auth, profile update is not allowed. 3. DNO shall approve change in HoI and INO profile				
4	Are there any charges to be paid for Biometric Authentication	Biometric Authentication is <b>FREE</b> - All charges will be borne by the Ministry				
5	For which academic year, Biometric authentication is taking place	Only for Academic Year <b>2022-23</b>				
6	Where will the Biometric Authentication drive take place	District Head Quarter				At respective Institute in CSC Camps
7	What is the sequence of Biometric Authentication for validation	SNO/DNO → HoI → INO (HoI & INO to be validation in presence of DNO)				Applicant to be validated in presence of INO / HoI
8	What all documents/details are required for Biometric Authentication	NSP Login ID & Aadhaar Card	Valid documents as proof of HoI and INO and NSP Login ID & Aadhaar Card		Applicant NSP Login ID & Aadhaar Card	
9	Who is authorized to perform Biometric Authentication	Common Service Center (CSC)				

## Frequently Asked Questions on Biometric Authentication Process of SNOs, DNOs, INOs, HoIs and Applicants for AY 2022-23 MOMA Scholarship Scheme

S.No.	Questions	User				
		State Nodal Officer (SNO)	District Nodal Officer (DNO)	Head of Institute/School (HoI)	Institute Nodal Officer (INO)	Student
10	Which Login ID should be used for Biometric Authentication	Login ID pertaining to MoMA Scheme				
11	Can I change the User details after Biometric Authentication	No- The details once re-validated and authenticated will be freezed and cannot be changed for the AY 2022-23				
12	If my fingerprint did not match during Biometric Authentication	Try IRIS Biometric authentication additionally check biometric settings on the official website of UIDAI and unlock the Biometric settings				
13	How can I check linking of mobile number with Aadhaar Biometric Status	You can visit UIDAI website and login to your account using your Aadhaar number and OTP to check the linking of your mobile number				
14	Can any other person validate on my behalf using my Aadhaar details	No- The Biometric Authentication should be done by the respective user by physically appearing at the CSC camp.				
15	What will be the impact if my Biometric Authentication fails/not completed				INOs will not be able to revalidate the applications for AY 2022-23	Application will be marked as 'Rejected'
16	What is the last date of uploading Aadhaar details on NSP portal	1 <sup>st</sup> Aug 2023 – 5 <sup>th</sup> Aug 2023		01 <sup>st</sup> Aug 2023- 10 <sup>th</sup> Aug 2023		05 <sup>th</sup> Aug 2023 – 20 <sup>th</sup> Aug 2023
17	What is the last date of Biometric Authentication	01 <sup>st</sup> Aug 2023 – 05 <sup>th</sup> Aug 2023		01 <sup>st</sup> Aug 2023- 10 <sup>th</sup> Aug 2023		05 <sup>th</sup> Aug 2023 – 20 <sup>th</sup> Aug 2023
18	What is the last date of re-validation for students with successful Biometric Authentication			10 <sup>th</sup> Aug 2023 – 25 <sup>th</sup> Aug 2023	05 <sup>th</sup> Aug 2023 - 23 <sup>rd</sup> Aug2023	-
19	Why I am not able to re-validate the application for Ay 2022-23				Re-validation will be opened for INO, only if bio-auth of HoI and INO of that institute is successful.	-



## Frequently Asked Questions on Biometric Authentication Process of SNOs, DNOs, INOs, HoIs and Applicants for AY 2022-23 MOMA Scholarship Scheme

S.No.	Questions	User				
		State Nodal Officer (SNO)	District Nodal Officer (DNO)	Head of Institute/School (HoI)	Institute Nodal Officer (INO)	Student
20	Can I do my Biometric Authentication in any other District Head Quarter	No, Biometric Authentication should be attended in your respective District Head Quarter in presence of SNO/DNO.				
21	Can I do my Biometric Authentication in any other Institute					No, Biometric Authentication should be attended in respective Institute Camps organized by CSC in presence of HoI / INO
22	What should I do if I do not have Aadhaar number	Aadhaar number is mandatory				Applicant should provide their Aadhaar and minor applicant not having Aadhaar must provide Aadhaar of their parent/legal guardian on NSP

## Frequently Asked Questions on Biometric Authentication Process of SNOs, DNOs, INOs, HoIs and Applicants for AY 2022-23 MOMA Scholarship Scheme

S.No.	Questions	User				
		State Nodal Officer (SNO)	District Nodal Officer (DNO)	Head of Institute/School (HoI)	Institute Nodal Officer (INO)	Student
23	Do a Minor student also have to provide Aadhaar number					Minor applicant must provide Aadhaar of either of the parent/legal guardian on NSP along with their consent. <b>Note:</b> Parent/legal guardian must ensure that the name on NSP must be same as mentioned in their Aadhaar otherwise Biometric Authentication will fail.
24	What should be done if there is a mismatch in details of NSP and Aadhaar	User must follow the UIDAI guidelines to change/update the name in Aadhaar				
25	What are the timings of Biometric Authentication Drive	Normal Working hours are 9:30 AM to 5 PM however DNO & HoI should decide the timing as per local conditions.				
26	Where will the applicant receive their Scholarship amount					Scholarship amount will be credited to applicant's Aadhaar seeded Bank account and in case of minor, parent/legal guardian Aadhaar seeded Bank account through Aadhaar Payment Bridge System (APBS) No Payment shall be processed without AADHAAR.

## Frequently Asked Questions on Biometric Authentication Process of SNOs, DNOs, INOs, HoIs and Applicants for AY 2022-23 MOMA Scholarship Scheme

S.No.	Questions	User				Student
		State Nodal Officer (SNO)	District Nodal Officer (DNO)	Head of Institute/School (HoI)	Institute Nodal Officer (INO)	
27	What should I do if Aadhaar number does not belong to the person performing Biometric Authentication / if Aadhaar number and the reporting person are different	The Biometric Authentication should be done by the respective user by physically appearing at the CSC camp. In case of mismatch, the new SNO/DNO/HoI/INO will appointed as 'Fresh' through MoMA/SNO/DNO/HoI respectively as per the procedure provided on NSP. Once He / She is appointed as user by competent authority then only he / she will be allowed to do Bio-auth.				-
28	What process is to follow if there SNO/DNO or HoI/INO are same	If for a particular scheme, SNO and DNO are same, they will have to perform the Biometric Authentication twice as SNO as well as DNO. (same in case of HoI and INO)				-
29	What is procedure for Biometric Authentication of SNO/DNO	<p><b>Procedure of Biometric Authentication of DNOs/SNOs</b></p> <ul style="list-style-type: none"> <li>• Biometric authentication of the L2 level validating officers (DNOs/SNOs) will be performed first.</li> <li>• CSC VLE will perform biometric authentication of DNOs/SNOs.</li> <li>• Biometric authentication process of DNOs/SNOs will be same as explained for biometric authentication process of INOs/HoI in Question 30.</li> <li>• Only biometric authenticated DNOs/SNOs will be able to further revalidate the INOs and HoIs.</li> </ul>				

## Frequently Asked Questions on Biometric Authentication Process of SNOs, DNOs, INOs, HoIs and Applicants for AY 2022-23 MOMA Scholarship Scheme

S.No.	Questions	User				
		State Nodal Officer (SNO)	District Nodal Officer (DNO)	Head of Institute/School (HoI)	Institute Nodal Officer (INO)	Student
30	What is the procedure for Biometric Authentication for HoI/INO	<p><b>Procedure of Biometric Authentication of INOs / HoIs</b></p> <ul style="list-style-type: none"> <li>• The existing INOs/HoIs will visit the camp along with Aadhaar number and NSP user Id for Biometric Authentication.</li> <li>• CSC VLE will validate information reported by INOs/HoIs through the NSP biometric authentication utility.</li> <li>• If the information provided by the INO/HoI matches with an entry in NSP database, details of INO/HoI will be returned to NSP-BA utility which will be shown to INO/HoI for confirmation and then CSC VLE will take a live photograph of INO/HoI.</li> <li>• CSC VLE will perform biometric authentication for INO/HoI after successful validation.</li> <li>• On successful biometric authentication data will be stored in the CSC database and NSP portal will be updated with success/failure of biometric authentication along with other transaction details.</li> </ul> <p>Biometric authentication of HoI will be done first and then biometric authentication of INO of that Institution will be completed.</p> <p>If there is any change in the HoI &amp; INO then procedure to update the same is to be followed and the change shall be approved by DNO</p>				



## Frequently Asked Questions on Biometric Authentication Process of SNOs, DNOs, INOs, HoIs and Applicants for AY 2022-23 MOMA Scholarship Scheme

S.No.	Questions	User				
		State Nodal Officer (SNO)	District Nodal Officer (DNO)	Head of Institute/School (HoI)	Institute Nodal Officer (INO)	Student
31	What is the procedure for Biometric authentication of applicants	<p><b>Procedure of Biometric Authentication of applicants</b></p> <ul style="list-style-type: none"> <li>• CSC VLE will conduct camps in the institutions to perform the biometric authentication of the re-validated applicants.</li> <li>• Applicants will report to CSC VLE along with Aadhaar number and NSP user Id for Biometric Authentication.</li> <li>• CSC VLE will validate information reported by Applicants through the NSP biometric authentication utility.</li> <li>• If the information provided by the Applicants matches with an entry in NSP database, details of Applicants will be returned to NSP-BA utility which will be shown to Applicants for confirmation and then CSC VLE will take a live photograph of Applicants.</li> <li>• CSC VLE will perform biometric authentication for Applicants after successful validation.</li> <li>• On successful biometric authentication data will be stored in the CSC database and NSP portal will be updated with success/failure of biometric authentication along with other transaction details.</li> </ul>				
32	What is the procedure for re-validation of applications by INO/HoI and DNO/SNO	<p><b>Procedure of Applicants Re-validation of by INOs/DNOs</b></p> <ul style="list-style-type: none"> <li>• Successfully biometric authenticated applications will be made available in the INO logins for re-validation.</li> <li>• Re- validation will be opened for INO, only if bio-auth of HoI and INO of that institute is successful.</li> <li>• SMS will also be sent to these students informing that their application is reverted to their INOs for re-validation..</li> <li>• In case applications are not re-validated by INO till the last cut-off date of application re-validation by INO, the applications will be escalated to SNO's/DNO's login for re-validation.</li> </ul>				

## Frequently Asked Questions on Biometric Authentication Process of SNOs, DNOs, INOs, Hols and Applicants for AY 2022-23 MOMA Scholarship Scheme

	While re-validation by L1 or L2 officers, the application will be marked Accepted or Rejected. No other option will be available during re-validation.
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\*\*\*\*\*END OF DOCUMENT\*\*\*\*\*

(Annex -I)

Information of Head of Institute ( HOI ) / Institute Nodal Officer ( INO ) OR both for updating the details on National Scholarship Portal

Institute Name as per AISHE (All India Survey on Higher Education) Code \_\_\_\_\_

Institute District - \_\_\_\_\_

DISE / AISHE (All India Survey on Higher Education) Code (ex. C-XXXXX) - \_\_\_\_\_

DTE Code ( Only for that Inst. which comes under DTE ) - \_\_\_\_\_

Institute Login Id	Detail of Head of Institute ( HOI )						Detail of Institute Nodal Officer ( INO )					
	Aadhaar Number	Name as on Aadhaar Card	Date of Birth (DD/M M/YYYY Y)	Gender	Mobile No. linked with Aadhaar Card	Reason of Updating /Changing of old registered HOI	Aadhaar Number	Name as on Aadhaar Card	Date of Birth (DD/M M/YYYY Y)	Gender	Mobile No. linked with Aadhaar Card	Reason of Updating /Changing of old registered INO

Date-

Signature of Head of the Institute with Stamp