

Government of West Bengal
OFFICE OF THE DISTRICT WELFARE OFFICER
BACKWARD CLASSES WELFARE, KOLKATA

Old Khadya Bhawan, 2nd Floor, 11A Mirza Ghalib Street, Kolkata-700087: Email – dwobcwolkata@gmail.com

Memo No: 1920

Date: 26.8.25

To
The Head of Institution,
of all Universities/ Colleges/Schools under Kolkata Municipal Corporation.

**Sub: Mandatory OTR (One-Time Registration) for ST Students – Pre-Matric
& Post-Matric Scholarships**

Sir/Madam,

As per the guidelines of the Ministry of Tribal Affairs (MoTA), it is hereby informed that One-Time Registration (OTR) is mandatory for all ST students applying for both Pre-Matric and Post-Matric Scholarships through the OASIS Portal.

In this regard, you are requested to kindly disseminate this information among all concerned students of your institution. The students must first log in to the **National Scholarship Portal (NSP)** and generate their OTR before applying for scholarships on oasis.gov.in. A user Manual of OTR is attached herewith to complete the OTR process.

You are further requested to ensure wide circulation of this instruction within your institution so that eligible students do not face any inconvenience while applying for scholarships.

Your cooperation in this matter is highly solicited.

Yours faithfully,


District Welfare Officer,
Backward Classes Welfare, Kolkata

NSP OTR (One Time Registration) process

The Backward Classes Welfare & Tribal Development Directorate, West Bengal

Task-Force Recommendations implemented in OTR

1. OTR is mandatory to apply for PRE-Matric and POST-Matric ST Scholarships and will be valid for entire academic career of the student.
2. Aadhaar is required for generation of OTR.
3. In case Aadhaar is not assigned to the students, they can generate OTR with EID, however they have to update their Aadhaar details within one month.
4. In case if minor students do not have Aadhaar, they can apply from their parent/legal guardian's Aadhaar.
5. Only one OTR ID is allowed per student. In case of parent/legal guardian Aadhaar, two OTRs (for two child) are allowed. In case more than one OTR is found for a student, that student would be debarred from scholarships.

NSP OTR Salient features

1. OTR is a unique no. generated on NSP after completion of e-KYC.
2. OTR number is generated once and remains valid throughout the student's academic career.
3. OTR eliminates the need of repetitive registrations in for coming academic years.
4. The One-Time Registration (OTR) system will streamline and ensure de-duplication across various schemes onboarded on different scholarship portals in the future.
5. Student will apply for scholarship using OTR. Merely generation of OTR does not-tantamount to application for scholarship.
6. **OTR generation is a two-step process:**
 - i. **Generate Reference No.** *(can be done via NSP website or NSP OTR Mobile App)*
 - ii. **Perform face-authentication to get OTR.** *(can be done only through NSP OTR Mobile App)*

i. Generating Reference Number
(via NSP website <https://scholarships.gov.in/>)

**Reference number generation can also be done through NSP
OTR mobile app by selecting 'Register' option.**



nspnational scholarship portal

NSP Home Page



Digital India
Power To Empower

Government of India | Ministry of Electronics & Information Technology | 



nspnational scholarship portal

Search by Keywords...

FAQ's | Announcements | Helpdesk | Login



 Students

 Institutions

 Officers

 Public



Announcements

20/12/2023
Account number is not required for scholarship disbursement through NSP. Scholarship will be disbursed directly into the Aadhaar seeded bank account of the beneficiary.

23/12/2024
Account number is not required for scholarship disbursement through NSP. Scholarship will be disbursed directly into the Aadhaar seeded bank account of the beneficiary.

[View more](#)



Get your OTR

OTR is a unique xx-digit scholar registration number essential for students to access central or state government scholarships in India.

This unique identifier simplifies and secures the scholarship application process, ensuring efficient and transparent access to educational funding.

By registering for a OTR, students seamlessly integrate into the national scholarship network, facilitating smoother and more reliable financial support for their academic pursuits.

[Apply now!](#)





Login

Register

Change Mobile no.

Register

Already have an account? [Login](#)

1. Guidelines

2. Register Mobile No.

3. eKYC

4. Finish

1. One Time Registration (OTR) Guidelines for Scholarships Hosted on NSP

- Mandatory Requirement:** One Time Registration (OTR) is mandatory for applying for various scholarship schemes on National Scholarship Portal/other portals.
- Essential Requirement for OTR:** Active mobile number is mandatory for OTR.
- No payment of fee is required for OTR.
- Steps for Registration:**
 - Once allotted an OTR, student can apply for scholarship later when the portal is open for application submission.
 - Upon successful registration, a reference number will be sent on the registered mobile number.
 - Download and install NSP OTR app and Aadhaar Face RD services on android based devices.
 - Perform the Face-Authentication using the generated reference number for OTR sent on your mobile no.
 - After successful Face-Authentication OTR will be generated.
- Please apply for Scholarship using OTR. Merely generation of OTR does not tantamount to application for scholarship.
- 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.
- It is advised to update other relevant demographic records (name, dob, gender) to match with Aadhaar/EID.
- 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.
- One OTR ID is allowed per student. However, parent/legal guardian can generate upto a maximum of two OTRs (for two minor children)
- 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



[←](#) [Login](#) [Register](#) [Change Mobile no.](#)

Register

Already have an account? [Login](#)

1. Guidelines

2. Register Mobile No.

3. eKYC

4. Finish

2. Register Mobile No.

Mobile Number*

Get OTP

Enter OTP *

☒ Image Captcha

☐ Audio Captcha

IDHGPN



Enter Captcha Code *

[Cancel](#)

Verify

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.



Students

[←](#) [Login](#) [Register](#) [Change Mobile no.](#)

Register

Already have an account? [Login](#)

1. Guidelines

2. Register Mobile No.

3. eKYC

4. Finish

3. eKYC

☒ I have Aadhaar ☐ Aadhaar not assigned (I have EID) ☐ Parent/Legal Guardian Aadhaar Number

I have Aadhaar

Aadhaar No.*

Enter OTP *

☒ Image Captcha ☐ Audio Captcha

Enter Captcha Code *

[Cancel](#)

[Verify](#)

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.



Consent for providing Aadhaar

Major Applicant (Age greater than or equal to 18)

1. I have voluntarily submitted my Aadhaar number, and I am aware that it will be used to authenticate my identity.
2. I am aware that my Aadhaar number will be used to authenticate my identity by matching my personal identification details available in the Aadhaar records of UIDAI.
3. I am aware that my Aadhaar will be used for de-duplication across government portals.
4. I am aware that my Aadhaar number will also be used for making scholarship payments in the bank account seeded to my Aadhaar number.

Parent's/Legal Guardian's consent in case of Minor Applicant (Age less than 18)

1. I have voluntarily submitted my child's/my ward's Aadhaar number, and I am aware that it will be used to authenticate my child's/my ward's identity.
2. I am aware that my child's/ward's Aadhaar number will be used to authenticate his/her identity by matching his/her personal identification details available in the Aadhaar records of UIDAI.
3. I am aware that my child's/ward's Aadhaar will be used for de-duplication across government portals.
4. I am aware that the Aadhaar number of my child will also be used for making scholarship payments in the bank account seeded to the Aadhaar number of the child.

Cancel

I Agree

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.



Gender

Date Of Birth

Address

Enter Applicant Details

Applicant Name*

Gender*

Select gender

Date Of Birth*

DD/MM/YYYY

Mother's Name*

Father's Name*

Email Id

☒ Image Captcha

☐ Audio Captcha

Enter Captcha Code

NPCI Mapper Status

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. All Correspondence/communication will be made through mobile/e-mail only.
5. Student is advised to refer to National Scholarship Portal for regular updates.

NPCI Success

00:04



Your Bank Account is seeded with Aadhaar on NPCI Mapper.



Enter Applicant Details

Applicant Name*

Gender*

Date Of Birth*

Mother's Name*

Father's Name*

Email Id

☒ Image Captcha

☐ Audio Captcha



Enter Captcha Code

NPCI Mapper Status

Cancel

Finish

NPCI Failed

00:03

Your Aadhaar is not seeded with your Bank Account. Contact your Bank branch for the same. (Scholarship will not be disbursed without seeding Aadhaar with Bank Account).

[Help](#)



Register

Already have an account? [Login](#)

1. Guidelines

2. Register Mobile No.

3. eKYC

4. Finish

Applicant Details as per Aadhaar No.

Applicant Name	Aadhaar No.	
Va a	XX 7	
Gender	Date Of Birth	
Male	02 0	
Address		
2N Se G.		

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.

Enter Details

Mother's Name*	Test
Father's Name*	Test
Email Id	
☒ Image Captcha	☐ Audio Captcha
Enter Captcha Code	KWCZ6H

NPCI Mapper Status

XXXX Bank

Your Bank Account is seeded with Aadhaar on NPCI Mapper.

[Cancel](#)

[Finish](#)



Government of India | Ministry of Education & Information Technology | NSP

FAQ's | Announcements | Helpdesk

Students

← Login Register Change Mobile no.

Register

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:

R24-000000124

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.

Reference number

13



nsp national
scholarship
portal



ii. Performing face-authentication to get OTR



Face Authentication(*using Android mobile phone*)

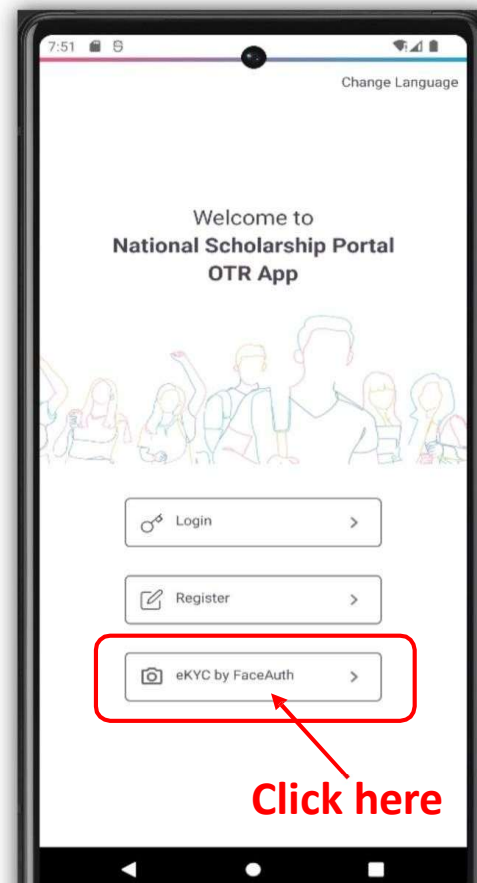
1. Download and install the **NSP OTR** App from the Google Play Store. (link: <https://play.google.com/store/apps/details?id=in.gov.scholarships.nspotr&pli=1>)
2. Download and install **Aadhaar Face RD** services app in the android device. (link: <https://play.google.com/store/apps/details?id=in.gov.uidai.facerd>)



Step-1: Search and install **NSP OTR** app & **AadhaarFaceRD** app on Google Play Store.

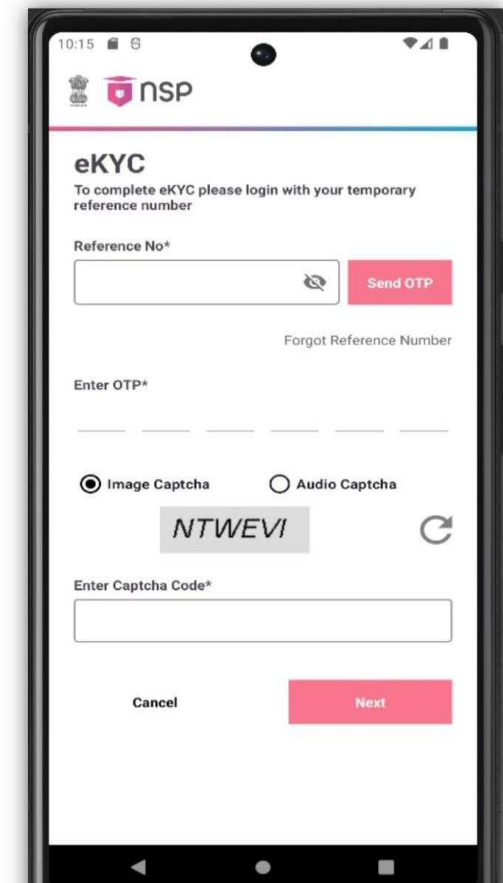
Step-2
Open NSP app and click on eKYC by FaceAuth.

National Scholarship Portal
One Time Registration



Step-3
Enter reference No. and click on **Send OTP**. Type OTP received on its mobile no., then type captcha vale and tap **NEXT** button.

Login using your Reference No.
to complete eKYC





Do you Aadhaar enabled Face authentication to complete eKYC

Step-4
The user gets its personal details and click on **Proceed for face Authentication**

10:31 6

nsp

Profile Details

User name

Date of Birth 01/01/2000 Gender Female

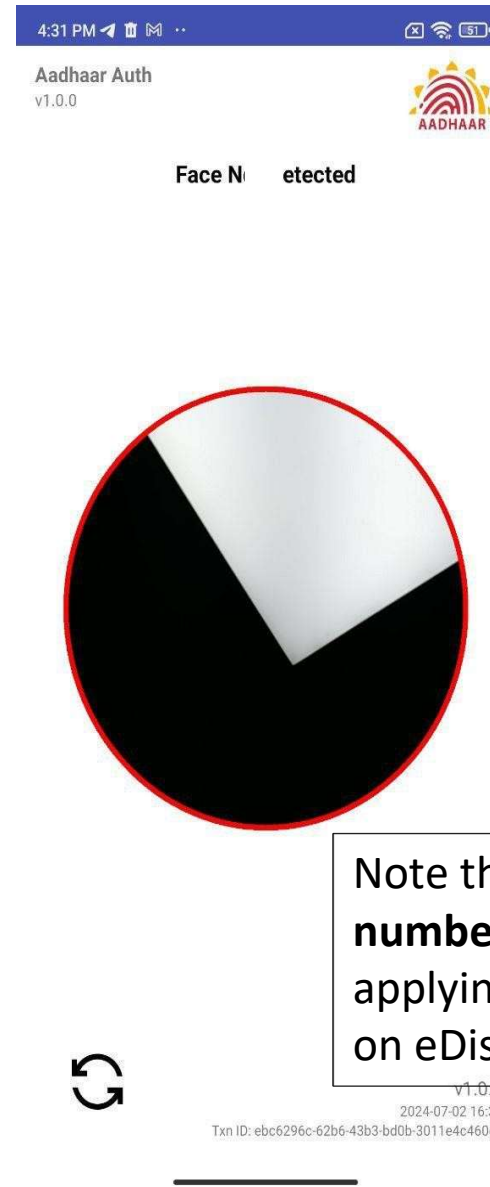
Aadhaar Number XXXX XXXX 1234 Aadhaar Holder Self

eKYC-Face Auth Not Verified

Proceed for Face Authentication

Click here

Step-5
The user's face gets authenticated



Step-6
The user successfully generates the OTR No.

Note this **OTR number** and use it for applying scholarship on eDistrict portal.

Get your OTR ID

10:31 6

nsp

Profile Details

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

99010000000000

Password has been sent to your mobile number

Login

Apply In Oasis Portal.

Login to oasis.gov.in

Good afternoon! It's 1:56 PM , Monday , July 7, 2025

Help line / Grievance Redressal: +91-84 20 02 3311



Government of West Bengal
Backward Classes Welfare Department and
Tribal Development Department



Online Application for Scholarship in Studies



STUDENTS CORNER
ACADEMIC SESSION : 2025 - 26



STUDENT'S
REGISTRATION



REGISTERED
STUDENT'S LOGIN



FORGET
PASSWORD



FORGET USERID



RENEW
SCHOLARSHIP



REGISTRATION
PRE MATRIC
SCHOLARSHIP
COMPONENT II
(UNCLEANED
OCCUPATION)

>

ANNOUNCEMENTS

Institute Login

Track an application

>> Online Application for Scholarship for 2025-26 Session is open for Post matric SC, ST, OBC & Pre Matric Sc, ST, OBC. 

>> 2025-26 সেশনের জন্য প্রি-ম্যাট্রিক এসসি, প্রি-ম্যাট্রিক এসটি, প্রি-ম্যাট্রিক ওবিসি, পোস্ট ম্যাট্রিক এসসি, পোস্ট ম্যাট্রিক এসটি, পোস্ট ম্যাট্রিক ওবিসি এবং প্রি-ম্যাট্রিক কম্পোনেন্ট-২-এর জন্য অনলাইন আবেদন শুরু হয়েছে। 

>> [Click Here](#) For Bharat Aadhaar Seeding Enabler.

>> [Click Here](#) For Manual of Bharat Aadhaar Seeding Enabler.

>> Validation of aadhaar through OTP KYC is now available.

>> OTP KYC এর মাধ্যমে আধারের বৈধতা এখন উপলব্ধ .

>> As per direction of Ministry of Social Justice and Empowerment Biometric KYC is mandatory for Pre Matric SC & Post Matric SC Students for 2024-25



Click on Register & Select Your Concern Districts

← → ↻ new.oasis.gov.in/index/1 ☆ | ⏏ | ⬇ S Work ⋮



Government of West Bengal
Backward Classes Welfare Department and
Tribal Development Department

****For Students:-** Choose district where your institution is located.

****For Students:-** who are studying outside of West Bengal Choose district of your permanent address

For Officials:- Choose your concerned district

SELECT DISTRICT

☐ ALIPURDUAR	☐ HOWRAH	☐ NORTH 24 PARGANAS
☐ BANKURA	☐ JALPAIGURI	☐ PASCHIM BARDHAMAN
☐ BIRBHUM	☐ JHARGRAM	☐ PASCHIM MEDINIPUR
☐ COOCHBIHAR	☐ KALIMPONG	☐ PURBA BARDHAMAN
☐ DAKSHIN DINAJPUR	☐ KOLKATA	☐ PURBA MEDINIPUR
☐ DARJEELING GTA	☐ MALDAH	☐ PURULIA
☐ DARJEELING SILIGURI	☐ MURSHIDABAD	☐ SOUTH 24 PARGANAS
☐ HOOGHLY	☐ NADIA	☐ UTTAR DINAJPUR

SUBMIT

Enter your Caste Certificate Details

←→↻new.oasis.gov.in/register#☆📁⬇️S Work⋮

Screen Reader AccessSkip to Main ContentA⁺A⁺A⁺T T T T

You are in : HOWRAH District. Click [here](#) to change the District

Online Application for Scholarship in Studies**Government of West Bengal**
Backward Classes Welfare Department and
Tribal Development Department

****Notice:-**In case your certificate is not verified online and you cannot enter into the OASIS portal, please visit castcertificatewb.gov.in---then go to View Certificate Details where you will find the computerised Caste Certificate No. against your old certificate no.--- use that no. to verify your caste certificate and then get into the OASIS portal.

VERIFICATION OF CASTE CERTIFICATE

Caste Certificate No.
(জাতি শংসাপত্র নম্বর)*

Caste Certificate Number

Issuing Date (জাতি
শংসাপত্র জারির তারিখ)*

Caste Certificate Issuing date

Enter Captcha



🔄

Captcha Code

SUBMIT

Enter your OTR Details and Submit.

[Screen Reader Access](#) [Skip to Main Content](#)

A⁺ A⁺ A⁺ T T T T

You are in : HOWRAH District. Click [here](#) to change the District



Online Application for Scholarship in Studies



Government of West Bengal
Backward Classes Welfare Department and
Tribal Development Department

Details of Caste Certificate



KANISHA THAKUR
Caste Certificate No: WB [REDACTED]
Issuing Date: 2018-12-19
Issuing Authority: AI [REDACTED]

OTR Number *

Enter 14-digit Aadhaar number

Aadhaar Number *

Enter 12-digit Aadhaar number

☐ I hereby declare that all the above information is true to the best of my knowledge and belief.



Enter the captcha *



Enter captcha

Proceed

Back to Main Page

How to Get Your OTR (One-Time Registration)

1. Go to scholarships.gov.in, click on **Students → OTR → Register**.
2. Register your mobile number and verify using the OTP.
3. Choose your Aadhaar option (Aadhaar or Enrollment ID) and complete e-KYC.
4. A Reference Number is generated.
5. Download the [NSP OTR Mobile App](#) and complete **Face Authentication**.
6. After success, you'll receive your **14-digit OTR** by SMS.
7. To recover it, use **"Know your OTR"** or **"Forgot OTR Number"** on NSP.

Note: OTR is mandatory for all scholarship applications from academic year 2024-25 onward.

1. scholarships.gov.in ওয়েবসাইটে যান, **Students → OTR → Register** এ ক্লিক করুন।
2. মোবাইল নম্বর রেজিস্টার করে OTP দিয়ে যাচাই করুন।
3. আধার নম্বর বা এনরোলমেন্ট আইডি নির্বাচন করে e-KYC সম্পন্ন করুন।
4. Reference Number তৈরি হবে।
5. [NSP OTR](#) মোবাইল অ্যাপ ডাউনলোড করে **ফেস অথেন্টিকেশন** করুন।
6. ১৪-সংখ্যার OTR নম্বর SMS-এ পাঠানো হবে।
7. হারালে NSP পোর্টালের **"Know your OTR"** বা **"Forgot OTR Number"** অপশন ব্যবহার করুন।

Thank you