

Dear All

Applicants who are not residing the District/State of their institution due to reasons related to further studies/professional engagement and are willing to undergo bio authentication in place of district convenient to them are hereby provided with a one-time opportunity to opt for this facility from 05th Sept., 2023(11 AM) to 10 Sept (7PM). The applicant can furnish their option through their NSP login and select state / district of their choice for bio-authentication.

It is once again informed that the opportunity is irreversible and one time. The applicants are advised to take utmost care while furnishing their option. Option once exercised will not be reconsidered for change in any case.

Special camps shall be organized on 12th and 13th September 2023.

STANDARD OPERATING PROCEDURE FOR BIO AUTHENTICATION OF STUDENTS WHO ARE PRESENTLY RESIDING IN STATE/DISTRICTS OTHER THAN THE STATE/DISTRICT OF HIS INSTITUTION FROM WHERE HE APPLIED FOR SCHOLARSHIP.

Step 1: Action on part of Applicant.

- NSP will provide an additional facility to applicants who have not completed their BioAuth and intend to change the District/State for their BioAuth procedure. This option will be visible only to those applicants whose Institute's HOI have completed their BioAuth.
- The applicant applied for Scholarship shall login to his NSP Account wherein he will find a link for submitting details for bio authentication in his present district. The link will be mentioned as "Select District for bioAuth".
- The applicant will furnish his details in the provided fields and upload required document (**Screen shot appended below for reference**).
- The facility to exercise this option will be provided only once. Hence applicants are advised to choose the option carefully.

Step 2: Action on Part of DNO

- The details furnished by applicant under Step 1 will be made available in the NSP login of DNOs pertaining to their district for all MoMA schemes.
- The DNO will check the submissions of applicants and uploaded documents.
- The contact details of the institution whereby the students had applied will also be made available to DNO. In case the DNO require any assistance from institutions, he may call the HOI/INO for verification.
- The DNO will approve the applicants whose cases are found verified based on their submissions and documents.
- The DNO concerned than allow bio auth of such applicants. The VLE will intimate bio-Auth sessions for such students only after bio-Auth verification by concerned DNO.
- Once the applicants has done his bio-Auth, his application will be

moved to INO login of his/her institute for revalidation. The revalidation of such students shall be done by INO in consultation with Hol.

- This facility shall be used by only those students who has moved out of State/district of his insitutions due to compelling reasons (viz. further study, professional engagement). In no case, the SNO/DNO shall allow other applicant to avail this facility.

Step 3: Action on part of NSP-NIC

- After approval of DNO in step 2, the NIC will send a SMS to concerned applicants stating that

“{Application ID} :- Your request to change bioAuth camp location has been approved. Please contact SNO or District Nodal Officer (DNO) of MoMA schemes. Contact details are provided on portal at ‘Search Scheme Wise Nodal Officer’ under Public Corner”

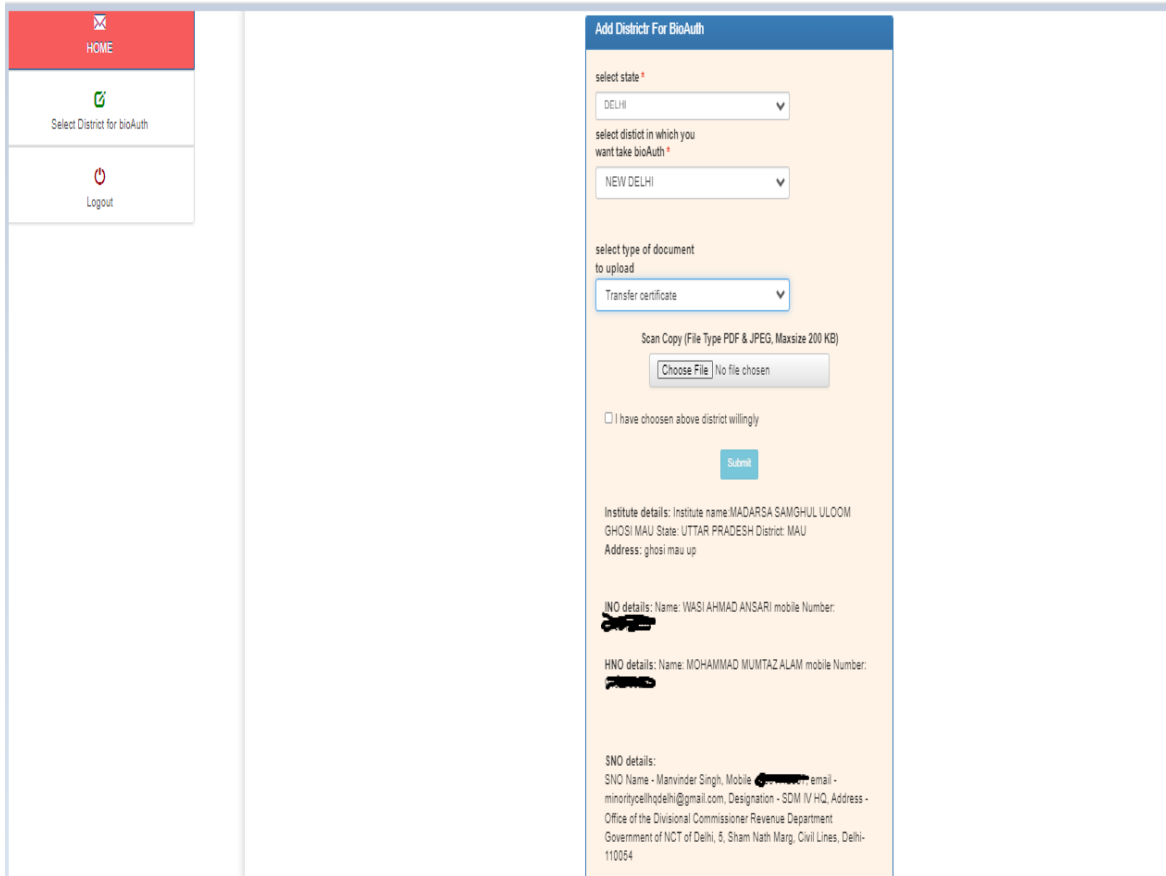
- NSP will provide the additional information on State and District opted by the applicant to CSC through existing API integration.
- The applicant will get information of SNO in his login for subsequent action/references.
- The NSP will make all necessary arrangement to make the applicant aware that this facility to exercise this option will be provided only once. Alert in Login of the applicant while/before filing opting such request may be popped up.

Step 4: Action on part of DNO/CSC

- The INO and CSC based on the nos. of applicants approved by DNO, will organize special camp for such students.
- DNO will download list of approved applicants from his NSP Login and will hand over it to CSC.
- CSC will ensure that duly approved applicants may be allowed for bioAuth on BAU Portal from the district approved by DNO. CSC will also ensure that the process of applicants’ BioAuth at his opted district will be initiated only after the biometric authentication of DNO on BAU Portal.

- CSC will be responsible to ensure that registered VLE of the additional district will verify the application in presence of the DNO concerned.

Screenshot : Screen for Applicants Additional District Selection



HOME

Select District for bioAuth

Logout

Add District For BioAuth

select state *
DELHI

select district in which you want take bioAuth *
NEW DELHI

select type of document to upload
Transfer certificate

Scan Copy (File Type PDF & JPEG, Maxsize 200 KB)
Choose File No file chosen

I have choosen above district willingly

Submit

Institute details: Institute name: MADARSA SAMGHUL ULOOM
GHOSI MAU State: UTTAR PRADESH District: MAU
Address: ghosi mau up

INO details: Name: WASI AHMAD ANSARI mobile Number:
[REDACTED]

HNO details: Name: MOHAMMAD MUMTAZ ALAM mobile Number:
[REDACTED]

SNO details:
SNO Name - Manvinder Singh, Mobile [REDACTED], email - minoritycellhqdelhi@gmail.com, Designation - SDM IV HQ, Address - Office of the Divisional Commissioner Revenue Department Government of NCT of Delhi, 5, Sham Nath Marg, Civil Lines, Delhi-110054