Step for HoI and INO Bio-metric Authentication

Dated: 14.12.2023

Step 1. In case HoI or INO already registered on NSP is changed or any change is required in Aadhaar details of already registered HoI or INO; updation of Aadhaar details in their respective login is must before proceeding for bio-metric authentication. Aadhaar details of HoI and INO will be updated by DNO.

Step 2. HoI and INO both should login into NSP with their respective login id and password (if they have forgotten the password use "forget password" option on the login screen, if they have forgot their login id please contact the DNO and get the password reset for institute. The login id and newly generated password will be sent to INO's mobile through sms).

Step 3. Profile updation is must before proceeding for bio-metric authentication. INO must update its profile from the option **"Administration→Update Profile"** from his login. Below screen will appear when "update profile" option is clicked. Even if there is no change in INO profile than also INO must click **"Final Submit"** button. Refer image below:

Step 4. After successful completion of Step no. 1, 2 and 3, HoI and INO shall visit the CSC camp for bio-metric authentication.

Important Note:

1. HoI shall do the bio-metric authentication first and INO shall do it afterwards. Any Aadhaar related changes/updation (i.e, change in Aadhaar no. or Name or Gender or Mobile no.) in their NSP profile (i.e., either INO or HoI) would nullify their Bio-metric authentication status from NSP and they must have to perform bio-metric authentication again (even if they have done earlier).

2. The bio-metric authentication of INO can only be done if the bio-metric authentication of HoI is successfully synchronized with NSP from CSC. The bio-metric authentication status (for HoI and INO) can be checked from NSP login (refer image below).

3. CSC has developed the utility (available at https://nspbau.in/public/dashboard) to synchronize the bio-metric authentication status with NSP. Nodal officers can synchronize their bio-metric authentication status from the above-mentioned link.

4. For operational assistance on various issues please check Frequently Asked Questions (FAQs) on scholarships.gov.in in Institute Corner.