Ref. NO. IHMKKR/2024-25/022

Date 14/01/2025

## OFFICE ORDER

All SC/BC category students who are eligible for scholarships are directed to submit their One Time Registration (OTR) Number to the Nodal Officer of Scholarship, Mr. Ashok Kumar, Senior Lecturer, without delay.

### Step-by-Step Process to Generate and Submit OTR Number:

➢ Go to the National Scholarship Portal (NSP) at https://scholarships.gov.in.

➢ Begin the registration process by verifying your Mobile Number and Aadhaar Number.

➢ Upon successful verification, a Reference Number will be generated.

➢ Download the NSP OTR Mobile App from the Google Play Store.

➢ Open the NSP OTR Mobile App and enter the generated Reference Number.

➢ Complete the Face Authentication process to generate your OTR Number.

➢ Submit the generated OTR Number to Mr. Ashok Kumar, Nodal Officer for Scholarship.

Principal I/c

CC to

1. Mr. Ashok Kumar, Senior Lecturer
2. Mr. Sanjay Kumar, Librarian
3. Notice Board / Website / Whatsapp Group