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 doneby INO in consultation with HoI.

- 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.

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Screenshot : Screen for Applicants Additional District Selection