



No.CUK/SW-II/F-5051/1/2/2022-23

17<sup>th</sup> Aug, 2023

**C I R C U L A R**

***Sub: Mandatory Aadhar biometric authentication of Scholarship Applicants for AY 2022-23 M/o Minority Affairs scheme on National Scholarship Portal - Reg.***

***Ref: 1. Ministry of Minority Affairs Public notice F.No.:SS-15/8/2022-Scholarship-MoMA.  
2. FAQs on Biometric Authentication Process of SNOs, DNOs, INOs, HoIs and Applicants for AY 2022-23 MOMA Scholarship Scheme.***

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In view of discrepancies in authenticity of institutes/ beneficiaries during the disbursement of the scholarship, the Ministry of Minority Affairs (MoMA), Govt. of India vide reference cited at Sl.No 1, has informed regarding the re-validation of all the stakeholders involved in the scholarship disbursing process including the applicants by organizing special drive through Aadhar based biometric authentication.

In this regard, as directed by the MoMA it is mandatory for all the scholarship applicants (student list enclosed) for AY 2022-23 under the MoMA scheme on National Scholarship Portal to authenticate themselves through in person visit to the campus as per the Aadhar biometric verification procedure laid down by the Ministry.

The schedule and venue for students' Aadhar biometric verification is awaited from the Minorities department and the updates shall be posted under the circulars section of the University website.

The public notice issued by the MoMA and the FAQs on Biometric Authentication Process maybe referred for compliance and clarification.

The students are advised to regularly visit the University website and the National scholarships portal (<https://scholarships.gov.in/>) for updates.

  
**REGISTRAR**

12/8/2023  
कुलसचिव / REGISTRAR  
कर्नाटक केन्द्रीय विश्वविद्यालय  
Central University of Karnataka  
कलबुरगि / KALABURAGI

**Copy to:**

1. All the Deans/HoDs/Directors: All are requested bring the content of the Circular among the students.
2. O/o Registrar
3. PS to Hon'ble VC
4. System Analyst. -To upload on University Website.
5. Nodal Officer, Scholarships
6. Concerned file.

### **Public Notice**

**Subject: Disbursement of Scholarship under the Scholarship Schemes of M/o Minority Affairs on National Scholarship Portal - Regarding re-validation of applications/verification of SNO/DNO/INO/HoI/applicants for AY 2022-23: regarding**

In order to disburse the scholarship under scholarship schemes to the Ministry of Minority Affairs, the Government after considering the findings of the physical verification of Institutes/ beneficiaries for academic year 2022-23, carried out by National Council of Applied Economic Research (NCAER) wherein various discrepancies in authenticity of institutes/ beneficiaries have been noticed, decided to re-validate the applications and **verification of SNO/DNO/INO/HoI/applicants** by organizing special drive through Aadhar based bio-metric authentication. In interest of prompt disbursement of Scholarship amount, applicants are suggested to make sure that the Aadhaar number provided is seeded with the Bank Account as the payment of Scholarships will be made through Aadhaar Based Payment System, only.

2. All concerned (SNO, DNO, HoI, INO and applicants) are therefore requested to observe the guidelines/instructions posted on NSP portal and ensure the updation of their Aadhaar in NSP portal before 10.08.2023 to facilitate smooth Aadhaar based authentication. In case the applicant is below 18 years of age, Aadhaar details of his/her parents/legal guardian is to be updated.

3. Here it is clarified that selection of beneficiaries for above scheme is subject to fulfillment of the scheme guidelines criteria.

**By Order**

F.No.:SS-15/8/2022-Scholarship-MoMA

## Frequently Asked Questions on Biometric Authentication Process of SNOs, DNOs, INOs, HoIs and Applicants for AY 2022-23 MOMA Scholarship Scheme

| S.No. | Questions                                                            | User                                                                                                                                                                                                                                                                                                                                                         |                              |                                                                         |                               |                                                    |
|-------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------------------------------------------|-------------------------------|----------------------------------------------------|
|       |                                                                      | State Nodal Officer (SNO)                                                                                                                                                                                                                                                                                                                                    | District Nodal Officer (DNO) | Head of Institute/School (HoI)                                          | Institute Nodal Officer (INO) | Student                                            |
| 1     | Who all users must perform Biometric Authentication                  | Mandatory                                                                                                                                                                                                                                                                                                                                                    | Mandatory                    | Mandatory                                                               | Mandatory                     | Mandatory                                          |
| 2     | To whom should I contact to update my Profile details                | Ministry of Minority Affairs (MoMA)                                                                                                                                                                                                                                                                                                                          | SNO                          | DNO                                                                     | HoI                           | Only Aadhaar Update is allowed on NSP              |
| 3     | How to change/update profile of HoI, INO, DNO, SNO on NSP            | User profile can be changed by only concerned biometric authenticated users<br>1. For change in SNO profile MoMA should be informed<br>2. For change in DNO profile, SNO to approve however SNO must complete biometric authentication without completion of bio- auth, profile update is not allowed.<br>3. DNO shall approve change in HoI and INO profile |                              |                                                                         |                               |                                                    |
| 4     | Are there any charges to be paid for Biometric Authentication        | Biometric Authentication is <b>FREE</b> - All charges will be borne by the Ministry                                                                                                                                                                                                                                                                          |                              |                                                                         |                               |                                                    |
| 5     | For which academic year, Biometric authentication is taking place    | Only for Academic Year <b>2022-23</b>                                                                                                                                                                                                                                                                                                                        |                              |                                                                         |                               |                                                    |
| 6     | Where will the Biometric Authentication drive take place             | District Head Quarter                                                                                                                                                                                                                                                                                                                                        |                              |                                                                         |                               | At respective Institute in CSC Camps               |
| 7     | What is the sequence of Biometric Authentication for validation      | SNO/DNO→HoI→INO (HoI & INO to be validation in presence of DNO)                                                                                                                                                                                                                                                                                              |                              |                                                                         |                               | Applicant to be validated in presence of INO / HoI |
| 8     | What all documents/details are required for Biometric Authentication | NSP Login ID & Aadhaar Card                                                                                                                                                                                                                                                                                                                                  |                              | Valid documents as proof of HoI and INO and NSP Login ID & Aadhaar Card |                               | Applicant NSP Login ID & Aadhaar Card              |
| 9     | Who is authorized to perform Biometric Authentication                | Common Service Center (CSC)                                                                                                                                                                                                                                                                                                                                  |                              |                                                                         |                               |                                                    |

## Frequently Asked Questions on Biometric Authentication Process of SNOs, DNOs, INOs, HoIs and Applicants for AY 2022-23 MOMA Scholarship Scheme

| S.No. | Questions                                                                                    | User                                                                                                                                       |                                                       |                                                                                                        |                               |                                                       |
|-------|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------------------------------|
|       |                                                                                              | State Nodal Officer (SNO)                                                                                                                  | District Nodal Officer (DNO)                          | Head of Institute/School (HoI)                                                                         | Institute Nodal Officer (INO) | Student                                               |
| 10    | Which Login ID should be used for Biometric Authentication                                   | Login ID pertaining to MoMA Scheme                                                                                                         |                                                       |                                                                                                        |                               |                                                       |
| 11    | Can I change the User details after Biometric Authentication                                 | No- The details once re-validated and authenticated will be freezed and cannot be changed for the AY 2022-23                               |                                                       |                                                                                                        |                               |                                                       |
| 12    | If my fingerprint did not match during Biometric Authentication                              | Try IRIS Biometric authentication additionally check biometric settings on the official website of UIDAI and unlock the Biometric settings |                                                       |                                                                                                        |                               |                                                       |
| 13    | How can I check linking of mobile number with Aadhaar Biometric Status                       | You can visit UIDAI website and login to your account using your Aadhaar number and OTP to check the linking of your mobile number         |                                                       |                                                                                                        |                               |                                                       |
| 14    | Can any other person validate on my behalf using my Aadhaar details                          | No- The Biometric Authentication should be done by the respective user by physically appearing at the CSC camp.                            |                                                       |                                                                                                        |                               |                                                       |
| 15    | What will be the impact if my Biometric Authentication fails/not completed                   |                                                                                                                                            |                                                       | INOs will not be able to revalidate the applications for AY 2022-23                                    |                               | Application will be marked as 'Rejected'              |
| 16    | What is the last date of uploading Aadhaar details on NSP portal                             | 1 <sup>st</sup> Aug 2023 – 5 <sup>th</sup> Aug 2023                                                                                        |                                                       | 01 <sup>st</sup> Aug 2023- 10 <sup>th</sup> Aug 2023                                                   |                               | 05 <sup>th</sup> Aug 2023 – 20 <sup>th</sup> Aug 2023 |
| 17    | What is the last date of Biometric Authentication                                            | 01 <sup>st</sup> Aug 2023 – 05 <sup>th</sup> Aug 2023                                                                                      |                                                       | 01 <sup>st</sup> Aug 2023- 10 <sup>th</sup> Aug 2023                                                   |                               | 05 <sup>th</sup> Aug 2023 – 20 <sup>th</sup> Aug 2023 |
| 18    | What is the last date of re-validation for students with successful Biometric Authentication |                                                                                                                                            | 10 <sup>th</sup> Aug 2023 – 25 <sup>th</sup> Aug 2023 | 05 <sup>th</sup> Aug 2023 - 23 <sup>rd</sup> Aug2023                                                   |                               | -                                                     |
| 19    | Why I am not able to re-validate the application for Ay 2022-23                              |                                                                                                                                            |                                                       | Re-validation will be opened for INO, only if bio-auth of HoI and INO of that institute is successful. |                               | -                                                     |

## **Frequently Asked Questions on Biometric Authentication Process of SNOs, DNOs, INOs, HoIs and Applicants for AY 2022-23 MOMA Scholarship Scheme**

| S.No. | Questions                                                               | User                                                                                                             |                              |                                |                               |                                                                                                                                          |
|-------|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------------|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
|       |                                                                         | State Nodal Officer (SNO)                                                                                        | District Nodal Officer (DNO) | Head of Institute/School (HoI) | Institute Nodal Officer (INO) | Student                                                                                                                                  |
| 20    | Can I do my Biometric Authentication in any other District Head Quarter | No, Biometric Authentication should be attended in your respective District Head Quarter in presence of SNO/DNO. |                              |                                |                               |                                                                                                                                          |
| 21    | Can I do my Biometric Authentication in any other Institute             |                                                                                                                  |                              |                                |                               | No, Biometric Authentication should be attended in respective Institute Camps organized by CSC in presence of HoI / INO                  |
| 22    | What should I do if I do not have Aadhaar number                        | Aadhaar number is mandatory                                                                                      |                              |                                |                               | Applicant should provide their Aadhaar and minor applicant not having Aadhaar must provide Aadhaar of their parent/legal guardian on NSP |

## Frequently Asked Questions on Biometric Authentication Process of SNOs, DNOs, INOs, HoIs and Applicants for AY 2022-23 MOMA Scholarship Scheme

| S.No. | Questions                                                                | User                                                                                                         |                              |                                |                               |                                                                                                                                                                                                                                                                              |
|-------|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------------|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       |                                                                          | State Nodal Officer (SNO)                                                                                    | District Nodal Officer (DNO) | Head of Institute/School (HoI) | Institute Nodal Officer (INO) | Student                                                                                                                                                                                                                                                                      |
| 23    | Do a Minor student also have to provide Aadhaar number                   |                                                                                                              |                              |                                |                               | Minor applicant must provide Aadhaar of either of the parent/legal guardian on NSP along with their consent.<br><b>Note:</b> Parent/legal guardian must ensure that the name on NSP must be same as mentioned in their Aadhaar otherwise Biometric Authentication will fail. |
| 24    | What should be done if there is a mismatch in details of NSP and Aadhaar | User must follow the UIDAI guidelines to change/update the name in Aadhaar                                   |                              |                                |                               |                                                                                                                                                                                                                                                                              |
| 25    | What are the timings of Biometric Authentication Drive                   | Normal Working hours are 9:30 AM to 5 PM however DNO & HoI should decide the timing as per local conditions. |                              |                                |                               |                                                                                                                                                                                                                                                                              |
| 26    | Where will the applicant receive their Scholarship amount                |                                                                                                              |                              |                                |                               | Scholarship amount will be credited to applicant's Aadhaar seeded Bank account and in case of minor, parent/legal guardian Aadhaar seeded Bank account through Aadhaar Payment Bridge System (APBS)<br>No Payment shall be processed without AADHAAR.                        |

## Frequently Asked Questions on Biometric Authentication Process of SNOs, DNOs, INOs, HoIs and Applicants for AY 2022-23 MOMA Scholarship Scheme

| S.No. | Questions                                                                                                                                                       | User                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                              |                                |                               |         |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------------|-------------------------------|---------|
|       |                                                                                                                                                                 | State Nodal Officer (SNO)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | District Nodal Officer (DNO) | Head of Institute/School (HoI) | Institute Nodal Officer (INO) | Student |
| 27    | What should I do if Aadhaar number does not belong to the person performing Biometric Authentication / if Aadhaar number and the reporting person are different | The Biometric Authentication should be done by the respective user by physically appearing at the CSC camp. In case of mismatch, the new SNO/DNO/HoI/INO will appointed as ‘Fresh’ through MoMA/SNO/DNO/HoI respectively as per the procedure provided on NSP. Once He / She is appointed as user by competent authority then only he / she will be allowed to do Bio-auth.                                                                                                                                                                   |                              |                                | -                             |         |
| 28    | What process is to follow if there SNO/DNO or HoI/INO are same                                                                                                  | If for a particular scheme, SNO and DNO are same, they will have to perform the Biometric Authentication twice as SNO as well as DNO. (same in case of HoI and INO)                                                                                                                                                                                                                                                                                                                                                                           |                              |                                | -                             |         |
| 29    | What is procedure for Biometric Authentication of SNO/DNO                                                                                                       | <b>Procedure of Biometric Authentication of DNOs/SNOs</b> <ul style="list-style-type: none"><li>• Biometric authentication of the L2 level validating officers (DNOs/SNOs) will be performed first.</li><li>• CSC VLE will perform biometric authentication of DNOs/SNOs.</li><li>• Biometric authentication process of DNOs/SNOs will be same as explained for biometric authentication process of INOs/HoI in Question 30.</li><li>• Only biometric authenticated DNOs/SNOs will be able to further revalidate the INOs and HoIs.</li></ul> |                              |                                |                               |         |

## Frequently Asked Questions on Biometric Authentication Process of SNOs, DNOs, INOs, HoIs and Applicants for AY 2022-23 MOMA Scholarship Scheme

| S.No. | Questions                                                      | User                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                              |                                |                               |         |
|-------|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------------|-------------------------------|---------|
|       |                                                                | State Nodal Officer (SNO)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | District Nodal Officer (DNO) | Head of Institute/School (HoI) | Institute Nodal Officer (INO) | Student |
| 30    | What is the procedure for Biometric Authentication for HoI/INO | <p><b>Procedure of Biometric Authentication of INOs / HoIs</b></p> <ul style="list-style-type: none"> <li>• The existing INOs/HoIs will visit the camp along with Aadhaar number and NSP user Id for Biometric Authentication.</li> <li>• CSC VLE will validate information reported by INOs/HoIs through the NSP biometric authentication utility.</li> <li>• If the information provided by the INO/HoI matches with an entry in NSP database, details of INO/HoI will be returned to NSP-BA utility which will be shown to INO/HoI for confirmation and then CSC VLE will take a live photograph of INO/HoI.</li> <li>• CSC VLE will perform biometric authentication for INO/HoI after successful validation.</li> <li>• On successful biometric authentication data will be stored in the CSC database and NSP portal will be updated with success/failure of biometric authentication along with other transaction details.</li> </ul> <p>Biometric authentication of HoI will be done first and then biometric authentication of INO of that Institution will be completed.</p> <p>If there is any change in the HoI &amp; INO then procedure to update the same is to be followed and the change shall be approved by DNO</p> |                              |                                |                               |         |

## Frequently Asked Questions on Biometric Authentication Process of SNOs, DNOs, INOs, HoIs and Applicants for AY 2022-23 MOMA Scholarship Scheme

| S.No. | Questions                                                                      | User                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                              |                                |                               |         |
|-------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------------|-------------------------------|---------|
|       |                                                                                | State Nodal Officer (SNO)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | District Nodal Officer (DNO) | Head of Institute/School (HoI) | Institute Nodal Officer (INO) | Student |
| 31    | What is the procedure for Biometric authentication of applicants               | <b>Procedure of Biometric Authentication of applicants</b> <ul style="list-style-type: none"> <li>CSC VLE will conduct camps in the institutions to perform the biometric authentication of the re-validated applicants.</li> <li>Applicants will report to CSC VLE along with Aadhaar number and NSP user Id for Biometric Authentication.</li> <li>CSC VLE will validate information reported by Applicants through the NSP biometric authentication utility.</li> <li>If the information provided by the Applicants matches with an entry in NSP database, details of Applicants will be returned to NSP-BA utility which will be shown to Applicants for confirmation and then CSC VLE will take a live photograph of Applicants.</li> <li>CSC VLE will perform biometric authentication for Applicants after successful validation.</li> <li>On successful biometric authentication data will be stored in the CSC database and NSP portal will be updated with success/failure of biometric authentication along with other transaction details.</li> </ul> |                              |                                |                               |         |
| 32    | What is the procedure for re-validation of applications by INO/HoI and DNO/SNO | <b>Procedure of Applicants Re-validation of by INOs/DNOs</b> <ul style="list-style-type: none"> <li>Successfully biometric authenticated applications will be made available in the INO logins for re-validation.</li> <li>Re- validation will be opened for INO, only if bio-auth of HoI and INO of that institute is successful.</li> <li>SMS will also be sent to these students informing that their application is reverted to their INOs for re-validation..</li> <li>In case applications are not re-validated by INO till the last cut-off date of application re-validation by INO, the applications will be escalated to SNO's/DNO's login for re-validation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                |                              |                                |                               |         |

## **Frequently Asked Questions on Biometric Authentication Process of SNOs, DNOs, INOs, HoIs and Applicants for AY 2022-23 MOMA Scholarship Scheme**

|  |                                                                                                                                                        |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | While re-validation by L1 or L2 officers, the application will be marked Accepted or Rejected. No other option will be available during re-validation. |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------|

\*\*\*\*\*END OF DOCUMENT\*\*\*\*\*

Dear All Institutions,

We are starting the Aadhar and Biometric Authentication for Students.

Procedure to follow:

- Head of the Institution (HOI) must present for the camp, without HOI Thumb, No student authentication will be done.
- Student has to bring his/her NSP application ID along with Aadhar Card.
- For Minor Students, Parent adhdar we can use (only for 9<sup>th</sup> and 10<sup>th</sup> students)
- We will inform each and every college one day before to attend the NSP Bio Authentication Camp.

**For Student Aadhar and Biometric Authentication**

**Head of the Institution (HoI)  
Thumb for Biometric**



**Student will come with their NSP Application ID Compulsory  
Student Aadhar and Biometric Authentication**

- Those students who will get the Aadhar and Biometric Authentication only get the scholarship amount.
- Those students who not attend the Camp, they will never get the scholarship amount.

**AFTER DISCUSSION WITH DISTRICT OFFICER AND CSC MANAGER WE WILL INFORM  
YOU AT THE EARLIEST.**

**DEAR HOI AND INO THIS IS A VERY SERIOUS ISSUE AND PLEASE DON'T TAKE IT EASY  
AS TIME IS VERY SHORT. 25<sup>TH</sup> AUGUST IS THE LAST DATE FOR STUDENT AADHAR AND  
BIOMETRIC AUTHENTICATION**