

Steps to avail Aadhaar Enrolment Centre

Operator :

- Should be a UIDAI Certified Operator/Supervisor. For Certification go to <https://uidai.nseitexams.com>
- When You fill the form through <https://uidai.nseitexams.com> you have to put the same name which has been mentioned in the Aadhaar Card.
- Please carry your original valid ID proof to the exam centre.

Procurement of Aadhaar Kit (from any ware you like)

1. **Laptop** - Dual Core / 4 GB RAM / 500 GB HDD (Hard Disk)/Only Intel Processor with Windows 7 Ultimate or Professional 32 Bit Operation System.
2. **Web Camera** –Logitech C270 (minimum model)
3. **Biometric Scanning Machine** - ISTQC certified biometric device(Iris + Finger Scanner) [Click here to get certified devices list](#)

* You can purchase the Machine By your own Convenience and bill of every instrument required.

Commission :

Commission for **New Aadhaar Enrolment** :- Commission per Aadhaar generation from MPOnline: - **Rs 22** (inclusive of taxes)
And for child (0-5Y) enrolment on CEL APP **Rs.13** (inclusive of taxes).

Facilities you will receive In Aadhaar Kendra and there charges

1. New Aadhaar Enrolment	=	Rs. 22 (From MPOnline Ltd)
2. Correction of Aadhaar		
Biometric Updation of Aadhaar	=	Rs. 25 (from Customers)
Demographic Updation of Aadhaar	=	Rs. 25 (from Customers)
3. E-Aadhaar Print		
Black & Weight Print on simple Paper	=	10 Rs.(from Customers)
Color Print with Photo Paper	=	20 Rs. (from Customers)
Aadhaar Print On PVC Card not recommended	=	30 Rs. (from Customers)

Documents Needed for New Aadhaar Center

- Needed UIDAI Certified Supervisor and Operator with UIDAI Kit (Iris + Finger Scanner, web Camera)
- Computer Setup with net connection, Shop Established Certificate (Gumastha)
- Owner Address Proof (Home/Shop), Owner Pan Card, Owner Aadhaar Card

Guidelines for Aadhaar Kendra

- * All Kiosks will be working only from their allotted working Centres of MPOnline. But under camp mode he can move his Aadhaar Kit anywhere within the same District. If Kiosk wants to move outside District first he has to take the written Permission from MPOnline.
- * Without the prior information of You Aadhaar Kit Movement to MPOnline will be treated as breach of teams. An action against such Kiosk Owners will be initiated immediately.
- * The Kiosk Owner should be ready / willing to undertake any government projects implemented in their respective Districts and cities.
- * The Kiosk Owner shall also be ready to undertake projects out of the Jurisdiction as per the guidelines issued by MP Online from time to time.
- * Any Kiosk Owner How works in camp Mode will communicate its location details to MPOnline and they will be provided a period of fifteen days to obtain Aadhaar Registration details if want to extend the tenure he has to intimate to MP Online and then they have to report back to the concerned / registered shops Maximum tenure will be 29 days. They can move to the same venue only after the laps of 15 days.
- * Kiosk Owner shall provide details viz. All the kiosk owners shall provide weakly report containing information regarding new enrolments, Correction / Updation entries, Aadhaar Print. The Prescribed format of weakly reports has been enclosed here with for read reference.
- * Enrollment Form Format shall be printed on both the sides failing to which will incur further penal charges.
- * No kiosk owner shall in any case format or delete any relevant data from the Laptop or any given instrument without writer consent of MPOnline. Failure to abide by the above mentioned rule will lead to imposition of penalty charges worth Rs. 1000 /-.
