

**A guide to filing applications online for
Amateur Radio (Examinations & Certificates) in India
with effect from 1 August 2020**



19 Sept 2020

National Institute of Amateur Radio
Raj Bhavan Road, Hyderabad-500082, India
Tel: +91 40 23310287 URL: www.niar.org Email: info@niar.org

Attention all VU Hams & SWLs !

The WPC Wing, DOT, Ministry of Communications, Govt. of India has notified through the Office Memorandum File No. Project/ASMS/02/2019 (Part-1) dated 27 July 2020 that with effect from 1 August 2020 all applications for Amateur Radio are to be done only online through <https://saralsanchar.gov.in/>

Practical guidelines for the same is given in the following pages.

References (issued by WPC Wing)

1. Office Memorandum dated 27 July 2020
2. User Manual
3. Instructions
4. Check list for ASOC exam
5. FAQ

Your comments appreciated to info@niar.org

With best wishes,

National Institute of Amateur Radio

Hyderabad, India

Address of Licencing Authority:

The Assistant Wireless Adviser to the Govt. of India
Ministry of Communications,
Department of Telecommunications,
Wireless Planning & Coordination Wing
Amateur Section, 6th Floor, Sanchar Bhavan,
20 Ashoka Road, New Delhi –110001, India

Tel: 011-2303 6534, 2303 6539, 2302 6733, Fax: 011-2371 6111

Email: awacop-dot@nic.in

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1. Registration process

Registration

To Register in <https://saralsanchar.gov.in/> first keep the following ready:

1. Your **PAN Card Number**
(If minor not having PAN card, No. of parent / Guardian is required)
2. Your cellphone ready to receive OTP sent by SMS
3. Your email account in logged in condition to receive OTP and messages sent by email

The following guidelines may be followed:

Open <https://saralsanchar.gov.in/>

Click on the **Registration** link, available on the Top Navigation bar, or in the Top right sidebar panel.

You will be redirected to the below form.

To apply select **Individual (WPC Exams/ Certificates)** in **Registration Type**.

One Time Registration

(For Creation of users other than Govt.Agencies/PSU/Autonomus Body).

(Note: * fields are mandatory)

- Individual/ Proprietor/ Partnership Firm etc can apply for UL-VNO(CAT B)license & WPC license ONLY.
- For OSP Registration applicant need to be either Company/LLP/FCPR.
- For Access services -Category B applicant need to APPLY under UL-VNO
- For WPC Exams/Certificate Select Registration Type Category as Individual (WPC Exams/Certificates)

Applicant Type

Registration Type

Date of Birth

PAN Number type

(In case of minor applicant, who do not have PAN then Guardian/Parent PAN number is mandatory)

Guardian/Parent Name

PAN

Fill in the required information. After filling **Authorized Contact Person** details, you will be required to fill in your **E-Mail address & Mobile Number**.

After this you will fill the **CAPTCHA code** before OTP Authentication, as shown below

landline Number	<input type="text" value="23265464547"/>
Fax Number (if any)	<input type="text" value="11113654646"/>
E-mail	<input type="text" value="niteshjoshi535@gmail.com"/>
Mobile Number	<input type="text" value="8932644646"/>
Authorised contact Person /Signatory details	
Name	<input type="text" value="Nitesh Joshi"/>
Designation	<input type="text" value="JTO"/>
Address	<input type="text" value="Haldwani"/>
State	<input type="text" value="UTTARAKHAND"/>
District	<input type="text" value="Nainital"/>
Pincode	<input type="text" value="263139"/>
Landline Number	<input type="text" value="46426265659"/>
Fax Number (if any)	<input type="text" value="54465464646"/>
E-Mail	<input type="text" value="niteshjoshi535@gmail.com"/> <small>OTP will be sent on this mail ID in registration process</small>
Mobile Number	<input type="text" value="8218828589"/> <small>OTP will be sent on this mobile number in registration process</small>
Enter Captcha before OTP Authentication	<input type="text" value="Enter Captcha"/> 82232  <input type="button" value="Verify"/>
<input type="button" value="Validate"/> <input type="button" value="Submit"/>	

After successfully verifying the **CAPTCHA Code** you will see the below screen in which there are separate buttons for generating **OTPs** for **E-Mail address & Mobile Number**. Please click on each button to get the respective OTP's.

Address	<input type="text" value="Haldwani"/>
State	<input type="text" value="UTTARAKHAND"/>
District	<input type="text" value="Nainital"/>
Pincode	<input type="text" value="263139"/>
Landline Number	<input type="text" value="46426265659"/>
Fax Number (if any)	<input type="text" value="54465464646"/>
E-Mail	<input type="text" value="niteshjoshi535@gmail.com"/> <small>OTP will be sent on this mail ID in registration process</small>
Mobile Number	<input type="text" value="8218828589"/> <small>OTP will be sent on this mobile number in registration process</small>
Enter Captcha before OTP Authentication	<input type="text" value="Enter Captcha"/> <input type="text" value="82232"/> <input type="button" value="Verified"/>
OTP Authentication	
Mobile OTP	<input type="text" value="Enter Mobile OTP"/> <input type="button" value="Generate OTP"/> <input type="button" value="Validate"/>
E-Mail OTP	<input type="text" value="Enter Mail OTP"/> <input type="button" value="Generate OTP"/> <input type="button" value="Validate"/>
<input type="button" value="RESET"/> <small>(To reset any change in the above registration form)</small>	
Enter Captcha before submit	<input type="text" value="Enter Captcha"/> <input type="text" value="51358"/> <input type="button" value="Validate"/>
<input type="button" value="Submit"/>	

You will receive **OTPs**, both on your **E-Mail address & Mobile Number** which you entered in the earlier step.

Enter the OTPs and click on **validate** button to verify them.

After verifying the OTPs you will see the below screen.

If you want to reset the data then there is a RESET button.

If you don't want to reset data then enter the **CAPTCHA CODE** & click on **submit** to get yourself registered.

The screenshot shows a registration form with the following fields and values:

- Address: Haldwani
- State: UTTARAKHAND
- District: Nainital
- Pincode: 263139
- Landline Number: 46426265659
- Fax Number (if any): 54465464646
- E-Mail: niteshjoshi535@gmail.com
- Mobile Number: 8218828589

OTP Authentication section:

- Enter Captcha before OTP Authentication: 82232 (Verified)
- Mobile OTP: Verified (Mobile OTP verified)
- E-Mail OTP: Verified (Mail OTP verified)

RESET button: (To reset any change in the above registration form)

Enter Captcha before submit: 51358 (Validate, Submit)

After successfully registration you will see the below screen



The user credentials will be sent to the **E-Mail address** of the applicant.

First Login

Click on the **Home Button** on the above page.

On the **Home Page** go to the **Login** button available on the **top Navigation bar** and the **top right sidebar panel**.

Enter your credentials in the login forms as shown below, after entering the **CAPTCHA CODE** Click on **LOGIN BUTTON**.



Login

UserId

Password

Security Code 

[Forgot Password?](#) [Forgot User ID?](#)

After clicking the **Login** button you will be redirected to the below page, in which you will be asked to **change your password**.



Change Password

New password

Confirm password

Enter OTP

Password Pattern

Password must contain at least 1 Upper Case Letters.
Password must contain at least 1 Digits.
Password must contain at least 1 Special Characters.
Password must contain at least 8 characters.

Enter the New Password & confirm the New Password

(The password must be according to the instructions appearing on the right side of the page as shown above by the red arrow)

Then click on **Generate OTP** button.

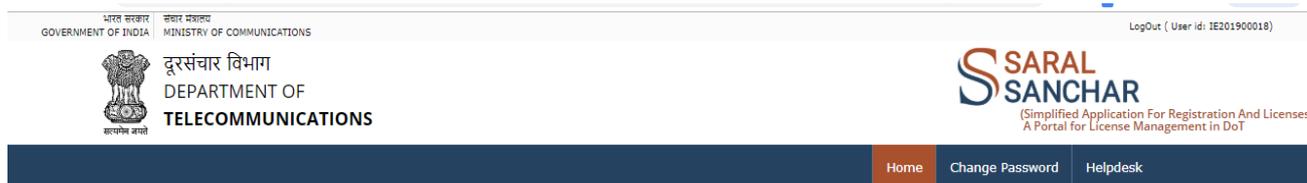
An OTP will be sent to your mobile phone.

Please enter the **OTP** and click on submit button.

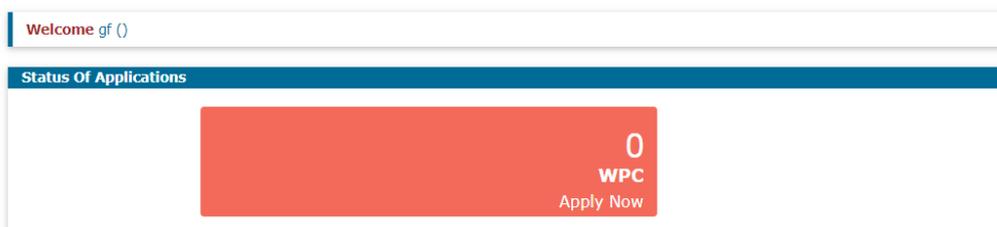
There is also a reset button to reset the above data.

After submit you will be directed to this page.

Click on the **APPLY NOW** button (Shown *by red arrow*) on the WPC tab



The screenshot shows the header of the SARAL SANCHAR portal. On the left, it displays the Government of India logo and the text: 'भारत सरकार', 'संचार मंत्रालय', 'GOVERNMENT OF INDIA', 'MINISTRY OF COMMUNICATIONS', 'दूरसंचार विभाग', 'DEPARTMENT OF', 'TELECOMMUNICATIONS'. On the right, it shows the SARAL SANCHAR logo with the tagline '(Simplified Application For Registration And Licenses) A Portal for License Management in DoT'. A 'Logout (User id: IE201900018)' link is visible. A dark blue navigation bar contains 'Home', 'Change Password', and 'Helpdesk' links.



The screenshot shows the main content area of the SARAL SANCHAR portal. It features a 'Welcome gf ()' message. Below it is a 'Status Of Applications' section with a large red box containing the number '0' and the text 'WPC Apply Now'.

- Individual/ Proprietor/ Partnership Firm etc can apply for UL-VNO(CAT B) license & WPC license ONLY.
- For OSP Registration applicant need to be either Company/LLP/FCPR.
- For Access services -Category B applicant need to APPLY under UL-VNO.

General Instructions:-

- Please refer FAQ on DSC on the home page for any queries regarding DSCs
- Document signed with Self signed certificates/Acrobat reader signed Documents are not allowed. Certificate only from Licensed CAs are Allowed.
- Licensed Certificate Authorities as per cca.gov.in are a) Safescrypt CA b)(n)Code Solutions CA c)e-Mudhra CA d)Capricorn CA e)Verasys CA
- For Payment of Various fees (processing, entry etc) is to be done on NTRP (<https://bharatkosh.gov.in>) and only challan details is to be filled in the portal.

Update Personal Details:

When the applicant login for the first time, he/she will be redirected to update personal details.

The screenshot shows the SARAL SANCHAR portal interface. At the top, there is a notification banner from the Department of Telecommunications stating "Please update personal details first!!!" with an "OK" button. The SARAL SANCHAR logo is also visible, with the tagline "(Simplified Application For Registration And Licenses) A Portal for License Management in DoT". On the left sidebar, there are three main menu items: "Update Personal Details" (with a link icon), "Apply for Examinations (Amateur/RTR/GMDSS)", and "Apply for Certificates (Amateur/RTR/GMDSS)". Below these, there is an "Equipment Type Approval" section. The main content area is titled "Details to apply for appearing in Exam" and contains an "Examination Selection" section with a dropdown menu for "Select Examination Type" (currently showing "Amateur Station Exam") and a "Go" button.

The screenshot shows the "Update User Other Details" form. The breadcrumb trail is "Home / WPC / Update User Other Details". The form has three tabs: "Personal Details" (active), "Address Details", and "Foreign Details". The "Personal Details" section contains the following fields:

Name of Applicant:	<input type="text" value="NNNNNNNNNN NNNNNNI"/>	List other names (if any):	<input type="text"/>
Father/Mother/Husband Name:	<input type="text"/>	Height of Applicant(in cm):	<input type="text"/>
Date of Birth:	<input type="text"/>	Place of Birth:	<input type="text"/>
Color of Hair:	<input type="text"/>	Color of Eyes:	<input type="text"/>
Qualification:	<input type="text"/>	Complexion:	<input type="text"/>
Identification Marks:	<input type="text"/>	Occupation:	<input type="text" value="---Select---"/>
Nationality:	<input type="text" value="Indian"/>		
Source of Identification	<input type="text" value="---Select---"/>		
Identification No:	<input type="text"/>		

At the bottom of the form, there are two buttons: "Submit" and "Close".

Home / WPC / Update User Other Details

Personal Details | **Address Details** | Foreign Details

Present Address:

Country:

Address:

Pincode:

District:

State:

Permanent Address:

Country:

Address:

Pincode:

District:

State:

The Registration process is now over.

Please proceed with the next option as required by you.

If you face any problem during the Registration process, please use Saral Sanchar Help Desk found in <https://saralsanchar.gov.in/ticket/tktadd.php?var=1>

2. Filing for Amateur Station Operators Certificate Exam Application

Note: Registration in <https://saralsanchar.gov.in/> is mandatory to apply for ASOC Exam. So first register in the above site if it is not already done (see pages 1 to 12) and then continue from here.

General Guide lines:

1. **Any citizen of India above 12 years of age** can appear for the Amateur Station Operators Certificate (ASOC) Examination.
2. This examination is conducted by Wireless Monitoring Stations of DOT, Ministry of Communications, Govt. of India located in different parts of India, several times per year.
3. If more than 20 candidates are there, the examination may be held at the applicant's location.
4. Exam details:
 - a) **Restricted Grade:** Radio Theory & Practice, Radio Regulations (1 hour exam). Qualifying Mark is 50%.
 - b) **General Grade:** Radio Theory & Practice, Radio Regulations (2 hours exam), Qualifying Mark is 60% and Morse code exam at 8 words per minute.
5. The exam is of Multiple Choice Objective Type.
6. A single application can be used if the applicant wishes to appear for both the exams simultaneously.
7. An Undertaking by the parent/guardian is to be submitted by applicants between 12 to 18 years.
7. Applicants holding degree in Engineering/Science or Diploma in Engineering and having studied Electronics or Telecommunications shall be exempted from appearing in Radio Theory & Practice part of the test. They must submit attested copy of their concerned certificate and marks memo.
8. Prescribed examination fees for appearing in the ASOC Exam are as under:-

Sl. No.	Grade	Fee
1	Restricted	Rs.100/-
2	General	Rs.100/-
3	General & Restricted (both)	Rs.200/-

9. **Please see more details in** <https://qsl.net/vu2jos/FAQ.pdf>

9. The whole process of Registration and filing of Exam Application in <https://saralsanchar.gov.in/> is given in the following pages

Copy of **payment receipt** through NTRP Portal (Bharatkosh) in PDF format is required to be uploaded in <http://www.saralsanchar.gov.in/> for appearing in ASOC examination. Hence this has to be done first. Its details are as follows:

To make the payment first please register in the site <http://bharatkosh.gov.in> under Ministry **“Telecommunications”** and login

In **Make your payment** select **”Receipt for DOT”**

In **Depositor’s Category** select **”Individual”**

In **Purpose** select **“Amateur Exam conducted by Wireless Monitoring Stations & RHQs”**

Payment type: “Exam fees”

Function head: “127500103050100 - Proficiency Certificate”

In **Pay & Accounts Office** select suitable one matching the **Monitoring Station** location where you intend to appear for the examination. (Please see details below).

PAO and DDO details are as under:-

Regional Headquarters	Name of the Pay & Account Office (PAO) under NTRP	Corresponding Centre of Examinations (Monitoring Stations)
Western Regional HQ, Mumbai	077148-Controller of Communication Accounts, Maharashtra, Drawing & Disbursing Officer:- 201562 DDO CCA	Ahmedabad, Bhopal, Goa, Mumbai, Nagpur, Raipur
Northern Regional HQ New Delhi	077177-Controller of Communication Accounts, New Delhi, Drawing & Disbursing Officer:- 201540 DDO CCA	Ajmer, Dehradun, Gorakhpur, Jalandhar, Jammu, Lucknow, New Delhi
Southern Regional HQ, Chennai	077153-Controller of Communication Accounts, Tamilnadu, Drawing & Disbursing Officer:- 201579 DDO CCA	Bengaluru, Chennai, Hyderabad, Mangalore, Thiruvananthapuram, Vijayawada, Vishakhapatnam
Eastern Regional HQ, Kolkata	077155-Controller of Communication Accounts, West Bengal. Drawing & Disbursing Officer:- 201589 DDO CCA	Bhubaneswar, Dibrugarh, Kolkata, Patna, Ranchi, Shillong, Siliguri

In **Drawing & Disbursing Office (DDO)** : **Select the one which comes automatically**

INR 100 or 200

Then follow guidelines, make payment and get copy of payment receipt from the website

Next, please keep the following documents ready before logging into

<https://saralsanchar.gov.in/>

- a) **Photograph**
(Scanned colored passport size in JPEG format and less than 50kb in size)
- b) **Signature**
(Scanned in JPEG format and less than 50kb in size)
- c) **Date of Birth**
(Scanned copy of proof of document having father's name duly **attested** by Gazetted officer of Central or State Government in PDF format)
- d) **Proof of Present Address**
(Scanned copy of any one of Aadhar card / Election card / Driving License / Ration Card / Electricity Bill / Bank Passbook/ Telephone bill / Rent agreement etc) duly **attested** by Gazetted officer of Central or State Government in PDF format)
- e) **Proof of Permanent Address**
(Scanned copy of any one of Aadhar card / Election card / Driving License / Ration Card / Electricity Bill / Bank Passbook/ Telephone bill / Rent agreement etc) duly **attested** by Gazetted officer of Central or State Government in PDF format)
- f) **Nationality Certificate**
(Scanned copy as per format given in **page 15**)
- g) **Payment receipt**
(Copy of through NTRP Portal (Bharatkosh) in PDF format)
- h) **Undertaking** by the parent/guardian **if** the applicant is between 12-18 years (**see page 16**). **Note: Uploading option is not yet given in the portal.**
- i) **Scanned copy of certificate of degree** in Engineering with Electronics or Telecommunications or B.Sc. / M.Sc. with Electronics or Telecommunications or Diploma in Engineering with Electronics or Telecommunications certificate **if any**, for exemption of Part-A exam (Radio Theory & Practice) duly **attested** by Gazetted officer of Central or State Government in PDF format

NATIONALITY CERTIFICATE

Certified that I have known Shri _____ son of Shri _____ for the last _____ years and that to the best of my knowledge and belief he/she bears a good moral character. He/ She is of INDIAN nationality. He/ She is not related to me.

Address :

Dated:

Signature
Designation
Office Seal

Note- This certificate should be from one of the officers listed below :-

1. Gazetted officers of Central or State Governments.
2. Members of Parliament or State Legislatures.
3. Sub-Divisional Magistrate/Officer.
4. Tahsildars or Naib/Deputy Tehsildars Authorised to exercise magisterial powers.
5. Principal / Head Master / Head Mistress of the recognized institutions (School / College)

ASOC EXAMINATION UNDERTAKING

(To be issued by Parent / Guardian / Head of Institution of candidates
who are between 12 to 18 years of age)

To:

Engineer in Charge
Wireless Monitoring Station

From:

Name of Parent / Guardian / Head of Institution
Address:

Email:

Cell No.

I, Parent / Guardian / Head of Institution
of..... have no objection to participation in Radio Amateur
activities and experiments by I undertake responsibility
ensuring there of.

Yours faithfully,

Place :

Date:

Signature

Now log into <https://saralsanchar.gov.in>

Please click on “1 WPC Apply Now”.

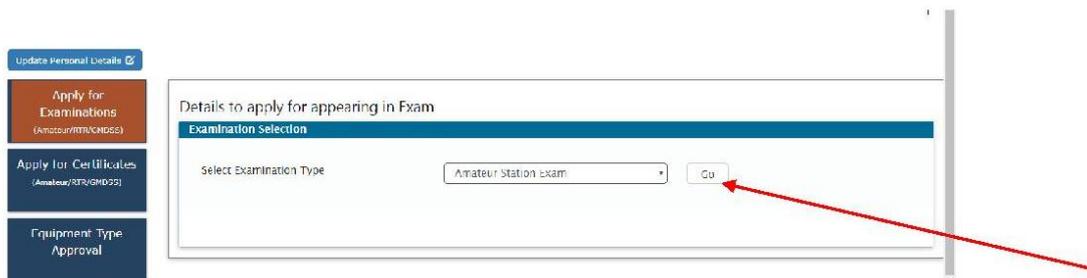
Then click on “Go” found after “Amateur Radio Exam”

Guidelines for filling up is given below:

2.4 Amateur Exam Application:

Below is a sample demo for Amateur exam application.

Apply for Examinations → New Applications → Amateur Station Exam → Go.



The screenshot shows a web interface for applying for an Amateur exam. On the left, there is a vertical menu with four items: 'Update Personal Details', 'Apply for Examinations (Amateur/RTR/CMDS)', 'Apply for Certificates (Amateur/RTR/CMDS)', and 'Equipment Type Approval'. The 'Apply for Examinations' item is highlighted in orange. The main content area is titled 'Details to apply for appearing in Exam' and contains a section for 'Examination Selection'. This section has a label 'Select Examination Type' followed by a dropdown menu showing 'Amateur Station Exam' and a 'Go' button. A red arrow points to the 'Go' button.

2.4.1 Step 1

Applicant Details: In this step the information about applicant will appear as filled in Update personal details form above and will be able to upload documents once the form is saved using 'Save Draft'.

Home / WPC / Apply for Amateur Certificate

Application for Amateur Certificate

Save Draft Validate Application Submit

Step 1 Applicant Details Step 2 Other Details Step 3 Exam Details Step 4 Payment Details

1. Name of Applicant:auth

Upload Photograph
Upload Button Enable After Saving Draft
Upload Signature
Upload Button Enable After Saving Draft

2. Father/Mother/Husband Name:

3. Date of Birth:

Proof of Date of Birth:
Upload Button Enable After Saving Draft

4. Place of Birth:

5. Occupation:

6. Nationality:

Nationality Certificate Upload:
Upload Button Enable After Saving Draft

Once Savedraft is clicked provisional application number will be attached to your application and further actions will be taken on the same. Applicant will be able to upload the documents.

Home / WPC / Apply for Amateur Certificate -Application Id:EXAM20191200124

Application for Amateur Certificate

Save Draft Validate Application Submit

Step 1 Applicant Details Step 2 Other Details Step 3 Exam Details Step 4 Payment Details

Application ID: EXAM20191200124

1. Name of Applicant:auth

Upload Photograph

Choose File No file chosen

Upload

Upload Signature

Choose File No file chosen

Upload

2. Father/Mother/Husband Name: amma

3. Date of Birth: 01-01-1935

Proof of Date of Birth: Proof Date of Birth Upload

Choose File testt1.pdf Upload

4. Place of Birth: morsugudem

5. Occupation: Government Employee

6. Nationality: Indian

Nationality Certificate Upload: Download nationality certificate format

Nationality Certificate Upload

Choose File No file chosen Upload

Press “next “button to go to next step.

2.4.2 Step 2

Other Details:

Next step is adding other details such as id proof and address details.

In case of Indian applicant at least one of ID proof or Nationality certificate is mandatory. Upload present and permanent address proofs.

Address:	IT PROJECT 11CIRCLE BSNL RTTC BLDG PLOT NO.121/122 MIDC G BLOC
Pincode	411019
District	Pune

District	Pune
State	MAHARASHTRA

Proof of Present Address Upload: **Proof of present address upload**
 No file chosen

9. Permanent Address:

Country	India
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Address:	Morsugudem, Chityal
Pincode	508114
District	Nalgonda
State	TELANGANA

Proof of Permanent Address Upload: **Proof of permanent address upload**
 No file chosen

2.4.3 Step 3

Exam Details:

Select the grade you are applying for and Exam center.

Application for Amateur Certificate

[Save Draft](#) [Validate Application](#) [Submit](#)

Step 1 Applicant Details	Step 2 Other Details	Step 3 Exam Details	Step 4 Payment Details
10.Exam Details			
Category of License Applied:		---select---	
Centre of Examination:		---Select---	
Is Exempted from Part A:		<input type="radio"/> No <input checked="" type="radio"/> Yes	
Reason for Exemption:		---Select---	
Proof of exemption from part A:		Proof of Exemption from Part A <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	

2.4.4 Step 4

Update payment transaction details in this section such as amount paid, transaction reference no and date and also payment receipt.

[Home](#) / [WPC](#) / [Apply for Amateur Certificate -Application Id:EXAM20191200124](#)

Application for Amateur Certificate

[Save Draft](#) [Validate Application](#) [Submit](#)

Step 1 Applicant Details	Step 2 Other Details	Step 3 Exam Details	Step 4 Payment Details
Note:A fee of Rs 100/- to be submitted through Dharatkosh.Please click here to help			
11.Payment Details			
Fee Amount:		100	
Payment Receipt Date		<input type="text"/>	
Payment Receipt No		<input type="text"/>	
Payment Details Upload:		Payment Details <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	

Note:

- 1) Size of pdf document should be less than 1MB.
- 2) Size of photograph should be less than 250KB.
- 3) Size of signature should be less than 150KB.

Once the details are added then validate application using “Validate Application” button and if validated successfully then “Submit” button will be activated. Once the application is submitted you will be redirected to dashboard and status will be as shown be red color.

Apply for Amateur Exam

Instructions for filling online applications					
PDF		EXCEL		Search: <input type="text"/>	
New Applications		Previous Applications			
Sr.No.	Application Id	Exam Type	Application Submitted date	Application Status	Action
1	EXAM20191100113	Amateur Restricted Grade	18-11-2019	Application Cancelled	Application Cancelled
2	EXAM20191100114	Amateur Restricted Grade	18-11-2019	Result declared	Fail
3	EXAM20191200123	Amateur General Grade		Application submitted	Application scrutiny in process
4	EXAM20191200124	Amateur General Grade		Application in process	

2.4.5 View Application button: This button lets you view your application form.

Apply for Amateur Exam

Instructions for filling online applications					
PDF		EXCEL		Search: <input type="text"/>	
New Applications		Previous Applications			
Sr.No.	Application Id	Exam Type	Application Submitted date	Application Status	Action
1	EXAM20191100113	Amateur Restricted Grade	18-11-2019	Application Cancelled	Application Cancelled
2	EXAM20191100114	Amateur Restricted Grade	18-11-2019	Result declared	Fail
3	EXAM20191200123	Amateur General Grade		Application submitted	Application scrutiny in process
4	EXAM20191200124	Amateur General Grade		Application in process	

The application submitted finally on SARAL Sanchar portal by applicants would be **scrutinized** by WPC/WMO/DoT. Upon scrutiny of documents, photographs, payments/fees etc., necessary instructions on payment, correction & re-uploading of documents etc. if any, would be conveyed to the applicant through email/ SMS alerts. This can also be monitored / downloaded by applicants on SARAL Sanchar dashboard of the applicant's login.

Applicant may **communicate** with respective WPC Nodal through portal and may also submit additional/required documents, if any. Applicant may also raise a helpdesk request through portal.

Upon grant/rejection of certificates, the same would be **intimated** to the applicant and same can be **downloaded** from portal by logging into the **dashboard**.

If scrutiny is not successful then applicant has to modify and resubmit it.

Once the application is scrutinized successfully then **Hall Ticket** will be issued and applicant will be notified of the exam date and venue through SMS.

If you face any problem in filling up the details, please use Saral Sanchar Help Desk found in <https://saralsanchar.gov.in/ticket/tktdash.php>

3. Application for License

Note: Registration in <https://saralsanchar.gov.in/> is mandatory to apply for License. So first register in the above site if it is not already done (see pages 1 to 12) and then continue from here.

Note:

At present the Saral Sanchar portal is not able to accept applications online for applicants who qualified in Amateur Radio exam conducted by Wireless Monitoring Stations before 1 Aug 2020. These candidates may be apply for new license through post as before. The details for the same is given below.

Application for Grant of Amateur Radio Licence by post

General Guidelines:

1. Amateur Radio Licenses is issued to those who qualify in the prescribed examination.
2. . The callsign prefix for General Grade is VU2 and for Restricted Grade is VU3
3. The following documents shall accompany the application:
 - a. Request letter for issue of Amateur License signed by applicant.
 - b. 2 identical passport size photographs with name written on backside
 - c. Receipt of payment in <http://bharatkosh.gov.in>
 - d. Attested copy of certificate showing full name, date of birth and father's name. (Name of Attesting Officer must be clearly given). Only Birth Certificate/SSC certificate/Passport /Aadhar copy is accepted. Ration Card, Driving Licence, Voter id card etc. are not valid.
 - e. Attested copy of address proof of location of Amateur Station Eg: Aadhar, Passport etc. (Name of Attesting Officer must be clearly given)
 - f. Attested copy of result sheet (Name of Attesting Officer must be clearly given)
4. Draft application for license is given in next page.
5. The application must be sent by Speed Post / Registered with acknowledgement due (not by courier) to:

The Assistant Wireless Adviser to the Govt. of India
Ministry of Communications,
Department of Telecommunications, WPC Wing
Amateur Section, 6th Floor, Sanchar Bhavan,
20 Ashoka Road, New Delhi –110001

APPLICATION FOR GRANT OF AMATEUR RADIO LICENCE

From

Date: .../.../.....

Telephone /Cell No.

To

The Assistant Wireless Adviser to the Govt. of India
Ministry of Communications,
Department of Telecommunications, WPC Wing
Amateur Section, 6th Floor, Sanchar Bhavan,
20 Ashoka Road, New Delhi –110001

Dear Sir,

Sub: - Request for grant of Radio Station Operators Licence.

I am herewith enclosing the following documents for the issue of Restricted / General Grade Amateur Radio licence.

- a. 2 identical passport size photographs with name written on backside
- b. Receipt of payment in <http://bharatkosh.gov.in>
- c. Attested copy of certificate showing full name, date of birth and father's name
- d. Attested copy of address proof of location of Amateur Station
- e. Copy of result sheet

My choices of callsigns are as follows:

1. VU...
2. VU...
3. VU...

In case the above preference is not considered any other callsign may please be allotted.

I request you to issue the licence at your earliest convenience.

Thanking you,

Yours faithfully

()

Details of applying on line when the Saral Sanchar portal is configured to accept application for candidates who qualified in ASOC exam before 1 Aug 2020:

Application for License

Note: Registration in <https://saralsanchar.gov.in/> is mandatory to apply for License. So first register in the above site if it is not already done and then continue from here.

**Instructions for filing online applications for issue of
Amateur Radio License**

1. Amateur Radio Licenses are issued to candidates who qualify in ASOC examination.
2. Copy of License fee **payment receipt** through NTRP Portal (Bharatkosh) in PDF format is required to be uploaded for issue of the Amateur Radio License. Hence this has to be done first. Its details are as follows:

To make the payment first please register in the site <http://bharatkosh.gov.in> under Ministry **“Telecommunications”** and login

In **Make your payment** select **“Receipt for DOT”**

In **Depositor’s Category** select **“Individual”**

In **Purpose** select **“Amateur License”**

In **Payment type** select: **“License fee”**

Function head: “127500103050100 - Proficiency Certificate”

PAO: 077188 - Controller of Communication Accounts, PAO HQ

DDO: 205155- DDO, SO(Cash), New Delhi

Amount INR 1000 or 2000

Prescribed license fees for General & Restricted Grades are as under:-

Sl.No	Type of Fee	Period	Fee
1	License Fee	20 years	Rs.1000/- for each grade
2		Life Time (ie upto the age of 80 years)	Rs.2000/- for each grade

Then follow guidelines, make payment and get copy of payment receipt from the website

3. Next please keep the following documents ready before logging into <https://saralsanchar.gov.in/>

(If not registered, please see guidelines on how to register in SARAL website which is given separately)

a) Payment Receipt

(Copy of License fee payment receipt through NTRP Portal (Bharatkosh) (in PDF format)

b) Present address proof

(Scanned copy of any one of Aadhar card / Election card / Driving License / Ration Card / Electricity Bill / Bank Passbook/ Telephone bill / Rent agreement etc) duly **attested** by Gazetted officer of Central or State Government (in PDF format).

c) Personal id proof.

(Scanned copy of PAN card duly **attested** by Gazetted officer of Central or State Government (in PDF format).

d) Longitude & Latitude details of your location

e) Address Proof :

(Scanned copy of **Consent from building owner** / Rent agreement for Station)

f) Result Sheet:

(Scanned copy of Result Sheet of those who qualified in ASOC exam **before 1 Aug 2020**)

4. Now login to <https://saralsanchar.gov.in>

5. Please click on “**1 WPC Apply Now**”.

6. Then click on “**Apply for Certificates**” given in left side of the page.

7. Then click on “**Amateur Apply Now**”

Guidelines for filling up is given in the following pages.

Note: Applicants who qualified in ASOC Exam before 1 Aug 2020 has to go for the following option “Licence issued outside this portal” ??? when prompted.

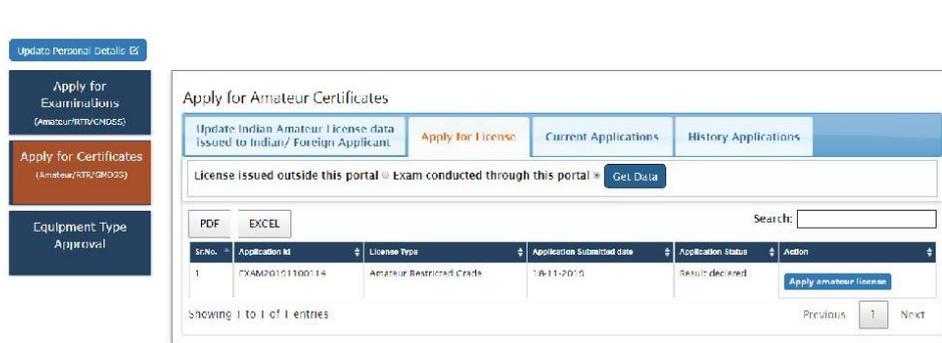
2.5 Apply for Amateur license through exam

Apply for Certificates → Amateur (Apply Now)



Apply for License → Exam conducted through this portal → Get Data

You will be redirected to following screen.



You will get the exam application you passed. “Click on Apply Amateur license”.

2.5.1 Step 1

Applicant Information: In this step the information about applicant will appear as filled in Update personal details form above and will be able to upload documents once the form is saved using 'Save Draft'.

Step 1 Applicant Information	Step 2 Location Details	Step 3 Technical Details	Step 4 Payment Details	Step 5 Declaration
1. Personal Details				
A. Applicant Name	aath			
D. Nationality	Indian			
C. Applied License Type	Amateur Restricted Grade			
D. Present Address	Address: 11 PROJECT 11 CIRCLE 25 NR R F C BLDG FLD1 NO.123/122 MIDC G BLOCK CHINCHWAD District: Pune State: MAHARASHTRA Pin code: 411019			
E. Upload present address proof	Proof of present address upload <input type="button" value="Upload Button Enable After Saving Draft"/>			
F. Personal ID	200116470523(ADII)			
G. Upload Personal ID	ID Proof Upload <input type="button" value="Upload Button Enable After Saving Draft"/>			
2. DO YOU HOLD RADIO TELEGRAPH OPERATOR'S CERTIFICATE?				
<input type="text" value="YES"/>				
A. Certificate Issued for LifeTime	<input type="text" value="No"/>			
B. Name of Certificate	<input type="text"/>			
C. Category of License	<input type="text"/>			
D. License Number	<input type="text"/>			
E. Date of Issue	<input type="text"/>	<input type="button" value="Clear"/>		
F. Validity Date	<input type="text"/>	<input type="button" value="Clear"/>		
G. RADIO TELEGRAPH OPERATOR'S CERTIFICATE UPLOAD	Radio Telegraph Operator's Certificate Upload <input type="button" value="Upload Button Enable After Saving Draft"/>			

Uploads:

1. Present address proof.
2. Personal Id proof
3. Radio Telegraph Certificate in case you select "YES" in above screenshot (**DO YOU HOLD RADIO TELEGRAPH OPERATOR'S CERTIFICATE?**)

2.5.2 Step 2

Location Details: Enter Station details and upload station address proof.

Home / WPC / Apply for Amateur License / Application ID: NIAM201912000143

APPLICATION FOR WPC(Amateur License)

Save Draft Validate Application Submit

Step 1 Applicant Information **Step 2 Location Details** Step 3 Technical Details Step 4 Payment Details Step 5 Declaration

3. Station Details:

A. Station Address:

B. Pin code:

C. District:

D. State:

E. Latitude: (Note : Allowed only 2 digits for degree/minutes 1)
 Degrees: Minutes: Seconds:

F. Longitude: (Note : Allowed only 2 digits for degree and 2 digits for minutes 1)
 Degrees: Minutes: Seconds:

G. Upload Station Details Proof (Note: Upload rent agreement/consent from owner for Station address proof)
Proof of Station Details
 No file chosen

2.5.3 Step 3

Technical Details:

1. Enter Equipment Details: You can add multiple equipment details also.

Once added details will appear in the table below and click on modify to edit the details.

Save Draft Validate Application Submit

Step 1 Applicant Information Step 2 Location Details **Step 3 Technical Details** Step 4 Payment Details Step 5 Declaration

4. Equipment Details:

Type of Antenna:

Make:

Model:

Power:

Particulars of aeriels proposed to be used:

Remarks:

Is Equipment is imported? No Yes

Equipment Details					
Type	Make	Model	RF Power	Aeriels	Remarks
<input type="button" value="Modify"/>					

2. Enter Frequency Details: You can add multiple Frequencies also.

Once added details will appear in the table below and click on modify to edit the details.

3. Call Sign preference: Enter 3 choices for call sign.

5. Frequency Details:

A. Frequency Band	Start Freq. <input type="text"/>	Stop Freq. <input type="text"/>	Units <input type="text" value="KHz"/>
B. RF Power	<input type="text"/>	dBm <input type="text"/>	
C. Emission	<input type="text"/>		

[Add Frequency Details](#)

Frequency Details		
Frequency Band	RF Power	Emission
Modify		

6. CALL SIGN PREFERENCE:

First Preference:	Block-1 <input type="text" value="VU"/>	Block-2 <input type="text" value="3"/>	Block-3 <input type="text"/>
Second Preference:	<input type="text" value="VU"/>	<input type="text" value="3"/>	<input type="text"/>
Third Preference:	<input type="text" value="VU"/>	<input type="text" value="3"/>	<input type="text"/>

2.5.4 Step 4

Payment Details:

Pay the fees using Bharatkosh Portal. Click on "Click here" as shown by arrow to redirect to Bharatkosh portal.

Step 1
Step 2
Step 3
Step 4
Step 5

Note: A fee of INR 2000/- (for 20 years validity of license) or INR 2000/- (for lifetime validity of license) to be submitted through Bharatkosh. Please click here to help

7. Payment Details

A. Payment Type	<input type="text" value="Select"/>
B. Transaction Ref No.	<input type="text"/>
C. Transaction Date	<input type="text"/> clear
D. Transaction amount.	<input type="text"/>

[Add Payment Details](#)

Payment Transaction Details		
Transaction Ref. No.	Transaction Date	Transaction Amount
Modify		

L. Upload Payment Receipt
(Note: Scan all receipts in single pdf file)

Payment Details	<input type="text" value="Choose File No file chosen"/>	Upload
------------------------	---	------------------------

2.5.5 Step 5

Declaration:

Home / WPC / Apply for Amateur License -Application Id:HAM201912000143

APPLICATION FOR WPC(Amateur License)

Save Draft Validate Application Submit

Step 1 Applicant Information Step 2 Location Details Step 3 Technical Details Step 4 Payment Details Step 5 Declaration

8. DECLARATION

I hereby solemnly declare that the foregoing facts are true and correct and nothing is false therein and nothing material has been concealed there from. I also agree that in case any information given by me herein before is found false at a later date, the license, if granted, will be canceled. I further solemnly give an undertaking that I will not either directly or indirectly divulge to any person, except when lawfully authorized or directed to do so, the purport of any message which I may transmit or receive by means of any wireless apparatus operated by me or which may come to my knowledge in connection with the operation of said apparatus. I have carefully read and understood the rules contained in the Indian Wireless Telegraphs (Amateur Service) Rules, 1978 and undertake to abide by them and observe the conditions of the license. The licensed station shall not be made accessible to any unauthorized person at any time.

I ACCEPT THE ABOVE CONDITIONS.

Read declaration carefully and select the checkbox I ACCEPT THE ABOVE CONDITIONS.

After submitting the application you will be redirected to dashboard. Upload signed application.

2.5.5 Upload Signed Application

Update Personal Details

Apply for Examinations (Amateur/RTT/GRD/CG)

Apply for Certificates (Amateur/RTT/GRD/SS)

Equipment Type Approval

Apply for Amateur Certificates

Update Indian Amateur License data Issued to Indian/ Foreign Applicant Apply for License Current Applications History Applications

PDF EXCEL Search:

S.No.	Application Id	License Type	Application Submitted date	Application Status	Action
1	HAM201912000143	Amateur Restricted Grade	10.12.2019	Signed application upload Pending	Upload Signed Application

Showing 1 to 1 of 1 entries Previous 1 Next

Click on the button pointed by arrow and you will see the below screen.

Home / WPC / Upload Signed License Application -Application Id:HAM201912000143

UPLOAD SIGNED APPLICATION

Download license application	
Upload Signed License Application [PDF only]	Upload license application(with signature) <input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
<input type="button" value="Submit"/>	

Download license application and upload the signed application. In case of foreign applicant signed personal details should also be uploaded as shown.

UPLOAD SIGNED APPLICATION

Download license application	
Download Personal Details	
Upload Signed License Application [PDF only]	Upload license application(with signature) <input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Upload Signed personal details [PDF only]	Upload personal details(with signature) <input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
<input type="button" value="Submit"/>	

Once submitted, application will go to DoT nodal officer for scrutiny. If any data and uploaded documents are not verified it will be reverted back and applicant should make the necessary changes then resubmit again. If verified then license will be issued.

2.6 Possible actions after license issued through Saral Sanchar Portal

The applicant will get option to download the License from portal by logging-in to the dashboard.

If you face any problem in filling up the details, please use Saral Sanchar Help Desk found in <https://saralsanchar.gov.in/ticket/tktdash.php>

4. Application for Permanent Change of Location

Note: Registration in <https://saralsanchar.gov.in/> is mandatory to apply for Permanent Change of Location. So first register in the above site if it is not already done (see pages 1 to 12) and then continue from here.

**Instructions for filing application for
Permanent Change of location of Amateur Radio License**

General Guidelines:

As per the Office Memorandum of WPC Wing, DOT, Ministry of Communications, Govt. of India (No. P-11015/01/2019/COP dated 7th June 2019 (shown below), Amateur Radio Stations are now allowed to operate from anywhere in India, except from those locations restricted by Government of India from time to time.

Government of India
Ministry of Communications
Department of Telecommunications
Wireless Planning & Coordination (WPC) Wing
Sanchar Bhawan, 20, Ashoka Road, New Delhi-110 001

No. P-11015/01/2019-COP

Date: 7th June, 2019

OFFICE MEMORANDUM

In order to simplify operations of Amateur stations in India, competent authority has decided the following: -

Amateur Radio Stations [new as well as existing] are allowed to operate anywhere in India except those locations restricted by Government of India from time-to-time.

Needful changes in the Rules will follow in due course of time.

Onkar Nath
07.06.2019

(ऑकार नाथ)
(ONKAR NATH)
सहायक बेतार सलाहकार
Assistant Wireless Adviser
दूरसंचार विभाग, भारत सरकार
Deptt. of Telecom, Govt. of India
नई दिल्ली/New Delhi

To

All concerned

Copy for information to:

- 1) Joint Wireless Adviser/Sr. Deputy Wireless Adviser, Regional Licensing Office, WPC Wing (Delhi/ Mumbai/ Kolkata/ Chennai/ Guwahati).
- 2) Director, Wireless Monitoring Organisation.
- 3) Engineer-in-Charge, Regional HQs, Mumbai, Kolkata, Chennai, Delhi
- 4) Director, IT DoT/ Sr. DWA (ASMS) for uploading on DoT & WPC websites.

Details:

1. Copy of License fee **Payment** receipt through NTRP Portal (Bharatkosh) (in PDF format) is required to be uploaded for issue of Permanent Change of location. Hence this has to be done first. Its details are as follows:

To make the payment first please register in the site <http://bharatkosh.gov.in> under Ministry “**Telecommunications**” and login

In **Make your payment** select “**Receipt for DOT**”

In **Depositor’s Category** select “**Individual**”

In **Purpose** select “**Amateur License**”

In **Payment type** select: “**Fee for shifting of location of Amateur station**”

Function head: “127500103050100 - Proficiency Certificate”

PAO: 077188 - Controller of Communication Accounts, PAO HQ

DDO: 205155- DDO, SO (Cash), New Delhi

Amount INR: 200

Then follow guidelines, make payment and get copy of payment receipt from the website

2. Next please keep the following documents ready before logging into <https://saralsanchar.gov.in/>

(If not registered, please see guidelines on how to register in SARAL website which is given at the beginning)

a. Present Address Proof

(copy of any one of Aadhar card / Election card / Driving License / Ration Card / Electricity Bill / Bank Passbook/ Telephone bill / Rent agreement etc) duly **attested** by Gazetted officer of Central or State Government in PDF format)

b. Personal id proof

(copy of PAN card duly **attested** by Gazetted officer of Central or State Government in PDF format)

c. Scanned copy of License & Renewal (as applicable)

d. Longitude & Latitude of new location

e. New Address Proof

(Scanned copy of **Consent from building owner**)

f. Copy of fee payment receipt for **Rs. 200/-** through NTRP Portal (Bharatkosh)

4) Now log into <https://saralsanchar.gov.in/>

5) Please click on “Apply for Certificates” given in left side of the page.

6) Please click on “Amateur Apply Now”

7) Please click on “Apply for Change of Location License”

Guidelines for filling up are given in the following pages.

2.9 Example for Change of Location Application

Any license issued through saral sanchar portal or migrated to saral sanchar portal will have the facility to apply for change of location/Renewal/Duplicate license facility, to apply for change of location click on “Apply for change of location license” button.

Update Personal Details ↗

Apply for Examinations
(Amateur/RTR/GMDSS)

Apply for Certificates
(Amateur/RTR/GMDSS)

Equipment Type Approval

Apply for Amateur Certificates

Update Indian Amateur License data Issued to Indian/ Foreign Applicant
Apply for License
Current Applications
History Applications

License issued outside this portal * Exam conducted through this portal * Get Data

PDF
EXCEL

Search:

Sl.No.	License No.	License Type	License Issued date	Certificate Name	Action
1	111	Amateur General Grade	11-12-2009	111	<div style="display: flex; flex-direction: column; gap: 5px;"> Apply for Change of Location License Apply for Renewal of License Apply for Duplicate License </div>

Showing 1 to 1 of 1 entries
Previous 1 Next

2.9.1 Step 1

Applicant Information: In this step the information about applicant will appear as filled in Update personal details, existing license applicant filled/migrated and will be able to upload documents once the form is saved using 'Save Draft'.

Step 1 Applicant Information	Step 2 Location Details	Step 3 Payment Details
1. Personal Details		
A. Applicant Name	auth	
B. Nationality	Indian	
C. Applied License Type	Amateur Restricted Grade	
D. Present Address	Address: IT PROJECT 11CIRCLE BSNL RTTC BLDG PLOT NO.121/122 MIDC G BLOCK CHINCHWAD District: Pune State: MAHARASHTRA Pincode: 411019	
E. Upload present address proof	<div style="border: 1px solid #ccc; padding: 5px; background-color: #e0f0ff;"> <p style="text-align: center; margin: 0;">Proof of present address upload</p> <p style="text-align: center; margin: 0; color: #f00;">Upload Button Enable After Saving Draft</p> </div>	
F. Personal ID	adfbv3456y(PAN)	
G. Upload Personal ID	<div style="border: 1px solid #ccc; padding: 5px; background-color: #e0f0ff;"> <p style="text-align: center; margin: 0;">ID Proof Upload</p> <p style="text-align: center; margin: 0; color: #f00;">Upload Button Enable After Saving Draft</p> </div>	
2. Existing License Details:		
A. License type	Amateur Restricted Grade	
B. Application Id(Saral Sanchar)	HAM201912000143	
C. License Number	lic no	
D. License Validity Period:	20Y	
E. Call Sign	VU3AAA	
F. Date Of Issue	11-12-2019	
G. Validity Date	10-12-2039	
H. Upload existing License	<div style="border: 1px solid #ccc; padding: 2px; background-color: #e0f0ff; display: inline-block;">Existing Certificate(Download)</div>	
3. Existing Station Location Details:		
A. Station address	IT PROJECT CIRCLE BSNL RTTC BLDG PLOT NO.121/122 MIDC G BLOCK CHINCHWAD	
B. State	MAHARASHTRA	
C. District	Pune	
D. Pin code	411019	
<div style="display: flex; justify-content: center; gap: 10px;"> Previous Next </div>		

Uploads:

1. Present address proof.

2. Personal Id proof

2.9.2 Step 2

Location Details: Enter Station details and upload station address proof.

Save Draft Validate Application Submit

Step 1 Step 2 Step 3
Applicant Information Location Details Payment Details

4.Provisional Station Location Details				
A.Change of Location	<input type="text" value="Permanent"/>			
B.Location Address	<input type="text"/>			
C.Pincode	<input type="text" value="enter Pincode"/>			
D.District	<input type="text"/>			
E.State	<input type="text"/>			
F.Latitude <small>[Note : Allowed only 2 digits for hour,minutes]</small>	Degrees <input type="text" value="eg:78"/>	Minutes <input type="text" value="eg:11"/>	Seconds <input type="text" value="eg:25.44"/>	Direction <input type="text" value="NORTH"/>
G.Longitude <small>[Note : Allowed only 3 digits for hours and 2 digits for minutes]</small>	Degrees <input type="text" value="eg:111"/>	Minutes <input type="text" value="eg:11"/>	Seconds <input type="text" value="eg:25.45"/>	Direction <input type="text" value="EAST"/>
H.Station Address Proof	<div style="border: 1px solid #007bff; background-color: #e9f5ff; padding: 5px;"> <p style="margin: 0;">Proof of Station Details</p> <div style="display: flex; align-items: center; gap: 10px;"> <input style="width: 150px;" type="text" value="Choose File"/> No file chosen <input style="background-color: #007bff; color: white; padding: 2px 5px;" type="button" value="Upload"/> </div> </div>			

2.9.3 Step 3

Payment Details:

Pay the fees using Bharatkosh Portal. Click on "Click here" as shown by arrow to redirect to Bharatkosh portal.

Save Draft Validate Application Submit

Step 1 Applicant Information Step 2 Location Details Step 3 Payment Details

Note: A fee of Rs 200/- to be submitted through Bharatkosh. Please click here to help

5. Payment Details

A. Add Payment Details

Transaction Ref No.

Transaction Date

Transaction amount.

Payment Transaction Details

Transaction Ref No.	Transaction Date	Transaction Amount
[Empty Table]		

B. Upload Payment Receipt
[Note: Scan all receipts in single pdf file]

Payment Details

No file chosen

After submitting the application you will be redirected to dashboard. Upload signed application.

2.9.4 Upload Signed Application

Update Personal Details

Apply for Examinations (Amateur/RTR/GMDSS)

Apply for Certificates (Amateur/RTR/GMDSS)

Equipment Type Approval

Apply for Amateur Certificates

Update Indian Amateur License data issued to Indian/ Foreign Applicant Apply for License Current Applications History Applications

PDF EXCEL Search:

Sl.No.	Application Id	License Type	Application Submitted date	Application Status	Action
1	HAM201912000143	Amateur Restricted Grade	10-12-2019	Signed application upload Pending	<input type="button" value="Upload Signed Application"/>

Showing 1 to 1 of 1 entries Previous 1 Next

Click on the button pointed by arrow and you will see the below screen.

UPLOAD SIGNED APPLICATION

Download license application	
Upload Signed License Application [PDF only]	Upload license application(with signature) <input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
<input type="button" value="Submit"/>	

Download license application and upload the signed application. In case of foreign applicant signed personal details should also be uploaded as shown.

UPLOAD SIGNED APPLICATION

Download license application	
Download Personal Details	
Upload Signed License Application [PDF only]	Upload license application(with signature) <input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Upload Signed personal details [PDF only]	Upload personal details(with signature) <input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
<input type="button" value="Submit"/>	

Once submitted, application will go to DOT Nodal Officer for scrutiny. If any data and uploaded documents are not verified it will be reverted back and applicant must make the necessary changes and resubmit again. If verified then Change of Location License will be issued.

The Applicant will get an option to download the License from portal by logging-in to the dashboard.

If you face any problem in filling up the details, please use Saral Sanchar Help Desk found in <https://saralsanchar.gov.in/ticket/tktdash.php>

5. Application for Renewal of License

Note: Registration in <https://saralsanchar.gov.in/> is mandatory to apply for Renewal of Location. So first register in the above site if it is not already done (see pages 1 to 12) and then continue from here.

Instructions for filing online applications for Renewal of Amateur Radio License

General Guidelines:

- 1) The renewal application may be made from 2 months before the expiry of the license.
- 2) The Amateur license Renewal fee for any grade of License is as follows:
For 20 years: Rs.1000/- or for Life Long: Rs.2000/- (ie upto 80 years)
- 3) Copy of License fee **payment** receipt through NTRP Portal (Bharatkosh) (in PDF format) is required to be uploaded for issue of Renewal. Hence this has to be done first. Its details are as follows:

To make the payment first please register in the site <http://bharatkosh.gov.in> under Ministry **“Telecommunications”** and login

In **Make your payment** select **“Receipt for DOT”**

In **Depositor’s Category** select **“Individual”**

In **Purpose** select **“Amateur License”**

In **Payment type** select: **“License renewal fee”**

Function head: “127500103050100 - Proficiency Certificate”

PAO: 077188 - Controller of Communication Accounts, PAO HQ

DDO : 205155- DDO, SO(Cash), New Delhi

Amount INR 1000 or 2000

Prescribed license fees for General & Restricted Grades are as under:-

Sl.No	Type of Fee	Period	Fee
1	License Fee	20 years	Rs.1000/- for each grade
2		Life Time (ie upto the age of 80 years)	Rs.2000/- for each grade

Then follow guidelines, make payment and get copy of payment receipt from the website

- 4) Similarly make payment for Late fee if any. (Late fee shall be paid at Rs.100/- for every 6 months or part, after date of expiry of License)

Note: There is no License fee to be paid by Licensees completing 80 years old. They will be issued Renewal for 10 more years at a time upon submission of other documents.

5) Please keep the following documents ready before logging in <https://saralsanchar.gov.in/>

(If not registered, please see guidelines on how to register in SARAL website which is given separately.)

a) License fee payment receipt

(Copy of payment receipt made through NTRP Portal (Bharatkosh) in PDF format)

b) Late fee payment receipt (If any)

(Copy of payment receipt made through NTRP Portal (Bharatkosh) in PDF format)

c) Present address proof

(Scanned copy of any one of Aadhar card / Election card / Driving License / Ration Card / Electricity Bill / Bank Passbook/ Telephone bill / Rent agreement etc duly **attested** by Gazetted officer of Central or State Government in PDF format)

d) Personal id proof

(Scanned copy of PAN card duly **attested** by Gazetted officer of Central or State Government in PDF format)

e) Longitude & Latitude details of your location

f) Address Proof

(Scanned copy of Consent from building owner / Rent agreement for Station)

6) Now login <https://saralsanchar.gov.in/>

7) Please click on “**1 WPC Apply Now**”.

8) Then click on “**Apply for Certificates**” given in left side of the page

9) Then click on “**Amateur Apply Now**”

Guidelines for filling up is given in the following pages.

Update Personal Details

Apply for Examinations (Amateur/RTR/CMDS)

Apply for Certificates (Amateur/RTR/CMDS)

Equipment Type Approval

Apply for Amateur Certificates

Update Indian Amateur License data issued to Indian/ Foreign Applicant | Apply for License | **Current Applications** | History Applications

PDF EXCFI Search:

Sr.No.	Application Id	License type	Application Submitted date	Application Status	Action
1	HAM201912000143	Amateur Restricted Grade	10-12-2019	Certificate issued	Download Certificate Apply for Change of Location License Apply for Renewal of License Apply for Duplicate License

Showing 1 to 1 of 1 entries

Previous 1 Next

2.7 Apply for Renewal/Duplicate/Change of location through migration (Indian)

Apply for Certificates → Amateur (Apply Now)

Update Personal Details

Apply for Examinations (Amateur/RTR/CMDS)

Apply for Certificates (Amateur/RTR/CMDS)

Equipment Type Approval

Apply for Certificates

Certificate Selection

Amateur Apply Now | RTR Apply Now | CMDS Apply Now

Apply for License → License issued outside this portal → Get Data

You will be redirected to following screen.

Update Personal Details &
 Apply for Examinations (Amateur/RTY/GRU/SSB)
 Apply for Certificates (Amateur/RTY/GRU/SSB)
 Equipment Type Approval

Apply for Amateur Certificates

Update Indian Amateur License data issued to Indian/ Foreign Applicant | Apply for License | Current Applications | History Applications

Note: Update license data which are issued outside this portal. [Add Data](#)

PDF EXCFI Search: _____

Sr.No.	License No	License Type	License Issued date	Certificate Name	Action
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

Click on "Add Data" pointed by arrow. You will get a form as shown below to upload your previous license details.

Update Indian Amateur License data issued to Indian/ Foreign Applicant | Apply for License | Current Applications | History Applications

Note: Update license data which are issued outside this portal. [Back](#)

Applicant Details:
Nationality:

License Details:
Certificate Name:
License Type:
License No:
License Validity Period:
License Issued Date:
License Validity Date:
Call Sign:

Station Details:

Country:

Location Address:

Pincode:

District:

State:

Are you a citizen of issued amateur radio licence country:

Equipment Details:

Antenna type	Make	Model No.	Power[dBm]	Particulars of Aerials	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>

Validate

Fill all the details and click on validate. If validated successfully then submit button will get activated. Once submitted it will appear in the dashboard as shown. Applicant can view or edit using the button 'View' and "Update" as shown in below screenshot.

Update Personal Details &

Apply for Examinations (Amateur/RTX/DMODS)

Apply for Certificates (Amateur/RTX/DMODS)

Equipment Type Approval

Apply for Amateur Certificates

Update Indian Amateur License data issued to Indian/ Foreign Applicant | **Apply for License** | Current Applications | History Applications

Note: Update license data which are issued outside this portal.

PDF EXCEL Search:

Sl.No.	License No.	License Type	License Issued date	Certificate Name	Action
1	111	Amateur General Grade	11-12-2009	111	<input type="button" value="View"/> <input type="button" value="Update"/>

Showing 1 to 1 of 1 entries 1

Update Personal Details &

Apply for Examinations (Amateur/RTX/DMODS)

Apply for Certificates (Amateur/RTX/DMODS)

Equipment Type Approval

Apply for Amateur Certificates

Update Indian Amateur License data issued to Indian/ Foreign Applicant | **Apply for License** | Current Applications | History Applications

License issued outside this portal Exam conducted through this portal

PDF EXCEL Search:

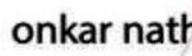
Sl.No.	License No.	License Type	License Issued date	Certificate Name	Action
1	111	Amateur General Grade	11-12-2009	111	<input type="button" value="Apply for Change of Location License"/> <input type="button" value="Apply for Renewal of License"/> <input type="button" value="Apply for Duplicate License"/>

Showing 1 to 1 of 1 entries 1

Once submitted, application will go to DOT Nodal Officer for scrutiny. If any data and uploaded documents are not verified it will be reverted back and applicant must make the necessary changes and resubmit again. If verified the Renewal will be issued. **The applicant will get option to download the Renewal certificate from portal by logging-in to the dashboard.**

If you face any problem in filling up the details, please use Saral Sanchar Help Desk found in <https://saralsanchar.gov.in/ticket/tktdash.php>

Sample Renewal document.
(Personal details have been erased due to privacy reasons)

License No	Call Sign: (RENEWAL)																
 सत्यमेव जयते L-14011/ /2020-COP Government of India Ministry of Communications Department of Telecommunications WPC Wing, Sanchar Bhawan New Delhi-110001.																	
Amateur Wireless Station License																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name of the Licensee</td> <td></td> </tr> <tr> <td>Date of Birth</td> <td></td> </tr> <tr> <td>Father/Mother/Husband Name</td> <td></td> </tr> <tr> <td>Category of License</td> <td>Amateur Renewal of license</td> </tr> <tr> <td>Call Sign</td> <td></td> </tr> <tr> <td>License No</td> <td></td> </tr> <tr> <td>Valid Upto</td> <td></td> </tr> <tr> <td>Location of Station</td> <td></td> </tr> </table>		Name of the Licensee		Date of Birth		Father/Mother/Husband Name		Category of License	Amateur Renewal of license	Call Sign		License No		Valid Upto		Location of Station	
Name of the Licensee																	
Date of Birth																	
Father/Mother/Husband Name																	
Category of License	Amateur Renewal of license																
Call Sign																	
License No																	
Valid Upto																	
Location of Station																	
Date of issue : 2020 Place : New Delhi Signature of licensee : Signature of witness : Address of witness :	Digitally signed by onkar nath Date:  (Onkar Nath) Assistant Wireless Adviser Govt. of India																
License to Establish, Maintain and work an Amateur Wireless Station in India																	
Having satisfied by examination or otherwise that _____ possesses the requisite technical qualifications as prescribed under the Indian Wireless Telegraphs(Amateur Service)Rules, 1978; the Central Government, in exercise of the powers conferred under the authority of section 4 of the Indian Telegraph Act, 1885 (13 of 1885), hereby grant to him an Amateur Wireless Station License, Grade - Amateur Renewal of license to establish maintain and work a wireless telegraph transmitting and receiving station,detailed above during the terms of period commencing on the day of the date hereof and terminating on the _____. This License becomes invalid unless renewed further by way of a document showing the renewal of license.																	
The license is governed by the Indian Wireless Telegraphs (Amateur Service) Rules, 1978 and amendments thereafter.																	
Centre's Specifications:-Place:- Place :New Delhi Date of issue : _____																	
	(Onkar Nath) Assistant Wireless Adviser Govt. of India																
_____ 1 / 2																	
To, _____																	

6. Application for Duplicate License / Renewal

Note: Registration in <https://saralsanchar.gov.in/> is mandatory to apply for Duplicate License / Renewal. So first register in the above site if it is not already done (see pages 1 to 12) and then continue from here.

**Instructions for filing online applications for
Duplicate License / Renewal Document of Amateur Radio License**

General Guidelines:

Copy of License fee **payment** receipt through NTRP Portal (Bharatkosh) (in PDF format) is required to be uploaded for issue of Duplicate license / Renewal. Hence this has to be done first. Its details are as follows:

To make the payment first please register in the site <http://bharatkosh.gov.in> under Ministry “**Telecommunications**” and log in

In **Make your payment** select “**Receipt for DOT**”

In **Depositor’s Category** select “**Individual**”

In **Purpose** select “**Amateur License**”

In **Payment type** select: “**Fee for issue of duplicate license**”

Function head: “127500103050100 - Proficiency Certificate”

PAO: 077188 - Controller of Communication Accounts, PAO HQ

DDO: 205155- DDO, SO(Cash), New Delhi

Amount INR: 100

Then follow guidelines, make payment and get copy of payment receipt from the website

Next please keep the following documents ready before logging in <https://saralsanchar.gov.in>

(If not registered, please see guidelines on how to register in SARAL website which is given separately.)

- a) Copy of fee **payment** receipt through NTRP Portal (Bharatkosh)
- b) Scanned copy of **License** (if available)
- c) Scanned copy of latest **Renewal** card (if available)
- d) Scanned copy of the **FIR** registered with police.

(FIR is not required if the Renewal document is damaged/mutilated)

Now log into <https://saralsanchar.gov.in>

1. Please click on “**Apply for Certificates**” given in left side of the page
2. Then click on “**Amateur Apply Now**”

Guidelines for filling up are given in the following pages.

2.7 Apply for Renewal/Duplicate/Change of location through migration (Indian)

Apply for Certificates → Amateur (Apply Now)

Apply for License → License issued outside this portal → Get Data

You will be redirected to following screen.

Update Personal Details &
 Apply for Examinations (Amateur/RTY/GRU/SSB)
 Apply for Certificates (Amateur/RTY/GRU/SSB)
 Equipment Type Approval

Apply for Amateur Certificates

Update Indian Amateur License data issued to Indian/ Foreign Applicant | Apply for License | Current Applications | History Applications

Note: Update license data which are issued outside this portal. [Add Data](#)

PDF EXCFI Search: _____

Sr.No.	License No	License Type	License Issued date	Certificate Name	Action
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

Click on "Add Data" pointed by arrow. You will get a form as shown below to upload your previous license details.

Update Indian Amateur License data issued to Indian/ Foreign Applicant | Apply for License | Current Applications | History Applications

Note: Update license data which are issued outside this portal. [Back](#)

Applicant Details:
Nationality:

License Details:
Certificate Name:
License Type:
License No:
License Validity Period:
License Issued Date:
License Validity Date:
Call Sign:

Station Details:

Country:

Location Address:

Pincode:

District:

State:

Are you a citizen of issued amateur radio licence country:

Equipment Details:

Antenna type	Make	Model No.	Power[dBm]	Particulars of Aerials	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>

Validate

Fill all the details and click on validate. If validated successfully then submit button will get activated. Once submitted it will appear in the dashboard as shown. Applicant can view or edit using the button 'View' and "Update" as shown in below screenshot.

Update Personal Details

Apply for Examinations (Amateur/RTT/SHO29)

Apply for Certificates (Amateur/RTT/SHO29)

Equipment Type Approval

Apply for Amateur Certificates

Update Indian Amateur License data issued to Indian/ Foreign Applicant

Note: Update license data which are issued outside this portal.

PDF EXCEL Search:

Sl.No.	License No.	License Type	License issued date	Certificate Name	Action
1	111	Amateur General Grade	11-12-2009	111	<input type="button" value="View"/> <input type="button" value="Update"/>

Showing 1 to 1 of 1 entries

Update Personal Details

Apply for Examinations (Amateur/RTT/SHO29)

Apply for Certificates (Amateur/RTT/SHO29)

Equipment type Approval

Apply for Amateur Certificates

Update Indian Amateur License data issued to Indian/ Foreign Applicant

License issued outside this portal Exam conducted through this portal

PDF EXCEL Search:

Sl.No.	License No.	License Type	License issued date	Certificate Name	Action
1	111	Amateur General Grade	11-12-2009	111	<input type="button" value="Apply for Change of Location License"/> <input type="button" value="Apply for Renewal of License"/> <input type="button" value="Apply for Duplicate License"/>

Showing 1 to 1 of 1 entries

Once submitted, application will go to DOT Nodal Officer for scrutiny. If any data and uploaded documents are not verified it will be reverted back and applicant must make the necessary changes and resubmit again. If verified the Duplicate License / Renewal will be issued.

The applicant will get an option to download the Duplicate License / Renewal Certificate by logging-in to the dashboard.

If you face any problem in filling up the details, please use Saral Sanchar Help Desk found in <https://saralsanchar.gov.in/ticket/tktdash.php>

7. Application for Reciprocal License for Foreign Nationals

NOTE:

As the <https://saralsanchar.gov.in/> portal is not yet configured for Registration by Foreign Nationals, applications for Reciprocal license may be sent by post like before.

Please see details in

<http://www.niar.org/downloads/ham-downloads/Application-for-Reciprocal-Licence.doc>

Once the Registration by Foreign Nationals in <https://saralsanchar.gov.in/> portal is activated, the guidelines given in the following pages may be followed:

Instructions for filling online applications for Amateur Radio Reciprocal License to a foreign national to operate from India

General Guidelines

Reciprocal Licenses are issued to foreign nationals to operate from India who have Amateur Radio Licenses issued in their motherland provide that

- a. The country of which the applicant is citizen, grants reciprocal facilities to Indian nationals. It shall not apply where the Central Government considers that reciprocal facilities are not necessary.
 - b. The applicant must be above 18 years old
 - c. The License of the applicant is currently valid and holds appropriate category of Amateur Radio License issued by a competent authority in any other country and recognised by the Central Government.
 - d. The License under this rule shall be initially granted for a period of **one year or for the period of validity of visa, whichever is earlier**
 - e. Pay License fee: Rs.1000/-
1. Copy of License fee **payment** receipt through NTRP Portal (Bharatkosh) in PDF format is required to be uploaded for issue of the Amateur Radio License. Hence this has to be done first. Its details are as follows:

To make the payment first please register in the site <http://bharatkosh.gov.in> under Ministry **“Telecommunications”** and log in

In **Make your payment** select **“Receipt for DOT”**

In **Depositor’s Category** select **“Individual”**

In **Purpose** select **“Amateur License”**

In **Payment type** select: **“License fee”**

Function head: “127500103050100 - Proficiency Certificate”

PAO: 077188 - Controller of Communication Accounts, PAO HQ

DDO: 205155- DDO, SO(Cash), New Delhi

Amount INR: 1000

Then follow guidelines, make payment and get copy of payment receipt from the website

Note: It is suggested that you contact a Radio Amateur or Amateur Radio Club in India if you have any difficulty in making payments and in filling the application forms

2. Please keep the following documents ready before logging into <https://saralsanchar.gov.in> to apply for Reciprocal License

a) **Photograph**

(Scanned passport size in JPEG format and less than 50kb in size)

b) **Signature**

(Scanned in JPEG format and less than 50kb in size)

c) **Passport**

(Scanned copy of relevant pages of in PDF format)

d) **Visa**

(Scanned copy of Indian visa in PDF format)

e) **License** / Renewal issued in your country (Scanned copy in PDF format)

f) **Longitude & Latitude** details of your location of station License in India

g) **Consent letter** from building owner / Hotel etc. which you want as address of the station and operate. (Scanned copy)

h) Copy of License fee **payment** receipt through NTRP Portal (Bharatkosh) (in PDF format)

Registration

To Register in <https://saralsanchar.gov.in/> first keep the following ready:

1. Your **PAN Card Number** ???
2. Your cellphone ready to receive OTP sent by SMS
3. Your email account in logged in condition to receive OTP and messages sent by email

The following guidelines may be followed:

Open <https://saralsanchar.gov.in/>

Click on the **Registration** link, available on the Top Navigation bar, or in the Top right sidebar panel.

You will be redirected to the below form.

To apply select **Individual (WPC Exams/ Certificates)** in **Registration Type**.

One Time Registration

(For Creation of users other than Govt.Agencies/PSU/Autonomus Body).

(Note: '' fields are mandatory)*

- Individual/ Proprietor/ Partnership Firm etc can apply for UL-VNO(CAT B)license & WPC license ONLY.
- For OSP Registration applicant need to be either Company/LLP/FCPR.
- For Access services -Category B applicant need to APPLY under UL-VNO
- For WPC Exams/Certificate Select Registration Type Category as Individual (WPC Exams/Certificates)

Applicant Type

Registration Type

Date of Birth

PAN Number type

(In case of minor applicant, who do not have PAN then Guardian/Parent PAN number is mandatory)

Guardian/Parent Name

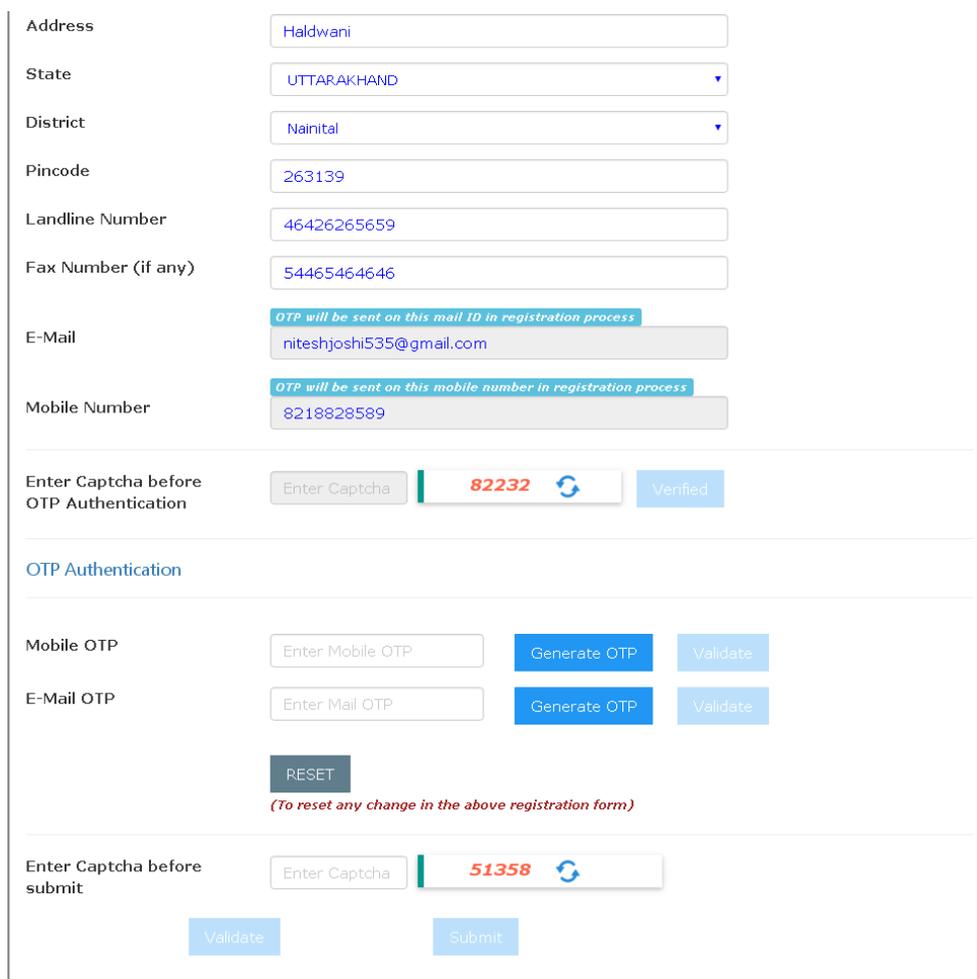
PAN

Fill in the required information. After filling **Authorized Contact Person** details, you will be required to fill in your **E-Mail address & Mobile Number**.

After this you will fill the **CAPTCHA code** before OTP Authentication, as shown below

landline Number	<input type="text" value="23265464547"/>
Fax Number (if any)	<input type="text" value="11113654646"/>
E-mail	<input type="text" value="niteshjoshi535@gmail.com"/>
Mobile Number	<input type="text" value="8932644646"/>
Authorised contact Person /Signatory details	
Name	<input type="text" value="Nitesh Joshi"/>
Designation	<input type="text" value="JTO"/>
Address	<input type="text" value="Haldwani"/>
State	<input type="text" value="UTTARAKHAND"/>
District	<input type="text" value="Nainital"/>
Pincode	<input type="text" value="263139"/>
Landline Number	<input type="text" value="46426265659"/>
Fax Number (if any)	<input type="text" value="54465464646"/>
E-Mail	<input type="text" value="niteshjoshi535@gmail.com"/> <small>OTP will be sent on this mail ID in registration process</small>
Mobile Number	<input type="text" value="8218828589"/> <small>OTP will be sent on this mobile number in registration process</small>
Enter Captcha before OTP Authentication	<input type="text" value="Enter Captcha"/> <input type="text" value="82232"/> <input type="button" value="Verify"/>
<input type="button" value="Validate"/> <input type="button" value="Submit"/>	

After successfully verifying the **CAPTCHA Code** you will see the below screen in which there are separate buttons for generating **OTPs** for **E-Mail address & Mobile Number**. Please click on each button to get the respective OTP's.



The screenshot displays a registration form with the following fields and sections:

- Address:** Haldwani
- State:** UTTARAKHAND
- District:** Nainital
- Pincode:** 263139
- Landline Number:** 46426265659
- Fax Number (if any):** 54465464646
- E-Mail:** niteshjoshi535@gmail.com (Note: OTP will be sent on this mail ID in registration process)
- Mobile Number:** 8218828589 (Note: OTP will be sent on this mobile number in registration process)

OTP Authentication Section:

- Enter Captcha before OTP Authentication:** Includes an input field, a captcha image showing '82232', and a 'Verified' button.
- Mobile OTP:** Includes an input field, a 'Generate OTP' button, and a 'Validate' button.
- E-Mail OTP:** Includes an input field, a 'Generate OTP' button, and a 'Validate' button.
- RESET:** A button to reset the form, with a note: "(To reset any change in the above registration form)".

Final Verification:

- Enter Captcha before submit:** Includes an input field, a captcha image showing '51358', and a 'Validate' button.
- Submit:** A button to complete the registration.

You will receive **OTPs**, both on your **E-Mail address & Mobile Number** which you entered in the earlier step.

Enter the OTPs and click on **validate** button to verify them.

After verifying the OTPs you will see the below screen.

If you want to reset the data then there is a RESET button.

If you don't want to reset data then enter the **CAPTCHA CODE** & click on **submit** to get yourself registered.

The screenshot shows a registration form with the following fields and values:

- Address: Haldwani
- State: UTTARAKHAND
- District: Nainital
- Pincode: 263139
- Landline Number: 46426265659
- Fax Number (if any): 54465464646
- E-Mail: niteshjoshi535@gmail.com
- Mobile Number: 8218828589

Below the form, there are two captcha verification sections:

- Enter Captcha before OTP Authentication:** Captcha: 82232, Status: Verified
- OTP Authentication:**
 - Mobile OTP: ReGenerate OTP, Validate, Status: Mobile OTP verified
 - E-Mail OTP: ReGenerate OTP, Validate, Status: Mail OTP verified

A **RESET** button is present with the text: (To reset any change in the above registration form).

At the bottom, there is another captcha verification section:

- Enter Captcha before submit:** Captcha: 51358, Status: Verified

Buttons for **Validate** and **Submit** are visible at the bottom of the form.

After successfully registration you will see the below screen



The user credentials will be sent to the **E-Mail address** of the applicant.

First Login

Click on the **Home Button** on the above page.

On the **Home Page** go to the **Login** button available on the **top Navigation bar** and the **top right sidebar panel**.

Enter your credentials in the login forms as shown below, after entering the **CAPTCHA CODE** Click on **LOGIN BUTTON**.



Login

UserId

Password

Security Code

[Forgot Password?](#) [Forgot User ID?](#)

After clicking the **Login** button you will be redirected to the below page, in which you will be asked to **change your password**.



Change Password

New password

Confirm password

Enter OTP

Password Pattern

Password must contain at least 1 Upper Case Letters.
 Password must contain at least 1 Digits.
 Password must contain at least 1 Special Characters.
 Password must contain at least 8 characters.

Enter the New Password & confirm the New Password

(The password must be according to the instructions appearing on the right side of the page as shown above by the red arrow)

Then click on **Generate OTP** button.

An OTP will be sent to your mobile phone.

Please enter the **OTP** and click on submit button.

There is also a reset button to reset the above data.

After submit you will be directed to this page.

Click on the **APPLY NOW** button (Shown **by red arrow**) on the WPC tab

The screenshot shows the SARAL SANCHAR portal interface. At the top, it displays the Government of India and Ministry of Communications logos, along with the Department of Telecommunications logo. The SARAL SANCHAR logo is prominently displayed on the right, with the tagline '(Simplified Application For Registration And Licenses) A Portal for License Management in DoT'. A navigation bar includes 'Home', 'Change Password', and 'Helpdesk' links. Below the navigation bar, a 'Welcome gf ()' message is visible. The main content area is titled 'Status Of Applications' and features a large red box with the number '0' and the text 'WPC Apply Now'. Below this, there are several bullet points providing instructions and general information for users.

• Individual/ Proprietor/ Partnership Firm etc can apply for UL-VNO(CAT B) license & WPC license ONLY.

• For OSP Registration applicant need to be either Company/LLP/FCPR.

• For Access services -Category B applicant need to APPLY under UL-VNO.

General Instructions:-

- Please refer FAQ on DSC on the home page for any queries regarding DSCs
- Document signed with Self signed certificates/Acrobat reader signed Documents are not allowed. Certificate only from Licensed CAs are Allowed.
- Licensed Certificate Authorities as per cca.gov.in are a) Safescrypt CA b)(n)Code Solutions CA c)e-Mudhra CA d)Capricorn CA e)Verasys CA
- For Payment of Various fees (processing, entry etc) is to be done on NTRP (<https://bharatkosh.gov.in>) and only challan details is to be filled in the portal.

Update Personal Details:

When the applicant login for the first time, he/she will be redirected to update personal details.

दूरसंचार विभाग
DEPARTMENT OF
TELECOMMUNICATIONS

Please update personal details first!!!

SARAL
SANCHAR
(Simplified Application For Registration And Licenses)
A Portal for License Management in DoT

[Update Personal Details](#)

Apply for Examinations
(Amateur/RTR/GMDSS)

Apply for Certificates
(Amateur/RTR/GMDSS)

Equipment Type Approval

Details to apply for appearing in Exam

Examination Selection

Select Examination Type Amateur Station Exam

Home / WPC / Update User Other Details

Personal Details
Address Details
Foreign Details

Name of Applicant:	<input type="text" value="NNNNNNNNNN NNNNNNI"/>	List other names (if any):	<input type="text"/>
Father/Mother/Husband Name:	<input type="text"/>	Height of Applicant(in cm):	<input type="text"/>
Date of Birth:	<input type="text"/>	Place of Birth:	<input type="text"/>
Color of Hair:	<input type="text"/>	Color of Eyes:	<input type="text"/>
Qualification:	<input type="text"/>	Complexion:	<input type="text"/>
Identification Marks:	<input type="text"/>	Occupation:	<input type="text" value="---Select--"/>
Nationality:	<input type="text" value="Indian"/>		
Source of Identification	<input type="text" value="---Select--"/>		
Identification No:	<input type="text"/>		

Personal Details | **Address Details** | Foreign Details

Present Address:

Country:

Address:

Pincode:

District:

State:

Permanent Address:

Country:

Address:

Pincode:

District:

State:

The Registration process is now over.

Next

Please click on **“1 WPC Apply Now”**

Please click on **“Apply for Certificates”** given in left side of the page.

Please click on **“Amateur Apply Now”**

Guidelines for filling up is given in the following pages.

Note:

- 1) **For Proof of Birth:** Upload Passport copy
- 2) **For Nationality Certificate:** Upload Passport copy
- 3) **For Proof of Present Address:** Upload Passport copy
- 4) **For Proof of Permanent Address:** Upload Passport copy
- 5) **For Station Address Proof:** Upload copy of Consent letter from building owner/ Hotel etc. which you want as address of the station in India and operate.

It is suggested to apply well in advance before the proposed visit to India as it takes some time for processing of the application.

2.8 Apply for Reciprocal license through migration (Foreign)

Apply for Certificates → Amateur (Apply Now)

Update Personal Details

Apply for Examinations (Amateur/RTR/GMDSS)

Apply for Certificates (Amateur/RTR/GMDSS)

Equipment Type Approval

Apply for Certificates

Certificate Selection

Amateur Apply Now

RTR Apply Now

CMDSS Apply Now

Apply for License → License issued outside this portal → Get Data

You will be redirected to following screen.

Update Personal Details

Apply for Examinations (Amateur/RTR/GMDSS)

Apply for Certificates (Amateur/RTR/GMDSS)

Equipment Type Approval

Apply for Amateur Certificates

Update Indian Amateur License data issued to Indian/ Foreign Applicant

Apply for License

Current Applications

History Applications

Note: Update license data which are issued outside this portal.

Add Data

PDF EXCEL Search:

St.No.	License No.	License Type	License Issued date	Certificate Name	Action
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

Click on “Add Data” pointed by arrow. You will get a form as shown below to upload your previous license details.

(Amateur) IIR/GI/ISS
Update Indian Amateur License data Issued to Indian/ Foreign Applicant
Apply for License
Current Applications
History Applications

Note: Update license data which are issued outside this portal. Back

Applicant Details:

Nationality:

Passport No.:

Visa No.:

Visa Issued By:

Visa Issued Date:

Visa Validity Date:

License Details:

Certificate Name:

License Type:

License No:

License Validity Period:

License Issued Date:

License Validity Date:

Call Sign:

Station Details:

Country:

Location Address:

Pincode:

District:

State:

Are you a citizen of issued amateur radio licence country:

Equipment Details:

Antenna type	Make	Model No.	Power[dBm]	Particulars of Aerials	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>

Validate
Submit

Fill all the details and click on validate. If validated successfully then submit button will get activated. Once submitted it will appear in the dashboard as shown. Applicant can view or edit using the button 'View' and "Update" as shown in below screenshot.

Update Personal Details

Apply for Examinations (Amateur/RTR/GNDSS)

Apply for Certificates (Amateur/RTR/GNDSS)

Equipment Type Approval

Apply for Amateur Certificates

Update Indian Amateur License data issued to Indian/ Foreign Applicant [Apply for License](#) [Current Applications](#) [History Applications](#)

License issued outside this portal Exam conducted through this portal [Get Data](#)

PDF EXCEL Search:

Sl.No.	License No.	License Type	License Issued date	Certificate Name	Action
1	aaaaa234	Amateur General Grade	12-12-2019	aaaaaaaab0d	Apply for Reciprocal License

Showing 1 to 1 of 1 entries Previous Next

Applicant can apply for Reciprocal license.

Update Personal Details

Apply for Examinations (Amateur/RTR/GNDSS)

Apply for Certificates (Amateur/RTR/GNDSS)

Equipment Type Approval

Apply for Amateur Certificates

Update Indian Amateur License data issued to Indian/ Foreign Applicant [Apply for License](#) [Current Applications](#) [History Applications](#)

License issued outside this portal Exam conducted through this portal [Get Data](#)

PDF EXCEL Search:

Sl.No.	License No.	License Type	License Issued date	Certificate Name	Action
1	111	Amateur General Grade	11-12-2009	111	Apply for Change of Location License Apply for Renewal of License Apply for Duplicate License

Showing 1 to 1 of 1 entries Previous Next

2.8.1 Step 1

Applicant Details: In this step the information about applicant will appear as filled in Update personal details form and applicant should also S. No 8 (Other details) and will be able to upload documents once the form is saved using 'Save Draft'.

APPLICATION FOR WPC(Amateur License)

Save Draft Validate Application Submit

Step 1 Applicant Details	Step 2 Details of existing Amateur license issued by foreign administration	Step 3 Station Location Details	Step 4 Technical/Equipment Details	Step 5 Payment Details	Step 6 Declaration
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1.Name of applicant	auth
List other names (if any)	
2.Upload photo and signature of Applicant:	
A) Upload Photo of applicant [jpeg format]	Upload Photograph <input type="button" value="Upload Button Enable After Saving Draft"/>
B) Upload Signature of applicant [jpeg format]	Upload Signature <input type="button" value="Upload Button Enable After Saving Draft"/>

3.Personal Details:	
A) Father Name	amma
B) Father Home [Address (if dead, give last Address) aliases if any.]	AAA , 111, 111, 11111
C) Date of Birth	16-01-1930
D) Upload Proof of Birth	Proof Date of Birth Upload <input type="button" value="Upload Button Enable After Saving Draft"/>
E) Place of birth [where your birth was recorded]	morsugudem
F) Present occupation [major work for profession for which you receive money or activity which occupies the majority of your time]	Government Employee
G) Age [in years]	89
H) Height [in Cms]	168
I) Colour of eyes	BLACK
J) Colour of Hair	black
K) Complexion	FAIR
L) Any special particulars or marks	mole on left arm
M)Nationality	Foreigner
N) Upload Nationality Certificate	Nationality Certificate Upload <input type="button" value="Upload Button Enable After Saving Draft"/>



4. Present Address Details: Indian address [at which you will receive mail in India]	
A) Country	India
B) Address	IT PROJECT 11,CIRCLE BSNL RTTC BLDG PLOT NO.121/122 MIDC G BLOCK CHINCHWAD
Pincode	411019
District	Pune
State	MAHARASHTRA
C) Upload Present Details	Proof of present address upload <small>Upload button enable After Saving Draft</small>

5. Permanent Address Details: [Home country]	
A) Country	India
B) Address	dsad
C) Upload Permanent Address Details	Proof of permanent address upload <small>Upload button enable After Saving Draft</small>

D) Address to which you want the license mailed, if issued	Present Address
--	-----------------

6. VISA Details:	
A) VISA Type	ASD
B) VISA Number	123AS555
C) VISA Issued By	AAAA
D) VISA Issued Date	12-09-2019

E) VISA Validity/Expiry Date	12-12-2020
F) Upload VISA	Foreign Visa Upload <small>Upload button enable After Saving Draft</small>

7. Passport Details:	
A) Passport Number	
B) Passport place of issue	ASD
C) Passport issue date	12-02-2019
D) Passport validity/Expiry Date	12-12-2029
E) Upload Passport	Passport Upload <small>Upload button enable After Saving Draft</small>

8. Other Details:	
A) Period of your proposed operation in India	Beginning Date <input type="text"/> Ending Date <input type="text"/>
B) Purpose of your visit to India	<input type="text"/>
C) Briefly describe your proposed itinerary while in India	<input type="text"/>
D) Particulars of previous applications, if any, made by the applicant for issue of amateur license.	<input type="text"/>

Once Save draft is clicked provisional application number will be attached to your application and further actions will be taken on the same. Applicant will be able to upload the documents.

Press "next" button to go to next step.

2.8.2 Step 2

Existing License, station, equipment details of previous license will appear and applicant needs to upload documents.

Step 1 Applicant Details | **Step 2 Details of existing Amateur license issued by foreign administration** | Step 3 Station Location Details | Step 4 Technical/Equipment Details | Step 5 Payment Details | Step 6 Declaration

9.Existing License Details:

A) License type: Amateur General Grade

B) License No. of amateur radio operator and station license issued[by home country]: aaaaa234

C) License Expiry Date: 11 12 2030

D) Call Sign: aaaaaa

E) Country which issued amateur radio license: Cyprus

F) Are you a citizen of issued amateur radio license country: No

G) Upload existing License: Existing License
 No file chosen

10.Existing Station Location Details: [Home Country]

Station address: IT PROJECT CIRCLE BSNL RTTC BLDG PLOT NO.121/122 MIDC G BLOCK CHINCHWAD

Station Country: Cyprus

11.Existing Equipment Details:

Type Of Antenna	Make	Model	Power[dBm]	Particulars of Aerials	Remarks
111	as	1111	0.0000	111	

2.8.3 Step 3

Add station details and upload station address proof.

APPLICATION FOR WPC(Amateur License)

Save Draft | Validate Application | Submit

Step 1 Applicant Details | Step 2 Details of existing Amateur license issued by foreign administration | **Step 3 Station Location Details** | Step 4 Technical/Equipment Details | Step 5 Payment Details | Step 6 Declaration

12.Station Details

A) Station Address:

B) Pincode:

District:

State:

C) Latitude (Note : Allowed only 2 digits for hour/minutes)

Degree: Minutes: Seconds:

D) Longitude (Note : Allowed only 3 digits for hours and 2 digits for minutes)

Degree: Minutes: Seconds:

E) Upload Station Address Proof: Proof of Station Details
 No file chosen

Previous | Next

Save Draft | Validate Application Form | Submit

2.8.4 Step 4

Add Equipment, Frequency details and call sign preference.

Orders/Circulars

Home / WPC / Apply for Reciprocal Amateur License - Application Id:HAM201912000144

APPLICATION FOR WPC(Amateur License)

Step 1 Applicant Details	Step 2 Details of existing Amateur license issued by foreign administration	Step 3 Station Location Details	Step 4 Technical/Equipment Details	Step 5 Payment Details	Step 6 Declaration
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13. Equipment Details:

Type of Antenna	<input style="width: 90%;" type="text"/>
Make	<input style="width: 90%;" type="text"/>
Model	<input style="width: 90%;" type="text"/>
Power	<input style="width: 40%;" type="text"/> <input style="width: 10%; text-align: center; border: none;" type="text" value="W"/> <input style="width: 40%;" type="text"/>
Particulars of aerials proposed to be used	<input style="width: 90%;" type="text"/>
Remarks	<input style="width: 90%;" type="text"/>
Is Equipment is imported?	<input checked="" type="radio"/> No <input type="radio"/> Yes

14. Frequency Details:

Frequency Band	Start Frequency: <input style="width: 15%;" type="text"/>	Stop Frequency: <input style="width: 15%;" type="text"/>	KHz
Power	<input style="width: 40%;" type="text"/> <input style="width: 10%; text-align: center; border: none;" type="text" value="W"/> <input style="width: 40%;" type="text"/>		
Emission	<input style="width: 90%;" type="text"/>		
Types of modulation	<input style="width: 90%;" type="text"/>		

Freq Band	RF Power	Emission	Types of modulation
<input type="button" value="Modify"/>			

15. CALL SIGN PREFERENCE:

A) First Preference:	Block-1	Block-2	Block-3
	<input style="width: 80%;" type="text" value="VU"/>	<input style="width: 80%;" type="text" value="3"/>	<input style="width: 80%;" type="text"/>
B) Second Preference:	<input style="width: 80%;" type="text" value="VU"/>	<input style="width: 80%;" type="text" value="3"/>	<input style="width: 80%;" type="text"/>
C) Third Preference:	<input style="width: 80%;" type="text" value="VU"/>	<input style="width: 80%;" type="text" value="3"/>	<input style="width: 80%;" type="text"/>

2.8.5 Step 5

Add payment details and upload payment receipt.

[Save Draft](#) [Validate Application](#) [Submit](#)

Step 1
Applicant DetailsStep 2
Details of existing Amateur license
issued by foreign administrationStep 3
Station Location DetailsStep 4
Technical/Equipment DetailsStep 5
Payment DetailsStep 6
Declaration

Note: Pay amounts through [Bharatkosh portal](#). Click here

16.A) Payment Details

Total Fee	1000.00
Transaction Ref No.	
Transaction Date	
Transaction amount	

[Save Payment Details](#)

Payment Transaction Details

Transaction Ref. No.	Transaction Date	Transaction Amount
✎ Modify		← → ↶ ↷

16.B) Upload Payment Details

Choose File

No file chosen

[Upload](#)

[Previous](#) [Next](#)

[Save Draft](#) [Validate Application Form](#) [Submit](#)

2.8.6 Step 6

Declaration:

Read carefully declaration and agree the above conditions.

Click on Validate application form and if successfully validated then submit the application. After submitted upload signed application and personal details form. Application will go for scrutiny. If all the data submitted and uploads are correct then applicant will be issued reciprocal license. If any wrong data is submitted then application will be reverted to applicant. And applicant needs to resubmit again.

The applicant will get option to download the Reciprocal License from portal by logging-in to the dashboard.

If you face any problem in filling up the details, please use Saral Sanchar Help Desk found in <https://saralsanchar.gov.in/ticket/tktdash.php>