

**A guide to filing online applications for
Amateur Radio in India
with effect from 1 August 2020**



**Registration
&
Amateur Radio Exam Application**

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7 May 2022

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,

Jose Jacob, VU2JOS
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

**Registration & Filing for Amateur Station Operators
Certificate Exam (ASOC) Application**

Note: Those who have already registered may go to page 13

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

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 OTPs.

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)

Final step: Enter Captcha before submit: 51358 (Validated) and Submit button.

After successfully registration you will see the below screen



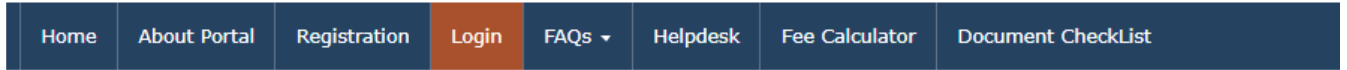
The user credentials will be sent to the **E-Mail address** of the applicant.

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 side bar panel**.


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



Login

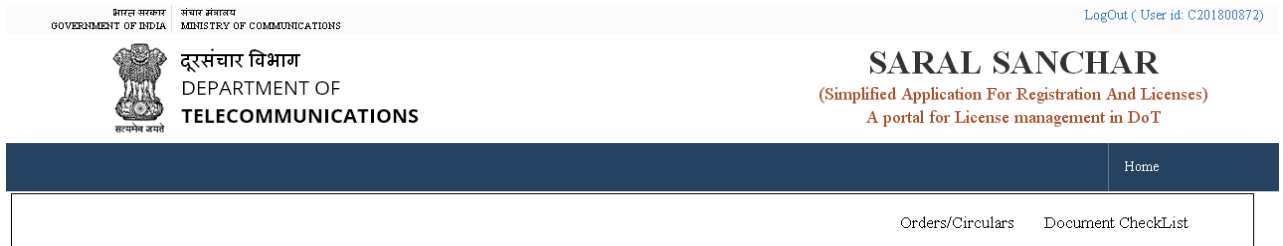
UserId

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)

Then click on **Generate OTP** button.

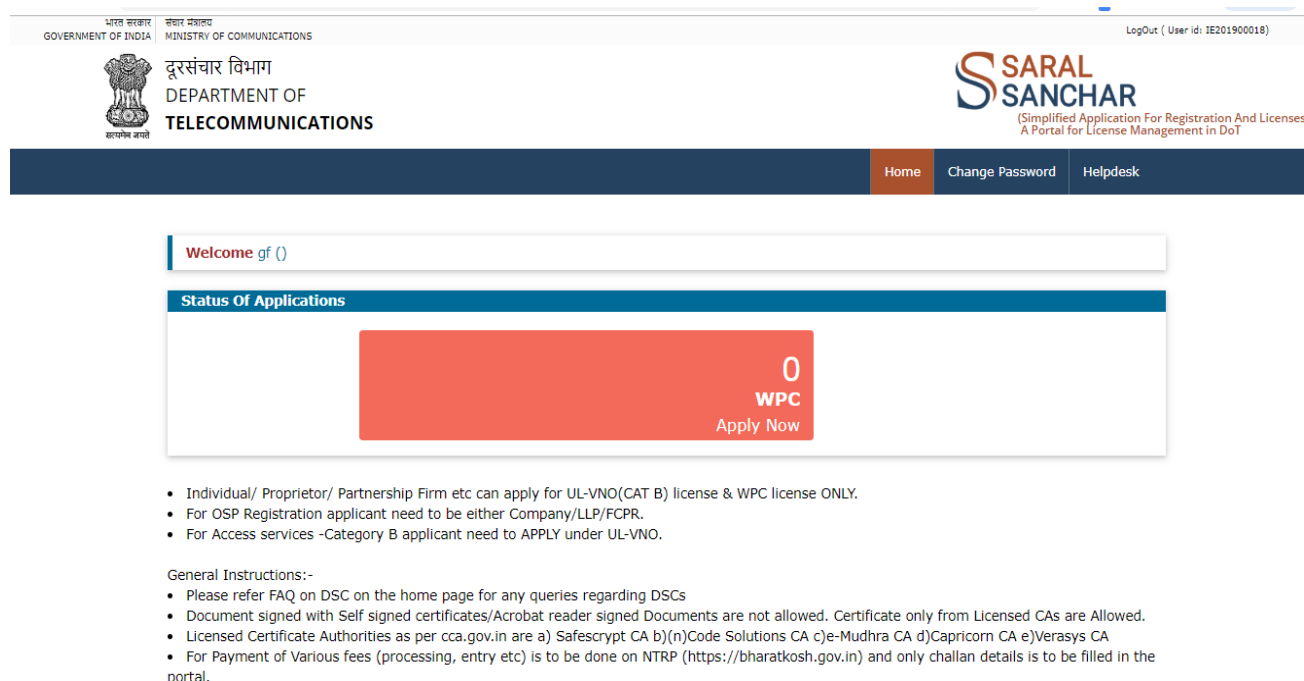
An OTP will be sent to your mobile phone.

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 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. The SARAL SANCHAR logo is prominently displayed, 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. A user is logged in with the ID 'IE201900018'. Below the navigation, a 'Welcome gf ()' message is shown. The main content area is titled 'Status Of Applications' and features a large red box indicating '0 WPC' applications, with an 'Apply Now' button. Below this, there are instructions for applying for licenses and general instructions 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.

The screenshot shows the SARAL SANCHAR portal interface. At the top left is the Department of Telecommunications logo. A notification banner at the top center reads "Please update personal details first!!!". The SARAL SANCHAR logo is at the top right. A sidebar on the left contains navigation buttons: "Update Personal Details", "Apply for Examinations (Amateur/RTR/GMDSS)", "Apply for Certificates (Amateur/RTR/GMDSS)", and "Equipment Type Approval". The main content area is titled "Details to apply for appearing in Exam" and features an "Examination Selection" section with a dropdown menu set to "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", "Address Details", and "Foreign Details". The "Personal Details" tab is active. The form contains the following fields:

- Name of Applicant:
- Father/Mother/Husband Name:
- Date of Birth:
- Color of Hair:
- Qualification:
- Identification Marks:
- Nationality:
- Source of Identification:
- List other names (if any):
- Height of Applicant(in cm):
- Place of Birth:
- Color of Eyes:
- Complexion:
- Occupation:

Personal Details	Address Details	Foreign Details
Present Address:		
Country	<input type="text" value="India"/>	
Address:	<input type="text"/>	
Pincode	<input type="text"/>	
District	<input type="text"/>	
State	<input type="text"/>	
Permanent Address:		
Country	<input type="text" value="India"/>	
Address:	<input type="text"/>	
Pincode	<input type="text"/>	
District	<input type="text"/>	
State	<input type="text"/>	
<input type="button" value="Submit"/> <input type="button" value="Close"/>		

The Registration process is now over.

Now, please proceed with the filing of Exam Application details of which are given in the following pages.

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

- a) **Photograph**
(Scanned colored passport size **in JPG format and less than 250 kb** in size)
- b) **Signature**
(Scanned in **JPG format and less than 150 kb** in size)
- c) **Date of Birth**
(Scanned copy of proof of document (Birth Certificate /SSC Certificate /10th class Memo etc.) **having father's name** duly **attested** by Gazetted officer of Central or State Government **in PDF format and less than 1 MB**)
- 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 and less than 1 MB**)
- 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 and less than 1 MB**)
- f) **Nationality Certificate**
(Scanned copy as per format given in **page 14 in PDF format and less than 1 MB**)
- g) 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 and less than 1 MB**)

NATIONALITY CERTIFICATE

Certified that I have known Shri/Ms _____ son/daughter 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.

Place :

Date:

Signature
Designation

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)

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

Please click on “ **WPC Apply Now**”.

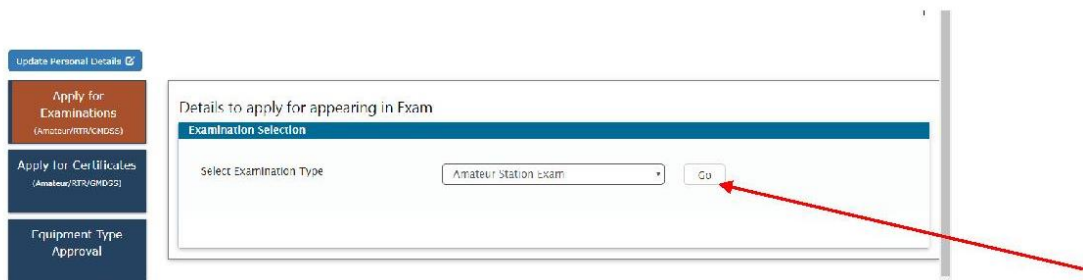
Then click on “**Go**” found after “**Amateur Radio Exam**”

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 sidebar with three buttons: "Update Personal Details", "Apply for Examinations (Amateur/RTR/CMDS)", and "Apply for Certificates (Amateur/RTR/CMDS)". The "Apply for Examinations" button is highlighted. The main content area is titled "Details to apply for appearing in Exam" and contains a section "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 <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
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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 <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
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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"/>	

When the option shows for payment of Exam fees:

Pay Rs.100/- if you are appearing for any one grade (Restricted/General)

Pay Rs.200/- if you are appearing for both grades (Restricted & General)

Note:

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 by red color.

Apply for Amateur Exam

Instructions for filling online applications					
PDF		EXCEL		Search:	
S.No.	ApplicationId	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	Exam Applied	Exam Applied
3	EXAM201911200123	Amateur Central Grade		Application submitted	Application scrutiny in process
4	EXAM20191100114	Amateur Personal Photo		Verification in process	Verification 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:	
S.No.	ApplicationId	Exam Type	Application Submitted date	Application Status	Action
	EXAM20191100114	Amateur Restricted Grade	18.11.2019	Application Cancelled	Application Cancelled
1	EXAM20191100113	Amateur Restricted Grade	18.11.2019	Exam Applied	View Application
1	EXAM201911200123	Amateur Central Grade		Application submitted	Application scrutiny in process
1	EXAM20191100114	Amateur Personal Photo		Verification in process	Verification in process

Upon scrutiny of documents, photograph, payment etc. by WPC/WMO/DoT, necessary instructions on 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.

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

Once the application is scrutinized successfully the applicant will be notified of the exam date and venue through SMS once it is decided by Wireless Monitoring Station. The **Admit Card** can be **downloaded** from portal by logging into www.saralsanchar.gov.in and following the details given below:

- 1) Click on the Number
- 2) Apply for Examinations
- 3) Amateur - Apply now
- 4) Current Application
- 5) Action
- 6) Download Admit Card

The printout of the Admit Card must be taken with you when you appear for the exam along with id proof and original of other documents which were submitted on line.

Good luck!

73

Jose Jacob, VU2JOS

ADMIT CARD
AMATEUR STATION OPERATING LICENCE EXAMINATION- 2022

Application Number	EXAM2022
Name	
Date of Birth	
Grade	Amateur General and Restricted

Photo
Signature

Examination Details

Exam Centre	Chennai
Venue	Southern Regional Headquarters, \nIMS Campus, \nAnna Nedunchalai, Kandanchavadi, \nPerungudi, \nChennai-600096
Date and Time	

Signature of Examiner

Signature of Candidate

INSTRUCTIONS TO THE CANDIDATES

1. Print this Admit Card on an A4 size paper. Admit Card is valid only if the candidate's photograph image is legibly printed.
2. The Admit Card is to be produced for verification at the time of the test. At least one original(not photocopied or scanned) valid (not expired) Photo identification card (such as Driving Licence, Passport, PAN Card, Voter ID, Aadhaar Card) should also be presented. The photo ID card should not be damaged or smudged.
3. Date of Birth Proof, Address proof, Proof for Exemption in Part A and Undertaking certificate (For students between ages 12 and 18) may be produced to the examiner for verification.
4. Mobile phones or any other electronic gadgets such as calculators, watches are NOT ALLOWED inside the test centre.
5. Candidates should report at the test venue 30 minutes prior to the start of the test. No candidate will be permitted after the commencement of the test.
6. The Admit Card is provisional subject to the condition that the candidate has fulfilled the eligibility conditions like age, academic qualification (in case of exemption from Part A) etc. as mentioned in the application.
7. This Admit card is valid only for the test date and time as specified above.

Click on the link for syllabus and guidelines – [Syllabus](#)