

User Manual

(For Applicant)

Online Registration for Amateur Examinations and Certificates

Department of Telecommunications

Government of India

11th May, 2020

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Section-1

1.1 General Introduction

SARALSANCHAR'(**Simplified Application For Registration and Licenses**) a Web based Portal, for Issuing of various types of Licenses and Registration certificates is part of various Digital initiatives being taken by Department of Telecommunications. It is a unified portal to issue various types of Licenses and registrations in a digitized manner which will not only ensure transparency but also make the process more efficient. This will pave the way for a paperless, secure and hassle free platform for various applicants.

Acronyms and Abbreviations

List of the acronyms and abbreviations used in this document and the meaning of each.

- **DoT** : Department of Telecommunications.
- **OTP** : One Time Password.
- **HAM** : Home Amateur Mechanic.

Section-2

APPLICANT PART

2.1 Registration

(In case you are new to the portal, and have not registered earlier) . 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 for Exam/Certificates select Individual(WPC Exams/ Certificates) or *Individual/ Proprietor/ Partnership Firm* 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

Individual (WPC Exams/Certificates) ▼

Date of Birth

clear

PAN Number type

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

Select PAN type ▼

Guardian/Parent Name

Guardian/Parent name

PAN

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

The screenshot shows a registration form with two main sections. The first section contains fields for 'landline Number' (23265464547), 'Fax Number (if any)' (11113654646), 'E-mail' (niteshjoshi535@gmail.com), and 'Mobile Number' (8932644646). The second section, titled 'Authorised contact Person /Signatory details', includes fields for 'Name' (Nitesh Joshi), 'Designation' (JTO), 'Address' (Haldwani), 'State' (UTTARAKHAND), 'District' (Nainital), 'Pincode' (263139), 'Landline Number' (46426265659), 'Fax Number (if any)' (54465464646), 'E-Mail' (niteshjoshi535@gmail.com), and 'Mobile Number' (8218828589). Below these fields is a CAPTCHA section with the text 'Enter Captcha before OTP Authentication', a text input field containing '82232', a 'Verify' button, and a 'Validate' button. A 'Submit' button is located at the bottom right of the form area.

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

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

Address

Haldwani

State

UTTARAKHAND

District

Nainital

Pincode

263139

Landline Number

46426265659

Fax Number (if any)

54465464646

E-Mail

OTP will be sent on this mail ID in registration process

niteshjoshi535@gmail.com

Mobile Number

OTP will be sent on this mobile number in registration process

8218828589

Enter Captcha before OTP Authentication

Enter Captcha

82232

Verified

OTP Authentication

Mobile OTP

Enter Mobile OTP

Generate OTP

Validate

E-Mail OTP

Enter Mail OTP

Generate OTP

Validate

RESET

(To reset any change in the above registration form)

Enter Captcha before submit

Enter Captcha

51358

Validate

Submit

You will receive **OTP's**, both on your **E-Mail address & Mobile Number** which you entered in the earlier step. Enter the OTP's and click on validate button to verify them.

After verifying the OTP's 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.

Address

Haldwani

State

UTTARAKHAND

District

Nainital

Pincode

263139

Landline Number

46426265659

Fax Number (if any)

54465464646

E-Mail

OTP will be sent on this mail ID in registration process

niteshjoshi535@gmail.com

Mobile Number

OTP will be sent on this mobile number in registration process

8218828589

Enter Captcha before OTP Authentication

Enter Captcha

82232

Verified

OTP Authentication

Mobile OTP

Enter Mobile OTP

Regenerate OTP

Validate

Mobile OTP verified

E-Mail OTP

Enter Mail OTP

Regenerate OTP

Validate

Mail OTP verified

RESET

(To reset any change in the above registration form)

Enter Captcha before submit

Enter Captcha

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.

Note: Only Individual (WPC Exams/ Certificates) or *Individual/ Proprietor/ Partnership Firm* can apply for Amateur License.

2.2 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**.

The screenshot shows the 'Login' form on the SARAL SANCHAR portal. The form has three input fields: 'UserId' with the value 'IE201900018', 'Password' (empty), and 'Security Code' with the value 'SYBh3X'. There is a 'Login' button and two links: 'Forgot Password?' and 'Forgot User ID?'. The top navigation bar is visible above the form, with 'Login' highlighted.

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

भारत सरकार
GOVERNMENT OF INDIA

संचार विभाग
MINISTRY OF COMMUNICATIONS

LogOut (User id: C201800872)



दूरसंचार विभाग
DEPARTMENT OF
TELECOMMUNICATIONS

SARAL SANCHAR
(Simplified Application For Registration And Licenses)
A portal for License management in DoT

Home

Orders/Circulars Document CheckList

Change Password

New password

Confirm password

Generate OTP

Enter OTP

Submit Reset

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

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GOVERNMENT OF INDIA



दूरसंचार विभाग
DEPARTMENT OF
TELECOMMUNICATIONS

LogOut (User id: IE201900018)

SARAL

SANCHAR

(Simplified Application For Registration And Licenses)

A Portal for License Management in DoT

Home

Change Password

Helpdesk

Welcome gf ()

Status Of Applications

0

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.

2.3 Update Personal Details:

If Applicant login for the first time, Applicant will be redirected to update personal details.

दूरसंचार विभाग
DEPARTMENT OF
TELECOMMUNICATIONS

Please update personal details first!!!

OK

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

Go

9

Personal Details

Address Details

Foreign Details

Name of Applicant:	NNNNNNNNNN NNNNNNNI	List other names (if any):	
Father/Mother/Husband Name:		Height of Applicant(in cm):	
Date of Birth:		Place of Birth:	
Color of Hair:		Color of Eyes:	
Qualification:		Complexion:	
Identification Marks:		Occupation:	---Select---
Nationality:	Indian		
Source of Identification	---Select---		
Identification No:			

Submit

Close

Personal Details

Address Details

Foreign Details

Present Address:

Country	India
Address:	
Pincode	
District	
State	

Permanent Address:

Country	India
Address:	
Pincode	
District	
State	

Submit

Close

Personal Details	Address Details	Foreign Details	
Date of passport Issue:		Date of passport Expiry:	
Place where Passport issued:		Visa Number:	
Father's home address:		Visa Type:	
		Visa Issued Date :	
		Visa Validity Date:	
Foreign Town:		Visa Issued by:	
Period of Stay in India:		Country of Visit:	
Purpose of visit:		Regn No of Amateur Society:	
Associated Amateur Organization:		Board/Univ Name:	
Submit Close			

Once the details are submitted then applicant can apply for exam.

2.4 Amateur Exam Application:

Below is a sample demo for **Amateur exam application**.

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

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

Go

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:

amma

3. Date of Birth:

01-01-1935

Proof of Date of Birth:

Proof Date of Birth Upload

Upload Button Enable After Saving Draft

4. Place of Birth:

morsugudem

5. Occupation:

Government Employee

6. Nationality:

Indian

Nationality Certificate Upload:

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.

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 testtt1.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

Previous

Next

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.

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

7.Other Details

Type of ID proof:

AADHAR

ID Proof No*:

200116470528

ID Proof Upload:

ID Proof Upload

Choose File

No file chosen

[Upload](#)

8.Present Address:

Country

India

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

Choose File

No file chosen

[Upload](#)

9.Permanent Address:

Country

India

Address:

Morsugudem,Chityal

Pincode

508114

District

Nalgonda

State

TELANGANA

Proof of Permanent Address Upload:

Proof of permanent address upload

Choose File

No file chosen

[Upload](#)

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:

☐No ☒Yes

Reason for Exemption:

---Select---

Proof of exemption from part A:

Proof of Exemption from Part A

Choose File

No file chosen

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 Bharatkosh.Please [click here](#) to help

11.Payment Details

Fee Amount:

100

Payment Receipt Date

Payment Receipt No

Payment Details Upload:

Payment Details

Choose File

No file chosen

Upload

15

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 New Applications Previous Applications						
PDF	EXCEL	Search:				
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 is in process		

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

Apply for Amateur Exam

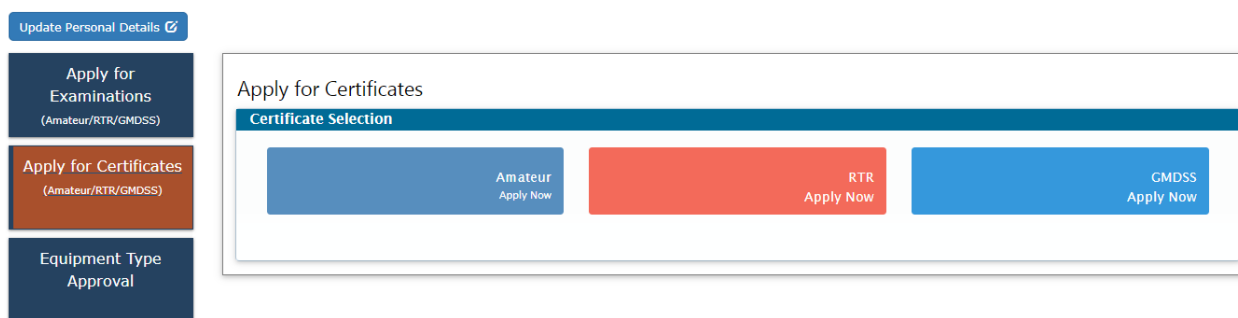
Instructions for filling online applications New Applications Previous Applications						
PDF	EXCEL	Search:				
Sr.No. ^	Application Id	Exam Type	Application Submitted date	Application Status	Action	
1	EXAM20191100113	Amateur Restricted Grade	18-11-2019	Application Cancelled	Application Cancelled	
2	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 is in process		

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

If applicant passes the exam then Applicant can apply for the Amateur License as shown in next section.

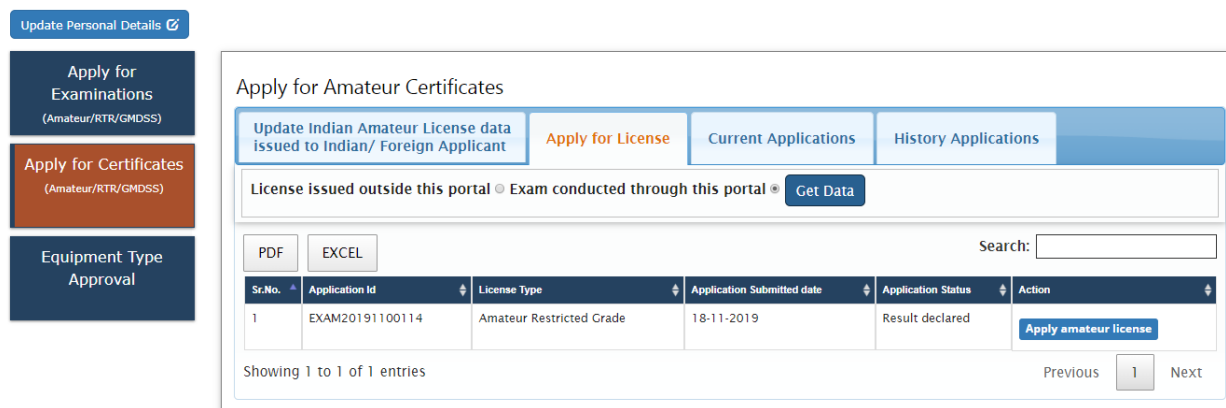
2.5 Apply for Amateur license through exam

Apply for Certificates→Amateur (Apply Now)



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

You will be redirected to following screen.



Sr.No.	Application Id	License Type	Application Submitted date	Application Status	Action
1	EXAM20191100114	Amateur Restricted Grade	18-11-2019	Result declared	Apply amateur license

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’.

Save Draft		Validate Application	Submit
----------------------------	--	--------------------------------------	------------------------

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	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 Pin code: 411019
E. Upload present address proof	Proof of present address upload Upload Button Enable After Saving Draft
F. Personal ID	200116470528(ADH)
G. Upload Personal ID	ID Proof Upload Upload Button Enable After Saving Draft

2. DO YOU HOLD RADIO TELEGRAPH OPERATOR'S CERTIFICATE?		YES
---	--	-----

A. Certificate Issued for LifeTime	No
B. Name of Certificate	
C. Category of License	
D. License Number	
E. Date Of Issue	clear
F. Validity Date	clear
G. RADIO TELEGRAPH OPERATOR'S CERTIFICATE UPLOAD	Radio Telegraph Operator's Certificate Upload 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.

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]

Degrees

eg:78

Minutes

eg:11

Seconds

eg:25.44

NORTH

F.Longitude

[Note : Allowed only 3 digits for degrees and 2 digits for minutes]

Degrees

eg:111

Minutes

eg:11

Seconds

eg:25.45

EAST

G.Upload Station Details Proof

[Note:Upload rent agreement/concern from owner for Station address proof upload]

Proof of Station Details

Choose File

No file chosen

Upload

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

KW

Particulars of aerials proposed to be used

Remarks

Is Equipment is imported?

☒ No ☐ Yes

Add Equipment Details

Equipment Details

Type	Make	Model	RF Power	Aerials	Remarks
 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.

Stop Freq.

Units

KHz

B. RF Power

dBm

C. Emission

Add Frequency Details

Frequency Details

Frequency Band	RF Power	Emission
Modify		

6. CALL SIGN PREFERENCE:

First Preference:

Block-1

VU

Block-2

3

Block-3

Second Preference:

VU

3

Third Preference:

VU

3

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
Applicant information

Step 2
Location Details

Step 3
Technical Details

Step 4
Payment Details

Step 5
Declaration

Note: A fee of Rs 1000/- (for 20 years validity of license) or Rs 2000/- (for lifetime validity of license) to be submitted through Bharatkosh. Please [click here](#) to help

7. Payment Details

A. Payment Type

---Select---

Payment Details

B. Transaction Ref No.

C. Transaction Date

clear

D. Transaction amount.

Add Payment Details

Payment Transaction Details

Transaction Ref. No.	Transaction Date	Transaction Amount
Modify		

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

Payment Details

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/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:

Sr.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.

UPLOAD SIGNED APPLICATION

Download license application	
Upload Signed License Application [PDF only]	Upload license application(with signature) Choose File No file chosen Upload
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) Choose File No file chosen Upload
Upload Signed personal details [PDF only]	Upload personal details(with signature) Choose File No file chosen Upload
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

Applicant will get an option to download the license certificate and can also apply for change of location/renewal/duplicate licenses as shown below.

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:

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/GMDSS)

Apply for Certificates
(Amateur/RTR/GMDSS)

Equipment Type Approval

Apply for Certificates

Certificate Selection

Amateur
Apply Now

RTR
Apply Now

GMDSS
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:

Sl.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:

Indian

License Details:

Certificate Name

License Type

Select option

License No

License Validity Period:

---Select---

License Issued Date:

License Validity Date:

Call Sign:

Station Details:

Country

Location Address

Pincode

enter 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
			0		
			0		
			0		

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/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:

Sr.No.	License No	License Type	License Issued date	Certificate Name	Action
1	111	Amateur General Grade	11-12-2009	111	View Update

Showing 1 to 1 of 1 entries

Previous

1

Next

Applicant can apply for Change of location/Renewal/Duplicate license.

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:

Sr.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
1
Next

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
GMDSS
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:

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.

(Amateur/RTR/GMDSS)

Apply for Certificates
(Amateur/RTR/GMDSS)

Equipment Type
Approval

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:

Foreign

Passport No:

M125AAAA

Visa No:

123ASSSS

Visa Issued By:

AAAAA

Visa Issued Date :

12-09-2019

Visa Validity Date :

12-12-2020

License Details:

Certificate Name

License Type

Select option

License No

License Validity Period:

---Select---

License Issued Date:

License Validity Date:

Call Sign:

Station Details:

Country

Location Address

Pincode

enter 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
			0		
			0		
			0		

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/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:

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

Showing 1 to 1 of 1 entries
Previous
1
Next

Applicant can apply for Reciprocal license.

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:

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

1.Name of applicantauth

List other names (if any)

2.Upload photo and signature of Applicant:A) Upload Photo of applicant
[jpeg format]**Upload Photograph**

Upload Button Enable After Saving Draft

B) Upload Signature of applicant
[jpeg format]**Upload Signature**

Upload Button Enable After Saving Draft

3.Personal Details:

A) Father Nameamma

B) Father Home
[Address (if dead, give last Address) aliases
if any.]AAA ,
111,
111,
11111

C) Date of Birth16-01-1930

D) Upload Proof of Birth

Proof Date of Birth Upload

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

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 11CIRCLE 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 Upload Button Enable After Saving Draft
5. Permanent Address Details: [Home country]	
A) Country	India
B) Address	dsad
C) Upload Permanent Address Details	Proof of permanent address upload Upload Button Enable After Saving Draft
D) Address to which you want the license mailed, if issued	Present Address
6. VISA Details:	
A) VISA Type	ASD
B) VISA Number	123ASSSS
C) VISA Issued By	AAAAA
D) VISA Issued Date	12-09-2019

E) VISA Validity/Expiry Date	12-12-2020
F) Upload VISA	Foreign Visa Upload Upload Button Enable After Saving Draft
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 Upload Button Enable After Saving Draft
8. Other Details:	
A) Period of your proposed operation in India	Beginning Date Ending Date
B) Purpose of your visit to India	
C) Briefly describe your proposed itinerary while in India	
D) Particulars of previous applications, if any, made by the applicant for issue of amateur license.	
Previous Next	

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

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

11-12-2039

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

Choose File No file chosen

Upload

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

enter Pincode

District

State

C) Latitude
[Note : Allowed only 2 digits for hour,minutes]

Degree

eg:78

Minutes

eg:11

Seconds

eg:25.44

NORTH

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

Degree

eg:1.11

Minutes

eg:11

Seconds

eg:25.45

EAST

E) Upload Station Address Proof

Proof of Station Details

Choose File No file chosen

Upload

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)

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

13. Equipment Details:

Type of Antenna

Make

Model

Power

W

Particulars of aerials proposed to be used

Remarks

Is Equipment is imported?

No

Yes

Save Equipment Details

Equipment Details

14. Frequency Details:

Frequency Band

Start Frequency:

Stop Frequency:

KHz

Power

W

Emission

Types of modulation

Save Frequency Details

Frequency Details

	Freq Band	RF Power	Emission	Types of modulation
Modify				

15. CALL SIGN PREFERENCE:

A)First Preference:

Block-1

Block-2

Block-3

VU

3

B) Second Preference:

VU

3

C) Third Preference:

VU

3

Previous Next

Save Draft Validate Application Form Submit

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2.8.5 Step 5

Add payment details and upload payment receipt.

Save DraftValidate ApplicationForm Submit

Step 1Applicant Details

Step 2Details of existing Amateur license issued by foreign administration

Step 3Station Location Details

Step 4Technical/Equipment Details

Step 5Payment Details

Step 6Declaration

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

Payment Details

Choose File

No file chosen

Upload

Previous

Next

Save DraftValidate ApplicationForm Submit

2.8.6 Step 6

Declaration:

Read carefully declaration and agree the above conditions.

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

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
17. DECLARATION I undertake to observe the conditions of the license and hereby certify that the apparatus herein described can and will be worked in accordance with the provisions of the Indian Wireless Telegraphy (Amateur Service) Rules, 1978. ☐ I ACCEPT THE ABOVE CONDITIONS.					

Previous Next

Save Draft Validate Application Form Submit

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.

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:	
Sr.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 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	Proof of present address upload Upload Button Enable After Saving Draft	
F. Personal ID	adfbv3456y(PAN)	
G. Upload Personal ID	ID Proof Upload Upload Button Enable After Saving Draft	
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	Existing Certificate(Download)	
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	
Previous Next		

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
Applicant Information

Step 2
Location Details

Step 3
Payment Details

4.Provisional Station Location Details

A.Change of Location

Permanent

B.Location Address

C.Pincode

enter Pincode

D.District

E.State

F.Latitude

[Note : Allowed only 2 digits for hour,minutes]

Degrees

eg:78

Minutes

eg:11

Seconds

eg:25.44

Direction

NORTH

G.Longitude

[Note : Allowed only 3 digits for hours and 2 digits for minutes]

Degrees

eg:111

Minutes

eg:11

Seconds

eg:25.45

Direction

EAST

H.Station Address Proof

Proof of Station Details

Choose File

No file chosen

Upload

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	clear
Transaction amount.	

Add Payment Details

Payment Transaction Details

Transaction Ref. No.	Transaction Date	Transaction Amount
Modify		

B. Upload Payment Receipt

[Note: Scan all receipts in single pdf file]

Payment Details

Choose File
No file chosen
Upload

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

Sr.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.

UPLOAD SIGNED APPLICATION

Download license application	
Upload Signed License Application [PDF only]	Upload license application(with signature) Choose File No file chosen Upload
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) Choose File No file chosen Upload
Upload Signed personal details [PDF only]	Upload personal details(with signature) Choose File No file chosen Upload
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 change of location license will be issued.

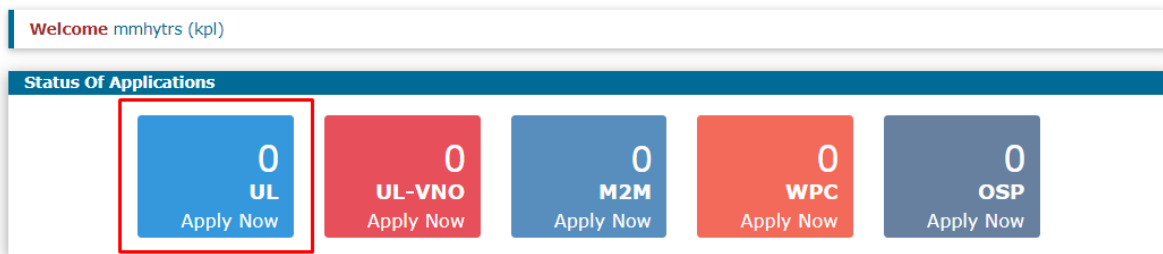
2.10 Profile Update without Scrutiny

If no **application** is in process in any module OSP/ UL / UL-VNO /WPC then Profile Update without Scrutiny form will appear in **all modules**. User can update multiple times in any module until application applied and in process.

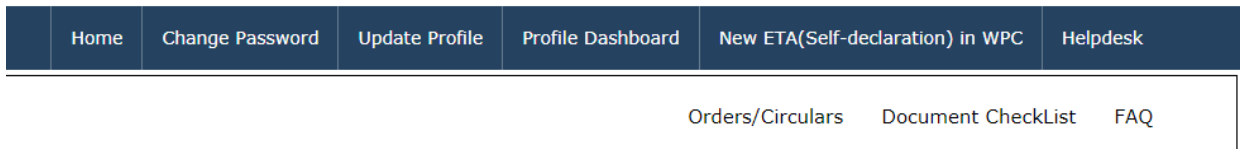
If any application is in process then user can update profile after successful scrutiny by respective DOT officer (Refer 2.11 Profile Update with Scrutiny).

STEPS:

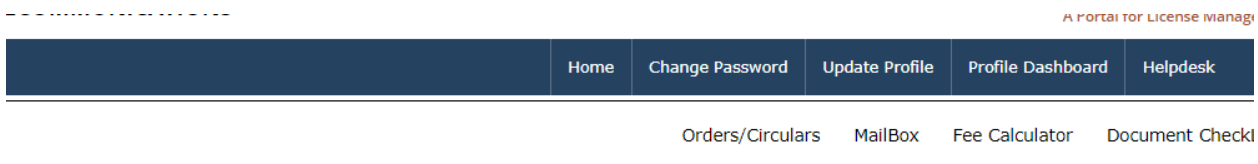
1. after user login, click on any module



2. Click on Update Profile



3. Update profile without scrutiny form will appear



Updation Of Registration Profile
(For Creation of users other than Govt.Agencies/PSU/Autonomus Body).

Registration Type

Registration Type: Company

CIN: u58974gj3654res854796

Company Name *: kpl

Date of Incorporation*: 15-02-2000 [clear](#)

PAN*: aalpv3852g

[Complete Postal Address of Company](#)

1. User can update profile multiple times until new application is applied and in process.