

**Instructions for filing online applications for appearing in Amateur Station Operators Certificate (ASOC) Examination and issuance of certificates/license.**

1. Applicant shall first register themselves as an individual on Saral Sanchar Portal <https://saralsanchar.gov.in> . The login credential shall be send to the authorized person's registered email ID and mobile number through which the applicant may log in to the portal.
2. The applicant needs to fill the application /registration forms with due care to avoid any error(s). The applicant shall ensure that all documents to be uploaded in the portal are digitally signed and in PDF format only and size of each document should be less than 50kb. In case of photographs, size of photos should be less than 50kb and format should be in JPEG format.
3. Kindly keep the following documents ready before applying online application:
  - a) Scanned coloured photograph and signature (both shall be in separate files in JPEG format and less than 50kb in size each).
  - b) Scanned copy of proof of Date of Birth document(s) duly attested by Gazetted officer of Central or State Government (in PDF format ).
  - c) Scanned copy of proof of Address document(s) (copy of any one of Aadhar card/Election card/Driving License/Ration Card/ Electricity Bill/Bank Passbook/Telephone bill/ Rent agreement etc) document(s) duly attested by Gazetted officer of Central or State Government (in PDF format ).
  - d) Scanned copy of receipt of payment through NTRP Portal(Bharatkosh) (in PDF format)#1
4. 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. 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.
5. 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.
6. Upon grant/rejection of certificates, permissions or licenses, the same would be intimated to the applicant and same can be downloaded from portal by logging-in to the dashboard.

7. Examination and license fees shall be paid through Bharatkosh(NTRP) portal (<https://bharatkosh.gov.in/>) only and scanned copy of payment receipt details shall be uploaded during filing online application (in PDF format) #2.

**#1,#2 Note:**

- A1) Prescribed examination fees for appearing in the ASOC Exam are as under:-

TABLE-1

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

- A2) The applicable fee as per table-1 is to be paid through Non Tax Receipt Portal (NTRP) available on webpage <http://bharatkosh.gov.in> under the following accounts heads:

- I. Purpose head: **“Amateur Exam conducted by Wireless Monitoring Stations and RHQs”**
- II. Payment type: **“Exam fees”**
- III. Function head: **“127500103050100 - Proficiency Certificate”**
- IV. PAO and DDO details are as under:-

TABLE-2

| 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<br>Drawing & Disbursing Officer:-<br>201562 DDO CCA  | Ahmedabad,<br>Bhopal,<br>Goa,<br>Mumbai,<br>Nagpur,<br>Raipur   |
| Northern Regional Hq , New Delhi | 077177-Controller of Communication Accounts, New Delhi<br>Drawing & Disbursing Officer:-<br>201540 DDO CCA    | Ajmer,<br>Dehradun,<br>Gorakhpur,<br>Jalandhar,<br>Jammu,<br>Lucknow,<br>New Delhi                        |
| Souther Regional Hq, Chennai     | 077153-Controller of Communication Accounts, Tamilnadu<br>Drawing & Disbursing Officer:-<br>201579 DDO CCA    | Bengaluru,<br>Chennai,<br>Hyderabad,<br>Mangalore,<br>Thiruvananthapuram,<br>Vijaywada,<br>Vishakhapatnam |
| Eastern Regional Hq, Kolkata     | 077155-Controller of Communication Accounts, West Bengal.<br>Drawing & Disbursing Officer:-<br>201589 DDO CCA | Bhubaneswar,<br>Dibrugarh,<br>Kolkata,<br>Patna,<br>Ranchi,<br>Shillong,<br>Silliguri                     |

**B1)** Prescribed license fees/license renewal fees for General & Restricted Grades are as under:-

TABLE-3

| Sl. No. | Type of Fee | Period                                    | Fee (amount in Rs)    |
|---------|-------------|---|-----------------------|
| 1.      | License fee | 20 years                                  | 1000/- for each grade |
|         |             | Life Time (i.e. upto the age of 80 years) | 2000/- for each grade |
| 2.      | Renewal fee | 20 years                                  | 1000/- for each grade |

**B2)** The applicable fee as per table-3 is to be paid through Non Tax Receipt Portal (NTRP) available on webpage <http://bharatkosh.gov.in> under the following accounts heads:

- I. Purpose head: **“Amateur License”**
- II. Payment type: **“License fee/License renewal fee”**
- III. Function head: **“127500103050100 - Proficiency Certificate”**
- IV. PAO and DDO details are as under:-

TABLE-4

| Payment Type   | Pay & Account Office (PAO)  | Correspondence Address   |
|--|---|--|
| License Fee/<br>License Renewal<br>Fee/ Late Fee/ Fee<br>for issue of duplicate<br>license | <b>077188-Controller<br/>of Communication<br/>Accounts, PAO HQ</b><br><br><b>205155- DDO,<br/>SO(Cash), New<br/>Delhi</b> | Assistant Wireless Adviser (COP), WPC Wing,<br>DOT, 6 <sup>th</sup> Floor, Sanchar Bhawan, 20 Ashok<br>Road, New Delhi-110001<br>Tel. No.+ 91 11 2303 6534; 6539/<br>+91 11 2303 6181<br><br>FAX. No. +91 11 2371 6111 |

8. Initially, for a period of 3 months, hard copies of applications will also be accepted alongwith online applications.
9. Scanned copies of requisite documents duly attested by Gazetted officer of Central or State Government to be uploaded in the respective fields/places while applying online through portal.

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