Government of India
Ministry of Communications
Department of Telecommunications
Wireless Planning & Co-ordination Wing

6 Floor, Sanchar Bhawan,
20, Ashoka Road, New Delhi-110001

No. P-14036/03/2023- COP   Dated: 28/02/2025

Office Memorandum

Subject: Launch of modified Amateur/HAM module on Saral Sanchar portal of DoT

Currently, separate applications need to be made by an applicant on the Amateur/HAM module of Saral Sanchar portal for taking the ASO Certificate examination and for grant of ASO Certificate. This process has been simplified by making it a one-step process in the modified Amateur/HAM module of the Saral Sanchar portal.

2.   The modified module has the following provisions:

2.1   Applicant need to submit a single application for appearing in ASO Certificate examination and for grant of ASO Certificate for passed applicants.

2.2   Requirement of attested documents has been done away with. Applicant now need only to submit self-certified documents and produce the original documents on the day of examination. This verification is a one-time requirement. If an applicant is unable to produce the original documents at the time of the examination, ASO Certificate will be granted only after production of original document at the concerned office.

2.3   The Call Sign, as selected by the applicant on the portal, will be system-generated - based on availability.

2.4   Requirement of attested Nationality Certificate has also been simplified. Applicant now need to submit either of the following:

i) Copy of valid Indian Passport and signed self-declaration as per attached proforma; *or*

ii) Attested nationality and character certificate as per attached proforma.

2.5   Applicant's photograph will be digitally captured on the day of the examination.

2.6   ASO Certificate will be QR code authenticated.

3.   From March 2025, applicant need to file online application on the modified Amateur/HAM module of Saral Sanchar Portal at https://saralsanchar.gov.in

This issues with the approval of the competent authority.

SACHIN KUMAR
Digitally signed by SACHIN KUMAR
Date: 2025.02.28 15:59:33 +05'30'

Assistant Wireless Adviser
to the Government of India
Email: awacop-dot@gov.in, Ph: 011 2303 6181

Enclosure: User manual for applicants and Proforma for nationality certificate

To: 1. All Concerned
        2. Director (A) and Director (M) Wireless Monitoring Organisation, DoT- for wide circulation and implementation by all units of WMO.

Copy to: Sr. DWA (IT & SACFA)- for uploading at DOT website.

[Proforma]

SELF DECLARATION OF CHARACTER AND NATIONALITY

(in case valid Indian passport is available)

I ……………*[Name]……,* declare that myself son/daughter of Shri… *[Father's/Mother's Name]……,* is resident of City/Village………………………… District…………………………. State……………………and my nationality is ……………… as per my Passport number……. ……………… valid upto……[dd/mm/yyyy]…………..

2. I hereby certify that there are no criminal proceedings pending against me and I have not been convicted by any court of law.

3. I affirm that the information and particulars given by me in this form are true and correct. I further state that I am not suppressing any material information in this regard. I further affirm that the enclosures and documentary proof submitted in support of my application are authentic and solely pertain to me and I am fully responsible for the accuracy of the same. I am liable to be penalized or prosecuted if found otherwise. I am aware that it is a criminal offence to furnish any false information or to suppress any material information with a view to obtain government document/certificate/license.

I have read and understood the contents of the above and by submitting this form certify that all the information submitted by me in the form is *bona fide.*

Place:

Signature

Date:

Name (in Capital Letters)

Correspondence Address:

Contact no.

Email:

[Proforma]

NATIONALITY CERTIFICATE

(in case valid Indian passport is not available)

Certified that I have known Shri. / Smt / Kum .... 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 .………........nationality. He/ She is not related to me.

Address: Signature:

Dated: Designation:
                                                                   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 or Tahsildars or Naib/Deputy Tehsildars authorised to exercise magisterial powers.

User Manual

(For Applicant)

Amateur Radio Station Operator's Exam
&
Amateur Radio Station Operator's Certificate

Department of Telecommunications

Government of India

01th Mar, 2025

INDEX

<div align="center">**Section-1**</div>

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.

URL:- **https://saralsanchar.gov.in**

Section-2 - *Registration*

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.

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

Authorised contact Person /Signatory details *

Name	Name of Authorised Contact person/Signatory
Designation,if any	Designation of Authorised Contact person/Signatory
Address	Address line
Pincode	enter Pincode
District	⌄
State	⌄
Landline Number	eg:01112345678
Fax Number (if any)	eg:01112345678
E-Mail	OTP will be sent on this mail ID in registration process Mail Id
Mobile Number	OTP will be sent on this mobile number in registration process Mobile No

Enter Captcha before OTP Authentication   Enter Captcha   2pMfPZ ↻

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.

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.

After successful registration you will see the below screen.

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

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**
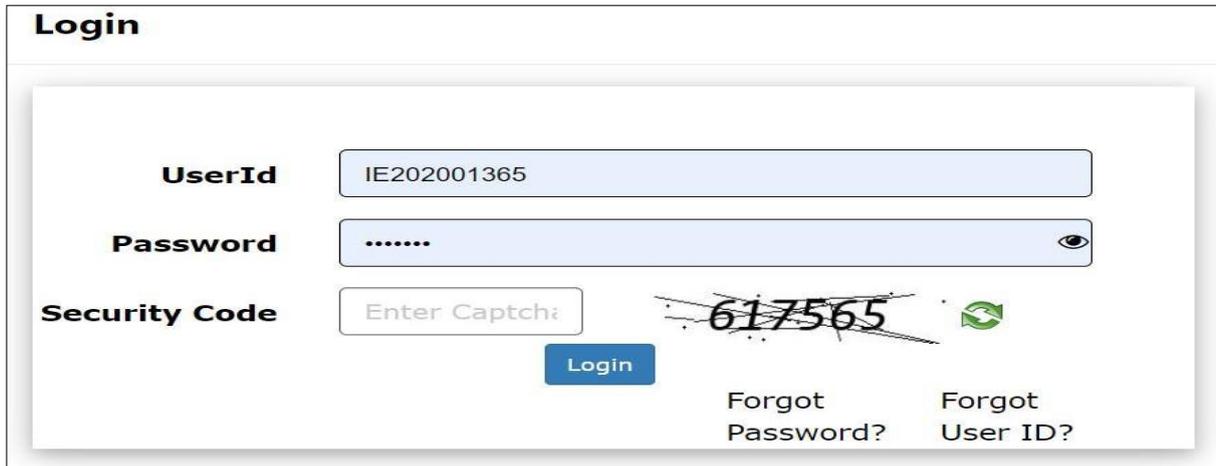
After clicking the Login button you will be redirected to the below page, in which you will be asked to **change your password** as this the first login.
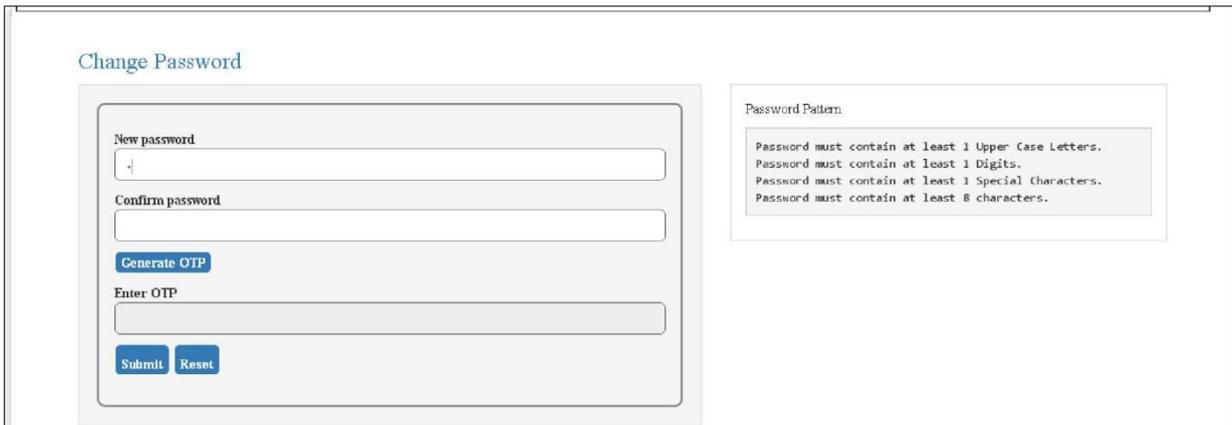
Enter the **New Password** & **confirm** the New Password (*The password must be according to the instructions appearing on the right side of the page as shown above by the red arrow*) &then click on **Generate OTP** button. An OTP will be sent to your mobile phone. Please enter the OTP and click on 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

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

Section -3- ASO Exam Application

3.1 Apply for ASO Exam

Click on WPC Apply now link.

Apply for Examinations -> Amateur Station Exam → Go.

Note: Please make payment through Saral Sanchar integrated BharatKosh portal. After submission of application, payment option will be available. Any other mode of payment will be not considered.

Update Personal Details ✎

Apply for Examinations (Amateur/RTR/GMDSS)

Apply for Certificates (Amateur/RTR/GMDSS)

Apply for Amateur Exam

Instructions for filling online applications | New Applications | Previous Applications

Select Application Type | Amateur Station Exam ⌄ | Go

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'.

4. Place of Birth:	DELHI
5. Occupation:	Government Employee ⌄
6. Nationality:	Indian ⌄

7. Nationality & Character Certificate
Download Self Declaration format

Select ⌄

Passport No.: [   ]

Issue date: mm/dd/yyyy 📅

Expiry date: mm/dd/yyyy 📅

Self Attested copy of passport(in pdf format only)
Choose File | No file chosen | Upload

Previous | Next

Save Draft | Validate Application | Submit

| Step 1 Applicant Details | Step 2 Other Details | Step 3 Exam Details | Step 4 Location Details | Step 5 Declaration |

1. Name of Applicant: Rajesh Chandwani

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

| 2. Father/Mother/Husband Name: | P. R. Chandwanii |
| 3. Date of Birth: | 06-09-1968 |

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

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

7. Nationality & Character Certificate Download nationality certificate format	Select
	Scanned copy of passport(in pdf format only) Choose File	No file chosen	Upload

- If the user is Indian, lives in India and does not have passport-

● If the user is Indian, lives in India and has passport-

7. Nationality & Character Certificate
Download Self Declaration format

Indian National by birth and residing in India ⌄

Do you have passport? ● Yes ○ No

Passport No.: [   ]

Issue date: [mm/dd/yyyy 📅]

Expiry date: [mm/dd/yyyy 📅]

Self Attested copy of passport(in pdf format only)
[Choose File | No file chosen] [Upload]

Self Declaration Nationality & Character (in pdf format only)
[Choose File | No file chosen] [Upload]

● If the user is Indian but a non-resident-

7. Nationality & Character Certificate
Download Self Declaration format

Indian National by birth and non-resident ⌄

Passport No.: [   ]

Issue date: [mm/dd/yyyy 📅]

Expiry date: [mm/dd/yyyy 📅]

Self Attested copy of passport(in pdf format only)
[Choose File | No file chosen] [Upload]

Self Declaration Nationality & Character (in pdf format only)
[Choose File | No file chosen] [Upload]

Self-attested relation proof for Indian address (in pdf format only)
[Choose File | No file chosen] [Upload]

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.

Step 3: Exam Details

- Select the grade you are applying for and Exam center. (Restricted/General Grade)

Step 4: Location Details

- Enter Station details and upload station address proof

- If the YES radio button is selected present address is copied here.

Step 5: Declaration

Read declaration carefully and select the checkbox I

 ACCEPT THE ABOVE CONDITIONS.

Save, Validate and Submit the application.

3.2 Fee Payment

After Submitting the application, Applicant is redirected to pay the fees. Fees is prepopulated. Applicant has to click Pay Now to get redirected to Bharatkosh Portal for Payment.

3.2 Upload Signed Application and Final Submit :-

 After successful Payment the Applicant is redirected to Final Submit screen
Final Submit and Signed application upload
Applicant has to download the PDF of the Application by clicking the Download Button. Take a printout this pdf Manually sign on the print and then scan and upload to final submit the application or If user has PDF editor, they can embed the signature in the PDF and upload.

After Uploading the signed PDF application, Submit the application.

The application is forwarded to the WPC nodal user for scrutiny, and the following screen will appear

Section-4 Modification

4.1 - Modify the Reverted Application

If any corrections and changes are needed in the application then the scrutiny user will revert back the application and it will appear on the dashboard in "Previous Applications" tab and also alerted over the registered mail id. Modify Application button is shown,

The Serial number not accepted by scrutiny user is only highlighted for updated, Other Serial numbers are read-only.

Step-1 Applicant Details

	Note:Please enter using Update Profile menu.
Proof of Date of Birth:	**Proof Date of Birth Upload**
	EXAM20250300021_DB_v0.pdf Not Verified! Plz Upload again
	Choose File No file chosen Upload
Scrutiny Remark:	not clear No file chosen
4. Place of Birth:	Ranchi
5. Occupation:	Student
6. Nationality:	Indian
7. Nationality & Character Certificate Download nationality certificte format	Select
	Passport No.: 1234111
	Issue date: 2025-01-08
	Expiry date: 2025-03-06
	Self Attested copy of passport(in pdf format only) EXAM20250300021_CF_v0.pdf Verified

Step-2 Other Details

Save Draft   Validate Application   Submit

Step 1 Applicant Details	Step 2 Other Details	Step 3 Exam Details	Step 4 Location Details	Step 5 Declaration

8. Other Details	
Type of ID proof:	AADHAR
ID Proof No*:	928069498389
ID Proof Upload:	**ID Proof Upload** EXAM20250300021_AU_v1.pdf Verified

9. Present Address:	
Country	India
Address:	PLOT NO F21A, MAHAGUN MAESTERO, FLAT 712,SECTOR-50,NOIDA
Pincode	201301
District	Select District
State	UTTAR PRADESH

Note:Please update address using Update Other Details on the Dashboard.

Proof of Adress Upload:	**Proof of present address upload** EXAM20250300021_PA_v1.pdf Verified

10. Permanent Address:	
Country	India
Address:	PLOT NO F21A, MAHAGUN MAESTRO, FLAT 712, SECTOR-50, NOIDA

Step-3 Exam Details

Step 1 Applicant Details	Step 2 Other Details	Step 3 Exam Details	Step 4 Location Details	Step 5 Declaration

11. Exam Details	
Category of License Applied:	Amateur General Grade ⌄
Nodal Office for Examination:	Jammu ⌄
Is Exempted from Part A:	◉ Yes
Reason for Exemption:	B. Tech/B.E in Engineering with Electronics or Telecommunication ⌄
Proof of exemption from part A:	**Proof of Exemption from Part A** EXAM20250300021_PE_v1.pdf Not Verified! Plz Upload again Choose File No file chosen Upload
Scrutiny Remark:	**Document is not correct**

Fee to be Paid:	100
Payment Receipt Date	01-03-2025
Payment Receipt No	123456789009876

Previous   Next

Step-4 Location Details

Home / WPC / Reverted Amateur Certificate -Application Id:EXAM20230300588

Reverted Amateur Certificate

[Save Draft] [Validate Application] [Submit]

Step 1 Applicant Details | Step 2 Other Details | Step 3 Exam Details | Step 4 Location Details | Step 5 Declaration

11.Station Details	
A.Station Address	103, KANAN APARTMENTS, 8/1, PATEL COLONY
B.Pincode	361008
C.District	Jamnagar
D.State	GUJARAT
E.Latitude [Note : Allowed only 2 digits for degree,minutes]	Degrees 22 Minutes 22 Seconds 22 Direction NORTH
F.Longitude [Note : Allowed only 3 digits for degrees and 2 digits for minutes]	Degrees 068 Minutes 44 Seconds 44 Direction EAST

[Previous] [Next]

Step-5 Declaration

Home / WPC / Reverted Amateur Certificate -Application Id:EXAM20230300588

Reverted Amateur Certificate

[Save Draft] [Validate Application] [Submit]

Step 1 Applicant Details | Step 2 Other Details | Step 3 Exam Details | Step 4 Location Details | Step 5 Declaration

I hereby solemnly declare that the foregoing facts are true and correct and nothing else is false therein and no material has been concealed there from.

I also agree that in case any information given by me herein before is found false at later date, the certificate and license to operate, if granted will be cancelled.

I also certify that I shall maintain Secrecy of correspondence as required under the Rules.

The submitted self-certified documents may be verified from the issuing authority, in case any discrepancy is found, application is liable to be rejected and/or any issued certificate will be immediately revoked and suitable penal action will be taken against the candidate.

☐ I accept the declaration.

Submit the application , redirects to upload signed application

Download the PDF application , take printout   sign and scan the application to PDF and upload.

Upload AMTR Exam Application With Application ID: EXAM20250200019

Upload Signed Application	
Download your application	Download
Sign & Upload	**Upload Signed Application** Choose File No file chosen Upload
	Submit

After changes, the application will be forwarded to nodal user for scrutiny and below screen will appear.

Update Personal Details ✎

Apply for Examinations
(Amateur/RTR/GMDSS)

Apply for Certificates
(Amateur/RTR/GMDSS)

Note: Please make payment through Saral Sanchar integrated BharatKosh portal.After submission of application, payment option will be available. Any other mode of payment will be not considered.

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	EXAM20230300588	Amateur General Grade	12-02-2024	Application resubmitted for scrutiny	Application scrutiny in process after resubmission		📄 🖇 ✉

Showing 1 to 1 of 1 entries   Previous   1   Next

Section-5 Hallticket

5.1 Download Hallticket:-

If the scrutiny is successful and there are no any changes required, then nodal user will issue hall ticket with exam venue, date and time. The applicant can download the hall ticket from the same tab.

Section-6 Result

6.1 - ASO Exam Result

After examination, examiner will update the exam result and that can be seen on the same tab.

If the applicant has passed, then he can apply to the ASO Certificate. If he is failed, he has to reapply for the exam.

Section -7 ASO Certificate Application

7.1 Apply for ASO Certificate

Update Personal Details

Note: Please make payment through Saral Sanchar integrated BharatKosh portal.After submission of application, payment option will be available. Any other mode of payment will be not considered.

Apply for Examinations
(Amateur/RTR/GMDSS)

Apply for Certificates
(Amateur/RTR/GMDSS)

Apply for Certificates

Certificate Selection

Amateur Apply Now	RTR Apply Now	GMDSS Apply Now

If the exam application was through saralsanchar portal, then click on "Exam conducted through this portal" radio button and first button if conducted outside saralsanchar. Then click on "Get Data".

Welcome SURESH KRISHNA KUMBLE ()

Update Personal Details

Note: Please make payment through Saral Sanchar integrated BharatKosh portal.After submission of application, payment option will be available. Any other mode of payment will be not considered.

Apply for Examinations
(Amateur/RTR/GMDSS)

Apply for Certificates
(Amateur/RTR/GMDSS)

Apply for Amateur Certificates

Back To Certificate Dashboard

Update Indian Amateur License data issued to Indian/ Foreign Applicant	Apply for License	Current Applications	Pending Requests	License Issued/Rejected	

License issued outside this portal ○ Exam conducted through this portal ● Get Data

PDF EXCEL

Search:

Sr.No.	Application Id	License Type	Application Submitted date	Application Status	Action
1	EXAM20230300588	Amateur General Grade	12-02-2024	Result declared	**Apply amateur license**

Showing 1 to 1 of 1 entries

Previous 1 Next

After clicking on "Apply amateur License" button, a new certificate application form will open. Click on "Save Draft" to retrieve all the previous data and generate application Id.

Step 1: Applicant Information

Step 2: Call Sign

Applicant can choose from the available list of call signs, available call sign are auto list as per entered character.

After the submit Call sign is locked for 24 hours or till the fee payment done whichever is earlier.

APPLICATION FOR WPC (Amateur Station Operator's Certificate)

Save Draft | Validate Application | Preview | Submit

Step 1	Step 2	Step 3	Step 4
Applicant information	Call Sign	Payment Details	Declaration

3. CALL SIGN:

Preference:	VU	2	2AN

Previous   Next

Step 3: Payment Details

Validity will be displayed according to the birth date of the applicant and certificate issuing date. If 20 years is selected, the validity will be 20 years from the issuing date or 80th birthday of the applicant, whichever is smaller. If lifetime is selected, the validity will be 80 years from the issuing date or 80th birthday of the applicant, whichever is smaller.

Home / WPC / Apply for Amateur License -Application Id:HAM202402000017

APPLICATION FOR WPC(Amateur License)

Save Draft   Validate Application   Submit

| Step 1 Applicant information | Step 2 Call Sign | Step 3 Payment Details | Step 4 Declaration |

Note:A fee of Rs 1000/- (for 20 years validity of license) or Rs 2000/- (for lifetime validity of license) to be paid online after submitting application by clicking "Pay Now" button.

4. Payment Details	
A. Payment Type	Life Time ⌄
	Valid till: 2050-12-30
A.1. Total Fee amount Paid (in rs.)	2000

Previous   Next

Step 4: Declaration

Home / WPC / Apply for Amateur License -Application Id:HAM202402000017

APPLICATION FOR WPC(Amateur License)

Save Draft   Validate Application   Submit

| Step 1 Applicant information | Step 2 Call Sign | Step 3 Payment Details | Step 4 Declaration |

5. 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.

Previous   Next

7.2 Fee Payment

After Submit, The Fee Payment has to be Done as per the selection of Validity

Payment Details	
Fee to be paid(in Rs.)	1000
	Pay Now

Clicking Pay Now will redirect to Bharatkosh for Payment

7.3 Upload Signed Application and Final Submit

After successful Payment, Signed application has to be uploaded.

Applicant has to download the PDF of the Application by clicking the Download Button.   Take a printout this pdf Manually sign on the print and then scan and upload to final submit the application or If user has PDF editor, they can embed the signature in the PDF and upload.

Upload Signed Application	
Download your application	Download
Sign & Upload	**Upload Signed Application** Choose File No file chosen Upload
	Submit

7.4 Download the ASO Certificate

Once the applicant validates and submits the form successfully, Certificate will be uploaded by WPC Nodal User.

Once the certificate is generated and issued by WPC Nodal, it can be downloaded.