

**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: 12/08/2024

Office Memorandum

Subject: Launch of Online RTR (A) examination application filing and admit card issue system through Saral Sanchar portal of DoT

Ministry of Communications, Department of Telecommunications, Wireless Planning and Coordination Wing conducts Radio Telephony Restricted (Aeronautical) examination for grant of RTR (A) Certificate to successful applicants. The schedule of RTR (A) Examination for the year 2024 has been issued vide this Ministry's OM dated 05.12.2023.

2. The process of RTR (A) application filing has been made online through Saral Sanchar portal of DoT. This online process can be used for both the types of examinations i.e. RTR (A) Full (Part I and Part II) and RTR (A) (Part I only).

2.1 Online applications for the respective RTR (A) examinations can be submitted during the application window as mentioned in the yearly examination schedule dated 05.12.2023.

2.2 The examination fee of Rs. 500/- can be paid through the online module.

2.3 Admit card and attendance sheet can be downloaded through the module.

2.4 For the purpose of Nationality Certificate, the applicants shall be required to upload a copy of Indian Passport and signed self-declaration as per attached performa or attested nationality and character certificate as per attached performa

3. For the RTR (A) examinations scheduled for the month of October 2024 (application filing date 15.08.2024 to 30.08.2024) and December 2024 (application filing date 15.10.2024 to 30.10.2024) the applicants will be required to submit online application on Saral Sanchar Portal of DoT at <https://saralsanchar.gov.in>. These applicants need not submit the hard copy applications.



4. As a one-time measure, those applicants who are unable to submit application for October 2024 RTR (A) examination through online mode, due to one or the other reasons, will be allowed to submit the same in hard-copy to RLO Chennai in the time-window specified in the RTR (A) examination schedule of 2024. It should be mentioned on the hardcopy that "no on-line application has been submitted".


Assistant Wireless Adviser
to the Government of India
Ph: 011-23036521

Enclosure:

1. User manual for online RTR (A) application filing
2. Performa for nationality certificate
3. RTR (A) Examination schedule for 2024 issued vide this Ministry's OM dated 05.12.2023

To:

1. All Concerned
2. Sr. DWA/JWA RLO Delhi, RLO Chennai, RLO Kolkata, RLO Mumbai

Copy to:

1. Director General of Civil Aviation
2. 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 bonafide.

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 ofnationality. 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.



Government of India
Ministry of Communications
Department of Telecommunications
WPC Wing, COP Section

6th Floor, Sanchar Bhawan, 20 Ashoka Road
New Delhi – 110 001

No. P-11014/02/2022-COP

Dated: 05-12-2023

NOTICE

Subject: RTR(A) exam schedule for the Year 2024 to be tentatively held at New Delhi, Mumbai, Chennai, Hyderabad and Kolkata Centres.

The Ministry of Communications, Department of Telecommunications, Wireless Planning and Co-ordination Wing will hold examinations for award of Radio Telephony Restricted (Aeronautical) Certificate of Proficiency and Licence to operate in the Aero mobile Service under the Indian Wireless Telegraphy (Commercial Radio Operator's Certificate of Proficiency and Licence to Operate Wireless Telegraphy) Rules, 1954 and subsequent amendments made thereafter, as mentioned in the table-1 below: -

TABLE-1

S. No.	Centre	Date of commencement of Examination (tentative)	Date for receiving hard copy of the application at concerned RLO		Hard Copy of application to be sent to Regional Licensing Office(RLO) as per Table-2 below
			Start Date	Last Date	
1	New Delhi	05-02-2024	15-12-2023	30-12-2023	New Delhi
2	Mumbai	08-04-2024	15-02-2024	01-03-2024	Mumbai
3	Chennai	03-06-2024	15-04-2024	30-04-2024	Chennai
4	New Delhi	05-08-2024	15-06-2024	30-06-2024	New Delhi
5	Hyderabad	07-10-2024	15-08-2024	30-08-2024	Chennai
6	Kolkata	09-12-2024	15-10-2024	30-10-2024	Kolkata

2. The above examination dates are tentative, hence likely to be changed. Admitted candidates, actual dates and venue of the examination shall, however, be intimated through Department of Telecom (DOT) website.

3. This is a professional examination of International standard as per the Government guidelines prescribed under the Radio Regulations published by International Telecommunication Union (ITU) applicable to the Aeronautical Mobile Service, and is not meant for filling of any vacancies or imparting training. Those who qualify, by virtue of meeting requisite standard of performance, are granted the certificate / licence.

4. Hardcopy of the application should be submitted within the stipulated period as mentioned in the Table-1 above to respective RLOs. **RTR (A) Examination for Hyderabad will be handled by RLO Chennai.**

4.1 Applicants are advised to submit application with latest photograph (within last three months).

5. For application form and relevant information, you may refer to this **Ministry Gazette Notification No. GSR 7(E) dated 06.10.2010**, which is enclosed.

6. The examination fee for the Examination is Rs. 500 /- (Rupees Five Hundred only).

6.1 The candidate has to pay examination Fees through NON TAX RECEIPT PORTAL(NTRP) only and enclose a copy of the payment receipt as proof of payment with completed application. Further details on payment through NTRP, are available at <http://bharatkosh.gov.in/static/UserGuide.aspx>. It may also be noted that while making payment through NTRP, due care must be taken to make payment to Department of Telecommunications (DoT) only. In case of any assistance/problem in making payment through NTRP, you may get help from help desk on HELP LINE No.011-23328280/23036242 and Email at support.pfms-dot@nic.in, at Room No. 1312, Sanchar Bhawan, New Delhi. Payment made to any other Department/Ministry will not be taken into consideration. Application form duly completed in all respects be sent to the "Assistant Wireless Adviser to the Government of India of the respective Regional Licencing Office(RLO), where the examination is scheduled, as given in Para 1 above, so as to reach not later than the last date mentioned above for respective examination. Examination centre wise details of payee are given below in the table:

TABLE-2

Licence issued from	Name of the payee under NTRP	Address of the RLO where application to be submitted
RLO, New Delhi	Controller of Communication Accounts, New Delhi PAO Code: 077177 DDO Code : 201540	Assistant Wireless Adviser, WPC Wing Regional Licensing Office, Ministry of Communications, Northern Regional Wireless Monitoring HQRS Campus, (PO) Ghitorni, New Delhi-30. Email: Sh. Mrunmaya Kumar Pattanaik, Sr. DWA at pattanaik.mr@gov.in Tel. No.+ 91 11 2650 2671/1712 FAX. No. +91 11 2650 2860
RLO, Mumbai	Controller of Communication Accounts, Mumbai PAO Code: 008604 DDO Code: 208605	Assistant Wireless Adviser, WPC Wing Regional Licensing Office, Ministry of Communications ,3 rd Floor, MTNL Telephone Exchange Bldg, Charkop, Sector-5, Kandivali (W), Mumbai-400 067 Email: Sh. Munesh Kumar, JWA at munesh.kumar@nic.in

		Tel No.+91 22 2868 3202/28672351 ,Fax No. +91 22 2867 3214
RLO, Chennai (for Hyderabad and Chennai Exams)	Controller of Communication Accounts, Tamilnadu PAO Code: 077153 DDO Code : 201579	Assistant Wireless Adviser, WPC Wing Regional Licensing Office, Ministry of Communications, International Wireless Monitoring Station Campus, (PO) Perungudi, Kandanchavadi, Chennai- 600 096. Email: Sh. N.K. Bhola, JWA at nk.bhola@nic.in Tel.No.+ 91 44 2496 2070/ 2496 0172, FAX. No. +91 44 2496 4000
RLO, Kolkata	Controller of Communication Accounts, West Bengal. PAO Code: 077155 DDO Code : 201589	Assistant Wireless Adviser, WPC Wing Regional Licensing Office, Ministry of Communications, International Wireless Monitoring Station Campus, (PO) Sarkarpool, Gopalpur, Kolkata -700143. Email: Sh. Viresh Goel, JWA at viresh.goel@gov.in Tel. No. +91 33 2401 1431/2401 8801 FAX. No.+ 91 33 2401 4473

7. Applications received after the prescribed last date, and/or incomplete/incorrect or without payment proof shall be liable to be rejected and **NO CORRESPONDENCE** in this regard will be entertained at a later stage. The candidates will have the option to apply for 'full examination' (Part I and Part II) or 'Part I only' based on their eligibility; however, once the admit card is issued, change of option and change of date of examination under no circumstances would be entertained.

8. Once an application has been rejected on account of late receipt or being incomplete / incorrect in any respect, no refund/adjustment or carry forward of fees will be entertained. Candidate will not be permitted to change their examination centre after giving option once in the application form.

9. This Ministry **DOES NOT RECOGNISE OR APPROVE** any institute or flying club for the purpose of training, tuition or coaching etc. The examination may, if necessary, be held at an institute in which case the said institute will be merely the centre/venue of the examination and this is **NO WAY, WHATSOEVER CONFERS ANY PREFERENTIAL TREATMENT / RECOGNITION/ APPROVAL / RECOMMENDATION OF ANY KIND BY THIS MINISTRY TO ANY INSTITUTE OR FLYING CLUB.**



10. Enquiry, if any, may be made at the respective Regional Licencing Office(RLOs) contact detail is mentioned in Table-2 above or at this Ministry in person on any Wednesday between 10.30 AM and 12.30 PM and on any Friday between 3 PM and 4.30 PM, from Assistant Wireless Adviser to the Govt. of India or Engineer, WPC Wing, COP Section, Department of Telecom, 6th Floor, Sanchar Bhawan, 20, Ashoka Road, New Delhi- 110 001 or on Tel. Nos. 011-23036181,23036539 or email at awacop-dot@nic.in



(Sachin Kumar)

Assistant Wireless Adviser

Ph: 011 23036521/23326829

To,

1. DGCA for information. (*with request to schedule their exam dates avoiding WPC Wing scheduled exam dates*)
2. JWA, RLO NR/WR/SR/ER,
3. Director, WMO/ Sr. DD (Admn)/ Sr. DD (Mon) (*with request to plan and schedule WMO assignments/trainings accordingly*)
4. Sr. DWA (IT&SACFA), WPC Wing (*with request to arrange to upload on DOT website*).

User Manual

(For Applicant)

Online RTR Examination Application

Department of Telecommunications

Government of India

01th AUG, 2024

DOCUMENT DETAILS

Version	Description	Author	Date
V 1.0	Fresh Document for Workflows in RTR Examinations		01-08-2024



Sl. No	Contents	Page No.
1	Login	4
2	Apply For RTR Examination	6
3	Online Payment	12
4	Uploading Signed Application	13



RTR Examination

1) Login

Click on the Home Button on the above page. On the **home page** go to the **Login** button available on the **top Navigation bar** and the **top right sidebar panel**.

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

Login

UserId	<input type="text" value="IE202001365"/>
Password	<input type="password" value="....."/>
Security Code	<input type="text" value="Enter Captcha:"/>  
	<input type="button" value="Login"/>
	Forgot Password? Forgot User ID?

If userid is not available then Applicant has to register on Saralsanchar Portal

New to Portal?

Already Registered?

Forgot Password?

- If Applicant logs in for the first time, Applicant 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 and name in Hindi and English. A notification box at the top center says "Please update personal details first!!!" with an "OK" button. The SARAL SANCHAR logo is at the top right. On the left sidebar, there are buttons for "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 contains an "Examination Selection" section with a dropdown menu set to "Amateur Station Exam" and a "Go" button.

2) User profile for Exam Users:-

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

The screenshot shows the "Update User Other Details" form. The breadcrumb trail is "Home / WPC / Update User Other Details". There are three tabs: "Personal Details" (active), "Address Details", and "Foreign Details". The form fields are as follows:

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

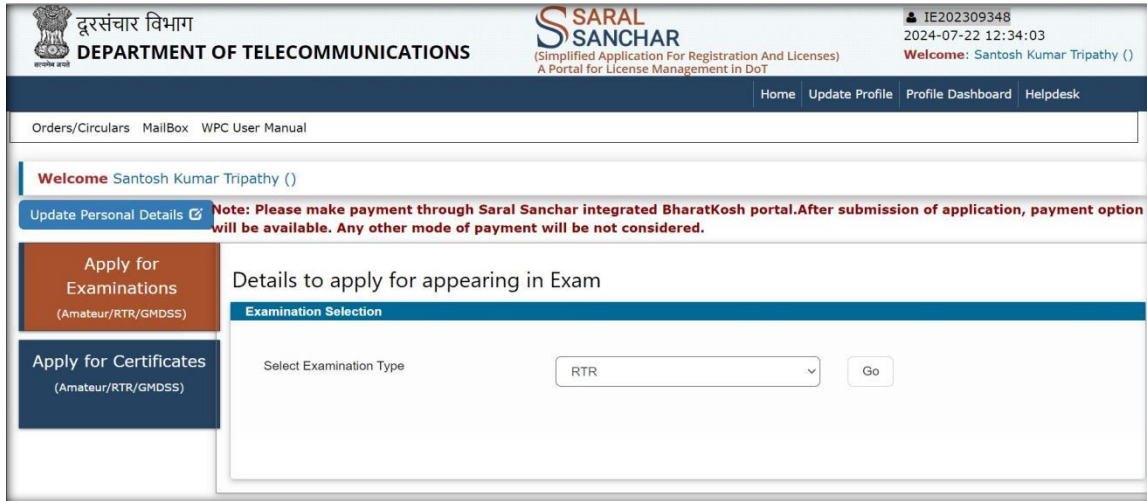
At the bottom of the form are "Submit" and "Close" buttons.

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"/>		

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

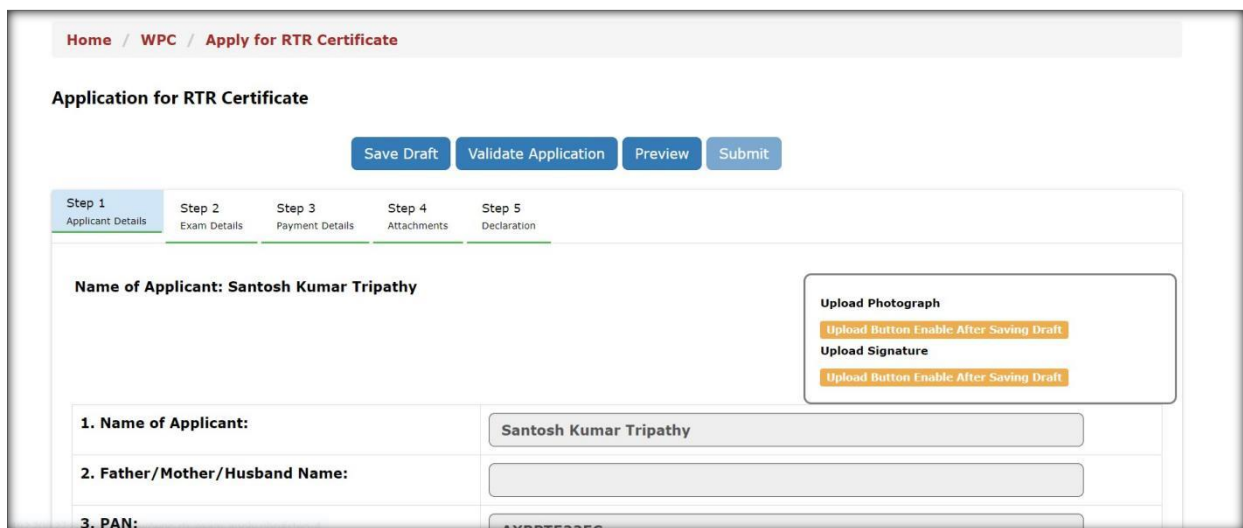
3) Apply for RTR Exam.

Below is a sample demo for Amateur exam application.
 Apply for Examinations → New Applications → RTR → 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. Date of Birth:	<input type="text"/>
5. Place of Birth:	<input type="text"/>
6. Occupation:	<input type="text"/>
7. Nationality:	<input type="text"/>
8. Present Address:	
Country	<input type="text" value="India"/>
Country	<input type="text" value="---Select---"/>
Address:	<input type="text"/>
Pincode:	<input type="text"/>
District:	<input type="text"/>

State:	<input type="text"/>
9. Permanent Address:	
Country	<input type="text" value="---Select---"/>
Address:	<input type="text"/>
Pincode	<input type="text"/>
District	<input type="text"/>
State	<input type="text"/>

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

Home / WPC / Apply for RTR Certificate -Application Id:RTRN20240700024

Application for RTR Certificate

Step 1 Applicant Details | Step 2 Exam Details | Step 3 Payment Details | Step 4 Attachments | Step 5 Declaration

Application ID: RTRN20240700024

Name of Applicant: Santosh Kumar Tripathy

Upload Photograph

Choose File No file chosen

Upload Signature

Choose File No file chosen

1. Name of Applicant:

Frontend validations:

- ✓ For signature and photo, only image type is allowed.
- ✓ For proof of birth date, only PDF is allowed.
- ✓ PDF size should not exceed 1 MB.
- ✓ Image size should be less than 2 MB.

Step 2: Exam Details

- Next step is selecting category of license applied.
- The exam centre will be auto fetched from database according to the date of exam form filling.

The screenshot shows the 'Application for RTR Certificate' form. The breadcrumb trail is 'Home / WPC / Apply for RTR Certificate -Application Id:RTRN20240700024'. The form title is 'Application for RTR Certificate'. There are four buttons: 'Save Draft', 'Validate Application', 'Preview', and 'Submit'. A progress bar shows five steps: Step 1 (Applicant Details), Step 2 (Exam Details), Step 3 (Payment Details), Step 4 (Attachments), and Step 5 (Declaration). Step 2 is currently active. The '10. Exam Details' section contains a dropdown menu for 'Category of License Applied' with the selected value 'RTR(A) License: Radio Telephony License (Aeronautical) License' and a text field for 'Centre for Examination' with the value 'Chennai'. At the bottom, there are 'Previous' and 'Next' buttons.

Step 3: Payment Details

- The payment for the application will be displayed here.

The screenshot shows the 'Application for RTR Certificate' form. The breadcrumb trail is 'Home / WPC / Apply for RTR Certificate -Application Id:RTRN20240700024'. The form title is 'Application for RTR Certificate'. There are four buttons: 'Save Draft', 'Validate Application', 'Preview', and 'Submit'. A progress bar shows five steps: Step 1 (Applicant Details), Step 2 (Exam Details), Step 3 (Payment Details), Step 4 (Attachments), and Step 5 (Declaration). Step 3 is currently active. The '11. Payment Details' section contains a text field for 'Processing Fee amount' with the value '500'. At the bottom, there are 'Previous' and 'Next' buttons.

Step 4: Attachments

- Upload all the necessary documents.

Home / WPC / Apply for RTR Certificate -Application Id:RTRN2024070024

Application for RTR Certificate

Save Draft Validate Application Preview Submit

Step 1 Applicant Details Step 2 Exam Details Step 3 Payment Details Step 4 Attachments Step 5 Declaration

12. Proof of Date of Birth:

Proof Date of Birth Upload

Choose File No file chosen Upload

13. Nationality & Character Certificate

Download nationality certificate format

Indian National by birth and residing in India

Scanned copy of passport(in pdf format only)

Choose File No file chosen Upload

Self-certified proof for Indian address (in pdf format only)

Choose File No file chosen Upload

13. Nationality & Character Certificate

Download nationality certificate format

Attested Format

Indian National by birth and non-resident

Scanned copy of passport & visa combined(in pdf format only)

Choose File No file chosen Upload

Self-certified proof for Indian address (in pdf format only)

Choose File No file chosen Upload

13. Nationality & Character Certificate

Download nationality certificate format

Foreign Nationals

Scanned copy of passport & visa combined(in pdf format only)

Choose File No file chosen Upload

Form to be filled by Foreign Nationals.

Choose File No file chosen Upload

14. ID Proof Upload:	ID Proof Upload Choose File No file chosen <input type="button" value="Upload"/>
15. Proof of Present Address:	Proof of present address upload Choose File No file chosen <input type="button" value="Upload"/>
16. Proof of Permanent Address:	Proof of permanent address upload Choose File No file chosen <input type="button" value="Upload"/>
17. FRTOL Copy:	FRTOL Upload Choose File No file chosen <input type="button" value="Upload"/>

Frontend validations:

- ✓ Only PDF is allowed.
- ✓ PDF size should not exceed 1 MB.
- ✓ If the station address is same as permanent address, then there is no need to upload station address proof.

Step 5: Declaration

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

Step 1 Applicant Details	Step 2 Exam Details	Step 3 Payment Details	Step 4 Attachments	Step 5 Declaration
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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 later date, the certificate and license to operate, if granted will be cancelled.

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 or 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 the said apparatus.

I have carefully read and understood the rules contained in the Indian Wireless Telegraphy (Commercial Radio Operators Certificates of Proficiency and license to operate Wireless Telegraphy) Rules, 1954 and undertake to abide by them.

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.

Frontend validations:

- ✓ On submit, if the checkbox is not checked then the form will not proceed.

Technical details:

On save:

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 the payment gateway.
- The application will be forwarded to exam scrutiny user. He will check all the documents and revert the application if anything is missing. If everything is correct, scrutiny user will issue hall ticket to the applicant.

4) Online Payment:

[Home](#) / [WPC](#) / [Payment of RTR Exam](#)

Payment Of RTR Exam With Application ID: RTRN20240700024

Note: Online Payment for RTR Exam has been started. If any one done payment before this, please raise ticket in portal using helpdesk.

Payment Details	
Fee to be paid(in Rs.)	<input type="text" value="500"/>
Receipt No.:	<input type="text"/>
Payment Date:	<input type="text" value="mm/dd/yyyy"/>
<input type="button" value="Pay Now"/>	

5) Uploading Signed Application:

Applicant should download the application, physically sign and then upload it.

Home / WPC / Payment of RTR Exam

Payment Of RTR Exam With Application ID: RTRN20240700024

Upload Signed Application

Download your application Download

Sign & Upload **Upload Signed Application**

RTRN20240700024_RAPN_v0.pdf	Uploaded	Delete
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Submit

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

[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 RTR Examination

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	RTRN20240700024	RTR (C) : Permission on board Indian Aircraft against foreign FRTO - through RTR Part-I Exam	22-07-2024	Application submitted	<div style="background-color: #ccc; padding: 2px;">Application scrutiny in process</div>    

- 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 RTR License.