

**A guide to submitting applications online for  
Amateur Radio in India**



**Application for License**

**National Institute of Amateur Radio**  
Raj Bhavan Road, Hyderabad-500082, India  
Tel: +91 40 23310287 URL: [www.niar.org](http://www.niar.org) Email: [info@niar.org](mailto:info@niar.org)

**1 March 2025**

Attention all VU Hams & SWLs !

The WPC Wing, DOT, Ministry of Communications, Govt. of India has notified through the Office Memorandum File No. Project/ASMS/02/2019 (Part-1) dated 27 July 2020 that with effect from 1 August 2020 all applications for Amateur Radio are to be done only online through [https:// saralsanchar. gov. in/](https://saralsanchar.gov.in/)

Practical guidelines for the same is given in the following pages.

References (issued by WPC Wing)

1. Office Memorandum dated 28 Feb 2025
2. Telecommunications (Amateur Services) Rules 2024
3. Office Memorandum dated 27 July 2020

Your comments appreciated to [info@niar.org](mailto:info@niar.org)

With best wishes,

Jose Jacob, VU2JOS  
National Institute of Amateur Radio  
Hyderabad

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### **Address of Licencing Authority:**

**The Assistant Wireless Adviser to the Govt. of India  
Ministry of Communications,  
Department of Telecommunications,  
Wireless Planning & Coordination Wing  
Amateur Section, 6<sup>th</sup> Floor, Sanchar Bhavan,  
20 Ashoka Road, New Delhi –110001, India**

**Tel: 011-2303 6181, 2303 6539, 2335 5441**

**Email: [awacop-dot@gov.in](mailto:awacop-dot@gov.in)**

## **Application for License**

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**Instructions for filing online applications for issue of  
Amateur Radio License**

1. Amateur Radio Licenses are issued to candidates who qualify in ASOC examination.
2. The application must be made with 2 years of declaration of the result.
3. Prescribed license fees for General & Restricted Grades are as under:-

Sl.No	Period	Fee
1	20 years	Rs.1000/- for any grade
2	Life Time (ie upto the age of 80 years)	Rs.2000/- for any grade

**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](mailto: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.

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### Guidelines for submitting application:

1. Log in to <https://saralsanchar.gov.in/>
2. Please click on **“WPC Apply Now”**
3. Then click on **“Apply for Certificates”** given in left side of the page.
4. Then click on **“Amateur - Apply Now”**

## Step 1: Applicant Information

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

<b>1. Personal Details</b>	
A.Applicant Name	SURESH KRISHNA KUMBLE
B.Nationality	Indian
C.Applied License Type	Amateur General Grade
D.Present Address	Address: 103, KANAN APARTMENTS, 8/1, PATEL COLONY District: Jamnagar State: GUJARAT Pin code: 361008
E.Date of Birth:	1970-12-31
F.Personal ID	AIIPK4177E(PAN)
G.Station Details:	Address: 103, KANAN APARTMENTS, 8/1, PATEL COLONY District: Jamnagar State: GUJARAT Pin code: 361008 Latitude: N222222 Longitude: W0684444

**2.DO YOU HOLD RADIO TELEGRAPH OPERATOR'S CERTIFICATE?** NO

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

A.Certificate Issued for LifeTime	Yes
B.Name of Certificate	
C.Category of License	
D.License Number	
E.Date Of Issue	<input type="text"/> clear
F.Validity Date	<input type="text"/> clear
G.RADIO TELEGRAPH OPERATOR'S CERTIFICATE UPLOAD	<p>Radio Telegraph Operator's Certificate Upload</p> <p>Choose File No file chosen Upload</p>

Previous Next

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

3. CALL SIGN:

Preference:

VU

2

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Previous
Next

**Payment Type Select : 20 Years = Rs.1000/- or  
Life long = Rs. 2000/**



### 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 80<sup>th</sup> birthday of the applicant, whichever is smaller. If lifetime is selected, the validity will be 80 years from the issuing date or 80<sup>th</sup> 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
<input type="button" value="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	<input type="button" value="Download"/>
Sign & Upload	<div> <div>Upload Signed Application</div> <div> <input type="button" value="Choose File"/> <input type="text" value="No file chosen"/> <input type="button" value="Upload"/> </div> </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Submit"/> </div>

## 7.4 Download the ASO Certificate

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

Welcome (Jahan pohaja)

[Update Personal Details](#)

[Apply for Examinations \(Amateur/Technician\)](#)

[Apply for Certificates \(Amateur/Technician\)](#)

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

Apply for Amateur Certificates

[Back To Certificate Dashboard](#)

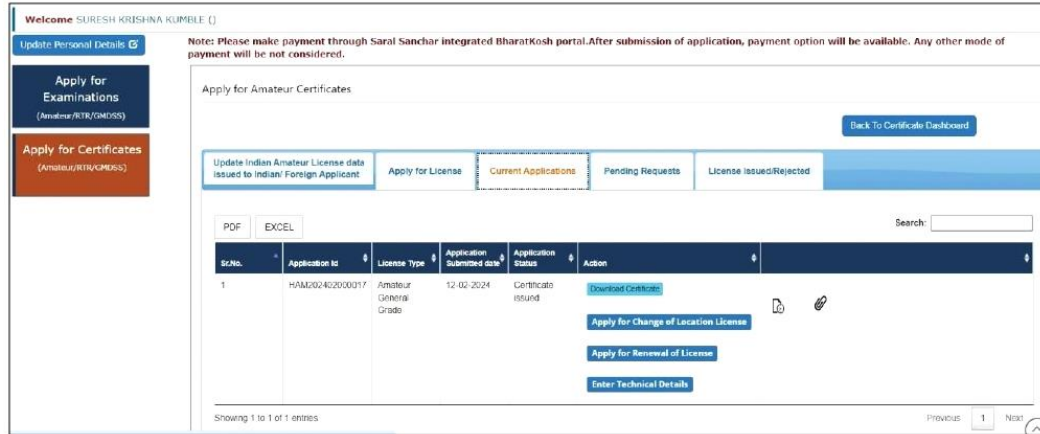
[Update Indian Amateur Certificate data issued to Indian/ Foreign Applicant](#)
[Apply for Certificate](#)
[Current Applications](#)
[Pending Requests](#)
[Certificate Issued /Rejected](#)
[Migration](#)

S.No.	Applicant's Name	License Type	Application Submitted Date	Application Status	Action
1	SHAMSHUL KUTUBUDDIN	Amateur General Grade		Application Verified	<a href="#">Certificate under Generation</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

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



Welcome SURESH KRISHNA KUMBLE ()

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 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

PDF EXCEL

Search:

S.No.	Application ID	License Type	Application Submitted date	Application Status	Action
1	HAM/02402000017	Amateur General Grade	12-02-2024	Certificate issued	<a href="#">Download Certificate</a> <a href="#">Apply for Change of Location License</a> <a href="#">Apply for Renewal of License</a> <a href="#">Enter Technical Details</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

Applicant may **communicate** with respective WPC Nodal through portal and may also submit additional/required documents, if any. Applicant may also raise a **Helpdesk** request through portal.

Once the application is scrutinized successfully the applicant will be notified of the issue of license through SMS/email. The **License** can be **downloaded** from portal by logging into [https:// saralsanchar. gov. in/](https://saralsanchar.gov.in/) and following the details given below:

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

## Model License copy

License No : \_\_\_\_\_

Call Sign: VU \_\_\_\_\_



सत्यमेव जयते

L-14011/01/2022-AMT

**Government of India**

**Ministry of Communications**

**Department of Telecommunications**

**WPC Wing, Sanchar Bhawan**

**New Delhi-110001.**

Photo \_\_\_\_\_

### Amateur Wireless Station License

Name of the Licensee	
Date of Birth	
Father/Mother/Husband Name	
Category of License	Amateur Restricted Grade
Call Sign	VU3
License No	
Valid Upto	
Location of Station	

**Date of issue** : -2024

**Place** : New Delhi

**Signature of licensee** : \_\_\_\_\_

RAHUL  
SONDHARA  
Digitally signed by RAHUL SONDHARA  
Date: \_\_\_\_\_

**Signature of witness** : \_\_\_\_\_

(RAHUL SONDHARA)

**Address of witness** : \_\_\_\_\_

ENGINEER

### License to Establish, Maintain and work an Amateur Wireless Station in India

Having satisfied by examination or otherwise that \_\_\_\_\_ possesses the requisite technical qualifications as prescribed under the Indian Wireless Telegraphs(Amateur Service)Rules, 1978; the Central Government, in exercise of the powers conferred under the authority of section 4 of the Indian Telegraph Act, 1885 (13 of 1885), hereby grant to him/her an **Amateur Wireless Station License, Grade - Amateur Restricted Grade** to establish maintain and work a wireless telegraph transmitting and receiving station,detailed above during the terms of period commencing on the day of the date hereof and terminating on the \_\_\_\_\_. This License becomes invalid unless renewed further by way of a document showing the renewal of license.

The license is governed by the Indian Wireless Telegraphs (Amateur Service) Rules, 1978 and amendments thereafter.

Centre's Specifications:-Place:- Hyderabad

Place :New Delhi

Date of issue : -2024

RAHUL  
SONDHARA  
Digitally signed by RAHUL  
SONDHARA  
Date: \_\_\_\_\_  
(RAHUL SONDHARA)  
ENGINEER

To,