A guide to filing online applications for Amateur Radio in India

Registration Process

National Institute of Amateur Radio
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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/**

Guidelines on how to fill up for Registration 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 Jul 2020

Your comments appreciated to info@niar.org

With best wishes,

Jose Jacob, VU2JOS
National Institute of Amateur Radio
Hyderabad, India

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, 6th Floor, Sanchar Bhavan,
20 Ashoka Road, New Delhi –110001, India

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

Email: awacop-dot@gov.in

Registration process

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.

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.

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

Registration

To Register in https:// saralsanchar. gov. in/ first keep the following ready:

1. Your **PAN Card Number**
(If minor not having PAN card, No. of parent / Guardian is required)

2. Your cellphone ready to receive OTP sent by SMS

3. Your email account in logged in condition to receive OTP and messages sent by email

The following guidelines may be followed:

Open **https:// saralsanchar. gov. in/**

Click on the **Registration** link, available on the Top Navigation bar, or in the Top right sidebar panel.

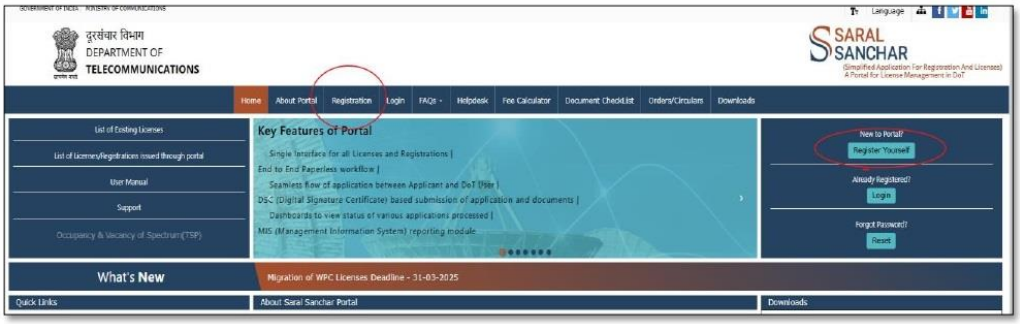
You will be redirected to the below form.

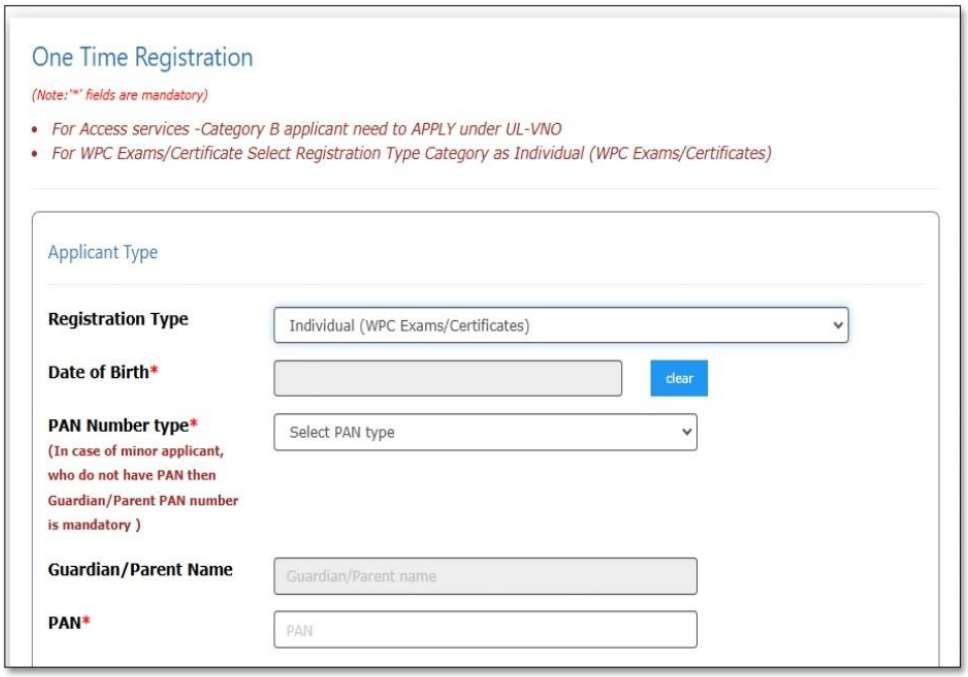
To apply select **Individual (WPC Exams/ Certificates)** in **Registration Type**.

Section-2 - *Registration*

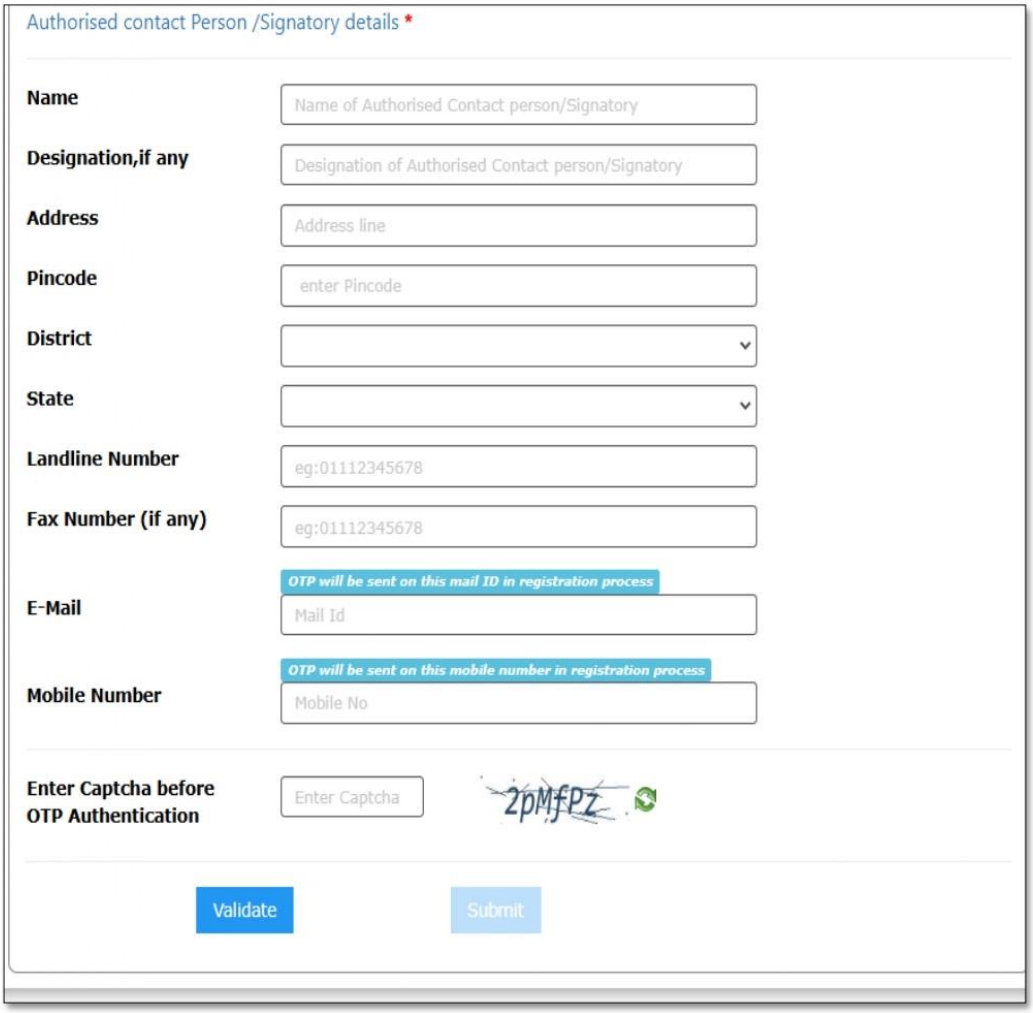
2.1 Registration

(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.

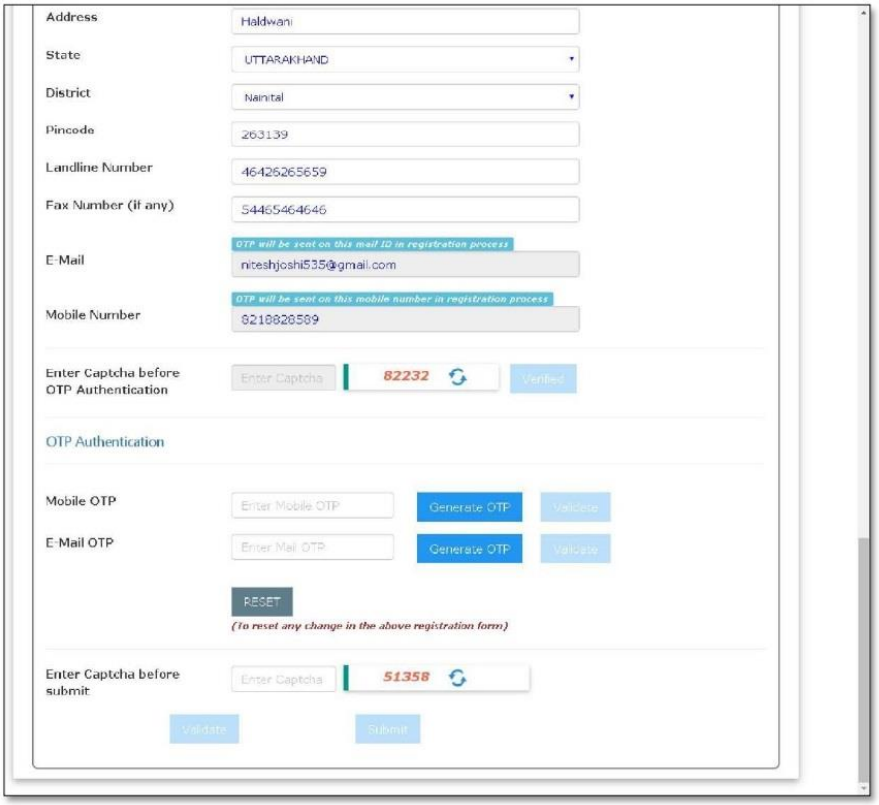




Fill in the required information. After filling **Authorized Contact Person** details, you will be required to fill in your **E-Mail address & Mobile Number.** After this you will fill the **CAPTCHA code** before OTP Authentication, as shown below

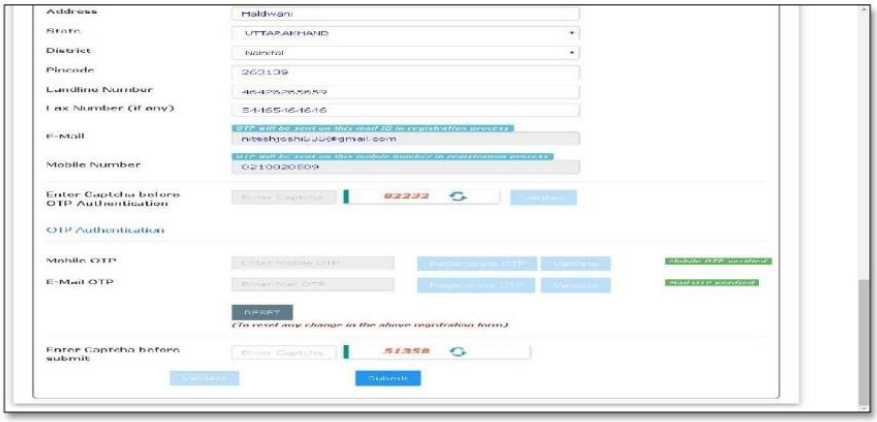


After successfully verifying the **CAPTCHA Code** you will see the below screen in which there are separate buttons for generating OTP's for **E-Mail address & Mobile Number.** Please click on each button to get the respective OTP's.



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.

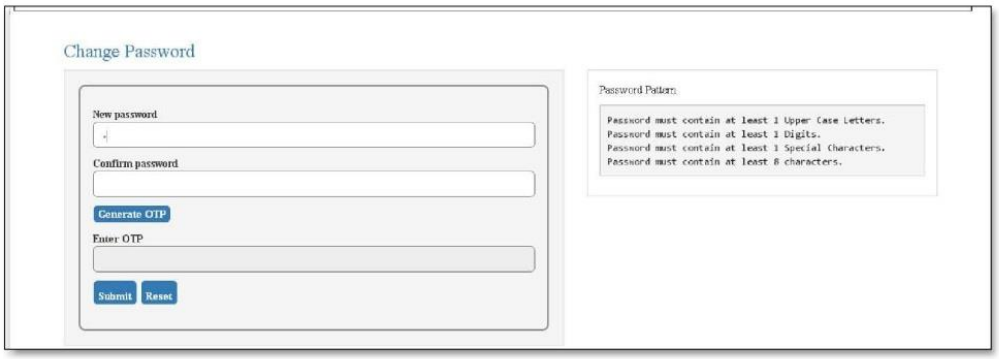
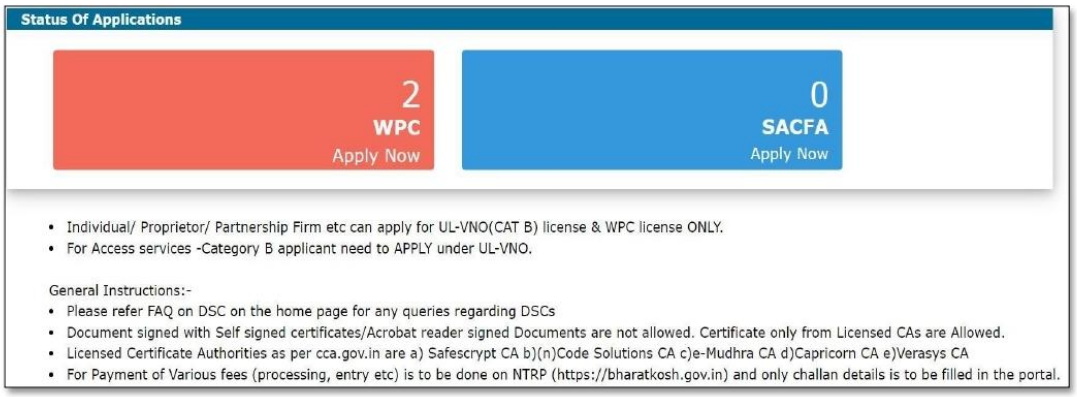
The user credentials will be sent to the **E-Mail address** of the applicant.

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