A guide to filing online applications for Amateur Radio (Examinations & Certificates) in India with effect from 1 August 2020

Registration Process

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

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

References (issued by WPC Wing)

1. Office Memorandum dated 27 July 2020
2. User Manual
3. Instructions
4. FAQ

Your comments appreciated to info@niar.org

With best wishes,

National Institute of Amateur Radio
Hyderabad

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 6534, 2303 6539, 2302 6733, Fax: 011-2371 6111

Email: awacop-dot@nic.in
Registration process
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/](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.

One Time Registration

(For Creation of users other than Govt.Agencies/PSU/Autonomous Body).

(Note: ***Fields are mandatory***)

- Individual/ Proprietor/ Partnership Firm etc can apply for UL-VNO(CAT B) license & WPC license ONLY.
- For OSP Registration applicant need to be either Company/LLP/FCPR.
- For Access services -Category B applicant need to APPLY under UL-VNO
- For WPC Exams/Certificate Select Registration Type Category as Individual (WPC Exams/Certificates)

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**Applicant Type**

<table>
<thead>
<tr>
<th>Registration Type</th>
<th>Individual (WPC Exams/Certificates)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>PAN Number Type</td>
<td>(In case of minor applicant, who do not have PAN then Guardian/Parent PAN number is mandatory)</td>
</tr>
<tr>
<td>Guardian/Parent Name</td>
<td>Guardian/Parent name</td>
</tr>
<tr>
<td>PAN</td>
<td>PAN</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landline Number</td>
<td>23265464547</td>
</tr>
<tr>
<td>Fax Number (if any)</td>
<td>11113654646</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:niteshjoshi635@gmail.com">niteshjoshi635@gmail.com</a></td>
</tr>
<tr>
<td>Mobile Number</td>
<td>8932644646</td>
</tr>
<tr>
<td>Authorized contact Person /Signatory details</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Nitesh Joshi</td>
</tr>
<tr>
<td>Designation</td>
<td>JTO</td>
</tr>
<tr>
<td>Address</td>
<td>Haldwani</td>
</tr>
<tr>
<td>State</td>
<td>UTTARAKHAND</td>
</tr>
<tr>
<td>District</td>
<td>Nainital</td>
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<tr>
<td>Pincode</td>
<td>263139</td>
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<td>Landline Number</td>
<td>464262666559</td>
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<tr>
<td>Fax Number (if any)</td>
<td>54465454546</td>
</tr>
<tr>
<td>E-Mail</td>
<td><a href="mailto:niteshjoshi635@gmail.com">niteshjoshi635@gmail.com</a></td>
</tr>
<tr>
<td>Mobile Number</td>
<td>8218929399</td>
</tr>
</tbody>
</table>

Enter Captcha before OTP Authentication

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

You will receive **OTPs**, both on your **E-Mail address & Mobile Number** which you entered in the earlier step.

**Enter the OTPs** and click on **validate** button to verify them.
After verifying the OTPs 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 successfully registration you will see the below screen

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

![Login Form]

After clicking the **Login** button you will be redirected to the below page, in which you will be asked to **change your password**.

![Change Password]

**SARAL SANCHAR**
(Simplified Application For Registration And Licensee)
A portal for License management in DoT
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.
Update Personal Details:

When the applicant login for the first time, he/she will be redirected to update personal details.
The Registration process is now over.

Please proceed with the next option as required by you.

If you face any problem during the Registration process, please use Saral Sanchar Help Desk found in https://saralsanchar.gov.in/ticket/tktadd.php?var=1