

**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/>

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/Autonomus 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)

Applicant Type

Registration Type

Date of Birth

PAN Number type

(In case of minor applicant, who do not have PAN then Guardian/Parent PAN number is mandatory)

Guardian/Parent Name

PAN

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

landline Number	<input type="text" value="23265464547"/>
Fax Number (if any)	<input type="text" value="11113654646"/>
E-mail	<input type="text" value="niteshjoshi535@gmail.com"/>
Mobile Number	<input type="text" value="8932644646"/>
Authorised contact Person /Signatory details	
Name	<input type="text" value="Nitesh Joshi"/>
Designation	<input type="text" value="JTO"/>
Address	<input type="text" value="Haldwani"/>
State	<input type="text" value="UTTARAKHAND"/>
District	<input type="text" value="Nainital"/>
Pincode	<input type="text" value="263139"/>
Landline Number	<input type="text" value="46426265659"/>
Fax Number (if any)	<input type="text" value="54465464646"/>
E-Mail	<input type="text" value="niteshjoshi535@gmail.com"/> <small>OTP will be sent on this mail ID in registration process</small>
Mobile Number	<input type="text" value="8218828589"/> <small>OTP will be sent on this mobile number in registration process</small>
Enter Captcha before OTP Authentication	<input type="text" value="Enter Captcha"/> <input type="text" value="82232"/> <input type="button" value="Verify"/>
<input type="button" value="Validate"/> <input type="button" value="Submit"/>	

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.

Address	<input type="text" value="Haldwani"/>		
State	<input type="text" value="UTTARAKHAND"/>		
District	<input type="text" value="Nainital"/>		
Pincode	<input type="text" value="263139"/>		
Landline Number	<input type="text" value="46426265659"/>		
Fax Number (if any)	<input type="text" value="54465464646"/>		
E-Mail	<input type="text" value="niteshjoshi535@gmail.com"/> <small>OTP will be sent on this mail ID in registration process</small>		
Mobile Number	<input type="text" value="8218828589"/> <small>OTP will be sent on this mobile number in registration process</small>		
Enter Captcha before OTP Authentication	<input type="text" value="Enter Captcha"/>	<input type="text" value="82232"/>	<input type="button" value="Verified"/>
OTP Authentication			
Mobile OTP	<input type="text" value="Enter Mobile OTP"/>	<input type="button" value="Generate OTP"/>	<input type="button" value="Validate"/>
E-Mail OTP	<input type="text" value="Enter Mail OTP"/>	<input type="button" value="Generate OTP"/>	<input type="button" value="Validate"/>
	<input type="button" value="RESET"/>		
	<small>(To reset any change in the above registration form)</small>		
Enter Captcha before submit	<input type="text" value="Enter Captcha"/>	<input type="text" value="51358"/>	<input type="button" value="Validate"/>
	<input type="button" value="Submit"/>		

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.

The screenshot shows a registration form with the following fields and status:

- Address: Haldwani
- State: UTTARAKHAND
- District: Nainital
- Pincode: 263139
- Landline Number: 46426265659
- Fax Number (if any): 54465464646
- E-Mail: niteshjoshi535@gmail.com
- Mobile Number: 8218828589

OTP Verification Section:

- Enter Captcha before OTP Authentication: Captcha code 82232, status Verified.
- Mobile OTP: Verified (Mobile OTP verified)
- E-Mail OTP: Verified (Mail OTP verified)

RESET button: (To reset any change in the above registration form)

Final Step:

- Enter Captcha before submit: Captcha code 51358
- Buttons: Validate, Submit

After successfully registration you will see the below screen



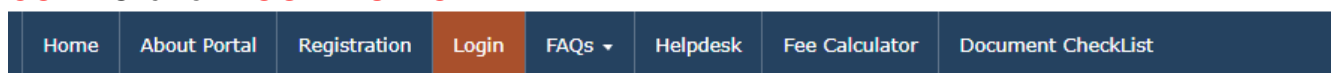
The user credentials will be sent to the **E-Mail address** of the applicant.

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

UserId

Password

Security Code

[Forgot Password?](#) [Forgot User ID?](#)

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

New password

Confirm password

Password Pattern

Password must contain at least 1 Upper Case Letters.
 Password must contain at least 1 Digits.
 Password must contain at least 1 Special Characters.
 Password must contain at least 8 characters.

Enter OTP

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

भारत सरकार
GOVERNMENT OF INDIA

संचार मंत्रालय
MINISTRY OF COMMUNICATIONS

दूरसंचार विभाग
DEPARTMENT OF
TELECOMMUNICATIONS

SARAL SANCHAR
(Simplified Application For Registration And Licenses)
A Portal for License Management in DoT

Home Change Password Helpdesk

Welcome gf ()

Status Of Applications

0
WPC
Apply Now

- 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.

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.

Update Personal Details:

When the applicant login for the first time, he/she will be redirected to update personal details.

दूरसंचार विभाग
DEPARTMENT OF
TELECOMMUNICATIONS

Please update personal details first!!!

SARAL
SANCHAR
(Simplified Application For Registration And Licenses)
A Portal for License Management in DoT

[Update Personal Details](#)

Apply for Examinations
(Amateur/RTR/GMDSS)

Apply for Certificates
(Amateur/RTR/GMDSS)

Equipment Type Approval

Details to apply for appearing in Exam

Examination Selection

Select Examination Type

Home / WPC / Update User Other Details

Personal Details
Address Details
Foreign Details

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"/>		

Home / WPC / Update User Other Details

Personal Details | **Address Details** | Foreign Details

Present Address:

Country:

Address:

Pincode:

District:

State:

Permanent Address:

Country:

Address:

Pincode:

District:

State:

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>