

**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](http://www.niar.org) Email: [info@niar.org](mailto:info@niar.org)

**26 Apr 2022**

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](mailto:info@niar.org)

With best wishes,

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

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

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

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<b>Registration Type</b>	<div style="border: 1px solid #ccc; padding: 2px;">Individual (WPC Exams/Certificates) ▼</div>
<b>Date of Birth</b>	<div style="border: 1px solid #ccc; padding: 2px; width: 80%;"></div> <div style="float: right; background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">clear</div>
<b>PAN Number type</b> <small>(In case of minor applicant, who do not have PAN then Guardian/Parent PAN number is mandatory )</small>	<div style="border: 1px solid #ccc; padding: 2px;">Select PAN type ▼</div>
<b>Guardian/Parent Name</b>	<div style="border: 1px solid #ccc; padding: 2px;">Guardian/Parent name</div>
<b>PAN</b>	<div style="border: 1px solid #ccc; padding: 2px;">PAN</div>

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"/>
<b>Authorised contact Person /Signatory details</b>	
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	<div>OTP will be sent on this mail ID in registration process</div> <input type="text" value="niteshjoshi535@gmail.com"/>
Mobile Number	<div>OTP will be sent on this mobile number in registration process</div> <input type="text" value="8218828589"/>
Enter Captcha before OTP Authentication	<input type="text" value="Enter Captcha"/> <div>82232 </div> <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"/>	<div>82232</div> <input type="button" value="Refresh"/>	<input type="button" value="Verified"/>
<b>OTP Authentication</b>			
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"/>	<div>51358</div> <input type="button" value="Refresh"/>	<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.

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

After successfully registration you will see the below screen

भारत सरकार GOVERNMENT OF INDIA दूरसंचार विभाग DEPARTMENT OF TELECOMMUNICATIONS	<b>SARAL SANCHAR</b> <small>(Simplified Application For Registration And Licenses)</small>	नवीन दूरसंचार <b>DOT</b> INDIA TELECOM	Home
<b>User Registration Status</b> Success! Registration Done Successfully User Credentials has been sent to registered user E-Mail. <a href="#">Home</a>			

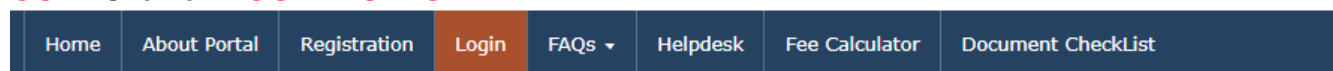
The user credentials will be sent to the **E-Mail address** of the applicant.

## 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

Enter OTP

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 the New Password & confirm the New Password

*(The password must be according to the instructions appearing on the right side of the page)*

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 on the WPC tab



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GOVERNMENT OF INDIA

दूरसंचार विभाग  
DEPARTMENT OF  
TELECOMMUNICATIONS

LogOut ( User id: IE201900018)

[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

Amateur Station Exam

Go

Home / WPC / Update User Other Details

Personal Details

Address Details

Foreign Details

<p>Name of Applicant: <input style="width: 100%;" type="text" value="NNNNNNNNNN NNNNNN"/></p> <p>Father/Mother/Husband Name: <input style="width: 100%;" type="text"/></p> <p>Date of Birth: <input style="width: 100%;" type="text"/></p> <p>Color of Hair: <input style="width: 100%;" type="text"/></p> <p>Qualification: <input style="width: 100%;" type="text"/></p> <p>Identification Marks: <input style="width: 100%;" type="text"/></p> <p>Nationality: <div style="border: 1px solid #ccc; padding: 2px;">Indian</div></p> <p>Source of Identification: <div style="border: 1px solid #ccc; padding: 2px;">---Select---</div></p> <p>Identification No: <input style="width: 100%;" type="text"/></p>	<p>List other names (if any): <input style="width: 100%;" type="text"/></p> <p>Height of Applicant(in cm): <input style="width: 100%;" type="text"/></p> <p>Place of Birth: <input style="width: 100%;" type="text"/></p> <p>Color of Eyes: <input style="width: 100%;" type="text"/></p> <p>Complexion: <input style="width: 100%;" type="text"/></p> <p>Occupation: <div style="border: 1px solid #ccc; padding: 2px;">---Select---</div></p>
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Submit

Close

Home / WPC / Update User Other Details

Personal Details
Address Details
Foreign Details

Present Address:

Country
India

Address:

Pincode

District

State

Permanent Address:

Country
India

Address:

Pincode

District

State

Submit
Close

The Registration process is now over.

Please proceed with the next option as required by you.