

**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/](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
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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, 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/](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.

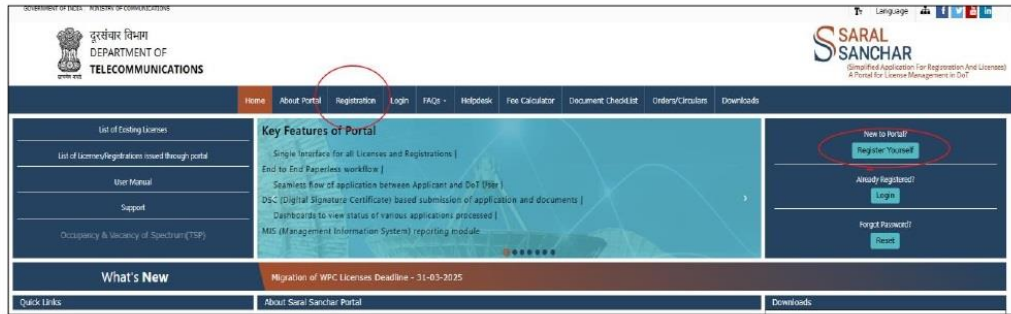
You will be redirected to the below form.

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

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.



One Time Registration

(Note: * fields are mandatory)

- 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: Individual (WPC Exams/Certificates)

Date of Birth*: clear


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

Guardian/Parent Name:

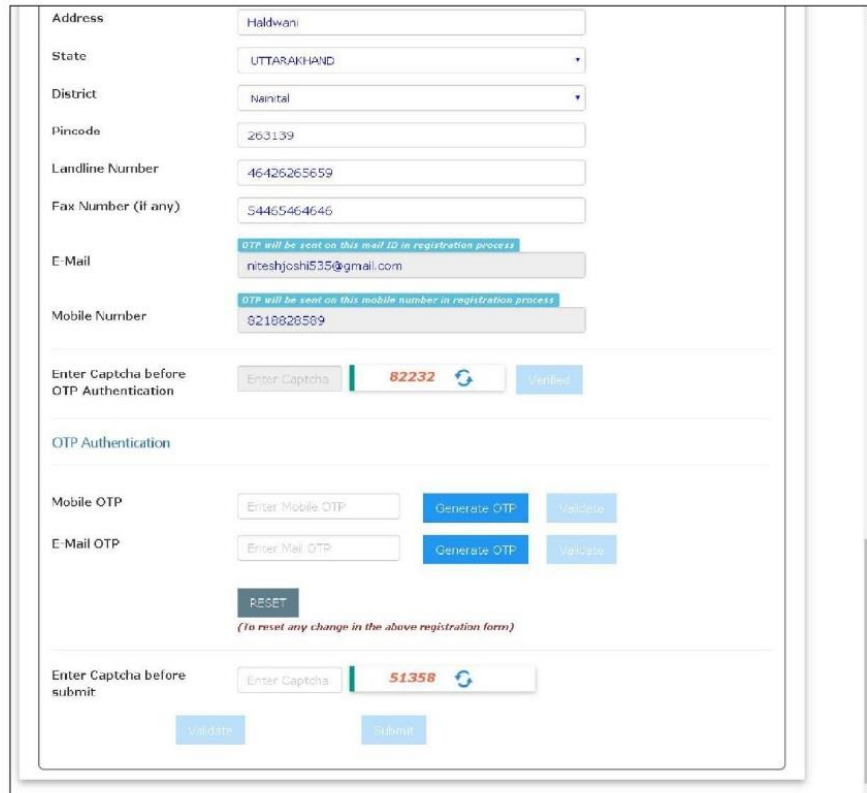
PAN*:

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

Authorised contact Person /Signatory details *

Name	<input type="text" value="Name of Authorised Contact person/Signatory"/>
Designation,if any	<input type="text" value="Designation of Authorised Contact person/Signatory"/>
Address	<input type="text" value="Address line"/>
Pincode	<input type="text" value="enter Pincode"/>
District	<input type="text" value=""/>
State	<input type="text" value=""/>
Landline Number	<input type="text" value="eg:01112345678"/>
Fax Number (if any)	<input type="text" value="eg:01112345678"/>
E-Mail	<input type="text" value="Mail Id"/> <small>OTP will be sent on this mail ID in registration process</small>
Mobile Number	<input type="text" value="Mobile No"/> <small>OTP will be sent on this mobile number in registration process</small>
Enter Captcha before OTP Authentication	<input type="text" value="Enter Captcha"/> 

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.



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

- Address:** Haldwani
- State:** UTTARAKHAND
- District:** Nainital
- Pincode:** 263139
- Landline Number:** 46426265659
- Fax Number (if any):** 54465464646
- E-Mail:** niteshjoshi535@gmail.com (Note: OTP will be sent on this mail ID in registration process)
- Mobile Number:** 9218920509 (Note: OTP will be sent on this mobile number in registration process)

OTP Authentication Section:

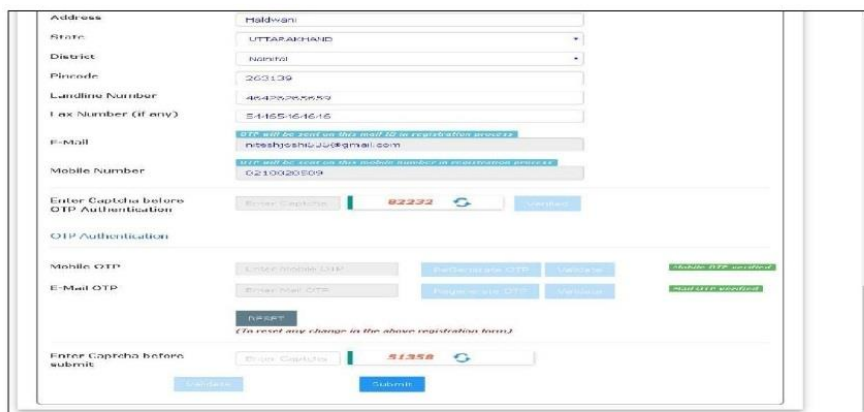
- Enter Captcha before OTP Authentication:** Enter Captcha | 82232 | Verified
- Mobile OTP:** Enter Mobile OTP | Generate OTP | Validate
- E-Mail OTP:** Enter Mail OTP | Generate OTP | Validate
- RESET:** (To reset any change in the above registration form)

Final Step:

- Enter Captcha before submit:** Enter Captcha | 51358 | Validate | Submit

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.

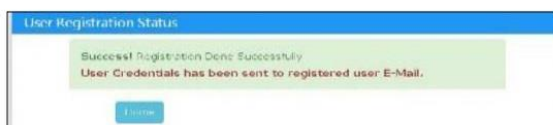


The screenshot shows a registration form with the following fields and values:

Address	Haldwani
State	UTTARAKHAND
District	Nainital
Pincode	263139
Landline Number	46420200553
Fax Number (if any)	54465164616
E-Mail	134672320200553@gmail.com / 20 in registration process n26410486200553@gmail.com
Mobile Number	97960200553 (for mobile number in registration process) 0230020509
Enter Captcha before OTP Authentication	Show Captcha: 82222
OTP Authentication	
Mobile OTP	Enter mobile OTP: [input field] Refresh OTP: [button] Verify: [button] Mobile OTP verified
E-Mail OTP	Enter mail OTP: [input field] Refresh OTP: [button] Verify: [button] Mail OTP verified
Enter Captcha before submit	Show Captcha: 41358

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

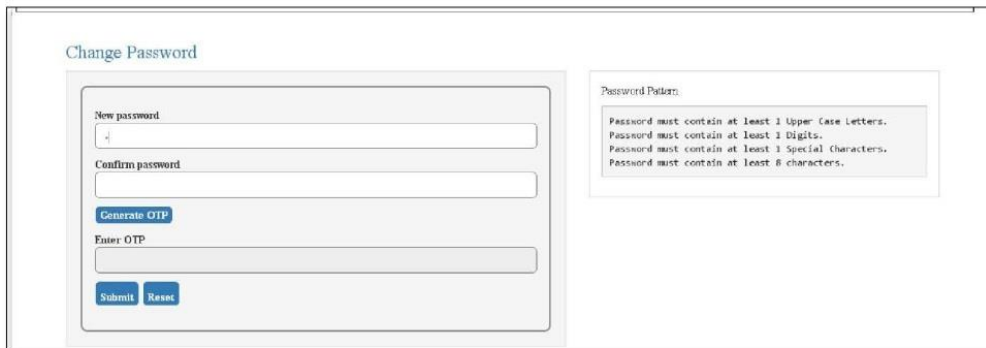
Click on the Home Button on the above page. On the *home page* go to the **Login** button available on the **top Navigation bar** and the **top right sidebar panel**.

Enter your credentials in the login forms as shown below, after entering the **CAPTCHA CODE** Click on **LOGIN**



The screenshot shows a login form titled "Login". It contains three input fields: "UserId" with the value "IE202001365", "Password" with masked characters ".....", and "Security Code" with the value "617565". Below the Security Code field is a "Login" button. To the right of the Security Code field is a CAPTCHA image showing the number "617565" and a refresh icon. Below the "Login" button are two links: "Forgot Password?" and "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** as this the first login.



The screenshot shows a "Change Password" form. It has two main sections. The left section contains: "New password" input field, "Confirm password" input field, a "Generate OTP" button, "Enter OTP" input field, and "Submit" and "Reset" buttons. The right section is titled "Password Pattern:" and lists requirements: "Password must contain at least 1 Upper Case Letters.", "Password must contain at least 1 Digits.", "Password must contain at least 1 Special characters.", and "Password must contain at least 6 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 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

Status Of Applications

<div style="background-color: #e67e22; padding: 20px; display: inline-block; border-radius: 10px;"> 2 <b style="color: white;">WPC Apply Now </div>	<div style="background-color: #3498db; padding: 20px; display: inline-block; border-radius: 10px;"> 0 <b style="color: white;">SACFA Apply Now </div>
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- Individual/ Proprietor/ Partnership Firm etc can apply for UL-VNO(CAT B) license & WPC license ONLY.
- 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.