User Manual

(For Applicant)

Online Registration for Amateur Examinations and Certificates

Department of Telecommunications

Government of India

11th May, 2020

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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.

Acronyms and Abbreviations

List of the acronyms and abbreviations used in this document and the meaning of each.

- **DoT** : Department of Telecommunications.
- **OTP** : One Time Password.
- **ASOC** : Amateur Station Operator Certificate.

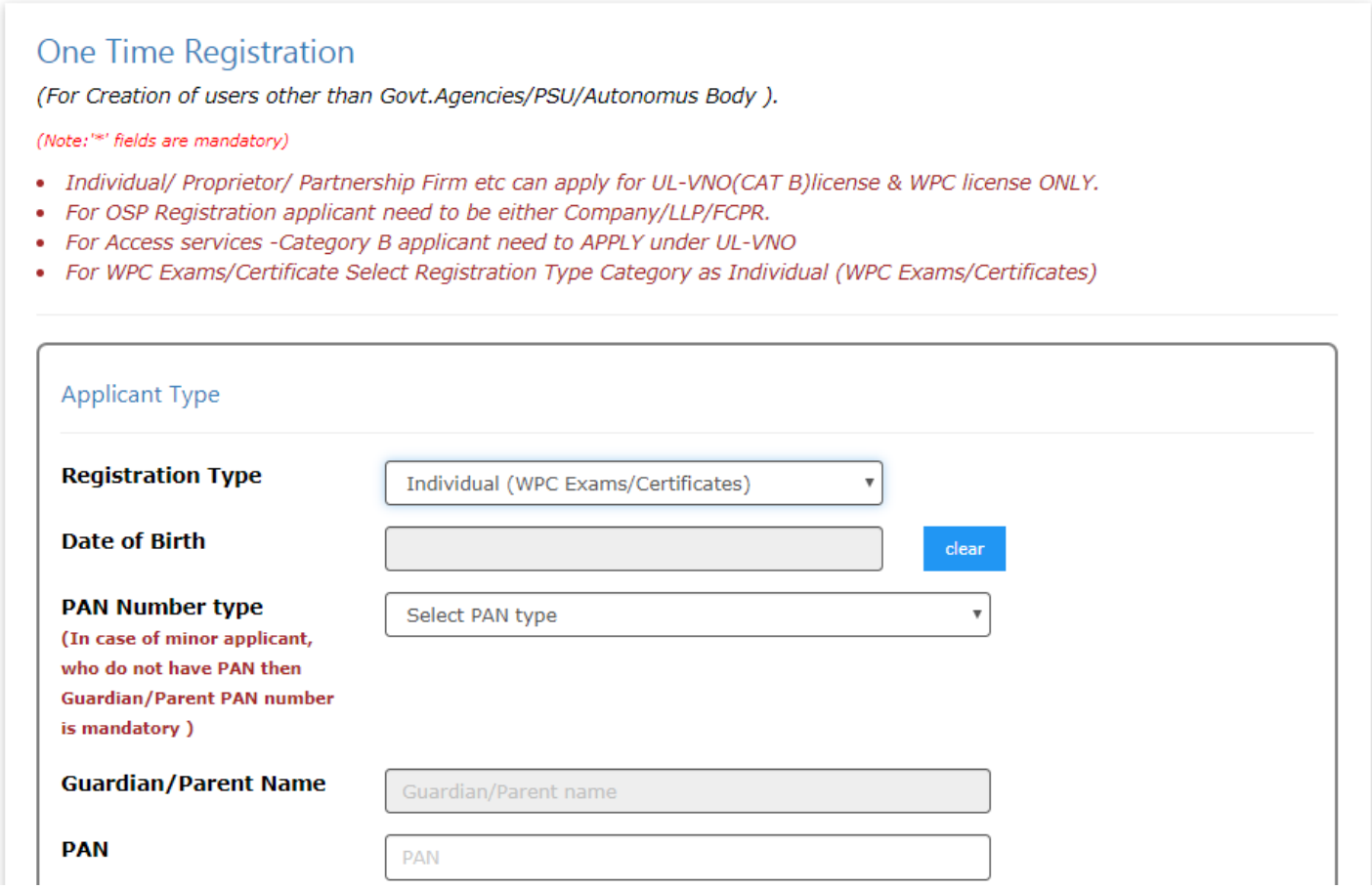
Section-2

APPLICANT PART

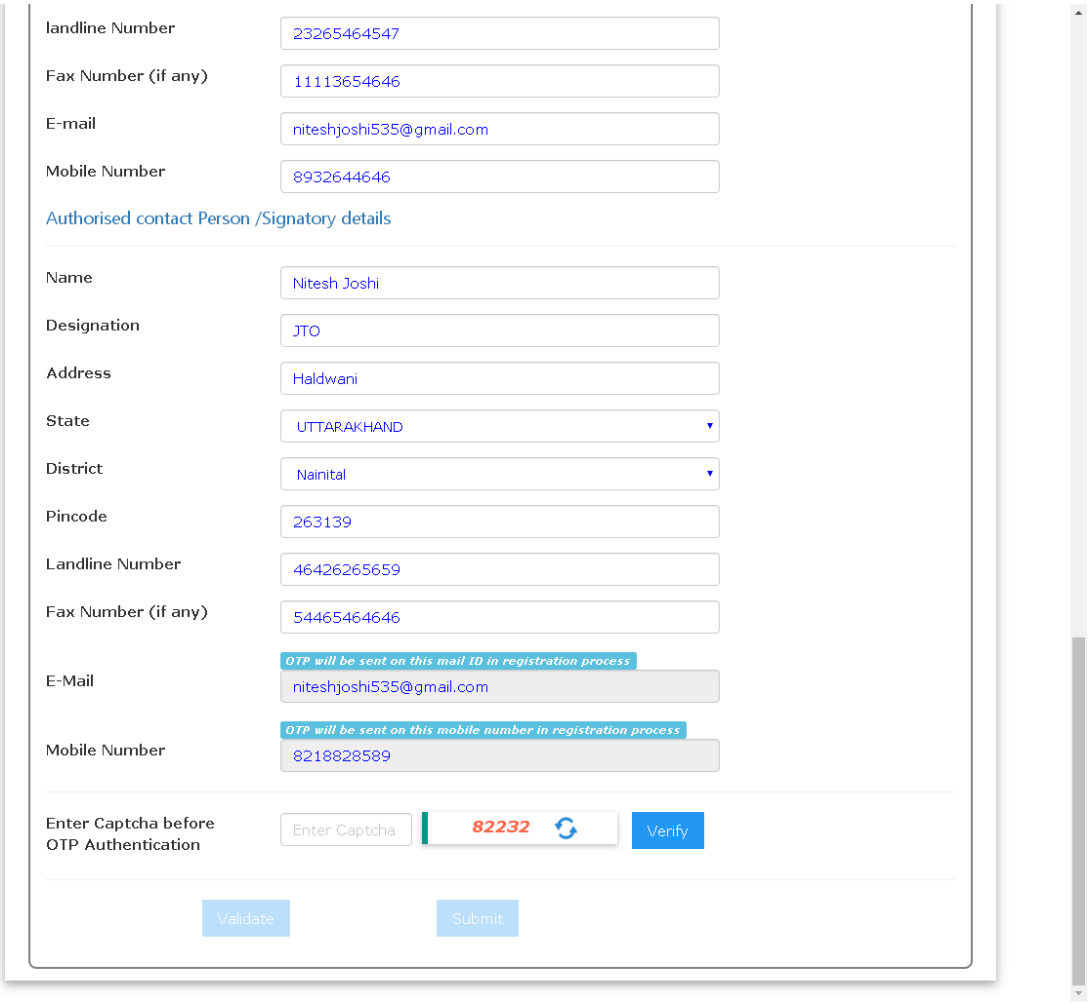
2.1 Registration

(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.

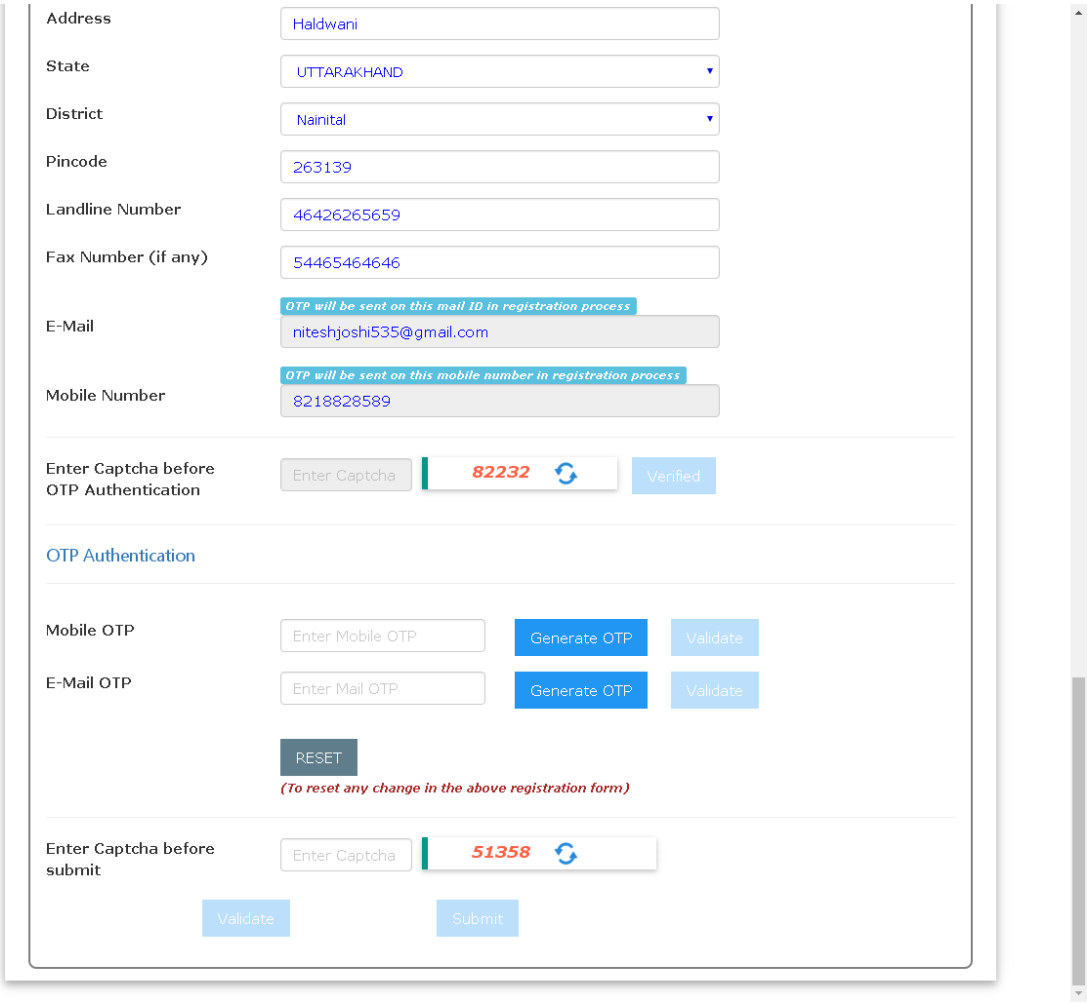
To apply for Exam/Certificates select Individual(WPC Exams/ Certificates) or *Individual/ Proprietor/ Partnership Firm* in **Registration Type**.



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

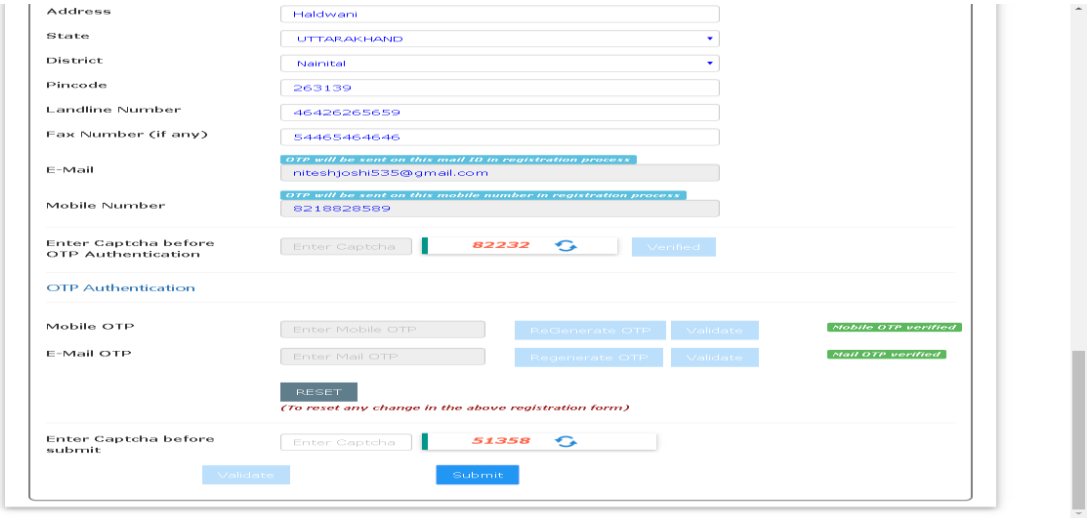


After successfully verifying the **CAPTCHA Code** you will see the below screen in which there are separate buttons for generating OTP's for **E-Mail address & Mobile Number.** Please click on each button to get the respective OTP's.



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 successfully registration you will see the below screen.



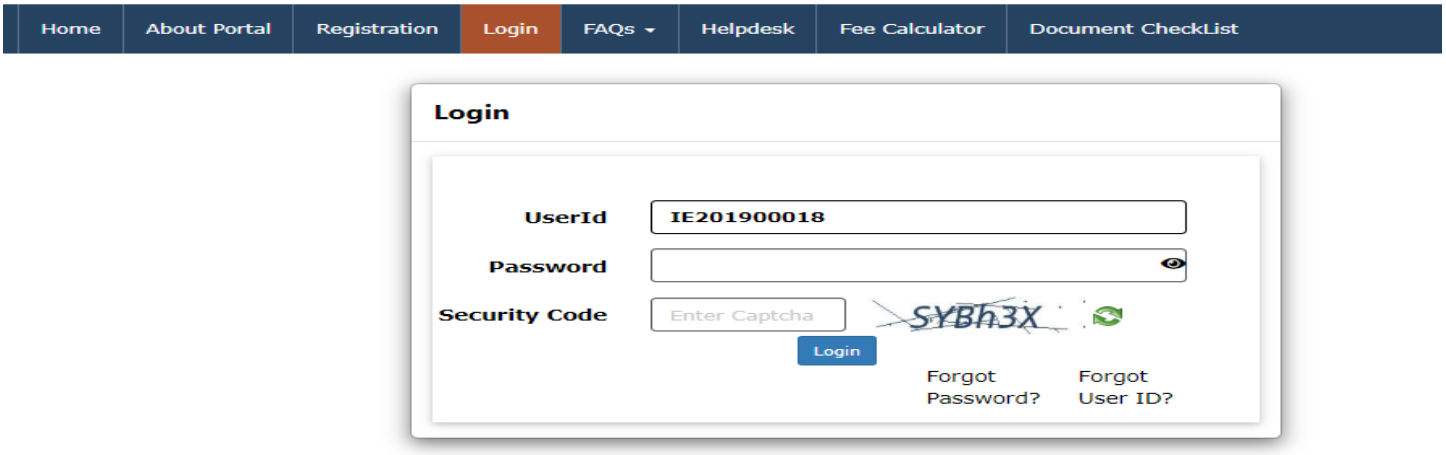
The user credentials will be sent to the **E-Mail address** of the applicant.

Note: Only Individual (WPC Exams/ Certificates) or *Individual/ Proprietor/ Partnership Firm* can apply for Amateur License.

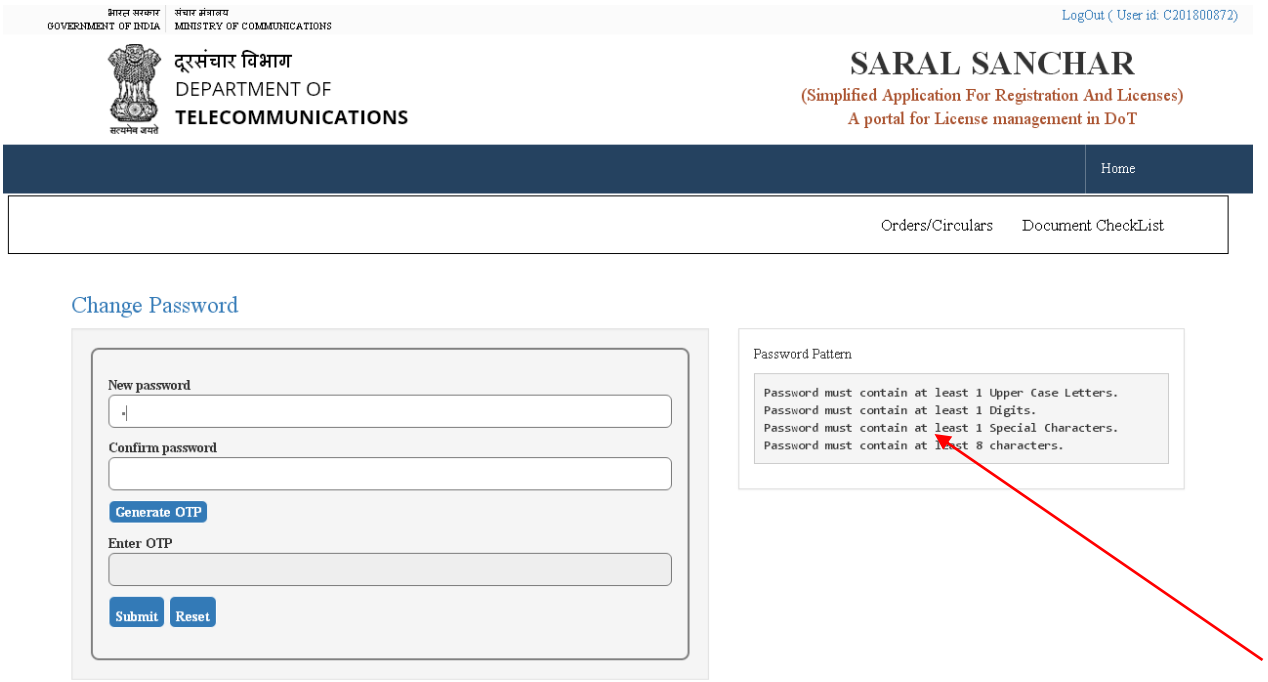
2.2 First Login

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 BUTTON**.



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

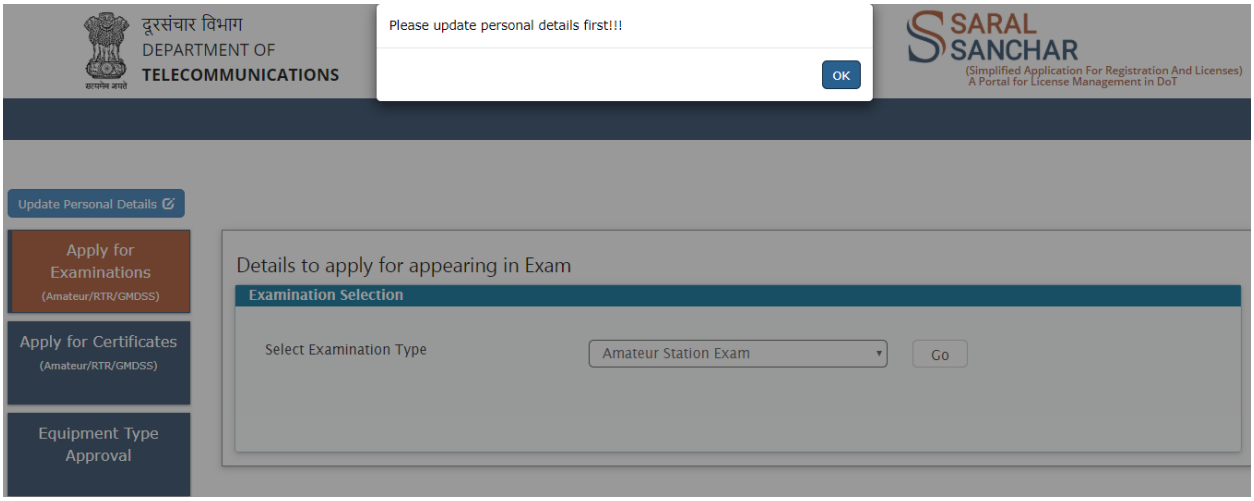


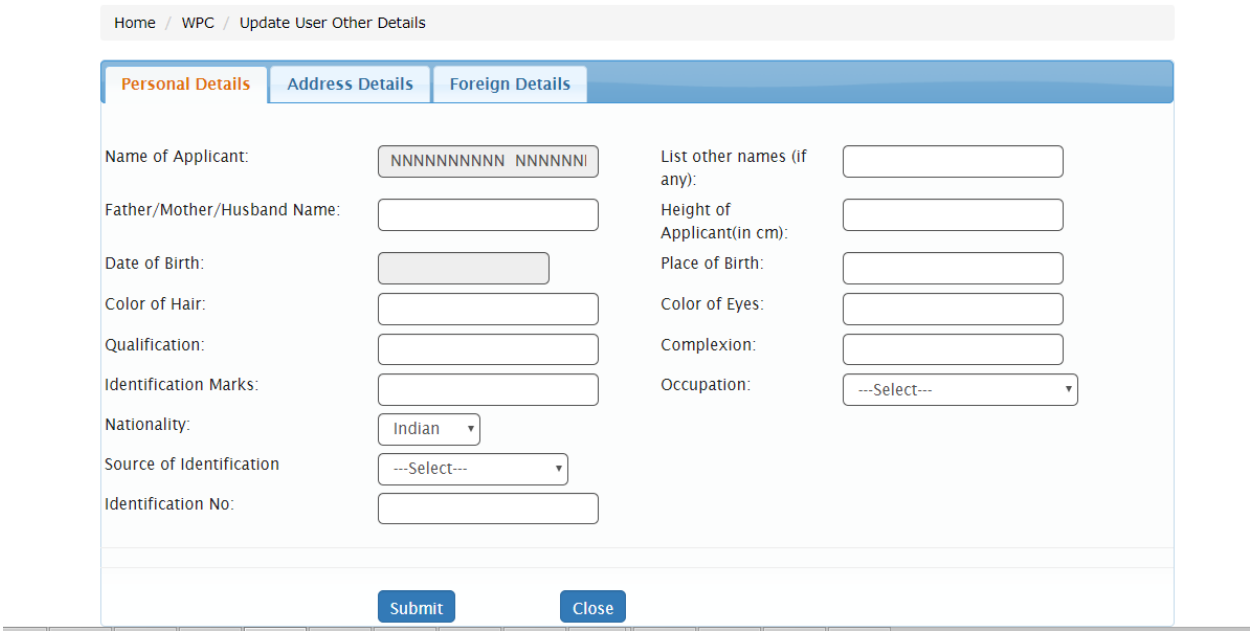
Enter the **New Password** & **confirm** the New Password (***The password must be according to the instructions appearing on the right side of the page as shown above by the red arrow***) &then click on **Generate OTP** button. An OTP will be sent to your mobile phone. Please enter the OTP and click 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

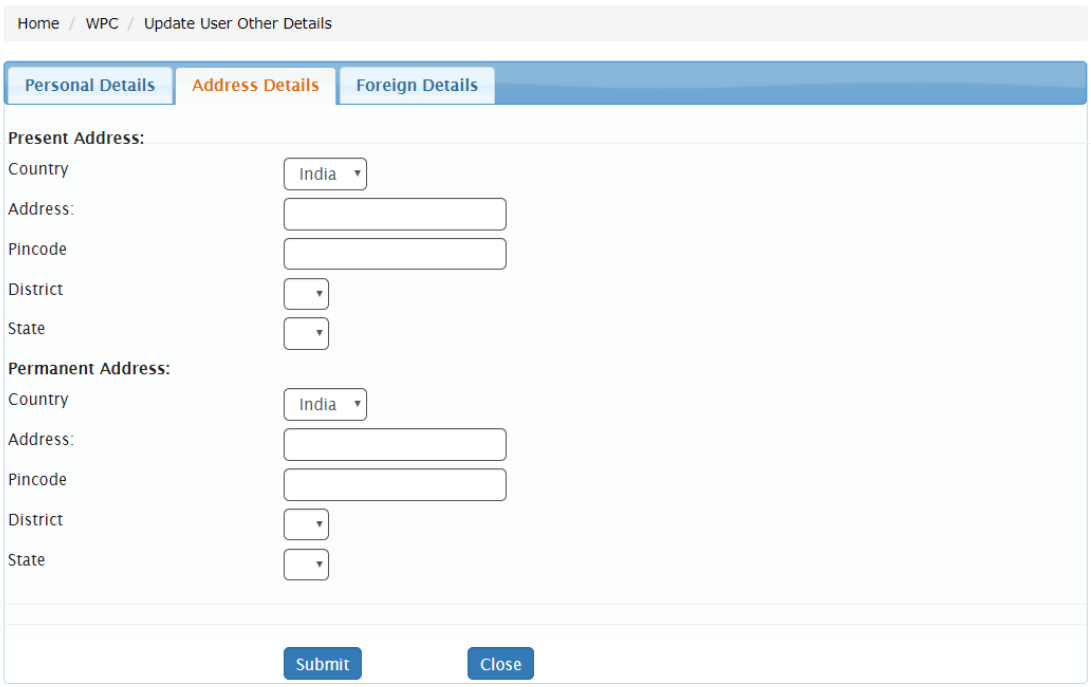


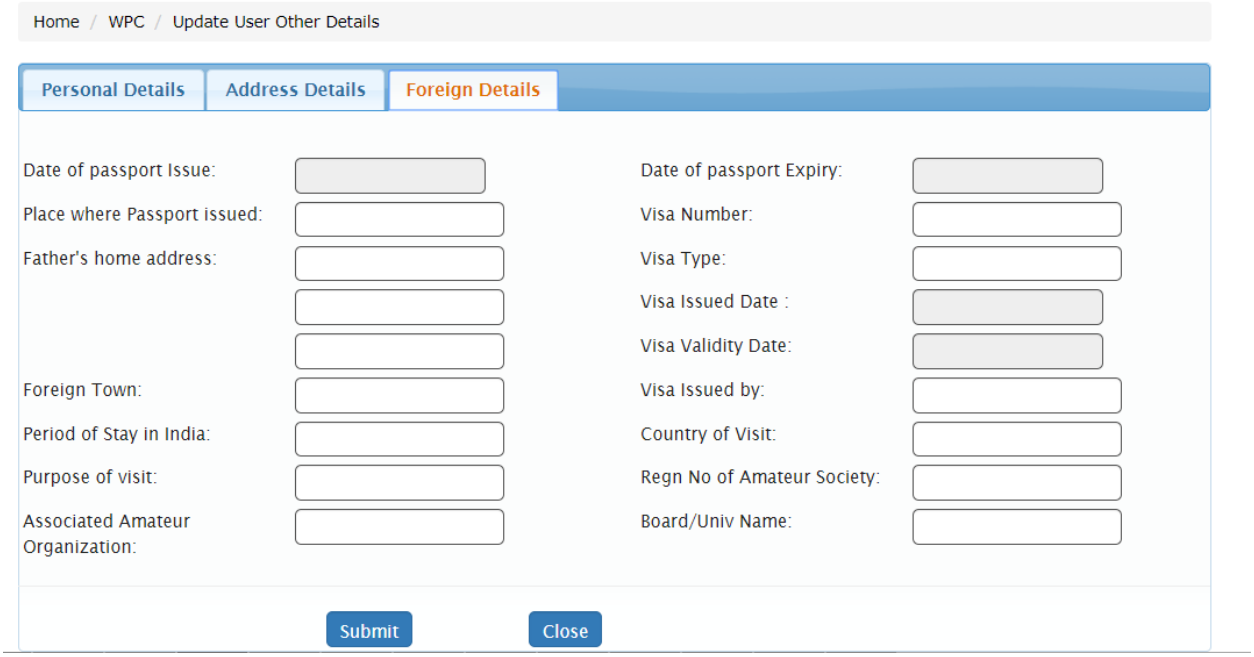
2.3 Update Personal Details:

If Applicant login for the first time, Applicant will be redirected to update personal details.




Home / WPC / Update User Other Details
Personal Details
Address Details
Foreign Details
Name of Applicant:
NNNNNNNNNN NNNNNN
List other names (if any):
Father/Mother/Husband Name:
Height of Applicant(in cm):
Date of Birth:
Place of Birth:
Color of Hair:
Color of Eyes:
Qualification:
Complexion:
Identification Marks:
Occupation:
---Select---
Nationality:
Indian
Source of Identification
---Select---
Identification No:
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

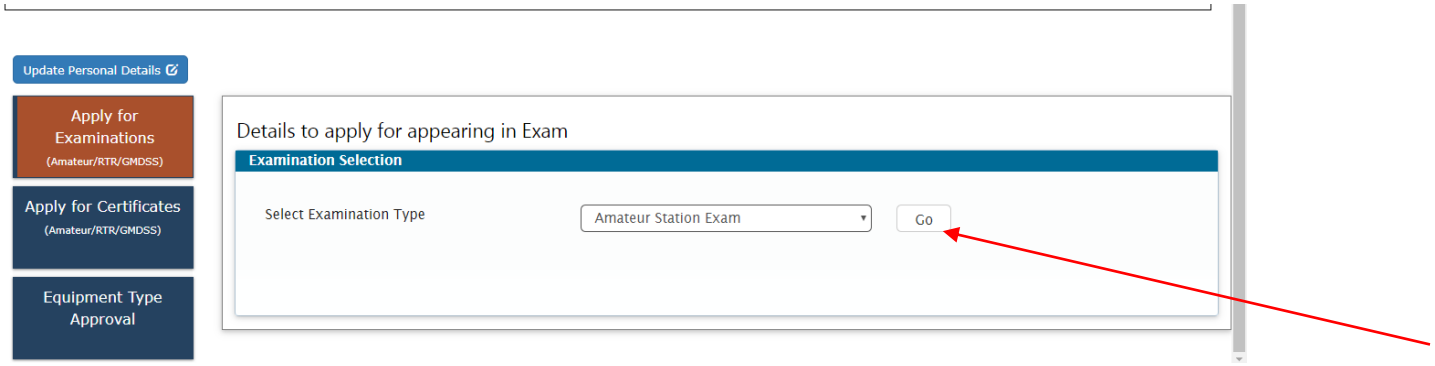


Once the details are submitted then applicant can apply for exam.

2.4 Amateur Exam Application:

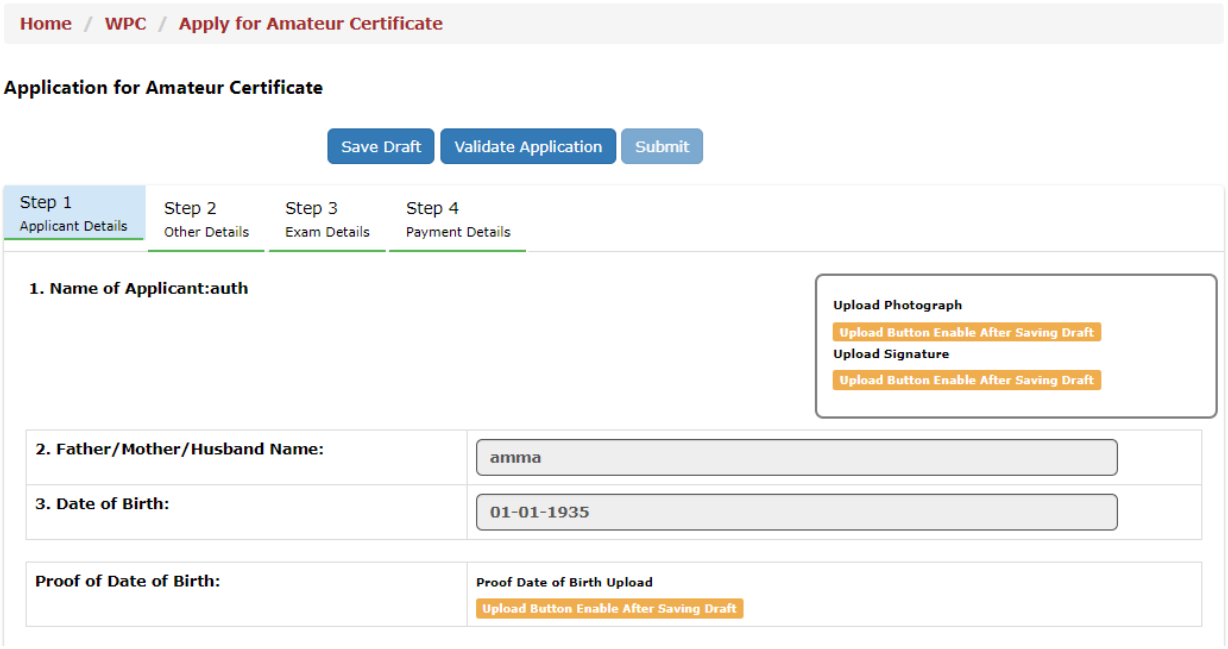
Below is a sample demo for **Amateur exam application**.

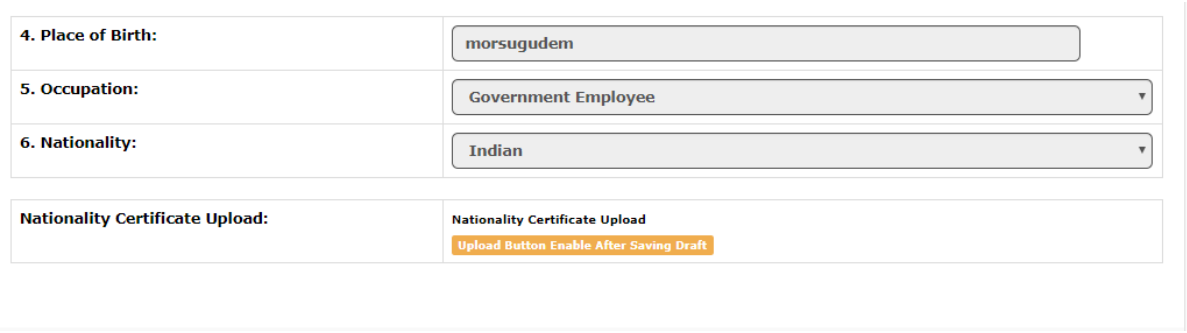
Apply for Examinations→New Applications→Amateur Station Exam → <u>Go</u>.



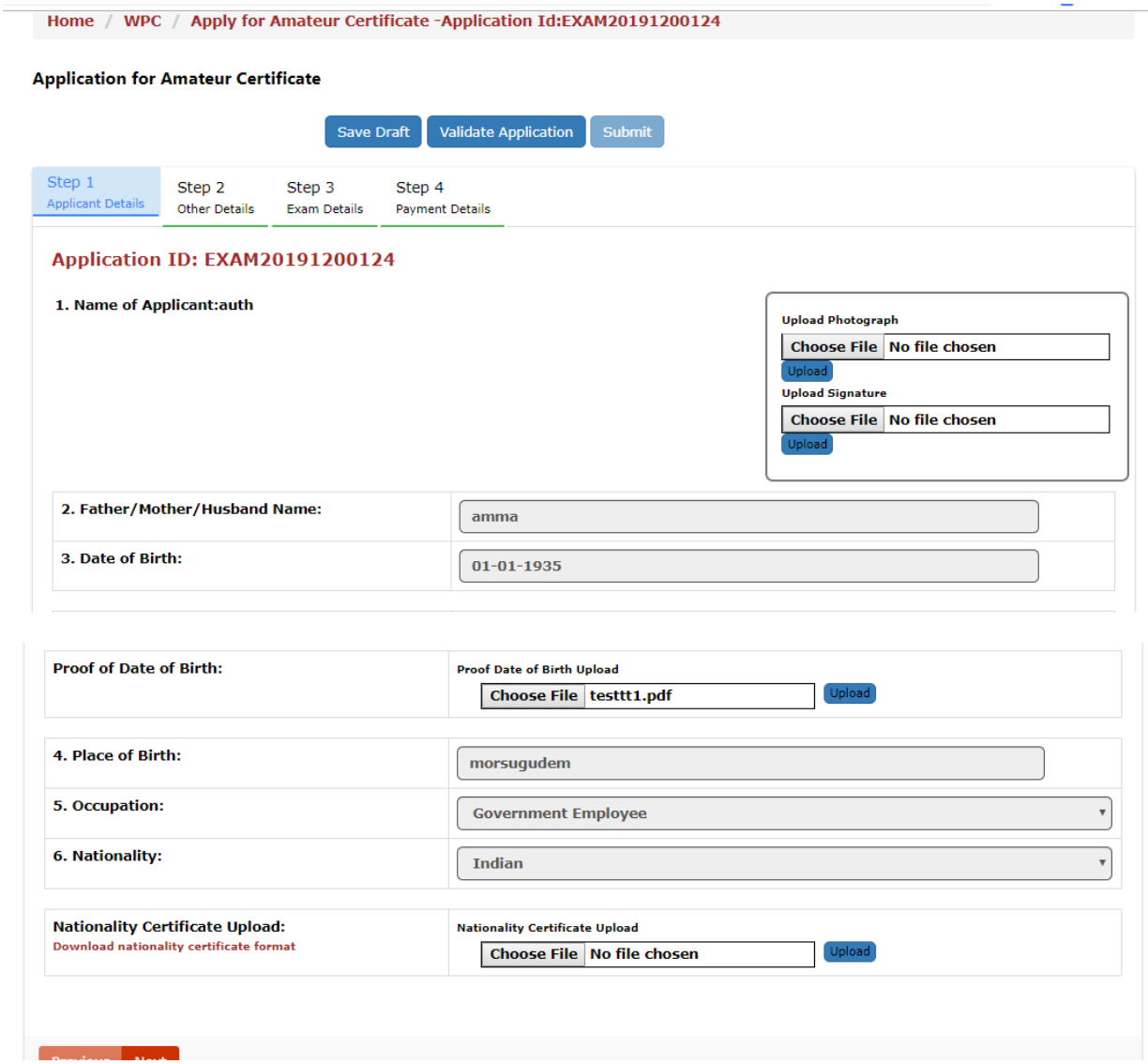
2.4.1 Step 1

Applicant Details: In this step the information about applicant will appear as filled in Update personal details form above and will be able to upload documents once the form is saved using 'Save Draft'.





Once Savedraft is clicked provisional application number will be attached to your application and further actions will be taken on the same. Applicant will be able to upload the documents.



Press “next “button to go to next step.

2.4.2 Step 2

Other Details:

Next step is adding other details such as id proof and address details.

In case of Indian applicant at least one of ID proof or Nationality certificate is mandatory. Upload present and permanent address proofs.

Application for Amateur Certificate

Save Draft | Validate Application | Submit

Step 1 Applicant Details | Step 2 Other Details | Step 3 Exam Details | Step 4 Payment Details

7.Other Details	
Type of ID proof:	AADHAR
ID Proof No*:	200116470528
ID Proof Upload:	**ID Proof Upload** Choose File No file chosen Upload

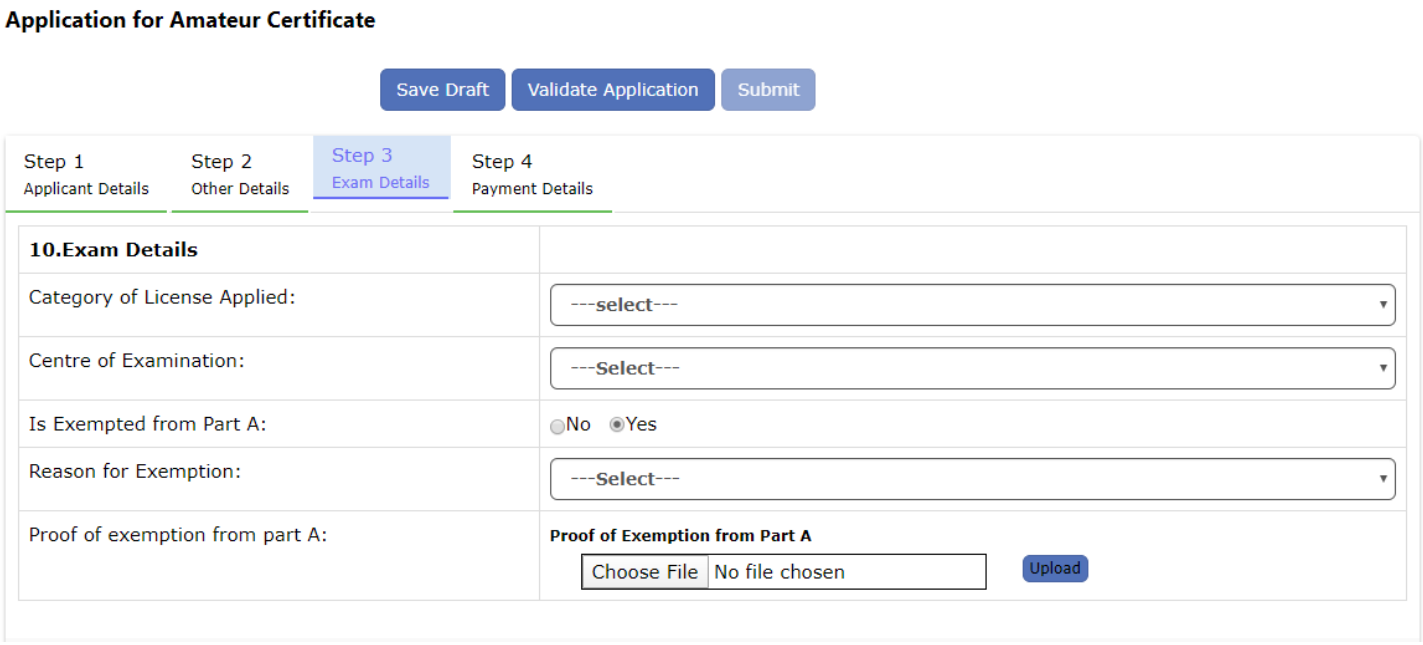
8.Present Address:	
Country	India
Address:	IT PROJECT 11CIRCLE BSNL RTTC BLDG PLOT NO.121/122 MIDC G BLOC
Pincode	411019
District	Pune
District	Pune
State	MAHARASHTRA
Proof of Present Address Upload:	**Proof of present address upload** Choose File No file chosen Upload

9.Permanent Address:	
Country	India
Address:	Morsugudem,Chityal
Pincode	508114
District	Nalgonda
State	TELANGANA
Proof of Permanent Address Upload:	**Proof of permanent address upload** Choose File No file chosen Upload

2.4.3 Step 3

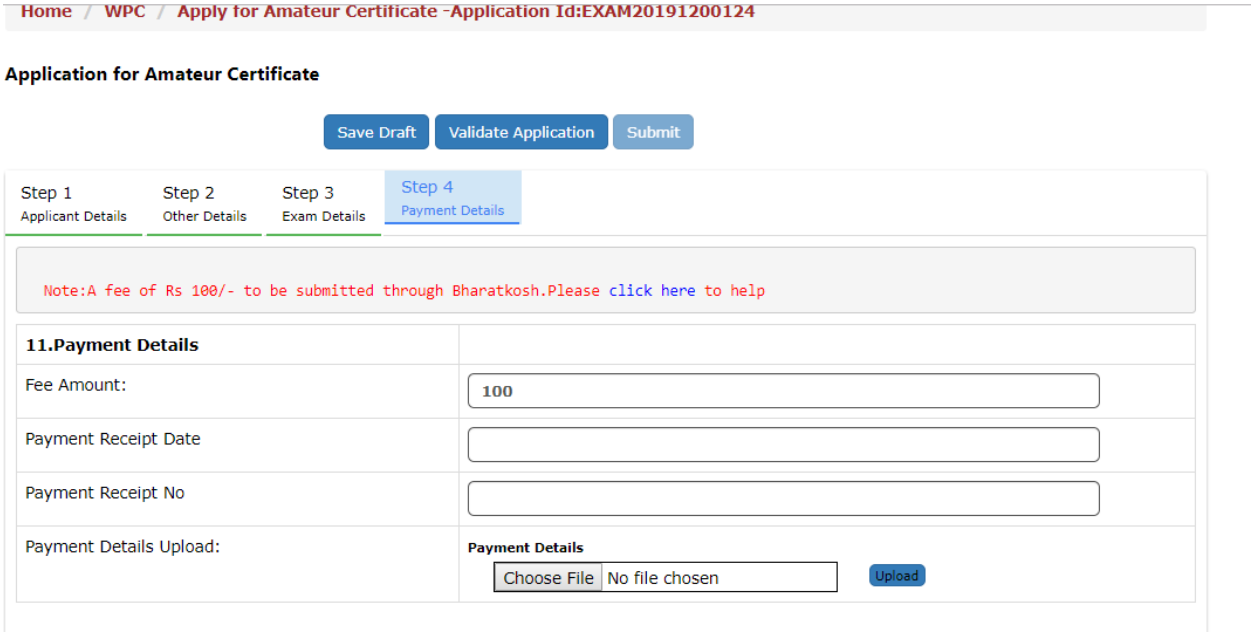
Exam Details:

Select the grade you are applying for and Exam center.



2.4.4 Step 4

Update payment transaction details in this section such as amount paid, transaction reference no and date and also payment receipt.



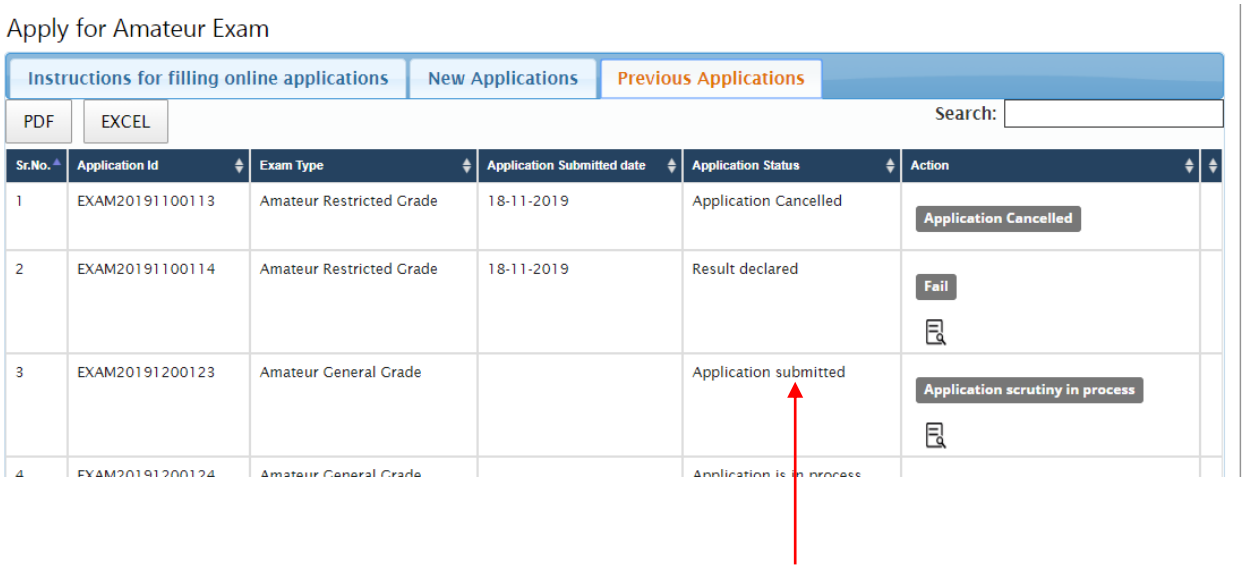
Note:

1) Size of pdf document should be less than 1MB.

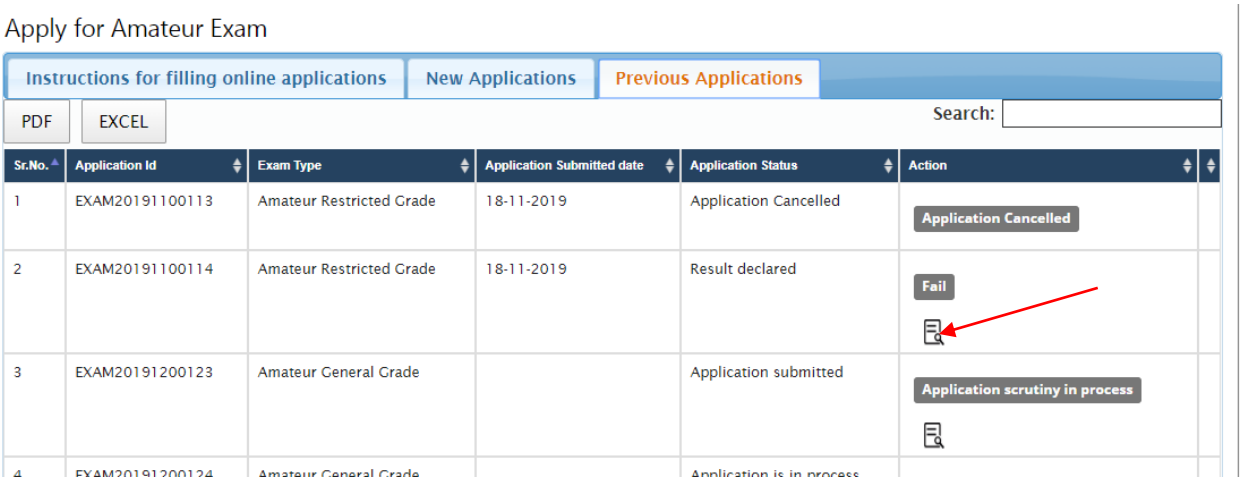
2) Size of photograph should be less than 250KB.

3) Size of signature should be less than 150KB.

Once the details are added then validate application using “Validate Application” button and if validated successfully then “Submit” button will be activated. Once the application is submitted you will be redirected to dashboard and status will be as shown be red color.



2.4.5 View Application button: This button lets you view your application form.

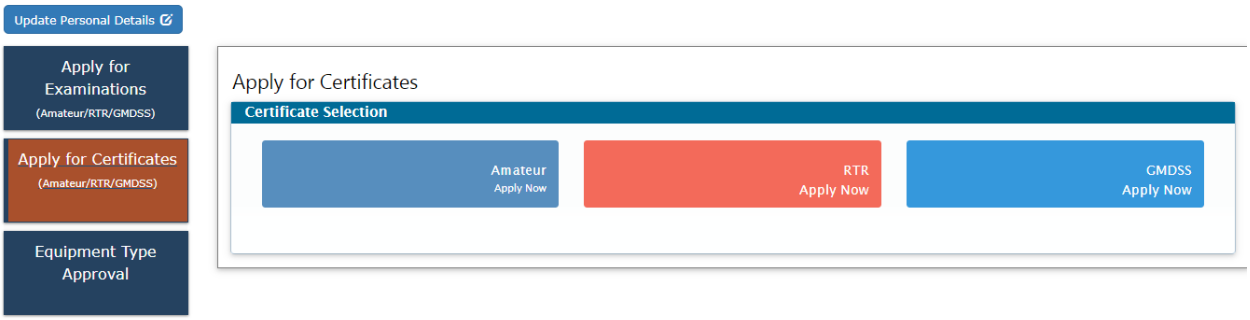


Once the application is scrutinized successfully then hall ticket will be issued and applicant will be notified of the exam date and venue through SMS. If scrutiny is not successful then applicant has to modify and resubmit it.

If applicant passes the exam then Applicant can apply for the Amateur License as shown in next section.

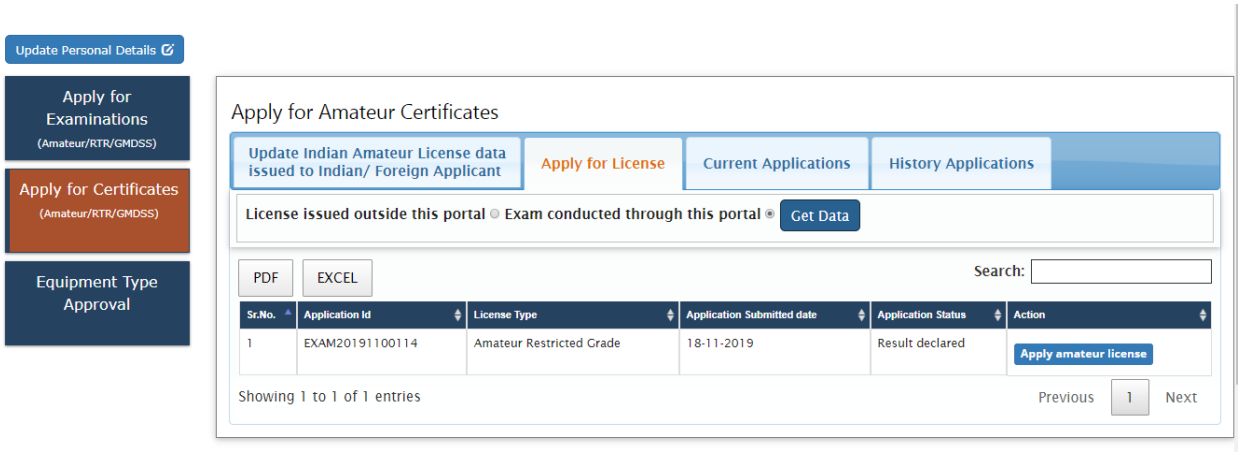
2.5 Apply for Amateur license through exam

Apply for Certificates→Amateur (Apply Now)



Apply for License→ Exam conducted through this portal→Get Data

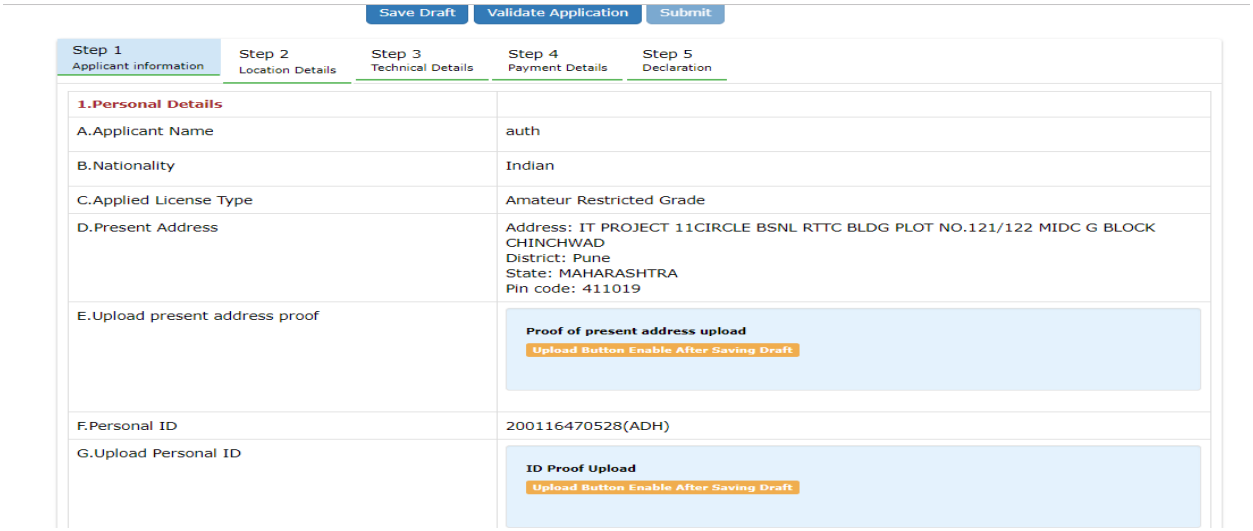
You will be redirected to following screen.

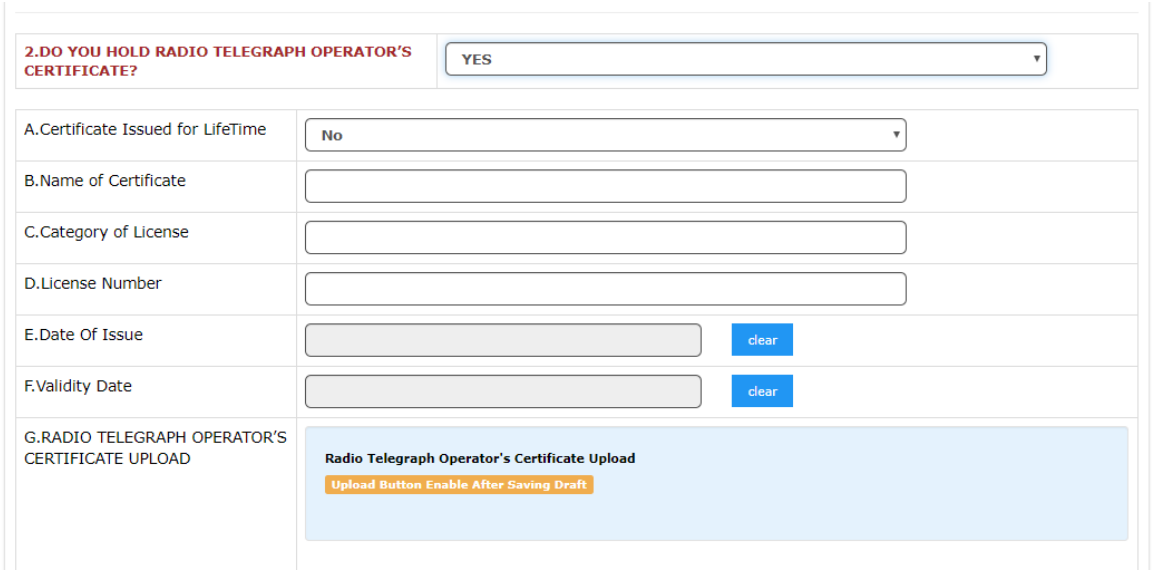


You will get the exam application you passed. “Click on Apply Amateur license”.

2.5.1 Step 1

Applicant Information: In this step the information about applicant will appear as filled in Update personal details form above and will be able to upload documents once the form is saved using 'Save Draft'.



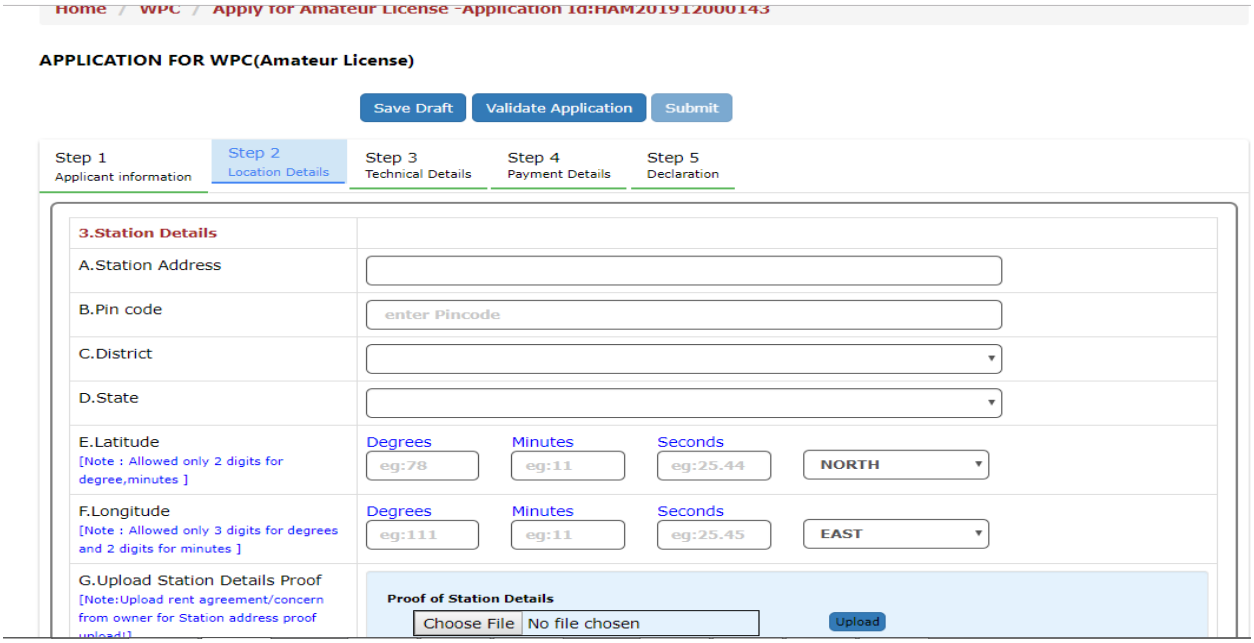


Uploads:

1. Present address proof.
2. Personal Id proof
3. Radio Telegraph Certificate in case you select "YES" in above screenshot (**DO YOU HOLD RADIO TELEGRAPH OPERATOR'S CERTIFICATE?**)

2.5.2 Step 2

Location Details: Enter Station details and upload station address proof.

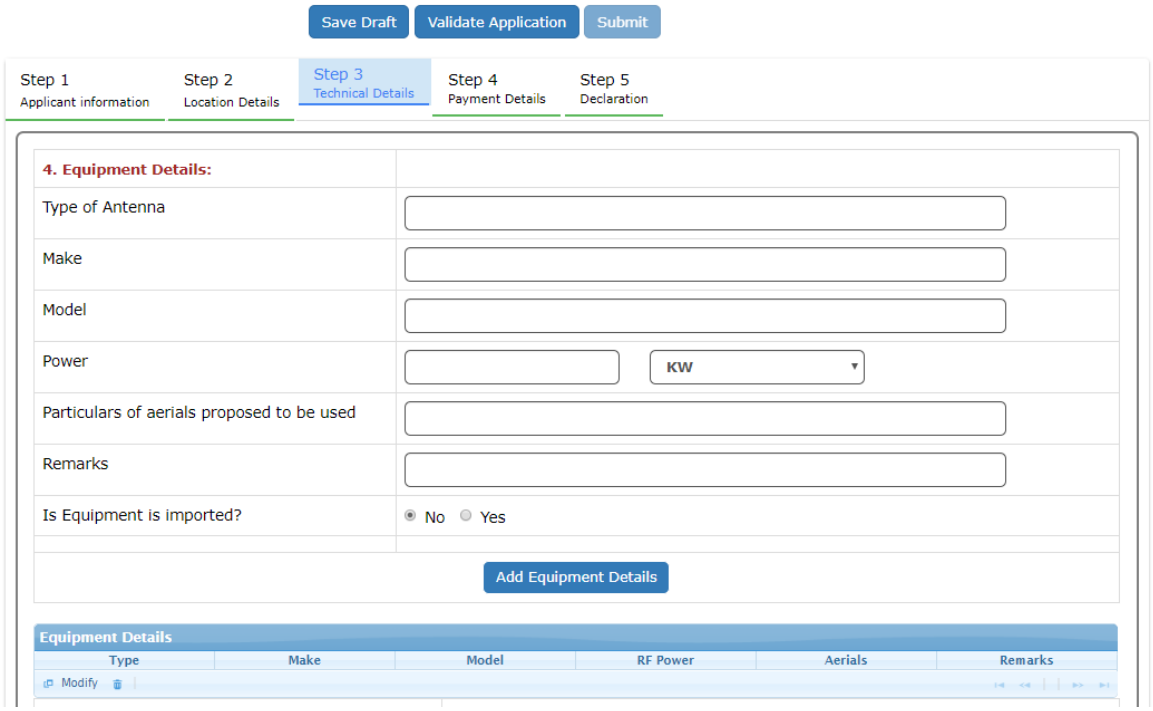


2.5.3 Step 3

Technical Details:

1. Enter Equipment Details: You can add multiple equipment details also.

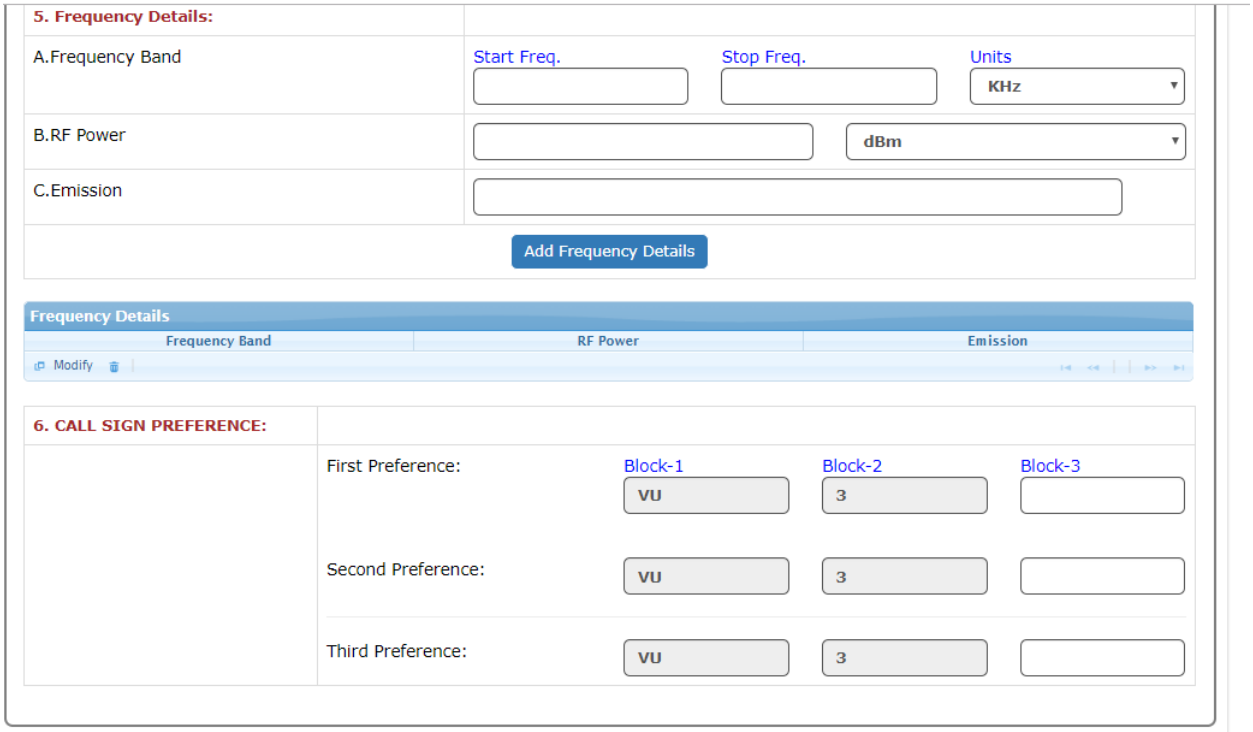
Once added details will appear in the table below and click on modify to edit the details.



2. Enter Frequency Details: You can add multiple Frequencies also.

Once added details will appear in the table below and click on modify to edit the details.

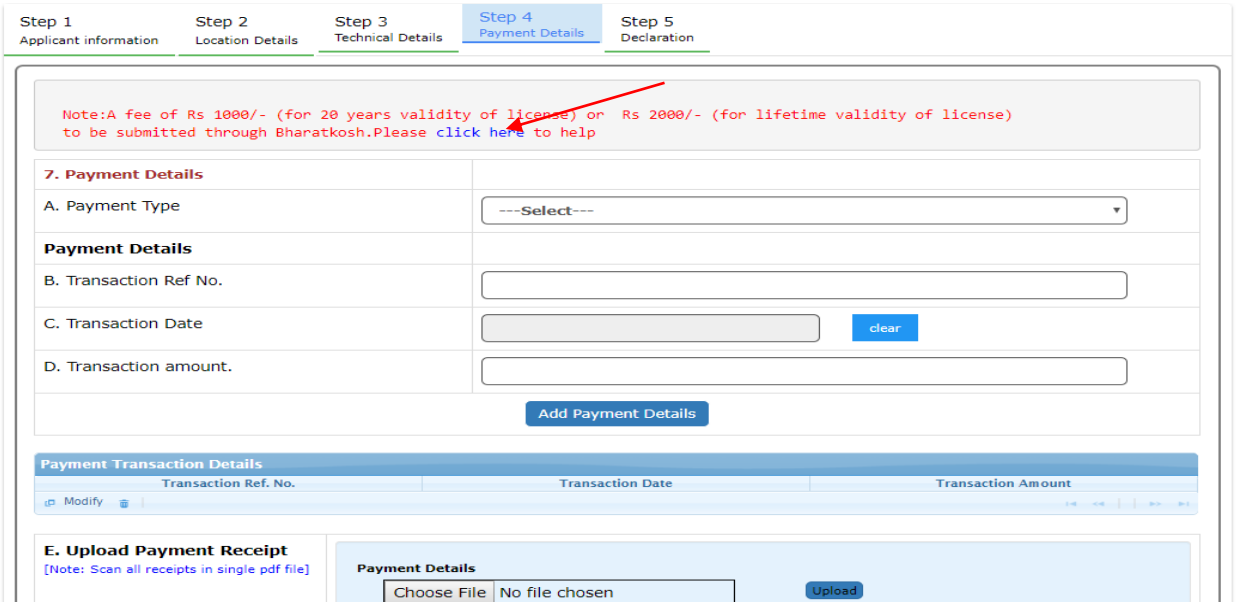
3. Call Sign preference: Enter 3 choices for call sign.



2.5.4 Step 4

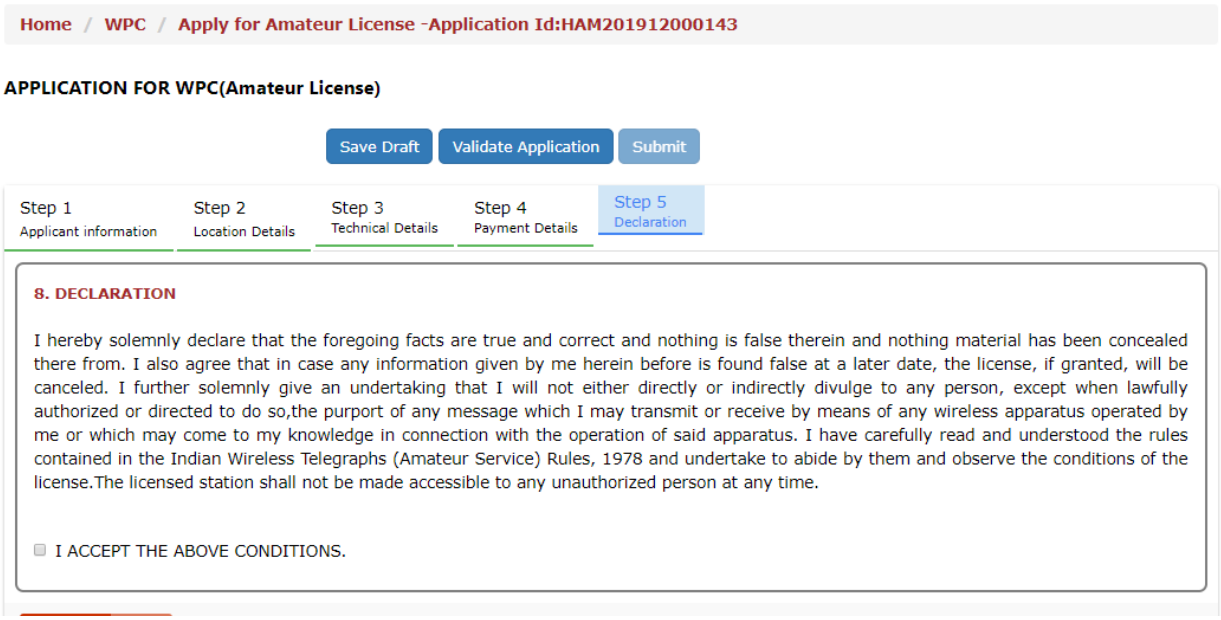
Payment Details:

Pay the fees using Bharatkosh Portal. Click on “Click here” as shown by arrow to redirect to Bharatkosh portal.



2.5.5 Step 5

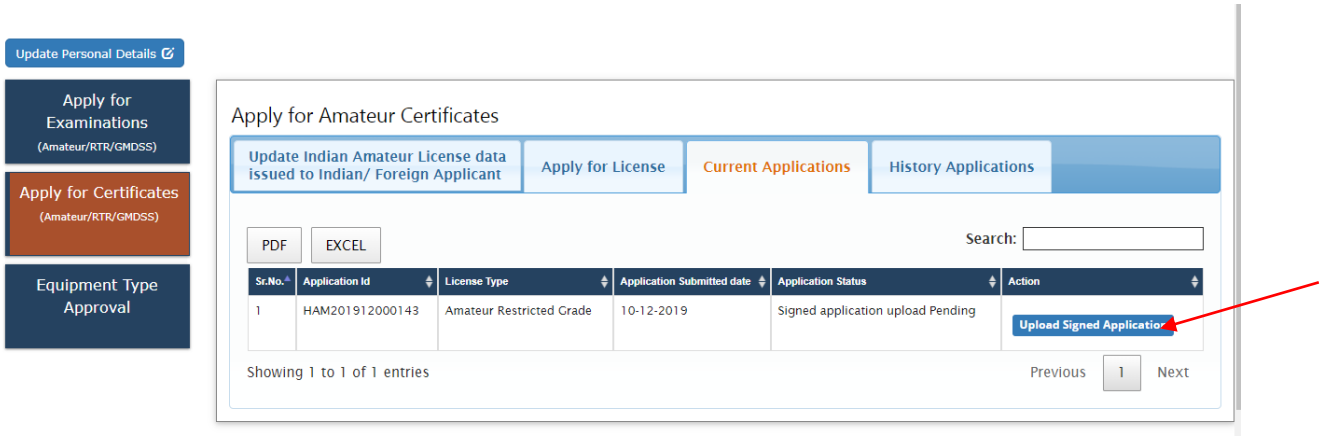
Declaration:



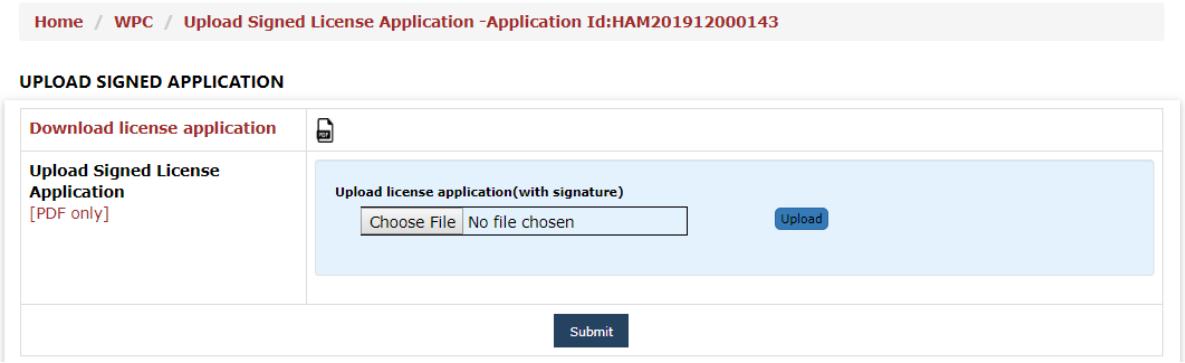
Read declaration carefully and select the checkbox I ACCEPT THE ABOVE CONDITIONS.

After submitting the application you will be redirected to dashboard. Upload signed application.

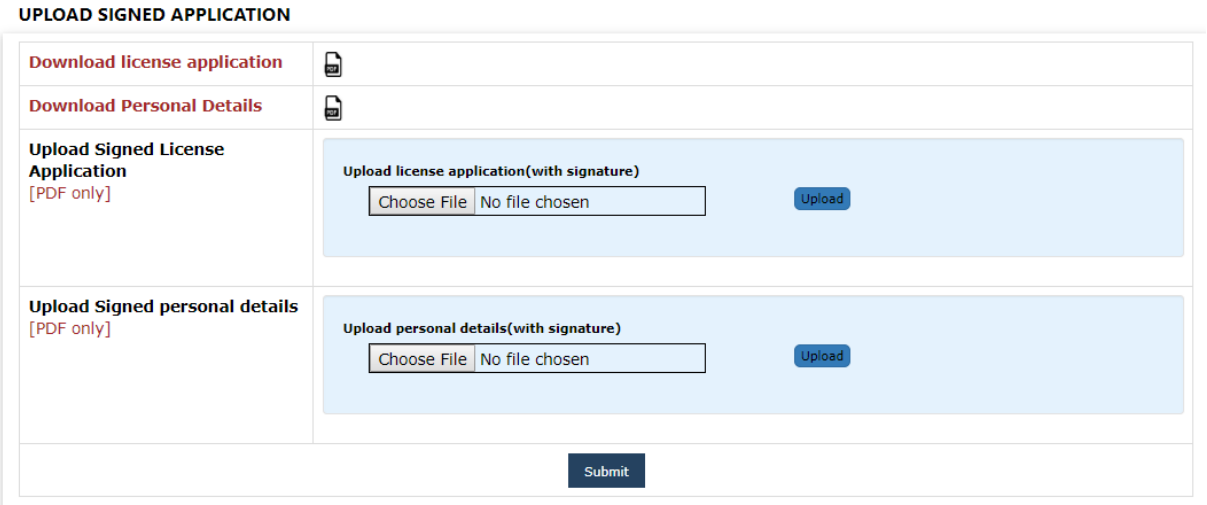
2.5.5 Upload Signed Application



Click on the button pointed by arrow and you will see the below screen.



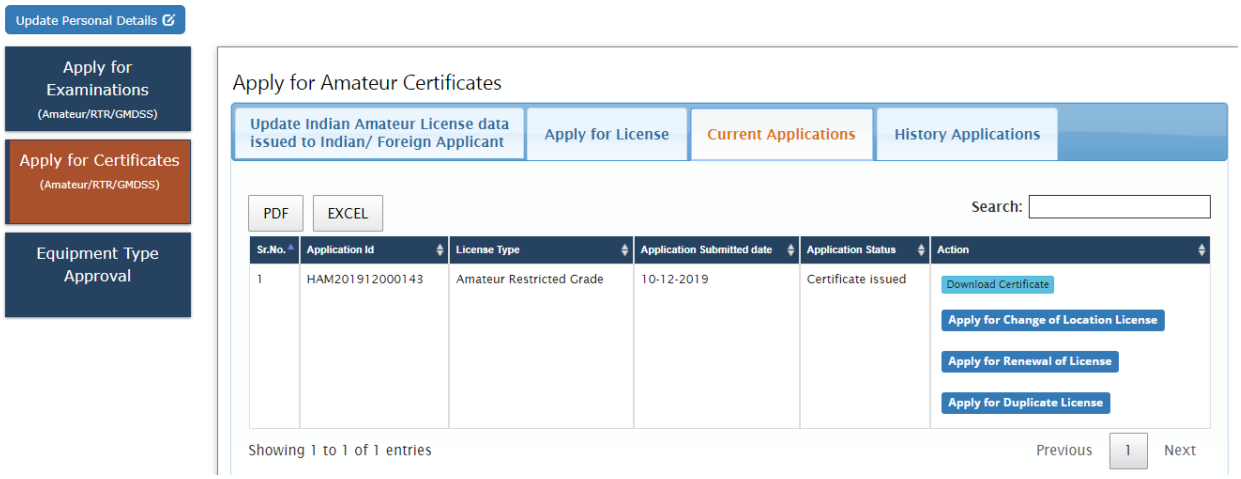
Download license application and upload the signed application. In case of foreign applicant signed personal details should also be uploaded as shown.



Once submitted, application will go to DoT nodal officer for scrutiny. If any data and uploaded documents are not verified it will be reverted back and applicant should make the necessary changes then resubmit again. If verified then license will be issued.

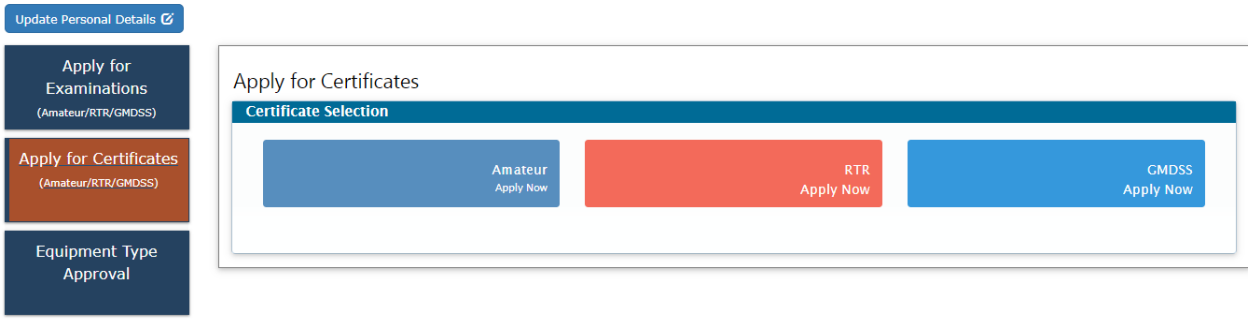
2.6 Possible actions after license issued through Saral Sanchar Portal

Applicant will get an option to download the license certificate and can also apply for change of location/renewal/duplicate licenses as shown below.



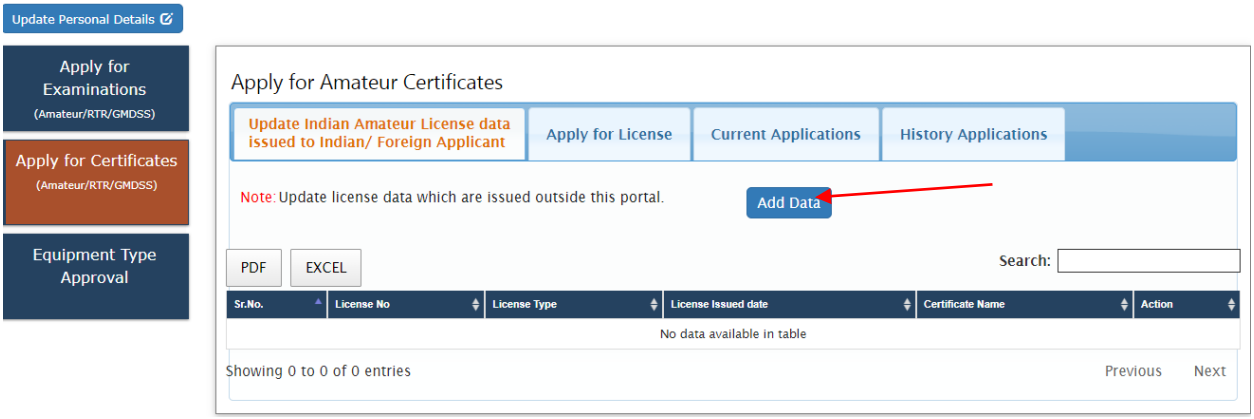
2.7 Apply for Renewal/Duplicate/Change of location through migration (Indian)

Apply for Certificates→Amateur (Apply Now)

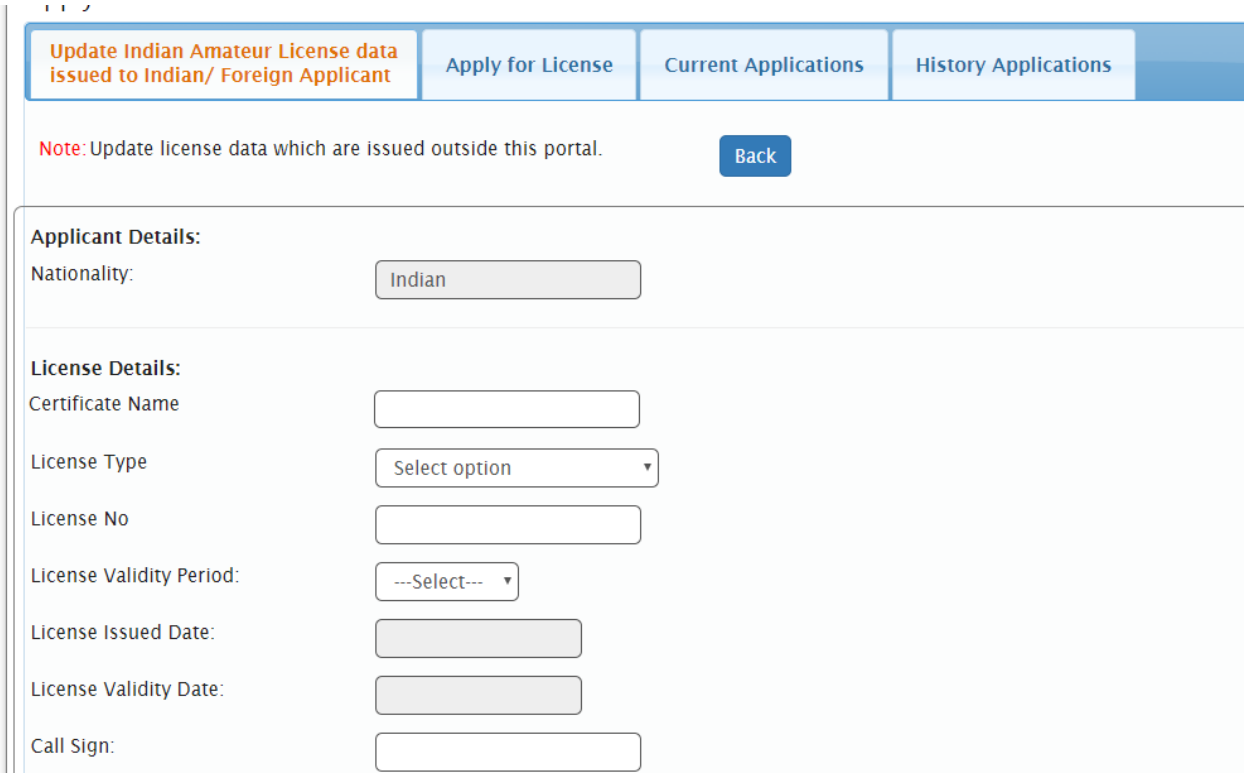


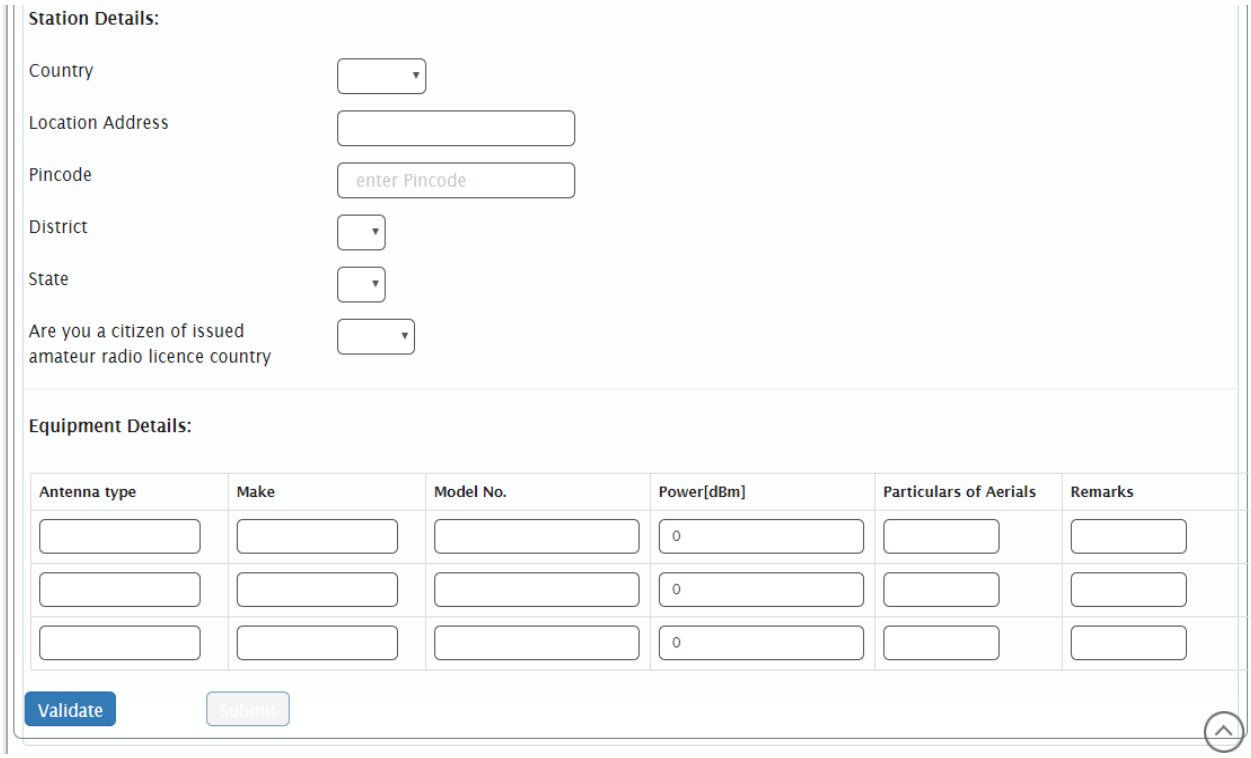
Apply for License→License issued outside this portal→Get Data

You will be redirected to following screen.

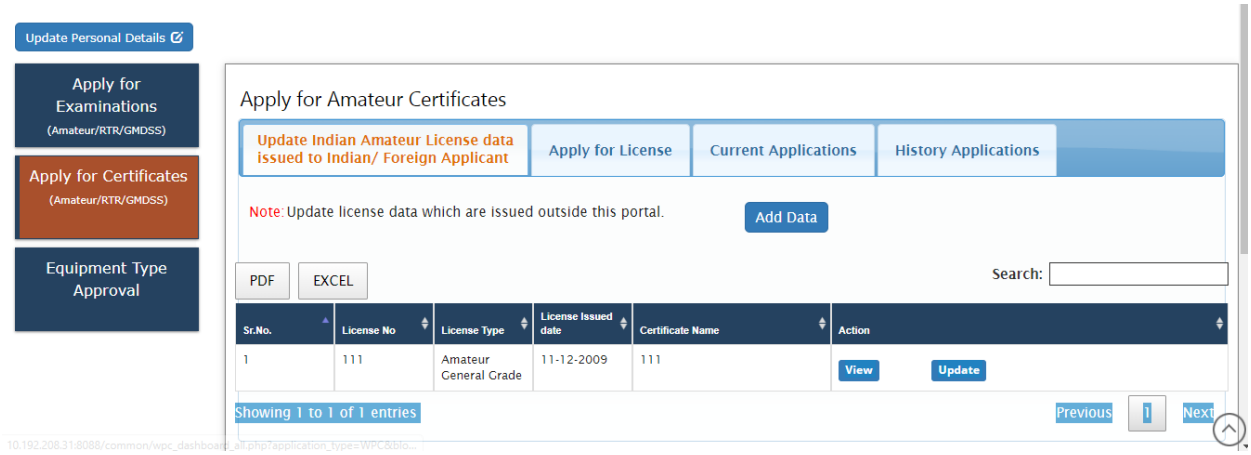


Click on “Add Data” pointed by arrow. You will get a form as shown below to upload your previous license details.

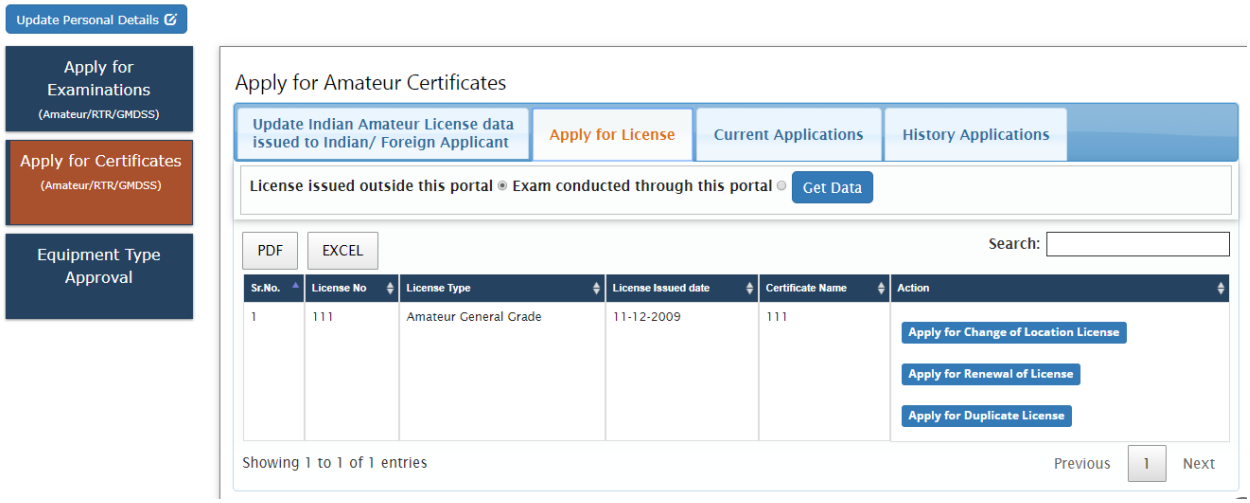




Fill all the details and click on validate. If validated successfully then submit button will get activated. Once submitted it will appear in the dashboard as shown. Applicant can view or edit using the button 'View' and "Update" as shown in below screenshot.

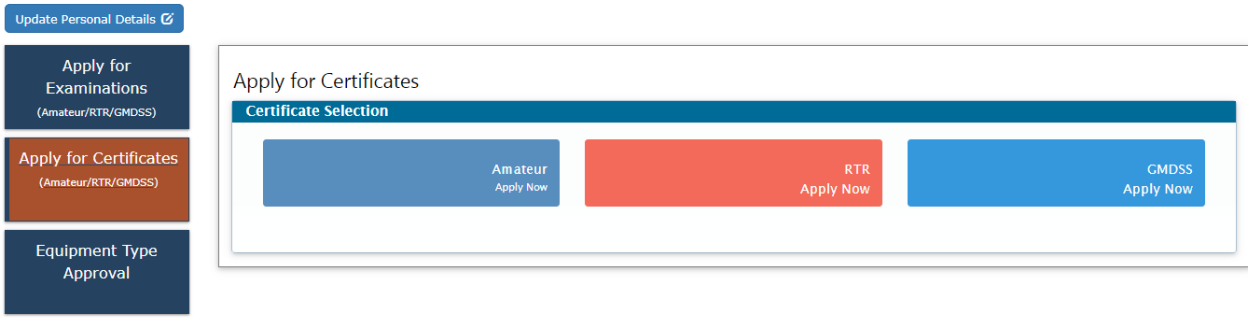


Applicant can apply for Change of location/Renewal/Duplicate license.



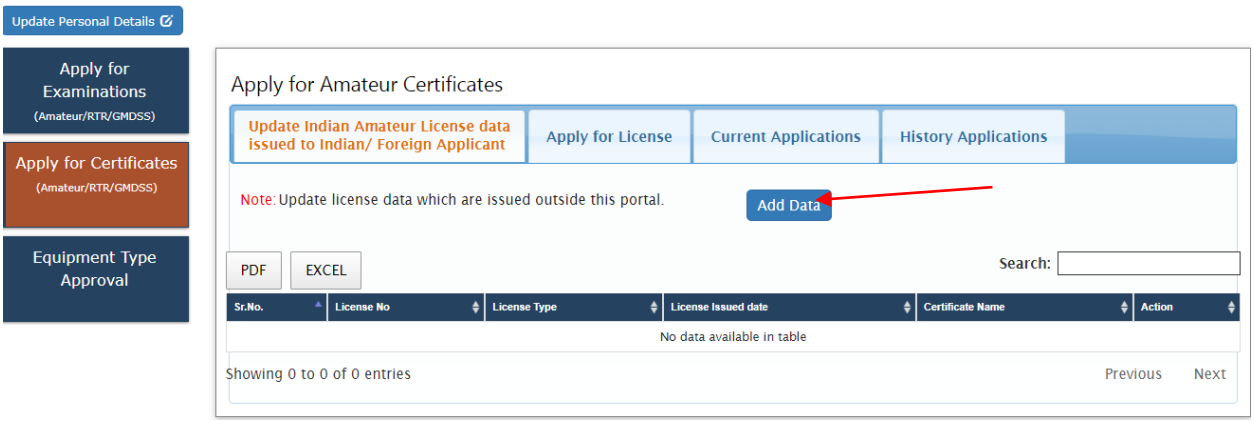
2.8 Apply for Reciprocal license through migration (Foreign)

Apply for Certificates→Amateur (Apply Now)

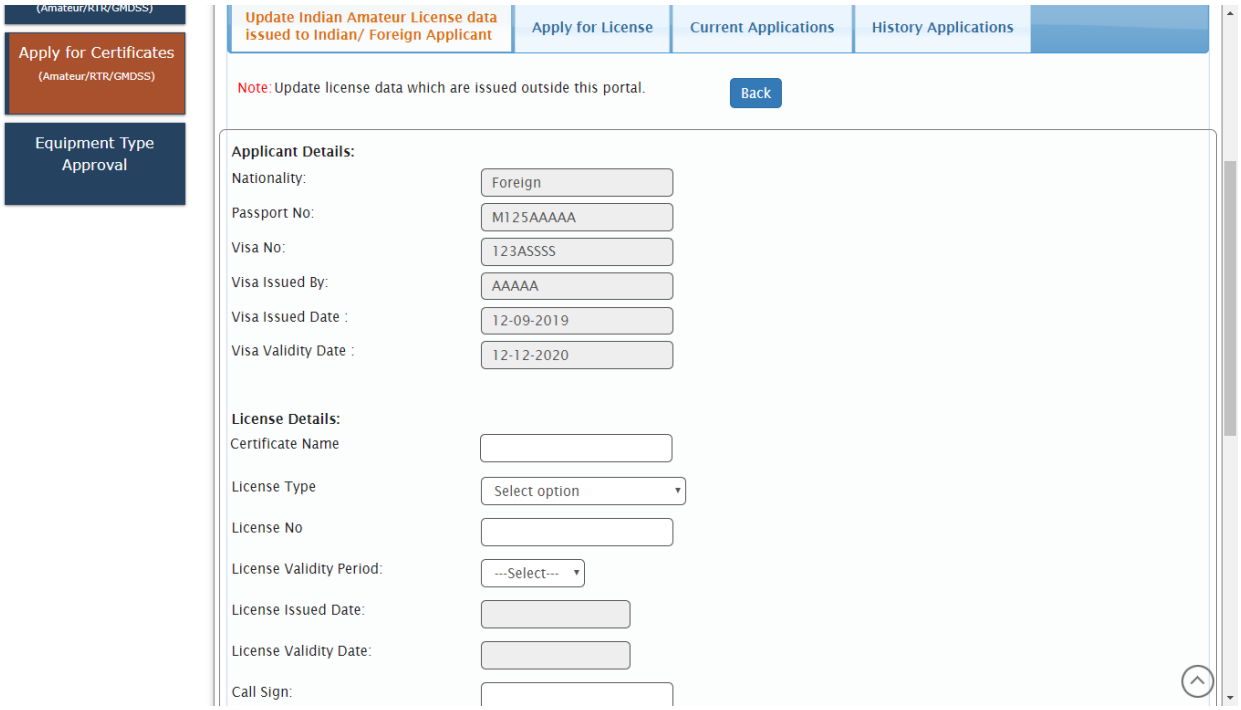


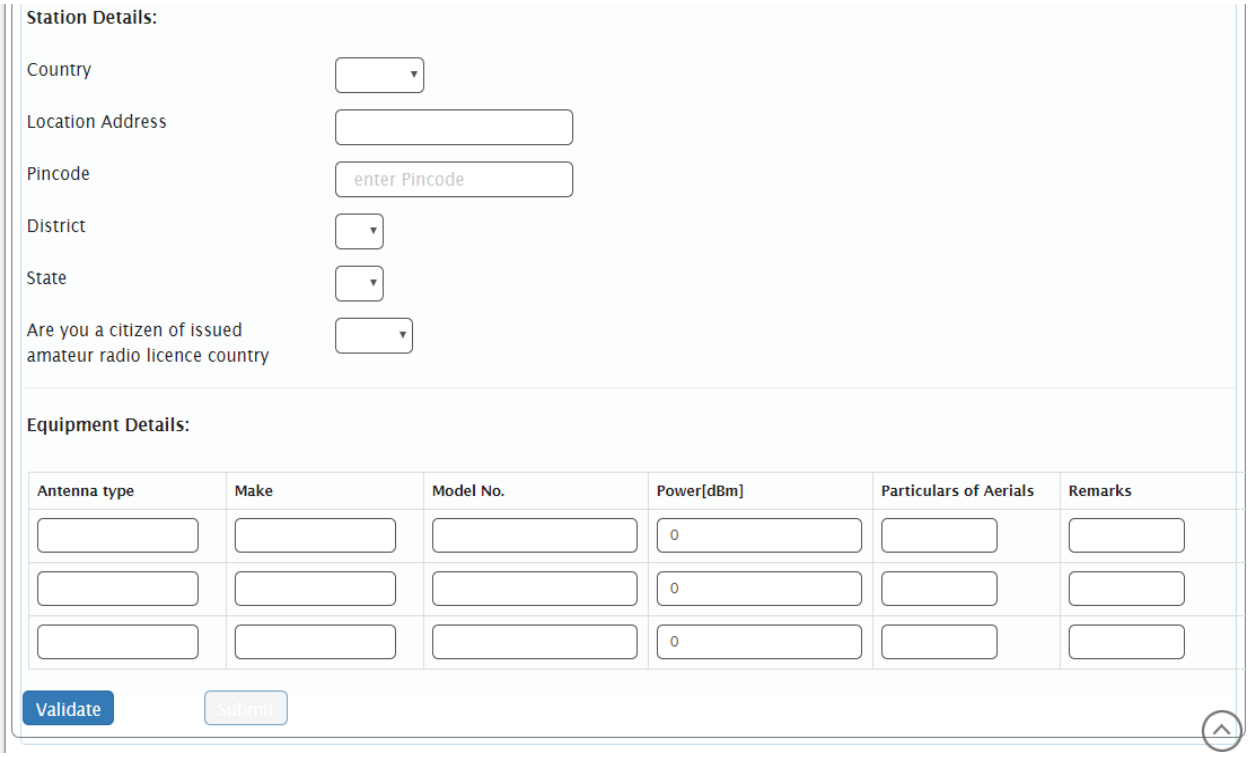
Apply for License→License issued outside this portal→Get Data

You will be redirected to following screen.

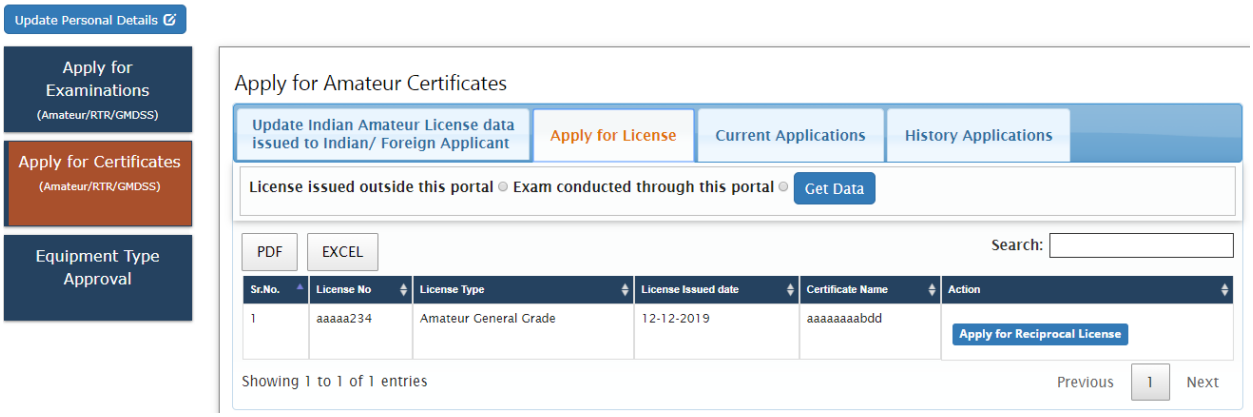


Click on “Add Data” pointed by arrow. You will get a form as shown below to upload your previous license details.

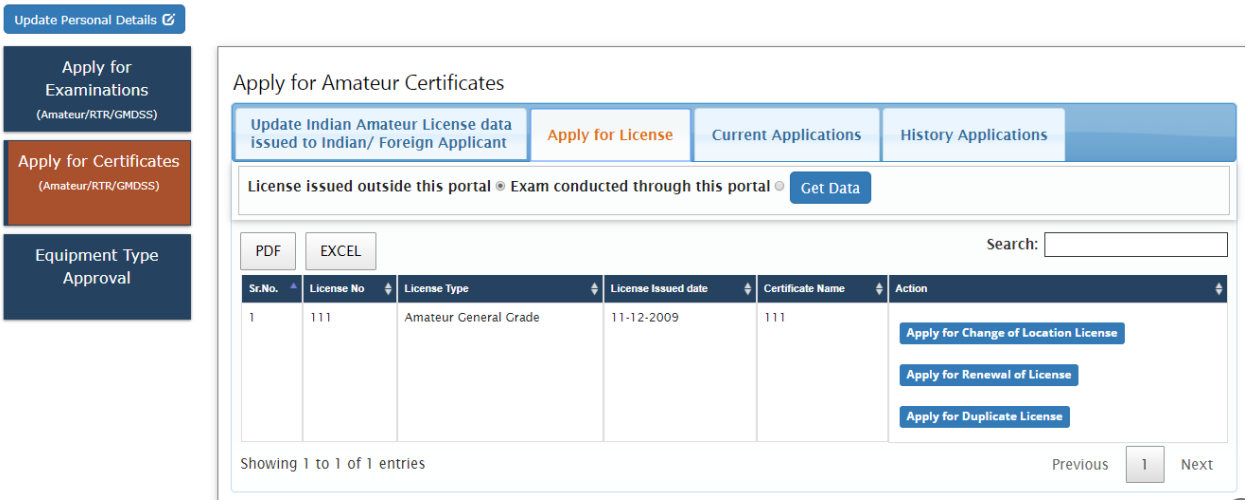




Fill all the details and click on validate. If validated successfully then submit button will get activated. Once submitted it will appear in the dashboard as shown. Applicant can view or edit using the button ‘View’ and “Update” as shown in below screenshot.



Applicant can apply for Reciprocal license.



2.8.1 Step 1

Applicant Details: In this step the information about applicant will appear as filled in Update personal details form and applicant should also S. No 8 (Other details) and will be able to upload documents once the form is saved using ‘Save Draft’.

APPLICATION FOR WPC(Amateur License)

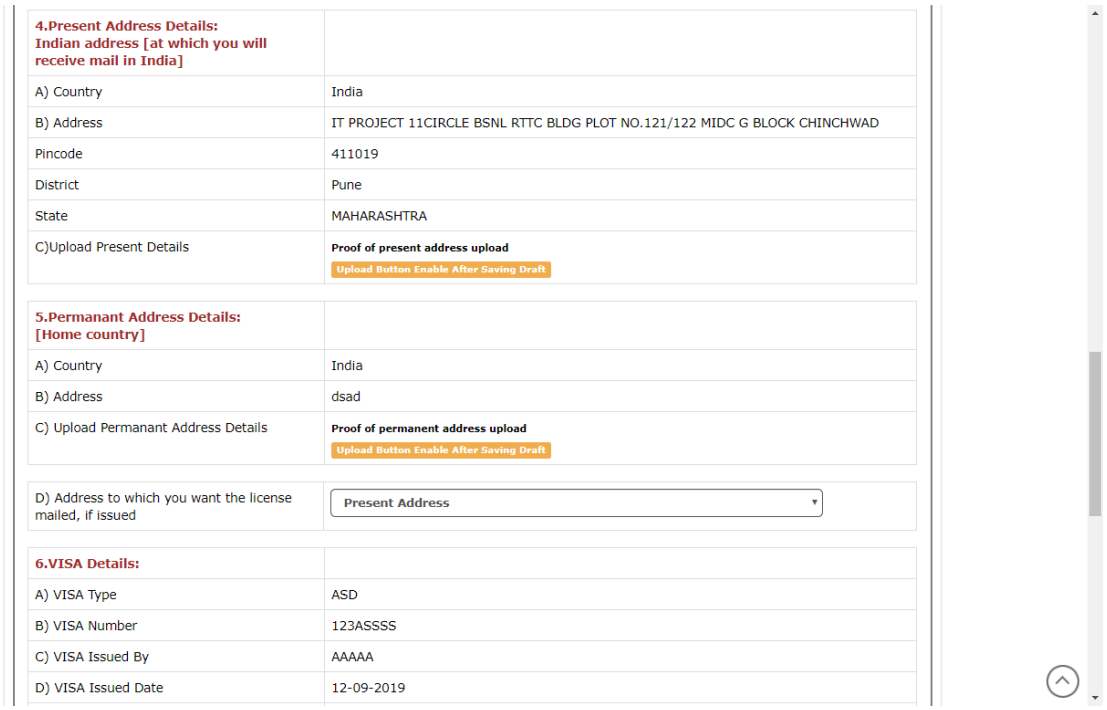
Save Draft | Validate Application | Submit

Step 1 Applicant Details | Step 2 Details of existing Amateur license issued by foreign administration | Step 3 Station Location Details | Step 4 Technical/Equipment Details | Step 5 Payment Details | Step 6 Declaration

1.Name of applicant	auth
List other names (if any)	

2.Upload photo and signature of Applicant:	
A) Upload Photo of applicant [jpeg format]	**Upload Photograph** Upload Button Enable After Saving Draft
B) Upload Signature of applicant [jpeg format]	**Upload Signature** Upload Button Enable After Saving Draft

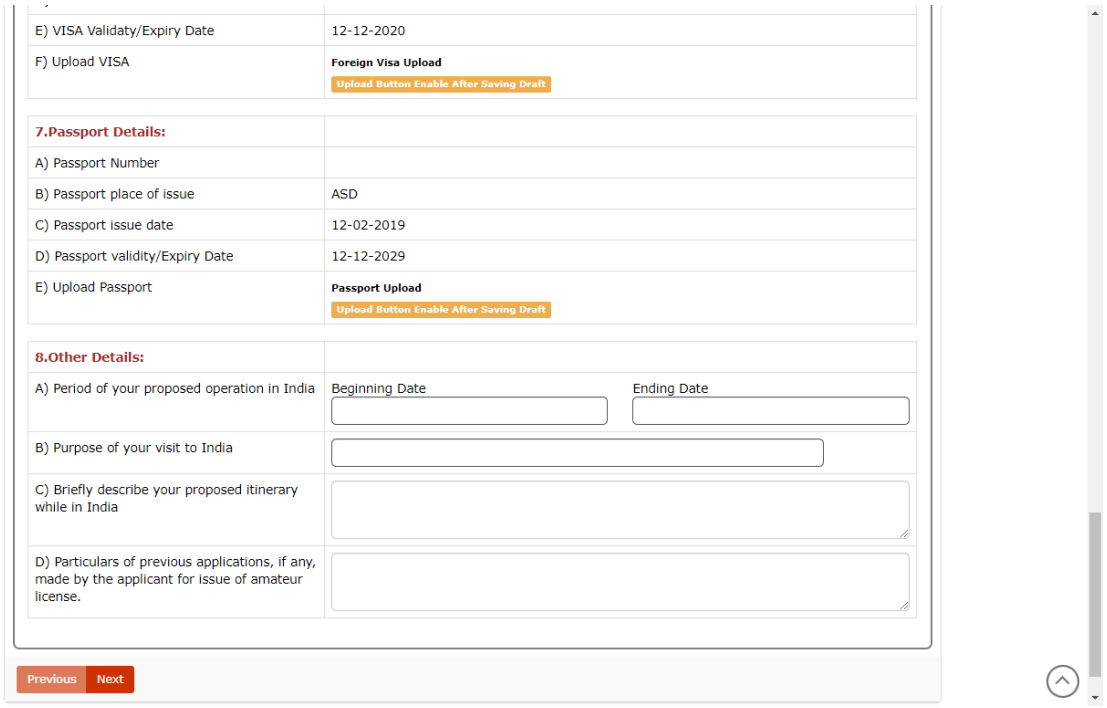
3.Personal Details:	
A) Father Name	amma
B) Father Home [Address (if dead, give last Address) aliases if any.]	AAA , 111, 111, 11111
C) Date of Birth	16-01-1930
D) Upload Proof of Birth	**Proof Date of Birth Upload** Upload Button Enable After Saving Draft
E) Place of birth [where your birth was recorded]	morsugudem
F) Present occupation [major work for profession for which you receive money or activity which occupies the majority of your time]	Government Employee
G) Age [in years]	89
H) Height [in Cms]	168
I) Colour of eyes	BLACK
J) Colour of Hair	black
K) Complexion	FAIR
L) Any special particulars or marks	mole on left arm
M)Nationality	Foreigner
N) Upload Nationality Certificate	**Nationality Certificate Upload** Upload Button Enable After Saving Draft



4.Present Address Details: Indian address [at which you will receive mail in India]	
A) Country	India
B) Address	IT PROJECT 11CIRCLE BSNL RTTC BLDG PLOT NO.121/122 MIDC G BLOCK CHINCHWAD
Pincode	411019
District	Pune
State	MAHARASHTRA
C)Upload Present Details	**Proof of present address upload** Upload Button Enable After Saving Draft

5.Permanant Address Details: [Home country]	
A) Country	India
B) Address	dsad
C) Upload Permanant Address Details	**Proof of permanent address upload** Upload Button Enable After Saving Draft
D) Address to which you want the license mailed, if issued	Present Address

6.VISA Details:	
A) VISA Type	ASD
B) VISA Number	123ASSSS
C) VISA Issued By	AAAAA
D) VISA Issued Date	12-09-2019



E) VISA Validaty/Expiry Date	12-12-2020
F) Upload VISA	**Foreign Visa Upload** Upload Button Enable After Saving Draft

7.Passport Details:	
A) Passport Number	
B) Passport place of issue	ASD
C) Passport issue date	12-02-2019
D) Passport validity/Expiry Date	12-12-2029
E) Upload Passport	**Passport Upload** Upload Button Enable After Saving Draft

8.Other Details:		
A) Period of your proposed operation in India	Beginning Date	Ending Date
B) Purpose of your visit to India		
C) Briefly describe your proposed itinerary while in India		
D) Particulars of previous applications, if any, made by the applicant for issue of amateur license.		

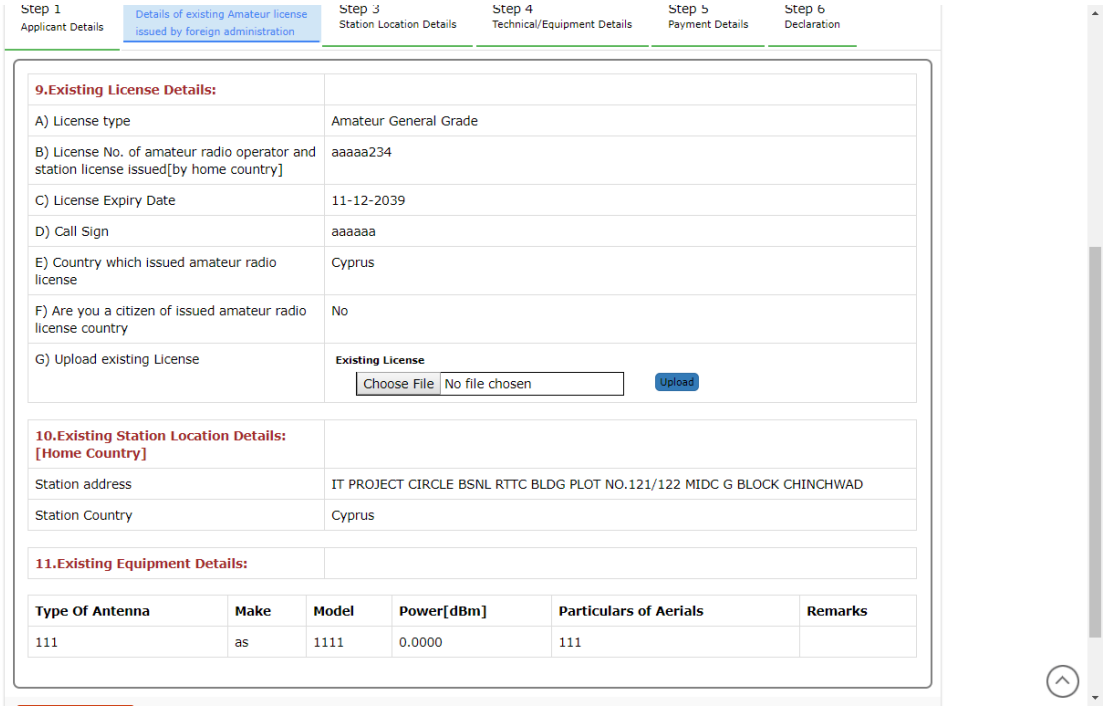
Previous Next

Once Save draft is clicked provisional application number will be attached to your application and further actions will be taken on the same. Applicant will be able to upload the documents.

Press “next “button to go to next step.

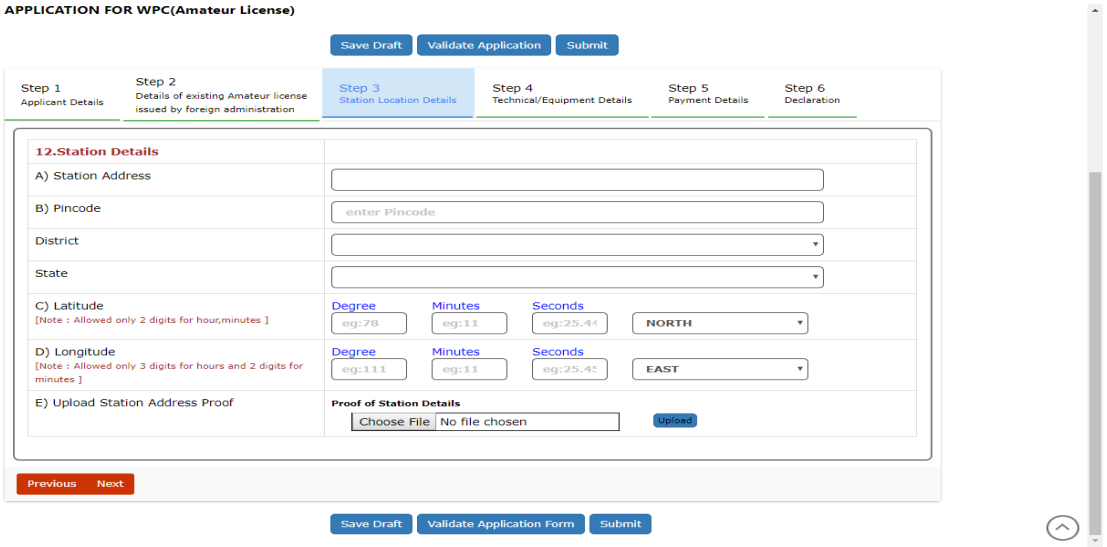
2.8.2 Step 2

Existing License, station, equipment details of previous license will appear and applicant needs to upload documents.



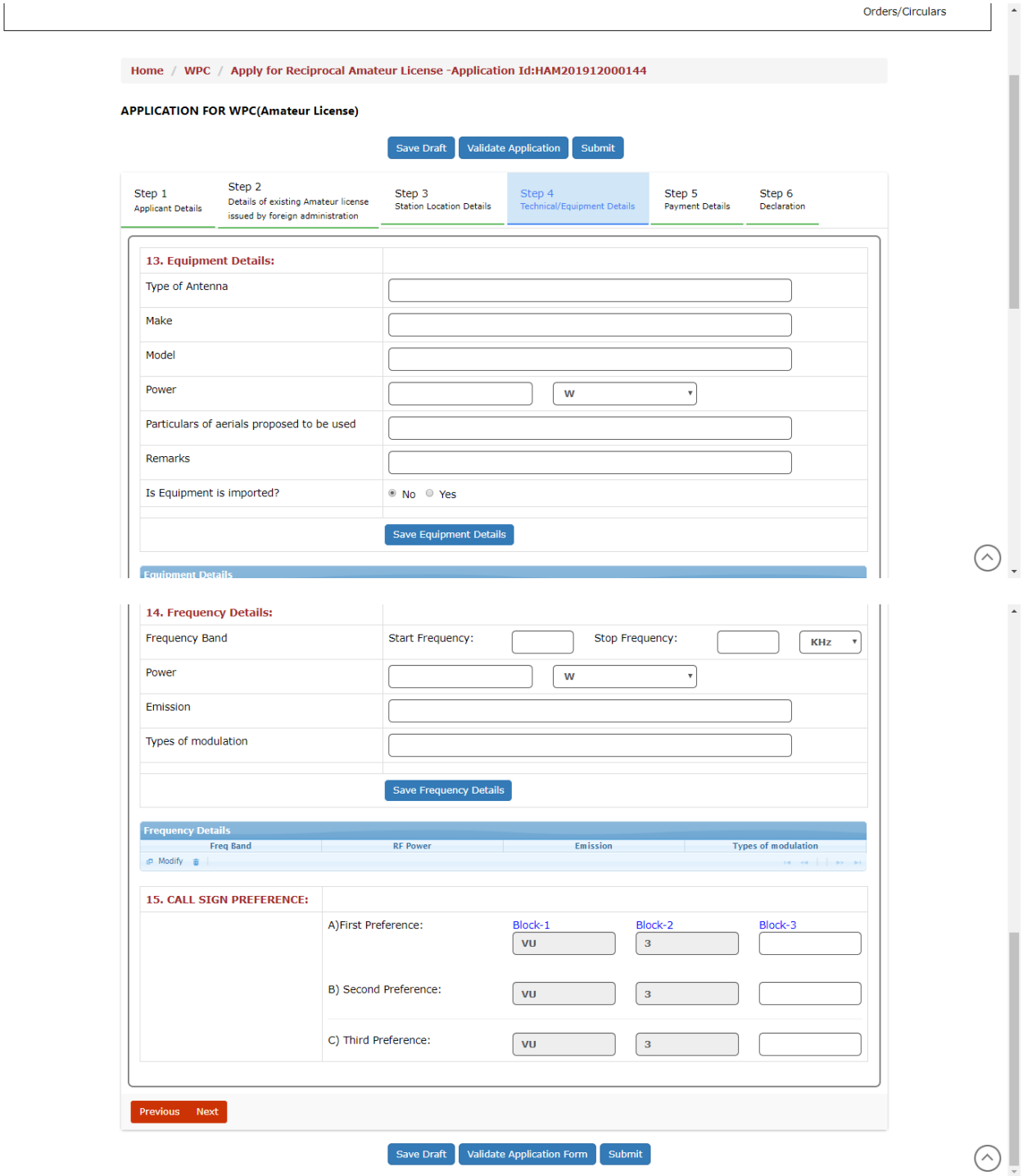
2.8.3 Step 3

Add station details and upload station address proof.



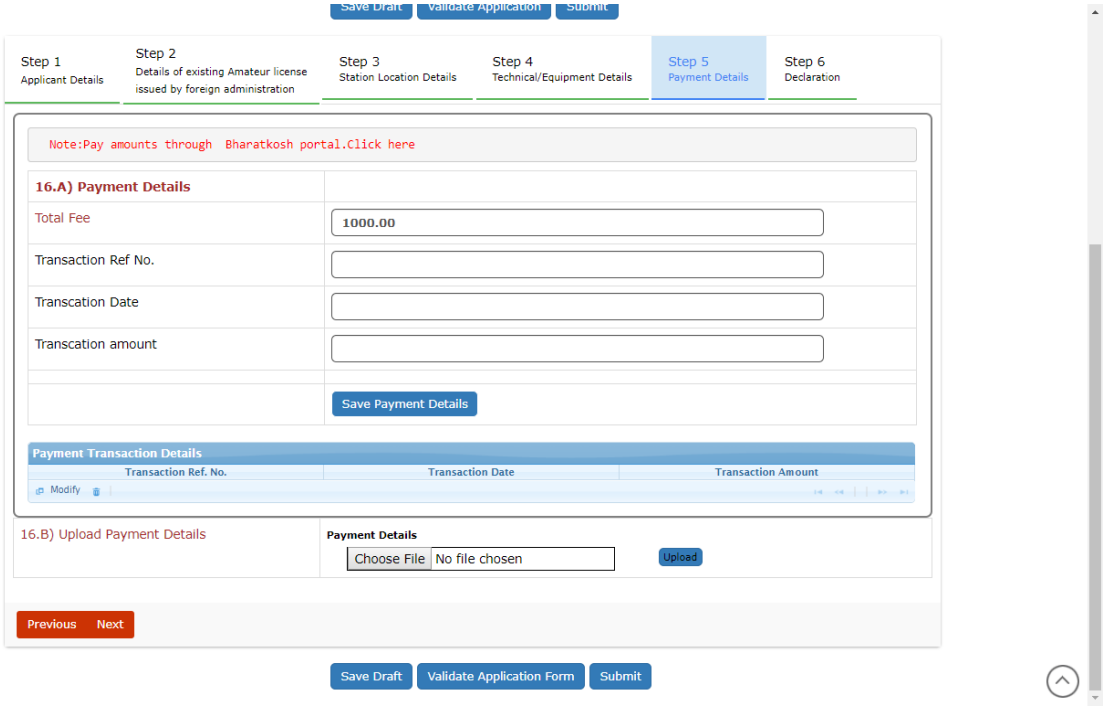
2.8.4 Step 4

Add Equipment, Frequency details and call sign preference.



2.8.5 Step 5

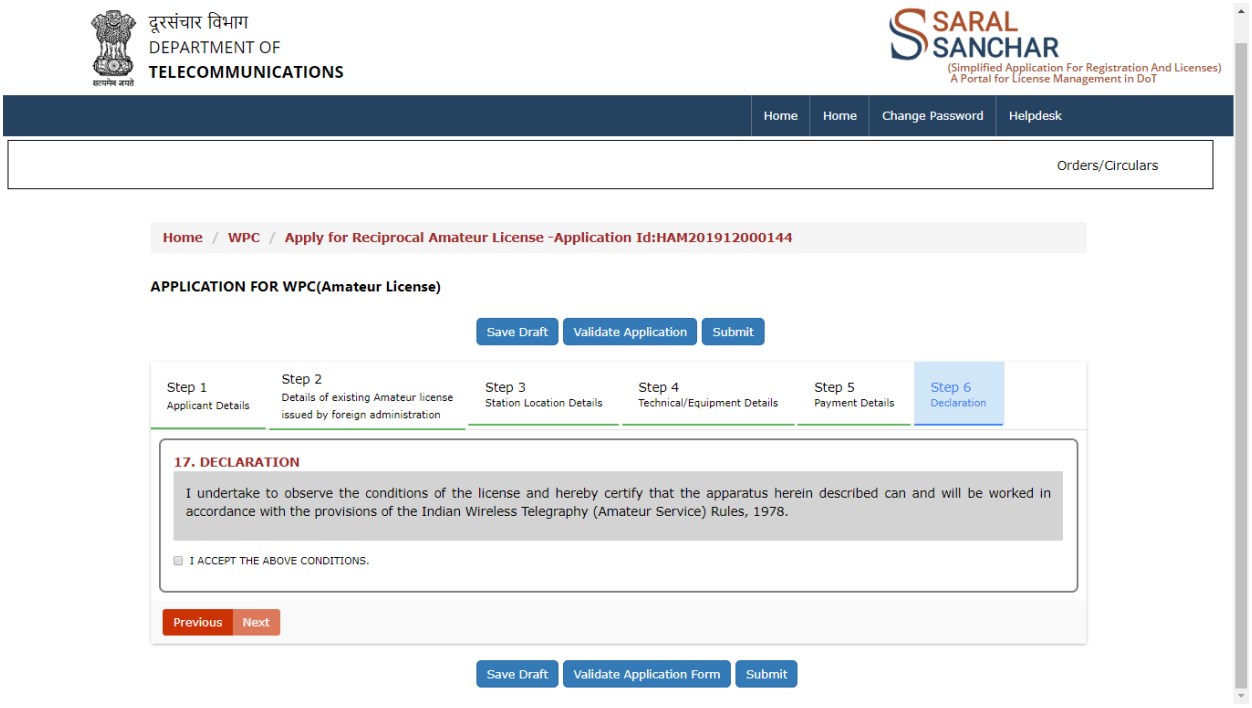
Add payment details and upload payment receipt.



2.8.6 Step 6

Declaration:

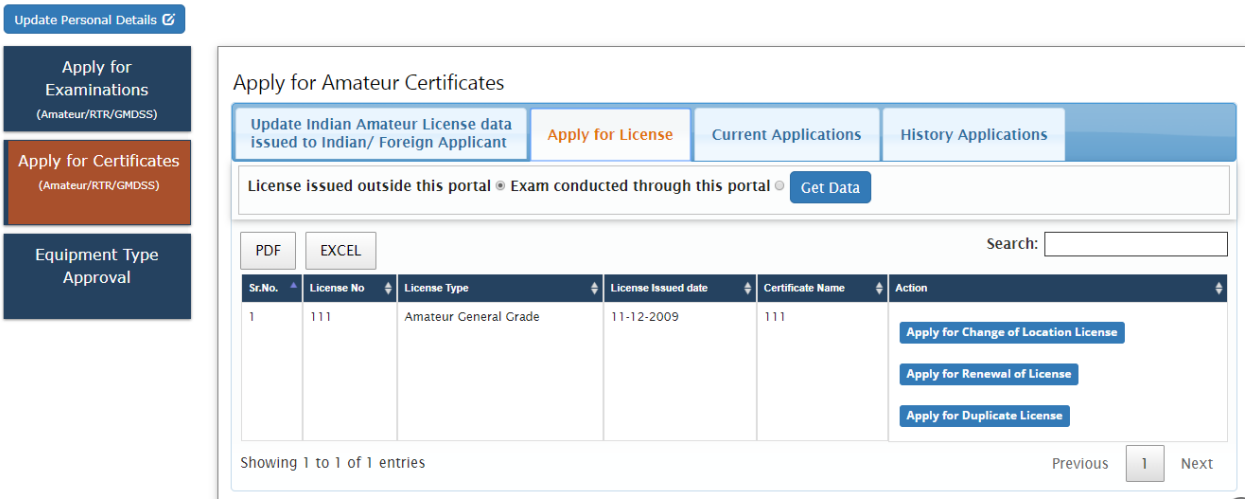
Read carefully declaration and agree the above conditions.



Click on Validate application form and if successfully validated then submit the application. After submitted upload signed application and personal details form. Application will go for scrutiny. If all the data submitted and uploads are correct then applicant will be issued reciprocal license. If any wrong data is submitted then application will be reverted to applicant. And applicant needs to resubmit again.

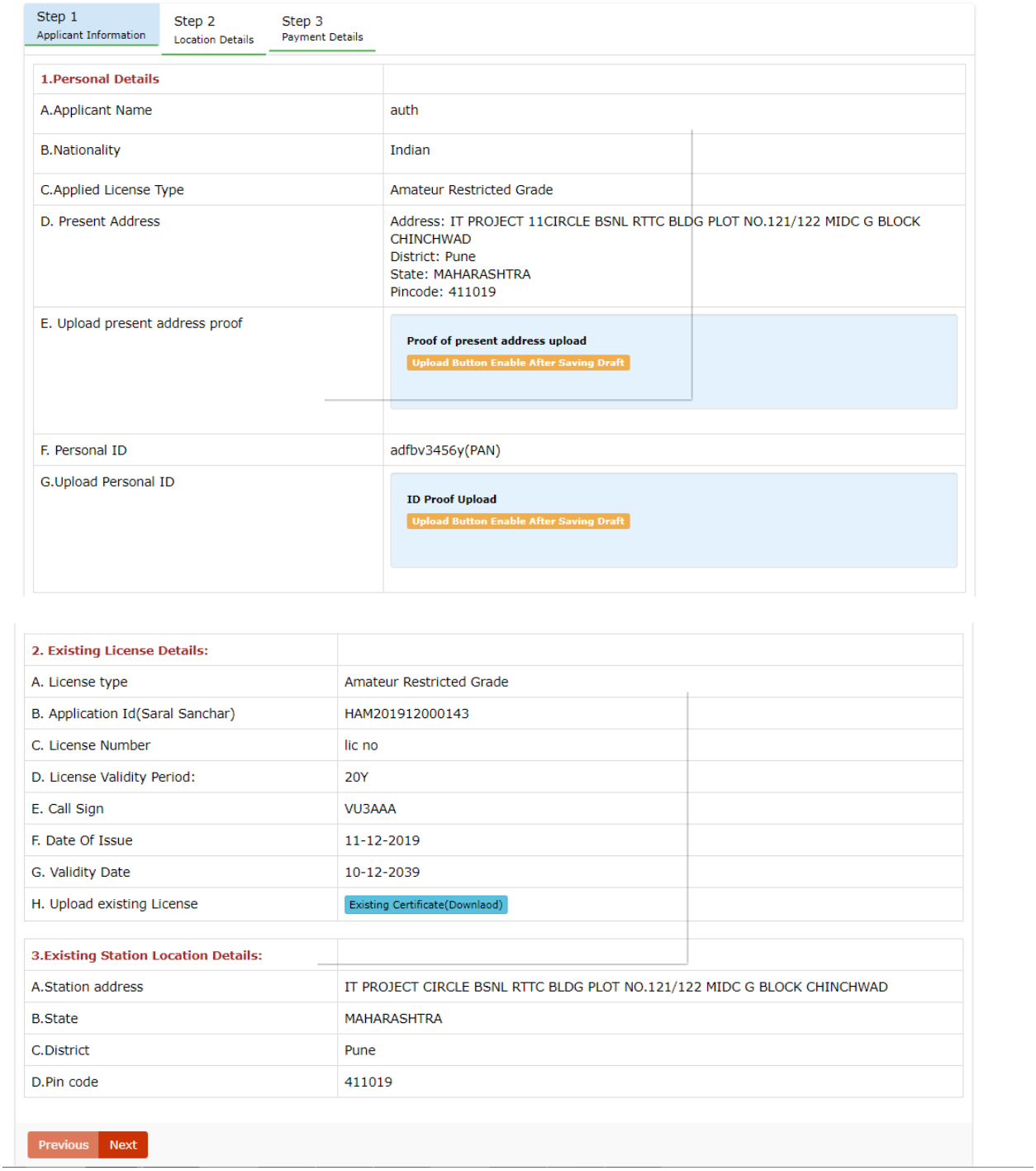
2.9 Example for Change of Location Application

Any license issued through saral sanchar portal or migrated to saral sanchar portal will have the facility to apply for change of location/Renewal/Duplicate license facility, to apply for change of location click on “Apply for change of location license” button.



2.9.1 Step 1

Applicant Information: In this step the information about applicant will appear as filled in Update personal details, existing license applicant filled/migrated and will be able to upload documents once the form is saved using 'Save Draft'.



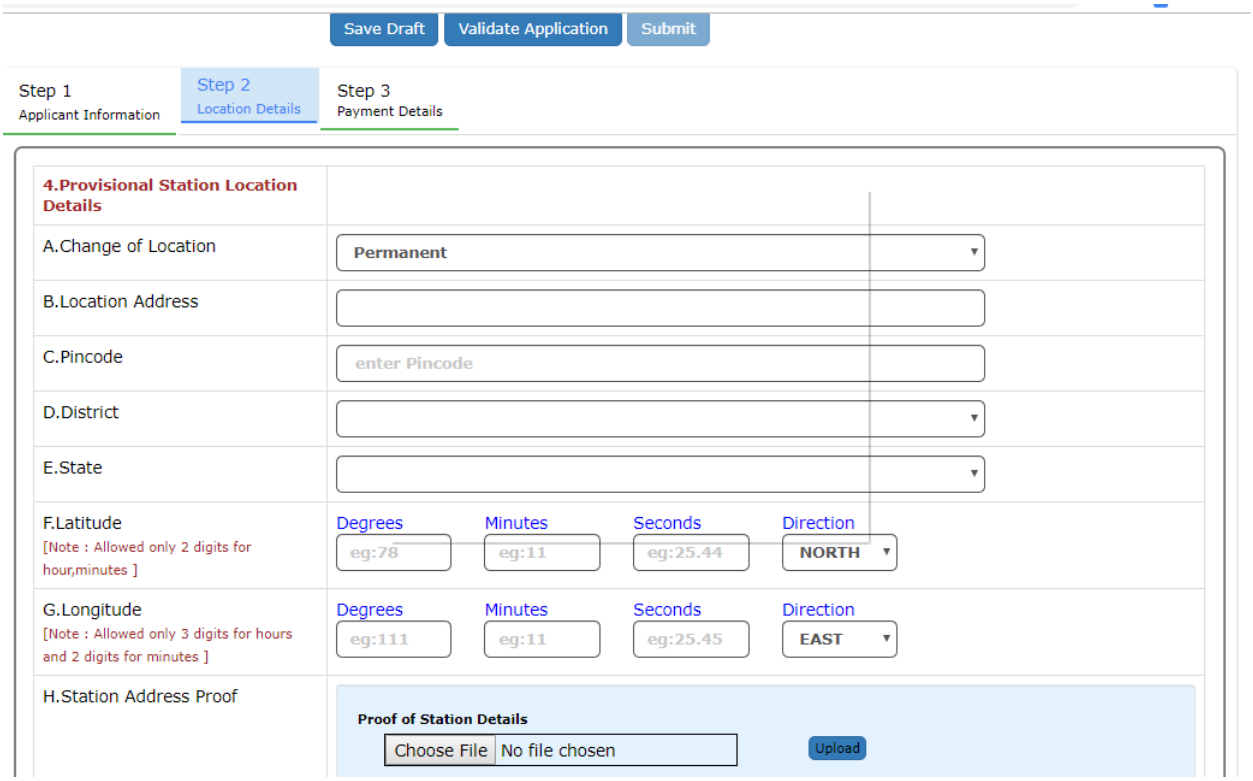
Uploads:

1. Present address proof.

2. Personal Id proof

2.9.2 Step 2

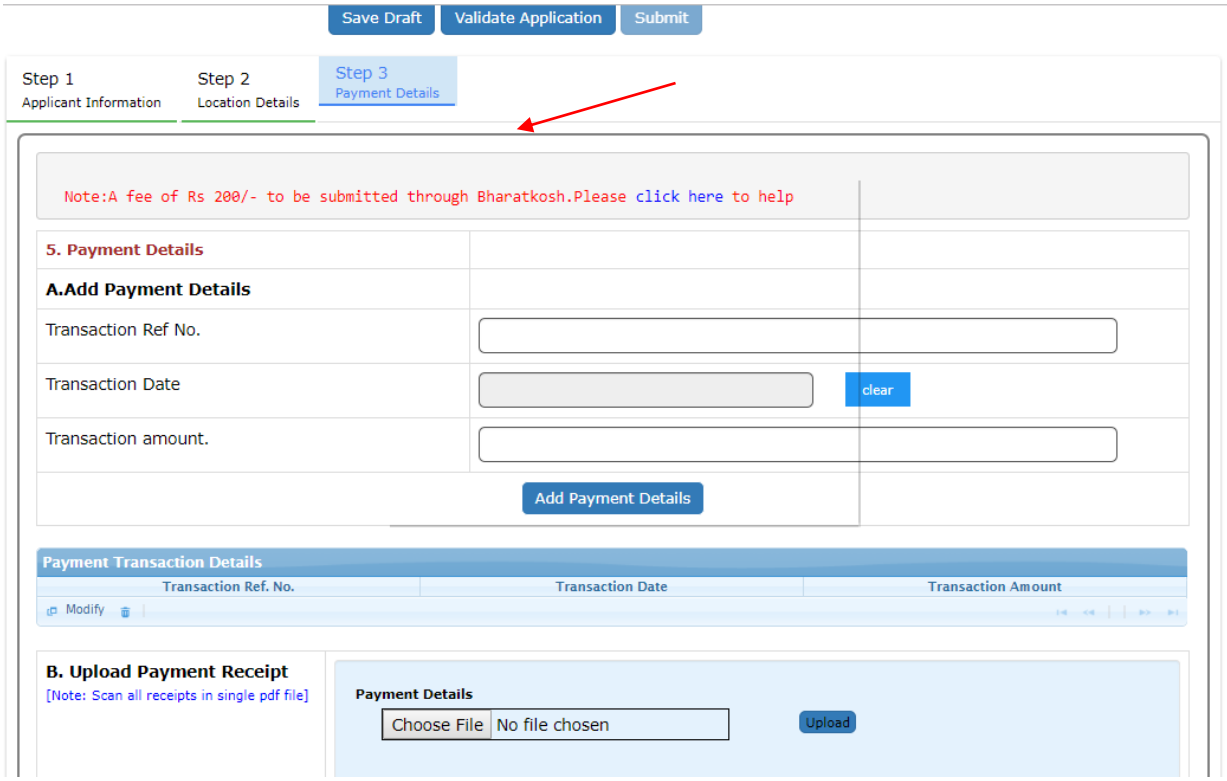
Location Details: Enter Station details and upload station address proof.



2.9.3 Step 3

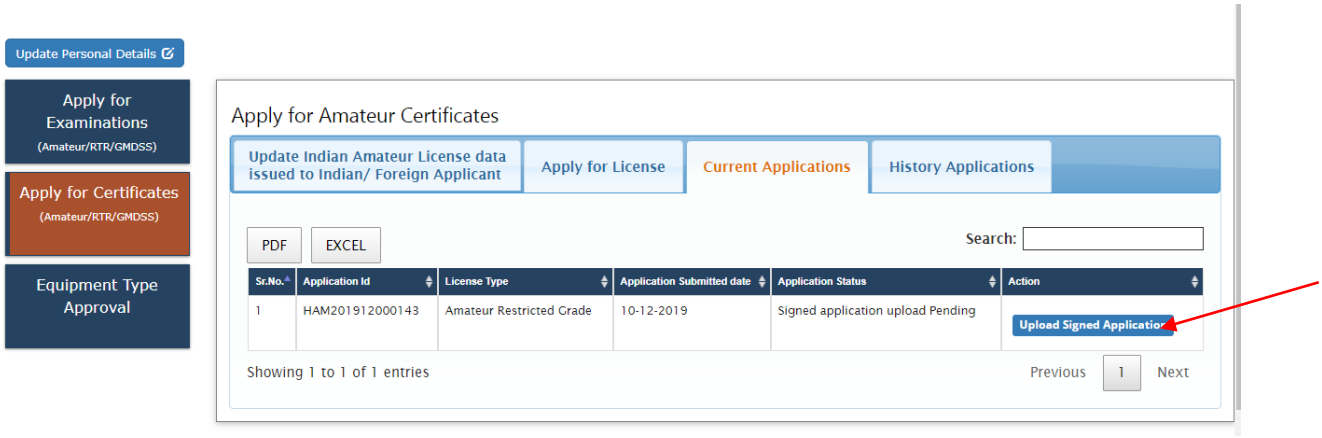
Payment Details:

Pay the fees using Bharatkosh Portal. Click on “Click here” as shown by arrow to redirect to Bharatkosh portal.

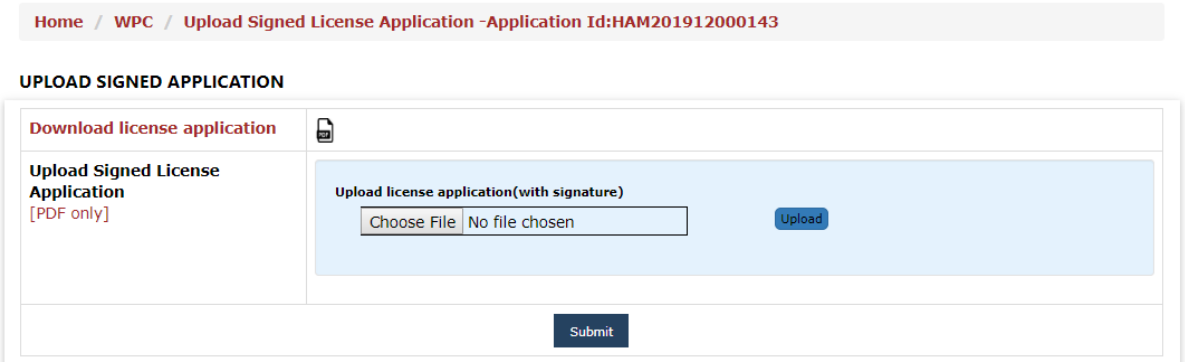


After submitting the application you will be redirected to dashboard. Upload signed application.

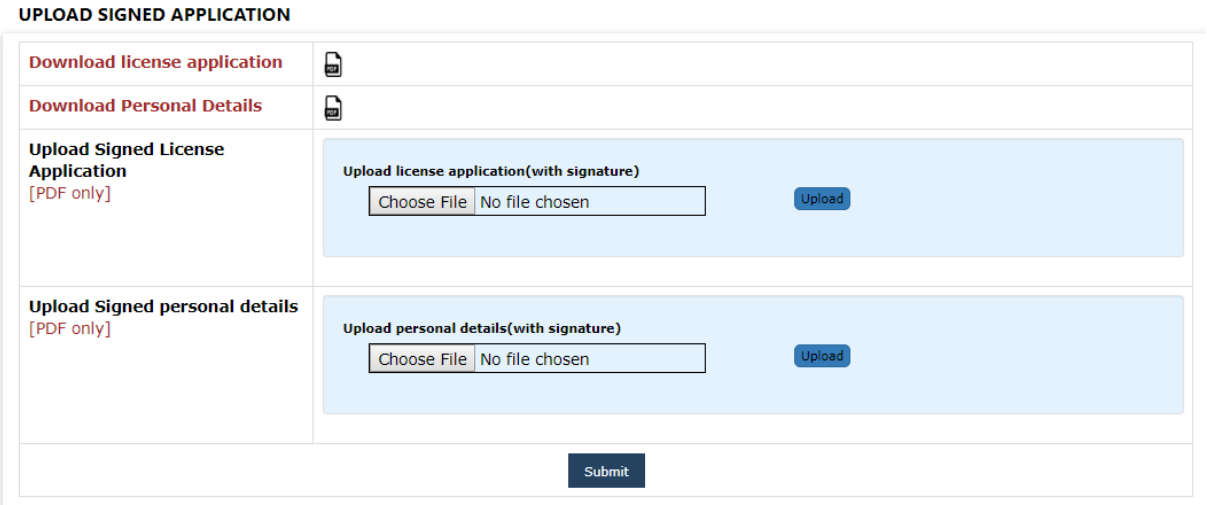
2.9.4 Upload Signed Application



Click on the button pointed by arrow and you will see the below screen.



Download license application and upload the signed application. In case of foreign applicant signed personal details should also be uploaded as shown.



Once submitted, application will go to DoT nodal officer for scrutiny. If any data and uploaded documents are not verified it will be reverted back and applicant should make the necessary changes then resubmit again. If verified then change of location license will be issued.

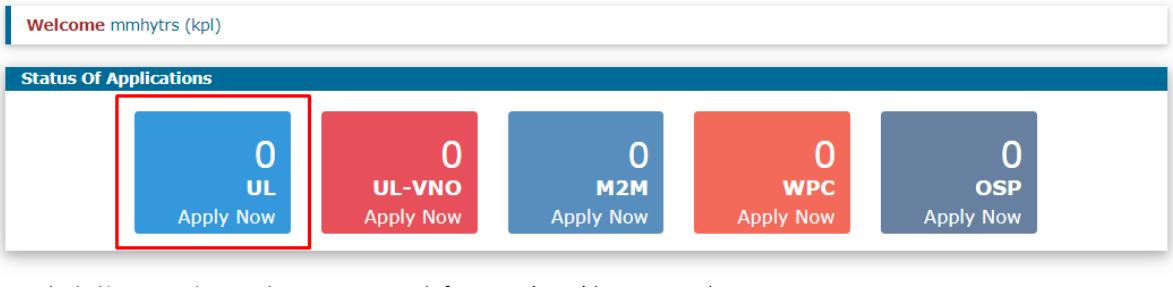
2.10 Profile Update without Scrutiny

If no **application** is in process in any module OSP/ UL / UL-VNO /WPC then Profile Update without Scrutiny form will appear in **all modules**. User can update multiple times in any module until application applied and in process.

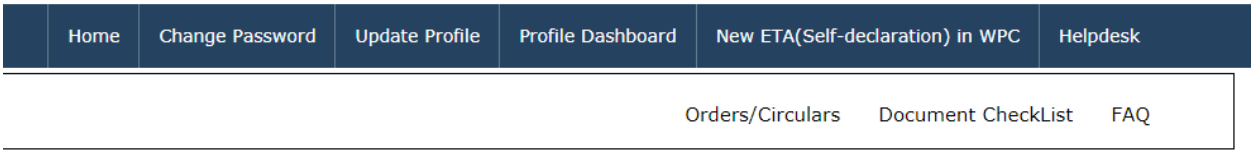
If any application is in process then user can update profile after successful scrutiny by respective DOT officer (Refer 2.11 Profile Update with Scrutiny).

STEPS:

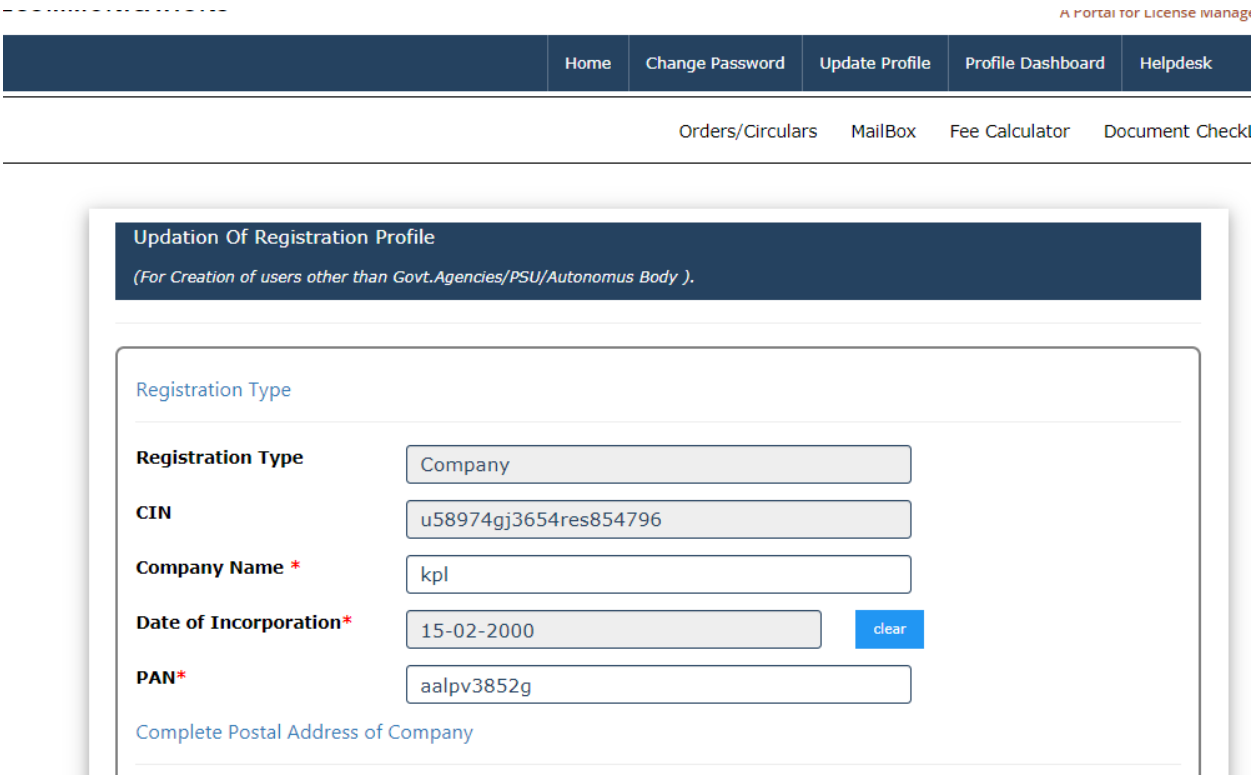
1. after user login, click on any module



2. Click on Update Profile



3. Update profile without scrutiny form will appear



1. User can update profile multiple times until new application is applied and in process.