



Government of India
Ministry of Communications
Department of Telecommunications
WPC Wing, COP Section
6th Floor, Sanchar Bhawan, 20 Ashoka Road
New Delhi - 110 001

No. P-11014/01/2018-COP

Dated: 10-09-2021

NOTICE

Subject: Schedule for conducting Radio Telephone Operator's Certificate of Proficiency RTR(Aero) Examination at Mumbai Centre from 27.09.2021 onwards-Reg.

The Ministry of Communications, (Wireless Planning and Co-ordination Wing), Department of Telecommunications, will hold examination for award of Radio Telephony Restricted(Aero) Certificate of Proficiency and Licence to operate in the Aero mobile Service under the Indian Wireless Telegraphy (Commercial Radio Operator's Certificate of Proficiency and Licence to Operate Wireless Telegraphy) Rules, 1954 and subsequent amendments made thereafter, as mentioned in the table below: -

SL No	Centre	Date of commencement of Examination (tentative)	Tentative date for receiving hard copy of the application at concerned RLO		Hard Copy to be sent to Regional Licensing Office at
			Start Date	Last Date	
1	Mumbai	27-09-2021	10-09-2021	24-09-2021	Assistant Wireless Adviser, WPC Wing Regional Licensing Office, Ministry of Communications, 3 rd Floor, MTNL Telephone Exchange Bldg, Charkop, Sector-5, Kandivali (W), Mumbai-400 067 Tel No.+91 22 2868 3202/28672351 ,Fax No. +91 22 2867 3214

2. The above dates are tentative, hence likely to be changed. Admitted candidates shall, however, be intimated through Department of Telecom (DOT) website for the correct dates and venue of the examination would be confirmed through Department of Telecom (DOT) website. All the candidates, Examiners, Coordinators and other staff associated with Examination are directed to follow the COVID-19 guidelines/SOPs issued by Ministry of Health & Family Welfare from time to time. All concerned are also advised to follow the instructions issued by Department of Telecom, Wireless Planning & Coordination Wing attached at **Annexure-I**. Candidates has to fill an undertaking attached at **Annexure-II** before reaching the centre.

Onkar Nath
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3 Those candidates who have already applied for RTR(A) examination at Mumbai during 29.03.2021 to 15.04.2021 need not to apply again and they are allowed to appear for the examination on the same application. They are advised to confirm their name from the 1st list of the admitted candidates which will be shortly available on DOT website. The candidates whose application is rejected in 1st list may also apply afresh with new payments, if interested. The exact date and time of examination will be communicated in due course of time.

4. This is a professional examination of International standard as per the Government guidelines prescribed under the International Radio Regulations applicable to the Aeronautical Mobile Service, and is not meant for filling of any vacancies or imparting training. Those who qualify, by virtue of meeting requisite standard of performance, are granted the certificate / licence.

5 As WPC website is not working, on-line submission of application for the examination is not required. Hardcopy of the application should be submitted within the stipulated period as mentioned in the table above.

6 For application form and relevant information, you may refer to this Ministry Gazette Notification No. GSR 7(E) dated 06.10.2010, which is enclosed.

7. The examination fee for the Examination is Rs. 500 /- (Rupees Five Hundred only).

7.1 The candidate may pay examination Fees through NON TAX RECEIPT PORTAL(NTRP) only and enclose a copy of the payment receipt as proof of payment with completed application. Further details on payment through NTRP, are available at <http://bharatkosh.gov.in/static/UserGuide.aspx>. It may also be noted that while making payment through NTRP, due care must be taken to make payment to Department of Telecommunications (DoT) only. In case of any assistance/problem in making payment through NTRP, you may get help from help desk on HELP LINE No.011-23328280/23036242 and Email at support.pfms-dot@nic.in, at Room No. 1312, Sanchar Bhawan, New Delhi. Payment made to any other Department/Ministry will not be taken into consideration. Application form duly completed in all respects be sent to the "Assistant Wireless Adviser to the Government of India of the respective Regional Licencing Office(RLO), where the examination is scheduled, as given in Para 1 above, so as to reach not later than the last date mentioned above for respective examination. Examination centre wise details of payee are given below in the table:

Regional Licensing Office	Name of the payee under NTRP	Address of the RLO where application to be submitted
RLO, Mumbai	Controllor of Communication Accounts, Mumbai PAO Code: 008604 DDO Code: 208605	Assistant Wireless Adviser, WPC Wing Regional Licensing Office, Ministry of Communications, 3 rd Floor, MTNL Telephone Exchange Bldg, Charkop, Sector-5, Kandivali (W), Mumbai-400 067 Tel No.+91 22 2868 3202/28672351, Fax No. +91 22 2867 3214

8. Applications received after the prescribed last date, and/or incomplete/incorrect or without payment proof shall be liable to be rejected and NO CORRESPONDENCE in this

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regard will be entertained at a later stage. The candidates will have the option to apply for 'full examination' (Part I and Part II) or 'Part I only' based on their eligibility; however, once the admit card is issued, change of option and change of date of examination under no circumstances would be entertained.

9. Once an application has been rejected on account of late receipt or being incomplete / incorrect in any respect, no refund/adjustment or carry forward of fees will be entertained. Candidate will not be permitted to change their examination centre after giving option once in the application form.

10. This Ministry **DOES NOT RECOGNISE OR APPROVE** any institute or flying club for the purpose of training, tuition or coaching etc. The examination may, if necessary, be held at an institute in which case the said institute will be merely the centre/venue of the examination and this is **NO WAY, WHATSOEVER CONFERS ANY PREFERENTIAL TREATMENT / RECOGNITION/ APPROVAL / RECOMMENDATION OF ANY KIND BY THIS MINISTRY TO ANY INSTITUTE OR FLYING CLUB.**

11. Enquiry, if any, may be made at the respective Regional Licencing Office(RLOs) or at this Ministry in person on any Wednesday between 10.30 AM and 12.30 PM and on any Friday between 3 PM and 4.30PM, from Assistant Wireless Adviser to the Govt. of India or Engineer, WPC Wing, COP Section, Department of Telecom, 6th Floor, Sanchar Bhawan, 20, Ashoka Road, New Delhi- 110 001 or on Tel. Nos. 2303 6733, 2303 6534/6539.

Onkar Nath

10-09-2021

(Onkar Nath)

Assistant Wireless Adviser

Ph: 01123036539

To

1. DGCA for information. (*with request to schedule their exam dates avoiding WPC Wing scheduled exam dates*)

2. Sr. DWA (ASMS), WPC Wing (*with request to arrange to upload on DOT website*).

Department of Telecom,
Wireless Planning & Coordination Wing

IMPORTANT INSTRUCTIONS FOR CONDUCT OF RTR(Aero) EXAMINATION

1. General Instructions: -

- a) Physical distancing of at least 6 feet to be followed during examination.
- b) Without face cover/ masks and hand gloves entry at entry gate of the premises of exam center is banned and it is made mandatory for all.
- c) A COVID negative test report not earlier than 48hrs is mandatory for all the candidates to appear in the RTR(A) examination.
- d) Institutes/centers are directed to arrange hand wash soap and alcohol based hand sanitizers at the entry of exam centers and examination halls.
- e) Spitting is strictly prohibited in the premises and exam hall.
- f) Installation & use of Aarogya Setu App is advised, as far as feasible.

2. Instructions to Examination Centers/ Examiners and related staff: -

- a) Only those Examination Centers which are outside the containment zone shall be allowed to conduct examination. Staff / examiners from containment zones may not be permitted. If the examination center comes in containment zone just before start of examination or after start of exam, the examination may not be continued till the normal situation restored. The concerned chief examiner should monitor and keep regular updating about the containment zone, smooth functioning of exam etc. to WPC HQ for further necessary action as appropriate. Accordingly, WPC HQ may upload notice regarding postponement/ normalization of exam at DOT website for circulation to candidates and staff associated with examination.
- b) Candidates has to submit self-declaration (undertaking) as per pro-forma given below about health status at the time of examination.
- c) Candidates have to carry face mask, hand sanitizer, transparent drinking water bottle.
- d) The coordinator(s) may brief to invigilators, examiners and other associated staff about code of conduct in the context of COVID.
- e) Institutes/ exam centers are directed to display of posters / standees / AV media on preventive measures about COVID-19 prominently at the examination center (outside and inside).
- f) Institutes/ exam centers are directed to make provision for compulsory/ mandatory hand hygiene and thermal screening to check body temperature of each and every person entering at exam center. This facility has to be provided at each entry gate of examination hall and main entry gates.

- g) The examination center has to have a designated isolation room for isolating any person who is found symptomatic at the time of screening or during examination, till such time medical advice has to be sought.
- h) Only asymptomatic staff and candidates shall be allowed inside the examination hall. Candidates having fever, cough, cold or any symptom of COVID-19 should not be allowed to appear in examination. Nearest COVID hospital / health center along with State Government/Central Government helpline numbers has to be immediately informed about the patient.
- i) All staff and candidates to be allowed entry only if using face masks/ covers. The face cover/mask has to be worn at all times inside the examination center by all.
- j) Specific markings have to be made by exam center with sufficient distance to manage the queue and ensure social distancing in the premises. Maintain physical distancing of a minimum of 6 feet, when queuing up for entry and inside the center as far as possible.
- k) Bags/books/mobiles by the candidates are not allowed in the examination center.
- l) Frisking of examinees, if needed, shall be undertaken after thermal screening and direct contact may be avoided.
- m) Staff at high risk like older and pregnant employee shall not be deployed for conduct of exam.
- n) Seating arrangement in the examination hall to be made in such a way that adequate social distancing is maintained.
- o) The examiner will sanitize his hand prior to distribution of question papers/ sheets. The candidate will also sanitize their hand before receiving such paper and handing them back to examiners. The collection and packing of the answer sheets, at every stage will involve sanitization of hand. The answer sheet/result will preferably be opened after sanitization.
- p) Sharing of personal belongings/ stationary shall not be allowed. Use of spit/saliva for counting / distributing sheets shall not be allowed.
- q) Examination hall and other common area shall be sanitized each time before and after examination on daily basis.
- r) Cleaning and regular disinfection of frequently touched surfaces like door knobs, benches etc., to be made mandatory in all examination hall and other common areas.
- s) Examination question papers may not be reused. After each shift/slot/batch of examination new set of papers has to be opened and distributed among the candidates. Hence there is no need to make them to wait in the examination room to maintain secrecy of question paper.
- t) For other / revised/ latest guidelines/instructions candidates and associated staff are advised to refer detailed SOP on preventive measure to be followed

while conducting examinations to contain spread of COVID-19 issued by Ministry of Health & Family Welfare.

3. Instructions to be followed in case of a suspect case or person who develops symptoms during the conduct of examination: -

- a) Place the ill person in a room or area where they are isolated from others.
- b) Immediately inform parents or guardians or relatives about his health and inform the nearest medical facility (hospital/clinic) or call the state /central government helpline numbers.
- c) The person will remain isolated while wearing a mask/face cover till such time he/she is examined by a doctor.
- d) If symptoms deteriorate, inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
- e) A risk assessment shall be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
- f) Disinfection of the premises to be taken up if the person is found positive.

It may be noted that the SOP detailed above provides for minimum precautions to be followed during planning and conduct of examinations. Institutions/ Examination Conducting Authorities/ Examination centers may put additional measures in place as per their local assessment and in line with activities permitted by Ministry of Home Affairs (MHA) as per MHA orders issued from time to time.

SELF DECLARATION (UNDERTAKING)

I S/o, D/o, W/o Sh., Smt.

..... do hereby, declare the following: -

1. That, I have read the instructions, guidelines and relevant orders and SoPs on preventive measures to be followed while conducting examinations to contain spread of COVID-19 issued by Ministry of Health & Family Welfare and Ministry of Communications, DOT, WPC Wing. I have read instructions, notices related to this examination available on the website 'https://dot.gov.in/'

2. I have in the last 14 days (please tick, wherever it is applicable to you, otherwise leave it blank)

a) the following flu-like symptoms

Fever	<input type="checkbox"/>	Cough/Cold	<input type="checkbox"/>	Breathlessness	<input type="checkbox"/>
Sore throat/Runny nose			<input type="checkbox"/>	Body ache	<input type="checkbox"/>

Others, please specify:

.....
 b) been in close contact with a confirmed case of the COVID-19 (‘close contact means being at least less than one meter for more than 15 minutes’)

c) not been in close contact with a person suffering from COVID-19 and am NOT under mandatory quarantine.

d) travelled the following cities/countries in the last 14 days prior to arrive at the centre.

	1 st City	2 nd City	3 rd City	4 th City
Name of city/country				
Date of arrival in centre city				

3. The health and wellbeing of our community is our first priority, therefore the centre reserves the right to deny entry to its premises.

Candidates photo (to be pasted –same as in application form)	Candidates left hand thumb impression	Candidate’s parents Signature
		Candidate’s parents Signature

The above undertaking has to filled up in advance before reaching the centre, except candidate signature which has to be done in the presence of coordinator of examination.

MINISTRY OF COMMUNICATIONS AND INFORMATION TECHNOLOGY**(Department of Telecommunications)****NOTIFICATION**

New Delhi, the 6th January, 2010

G.S.R. 7(E).—In exercise of the powers conferred by section 7 of the Indian Telegraph Act, 1885 (13 of 1885), the Central Government hereby makes the following rules further to amend Indian Wireless Telegraphy (Commercial Radio Operator's Certificate of Proficiency and Licence to Operate Wireless Telegraphy) Rules 1954, namely :-

1. (1) These rules may be called the Indian Wireless Telegraphy (Commercial Radio Operator's Certificate of Proficiency and Licence to Operate Wireless Telegraphy) Amendment Rules, 2009.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Indian Wireless Telegraphy (Commercial Radio Operator's Certificate of Proficiency and Licence to Operate Wireless Telegraphy) Rules, 1954 (hereinafter referred to as the said rules),- for rule 7, the following rule shall be substituted, namely:-

"7. Fee for the examination. - A candidate for admission to an examination for the grant of certificate specified under rule 3 shall pay examination fee of five hundred rupees per exam and the said examination fee may be reviewed by the Central Government from time to time".

3. In the said rules, after rule 8, the following rule shall be inserted, namely.-

"8A Language . - The Language of the examinations conducted under these rules shall be English."

4. In the said rules, for rule 10, the following rule shall be substituted, namely:-

'10. Licence fee and validity.- A candidate for the grant of certificate and licence specified under the rule 3 shall pay fees in the following scale, namely:-

- | | | |
|------|-----------|------------------|
| (i) | Rs. 5,000 | for twenty years |
| (ii) | Rs.10,000 | for life time |

Explanation.- For the purposes of this rule, the expression "Life time" means till the licence holder attains the age of eighty years subject to condition that after attaining the age of 65 years the licence holder shall intimate the licensor for every five years about the use of the licence :-

Provided that the central government may extend the validity.-

- A. of twenty years licence. - for a further period of twenty years, if the licence holder fulfils the following conditions, namely that the licence holder has:-
- (i) made a specific request ;
 - (ii) pays a fee of five thousand rupees; and
 - (iii) an experience of not less than three months in a Station working in the Aero-mobile service; or 30 hours of flying experience in an Aero-Mobile station; or satisfies the central government, by re-examination or otherwise that he still possesses all the eligibilities required for issue or renewal of such licence.
- B Life time licence .- On specific request of the licence holder for ten years at a time without additional payment after attaining the age of eighty years.

Provided further that if the holder of a licence, in the opinion of the Central Government, has willfully or negligently provided incorrect or false information for the purpose of re-validation of the licence, the Central Government may endorse, suspend or cancel the licence:

Provided also that no order to suspend or cancel the licence under this rule shall be made unless the persons concerned has been given a reasonable opportunity of making a representation against the action proposed to be taken.

Explanation 1.- For the purposes of this rule, the expression "experience" means the experience gained at a mobile station in the Aeronautical Mobile Service as adequate for Radio Telephone operator or experience gained as an operator of Radio Telephone station maintained on ground for communication with mobile stations in Aeronautical Service

Explanation 2.- For removal doubts, it is hereby declared that the licences existing on the day of coming into force of these Rules shall continue to be valid till their expiry and the licence holders desirous of renewing their licences shall switch over to these rules by applying for renewal for twenty years or life time'.

5. In the said rules, for rule 10A, the following rule shall be substituted, namely:-

“10A. Late Fee.- The Central Government may consider renewal of licence upto a period of five years after the expiry of licence, if the licence holder pays late fee of 2% of licence fee per month subject to a minimum of two hundred and fifty rupees and if the delay is more than a year, after the expiry, the late fee shall be, compounded every year.”

6. In the said rules, for rule 11, the following rule shall be substituted, namely:-

“11. Issue of duplicate or replacement of certificates and licences.- (1) A licence holder whose certificate or licence under these rules has been lost, mutilated or destroyed shall immediately notify the loss to the Central Government.

(2) A properly executed application for duplicate certificate shall be made to the Central Government embodying a statement of the circumstances involved in the loss, mutilation or destruction of the certificate or licence for which a duplicate is required.

(3) If the certificate or licence has been lost, the applicant must state that, reasonable search has been made for it and further, that in the event it be found, either the original or the duplicate shall be returned for cancellation.

(4) The Central Government may issue duplicate copy of any certificate or licence on payment of one thousand rupees”.

7. In the said rules, for rule 12, the following rule shall be substituted, namely:-

“12. Discipline of operators.-

(1) If in the opinion of the Central Government the holders of the Certificate or licence has willfully or negligently failed to comply with the provisions of the convention, or of these rules or of any regulations lawfully applicable to him or her in respect of operation of Radio Apparatus the Central Government may endorse, suspend or cancel the certificate.

(2) The Central Government may under these rules at any time require the holder of a certificate of proficiency to produce the same and the holder shall comply with such requisition.

(3) The Central Government may at any time require the holder of a certificate of proficiency or licence to be re-examined in order to test his knowledge and ability and may as a result of such examination, endorse, suspend or cancel the certificate of proficiency or the licence and no fee shall be chargeable for such examination.

(4) Every holder of the certificate under these rules shall observe secrecy of the correspondence and a declaration to this effect shall be made by such holder in the application for admission to the examination for such certificate -:

Provided that the Central Government may modify, vary, cancel or revoke any of the conditions governing the issue of Radio Telephony Restricted (Aeronautical) certificate under these rules either by sending notice in writing to the holder or by a general notice published in the Official Gazette or news paper in New Delhi."

8. In the said rules for Annexure-I, the following Annexures shall be substituted, namely:-

"Annexure I

COP-1

**GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS & INFORMATION TECHNOLOGY**

FORM OF APPLICATION

For

ADMISSION TO EXAMINATION FOR A CERTIFICATE OF PROFICIENCY IN **RADIO-
TELEPHONY RESTRICTED (AERONAUTICAL)**

<p>The form when completed should be sent to:</p> <p>The Assistant Wireless Advisor to the Govt. of India, WPC Regional Licencing Office, (Respective RLO as mentioned in the examination schedule.)</p>	<p><i>(For use by the Office)</i> Roll No.</p> <hr/> <p>To be filled in by the applicant Name & Postal address of applicant. (Tel. no. & E-Mail address, if any)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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(a) Centre* (b) Class of Examination & Part. (Tick whichever applicable)

RTR (Aero) Full: RTR (Aero) Pt.I:

Note:-Pt. I - Renewal by Test (copy of Indian Licence/ Foreign Licence and Indian Permit to be submitted along with application. Original Licence should be produced during examination for verification)

(c) Month of examination:

(d) Details of Bank Draft. @

(i) Name of State Bank of India branch.

(ii) No. and date

(iii) Amount:-

(e) State, if appearing in any other class of COP Examination. (Tick appropriate box)

No. Yes. Specify class if yes:-

- *Name of the centre, duly notified.
- @The Bank Draft should be obtained from any branch of the STATE BANK OF INDIA and drawn in favor of PAO (HQ), DOT, NEW DELHI payable at STATE BANK OF INDIA, NEW DELHI, Parliament Street, New Delhi. Service Branch (**Code 7687**). In case of payment from Delhi, Banker's cheque from State Bank of India is also acceptable.

2

1. Name of Applicant (In Block Letters) NAME SURNAME
Name in Hindi, if possible.

2. Full postal address to which
Communication to be sent

3. Permanent Home Address

4. Contact No. and E-Mail address if any

5. Description of Applicant:

- | | | |
|----------------------------|--------|-------------|
| (a) Height | Metres | Centimeters |
| (b) Colour of eyes | | |
| (c) Colour of hair | | |
| (d) Complexion | | |
| (e) Mark of Identification | | |

6. Date of Birth: (*Please attach attested copy of your School Leaving Certificate or Matriculation Certificate) (Applicant should be of 18 years of age)

7. Place of birth (with District and State)

8. Name of State to which you belong

9. (a) Are you a citizen of India by birth and /or domicile

Note: A certificate to this effect in the form given at page 4 of the application may obtain from persons duly authorised from time to time by the Central Government.

(b) If not, to which country you belong?

10. Father's name, address and nationality (if dead, state last address)

11. Particulars of Certificates of Competency/Proficiency
If any, already held by the applicant:

Class of Certificate	No. and date of issue	Authority by whom issued

12. Educational Qualification of the Candidate
(Please attach proof, a copy duly attested by a Gazetted officer of Central or State Govt.)

DECLARATION

1. I hereby solemnly declare that the foregoing facts are true and correct and nothing is false therein and nothing material has been concealed there from. I also agree that in case any information given by me herein before is found false at later date, the certificate and licence to operate, if granted will be cancelled.

2. I further solemnly give an undertaking that I will not either directly or indirectly divulge to any person, except when lawfully authorised or directed to do so, the purport or any message which I may transmit or receive by means of any wireless apparatus operated by me or which may come to my knowledge in connection with the operation of the said apparatus.

3. I have carefully read and understood the rules contained in the Indian Wireless Telegraphy (Commercial Radio Operators Certificates of Proficiency and licence to operate Wireless Telegraphy) Rules, 1954 and undertake to abide by them.

Signature of Witness

Name (in Capital Letters)
Address :

Date :
Place :
(To be witnessed by any responsible person)

Signature of applicant

Name (in Capital Letters)
Date :
Place :

I enclosed the following documents:

- (i) Bank Draft for Rs.....
- (ii) Character and Nationality Certificate
- (iii) Domicile Certificate, if any required.
- (iv) Proof of Age (Applicant should be above 18 years of age on the date of commencement of the examination)
- (v) Photographs stamps size 3x4 cms – Two Nos. (One should be pasted in the space provided in the Attendance Sheet, page no.6, and the second one should be enclosed in an envelope and secured to the application form).
- (vi) Enclosed a self addressed and stamped (Rs.5/- only) envelope of size 23X10 cm.

Signature of applicant

***CERTIFICATE OF CHARACTER AND NATIONALITY**

Certified that I have known Shri.....
 Son of Shri:.....for the last.....years
months. He bears a good moral character and is of
nationality. He is not related to me.

Place:

Signature

Date:

Name (in Capital Letters)
 Designation & Address with Stamp

This certificate should be from any one of the following:

1. Gazetted Officer of Central or State Governments.
2. Member of Parliament or State Legislature
3. Sub-Divisional Magistrate/Officer or Tehasildar

(This page will be posted to the candidate. Therefore it should be on a separate sheet of paper)

GOVERNMENT OF INDIA, MINISTRY OF COMMUNICATIONS & INFORMATION TECHNOLOGY (WPC WING), Regional Licensing Office,

ADMISSION CERTIFICATE

Shri..... is hereby admitted to the following examination:

Examination	Centre	Roll No.	Date	Time
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RTR (A)

1. Candidates must carefully study the following instructions for strict compliance:

- i) No candidate will be admitted to the Examination Hall after half an hour from the commencement of examination
- ii) Candidates should bring their own pen, ink, pencil, erasures and drawing instruments.
- iii) Candidates shall not be allowed the help of any scribe to write answers for them.
- iii) No candidate shall be permitted to leave the Examination Hall unless half an hour has elapsed after the commencement of the paper.
- iv) Candidates are not allowed to take mobile phones/electronic gadgets to the examination hall.

2. If the candidate is found guilty of impersonation or using or attempting to use unfair means in the Examination Hall, he is liable to criminal prosecution and/or he may be debarred either permanently or for a specified period from appearing in the examination.

THE CANDIDATES MUST ABIDE BY ANY OTHER INSTRUCTIONS WHICH MAY BE GIVEN TO THEM BY THE CHIEF EXAMINER OR THE INVIGILATING OFFICER.

For Assistant wireless Adviser
to the Government of India

Candidate to write his postal address:

To

Shri.....
.....
.....
.....

(Please use an exclusive/separate sheet for this page)
GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS & INFORMATION TECHNOLOGY
(WIRELESS PLANNING & COORDINATION WING)

ATTENDANCE SHEET

(To be filled by the Candidate, preferably typed and should be on a separate sheet of paper)

<p>Class of Exam: Click the respective box.</p> <p>Part I only <input type="checkbox"/></p> <p>Part I & II <input type="checkbox"/></p> <p>Name of the Centre:</p>	<p>Paste recent Photograph 3X4 cm here. The photograph should be signed and dated on the front.</p>	<p>FOR OFFICE USE ONLY</p> <p>Roll No:.....</p> <p>Sl no of Lic.</p> <p>RTR(A) Lic. No.....</p> <p>Date:.....</p>
<p>1. Name of the Candidate in BLOCK LETTERS.....</p> <p>2. Postal address where the licence to be posted.</p> <p>3. Father's name.</p> <p>4. Date of birth.</p> <p>5. Place of birth.</p> <p>6. Nationality.</p> <p>7. Height in mtrs. 8. Colour of eye. 9. Colour of hair</p> <p>10. Complexion</p> <p>11. Mark(s) of identification</p> <p>12. Particulars of Certificate of Proficiency Licence, if any, already held by the applicant. (a) Class of Licence. (b) No. and date of Licence. (c) Issued by.</p>		
<p>Date</p> <p>1</p>	<p>Subject</p> <p>2</p>	<p>Signature of the Candidate</p> <p>3</p>
	<p>Part I</p>	
	<p>Part II</p>	

GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS & INFORMATION TECHNOLOGY
(WIRELESS PLANNING & COORDINATION WING)

**INSTRUCTIONS TO THE CANDIDATES FOR FILLING IN THE APPLICATION FOR
 ADMISSION TO EXAMINATIONS FOR CERTIFICATE OF PROFICIENCY IN
 RADIO-TELEPHONE RESTRICTED (AERONAUTICAL)**

1. **Application duly completed should reach the Assistant Wireless Adviser to Govt. of India, WPC Regional Licencing Office of the respective region as mentioned in the schedule of the examination by the prescribed due date. Applications received, without proper enclosures and after the due date, will summarily be rejected. Further, NO enquiry or correspondence will be entertained on the matter. Also applications otherwise not in order in any manner would also be rejected summarily without entertaining any correspondence in this regard.**

2. Every application form should be accompanied by:-
 - (i) Two identical copies of the recent photographs of the candidate. The photographs should be of head and shoulders only (full face) and 3 X 4 cms size. They should be duly signed and dated in ink on the front and one of them enclosed in a small open envelop. The other should be pasted on the right hand top of the attendance sheet enclosed. The name and complete address should be written on the back of the photographs enclosed in the open envelope.
 - (ii) The nationality and character certificate in the prescribed format from one of the officers listed below:-
 - a) **Gazetted Officers of Central or State Governments.**
 - b) **Member of Parliament or MLA, MLC of State Government**
 - c) **Sub-Divisional Magistrate/Officer**
 - d) **Tehasildar of Naib/Deputy Tehasildar authorized to exercise magisterial powers.**
 - (iii) Evidence of age (e.g. Attested copy of Matriculation Certificate or School leaving Certificate).
 - (iv) Examination fee in the form of SBI Demand Draft.
 - (v) Domicile Certificate, in case a candidate is an Indian not by birth, issued by competent authority, either in original or copies duly attested.
 - (vi) Enclose a self addressed and stamped (Rs.5/- only) envelope of size 23X10 cm.

3. Candidate's address, at which he desires to receive his admission Certificate, should be written in the space provided on the blank admission Certificate form.

4. (i) The prescribed fee should be paid only by a crossed BANK DRAFT OF STATE BANK OF INDIA. The Bank Draft should be obtained from any branch of the STATE BANK OF INDIA, and drawn in favor of PAO (HQ), DOT, NEW DELHI payable at STATE BANK OF INDIA, Parliament Street, New Delhi. Service Branch (**Code 7687**). In case of payment from Delhi, Banker's cheque from State Bank of India is also acceptable.
 - (ii) In no case, Bank Draft drawn on any other banks/Cheques will be accepted. Defaced or mutilated Bank Drafts will also not be accepted.
 - (iii) Fees for the different classes of Certificates of Proficiency Examination is Rs. 500/- only.

5. There is no minimum educational qualification prescribed for appearing from these examinations. It should however, be emphasized that the syllabus for these examinations is such, as would require a sound educational qualification at least up to Matriculation standard with Mathematics and Physics as subject for a candidate efficiently study them. Particular attention of intending candidates is, therefore, drawn to the necessity for a good general education as a perquisite for attempting these examinations. It is also emphasized that during the examination the proficiency in English language also will be considered.
6. The language of the examination will be English.
7. No claim for a refund of the examination fees will be entertained, nor can it be held in reserve for any subsequent Certificate of Proficiency Examination.
8. For detailed syllabus and form of Examination, candidates are advised to refer to the pamphlet, "Indian Wireless Telegraphy (Commercial Radio Operators, Certificate of proficiency and Licence to Operate wireless Telegraphy) Rules 1954" available at the prescribed cost from the Controller, Government of India Publication Branch, New Delhi-110001 or any of its branches or authorised agents.
9. Certificate of Proficiency Examinations is qualifying examination only. These are not meant for filling up any vacancy or imparting training.
10. Examination conducted at various Centres during one particular session, if any, will be considered as one and the same examination. Application for the COP examination shall be considered for one centre only during a particular session.
11. Candidates are not allowed to take mobile phones/electronic gadgets to the examination hall.
12. Failure to comply with the above instructions will render the applications liable to be rejected. No representations on rejected applications will be entertained, in any manner whatsoever.

Annexure I-A

FORM OF APPLICATION FOR ISSUE OF CERTIFICATE OF PROFICIENCY IN RADIO TELEPHONE AND LICENCE TO OPERATE

1. (a) Name of Applicant **BLOCK LETTERS.**
(b) In Hindi (if possible.)
2. (a) Name of Examination centre.
(b) Month of Exam.
3. Complete postal address
Where licence to be sent.

Paste a recent
Passport size
Photograph

4. Fathers name. :
 5. Date of birth. :
 6. Place of birth. :
 7. Nationality. :
 8. Height. (a) Mtrs. Cms.
 9. Colour of Eyes: 9. Colour of Hair. 10. Complexion.
 11. Marks of identification. :
 12. Type of licence applied for: (a) 20 years. (b) Life Time.
 (Tick wherever applicable)
 13. Details of DD enclosed :- (DD should be drawn in the name of PAO (HQ), DOT, New Delhi from SBI and payable at New Delhi branch Code 7687)
 (a) DD Amount. (b) DD No. (c) Date.
 (For 20 years Licence fee is Rs. 5, 000/- and for Life time Rs: 10, 000/-)

DECLARATION

1. I hereby solemnly declare that the foregoing facts are true and correct and nothing is false therein and nothing material has been concealed there from. I also agree that in case any information given by me herein before is found false at later date, the certificate and licence to operate, if granted will be cancelled.
2. I further solemnly give an undertaking that I will not either directly or indirectly divulge to any person, except when lawfully authorized or directed to do so, the purport or any message which I may transmit or receive by means of any wireless apparatus operated by me or which may come to my knowledge in connection with the operation of the said apparatus.
3. I have carefully read and understood the rules contained in the Indian Wireless Telegraphy (Commercial Radio Operators Certificates of Proficiency and licence to operate Wireless Telegraphy) Rules, 1954 and undertake to abide by them.

Date:

Signature of applicant

Place

Name (in Capital Letters). "

Note: Enclose:-

1. An identical passport size photograph in an envelope.
2. A self addressed (Unstamped) envelope of good quality size 27X12 Cms.
3. DD as mentioned above.

[F. No. P-11021/02/99-COP]

V. J. CHRISTOPHER, Dy. Wireless Adviser

Note : The principal Rule was published in the Gazette of India *vide* notification No. WE-3/15/54 dated 6th January, 1954, and were last amended *vide* notification No. G.S.R. 161 dated 12th March, 1988.