

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 Wing Regional Licensing Office,</p> <p>Ministry of Communications, International Wireless Monitoring Station Campus, (PO. Sakarpool, Gopalpur, Kolkatta - 700143 Tel No. +91 33 2401 1431/2401 8801 FAXNo. +91 33 2401 4473</p>	<p>(For use by the Office) Roll No.</p> <hr/> <p>To be filled in by the applicant Name & Postal address of applicant. (Tel. no. & E-Mail address, if any) *APPLICANT NAME & ADDRESS. ----- *APPLICANT MOBILE & EMAIL..</p>
--	---

- (a) Centre* (b) Class of Examination & Part. (Tick whichever applicable)
- KOLKATTA** RTR (Aero) Full: **FULL** RTR (Aero) Pt. **PART 1**
- Put Tick mark & write **FULL** as shown, if appearing in full RTR. Put Tick mark & write **PART 1** as shown if appearing only in Part 1 RTR.
- Note:-Pt. 1 - 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: **DECEMBER 2023**
- (d) Details of Bank Draft. @ (Bank Draft is NOT accepted now a days. Hence, you just need a NTRP Bharatkosh fee Payment receipt of Rs.500/-. Another user guide is created to guide you in making the online Bharatkosh payment, you can generate the payment PDF online & attach a print with RTR Application.)
- (i) Name of State Bank of India branch. **PAYMENT VIA BHARATKOSH NTRP**
- (ii) No. and date **Put BHARATKOSH TRANSACTION No. & its Date**(iii) Amount:- **500/-**
- (e) State, if appearing in any other class of COP Examination. (Tick appropriate box)
- No. **Tick if NO** Yes. **Tick if YES** Specify class if yes:- **Specify if any.**

(Simply if you are not appearing in any other RTR exam in JUNE, 2023 apart from this regular RTR exam, then you will Tick Mark in front of NO. Also a student who is appearing only in Part 1 and not appearing in any other type of RT exam in JUNE, 2023 will tick NO.)

- *Name of the centre, duly notified.
- @The Bank Draft is not accepted now-a-days. Whereas, Rs. 500/- Bharatkosh online payment via NTRP is required.

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

YOUR FIRST NAME YOUR LAST NAME

2. Full postal address to which
Communication to be sent **YOUR POSTAL ADDRESS HERE**

3. Permanent Home Address **WRITE YOUR PERMANENT ADDRESS** (No shortcuts here, Don't write -DO- etc)

4. Contact No. and E-Mail address if any **YOUR CONTACT & EMAIL**

5. Description of Applicant: (Most of the students have doubt in Height. For example, if you are 1 Meter & 58 Centimeter, then, write 1 in front of Meters & write 58 in front of Centimeters as shown below)

- (a) Height Metres **Put Metric Digit here e.g. 1** Centimeters **Put Centimeter Digit here e.g. 58**
 (b) Colour of eyes **YOUR EYE COLOR** ..for example BROWN
 (c) Colour of hair **YOUR HAIR COLOR** ..for example BLACK
 (d) Complexion **YOUR COLOR COMPLEXION**..for example WHEATISH
 (e) Mark of Identification **ANY VISIBLE IDENTIFICATION MARK**..eg Mole on right cheek

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

YOUR DATE OF BIRTH AS PER DOCUMENTS SUCH AS MATRICULATION

7. Place of birth (with District and State) **Your Place of birth with District and State**

8. Name of State to which you belong **Your State to which you belong**

9. (a) Are you a citizen of India by birth and /or domicile **BY BIRTH** (if you are an INDIAN)

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? **Give details here if you are NOT an INDIAN.**

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

Your Father's name, his address and his nationality

11. Particulars of Certificates of Competency/Proficiency

If any, already held by the applicant: **If already having COP then fill below details else put N/A as shown below.**
 (The students who already have RT license & if appearing ONLY in PART-1 on basis of previous RT license, those students will give details in below boxes. Rest of the students who are appearing in FULL RTR will write N/A as shown below)

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

12. Educational Qualification of the Candidate **10+2 or Graduate** (You can write whatever is applicable to you), also you will attach a copy of that 10+2 or Graduation **ATTESTED** by Gazetted Officer or MP or MLA. (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.

Witness will sign here

(Anyone of age 18+ other than blood relative)

Signature of Witness

Witness name here in capital

Name (in Capital Letters)

Address : **Address of Witness**

Date : **Full Date of day Witness signed**

Place : **Place such as village or city name where Witness signed**

(To be witnessed by any responsible person)

Applicant will sign here

Signature of applicant

Applicant name here in capital

Name (in Capital Letters)

Date : **Full Date of day you signed**

Place : **Place/City where you signed**

I enclosed the following documents: Ensure below check-list before sending your application to WPC.

- (i) Bank Draft for Rs...**500/-**...
- (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.

Applicant Sign

Signature of applicant

***CERTIFICATE OF CHARACTER AND NATIONALITY**

(Most of the candidates unnecessarily keep calling us for asking question from whom should it be signed and stamped. **The simple answer is:-**

- **On priority, Check for Class-1 Gazetted officer or MP/MLA from anywhere in INDIA. If checking for officer then ask if he/she is Class-1 Gazetted officer or not. For Example these can be Class-1:** Officers of Armed forces, Magistrates & above in judicial dept, Scientists of Govt-funded Research Organization, In Central and State universities: Vice-Chancellors, Assistant Registrars, Doctors from (Govt, State, and Central Services), Engineers from (Government, State, and Central Services), Drug Controllers from (Government, State, and Central Services), Central and State Government Employees with A service rules (IPS, IAS, IES, SDPO, ASP, ACP, IGP, DSP, IFS, DIB, DIG, SSP, etc.), Officers of State Cadres of Assistant Commissioner, District Medical officer, etc. etc.
- **If you are not able to find Class-1 Gazetted officer, then at your own risk or responsibility you can check for any Govt. Class-2 Gazetted officer for attestation. There is partial probability that your application will get accepted if attested by Class-2 officer. Sometimes, if you got attestation from Class-2, in that case WPC may request you again for a new Nationality character from appropriate Gazetted Officer, but it will be all your luck. IFA doesn't have any Class officer list. IFA will NOT be responsible for any issue or rejection if you are getting it done by Class-2.**
- **If you don't find any Gazetted officer and need a help in identifying/locating a Gazetted officer ONLY nearby Dwarka Sector-7, then you can visit IFA Delhi reception, someone may guide you to the eligible Govt. doctors/Officers in the area nearby institute upon request, if that can be a help. If any such Govt. Doctor or Officer is providing this facility on chargeable basis, then it's just a matter between that authority and the candidate (IFA just has nothing to do with it). This attestation is task of the candidate basically.**
- **Prefer that the officer is mentioning that you are known to him/her for at least 1 year 1 month. Also that officer should not be direct blood relative of yours.**

Certified that I have known Shri/Smt.....**APPLICANT NAME**.....
Son/Daughter of Shri...**APPLICANT'S FATHER'S NAME**...for the last..**Years in digit e.g. 1**..years
.....**months in digit e.g. 2**.....months. He/ She bears a good moral character and is of
.....**INDIAN...(If you are Indian)**..... nationality. He/She is not related to me.

Place: **Place/City where the officer signed**

Sign of Officer here

Signature

Date: **Date on which the officer signed**

NAME OF OFFICER

Name (in Capital Letters)

Designation & Address with Stamp

**OFFICER 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, **.KOLKATTA.**

ADMISSION CERTIFICATE

Shri...**APPLICANT NAME**..... is hereby admitted to the following examination:

Examination	Centre	Roll No.	Date	Time
RTR (A)	KOLKATTA			

- Candidates must carefully study the following instructions for strict compliance:
 - No candidate will be admitted to the Examination Hall after half an hour from the commencement of examination
 - Candidates should bring their own pen, ink, pencil, erasures and drawing instruments.
 - Candidates shall not be allowed the help of any scribe to write answers for them.
 - No candidate shall be permitted to leave the Examination Hall unless half an hour has elapsed after the commencement of the paper.
 - Candidates are not allowed to take mobile phones/electronic gadgets to the examination hall.
- 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...**APPLICANT NAME**,.....
.....**APPLICANT ADDRESS**,...
.....**EMAIL AND MOBILE**.....
.....
.....

(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. Tick mark ✓ inside any one of applicable box given below appropriate to you. If you are appearing only in Part I, then tick Mark in front of Part 1 only. If appearing in FULL RTR, then tick Mark in front of Part I & II:</p> <p>Part I only <input type="checkbox"/></p> <p>Part I & II <input type="checkbox"/></p> <p>Name of the Centre: KOLKATTA</p>	<p>Paste recent Photo of 3X4 cm or whatever gets fully accommodated here. Photo should be signed & dated on front.</p> <p>Paste your correct size photo, put cross signature in a way that half sign is on photo & half on page without hiding face, put date below sign.</p> <p align="center">01/04/2022</p>	<p align="center"><u>FOR OFFICE USE ONLY</u></p> <p>Roll No:.....</p> <p>Sl no of Lic.</p> <p>RTR(A) Lic. No.....</p> <p>Date:.....</p>
---	---	---

1. Name of the Candidate in BLOCK LETTERS..... **APPLICANT NAME**.....
2. Postal address where the licence to be posted. **Your postal address in capital letters**
3. Father's name. **Your Father's Name**
4. Date of birth. **Your Date of Birth**
5. Place of birth. **Your Place of Birth along with city/district/state**
6. Nationality. **Your Nationality..e.g. INDIAN**
7. Height in mtrs. **Height E.g. 1.58** 8. Colour of eye. **Your Eye Colour** 9. Colour of hair **Your Hair colour**
10. Complexion **Your complexion..e.g. WHEATISH**
11. Mark(s) of identification **Any visible identification mark on your body..e.g. CUT MARK ON RIGHT CHEEK**
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.**

If u already have RT license, then write required details of items (a), (b),(c) in this line itself..under the respective item number. Mostly students appearing in ONLY Part-1 based on previous RT license will have to enter above details.

Date	Subject	Signature of the Candidate
1	2	3
Don't write anything here.	Part I Don't write anything here.	Don't write anything here.
Don't write anything here.	Part II Don't write anything here.	Don't write anything here.

This page is NOT necessary to print. But read instructions.

**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.
Bank Draft is NOT required. ONLY Bharatkosh payment of 500/- is sufficient.
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, NEW DELHI. Service Branch (Code 7687). In case of payment from NEW 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.

This page is NOT necessary to print. But read instructions.

5. There is no minimum educational qualification prescribed for appearing for 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, MUMBAI-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.

TAKE CARE OF BELOW THINGS

***Print the pages on individual single pages. Don't print back to back!**

YOU WILL BUY TWO ENVELOPES:-

1 Big ENVELOPE (approx A4 size), 1 Small ENVELOPE (approx 23X10 cm)

- Inside Big Envelope you will put your duly filled application form along with BHARATKOSH Payment receipt & all applicable documents from check list given on page-3 of application.
- Preferably get your ATTACHMENT documents attested while getting your Nationality Character certificate attested from Gazetted officer. Also, you should self attest the attached certificate and payment documents.
- On Bigger Envelope write given below address of WPC outside it:

The Assistant Wireless Advisor to the Govt. of India,
WPC Wing Regional Licensing Office,
Ministry of Communications, International Wireless Monitoring Station Campus, (PO.
Sakarpool, Gopalpur, Kolkatta - 700143
Tel No. +91 33 2401 1431/2401 8801

FAXNo. +91 33 2401 4473

FROM:

Your Address

Your Mobile Number.

-
- Inside the bigger envelope you will put a Self Addressed Smaller Envelope + 5 Rupee Postal Stamp pasted on this small envelope.
 - Also inside small envelope, you will just keep 2 passport size photos similar to what you pasted in application. Before keeping these photos inside small envelope, you should write your name and mobile number behind this photo, also sign these 2 photographs in the front. You can attach this small envelope to top right of your application.
 - **SEAL YOUR ENVELOPE AFTER PUTTING YOUR APPLICATION STAPLED WITH REQUIRED ATTACHMENT such as, BHARATKOSH Receipt + CERTIFICATES + INSIDE BIGGER ENVELOPE → YOU WOULD PUT that SELF ADDRESSED SMALLER ENVELOPE with 5 Rupee Stamp Pasted on this smaller envelope.**

SEND YOUR FORM DIRECTLY PREFERABLY VIA INDIA POST (If India Post is Not possible, you may use other safe courier company, Also you can submit it by-hand to above given WPC Address of RLO-DELHI before due date). KEEP RECEIPT OF POSTAGE WITH YOU FOR PROOF & TRACKING.

YOU ARE DONE! START PREPARING FOR EXAM 😊