iFA ✈ Institution for Aviators

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STEPS FOR MAKING BHARATKOSH RTR (A) EXAM FEE PAYMENT (MUMBAI-24 ATTEMPT)

Step 1: Launch Google chrome & search >> bharatkosh

Step 2: Click on >> Login / register

Step 3: Now you will be navigated to Login page.

>If you have already registered for Bharatkosh, then..

Login with User Name, Password and Captcha

>If you have NOT registered for Bharatkosh, then.. click on New User.. Enter your Mobile Number,

Email ID, Captcha and authenticate your registration via OTP. You can login after authenticating.

Step 4: Once you are successfully logged in, then..

Click on drop down > Make your Payment

Select the option > Receipt for DOT
(If in case you have done any DGCA Exam payment from your Bharatkosh user ID earlier, then there are chances that you will not be able to see 'Receipt for DOT' option in the drop-down list. To fix this issue you need to >> click on 'My Account' >> click on 'My Profile' >> in Ministry* select 'TELECOMMUNICATIONS' >> then provide any details required in mandatory fields >> put the given Captcha >> Click on 'Update' button (if it throws any Error! Enter IFSC Code, then put **NA** in front of the **Company Identification No.*** then after entering Captcha.. try clicking on Update >> You will get a notification Success! Successfully Updated >> then Log-Out >> Then again Log-in with your credentials >> Click on drop down 'Make your Payment' >> Select the option 'Receipt for DOT')

Step 5: Now you will be navigated to the page of Payment Purpose. Set the options as described below..

Depositor's category: Individual

Purpose: Click on search icon for RTR or Go to page 4 > Click on RTR (A)

Exam.Payment Type: Exam. Fees

Function Head: 127500103050100 - PROFICIENCY CERTIFICATE

Ministry :TELECOMMUNICATIONS

Pay & Account Office (PAO): 008604 – CONTROLLER OF COMMUNICATION ACCOUNTS, MUMBAI

Drawing & Disbursing Office(DDO): 208605 - DDOCCA

Amount: INR 500

Payment Frequency /Period: Specified Period

From Date: Today's Date
To Date: 15/04/2024

Remarks: RTR (A) Exam Fees for **CANDIDATE NAME**

>>Click on Add button.

Your details will be added in the table.

>>Now, Click on the Next button.

Step 6: You will be navigated to Depositor's Details page.

>>You have to fill only your mandatory details indicated by star mark * in it.

>>Select online payment.

>>Click on next button.

Step 7: Now you will be navigated to Confirm Info page.

> Here, You should look into your provided details for cross verification.

>> Click on Confirm button.

Step 8: Now you will be navigated to Payment Gateway page.

> Select the bank through which you want to make payment.

> Preferably select Debit Card

> Then select the type of card you have

> Enter the captcha shown there

> Tick mark ✓ for acknowledging the conditions

> Click on Pay

Step 9: You will be navigated to Cards page.

(If in case you are not carrying registered mobile number of bank card with you, then before initiating

any transaction, Kindly keep the OTP arrangements readily available. Because OTP is valid for a

limited time)

> Enter your Card number :

> Enter Card holder name :

> Card Expiry date :

> CVV number (it is a 3 digit number at the back of your card)

> Click on Pay Now

> Enter the OTP that is received on registered mobile number of that card.

> You will see payment info on screen with status SUCCESS

> Now, Click on PDF symbol in front of Transaction Receipt.

> The PDF Receipt will be downloaded. Take 2 prints of it, 1 of it will be attached

with the physical copy of your RTR application.

Your Bharatkosh payment part is done.

PLEASE DON'T FORGET to SEND physical copy of your APPLICATION well in advance ☺

In case of any further query, kindly visit Team IFA at reception area.

The online students in a rare case if unable to follow this user-guide can seek assistance from IFA Management @ +91-9560218888.

..Take Care of Yourself..

PREPARE WELL! STAY SAFE!