

# **User Manual of NCCS**

# Chapter 1: Registration of TSTL

1.1 The TSTL will initially have to visit the homepage at url <https://nccstest.in/>



1.2 The TSTL will then navigate to the Navbar at the top consisting of the **“TSTL Designation”** option. The dropdown will then provide a TSTL Login option.



1.3 On selecting the “**TSTL Login**” option the TSTL Applicant will be redirected to the TSTL Login page shown below.



### TSTL Sign in

User Name \*

Password \*

**SIGN IN**

[Don't have an account? Sign Up](#)

[Forget Password](#)

1.4 The TSTL Applicant will then have to Sign Up by using the link given below **“Don't have an account? Sign Up”**. The Applicant will then be redirected to <https://nccstest.in/nccs/tstl/register> where the Applicant is required to Sign Up by filling up the following necessary details.

The TSTL is required to fill the necessary Lab Details comprising of -:

1. Name of Prospective TSTL
2. Lab Address
3. State
4. City
5. Pincode
6. Upload Address Proof (pdf)
7. Office Landline Number
8. Fax Number (Not mandatory)
9. Office Email
10. Lab Website



### Prospective TSTL Sign Up

*Note -: The registration is to be done by the person who is going to be Authorized Signatory for Application.*

#### LAB DETAILS

<input type="text" value="Name of Prospective TSTL *"/>	
<input type="text" value="Lab Address *"/>	
<input type="text" value="State *"/>	<input type="text" value="City *"/>
<input type="text" value="Pincode *"/>	<input type="button" value="UPLOAD ADDRESS PROOF **"/>

**\*\*Address proof should be as per Annexure of NCCS/SLR/01 document**

The TSTL is required to fill the Authorized Signatory Details -:

1. Authorized Signatory Name
2. Authorized Signatory Email
3. Mobile Number

The TSTL is required to fill the Login Details -:

1. User Name
2. Password
3. Confirm Password

Finally the **“Register”** button would become active for the TSTL to complete the registration process.

nccstest.in/nccs/tstl/register

**\*\*Address proof should be as per Annexure of NCCS/SLR/01 document**

Office Landline Number \*      Fax Number

Office Email \*      Lab Website \*


**AUTHORIZED SIGNATORY DETAILS**

Authorized Signatory Name \*

Authorized Signatory Email \*      Mobile Number \*

**LOGIN DETAILS**

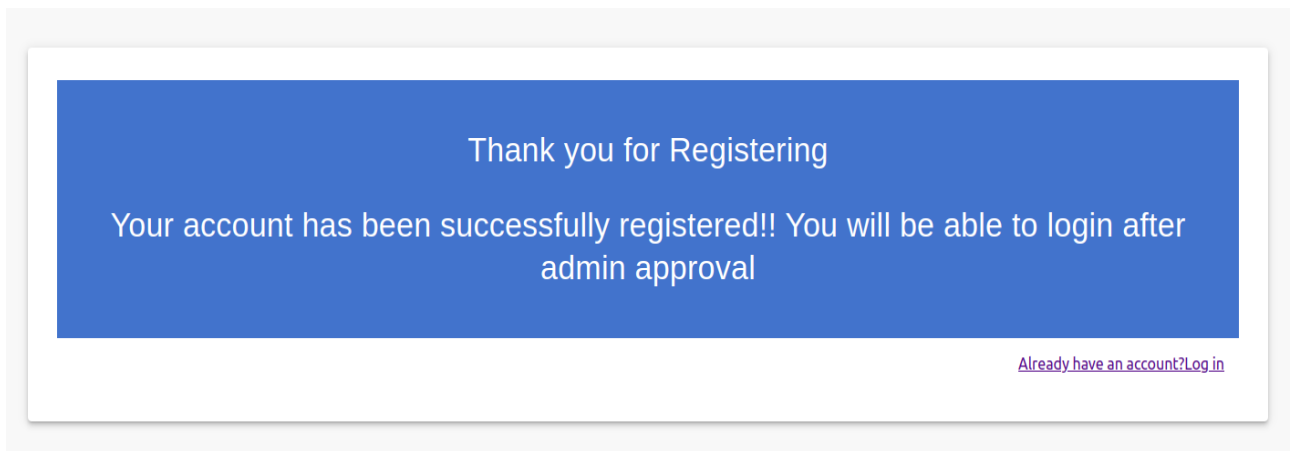
User Name \*

Password \*      Confirm Password \* 

REGISTER

[Already have an account? Sign in](#)

1.5 On completing the registration the TSTL will be redirected to the Successful Registration screen.



1.6 The **“Already have an account? Log In”** link will redirect the TSTL Applicant back to the Login page.

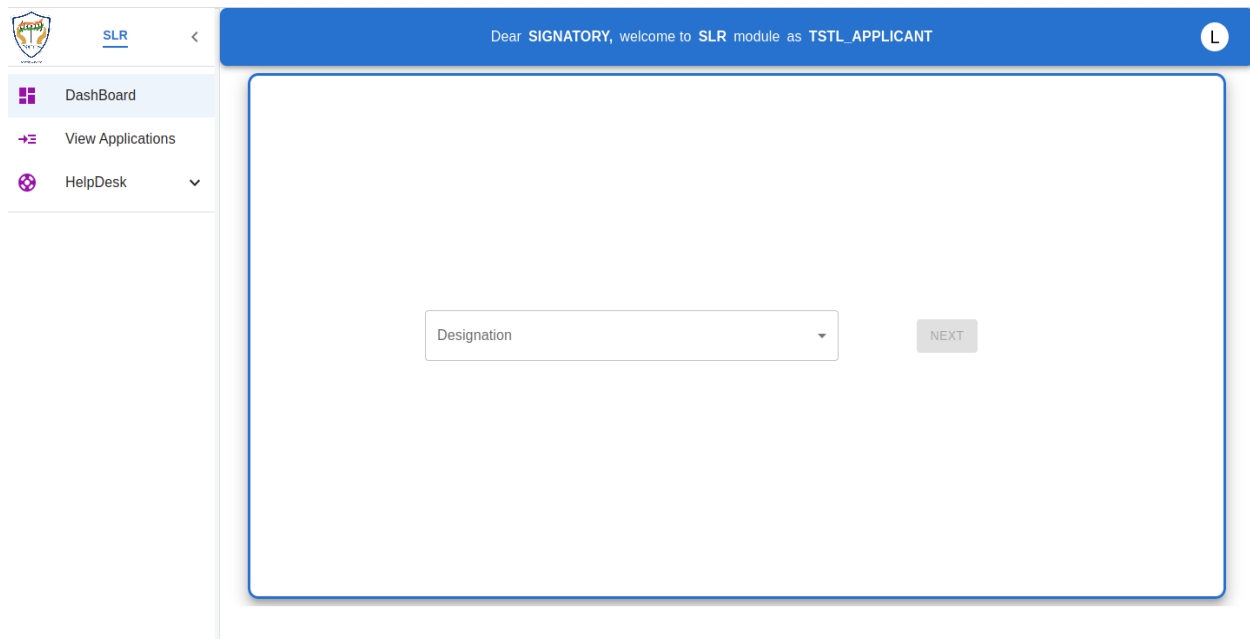
**Note -:** The TSTL Applicant can login only after the TSTL User Registration has been approved by the Admin.

## Chapter 2: TSTL Application Form

**2.1** When TSTL tries to login with the given username and password an OTP will be sent to the Authorized Signatory Email given by TSTL while signing up. After entering the OTP the TSTL Applicant will get access to the TSTL Dashboard.

On the left hand side the TSTL Applicant will have the dashboard drawer through which the applicant can navigate throughout the provided options -:

1. Dashboard
2. View All Applications
3. Helpdesk



The screenshot displays the TSTL Applicant Dashboard. On the left, a navigation drawer is visible with three options: 'DashBoard', 'View Applications', and 'HelpDesk'. The main content area features a blue header with the text 'Dear SIGNATORY, welcome to SLR module as TSTL\_APPLICANT' and a user profile icon. Below the header, there is a large white box containing a 'Designation' dropdown menu and a 'NEXT' button.

**2.1.1** The Dashboard will provide a dropdown to the TSTL Applicant with the designations (First, Renewal or Additional). The TSTL Applicant can select the designation from the drop down and move further using the **“Next”** button.

**2.1.2** The TSTL Applicant will then reach the Mandatory Documents page where all the documents which have to be provided by the TSTL have been listed.

Dear SIGNATORY, welcome to SLR module as TSTL\_APPLICANT

### Mandatory Documents List for First

All supporting documents must be signed digitally

S.No.	Document Name
1	Documents showing proof as an identifiable legal entity in India (As per Annexure to doc. NCCS/SLR/01 for documents required against Legal Identity)
2	Document showing address proof of the Lab (As per Annexure to doc. NCCS/SLR/01 for documents required against Legal Identity)
3	Duly signed and stamped copy of valid certificate of Accreditation by any recognized Indian accreditation Body like NABL, in accordance with latest version of ISO/IEC 17025 for the discipline - Software and IT system covering Application Security Testing (OWASP, CWE25), Vulnerability Analysis & Non-destructive Penetration Testing (CIS, NIST SP 800- 115.)
4	Duly signed and stamped copy of Organizational Structure and Staffing Chart of the Laboratory. In case the Lab is part of larger organization, its place in the organization shall be clearly indicated in the organization chart.
5	Duly signed and stamped copy of Lab Layout and IT Plan of the Laboratory including floor plans covering all areas under the address.
6	Duly Signed and stamped copy of IT Network diagram and IT Solution for the lab.
7	Duly signed and stamped copy of Details of capability and technical competence for testing each stipulated ITSAR requirement for the Telecom equipment for which designation is sought.
8	Duly signed and stamped copy of Sample copy of test report in NCCS prescribed format for each and every security requirement for applicable ITSAR for which designation is sought
9	Duly signed and stamped copy of the Quality Manual meeting all the designation requirements contained in the document Doc. No NCCS/SLR/03 "Designation Requirements of TSTL".

The Applicant can then proceed with the Application using the **“Proceed”** button at the bottom of the screen.

Dear SIGNATORY, welcome to SLR module as TSTL\_APPLICANT

8	Duly signed and stamped copy of Sample copy of test report in NCCS prescribed format for each and every security requirement for applicable ITSAR for which designation is sought
9	Duly signed and stamped copy of the Quality Manual meeting all the designation requirements contained in the document Doc. No NCCS/SLR/03 "Designation Requirements of TSTL".
10	Duly signed and stamped copy Audited Financial Statements for of the laboratory, as per clause requirements.
11	Application Fee details (Attach the copy of Challan receipt generated for payment done on Bharatkosh Portal in case offline payments)
12	Duly signed and stamped copy of supporting document for concerned personnel, including Authorized Signatory, to be a resident Indian.
13	Duly signed and stamped copy Certificate of Incorporation along with complete copy of AoA and MoA (as applicable). Each and every page to be certified by Company secretary/Statutory Auditor and countersigned by Authorized Signatory of the company.
14	Ownership details & Shareholding pattern of company (as applicable) and details of partners Indian Equity and Foreign Equity. (Complete breakup of 100% equity to be submitted.)
15	Authorized signatory (Duly signed and stamped copy of 1. The Power of Attorney in favor of authorized signatory on a non-judicial stamp paper of Rs.100/- . To be given through Board Resolution. To be signed by a person other than in whose favor it is being given. It should bear the seal of the company. It should be notarized. It should have specimen signature of Authorized signatory. 2. A separate Board Resolution on company letterhead duly signed by board of Directors is also to be submitted. 3 Company ID card for the Authorized Signatory.
16	Duly signed and stamped copy of rent/lease agreement (In case of lease/rented, the lease/rent period should be at least for 3years).
17	Duly signed and stamped copy of CV/Resume of staff in the Lab responsible for testing.
18	Duly signed and Stamped copy of Landline Bill and Internet Bill (not more than 3 months old).

PROCEED

On clicking the Proceed button an Application with an Application Id is generated for the TSTL Applicant to fill out the complete Application Form.



Dear SIGNATORY, welcome to SLR module as TSTL\_APPLICANT

Application ID: 3

APPLICATION FORM

TSTL Application Form

1 Lab Details    2 Organization    3 Proposed Scope of Designation    4 Any other information you would like to add    5 Application Fees    6 Undertaking by the laboratory    7 Confirmation

1.1 Laboratory Details

1.2 Name of Parent Organization

1.3 Legal status of Laboratory and date of establishment

1.4 Type of laboratory by service

1.5 Accreditation Details for ISO/IEC 17025 in Software & IT discipline

1.6 Other approvals/certifications/accreditation if any of laboratory as of date

1.7 Whether Lab accommodation is owned/leased/rented?

1.8 Infrastructure details pertaining to Lab

**2.1.3** The Application form is divided into 7 sections, only after completing the initial sections the TSTL applicant will be able to proceed to the next sections of the form.

**2.1.3.1** The first section **“Lab Details”** consists of 10 sections from 1.1 to 1.10. The Applicant is required to fill all the mandatory sections before proceeding on to the next section.

Dear SIGNATORY, welcome to SLR module as TSTL\_APPLICANT

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APPLICATION FORM

TSTL Application Form

1 Lab Details    2 Organization    3 Proposed Scope of Designation    4 Any other information you would like to add    5 Application Fees    6 Undertaking by the laboratory    7 Confirmation

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1.6 Other approvals/certifications/accreditation if any of laboratory as of date

1.7 Whether Lab accommodation is owned/leased/rented?

1.8 Infrastructure details pertaining to Lab

1.9 Details of IT Infra including IT Network diagram and IT solution deployed for meeting the requirements mentioned in the Designation Requirements Document (Doc. no. NCCS/SLR/03). Attach as enclosure

1.10 How many concurrent Telecom equipment testing can the Lab perform?

BACK    NEXT

**2.1.3.2** The second section consists of the **“Organization”** details which consists of 5 sections and their sub-sections. The TSTL Applicant is required to fill all the necessary sections before proceeding on to the next section.

The screenshot displays the TSTL Application Form interface. At the top, a blue header bar contains the SLR logo, the text "Dear SIGNATORY, welcome to SLR module as TSTL\_APPLICANT", and a user profile icon. Below the header, a light blue bar shows "Application ID: 3" and "APPLICATION FORM". The main content area features a progress bar with seven steps: 1. Lab Details (checked), 2. Organization (active), 3. Proposed Scope of Designation, 4. Any other information you would like to add, 5. Application Fees, 6. Undertaking by the laboratory, and 7. Confirmation. Under the "Organization" step, there are five sub-sections: 2.1 Senior Management, 2.2 Organization Chart, 2.3 Please clearly indicate staff in the Lab responsible for testing (Refer requirements of para 4.1.3.2 of Doc. No. NCCS/SLR/03), 2.4 Authorized Signatories, and 2.5 List of test tools (both Hardware and Software) available for use. At the bottom of the form, there are "BACK" and "NEXT" buttons.

**2.1.3.3** The third section consists of the **“Proposed Scope of Designation”** which consists of 2 sections and their sub-sections. The TSTL Applicant is required to fill all the necessary sections before proceeding on to the next section.

The screenshot displays the TSTL Application Form interface. At the top, a blue header bar contains the SLR logo, the text "Dear SIGNATORY, welcome to SLR module as TSTL\_APPLICANT", and a user profile icon. Below the header, a light blue bar shows "Application ID: 3" and "APPLICATION FORM". The main content area features a progress bar with seven steps: 1. Lab Details (checked), 2. Organization (checked), 3. Proposed Scope of Designation (active), 4. Any other information you would like to add, 5. Application Fees, 6. Undertaking by the laboratory, and 7. Confirmation. Under the "Proposed Scope of Designation" step, there are two sub-sections: 3.1 First Designation and 3.4 Other Documents as a part of application package. At the bottom of the form, there are "BACK" and "NEXT" buttons.

2.1.3.4 The fourth section consists of the **“Any other information you would like to add”** which consists of a single section. The TSTL Applicant is required to fill all the necessary details.

The screenshot shows a web application interface for a TSTL Applicant. At the top, a blue header bar contains a hamburger menu icon, the text "Dear SIGNATORY, welcome to SLR module as TSTL\_APPLICANT", and a user profile icon labeled "L". Below the header, a sidebar on the left contains a home icon, a list icon, and a search icon. The main content area features a "← Home" link, a large light blue box displaying "Application ID: 3", and a pink underlined "APPLICATION FORM" section. The form itself is titled "TSTL Application Form" and includes a progress bar with seven steps: 1. Lab Details (checked), 2. Organization (checked), 3. Proposed Scope of Designation (checked), 4. Any other information you would like to add (active), 5. Application Fees, 6. Undertaking by the laboratory, and 7. Confirmation. Below the progress bar, a scrollable area shows the text "4.1 Any other information you would like to add" with a dropdown arrow. At the bottom of the form are "BACK" and "NEXT" buttons.

2.1.3.5 The fifth section consists of the **“Application fees”** which displays the Number of telecom equipment selected by TSTL and the Applicable fees in Rs.

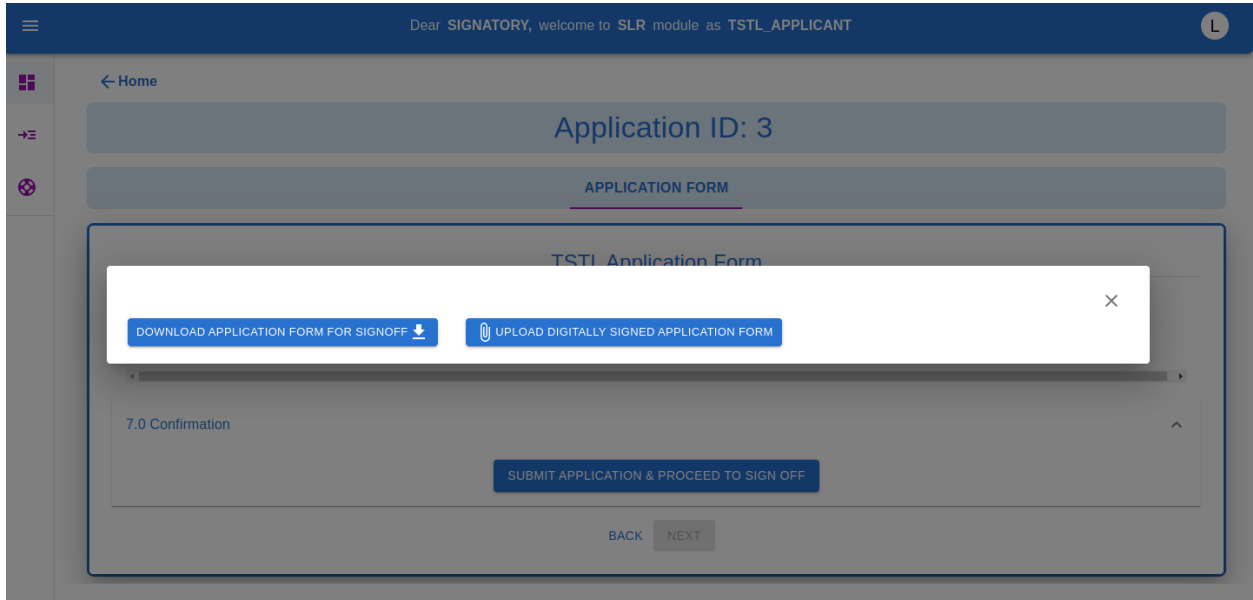
The screenshot shows the same web application interface as the previous one, but now the progress bar highlights step 5, "Application Fees". The scrollable area below the progress bar displays "5.0 Bharatkosh Payment" with a dropdown arrow. The "NEXT" button is highlighted in blue, while the "BACK" button is greyed out. All other elements of the interface, including the header, sidebar, and progress bar, remain the same.

**2.1.3.6** The sixth section consists of **“Undertaking by the laboratory”**. This section consists of all the undertaking checkboxes and fields required to be filled by the TSTL Applicant.

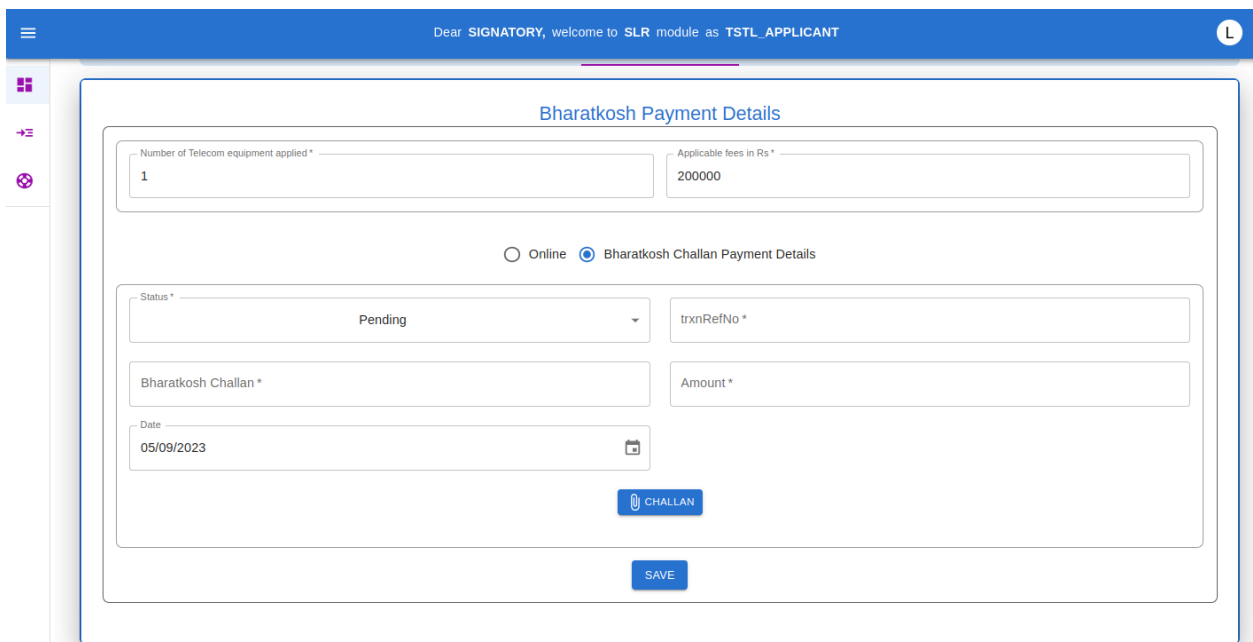
The screenshot displays the TSTL Application Form interface. At the top, a blue header bar contains the text "Dear SIGNATORY, welcome to SLR module as TSTL\_APPLICANT" and a user profile icon labeled "L". Below the header, a navigation menu on the left includes a home icon, a list icon, and a search icon. The main content area shows a breadcrumb trail: "← Home" followed by "Application ID: 3" and "APPLICATION FORM". The central focus is the "TSTL Application Form" progress bar, which consists of seven steps: "Lab Details", "Organization", "Proposed Scope of Designation", "Any other information you would like to add", "Application Fees", "Undertaking by the laboratory", and "Confirmation". The "Undertaking by the laboratory" step is highlighted with a blue circle containing the number 6, indicating it is the current active section. Below the progress bar, a scrollable content area displays "6.0 Undertaking by the laboratory". At the bottom of this section, there are "BACK" and "NEXT" buttons.

**2.1.3.7** The seventh section consists of **“Confirmation”**. This section will provide the TSTL Applicant complete application form and would require the TSTL applicant to re-upload the Application form after digitally signing the form.

The screenshot displays the TSTL Application Form interface, now at the "Confirmation" section. The header and navigation elements are identical to the previous screenshot. The progress bar shows seven steps: "Lab Details", "Organization", "Proposed Scope of Designation", "Any other information you would like to add", "Application Fees", "Undertaking by the laboratory", and "Confirmation". The "Confirmation" step is highlighted with a blue circle containing the number 7. Below the progress bar, a scrollable content area displays "7.0 Confirmation". At the bottom of this section, there is a prominent blue button labeled "SUBMIT APPLICATION & PROCEED TO SIGN OFF". Below this button, there are "BACK" and "NEXT" buttons.



**2.1.3.8** After submitting the Application form, the Payment Screen will be displayed to the TSTL Applicant.



The TSTL Applicant has two options for payment, the Applicant can either choose the **“Offline”** mode as shown above where the Applicant is required to fill the following details -:

1. Transaction Status
2. Transaction Reference Number

3. BharatKosh Challan Details
4. Date
5. Upload Challan File(Mandatory)

The other option for the TSTL Applicant is the **“Online”** method.

Dear SIGNATORY, welcome to SLR module as TSTL\_APPLICANT

← Home

SIGNED APPLICATION FORM ↓ Application ID: 3

APPLICATION FORM

**Bharatkosh Payment Details**

Number of Telecom equipment applied \* 1 Applicable fees in Rs \* 200000

Online  Bharatkosh Challan Payment Details

Amount \* PROCEED TO PAY

In this option after clicking the **“Proceed to Pay”** button the TSTL Applicant will be redirected to **“BharatKosh”** website for completing the payment process. After completing the payment, the TSTL Applicant will be redirected to the NCCS Portal and the payment receipt will be displayed to the Applicant.

The TSTL Applicant will then be redirected to the TSTL Applicant Dashboard.

Dear SIGNATORY, welcome to SLR module as TSTL\_APPLICANT

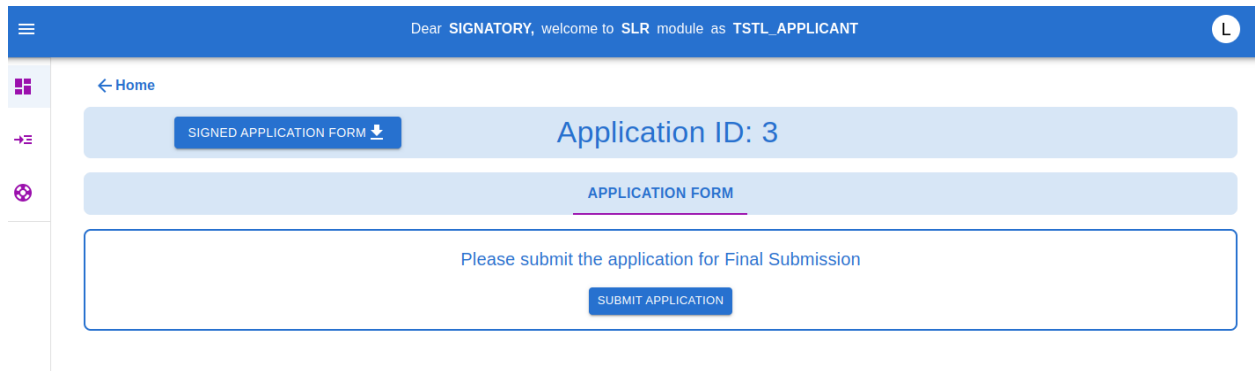
Pending Applications

Search

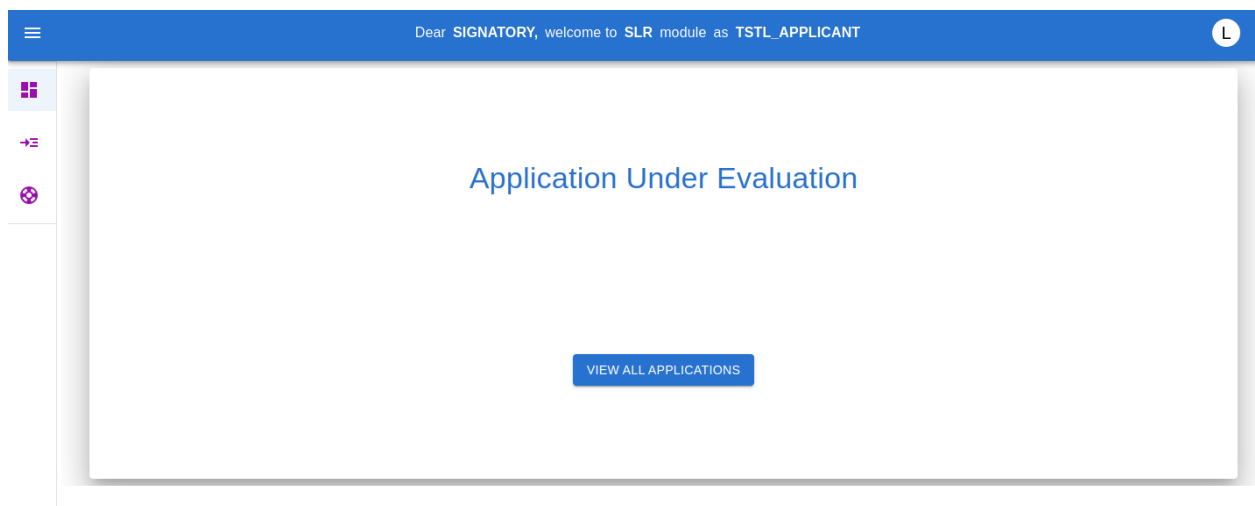
Application Id	Lab Name	Designation Type	Lab Address	Application Date	State/Stage of the Application	Communication
3	Lab Out	FIRST	New Delhi	05/09/2023	Pending for TSTL Final Submission	

Rows per page: 1 rows 1-1 of 1

The TSTL Application Dashboard will display the Application Status **“Pending for TSTL final Submission”**. The Applicant is required to access the Application via the Application Id and finally **“Submit”** the application.



After submitting the Application, the application will be submitted to NCCS and the TSTL Applicant will be redirected back to the Dashboard. The Dashboard will display the **“Application Under Evaluation”** and **“View All Applications”** button will be displayed to the Applicant.



**2.2** The **“View Applications”** option in the dashboard drawer will display all the Applications submitted by the TSTL Applicant.



SLR



Dear SIGNATORY, welcome to SLR module as TSTL\_APPLICANT



Dashboard

View Applications

HelpDesk

### ALL APPLICATIONS

Search

Application Id	Lab Name	Designation Type	Lab Address	Application Date	State/Stage of the Application	Communication
<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>
3	Lab Out	FIRST	New Delhi	05/09/2023	Application is under evaluation by NCCS	

Rows per page: 1 rows | 1-1 of 1