No. HQ-27/06/2022-TNG-TST-HQ
Government of India
Ministry of Electronics & Information Technology
Unique Identification Authority of India
(Training, Testing & Certification Division)

7th Floor, UIDAI Headquarter,
Bangla Sahib Road, Behind Kali Mandir,
Gole Market, New Delhi – 110 001
Dated 21.03.2023

Standard Operating Procedure (SOP) for Training, Testing and Certification of Authentication Operators

1. **Purpose :**

To define the Standard Operating procedure (SOP) for the training, testing and certification of Authentication Operators in Aadhaar ecosystem within the framework of Training, Testing & Certification Policy dated 02.01.2023 of UIDAI.

2. **Scope :**

This SOP is applicable to Authentication Operators in the Aadhaar ecosystem.

3. **Eligibility :**

The minimum qualification criteria for an Authentication Operator is as under:

12th (Intermediate/Senior Secondary)
or
Matriculation + 2 years ITI
or
Matriculation + 3 years Polytechnic Diploma

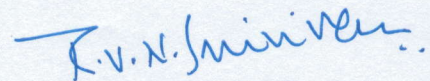[In case of India Post Payments Bank (IPPB)/Anganwadi Asha Worker - 10th (Matriculation)]

4. **Procedure:**

i. In order to become an Authentication Operator, the candidates duly verified by any active Authentication User Agency (AUA) / e-KYC User Agency (KUA), shall be required to register on the link (as per the instructions) given under 'Training, Testing & Certification Ecosystem' available on the UIDAI website (https://uidai.gov.in). Any candidate attempting to register with incorrect AUA/Sub-AUA, KUA/Sub-KUA and/or multiple registrations with single mobile number / email-id shall be not be entertained. (Candidates without authorization of an active AUA/Sub-AUA, KUA/Sub-KUA are not allowed to register.)

ii. The candidates shall be required to undergo online training on Learning Management System (LMS) Portal of UIDAI (https://e-learning.uidai.gov.in/login/index.php).

iii. After online training on LMS, the candidate will be required to take an assessment test.

iv. Once the candidate passes the assessment test, he/ she shall undergo classroom training, provided by the Training Partner, duly identified by UIDAI, followed by a 'Certification Examination'.

v. For appearing in 'Certification Examination', the candidate should carry the authorization letter (**in original**) issued from the AUA/ Sub-AUA, KUA/Sub- KUA; **else the candidate will not be allowed to appear for the examination**. The format of Authorization letter is enclosed as **Annexure 'A'**.

vi. Passing in the above said 'Authentication Certification Examination' Certificate with three (3) years validity will be issued to candidate. In case, the candidate fails in the said 'Certification Examination', there should be a gap of minimum of 1 (one) month for re-appearing in the next Certification Examination.

vii. Once certification is granted, the Operators shall be required to go for classroom training once in 3 years.

viii. The Operators will be required to reappear in the Certification Examination, within 6 (six) months from the expiry of the current Certificate validity. Reappearance and passing in Certification Examination will extend the validity of existing Certificate for further three (3) years from its date of expiry. In case, the candidate fails in Certification Examination, there will be a gap of minimum 15 days for re-appearing in Certification Examination.

5. **Re-certification of existing Authentication Operators :**

All the AUA/ Sub-AUA, KUA/Sub- KUA shall ensure that the Authentication Operators in Aadhaar ecosystem have passed certification examination **before '30th June, 2024'.**

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(RVN Srinivas)
Director, TT&C Division

Authorization Letter Format

Letter No :- ....   **Date:-**DD/MM/YYYY

TO WHOM IT MAY CONCERN

This is to authorize Sh./Smt./Ms./Kumari ....

S/D/W of Sh...having

Aadhar No. - ....to register for Authentication

Operator Examination.

Name and Code of AUA/ Sub-AUA, KUA/Sub- KUA ....

Authorization is valid for one month only. In case the candidate fails to appear in Exam in a month, He/She has to obtain the authorization again.

	Photo of candidate to be Cross stamped & cross signed by AUA/ Sub-AUA, KUA/Sub- KUA
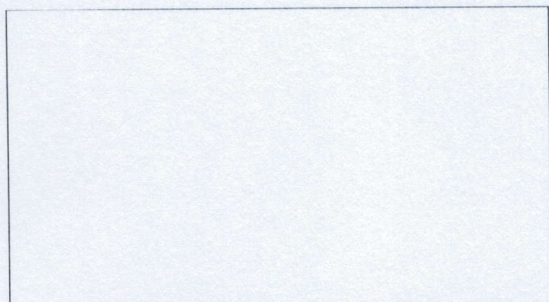
Signature & Code of AUA/ Sub-AUA,
KUA/Sub- KUA with Stamp