



# भारतीय प्रेस परिषद Press Council of India Central Statutory Authority

## Self Declaration Certificate of Advertisements - User Manual

### विज्ञापनों का स्वघोषणा प्रमाणपत्र - उपयोगकर्ता मैनुअल

#### IMPORTANT INSTRUCTIONS/ महत्वपूर्ण निर्देश

- ❖ **All the mandatory fields marked with \* have to be filled.**  
सभी अनिवार्य क्षेत्र जिसमें \* है, उन्हें भरना आवश्यक है।
- ❖ **Do not use any special character while filing the form(i.e \$, %, #, ^).**  
फॉर्म भरते समय किसी विशेष वर्ण का उपयोग ना करें। (i.e \$, %, #, ^)
- ❖ **All the documents should be uploaded in "pdf" format.**  
सभी दस्तावेज "पीडीएफ" प्रारूप में अपलोड किए जाये।
- ❖ **Letter of Authorization should be in PDF format and less than 500 KB.**  
**(Sample file is provided)**  
प्राधिकरण पत्र पीडीएफ प्रारूप में और 500 केबी से कम होना चाहिए (नमूना फ़ाइल प्रदान की गई है) ।
- ❖ **Ensure that all information is entered correctly.**  
सुनिश्चित करें कि सभी जानकारी सही ढंग से दर्ज की गई है।
- ❖ **For any queries please mail on [mib-selfdec-cert@gov.in](mailto:mib-selfdec-cert@gov.in)**  
प्रश्नों के लिए कृपया मेल करें [mib-selfdec-cert@gov.in](mailto:mib-selfdec-cert@gov.in)

# Sign Up Process/ साइन अप प्रक्रिया

**STEP 1 :** Click on “Sign Up” button/“साइन अप” बटन पर क्लिक करें

भारतीय प्रेस परिषद  
PRESS COUNCIL OF INDIA

Support email ID : mlb-selfdec-cert@gov.in

Advertiser Login

Login for Self Declaration Certificate on Advertisements

Email Id \*  
Enter Email id

Password \*  
Enter password

[Sign up](#)

[Forgot password](#)

Login

List of All Self Declaration Certificates

**STEP 2 :** Fill the required details and Click on the “Sign Up” button.

आवश्यक विवरण भरें और “साइन अप” बटन पर क्लिक करें।

Enter both received OTPs and Click on “Verify” button.

दोनों प्राप्त ओटीपी दर्ज करें और “वेरिफाई” बटन पर क्लिक करें।

Sign up for Self Declaration Certificate on Advertisements

Authorised Person Name \*  
Enter Authorised Person Name

Designation \*  
Enter Designation

Email Address \*  
Enter Email

Mobile Number \*  
Enter Mobile Number

Company/Organization name with address \*  
Enter Company/Organization v

Letter of Authorisation (PDF) (Max Size 500 KB) \* [Click Here To Download Sample](#)

Choose File No file chosen

[Already Registered](#)

Sign up

Self Certificate Declaration Advertiser Verification OTP

Email OTP \*  
Enter Email OTP

Mobile OTP \*  
Enter Mobile OTP

[Resend Otp](#)

Verify

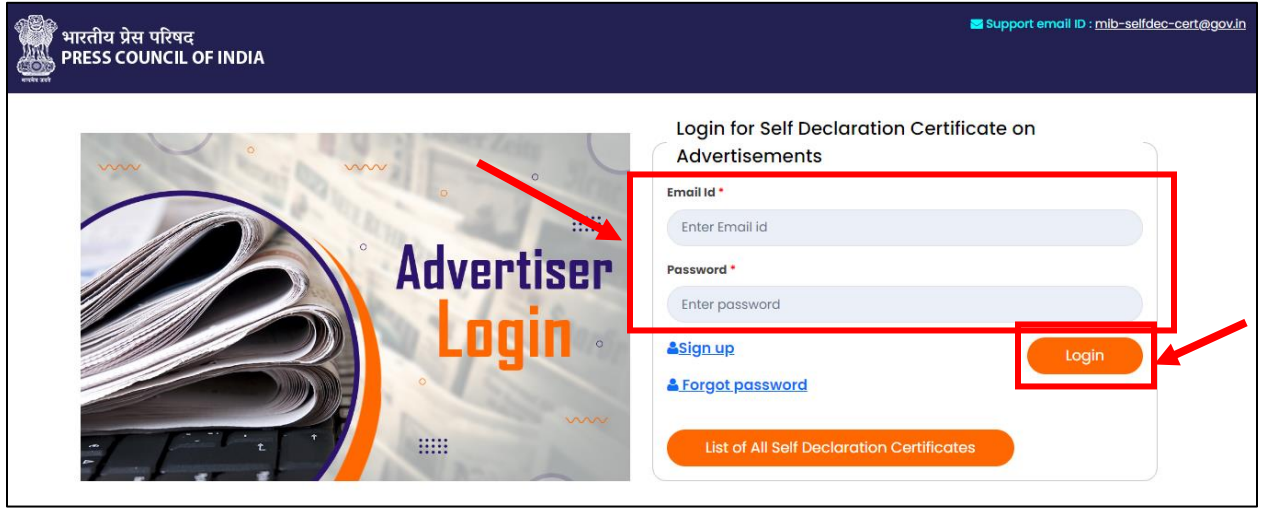
## **IMPORTANT NOTE:**

- Once you have completed the Sign Up, you will be notified via email and a password will be sent to you.  
एक बार जब आप साइन अप पूरा कर लेंगे, तो आपको ईमेल के माध्यम से सूचित किया जाएगा और पासवर्ड आपको भेजा जाएगा।

# Login Process/ लॉगिन प्रक्रिया

**STEP 1:** To log in / लॉग इन करने के लिए

- Enter Email Id/ ईमेल आईडी दर्ज करें
- Enter Password / पासवर्ड दर्ज करें
- Click on "Login" button / "लॉगिन" बटन पर क्लिक करे



भारतीय प्रेस परिषद  
PRESS COUNCIL OF INDIA

Support email ID : [mib-selfdec-cert@gov.in](mailto:mib-selfdec-cert@gov.in)

Advertiser Login

Login for Self Declaration Certificate on Advertisements

Email id \*

Enter Email id

Password \*

Enter password

[Sign up](#)

[Forgot password](#)

Login

List of All Self Declaration Certificates

**STEP 2 :** Once you log in, dashboard will appear. To generate Self Declaration Certificate, Click on “Generate Self Declaration Certificate”.

जैसे ही आप लॉग इन करेंगे, डैशबोर्ड दिखाई देगा। स्व-घोषणा प्रमाणपत्र उत्पन्न करने के लिए, “जेनेरेट सेल्फ डिक्लेरेशन सर्टिफिकेट” पर क्लिक करें।



भारतीय प्रेस परिषद  
PRESS COUNCIL OF INDIA

Profile

HA Last Login: 27-Jun-2024 12:58:08

Dashboard

Change password

Guidelines

Logout

Generate Self Declaration Certificate

Upload Signed Self Declaration Certificate

2

View Signed Self Declaration Certificate

7

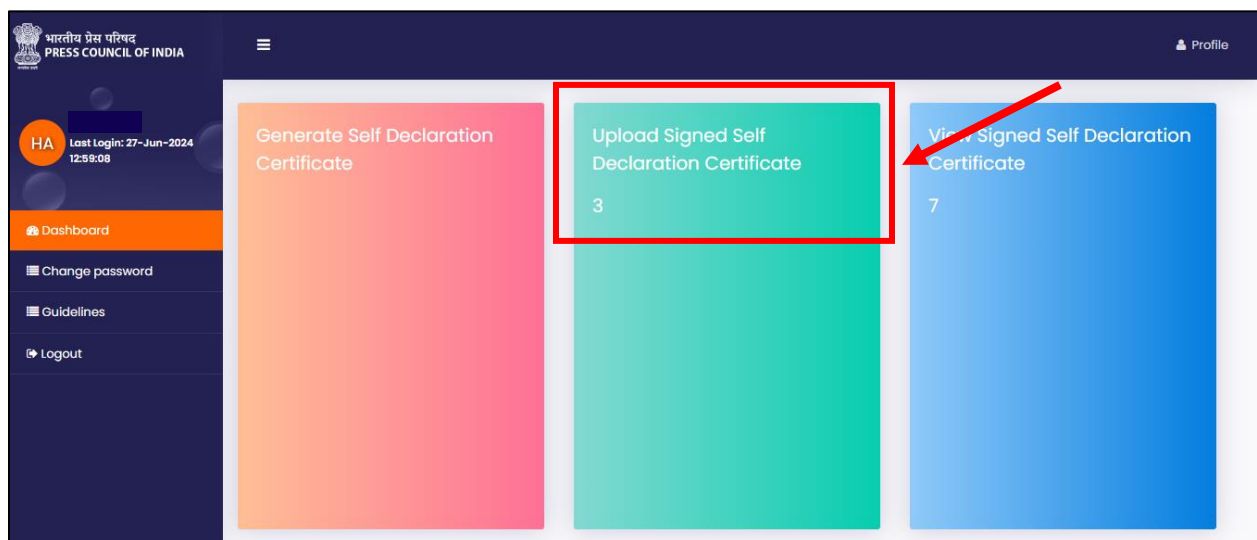
**STEP 3 :** Fill all the required details. Tick the check box and click on the “Submit” button.  
सभी आवश्यक विवरण भरें। चेक बॉक्स पर टिक करें और “सबमिट” बटन पर क्लिक करें।

The screenshot shows the 'Generate Self Declaration Certificate' form. The form has the following fields and options:

- Product/Service Name\***: Text input field with placeholder 'Enter Product/Service Name'.
- Title Of Advertisement\***: Text input field with placeholder 'Enter Title'.
- Brief description of advertisement content (maximum 200 characters)**: Text area with placeholder 'Enter brief description of advertisement content'.
- For publication in\***: Dropdown menu with options: Print, Internet(Video), Internet(static).
- I agree that the information provided is true to my knowledge\***: Check box.
- Submit**: Button.

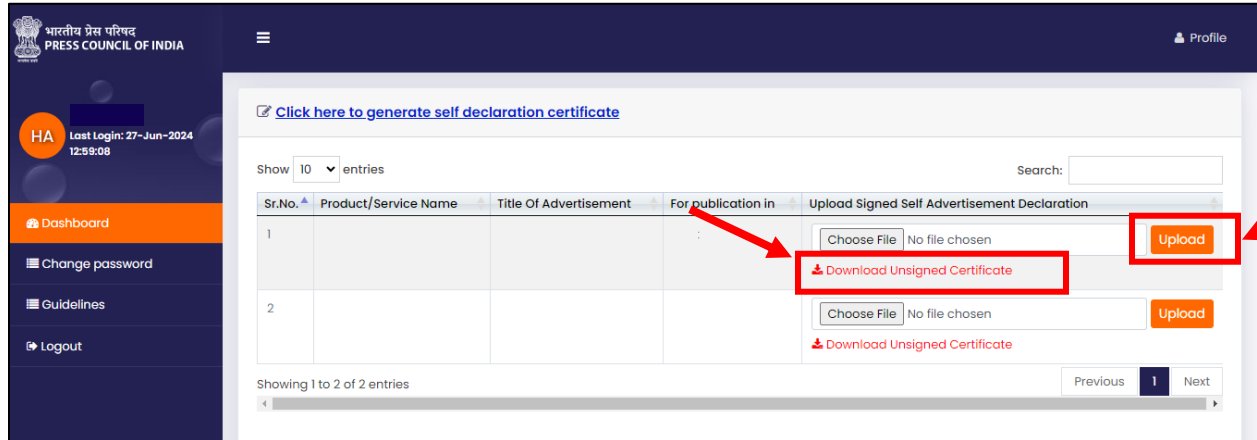
**STEP 4:** To download and upload Self Declaration Certificate click on  
“Upload Signed Self Declaration Certificate”.

स्व-घोषणा प्रमाणपत्र डाउनलोड और अपलोड करने के लिए “अपलोड साइंड सेल्फ डिक्लेरेशन सर्टिफिकेट” पर क्लिक करें।



**STEP 5:** Download the Certificate by clicking on “**Download Unsigned Certificate**”. Sign it and Upload it by clicking on “**Upload button**”.

“डाउनलोड अनसाइंड फॉर्म” पर क्लिक करके प्रमाणपत्र डाउनलोड करें। इस पर हस्ताक्षर करें और “अपलोड बटन” पर क्लिक करके इसे अपलोड करें।



The screenshot shows the user interface of the Press Council of India portal. On the left is a dark blue sidebar with the logo and name of the Press Council of India, and a navigation menu including Dashboard, Change password, Guidelines, and Logout. The main content area has a header with a profile icon and a link to generate a self-declaration certificate. Below this is a table with columns: Sr.No., Product/Service Name, Title Of Advertisement, For publication in, and Upload Signed Self Advertisement Declaration. Two rows are visible in the table. The 'For publication in' column for the first row is highlighted with a red arrow. The 'Upload Signed Self Advertisement Declaration' column for both rows contains a 'Choose File' button, a 'No file chosen' message, and a red 'Download Unsigned Certificate' button. The 'Upload' button in the first row is also highlighted with a red box and a red arrow pointing from the right. The table footer shows 'Showing 1 to 2 of 2 entries' and navigation buttons for Previous, 1, and Next.



The screenshot displays a 'Self-Declaration Certificate for Advertisements in Newspaper'. At the top, the title is followed by a greyed-out 'Certificate Number:'. The main body of the certificate contains a declaration text: 'I/We [redacted] hereby certify on behalf of [redacted] Company, that the advertisement titled [redacted] for Product/Service named [redacted] to be published in [redacted] media does not make any misleading claims and complies with all relevant regulatory guidelines, including but not limited to those stipulated in Rule 7 of the Cable Television Network Rules, 1994 and the norms of Journalistic Conduct 2022 related to advertisements issued by Press Council of India and as directed by the Hon'ble Supreme Court vide its order dated 07.05.2024 passed in WPC No. 645/2022-IMA & Anr. Vs. UOI & Ors. I further declare that all information provided in this certificate is true and accurate to the best of my knowledge and belief.' Below the text is a 'Date of Declaration:' followed by a greyed-out input field. In the bottom right corner, there is a red-bordered box labeled 'Signature of Authorised Representative'. A QR code is located in the bottom left corner.

**STEP 6:** To view the Self Declaration Certificate, click on the “View Signed Self Declaration Certificate”.

स्व-घोषणा प्रमाणपत्र देखने के लिए, “व्यू साइंड सेल्फ डिक्लेरेशन सर्टिफिकेट” पर क्लिक करें।

