

AME Examination Session 02/2021

Subject: Instruction to the candidates for appearing in AME (Basic & Aircraft Type License) examinations 02 of 2021 Session

Important: In view of COVID-19 pandemic situation candidates must adhere to COVID-19 appropriate instructions

1. Candidates must follow all instructions from the Supervisor (Controller of Examination / Supervisor/ Invigilator). Any candidate who does not follow such instructions, their examination may be invalidated. Non-compliance with the Supervisor's directions may also result in suspension from all AME (Basic & Aircraft Type) License examinations.
2. Entry at the examination venue main gate will **START 30 minutes prior and will CLOSE 15 minutes prior** to the start of examination for that particular batch.
3. Candidates, who are already inside the venue are advised to take their allotted seat **15 minutes prior to the commencement of examination** in the examination hall/ lab. No candidate will be permitted to enter the examination hall/ lab thereafter.
4. Breaks for nature's call are permitted once after 1 hour of start of examination. Only one candidate may take a break at any given time. However, no candidates will be allowed for nature's call during the last 30 Minutes of the examination.
5. Candidates are not permitted to communicate among themselves or anyone else other than supervisory/ invigilating staff during an examination. If there arises a need to attract urgent attention, then candidate is required to raise his/her hand to draw the supervisor's attention and explain the matter in a quiet and non-disruptive manner.
6. Abusive behavior of candidate in examination center will not be tolerated. Any candidate indulging in behavior inappropriate to smooth conduct of examination will result into removal of candidate from on- going examination along with forfeiture of fees and may lead to suspension of further exams/permanent debarring from DGCA examination.
7. On completion of examination, candidate will raise his/her hand to draw attention of invigilator. He/she will remain seated and will leave the examination hall only at the instruction of invigilator without interrupting other candidates. Candidate must ensure that he/she has signed the attendance sheet before leaving the examination hall failing which examination may be treated as withheld.
8. Candidates are required to produce any one of the following **in original** as a proof of identity along with valid Admit Card (**preferably in color**) of this particular Session
 - i) Passport
 - ii) Airport entry card – issued by BCAS
 - iii) UID / AADHAR CARD
 - iv) Voter ID
 - v) Defense Identity Card in the case of Defense Personnel
 - vi) Dependent Card issued by Defense Organization.
 - vii) Central / State Govt. Health Cards with photograph of the candidate printed therein.

9. Candidates are not allowed to bring any electronic gadget such as Calculators, Mobile phones, electronic diaries or any other electronic item with memory and audio /video /recording facility. Any type of Wrist Watches/ Wrist Bands, pagers, pen scanners or multimedia devices or other communication devices even in switched OFF mode are not permitted inside the examination hall/lab.further **DGCA will not make any provision to keep them in safe custody and candidates themselves are responsible for safety of their belongings. The candidates will be subjected to frisking at Examination center and all are required to cooperate.**
10. Candidates are not permitted to discuss/clarify any type of ambiguity observed in question(s)/answer(s) with supervisor/observer or invigilator. Candidate can represent such case on objection slip to Examination supervisor for onward submission to CEO.
11. Candidate(s) found using unfair means during examination shall be expelled from the examination venue. Candidate may not be permitted to appear in subsequent examination of the same day and even candidate may be debarred temporarily or permanently from appearing future examinations. There may be the case that examination paper may not be evaluated or result may be withheld .The list of unfair means includes but not limited to:
 - a) Copying or attempting to copy other candidate's answers or helping others to copy own answers.
 - b) Copying or attempting to copy from the un-authorized written material possessed by same or other candidate.
 - c) Consulting other candidates during the examination through speech or sign inside or outside the examination venue
 - d) Attempting to appear in the examination for someone else & arranging someone else to appear on his/her behalf i.e. Impersonation
 - e) Giving or receiving assistance of any kind during examination with a intent of unfair practice.
 - f) Use of prohibited items; such as mobile phones, Calculators, Electronic diaries or any other electronic item with memory and audio /video /recording facility, any type of wrist watches/ wrist bands(metallic/nonmetallic etc.), pagers, pen scanners or multimedia devices or other communication devices.
 - g) Attempting to copy /reproduce questions and / or responses in any form from the examination hall/lab.
 - h) Writing irrelevant matter including inappropriate language on answer sheets / objection slips.
 - i) Attempting to remove any paper from the examination hall/lab
 - j) Leaving the exam room without permission.
 - k) Failing to follow exam Supervisor's / Invigilator's instructions
 - l) Manhandling of Supervisor / Invigilator & other examination staff.
 - m) Creating disturbance in examination hall.

Failure to comply with any of the above rules will disqualify the candidate from appearing in the examination.”

Special Instructions Regarding COVID-19

The examination is conducted as per 'Revised SOP on preventive measures to be followed while conducting examinations to contain spread of COVID-19' of MoHFW Govt. of India.

1. Candidate should check the reporting / entry time at the centre given in the admit card and is to be followed strictly.
2. Candidate need to maintain social distancing (at least 6 feet) from each other at all the time.
3. Candidates should sanitize hands by washing with soap / hand sanitizer before entry to Centre.
4. Candidates are instructed to wear the mask provided by the examination authority at the entrance.
5. The candidates are not allowed to use OWN mask during the examination.
6. New mask will be provided for free at examination venue by the examination authority.
7. Mask must not be left in examination hall/lab and must be disposed off properly in the bin provided thereof.
8. At the time of entry, body temperature (using thermo guns) will be checked and candidates are required to strictly adhere to the instructions of the security staff.
9. Candidates are required to sanitize their hands before and after signing the attendance sheet.””