

Subject – Dos and Don't to be followed in AME- Registration Module.

Since the opening of the NEW 'pariksha.dgca.gov.in' for AME, Help-desk is receiving the following **common queries** from the candidates. It is observed that, candidates are raising the queries directly, **without reading the User Manual, FAQs & Instructions.**

The 'Query' option is introduced for the benefit of the candidates to raise queries, which may not be covered under User Manual, Instructions, FAQ, CAR etc. CEO is in the process of providing satisfactory resolution of all the queries in the shortest possible time. Candidates are advised to wait and not to raise same query again and again.

To minimize the common queries, CEO will update the FAQs and/ or User Manual accordingly time to time.

Candidates are again advised to read the User Manual/ Instructions in details before proceeding in this portal. On the basis of common queries/ e-mail received by the candidates, following salient points are tabulated below for the benefit of the candidates.

S.No.	Common Queries	Answers
1	All Candidates having only Temp Id from previous portal VIMAN trying to log in as OLD candidate Registration / candidate Login option.	Should be treated as NEW candidate and apply accordingly
2	Name of the AME Institute/ approved Organisation/ BMTO not available in the dropdown list.	Concerned competent authority should request with supporting documents through helpdesk e-mail for inclusion of the name as per User Manual under subject line – “AME-Request for MASTER LIST UPDATE-AME Institute/ Organization/ BMTO”
3	Type of Engine/ Aircraft not available in the drop down list.	Concerned competent authority should request with supporting documents through helpdesk e-mail for inclusion of the name as per User Manual under subject line – “AME-Request for MASTER LIST UPDATE-Aircraft/ Engine”
4	Whether BVC received from boards should be sent in sealed envelope ?	AME candidate may open and follow the instructions as per user manual to upload the same.
5.	List of supporting documents to be submitted for Photo & Signature ?	Updated photo & signature MUST be duly attested by the competent authority with stamp on the last page of the Update Profile Form. Any GOVT ID in support of photo/ signature may be uploaded as supporting documents.
6.	When will be the next examination ?	Initially this new portal is opened for 'Registration Module' only. Opening of Examination Module for inviting application will be intimated by Public Notice shortly.
7.	New applicant from Basic Maintenance Training Organisation (BMTO) applying for computer number selecting the wrong name of the organization from the drop down list.	Should select the name of the BMTO from the available drop down list, with prefix respective CAT of approval under which the candidate is admitted.