

Sub: REGISTRATION & ALLOTMENT OF COMPUTER NUMBER-AME

The registration and allotment of computer number for AME candidates was brought ONLINE with effect from NOV'2016 through VIMAN portal & for the PILOT candidates, the same was through UDAAN portal.

Now CEO,DGCA has developed a combined NEW portal <https://pariksha.dgca.gov.in>. with lot of enhanced provisions. This portal is to be used by all the AME candidates [**NEW & OLD***] for registration, uploading of photo, signature and mandatory documents, profile update, allotment of Computer Number (*for NEW candidates only*), applying for examination, printing of admit cards etc.

[***All AME candidates who have been allotted computer number till July 2018**].

Detailed step by step procedures to be followed by the AME candidates are available under the 'User Manual' tab of this new portal. Candidates are advised to download the AME Manual and proceed through **AME Section** of this portal after carefully reading the Manual and the following instructions :-

1. All "**NEW & OLD**" AME Candidates are required to visit <https://pariksha.dgca.gov.in>. and use the respective tab for "NEW & OLD " AME Candidate, under "**Registration Module**" to fill up the required details and "Submit".
2. Individual **Email ID** and (+91) **Mobile Number** of the candidate are the important pre-requisite for registering in this new portal. All important information including Computer Number, Roll Number, Result etc. will be communicated to the respective candidate through this email ID and/ or SMS only.
3. Initially mobile number will be verified through a One Time Password (OTP) and for cross verification a temporary link for activating the account **within 24 hours**, will be sent to the registered e-mail id.
4. The password length should be of minimum 8 characters. It must contain at least one upper case letter (A-Z), one lower case letter (a-z), one special character (!@#%)and one numeric value (0– 9).
5. The "OLD AME Candidate Registration" is a **ONE TIME** exercise and **not required** for each session of examination. Without registering in this new portal, no candidates **will be able to appear in any examination/ access the Exam History in future.**
6. All OLD Candidates after registering **MUST CHECK** their PASSED Papers. (if any). Ambiguity/ mismatch, if any, observed in the saved data, must immediately be brought to the notice of CEO through HELPDESK within 07 days from the date of registration .

However for any mismatch observed in saved personal profile data (e.g Name /D.O.B / Father's Name etc.), candidate should continue with the registration process and subsequently, after successful registration should update the mismatch data, through 'Update Profile' option.

7. Allotment of Computer Number through this portal is open 24 X 7 for all NEW AME candidates.
8. However for **appearing in the 1st examination** under this portal, the hard copy of the online submitted Allotment of Computer Number Applications along with all enclosures must reach CEO latest by **10thSept'2018** for all NEW candidates including the **candidates rejected in VIMAN till 24.07.2018,**
9. Allotment of Computer Number does not automatically enroll the applicant for the examination. The successfully registered OLD candidates and NEW candidates with allotted computer number, can submit online application for examination along with the requisite fees (through Bharatkosh only), after the examination portal is declared open, which will be notified through a separate Public Notice on DGCA web-site as well as in the AME 'Notice-Board' of this portal.
10. Candidates are advised to forward all queries, request etc. to the dedicated e-mail address help.pariksha.dgca@gov.in with a proper subject line. Additionally a HELPDESK phone number **011-26196307** is also made available during (1000-1700 hrs.) on all working days for the benefit of the candidates.
11. OLD Candidates, who are unable to log in for registration must send a request through E-mail at help.pariksha.dgca@gov.in under the subject line “ **AME- OLD CANDIDATE UNABLE TO LOG IN- E XXXX XXXX**” with self attested scanned copy of proof of computer number and date of birth certificate/ 10th Certificate as attachment for verification of computer number and date of birth. Subsequently they should take a print of the E-mail and send through speed post to CEO, DGCA so as to reach **within 10 days** from e-mail date along with the same hard copy of the (self attested) attachments.
12. All OLD candidates whose saved/uploaded **PHOTOGRAPH** are not meeting the specification as per latest User Manual Chapter 2, [*especially if the back ground of the saved photograph found NON-WHITE &/or without Name & Date of photo taken on photograph*], are advised to update their photograph at the earliest through the 'Update Profile' option, otherwise during issuing of Roll Number/ Admit Card for examination in future, their application is liable to be rejected due to 'Improper Photograph'.

--XXX-