

INSTRUCTIONS TO THE CANDIDATES - AME

1. Candidates are advised to read the respective chapter of the latest User Manual and to check AME Notice Board for any latest information/ Instructions/ Guidance before proceeding in this portal.
2. Candidate must ensure the eligibility as per the latest CAR/ Guidelines/ Instructions etc, before applying for Computer Number or respective examination paper(s).
3. It is the responsibility of the candidate to fill correct information in this portal.
4. 'Computer Number' is the prerequisite for appearing in any examination through this portal.
5. Computer Number is allotted by CEO to a NEW / (Pre-1992) candidate.
6. Submission of 'Application for Allotment of Computer Number' form does not guarantee allotment of computer number.
7. Computer Number once allotted is unique for a particular candidate. Thereafter, candidate should use the 'Candidate Log-in' option to enter in this portal.
8. OLD Candidates (already having Computer Number issued by CEO) mandatorily need to register in this portal for migration of data from previous portal/ system to access their profile/ 'Examination History' and appearing in any future examination(s).
9. After successful submission of any application online, the duly signed/ verified hard copy of the same (*PDF copy received through registered e-mail*) must reach CEO at the following address by speed post maximum within **10 days** from the date of online submission.

CENTRAL EXAMINATION ORGANISATION (CEO)
O/O Directorate General of Civil Aviation,
EAST BLOCK-III, LEVEL-III,
R.K. PURAM, NEW DELHI-110066.

10. Candidate can 'Update Profile' through this portal as per procedure defined in User Manual.
11. While forwarding any application to CEO, the envelope must be super-scribed in capital the respective 'subject line' mentioned in the User Manual for better traceability and monitoring purpose.

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