



Directorate General of Civil Aviation  
Online Examination Portal



**PARIKSHA.DGCA**

**AME**

(Aircraft Maintenance Engineer)

**USER MANUAL**

By

**CENTRAL EXAMINATION ORGANIZATION**  
**O/O DIRECTORATE GENERAL OF CIVIL AVIATION**  
East Block-III, Level-III, R.K.Puram  
NEW DELHI-110066

Website: <https://www.pariksha.dgca.gov.in>

(Created and Maintained By NIELIT, Delhi Centre)

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## 1A- Record of Revisions

<b>Issue/Revision</b>	<b>Dated</b>	<b>Reason for issue/Revision</b>
Issue -1	August 2018	Initial issue

## **1B- Introduction**

**1B.1** The Directorate General of Civil Aviation (DGCA) conducts the examination for the issue/ extension of Aircraft Maintenance Engineer (AME) License, in accordance with Rule 61 of Indian Aircraft rules 1937 and CAR 66.

The Central Examination Organization (CEO) of DGCA, located at R.K. Puram, New Delhi is responsible for conducting these examinations.

This portal “<https://pariksha.dgca.gov.in>” is launched with effect from **AUGUST 2018**. This is a combined portal for registration and conduction of all examinations (ONLINE/ OMR) by CEO for both Aircraft Maintenance Engineer (AME) and Flight Crew (FC).

It will replace the existing portal VIMAN and UDAAN being used for registration and examinations of AME and FC.

The applicants/ candidates are required to interact with this portal for Registration, Allotment of Computer Number/ Roll Number, Printing of Admit Cards, Examination History etc.

This document provides step-wise instructions for the registration (Allotment of Computer Number) and all modular online examination process as per CAR-66, with visual screens for easy and better understanding. It also describes the error messages in red colour (if any) encountered while proceeding in this portal with appropriate remedial actions required to be taken by the candidate.

**Candidates are advised to read Instructions and Notices as published time to time in AME Notice Board of “<https://pariksha.dgca.gov.in>” portal/ DGCA website in conjunction with the latest USER MANUAL.**

## **1B.2 Available Services:**

Following services will be available for NEW & OLD candidates :-

### **NEW Candidate Registration (Allotment of Computer Number)**

The NEW applicants including all **pre-1992** passed/ licensed candidates/ BAMEC holders, who have not registered in computerized CEO database so far, also have to mandatorily apply as NEW Candidate with copy of license/ BAMEC for allotment of computer number, if they desire to appear in any examination including that for Limitation removal paper(s) in future.

#### ➤ **OLD Candidate Registration.**

All candidates who have been allotted computer number Pre launch of this portal “<https://pariksha.dgca.gov.in>” have to mandatorily register in this portal once.

#### ➤ **Track Submitted Application Status.**

#### ➤ **Update Profile.**

#### ➤ **Help Desk.**

#### ➤ **Examination Application.**

## **1C- Abbreviations**

**AME** : Aircraft Maintenance Engineer

**AIU** : Association of Indian Universities

**BAMEEC**: Basic Aircraft Maintenance Engineer's Examination Certificate

**BAMEL** : Basic Aircraft Maintenance Engineer's Licence

**BMTO** : Basic Maintenance Training Organization

**BVC** : Board Verification Certificate

**CAR** : Civil Aviation Requirements

**CEO** : Central Examination Organization

**CI** : Chief Instructor

**DGCA** : Directorate General of Civil Aviation

**DOB** : Date of Birth

**Dy** : Deputy

**FC** : Flight Crew

**QM** : Quality Manager

**TM** : Training Manager

## 1D- Minimum System & Software Requirements

### 1D.1 Hardware/ Software Requirement:

The minimum system requirements for accessing the NEW portal "<https://pariksha.dgca.gov.in>" are:

- a) Google Chrome version 68 and above
- b) Internet Explorer version 11 and above
- c) Internet Connection.

### 1D.2 Application Requirements:

Individual **E-mail ID** and (+91) **Mobile No.** of the candidate are important components of the system. All important information such as Computer Number, Roll Number, Examination Schedules, and Application Status etc. will be communicated to the candidate through the same e-mail ID and/ or SMS to the given mobile number only.

- a) One e-mail ID is confined to **one candidate** only for AME Registration.
- b) The **Login ID** and the **Password** are unique to each candidate and s/he is responsible to protect it.

### 1D.3 Password Policy:

Minimum Password length should be of 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 ]

### 1D.4. Candidate needs to keep ready scanned/soft copy of the following:

- Applicant's Photograph & Signature in JPG, JPEG format
- All supporting documents in PDF format.

**1D.5** Following are the maximum size and format of the documents which may be uploaded.

**Document Type & Size Table**

SL.NO	Name Of The Document	TYPE	Max. Size
1.	Applicant Photograph	Jpeg/jpg	70 KB
2.	Applicant Signature	Jpeg/jpg	20 KB
3.	X <sup>th</sup> Certificate / Date of Birth Certificate	PDF	100 KB
4.	X <sup>th</sup> Mark sheet	PDF	200 KB
5.	Board Verification Certificate for X <sup>th</sup> qualification	PDF	100 KB
6.	XII <sup>th</sup> / Technical Diploma/ XII th equivalent Mark sheet	PDF	200 KB
7.	Board verification certificate for XII <sup>th</sup> / Diploma/Equivalent qualification	PDF	100 KB
8.	10+2 Equivalent certificate	PDF	100 KB
9.	Copy of Proof of Permanent Address	PDF	100 KB
10.	Association of Indian University Certificate	PDF	100 KB
11.	AME License/BAMEEC / BAMEL	PDF	200 KB
12.	UID Aadhaar Card	PDF	100 KB
13.	Passport	PDF	200 KB
14.	Nationality proof for Nepal/Bhutan(if applicable)	PDF	100 KB
15.	Security Clearance Certificate	PDF	100 KB
16.	Experience Certificate	PDF	100 KB
17.	Any other certificate	PDF	100 KB

**1D.5.1 Specification of the Images:**

- a. The Size of the **colour** photograph has to be **45mm height X 35mm width** (Passport Size) taken on a **white background** without borders. The **face size** should be approximately **70%** of the photograph. The photograph should be preferably of MATT finish.
- b. The face of the candidate must be clear and recognisable. No goggles, cap, no selfie, no side facing photograph will be accepted.
- c. The size of the scanned colour photo image should not be more than 70kb **with Name of Candidate & Date of photo taken** (not older than 3 months old).

- d. Sample photograph.



- e. The size of the scanned signature image should be within is 20mm height X 45mm width on a white background without border.
- f. The size of the scanned Signature image should not be more than 20kb.

**1D.5.2 Date of Birth Certificate:**

Attested (refer\*NOTE below) copy of one of the following documents, in which DoB is mentioned, are acceptable:

- a) Birth Certificate issued by the Registrar of Births and Deaths or the Municipal Corporation or any other competent authority, whosoever has been empowered under the Registration of Birth and Deaths Act, 1969 to register the birth of a child born in India.
- b) 10th Std. Pass Certificate / Mark sheet.
- c) Passport.
- d) Aadhaar Card.
- e) Election Photo Identity Card (EPIC) issued by the Election Commission of India.

**Note:** DOB must be same in all supporting document submitted by the candidate.

**1D.5.3 Proof of Permanent Address:-**

Attested copy of one of the following (containing permanent address):-

- (a) Aadhaar Card,

- (b) Passport,
- (c) Voter ID,
- (d) Ration Card,
- (e) AME License issued by DGCA
- (f) Proof of address issued by State/ Central Government.

**1D.5.4 Association of Indian universities (AIU) Certificate**

AIU certificate is must when candidate possess equivalent qualification from foreign universities situated in India or Abroad.

**1D.5.5 Security clearance**

For any foreign nationals (**except** Nepal & Bhutan) a Security Clearance Certificate must be obtained before applying for Allotment of Computer Number.

**1D.5.6. 10<sup>TH</sup> and 10+2 Board Verification Certificates (BVC):**

a) Verification certificate is mandatory for all “NEW” candidates (**except pre-1992** candidate). BVC is required for both 10th and 10+2 (or its equivalent) from a recognized board (recognized by Council of Boards of Secondary Education, State Govt. Education/Technical Board).

b) BVC for 10th and 10+2/ 10+2 equivalent must be submitted by all candidates including :-

- (i). Indian School/ Board/ University situated in India or Abroad.
- (ii). International School/ Board/ University situated in India or Abroad.

In case verification of qualification for concerned board is **available online**, at the time of registration the candidate must **upload an attested** (refer\*NOTE below) copy of the same, and must send the same attested hard copy to CEO. Candidates are advised to mention the **respective link** and other required information (on the hard copy of BVC) for downloading/ viewing the online document for verification by scrutinising officer.

If it is observed that with the given information, the online document is found not accessible by the scrutinising officer, then the application is liable to be rejected.

In the case of applicants who earned the qualification from foreign university, education system and/ or studied in foreign country, the BVC for such

qualifications are required to be obtained from the concerned board (under whom the institution is awarding pass certificates / mark sheets).

**1D.5.7. 10+2 Equivalence Certificates/AIU Certificate:**

a) In case the applicant has acquired the Basic Qualification (10+2 or equivalent) from International School/ Board/ University situated in India or abroad, in addition to the Board Verification Certificate, enclose attested (refer \*NOTE ) copy of equivalent certificate issued by AIU.

However Equivalent certificate/ AIU are not required for schools situated abroad recognized under Indian Boards e.g KV situated abroad.

b) The Mark sheet for equivalent qualification must display the **individual passing marks** obtained in **Physics, Chemistry** and **Mathematics** subjects.

c) Diploma in Aeronautical, Mechanical, Electrical and Electronics engineering recognized by State Technical Education Board shall be considered as equivalent qualification.

d) For other diploma except mentioned above, to prove the equivalence to 10+2, in Physics, Chemistry and Mathematics, the applicant **must submit a 10+2 equivalent certificate** from respective board.

**1D.5.8** AME License/ BAMEEC / BAMEL (in pdf format): It is mandatory for Pre 1992 candidate to upload and forward the attested (refer \*NOTE) copy of the same with application.

**\*NOTE:**

1. In case of candidate is from BMTO/ AME Training Institute/ Approved organization/ Defence, at least the photograph, BVC (if offline), DOB proof and Security Clearance (if applicable) are required to be **attested by the same signatory authority** forwarding the application. Rest all documents may be self attested.
2. In case of **PRIVATE/ UNEMPLOYED candidate** at least the photograph, BVC (if offline), DOB proof and Security Clearance (if applicable) are required to be **attested by a Gazetted Officer/ Notary Public**. Rest all documents may be self attested.

## 2A-Registration Module

**2A.1** Registration Module is applicable for all candidates who desire to appear in AME licence examination(s).

Candidates are advised to visit online Exam Registration Portal of DGCA by typing the URL “<https://pariksha.dgca.gov.in>.”

Following screen will be displayed:

The screenshot shows the top header of the portal with the DGCA logo on the left and the Government of India emblem on the right. The main heading reads 'Directorate General of Civil Aviation Online Examination Portal'. Below this is a dark blue banner with the text 'WELCOME TO 'PARIKSHA.DGCA''. A central white box contains the following text: 'This new online Registration and Examination portal of DGCA [pariksha.dgca.gov.in](https://pariksha.dgca.gov.in) is an integration of 'VIMAN' and 'UDAAN'. This Portal will be used for all the future Examinations conducted by CEO for AME and Flight Crew. All the candidates (AME and Flight Crew) having Computer Number, have to mandatorily register on this portal for appearing in any future examination.' Below the text is a blue link: 'Click Here To Proceed'.

Click on “**Click Here To Proceed**”.

Following screen will be displayed:

The screenshot shows the 'Login Module' page. The header is identical to the previous page. Below the header is a navigation menu with links: Home, About Us, USER MANUAL, Help Desk, Suggestions, FAQs, Contact Us. The main content area is divided into two columns. The left column has a green header 'AME' and lists: 'NEW Candidate Registration', 'OLD Candidate Registration', and 'Candidate Login'. Below this is a green header 'NOTICE BOARD-AME'. The right column has a blue header 'FLIGHT CREW' and lists: 'NEW Candidate Registration', 'OLD Candidate Registration', and 'Candidate Login'. Below this is a blue header 'NOTICE BOARD-PILOT'.

**2A.2** Registration module for AME is divided in following two categories :

1. **NEW** Candidate Registration.
2. **OLD** Candidate Registration.

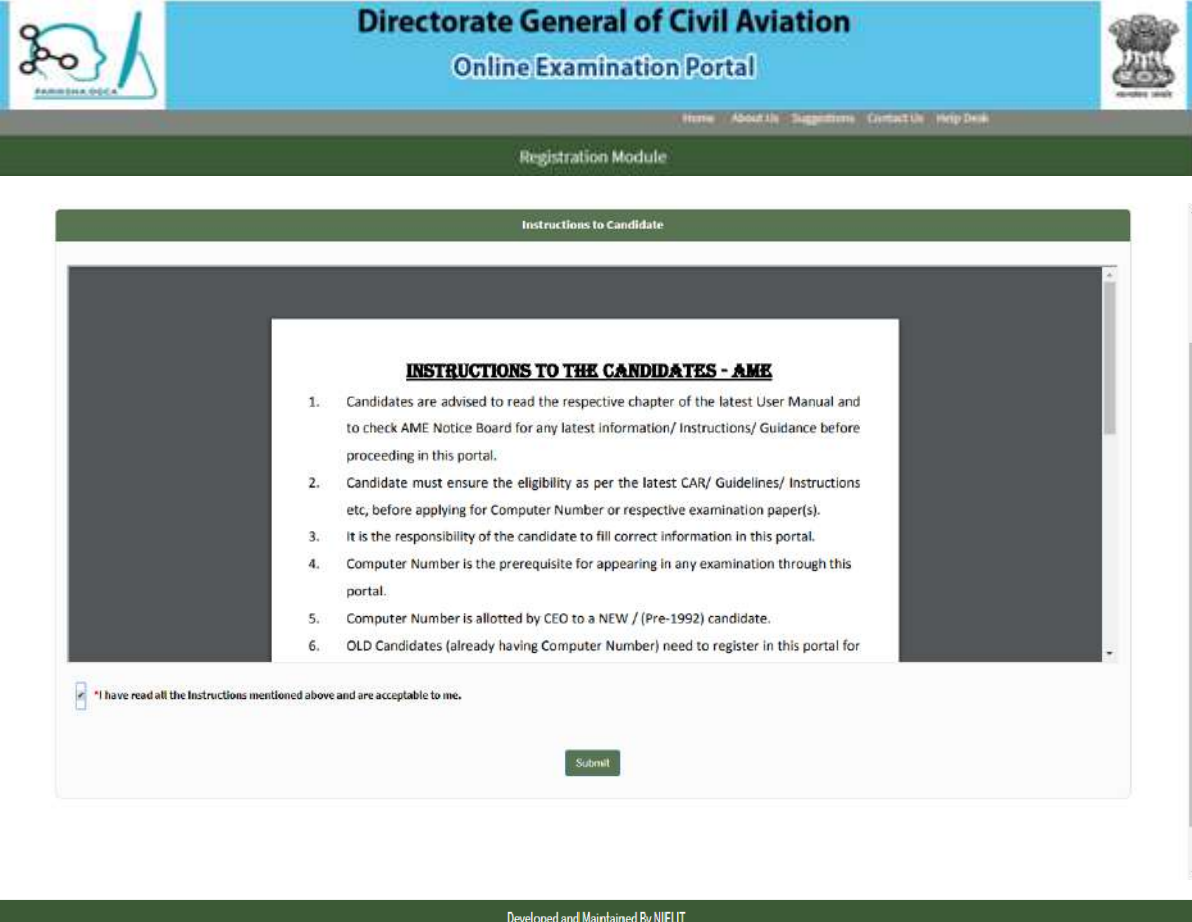
Candidate required to select the correct option to proceed.

1. **NEW Candidates** are advised to follow the procedure defined in **2B** of chapter 2.
2. **OLD Candidates** are advised to follow the procedure define in **2C** of chapter 2.

## 2B- NEW Candidate Registration

**2B.1** NEW Candidate Registration form is the entry level form for the candidate (not having computer no), who wants to register to appear in AME license examination conducted by DGCA. (Including all pre-1992 passed / licensed candidates / BAMEC holders, who have not registered in computerized CEO data base so far also, have to mandatorily apply as NEW with copy of license/ BAMEC for allotment of computer number, if they desire to appear in any examination including that for Limitation removal paper in future.).

**2B.2** After Clicking on “NEW Candidate Registration” tab under Registration Module following screen will be displayed:



Directorate General of Civil Aviation  
Online Examination Portal

Registration Module

Instructions to Candidate

**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. OLD Candidates (already having Computer Number) need to register in this portal for

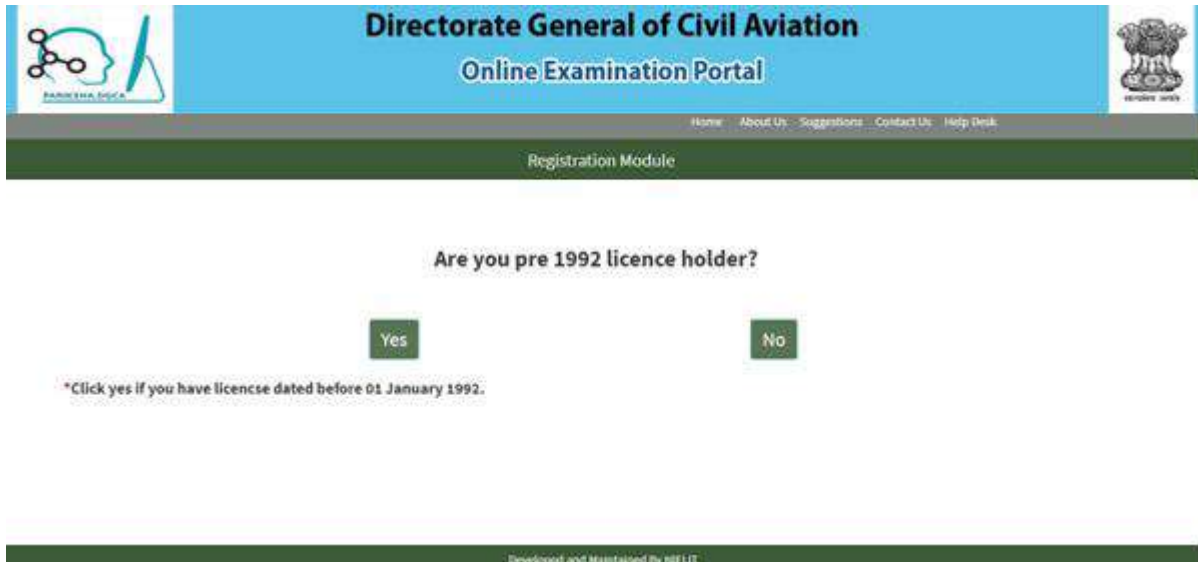
I have read all the Instructions mentioned above and are acceptable to me.

Submit

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Candidate should read the “**Instructions**” carefully before proceeding for registration and subsequently confirm by putting  in the check box and click on “**Submit**” button.

Following screen will be displayed:

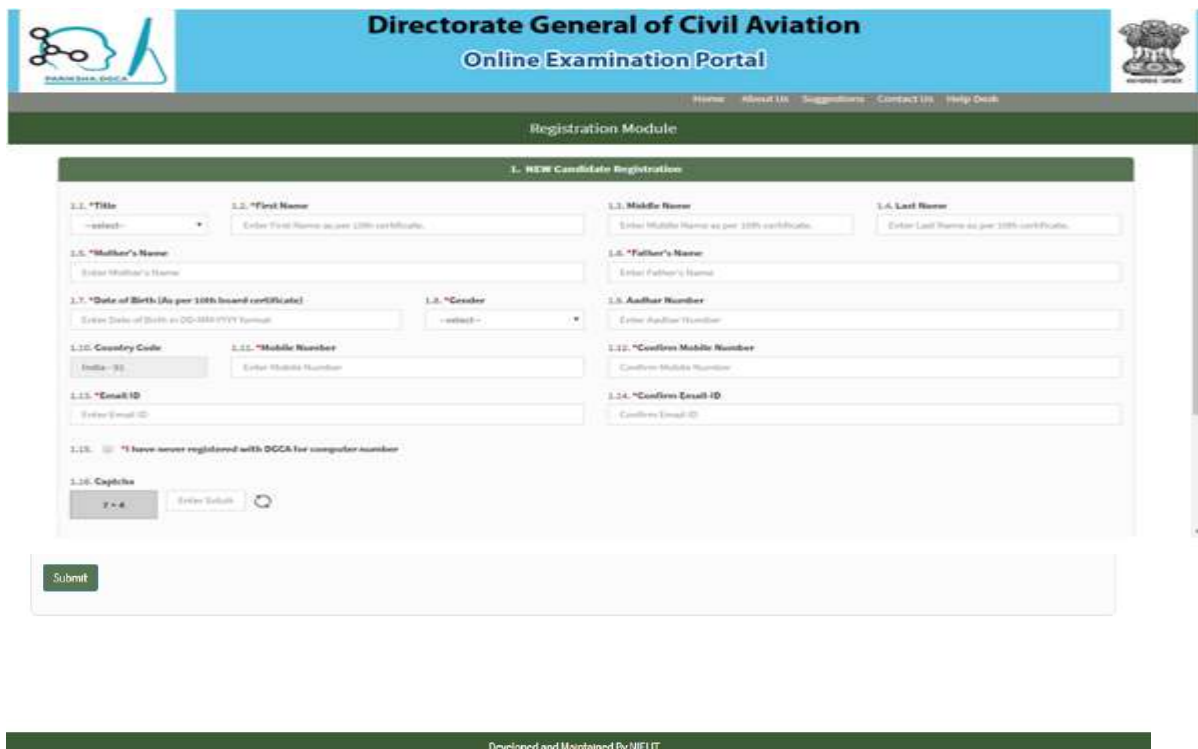


Following question will appear in screen:

**Are you pre 1992 Licence Holder?**

**2B.3** If candidate is **Pre 1992** License Holder click on **YES** otherwise **NO**.

Following screen will be displayed:



**The candidate is required to enter:**

- All Mandatory Fields marked as **\*(asterisk)**
- Select options from the given dropdown lists of all master lists.
- For verification during initial registration OTP will be sent to the given mobile no. India based mobile number with prefix **+91** is **only acceptable**.
- Name, DOB (date of birth), Father's/ Mother's/ Guardian's Name (if mentioned in certificate) should be **as per class Xth Pass Certificate/ Mark sheet only**.

**Note:**

If the required data in dropdown is not available, the candidate of approved organisations are advised to select 'OTHERS' and should continue to complete the application. Subsequently must contact helpdesk to update the master list. The respective application will be approved only after the master list is updated.

However for BMTO & Trainee should contact respective TM/ CI for processing of request for addition of the name of BMTO/ AME Institute first and then should apply.

Fill up all details and click on **“Submit”**.

Following screen will be displayed:



**Enter the OTP** as received on the registered Mobile and click **“Submit”**. If OTP is not received on the registered Mobile, click **“Resend OTP”**.

On clicking the submit button, the following screen will be displayed and, registration details will be saved.



Proceed further for email verification as shown in the screen.

After submitting the Registration Form, candidate will receive link on the registered email address. The **Link is valid for 24 hours from the receipt**. Candidate needs to generate a Password. If the link is not activated within 24 Hrs, the registration process is required to be done again by the candidate.

After clicking on the link sent in registered email following screen will be displayed:



Generate password as per password policy and **“Submit”**.

**2B.4** Candidate is now required to use the **“Candidate Login”** tab under Registration Module.



Following screen will be displayed:



Candidates are required to fill credentials and click on Login.

Then following screen will be displayed:



**Note:** Candidate are advised to press the SAVE button during filling the Application Form to save the details.

**Candidate required to fill up Personal Details:**

2. Study Details

2.1. Have you studied in Non Indian or Abroad University, situated In India or Abroad?  YES  NO

2.2. Do you have AIU / equivalent education qualification certificate?\*  YES  NO

**Candidate required to fill Study Details.**

3. Passport

3.1. Passport Number : 1234567890

3.2. Date of Issue : 11-11-2011

3.3. Date of Expiry : 11-11-2014

3.4. Issuing Authority & Country : INDIA

4. Applicant Type

4.1. Applicant Type Details\*

4.1.1. BTO 4.1.2. Trainee 4.1.3. General/Other 4.1.4. Defence

**Candidate require to fill up Passsport Detail (if applicable).**

**Candidate should appropriately select “Applicant Type” as below:**

- **BMTO:** This is applicable for the candidate of Basic Maintenance Training Organisation approved under CAR 147 (Basic)
- **Trainee:** This is applicable for the candidate of AME Training Institute approved under CAR Sec 2 Series E Pt VIII
- **General/Other:** This is applicable for the candidate of any Organization approved under CAR 145/ CAR-M & also for PRIVATE & UNEMPLOYED candidates.
- **Defence:** This is applicable for Serving or Retired Defence personnel / Paramilitary Serviceses Personnel.

**Note:**

- (i) Candidates working in **Foreign Organization** (not having DGCA approval) may use **“OTHERS”** and proceed to complete the registration.
- (ii) For the candidate from **BMTO/ AME Institutes** Correspondence Address will be **autofilled** from the master database. However candidate must fill the Permanent Address as per the submitted address proof.

5. Correspondence Address

5.1. Address Line 1\*       5.2. Address Line 2       5.3. Address Line 3

5.4. Village/Town/City\*       5.5. Country\*

5.7. State\*       5.8. Pin/ Zip\*

5.10. My permanent address is same as correspondence address  YES  NO

NOTE: If your country name does not appear please contact Help Desk

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6. Permanent Address

NOTE: If you are Foreign candidate then your Permanent Address must be same as Passport otherwise your application is liable to be rejected.

6.1. Address Line 1\*       6.2. Address Line 2       6.3. Address Line 3

6.4. Village/Town/City\*       6.5. Country\*

6.7. State\*       6.8. Pin/ Zip\*

6.10. If your country name does not appear please contact Help Desk

(iii) All other candidate require to fill up Correspondance Address and Permanent address.

**Note:** All candidates from **BMTO and AME Institutes** are advised to mandatorily update the **“Applicant Type”** and **“Correspondence Address”** after passing out from BMTO/AME Institute, through Profile Management.

7. Education

Qualification Id	Name of Degree/Diploma	Board/University	Duration(In years)	Year of Passing	Result Type	Marks/GPA Obtained	Maximum Marks/GPA	Grade / %age	Action
10+2	CBSL	Board of School Educn	3	2012	Percentage	75	100	75	
10+2 with 1	CBSL	Board of School Educn	3	2013	Percentage	80	100	80	<a href="#" style="color: red; text-decoration: none;">Remove</a>

[Add Row](#)

**Candidate required to fill up Education Detail :**

The screenshot shows a web form with two main sections. The first section, titled '8. Total Experience', contains two input fields: '8.1. Total Aircraft Engineering Experience' (with a value of 1) and '8.3. Month(s)' (with a value of 12). The second section, titled '9. Relevant Experience Details', is a table with columns for 'Organisation/Approved AME Ins. Title', 'From', 'To', 'Type of System', 'Type of Aircraft', 'Type of Engine', and 'Action'. A single row is visible with the following values: 'Institute for Aircraft', '2014', '2018', 'Aircraft', 'EC 150B1', 'EngineType', and a 'Remove' button. Below the table is an 'Add Row' button. At the bottom of the form are four buttons: 'Back', 'Reset', 'Save', and 'Save and Next'.

Candidate to fill up Total and Relevant latest max three experiences and click on Save and Next, Below screen will Appear:



Candidate to ensure that filled **details are correct before click on “OK” button**, as it can't be altered later on.

**Following below screen will appear:**

S.No.	Ref.No.	Document Type	Document / Certificate Reference Number	Upload Document
1		Applicant Photograph		Choose File [pic.jpg] <a href="#">Click to view</a>
2		Applicant Signature		Choose File [signature.png] <a href="#">Click to view</a>
3	1.B	Date of Birth Proof	Document Number	Choose File [sample.pdf] <a href="#">Click to view</a>
4	7	10th Certificate	Document Number	Choose File [sample.pdf] <a href="#">Click to view</a>
5	7	Board Verification Certificate for 10th qualification	Document Number	Choose File [sample.pdf] <a href="#">Click to view</a>
6	7	10th / Technical Diploma Marksheet	Document Number	Choose File [sample.pdf] <a href="#">Click to view</a>
7	7	Board verification certificate for 10th/ Diploma	Document Number	Choose File [sample.pdf]
8	6	Copy of Proof of Permanent Address	Document Number	Choose File [sample.pdf]
9	3.2	Association of Indian University Certificate	Document Number	Choose File [sample.pdf]
10	1.9	UID Aadhar Card	Document Number	Choose File [sample.pdf]
11	8	Experience Certi From 10/10/2010 To 10/10/2012	Document Number	Choose File [sample.pdf]

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Candidates are required to upload the documents and after uploading **must view the same to check** that the each document are correctly uploaded at the right place with correct orientation and are legible.

Click on the **Save and Submit** button, the registration details will be updated and system would display the message **“Records Saved successfully”** and Review screen will come showing all the details filled in form.

**2B.5** Review Form screen will appear, **candidate must read all details** in the review form before FINAL SUBMIT.

Candidate has to  at the box provided before **“Final Submit”**. On successful submission, a pdf form of filled information will be created and the same will be sent to the registered email ID.

Following screen will be displayed:



**2B.6** Candidate should note the Temp ID for any future query.

**2B.7** Candidate has to **take print of pdf form sent on registered email**, paste the same photograph which has been uploaded and sign in the designated box with **black ink**. Candidates are advised to attach **all hard copies (ATTESTED & LEGIBLE/READABLE)** of uploaded documents **in same sequence as given in uploaded document list** of printed pdf form, and must forward the same after completing all formalities to CEO by Speed Post, so as to reach **within 10 days** of date of submission of application online.

The envelope containing the application MUST be super-scribed in capital and bold letters as **“AME- APPLICATION FOR ALLOTMENT OF COMPUTER NUMBER”**.

[If the hard copy of the application not received in CEO within 10 days, application will be **AUTO REJECTED**.]

**Pre-1992 candidates** applying for the ‘Allotment of Computer Number ‘are advised to upload & forward **mandatorily** the copy of their **BAMEL/BAMEEC/ License** and also should **mark in bold ‘Pre-1992 candidate’** in the footer of each page of the **CA Form 19-07** for easy identification.

**2B.8 Approved Candidate:**

If the registration form is approved then the computer number will be generated and a mail will be sent to respective registered email Id's. Thereafter candidate should login by using **Computer Number and Password** to access this portal.

**2B.9 Rejected Candidate:** If the registration form is rejected then mail will be sent to respective registered email ID's with the reasons of rejection.

Once rejected, candidates should log in with her/ his registered e-mail id and **CORRECT ONLY the reason of rejections**. Then should forward the application by speed post along with respective supporting documents as per the procedure as given in Para 2B.7.

## 2C- OLD Candidate Registration

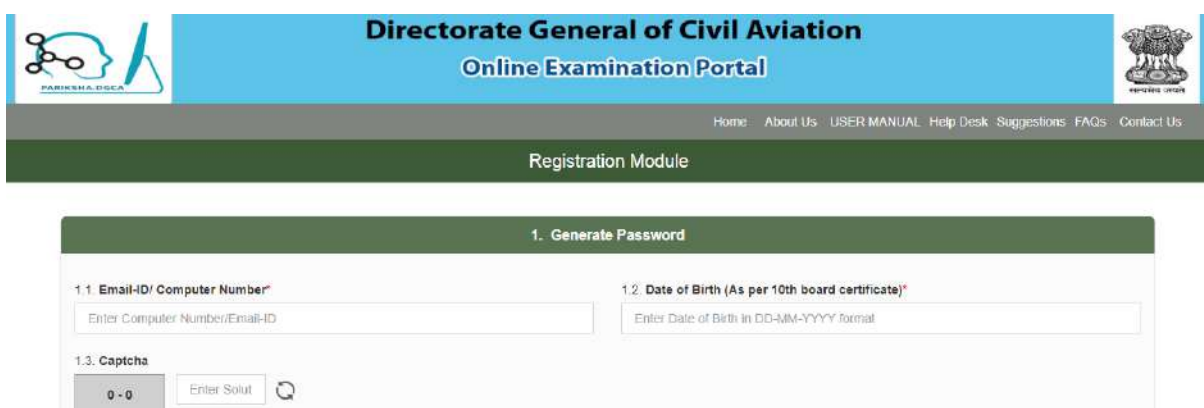
**2C.1** This part describes the procedure for registering with Online System of Examination for the candidate to whom a Computer Number has been allotted earlier and who hasn't registered with "<https://pariksha.dgca.gov.in>" portal.

OLD Candidates already registered in previous (VIMAN) online system to use their Computer Number as their login credential.

### 2C.2 Click on the "OLD Candidate Registration"



Following screen will be displayed:



Candidate required to fill the **Computer Number & Date of Birth** to proceed further for registration.

**Note:**

OLD Candidates those 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-UNABLE TO LOG IN- E-XXXXXXX”** 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. 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 hard copy (self attested) of above stated documents.

The envelope containing such request should be super-scribed in capital and bold letters as **“AME-UNABLE TO LOG-IN”**.

**2C.3** After login using computer Number & Date of Birth, candidate personnel details and other data will display. Candidate must read all the details in the review form before FINAL SUBMIT.

Candidate has to  at the box provided before **“Final Submit”**.

**Note:**

- (i) OLD Candidates having Computer Number but **not registered** in previous (VIMAN) online system should fill the all required details and submit.
- (ii) OLD Candidates **already registered** in previous (VIMAN) online system needs to fill up only the editable fields for which information is not available or any changes required.
- (iii) **In case of any mismatch** in filled information which is not editable, candidate is required to first **complete the registration** and then can correct it through profile management.
- (iv) After registration, all OLD candidates **MUST check their PASSED PAPERS** (if any) through the **‘Exam History’** tab. Any anomaly observed must be brought to the notice of CEO **within 10 days** of registration.
- (v) Pre-1992 passed paper(s) record will not be displayed, however the necessary credit has been considered.
- (vi) Hard copy of registration application form is **NOT REQUIRED TO BE FORWARDED TO CEO.**

**2C.4** All OLD candidates whose saved/ uploaded **PHOTOGRAPH** not meeting the required specification (as per User Manual Para **1D.5.1**), especially if the back ground of photograph is NOT WHITE &/or without Name &/or without date of photo taken on photograph, are advised to update their photograph at the earliest through update profile failing which, during issuing of Roll Number/ Admit Card for examination in future may be liable to be rejected due Improper Photograph.

**Examination**

**KEPT  
INTENTIONALLY  
BLANK**

## 4A- Track Application Status

Once the Registration form is submitted by the **NEW** Candidate, s/he can track the status of the application after login.

**4A.1** Enter the valid login credentials for tracking the application status.

The screenshot shows the login interface of the Directorate General of Civil Aviation Online Examination Portal. The header includes the DGCA logo, the text "Directorate General of Civil Aviation Online Examination Portal", and the Indian national emblem. A navigation bar contains links for Home, About Us, USER MANUAL, Help Desk, Suggestions, FAQs, and Contact Us. Below this is a "Login Module" section with two panels. The left panel, titled "Notice Board for AME", contains the text "Guidelines for registration for AME Candidates:". The right panel, titled "Login", features input fields for "Email-ID/ Computer Number\*" and "Password\*", a "Forgot Password" link, and a "Captcha" section with a "4 + 2" challenge and an "Enter Solution" input. A "Login" button is at the bottom, accompanied by a red note: "NOTE: Candidate can login using their registered email id till the time of creation of a Computer Number."

Following screen will be displayed:

The screenshot shows a user's profile page. The user is identified as "MOHAMME DIMRAN K HANIM" and is "Online". The left sidebar contains links for "Profile Management", "Change Password", and "Update New Password". The main content area displays a purple box with the text "Application Status" and "Application Approved", along with a "See More" link. The footer of the page states "Developed and Maintained By NIELIT".

**4A.2** Candidate can see status of her/his application and also can change the password.

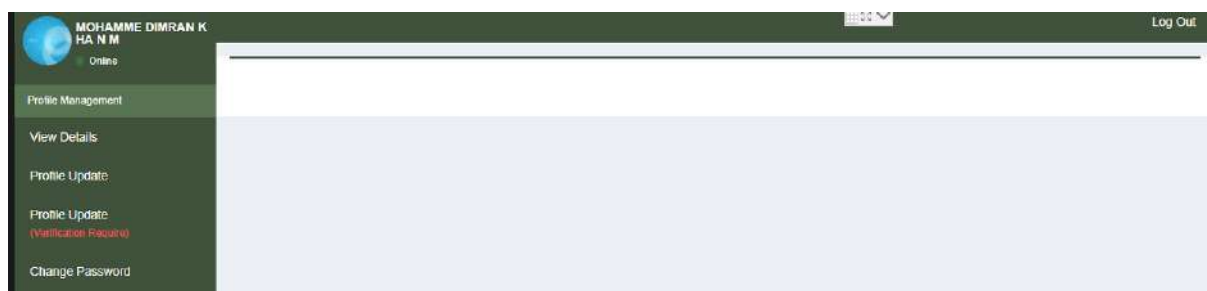
## 4B- Update Profile

After successful registration and Allotment of Computer number, candidates may update their profile, if any mismatch is found in saved data or they want to update/ change the personnel details.

**4B.1** Candidate has to enter her/his login credential:



**4B.2** After Login, Following screen will be displayed:



Under Profile management candidate will have following functions:

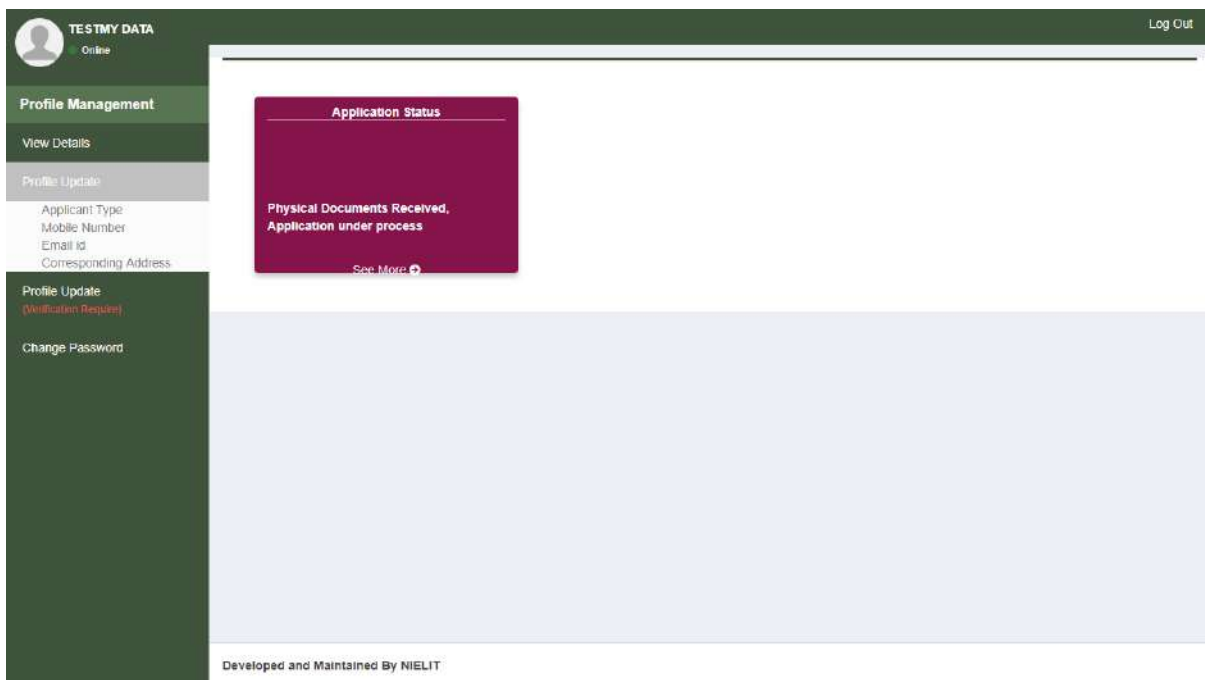
- View Details
- Profile Update (By Candidate)
- Profile Update (Required Verification)
- Change Password

**4B.3** After click on “**View Details**”, following screen will be displayed:



Under View Details candidate can View her/his **Personal Details** and **Examination History**.

**4B.4** After click on “**Profile Update**”, following screen will be displayed:



Under “**Profile Update**”, candidate can update following:

- Applicant Type
- Mobile Number
- Email ID
- Corresponding Address

**Note:**

1. Above Details can be updated by candidate directly (which do not required verification from CEO, DGCA).
2. Applicant Type for BMTO and Trainee can be updated only when candidate has passed out from her/his BMTO or AME Institute.

**4B.5** After click on “**Profile Update (verification required)**”, following screen will be displayed:



**4B.5.1** Under “**Profile Update (verification required)**”, candidate can update following:

- Basic Details
- Permanent Address
- Passport Details
- Visa Details (if any)

**Note:**

1. Candidate can request for update above details, as it requires **verification by CEO**.
2. Candidate must upload appropriate supporting documents (as listed in User Manual) for applicable update in profile.
3. **Refer Para 1D.5** for Document Type & Size table before uploading the documents.
4. A request id will be generated after submission and PDF of the duly filled **“Profile Update Form”** will be sent to their registered email id. Candidate must send the duly completed form to CEO, Which should reach CEO, DGCA within 10 days of online submission.
5. **“Profile Update Form”** should enclose attested copy (Refer \*Note at Para 1D.5.8) of uploaded document (as applicable).
6. The envelope containing the **Profile Update form** should be superscribed in capital and bold letters as **“AME- UPDATE PROFILE- E-XXXX XXXX”**.

**4B.5.2** After click on **“Update Basic Details”** under **“Profile Update (verification required)”**, following screen will be displayed:

The screenshot displays the 'Update Basic Details' form in the AME system. The form is titled '1. Personal Details' and contains the following fields and options:

- Reason for update:** A text input field with the placeholder 'Enter Reason for update'.
- Select Parameter to be Updated:** A dropdown menu with options: Middle Name, --select--, Date of Birth (As per 10th board certificate), Father's Name, First Name, **Last Name** (highlighted), Middle Name, Mother's Name, Photograph, and Signature.
- Stored Middle Name:** A text input field with the placeholder 'Stored Middle Name'.
- Middle Name to be corrected as:** A text input field with the placeholder 'Update Middle Name'.
- Submit:** A green button at the bottom left of the form.

The left sidebar shows the user's profile management options, including 'Update Basic Details' which is highlighted in red. The top right corner has a 'Log Out' link. The footer of the page indicates the system is developed and maintained by NIELIT.

Under “**Update Basic Details**”, candidate can update following:

- Date of Birth (As per 10<sup>th</sup> board certificate)
- Father’s Name
- First Name
- Last Name
- Middle Name
- Mother’s Name
- Photograph
- Signature

**4B.5.3** After clicking on “**Permanent Address**”, candidate can request for update the permanent address.

**Note:** All candidates from **BMTO and AME Institutes** are advised to mandatorily **update** the “**Applicant Type**” and “**Correspondence Address**” after passing out from BMTO/AME Institute.

**4B.5.4** After clicking on “**Passport Details**”, candidate can request for update the passport details (if applicable).

**4B.5.5** After clicking on “**Visa Details**”, candidate can request for update the visa details (if applicable).

**4B.6** After clicking on “**Change Password**”, following screen will be displayed:

The screenshot shows a web interface for 'TESTMY DATA' with a user profile on the left and a '1. Reset Password' form on the right. The form has three input fields: '1.1. Old Password\*', '1.2. New password\*', and '1.3. Confirm New Password\*'. Below these is a red 'NOTE' about password requirements. At the bottom of the form is a '1.5. Captcha' section with a math problem '3 + 2' and a text input field containing '11'. A 'Submit' button is at the bottom of the form. The footer of the page says 'Developed and Maintained By NIELIT'.

Candidate shall fill the required details and click on “**Submit**” to change password.

## 4C- Help Desk

Candidates can use the Help Desk for any query related to AME registration and examination without login.

**4C.1** Candidates can avail this facility by visiting the “<https://pariksha.dgca.gov.in>” portal Login page.



**4C.2** Click on the “Help Desk” tab to raise query and also to check the status Search of the query.



4C.3 Clicking on “Raise Query”, following screen will be displayed:

The screenshot shows the 'Raise Query' form on the Directorate General of Civil Aviation Online Examination Portal. The form is titled '1. Raise Query' and contains the following fields:

- 1.1. Query Related To\* (Dropdown menu)
- 1.2. Candidate Name (Text input field)
- 1.3. Computer Number/ Temporary Computer Number (Text input field)
- 1.4. Subject Related To Query (Dropdown menu)
- 1.5. Email ID\* (Text input field)
- 1.6. Confirm Email ID\* (Text input field)
- 1.7. Query\* (Text input field)

A 'Submit' button is located at the bottom left of the form.

Candidate shall fill up the required information as shown in screen and Submit. A **query Number** will be generated.

4C.4 Clicking on “Status Search”, following screen will be displayed:

The screenshot shows the 'Search Status' form on the Directorate General of Civil Aviation Online Examination Portal. The form is titled '1. Search Status' and contains the following field:

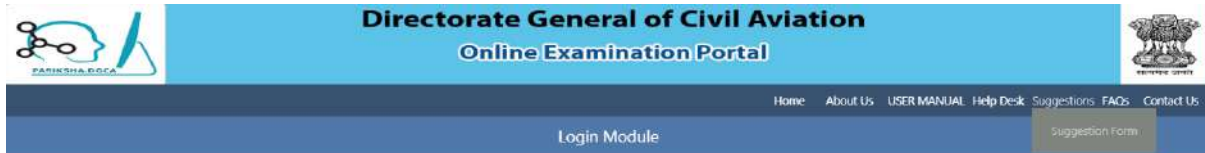
- 1.2. Request ID\* (Text input field)

A 'view complain status' button is located to the right of the input field.

Candidate need to enter query number to know the status of the query.

## 4D- Suggestions

CEO has taken initiative to collect valuable suggestions from the candidates about this portal to further improve and make more users friendly.



**AME**

NEW Candidate Registration  
OLD Candidate Registration  
Candidate Login

NOTICE BOARD-AME

**FLIGHT CREW**

NEW Candidate Registration  
OLD Candidate Registration  
Candidate Login

NOTICE BOARD-PILOT

**4D.1** Candidate may click on the “**Suggestion**” tab, following screen will be displayed:

**Suggestion Form**

**1. Person Details**

1.1. Name\*  
Name:

1.2. Email ID\*  
Enter your Email ID:

1.3. Mobile Number  
Enter your Mobile Number:

1.4. Computer Number  
Enter Computer Number:

1.5. Candidate Type  
--select--

**2. Suggestion**

2.1. Suggestion(Not exceeding 1000 words)\*

Submit

**4D.2** Candidate should fill up the “**Suggestion Form**” and should Submit for consideration by CEO.