USER MANUAL

FLIGHT CREW License Examination Conducted

By

CENTRAL EXAMINATION ORGANIZATION

O/O DIRECTOR GENERAL OF CIVIL AVIATION

East Block-III, Level-III, R.K.Puram

NEW DELHI-110066

Website: http://www.pariksha.dgca.gov.in

(Created and Maintained By NIELIT Delhi Centre)
<table>
<thead>
<tr>
<th>Issue/Revision</th>
<th>Dated</th>
<th>Reason for Issue/Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Contents

Chapter 1-Introduction ...............................................................page 4-5
Chapter 2-Minimum System & Software Requirements & Personal 
   Requirement................................................................. page 6-14
Chapter 3-Registration Module..............................................page15-16.
Chapter 4-New Candidate Registration...............................page 17-33
Chapter 5-OLD Candidate Registration.................................page 34 --
Chapter 1- Introduction

The Directorate General of Civil Aviation (DGCA) conducts the examination to issue/extension of Flight Crew License, (Issued under Sub Rule (1) of Rule 41A of Aircraft Rules 1937).

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

This portal “pariksha.dgca” is launched with effect from 07 September 2018. The applicants / candidates are required to interact with this portal for Registration, Profile update, Allotment of Computer Number/ Roll Number, Printing of Admits cards etc. The examination with respect to all categories of Flight Crew License Examination – General and Technical Subjects are being held ONLINE with effect from Oct. 2018 session.

This document provides step-wise instructions for the aspects of the registration with visual screens for easy and better understanding. It also describes the error messages encountered while working with the software 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 Notice Board of “pariksha.dgca” portal/ DGCA website in conjunction with the latest USER MANUAL.
Available Services:

- NEW Candidate Registration.
  (Applicants who are not having Computer Number and desire to appear in any FLIGHT CREW Examination).
- OLD Candidate Registration.
  (Applicants who have been allotted computer number prior to launch of portal “pariksha.dgca”).
- Track Application (Registration) Status.
- Update Profile.
- Examination Application.
- Profile Management.
Chapter 2-Minimum System, Software & Personal Requirements

Hardware/Software Requirement

2.1 The minimum system requirements for accessing the Web Based Software Application for FLIGHT CREW Licence at http://www.pariksha.dgca.gov.in website are:

I. Google Chrome version 12 and above
II. Internet Explorer version 12 and above
III. Mozilla Firefox
IV. Internet Connection

Application Requirements

2.2 Individual E-mail ID and Mobile No of the candidate is an essential component of the system. All important information such as Computer Number, Roll Number, Examination Schedules, and Application Status etc. will be communicated to the candidate on their e-mail only.

a) One e-mail ID is confined to one candidate only for Registration.

b) The Login ID and the Password is unique to each applicant and applicant is responsible to protect it. DGCA will not be held responsible for misuse of the login credentials.

2.3 Password Policy: Minimum Password length should be 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]

2.4. Candidate needs to keep ready scanned/soft copy of the following:

- Applicant Photograph in JPG, JPEG format
- Applicant Signature in JPG, JPEG format

NOTE: - Uploading of Photograph and Signature is a onetime exercise. It is therefore advised that only latest colour Photograph is uploaded.

Once the Application is submitted successfully by an applicant, she/he has no provision to replace it. If an applicant desires to change her/his photograph due to any reason, she/he may contact to Helpdesk / CEO, DGCA for the same.
2.5 Following are the maximum size of the document which may be uploaded.

**Document Size Table**

<table>
<thead>
<tr>
<th>SL.NO</th>
<th>Documents</th>
<th>TYPE</th>
<th>Maximum Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Applicant Photograph</td>
<td>JPEG/JPG</td>
<td>70 KB</td>
</tr>
<tr>
<td>2.</td>
<td>Applicant Signature</td>
<td>JPEG/JPG</td>
<td>20 KB</td>
</tr>
<tr>
<td>3.</td>
<td>X\textsuperscript{th} Pass Certificate / Date of Birth Certificate</td>
<td>PDF</td>
<td>100 KB</td>
</tr>
<tr>
<td>4.</td>
<td>X\textsuperscript{th} Mark sheet</td>
<td>PDF</td>
<td>200 KB</td>
</tr>
<tr>
<td>5.</td>
<td>Board Verification Certificate for X\textsuperscript{th} qualification</td>
<td>PDF</td>
<td>100 KB</td>
</tr>
<tr>
<td>6.</td>
<td>XII\textsuperscript{th}/ equivalent Mark sheet</td>
<td>PDF</td>
<td>200 KB</td>
</tr>
<tr>
<td>7.</td>
<td>XII\textsuperscript{th}/ equivalent Pass Certificates</td>
<td>PDF</td>
<td>100 KB</td>
</tr>
<tr>
<td>8.</td>
<td>Board verification certificate for XII\textsuperscript{th}/Equivalent qualification</td>
<td>PDF</td>
<td>100 KB</td>
</tr>
<tr>
<td>9.</td>
<td>10+2 Equivalent certificate from concerned Board/Institution/Directorate</td>
<td>PDF</td>
<td>100 KB</td>
</tr>
<tr>
<td>10.</td>
<td>Copy of Proof of Permanent Address</td>
<td>PDF</td>
<td>100 KB</td>
</tr>
<tr>
<td>11.</td>
<td>Association of Indian University Certificate</td>
<td>PDF</td>
<td>100 KB</td>
</tr>
<tr>
<td>12.</td>
<td>UID Aadhaar Card</td>
<td>PDF</td>
<td>100 KB</td>
</tr>
<tr>
<td>13.</td>
<td>Passport</td>
<td>PDF</td>
<td>200 KB</td>
</tr>
<tr>
<td>14.</td>
<td>Security Clearance Certificate, if applicable</td>
<td>PDF</td>
<td>100 KB</td>
</tr>
<tr>
<td>15.</td>
<td>Experience Certificate, if applicable</td>
<td>PDF</td>
<td>100 KB</td>
</tr>
<tr>
<td>16.</td>
<td>PILOT License, if applicable</td>
<td>PDF</td>
<td>200 KB</td>
</tr>
<tr>
<td>17.</td>
<td>FATA Authorisation Certificate</td>
<td>PDF</td>
<td>100 KB</td>
</tr>
<tr>
<td>18.</td>
<td>Visa, if applicable</td>
<td>PDF</td>
<td>200 KB</td>
</tr>
<tr>
<td>19.</td>
<td>Any other certificate</td>
<td>PDF</td>
<td>100 KB</td>
</tr>
</tbody>
</table>
2.5.1 Specification of the Images:

1. The size of the colour photograph has to be 45mm height X 35mm width taken on a white background without borders. The face on the photograph must be of 35mm height and 25mm width (face size should be 70% of the Photograph). The photograph must be of MATT finish.

2. The size of the scanned colour photo image should not be more than 70kb.

3. The size of the scanned signature image is 20mm height X 45mm width on a white background without border.

4. The size of the scanned Signature image should not be more than 20kb.

5. The photograph and Signature must be in JPEG/JPG Format only.

2.5.2 Name: - The name will be accepted as mentioned in 10th Std. Mark Sheet Matriculation certificate. If the name appears different and / or has been changed subsequent to acquiring the basic qualification or equivalent qualification / due to marriage / any other reason, the self attested copy(s) of amended mark sheet & pass certificate / Gazette Notification issued by the state or central government for name change and / or the recent passport issued with the current name shall be accepted against proof of name.

2.5.3 Date of Birth Certificate.

10th Std. Certificate & Mark sheet of a recognized Board (recognized by Council of Boards of School education, State/Central Govt education board) or its equivalent or the Birth Certificate issued by a Municipal Corporation / Committee shall be the documents acceptable as proof of age.

2.5.4 Educational Qualification:

A. 10th Std. Certificate & Mark List, Matriculation certificate (for PPL, CPL, ATPL, FDEG, FE and FN Examination) from a recognised Board (recognised by Council of Boards of Secondary Education, State Govt. Education Board) or its equivalent.

B. 10+2 Standard Mark List & Pass certificate (for CPL, ATPL, FDEG, FE and FN category) as a proof of having passed 10+2 with Maths & Physics subjects from a recognized Board/University (recognised by Council of Boards of Secondary Education, State Govt. Education Board) or its equivalent examination.

In the case of applicant not having 10+2 with Maths & Physics and like to use the provision of Rule 47A of Aircraft Rules 1937, as an evidence for having flown before 1st Jan 1994, the self attested copies of first page of his Log Book where
his personal particulars are mentioned and the page where the Date of First Flight is recorded.

Note: The equivalent qualification acquired by the applicant from the board recognized by CBSE, State Govt. Education Board and in the case of Technical education like Diploma, it should be recognized either by AICTE or by the respective Directorate of Technical Education of state Govt. shall be considered acceptable. With respect to acceptance of pass status, the applicant has to be declared passed including the Physics & Mathematics subjects (in 10+2 STD) and pass awarded by the board with fail status of these subjects shall not be considered acceptable.

C. Verification Certificate of 10th and 10+2 Standard (with Maths & Physics) mark lists obtained from the Board / University concerned, either they are under the education system of

1) Indian School / Board / University situated in India or Abroad

2) International School / Board / University situated in India or Abroad.

If the verification has been obtained by the training institutions and / or verification addressed to the training institutions, the applicant should send an attested copy of (attested by the Chief Flying Instructor) the Verification along with his application for allotment of Computer Number.

In case the candidate personally collect the verification of education qualification certificate, he should send an attested copy of verification of education qualification certificate along with his application for allotment of computer number to Central Examination Organization, O/o DGCA, East Block – III, Level - III R K Puram, New Delhi – 110066.

In case the Board / University intends to forward the verification certificate to CEO directly, the candidate has to submit the evidence, such as application acknowledgement received from the board and / or the challan copy for having submitted the fee to the Board / University along with the application for allotment of Computer Number & in such cases, the application will be processed only after receipt of the Verification Certificate from the Board / University concerned by CEO.

Note: i) In the case of applicants who earned the qualification from foreign university, education system and / or studied in foreign country, the verification certificates for such qualifications are to be forwarded by the concerned board (under whom the institution is awarding pass certificates / mark sheets) to Central Examination Organization, O/o DGCA by e-mail at
In this regard, the applicant may request and submit necessary application to the Board / University concerned as required by them.

ii) If Verification Certificate of 10th and 10+2 Standard (with Maths & Physics) mark lists obtained from the Board / University concerned addressed to Flying Training Institutions, the Computer Number shall be issued on the basis of the attested (attested by the Chief Flying Instructor of the approved flying training institute) copy of the board verification.

iii) In the recent past certain Boards / Institutions / Universities have made the qualification verifications available in their respective web site. If such verifications are accessible in web site, DGCA will have no objection in taking such verifications for acceptance of the Computer Number application for further processing. The respective link and other necessary credentials for the said verification should be mentioned in the application. If such verifications are not made available directly online and if any registration process mandated by such boards, DGCA will not be in a position to entertain the applications submitted without proper verification obtained by the applicant as mentioned above in Para – “c” and Note (i) to (iii).

D.) In case the applicant has acquired the Basic Qualification (10th, 10+2 or equivalent) from other than Council of Boards of Secondary Education, State/Central Govt. Education Board i.e. any International School / Board / University situated in India or abroad, in addition to the verification certificate mentioned as above at Para-c, enclose self attested copy of equivalent certificate issued by Association of Indian Universities (AIU) House, 16, Kotla Marg, New Delhi – 110022.

**However, at the time of applying for issue of Flight Crew License, the applicant has to submit the original to licensing authority as per the requirement of Directorate of Training & Licensing**

2.5.5 **Proof of Address:** Self attested copies of one of the following:

A. Aadhaar Card
B. Passport,
C. Voter ID,
D. Ration Card
E. License issued by DGCA
F. Proof of address issued by State/Central Government.
The applications meeting all the above requirement shall only be processed for issue of Computer Number.

2.5.6 **Self Attested copy of an identification** such as

i) SPL issued by the CFI of approved Flying Training Institute
ii) FRTOL / PPL / CPL as the case may be issued by DGCA (India)
iii) Passport
iv) Airport entry card – issued by BCAS
v) UID / AADHAR
vi) Voter ID
viii) Dependent Card issued by Defense Organization.
ix) Ration Card if, candidate’s Photograph is printed therein.
x) Pass certificate / Mark List of 10th, 10+2, Diploma, Degree issued by recognized Board / University wherein the photograph of the candidate printed and clearly visible.
xii) Central / State Govt. Health Cards with photograph of the candidate printed Therein.

2.5.7 **Copy of Passport / Security Clearance in case of foreign national.**
In case the applicant is a citizen of other than India / holder of Overseas Citizen of India (OCI) status / Persons of Indian Origin (PIO) status, they are required to have copy of passport and be cleared from security point of view from authorities concerned before allotment of Computer Number.

For obtaining the Security Clearance, an individual or the sponsoring organization may apply to CEO, DGCA in the prescribed format given in **Annexure-A** to this User Manual. Duly filled in application should be forwarded in quintuplicate (5 sets of application & documents) to “The Central Examination Organization, Office of The Director General of Civil Aviation, East Block – III, Level III, R K Puram, New Delhi – 110066” along with all necessary supporting documents as mentioned in the form by Speed /Registered Post for necessary action.

The application for Security Clearance will be processed only after satisfying with the application and documents submitted for Allotment of Computer Number. Queries if any, the candidates may contact CEO at help.pariksha.dgca@gov.in for clarification and initiating the process of Security Clearance.
2.6 Eligibility criteria for which documents required to be submitted by the applicant for obtaining Computer Number are as follows.

a). PPL/CPL

1. Printout of the ONLINE submitted application signed and duly completed in all respect.

2. Passed Class Ten/ Ten plus Two or an equivalent examination with Physics and Mathematics, from a recognized Board/University.

3. In case of Candidate desire to apply Technical Paper and type aircraft is more than 5700Kgs. MTOW / twin engine Helicopters, Certificate for having successfully completed the ground training classes on technical specific / performance on the type aircraft from the DGCA approved training institute. It is also required to enclose an evidence to support the approval status of the training/institute to that effect in accordance with CAR, Section-7, Series-B, Part-I.

4. Hard copy of the application along with its enclosures (self attested) must reach CEO within 10 days of submission of online application.

   Note: Only 10th std. education qualification is required for PPL candidates

b). ATPL

1) Printout of the ONLINE submitted application signed and duly completed in all respect.

2. Passed Class Ten / Ten plus Two or an equivalent examination with Physics and Mathematics, from a recognized Board/University.

3) Proof of having Indian CPL. In the case of Defence Personnel in lieu of CPL, evidence for having completed 500Hrs flying experience of which 200 Hrs. should be as Pilot-in-Command.

4). In case of Candidate desire to apply Technical Paper and type aircraft is more than 5700Kgs. MTOW / twin engine Helicopters, Certificate for having successfully completed the ground training classes on technical specific / performance on the type aircraft from the DGCA approved training institute. It is also required to enclose an evidence to support the approval status of
the training/institute to that effect in accordance with CAR, Section-7, Series-B, Part-I.

5) Hard copy of the application along with its enclosures (self attested) must reach CEO within 10 days of submission of online application.

C). Conversion of Pilots License (CPL/ATPL) issued by Foreign Authority.

1) Printout of the ONLINE submitted application signed and duly completed in all respect.

2) Copy of Foreign FLIGHT CREW License issued by ICAO Contracting State for the respective category.

3) Hard copy of the application along with its enclosures (self attested) must reach CEO within 10 days of submission of online application.

D) Flight Navigation (FN)

1) Printout of the ONLINE submitted application signed and duly completed in all respect.

2. Passed Class Ten/ Ten plus Two or an equivalent examination with Physics and Mathematics, from a recognized Board/University.

3) Hard copy of the application along with its enclosures (self attested) must reach CEO within 10 days of submission of online application.

E) Flight Dispatcher / Flight Engineer (FDEG/FE)

1) Printout of the ONLINE submitted application signed and duly completed in all respect.

2. Passed Class Ten/ Ten plus Two or an equivalent examination with Physics and Mathematics, from a recognized Board/University.

3) Having completed Training Certificate (Course completion Certificate) on the type of aircraft which has undergone.

4) Hard copy of the application along with its enclosures (self attested) must reach CEO within 10 days of submission of online application.
F) FATA:

1) Printout of the ONLINE submitted application signed and duly completed in all respect.

2) FATA Candidates are required to submit FATA Authorisation Letter issued by DGCA.

3) Copy of Passport, Visa and Pilot License details.

3) Hard copy of the application along with its enclosures (self attested) must reach CEO within 10 days of submission of online application.

Note: Education qualification is not required to be submitted for FATA candidates.
Chapter 3-Registration Module

Registration Module is applicable for all candidates those desire to appear in FLIGHT CREW licence examination in future.

Candidates advised to visit online Exam Registration Portal of CEO, DGCA by URL http://pariksha.dgca.gov.in

Below screen will display:

Click on “Click Here To Proceed”, below screen will display
3.1 Registration module is applicable for both **AME** and **FLIGHT CREW**.

3.2 Registration module for **FLIGHT CREW** is divided in following category:

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

Candidate need to click on suitable option accordingly.

**Note:**

1. To proceed further, **NEW Candidates** are advised to follow the procedure defined in **chapter 4**

2. To proceed further, **OLD Candidates** are advised to follow the procedure defined in **chapter 5**
Chapter 4- NEW Candidate Registration

4.1 NEW Candidate Registration form is the entry level form for the candidate (Not having computer no) who wants to register to appear in FLIGHT CREW licence examination conducted by CEO, DGCA. (Including all pre-1994 passed / licensed candidates / FLIGHT CREW licence holders, who have not registered in computerized CEO data base so far also, have to mandatorily apply as NEW for allotment of computer number, if they desire to appear in any examination.

Caution: Candidates who had got computer number in old System (UDAAN) need not to apply as new candidate registration, however they have to register them self in new system whenever the OLD CANDIDATE REGISTRATION is activated.

4.2 After Clicking on “NEW Candidate Registration” Tab. Below screen will display.

Candidate must read “Instructions “carefully before proceeding for registration
Candidate put ☑ in the check box. And click on “Submit” button, below screen will display

It will redirect on next page to enter personal details. Below screen will display.

The candidate is required to enter:

- All Mandatory Field *(asterisk)*
- Wherever dropdown is available should select from the same.
- For verification during initial registration OTP will be send to the given mobile no. India based mobile no with prefix +91 is only acceptable.
- Name, DOB (date of birth), Father’s name and Mother’s Name (if mentioned in certificate) should be as per class Xth Pass Certificate/ Mark sheet only.

Tick the check box ☑. Press “Submit” button. Below screen will appear.
Press “OK” button. One time password (OTP) will be send to the registered mobile number. Below screen will appear.

Enter the OTP (One Time Password) received on your Registered Mobile Number then click on Submit button. If Candidate does not receive OTP on registered mobile then click on Resend OTP.

After entering OTP press “submit” button, below screen will appear.
A link will be shared in your registered e-mail ID. If candidate does not receive any link in his/her registered email Id, then candidates have to click on click here to resend activate link.

Registered E-mail screen will display the candidate personal records. If there is any mismatch, avoid to further proceeding. The link is valid for 24 hours, thereafter save data will automatically removed from saved database and candidate apply for fresh registration.

**Note:** Link will be valid till 24 hrs, Candidate need to generate Password within 24 hours. Failing to do same, Repeat the process again.
After Clicking on “Activate Button” or clicking on the link sent in registered email, below screen display.

Generate Password as per password policy and “Submit.” All entered data will be saved and to complete the Registration Process, below screen display.

Click on “Click here to proceed” tab. Below screen display
The candidate is required to select “Candidate Login” tab in Registration Module with Login credential (Login id and Password) for complete registration process. Below screen appear.
Fill up all the requisite details i.e. corresponding address and permanent address for Complete Registration.

If corresponding address is same as Permanent address check on “yes”,

Press “Save and Next”. Below screen will appear.

Note: If Permanent address is other than India, Security clearance form (Annexure-A) to be duly filled and upload the same in “Document To Be Uploaded” section.

This case is same for all categories of license applicants other than FATA.

Select “OK”, Below screen will display
4.1 Apply For*: If you candidate select Apply for PPL, CPL, ATPL, FDEG, FE and FN, Option will remain same for all the above mention category excluding FATA.

4.2 Nationality*: Select country from dropdown. If candidate is other than India please refer Chapter 2, Para-2.5.7 for obtaining security clearance. (Security Clearance: Mandatory for Foreign Nationals & OCI/POI holders. Excluding FATA candidates.)
4.3 **Are you holding license issued by Indian or Foreign Authority:** If selected “yes”, must have to provide Information

4.4 **Do you have Course Completion Certificate:** FDEG/FE must tick on “Yes”

4.4.1 **Course Completion Certificate number:** Enter the course completion certificate number

4.4.2 **Date of Issue:** Enter the date of issue of course completion certificate.

5 **Defences:**

5.1 **Are you Defence Pilot:** if “Yes”

5.2 **Which Force:** choose cadre service from dropdown i.e. Army, Navy, e.t.c.

6. **Training and Flying Details:**

6.1 **Type of Aircraft:** Select type of Aircraft

6.2 **Multiengine Endorsement:** Prefer either “Yes” or “No”

6.3 **All up Weight (AUW):** Fill All Up Weight (AUW) in space given

6.4 **Total Flying Hours:** Fill Total Flying Hours/ Cumulative in space given

6.5 **Flying hours as Pilot in Command:** Fill Flying Hours as PIC in space given.

6.6 **First Training Flight:** Fill date of first flight in space given

6.7 **Flying Training Institute:** Enter the name of institute where flying has been accomplished

6.8 **Ground Training Institute:** Enter the name of institute where ground training has been accomplished

7. **Study Details:**

7.1 **Have you study 10th /10+2 in Foreign University, situated in India or Abroad:** select “Yes”

7.2 **Do you have AIU/ equivalent education qualification certificate:** select “Yes”

(Note: AIU (Association of Indian universities certificate) is must when candidate possess equivalent qualification from foreign universities situated in India or Abroad.)
8. **Passport**: Provide Passport information (if applicable viz Passport Number, Date of Issue, Date of Expiry and Issuing Authority & Country).

9. **Visa Details**: Provide Visa information (if applicable viz Visa Number, Date of Issue, Date of Expiry and Issuing Authority & Country).

10. **Education:**

    **10th Std. Certificate & Mark List, Matriculation certificate** (for PPL, CPL, ATPL, FDEG, FE and FN category) from a recognized Board (recognized by Council of Boards of Secondary Education, State Govt. Education Board) or its equivalent.

    **Note: Only 10th education qualification is required for PPL candidates**

    **10+2 Standard Mark List & Pass certificate** (for CPL, ATPL, FDEG, FE and FN category) as a proof of having passed 10+2 with Maths & Physics subjects from a recognized Board / University (recognized by Council of Boards of Secondary Education, State Govt. Education Board) or its equivalent examination.

    In the case of applicant not having 10+2 with Maths & Physics and like to use the provision of Rule 47A of Aircraft Rules 1937, as an evidence for having flown before 1st Jan 1994, the self attested copies of first page of his Log Book where his personal particulars are mentioned and the page where the Date of First Flight is recorded.

    **Note: Education qualification is not required to be mentioned/submitted for FATA candidates**

11. **Subject Details**: For CPL, ATPL, FDEG, FE and FN category 10+2 Maths & Physics pass subjects from a recognized Board / University (recognized by Council of Boards of Secondary Education, State Govt. Education Board) or its equivalent examination must be filled.

    After click on “Save & Next” candidate move to Document Upload Page. Before uploading document candidate must be ensure the size from the Table description mention above in Document Related Table.
NOTE: 1) Candidate must ensure that the uploaded photograph/signature/documents are correctly uploaded as per the specific requirements. On clicking Save & Next, candidate gets a preview page showing all the details filled by him in previous pages in a single form, candidate must check his details and ensure that all his/her details are correct if there is any changes required than go to back to correct details before final submission.

2) The table of uploaded document and preview form will depend upon category and other information provided by the candidates in subsequent pages.

Press “Save & next” button below Review Form will appear.
### Registration Module

#### 1. Personal Details Revised Flight Crew

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>ABC</td>
</tr>
<tr>
<td>First Name</td>
<td>ABC</td>
</tr>
<tr>
<td>Middle Name</td>
<td>ABC</td>
</tr>
<tr>
<td>Last Name</td>
<td>ABC</td>
</tr>
<tr>
<td>Father's Name</td>
<td>ABC</td>
</tr>
<tr>
<td>Mother's Name</td>
<td>ABC</td>
</tr>
<tr>
<td>Address</td>
<td>ABC</td>
</tr>
<tr>
<td>Mobile Number</td>
<td>ABC</td>
</tr>
<tr>
<td>Email</td>
<td>ABC</td>
</tr>
<tr>
<td>Date of Birth (in the format DD-MM-YYYY)</td>
<td>ABC</td>
</tr>
<tr>
<td>NSDL Number</td>
<td>ABC</td>
</tr>
<tr>
<td>Airline Number</td>
<td>ABC</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:abc@gmail.com">abc@gmail.com</a></td>
</tr>
</tbody>
</table>

#### Photo and Signature

![Signature Image]

#### 3. Study Details

2.1 Have you studied in foreign university/college/Instituition?

   - [ ] Yes

   - [ ] No

2.2 Do you have AC approved Education qualifications certificate?

   - [ ] Yes

   - [ ] No

#### 4. Address

4.1 Command/Institution Address

   [Address Information]

4.2 Permanent Address

   [Address Information]

#### 5. Education

<table>
<thead>
<tr>
<th>No</th>
<th>Qualification Level</th>
<th>Name of Degree</th>
<th>Maximum University</th>
<th>Subject</th>
<th>Passing Year</th>
<th>Result Type</th>
<th>Marks Obtained</th>
<th>Maximum Marks</th>
<th>Passing Marks</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0-2 years Post Grad</td>
<td>intergraduate</td>
<td>CBSC</td>
<td>Physics</td>
<td>2003</td>
<td>Percentage</td>
<td>400</td>
<td>600</td>
<td>80</td>
<td>CBSC</td>
</tr>
<tr>
<td>2</td>
<td>12th</td>
<td>High School</td>
<td>CBSC</td>
<td>Maths</td>
<td>2003</td>
<td>Percentage</td>
<td>400</td>
<td>600</td>
<td>80</td>
<td>CBSC</td>
</tr>
</tbody>
</table>

#### 6. (10+2) Select Details

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Subject</th>
<th>Marks Obtained</th>
<th>Maximum Marks</th>
<th>Passing Marks</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Physics</td>
<td>100</td>
<td>100</td>
<td>10</td>
<td>CBSC</td>
</tr>
<tr>
<td>2</td>
<td>Maths</td>
<td>75</td>
<td>100</td>
<td>15</td>
<td>CBSC</td>
</tr>
</tbody>
</table>

#### 7. Flight Crew Experience and Other Details

7.1 Are you holding license issued by Indian or Foreign Authority?

   - [ ] Yes

   - [ ] No

7.2 License Issue Date

   [Date Information]

7.3 Indian Foreign License Issuing Authority

   [Authority Information]

7.4 Multi-engine

   - [ ] Yes

   - [ ] No

7.5 Number of hours in Pilot in Command

   [Hours Information]

7.6 Total flying Hours

   [Hours Information]

7.7 No of hours at flying school and air/sea training hours

   [Hours Information]

7.8 Do you have Course Completion Certificate?

   - [ ] Yes

   - [ ] No

7.9 Date of Issue

   [Date Information]
Click on Final submit button your application for allotment of computer no has been successfully submitted, below screen appear.

On successfully submission, a pdf of filled information also will be created and automatically downloaded in applicant computer system.

The same pdf will be sent to the registered email ID as well. Candidate needs to take a print of this application and attach his latest passport size photograph in the space provided and cross attested the photograph

Attach all relevant uploaded document and send it to DGCA within 10 days else your application auto rejected.

**Registration Form: for FATA Candidate:**
4.1 **Apply For***: select for FATA.*

4.2 **Nationality**: Select country from dropdown.

4.1.1 **Details of Valid Licence** provide Information

4.1.1.1. **License Number**: Enter number of your license held

4.1.1.2. **Date of Issue**: Provide date of issuance of license

4.1.1.3. **Date of Expiry**: Provide date of expiry of license

4.1.1.4. **Issuing Authority & Country**: Give detail of your license issuing authority

4.1.2 **Details of FATA**

4.1.2.1. **FATA Authorisation Number**: Enter number FATA Authorisation held

4.1.2.2. **Date of Issue**: Provide date of issuance of Authorisation
4.1.2.3. Date of Expiry* Provide date of expiry of Authorisation

Details of Sponsoring Organization

7.1. Name of the Organisation*: Enter the name sponsoring organization

7.2. Address of the Organisation*: Enter the address sponsoring organization

Contact details of the person responsible (from the sponsoring organisation)*

7.3. Name*: Enter the name of person from sponsoring organization

7.4. Email ID* Enter the email-id of person from sponsoring organization

7.5. Mobile Number* Enter the mobile number of person from sponsoring organization

8. Passport: Provide Passport information (if applicable viz Passport Number, Date of Issue, Date of Expiry and Issuing Authority & Country).

9. Visa Details: Provide Visa information (if applicable viz Visa Number, Date of Issue, Date of Expiry and Issuing Authority & Country).

After click on “Save & Next” candidate move to Document Upload Page. Before uploading document candidate must be ensure the size/specification of document from the Table description mention above in Document Size Table.

Documents Are Required for FATA

After uploading document move on review form. Candidate must be ensure details filled correctly before final submit, After filling all the details candidate
can click on save and system would save the details, the registration details will be updated and system would display the message “Records saved successfully” as shown below:
Candidate has to click on “Final Submit”. On successfully submission a pdf of filled information also will be created and automatically downloaded in applicant computer system.

The same pdf will be sent to the registered email ID as well. Candidate needs to take a print of this application and attach his latest passport size photograph in the space provided and cross attested the photograph

Attach all relevant uploaded document and send it to DGCA within 10 days else your application auto rejected.

**Final Temp Id generation Form**

**Registration Completed**

*Note: If candidate want to edit any information, candidate can login again for open his/her profile, by update profile candidate can update information.*
Chapter 5 - OLD Candidate Registration

Will Be Published Soon…….
ANNEXURE: A

INFORMATION REQUIRED FOR OBTAINING SECURITY CLEARANCE
(Foreign Nationals & OCI / POI holders – for allotment of Pilot Candidate Computer Number)

1) Name in full:

2) Nationality:

3) Father’s name in full:

4) Qualification:

5) Date of Birth:

6) Place and Country of Birth:

7) Present address in India:

8) E-mail address:

9) Home address (abroad):

10) Permanent Address if any, other than given at Para 7 above

11) Passport No.
   Date of Issue: DD / MMM / YYYY / ,
   Validity: DD / MMM / YYYY / 
   Place/Country of issue:

12) OCI / PIO Document No.:
   Date of Issue: DD / MMM / YYYY / ,
   Validity: DD / MMM / YYYY / 
   Place/Country of issue:

13) Indian Visa No.:
   Date of Issue: DD / MMM / YYYY / ,
   Validity: DD / MMM / YYYY / 
   Place/Country of issue:

14) Present Occupation if any with name and address of the employer (if employed):

15) Duration of stay abroad:

16) Any other relevant information:

Place: Signature of the applicant

Date :

Note: Attested copy of documents in support of details given at Point 4, 7, 9, 10, 11, 12 & 13 are to be submitted along with this form. This form along with supporting documents must be submitted to The Director of Airworthiness, CEO, O/o DGCA, East Block – III, R K Puram, New Delhi-110066 by Speed/Registered Post Only.