



**Directorate General of Civil Aviation**

**Online Examination Portal**



**PARIKSHA.DGCA**

# **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)**

**RECORD OF REVISIONS**

| <b>Issue/Revision</b> | <b>Dated</b>               | <b>Reason for Issue/Revision</b> |
|-----------------------|----------------------------|----------------------------------|
| Issue I, Rev 0,       | 7 <sup>th</sup> Sep, 2018  | Initial issue for New Candidates |
| Issue I, Rev 1        | 23 <sup>rd</sup> Oct, 2018 | Revision for Old Candidates      |
|                       |                            |                                  |
|                       |                            |                                  |
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## Contents

|   |            |
|---|------------|
| Chapter 1-Introduction .....  | page 4-5   |
| Chapter 2-Minimum System & Software Requirements & Personal Requirements..... | page 6-14  |
| Chapter 3-Registration Module.....  | page15-16  |
| Chapter 4-New Candidate Registration.....                                     | page 17-32 |
| Chapter 5-OLD Candidate Registration.....                                     | page 33-38 |
| Chapter 6-Update Profile.....   | page 39-40 |
| Annexure – (A).....   | page 41-41 |

## 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**”).

- 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 Requirement

**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**

| SL.NO | Documents  | TYPE     | Maximum Size |
|-------|--|----------|--------------|
| 1.    | Applicant Photograph   | JPEG/JPG | 70 KB        |
| 2.    | Applicant Signature  | JPEG/JPG | 20 KB        |
| 3.    | X <sup>th</sup> Pass 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> / equivalent Mark sheet                                      | PDF      | 200 KB       |
| 7.    | XII <sup>th</sup> / equivalent Pass Certificates                               |          |              |
| 8.    | Board verification certificate for XII <sup>th</sup> /Equivalent qualification | PDF      | 100 KB       |
| 9.    | 10+2 Equivalent certificate from concerned Board/Institution/Directorate       | PDF      | 100 KB       |
| 10.   | Copy of Proof of Permanent Address   | PDF      | 100 KB       |
| 11.   | Association of Indian University Certificate                                   | PDF      | 100 KB       |
| 12.   | UID Aadhaar Card   | PDF      | 100 KB       |
| 13.   | Passport   | PDF      | 200 KB       |
| 14.   | Security Clearance Certificate, if applicable                                  | PDF      | 100 KB       |
| 15.   | Experience Certificate, if applicable  | PDF      | 100 KB       |
| 16.   | PILOT License, if applicable   | PDF      | 200 KB       |
| 17.   | FATA Authorisation Certificate   | PDF      | 100 KB       |
| 18.   | Visa, if applicable  | PDF      | 200 KB       |
| 19.   | Any other certificate  | PDF      | 100 KB       |

### 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 School Education(COBSE), 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 1<sup>st</sup> Jan 1994, the 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/upload 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*

[help.pariksha.dgca@gov.in](mailto:help.pariksha.dgca@gov.in) 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
- vii) Defense Identity Card in the case of Defense Personnel
- 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.
- xi) 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 Director of Airworthiness, 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](mailto: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 10<sup>th</sup> 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.

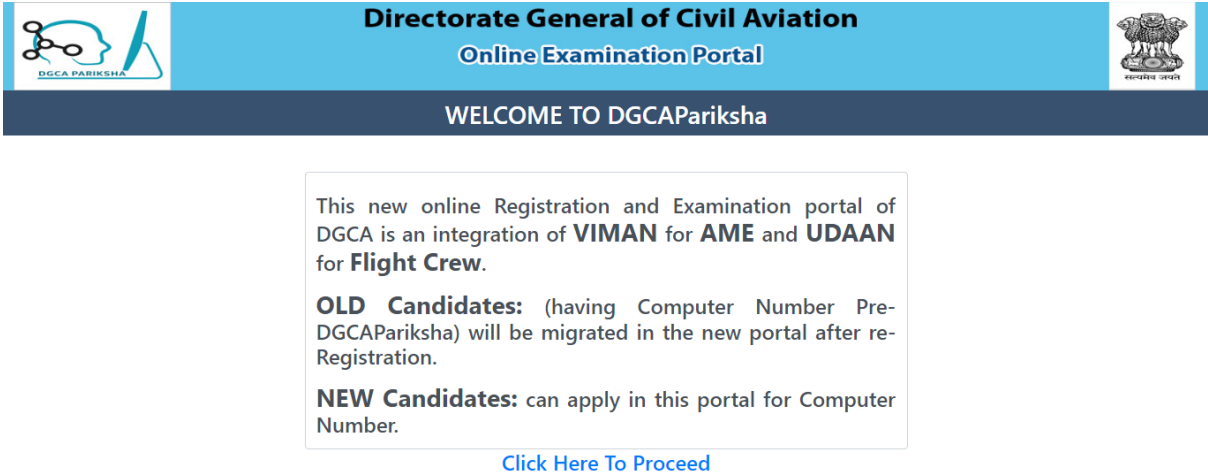
**Note: Education qualification is not required to be submitted for FATA candidates.**

# 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:



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Click on “Click Here To Proceed”, below screen will display



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**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 define in **chapter 4***
2. *To proceed further, **OLD Candidates** are advised to follow the procedure define 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.

The screenshot displays the 'Registration Module' interface. At the top, there is a header for the 'Directorate General of Civil Aviation Online Examination Portal' with logos on either side. Below the header is a navigation bar with links: Home, About Us, Suggestions, Contact Us, Help Desk. The main content area is titled 'Instructions to Candidate' and shows a PDF viewer with the following instructions:

**INSTRUCTIONS TO THE CANDIDATES – FLIGHT CREW**

1. Candidates are advised to read the respective chapter of the latest User Manual and to check Flight Crew 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 candidate.
6. OLD Candidates (already having Computer Number) need to register in this portal for

At the bottom of the instructions, there is a checkbox with the text:  I have read all the Instructions mentioned above and are acceptable to me. Below this is a 'Submit' button.

At the very bottom of the page, it says 'Developed and Maintained By NIELIT'.

Candidate must read “**Instructions**” carefully before proceeding for registration

Candidate put  in the check box. And click on “**Submit**” button, below screen will display

Registration Module

Following address:  
DIRECTOR OF AIRWORTHINESS (CEO) Q/D THE DIRECTOR GENERAL OF CIVIL AVIATION  
EAST BLOCK-II, R.K. PURAM, NEW DELHI-110066.

10. Candidate can appear for an exam only after allotment of computer number and approval of profile updates.  
11. DGCA reserved the right to reject any application form however in such cases reason for rejection shall be communicated to candidate.  
12. Candidate shall ensure his/her eligibility before applying for computer number or respective examination.

I have read all the instructions mentioned above and are acceptable to me.\*

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

Flight Crew Registration Module Log Out

1. NEW Candidate Registration

|   |                         |                               |                |
|---|-------------------------|-------------------------------|----------------|
| 1.1. Title*   | 1.2. First Name*        | 1.3. Middle Name              | 1.4. Last Name |
| Mr  | ABC                     | MNO                           | SVZ            |
| 1.5. Mother's Name*   |                         | 1.6. Father's/Guardians Name* |                |
| LKJ   |                         | PQS                           |                |
| 1.7. Date of Birth (As per 10th board certificate)*   | 1.8. Gender*            | 1.9. Aadhar Number            |                |
| 01-01-1990  | Male                    | Enter Aadhar Number           |                |
| 1.10. Country Code  | 1.11. Mobile Number*    | 1.12. Confirm Mobile Number*  |                |
| India - 91  | 0000000000              | 0000000000                    |                |
| 1.13. Email ID*   | 1.14. Confirm Email-ID* |                               |                |
| xxxxxxxx@xxxx.com   | xxxxxxxx@xxxx.com       |                               |                |
| 1.15 <input checked="" type="checkbox"/> I have never registered with DGCA for computer number* |                         |                               |                |
| 1.16. Captcha   |                         |                               |                |
| 9 - 2 <input type="text" value="7"/>  |                         |                               |                |

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The candidate is required to enter:

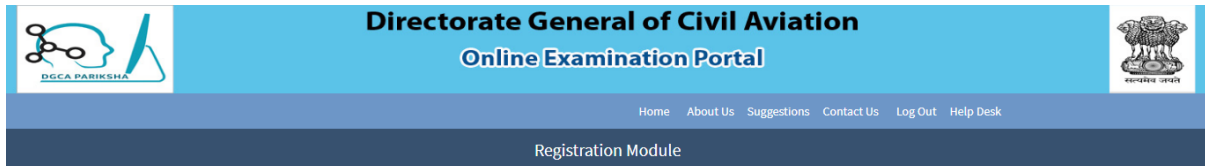
- All Mandatory Field **\*(asterisk)**
- Wherever dropdown is available should select from the same.
- For verification during initial registration OTP will be send to the given mobile no. India based mobile no with prefix **+91 is only acceptable.**
- Name, DOB (date of birth), Father's name and Mother's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

Tick the check box . Press "Submit" button. Below screen will appear.

# User Manual

The screenshot shows a registration form with fields for Country Code, Mobile Number, and Email ID. A white dialog box is centered on the screen with the text: "Are you sure you want to submit your details? Details once submitted cannot be edited." Below the text are "OK" and "Cancel" buttons. The form fields are partially visible in the background.

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

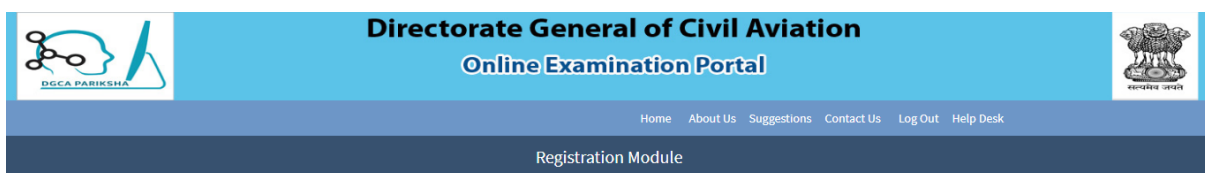


The screen is titled "1. Mobile OTP". It contains the instruction: "1.1. OTP has been sent on registered mobile number. Please enter the same." Below this is a text input field containing "1234" and a "Resend OTP" button. At the bottom left is a "Submit" button.

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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.



The screen is titled "Email Verification". It contains the text: "A link has been sent to your registered Email-ID. Please click on that link to verify your Email-ID within 24 hours otherwise you have to Re-Register with us again." Below this text is a button labeled "Click here to resend activation link."

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## User Manual

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.

Dear Candidate,  
Thank you for Registering with DGCA.  
Please make sure that you have not registered earlier with DGCA. If you have ever registered please visit Old Candidate Registration or Login Page to proceed.  
We have received your profile details as follows:  
NAME ADARSH KUMAR SHARMA  
DATE of BIRTH 05-08-1991  
GENDER Male  
FATHER NAME SUBODH SHARMA  
MOTHER NAME SNEHA SHARMA  
MOBILE NUMBER 8461055555  
APPLYING FOR PLT

Use the following link for activation of your profile:

[ACTIVATE ACCOUNT](#)

OR

Copy paste the following link into the address bar of your browser:

<http://10.24.95.53:8080/DGCA/Form/Message/abc2a7da89a1c892ac2cec3b0a0def5f167457798bb89604fc68d35aea16c6fc>

**NOTE:** This link is valid for 24 hours only. If you do not verify within 24 hours you will need to reregister.


Regards,

Central Examination Organisation,  
Directorate General of Civil Aviation,  
East Block III, Level III, RK Puram,  
New Delhi-110066

**This is a system generated mail. Please do not reply to this mail.**

After Clicking on **“Activate Button”** or clicking on the link sent in registered email, below screen display.

# User Manual



Directorate General of Civil Aviation  
Online Examination Portal

Home About Us Suggestions Contact Us Log Out Help Desk FAQs USER MANUAL

Registration Module

Generate Password

Email ID  
abc1@gmail.com

Your mail ID and Mobile Number has been verified successfully. Please create password here.

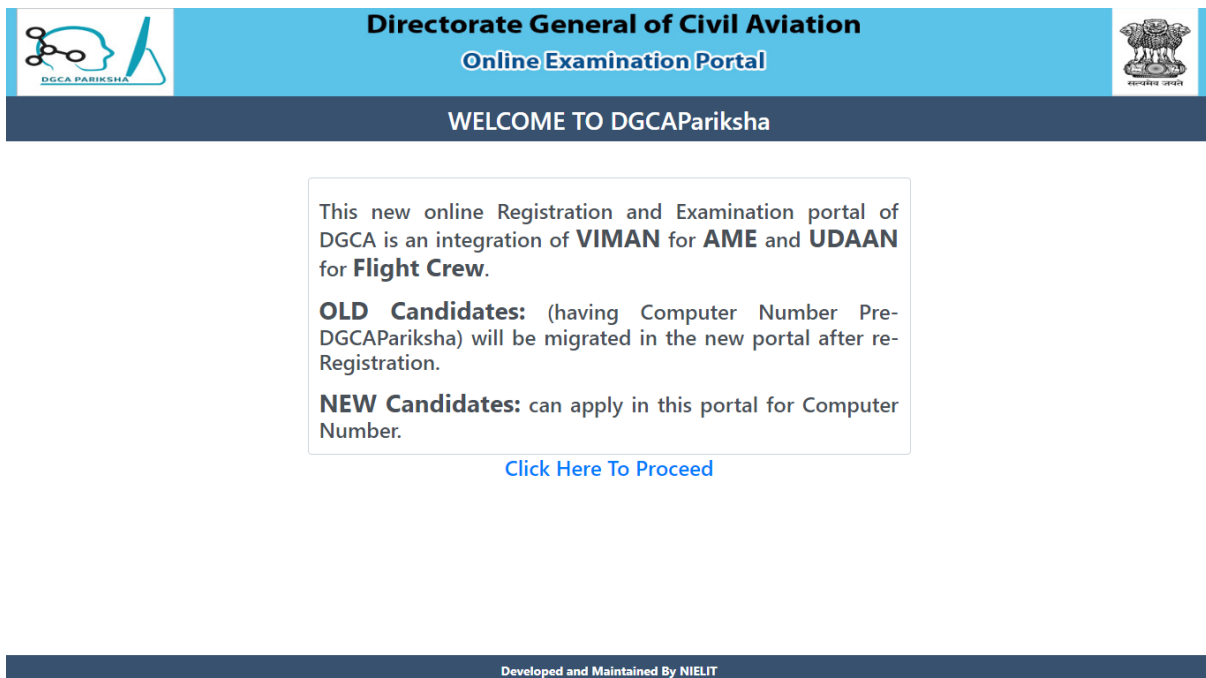
\*Password

\*Confirm Password

**NOTE:** The Password must contain at least 1 lowercase alphabetical character, at least 1 uppercase alphabetical character, at least 1 numeric character, at least one special character [ ! @ # \$ % & \* ], and must be eight characters or longer.

Submit

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



Directorate General of Civil Aviation  
Online Examination Portal

WELCOME TO DGCA Pariksha

This new online Registration and Examination portal of DGCA is an integration of **VIMAN** for **AME** and **UDAAN** for **Flight Crew**.

**OLD Candidates:** (having Computer Number Pre-DGCA Pariksha) will be migrated in the new portal after re-Registration.

**NEW Candidates:** can apply in this portal for Computer Number.

[Click Here To Proceed](#)

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Click on “**Click here to proceed**” tab. Below screen display

The screenshot shows the 'Registration Module' of the Directorate General of Civil Aviation's Online Examination Portal. The header includes the DCA logo, the text 'Directorate General of Civil Aviation Online Examination Portal', and the Government of India emblem. A navigation bar contains links for Home, About Us, Suggestions, Contact Us, and Help Desk. The main content area is divided into four sections: 'AME' (with links for NEW Candidate Registration, OLD Candidate Registration, and Candidate Login), 'FLIGHT CREW' (with links for NEW Candidate Registration, OLD Candidate Registration, and Candidate Login), 'NOTICE BOARD-AME' (with four links to registration guidelines), and 'NOTICE BOARD-PILOT' (with three links to registration guidelines). A footer bar states 'Developed and Maintained By NIELIT'.

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.

# User Manual

**1. Personal Details**

1.1. Title: Mr. 1.2. First Name: ABC 1.3. Middle Name: MNO 1.4. Last Name: XYZ

1.5. Mother's Name: LKJ 1.6. Father's/Guardian's Name: PQR

1.7. Gender: Male 1.8. Date of Birth (As per 10th board certificate): 01-01-1980

1.9. Mobile Number: 9843034478 1.10. Email ID: pqrdeprasi@gmail.com

1.11. Aadhar Number: Enter Aadhar Number

**2. Correspondence Address**

2.1. Address Line 1: test 2.2. Address Line 2: test 2.3. Address Line 3: test

2.4. Village/Town/City: Jh/test 2.5. Country: India

2.6. State/UT: Delhi 2.7. Pin/Zip: 110006

2.8. My permanent address is same as correspondence address: YES  NO

**3. 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.

3.1. Address Line 1: test 3.2. Address Line 2: test 3.3. Address Line 3: test

3.4. Village/Town/City: Jh/test 3.5. Country: India

3.6. State/UT: Delhi 3.7. Pin/Zip: 110006

Buttons: Back, Reset, Skip, Save and Next

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.*

Are you sure you want to submit your details?  
Details once submitted cannot be edited.

Buttons: OK, Cancel

Select “**OK**”, Below screen will display


Directorate General of Civil Aviation  
Online Examination Portal

Log Out

---

Fight Crew Registration Module

---

Profile Management
Flight Crew Details

---

4. Applying For

4.1. Applying For:

4.2. Nationality\*

\*NOT E: If your country name does not appear please contact the Desk

4.3. Are you holding license issued by Indian or Foreign Authority?  YES  NO

---

5. Defence

5.1. Are you Defence Pilot ?  YES  NO

---

6. Training and Flying Details

6.1. Type of Aircraft

6.2. Multigrade

6.3. All Up-Weights/Of heaviest A/C at 6.2, if entered more than 1)

6.4. Total Flying Hours

6.5. Flying hours as Pilot in Command

6.6. First Training Flight

6.7. Flying Training Institute

6.8. Ground Training Institute

---

7. Study Details

7.1. Have you studied in Foreign University, situated in India or Abroad?  YES  NO

---

8. Passport

8.1. Passport Number

8.2. Date of Issue

8.3. Date of Expiry

8.4. Issuing Authority & Country

---

9. Visa Details

9.1. Visa Number

9.2. Date of issue

9.3. Date of Expiry

In DD-MM-YYYY format

9.4. Issuing Authority & Country

---

10. Education

| *Qualification | Name of Degree/ Diploma | *Board/ University | *Duration (in year) | *Year of Passing | *Result Type | *Marks/ GPA Obtained | *Maximum Marks/ GPA | Grade/ Percentage | Action |
|----------------|-------------------------|--------------------|---------------------|------------------|--------------|----------------------|---------------------|-------------------|--------|
| 10+2 with PM   | intermediate            | CBSE               | 1                   | 2005             | Percentage   | 480                  | 600                 | 80                |        |
| 10th           | high school             | CBSE               | 1                   | 2003             | Percentage   | 480                  | 600                 | 80                |        |

[Add Row](#)

---

11. (10+2) Subject Details

| Subject | Board/ University | Marks/ GPA Obtained | Maximum Marks/ GPA | Passing Marks | Action |
|---------|-------------------|---------------------|--------------------|---------------|--------|
| Physics | CBSE              | 66                  | 100                | 35            |        |
| Maths   | CBSE              | 70                  | 100                | 35            |        |

[Add Row](#)

[Back](#)
[Reset](#)
[Save](#)
[Save and Next](#)

**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.  
(PIC should be less than or equal to Total Flying Hours)

**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 10<sup>th</sup> /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 10<sup>th</sup> 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 1<sup>st</sup> January 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 School Education(COBSE), 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.

## Upload the Documents in this Form

Log Out

Registration Module

| Documents to be Uploaded and Submitted |                |  |  |   |
|--|----------------|--|--|---|
| S.No.                                  | Ref. field No. | *Document Type   | Document/ Certificate Reference Number       | *Upload Supporting Document                               |
| 1                                      |                | Applicant Photograph   |  | <input type="button" value="Choose File"/> No file chosen |
| 2                                      |                | Applicant Signature  |  | <input type="button" value="Choose File"/> No file chosen |
| 3                                      | 1.8            | Date of Birth Proof  | <input type="text" value="Document Number"/> | <input type="button" value="Choose File"/> No file chosen |
| 4                                      | 13             | Xth Marksheet  | <input type="text" value="Document Number"/> | <input type="button" value="Choose File"/> No file chosen |
| 5                                      | 13             | Xth Pass Certificate   | <input type="text" value="Document Number"/> | <input type="button" value="Choose File"/> No file chosen |
| 6                                      | 13             | Board Verification Certificate for Xth qualification               | <input type="text" value="Document Number"/> | <input type="button" value="Choose File"/> No file chosen |
| 7                                      | 13             | Xlith / Equivalent pass Certificate                                | <input type="text" value="Document Number"/> | <input type="button" value="Choose File"/> No file chosen |
| 8                                      | 13             | Board verification certificate for Xlith/ Equivalent qualification | <input type="text" value="Document Number"/> | <input type="button" value="Choose File"/> No file chosen |
| 9                                      | 13             | Xlith / Equivalent marksheet                                       | <input type="text" value="Document Number"/> | <input type="button" value="Choose File"/> No file chosen |
| 10                                     | 3              | Copy of Proof of Permanent Address                                 | <input type="text" value="Document Number"/> | <input type="button" value="Choose File"/> No file chosen |

Total Rows Count: 10

**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.

Log Out

Registration Module

**Directorate General of Civil Aviation**  
**Online Examination Portal**

1. Personal Details Review Flight Crew

|   |   |   |  |
|---|---|---|--|
| 1.1. Title<br><input type="text" value="Mr"/>           | 1.2. First Name<br><input type="text" value="ABC"/>                     | 1.3. Middle Name<br><input type="text" value="MNO"/>  | 1.4. Last Name<br><input type="text" value="SYZ"/> |
| 1.5. Mother's Name<br><input type="text" value="LKJ"/>  |   | 1.6. Father's/Guardians Name<br><input type="text" value="FDS"/>                              |  |
| 1.7. Gender<br><input type="text" value="Male"/>        | 1.8. Mobile Number<br><input type="text" value="9843034475"/>           | 1.9. Date of Birth (As per 10th board certificate)<br><input type="text" value="01-01-1990"/> |  |
| 1.10. Nationality<br><input type="text" value="INDIA"/> | 1.11. Aadhar Number<br><input type="text" value="Enter Aadhar Number"/> | 1.12. Email ID<br><input type="text" value="pradeeptaxak@gmail.com"/>                         |  |
| 1.13. Applied For<br><input type="text" value="CPL"/>   |   |   |  |

Photo and Signature

2. Study Details

|   |     |
|---|-----|
| 2.1. Have you studied in Foreign University, situated in India or Abroad? | : N |
| 2.2. Do you have AIU/ equivalent education qualification certificate?     | : N |

# User Manual

**3. Defence**

3.1. Are you Defence Pilot? : N  
3.2. Defence : N

---

**4. Address**

4.1. Correspondence Address

4.2. Permanent Address

---

**5. Education**

| SNo | Qualification Level | Name of Degree | Board/University | Duration | Passing Year | Result type | Marks/GPA Obtained | Maximum Marks/GPA | Grade / %age |
|-----|---------------------|----------------|------------------|----------|--------------|-------------|--------------------|-------------------|--------------|
| 1   | 10+2 with PM        | intermediate   | CBSE             | 1        | 2005         | Percentage  | 480                | 600               | 80           |
| 2   | 10th                | high school    | CBSE             | 1        | 2003         | Percentage  | 480                | 600               | 80           |

---

**6. (10+2) Subject Details**

| SNo | Subject | Marks Obtained | Maximum Marks | Passing Marks | BOARD |
|-----|---------|----------------|---------------|---------------|-------|
| 1   | Physics | 66             | 100           | 35            | CBSE  |
| 2   | Maths   | 70             | 100           | 35            | CBSE  |

---

**7. Flight Crew Experience and other details**

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

7.3. License Issue Date

7.5. Indian/ Foreign Licence Issuing Authority

7.7. Multiengine\*  
 Rectangular Snip

7.9. All Up-Weight(Of heaviest A/C at 6.2, if entered more than 1)\*

7.11. Flying hours as Pilot in Command\*

7.13. Flying Training Institute\*

7.15. Do you have Course Completion Certificate ?

7.17. Date of Issue

7.2. License Type

7.4. License Expiry Date

7.6. Country

7.8. Type of Aircraft

7.10. Total Flying Hours\*

7.12. First Training Flight\*

7.14. Ground Training Institute\*

7.16. Course Completion Certificate number

---

**8. Documents Uploaded**

| SNo | List of Document Uploaded  | Name of Document Uploaded | Document Number | Type of Document Uploaded |
|-----|--|---------------------------|-----------------|---------------------------|
| 1   | Applicant Photograph   | picc.jpg                  |                 | image/jpeg                |
| 2   | Applicant Signature  | sign.jpg                  |                 | image/jpeg                |
| 3   | Date of Birth Proof  | abc.pdf                   | 1234            | application/pdf           |
| 4   | Xth Marksheet  | abc.pdf                   | 2345            | application/pdf           |
| 5   | Xth Pass Certificate   | abc.pdf                   | 1234            | application/pdf           |
| 6   | Board Verification Certificate for Xth qualification               | abc.pdf                   | 1234            | application/pdf           |
| 7   | Xlith / Equivalent pass Certificate                                | abc.pdf                   | 1234            | application/pdf           |
| 8   | Board verification certificate for Xlith/ Equivalent qualification | abc.pdf                   | 1234            | application/pdf           |
| 9   | Xlith / Equivalent marksheet                                       | abc.pdf                   | 1234            | application/pdf           |
| 10  | Copy of Proof of Permanent Address                                 | abc.pdf                   | 1234            | application/pdf           |

---

**9. Declaration / Undertaking**

9.1. I hereby certify that the above particulars/entries made by me are true and correct in every respect to the best of my knowledge and belief and that nothing has been concealed or withheld by me. I understand that if any of my particulars/entries are found false or incorrect at any time, my candidature will stand rejected and further action can be taken against me by DGCA as per the Rules. Further, I have read the requirement for issue/ extension of Pilot Licence/Rating, as laid down in Aircraft Rules / CARs amended from time to time.

Back
Final SUBMIT

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

## Congratulations

Your " CA-9 (PILOT Comp. No.), Application for allotment of Computer Number " for appearing in Flight Crew licence examinations, has been submitted successfully.

Your Temporary ID is :**P-T2018/0026**

A PDF of your application form has been sent on registered email id. Printed and Duly signed copy of this PDF application form and copies of documents submitted online must reach, Central Examination Organisation DGCA, East Block III, Level III, RK Puram , New Delhi-110066, within 10 days of PDF generation, failing which your application will be auto-rejected.

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:



**Directorate General of Civil Aviation**  
**Online Examination Portal**



Flight Crew Registration Module

Profile Management
Flight Crew Details

4. Applying For

4.1. Applying For\*

4.2. Nationality\*

NOTE: if your country name does not appear please contact help Desk

4.1.1. Details of Valid License

|   |   |
|---|---|
| 4.1.1.1. License Number*                | 4.1.1.2. Date of Issue*                 |
| <input type="text" value="ATPL"/>       | <input type="text" value="01-01-2010"/> |
| 4.1.1.3. Date of Expiry*                | 4.1.1.4. Issuing Authority & Country*   |
| <input type="text" value="01-02-2020"/> | <input type="text" value="USA"/>        |

4.1.2. Details of FATA

|   |   |
|---|---|
| 4.1.2.1. FATA Authorisation Number*     | 4.1.2.3. Date of Expiry*                |
| <input type="text" value="FATA 1234"/>  | <input type="text" value="01-11-2018"/> |
| 4.1.2.2. Date of Issue*                 |   |
| <input type="text" value="01-09-2018"/> |   |

**7. Details of Sponsoring Organisation**

7.1. Name of the Organisation\*  
SSSS

7.2. Address of the Organisation\*  
Gurgaon

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

7.3. Name\*  
DEF

7.4. Email ID\*  
xxxxxxxx@ccc.com

7.5. Mobile Number\*  
1111111111

**8. Passport**

8.1. Passport Number\*  
qaz123

8.2. Date of Issue\*  
01-05-2018

8.3. Date of Expiry\*  
01-05-2020

8.4. Issuing Authority & Country\*  
USA

**9. Visa Details**

9.1. Visa Number  
1234

9.2. Date of issue  
01-09-2018

9.3. Date of Expiry  
01-09-2019

9.4. Issuing Authority & Country  
India

Back   Reset   Save   Save and Next

**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 Organistaion\***: 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

Log Out

Registration Module

| Documents to be Uploaded and Submitted |                |                                    |  |                                       |  |
|--|----------------|------------------------------------|--|---------------------------------------|--|
| S.No.                                  | Ref. field No. | *Document Type                     | Document/ Certificate Reference Number | *Upload Supporting Document           |  |
| 1                                      |                | Applicant Photograph               |  | <input type="text" value="picc.jpg"/> |  |
| 2                                      |                | Applicant Signature                |  | <input type="text" value="sign.jpg"/> |  |
| 3                                      | 1.8            | Date of Birth Proof                | <input type="text" value="1234"/>      | <input type="text" value="abc.pdf"/>  |  |
| 4                                      | 3              | Copy of Proof of Permanent Address | <input type="text" value="1234"/>      | <input type="text" value="abc.pdf"/>  |  |
| 5                                      | 10             | Copy of Passport                   | <input type="text" value="1234"/>      | <input type="text" value="abc.pdf"/>  |  |
| 6                                      | 9              | Visa Documents                     | <input type="text" value="1234"/>      | <input type="text" value="abc.pdf"/>  |  |
| 7                                      | 5              | PILOT License                      | <input type="text" value="1234"/>      | <input type="text" value="abc.pdf"/>  |  |
| 8                                      | 6              | FATA Authorisation Certificate     | <input type="text" value="1234"/>      | <input type="text" value="abc.pdf"/>  |  |

Total Rows Count: 8

Back
Reset
Save
Save and Next

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:




Registration Module

### 1. Personal Details Review Flight Crew

|                            |  |  |                       |
|----------------------------|--|--|-----------------------|
| 1.1. Title<br>Mr           | 1.2. First Name<br>ABC                     | 1.3. Middle Name<br>MNO  | 1.4. Last Name<br>SVZ |
| 1.5. Mother's Name<br>LKJ  |  | 1.6. Father's/Guardians Name<br>FDS                              |                       |
| 1.7. Gender<br>Male        | 1.8. Mobile Number<br>9643034475           | 1.9. Date of Birth (As per 10th board certificate)<br>01-01-1990 |                       |
| 1.10. Nationality<br>U S A | 1.11. Aadhar Number<br>Enter Aadhar Number | 1.12. Email ID<br>pradeeptaxak@gmail.com                         |                       |
| 1.13. Applied For<br>FATA  |  |  |                       |

### Photo and Signature



### 2. Passport

|                                  |              |
|----------------------------------|--------------|
| 2.1. Passport Number             | : 985123     |
| 2.2. Date of Issue               | : 01-05-2018 |
| 2.3. Date of Expiry              | : 01-05-2020 |
| 2.4. Issuing Authority & Country | : USA        |

### 3. Visa

|                                  |              |
|----------------------------------|--------------|
| 3.1. Visa Number                 | : 1234       |
| 3.2. Date of Issue               | : 01-06-2018 |
| 3.3. Date of Expiry              | : 01-06-2019 |
| 3.4. Issuing Authority & Country | : India      |

### 4. Details of Valid License

|                                  |              |
|----------------------------------|--------------|
| 4.1. License Number              | : ATPL       |
| 4.2. Date of Issue               | : 01-05-2018 |
| 4.3. Issuing Authority & Country | : USA        |
| 4.4. Date of Expiry              | : 01-05-2020 |

### 5. Details of Fata License

|                                |              |
|--------------------------------|--------------|
| 5.1. Date of Issue             | : 01-05-2018 |
| 5.2. FATA Authorisation Number | : FATA 1234  |
| 5.3. Date of Expiry            | : 01-05-2020 |

### 6. Details of Sponsoring Organisation

|   |                    |
|---|--------------------|
| 6.1. Address of the Organisation  | : Gurgaon          |
| 6.2. Name of the Organisation   | : SSSS             |
| 6.3. Contact details of the person responsible (from the sponsoring organisation) |                    |
| 6.4. Name   | : DEF              |
| 6.5. Email ID   | : xxxxxxxx@ccc.com |
| 6.6. Mobile Number  | : 1111111111       |

### 8. Declaration / Undertaking

8.1. I hereby certify that the above particulars/entries made by me are true and correct in every respect to the best of my knowledge and belief and that nothing has been concealed or withheld by me. I understand that if any of my\* particulars/entries are found false or incorrect at any time, my candidature will stand rejected and further action can be taken against me by DGCA as per the Rules. Further, I have read the requirement for issue/ extension of Pilot Licence/Rating, as laid down in Aircraft Rules / CARs amended from time to time.

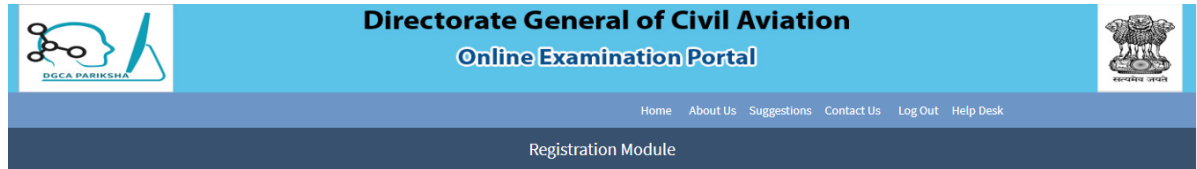
Candidate has to click on “**Final Submit**”. On successfully submission a pdf of filled information also will be created and automatically downloaded in applicant computer system.

## User Manual

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



### Congratulations

Your " CA-9 (PILOT Comp. No.), Application for allotment of Computer Number " for appearing in Flight Crew licence examinations, has been submitted successfully.

Your Temporary ID is :**P-T2018/0026**

A PDF of your application form has been sent on registered email id. Printed and Duly signed copy of this PDF application form and copies of documents submitted online must reach, Central Examination Organisation DGCA, East Block III, Level III, RK Puram , New Delhi-110066, within 10 days of PDF generation, failing which your application will be auto-rejected.

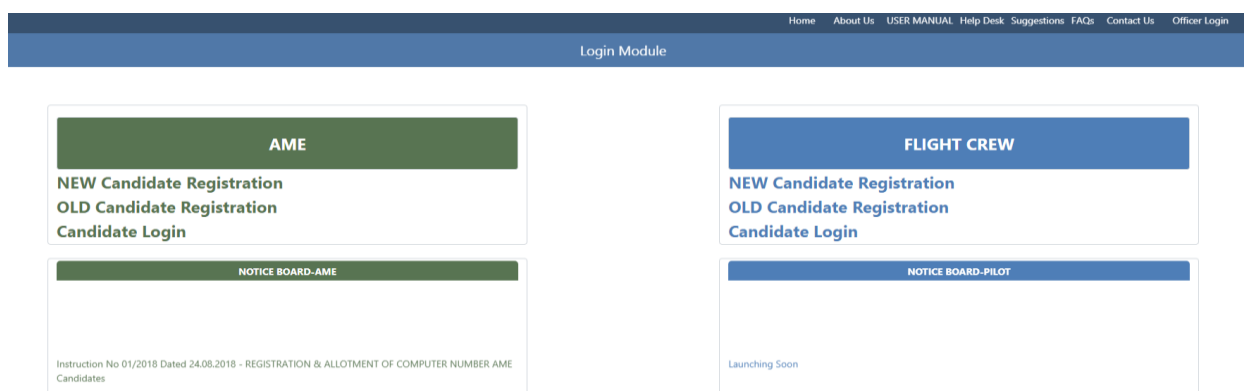
### Registration Completed

*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

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

Click on “Old Candidate registration”



**Note:**

- (i) OLD Candidate / registered in UDAAN must use their Computer Number as a login credential to register with <https://pariksha.dgca.gov.in> .**
- (ii) OLD Candidate need to fill up only 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 first complete the required registration and then she/he can update the profile through candidate login.**

After Click on **Old Candidate Registration**. Below screen will display.

The screenshot shows the '1. Generate Password' form. It includes a navigation bar with links: Home, About Us, USER MANUAL, Help Desk, Suggestions, FAQs, Contact Us, and Officer Login. Below the navigation bar is a dark blue header with 'Registration Module'. The form itself has a blue header with '1. Generate Password'. It contains two input fields: '1.1. Computer Number\*' with a placeholder 'Enter Computer Number' and '1.2. Date of Birth (As per 10th board certificate)\*' with a placeholder 'Enter Date of Birth in DD-MM-YYYY format'. Below these is a captcha section '1.3. Captcha' showing '2 + 6' and a 'Solution' button. At the bottom is a 'Submit' button.

5.1. Computer Number: Enter your allotted computer number.

5.2. \*Date of Birth (As per 10th board certificate): enter your date of birth as entered at the time allotment of computer number.

**Enter the captcha and press “Submit”**

Candidate moves on next page **Old Candidate Registration For Flight Crew**. Below screen will display

The screenshot shows the '1. OLD Candidate Registration For Flight Crew' form. It has a navigation bar with 'Log Out' and a dark blue header with 'Registration Module'. The form has a blue header with '1. OLD Candidate Registration For Flight Crew'. It contains multiple input fields: '1.1. Title', '1.2. First Name', '1.3. Middle Name', '1.4. Last Name', '1.5. Computer Number', '1.6. Father's/Guardians Name', '1.7. Mother's Name', '1.8. Gender', '1.9. Date of Birth (As per 10th board certificate)', '1.10. Country Code' (with a dropdown showing 'India - 91'), '1.11. Mobile Number\*' (with placeholder 'Enter Mobile Number'), '1.12. Confirm Mobile Number\*' (with placeholder 'Confirm Mobile Number'), '1.13. Email ID\*' (with placeholder 'Enter Email ID'), and '1.14. Confirm Email-ID\*' (with placeholder 'Confirm Email ID'). Below these is a captcha section '1.15. Captcha' showing '7 - 6' and a '1' in a box. A red note states: 'Note : If any mis-match found in saved data from point 1.1 to 1.10, you are encouraged to update your Profile after successfully migrating to Pariksha DGCA.' At the bottom is a 'Submit' button.

When the above entered details viz. Computer Number & Date of Birth matches with the existing data in the online system of examination, then registration form will interact with candidate details.

**Field mention below are not editable.**

**Title:** Candidate can only see his/her title.

**First Name CREW:** Candidate can only see his/her first name.

**Middle Name CREW:** Candidate can only see his/her Middle name.

**Last Name CREW:** Candidate can only see his/her Last name.

**Date of Birth:** Candidate can only see his/her Date of birth.

**Father's Name CREW:** Candidate can only see his/her Father's name.

**Mother's Name CREW:** Candidate can only see his/her Mother's name.

**Gender:** Candidate can only see his/her Gender.

**Nationality:** Select nationality from the dropdown list.

**Country Code\*:** Country code is fix +91

**The candidate is required to enter:**

**Aadhaar Number:** Aadhaar number is optional field, if candidate have Aadhaar card, enter the details.

**Mobile Number\*:** For Registration, Candidate need to verify his/her mobile number through OTP which will be sent on their mobile number after submitting their basic information. India based mobile number should have 10 digit

**Confirm Mobile Number\*:** Enter again same CREW Mobile no to confirm the Mobile.

**Email Id\*:** Enter your correct EMAIL ID which will be used for sending activation link for confirmation of registered E-mail.

**Confirm Email ID\*:** Enter again same Email ID to confirm the Email ID

**Captcha\*:** Enter Captcha Characters as appearing in the image. Image characters are case sensitive. If Captcha is not visible, same can be refreshed and replaced by clicking refresh icon.

**Note:** *\*(asterisk) Mark are mandatory fields*

After filling in all the details in the Registration form, click on '**Submit**'

On clicking the submit button, the registration details will be saved and candidate move on next page.

1. Mobile OTP

1.1. OTP has been sent on registered mobile number. Please enter the same.

Resend OTP

Submit

**Enter the OTP as received on your Mobile and click “Submit”.**

Message will be Display on your screen, a link has been sent to your registered Email-ID, if you have not received any link in your mail. Please click on button **“Click here to resend activation link”**.

Registered E-mail screen will display the candidate personal records. The link is valid for 24 hours, thereafter save data will automatically be removed from database and candidate need to 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.**

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Email Confirmation ➤

**sunil.subramannian.u@gmail.com**

to me

3:31 PM (1 minute ago)

☆
↶
⋮

Dear Candidate,

Thank you for registering with PARIKSHA.DGCA.  
As per available data, your profile details are as follows:

|               |                     |
|---------------|---------------------|
| NAME          | Anirudh Jha         |
| DATE of BIRTH | 04-03-1980          |
| GENDER        | Male                |
| FATHER NAME   | Wg. Cdr. Arvind Jha |
| MOTHER NAME   | NOT DEFINED         |
| MOBILE NUMBER | 9876543210          |
| APPLYING FOR  | PLT                 |

If found any mismatch \* in the retrieved data, still you are advised to use the following link for activation of your profile:

ACTIVATE ACCOUNT

OR

Copy paste the following link into the address bar of your browser:

<https://localhost/Form/Message/3feb0564f19c93ed180d022c1ff301be6f4f877c4632f8d1d945644818f4d57>

**NOTE:**

1. This link is valid for 24 hours only. If you do not verify within 24 hours you need to register again.
2. After activation maximum within 10 days you MUST complete the registration process.
3. NO HARD COPY IS REQUIRED TO FORWARD TO CEO after registration for OLD candidate.

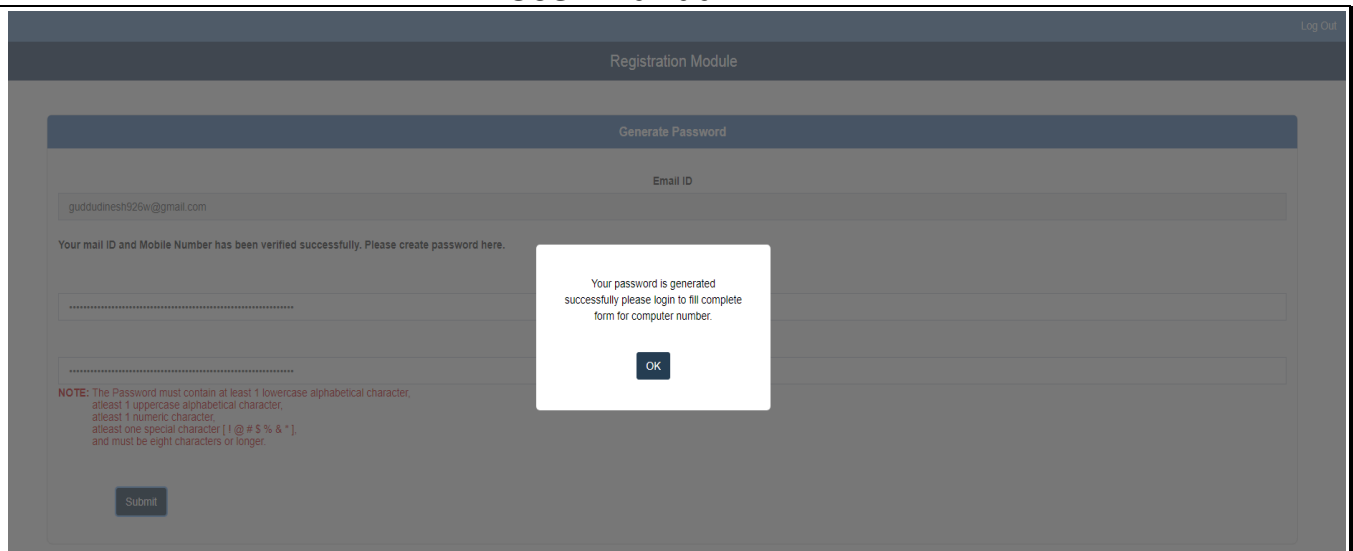
\*Profile Update provision will be available only after completion of registration in this portal

Regards,

Central Examination Organisation,  
Directorate General of Civil Aviation,  
East Block III, Level III, RK Puram,

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

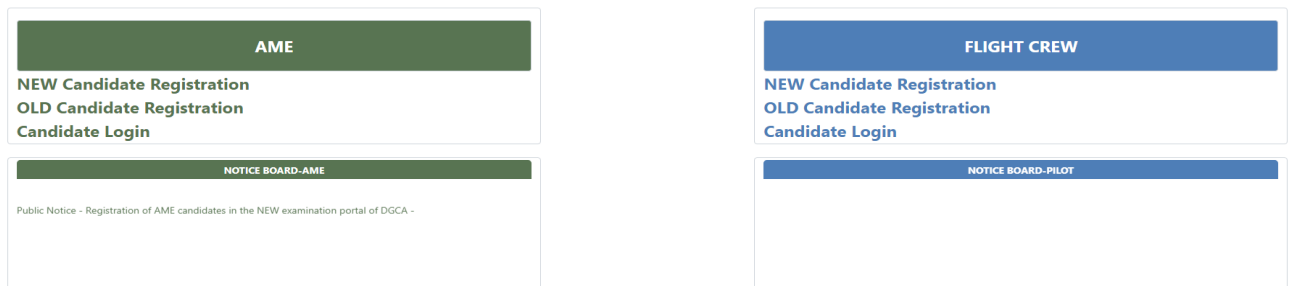
# User Manual



Now you have successfully generated the password. All entered data will be saved and to complete the Registration Process, below screen will display.



Click on “Click here to proceed” tab. Below screen display



Now click on Candidate Login, Below screen will display



Login credential (“Computer Number’ and ‘Password’) to complete registration process. Candidate can see his complete details.

# User Manual

|   |  |
|---|--|
| 0   | 00-00-0000                                 |
| 7.13. Flying Training Institute*                  | 7.14. Ground Training Institute*           |
| 0   | 0  |
| 7.15. Do you have Course Completion Certificate ? | 7.16. Course Completion Certificate number |
| N   |  |
| 7.17. Date of Issue                               |  |
| In DD-MM-YYYY format                              |  |

| 8. Documents Uploaded |                           |                 |
|-----------------------|---------------------------|-----------------|
| SNo                   | List of Document Uploaded | Document Number |
|                       |                           |                 |

Note 1 : If any mis-match found in saved data from points, you are encouraged to update your Profile after successfully migrating to Pariksha DGCA.  
Note 2 : Candidate is advised to update following fields, if not available in his/her profile. Failing to comply candidate will not be able to appear in examination.  
1. Photograph  
2. Signature  
3. Mother's Name  
4. Permanent Address

Final SUBMIT

Click on "OK" button, Below Screen will appear.

Log Out My Home

**Congratulations !!**

Dear Candidate,

Your details have been successfully migrated to new portal, pariksha.dgca.gov.in.

From now onwards, kindly click on login link and use your Computer Number and Password generated for login.

Developed and Maintained By NIELIT

## Old Candidate Registration Completed

### Note:

1. Hard copy of application form **NOT required to forward CEO, DGCA.**
2. *If candidate want to update any information, candidate must be login again and update his/her profile for the same.*

## Chapter 6- 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 their personal details.

Candidate has to enter her/his login credential:

**AME**

[NEW Candidate Registration](#)

[OLD Candidate Registration](#)

[Candidate Login](#)

**FLIGHT CREW**

[NEW Candidate Registration](#)

[OLD Candidate Registration](#)

[Candidate Login](#)

**NOTICE BOARD-AME**

Public Notice - Registration of AME candidates in the NEW examination portal of DGCA -

**NOTICE BOARD-PILOT**

On successful log in, candidate can update his/her profile through profile management.

Under **Profile management**, candidate will have following functions:

➤ **View Details**

- Personal Details
- Examination History.

➤ **Profile Update (By Candidate)**

- Corresponding Address
- Email ID
- Mobile Number

**Note: Above Details can be updated by candidate directly (which do not required verification from CEO, DGCA).**

➤ **Profile Update (Required Verification)** - candidate can update following:

- Basic Details :-
  - Date of Birth (As per 10th board certificate)
  - Father's Name

- First Name
  - Last Name
  - Middle Name
  - Mother's Name
  - Photograph
  - Signature
- Permanent Address- candidate can request for update the permanent address.
  - Passport Details- candidate can request for update the passport details (if applicable).
  - License Details (if any) - candidate can request for update the License details (if applicable).
  - Category - candidate can request for update of his category (PPL, CPL, ATPL, FDEG, FE etc.) (if applicable).
  - Educational Qualification - candidate can request for update his/her qualification details (if applicable).
- Change Password- Candidate can change password by filling the required details and click on "Submit" for successfully change password.

### **Note:**

1. Candidate can request for update above details, as it requires verification by Central Examination Organisation.
2. Candidate must upload appropriate supporting documents (as listed in User Manual) for applicable update in profile.
3. Refer Para 2.5 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 of uploaded document (as applicable).
6. The envelope containing the Profile Update form should be super scribed in capital and bold letters as "Flight Crew- UPDATE PROFILE- P-XXXX XXXX".

**INFORMATION REQUIRED FOR OBTAINING SECURITY CLEARANCE**

(Foreign Nationals & OCI / PIO Card 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 /, Place/Country of issue:  
Validity: DD / MMM / YYYY /

12) OCI / PIO Document No.:

Date of Issue: DD / MMM / YYYY /, Place/Country of issue:  
Validity: DD / MMM / YYYY /

13) Indian Visa No.:

Date of Issue: DD / MMM / YYYY /, Place/Country of issue:  
Validity: DD / MMM / YYYY /

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 :

Affix recent Color Photograph of 45mm X 35mm size with White background. The Face must be of 35mm height & 25mm width.

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.