

CENTRAL EXAMINATION ORGANISATION

OFFICE OF DGCA



INSTRUCTION TO THE SPONSORING ORGANISATIONS & CANDIDATES APPLYING / APPEARING FOR FATA EXAMINATION (AIR REGULATION)

OMR BASED

IMPORTANT INSTRUCTIONS FOR CANDIDATES APPEARING IN FATA Examination
(OMR BASED)

(Issued under the provisions of Sub-Rule (1) of Rule 41A of Aircraft Rules 1937)

Instruction to the Sponsoring Organisation / Candidates applying for allotment of FATA computer number and FATA examination.

1. Allotment of computer Number is a continuous process. The sponsoring organization may submit the application(s) duly completed in all respects along with all relevant supporting documents to CEO on any working day between 1500 Hrs & 1700 Hrs.
2. However, in any particular examination session, acceptance of candidature will strictly depends on the allotment of computer number **at least three (03) days prior to any particular FATA examination session.**
3. The status of computer number allotment, rejection will be displayed on CEO notice board three (03) days prior to the scheduled date of examination.
4. The candidate having computer number will only be eligible for applying / appearing in the session & the sponsoring organization for their candidate are required to submit FATA Exam application form and fee **at least two (02) days prior to examination.**

Fee for FATA examination

- a) The fee required to be paid for Air Regulation (FATA) is Rs.500/-
 - b) The sponsoring Organisation / candidate has only one option for submitting the required fee through BHARAT KOSH online fee payment portal (<https://bharatkosh.gov.in/>)
5. List of admitted candidates will be displayed on notice board of CEO on the day of exam.
 6. **Candidates are required to produce Original Passport & the ID issued by the Sponsoring Organisation as proof of their identity for Appearing in FATA examinations.**
 7. Candidates are not allowed to bring any electronic gadget such as Calculators, Cell phones, Electronic diaries or any other electronic device with memory or Listening devices and recording or photographic devices, Electronic / Smart Wrist Watches, wrist watch phones, pagers, pen scanners or multimedia devices or any other communication devices even in switched OFF mode inside the examination room / hall. **DGCA will not make any provision to keep them in safe custody and Candidates themselves are responsible for safety of their belongings.**
 8. **Candidates are to be seated in their respective seat at least 30 min prior to the scheduled start time of examination. The entry to the venue / Hall / Room will be closed 30 min prior to the scheduled start of the examination.**
 9. Breaks for nature's call are permitted once after 1 hour of start of examination. Only one candidate may take a break at any given time. However, no candidates will be allowed for nature's call during the last 30 Minutes of the examination

Information On Examination:

10. Candidates must follow all instructions from the Supervisor (Controller of Examination / Supervisor / Invigilator). Any candidate who does not follow such instructions, their examination may be invalidated. Non-compliance with the Supervisor's directions may also result in suspension from appearing in all examinations conducted by CEO.
11. Candidates must not communicate with another candidate or anyone else other than supervisory staff during an examination. If there is a need to raise a point of immediate urgency, the candidate is required to raise their hand to draw the Supervisor's attention. The candidate may then explain the matter in a quiet and non-disruptive manner.
5. Abusive behavior in exam centers will not be tolerated. Any candidate in breach of this will be asked to leave the exam room immediately and will forfeit all exam fees paid. This may also result in suspension of sitting further exams.
6. The Supervisor is not permitted to give any help in working out questions, nor discuss any issues regarding examination content.
7. If there is any perceived error or ambiguity in a question, the candidate may raise objection. An objection sheet may be requested for and provided by Supervisor.
8. All examination material such as **Question Paper, Answer Sheet**, objection slips, rough work sheets etc. must be returned to the Supervisor on completion of the examination.
9. The candidate must indicate examination completion to the Supervisor by raising a hand and remain seated until the Supervisor has collected all examination materials, other than the candidate's personal materials.
12. Candidates, who try to misbehave or use unfair means in the examination venue, shall be expelled from the examination venue. They shall further be liable for disqualification in all the subjects and debarred temporarily or permanently from appearing in examinations. The examples of unfair means shall constitute but not limited to as follows:
 - a) Copying or attempting to copy other candidate's answers or helping others to copy answers.
 - b) Copying or attempting to copy from the un-authorized written material possessed by a candidate.
 - c) Consulting other candidates, individuals through speech or sign or sound in the examination venue or outside the venue.
 - d) Creating a disturbance.
 - e) Attempting to appear in the exam for someone else & arranging someone else to appear on behalf of self – Impersonation
 - f) Giving or receiving assistance of any kind.
 - g) Using prohibited aids, items not allowed; such as
 - i) Cell phones
 - ii) Calculators
 - iii) Electronic diaries or any other electronic device with memory or Listening devices and recording or photographic devices, Electronic / Smart Wrist Watches, wrist watch phones, pagers, pen scanners or multimedia devices or any other communication devices even in switched OFF mode inside the examination room / hall.

- h) Attempting to move exam questions and / or responses (in any format) from the examination room.
- i) Writing irrelevant matter including obscene language on answer sheets / objection slips / reproducing questions from the question paper
- j) Attempting to remove any paper from the exam room.
- k) Leaving the exam room without permission.
- l) Failing to follow exam Supervisor's / Invigilator direction.
- m) Manhandling of Supervisor / Invigilator & Centre Staff.

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