



GOVERNMENT OF INDIA

**OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION**  
TECHNICAL CENTRE, OPP SAFDARJANG AIRPORT, NEW DELHI

**CIVIL AVIATION REQUIREMENTS**  
**SECTION 9 – AIR SPACE AND AIR**  
**NAVIGATION SERVICES STANDARDS**  
**SERIES L PART III**  
**ISSUE I, 28<sup>th</sup> FEBRUARY 2019**

**EFFECTIVE: FORTHWITH**

F. No. 21048/7/2018-ANS

**Subject: Authorization of instructors, examiners and boards for personnel of Air Traffic Services.**

**1. Introduction**

Rule 97 of The Aircraft Rules 1937 requires that a trainee Air Traffic Controller (ATCO) shall perform duty under the direct supervision of Instructor for the purpose of qualifying for issue/renewal of a license or endorsements of rating on license. Rule 111 lays down the requirement of competency for issue of license and ratings specified in Schedule-III and to achieve the same Rule 112 requires appointment of examiners and appointment of Board to conduct exams carry out assessments in respect of the examinations and assessment required under Schedule III.

This CAR is issued under the provisions of Rule 133A of the Aircraft Rules, 1937 and lays down the selection criteria for Instructors, Examiners and constitution of Boards in an Air Navigation Service Provider (ANSP)/ Air Traffic Service Training Organization (ATSTO).

**2. Applicability**

This CAR is applicable to Air Navigation Service Provider, Air Traffic Service Training Organization, Instructors, Examiners and Boards.

**3. General requirements**

- 3.1 ANSP/ATSTO require to have Instructor, Examiner and constitute Board to conduct examinations specified in Schedule III.
- 3.2 ANSP/ATSTO shall inform DGCA well in advance of the Examinations/Board to facilitate DGCA to nominate their person, if required.

- 3.3 Authorization as Instructor or Examiner shall be carried out in the manner specified in this CAR. The requirement of having valid license is not applicable i.r.o. persons already functioning as examiners/instructor with ANSP on the date of publication of CAR.
- 3.4 The ratings for the purpose of this CAR means the ratings covered in rule 95 of The Aircraft Rules 1937. The persons holding such ratings issued by AAI shall only be considered for appointment of Examiner/ authorization of instructor.
- 3.5 All persons functioning as instructor/ examiner are required to successfully complete an instructor technique course before 01.01.2020 as per the syllabus given in Appendix-A of this CAR.
- 3.6 All Instructor/ examiner authorization shall be issued in standardized formats attached with this CAR.
- 3.7 An examiner shall not function as an examiner for the trainee to whom he has imparted training.
- 3.8 ANSP/ATSTO shall ensure that the person(s) involved in examination/ assessment/ board shall be capable of instilling high standards in their profession and able to record just and fair assessment. They shall conduct their duties and functions in impartial manner which shall be free from prejudices and free from strong likes & dislikes.

#### **4. Requirement for authorization as Instructors**

##### **4.1 For ATS unit**

###### **i) General Requirements:**

- a) Hold Valid ATCO License.
- b) Hold valid rating(s) w.r.t. unit for which he has to impart training.
- c) Accident/incident free record in preceding two years from the date of application.
- d) Successful completion of instructor technique course.

###### **ii) Experience requirements:**

- a) At least 5 years of working experience while performing duty as a holder of any rating specified in rule 95.
- b) Out of a) above at least 2 years of working experience shall be in the same unit where he intends to impart training. (Note 1: In case of '1 or 2 years' tenure airport' this experience may be reduced to six months.)

###### **iii) Functions:**

To impart instructions (knowledge & OJT) to trainee ATCOs to obtain ratings.

##### **4.2 For ATSTO**

- i) **General Requirements:**  
a) Hold/held ATCO License.  
Or  
At least 15 years of working experience while performing duty as holder of any rating specified in rule 95.  
b) Accident/incident free record in preceding two years from the date of application.  
c) Successful completion of an instructor technique course.
- ii) **Experience requirements:**  
At least 5 years of working experience while performing duty as a holder of any rating specified in rule 95.
- iii) **Functions:**  
To impart instructions (knowledge & simulation training) as per scope and approval of ATSTO.

**4.3 Meteorology Examiner/ Instructor:** Met Examiner/ Instructor shall be a Qualified Meteorologist with at least 5 years of working experience in the field of meteorology. A qualified meteorologist means a meteorologist from India Meteorological Department, Equivalent to Meteorologist-B or Assistant Meteorologist or above.

## **5. Requirements to function as an Examiner at ATS Unit and ATSTO.**

### **5.1 For ATS unit**

- i) **General Requirements:**  
a) Hold Valid ATCO License.  
b) Hold valid instructor authorization w.r.t. unit for which he has to act as examiner.  
c) Accident/incident free record in preceding two years from the date of application.  
d) Successful completion of an instructor technique course covering the syllabus provided in Appendix A.
- ii) **Experience requirements:**  
a) At least 7 years of working experience while performing duty as a holder of any rating specified in rule 95.  
b) Out of a) above at least 2 years of experience as instructor at any unit. (Not applicable i.r.o. persons already functioning as examiners with ANSP on the date of publication of CAR)  
c) out of a) above at least 2 years of working experience shall be in the same unit where he intends to work as examiner.(Note 1: In case of '1 or 2 years' tenure airport' this experience may be reduced to six months.)
- iii) **Functions:**  
a) To examine trainee ATCOs for the purpose of qualifying for ratings listed in rule 95.  
b) To conduct proficiency check.

- c) To Prepare questions for conduct of examination of required under Schedule-III
- d) To perform the functions of Instructor.
- e) To act as examiner at ATSTO.

## **5.2 For ATSTO**

### **i) General Requirements:**

- a) Hold/held ATCO License.
- b) Accident/incident free record in preceding two years from the date of application.
- c) Successful completion of an instructor technique course covering the syllabus provided in appendix A.

### **ii) Experience requirements:**

- a) At least 7 years of working experience while performing duty as a holder of any rating specified in rule 95.
- b) Out of a) above at least 2 years of experience as instructor at any unit or ATSTO. (Not applicable i.r.o. persons already functioning as examiners with ANSP on the date of publication of CAR)

### **iii) Functions:**

- a) To act as examiner at ATSTO.
- b) To Prepare questions for conduct of examination of Schedule-III
- c) To perform functions of ATSTO instructor.

## **6. Board for assessment**

**6.1 Board for assessment at ATS Unit:** The Board appointed for carrying out examinations and assessment required under Schedule-III shall consist of atleast three members, one of which shall be an examiner/instructor of that ATS unit for which candidate is required to be assessed.

**6.2 Board for assessment at ATSTO:** The Board appointed for carrying out examinations and assessment required under Schedule-III shall consist of atleast three members one of which shall be an examiner/instructor.

## **7. Examiner/ Instructor validity**

**7.1** The authorization of examiner or instructor at ATS unit shall be valid for a period of two years from the date of approval unless suspended /withdrawn.

**7.2** Authorization of Examiner/ Instructor of ATS Unit may be renewed for a period not exceeding two years at a time provided Examiner/ Instructor has carried out functions in preceding 6 months.

**8. Procedure for grant of Instructor/ examiner authorization by ANSP/ATSTO-** The ANSP/ATSTO shall specify the procedure in ANSP RTM/

ATSTO TPM for authorization of Instructor/ Examiner/ Board which shall consist of:

- i) Application for authorization of Instructor/Examiner as per prescribed proforma.
- ii) Method and constitution of board for assessment of Instructor/ examiner in accordance with para 6.1 of this CAR.
- iii) Issuance/Renewal of authorization certificate based on the assessment of board.

(Note: Head of ATSTO/Chief Instructor will issue relevant authorization certificate. In case of ATS units, ANSP will issue authorization certificate.)

- iv) Intimation to DGCA about examiners/ instructors authorized.
- v) Procedure for removal of instructor/examiner.
- vi) Record keeping in the manner prescribed in this CAR.

## **9. Record Keeping**

All the records in respect of authorization of instructor/Examiner/ Board will be retained for a period of five years after expiry. Record of no. of examinations carried out by each examiner/ Board may be kept for at least five years and should be readily available. Record of fee received due assessment shall also be kept for at least five years.



(B. S. Bhullar)  
Director General of Civil Aviation

**SYLLABUS FOR ON-THE-JOB TRAINING INSTRUCTOR COURSE**

**1. TRAINING ORGANISATION**

Content and Training Objectives for air traffic controllers and Unit Training  
Rating Training Manual  
ATC Unit Training Structure  
Regulation

**2. HUMAN FACTORS**

Teaching and learning  
Teams and Interactions within Teams  
Communication skill  
On-the-Job-Training Instructor (OJTI) - Professional and Personal Profile  
Stress

**3. TRAINING TECHNIQUES**

Briefing  
Demonstration  
Monitoring  
Debriefing  
Counselling

**4. ASSESSMENT METHODS AND REPORT WRITING**

Assessment Methods  
Report Writing

**Appendix-B**

File No .....

(For office use only)

**APPLICATION FOR ISSUE OF INSTRUCTOR AUTHORISATION of ATS**

**UNIT**

**1. Personal Details:**

(i)	Name of candidate	
(ii)	Correspondence address	
(iii)	Permanent address	
(iv)	e-mail address	

**2. Details of Medical: (required for persons not holding license)**

Class of Medical	Medical Centre/ Designated Medical Examiner	Date of medical	Valid up to	Whether medical assessment attached	for office use only

(Class-III medical is valid for 4 years if age is upto 40 yrs.; valid for 2 years if age is above 40 & upto 50 yrs.; and above 50 yrs validity is 1 year.)

**3. Instructor authorization sought for units: (name the units.....)**

**4. Requirements of Instructor at ATS unit**

(i)	<b>General Requirements of Instructor:</b>	Fill following details	
(a)	Hold Valid ATCO License (not applicable for existing instructors at ATS unit)	Lic. No..... Valid Upto..... N/A	
(b)	Hold valid rating(s) w.r.t. unit for which he has to impart training. (name the ratings issued by AAI)	Name of valid ratings	
(c)	Accident/incident free record in preceding two years from the date of application.	Yes/No	
(d)	Successful completion of an instructor technique course covering the syllabus provided in appendix A. (Note: The applicant who are not meeting this requirement shall complete the same before 1.1.2020).	Date of completion ..... Or Will comply before 1.1.2020	
(ii)	<b>Experience requirement of Instructor</b>		
(a)	At least 5 years of working experience while performing duty as a holder of any rating specified in rule 95.	Write the number in years .....	
(b)	Out of a) above at least 2 years of working experience shall be in the same unit where he intends to impart training. (Note 1: In case of '1 or 2 year tenure airport' this experience may be reduced to six months.)	Yes/No	

**5. Any other information:**

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**Declaration by the applicant:**

I hereby declare that in terms of provisions of The Aircraft Rules 1937, I have not suppressed or given any wrong information herein above. I understand that I am liable for appropriate action, if any information given by me is found to be wrong even at a later date.	
<u>Place:</u>	
<u>Date:</u>	<u>Signature of the applicant</u>

**6. Recommendation of head of ATS unit:**

(i)	I hereby declare that information provided by Mr. /Mrs. /Ms. _____, has been verified through official records and found correct.				
(ii)	The applicant has successfully completed all the requirement of CAR, Section-9 Seri-L Part-III for issue of authorization as Instructor for following Unit(s):-  ..... (write the name of units)				
(iii)	Recommended for issue of Instructor authorization of above units.				
<table style="width: 100%;"> <tr> <td style="width: 60%;"><u>Place:</u></td> <td></td> </tr> <tr> <td><u>Date:</u></td> <td style="text-align: right;">Authorized signatory of ANSP</td> </tr> </table>		<u>Place:</u>		<u>Date:</u>	Authorized signatory of ANSP
<u>Place:</u>					
<u>Date:</u>	Authorized signatory of ANSP				



**Appendix-C**

File No .....  
 (For office use only)

**APPLICATION FOR ISSUE OF INSTRUCTOR AUTHORISATION of  
 ATSTO**

**1. Personal Details:**

(i)	Name of candidate	
(ii)	Correspondence address	
(iii)	Permanent address	
(iv)	e-mail address	

**2. Instructor authorization sought for:** (name the knowledge subjects and approved course

(.....  
 .....) )

**3. Requirements of Instructor at ATSTO**

(i)	<b><u>General Requirements of Instructor ATSTO:</u></b>	Fill following details	
(a)	Hold/held ATCO License (not applicable for existing Instructors at ATSTO) or at least 15 years of working experience while performing duty as a holder of any rating specified in rule 95.	Lic. No..... Valid Up to..... N/A  Or 15 years of experience	
(b)	Accident/incident free record in preceding two years from the date of application.	Yes/No	
(c)	Successful completion of an instructor technique course covering the syllabus provided in appendix A. (Note: The applicant who are not meeting this requirement shall complete the same before 1.1.2020).	Yes/No  Or Will comply before 1.1.2020	
(ii)	<b><u>Experience requirement of Instructor at ATSTO</u></b>		
(a)	at least 5 years of working experience while performing duty as a holder of any rating specified in rule 95.	Write the number in years .....	

**4. Any other information:**

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**5. Declaration by the applicant:**

<p>I hereby declare that in terms of provisions of The Aircraft Rules 1937, I have not suppressed or given any wrong information herein above. I understand that I am liable for appropriate action, if any information given by me is found to be wrong even at a later date.</p>	
<p><u>Place:</u></p>	
<p><u>Date:</u></p>	<p><u>Signature of the applicant</u></p>

**6. Recommendation of head of ATSTO**

(i)	<p>I hereby declare that information provided by Mr. /Mrs. /Ms. _____, has been verified through official records and found correct.</p>
(ii)	<p>The applicant has successfully completed all the requirement of CAR, Section-9 Seri-L Part-III for issue of authorization as Instructor of ATSTO for following:-</p> <p>.....                  (name the knowledge subjects and approved course)</p>
(iii)	<p>Recommended for issue of Instructor authorization as in ii) above.</p>
<p><u>Place:</u></p>	
<p><u>Date:</u> <u>Examiner</u></p>	<p><u>Signature and seal of head of ATSTO/Chief</u></p>

**Appendix-D**

File No .....  
(For office use only)

**APPLICATION FOR ISSUE OF EXAMINER AUTHORIZATION for ATS  
UNIT**

**1. Personal Details:**

(i)	Name of candidate	
(ii)	Correspondence address	
(iii)	Permanent address	
(iv)	e-mail address	

**2. Details of Medical:** (required for persons not holding license)

Class of Medical	Medical Centre/ Designated Medical Examiner	Date of medical	Valid up to	Whether DGCA assessment attached	for office use only

(Class-III medical is valid for 4 years if age is below 40 yrs; valid for 2 years if age is above 40 & below 50 yrs; and above 50yrs validity is 1 year.)

**3. Examiner authorization sought for units:** (name the units.....)

**4. Requirements of Examiner at ATS unit**

(i)	<b><u>General Requirements of Examiner:</u></b>	Fill following details	
(a)	Hold Valid ATCO License (Not applicable i.r.o. persons already functioning as examiners with ANSP on the date of publication of CAR)	Lic. No..... Valid Upto..... N/A	
(b)	Hold valid instructor authorization w.r.t. unit for which he has to act as examiner. (Note: Not applicable i.r.o. persons already functioning as examiners with ANSP on the date of publication of CAR)	Yes/No Or N/A	
(c)	Accident/incident free record in preceding two years from the date of application.	Yes/No Or N/A	
(d)	Successful completion of an instructor technique course covering the syllabus provided in appendix A. (Note: The applicant who are not meeting this requirement shall complete the same before 1.1.2020).	Date of completion ..... Or Will comply before 1.1.2020	

(ii)	<b>Experience requirement of Examiner</b>		
(a)	At least 7 years of working experience while performing duty as a holder of any rating specified in rule 95.	Write the number in years .....	
(b)	Out of a) above at least 2 years of experience as instructor at any unit. (Not applicable i.r.o. persons already functioning as examiners with ANSP on the date of publication of CAR)	Yes/No or N/A	
(c)	Out of a) above at least 2 years of working experience shall be in the same unit where he intends to work as examiner. <i>(Note 1: In case of '1 or 2 year tenure airport' this experience may be reduced to six months.)</i>	Two years Or Six months with name of airport.....	

**5. Any other information:**

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**6. Declaration by the applicant:**

<p>I hereby declare that in terms of provisions of The Aircraft Rules 1937, I have not suppressed or given any wrong information herein above. I understand that I am liable for appropriate action, if any information given by me is found to be wrong even at a later date.</p> <p><u>Place:</u>  <u>Date:</u></p>	<p><u>Signature of the applicant</u></p>
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**7. Recommendation of head of ATS unit:**

(i)	I hereby declare that information provided by Mr. /Mrs. /Ms. _____, has been verified through official records and found correct.
(ii)	The applicant has successfully completed all the requirement of CAR, Section-9 Seri-L Part-III for issue of authorization as Examiner for following Unit(s):- ..... (write the name of units)
(iii)	Recommended for issue of Examiner authorization of above units.
	<p><u>Place:</u>  <u>Date:</u></p> <p style="text-align: right;">Authorized signatory of ANSP</p>

**Appendix-E**

File No .....  
 (For office use only)

**APPLICATION FOR ISSUE OF EXAMINER AUTHORISATION of ATSTO**

**1. Personal Details:**

(i)	Name of candidate	
(ii)	Correspondence address	
(iii)	Permanent address	
(iv)	e-mail address	

**2. Examiner authorization sought for:** (name the knowledge subjects and approved course)

(.....  
 .....)

**3. Requirements of Examiner at ATSTO**

(i)	<b><u>General Requirements of Examiner of ATSTO:</u></b>	Fill following details	
(a)	Hold/held ATCO License (not applicable for existing examiners serving as regular employee of ANSP)	Lic. No..... Valid Upto..... N/A	
(b)	Accident/incident free record in preceding two years from the date of application.	Yes/no	
(c)	Successful completion of an instructor technique course covering the syllabus provided in appendix A. (Note: The applicant who are not meeting this requirement shall complete the same before 1.1.2020).	Date of completion ..... Or Will comply before 1.1.2020	
(ii)	<b><u>Experience requirement of Examiner of ATSTO</u></b>		
(a)	at least 7 years of working experience while performing duty as a holder of any rating specified in rule 95.	Write the number in years .....	
(b)	Out of a) above at least 2 years of experience as instructor at any unit or ATSTO. (Not applicable i.r.o. persons already functioning as examiners with ANSP on the date of publication of CAR)	Yes/No or N/A	

**4. Any other information:**

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**5. Declaration by the applicant:**

<p>I hereby declare that in terms of provisions of The Aircraft Rules 1937, I have not suppressed or given any wrong information herein above. I understand that I am liable for appropriate action, if any information given by me is found to be wrong even at a later date.</p> <p><u>Place:</u> <u>Date:</u></p>	<p><u>Signature of the applicant</u></p>
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**6. Recommendation of head of ATSTO/ ED(ATM):**

(i)	I hereby declare that information provided by Mr. /Mrs. /Ms. _____, has been verified through official records and found correct.
(ii)	The applicant has successfully completed all the requirement of CAR, Section-9 Seri-L Part-III for issue of authorization as Examiner of ATSTO for following:-  ..... (name the knowledge subjects and approved course)
(iii)	Recommended for issue of Examiner authorization as in ii) above.
<p><u>Place:</u>  <u>Date:</u> <u>Examiner</u></p> <p style="text-align: right;"><u>Signature and seal of head of ATSTO/Chief</u></p>	

**Appendix- F**

Logo of  
ANSP/  
ATSTO

Certificate ref. no.....

.....  
(Name & Address of ANSP/ATSTO)

**CERTIFICATE**

***It is to certify that Mr/Ms \_\_\_\_\_  
\_\_\_\_\_ has complied all the requirements  
of CAR, Section-9, Seires-L Part-III and accordingly  
atuhorised as Instructor/ appointed as Examiner to  
discharge the functions as in same CAR.***

.....  
(Name of units in case of ATS unit Instructor Examiner/  
Name the knowledge subjects & approved course in case of ATSTO instructor Examiner)

***This certificate is valid upto.....***

Place .....  
Date.....

(Signature with seal)  
**Head of ATSTO/ Chief Instructor**  
**Authorized Signatory of ANSP**  
(Print whichever applicable)