

INSTRUCTIONS FOR CANDIDATES (AME LICENCE EXAMINATIONS)

Notes:

- I. Candidates must read the following instructions prior to filling up the application form for any of the AME Licence examination.
- II. Candidate may retain these "INSTRUCTIONS " as amended from time to time for their reference.
- III. "INSTRUCTIONS" as amended from time to time can be seen / downloaded from the DGCA website ; <http://www.dgca.nic.in> under the sub-heading 'Examination.

1. Types of Application Forms:

- (i) **Computer Number allotment:**
 - (a) Form **CA-9 (AME-Comp. No.)** of latest revision for allotment of Computer No.
- (ii) **For written papers**
 - (a) Form **CA-9 (AME-Written)** for written papers
 - (b) Form **CA-9 (AME-Oral)** for Oral-cum-Practical test.

Note: The latest applicable forms can be seen / downloaded from the DGCA website: <http://www.dgca.nic.in> under the sub-heading 'Examination'

2. Application for COMPUTER NUMBER:

Computer Number is allotted by CEO to a fresh applicant appearing for the first time in DGCA AME licence Examination. Computer Number once allotted, is unique. Thereafter, the same number is to be quoted in all future correspondence.

- (a) The application form for allotment of Computer Number CA-9 (AME-Comp. No.) shall be complete in all respects including the desired enclosures in respect of date of birth, qualifications etc.
- (b) Date for submitting the application for allotment of computer number is given below and can also be seen on the DGCA website.

Session	Cand. of approved AME Trg. Inst.	Cand. other than AME Trg. Inst.
February Sess.	15 th Oct.	15 th Nov.
June Sess.	15 th Jan.	15 th Feb.
October Sess.	15 th May	15 th June

3. Application for WRITTEN Examinations:

- (a) The duly filled in application on the appropriate form along with requisite fee should reach CEO at the prescribed time as mentioned for a particular session, at the time of declaration of result of preceding session.
- (b) Candidates can apply for only two categories of Basic / AME licence or two different types of A/c or Engine under the same category.

Note: The application for written examination **will NOT** be accepted, if Computer Number **is NOT filled in the application form.**

4. Application for ORAL CUM PRACTICAL TEST:

The candidates who have passed written Paper-IV or successfully completed the Approved Course or desire to re-appear in the Oral test shall submit the application on

the appropriate form along with requisite fees to the concerned Regional / Sub-Regional Airworthiness offices.

5. FEES:

(a) For **WRITTEN** Examination, the Bank draft should be drawn in favour of:

**'Pay and Accounts Office, Director General of Civil Aviation,
Ministry of Civil Aviation, New Delhi'.**

(b) For **Oral-cum-Practical test**, the Bank Draft should be drawn in favour of :

**Accounts Officer, Regional Pay and Accounts Office, CAD, New
Delhi / Mumbai / Chennai / Kolkata, as applicable.**

Note 1: Write your name, computer number, session and category of AME licence Examination on the back of Bank Draft.

2. The Bank Draft / IPO should **NOT** be drawn 30 days prior to the date of submission of the applications.

(c) **Adjustment of Fee:** In the case of rejection of Application Form, the fees will be adjusted in the subsequent session on **enclosing the ORIGINAL rejection letter** along with the application form for written examinations.

(d) Applicants working abroad shall submit the fees to the Indian High Commission / Indian Embassy under the Head '136-Civil Aviation Services and Service Fee for Technical Examination'. The receipt of the same in original may be submitted along with the application form for written examinations.

6. Duly filled in application form along with Demand Draft should be sent to:

(a) For **Allotment OF COMPUTER No. AND for WRITTEN Examinations:**

**DIRECTOR OF AIRWORTHINESS (CEO)
O/O THE DIRECTOR GENERAL OF CIVIL AVIATION
EAST BLOCK-III, R.K. PURAM, NEW DELHI-110066.**

Or

Submitted in CEO at the above address

(b) for **ORAL CUM PRACTICAL TEST**

DIRECTOR / CONTROLLER OF AIRWORTHINES OF THE CONCERNED REGION

7. **Change of Centre:**

Request for amendment to the Admit Card including Change of Centre shall be intimated immediately to CEO by Fax followed by written request. **No Change of Centre will be permitted**, prior to **one month** from the date of commencement of examination

8. **Serving Defence personnel** must submit an attested copy of Valid N.O.C. issued by his/her Headquarter, at the time of allotment of Computer Number.

9. **Foreign Nationals** should submit attested copy of security clearance Certificate / NOC issued by DGCA along with the application.

10. For location of the venue of the 'Written Papers', the candidates shall contact the local Regional / sub-Regional Airworthiness office of the respective examination centre.
11. Any change in the mailing address shall be immediately intimated to CEO.
12. Applicant who has gained maintenance experience with Foreign Airline / in foreign country should submit their experience certificates duly attested by the concerned Aviation Regulatory Authority.
13. Applicants are advised to read and familiarize themselves with the requirements for issue / extension of AME licence as laid down in aircraft rule and Civil Aviation Requirements amended from time to time.
14. **Types of Applicants:**
 - (a) AME Trg.- means applicants who are undergoing training on the day of application in the DGCA Approved AME Training Institutes.
 - (b) GET – means Graduate Engineering Trainees undergoing training in the DGCA approved institutes of the Airlines.
 - (c) AEG – means Engineering Graduates in streams other than Aeronautical
 - (d) DEF – means applicants retired or working in the Defence
 - (e) General – means applicants not falling in any of the above category.
15. **Electronic Devices** including Mobile Phones are **NOT** permitted in the examination hall. Therefore, candidates should not bring any such item in their own interest as DGCA official cannot assure any arrangement for safe keeping of such equipment.

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