

**INSTRUCTIONS FOR CANDIDATES  
(PILOT LICENCE EXAMINATIONS)**

**A. Common instructions for all PILOT Licence Examinations:**

**Notes:**

- I. Candidates must read the following instructions prior to filling up the application form for any of the Pilot Licence Examination.
- II. Candidate must retain these 'INSTRUCTIONS FOR CANDIDATES' 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 (Pilot Comp. No.)** of latest revision for allotment of Computer Number.

**(ii) For Written papers:**

- (a) Form **CA-9 (Pilot-Tech)** of latest revision for Pilot Technical including Flight Engineer's exam.
- (b) Form **CA-9 (Pilot-Gen)** of latest revision for Pilot General exam.
- (c) Form CA-9 (Flt. Nav. / Desp.) of latest revision for Flight Navigator / Despatcher Exam.
- (d) Form CA-9 (FIR / AFIR) of the latest revision for flight instructor / Asstt. Flight instructor rating.

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 Pilot 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 (Pilot - 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 mentioned on the application form and can also be seen on the DGCA website.

**3. Application for WRITTEN examinations:**

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. The last date of submission of application for written papers for a session is mentioned on the application form and can also be seen on DGCA website.

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

**4. FEES:**

- (a) 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) Write your name, computer number, session and category of Pilot Licence Examination on the back of Bank Draft.
- (c) The Bank Draft / IPO should NOT be drawn 30 days prior to the date of submission of the application.

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

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

or

Submitted at R & I Section, CEO at the above address.

6. **No change of Centre** will be permitted, after publishing of list of admitted candidates on DGCA website.

7. For fees. Centre of examinations etc. refer to the following table;

S N o	Category of Exam.	General Subjects			Technical subjects			
		Exam Session	Fee (Rs.)	Approved centres	Exam Session	Fee (Rs.)		Approved centres
						Issue (Rs.)	Endt. (Rs.)	
1	Private Pilot Licence	Jan, Apr, July, Oct	50	2, 3, 5-10,12, 13, 16, 17, 19, 24 & 29	Jan, Apr, July, Oct	25	50	2, 3, 5-13, 15-17, 19, 21, 24 & 29
2	Commercial Pilot Licence	Jan, Apr, July, Oct	150	3, 7, 8, 10, 11, 17, 19	Jan, Apr, July, Oct	50	50	-do-
3	Conversion of Foreign CPL	-do-	-do-	7 & 19	-	-	-	-
4	Airline Transport Pilot Licence	Mar, July, Nov	200	3, 7, 8, 10, 17, 19	Jan, Apr, July, Oct	100	50	3, 5-10. 15-17, 19, 21, 24 & 29
5	Conversion of Foreign ATPL	Mar, July, Nov	200	7, 19				

a. **Centres and their codes:** Amritsar (2), Bangalore (3), Bhopal (5), Bhubaneswar (6), Mumbai (7), Kolkata (8), Guwahati (9), Hyderabad (10), IGURA (11), Indore (12), Jaipur (13), Kanpur (15), Lucknow (16), Chennai (17), New Delhi (19), Patna (21), Thiruvananthapuram (24) and Ahmedabad (29).

b. Refer to the latest revision to the Rule 48 of the Aircraft Rule 1937 for the revision of fees, if any.

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 alongwith the application.

10. Applicants are advised to read and familiarize themselves with the requirements for issue / extension of Pilots' Licence as laid down in Aircraft Rules and Civil Aviation Requirements amended from time to time.

11. (a) **Electronic devices** like Mobile phones, Digital diaries, Calculators or any other communication devices **are NOT allowed** inside the examination hall, therefore, candidates are advised NOT to bring any such item in their own interest as DGCA officials cannot assure any arrangement for safe keeping of such equipment.

It may be noted that no device is required for solving questions of AME and Pilots' Examinations. However, Electronic / Mechanical Navigation Computer and Scientific Calculator without multiple memory are required for solving question papers of Air Navigation, Flight Planning and Astro-plotting of CPL/ ATPL/NAVIGATOR / Despatcher Examinations. Only Scientific Calculator without multiple memory for Radio Aids & Instruments Paper of ATPL examination is required.

#### B. INSTRUCTIONS FOR PILOTS' "TECHNICAL" EXAMINATION:

(1) Candidates can apply for only one rating to cover one type of aircraft in each session failing which his application will be rejected.

(2) "Type of Aircraft" should be filled up with Model No. i.e. PIPER PA 18-125, For Model of Aircraft, refer to aircraft flight manual / POH.

(3) The applicant appearing on Heavy Airplanes or Multi-Engine Helicopters for papers 2 & 3 must submit a copy of a Certificate of successful completion of approved course. Such applications should be submitted through sponsoring organization only. In case of defence personnel, he/she should submit a certificate about having flown as commandar on that type of aircraft.

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