Subject: Issue and renewal of ATCO License and endorsement of ratings.

1. INTRODUCTION

Rule 95 of Aircraft Rules 1937, interalia authorizes the Directorate General of Civil Aviation to grant, renew various category of Air Traffic Controller’s licenses and Ratings.

The requirements for issue of the Air Traffic Controller’s licenses and Ratings are prescribed in Part XII and Schedule III of Aircraft Rules, 1937. In general, an applicant for issue of a license should meet the requirements in respect of Age, Educational Qualification, and Medical Fitness, Passing in requisite examinations and Air Traffic Service experience appropriate to the category applied for. An Applicant who meets the requirements is issued Air Traffic Controller’s License inappropriate category by the Director General of Civil Aviation (DGCA) through its ATCO Licensing Division.

This Civil Aviation Requirement lays down the requirements and procedures to be followed for obtaining an Air Traffic Controller’s license and ratings.

This CAR is issued under the provisions of Rule 133A and Rule 95 of the Aircraft Rules, 1937.

2. APPLICABILITY

This CAR is applicable to the Air Traffic Controllers (ATCOs) engaged in provision of Air Traffic Services in India.
3. **GENERAL**

3.1 An air traffic controller licence shall be issued to an applicant meeting the requirements of Aircraft Rules, 1937 (Part XII & Schedule III) and any other regulation issued thereunder including this CAR.

3.2 The holder of an air traffic controller licence shall not exercise the privileges of their licences and related ratings at any time when they are aware of any decrease in their medical fitness which might render them unable to safely and properly exercise these privileges.

3.3 ATS provider shall ensure that an air traffic controller is not to be authorised to exercise the privileges of any rating unless he meets the requirements for competency, recency, medical fitness, and English language proficiency as laid down in Aircraft Rules 1937 and regulation made thereunder.

3.4 An air traffic controller’s licence holder who is undergoing on job training in an ATS unit to obtain additional ratings shall not be required to hold a student air traffic controller’s licence. A valid ATCO licence even with a lapsed rating shall permit OJT for acquiring new ratings or revalidation of the previous ratings for an ATC unit for which he has successfully completed the approved initial training from an Approved ATS Training Organization (ATSTO).

3.5 The air traffic controller’s licence shall be retained by the person to whom it has been issued and be available for verification during DGCA Inspection.

4. **ISSUANCE OF AIR TRAFFIC CONTROLLER LICENSE (ATCOL)**

4.1 Application for the issuance of ATC license shall be submitted in the prescribed format given in Appendix-1 to this CAR along with the requisite fee as mentioned in Rule 99 of Aircraft Rules 1937, through https://bharatkosh.gov.in

4.2 Application for issue of ATCOL shall be duly verified by Head of ATS Unit, engaged in the provision of Air Traffic Services.

4.3 Application as mentioned in para 4.2 shall be submitted to DGCA through ANSP’s nodal point of contact.

4.4 Application for issue of ATCOL shall carry enclosures as mentioned in the appendix-1 of this CAR.
4.5 An applicant for an Air Traffic Controller’s Licence shall fulfil all therelevant requirements of age, qualification, medical standards, knowledge, experience, training and skill as specified in the part XII and Schedule-III of the Aircraft Rules 1937.

5. RENEWAL OF AIR TRAFFIC CONTROLLER LICENSE (ATCOL)

5.1 Application for the renewal of ATC license along with ATCO License shall be submitted in the prescribed format given in Appendix-1 to this CAR along with the requisite fee as mentioned in Rule 99 of Aircraft Rules 1937, through https://bharatkosh.gov.in

5.2 Application for issue of ATCOL shall be duly verified by Head of ATS Unit, engaged in the provision of Air Traffic Services.

5.3 Application as mentioned in para 5.2 submitted to DGCA through ANSP’s nodal point of contact.

5.4 Application for renewal of ATCOL shall carry enclosures as per appendix-1 of this CAR.

5.5 An Air Traffic Controller’s Licence shall be valid for maximum period of five years from the date of issue and may be renewed for a further period of five years on each occasion.

5.6 The period of validity of a license shall commence from the date of issue.

5.7 In case of renewal, the period of validity shall commence from the date following the date of expiry of the previous validity, irrespective of the date of renewal, provided the application for renewal has been submitted within a period of thirty days preceding the date of expiry and all the requirements for renewal are met on the date of application.

5.8 In any other case, the validity of renewal of license shall commence from the date of renewal.

5.9 If, on the date of application for renewal, the licence or rating has expired, the applicant shall be required to undergo on the job training and qualify the examinations and skill assessment tests as may be specified by the Director-General to assess the applicant’s competency to hold that licence or rating.

5.10 An applicant for renewal of an Air Traffic Controller’s Licence shall fulfil all the relevant requirements for renewal as specified in the part XII and Schedule-III of the Aircraft Rules 1937.

5.11 Application shall reach at least 30 days in advance for renewal of ATC License.
6. ENDORSEMENT OF ATC RATINGS ON ATCOL

6.1 Application, for the endorsement of ATC ratings on ATCOL as specified in Rule 95 of Aircraft Rules 1937 shall be submitted in the prescribed format given in Appendix-1 to this CAR along with the requisite fee as mentioned in Rule 99 of Aircraft Rules 1937, through https://bharatkosh.gov.in.

6.2 Application for the endorsement of ATC ratings on ATCOL shall be duly verified by Head of ATS Unit, engaged in the provision of Air Traffic Services.

6.3 Application as mentioned in para 6.2 submitted to DGCA through ANSP’s nodal point of contact.

6.4 Application for renewal of ATCOL shall carry enclosures as per appendix-1 of this CAR.

6.5 The endorsement will be done on the previously issued ATCOL except in the case of first rating.

6.6 An applicant for the endorsement of ATC ratings on ATCOL shall fulfil all the relevant requirements for endorsement of rating/s as specified in the part XII and Schedule-III of the Aircraft Rules 1937.

7. Issuance of duplicate ATCOL

7.1 In case ATCOL has been lost or defaced, the holder of the licence may apply to DGCA for the issue of a duplicate licence along with requisite fee as mentioned in Rule 99 of Aircraft Rules 1937, through https://bharatkosh.gov.in.

7.2 An application mentioning details of License and rating held along with copy of police report of loss of ATC License.

7.3 Application as mentioned in para 7.2 submitted to DGCA through ANSP’s nodal point of contact.

7.4 Based on information available in DGCA database, a duplicate ATCOL will be issued.

8. Submission of application

All applications duly completed in all respect shall be forwarded to DGCA at the following address:

Director General of Civil Aviation
(Kind attn.: Director of Operations)
ATCO Licensing Division,
Directorate of Airspace and ANS Standards
Technical Centre, Opposite Safdarjung Airport,
New Delhi - 110003, I N D I A.

( B.S. Bhullar)
Director General of Civil Aviation
APPLICATION FORM FOR AIR TRAFFIC CONTROLLER LICENCE AND RATINGS

(Please tick √ as appropriate)

□ Issue of ATC License  □ Endorsement of Rating  □ Renewal of License

(For DGCA Office use only)

File No.__________________________ Date: ________________

Part A: Personal Details

1. Name (as in 10th certificate)

2. Father’s name

3. Date of Birth (as in 10th certificate)
   DD/MM/YY
   Age (as on date of application by individual)
   _____Y_____M_____D

4. Place of Birth

5. Nationality

6. Communication Address with Email and contact Number

7. Permanent Address

Part B: Educational Qualifications
<table>
<thead>
<tr>
<th></th>
<th>Name of Course</th>
<th>Year of Passing</th>
<th>Name of School/College/University</th>
<th>Percentage obtained/CGPA</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Matriculation or equivalent</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Intermediate or equivalent</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Graduation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Post-Graduation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part C: Approved Courses**

<table>
<thead>
<tr>
<th></th>
<th>Name of Course</th>
<th>Year of Passing</th>
<th>Name of ATSTO</th>
<th>Percentage obtained/CGPA</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part D: Details of Previous License**

<table>
<thead>
<tr>
<th></th>
<th>Type of Licence</th>
<th>Licence Number</th>
<th>Date of issue/Validity</th>
<th>Ratings endorsed on licence, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part E: For Issuance of License or Endorsement on License, furnish the details of Examination/OJT/Assessment.**

<table>
<thead>
<tr>
<th></th>
<th>Name of Unit/Rating</th>
<th>(Please tick (\surd) as appropriate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>Aerodrome Control Rating</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>Approach Control Procedural Rating</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>Approach Control Surveillance Rating</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td>Area Control Procedural Rating</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td>Area Control Surveillance Rating</td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td>Oceanic Control Rating</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>4 Letter ICAO Location Indicator of Airport</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>On Job Training (Theory)</th>
<th>Date of Commencement</th>
<th>Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Mention requirement in Days and Hours both, as per Rating Training Manual.
### Part F: Details of Recency (applicable for renewal of License)

1. **Current Ratings**
   - *(Name of Unit and 4 Letter ICAO Location Indicator)*

### Part G: Details of English Language Proficiency

1. **Grade Awarded**
   - *(Please tick √ as appropriate)*
   - □ Four  □ Five  □ Six

2. **Validity of ELP Grade**

### Part H: Details of Class 3 Medical Assessment

1. **Date and Place of medical examination**
2. **Validity of medical assessment**
   - *(Refer Rule 104, Aircraft Rules 1937 for validity of medical assessment)*

### Part I: Details of Fee Payment

1. **Amount of fee paid**
2. **Date of payment**
3. **Receipt Number/Transaction Reference Number**

### Part J: Declaration by the Applicant

1. I hereby declare that in terms of provisions of The Aircraft Rules 1937, I have not suppressed or given any wrong information herein above for the purpose of obtaining the ATCO license/rating applied for here. 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.
   - *(Strike out which is not applicable)*

2. **Name & Designation**
3. **Place of posting**
4. **Signature with Date**

### Part K: Any Other Information
# Part L: Recommendation of ATS-in-charge of Unit.

1. **a)** I hereby declare that information provided by Mr./Mrs./Ms. ____________________________, has been verified through official records and found correct.

   **b)** The applicant has successfully completed all the requirement for issue of License and/or rating as specified in Schedule III.

   **c)** The applicant is meeting the recency requirement for renewal of license.

   **d)** Recommended for issuance of ATC License / endorsement of rating on his ATC License.

   *(Strike out which is not applicable)*

2. **Name & Designation**

3. **Signature with official Stamp and Date**

## Enclosures-

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Document</th>
<th>Attached (Yes/No/NA)</th>
<th>For DGCA office use only</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Photo copy of Class X certificate of a recognized Board or its equivalent or the Birth Certificate issued by a Municipal Corporation or Committee as proof of age.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Photo copy of Certificate of educational qualification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Photo copy of the approved courses undergone (as applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Photo copy of Student ATCO License (for issuance of ATCO License)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Documentary proof of Examination/OJT/Result of assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Recency Certificate issued by ANSP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Photo copy of ELP Certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Photo copy of Class 3 medical assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Photo copy of Receipt of fee paid through Bharatkosh</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Original ATCO License (in case of endorsement of Rating or Renewal of ATCO License)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Any other document</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: - Documents mentioned at S. No. 1 and 2 to be submitted for issuance of License only. Other documents needs to be submitted as applicable*