

YANTRIK



INSTRUCTION TO THE CANDIDATES APPEARING FOR AME LICENSE EXAMINATION – ONLINE Computer Based

DIRECTOR GENERAL OF CIVIL AVIATION

Developed by NIC

IMPORTANT INSTRUCTIONS FOR CANDIDATES APPEARING IN AME Examination (Online – Computer Based)

(Issued under the provisions of Sub-Rule (15) of Rule 61 of Aircraft Rules 1937)

1. The list of Admitted Candidates, Rejected Candidates (along with reason for rejection) is published on DGCA web site – www.dgca.nic.in and www.viman.gov.in.
2. Admit Card printing provision is made available to the admitted candidates for the active session in www.viman.gov.in. Candidates are advised to log in to VIMAN site with their existing login credentials and **must** take a print of their Admit Card **one day prior to start of session examination**.
3. Guidelines to the candidates for downloading admit card and appearing examination is included in the USER MANUAL which is available in web site – www.viman.gov.in, after log in.
4. **Candidates are advised to read the guidelines which are part of the USER MANUAL, carefully before reporting to the examination venue.**

Candidates** (whose photograph and signature printed in Admit Card found improper) are required to produce additionally under mentioned any ID card in original as proof of their identity to the satisfaction of Supervisor/ Invigilators for appearing in examinations.

- AME license
- Passport
- Airport Entry Pass
- AADHAR Card
- Voter ID
- Defence Identity Card in the case of Defence Personnel
- Dependent Card issued by Defence Organisation.
- Ration Card if, candidate's Photograph is printed therein.
- Pass certificate / Mark List of 10th, 10+2, Diploma, Degree issued by recognized Board / University wherein the photograph of the candidate printed and clearly visible.
- Central / State Govt. Health Cards with photograph of the candidate printed therein.

**Note: 1. PAN card and Driving Licence shall not be accepted as a proof of identity.
2. Affixing of hard copy of photograph on the printed admit card and/or altering / tampering with any of the details therein will be considered unfair means.**

5. The entry to the venue **will be closed 30 min prior** to the scheduled start of the examination.
6. Candidates must follow all instructions from the Supervisor (Controller of Examination / Invigilator). Non-compliance with the instructions may also result in debarment from appearing in AME License examinations.
7. Candidates must not communicate with another candidate or anyone else other than supervisory staff during an examination.

8. All examination material such as rough work sheets, if provided during examination must be returned to the Supervisor/ invigilator on completion of the examination.
9. The examination ends, when the candidate submits the examination by selecting **FINISH** option, or when the system terminates the examination at the end of the examination duration. The candidate must indicate examination completion to the Supervisor/ Invigilator by raising a hand and remain seated unless permitted to leave the examination hall.
10. Before leaving the examination hall candidates must ensure that he/ she have signed the attendance sheet.
11. 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.
DGCA will not make any provision to keep them in safe custody and Candidates themselves are responsible for safety of their belongings.
12. During any inadvertent system malfunction / power failure, the candidates are advised to remain seated in their allotted seat, maintain silence and by raising hand bring to the notice of the invigilators / Supervisors immediately for suitable action.
13. Candidates, who try to misbehave / manhandle 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:
 - 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. Any attempt to conduct operations other than that required for examination, such as changing window applications, cut, copy, paste, save as, operations etc.
 - e. Accessing internet sites other than that of YANTRIK (online examination portal) / fiddling with the system / terminals / performance of operations other than required during the examination.
 - f. Creating disturbance.
 - g. Attempting to appear in the exam for someone else& arranging someone else to appear on behalf of self – Impersonation.
 - h. Giving or receiving assistance of any kind.
 - i. Attempting to move exam question and/ or responses (in any format) from the examination room.
 - j. Attempting to remove any paper from the exam room.
 - k. Leaving the exam room without permission.

Candidates:** After the examination advised to take initiative to update the respective photograph/ signature as per latest requirement at the earliest.

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