



GOVERNMENT OF INDIA
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION
TECHNICAL CENTRE, OPP. SAFDARJUNG AIRPORT, NEW DELHI

CIVIL AVIATION REQUIREMENTS
SECTION 7, FLIGHT CREW STANDARDS
SERIES 'B' PART I,
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**SUBJECT: ELIGIBILITY CRITERIA FOR WRITTEN EXAMINATIONS FOR
ISSUE/ EXTENSION OF FLIGHT CREW LICENSES/RATINGS**

1. INTRODUCTION:

Rule 38 of Aircraft Rules 1937, inter alia authorizes the Directorate General of Civil Aviation to grant, renew or vary the Flight Crew Licenses in various categories viz. Student Pilot Licence (SPL), Private Pilot Licence (PPL), Glider Pilot Licence (GPL), Commercial Pilot Licence (CPL), Airline Transport Pilot Licence (ATPL) etc.

The requirements for issue of the Flight Crew Licenses are prescribed in Schedule II of Aircraft Rules, 1937. In general, an applicant for issue of a license should meet the requirements in respect of Age, Basic Educational Qualification, Medical Fitness, Passing in requisite Examinations and Flying Experience appropriate to the category applied for. An Applicant who meets the requirements is issued a Flight Crew License in appropriate category by the Director General of Civil Aviation (DGCA) through its Directorate of Training & Licensing (DTL), Office of Director General of Civil Aviation, Technical Centre, Opposite Safdarjung Airport, New Delhi-110 003.

This CAR identifies the authorities conducting various categories of Flight Crew License Examinations and requirements to be fulfilled by the applicant for appearing in the relevant examinations.

2. CENTRAL EXAMINATION ORGANIZATION (CEO):

Central Examination Organization (CEO) of Directorate General of Civil Aviation conducts examinations for issue/extension of various licenses to aircraft personnel line Aircraft Maintenance Engineers and Flight Crews. CEO is located at East Block III, Level III, R.K Puram, New Delhi-110 066

3. AUTHORITIES FOR CONDUCTING EXAMINATIONS FOR VARIOUS CATEGORIES OF FLIGHT CREW LICENSES:

Examinations for various categories of Flight Crew Licenses are conducted by different agencies as given below:

3.1 Student Pilot License (SPL) and Flight Radio Telephone Operator License Restricted (FRTOL-R)

The Flying Training Institutes/Academies/Clubs are authorized by DGCA to conduct the examination for issue of SPL and FRTOL-R. List of such authorized Flying Training Institutes is available on DGCA **website <http://dgca.gov.in>**. An applicant may contact any of the Flying Training Institutes for appearing in examinations of these licenses

3.2 Radio Telephony Restricted to Aeromobile (RTR-A) Examination

Radio Telephone Restricted to Aeromobile (RTR-A) Examination is conducted by Wireless Planning Wing (WPC), Ministry of Communications, Sanchar Bhawan, New Delhi-110 001. Further information in this regard may be directly obtained from Ministry of Communications or their website **<http://dotindia.com>** for Application Forms and Schedule of Examinations etc.

3.3. Categories of Flight Crew Licenses other than SPL, FRTO-L (R) and RTR

The examinations in respect of all categories of Flight Crew Licenses other than SPL, FRTOL-R and RTR-A are conducted by Central Examination Organization (CEO), Directorate General of Civil Aviation.

4. SCHEDULE OF EXAMINATION CENTRES AND FEES FOR FLIGHT CREW EXAMINATIONS CONDUCTED BY CEO

4.1 Schedule of Examinations:

- a) Flight Crew Examinations conducted by CEO are normally held four in a year in the months of January, April, July and October. The information regarding the tentative date of commencement of examination for each Session, last date for submission of application for allotment of Computer Number and application for Written Examination for a Calendar Year is given from time to time on the DGCA website: **www.dgca.gov.in**.

- b) Deleted

4.2 Examination Centres

Flight Crew Examinations are normally conducted at the following Centres:

- a) **General and Technical papers of all categories (PPL/CPL/ATPL) and Conversion of Foreign License (CPL/ATPL) of Pilot license examinations** are conducted at Ahmedabad, Amritsar, Bangalore, Bhopal, Bhubaneswar, Chennai, Guwahati, Hyderabad, IGRUA, , Kanpur, Kolkata, Mumbai, New Delhi, Patna and Kochi or any other place as may be authorized by Director General from time to time .
- b) **Oral examination of Airline Transport Pilot License (ATPL) examinations are conduct** are conducted at Chennai, Hyderabad, Mumbai and New Delhi centres or any other place as may be authorized by Director General from time to time.
- c) **Flight Engineers License Examinations are conducted at** Hyderabad, Mumbai and New Delhi centres or any other place as may be authorized by Director General from time to time.
- d) **Oral Examination of AFIR is conducted at** Bangalore, Bhopal, Bhubaneswar, Chennai, Hyderabad, Kanpur, Kolkata, Lucknow, Mumbai, New Delhi and Patna centres or any other place as may be authorized by Director General from time to time.
- e) **Oral Examination of FIR is conducted** at New Delhi centre or any other place as may be authorized by Director General from time to time.

4.3 EXAMINATION FEES:

Examination Fees @ Rs.500/- per paper in the form of Demand Draft shall be payable to "PAO, DGCA, MCA, New Delhi".

No candidate will be permitted to withdraw his candidature after submitting/depositing his application in CEO and any request for adjustment of this fee for future examinations will not be entertained.

5. Details of Examinations for each category of license:

- 5.1. An applicant is required to pass the following written and/ or oral examinations for issue of a license in a particular category:

- (a) **SPL:** Oral examination in the subjects of Air Navigation, Aviation, Meteorology, Air Regulation, aircraft and engine/instruments in general and specific.
- (b) **FRTOL-R:** Written/oral examinations on the subjects of Radio Theory, Communication Procedures and Air Regulation.
- (c) **GPL:** Oral examination in the subjects of Air Navigation, Aviation Meteorology, Air Regulation, aircraft and instruments in general and specific.
- (d) **PPL:** Written examination in the subjects of Composite Paper, aircraft & engine/instruments in general and specific. The Composite paper shall contain the subjects of Air Navigation, Aviation Meteorology and Air Regulations.
- (e) **CPL:** Written examination in the subjects of Air Navigation, Aviation Meteorology, Air Regulation, aircraft & engine/instruments in general, specific and performance (if applicable). Performance paper is applicable to heavy aeroplane having MTOW more than 5700 kg or Twin Engine Helicopter.
- (f) **Conversion of CPL issued by Foreign Authorities:** Written examination in the subjects of Composite paper and Air Regulation. The Composite paper shall cover the subjects of Air Navigation and Aviation Meteorology.
- (g) **ATPL:** Written/Oral Examination in the subjects of Air Navigation, Aviation Meteorology, Air Regulation, Radio Aids and Instruments, Aircraft & Engine/instruments in general, specific and performance (if applicable). Performance paper is applicable to heavy aircraft having MTOW more than 5700 kg or Twin Engine Helicopter.

Note: ATPL License is not issued on single engine aircraft

- (h) **Conversion of ATPL issued by Foreign Authorities:** Written/Oral examination in the subjects of Composite paper and Air Regulation. The Composite paper shall cover the subjects of Air Navigation, Radio Aids & Instrument and Aviation Meteorology.
 - (i) **Flight Instructor Rating (FIR) / Assistant Flight Instructor Rating (AFIR):** Oral Examination in the subjects of Mechanics of Flight, Principles of Flying Instructions and Instrument Flying.
- 5.2 **Extension in the Aircraft Rating of a License:** An applicant is required to pass the written examination in the subject of Technical (Specific)/Technical (Performance) for extension in the Aircraft Rating of a License.
- 5.3 **Syllabus:** The syllabus for the subjects specified in Para 5.1 above, is given in CAR Section 7, Series 'B', in various parts. The applicable part of the CAR can be seen and downloaded from DGCA website.
- 5.4 **Type of Papers:** All the written examinations in respect of all the categories except Performance Paper will be multiple choice (Objective) type.

Performance Paper will be subjective type. All papers of flight dispatcher (including the Performance Paper) will be multiple choice (objective) types.

5.5 Pass Marks for Written Examination: A candidate who secures a minimum of 70% marks in the Written Examination of a particular subject will be declared PASS.

5.6 **Oral Examinations:**

- (a) **SPL (All types of aircraft):** The oral examination will be conducted every month by Chief Flying Instructor/ Pilot Instructor In-charge of the approved Flying Training Institute in association with an officer of Regional/ Sub-Regional Airworthiness off of DGCA. The minimum pass marks required in the Oral Examination is 50%. The result of the Oral Examination will be declared by the Regional/ Sub-Regional Airworthiness Office.
- (b) **FRTOL-R:** Written/ Oral examination will be conducted by the approved Flying Training Institutes.
- (c) **GPL:** The oral examination will be conducted by the Glider Pilot Instructor-in-charge, Government Gliding Center, Pune. The minimum pass marks required in the Oral Examination is 50%.
- (d) **ATPL:** The candidates, who have secured a minimum of 70% marks in the Written Examination of a particular subject, will be eligible for Oral Examination of that subject. Similarly, the candidates who have secured a minimum 70% marks in the written examination of Composite Paper for conversion of their Foreign ATPL will be eligible for the oral examination.

The oral examination will be conducted by a board constituted by the Director General of Civil aviation, from time to time.

A candidate shall be declared **PASS, if he secures a minimum of 70% marks in the Oral Examination.** In case, a candidate fails in the first oral examination, he can avail two additional chances to appear in the oral examination within a time period of two years from the date of written examination. The examination centre for the second and third chance of the oral examination shall be at New Delhi only.

In case, a candidate fails in all the three attempts of Oral Examination, he shall be required to re-appear in the written examination of the particular subject/Composite Paper.

- (e) Flight Instructor Rating (FIR)/ Assistant Flight Instructor Rating (AFIR): The oral examination will be conducted by a Board duly constituted by DGCA. The minimum pass marks required in the Oral Examination is 70%.

5.7 **Flight Despatchers:** CEO also conducts the written examination for Flight Despatchers on the subjects of Air Navigation, Aviation Meteorology, Air Regulation, Flight Planning, Technical (General) and Specific aircraft Performance. For details, refer to CAR, Section -7, Series 'M', Part-II and the concerned Airlines.

5.8 **Cabin Crew:** The examinations for Cabin Crew (Air Hostesses/ Stewards) are conducted by the Operation Department of the concerned airlines in coordination with Regional Airworthiness Office of DGCA. For details, refer to CAR Section 7, Series 'M', Part-I and the concerned Airlines.

6. Procedure for conduction of Written/ Oral Examinations by CEO:

6.1 Allotment of Computer Number:

An applicant is required to obtain a Computer Number for appearing in any of the examinations conducted by CEO. However, Computer Number is not required for appearing in the examinations of SPL, GPL, FRTO-R, RTR and Cabin Crew.

The Computer Number is a permanent number allotted to a particular candidate for appearing in any of the Flight Crew Examinations conducted by CEO. The application for allotment of Computer Number can be downloaded from the DGCA website <http://dgca.gov.in>. The duly completed Application Form along with requisite documents should be forwarded to Director of Airworthiness (CEO), O/o the DGCA, East Block III, Level III, R.K. Puram, New Delhi-110 066. The last date of the submission of application for each session of a calendar year shall be as given on DGCA website. Incomplete/ incorrect Application Form shall be liable for rejection.

Eligibility criteria for Computer Number generation:

Age should not be less than 16 (sixteen) years
and

1. For PPL, the candidate shall have passed Class Ten or equivalent examination from a recognized board.
2. For CPL /ATPL, the candidate shall have passed Class Ten plus Two (10+2) or equivalent examination with Physics & Maths from a recognized Board/ University.
3. Conversion of Foreign Licenses (PPL/CPL/ATPL) are also required to have Computer Number with the above mentioned eligibility criteria.

4. Attested copies of certificate related to qualification at the time of application for allotment of computer number to be submitted .

The original certificates will be verified at the time of issue of License by DGCA.

The list of fresh Computer Numbers allotted to the applicants will be displayed on the DGCA website.

6.2 **Submission of Application for Examination by CEO:**

Application Form for written/oral examination can be downloaded from DGCA website. The duly filled in application along with requisite fees should be forwarded to Director of Airworthiness (CEO), O/o the DGCA, East Block III, Level III, R.K. Puram, New Delhi-110 066. Incomplete/incorrect Application Form/ Wrong Demand Draft shall be liable for rejection.

6.3 **List of Admitted / Rejected Candidates**

The list of admitted candidates and list of rejection along with cause of rejection for a particular session of written examination will be displayed on DGCA website about three weeks prior to the date of examination.

6.4 **Conduction of Written Examination:**

An applicant is required to mark the answers on Optical Marker Reader (OMR) Sheet. These sheets are supplied to the candidates at the Examination Halls. A candidate is required to display his Photo Identity Card at the time of entry into the Examination Hall and during the entire period of his examination. The Airport Entry Card issued by BCAS, Student Pilot License or any other Photo Identity Card issued by the Central of State Government or Passport is acceptable for this purpose. The candidates are not permitted to carry question papers along with them after completion of their examination. Question Paper along with the OMR/ Answer Sheet should be handed over to the invigilator/ supervisor of the examination centre. Strict action will be taken against the candidates who fail to do so.

6.5 **Result:**

The OMR Sheets filled by the candidates during their examinations are scanned and processed by the Computerized System using OMR Scanner. The results are displayed on DGCA website about four weeks after the examination.

6.6 **Validity of Written Papers**

The Technical and other examinations for the issue of a licence, rating or type rating under Schedule II of Aircraft Rules, 1937 shall be completed within a period of two and a half years immediately preceding the date of application for the issue of the licence or rating, except for issue of Commercial Pilot's

Licence (CPL) and Airline Transport Pilot's Licence (ATPL), and for issue of CPL and ATPL, such period shall be five years.

However, in case of the requirements for issue of license expires due to delay in the conduct of written examination or in declaration of the result by DGCA, the applicant may submit the documents for issue for issue license in DGCA **pending results of the written examination in which he/she has appeared. While submitting the documents, the applicant should clearly mention the name of the paper in which he/she will be appearing in the rescheduled examination or have appeared in the examination and the result is awaited.** In such cases, the date of application for such requests shall be considered provided the candidate passes the written examination in that session of written examination. Applicant shall submit the results to DGCA within seven days of the declaration of results failing which the documents for issue of license shall be returned without processing.

7. Requirements for appearing in various Flight Crew License Examinations:

An applicant who is desirous of appearing in Flight Crew License Examinations for issue of a category of license should meet the following requirements.

7.1 SPL/ FRTOL-R/ GPL

The applicant should have passed a minimum 10th standard or its equivalent examination from a recognized board.

7.2 Private Pilot Licence (PPL):

The applicant should have

1. A Computer Number allotted by CEO, DGCA
2. Passed Class Ten or equivalent examination from a recognized board.

7.3 Commercial Pilot License (CPL)

The applicant should have

1. A Computer Number allotted by CEO, DGCA
2. Passed Class 10+2 standard examination with Physics & Mathematics as subjects from a recognized Board/ University or its equivalent examination

7.4 ATPL (Airline Transport Pilot License):

The applicant should have Indian Commercial Pilot Licence (CPL) with multi-engine endorsement or a minimum of 500 hours of flying experience of which

at least 200 hours should be as Pilot-in-Command in case of Defence Personnel.

7.5 Conversion of Pilots License issued by Foreign Authorities

The applicant should have:

- (a) Computer Number issued by CEO, DGCA.
- (b) Passed 10+2 standard examination with Physics and Mathematics subjects from a recognized Board/ University or its equivalent examination.
- (c) Pilot License issued by ICAO Contracting State for the respective category for which application is made.

7.6 Extension in the Category of a Pilot's License

The applicant should have:

- (a) Current license in the relevant category
- (b) The aeroplane having all up weight more than 5,700 kgs or twin engine helicopter are required to undergo Ground Training Classes on Technical/Performance on the aircraft from DGCA approved Training Institute.

7.7 Flight Despatcher

The applicant should have:

- (a) Passed 10+2 standard examination with Physics and Mathematics subjects from a recognized Board/ University or its equivalent examination.
- (b) Successfully completed Flight Despatcher's Course from DGCA approved Institute.

7.8 Deleted

8. GENERAL INFORMATION:

- 8.1 **DGCA website:** All vital information with regard to DGCA including examinations are available on DGCA website <http://dgca.gov.in>. An applicant can visit DGCA website for information with regard to (i) Schedule of Examinations, (ii) Last date of submission of applications for allotment of Computer Number and (iii) Last date of submission of application for Written Examination etc. for a calendar year.
- 8.2 **Application Forms** for allotment of Computer Number and Written/ Oral Examination can be downloaded from DGCA website. **The submission of application forms shall be through "SPEED POST/ REGISTERED POST" only.**
- 8.3 **Syllabus** for Pilot examinations can be seen on DGCA website under the heading Civil Aviation Requirements (CAR), Section-7, (Flight Crew Standards, Training & Licensing).
- 8.4 **Allotment of Computer Number:** Computer Number allotted to Fresh Candidates for a particular session of examination is displayed on the DGCA website two weeks prior to the last date of submission of application for written examination of that session.
- 8.5 **List of Admitted Candidates** for a particular session is displayed on the DGCA website three weeks prior to the date of examination of that session.
- 8.6 **Change of Examination Centre/ Type of Aircraft/ Category of Examination:** Any change in Examination centre/type of aircraft/category of examination/ Papers/ date of Oral Examination will **NOT** be entertained from a candidate after the list of candidates is displayed on the DGCA website. Incomplete applications, late received applications and applications received with wrong Demand Draft shall be merely rejected and no further communication in this regard shall be entertained.
- 8.7 **Result** is displayed on the DGCA website about four weeks after the conclusion of examination of that session.
- 8.8 **Change of Address:** Change in mailing address should be intimated to CEO immediately.
- 8.9 Candidates should bring their own Blue or Black Ball Pens for marking the Answers on the OMR Sheets.
- 8.10 (a) **Electronic Gazettes:** Mobile Phones, Digital Diary etc. are not allowed in the examination premises.
- (b) **Calculator** is NOT normally required for solving the questions. Therefore, calculators are NOT allowed to be brought in the Examination Hall except in the Air Navigation and Radio Aids & Instruments papers. For Air Navigation paper, only NAV Computer and Scientific Calculator without multiple memories are permitted. In case of Radio Aids & Instruments paper, only Scientific Calculator without multiple memories is permitted.

(c) Lending/ borrowing of NAV Computer or Scientific Calculator or any other material is NOT permitted.

8.11 **Performance Paper:** The candidates appearing for Performance Paper will be required to bring their own Appropriate Flight Manual.

8.12 **Candidates must fill the appropriate ovals corresponding to their Roll Numbers and Question Paper Reference Number in the OMR Sheet.** They should recheck the correctness of the ovals corresponding to their Roll Numbers and Question Paper Reference Number, failing which, the OMR Sheet will not be scanned by the Computer and such candidates will be declared NOT EVALUATED. Request for re-checking of OMR Sheets will not be entertained.

8.13 **Enquiry:** Applicants may contact the following only after reading this CAR.

(a) **For SPL/ FRTO-R:** Flying Training Institutes regarding Flying Training and examination of SPL/ FRTOL-R.

NOTE:*List of DGCA approved Flying Training Institutes is available on DGCA website.*

(b) **For Written Examination conducted by CEO:** Contact at Tele. No. 011-26106011

(c) **For Issue of License:** Directorate of Training & Licensing, Office of DGCA, Technical Centre, opposite – Safdarjung Airport, New Delhi-110 003, Tele. No. 011-24622495

(d) **For Medical Examination etc.:** Joint Director Medical Services, Office of DGCA, Technical Centre, Opposite – Safdarjung Airport, New Delhi-110 003, Tele.No. 011-24622495

(e) **For RTR Examination:** Contact Ministry of Communications, Sanchar Bhawan, Ashoka Road, New Delhi-110001 at website <http://dotindia.com>.

(f) **For Flight Despatchers / Cabin Crew Examination** – contact any of the Airlines.

8.14 **General Instructions during Examination:**

a) Candidates shall report to the examination centres at least 15 minutes prior to the commencement of the examination. No candidate shall be allowed to enter the examination hall after the expiry of 30 minutes from the time of commencement of the examination. No extra time will be given to the latecomers. Similarly, no candidate shall be permitted to leave the

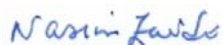
examination hall before 45 minutes from the time of commencement of examination.

- b) No candidates shall be allowed to leave the examination hall without prior permission of the Supervisor / Invigilator and without handing over the question papers and answer sheets to the Supervisor / Invigilator.

- c) Candidates, who try to misbehave or use unfair means in the examination hall, shall be expelled from the examination hall. They shall further be liable for disqualification in all the subjects and debarred permanently or temporarily from appearing in examinations. The examples of unfair means shall constitute as follows:
 - (i) Copying or attempting to copy other candidates answers or helping others to copy answers
 - (ii) Copying or attempting to copy from the un-authorized written material possessed by a candidate.
 - (iii) Consulting other candidates, individuals through speech or signs or sound in the examination hall or outside the hall.
 - (iv) Reproduction of question papers on a separate sheet.
 - (v) Use of different reference number of the question paper on OMR Sheet which is not allotted to the candidate.

- d) The Director General may debar permanently or temporarily a candidate from any flying tests or examination if, in his opinion, the applicant has adapted unfair means during the tests or examination as per the provisions of Para (4) of Rule 41A of Aircraft Rules, 1937

The decision of the Director General of Civil Aviation to withhold any result or disqualify or debar any candidate shall be final.


(Dr. Nasim Zaidi)
Director General of Civil Aviation