



सत्यमेव जयते

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**

**ISSUE I, 23<sup>rd</sup> AUGUST, 1993**

**EFFECTIVE: FORTHWITH**

**SUBJECT: REQUIREMENTS AND PROCEDURES FOR APPEARING IN  
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 License (GPL), Commercial Pilot Licence (CPL) etc.

The requirements for issue of the Flight Crew Licenses are prescribed in Schedule II of the 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 the 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 – 110003.

This CAR also identifies the authorities conducting various categories of Flight Crew License Examinations and requirements to be fulfilled by the applicants 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 like Aircraft Maintenance Engineers and Flight Crews. CEO is located at East Block III, Level III, R.K. Puram, New Delhi - 110066.

**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 Pilots License (SPL) and Flight Radio Telephone Operators License Restricted (FRTOL-R)**

The Flying Training Institutes / Academies / Clubs are authorized by DGCA to conduct the examinations 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 for these licenses.

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

Radio Telephony Restricted to Aeromobile (RTR-A) Examination is conducted by Wireless Planning Wing (WPC), Ministry of Communications, Sanchar Bhawan, New Delhi - 110001. 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, FRTOL(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, 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 times 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](http://www.dgca.gov.in).

(b) In addition, CEO conducts 'Special Examinations' to facilitate candidates to complete their written examinations so that they can fulfill the requirement for issue of license as per Aircraft Rules. These Special Examinations are conducted for those candidates who have completed all requirements for issue of Pilots License except passing of one written paper. These examinations are conducted in the months of March, September and December each year. The information regarding the dates of examination is given on the DGCA website.

## 4.2 Examination Centres

Flight Crew Examinations are normally conducted at the following centres:

- (a) **Technical papers of all categories of license examinations and General paper (Composite) of PPL** are conducted at Ahmedabad, Bangalore, Bhopal, Bhubaneswar, Chennai, Guwahati, Hyderabad, IGRUA, Indore, Kanpur, Kolkata, Mumbai, New Delhi, Patna and Thiruvanthapuram.
- (b) **General papers of CPL Examination** are conducted at Bangalore, Chennai, Hyderabad, IGRUA, Kanpur, Kolkata, Mumbai and New Delhi.
- (c) **General papers of Airline Transport Pilot License (ATPL) examinations are conducted at** Bangalore, Chennai, Hyderabad, Kolkata, Mumbai and New Delhi. However, the Oral Examinations are conducted at Chennai / Hyderabad, Mumbai and New Delhi centres.
- (d) **Conversion of Foreign License (CPL/ATPL) Examinations is conducted at** Mumbai and New Delhi centres only.
- (e) **Flight Engineers License Examinations are conducted at** Hyderabad, Mumbai and New Delhi Centres.
- (f) **Oral examination of AFIR is conducted at** Bangalore, Bhopal, Bhubaneswar, Chennai, Hyderabad, Kanpur, Kolkata, Lucknow, Mumbai, New Delhi and Patna Centres.
- (g) **Oral examination of FIR is conducted at** NEW DELHI Centre only.

## 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 & 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 & 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 & 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 & Instruments 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 Dispatchers including the Performance Paper are 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 Office 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 examinations 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 consisting of Chief Flying Operations Inspector / Flight Operations Inspector from Flight Inspection Directorate of DGCA as Chairman and Director / Deputy Director of Training & Licensing / Examiner of Personnel as Member and an external member, who should be a DGCA approved Examiner with Air India / Indian Airlines / Alliance Air / Pawan Hans Ltd.

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 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 reappear 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%.

- (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 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, FRTOL - 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 – 110066. The last date of 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.

**The list of fresh Computer Numbers allotted to the applicants will be displayed on the DGCA website** about two weeks prior to the last date of submission of application for written examination of a particular session.

6.2 **Submission of application for examination conducted by CEO:**

Application Form for written / oral examination can be downloaded from DGCA website. The dully 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 – 110066. Incomplete / incorrect Application Form shall be liable for rejection.

**6.3 List of Admitted Candidates:**

The list of admitted candidates 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 Examinations:**

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 Licence or any other Photo Identity Card issued by the Central or State Govt. 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 written papers passed by the candidate are valid for a period of two and half years from the date of declaration of result of a particular session of examination.

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 of 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 Flights 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 of 10<sup>th</sup> standard or its equivalent examination from a recognized board.

**7.2 Private Pilot Licence (PPL):**

The applicant should have:

- (a) SPL at the time of submission of application for allotment of computer Number
- (b) 10 hours of flying experience at the time of submission of application for written examination
- (c) Attended the ground training classes with DGCA approved Flying / Ground Training Institutes or Defence Establishments at the time of submission of application for written examination

**7.3 Commercial Pilot Licence (CPL);**

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) (i) The applicant should have PPL;

**OR**

- (ii) Have completed 100 hours of ground training covering all the subjects of CPL in an approved flying training institute for which the Chief Ground Instructor shall issue a certificate to this effect; and

The applicant shall be permitted to appear in Aviation Meteorology and Air Regulation papers and thereafter on being successful in these exams and on completion of a minimum of 15 hours of flying training which may include a maximum of 5 hours of simulator training, the applicant shall be permitted to appear in other subjects of CPL i.e. Air Navigation, Technical General and Technical Specific on the aircraft type;

**OR**

- (iii) An applicant shall be permitted to appear in all papers of CPL provided he has acquired a minimum of 25 hours of flying training experience which may include a maximum of 5 hours of simulator training and completed 350 hours of ground training as specified in CAR Section 7 Series 'D' Part I.

- (b) Attended the ground training classes with DGCA approved Flying / Ground Training Institutes or Defence Establishments on the subjects of a category of license in which the applicant desires to appear.

#### **7.4 ATPL (Airlines Transport Pilots Licence):**

The applicant should have:

- (a) 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.
- (b) Attended the ground training classes with DGCA approved Flying / Ground Training Institutes or Defence Establishments on the subjects of a category of license in which the applicant desires to appear.

#### **7.5 CONVERSION OF PILOTS LICENSE ISSUED BY FOREIGN AUTHORITIES**

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) Valid Pilots License issued by Foreign Aviation Authority in the category the applicant desires to appear.

*NOTE: The requirements given in Para 7.5 (a) and (b) above should be met at the time of submission of application for allotment of computer number in case of fresh applicants. In case, the computer number has already been allotted, the applicant should meet these requirements at the time of submission of application for written examination.*

#### **7.6 EXTENSION IN THE CATEGORY OF A PILOTS LICENCE**

The applicant should have:

- (a) Current licence in the relevant category
- (b) Undergone ground training classes on the systems of the aircraft in which he desires to appear and the performance classes on the aeroplane having all up weight more than 5,700 kg or twin engine helicopters.

#### **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 Dispatchers Course from DGCA approved Institute.

*NOTE: The requirements given in Para 7.7 (a) and (b) above should be met at the time of submission of application for allotment of computer number in case of fresh applicants. In case, the computer number has already been allotted, the applicant should meet these requirements at the time of submission of application for written examination.*

7.8 An applicant who is desirous of appearing in Special Written Examinations should :

1. Have completed all requirements for issue of Pilot License except passing of one written paper.
2. Have earlier appeared in the same paper in the regular session of the license written examination.

and is faced with either of the following conditions:

1. Flying hours are getting lapsed
2. Papers already passed are lapsing

Note: Applicant should fill up Special Examination Form available on the DGCA website for appearing in this examination enclosing documentary evidence of meeting the above eligibility requirements. The examination fee is the same as that for the regular session. The application for this examination shall be considered only on completion of six weeks from the date of last examination appeared. The venue of 'Special Examination' shall be CEO O/o DGCA, East Block – 3, R.K. Puram, New Delhi-66.

## **8. EFFECTIVITY OF ELIGIBILITY REQUIREMENTS**

The eligibility requirements stipulated vide Para 7 above, will become effective forthwith. However, the applicants who have already appeared in the written papers for a category of licence examination will be permitted to appear in that category of licence examination upto April, 2007 only, beyond which, such applicants will also be required to meet the above eligibility requirements for appearing in the Pilots License examinations.

**9. The candidates who secure less than 35% marks** in two consecutive examinations in a subject, shall not be permitted to appear in that subject of examination to be held in the next session.

## **10. GENERAL INFORMATION:**

10.1 **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,

- Examinations, (ii) Last date of submission of applications for allotment of Computer Number and (iii) Last date of submission of application for Written Examinations etc. for a calendar year.
- 10.2 **Application Forms** for Allotment of Computer Number and Written / Oral Examination can be downloaded from DGCA website.
- 10.3 **Syllabus** for Pilots examinations can be seen on DGCA website under the heading Civil Aviation Requirement (CAR), Section -7 (Flight Crew Standards, Training and Licensing).
- 10.4 **Allotment of Computer Number:** Computer Number allotted to Fresh Candidates for a particular session of examination is displayed on the DGCA web site two weeks prior to the last date of submission of application for written examination of that session.
- 10.5 **List of Admitted candidates** for a particular session is displayed on the DGCA web site three weeks prior to the date of examination of that session.
- 10.6 **Change of Examination Centre/ Type of Aircraft / Category of Examination:** Any change in Examination centre / type of aircraft / category of examination will NOT be entertained from a candidate after the list of candidates is displayed on the DGCA web site.
- 10.7 **Result** is displayed on the DGCA web site about four weeks after the conclusion of examination of that session.
- 10.8 **Change of address:** Change in mailing address should be intimated to CEO immediately.
- 10.9 Candidates should bring their own Blue or Black Ball Pens for marking the Answers on the OMR Sheets.
- 10.10 (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 in the Examination Hall.
- 10.11 **Performance paper:** - the candidates appearing for Performance paper will be required to bring their own Appropriate Flight Manual.

10.12 **Candidates must fill the appropriate ovals corresponding to their Roll Number 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 FAIL.

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

- (a) **For SPL/ FRTOL-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 Examinations conducted by CEO:** Contact at Tele No 26106011.

- (c) **For Issue of License:** Directorate of Training & Licensing, Office of DGCA, Technical Centre, Opposite Safdarjung Airport, New Delhi – 110003, Tele No 24622495.

- (d) **For Medical Examination etc.:** Joint Director Medical Services, Office of DGCA, Technical Centre, Opposite Safdarjung Airport, New Delhi – 110003, Tele No 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 Crews Examination,** contact any of the airlines.

10.14 **General Instructions during examination:**

- a) Candidates shall report to the examination centres at least 15 minutes prior to the commencement of the examination. No candidates 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 candidate 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 decision of the Director General of Civil Aviation to withhold any result or disqualify or debar any candidate shall be final.



**( S.S. NAT )  
Deputy Director General of Civil Aviation**