

INSTRUCTIONS FOR CANDIDATES

Note:

- I. Candidates must read the following instructions prior to filling up the application form for any of the AME licence examination.
- II. Candidate may retain these 'INSTRUCTIONS FOR CANDIDATES' as amended from time to time for their reference
- III. The latest amended 'INSTRUCTIONS' can be seen on the DGCA Website <http://www.dgca.nic.in> under the subheading 'Examination'

1. Applicant should fill the

- a) Form CA-9(Comp. No./AME) of latest revision for allotment of computer number.
- b) Form CA-9(Written) of latest revision for Written Papers
- c) Form CA-9(Ora)/73 of latest revision for Oral cum Practical test

Note: For latest revision of the form please refer to the DGCA Website <http://www.dgca.nic.in> under the subheading 'Examination'

2. The application form shall be complete in all respects including the desired enclosures.
3. Candidate can apply only for two categories of AME Licence or two different types of A/c or engine under the same category.
4. Completed application shall be forwarded
 - a) Directly to CEO in case of (i) Allotment of Comp. No. (ii) for Written Paper Exam
 - b) To concerned Regional / Sub-regional Airworthiness Offices for Oral cum Practical Test
5. Last date for submission of application, in case of Written **Paper Examinations** is intimated at the time of declaration of the result of the preceding AME Licence examination.
6. Request for amendment to the admit card including Change of Center:

Such request shall be intimated immediately to CEO by fax followed by written request. No request for change in center will be entertained prior to 3 weeks from the date of commencement of the examination.

7. For Oral cum Practical Test

- a. Written Paper IV or Approved course : the candidates who have been declared PASS in Written Paper IV or have successfully completed Approved Course, shall apply on form CA-9/ 73 for their Oral Test to the concerned Regional Airworthiness Office on receipt of their Pass result of Paper IV or successful completion of approved course.

- b. The candidates who have been declared FAIL in Oral cum Practical Test shall apply for repeat Oral Test on meeting the requirements for the same, on form CA-9(Oral)/73, Latest Revision, to the concerned Regional/ Sub-regional Airworthiness Office
9. FEES
- a) For the amount of fees required for an examination / test, refer to Rule 62 amended from time to time. As on Oct 2003, the fees is Rupees One Hundred for each category of AME Licence.
- b) The Bank Draft / IPOs should be drawn in favour of
- i) 'The Accounts Officer, *Central* Pay and Accounts Office, CAD, New Delhi', **for Written Paper Examination**
- ii) 'The Accounts Officer, *Regional* Pay and Accounts Office, CAD, New Delhi/Mumbai/Chennai/Kolkata, as applicable, **for Oral cum Practical Test.**
- c) Write your Name, Comp. No.(if allotted), Session, AME on the back of the Bank Draft.
- d) The Bank Draft/ IPO should NOT be drawn 30 days prior to the date of Submission of application.
- e) Applicants working abroad shall submit the fees to the Indian High Commission/ Indian Embassy under the Head " 136-Civil Aviation Services and Service – Fee – Fees for Tech. Examination . The receipt of the same in original may be submitted along with the application.
9. For location of the 'Venue of a Written Paper', the candidate shall contact the local Regional/ Sub-regional Airworthiness Office of the examination center.
10. Any change in the 'Mailing Address' for written examination shall be immediately intimated to CEO.
11. After scrutiny of applications by DGCA office, the applicant will be informed of his Roll. No. and Date , time and place of examination, if the application is accepted. In case of rejection of application form, the fee will be adjusted in the subsequent session on **enclosing the original rejection letter** along with the application form CA-9 (Latest revision) available on DGCA website.
12. Applicant who has gained maintenance experience with Foreign Airline/in Foreign country should submit their experience certificate duly attested by the concerned Aviation Regulatory Authority.
13. Applicants are advised to read and familiarize themselves with the requirements for issue / extension of AME Licence as laid down in Aircraft Rules 1937 and Civil Aviation Requirements amended from time to time.

14. TYPE OF APPLICANTS:

REFER CAR SECTION 2 (AIRWORTHINESS), SERIES 'L'

- a) AME Trg – means applicants who are undergoing training on the day of application in the DGCA approved AME Training Institutes
- b) GET – means Graduate Engineering Trainees undergoing training in the DGCA approved institutes of the Airlines.
- c) AEG – means Engineering Graduates of Aeronautical Stream
- d) OEG – means Engineering Graduates in streams other than Aeronautical
- e) DEF – means applicants retired or working in the Defence.
- f) General – means applicants not falling in any of the above category including the retired Defence applicants working in the Civil Aviation Industry

15. The candidate should read and understand the following Admonition Note, before applying for the examination: -

“Candidates who have used unfair means while answering question papers have been disqualified from time to time. In some cases, they were also debarred from taking further examination for the same license or rating for a specified period. You are, therefore, advised not to adopt unfair means in the examination hall. The following shall constitute unfair means.

- a) Copying or attempting to copy other candidate’s answers or helping others to copy answers.
- b) Copying or attempting to copy from the unauthorized written materials possessed by a candidate.
- c) Counseling other candidates/individuals through speech or signs or sound in the examination hall or outside the hall.
- d) Reproducing question papers on a separate sheet.
- e) Carrying question Paper.”

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