Instruction / Guidelines for Candidates Applying for Pilots ONLINE Examination
## (http://udaan.nic.in)

(Issued under Sub Rule (1) of Rule 41A of Aircraft Rules 1937)

The examination with respect to all categories of Pilots General Papers are being held ONLINE with effect from Oct. 2011 session. However, the examination for Technical Papers will continue to be held under OMR system. Candidates desirous of appearing for examination (both General & Technical Papers) are advised to file their application for allotment of Computer Number & subsequently for Roll Number ONLINE under the website http://udaan.nic.in . The instruction for submitting the application ONLINE and the requirements to be fulfilled by the applicant while applying for both Computer Number & Roll Number are as follows:

Two types of instruction are given below for the benefit of applicant. The instruction in Part – "A" gives the guidelines for filling up of the online application and Part – "B" gives the requirements to be fulfilled by the applicant while applying for both Computer Number & Roll Number. The applicant is advised to carefully read the instruction contained hereunder.

Part – A. Guidelines for filling up of the ONLINE Application.

1. The website http://udaan.nic.in is available on Internet explorer Version 7.0 and higher, Mozilla Firefox, Google Chrome.

2. **Individual Email ID** of the candidate is an important component of the System. All important information such as Computer Number, Roll Number, Examination Schedules, Application Status. etc will be communicated to the candidate on this email ID only.

3. No two candidates can share the same email ID while submitting their application ONLINE.

4. The prerequisite for a candidate for using the system is his login ID & Password. To get the login details, candidates are required to use **'Old Pilot Candidate Registration'**. The old candidates who already have a Computer Number can use this option. For the new applicants, they have to fill the application for Computer Number using **"Pilots – Online application for allotment of computer number"** link.
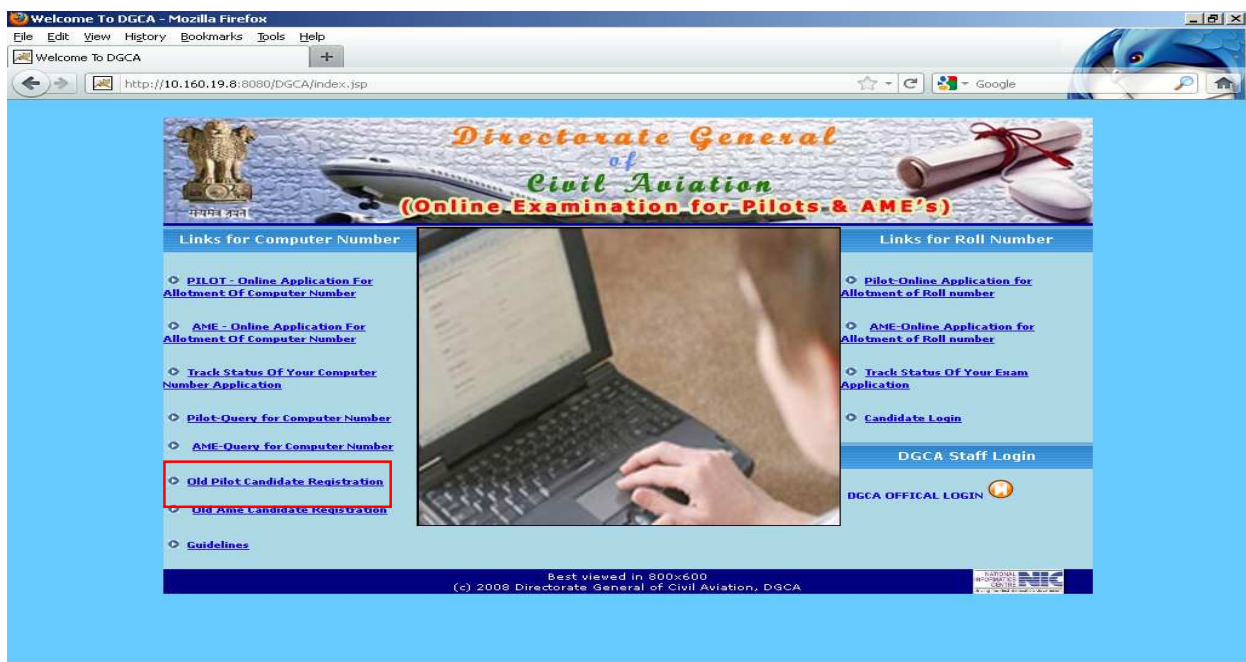
5. The old pilot candidate registration form looks like following. Candidate is required to fill in his Computer number and Date of Birth to proceed further

6. When the entered data matches the existing DGCA data, candidates will see the following screen

7. Candidates will now be required to fill in mandatory details important for registration process. The details already with DGCA will be displayed on the screen.

8. In case the qualification field indicated as "NOT KNOWN", the applicant will not be able to apply for Roll Number until otherwise, he / she furnishes necessary documentary evidence in support of his / her qualification to CEO and subsequent acceptance by CEO. Applicants in this regard are advised to submit the copies of the qualification (10th and / or 10+2 / equivalent as applicable) duly attested by Gazetted Officer by speed post / registered post to The Director of Airworthiness, Central Examination Organisation, O/o Director General of Civil Aviation, Govt. of India, East Block – III, R K Puram, New Delhi – 110 066, so as to facilitate CEO for updation of database. On acceptance of qualification details by CEO, the CEO data will be updated and the candidate will be intimated via e-mail to his registered e-mail ID. Such candidates will now have to proceed from step 4 onwards.

9. The generated Login Details along with password will be sent to the candidate's registered mail ID. Please Note: the Login ID will be candidate's Computer Number.

10. The candidate can fill online examination form only after successful registration.

11. The examination form for a session is available to the candidate after the examination Schedule along with Centers / Venues list is made visible. The candidates can fill their examination forms by logging in the system with his login details under the link – **"Candidate Login"**.

12. After logging into the system, the candidate can apply for exam (online exam or OMR exam as decided by DGCA).

13. The application forms for both type of exams (ONLINE & OMR Based) are different as can be seen in the link named **"Pilot – Online Application for allotment of Roll Number"**.

Note: Only those EXAM CATEGORIES and PAPERS will be available for candidate selection, whose schedule is already made available. Categories & Papers scheduled for OMR Exams (Technical Papers) will not be visible in the Exam application form for online Exam (General Papers) and vice versa.

14. Once, the required details are filled, the fees required to be submitted is automatically calculated and shown to the candidate.

15. The candidate has 2 options for submitting the required fee
    a. Using the newly introduced payment gateway through Net Banking or Credit Card or Debit Card.
    b. Demand Draft.

16. **Payment of fee is now made available through a payment gate way in Online System of Examination by which one can make the payment through Net Banking or Credit Card or Debit Cards of any bank. If payment is made using Credit / Debit Card, a nominal amount shall be charged towards service charges as applicable by the bank in addition to the fee charged by DGCA in accordance with Regulation. In case candidate desires to pay the fee through Demand Draft, prior to applying for examination, must make sure that he / she has the DD for the required amount as spelt out in Part – B, Para – III (2) of this instruction.**

17. **For ONLINE (General Papers), Oral (2nd & 3rd Oral) and OMR based (Regular - Technical papers) examinations candidate should apply separately and submit the signed printout of the online submitted applications with required documents and separate payment through the newly introduced payment gate way by Net Banking, Credit Card, Debit Card or Demand Drafts.** The candidate should make (1) one common payment through **Net Banking or Credit Card or Debit Card or DD** (Consolidated), for all the General Papers, (2) one common payment through **Net Banking or Credit Card or Debit Card or DD** (Consolidated), for all Orals (2nd & 3rd Oral) and (3) one common payment through **Net Banking or Credit Card or Debit Card or DD** (Consolidated) for all the Technical Papers. In all the above three cases, if payment is made through DD, the DD should be drawn in favor of **PAO, DGCA, MCA, New Delhi, Payable at New Delhi**.

    Note: Candidate should submit the form only if he / she is sure that the details filled are correct. Once the application is submitted the resubmission of online application is not possible for the same paper and for the same session.

18. **Fee once submitted will not be refunded back / adjusted for the next or later sessions under any circumstances including rejections. Further no communication in this regard shall be entertained by this office.**

19. For the successfully submitted applications, a Temp. ID will be generated, and will be displayed on screen along with the instructions. The same information will also be sent to the Candidates' registered email ID also.

20. The Signed print out of the filled application form, along with required documents (as per instruction given in Part – B) should reach the Director of Airworthiness, Central Examination Organisation, O/o Director General of Civil Aviation, Govt. of India, East Block – III, R K Puram, New Delhi – 110 066 by speed / registered post within 10 days of online submission of application.

21. In case the candidate is not able to take the printout of the filled examination form at the time of form submission, he/she can take the print out later, by using the link – **"Track Status of your exam Application"** thereafter **"Query Your Application Status"**, under the **"Examination"** tab and under the option – **"Print Examination Form"**, using the generated TEMP. ID, after logging in his account

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22. The candidate can check the status of the application by logging in UDAAN and using the link – **"Track Status of your exam Application"** thereafter **"Query Your Application Status"** under the **"Examination"** tab.

23. CEO will process the application and approval status along with Roll Number. Exam Schedule and allotted Centre / Venue details will be sent to the candidates' registered email ID. The admitted / rejected list of candidates along with date, time and venue for the examination shall also be published in DGCA web site – http://www.dgca.nic.in.

24. **Incomplete applications or applications received with insufficient, wrong and / or DD details not matching with the details as mentioned in the application shall be summarily rejected and no further communication in this regard shall be entertained.**

Part – B. Instruction for submission of hard copy of application. (after having submitted the application ONLINE).

I.   Documents required to be submitted by the applicant for obtaining Computer No. (Pilots)are as follows.

1. Printout of the submitted ONLINE application duly signed with latest coloured Passport sized Photograph pasted on it. The photograph on the second page under the **"CERTIFICATION BY ATTESTING OFFICER"** required to be attested in such a way that the signature & stamp of the attesting officer covers partly both the photograph & the page.

2. Date of birth proof – 10th Std. Certificate & Mark List, of a recognised Board or its equivalent or the Birth Certificate issued by a Municipal Corporation / Committee shall be the documents acceptable as proof of age. The name will be accepted as mentioned in 10th & Matriculation certificate.

3. Educational Qualification

   a. 10th Std. Certificate & Mark List, Matriculation certificate of a recognised Board or its equivalent for **PPL** category**.**
   b. 10+2 Standard Mark List & Pass certificate as a proof of having passed 10+2 with Maths & Physics subjects from a recognised Board/university or its equivalent examination for **CPL / ATPL** category. In the case of applicant not having 10+2 with Maths & Physics and like to use the provision of Rule 47A of Aircraft Rules 1937, as an evidence for having flown before1st Jan 1994, the attested copies (attested by Gazetted Officer) of first page of his Log Book and the page with Date of First Flight recorded.

c. Verification Certificate of 10th and 10+2 Standard (with Maths & Physics) mark lists obtained from the Board / University concerned either they are under the education system of 1) INDIAN School / Board / University situated in India or Abroad 2) International School / Board / University situated in India or Abroad.

The candidate himself will apply to the concerned Board / University (both Indian / International) to obtain Verification Certificate with respect to 10th and 10+2 Standard Mark list before applying for allotment of Computer Number.

Candidate may obtain the Verification personally or request the Board / University to send the same to Director of Airworthiness, CEO, O/o DGCA, East Block – III, R K Puram, New Delhi - 110066.

In case, the candidate personally collects the verification, he should send an attested copy of the Verification along with his application for allotment of Computer Number.

In case the Board / University intends to forward the verification to CEO directly, the candidate has to submit the evidence such as application acknowledgement received from the board and / or the challan copy for having submitted the fee to the Board / University along with the application for allotment of Computer Number & in such cases, the application will be processed only after receipt of the Verification Certificate from the Board / University concerned by CEO.

d. In case Basic Qualification obtained from International School / Board / University situated in India or Abroad, in addition to the above verification certificate mentioned at Para-c above, enclose an attested copy of equivalent certificate issued by Association of Indian Universities (AIU) House, 16, Kotla Marg, New Delhi – 110022.

e. In case of an equivalent qualification (instead of Basic Qualification of 10th & 12th) has been obtained from 1) INDIAN School / Board / University situated in India or Abroad 2) International School / Board / University situated in India or Abroad, in addition to the above verification certificate mentioned at Para-c above, enclose an attested copy of equivalent certificate issued by Association of Indian Universities (AIU) House, 16, Kotla Marg, New Delhi – 110022.

4. Copy of Passport in case of foreign national.

All the above documents must be **attested by the Gazetted Officers only**. Hard copy of the signed application along with its enclosures must reach CEO within 10 days of submission of online application.

5. In case the applicant is a citizen of other than India / holder of Overseas Citizen of India status (OCI) / Persons of Indian Origin status (PIO) are require to be cleared from security point of view from authorities concerned before allotment of Computer Number. The candidates with the above status may contact CEO at ceo.dgca@nic.in for initiating the process of Security Clearance.

Note: The envelop / cover containing the hard copy of the application addressed to CEO must be superscripted with "APPLICATION FOR ALLOTMENT OF COMPUTER NUMBER - PILOT".

II. **Documents required to be submitted by the applicant for obtaining Roll No. (Pilots)are as follows.**

1. **PPL / CPL**

   Printout of the ONLINE submitted application signed and duly completed in all respect must reach CEO within 10 days of submission of online application.

2. **ATPL**

   1) Printout of the ONLINE submitted application signed and duly completed in all respect.
   2) Proof of having Indian CPL with Multi Engine endorsement. In the case of Defense Personnel in lieu of CPL, evidence for having completed 500Hrs flying experience of which 200 Hrs. should be as Pilot-in-Command.
   3) In the case of ATPL 2nd and / or 3rd Oral examination, Printout of the ONLINE submitted application signed and duly completed in all respect along with fee.

   The documents mentioned at Para above at 2(2) must be **attested by the Gazetted Officers only**. Hard copy of the signed application completed in all respects and along with its enclosures must reach CEO within 10 days of submission of online application.

3. **Conversion of Pilots License (CPL/ATPL) issued by Foreign Authority.**

   1) Printout of the ONLINE submitted application signed and duly completed in all respect.
   2) Copy of Foreign Flight Crew License issued by ICAO Contracting State for the respective category.

   The document mentioned at Para above at 3(2) must be **attested by the Gazetted Officers only**. Hard copy of the application along with its enclosures must reach CEO within 10 days of submission of online application.

4. **Technical – specific / performance papers with respect to Issue / Extension under PPL / CPL.**

   Printout of the ONLINE submitted application signed and duly completed in all respect must reach CEO within 10 days of submission of online application

   Certificate for having successfully completed the ground training classes on technical specific / performance on the type aircraft from the DGCA approved training institute, in case of desired type aircraft is more than 5700Kgs. MTOW / twin engine Helicopters. It is also required to enclose an evidence to support the approval status of the training/institute to that effect in accordance with CAR, Section-7, Series-B, Part-I.

5. **Technical – specific / performance papers with respect to Issue / Extension under ATPL**

   1) Printout of the ONLINE submitted application signed and duly completed in all respect.

   2) Proof of having Indian CPL with Multi Engine endorsement. In the case of Defense Personnel in lieu of CPL, evidence for having completed 500Hrs flying experience of which 200 Hrs. should be as Pilot-in-Command.

3) Certificate for having successfully completed the ground training classes on technical specific / performance on the type aircraft from the DGCA approved training institute, in case of desired type aircraft is more than 5700Kgs. MTOW / twin engine Helicopters. It is also required to enclose an evidence to support the approval status of the training / institute to that effect in accordance with CAR, Section-7, Series – B, Part –I.

The documents mentioned at Para above at 5(2) & 5(3) must be **attested by the Gazetted Officers only**. Hard copy of the application along with its enclosures must reach CEO within 10 days of submission of online application.

III.   The mode of acceptance of fee-

1.   Through newly introduced Payment Gateway using Net banking or Credit Card or Debit Card as per the instruction given in Para 15 of Part A of this Instruction and Guidelines to the candidate applying for Pilots Online Examination.

2.   By Demand Draft – The candidate should submit one common (Consolidated) DD for all the General Papers (Online Exam) and one common (Consolidated) DD for all the Technical Papers (OMR Based Exam). The fee required to be paid is Rs.500/- per paper and the DD should be
   a) Drawn from Scheduled bank in India.
   b) Drawn in favor of "PAO, DGCA, MCA, New Delhi"
   c) Payable at New Delhi
   d) Valid for 3 months from the date of issue of Demand Draft.
   e) **Drawn within 3 days prior to the date of online submission.**
   f) **To indicate the Name, Computer Number, Temp. ID Number & Session on the back side of the Demand Draft**.

Note: The envelop / cover containing the hard copy of the application addressed to CEO must be superscripted with "APPLICATION FOR ALLOTMENT OF ROLL NUMBER - PILOT".

Incomplete application or application with insufficient evidences / inappropriate details and applications received with insufficient, wrong and / or DD details not matching with the details as mentioned in the application shall be summarily rejected and no further communication in this regard shall be entertained.

Note: DGCA will not hold any responsibility for any unsuccessful transaction made through Net Banking or Credit Card or Debit Card due to any reason what so ever it may be.

In case of any query with respect to online application and submission of documents, the applicants may contact the helpline at +91 11 26106091. This helpline is available for the above said purpose only on working days between 1000 Hrs. and 1700 Hrs. The candidate may also e-mail their query on ceo.dgca@nic.in

Please follow the defined guidelines / instructions to avoid rejection.

Best Wishes