



GOVERNMENT OF INDIA
OFFICE OF DIRECTOR GENERAL OF CIVIL AVIATION
Opposite: Safdarjung Airport, New Delhi-110 003

PUBLIC NOTICE

File No. DAW / CEO / Pilots Online / 2014

Dated the 2nd Dec 2014

Subject: ONLINE Application for Pilot License Examination – Jan. 2015 Session

Director General of Civil Aviation has decided to conduct, Pilot License Examination – Jan 2015 session for both online (Computer based) & Technical (OMR Based) for all categories of Pilots – PPL / CPL / ATPL. The Center for online (Computer based) examinations are **Delhi, Mumbai, Kolkata, Chennai, Hyderabad & Lucknow** and Centre for Technical (OMR Based) examinations are **Delhi, Mumbai, Kolkata, Chennai, Ahmedabad, Patna, Guwahati, Bhopal, IGRUA, Bhubaneshwar, Hyderabad, Bangalore, & Kochi**. Candidates desirous of appearing for examination (General, Technical papers & Oral) are required to submit their application for roll number ONLINE under <http://udaan.nic.in>.

The **Instruction / Guidelines (Issue – X, July 2014)** for submitting the application ONLINE along with the requirements to be fulfilled by the applicant while applying for roll number with respect to document to be accompanied with application, **revised fee** and details / mode of fee payment etc. are published in DGCA web site (<http://www.dgca.nic.in>) and Udaan site (<http://udaan.nic.in>). **Applicants are advised to read the said instruction & Guidelines carefully before start filling up the application.**

The candidates can submit their application Online for allotment of Roll Number for Pilots License Examination – Jan.2015 Session from 04th Dec to 21st Dec. 2014 for all Categories of General and Technical Papers (including ATPL candidates who are not affected by the Oral Examination – October 2014 Session).

In view of the ATPL Oral examination – October 2014 session, which is scheduled to be held between 15th Dec & 26th Dec. 2014, to facilitate only those ATPLG / ATPCG candidates who are scheduled to appear in October 2014 Oral Examination, the application portal (for ATPLG / ATPCG General Papers including application for Oral examination) will remain open till 4th Jan 2015.

The signed printout of the filled application form, along with required documents should reach the Director of Airworthiness, Central Examination Organisation, O/o Director General of Civil Aviation, Level – III, East Block – III, R K Puram, New Delhi – 110066 by Speed / Registered Post **within 10 days from the day of online submission of application. The applications not received within the stipulated time (due to any reason), will not be processed for allotment of Roll Number and the status will neither be reflected in admitted list, nor be reflected in the rejected list.**

Candidates desirous of appearing for January 2015 session and who have not uploaded their Photograph & Signature in accordance with the Part – C of the “**Guidelines for Candidates Applying for Pilots License Examination**” published in DGCA Web Site, may submit their application for the examination only after having uploaded the Photograph & Signature as stated in the Public Notice. In such cases, the examination

application and the “Form for submission of Photograph and Signature of the applicant appearing for Pilots License Examination” duly completed in all respect, must be sent to CEO in **separate envelops with respective superscription** (The envelop / cover containing the hard copy of Photo form addressed to CEO must be superscripted with “**FORM FOR SUBMISSION OF PHOTOGRAPH AND SIGNATURE OF THE APPLICANT APPEARING FOR PILOTS LICENSE EXAMINATION**” and the envelop / cover containing the hard copy of the examination application addressed to CEO must be superscripted with “**APPLICATION FOR ALLOTMENT OF ROLL NUMBER – PILOT – General / Technical**” as the case may be).

Only those candidates, who have completed the necessary formalities with respect to uploading of the Photograph & Signature and approval thereof by DGCA in accordance with the Public Notice referred above will be allowed to appear for the examination.

From the sessions of examination conducted in the recent past it is observed that **in spite of the clear instruction / Guidelines, many applications gets rejected due to any / all of the reasons such as:**

1. Application not dated & signed by the applicant.
2. Required supporting documents are not attached and / or attachment of improper / irrelevant documents.
3. Improper attestation of the supporting documents.
4. Mentioning incorrect / inappropriate category of examination.
5. Not forwarding of Hard Copy of the application well within the stipulated time.
6. Stapling of all type of application (Online General Paper / Technical / Oral examination) together, instead of sending them separately.

Note: All type of applications can be posted together in single envelop However, they are not stapled together.

7. Demand Drafts
 - a. are drawn in favor of incorrect name, with spelling mistakes.
 - b. are drawn before the acceptable date.
 - c. number and date are incorrectly mentioned on the application form
 - d. are mutilated
 - e. are drawn consolidated for General / Technical / Oral.
 - f. of insufficient amount / value.
 - g. are found not attached with application, etc.

To avoid rejection due to any of the reasons mentioned above, it is advised that the candidate should read the instruction / guidelines carefully before submission of ONLINE application and subsequently while forwarding the hard copy of the application. **It is reiterated here that if applications received are found not complete in all respect, it will be summarily rejected and no further communication in this regard will be entertained.**

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.

The above is for information of all concerned.

Director General of Civil Aviation