



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 / 2015

Dated the 30<sup>th</sup> Nov 2015

**Subject: ONLINE Application for Pilot License Examination – Jan 2016 Session**

Director General of Civil Aviation has decided to conduct, Pilot License Examination –Jan 2016 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, Bangalore & 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 **Guidelines for Candidates Applying for Pilots License Examination (Issue – XI, Oct 2015)** 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 2016 Session from 1<sup>st</sup> Dec to 15<sup>th</sup> Dec 2015 for all Categories of General and Technical Papers (including ATPL candidates who are not affected by the Oral Examination – Oct. 2015 Session).**

**In view of the ATPL Oral examination – Oct. 2015 session, which is scheduled to be held between 7<sup>th</sup> Dec & 18<sup>th</sup> Dec 2015, to facilitate only those ATPLG / ATPCG candidates who are scheduled to appear in Oct. 2015 Oral Examination, the application portal (for ATPLG / ATPCG General Papers including application for Oral examination) will remain open till 30<sup>th</sup> Dec 2015.**

The signed printout of the filled application form (hard copy), 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 Jan 2016 session should complete the process of approval of their Photograph & Signature in accordance with the Part – D of the “**Guidelines for Candidates Applying for Pilots License Examination**” published in DGCA Web Site. **Candidates can not submit application for Jan 2016 session if the approval process of their Photograph & Signature is not completed.**

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 / Oral” (as the case may be).**

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. Mentioning incorrect / inappropriate category of examination.
4. Not forwarding of Hard Copy of the application within the stipulated time.
5. 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 should not be stapled together.

6. 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 fee will neither be refunded nor be adjusted in future sessions 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](mailto:ceo.dgca@nic.in).

The above is for information of all concerned.

Director General of Civil Aviation