

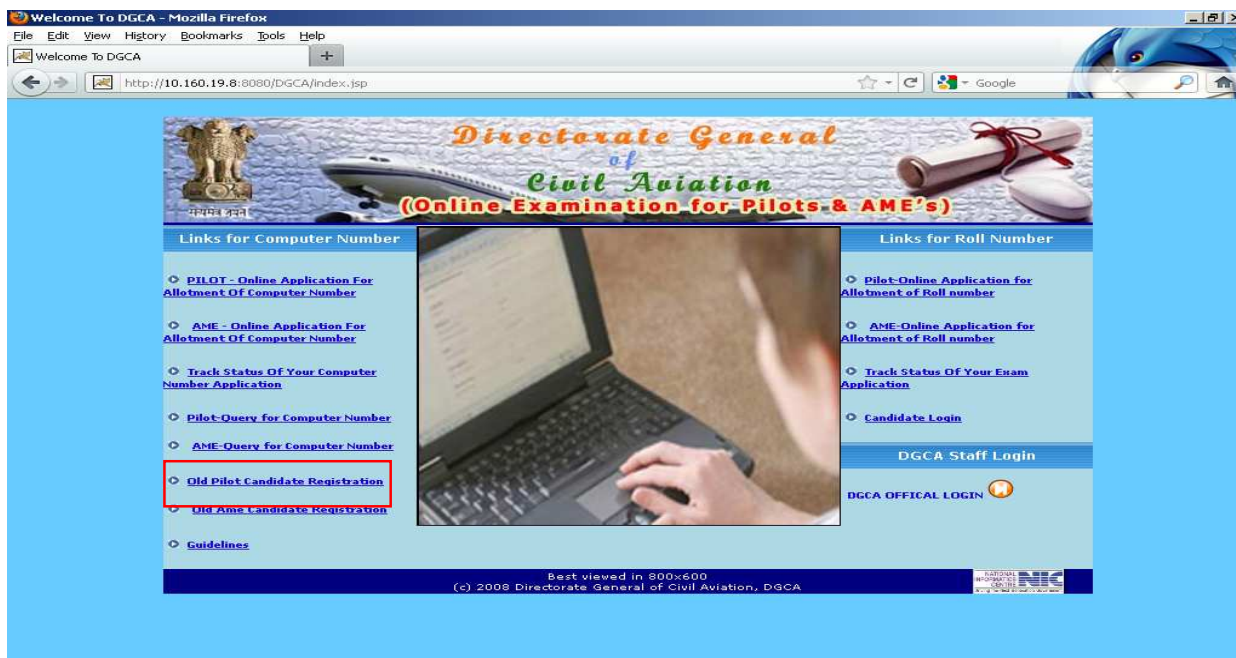
Instruction / Guidelines for Candidates Applying for Pilots ONLINE Examination (<http://udaan.nic.in>)

The examination with respect to all categories of Pilots General Papers shall be held ONLINE since 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 filing 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, Mozrilla 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/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

Update Pilot Application Form - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Update Pilot Application Form
http://10.160.19.8:8080/DGCA/queryCANExternal.do?officerAction=showPilotCandidateForm
Directorate General of Civil Aviation (Online Examination for Pilots & AME's)
Old Pilot Candidate Registration
Computer Number*
Date Of Birth*
Please enter the letters shown above:*
3gnch
Search Back

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

Update Pilot Application Form - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Update Pilot Application Form
http://10.160.19.8:8080/DGCA/queryCANExternal.do
Directorate General of Civil Aviation (Online Examination for Pilots & AME's)
Old Pilot Candidate Registration
Computer Number* P-00000
Date Of Birth* 3-2-1981
All Fields are Mandatory.
Gender Male Female
Father's Name SH.SEVANTILAL
Mother's Name
Email Id
Permanent Address
Mailing Address Same as above.
Submit Back

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 scanned images of the qualification (10th and / or 10+2 / equivalent as applicable) to CEO at ceo.dgca@nic.in immediately and subsequently to forward an attested copy of the same by speed post to 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. 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 email address. **Please Note: the Login ID will be candidate's Computer No. ONLY.**
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 will not be visible in the Exam application form for online Exam and vice versa.

14. Incomplete applications or applications received with 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.

15. For ONLINE (General Papers) and OMR based (Regular - Technical papers) examinations candidate should apply separately and submit the printout of the online submitted applications with separate DDs. Combined / single consolidated DD is not acceptable for both General & Technical examinations

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

17. The candidate has 2 options for submitting the required fee

- a. Using the candidate's internet banking (online banking) account with ICICI bank only.
- b. Demand Draft.

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 session.

18. Fee once submitted will not refunded back / adjusted for the next or later sessions at 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

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 No., Exam Schedule and allotted Centre / Venue details will be sent to the candidates' registered email ID.

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 completed in all respect.
2. Date of birth proof – (10th Std. Certificate / Mark List, Matriculation certificate, any other documents reflecting the Birth date and issued by the Govt. authority). The name will be accepted as mentioned in 10th / Matriculation certificate. In case of change / different Name, applicant to submit appropriate document in support of the same issued by the competent authority.
3. Educational Qualification
 - a. 10th Std. Certificate / Mark List, Matriculation certificate or equivalent from recognized board / university for **PPL**
 - b. 10+2 Certificate / Mark List for having passed with Mathematics & Physics or equivalent from recognized board/ university in case of **CPL / ATPL / Conversion of foreign License** or Evidence for having fulfilled the provisions given under the Rule 47A of Aircraft Rules 1937.
 - c. Equivalency certificate from the AIU (Association of Indian Universities, 16, Kotla Marg, New Delhi – 110 002) in case basic qualification has been obtained from Foreign Country.
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 application along with its enclosures must reach CEO within 10 days of submission of online application.

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

1. PPL / CPL

Printout of the submitted ONLINE application duly completed in all respect.

2. ATPL

1. Printout of the submitted ONLINE application 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.

The documents mentioned at Para above at 2.2 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.

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

1. Printout of the submitted ONLINE application 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. Issue / Extension with respect to technical – specific / performance papers.

1. Printout of the submitted ONLINE application duly completed in all respect.
2. Copy of the Current Flight Crew License.
3. Certificate for having successfully completed the ground training classes on technical / 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

The documents mentioned at Para above at 4.2 & 4.3 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. Net banking – attach a copy of the transaction detail along with application
2. By Demand Draft – The DD is
 - a. Rs.500/- per paper
 - b. Drawn from Scheduled bank in India.
 - c. Drawn in favor of “PAO, DGCA, MCA, New Delhi”
 - d. Payable at New Delhi
 - e. Valid for 3 months from the date of issue of Demand Draft.
 - f. Drawn in less than 10 days from the date of online submission.
 - g. To indicate the Name, Computer Number, Temp. ID Number & Session on the back side of the Demand Draft.

Incomplete application or application with insufficient evidences / inappropriate details and applications received with 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.

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