



GOVERNMENT OF INDIA
OFFICE OF DIRECTOR GENERAL OF CIVIL AVIATION
Opposite: Safdarjung Airport, New Delhi-110003

PUBLIC NOTICE

F. No. AV. 11012/5/2018-DTL-DGCA

Dated: 20 May 2020

Subject: Launch of additional services and Registration process pertaining to Flight Crew licensing on eGCA.

DGCA vide Flight Crew Licensing Circular 2 of 2019 dated 30 Dec 2019 and Rev 1 dated 28 Jan 2020 has laid down the Procedure for Registration, Processing of applications for issuance of various Pilot licenses/ratings through eGCA portal. In conformance with Para 3 of above circular, the following additional services have also been launched on the eGCA portal:-

- (i) Issue of Commercial Pilot License (Helicopters) for Defence Personnel.
- (ii) Extension of Aircraft Rating - Aeroplanes (AUW not exceeding 5700 kgs)
- (iii) Issue of Instrument Rating (AUW not exceeding 5700 kgs)
- (iv) Conversion of Commercial Pilot License (Aeroplanes and Helicopters).

2. Subsequent to the above launch, applications i.r.o services mentioned ibid also will be processed through the eGCA Portal. Applicants are advised to read and understand the guidelines specified for registration process, User manual, availing of services on the DGCA website prior to applying for the service. Notwithstanding the online submission, the following documents in original **as applicable** and duly certified by the Competent Authority are to be provided by the applicant:-

- (i) Logbook(s)
- (ii) FRTOL (R)
- (iii) RTR issued by WPC, Ministry of Telecommunications, Govt. of India
- (iv) Other licenses issued by DGCA, if any (Ex: SPL, PPL, FRTOL etc)
- (v) Foreign license and Foreign Class I Medical
- (vi) CA 39 (Total experience and preceding six months) for Defense Personnel
- (vii) Skill Tests reports (Except for Tests undertaken at Indian FTOs)

(viii) Statements of evidence of flying experience required for issuance of license/rating (E.x. Cross Country, Instrument time, PIC, PIC by Night etc.) for Defence Personnel.

Note: DGCA may verify the authenticity and validity of the documents submitted by an applicant. Additionally, original documents of statements uploaded as proof of evidence other than the mandatory documents may also be sought against the service requested by the applicant.

3. At the time of submission of above documents to DGCA, the applicants are to clearly indicate the request ID/ Tracking ID of having submitted the online application on the eGCA portal, failing which the application may be rejected.

New Registration Process

4. A new registration process for aspirant, existing flight crew license holders for availing the eGCA services provided from time to time has also been launched. Aspirants/Existing Pilots may apply for their registration through the eGCA portal. All applicants are to read and understand the instructions provided on the portal before proceeding for registration. Applicants whose data is not updated in the records displayed are advised to complete the registration process and use the update profile after logging into their account. The details updated by the applicant and availing of a particular service is subject to validation and approval of updated details by DGCA. Applicants are advised to seek validation of details only after completely updating the profile as multiple validation requests after approval may not be permitted. DGCA may seek submission of original licenses/documents for approval of data updated by applicants.

Director General of Civil Aviation