Directorate General of Civil Aviation

Online Examination Portal

# PARIKSHA.DGCA

# USER MANUAL

For

## Flight Crew License Examination

Website: http://www. pariksha.dgca.gov.in

**(Created and Maintained By NIELIT, Delhi Centre)**

# Record of Revision

| Issue/Revision | Dated | Reason for Issue/Revision |
|---|---|---|
| Issue I, Rev 0, | 7th Sep, 2018 | Initial issue for New Candidates |
| Issue I, Rev 1 | 23rd Oct, 2018 | Revision for Old Candidates |
| Issue I, Rev 2 | 12th Nov, 2018 | Addition of chapter examinations |
| Issue I, Rev 3 | 20th Oct, 2021 | Review of the instructions to the candidates and addition of chapter no. 8 - On line On Demand Examination (OLODE) |
| Issue II, Rev 0 | 27th July, 2024 | 1) Size of documents have been revised on Page 7(Document Size Table).<br>2) Addition on BVC in Ch. 2 para 2.5.4 ( c ).<br>3) Addition on ATPL in Ch. 2 para 2.6 ( b ).<br>4) Addition of statements at NOTE in Ch. 2 para 2.6.<br>5) Addition of Complete Rejection and Partial Rejection under para 2.7 of chapter no. 2.<br>6) Addition of Chapter-9 for the Refund of failed transactions where service is not delivered. |
| | | |
| | | |

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# Chapter 1 - Introduction

The Directorate General of Civil Aviation (DGCA) conducts the examination under rule 41A of the Aircraft Rules 1937 for the purpose of issue/extension of Flight Crew License.

The Central Examination Organization (CEO) of DGCA, East Block III, Level III, Rama Krishna Puram, New Delhi-110066 is responsible for conducting Flight Crew License (FCL) examinations.

This portal "pariksha.dgca" is launched with effect from 07 September 2018.The applicants / candidates are required to interact with this portal for Registration, Profile update, Allotment of Computer Number/ Roll Number,Printing of Admits cards etc. All categories of Flight Crew License Examination – General and Technical subjects are being held ONLINE with effect from Oct. 2018 session.

The user manual provides step-wise instructions for the aspects of the registration with visual screens for easy and better understanding. It also describes the error messages encountered while working with the softwarewith appropriate remedial actions required to be taken by the candidate.

**Candidates are advised to read Instructions and Notices carefully as published time to time in Notice Board of "pariksha.dgca" portal/ DGCA website in conjunction with the latest USER MANUAL**.

**Available Services:**

- NEW Candidate Registration

  (Applicants who are not having Computer Number and desire to appear in any FLIGHT CREW Examination).

- OLD Candidate Registration.

  (Applicants who have been allotted computer number prior to launch of portal “pariksha.dgca”)

- Update Profile.
- Examination Application.
- Profile Management.

# Chapter 2-Minimum System, Software & Personal Requirements

## Hardware/Software Requirement

**2.1** The minimum system requirements for accessing the Web Based Software application for Flight Crew License at http://www.pariksha.dgca.gov.in website are:

I. Google Chrome version 12 and above
II. Internet Explorer version 12 and above
III. Mozilla Firefox
IV. Internet Connection

## Application Requirement

**2.2** Individual **E-mail ID** and **Mobile Number** of the candidate is an essential component of the system. All important information such as Computer Number, Roll Number, Examination Schedules, and Application Status etc. will be communicated to the candidate on their e-mail only.

a) One e-mail ID is confined to one candidate only for Registration.

b) The **Login ID and the Password is unique** to each applicant and applicant is responsible to protect it. DGCA will not be held responsible for misuse of the login credentials.

**2.3 Password Policy**: Minimum Password length should be 8 characters. It must contain at least one upper case letter (A-Z), one lower case letter (a-z), one special character (!@#$%) and one numeric value [ 0-9 ]

**2.4**. Candidate needs to keep ready scanned/ soft copy of the following:

- Applicant Photograph in JPG, JPEG format
- Applicant Signature in JPG, JPEG format

**NOTE**: - *Uploading of Photograph and Signature is a onetime exercise. It is therefore advised that only latest color Photograph is uploaded.*

*Once the Application is submitted successfully by an applicant, she/he has no provision to replace it. If an applicant desires to change her/his photograph due to any reason, she/ he may contact Pariksha Helpdesk on e-mail id* ***help.pariksha.dgca@gov.in*** *for the same.*

**2.5** Following are the maximum size of the document which may be uploaded:

## Document Size Table (PDF Only)

| SL. NO. | Documents | Maximum Size |
|---|---|---|
| 1 | • Date of Birth Certificate<br>• X and XII Board Verification Certificate<br>• 10+2 Equivalent Certificate<br>• Copy of Proof of Permanent Address<br>• Association of Indian University Certificate<br>• UID Aadhaar Card<br>• Security Clearance Certificate<br>• Experience Certificate<br>• FATA Authorization Certificate<br>• Any other certificate | 100 KB |
| 2 | • X and XII Mark sheet<br>• X and XII Pass Certificate | 500 KB |
| 3 | • Pages of Log Book<br>• Passport<br>• Visa | 200 KB |

### 2.5.1 Specification of the Photograph and Signature:

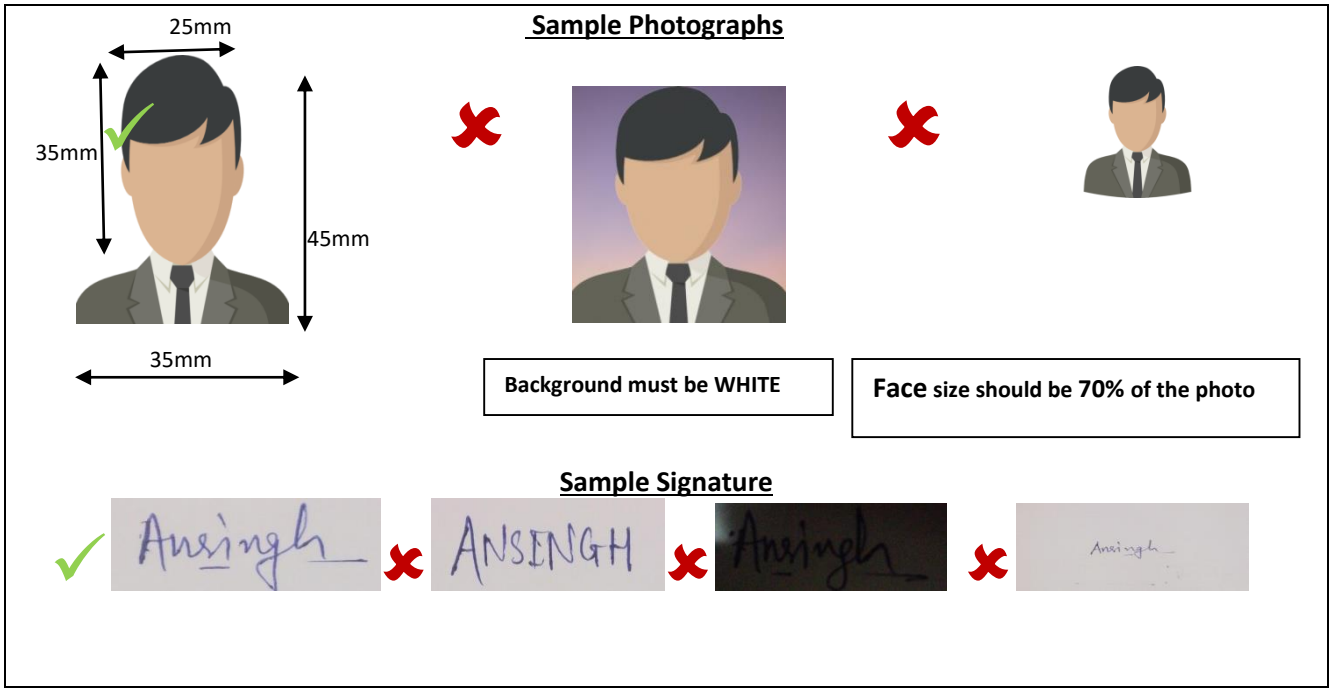
#### 2.5.1.1 Acceptable Specifications of Photograph

- The Size of the **color** photograph has to be ***45mm height X 35mm*** width taken on a ***white background without borders***. The ***face*** on the photograph must be of ***35mm height and 25mm width (face size should be 70% of the Photograph).***
- The photograph must be of **MATT finish**.
- The **size** of the scanned color photo image should not be more than **70KB**.
- The **photograph** must be in **JPEG/JPG Format** only.

#### 2.5.1.2 Acceptable Specifications of Signature

- The size of the scanned signature image is **20mm height X 45mm** width on ***a white background without border***.
- The **size** of the scanned Signature image should not be more than **20KB**.
- The **Signature image** must be in **JPEG/JPG Format** only.
- Signature Uploaded and signature on physical copy of the application

must be same.




**The applications meeting all the above requirements/specifications shall Only be processed for issue of Computer Number.**

### 2.5.2 Name:

- The name will be accepted as mentioned in 10th Std. Mark Sheet Matriculation certificate.
- If the name appears different and / or has been **changed subsequent to acquiring the basic qualification or equivalent qualification** / due to marriage / any other reason, the self attested copy(s) of **amended mark sheet & pass certificate** / Gazette Notification issued by the state or central government for name change and / or the recent passport issued with the current name shall be accepted against proof of name

### 2.5.3 Date of Birth

Following documents shall be accepted as proof of date of birth:

- 10th Std. Certificate & Mark sheet of a recognized Board (recognized by Council of Boards of School education, State/Central Govt. education board) or its equivalent.

- the Birth Certificate issued by a Municipal Corporation / Committee shall be the documents acceptable as proof of age. **Birth certificate issued in regional Language shall be bilingual (Hindi/English)**.

### 2.5.4 Educational Qualification:

**A. 10th Std**. Certificate & Mark List (for PPL, CPL, ATPL,FDEG, FN and SFE Examination) from a recognized Board (recognized by Council of Boards of Secondary Education, State Govt. Education Board) or its equivalent.

**B. 10+2** Standard Mark List & Pass certificate (for CPL, ATPL, FDEG, FN and SFE category) as a proof of having passed 10+2 with Mathematics & Physics subjectsfrom a recognized Board/University {recognized by Council of Boards of School Education(COBSE), State Govt. Education Board} or its equivalent examination.

In the case of applicant not having 10+2 with Mathematics & Physics and like to use the provision of Rule 47A of Aircraft Rules 1937, as an evidence for having flown before 1st Jan 1994, the attested copies of first page of his Log Book where his personal particulars are mentioned and the page where the Date of First Flight is recorded.

**Note:** 1. *With respect to acceptance of pass status, the applicant has to be declared passed including the Physics & Mathematics subjects (in 10+2 STD.) and pass awarded by the board with fail status of these subjects shall not be considered acceptable.*

2. *The equivalent qualification acquired by the applicant from the board recognized by CBSE, State Govt. Education Board and in the case of Technical education like Diploma, it should be recognized either by AICTE or by the respective Directorate of Technical Education of State Govt. shall be considered acceptable.*

**C. Board Verification Certificate (BVC) of 10th and 10+2 Standard (with Mathematics & 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.

- In case, ***BVC is addressed to the FTO***, the candidate may upload and send an attested copy (**Attested by CFI**) of the BVC to CEO DGCA.
- In case, ***BVC is addressed to the candidate***, candidate may upload and send an ***attested/ self-attested copy*** of the BVC to CEO DGCA.

- In case, ***BVC is addressed to CEO, then original BVC is required to be sent to CEO DGCA*** by post. CEO shall not be responsible for any delay in receipt of BVC from the concerned board/candidate. *The application will be processed only after receipt of BVC from* the concerned Board/University.
- In case, **BVC is addressed as "To Whomsoever It May Concerns", then original BVC** is required to be sent to CEO DGCA by post. CEO shall not be responsible for any delay in receipt of BVC from the concerned board/candidate. The application will be processed only after receipt of BVC from the concerned Board/University/Candidate.

**Note:**

i) In case of the applicant who has ***earned qualification from a foreign university***, the verification certificate issued by the concerned foreign university will be accepted which can be sent on email to help.pariksha.dgca@gov.in.

ii) In case the board provides ***online verification on its website***, the same is acceptable and ***candidate has to provide necessary link (URL) and credentials*** to access such verifications. If such verifications are not made available directly online and if any registration process mandated by such boards, DGCA will not be in a position to entertain the applications.

**D. In case the applicant has acquired the Basic Qualification (10th, 10+2 or equivalent) from other than Council of Boards of Secondary Education, State/Central Govt. Education Board** i.e. any International School / Board / University situated in India or abroad, in addition to the verification certificate mentioned as above at Para-c, enclose self-attested copy of ***equivalent certificate issued by Association of Indian Universities (AIU)*** House, 16, Kotla Marg, New Delhi – 110022. **However, at the time of applying for issue of Flight Crew License, the applicant has to submit the original to licensing authority as per the requirement of Directorate of Training & Licensing**.

**2.5.5 <u>Proof of Address</u>**: Self attested copies of one of the following:

A. Aadhaar Card;
B. Passport;
C. Voter ID;
D. License issued by DGCA;
E. Ration Card
F. Proof of address issued by State/Central Government.

**2.5.6 <u>Self Attested copy of an identification</u> such as**

i) SPL issued by the CFI of approved Flying Training Institute
ii) FRTOL / PPL / CPL as the case may be issued by DGCA (India)

iii) Passport
iv) Airport entry card – issued by BCAS
v) UID / AADHAR
vi) Voter ID
vii) Defense Identity Card in the case of Defense Personnel
viii) Dependent Card issued by Defense Organization.
ix) Ration Card if, candidate's Photograph is printed therein.
x) Pass certificate / Mark List of 10th, 10+2, Diploma, Degree issued by recognized Board / University wherein the photograph of the candidate printed and clearly visible.
xi) Central / State Govt. Health Cards with photograph of the candidate printed Therein.

**2.5.7 Copy of Passport in case of foreign national.**

In case the applicant is a citizen of other than India / holder of Overseas Citizen of India (OCI) status / Persons of Indian Origin (PIO) status, they are required to be cleared from security point of view from authorities concerned before allotment of Computer Number.

For obtaining the Security Clearance, an individual or the sponsoring organization may apply to CEO, DGCA in the prescribed format given in **Annexure-A** to this User Manual. Duly filled in application should be forwarded in quintuplicate (5 sets of application & documents) to The Director of Airworthiness, Central Examination Organization, Office of The Director General of Civil Aviation, East Block – III, Level III, R K Puram, New Delhi – 110066 along with all necessary supporting documents as mentioned in the form by Speed /Registered Post for necessary action.

The application for Security Clearance will be processed only after satisfying with the application and documents submitted for Allotment of Computer Number. Queries if any, the candidates may contact CEO at *help.pariksha.dgca@gov.in* for clarification and initiating the process of Security Clearance.

**2.6 Eligibility criteria for which documents required to be submitted by the applicant for obtaining Computer Number are as follows**.

**a). PPL/CPL**

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

2. Passed Class X/XII or an equivalent examination with Physics and Mathematics, from a recognized Board/University.

3. In case of Candidate desire to apply Technical Paper and type aircraft is more than 5700Kgs. MTOW / twin engine Helicopters, Certificate for having successfully completed the ground training classes on technical specific /

performance on the type aircraft from the DGCA approved training institute. 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.

4. Hard copy of the **application along with its enclosures (self-attested)** must reach CEO within 10 days of submission of online application.

**Note: Only 10th education qualification is required for PPL candidates.**

**b). ATPL**

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

2) Passed Class X/XII or an equivalent examination with Physics and Mathematics, from a recognized Board/University.

3) Proof of having Indian CPL. In the case of Defence Personnel in lieu of CPL, evidence for having completed 500Hrs flying experience of which 200 Hrs. should be as Pilot-in-Command. **In case of defence personnel/applicable candidates, a Flying summary certificate along with log book pages clearly showing total flying hours and PIC hours, certified by the competent authority shall be attached with the application.**

4) In case of Candidate desire to apply Technical Paper and type aircraft is more than 5700Kgs. MTOW / twin engine Helicopters, Certificate for having successfully completed the ground training classes on technical specific / performance on the type aircraft from the DGCA approved training institute. 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) Hard copy of the **application along with its enclosures (self-attested)** must reach CEO within 10 days of submission of online application.

**C). 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 valid Foreign FLIGHT CREW License issued by ICAO Contracting State for the respective category.

3) Hard copy of the **application along with its enclosures (self-attested)** must reach CEO within 10 days of submission of online application.

**D) Flight Navigation (FN)**

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

2) Passed Class X/XII or an equivalent examination with Physics and Mathematics, from a recognized Board/University.

3) Hard copy of the **application along with its enclosures (self-attested)** must reach CEO within 10 days of submission of online application.

**E) Flight Dispatcher / Flight Engineer (FDEG/FE)**

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

2. Passed Class X/XII or an equivalent examination with Physics and Mathematics, from a recognized Board/University.

3)

4) Hard copy of the **application along with its enclosures (self-attested)** must reach CEO within 10 days of submission of online application.

**F) FATA:**

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

2) FATA Candidates are required to submit a valid FATA Authorisation Letter issued by DGCA.

3)Copy of Passport, Visa and Pilot License details.

3) Hard copy of the **application along with its enclosures (self-attested)** must reach CEO within 10 days of submission of online application.

## Note:

**1. Education qualification is not required for FATA candidates.**

**2. Hard Copy of the application must be forwarded/certified by competent authority. The name, designation and organization details along with date and place shall be legibly mentioned.**

**3. In case of Attestation By Notary make sure that Registration No., Name and Commission Expiry date of Notary shall be mentioned on the application along with the date and place of the attestation.**

**4. Candidates shall ensure all the uploaded documents are legible to avoid rejection of application.**

**2.7 Complete Rejection and Partial Rejection of application for FC computer number:**

**(i)** **Complete Rejection:** CEO will completely reject those applications whose discrepancy falls under the below mentioned category.

1) **Example of Improper forwarding of Applications but not limited to**:
   - **(a)** Not attested by CFI/PII/Gazetted Officer/Notary Public/ serving commissioned officer.
   - **(b)** Date and Place of Attestation not mentioned.
   - **(c)** Signature and Stamp partly do not cover the photo.
   - **(d)** Stamp details and name of attesting authority not legible.
   - **(e)** Registration no. and or expiry date not mentioned.
2) **Not meeting the educational qualification requirements.**
3) **For serving defence personnel, not meeting the Flying Hours requirements.**
4) **Filled details of application are incorrect/wrong.**
5) **Non signing of declaration along with date and place by the candidate.**
6) **Physical application details mismatch with the online application.**

Candidate has to resubmit the complete new application along with the required documents.

**(ii)** **Partial Rejection:** CEO will partially reject those application in which any one or more uploaded documents such as Photo, Signature, DOB proof, 10th/12th or equivalent Marksheets/certificates, BVC's , Address proof, AIU certificate , Log book pages or other documents are found incorrect/wrong. Further, an application can be partially rejected by the CEO a maximum of three times.

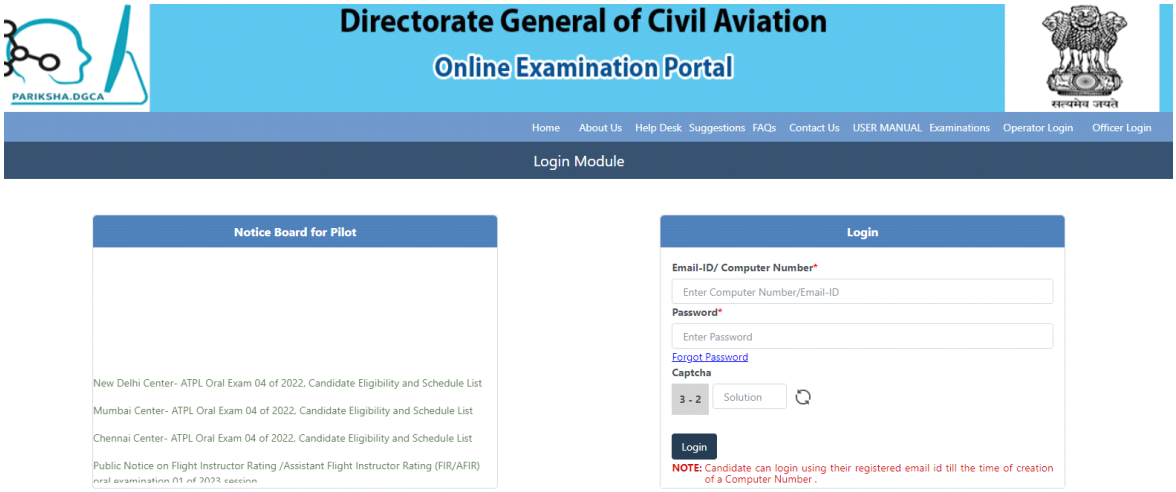
Under partial rejection, candidates have to upload the correct documents within 15 days of receiving the partial rejection e-mail failing which the application will be rejected completely. After addressing the reasons of partial rejection, the candidate must submit the physical copy of updated application along with the copy of corrected document to CEO within 14 days of re-submission. The corrected copy of the application and relevant document must be Attested/ self-Attested as applicable according to instructions contained in the candidate review form.

The corrected copy of the application and relevant document must reach the CEO within 14 days of online re-submission, failing which the application will be completely rejected.

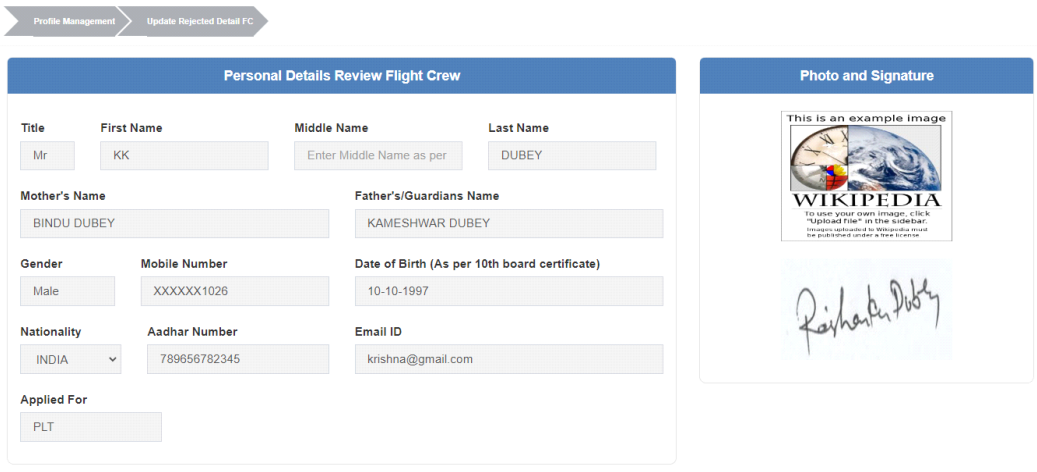
The steps for re- applying the partial rejected applications are illustrated below for those candidates whose application was partially rejected.

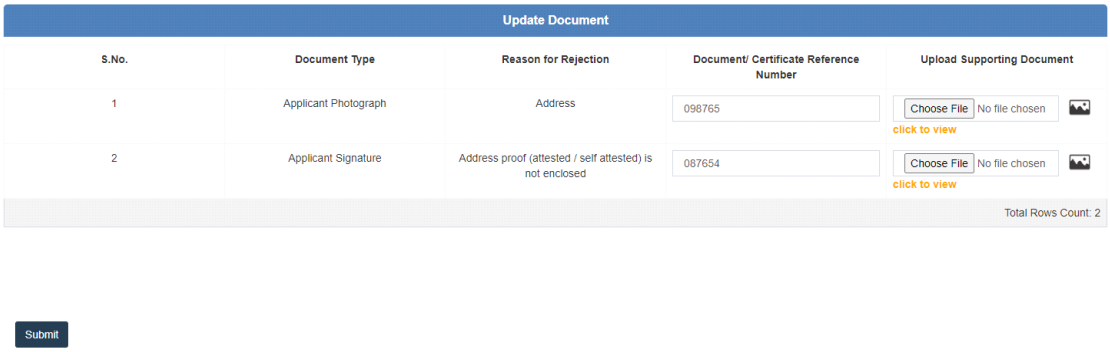
- Partially rejected candidates can apply again through the "Candidate Login" tab in the Registration Module.




- Candidates are required to fill credentials and click on Login. Then the following screen will be displayed.






- Candidates should upload all rejected documents and then click on submit.
  Note: Candidate must ensure that the uploaded photograph/signature/ documents are correctly uploaded as per the specific requirements. On clicking Submit, candidate can preview details filled by them in the previous form, candidate must check their details and ensure that all his/her details are correct and if not, they are allowed to make the necessary corrections by clicking the "BACK" button.

- After clicking submit preview form will be displayed.






## Address

**Correspondence Address**

ashok vihar, , , wazirpur, Delhi, India - PIN 110052

**Permanent Address**

ashok vihar, wazirpur, Delhi, India - PIN 110052

## Education

| SNo | Qualification Level | Name of Degree | Board/University | Duration | Passing Year | Marks/GPA Obtained | Maximum Marks/GPA | Result type | Grade / %age |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 10th | | CBSE | 1 | 2018 | 300 | 500 | Percentage | 60 |
| 2 | 10+2 Equivalent | | CBSE | 1 | 2020 | 300 | 600 | Percentage | 50 |

## Study Details

| | | |
|---|---|---|
| Have you studied in Foreign University, situated in India or Abroad? | : | N |
| Do you have AIU/ equivalent education qualification certificate? | : | N |

## Defence

| | | |
|---|---|---|
| Are you Defence Pilot ? | : | N |
| Which Force | : | |
| Defence | : | N |

## Visa

| | |
|---|---|
| Visa Number | : |
| Date of issue | : |
| Date of Expiry | : |
| Issuing Authority & Country | : |

## Flight Crew Experience and other details

**Are you holding license issued by Indian or Foreign Authority?**

N

**License Type**

License Type

**Licence Issue Date**

Licence Validity Date

**License Expiry Date**

Enter License Expiry Date

**Indian/ Foreign Licence Issuing Authority**

Indian / Foreign Licence Issuing Authority

**Issuing Country**

Licence_Issuing_Country

**Multiengine**

N

**Type of Aircraft**

Enter Type of Aircraft

**All Up-Weight(Of heaviest A/C)**

0

**Total Flying Hours**

0

**Flying hours as Pilot in Command**

0

**First Training Flight**

00-00-0000

**Flying Training Institute**

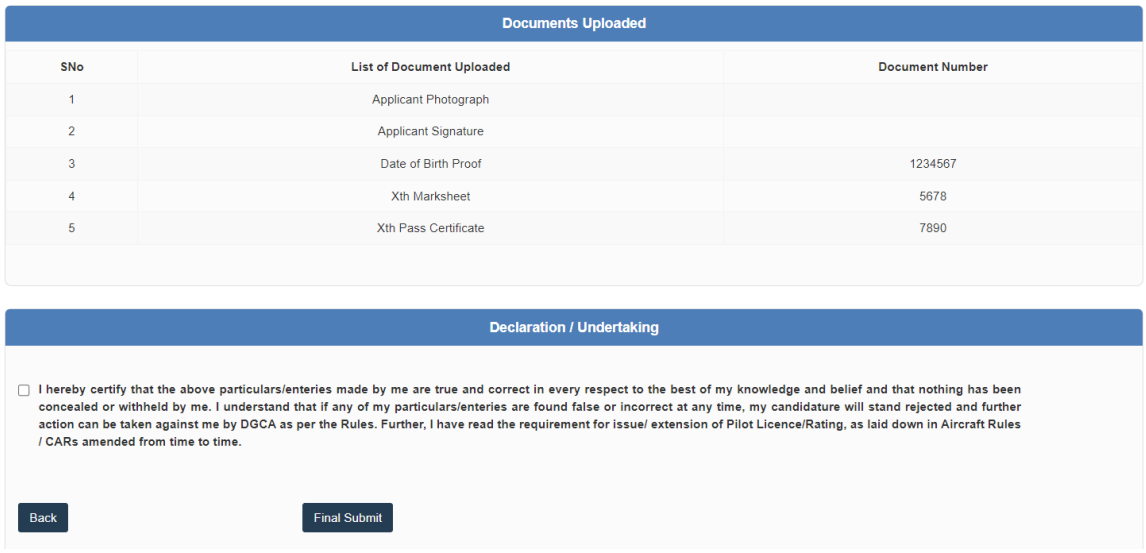
0

**Ground Training Institute**

0

**Do you have Course Completion Certificate ?**

**Basic Course Completion Certificate number**



**Documents Uploaded**

| SNo | List of Document Uploaded | Document Number |
|---|---|---|
| 1 | Applicant Photograph | |
| 2 | Applicant Signature | |
| 3 | Date of Birth Proof | 1234567 |
| 4 | Xth Marksheet | 5678 |
| 5 | Xth Pass Certificate | 7890 |

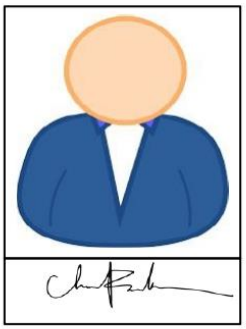
**Declaration / Undertaking**

☐ I hereby certify that the above particulars/enteries made by me are true and correct in every respect to the best of my knowledge and belief and that nothing has been concealed or withheld by me. I understand that if any of my particulars/enteries are found false or incorrect at any time, my candidature will stand rejected and further action can be taken against me by DGCA as per the Rules. Further, I have read the requirement for issue/ extension of Pilot Licence/Rating, as laid down in Aircraft Rules / CARs amended from time to time.

Back Final Submit

- After clicking on the Final Submit button, a PDF will be generated and sent to the candidate's registered email ID for record keeping purposes.
- The PDF generated will look like the one below where the table shows the uploaded documents

## Reference No- Temp ID: P-T2024/3932-0



To ,

The Director,

Central Examination Organization (DGCA)

East Block III, level III, R K Puram

New Delhi - 110066

**Subject: Submission of Documents w.r.t. allotment of computer number for application Temp ID: P-T2024/3932 in respect of Mr./Ms. Son of/Daughter of Dr Avadh Ram Singh**

Sir,

Reference may please be made to the Temp ID P-2024/3932 application regarding the subject cited above. Enclosed herewith please find the attached document (attested) against the deficiency informed vide email dated 22-03-2024.

| S.No. | Document No. | Document Name. | Attached | No. of Pages |
|---|---|---|---|---|

**Declaration**

1. I hereby certify that the above particulars/entries made by me are true and correct in every respect to the best of my knowledge and belief and that nothing has been concealed or withheld by me. I understand that if any of my particulars/entries are found false or incorrect at any time, my candidature will stand rejected and further action can be taken against me by DGCA as per the Rules. Further, I have read the requirement for issue/ extension of Pilot Licence/Rating, as laid down in Aircraft Rules / CARs amended from time to time.
2. I declare that I have read and understood the above declaration.
3. All the attachments are enclosed as per the list.

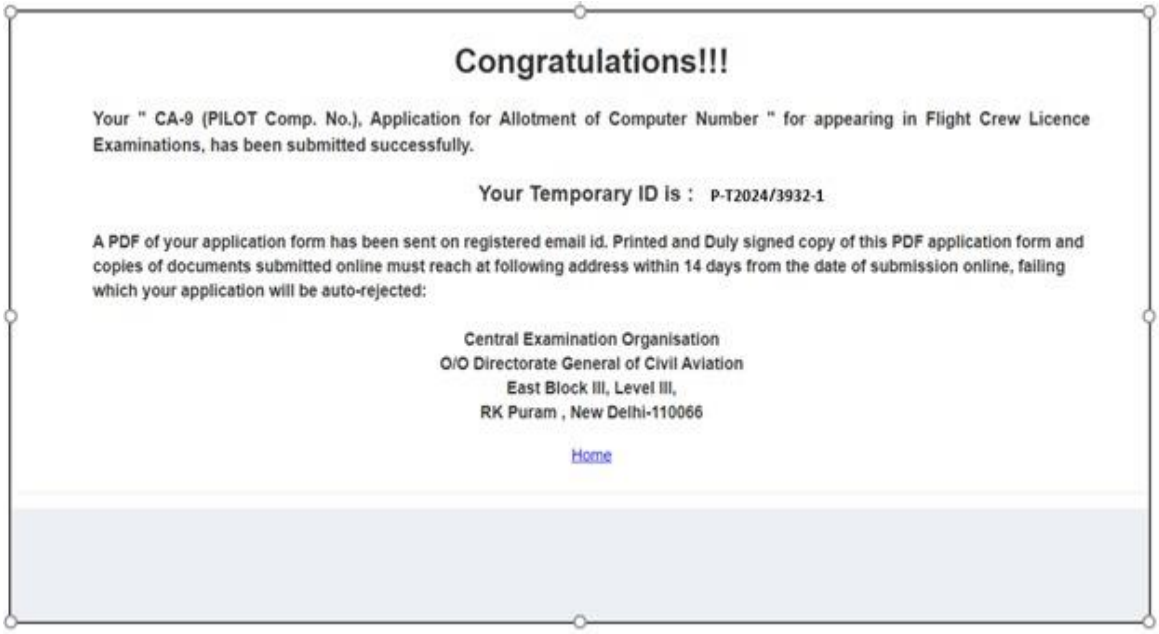
| | | | |
|---|---|---|---|
| **DATE** | | **Signature of Candidate** | |
| **PLACE** | | **NAME of Candidate** | |

**1. CERTIFICATION BY COMPETENT AUTHORITY**

**2. *This Attestation is Applicable only in case of Resubmission of Photo/Signature or Both**

| | |
|---|---|
| **To be attested by CFI/PII/Gazetted Officer/Notary Public. In case of serving Defence personnel ,this may be attested by another serving Commissioned Officer**<br><br>**This is to certify that all the above particulars furnished by ANIL SINGH have been verified by me and found to be correct.**<br><br>*** Name Signature in full of attesting authority.....**<br><br>**Date**<br><br>**Place**<br><br>*** Signature & stamp shall partly cover this page and photograph.** | *Paste a Recent Photograph ,size should be as per manual. |

Temporary ID will be the same as before. And the following screen will be displayed.



Congratulations!!!

Your " CA-9 (PILOT Comp. No.), Application for Allotment of Computer Number " for appearing in Flight Crew Licence Examinations, has been submitted successfully.

Your Temporary ID is : P-T2024/3932-1

A PDF of your application form has been sent on registered email id. Printed and Duly signed copy of this PDF application form and copies of documents submitted online must reach at following address within 14 days from the date of submission online, failing which your application will be auto-rejected:

Central Examination Organisation
O/O Directorate General of Civil Aviation
East Block III, Level III,
RK Puram , New Delhi-110066

Home

The candidate must print this PDF, attach all relevant uploaded documents, and send these along with the application to the DGCA within 14 days, or the candidate's application will be rejected.

# Chapter 3-Registration Module

Registration Module is applicable for all candidates those desire to appear inFLIGHT CREW license examination in future.

Candidates advised to visit online Exam Registration Portal of CEO, DGCA byURL **http://pariksha.dgca.gov.in**

Below screen will display:

Click on **"Click Here To Proceed"**, below screen will display






**3.1** Registration module is applicable for both **AME** and **FLIGHT CREW.**

**3.2** Registration module for FLIGHT CREW is divided in following category:

1. **NEW** Candidate Registration.
2. **OLD** Candidate Registration.

Candidate need to click on suitable option accordingly.

*Note:*
*1. To proceed further, **NEW Candidates** are advised to follow the procedure defined in **chapter 4***

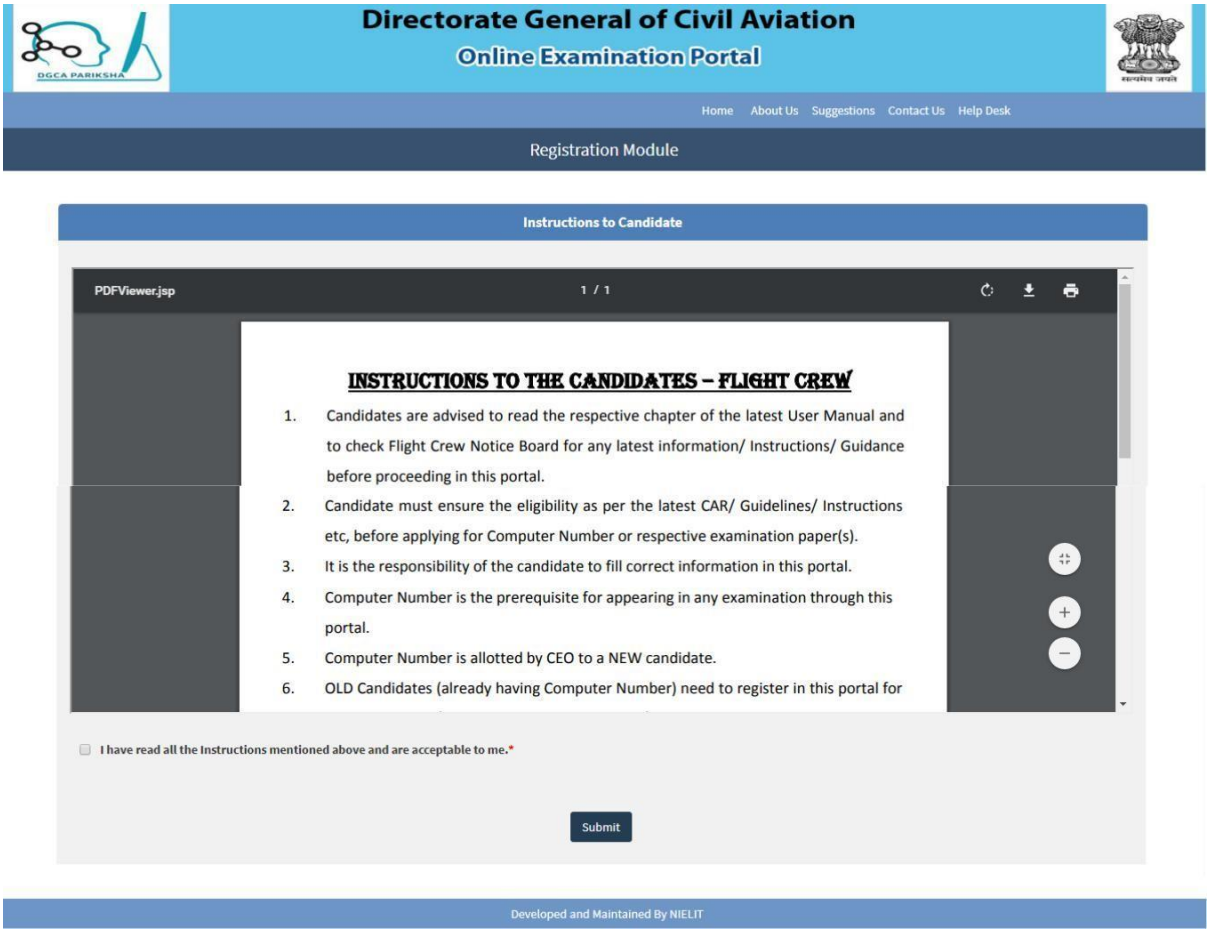
*2. To proceed further, **OLD Candidates** are advised to follow the procedure define in **chapter 5***

# Chapter 4- NEW Candidate Registration

4.1 NEW Candidate Registration form is the entry level form for the candidate (Not having computer no) who wants to register to appear in FLIGHT CREW license examination conducted by CEO, DGCA. (Including all pre-1994 passed / licensed candidates / FLIGHT CREW license holders, who have not registered in computerized CEO data base so far also, have to mandatorily apply as NEW for allotment of computer number, if they desire to appear in any examination.

Caution: Candidates who had got computer number in old System (UDAAN) need not to apply as new candidate registration, however they have to register them self in new system whenever the OLD CANDIDATE REGISTRATION is activated.

**4.2** After Clicking on "NEW Candidate Registration" Tab. Below screen will display.

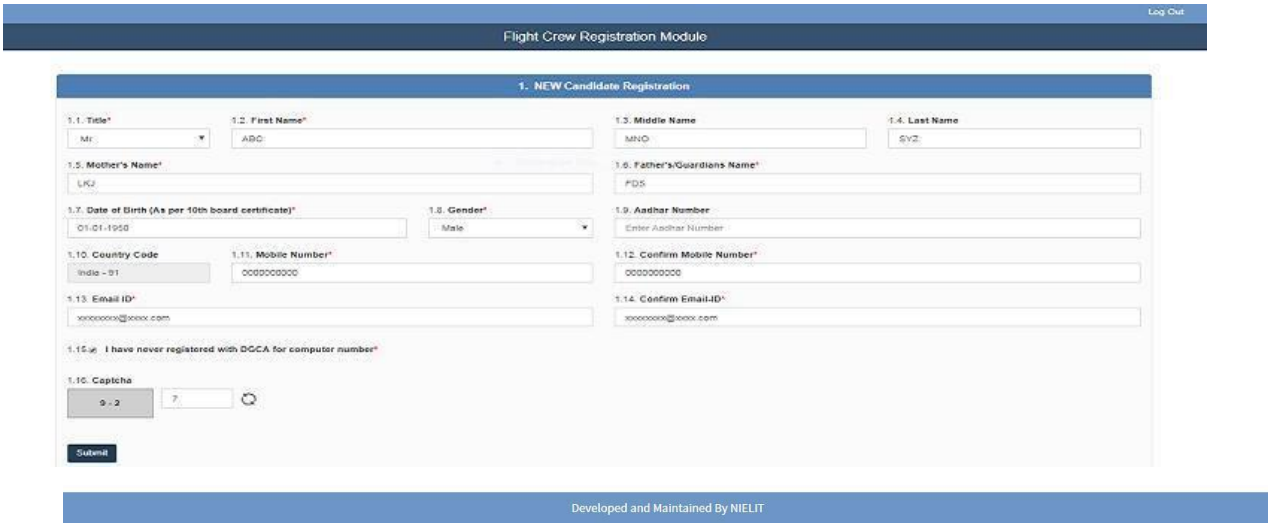



4.3 Candidate must read "Instructions "carefully before proceeding for registration

4.4 Candidate put ☑ in the check box. And click on "Submit" button, below screen will display




It will redirect on next page to enter personal details. Below screen will display



The candidate is required to enter:

- All Mandatory Field *(asterisk)
- Wherever dropdown is available should select from the same.
- For verification during initial registration OTP will be send to the given mobile no. India based mobile no with prefix +91 is only acceptable.
- Name, DOB (date of birth), Father's name and Mother's Name (if mentioned the in certificate) should be as per class X Pass Certificate/ Mark sheet only.
- Tick the check box ☑. Press "Submit" button. Below screen will appear.



Press "OK" button. One time password (OTP) will be send to the registered mobile number. Below screen will appear.




Enter the OTP (One Time Password) received on your Registered Mobile Number then click on Submit button. If Candidate does not receive OTP on registered mobile then click on Resend OTP.

After entering OTP press "submit "button, below screen will appear.




A link will be shared in your registered e-mail ID. If candidate does not receive any link in his/her registered email Id, then candidates have to click on **click here to resend activate link.**




Registered E-mail screen will display the candidate personal records. If there is any mismatch, avoid to further proceeding. The link is valid for 24 hours, thereafter save data will automatically remove from saved database and candidate apply for fresh registration.

Note: Link will be valid till 24 hrs, Candidate need to generate Password within 24 hours. Failing to do same, Repeat the process again.

After Clicking on “Activate Button” or clicking on the link sent in registered email, below screen display.

Dear Candidate,
Thank you for Registering with DGCA.
Please make sure that you have not registered earlier with DGCA. If you have ever registered please visit Old Candidate Registration or Login Page to proceed.
We have received your profile details as follows:

| | |
|---|---|
| NAME | ADARSH KUMAR SHARMA |
| DATE of BIRTH | 05-08-1991 |
| GENDER | Male |
| FATHER NAME | SUBODH SHARMA |
| MOTHER NAME | SNEHA SHARMA |
| MOBILE NUMBER | 8461055555 |
| APPLYING FOR | PLT |

Use the following link for activation of your profile:
ACTIVATE ACCOUNT

OR

Copy paste the following link into the address bar of your browser:

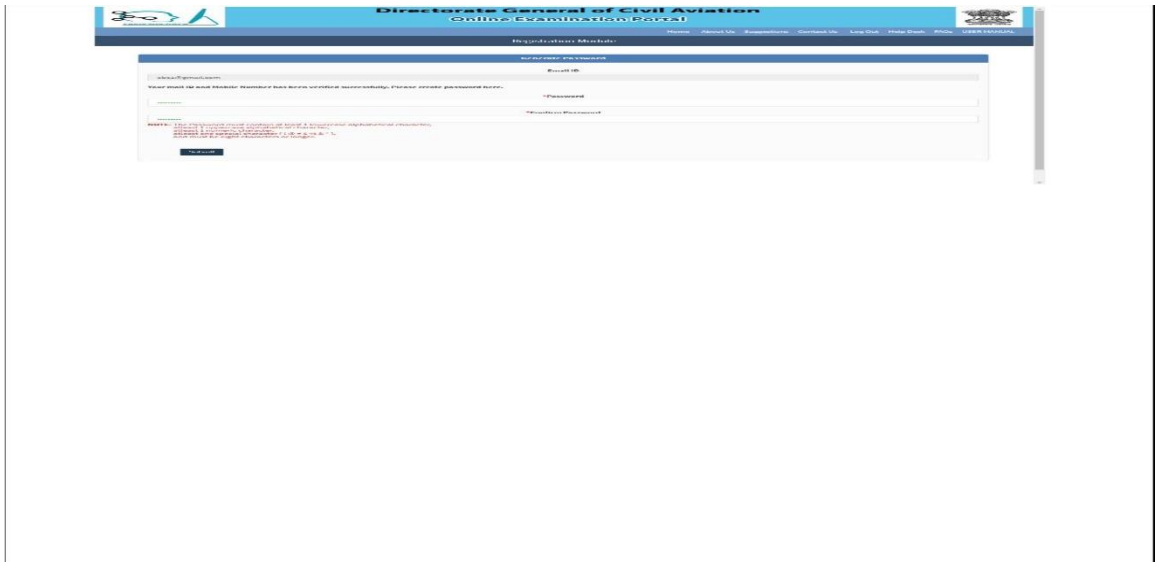
http://10.24.95.53:8080/DGCA/Form/Message/abc2a7da89a1c892ac2cec3b0a0def5f167457798bb89604fc68d35aea16c6fc

**NOTE:This link is valid for 24 hours only. If you do not verify within 24 hours you will need to reregister.**

Regards,

Central Examination Organisation,
Directorate General of Civil Aviation,
East Block III, Level III, RK Puram,
New Delhi-110066

**This is a system generated mail. Please do not reply to this mail.**



Generate Password as per password policy and “Submit. All entered data will be saved and to complete the Registration Process, below screen display



Click on “Click here to proceed” tab below screen display.



The candidate is required to select “Candidate Login” tab in Registration Module with Login credential (Login id and Password) for complete registration process. Below screen appear.



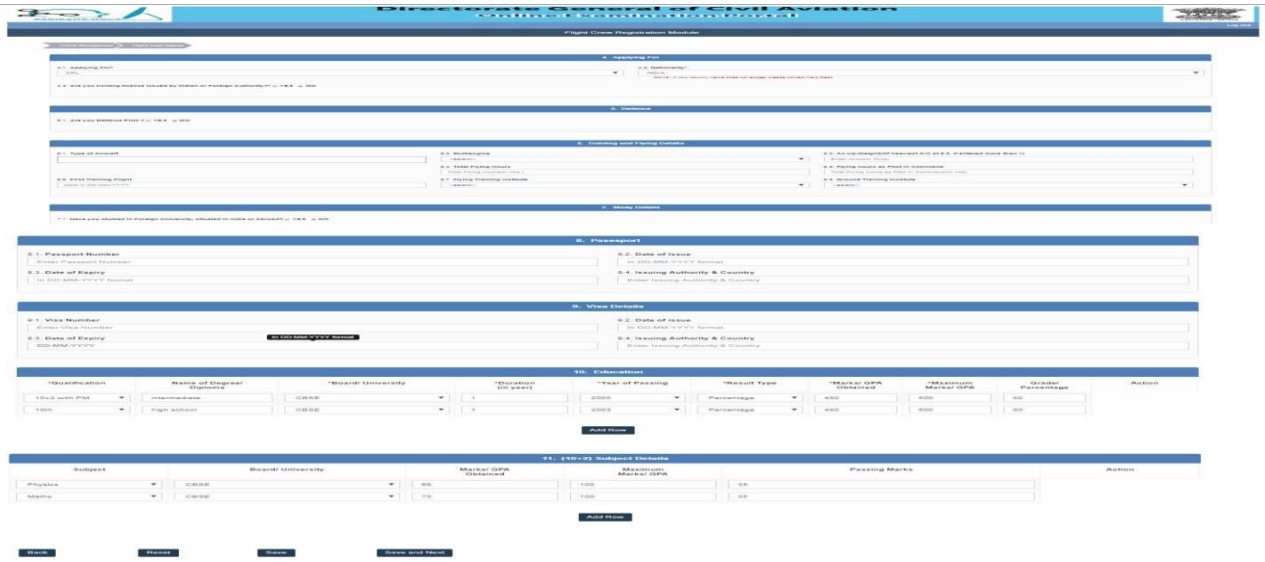

Fill up all the requisite details i.e. corresponding address and permanent address for Complete Registration.

If corresponding address is same as Permanent address check on “yes”, Press “Save and Next”. Below screen will appear.

Note: If Permanent address is other than India, Security clearance form (Annexure-A) to be duly filled and upload the same in “Document To

Be uploaded” section.

This case is same for all categories of license applicants other than FATA.



Select "**OK**", Below screen will display



**4.1 Apply For* :** If you candidate select Apply for **PPL,CPL, ATPL, FDEG, FE andFN ,** Option will remain same for all the above mention category excluding **FATA.**

**4.2 Nationality*:** Select country from dropdown**.** If candidate is other thanIndia please refer **Chapter 2, Para-2.5.7** for obtaining security clearance.

(Security Clearance: Mandatory for Foreign Nationals & OCI/POI holders.Excluding FATA candidates.)

**4.3 Are you holding license issued by Indian or Foreign Authority**: If selected"yes", must have to provide Information

**4.4** Do you have Course Completion Certificate : FDEG/FE must tick on "Yes"

4.4.1 Course Completion Certificate number*: Enter the course completion certificate number

4.4.2 Date of Issue*: Enter the date of issue of course completion certificate

**5** Defences:

**5.1 Are you Defence Pilot: if "Yes**

**5.2 Which Force:** choose cadre service from dropdown i.e. Army, Navy, etc.

**6.** Training and Flying Details:

**6.1** Type of Aircraft*: Select type of Aircraft

**6.2** Multiengine Endorsement*: Prefer either "Yes" or "No"

**6.3** All up Weight (AUW) *: Fill All Up Weight (AUW) in space given

**6.4** Total Flying Hours*: Fill Total Flying Hours/ Cumulative in space given

**6.5** Flying hours as Pilot in Command*: Fill Flying Hours as PIC in space given. (PIC should be less than or equal to Total Flying Hours)

**6.6** First Training Flight*: Fill date of first flight in space given

**6.7** Flying Training Institute: Enter the name of institute where flying has been accomplished

**6.8** Ground Training Institute**:** Enter the name of institute whereground training has been accomplished

**7. Study Details:**

**7.1** Have you study 10th /10+2 in Foreign University, situated in India or Abroad:

select "**Yes**"

**7.2** Do you have AIU/ equivalent education qualification certificate: select "**Yes**"

(Note: AIU (Association of Indian universities certificate) is must when candidate possess equivalent qualification from foreign universities situated in India or Abroad.)

**8 .Passport**: Provide Passport information (if applicable viz Passport Number, Date of Issue, Date of Expiry and Issuing Authority & Country).

**9. Visa Details:** Provide Visa information (if applicable viz Visa Number, Date of Issue, Date of Expiry and Issuing Authority & Country).

**10. Education :**

**10th Std. Certificate & Mark List, Matriculation certificate** (for PPL, CPL, ATPL, FDEG, FE and FN category) from a recognized Board (recognized by Council of Boards of Secondary Education**,** State Govt. Education Board) or its equivalent.

**Note: Only 10th education qualification is required for PPL candidates**

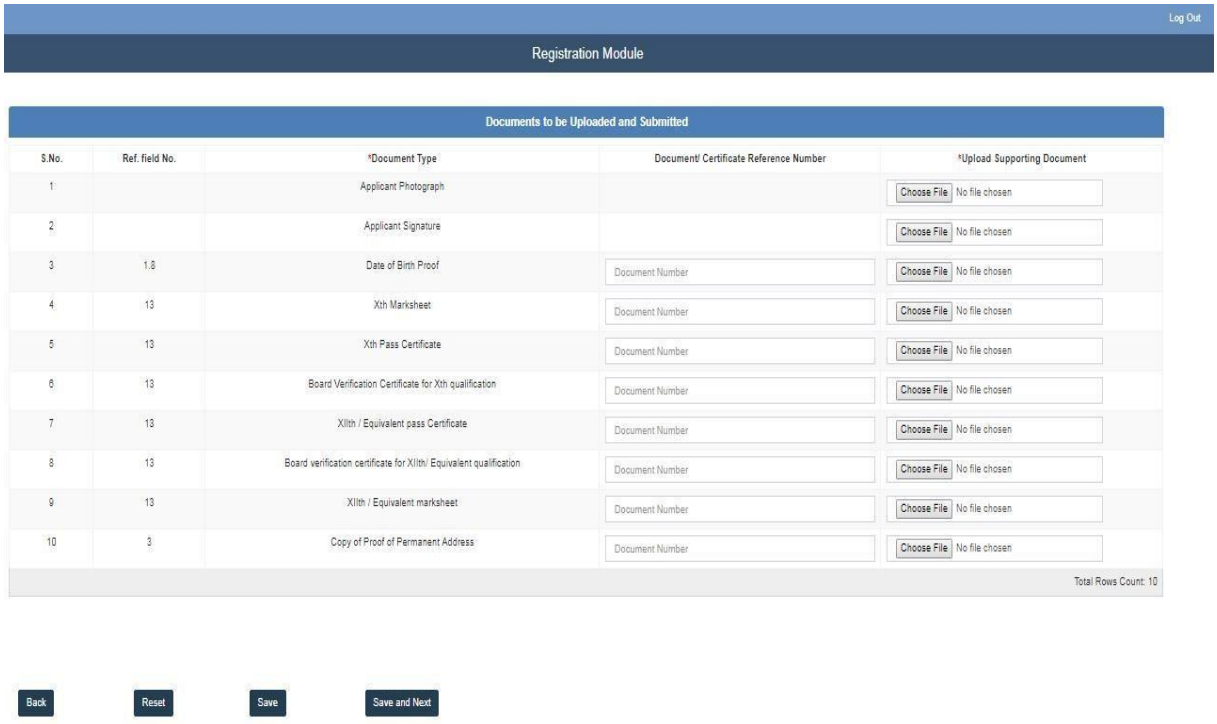
**10+2 Standard Mark List & Pass certificate** (for CPL, ATPL, FDEG, FE and FN category) as a proof of having passed 10+2 with Mathematics & Physics subjects from a recognized Board / University (recognized by Council of Boards of Secondary Education, State Govt. Education Board) or its equivalent examination.

In the case of applicant not having 10+2 with Mathematics & Physics and like to use the provision of Rule 47A of Aircraft Rules 1937, as an evidence for having flown before1 January 1994, the self-attested copies of first page of his Log Book where his personal particulars are mentioned and the page where the Date of First Flight is recorded.

***Note: Education qualification is not required to be mentioned/submitted for FATA candidates***

**11. Subject Details:** For CPL, ATPL, FDEG, FE and FN category 10+2 Mathematics & Physics pass subjects from a recognized Board / University (recognized by Council of Boards of School Education(COBSE)**,** State Govt. Education Board) or its equivalent examination must be filled.

After click on "**Save & Next"** candidate move to **Document Upload Page**. Before



uploading document candidate must be ensure the size from the Table

Description mention above in Document Related Table.

***NOTE: 1)****Candidate must ensure that the uploaded photograph/signature/ documents are correctly uploaded as per the specific requirements. On clicking* ***Save & Next****, candidate gets a preview page showing all the details filled by him in previous pages in a single form ,candidate must check his details and ensure that all his/her details are correct if there is any changes required than go to back to correct details before final submission*

*2) The table of uploaded document and preview form will depend upon category and other information provided by the candidates in subsequent Pages*

**Press "Save & next" button below Review Form will appear.**

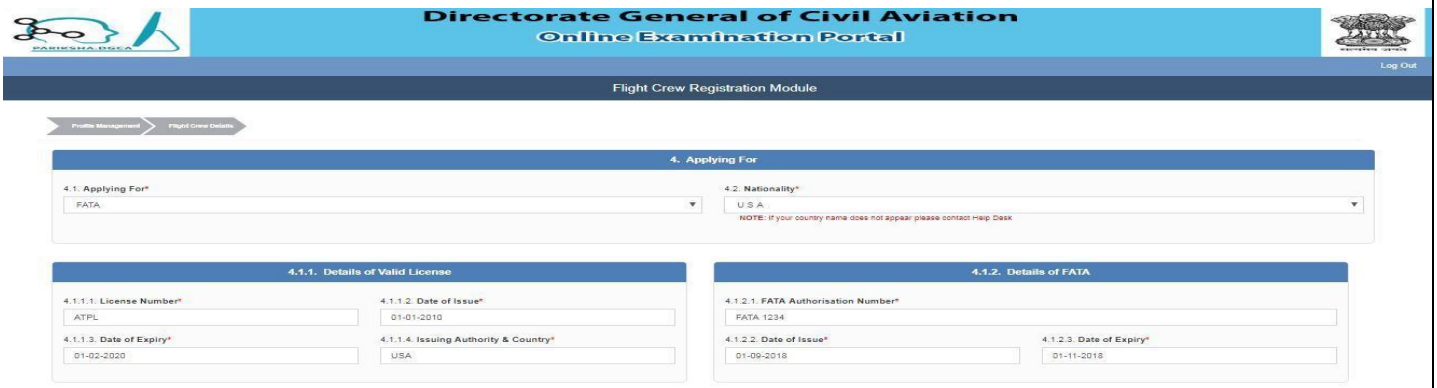


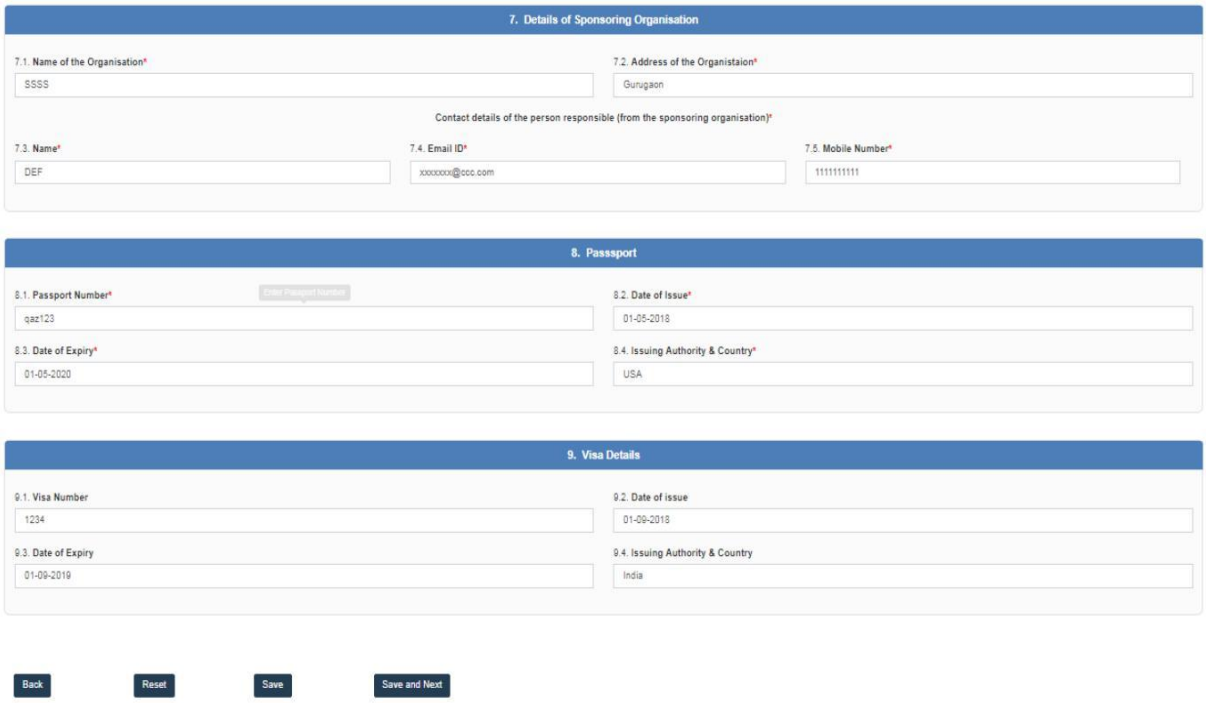
**Click on Final submit button your application for allotment of computer no has been successfully submitted, below screen appear**




On successfully submission, a pdf of filled information also will be created andautomatically downloaded in applicant computer system.
The same pdf will be sent to the registered email ID as well. Candidate needs to take a print of this application and attach his latest passport size photographin the space provided and cross attested the photograph
Attach all relevant uploaded document and send it to DGCA within 10 days else your application will be auto rejected.

Registration Form: for FATA Candidate:






**Apply For* :** select for **FATA.**

**4.1 Nationality*:** Select country from dropdown**.**

**4.1.1 Details of Valid License** provide Information

**4.1.1.1.** License Number* : Enter number of your license held

**4.1.1.2.** Date of Issue*: Provide date of issuance of license

**4.1.1.3.** Date of Expiry*: Provide date of expiry of license

**4.1.1.4.** Issuing Authority & Country*: Give detail of your license issuingauthority

**4.1.2 Details of FATA**

**4.1.2.1.** FATA Authorization Number*: Enter number FATA Authorization held

**4.1.2.2.** Date of Issue*: Provide date of issuance of Authorization

**4.1.2.3.** Date of Expiry* Provide date of expiry of Authorization

**Details of Sponsoring Organization**

**7.1.** Name of the Organization*: Enter the name sponsoring organization

**7.2.** Address of the Organization***:** Enter the address sponsoring organization

**Contact details of the person responsible (from the sponsoring organization)***

**7.3.** Name*: Enter the name of person from sponsoring organization

Email ID* Enter the email-id of person from sponsoring organization

7.4 Email ID* Enter the email-id of person from sponsoring organization

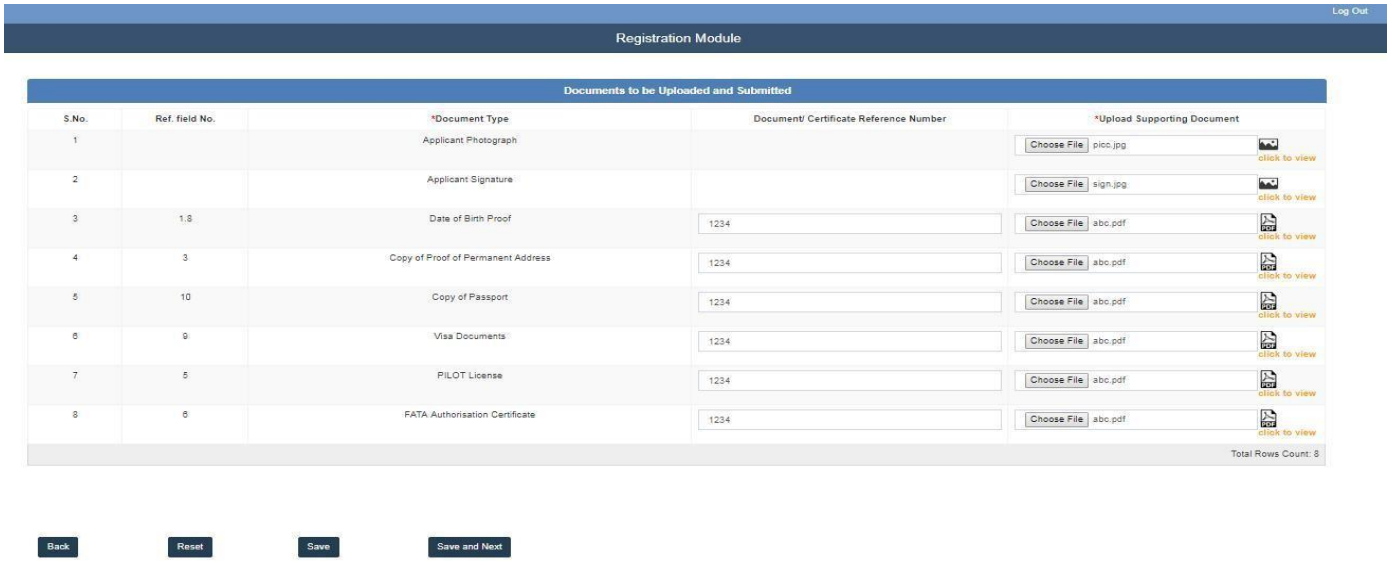
7.5 Mobile Number* Enter the mobile number of person fromsponsoring organization

**8. Passport**: Provide Passport information (if applicable viz Passport Number,Date of Issue, Date of Expiry and Issuing Authority & Country).

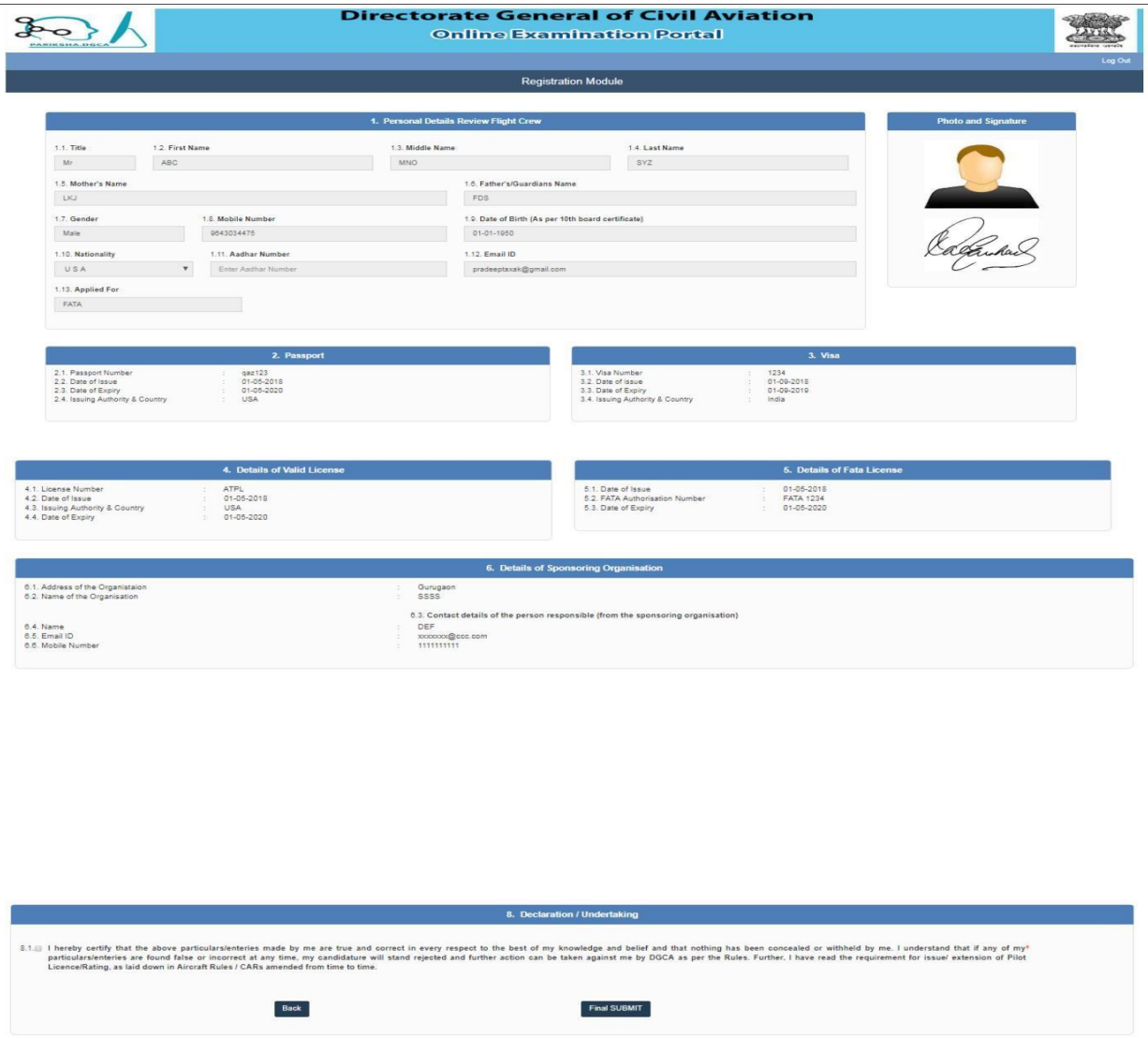
**9. Visa Details:** Provide Visa information (if applicable viz Visa Number, Date ofIssue, Date of Expiry and Issuing Authority & Country).

After click on "**Save & Next"** candidate move to **Document Upload Page**. Beforeuploading document candidate must be ensure the size/specification of document from the Table description mention above in Document Size Table.

Documents Are Required for FATA




After uploading document move on review form. Candidate must be ensure details filled correctly before final submit, After filling all the details candidate can click on save and system would save the details, the registration details will be updated and system would display the message "Records saved successfully"as shown below:

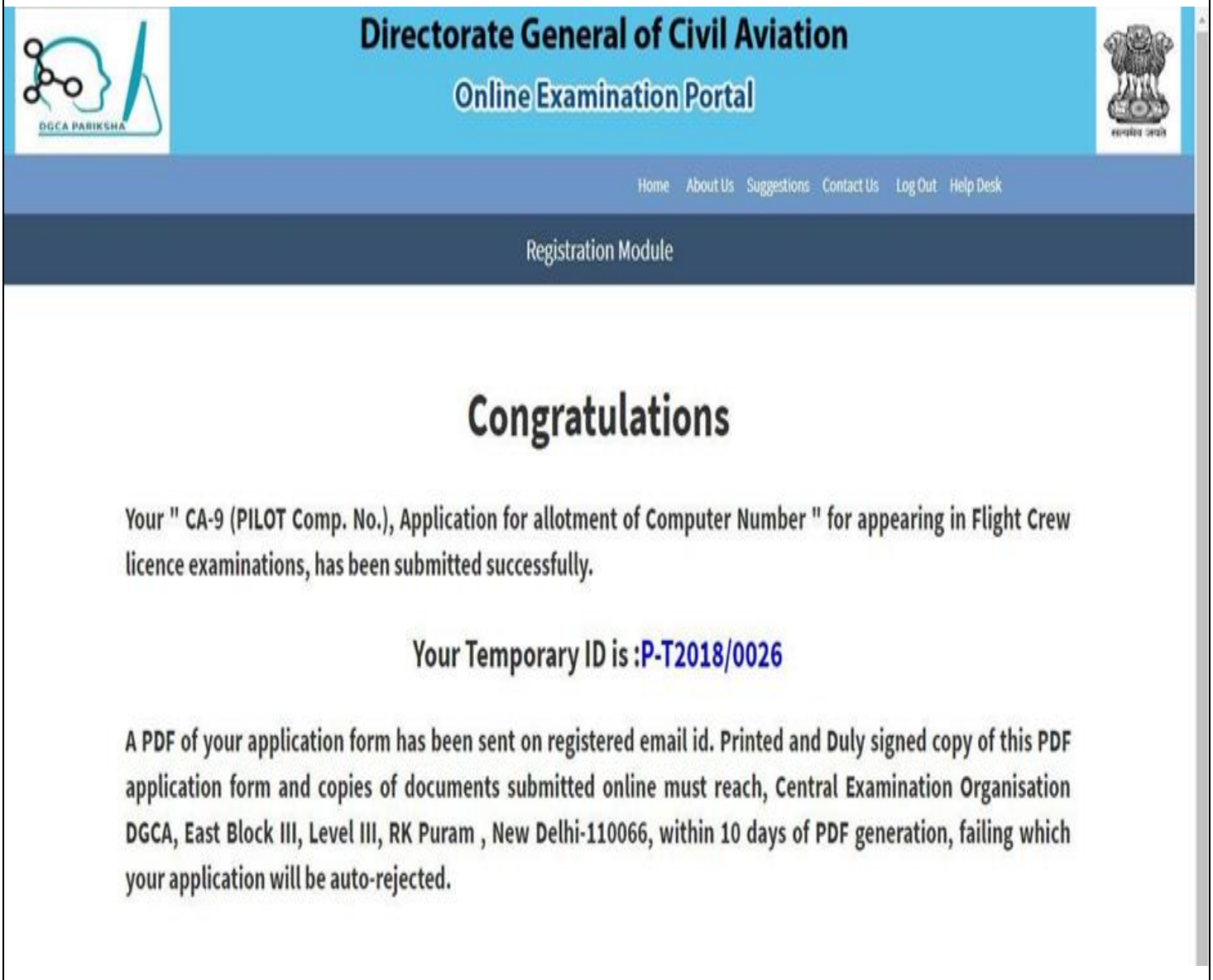



Candidate has to click on "**Final Submit**". On successfully submission a pdf of filled information also will be created and automatically downloaded in applicant computer system.

The same pdf will be sent to the registered email ID as well. Candidate needs to take a print of this application and attach his latest passport size photograph in the space provided and cross attested the Photograph

Attach all relevant uploaded document and send it to DGCA within 10 days else your application auto rejected.

**Final Temp Id generation Form**



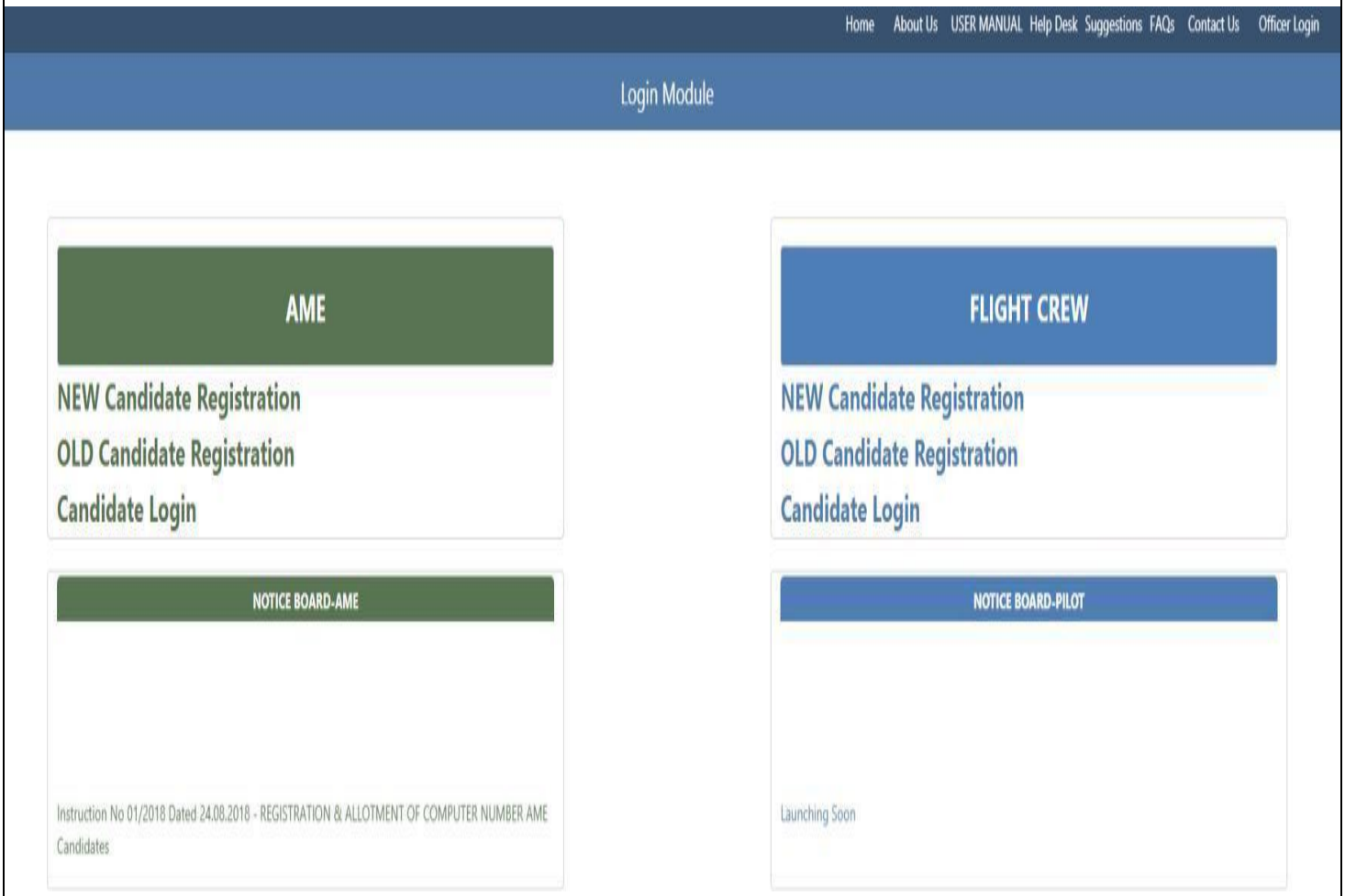

## Registration Completed

**Note**: If candidate want to edit any information, candidate can login again for open his/her profile, by update profile candidate can update information.

# Chapter 5- OLD Candidate

This part describes the procedure for registering with Online System of Examination to whom the Computer Number has been allotted earlier and who hasn't registered with https://pariksha.dgca.gov.in online portal.

Click on "Old Candidate registration"




**Note**:

(i) OLD Candidate / registered in UDAAN must use their Computer Number as a login credential to register with https://pariksha.dgca.gov.in .

(ii) OLD Candidate need to fill up only editable fields for which information is not available or any changes required.

(iii) In case of any mismatch in filled information which is not editable, Candidate first complete the required registration and then she/he can update the profile through candidate login.

After Click on **Old Candidate Registration**. Below screen will display.

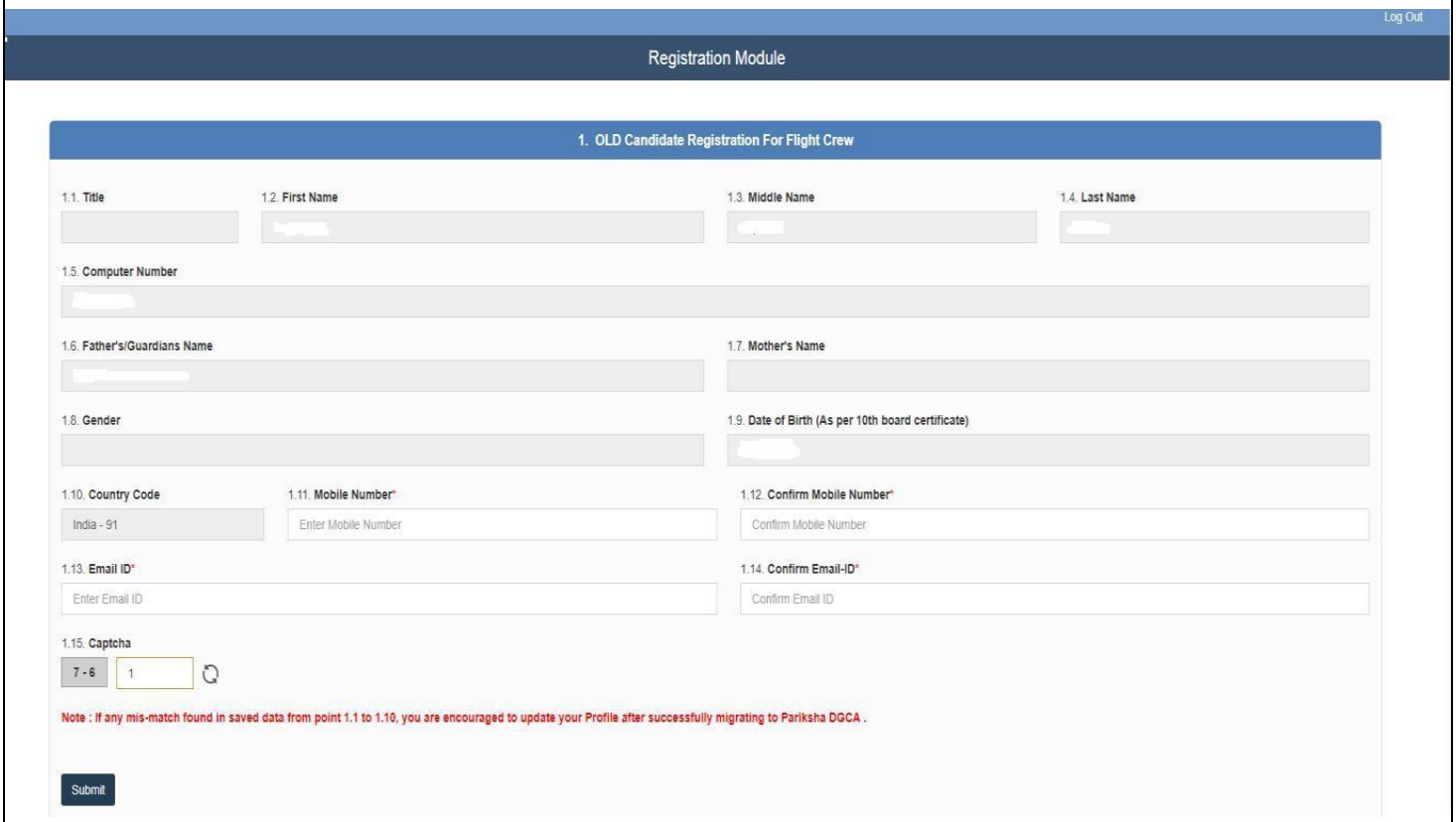



5.1. Computer Number: Enter your allotted computer number.

5.2. *Date of Birth (As per 10th board certificate): enter your date of birth as entered at the time allotment of computer number.

Enter the captcha and press “Submit”

Candidate moves on next page Old Candidate Registration For Flight Crew. Below screen will display




When the above entered details viz. Computer Number & Date of Birth matches with the existing data in the online system of examination, then registration form will interact with candidate details.

Field mention below are not editable.

**Title**: Candidate can only see his/her title.

**First Name CREW**: Candidate can only see his/her first name. **Middle Name CREW**: Candidate can only see his/her Middle name.**Last Name CREW**: Candidate can only see his/her Last name.

**Date of Birth**: Candidate can only see his/her Date of birth.

**Father's Name CREW**: Candidate can only see his/her Father's name. **Mother's Name CREW**: Candidate can only see his/her Mother's name.**Gender**: Candidate can only see his/her Gender.

**Nationality:** Select nationality from the dropdown list.

**Country Code*:** Country code is fix +91

**The candidate is required to enter:**

**Aadhaar Number**: Aadhaar number is optional field, if candidate have Aadhaar card, enter the details.

**Mobile Number*:** For Registration, Candidate need to verify his/her mobile number through OTP which will be sent on their mobile number after submitting their basic information. India based mobile number should have 10 digit

**Confirm Mobile Number*:** Enter again same CREW Mobile no to confirm the Mobile.

**Email Id***: Enter your correct EMAIL ID which will be used for sending activationlink for confirmation of registered E-mail.

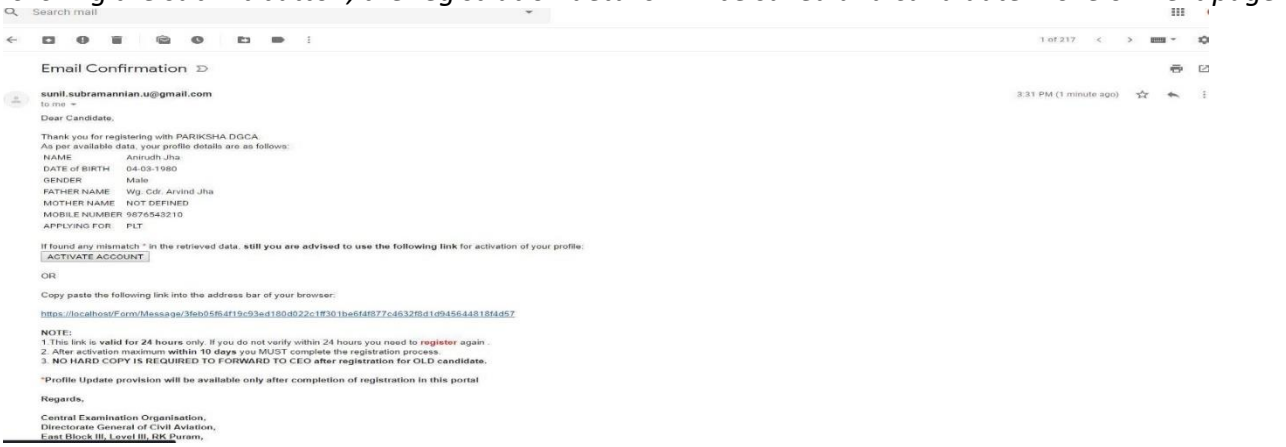
**Confirm Email ID***: Enter again same Email ID to confirm the Email ID

**Captcha***: Enter Captcha Characters as appearing in the image. Image characters are case sensitive. If Captcha is not visible, same can be refreshed and replaced by clicking refresh icon.

***Note**: ***(asterisk)** Mark are mandatory fields*

*After filling in all the details in the Registration form, click on 'Submit'*

*On clicking the submit button, the registration details will be saved and candidate move on next page.*


Search mail

1 of 217

Email Confirmation

sunil.subramannian.u@gmail.com
to me

3:31 PM (1 minute ago)

Dear Candidate,

Thank you for registering with PARIKSHA DGCA.
As per available data, your profile details are as follows:

| | |
|---|---|
| NAME | Anirudh Jha |
| DATE of BIRTH | 04-03-1980 |
| GENDER | Male |
| FATHER NAME | Wg. Cdr. Arvind Jha |
| MOTHER NAME | NOT DEFINED |
| MOBILE NUMBER | 9876543210 |
| APPLYING FOR | PLT |

If found any mismatch " in the retrieved data, **still you are advised to use the following link** for activation of your profile:

ACTIVATE ACCOUNT

OR

Copy paste the following link into the address bar of your browser:

https://localhost/Form/Message/3feb05f64f19c93ed180d022c1ff301be6f4f877c4632f8d1d945644818f4d57

NOTE:
1.This link is **valid for 24 hours** only. If you do not verify within 24 hours you need to **register** again .
2. After activation maximum **within 10 days** you MUST complete the registration process.
3. **NO HARD COPY IS REQUIRED TO FORWARD TO CEO after registration for OLD candidate.**

*Profile Update provision will be available only after completion of registration in this portal

Regards,

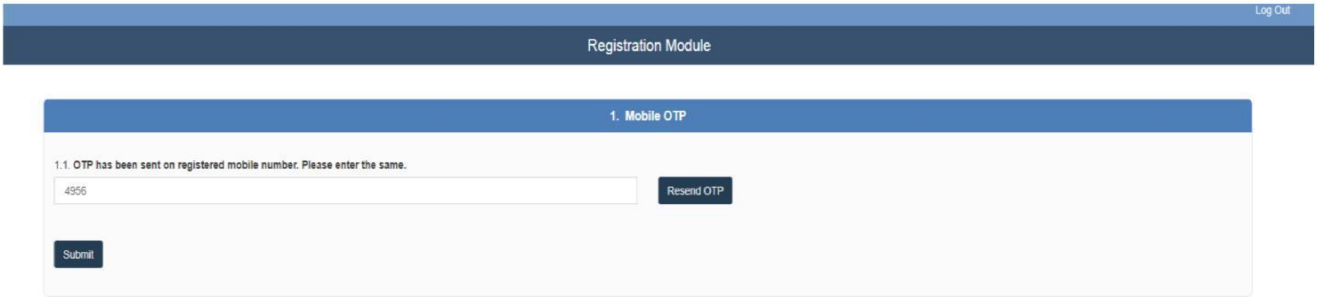
Central Examination Organisation,
Directorate General of Civil Aviation,
East Block III, Level III, RK Puram,

## Enter the OTP as received on your Mobile and click "Submit".

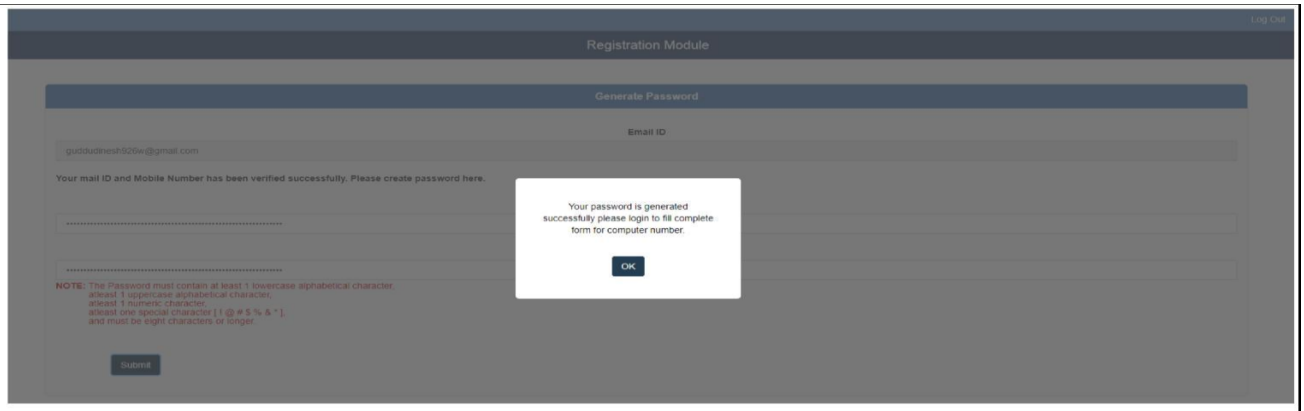
Message will be Display on your screen, a link has been sent to your registered Email-ID, if you have not received any link in your mail. Please click on button "**Click here to resend activation link**".

Registered E-mail screen will display the candidate personal records. The link is valid for 24 hours, thereafter save data will automatically be removed from database and candidate need to apply for fresh registration.

**Note: Link will be valid till 24 hrs, Candidate need to generate Password within 24 hours. Failing to do same, Repeat the process again.**



Generate Password as per password policy and "**Submit**.









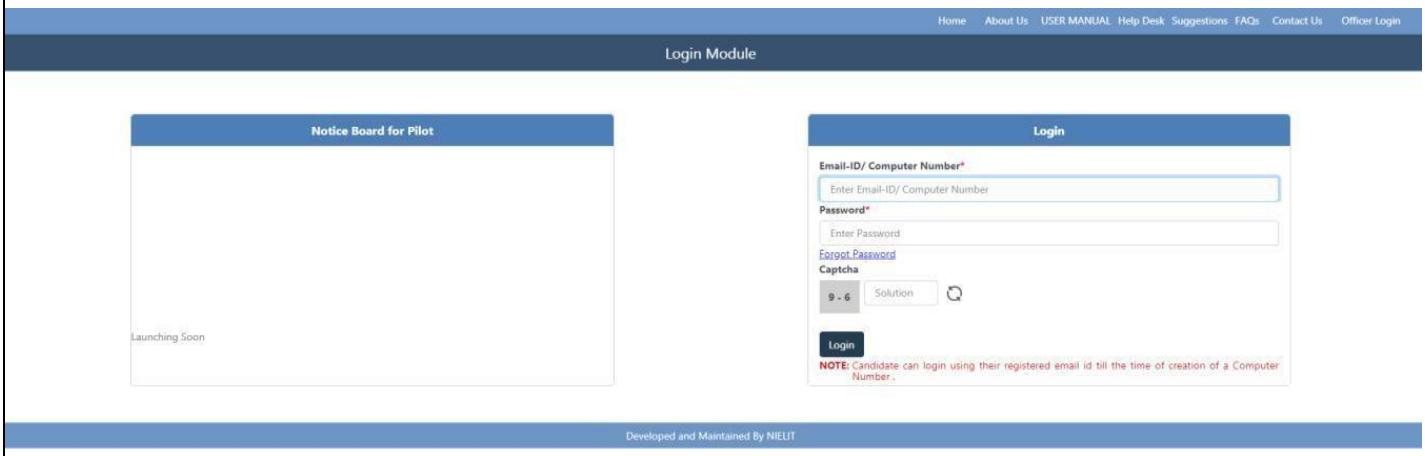

Now you have successfully generated the password. All entered data will be saved and to complete the Registration Process, above screen will display**.**

Click on "**Click here to proceed**" tab. Above screen will display






Now click on Candidate Login, Below screen will display
Login credential ('Computer Number' and 'Password') to complete registration process. Candidate can see his complete details.




**Old Candidate Registration Completed**

**Note:**

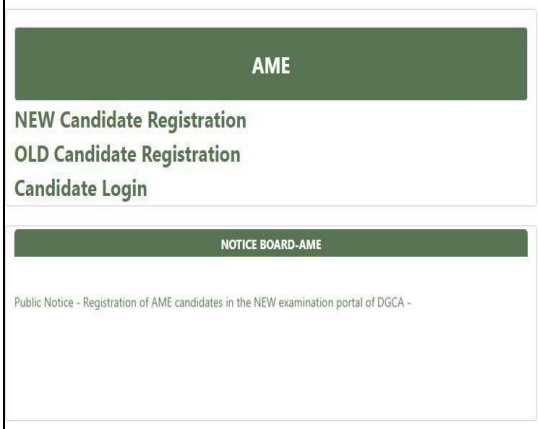
1. Hard copy of application form NOT required to forward CEO, DGCA.

2. If candidate want to update any information, candidate must be login again and update his/her profile for the same.

# Chapter 6- Update Profile

After successful registration and Allotment of Computer number, candidates may update their profile, if any mismatch is found in saved data or they want to update/ change their personal details.

Candidate has to enter her/his login credential:







On successful log in, candidate can update his/her profile through profile management.
Under Profile management, candidate will have following functions:
View Details

- Personal Details
- Examination History.

Profile Update (By Candidate)

- Corresponding Address
- Email ID
- Mobile Number

Note: Above Details can be updated by candidate directly (which do not required verification from CEO, DGCA).
Profile Update (Required Verification) - candidate can update following:

- Basic Details :-

Date of Birth (As per 10th board certificate)

- Father's Name
- First Name
- Last Name
- Middle Name
- Mother's Name

- Photograph
- Signature
- Permanent Address- candidate can request for update the permanent address.
- Passport Details- candidate can request for update the passport details (if applicable).
- License Details (if any) - candidate can request for update the License details (if applicable).
- Category - candidate can request for update of his category (PPL,CPL, ATPL, FDEG, FE etc.) (if applicable).
- Educational Qualification - candidate can request for updatehis/her qualification details (if applicable).

➢ Change Password- Candidate can change password by filling the required details and click on "Submit" for successfully change password.

Note:

1. Candidate can request for update above details, as it requires verification by Central Examination Organisation.
2. Candidate must upload appropriate supporting documents (as listed in User Manual) for applicable update in profile.
3. Refer Para 2.5 for Document Type & Size table before uploading the documents.
4. A request id will be generated after submission and PDF of the duly filled "Profile Update Form" will be sent to their registered email id. Candidate must send the duly completed form to CEO, Which should reach CEO, DGCA within 10 days of online submission.
5. "Profile Update Form" should enclose attested copy of uploaded document(as applicable).
6. The envelope containing the Profile Update form should be super scribed in capital and bold letters as "Flight Crew- UPDATE PROFILE- P-XXXX XXXX".

# Chapter 7-Examination For

After publication of Examination Portal opening intimation through “Public Notice”, applicants can login to their account using the computer number as their login id, for filling examination form




**NOTE:**

1. Examination Form will only be available for the period as per the Public Notice.
2. Before applying for examination, all candidates are advised to read carefully the respective chapter of the latest available User Manual (including applicable Annexure), Instructions & Notices.
3. In a particular session initially a candidate will be allowed to appear in only ONE SPECIFIC Aircraft (erstwhile known as Paper-II specific)
4. As per applicable rule, FEES is to be paid online @ Rs.2500/- per Examination Paper (QPREF) and @ Rs.500/- per Oral Paper ( Applicable for 2nd and 3rd attempt Oral only)
5. All the New Candidates who had applied for the computer number/Old candidates who had migrated to pariksha.dgca portal and applied for update of Profile for Photograph, signature, category, License Detail and Experience, the hard copy of their application (pdf generated through pariksha.dgca) along with requisite documents must reach Central Examination Organization, O/o Director General Of Civil Avaiation, East Block-III, Level-III, R.K.Puram , New Delhi-110066 failing which the candidate will not be able to appear in relevant/desired examination/category/papers(QPREF).

A. Category Update – Change of category from PPL to CPL, CPL to ATPL etc. by updating qualification/date of first flight prior 1994/ incorporating acquired CPL license etc.

B. License Detail Update – To appear in CPLCG or ATPLCG category examination by incorporating their foreign license.

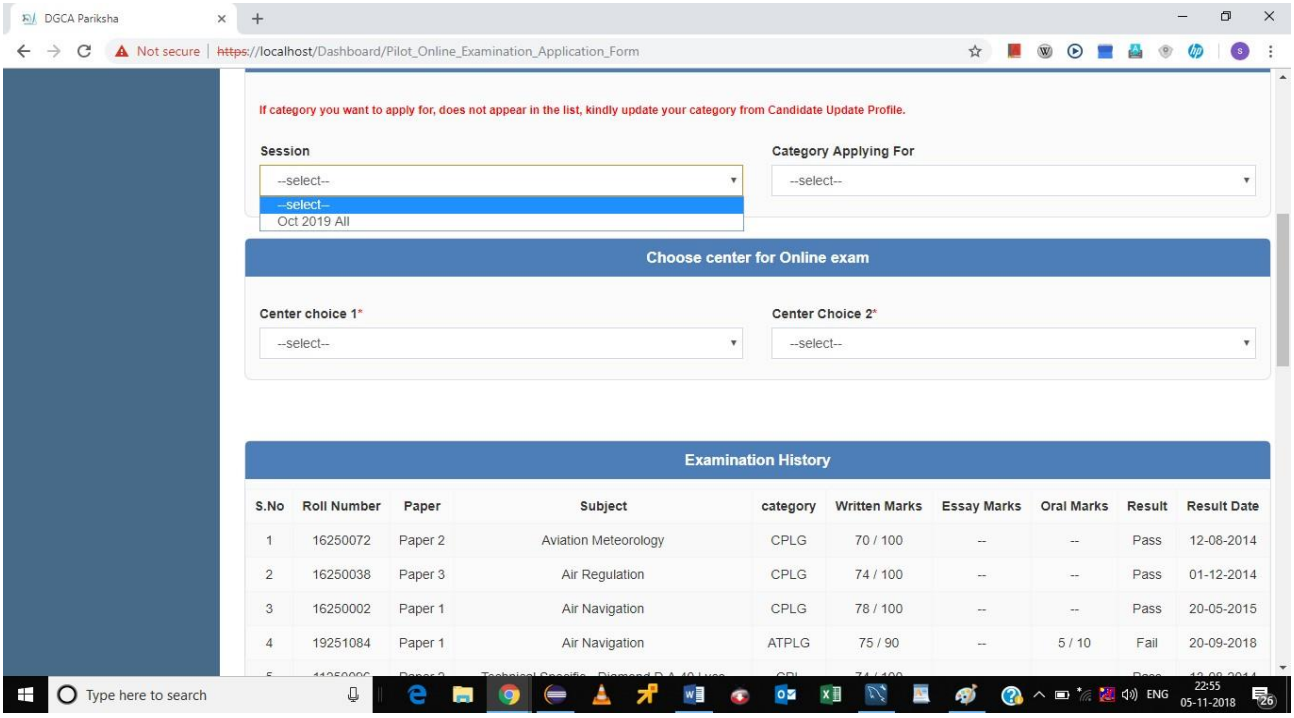
C. Experience Update – To appear in Technical Specific/performance papers of Aeroplane with more than 5700 Kg AUW or Twin Engine Helicopter, Ground Training Course from DGCA approved institute are to be updated.

D. Photo and Signature Update -The old candidates whose photograph and Signature are not available in candidate's profile, they must upload their Photograph and Signature though profile update. Without updating photo and signature, candidate will not be able to apply for examination.

6 .Candidate is allowed to apply only once in a particular session.

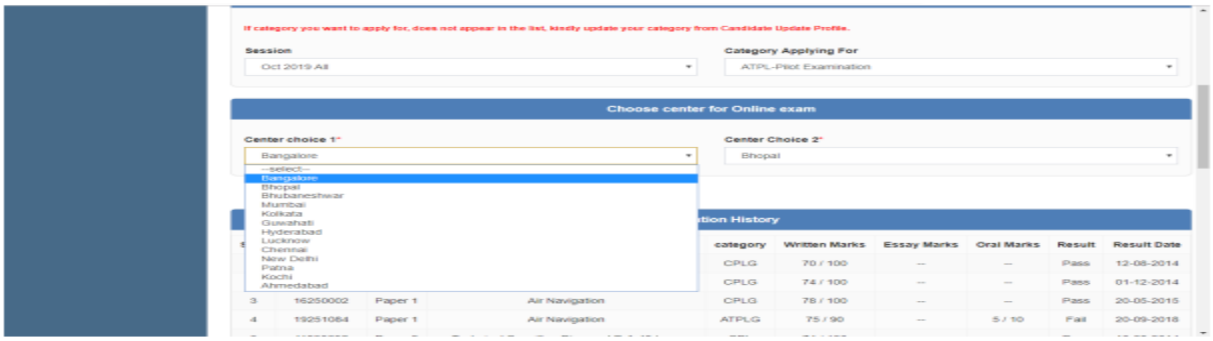
7. Once examination application form is submitted successfully, no change/ alteration request will be entertained by CEO and fees will not be adjusted/ refunded under any circumstances.

7.2 Click on the '**Examination Form'** tab following screen will appear




Candidate need to select the active applicable session (For which portal is open) & Category (as applicable) from dropdown

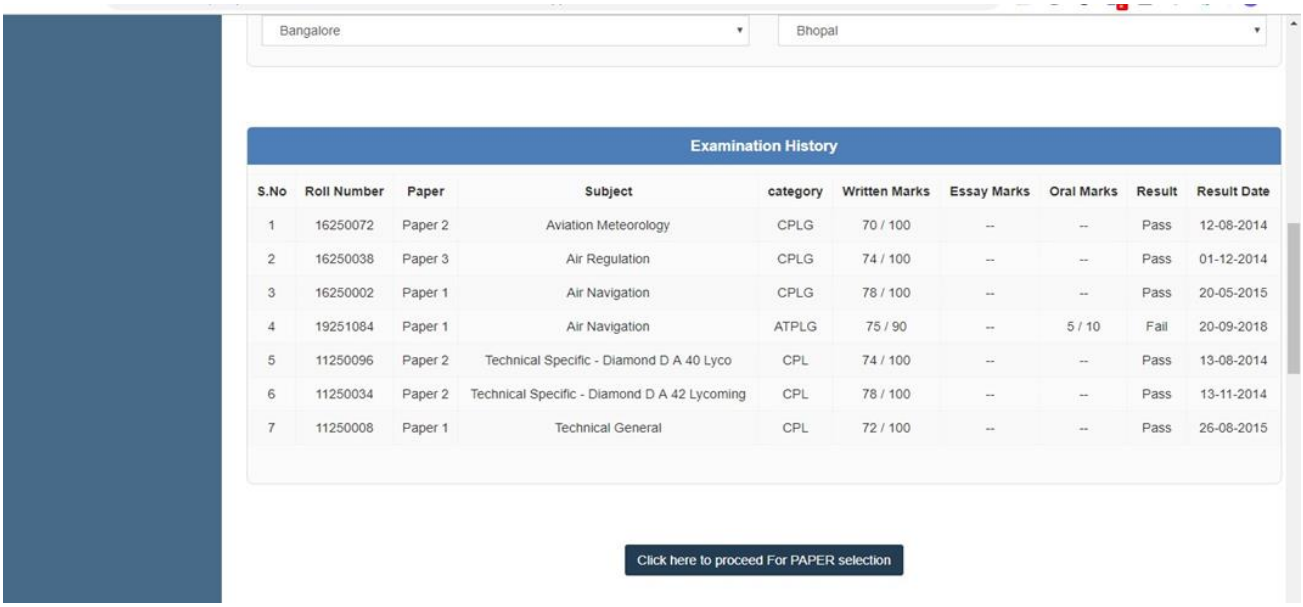
**7.**3 Candidate needs to select the Centre Choice 1 & Centre Choice 2 as shown in below screen



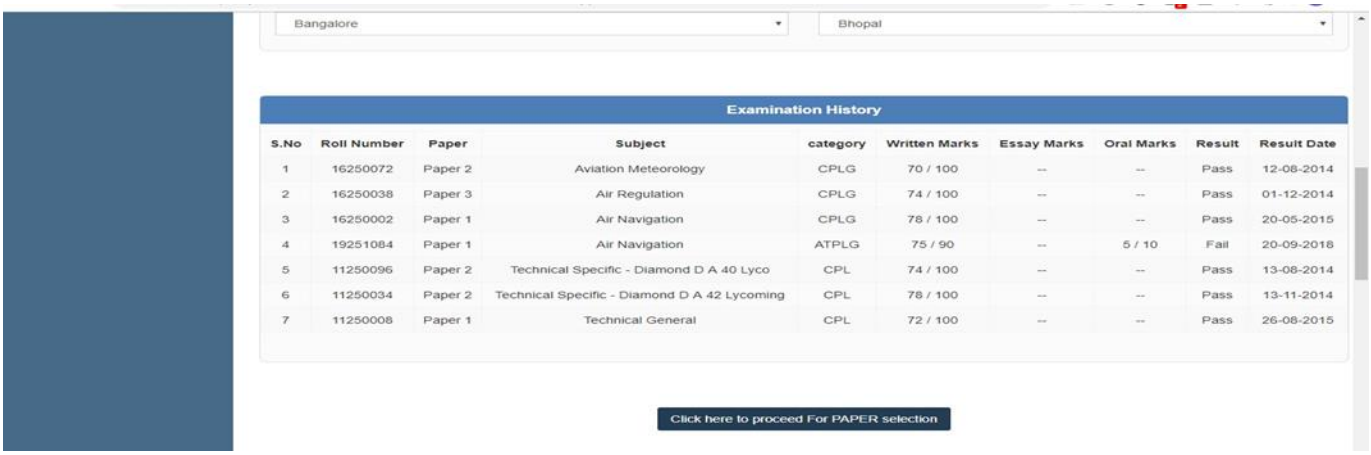

Candidates are required to fill TWO 'choice of centre' as Option 1 & 2, while filling the application form. At the time of scheduling all attempt will be made to accommodate the candidate at first choice, however due to non availability of the same due to any unavoidable circumstances 2nd option will be allotted.

If the candidate fails to appear at the allotted centre, no request for refund or adjustment of the fee paid will be entertained.

Candidate may check their examination history shown (Passed Papers) on the screen, Following screen will display:




Candidate should press button "click here to proceed for paper selection" to get paper list




Candidate will be seeing papers under five section namely:

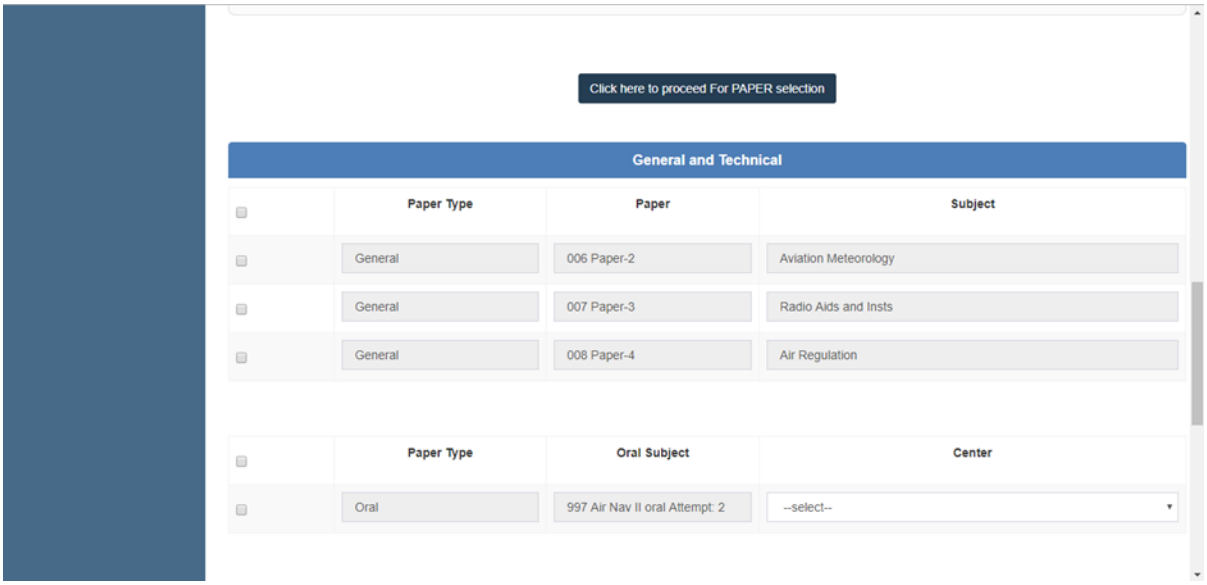
**A.** General

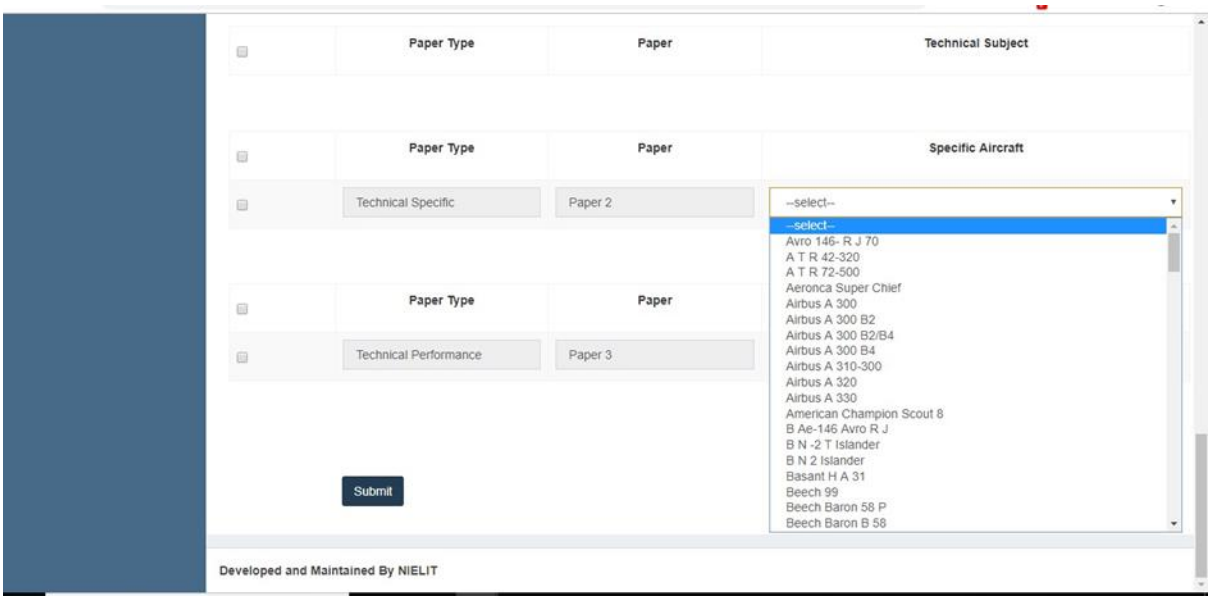
**B.** Oral

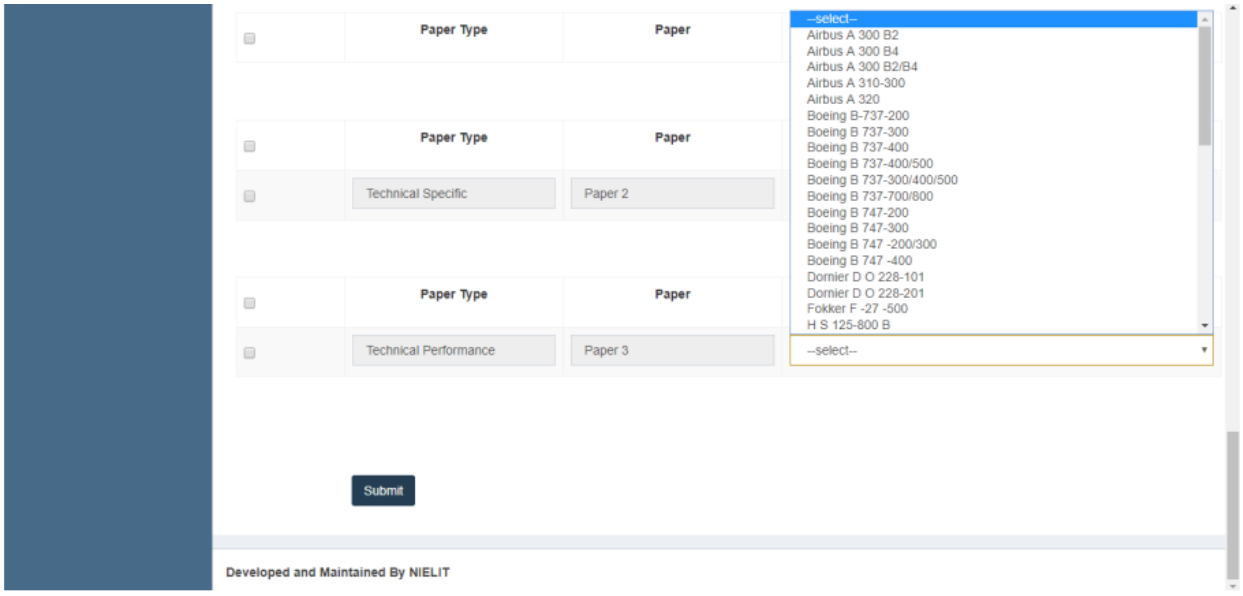
**C.** Technical General

**D.** Technical Specific

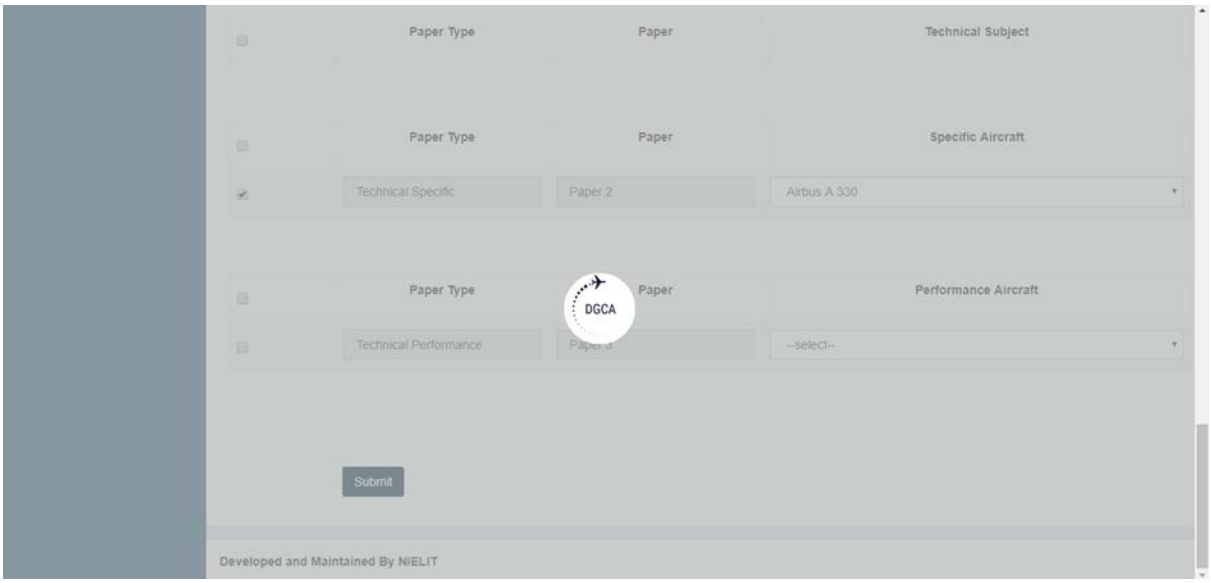
**E.** Technical Performance

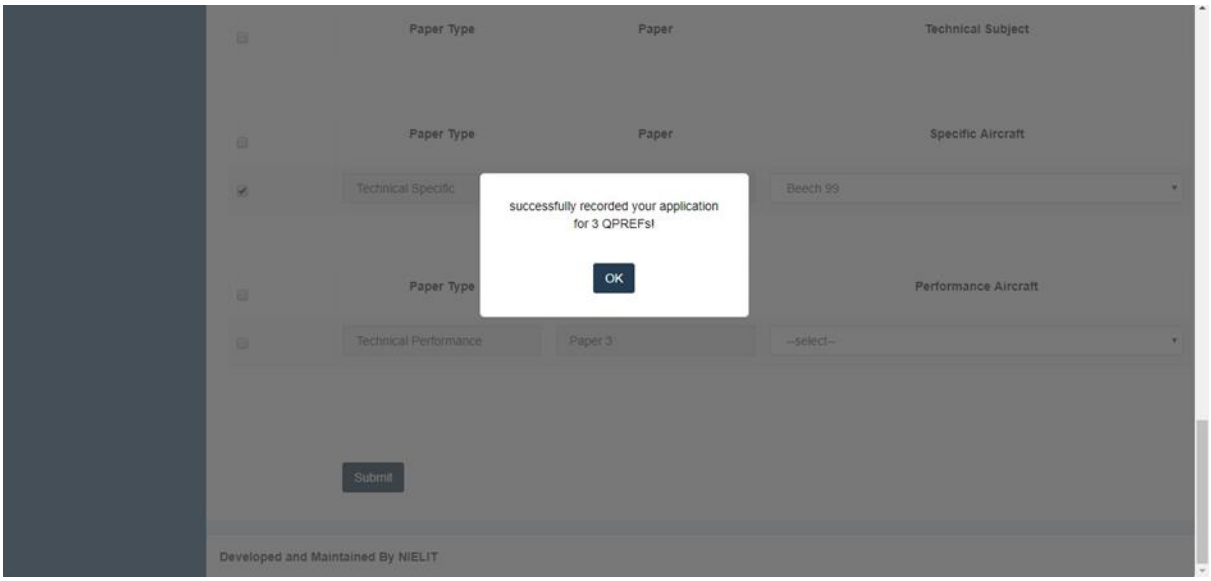





After making selection of desired papers (QPREF) candidate should submit his application

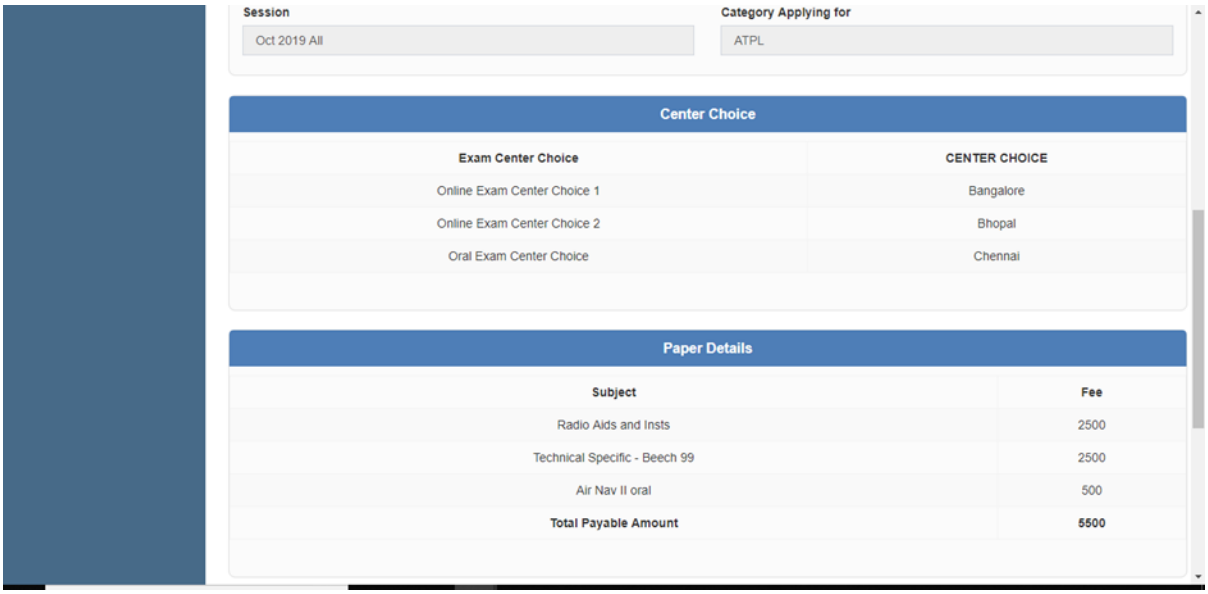


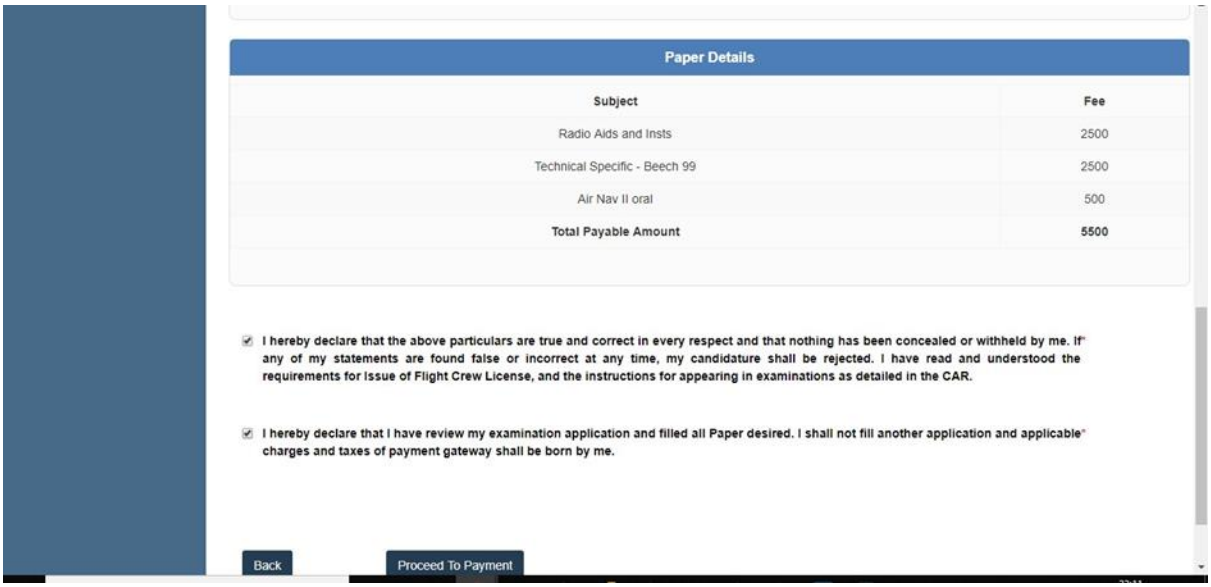




## NOTE:

Candidate must select papers (QPREF) for which he is eligible. If during scrutiny registration details of candidate are found non eligible for any paper (QPREF) his application for that paper may not be accepted.

On submitting his selection candidate will be directed to review his application. Candidate will be allowed to fill only one application in any examination session. Candidate must ensure details shown on review page are correct before proceeding to payment page.



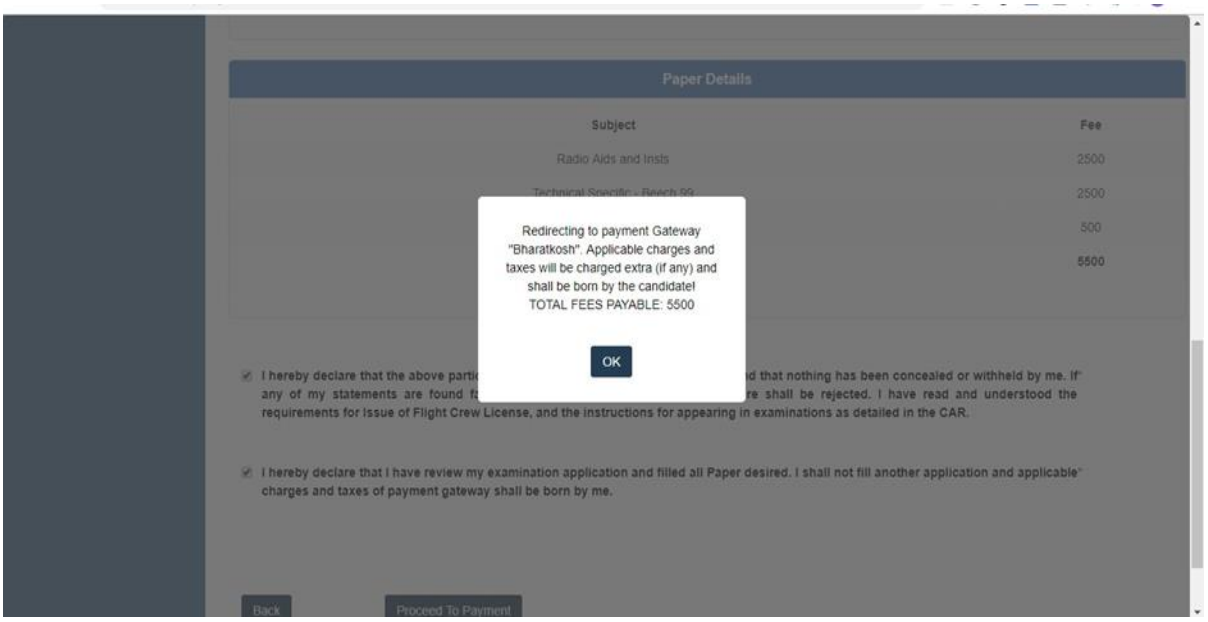

After Verifying the same and if satisfied, click on ‘PROCEED TO PAYMENT’

After successfully filling up the examination application form, the system will direct the candidate to payment gateway “Bharatkosh”. Applicable total fee is to be paid through Govt Of India NTRP ‘Bharatkosh’ only, using through Net Banking or Credit Card or Debit Card

It is also advised to download the User Guide (https://bharatkosh.gov.in/pdf/UserGuideBharatkosh.pdf) and view the steps before making payments.

A nominal amount may be charged towards service charges/ applicable taxes (if any), by the bank in addition to the total fees to be paid for the applied Papers (QPREF).

For unsuccessful payment transaction from Bharatkosh, candidates are advised to wait at least 01 (one) hour before making a second attempt of payment




**After making successful application his/her application is submitted . Candidate should retain details shown on successful submission page.**

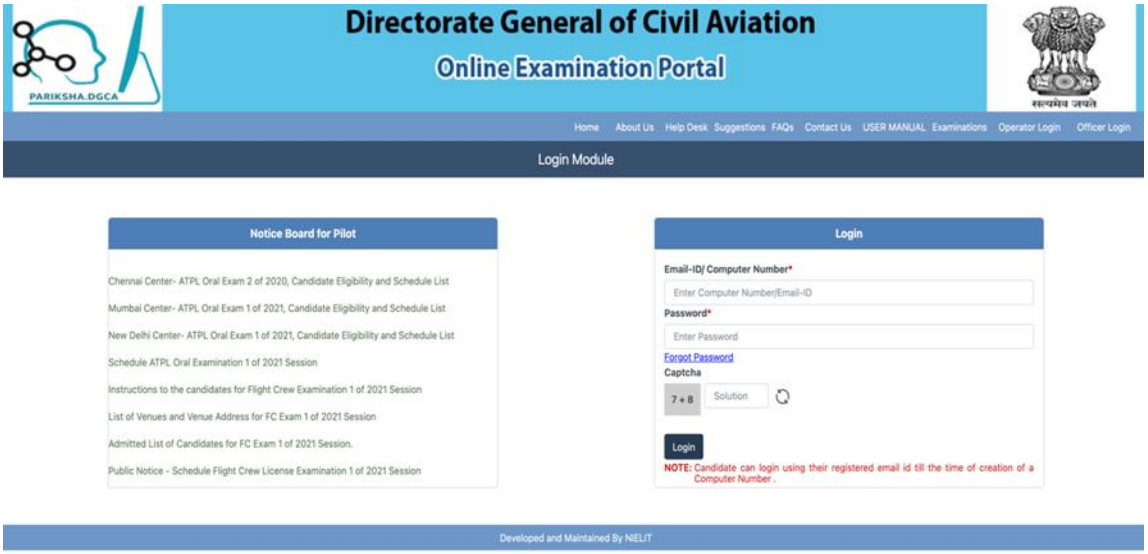



After finalization of schedule of Examination, candidate will be able to down load admit card.

**NOTE:**

1. 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.
2. DGCA will not hold any responsibility for any unsuccessful transaction made through 'Bharatkosh'.
3. To avoid last minute surge in the software, candidates are advised to complete the online payment latest by 2300 hrs of the closing date. If any candidate makes payment after 2300 Hrs of closing date and the successful transaction information of same payment is received from Bharatkosh after 2359 hrs of closing date, then the same may not be considered valid by the software.

After publication of "Public Notice" for the opening of Examination Portal, applicants can login to their account using the computer number as their login id for filling the examination form.




## Figure : Candidate Login

1. Examination Form will only be available for the period as per the Public Notice.
2. Before applying for examination, all candidates are advised to read carefully the Public Notice (including applicable Annexure) for the respective On-Line-On-Demand Examination (OLODE) Session.
3. In a particular session a candidate will be allowed to appear in only ONE SPECIFIC Aircraft (erstwhile known as Paper-II specific).
4. All the New Candidates who have applied for the Computer number or Old candidates those migrated to pariksha.dgca portal and applied for update of Profile for Photograph, signature, category, License Detail and Experience. The hard copy of their application (pdf generated through pariksha.dgca) along with requisite documents must reach Central Examination Organization, O/o Director General Of Civil Aviation, East Block-III, Level-III, R.K.Puram , New Delhi-110066, failing which the candidate will not be able to appear in relevant/desired examination/category/papers(QPREF).Old candidates must update photo and signature for consideration of their candidature in the examination.
5. Candidate is allowed to apply only once in a particular OLODE session.

6. Once examination application form is submitted successfully, no change/ alteration request will be entertained by CEO and fees will not be adjusted/ refunded under any circumstances.

Click on the **'Examination'** tab and choose **'<u>On Demand FC Examination Form</u>**'




The following screen will appear. Candidate needs to select the active applicable session (For which portal is open), Category (as applicable) and Centre choice for examination from dropdown.

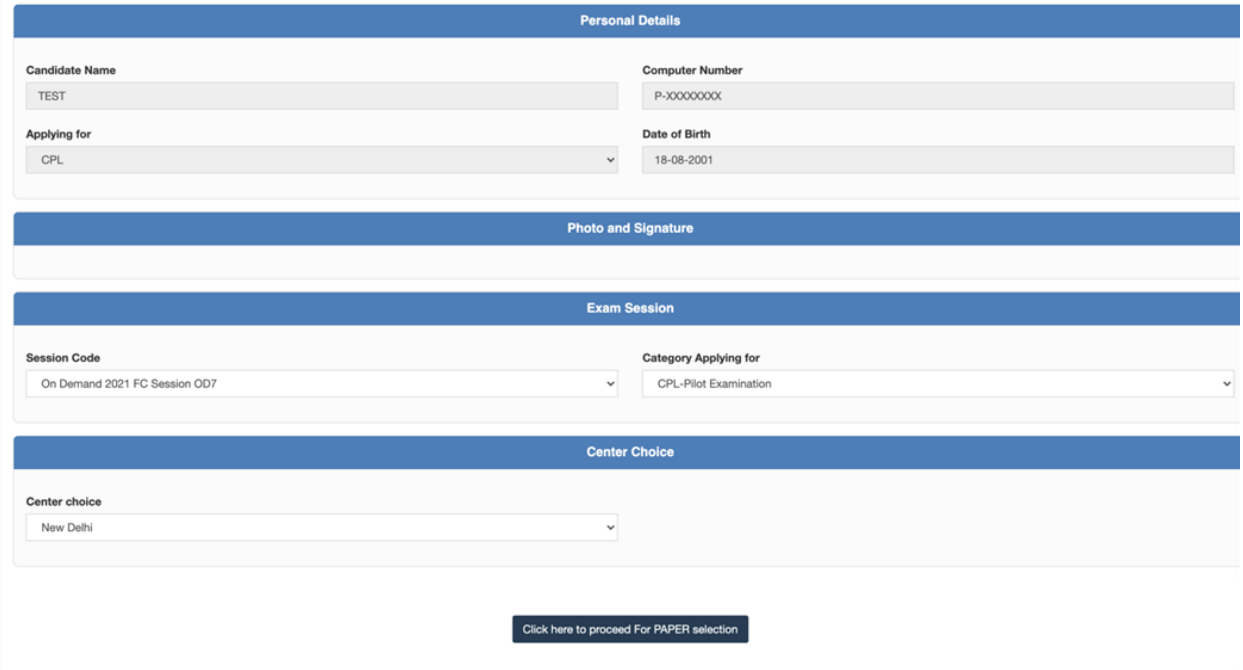



**Figure : On Demand FC Examination Form input data**

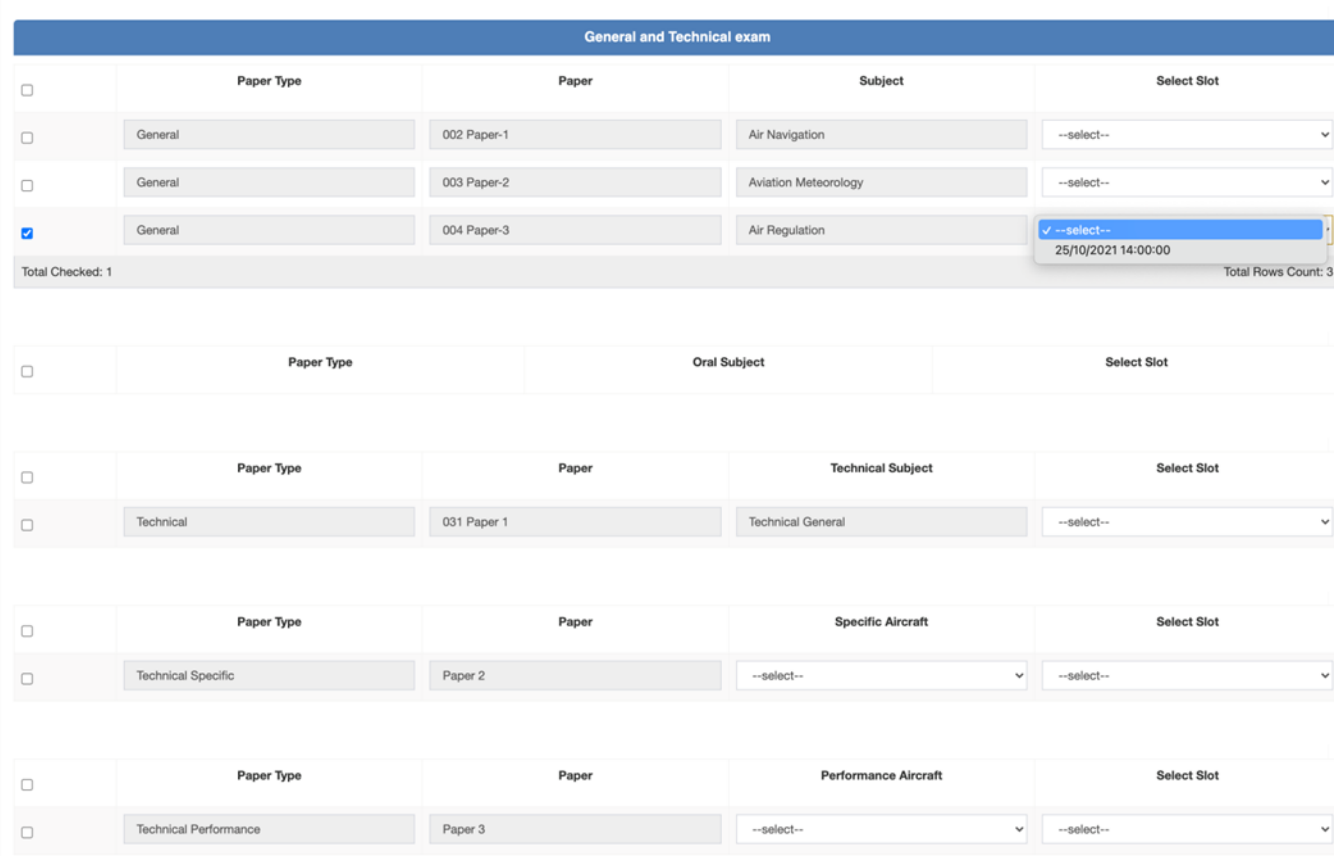
Candidate should press button **"Click here to proceed for PAPER selection"** to get paper list. Candidates will be able to see papers under four sections namely:

A. General

B. Technical

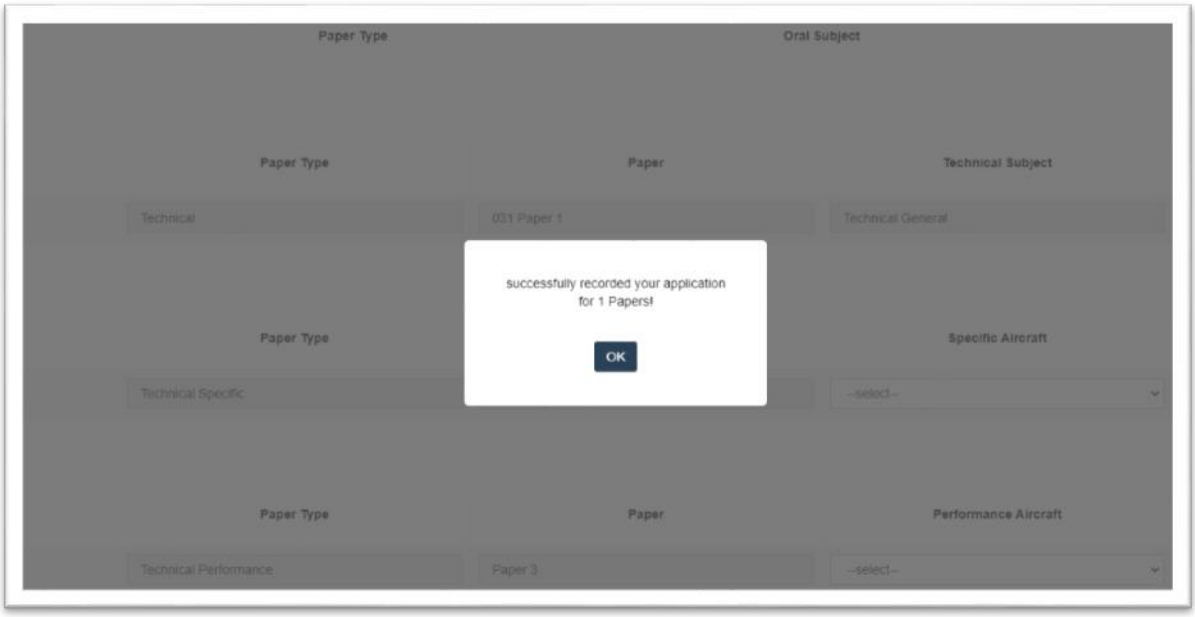
C. Technical Specific

D. Technical Performance




Paper Selection

Candidate has to select the examination(s) that She/ He wishes to appear for and select one of the available slots from the drop down list. After making selection of desired papers (QPREF) candidate can submit her/his application.




## Figure : Successful submission of application

**NOTE:**

- Candidate must select papers (QPREF) for which she/ he is eligible.
- If during scrutiny registration details of candidate are found non eligible for any paper (QPREF) his application for that paper may not be accepted.
- On submitting her/ his selection, candidate will be prompted to review the application.
- Candidate will be allowed to fill only one application in any examination session.
- Candidate must ensure details shown on review page are correct before proceeding to payment page.

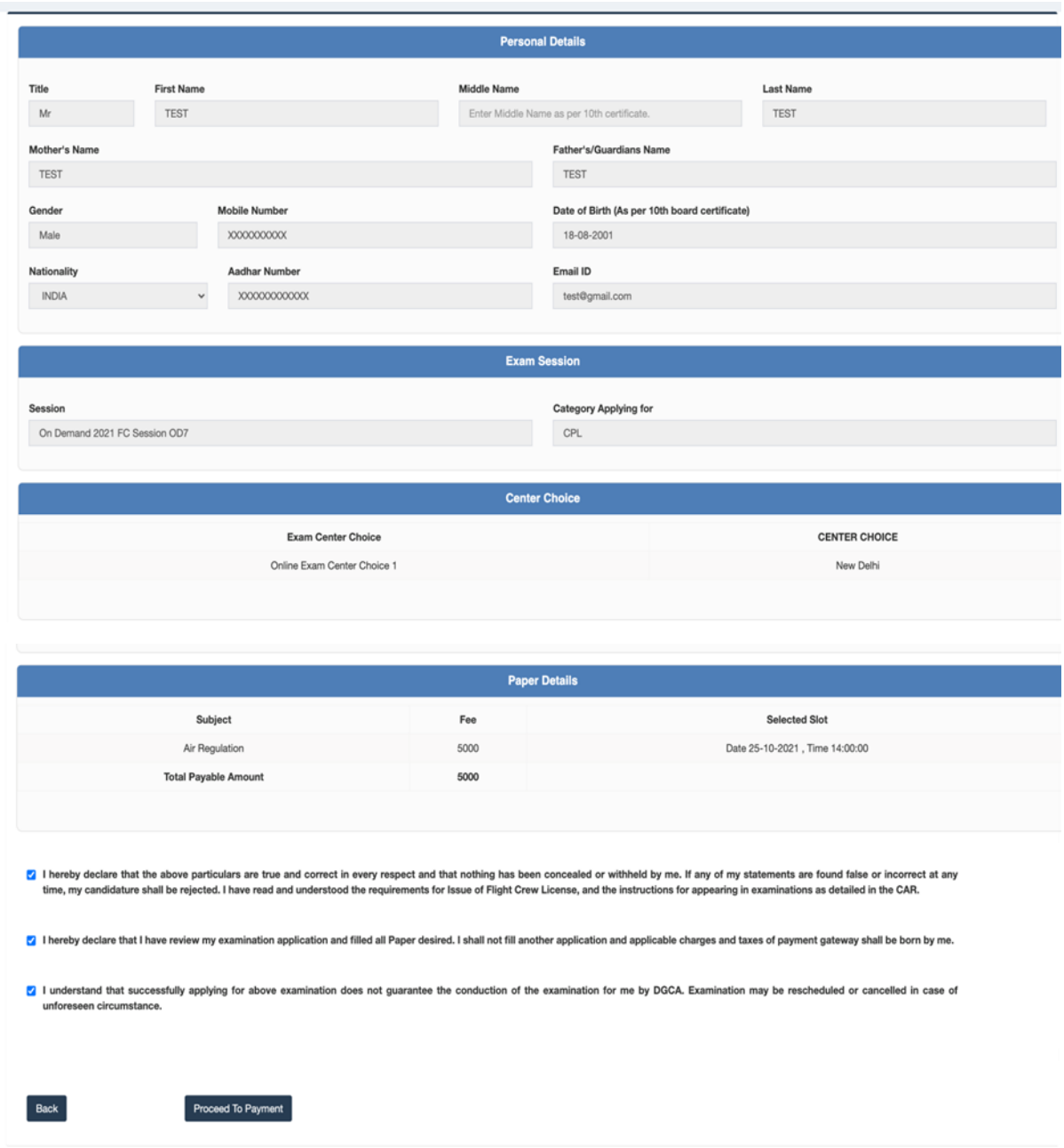



**Figure : Proceed to Payment**

After verifying the details, click on '**PROCEED TO PAYMENT**'.

As per applicable rule, Fees is to be paid online @ Rs.5000/- per Examination Paper (QPREF) and @ Rs.500/- per Oral Paper (Applicable for 2nd and 3rd attempt Oral only).

After successfully filling up the examination application form, the system will direct the candidate to the payment gateway '**Bharatkosh**'. Applicable total fee is to be paid through Govt of India NTRP '**Bharatkosh**' only, using Net Banking/ Credit Card/ Debit Card.

It is also advised to download the User Guide https://bharatkosh.gov.in/pdf/UserGuideBharatkosh.pdf) and view the steps before making payments. A nominal amount may be charged towards service charges/ applicable taxes (if any) by the bank in addition to the total fees to be paid for the applied Papers (QPREF).

For unsuccessful payment transaction from Bharatkosh, candidates are advised to wait at least **01 (one) hour** before making a second attempt of payment.

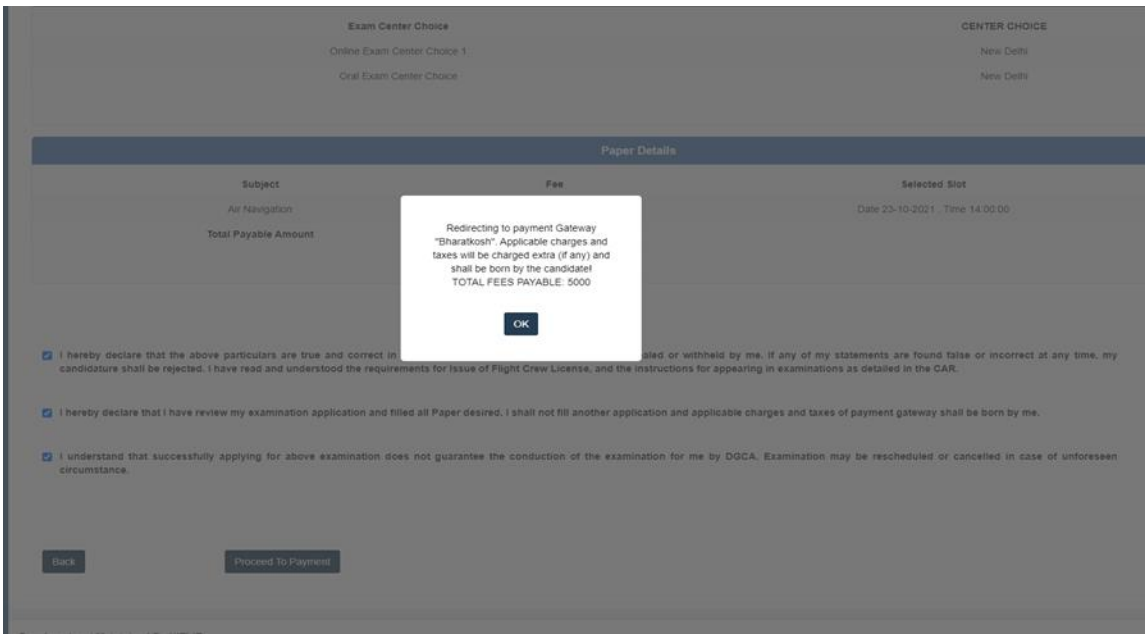



Figure : Redirecting to Payment Gateway- Bharatkosh

After successful payment his/her application is submitted. Candidate should retain details shown on subsequent submission page as shown below



Figure :Successful submission of application

After finalization of Examination schedule, candidate will be able to down load **Admit Card**.

**NOTE:**

1. 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.
2. DGCA will not hold any responsibility for any unsuccessful transaction made through 'Bharatkosh'.
3. To avoid last minute surge in the software, candidates are advised to complete the online payment latest by 23:00 hrs of the closing date. If any candidate makes payment after 23:00Hrs of closing date and the successful transaction information of same payment is received from Bharatkosh after 23:59 hrs of closing date, then the same may not be considered valid by the software.

# Chapter 9- Refund of application fee.

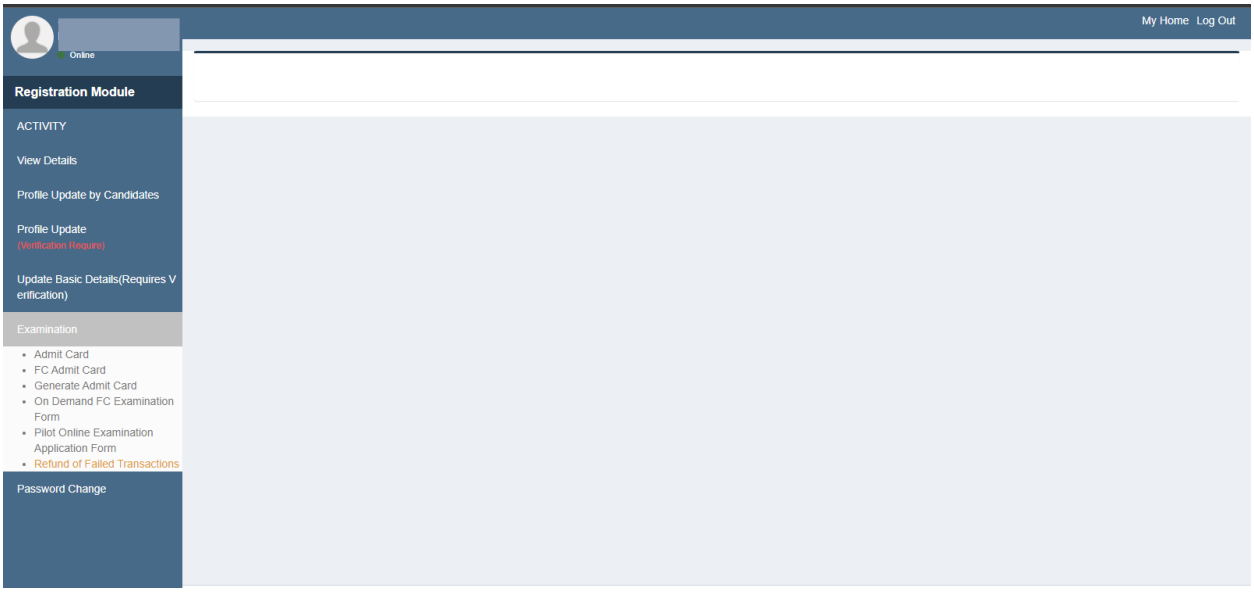
There will be no refund or adjustment of application fee for which service is availed by the candidate. For such cases no communication in this regard shall be entertained by CEO. The CEO, DGCA will not hold any responsibility for any unsuccessful transaction made through 'Bharatkosh'.

The CEO will refund in case where the transaction to Bharatkosh is successful but no service is delivered to the candidate. The candidates have to apply for the refund through their Pariksh Portal login id. The candidate has to upload the self-attested copy of Bharatkosh receipt and identity proof while applying for refund. The refund application will be processed within 90 days of applying online.

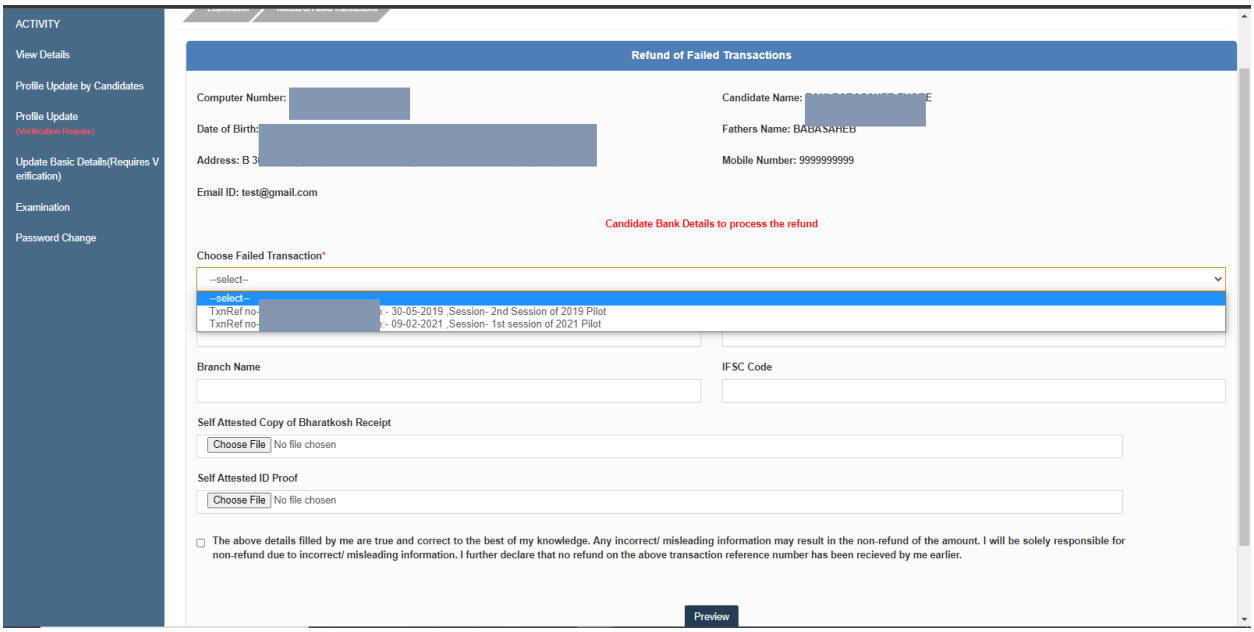
The steps for applying to the refund are illustrated below for those candidates whose transactions was successful to the Bharatkosh but no service was delivered to the candidate.

**Step 1:** Candidate login through his/ her valid Credentials.

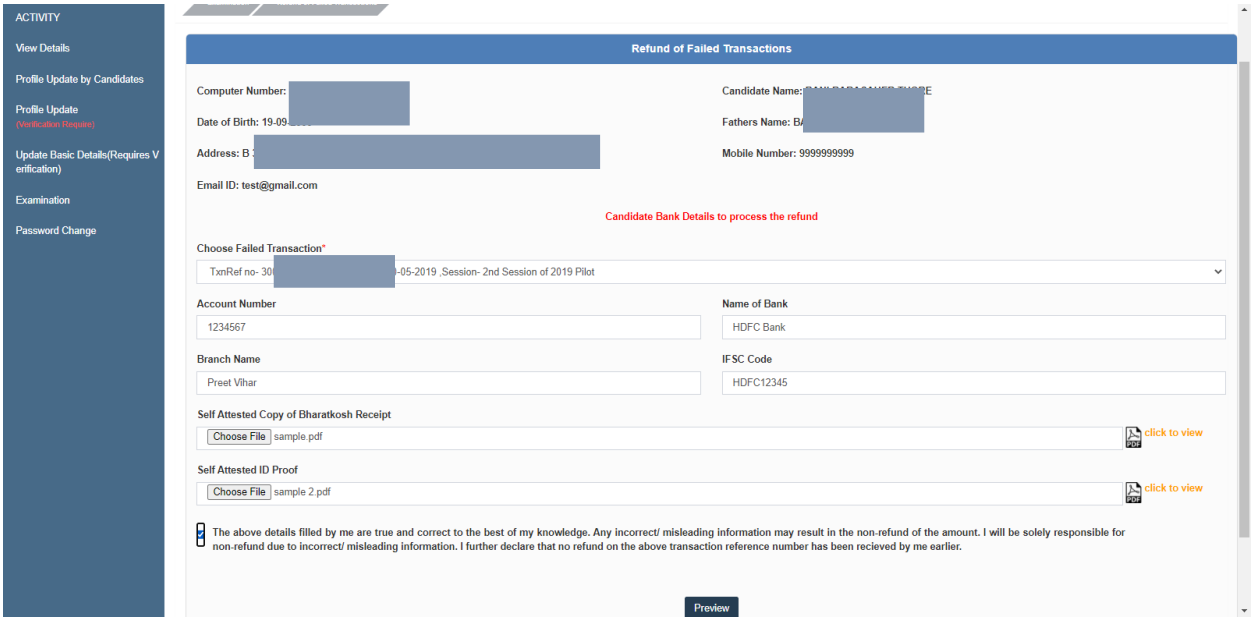
**Step 2**: Go to Examination-> Refund of fail Transactions as shown in figure below.



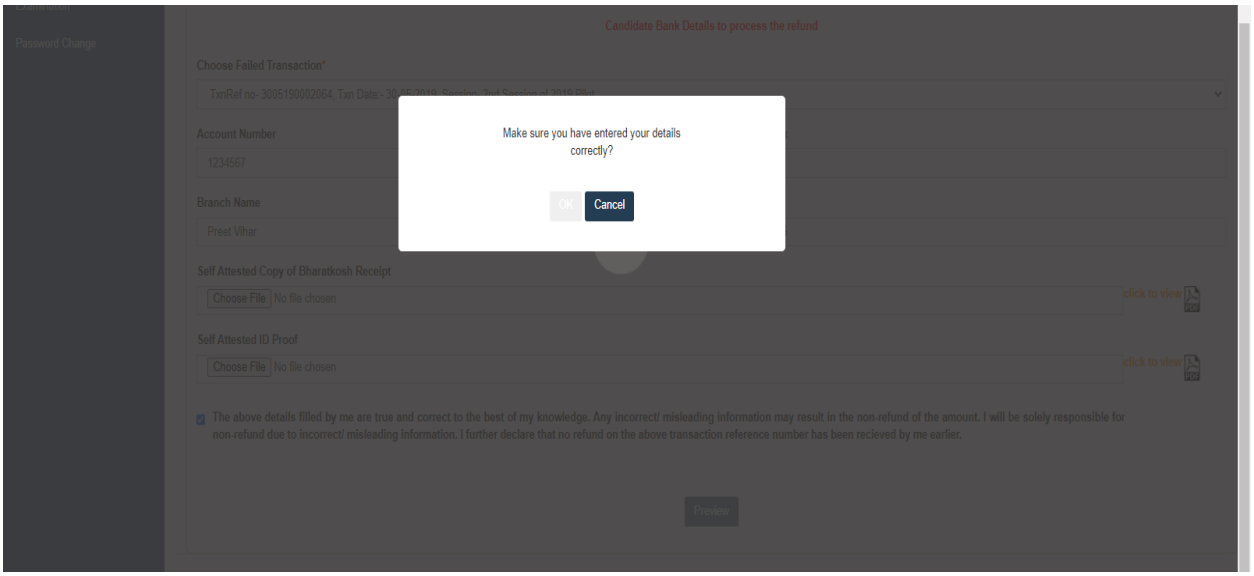

**Step 3:** Form contains basic details and candidate has to choose his/ her fail transaction id (it display transaction id if refund is available) from the dropdown and complete the form by filling his/ her bank details and tick the declaration as mentioned in figure below.

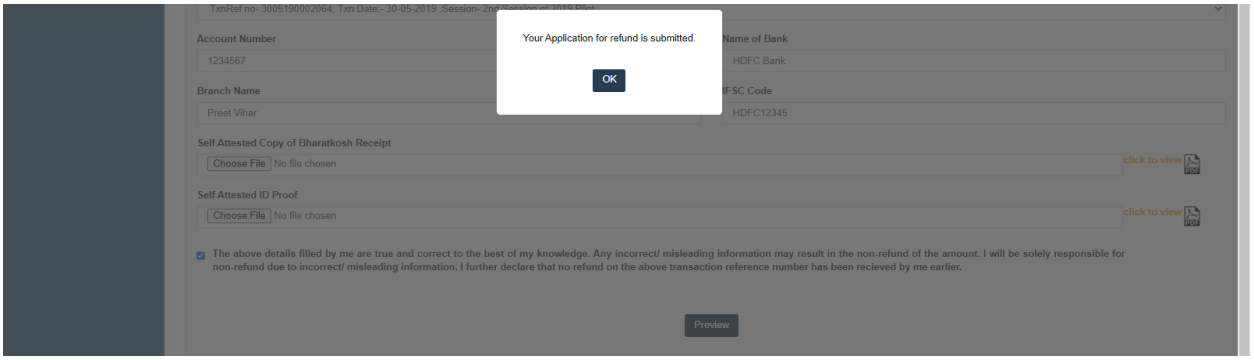



**<u>Step 4:</u>** Upload the **self attested** Bharatkosh receipt and ID proof as shown in figure below.

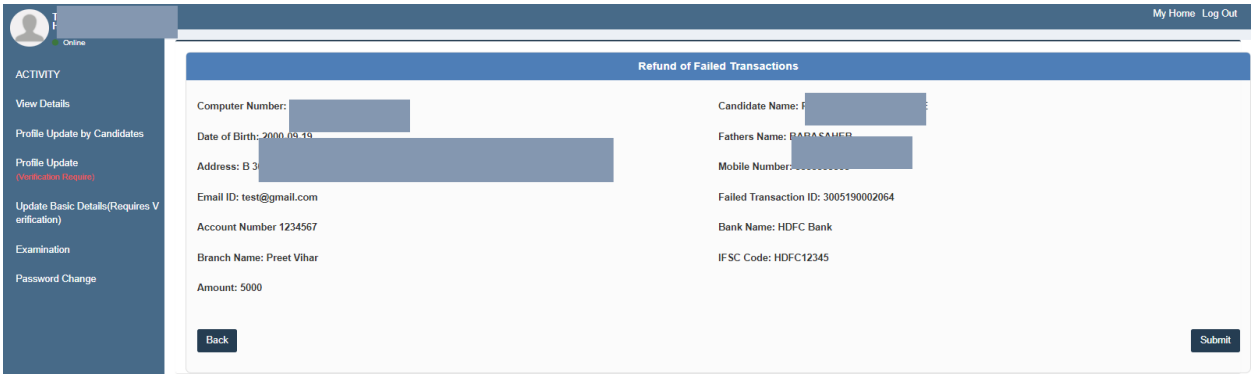



**<u>Step 5:</u>** Click on preview button and again confirm that you have filled the correct details.

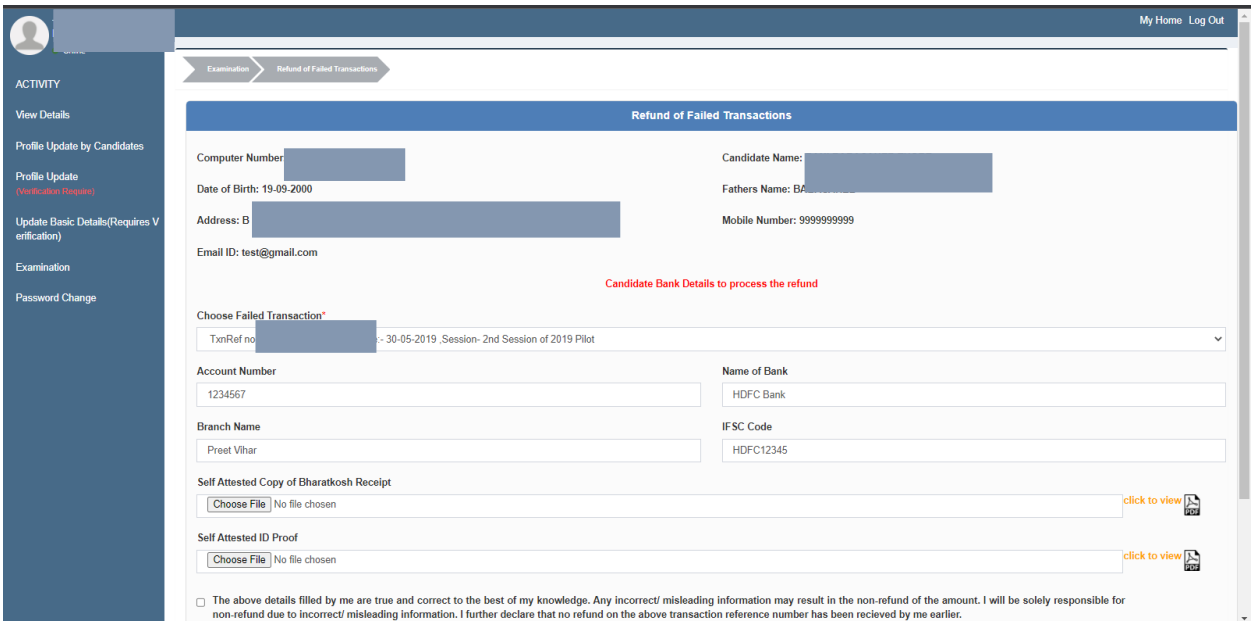


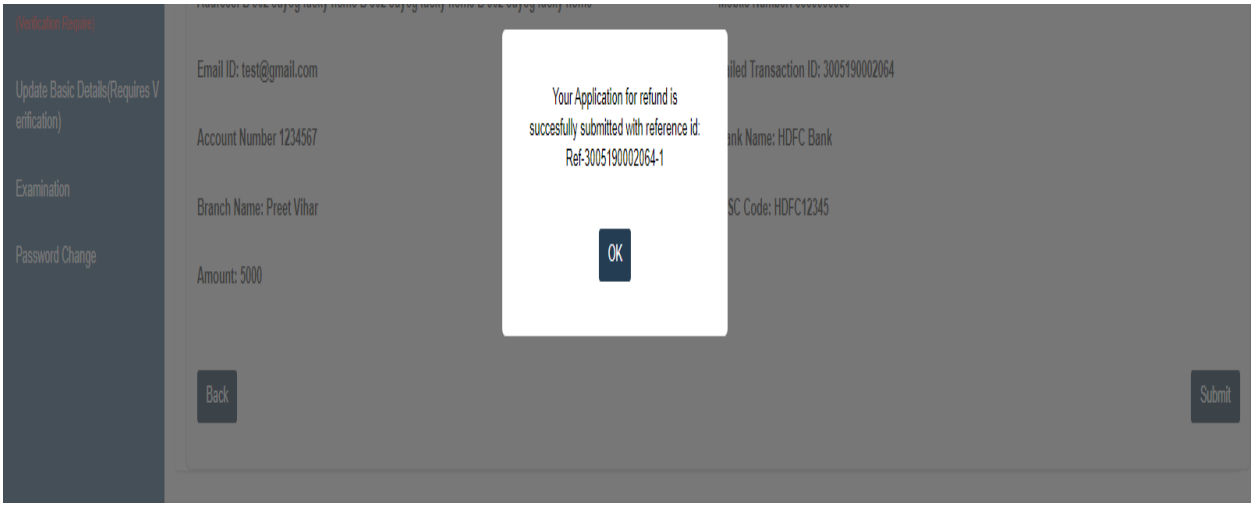

**Step 6:** After that review of your filled details form open and if you want to edit the form click on Back button otherwise click on submit button to submit the request.




**Step 7:** If back button clicked then details can be edited as shown in figure below




**Step 8:** If all details are correct, proceed further with Submit button and a ref id is generated as shown in figure below.



## ANNEXURE: A

**INFORMATION REQUIRED FOR OBTAINING SECURITY CLEARANCE**

(Foreign Nationals & OCI / PIO Card holders – for allotment of Pilot CandidateComputer Number)

Affix recent Color Photograph of 45mm X 35mm size with White background. The Face must be of 35mm height & 25mm width.

1) Name in full:

2) Nationality:

3) Father's name in full:

4) Qualification:

5) Date of Birth:

6) Place and Country of Birth:

7) Present address in India:

8) E-mail address:

9) Home address (abroad):

10) Permanent Address if any, other than given at Para 7 above

11) Passport No.
Date of Issue: DD / MMM / YYYY /, Place/Country of issue:
Validity: DD / MMM / YYYY /

12) OCI / PIO Document No.:
Date of Issue: DD / MMM / YYYY /, Place/Country of issue:
Validity: DD / MMM / YYYY /

13) Indian Visa No.:
Date of Issue: DD / MMM / YYYY /, Place/Country of issue:
Validity: DD / MMM / YYYY /

14) Present Occupation if any with name and address of the employer (if employed):

15) Duration of stay abroad:

16) Any other relevant information:

Place: Signature of the applicant

Date :

**Note:** Attested copy of documents in support of details given at Point 4, 7, 9, 10, 11, 12 &13 are to be submitted along with this form. This form along with supporting documents must be submitted to The Director of Airworthiness, CEO, O/o DGCA, East Block – III, R K Puram, New Delhi-110066 by Speed /Registered Post Only.