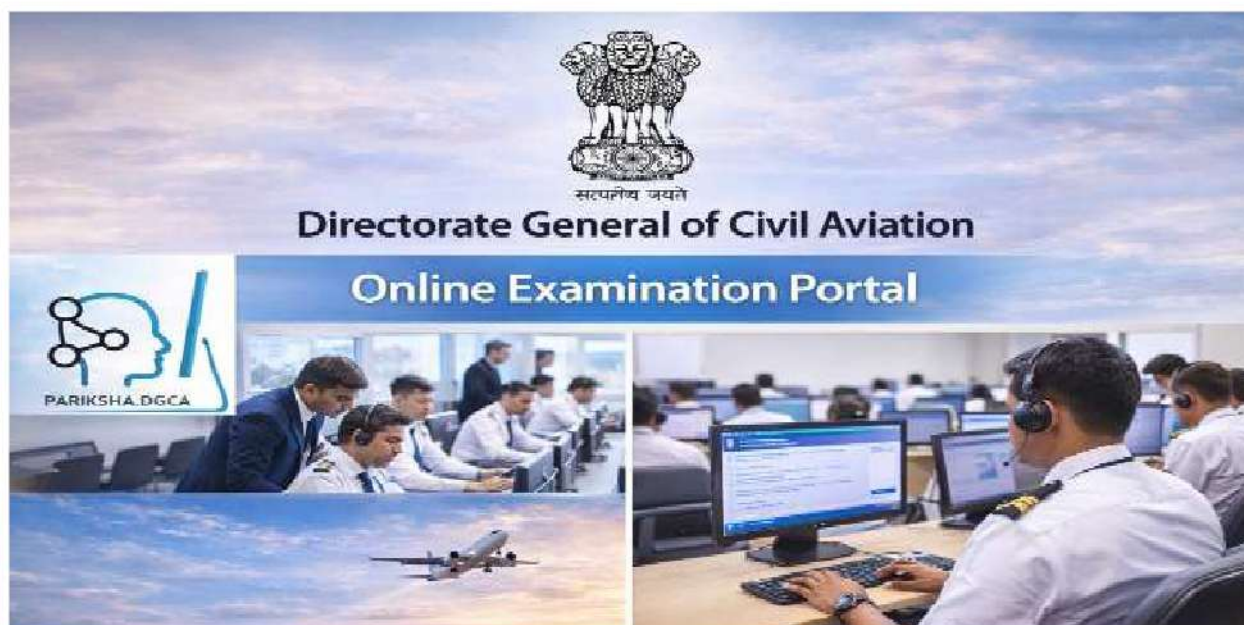




PARIKSHA.DGCA

FLIGHT CREW LICENSE EXAMINATION USER MANUAL

By

CENTRAL EXAMINATION ORGANIZATION

O/o DIRECTORATE GENERAL OF CIVIL AVIATION

East Block-III, Level-III, R. K. Puram, New Delhi-110066

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

(Created and Maintained By NIELIT, Delhi Centre)

Record of Revisions

Issue/Revision	Dated	Reason for Issue/Revision
Issue I, Rev 0,	7 th Sept 2018	Initial issue for New Candidates
Issue I, Rev 1	23 th Oct, 2018	Revision for Old Candidates
Issue I, Rev 2	12 th Nov, 2018	Addition of chapter examinations
Issue I, Rev 3	20 th 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	27 th July, 2024	Size of documents have been revised. Addition on BVC in Ch. 2 para 2.5.4 (c). Addition on ATPIL in Ch. 2 para 2.6 (b). Addition of statements at NOTE in Ch. 2 para 2.6. Addition of Complete Rejection and Partial Rejection under para 2.7 of chapter no. 2. Addition of Chapter-9 for the Refund of failed transactions where service is not delivered.
Issue II, Rev 1	09 th October, 2024	Addition of indicative time line in Chapter 1- Introduction
Issue III, Rev 0	October, 2024	Eliminating physical document submissions Eliminating Attestation by Notary/Gazetted Officer. 2) Appeal mechanism.
Issue IV, Rev 0	September , 2026	Auto Generation of Computer Number and Acceptance of 10th and 12th Qualification through Digilocker fetched document. RTR (Restricted) Examination inclusion. Auto Profile Update. Registration of Subject Matter Experts through Pariksha Portal. Reduction of time line required for the services BVC Exemption for Regular Central Government Employees (Serving).

Contents

Chapter No.	Topic Name	Page No	
		From	To
0	Cover Page, Record of Revision & Content	1	3
1	Introduction	4	4
2	Minimum System & Software Requirements & Personal Requirements	5	11
3	Available Services	12	14
4	New Candidate Registration	15	47
5	OLD Candidate Registration	48	52
6	Profile Management	53	56
7	Examination	57	63
8	Registration of SME on Pariksha portal	64	68
9	Refund of Application Fee	69	72
	Annexure A	73	73

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 “<https://pariksha.dgca.gov.in>” was launched on 07th September 2018. The applicants / candidates are required to interact with this portal for Registration, Profile update, Allotment of Computer Number, Printing of Admits cards, Exam results, SME Registration, Public Notice etc. All categories of Flight Crew License Examination – General and Technical subjects are being held online with effect from Oct. 2018 session. The RTR (Restricted) Examination has also been conducted by DGCA online since December 2025 session, as per CAR Section 7, Series G, Part VI.

The user manual provides step-wise instructions for the aspects of the registration with screenshots of Pariksha portal user interface for easy and better understanding. It also describes the error messages encountered while working with the software with 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.

Chapter 2 - Minimum System, Software & Personal Requirements

2.1 Hardware/Software Requirement:

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

- a) Google Chrome version 12 and above or,
- b) Microsoft Edge,
- c) Mozilla Firefox and,
- d) Internet Connection

2.2 Application Requirement:

2.2.1 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 registered 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.

2.2.2 **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]

2.2.3 **Candidate needs to keep ready scanned/ soft copy of the following**

- a) Applicant Photograph in JPG, JPEG format
- b) Applicant Signature in JPG, JPEG format (As per specification given in para 2.2.4)

Note: Uploading of photograph and signature, and entry of Aadhaar number, is a **one-time mandatory exercise**. Applicants shall ensure that the latest photograph and signature are uploaded and Aadhaar details are entered correctly. Any error or discrepancy shall be the sole responsibility of the applicant. **No change, correction, or modification shall be permitted after issuance of the Computer Number**, except with approval of the competent authority in exceptional cases.

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

S. No.	Documents	Maximum Size
1.	• Date of Birth Certificate • Class 10 and 10+2 Board Verification Certificate • Class 10+2 Equivalent Certificate. • Copy of Proof of Permanent Address • Equivalence Certificate issued by University Grants Commission (UGC). • UID Aadhaar Card • Security Clearance Certificate • Experience Certificate • FATA Authorization Certificate • Any other certificate	500KB 500KB 500KB 500KB 500KB 500KB 500KB 500KB 500KB 500KB
2.	• Class 10 and 10+2 Mark sheet • Class 10 and 10+2 Pass Certificate	500KB 500KB
3.	• Pages of Log Book • Passport • Visa	500KB 500KB 500KB

2.2.5 Acceptable Specifications of Photograph

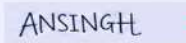
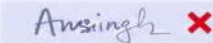
- The Size of the **color** photograph has to be **45mm height X 35mm** width taken on a **white background without borders**. The face on the photograph must be of **35mm height and 25mm width** (face size should be **70% of the Photograph**).
- The size of the scanned color photo image should not be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

2.2.6 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.

Photo and Signature Guidelines

Follow these guidelines for a successful application:

ACCEPTABLE	NOT ACCEPTABLE		
PROFILE PHOTO  Size of photo: 45mm Height X 35mm Width Face Size: 35mm Height X 25mm Width	PROFILE PHOTO  Selfie-type photo	 Face turned to side	 Oriented!
	NOT ACCEPTABLE  Size of signature: 20mm Height • All capitals • Dark, smudged, or too small signatures  Size of signature: 20mm Width • Faint, incomplete signatures		

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

2.2.7 Name:

- The name will be accepted as mentioned in Class 10 / Matriculation Mark Sheet and 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 following documents shall be accepted against proof of name.
 - Amended mark sheet & pass certificate; or
 - Gazette Notification issued by the state or central government for name change; or
 - The recent valid passport issued with the current name.

2.2.8 Date of Birth:

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

- 10th Std. Certificate or 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).**
- Minimum Age for Computer Number:** As per CAR Section 7, Series B, Part I, the absolute minimum age for computer number allotment is 16 years.

2.2.9 Educational Qualification:

Class 10 Mark sheet & Pass certificate (for PPL, CPL, ATPL, FDEG, RTR (Restricted), FN and SFE Examination) from a recognized Board (recognized by Council of Boards of Secondary Education, State Govt. Education Board) or its equivalent.

Class 10+2 Mark sheet & Pass certificate (for CPL, ATPL, FDEG, FN and SFE category) as a proof of having passed 10+2 with Mathematics & Physics subjects from 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). Pass awarded by the board with fail/compartament status of these subjects shall not be considered acceptable.
2. The equivalent qualification shall be acquired by the applicant from a board recognized by CBSE, or any State Govt. Education Board. In case of Technical education like Diploma, it should be recognized either by AICTE or by the respective Directorate of Technical Education of the State Govt.

2.2.10 Board Verification Certificate (BVC) Requirements.

Board Verification Certificate (BVC) of 10th and 10+2 standard (with Mathematics and Physics) mark sheets shall be obtained from the concerned Board/University, irrespective of whether the qualification has been obtained from:

- a) Indian School/Board/University situated in India or abroad; or
- b) International School/Board/University situated in India or abroad.

1. **BVC Exemption Criteria:** Candidates are exempt from submitting or uploading a Board Verification Certificate (BVC) under the following conditions:

- a) **DigiLocker Verification:** If the candidate's Class 10 or Class 10+2 mark sheets are successfully fetched by the Pariksha portal via DigiLocker.
- b) **Regular Central Government Employees (Serving):** If the candidate is a serving Central Government employee, BVC documents are not required. Instead, the candidate must upload a Certificate issued by the Head of Office explicitly stating that:
 - They are a regular central government employee.
 - They have successfully passed the 10th standard (for PPL) or 10+2 with Physics and Mathematics (for CPL).

2. **Mandatory Qualifications:** For manual submissions, a BVC is required for both Class 10 and 10+2 standard (with Mathematics & Physics) from any recognized Indian or International Board/University.

3. Submission Criteria Based on Addressee:

- a) **Addressed to an FTO:** The candidate may upload BVC, attested by the Chief Flying Instructor (CFI).
- b) **Addressed to the CEO / "To Whom It May Concern":** Processing depends entirely on the physical presence of the original BVC at the CEO office on the application submission date. The CEO is not responsible for transit or board delays.

Note: BVC addressed to the candidate is not accepted.

4. Candidate's Responsibility & Document Authenticity:

- a) It is the sole responsibility of the candidate to ensure that the BVC is submitted. CEO will not contact any board to obtain it on a candidate's behalf.
 - b) In case of any doubt or discrepancy regarding the authenticity of the BVC, CEO may communicate directly with the concerned Board for verification.
5. **Foreign Qualifications:** In case of candidates who have obtained qualifications from a foreign School/Board/University, the verification certificate issued by the concerned foreign institution shall be accepted. Such verification may be submitted through email at help.pariksha.dgca@gov.in or ceo.dgca@nic.in.
6. **Online Portal Verification:** If an educational board offers an online verification, candidates must provide the exact URL and required access credentials in their online application form. **Personal login credentials** (student/candidate login) provided by the candidate for accessing the BVC/mark sheet **will not be accepted**. If such verifications are not made available directly online and if any registration process is mandated by such boards, DGCA will not be in a position to entertain the applications.

2.2.11 In case the applicant has acquired the Basic Qualification (10, 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-2.2.10, upload the Equivalence Certificate issued by University Grants Commission (UGC).

2.2.12 Proof of Address: Self attested copies of one of the following:

- i) Aadhaar Card with latest photograph updated.
- ii) Valid Passport.
- iii) Voter ID.
- iv) Any Proof of address issued by State/Central Government.

2.2.13 Proof of Identity for Examination Admission

- i) Valid Passport.
- ii) Valid Aerodrome Entry Permit – issued by BCAS.
- iii) UID / Aadhaar.
- iv) Voter ID.

- v) Valid Defense Identity Card in the case of Defense Personnel.
- vi) Dependent Card issued by Defense Organization.
- vii) Ration Card if, the candidate's Photograph is printed therein.
- viii) 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.
- ix) Central / State Govt. Health Cards with a photograph of the candidate printed therein.

2.2.14 Security Clearance 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 to O/o Deputy 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.

2.3 Eligibility criteria and documents required to be uploaded by the applicant for obtaining Computer Number are as follows.

2.3.1 Private Pilot License (PPL) / Commercial Pilot License (CPL):

- a) Passed Class 10 or 10+2 or an equivalent examination with Physics and Mathematics, from a recognized Board/University as applicable.
- b) Candidates applying for the Technical Paper with an aircraft type having a Maximum Take-Off Weight (MTOW) exceeding 5,700 kg or twin-engine helicopters must upload a certificate of successful completion of type-specific technical/performance ground training from a DGCA-approved training organization during profile update. Candidates must also upload documentary evidence supporting the DGCA approval status of the training organization, in accordance with CAR, Section 7, Series B, Part I.

Note: Only 10th education qualification is required for PPL and RTR (Restricted) candidates.

2.3.2 Airline Transport Pilot License (ATPL):

- a) **Educational Qualification:** Passed 10+2 (or equivalent) with Physics and Mathematics from a recognized Board/University.
- b) **Flying Qualification:**
 - Hold a valid Indian Commercial Pilot Licence (CPL).

- **For Defence Personnel (in lieu of CPL):** Minimum 500 hours of flying experience, including at least 200 hours as Pilot-in-Command (PIC). Flying Summary Certificate and certified logbook pages indicating total flying hours and PIC hours.

c) Candidates applying for the **Technical Paper** with an aircraft type having a **Maximum Take-Off Weight (MTOW) exceeding 5,700 kg** or **twin-engine helicopters** must upload a certificate of successful completion of **type-specific/performance ground training** from a **DGCA-approved training organization** during profile update. Candidates must also upload documentary evidence supporting the DGCA approval status of the training organization, in accordance with **CAR, Section 7, Series B, Part I**.

2.3.3 Conversion of Pilots License (CPL/ATPL) issued by Foreign Authority:

Copy of valid Foreign FLIGHT CREW License issued by ICAO Contracting State for the respective category to be uploaded.

2.3.4 Flight Navigation (FN)

Educational Qualification: Passed 10+2 (or equivalent) with **Physics and Mathematics** from a recognized Board/University.

2.3.5 Flight Dispatcher / Flight Engineer (FDEG/FE)

1. **Educational Qualification:** Passed 10+2 (or equivalent) with Physics and Mathematics from a recognized Board/University.
2. For details of requirements, refer to CAR, Section -7, Series 'M', Part-II

2.3.6 Foreign Aircrew Temporary Authorization(FATA):

1. FATA Candidates are required to upload a valid FATA Authorization Letter issued by DGCA and recommendation letter from the sponsoring organization.
2. Valid Passport, Visa and Pilot License details.
3. Candidates shall ensure all the uploaded documents are legible to avoid rejection of application.
4. In the event of expiry of the FATA, an undertaking from the applicant and the operator, along with the authorization, shall be uploaded, stating that the foreign pilot has not left India for more than 90 days after the issuance of the FATA. A copy of the pilot's passport shall also be uploaded for verification, in lieu of seeking fresh security clearance.

Note: Education qualification is not required for FATA candidates.

Chapter 3 - Available Services

To access and utilize the various services offered by the Directorate General of Civil Aviation (DGCA) via the Pariksha portal, candidates must navigate to the following URL: <https://pariksha.dgca.gov.in/>.

The below screen will be displayed:

Click on “Click Here To Proceed



The DGCA Pariksha portal serves as a common platform for both Aircraft Maintenance Engineer (AME) and Flight Crew candidates.

The following services are available for flight crew on the Pariksha portal.

- 1) **New Candidate Registration:** This services is for applicants who do not have a Computer Number and want to appear for Flight Crew examinations. New Candidates are advised to follow the procedure defined in Chapter 4.

Timelines & Rules:

- **Instant Allotment (Auto-Generation):** Eligible Flight Crew (FC) candidates will receive their Computer Number immediately upon successful DigiLocker verification and submission of the online application on DGCA Pariksha Portal.
 - **Standard Manual Allotment:** If an application requires manual processing but meets all specified requirements, Computer Number will be issued within 12 working days of submission of online application on DGCA Pariksha Portal.
 - **Self-Rejection:** If an applicant identifies any discrepancy in the submitted online application, they may self-reject their application before it is processed by this office.
- 2) **Old Candidate Registration:** This services is for applicants who were allotted a Computer Number prior to the launch of the DGCA Pariksha Portal. Old Candidates are advised to follow the procedure defined in Chapter 5.
- 3) **Profile Management:** Upon successful registration and the allotment of a Computer Number, candidates can update their profile to correct any data mismatches or modify their personal details.

Timelines & Rules:

- **Instant Update (Auto-Profile update from PPL to CPL and CPL to ATPL):** Eligible Flight Crew (FC) candidates Auto-profile update shall automatically update the candidates profile from CPL to ATPL category upon successful DigiLocker verification and submission of the online application on DGCA Pariksha Portal.
 - **Standard Manual Update:** If an application requires manual processing but meets all specified requirements, profile update will be done within 12 working days of submission of online application on DGCA Pariksha Portal.
 - **Rejection:** If any discrepancy is found during manual processing, the application may be rejected and the reason for rejection will be intimated through email.
- 4) **Examination:** Central Examination Organization (CEO) publishes the annual examination calendar on the Pariksha portal. Candidates are advised to look into their respective “Notice Board” at <https://pariksha.dgca.gov.in> from time to time for any latest instructions/Notices regarding examinations.
- 5) **Appeal Mechanism:** If a candidate is unsatisfied with the reasons for complete or partial rejection of their Computer Number application may appeal to Director, Central Examination Organization (CEO) by:
- **Email:** ceo.dgca@nic.in.

- **Post:** Central Examination Organization (CEO) of DGCA, East Block III, Level III, Rama Krishna Puram, New Delhi - 110066.
- **In Person:** Visit the Central Examination Organization (CEO) at above address on Tuesdays/Thursdays between 3:00 PM and 5:00 PM.

Chapter 4 - New Candidate Registration

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. (All pre-1994 passed / licensed candidates / FLIGHT CREW license holders, who have not registered in computerized CEO database 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 apply as new candidate, however they have to register themselves in OLD CANDIDATE REGISTRATION.

Candidates can get Computer Number through two methods

4.1 Auto Generation Mode

Auto Generation Mode is a system-driven process wherein the Computer Number is generated automatically by the portal upon successful submission and validation of the applicant's details and documents. The system verifies the information (including documents fetched through DigiLocker, where applicable), and if all requirements are fulfilled, the Computer Number is issued without manual intervention.

Eligibility criteria for the Auto generation:

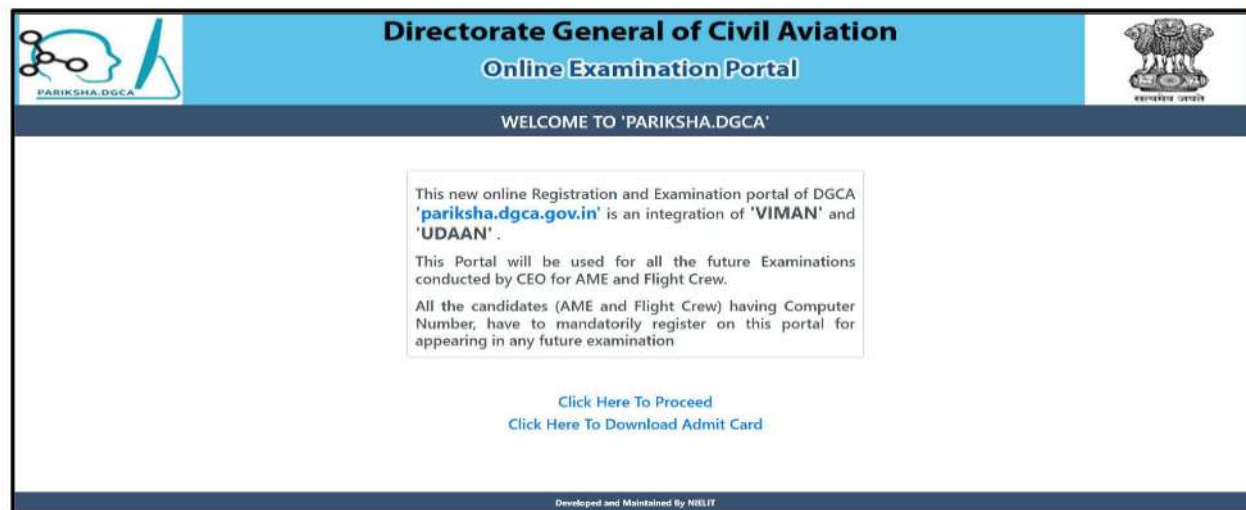
- a) The candidate must be an Indian national.
- b) The Aadhaar number entered in the Pariksha website/portal must exactly match the data available in DigiLocker.
- c) The candidate must have passed both Class 10 and 10+2 examinations from an Indian education board. Educational records must be accessible and verifiable via DigiLocker (refer to Para 2.3).
- d) Name, date of birth, marks, address and other particulars will be auto-fetched from DigiLocker.
- e) The recent uploaded photograph must match at least 80% with the photograph available in DigiLocker (Aadhaar card).
- f) The uploaded signature should be as per the instructions provided in para 2.2.6.
- g) All mandatory fields must be filled correctly, and supporting documents, if required, must be uploaded as per the instructions.
- h) Any mismatch or discrepancy may lead to non-generation of the Computer Number by the system.

4.2 Manual Mode

Manual Mode is a process in which the Computer Number is issued after verification by the DGCA. The submitted application, along with the supporting documents, is scrutinized by the office. If the applicant meets the eligibility criteria for the issuance of a Computer Number, the Computer Number is allotted. Otherwise, the application may be partially rejected or completely rejected, depending on the nature of the deficiencies.

4.3 User Interface for the Auto Generation Mode

Step 1: Go to pariksha portal. Click 'Click Here To Proceed'



Step 2: Click on NEW Candidate Registration.

Directorate General of Civil Aviation
Online Examination Portal

Home About Us Help Desk Suggestions FAQs Contact Us Reasons For Computer Number Rejection SME Registration USER MANUAL Examinations Operator Login Officer Login

Registration Module

Instructions to Candidate

PDFViewer.jpg

INSTRUCTIONS TO THE CANDIDATES – FLIGHT CREW

1. Candidates are advised to read the respective chapter of the latest User Manual and to check Flight Crew Notice Board for any latest information/ Instructions/ Guidance before proceeding in this portal.
2. Candidate must ensure the eligibility as per the latest CAR/ Guidelines/ Instructions etc, before applying for Computer Number or respective examination paper(s).
3. It is the responsibility of the candidate to fill correct information in this portal.
4. Computer Number is the pre-requisite for appearing in any examination through this portal.
5. OLD Candidates (already having Computer Number) need to register in this portal for miration of his / her data from previous portal/ system to

☐ I have read all the Instructions mentioned above and are acceptable to me.

Submit

Step 3: Read the Instructions carefully before proceeding with registration. Tick the checkbox to confirm that you have read the instructions, and then click Submit.

Directorate General of Civil Aviation
Online Examination Portal

Home About Us Help Desk Suggestions FAQs Contact Us Reasons For Computer Number Rejection SME Registration USER MANUAL Examinations Operator Login Officer Login

Registration with Digi Locker

Do you want to Register through Digi Locker for AUTO COMPUTER NUMBER GENERATION?

NOTE: Eligibility Criteria for Auto-Generation of Computer Numbers for FC Candidates.

1. The candidate must be an Indian national.
2. Flight Crew (FC) candidates must have passed both 10th and 12th examinations either from the same recognised board or from any combination of recognised boards, provided that the board(s) have records available in DigiLocker.
3. The Aadhaar number entered in the Pariksha website/portal must exactly match the data available in DigiLocker.*
4. Name, date of birth, marks, address and other particulars will be auto-fetched from DigiLocker
5. The recent uploaded photograph must match at least 80% with the photograph available in DigiLocker (Aadhaar card).
6. The uploaded signature should be as per the instructions provided in FC User Manual.
7. All mandatory fields must be filled correctly, and supporting documents, if required, must be uploaded as per the instructions.
8. Any mismatch or discrepancy may lead to non-generation of the Computer Number by the system.

YES **No**

Step 4: Read the note carefully, and if you want to proceed with auto generation of Computer Number, click 'YES'.

Step 5: After clicking 'YES', you have to enter the details as shown in the image below.

Directorate General of Civil Aviation
Online Examination Portal

Home About Us Help Desk Suggestions FAQs Contact Us Reasons For Computer Number Rejection SME Registration USER MANUAL Examinations Operator Login Officer Login

Digi locker Registration

Aadhar Number*
Enter Aadhar Number

Mobile Number*
Enter Mobile Number

Email ID*
Enter Email ID

Confirm Mobile Number*
Confirm Mobile Number

Confirm Email ID*
Confirm Email ID

Submit

Step 6: Proceed with OTP verification.

The screenshot shows the 'Registration Module' of the Directorate General of Civil Aviation Online Examination Portal. The page title is '1. Mobile OTP'. Below the title, it states: '1.1 OTP has been sent on registered mobile number. Please enter the same.' There is a text input field labeled 'Enter Mobile OTP' and a 'Resend OTP' button. At the bottom left of the form, there is a 'Submit' button. The footer of the page reads 'Developed and Maintained By PMSU-IT'.

Step 7: Proceed with Password generation.

The screenshot shows the 'Registration Module' of the Directorate General of Civil Aviation Online Examination Portal. The page title is 'Email Verification'. Below the title, it states: 'A link has been sent to your registered Email-ID. Please click on that link to verify your Email-ID within 24 hours otherwise you have to Re-Register with us again.' At the bottom center, there is a button labeled 'Click here to Recieve Activation Link'.

Step 8: Click on 'Get Document from Digilocker'.

The screenshot shows the 'Registration Module' of the Directorate General of Civil Aviation Online Examination Portal. The page title is 'Fetch your documents securely from DigiLocker'. Below the title, there is a section titled 'What is DigiLocker?' which states: 'DigiLocker is a secure cloud-based platform for storing, sharing, and verifying important documents. By connecting with DigiLocker, you can retrieve verified documents directly, avoiding manual uploads.' Below this, there is a 'Note:' section which states: 'By clicking on Get Document, your documents will be securely fetched from DigiLocker, eliminating the need to upload the Board Verification Certificate manually.' At the bottom center, there is a button labeled 'Get Document from DigiLocker'.

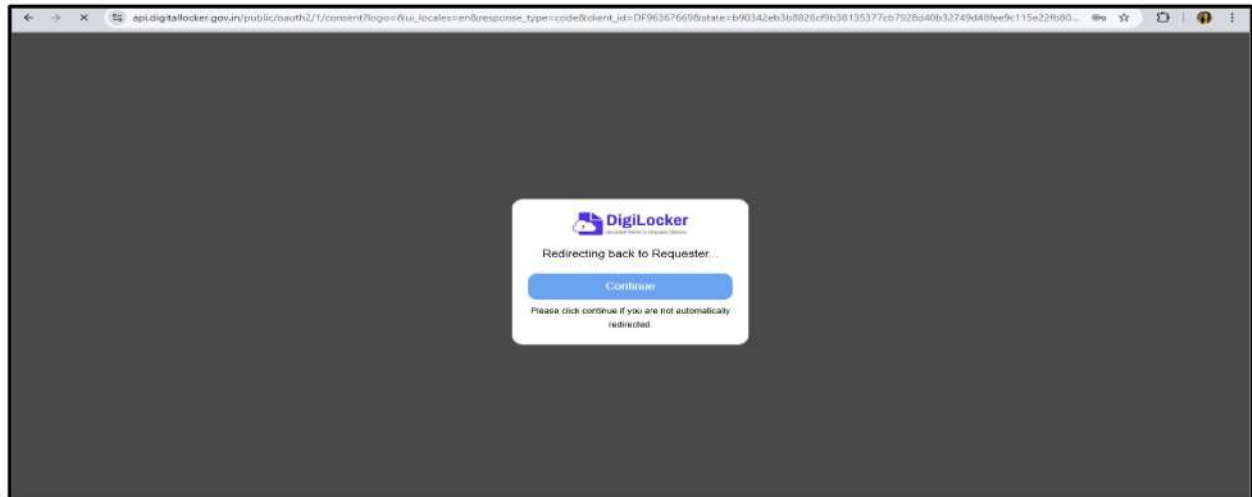
Step 9: Enter Aadhaar number and captcha.

Step 10: Enter OTP sent on Aadhaar registered mobile number.

Step 11: Enter the pin (set on Digilocker).

The screenshot shows a web browser window with the URL `accounts.digitallocker.gov.in/oauth_partner/verify_atp`. The page features the 'Mera Pehchaan' logo at the top. The main heading reads 'You are already registered with DigiLocker.' Below this, a message says 'Please enter your 6 digit DigiLocker Security PIN'. There is a text input field labeled '6 digit security PIN*' with a small icon to its right. A link 'Forgot security PIN?' is positioned below the input field. A large green 'Continue' button is at the bottom of the form. At the very bottom of the page, a link 'Return to DGCA KYC Application' is visible.

Step 12: Wait for a few seconds, you will be redirected to pariksha portal. PLEASE DON'T CLICK ON THE CONTINUE BUTTON DISPLAYED ON THE SCREEN.



Step 13: Your Personal details as per 10th marksheet will be fetched and prefilled as shown below, enter address and proceed further.



Directorate General of Civil Aviation

Online Examination Portal



[Log Out](#)

Registration Module

1. Personal Details

1.1. Title*	1.2. First Name*	1.3. Middle Name	1.4. Last Name
Mr	PRADHIV	KUMAR	SHEKSHANA
1.5. Mother's Name*			
RS			
1.6. Father's/Guardians Name*		1.7. Gender*	
BPS		Male	
1.8. Date of Birth (As per 10th board certificate)*		1.9. Mobile Number*	
09-12-2007		7067015002	
1.10. Email ID*		1.11. Aadhar Number	
prathalec15CJ@gmail.com		785455123789	

2. Correspondence Address

2.1. Address Line 1*	2.2. Address Line 2	2.3. Address Line 3
st	stsd	stb
2.4. Village/ Town/ City*		2.5. Country*
stsd		India
2.6. State/ UT*		2.7. Pin/ Zip*
Uttarakhand		110077
2.8. My permanent address is same as correspondence address ☒ YES ☐ NO		

3. Permanent Address

NOTE: If you are a foreign candidate then your Permanent Address must be same as Passport. Otherwise your application is liable to be rejected.

3.1. Address Line 1*	3.2. Address Line 2	3.3. Address Line 3
st	stsd	stb
3.4. Village/ Town/ City*		3.5. Country*
stsd		India
3.6. State/ UT*		3.7. Pin/ Zip*
Delhi		110077

NOTE: If your country name does not appear please contact Help Desk.

[Back](#)
[Reset](#)
[Save](#)
[Save and Next](#)

Step 14: Apply for category and check your education and subject details which are prefilled. You are not allowed to edit them.

Profile Management

Flight Crew Details

4. Applying For

4.1. Registration Category*

FTN

4.2. Nationality*

INDIA

NOTE: If your country name does not appear please contact Help Desk

4.3. Are you holding license issued by Indian or Foreign Authority?

YES

NO

Aadhar Number*

78456123000

4.5. Is Govt Employee

YES

NO

5. Defence

5.1. Are you Defence Pilot?

YES

NO

6. Training and Flying Details

6.1. Type of Aircraft

EC 155B1

American Champion Scout II

6.2. Multiengine

Yes

6.3. All Up-Weight(Of heaviest A/C at 6.1, if entered more than 1)

4

6.4. Total Flying Hours

897863

6.5. Flying hours as Pilot in Command

432252

6.6. First Training Flight

01-01-2000

6.7. Flying Training Institute

Andaman & Nicobar Flying Training Institute, Port Blair, Andaman & Nicobar Island*

6.8. Ground Training Institute

Aviation Training Academy, Coimbatore, Tamil Nadu

7. Study Details

7.1. Have you studied in Foreign University, situated in India or Abroad?

YES

NO

8. Passport

8.1. Passport Number

879654

8.2. Date of Issue

01-02-2000

8.3. Date of Expiry

In DD-MM-YYYY format

8.4. Issuing Authority & Country

JGS

pariksha.dgca.gov.in/Form/Flight_Crew_Details

Subject

Board/University

Marks/ GPA Obtained

Maximum Marks/ GPA

Passing Marks

Action

English	Central Board of Secondary Education	78			
Maths	Central Board of Secondary Education	92			
Physics	Central Board of Secondary Education	77			

Successfully recorded details. As you are proceeding for auto computer number generation, if you have entered any details in qualification or subject, the same will not be updated.

OK

Additional Document (Affidavits/ Undertaking etc)

YES

NO

Back

Reset

Save

Save and Next

Step 15: All documents fetched from Digilocker are listed on the screen. Please review the list and upload the remaining documents manually.

Registration Module

Document Instructions

Please ensure to scan multiple pages of same document in single file

Digi Locker Documents	
Document Name	Document
UID Photo	UID Photo
Xth Marksheet	Xth Marksheet
XIIth / Equivalent Marksheet	XIIth / Equivalent Marksheet
Pan Card	Pan Card
Xth Pass Certificate	Xth Pass Certificate

Dashboard/Document

Digi Locker Documents

Document Name	Document
UID Photo	UID Photo
Xth Marksheet	Xth Marksheet
XIIth / Equivalent Marksheet	XIIth / Equivalent Marksheet
Pan Card	Pan Card
Xth Pass Certificate	Xth Pass Certificate

Documents to be Uploaded and Submitted

S.No.	Ref. Field No.	*Document Type	Document# Certificate Reference Number	*Upload Supporting Document	Digi Locker Uploaded Document
1		Applicant Photograph	Document Number	Choose File No file chosen click to view	
2		Applicant Signature	Document Number	Choose File No file chosen click to view	
3	3	Copy of Proof of Permanent Address	Document Number	Choose File No file chosen click to view	

Total Rows Count: 3

Back Reset Save Save and Next

Step 16: Your uploaded photograph will be verified against your Aadhaar data and must feature a white background to meet the photo criteria. Please note that if the photograph does not match your Aadhaar, or if the signature is improper, your computer number will not be auto-generated, and you will receive the following error message:

pariksha.dgca.gov.in/Dashboard/Document

Document Name: UID Photo, Xth Marksheet, Xth / Equivalent Marksheet, Pan Card, Xth Pass Certificate

Document: UID Photo, Xth Marksheet, Xth / Equivalent Marksheet, Pan Card, Xth Pass Certificate

Face not matching with the digilocker image. If you want to upload the same photo write OK in place of document number (in capital letter) and submit the form again.

OK

S.No.	Ref. field No.	*Document Type	Document/ Certificate Reference Number	*Upload Supporting Document	DigiLocker Uploaded Document
1		Applicant Photograph		Choose File New Doc 5_1.jpg	
2		Applicant Signature	Document Number	Choose File No file chosen	
3	3	Copy of Proof of Permanent Address	Document Number	Choose File No file chosen	

Total Rows Count: 3

Back Reset Save Save and Next

pariksha.dgca.gov.in/Dashboard/Document

Document Name: UID Photo, Xth Marksheet, Xth / Equivalent Marksheet, Pan Card, Xth Pass Certificate

Document: UID Photo, Xth Marksheet, Xth / Equivalent Marksheet, Pan Card, Xth Pass Certificate

Face not matching with the digilocker image. For auto computer number generation your image must match with digilocker image.

OK

S.No.	Ref. field No.	*Document Type	Document/ Certificate Reference Number	*Upload Supporting Document	DigiLocker Uploaded Document
1		Applicant Photograph		Choose File New Doc 5_1.jpg	
2		Applicant Signature	Document Number	Choose File No file chosen	
3	3	Copy of Proof of Permanent Address	Document Number	Choose File No file chosen	

Total Rows Count: 3

Back Reset Save Save and Next

Documents to be uploaded and submitted

S.No.	Ref. field No.	*Document Type	Document/ Certificate Reference Number	*Upload Supporting Document	DigiLocker Uploaded Document
1		Applicant Photograph		Choose File PhotoAg_3_45.jpg	
2		Applicant Signature		Choose File CardSc_3_45.jpg	
3	13	Xth Marksheet-3			No need to upload
4	13	Xth / Equivalent Marksheet-104			No need to upload
5	3	Copy of Proof of Permanent Address	Document Number	Choose File Addressgd_11zon.pdf	

Signature is not proper. Please review your signature. If you want to upload the same signature write OK in place of document number (in capital letter) and submit the form again.

OK

Total Rows Count: 5

Back Reset Save Save and Next

Step 17: Click 'Save and Next' on the document page, following which a review page will be displayed. On clicking 'Final Submit' your computer number will be generated and e-mail will be sent to your registered email ID.

The screenshot shows a web browser window with the URL `pariksha.dgca.gov.in/Form/Flight_Crew_Review_Form`. The page is a review form for a flight crew application. A modal dialog box is centered on the screen, displaying the message: "Your Computer Number is generated - P 2546XXXX" with an "OK" button. The background form is dimmed and shows the following sections:

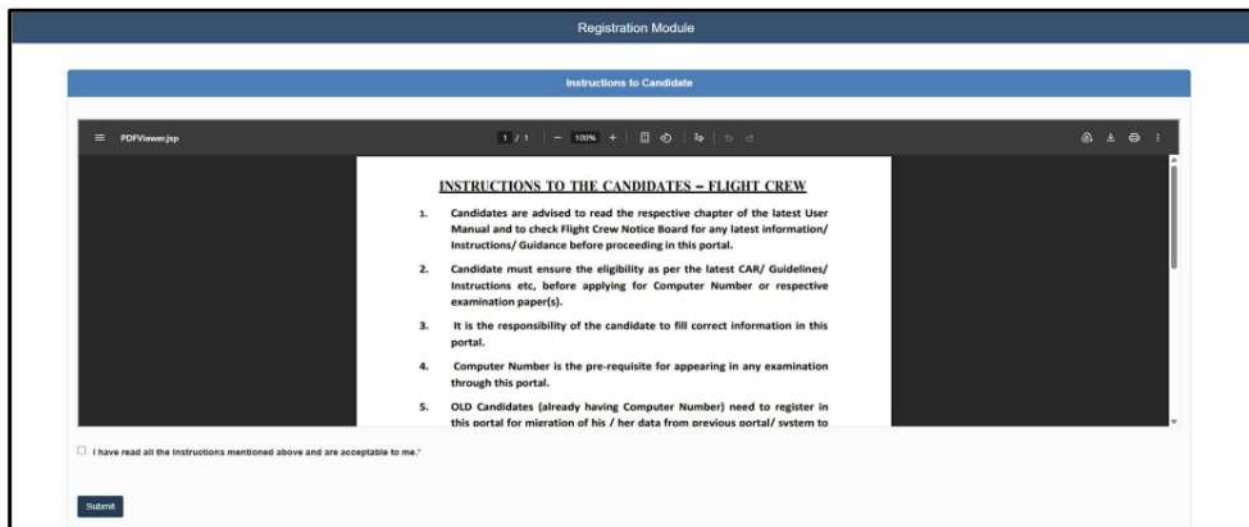
- 1. Personal Details:** Includes fields for Name (INDIA), Address Number (40185236264), Email (ashish.gupta@psailt.gov.in), and Applied For (CPL).
- 2. Study Details:** Includes questions 2.1 (Have you studied in Foreign University, situated in India or Abroad?) and 2.2 (Do you have AAT equivalent education qualification certificate?).
- 3. Defence:** Includes questions 3.1 (Are you Defence Pilot?), 3.2 (Which Force), and 3.3 (Defence).
- 4. Address:** Includes fields for Correspondence Address and Permanent Address, both showing the address: "Kdgh, gflj, gflj, Delhi, India - PIN 110032".

4.4 User Interface for the Manual Mode

Step 1: Go to pariksha portal and click 'Click Here To Proceed'.



Step 2: Click on NEW Candidate Registration.



Step 3: Read the Instructions carefully before proceeding with registration. Tick the checkbox to confirm that you have read the instructions, and then click Submit. The following screen will be displayed:

Directorate General of Civil Aviation
Online Examination Portal

Home About Us Help Desk Suggestions FAQs Contact Us Reasons For Computer Number Rejection SMC Registration USER MANUAL Examinations Operator Login Officer Login

Registration with Digi Locker

Do you want to Register through Digi Locker for AUTO COMPUTER NUMBER GENERATION?

NOTE: Eligibility Criteria for Auto-Generation of Computer Numbers for FC Candidates.

1. The candidate must be an Indian national.
2. Flight Crew (FC) candidates must have passed both 10th and 12th examinations either from the same recognised board or from any combination of recognised boards, provided that the board(s) have records available in DigiLocker.
3. The Aadhaar number entered in the Panksha website/portal must exactly match the data available in DigiLocker.*
4. Name, date of birth, marks, address and other particulars will be auto-fetched from DigiLocker.
5. The recent uploaded photograph must match at least 80% with the photograph available in DigiLocker (Aadhaar card).
6. The uploaded signature should be as per the instructions provided in FC User Manual.
7. All mandatory fields must be filled correctly, and supporting documents, if required, must be uploaded as per the instructions.
8. Any mismatch or discrepancy may lead to non-generation of the Computer Number by the system.

Step 4: Click 'No' (You will still be able to fetch your documents from Digilocker in the next step for manual generation of computer number). You will be redirected to the next page to enter your personal details. The following screen will be displayed:

Flight Crew Registration Module
1. NEW Candidate Registration

1.1. Title* 1.2. First Name* 1.3. Middle Name* 1.4. Last Name*
Mr ABC Enter Middle Name as per 10th certificate Enter Last Name as per 10th certificate

1.5. Mother's Name* DEF

1.6. Father's/Guardian's Name* GHI

1.7. Date of Birth (As per 10th board certificate)* 01-01-2000 1.8. Gender* Female

1.9. Aadhar Number* 7960551234567 1.10. Country Code India - 91 1.11. Mobile Number* 9888888888

1.12. Confirm Mobile Number* 9888888888 1.13. Email ID* ABC@GMAIL.COM

1.14. Confirm Email ID* ABC@GMAIL.COM

1.15. ☒ I have never registered with DGCA for computer number*

1.16. Captcha 0 x 4

The candidate is required to fill all the mandatory fields with an asterisk (*)

Note:

- 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.

Step 5: Tick the check box ☒ and click 'Submit'.

Step 6: Press "OK" button. One time password (OTP) will be send to the registered mobile number. Below screen will appear.

The screenshot shows a web interface titled "Registration Module". Below the title is a blue header bar with the text "1. Mobile OTP". The main content area has a light blue background and contains the following text: "1.1. OTP has been sent on registered mobile number. Please enter the same." Below this text is a text input field containing the number "1234". To the right of the input field is a dark blue button labeled "Resend OTP". Below the input field is a dark blue button labeled "Submit". At the bottom of the page, there is a dark blue footer bar with the text "Developed and Maintained By NIELIT".

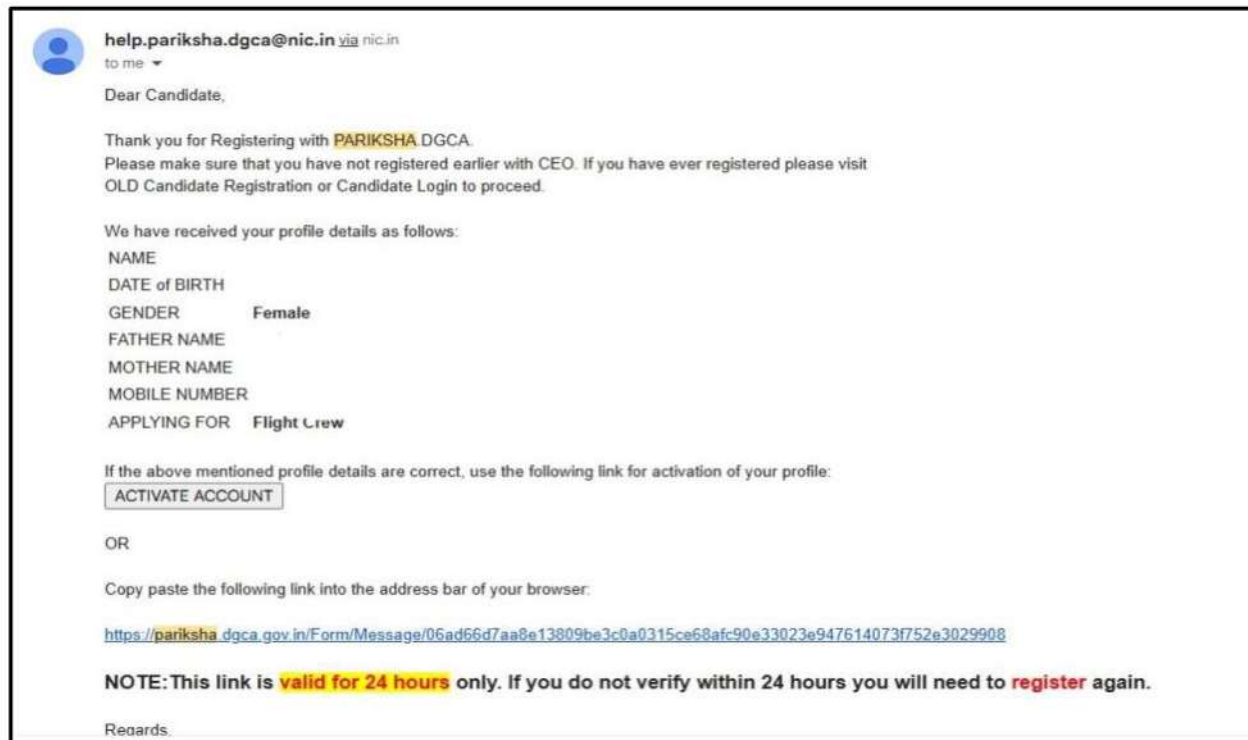
Step 7: Enter the OTP (One Time Password) received on your Registered Mobile Number then click on Submit button. If Candidate does not receive OTP on registered mobile then click on Resend OTP.

Step 8: After entering OTP press “submit “button, below screen will appear.

The screenshot shows a web interface titled "Registration Module". Below the title is a blue header bar with the text "Email Verification". The main content area has a light blue background and contains the following text: "A link has been sent to your registered Email-ID." Below this text is a line of text: "Please click on that link to verify your Email-ID within 24 hours otherwise you have to Re-Register with us again." Below this text is a dark blue button labeled "Click here to resend activation link." At the bottom of the page, there is a dark blue footer bar with the text "Developed and Maintained By NIELIT".

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's personal records. If there is any mismatch, do not proceed further. The link is valid for 24 hours. After this period, all saved data will be automatically deleted from the database, and the candidate will have to start a fresh registration.



Step 9: After Clicking on “Activate Button” or clicking on the link sent to the registered email, below screen will be displayed.

Generate Password

Email ID

Enter Email ID

Your mail ID and Mobile Number has been verified successfully. Please create password here.

Password*

Enter Password

Confirm Password*

Enter Confirm Password

NOTE: The Password must contain at least 1 lowercase alphabetical character,
atleast 1 uppercase alphabetical character,
atleast 1 numeric character,
atleast one special character [! @ # \$ % & *],
and must be eight characters or longer.

[Submit](#)

Step 10: Generate Password as per password policy and “Submit. All entered data will be saved. To complete the Registration Process Go to the Login Module of Pariksha portal.



Directorate General of Civil Aviation
Online Examination Portal

Home About Us Help Desk Suggestions FAQs Contact Us Reasons For Computer Number Rejection SME Registration USER MANUAL Examinations Operator Login Officer Login

Login Module

AME

NEW Candidate Registration
OLD Candidate Registration
Candidate Login
Candidate Self Reject

NOTICE BOARD AME

- Download of Admit Cards for the Candidates of FC, AME and RTR (Restricted) 1 Regular Session 02 of 2026 Examination.
- Instructions for FC, AME and RTR examination Regular Session 02 of 2026
- Venue List for AME Regular Session 02 of 2026
- Declaration of Result of AME and RTR Restricted (AME) DUODE Session 04 of 2026

FLIGHT CREW

NEW Candidate Registration
OLD Candidate Registration
Candidate Login
Candidate Self Reject

NOTICE BOARD PILOT

- Declaration of Result of FATA Exam Session 01 of JUNE 2026
- Download of Admit Cards for the Candidates of FC, AME and RTR (Restricted) 1 Regular Session 02 of 2026 Examination.

Step 11: Select “Candidate Login” tab in the Log in Module of Flight Crew. Log in using the credentials (Email ID/Computer No. and Password) to completed the registration process.

Directorate General of Civil Aviation
Online Examination Portal

Home About Us Help Desk Suggestions FAQs Contact Us Reasons For Computer Number Rejection SME Registration USER MANUAL Examinations Operator Login Officer Login

Login Module

Notice Board for Pilot

- Declaration of Result of FATA Exam Session 01 of JUNE 2026
- Download of Admit Cards for the Candidates of FC, AME and RTR (Restricted) 1 Regular Session 02 of 2026 Examination.
- Instructions for FC, AME and RTR examination Regular Session 02 of 2026

Login

Email ID/ Computer Number*

Enter Computer Number/Email ID

Password*

Enter Password

[Forgot Password](#)

Captcha

0 - 7 Solution

Login

NOTE: Candidate can login using their registered email id till the time of creation of a Computer Number .

Step 12: Fill up all the requisite details as mentioned in the portal i.e. Candidate Name, Father and Mother Name, corresponding address and permanent address to complete the registration process.

If corresponding address is same as permanent address click on “yes”. Then click “Save and Next”. Below screen will appear.

Are you sure you want to submit your details ? Details once submitted cannot be edited.

OK Cancel

Note: If the permanent address is outside of India, the candidate must duly fill out the Security Clearance Form (Annexure-A) and upload it in the "Documents to be Uploaded" section.

This requirement applies to all categories of license applicants, except for FATA.

Step 13: Select “OK”, below screen will be displayed.

Directorate General of Civil Aviation

Online Examination Portal

[Log Out](#)

Flight Crew Registration Module

Profile Management
Flight Crew Details

4. Applying For

4.1 Registration Category*
CPL

4.2 Nationality*
INDIA
NOTE: If your country name does not appear please contact Help Desk

4.3 Are you holding license issued by Indian or Foreign Authority? ☐ YES ☒ NO

Aadhar Number:
/89450123/65

4.5 Is Govt Employee ☐ YES ☒ NO

5. Defence

5.1 Are you Defence Pilot? ☐ YES ☒ NO

6. Training and Flying Details

6.1 Type of Aircraft
--select--

6.2 Multieengine
--select--

6.3 All Up-Weight(Or heaviest A/C at 6.1, if entered more than 1)
Enter AUMW(in KGs)

6.4 Flying hours as Pilot in Command
Total Flying hours as Pilot in Command(in Hrs)

6.6 First Training Flight
Date in DD-MM-YYYY

6.4 Total Flying Hours
Total Flying Hours(in Hrs.)

6.8 Ground Training Institute
--select--

6.7 Flying Training Institute
--select--

7. Study Details

7.1 Have you studied in Foreign University, situated in India or Abroad? ☐ YES ☒ NO

8. Passport

8.1 Passport Number
Enter Passport Number

8.2 Date of issue
in DD-MM-YYYY format

8.3 Date of Expiry
in DD-MM-YYYY format

8.4 Issuing Authority & Country
Enter Issuing Authority & Country

9. Visa Details

9.1 Visa Number
Enter Visa Number

9.2 Date of issue
in DD-MM-YYYY format

9.3 Date of Expiry
in DD-MM-YYYY format

9.4 Issuing Authority & Country
Enter Issuing Authority & Country

10. Education

*Qualification	Name of Degree/ Diploma	*Board/ University	*Duration (in year)	*Year of Passing	*Result Type	*Marks/ GPA Obtained	*Maximum Marks/ GPA	Grade/ Percentage	Board Credentials	Action
10a	Name of Degree/Diploma	--select--	Enter Duration	--select--	--select--	Enter Marks	Enter Marks	Enter Grade	Board Credentials	
10a? Equivalent	Name of Degree/Diploma	--select--	Enter Duration	--select--	--select--	Enter Marks	Enter Marks	Enter Grade	Board Credentials	

[Add Row](#)

Please enter your board credentials as ROLL NUMBER (space) ADMIT CARD ID (space) SCHOOL ID.

11. (10+2) Subject Details					
Subject	Board/ University	Marks/ GPA Obtained	Maximum Marks/ GPA	Passing Marks	Action
Maths	--select--	Enter Marks Obtained	Enter Maximum Marks	Enter Passing Marks	
Physics	--select--	Enter Marks Obtained	Enter Maximum Marks	Enter Passing Marks	
Maths	--select--	Enter Marks Obtained	Enter Maximum Marks	Enter Passing Marks	

Add Row

Additional Document

Additional Document (Affidavits/ Undertaking etc) ☐ YES ☐ NO

Developed and Maintained By NIPIT

Guidelines for Filling the Application for Issuance of Computer Number (Manual Mode)

Note: Fields marked with asterisk (*) are mandatory.

Section 4: Applying For

- 1) **Registration Category:** If you candidate select Apply for PPL, CPL, ATPL, FDEG, FE and FN, RTR (Restricted) Option will remain same for all the above mention category excluding FATA.
- 2) **Nationality:** Select country from dropdown. If candidate is other than India please refer, **Chapter 2, Para-2.2.14** for obtaining security clearance. (Security Clearance: Mandatory for Foreign Nationals & OCI/POI holders. Excluding FATA candidates.)
- 3) **Are you holding license issued by Indian or Foreign Authority?:** If selected “yes”, must have to provide information.
- 4) **Aadhaar Number:** Enter your Aadhaar number.
- 5) **Are you a regular Central Government employee (serving)?** Select: Yes / No
- 6) **Do you have Course Completion Certificate :** FDEG/FE must tick on “Yes”
 - a) **Course Completion Certificate number:** Enter the course completion certificate number
 - b) **Date of Issue:** Enter the date of issue of course completion certificate.

Section 5: Defence

- 1) **Are you Defence Pilot:** Chose either ‘Yes’ or ‘No’
- 2) **Which Force:** Choose cadre service from dropdown i.e. Army, Navy, etc.

Section 6: Training and Flying Details:

- 1) **Type of Aircraft:** Select type of Aircraft
- 2) **Multi-engine Endorsement:** Prefer either "Yes" or "No"
- 3) **All up Weight (AUW):** Fill All Up Weight (AUW) in space given
- 4) **Total Flying Hours:** Fill Total Flying Hours/ Cumulative in space given
- 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) **First Training Flight:** Fill date of first flight in space given.
- 7) **Flying Training Institute:** Select the name of institute where flying has been accomplished.
- 8) **Ground Training Institute:** Select the name of institute where ground training has been accomplished.

Section 7: Study Details

- 1) **Have you studied 10/10+2 in foreign university, situated in India or Abroad:** Select "Yes" if applicable
- 2) **Do you have UGC/ equivalent education qualification certificate:** Select "Yes" if applicable

(Note: An Equivalence Certificate from the UGC is mandatory for any equivalent qualification obtained from a foreign university located in India or abroad.)

Section 8: Passport

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

Section 9: Visa Details

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

Section 10: Education:

1. **10th Std. Certificate & Mark List, Matriculation certificate** (for PPL, CPL, ATPL, FDEG, FE, RTR (Restricted) 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 and RTR (Restricted) candidates

2. **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 before 1 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

Section II: 10+2 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.

Step 14: On clicking “Save & Next” candidate moves to **Document Upload Page**. Before uploading documents, candidate must ensure that the size of the document is within the limits specified in Table 2.2.4.

Registration Module				
Documents to be Uploaded and Submitted				
S No.	Ref. field No.	Document Type	Document Certificate Reference Number	Upload Supporting Document
1		Applicant Photograph		Choose File No file chosen
2		Applicant Signature		Choose File No file chosen
3	1.8	Date of Birth Proof	Document Number	Choose File No file chosen
4	13	Xth Marksheet	Document Number	Choose File No file chosen
5	13	Xth Pass Certificate	Document Number	Choose File No file chosen
6	13	Board Verification Certificate for Xth qualification	Document Number	Choose File No file chosen
7	13	Xth / Equivalent pass Certificate	Document Number	Choose File No file chosen
8	13	Board verification certificate for Xth / Equivalent qualification	Document Number	Choose File No file chosen
9	13	Xth / Equivalent marksheet	Document Number	Choose File No file chosen
10	5	Copy of Proof of Permanent Address	Document Number	Choose File No file chosen

Total Rows Count: 10

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/her in previous pages in a single form. Candidate must check his details and ensure that all his/her details are correct. If there are any changes required, go back and correct the details before final submission.
- 2) The table of uploaded documents and preview form will depend upon category and other information provided by the candidates in subsequent pages.

Step 15: Press “Save & next” button, below Review Form will appear.



Directorate General of Civil Aviation

Online Examination Portal


सत्यमेव जयते

Log Out

Registration Module

1. Personal Details Review Flight Crew

1.1 Title

1.2 First Name

1.3 Middle Name

1.4 Last Name

1.5 Mother's Name

1.6 Father's/Guardians Name

1.7 Gender

1.8 Mobile Number

1.9 Date of Birth (As per 10th board certificate)

1.10 Nationality

1.11 Aadhar Number

1.12 Email ID

1.13 Applied For

Photo and Signature



2. Study Details

2.1 Have you studied in Foreign University, situated in India or Abroad?

2.2 Do you have AUE equivalent education qualification certificate?

3. Defence

3.1 Are you Defence Pilot?

3.2 Which Force

3.3 Defence

4. Address

4.1 Correspondence Address

4.2 Permanent Address

5. Education

SNo	Qualification Level	Name of Degree	Board/University	Duration	Passing Year	Result type	Marks/GPA Obtained	Maximum Marks/GPA	Grade / %age

6. (10+2) Subject Details

SNo	Subject	Marks Obtained	Maximum Marks	Passing Marks	BOARD

7. Flight Crew Experience and other details

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

7.3 Licence Issue Date

7.2 Indian/ Foreign Licence Issuing Authority

7.7 Multitasking

7.5 All Up-Weight(Or heaviest A/C)

7.11 Flying hours as Pilot in Command

7.13 Flying Training Institute

7.2 License Type

7.4 License Expiry Date

7.6 Issuing Country

7.8 Type of Aircraft

7.10 Total Flying Hours

7.12 First Training Flight

7.14 Ground Training Institute

7.15. Do you have Course Completion Certificate ?

7.16. Basic Course Completion Certificate number

7.17. Date of issue

8. Documents Uploaded

SNo	List of Document Uploaded	Document Number
1	Applicant Photograph	
2	Applicant Signature	
3	Date of Birth Proof	
4	Xth Marksheet	
5	Xth Pass Certificate	
6	Board Verification Certificate for Xth Qualification	
7	XIth / Equivalent Pass Certificate	
8	Physics Pass Certificate	
9	Maths Pass Certificate	
10	Physics Board Verification	
11	Maths Board Verification	
12	Board Verification Certificate for XIIth / Equivalent Qualification	
13	XIth / Equivalent Marksheet	
14	XII Equivalency Certificate	
15	UID Aadhar Card	
16	Copy of Proof of Permanent Address	

9. Declaration / Undertaking

☐ 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.

Back
Final Submit

Developed and Maintained By WIE/IT

Step 16: Click Final Submit. Your application for Computer Number allotment will be submitted, and the below screen will appear.

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-T2026/0001

A PDF of your application form has been sent on registered email id.

[Home](#)

Upon successful submission, a PDF copy of the filled application will be automatically generated and downloaded to the candidate's computer. The same PDF will also be sent to the candidate's registered email ID.

4.2 Registration of Candidates Currently Employed In Central Government of India

If the candidate selects "Yes" for "Are you a Regular Central Government Employee (Serving)", BVC documents will not be required. Instead, the candidate must upload a 'Certificate issued by Head of Office' explicitly stating that they are a regular central government employee and have passed 10th standard (for PPL) or 10+2 with Physics and Mathematics (for CPL).

Profile Management

Flight Crew Details

4. Applying For

4.1. Registration Category*

CPL

4.2. Nationality*

INDIA

NOTE: If your country name does not appear please contact Help Desk

4.3. Are you holding license issued by Indian or Foreign Authority?

YES

NO

Aadhar Number*

Enter Aadhar Number

4.5. Is Govt Employee

YES

NO



Directorate General of Civil Aviation

Online Examination Portal



Registration Module

Document Instructions

Please ensure to scan multiple pages of same document in single file

Digi Locker Documents

Document Name	Document	Result			
Documents to be Uploaded and Submitted					
S.No.	Ref. Field No.	Document Type	Document/ Certificate Reference Number	Upload Supporting Document	DigiLocker Uploaded Document
1		Applicant Photograph		Choose File No file chosen	
2		Applicant Signature		Choose File No file chosen	
3	1.8	Date of Birth Proof	Document Number	Choose File No file chosen	
4	1.9	Xth Marksheet	Document Number	Choose File No file chosen	
5	1.9	Xth Pass Certificate	Document Number	Choose File No file chosen	
6	1.9	Xth / Equivalent Pass Certificate	Document Number	Choose File No file chosen	
7		Physics Pass Certificate	Document Number	Choose File No file chosen	
8		Maths Pass Certificate	Document Number	Choose File No file chosen	
9	1.9	Xth / Equivalent Marksheet	Document Number	Choose File No file chosen	
10	1.9	Xth Equivalency Certificate	Document Number	Choose File No file chosen	
11	1.11	UID Aadhar Card	Document Number	Choose File No file chosen	
12	3	Copy of Proof of Permanent Address	Document Number	Choose File No file chosen	
13		Certificate issued by Head of Office	Document Number	Choose File No file chosen	

Total Rows Count: 13

Back

Reset

Save

Save and Next

Downloaded and Submitted By: 10/1/2021

If the candidate selects "No" for "Are you a Regular Central Government Employee (Serving)", the application will be processed as a standard case, and the candidate must upload all required documents.

Profile Management
Flight Crew Details

4. Applying For

4.1. Registration Category*

CPL

4.2. Nationality*

INDIA

NOTE: If your country name does not appear please contact Help Desk

4.3. Are you holding license issued by Indian or Foreign Authority? ☐ YES ☒ NO

Aadhar Number*

Enter Aadhar Number

4.5. Is Govt Employee ☐ YES ☒ NO

5. Defence

5.1. Are you Defence Pilot? ☐ YES ☒ NO

Directorate General of Civil Aviation
Online Examination Portal

Registration Module

Document Instructions
Please ensure to scan multiple pages of same document in single file

Digi Locker Documents					
Document Name	Document	Result			
Documents to be Uploaded and Submitted					
S.No.	Ref. field No.	Document Type	Document Certificate Reference Number	Upload Supporting Document	DigiLocker Uploaded Document
1		Applicant Photograph		Choose File No file chosen	
2		Applicant Signature		Choose File No file chosen	
3	1.8	Date of Birth Proof	Document Number	Choose File No file chosen	
4	13	Xth Marksheet	Document Number	Choose File No file chosen	
5	13	Xth Pass Certificate	Document Number	Choose File No file chosen	
6	13	Board Verification Certificate for Xth Qualification	Document Number	Choose File No file chosen	
7	13	X0th / Equivalent Pass Certificate	Document Number	Choose File No file chosen	
8		Physics Pass Certificate	Document Number	Choose File No file chosen	
9		Maths Pass Certificate	Document Number	Choose File No file chosen	
10		Physics Board Verification	Document Number	Choose File No file chosen	
11		Maths Board Verification	Document Number	Choose File No file chosen	
12	13	Board Verification Certificate for X0th / Equivalent Qualification	Document Number	Choose File No file chosen	
13	13	X0th / Equivalent Marksheet	Document Number	Choose File No file chosen	
14	13	Xth Equivalency Certificate	Document Number	Choose File No file chosen	
15	1.11	UID Aadhar Card	Document Number	Choose File No file chosen	
16	3	Copy of Proof of Permanent Address	Document Number	Choose File No file chosen	
Total Rows Count: 16					

[Back](#)
[Reset](#)
[Save](#)
[Save and Next](#)

Developed and Maintained by 6051.01

4.3 FATA Registration

The screenshot displays a web-based registration form for FATA. At the top, there are tabs for 'Profile Management' and 'Flight Crew Details'. The main section is titled '4. Applying For' and contains two sub-sections: '4.1. Registration Category*' and '4.2. Nationality*'. Below these, there are two columns of fields. The left column, '4.1.1. Details of Valid License', includes fields for 'License Number*', 'Date of Issue*', 'Date of Expiry', and 'Issuing Authority & Country*'. The right column, '4.1.2. Details of FATA', includes fields for 'FATA Authorisation Number*', 'Date of Issue*', and 'Date of Expiry*'. Below these sections is '7. Details of Sponsoring Organisation', which includes fields for 'Name of the Organisation*', 'Address of the Organisation*', 'Name*', 'Email ID*', and 'Mobile Number*'. The next section is '8. Passport', with fields for 'Passport Number*', 'Date of Issue*', 'Date of Expiry*', and 'Issuing Authority & Country*'. The final section is '9. Visa Details', with fields for 'Visa Number', 'Date of issue', 'Date of Expiry', and 'Issuing Authority & Country'.

4. Applying For

4.1. Registration Category*
FATA

4.2. Nationality*
Australia
NOTE: If your country name does not appear please contact Help Desk

4.1.1. Details of Valid License

4.1.1.1. License Number*
ATPL

4.1.1.2. Date of Issue*
01-04-2000

4.1.1.3. Date of Expiry
01-02-2020

4.1.1.4. Issuing Authority & Country*
Australia

4.1.2. Details of FATA

4.1.2.1. FATA Authorisation Number*
FATA 1234

4.1.2.2. Date of Issue*
01-09-2016

4.1.2.3. Date of Expiry*
01-11-2016

7. Details of Sponsoring Organisation

7.1. Name of the Organisation*
Enter Name of the Organisation

7.2. Address of the Organisation*
Enter Address of the Organisation

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

7.3. Name*
Name

7.4. Email ID*
Enter Email ID

7.5. Mobile Number*
Enter Mobile Number

8. Passport

8.1. Passport Number*
Enter Passport Number

8.2. Date of Issue*
In DD-MM-YYYY format

8.3. Date of Expiry*
In DD-MM-YYYY format

8.4. Issuing Authority & Country*
Enter Issuing Authority & Country

9. Visa Details

9.1. Visa Number
Enter Visa Number

9.2. Date of issue
In DD-MM-YYYY format

9.3. Date of Expiry
In DD-MM-YYYY format

9.4. Issuing Authority & Country
Enter Issuing Authority & Country

Guidelines for Filling the Registration Form

Section 4: Applying For

- 1) Registration Category*: select for FATA.
- 2) Nationality*: Select country from dropdown.

Section 4.1.1: Details of Valid License: provide Information

- 1) License Number* : Enter number of your license held
- 2) Date of Issue*: Provide date of issuance of license
- 3) Date of Expiry*: Provide date of expiry of license
- 4) Issuing Authority & Country*: Give detail of your license issuing authority

Section 4.1.2: Details of FATA

- 1) FATA Authorization Number*: Enter FATA Authorization number held

2) **Date of Issue***: Provide date of issuance of Authorization

3) **Date of Expiry*** Provide date of expiry of Authorization

Section 7: Details of Sponsoring Organization

1) **Name of the Organization***: Enter the name sponsoring organization

2) **Address of the Organization***: Enter the address sponsoring organization

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

a) **Name***: Enter the name of person from sponsoring organization

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

c) **Mobile Number***: Enter the mobile number of person from sponsoring organization

Section 8: Passport

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

Section 9: Visa Details

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

After clicking "Save & Next", the candidate will proceed to the Document Upload page. Before uploading any documents, the candidate must ensure that the file sizes and specifications match those listed in the Document Size Table (2.2.4).

Documents Required for FATA

Log Out

Registration Module

Documents to be Uploaded and Submitted				
S.No.	Ref. Field No.	Document Type	Document Certificate Reference Number	Upload Supporting Document
1.		Applicant Photograph		Choose File pic.jpg click to view
2.		Applicant Signature		Choose File sign.jpg click to view
3.	1.3	Date of Birth Proof	1234	Choose File abc.pdf click to view
4.	3	Copy of Proof of Permanent Address	1234	Choose File abc.pdf click to view
5.	10	Copy of Passport	1234	Choose File abc.pdf click to view
6.	9	Visa Documents	1234	Choose File abc.pdf click to view
7.	5	PILOT License	1234	Choose File abc.pdf click to view
8.	6	FATA Authorization Certificate	1234	Choose File abc.pdf click to view

Total Rows Count: 8

Back

Reset

Save

Save and Next

After uploading the required documents, proceed to the review form. Candidates must ensure all entered details are correct before final submission. Click "Save" to save your information. The registration details will be updated and the system will display the confirmation message: "Records saved successfully."

Then, candidate has to click "Final Submit". Upon successful submission, a PDF copy of the filled application will be automatically generated and downloaded to the candidate's computer. The same PDF will also be sent to the candidate's registered email ID.

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-T2026/0001

A PDF of your application form has been sent on registered email id.

[Home](#)

4.4 Rejection of Application for FC Computer Number:

4.4.1 Self-Rejection: Applicants can choose to self-reject their online application before it is processed by the office if they identify any discrepancies themselves. In such cases, **the applicant must submit a fresh application along with the required documents.**

4.4.2 Partial Rejection (Excluding FATA Applications): An application—other than a FATA application, may be partially rejected if any uploaded document (e.g., Photo, Signature, Proof of Date of Birth, Mark Sheets, BVCs, Address Proof, UGC Equivalence Certificate, Logbook pages) is incomplete, illegible, or incorrect.

a) **Limit:** An application can be partially rejected a **maximum of 3 times.**

b) **Auto Rejection Rule:** Candidates must upload correct documents/compliance **within 15** days of receiving the partial rejection email, failing which the application will be **auto-rejected completely.**

In such cases, **the applicant must submit a fresh application along with the required documents.**

4.4.3 Complete Rejection: An application may be **completely rejected** if, including but not limited to, the following discrepancies are observed:

a) Incorrect or false information has been provided in the application.

b) Serving Defence Personnel do not meet the prescribed flying hour's requirement.

c) Any other discrepancy as specified under **Reasons for Computer Number Rejection- Tab** available on the Pariksha Portal.

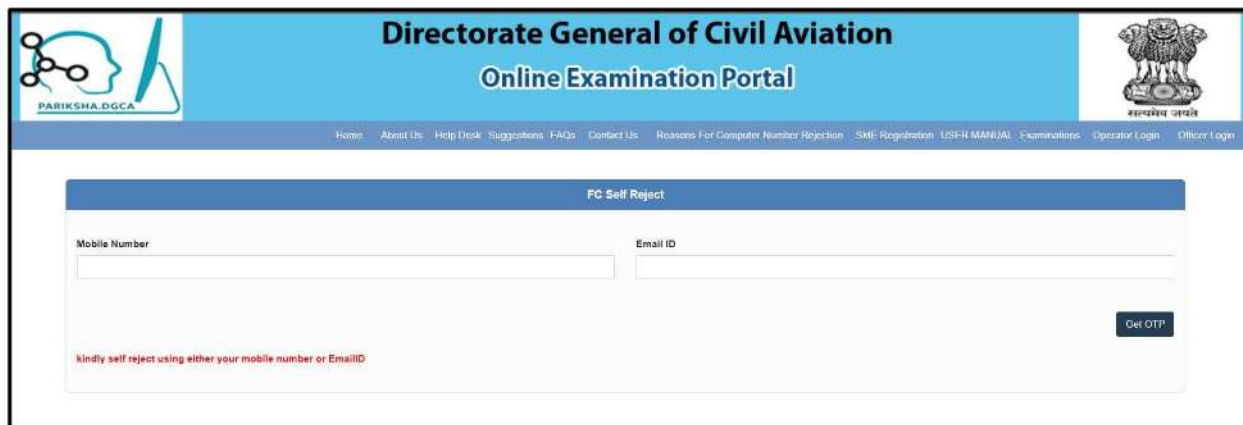
In such cases, **the applicant must submit a fresh application along with the required documents.**

4.4.4 The steps for self-rejection of application is illustrated below.

Step 1: Go to Pariksha portal and click on 'Click Here To proceed'.



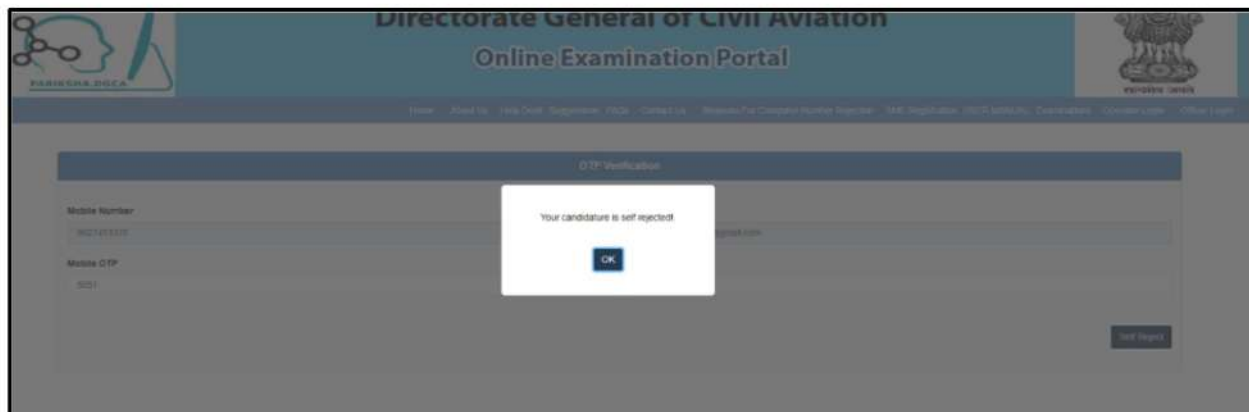
Step 2: Click 'Candidate Self Reject' in the Flight Crew section.



Step 3: Enter either mobile number or email ID and generate OTP.

The screenshot shows the 'Online Examination Portal' of the Directorate General of Civil Aviation. The header includes the DGCA logo and the text 'PARIKSHA, DGCA'. The main content area is titled 'OTP Verification' and contains two columns of input fields. The left column has 'Mobile Number' (with the value '9027413370') and 'Mobile OTP'. The right column has 'Email ID' (with the value 'saurabhnet2010@gmail.com') and 'Email OTP'. A 'Self Reject' button is located at the bottom right of the form.

Step 4: Enter the OTP received on your registered mobile number or email ID and click 'Self Reject'.



Upon clicking 'Self Reject', the above pop-up message will be displayed confirming self-rejection of your application.

4.4.5 Steps for re-applying the partially rejected applications are illustrated below.

Step 1: Go to Pariksha portal and click on 'Click Here to proceed'.

The screenshot shows the 'Login Module' of the Pariksha portal. It features two main columns for AME and FLIGHT CREW. Each column has a header bar (green for AME, blue for FLIGHT CREW) and a list of options: NEW Candidate Registration, OLD Candidate Registration, Candidate Login, and Candidate Self Reject. Below these are 'NOTICE BOARD' sections with links to public notices and exam instructions.

AME

- NEW Candidate Registration
- OLD Candidate Registration
- Candidate Login
- Candidate Self Reject

NOTICE BOARD-AME

- Public Notice: DGCA Examination Process & Reporting of Fraudulent Agents
- Public Notice for Registration of Subject Matter Experts (SMEs) for Question Bank Development
- Instructions for FC, AME and RTR examination Regular Session 01 of 2026
- Venue List for AME Exam Regular Session 01 of 2026

FLIGHT CREW

- NEW Candidate Registration
- OLD Candidate Registration
- Candidate Login
- Candidate Self Reject

NOTICE BOARD-PILOT

- Public Notice on Flight Instructor Rating /Assistant Flight Instructor Rating (FIR/AFIR) Oral Examination Session 05 of 2026
- Public Notice for Declaration of Result of FIR/AFIR Oral Exam Session 04 of 2026
- Public Notice for Declaration of Result of FATA Exam Session 02 of APRIL 2026
- Public Notice: FATA OF 3, 6th semester of Public Exam: FATA OF Session 04 of 2026

Step 2: Candidates are required to fill credentials and click on Login. Then the following screen will be displayed.

The screenshot shows the 'Personal Details Review Flight Crew' form. It contains fields for Title, First Name, Middle Name, Last Name, Mother's Name, Father's/Guardians Name, Gender, Mobile Number, Date of Birth, Nationality, Aadhar Number, Email ID, and Applied For. A 'Photo and Signature' section on the right shows a placeholder image and a signature.

Personal Details Review Flight Crew

Title	First Name	Middle Name	Last Name
Mr	KK	Enter Middle Name as per	DUBEY
Mother's Name		Father's/Guardians Name	
BINOU DUBEY		KAMESHWAR DUBEY	
Gender	Mobile Number	Date of Birth (As per 10th board certificate)	
Male	XXXXXX1028	10-10-1997	
Nationality	Aadhar Number	Email ID	
INDIA	788056782345	krishna@gmail.com	
Applied For			
PLT			

Photo and Signature

This is an example image

WIKIPEDIA

For more great content images, click "upload from" in the sidebar, images uploaded to this page will be automatically added to this article.

Rishabh Dubey

Update Document				
S.No.	Document Type	Reason for Rejection	Document/ Certificate Reference Number	Upload Supporting Document
1	Applicant Photograph	Address	098765	Choose File No file chosen click to view
2	Applicant Signature	Address proof (attested / self attested) is not enclosed	087654	Choose File No file chosen click to view

Total Rows Count: 2

Step 3: 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.

Step 4: After clicking submit preview form will be displayed.



Directorate General of Civil

Online Examination Port

Personal Details Review Flight Crew

Title	First Name	Middle Name	Last Name
Mr	KK	Enter Middle Name as per	DUBEY
Mother's Name		Father's/Guardians Name	
BINDU DUBEY		KAMESHWAR DUBEY	
Gender	Mobile Number	Date of Birth (As per 10th board certificate)	
Male	XXXXXX1026	10-10-1997	
Nationality	Aadhar Number	Email ID	
INDIA	789656782345	krishna@gmail.com	
Applied For			
CPL			

Address

Correspondence Address

Permanent Address

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?	License Type
☐ N	License Type
Licence Issue Date	License Expiry Date
Licence Validity Date	Enter License Expiry Date
Indian/ Foreign Licence Issuing Authority	Issuing Country
Indian / Foreign Licence Issuing Authority	Licence Issuing Country
Multientline	Type of Aircraft
☐ N	Enter Type of Aircraft
All Up-Weight(Of heaviest A/C)	Total Flying Hours
0	0
Flying hours as Pilot in Command	First Training Flight
0	00-00-0000
Flying Training Institute	Ground Training Institute
0	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/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.	
Back	Final Submit

Step 5: Click 'Final Submit' button. A PDF will be generated and sent to the candidate's registered email ID for record keeping purposes.

- Temporary ID will be the same as before, the following screen will be displayed after final submission.

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-T2026/0001

A PDF of your application form has been sent on registered email id.

[Home](#)

Chapter 5 - Old Candidate Registration

This chapter 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.

5.1 Registration Process

Step 1: Go to Pariksha portal and click on 'Click Here To proceed'.



Step 2: Click on "Old Candidate registration"



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

After clicking “Old Candidate Registration”, below screen will be displayed.

The screenshot displays the 'Registration Module' of the Directorate General of Civil Aviation Online Examination Portal. The main heading is '1. Generate Password'. Below this, there are three input fields: '1.1. Computer Number*' (with a placeholder 'p'), '1.2. Date of Birth (As per 10th board certificate)*' (with a placeholder 'Enter Date of Birth in DD-MMM-YYYY format'), and '1.3. Captcha' (with a '7 + 1' image and a 'Submit' button). A 'Submit' button is also present at the bottom left of the form area. The footer indicates 'Developed and Maintained By NRIIT'.

1. **Computer Number:** Enter your allotted computer number.
2. ***Date of Birth (As per 10th board certificate):** Enter your date of birth as entered at the time of allotment of computer number.

Step 3: Enter the Captcha and click “Submit”.

The screenshot displays the 'Registration Module' of the Directorate General of Civil Aviation Online Examination Portal, specifically the '1. OLD Candidate Registration For Flight Crew' section. The form contains several input fields: '1.1. Title', '1.2. First Name', '1.3. Middle Name', '1.4. Last Name', '1.5. Computer Number', '1.6. Father's/Guardians Name', '1.7. Mother's Name', '1.8. Gender', '1.9. Date of Birth (As per 10th board certificate)', '1.10. Country Code' (with a dropdown showing 'India - 91'), '1.11. Mobile Number*' (with a placeholder 'Enter Mobile Number'), '1.12. Confirm Mobile Number*' (with a placeholder 'Confirm Mobile Number'), '1.13. Email ID*' (with a placeholder 'Enter Email ID'), '1.14. Confirm Email-ID*' (with a placeholder 'Confirm Email ID'), and '1.15. Captcha' (with a '7 + 8' image and a 'Submit' button). A note at the bottom states: 'Note : If any mis-match found in saved data from point 1.1 to 1.10, you are encouraged to update your Profile after successfully migrating to Pariksha DGCA.' A 'Submit' button is located at the bottom left of the form area.

If the candidate's Computer Number and Date of Birth match existing system records, the registration form auto-populates with their details. These pre-filled fields are non-editable during registration. Should any information require correction, the candidate must complete the registration process first, then log into their profile to update their details.

Field mention below are not editable.

1. Title
2. First Name
3. Middle Name
4. Last Name
5. Date of Birth
6. Father's Name
7. Mother's Name
8. Gender
9. **Nationality**: Select nationality from the dropdown list.

The candidate is required to enter:

1. **Nationality**: Select nationality from the dropdown list.
2. **Aadhaar Number**: Aadhaar number is an optional field, if candidate have Aadhaar card, enter the details.
3. **Country Code***: This field is fixed as +91 and will auto-populate.
4. **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 digits.
5. **Confirm Mobile Number***: Enter again same CREW Mobile no to confirm the Mobile.
6. **Email Id***: Enter your correct EMAIL ID which will be used for sending activation link for confirmation of registered E-mail.
7. **Confirm Email ID***: Enter again same Email ID to confirm the Email ID
8. **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: Fields marked with an asterisk (*) are mandatory.

Step 4: 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 will move to the next page.

Step 5: Enter the OTP as received on your Mobile and click "Submit".

A message will be displayed on the screen stating that an activation link has been sent to the registered email ID. If the link is not received, the candidate can click the "Click here to resend activation link" button.

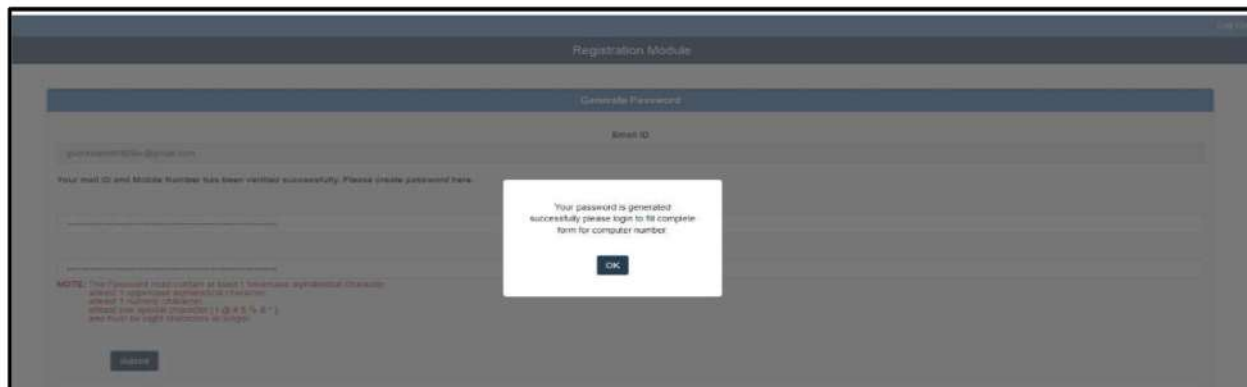
The activation email will contain the candidate's personal records along with the unique activation link.

Click on the link to generate password.



Note: The activation link is valid for 24 hours. Candidates must generate their password within this timeframe; otherwise, they will be required to restart the registration process.

Step 6: Generate password as per password policy and “Submit”.



Congratulations !!

Dear Candidate,

Your details have been successfully migrated to new portal, PARIKSHA DGCA.

From now onwards, kindly click on candidate login link in pariksha.dgca.gov.in with your computer number.

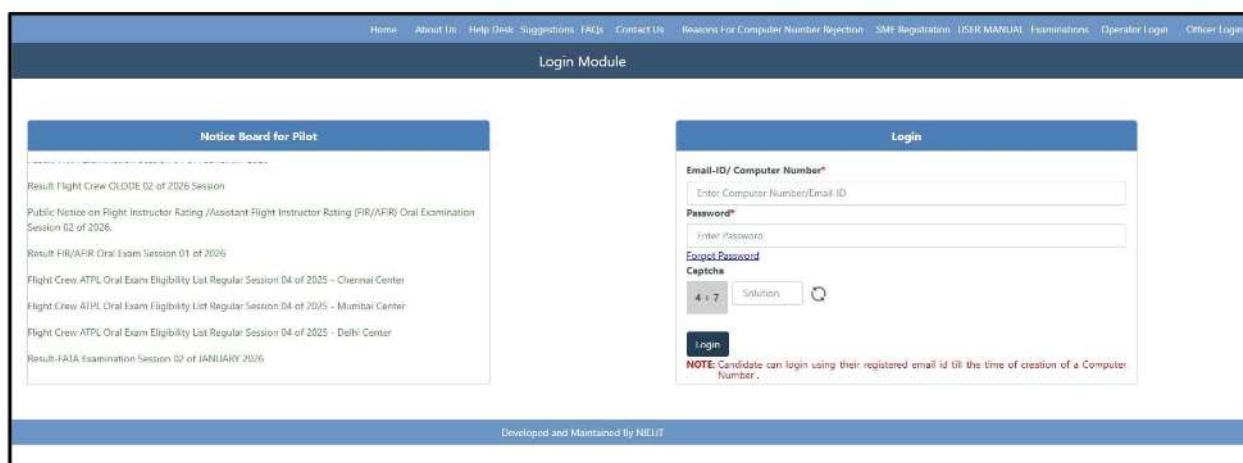
Now the password has been successfully generated. All entered data will be saved in the database.

Candidate can login to the portal using the credentials (Computer Number and Password) and see their details.

Click on “Click here to proceed” tab on the welcome page of the Pariksha portal.



Now click on Candidate Login (Flight Crew) and login to the portal using the credentials.



Note:

1. Hard copy of the application form does not need to be forwarded to CEO, DGCA
2. If candidates want to update any information, they must log in again and update their profile.

Chapter 6 - Profile Management

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.

6.1 Candidates can update category from PPL to CPL and CPL to ATPL through two methods

1. Auto Profile Update Mode
2. Manual Profile Update Mode

6.1.1 Auto Profile Update Mode (PPL to CPL and CPL to ATPL Category):

Auto Profile update Mode is a system driven process wherein the system automatically updates the candidates profile from CPL to ATPL category upon successful submission and validation of the applicant's details and documents. The system verifies the information (including documents fetched through DigiLocker, where applicable), and if all requirements are fulfilled, the profile is updated from CPL to ATPL category without manual intervention.

Eligibility criteria for the Auto profile update from PPL to CPL and CPL to ATPL category:

- a) The candidate must be an Indian national.
- b) The Aadhaar number entered in the Pariksha website/portal must exactly match the data available in DigiLocker.
- c) The candidate must possess a valid DGCA licence (As applicable).
- d) DGCA licence details shall be auto-fetched from DigiLocker (As applicable).
- i) The candidates must have passed Class 10+2 examinations from any Indian education boards. Educational records must be accessible and verifiable via DigiLocker (refer to Para 2.3).
- e) All mandatory fields are filled correctly, and supporting documents, wherever required, are uploaded as per the instructions.
- f) Any mismatch or discrepancy in the data may result in non-processing of auto profile update by the system.

6.1.2 Manual Mode (PPL to CPL and CPL to ATPL Category):

Manual Mode is a process in which the candidate's profile is updated after verification by the DGCA. The submitted application, along with the supporting documents, is scrutinized by the office. If the applicant meets the eligibility criteria for the profile update, the candidate's profile will be updated. Otherwise, the application may be completely rejected.

6.2 Under Profile management, candidate will have following functions:

6.2.1 View Details

- Personal Details
- Examination History.

6.2.2 Self Profile Update:

The following details can be updated directly by the candidate and do not require verification from the CEO, DGCA.

- Corresponding Address
- Email ID
- Mobile Number
- Change Password:

6.2.3 Profile Update:

Candidates can request updates to the following basic details, which require verification from the CEO, DGCA:

- **Date of Birth**
- **Candidate's Name:** First Name, Middle Name, and Last Name
- **Father's Name**
- **Mother's Name**
- **Photograph:** Available exclusively for OLD registered candidates; strictly a one-time process.
- **Signature:** Available exclusively for OLD registered candidates; strictly a one-time process.
- **Aadhaar Number:** Available exclusively for candidates whose Aadhaar number is not already available in their Pariksha portal personal details: strictly a one-time process.
- **Permanent Address**
- **Passport Details**
- **License Details**
- **Category:** Update for category (e.g., PPL, CPL, ATPL, FDEG, FE as applicable)
- **Educational Qualification**

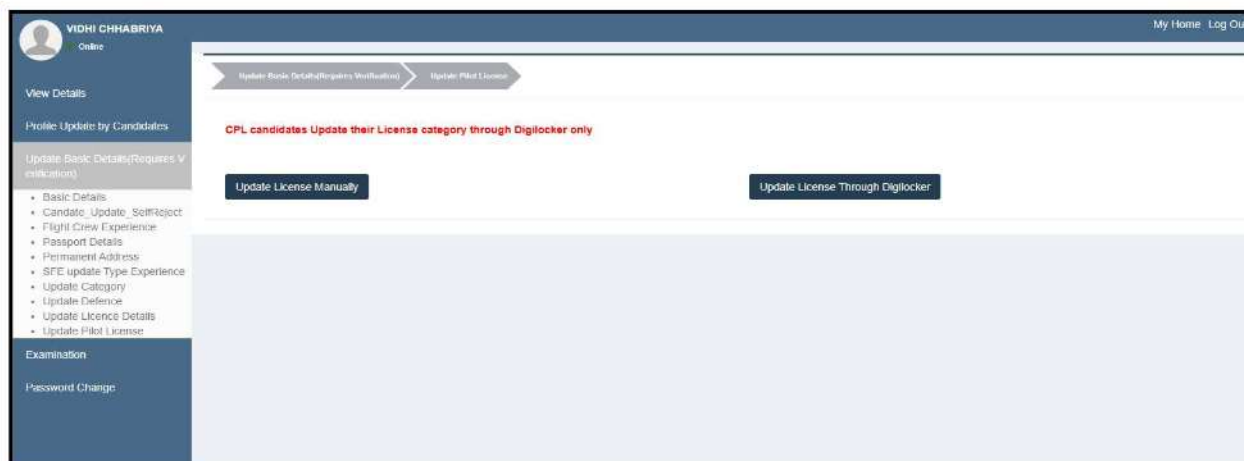
Notes:

1. Supporting Documents: Candidates must upload appropriate supporting documents (as listed in the User Manual) for any applicable profile update.
2. Document Specifications: Refer to Para 2.2.4 for the Document Type & Size table before uploading documents.
3. Upon submission, a request ID will be generated, and a PDF of the duly filled Profile Update Form will be sent to your registered email ID.

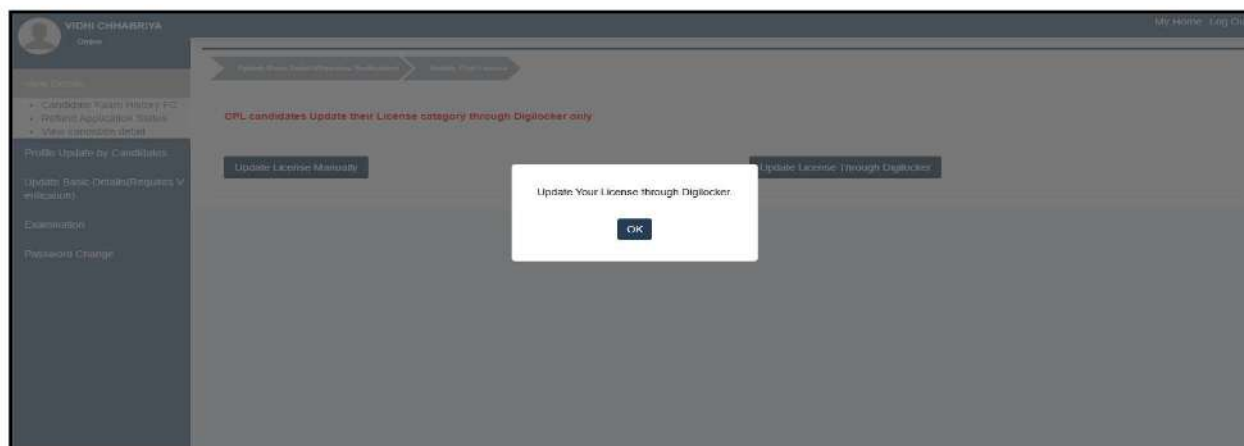
6.3 User Interface for Auto Updating of Profile through Digilocker (PPL to CPL and CPL to ATPL Category):

Update License through “Update Pilot License Form”. CPL candidates can update their license through Digilocker and others can update through “Update License Manually”.

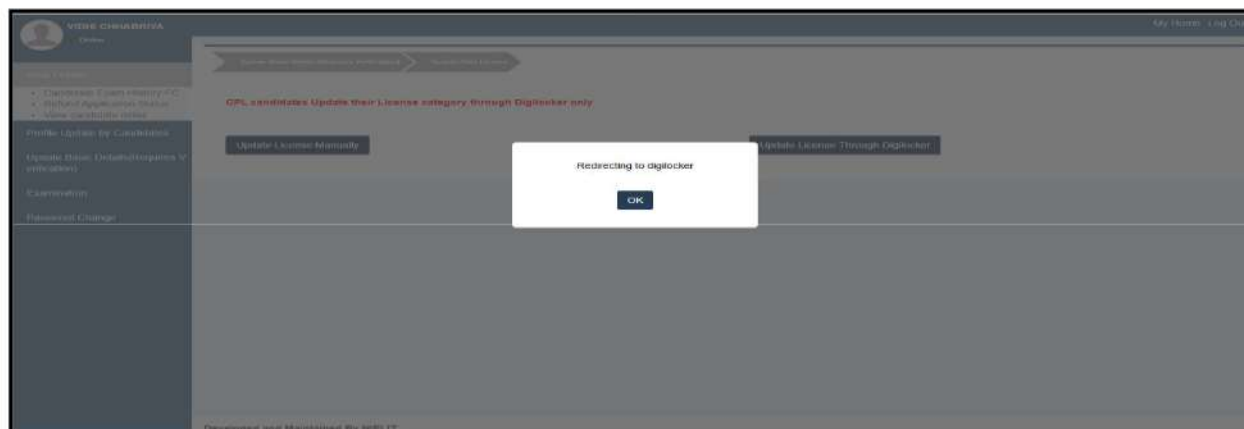
Step 1: Login to Pariksha portal and go to ‘Update Pilot License’



Step 2: Select ‘Update License Through DigiLocker’.



Step 3: On clicking “OK ” button, candidate will be redirected to DigiLocker page.



Step 4: Candidate has to fetch relevant documents through Digilocker by clicking 'Get Document from DigiLocker'.

Fetch your documents securely from DigiLocker

What is DigiLocker?

DigiLocker is a secure cloud-based platform for storing, sharing, and verifying important documents. By connecting with DigiLocker, you can retrieve verified documents directly, avoiding manual uploads.

Note:

By clicking on **Get Document**, your documents will be securely fetched from DigiLocker, eliminating the need to upload the Board Verification Certificate manually.

Get Document from DigiLocker

Skip DigiLocker step

Candidates other than CPL category will be redirected to another form. They can fill and submit their details.

[My Home](#)
[Log Out](#)

Update Licence Details

- [View Details](#)
- [Profile Update by Candidates](#)
- [Update Basic Details\(Requires Verification\)](#)
- [Examination](#)
- [Password Change](#)

Update Category

Applied For

Update Category To*

PPL

CPL

Pre 1994

Are You Pre 1994 Candidate? ☐ YES* ☒ NO*

Reason For Updation

Reason for update*

Enter Reason for update

Education

*Qualification	Name of Degree/ Diploma	*Board/ University	*Duration (in year)	*Year of Passing	*Result Type	*Marks/ GPA Obtained	*Maximum Marks/ GPA	Grade/ Percentage
10+2 with PB	Name of Degree/Dip	--select--	Enter Duration()	--select--	--select--	Enter Mark	Enter Maxi	Enter Grad

Total Rows Count: 1

Chapter 7 - Examination

Central Examination Organisation (CEO), DGCA publishes its Annual Examination Calendar on the Pariksha Portal.

Following the publication of the official Public Notice, which specifies the opening and closing dates of the examination portal, date(s) of examination, and designated examination centre(s), applicants may log in to their accounts using their Computer Number as the Login ID to complete and submit their examination forms.

DGCA conducts four (04) quarterly Regular examination sessions, eight (08) monthly OLODE sessions for FC, AME, and FIR/AFIR candidates, fortnightly examinations for FATA candidates, and quarterly examinations for FDEG, SFE, and ATPL (Oral) candidates.

NOTE:

- 1) Examination form will only be available for the period as per the Public Notice.
- 2) Candidate is allowed to apply only once in a particular session.
- 3) 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.
- 4) In a particular session initially a candidate will be allowed to appear in only ONE SPECIFIC Aircraft (erstwhile known as Paper-II specific)
- 5) **DGCA Examination Fee Structure:**
 - a) **Regular Sessions:** ₹2,500/- per examination paper/QPREF.
 - b) **OLODE Sessions:** ₹5,000/- per examination paper/QPREF.
 - c) **ATPL Oral Examination (2nd & 3rd Attempts):** ₹500/- per oral paper.
 - d) **FIR/AFIR Oral Examination (Regular & OLODE):** ₹500/- per oral paper.
 - e) **Radio Telephony Operator (Restricted) [RTR] Examination (Regular & OLODE):** ₹2,000/- per examination paper.

Note: All examination fees shall be paid **online** in accordance with the applicable rules and regulations.
- 6) **Payment & Bharatkosh Guidelines**
 - a) **User Guide & Additional Charges:** Candidates are advised to review the Bharatkosh User Guide before initiating payments. Banks may levy a nominal service charge or applicable taxes in addition to the total examination fee.
 - b) **Unsuccessful Transactions:** DGCA holds no responsibility for unsuccessful transactions through Bharatkosh. For failed payments, candidates must wait at least 1 (one) hour before attempting another payment.
 - c) **Payment Deadline & Cut-off:** To avoid system congestion, candidates must complete online payments by 23:00 hrs on the closing date. Payments completed after 23:00 hrs where success confirmation is received from Bharatkosh after 23:59 hrs on the closing date will be treated as invalid by the software.
- 7) **Candidate Eligibility & Fee Policy Guidelines:**
 - a) **Eligibility & Paper Selection:** Candidates must only select examination papers (QPREF) for which they are eligible. Applications for any paper found ineligible during scrutiny will be rejected.

- b) **No Application Modifications:** Once an examination form is successfully submitted, no requests for changes or alterations will be entertained by the CEO.
 - c) **Strictly Non-Refundable & Non-Adjustable Fees:** Fees once submitted cannot be refunded, adjusted, or carried forward to future sessions under any circumstances—including application rejections or failure to appear at the allotted exam center.
 - d) **No Correspondence:** The office will not entertain any communication or queries regarding fee refunds, adjustments, or application changes.
- 8) **AFIR & FIR Oral Exams:** The exam portal opens monthly. . Candidates are advised to check the Pariksha portal for updates.
 - 9) **FATA Exams:** The exam portal opens fortnightly. . Candidates are advised to check the Pariksha portal for updates.
 - 10) **Category Update:** Candidates may change their category, such as from PPL to CPL or CPL to ATPL, etc., by updating their qualification, date of first flight prior to 1994, or by incorporating an acquired CPL licence, as applicable.
 - 11) **License Detail Update:** Candidates intending to appear for the CPLCG or ATPLCG category examinations must update their profiles by incorporating their foreign license details.
 - 12) **Experience Update:** Candidates appearing for Technical Specific or Performance papers for aeroplanes with an AUW exceeding 5,700 kg or twin-engine helicopters must update their profiles with course completion certificates from a DGCA-approved Ground Training Institute.
 - 13) **Photo and Signature Update:** Candidates whose photographs and signatures are missing from their profile must upload them via the profile update section. This step is mandatory before applying for examinations.

7.1 Regular Session

Candidate will see papers under following sections in Regular Session :

- a) General
- b) Technical General
- c) Technical Specific
- d) Technical Performance
- e) Radio Telephone Operator(Restricted)
- f) ATPL Oral (1st, 2nd & 3rd)
- g) FDEG/ SFE

7.2 OLODE Session

Candidate will see papers under following sections in OLODE Session :

- a) General
- b) Technical General
- c) Technical Specific
- d) Radio Telephone Operator(Restricted)

7.3 Examination Application Process:

Candidates applying for examinations should follow these steps:

Step 1: Go to Pariksha portal, and login using the Computer Number and Password.

Home About Us Help Desk Suggestions FAQs Contact Us Buttons For Computer Number Rejection SME Registration USER MANUAL Examinations Operator Login Officer Login

Login Module

Notice Board for Pilot

Result Flight Crew OLODE 02 of 2025 Session
Public Notice on Flight Instructor Rating (Assistant Flight Instructor Rating (AFIR)) Oral Examination Session 02 of 2025.
Result FIR/AFIR Oral Exam Session 01 of 2025
Flight Crew ATPL Oral Exam Eligibility List Regular Session 04 of 2025 - Chennai Center
Flight Crew ATPL Oral Exam Eligibility List Regular Session 04 of 2025 - Mumbai Center
Flight Crew ATPL Oral Exam Eligibility List Regular Session 04 of 2025 - Delhi Center
Result-FATA Examination Session 02 of JANUARY 2025

Login

Email-ID/ Computer Number*
Enter Computer Number/Email-ID

Password*
Enter Password

[Forgot Password](#)

Captcha
4 + 7 Solution

Login

NOTE: Candidate can login using their registered email id till the time of creation of a Computer Number .

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MAHAJAN VARUN SU
KESH
Online

Registration Module

ACTIVITY

View Details

Profile Update by Candidates

Update Basic Details(Requires V verification)

Examination

- Admit Card
- FC Admit Card
- Generate Admit Card
- On Demand FC Examination Form
- Pilot Online Examination Application Form

Password Change

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Step2. Click on the 'Examination' tab and choose 'Pilot Online examination Application Form' for Regular Session and 'On Demand FC Examination Form' for OLODE session.

If category you want to apply for, does not appear in the list, kindly update your category from Candidate Update Profile.

Session
--select--
--select--
Oct 2019 All

Category Applying For
--select--

Choose center for Online exam

Center choice 1*
--select--

Center Choice 2*
--select--

Examination History

S.No	Roll Number	Paper	Subject	category	Written Marks	Essay Marks	Oral Marks	Result	Result Date
1	16250072	Paper 2	Aviation Meteorology	CPLG	70 / 100	--	--	Pass	12-08-2014
2	16250038	Paper 3	Air Regulation	CPLG	74 / 100	--	--	Pass	01-12-2014
3	16250002	Paper 1	Air Navigation	CPLG	78 / 100	--	--	Pass	20-05-2015
4	19251004	Paper 1	Air Navigation	ATPLG	75 / 90	--	5 / 10	Fail	20-08-2018

Step 3. Select the active applicable session (for which portal is open) and Category (as applicable).

If category you want to apply for, does not appear in the list, kindly update your category from Candidate Update Profile.

Session: Oct 2019 A8 Category Applying For: ATPL Final Examination

Choose center for Online exam

Center choice 1: Center Choice 2:

Center choice 1 dropdown list:

- Bangalore
- Bhopal
- Chennai
- Coimbatore
- Delhi
- Hyderabad
- Kolkata
- Mumbai
- New Delhi
- Pune
- Rajahmundry
- Thiruvananthapuram

Examination History

S.No	Roll Number	Paper	Subject	category	Written Marks	Essay Marks	Oral Marks	Result	Result Date
1	16250072	Paper 2	Aviation Meteorology	CPLG	70 / 100	—	—	Pass	12-08-2014
2	16250036	Paper 3	Air Regulation	CPLG	74 / 100	—	—	Pass	01-12-2014
3	16250002	Paper 1	Air Navigation	CPLG	78 / 100	—	—	Pass	20-05-2015
4	19251084	Paper 1	Air Navigation	ATPLG	75 / 90	—	5 / 10	Fail	20-09-2018

Step 4. Select two choices of test centers (choice 1 and choice 2) from the dropdown menu. At the time of scheduling, every effort will be made to accommodate candidates at their first choice. However, if that choice is unavailable due to any unavoidable circumstances, the second choice will be allotted.

Candidate may check their examination history (passed papers) shown on the screen.

Examination History									
S.No	Roll Number	Paper	Subject	category	Written Marks	Essay Marks	Oral Marks	Result	Result Date
1	16250072	Paper 2	Aviation Meteorology	CPLG	70 / 100	—	—	Pass	12-08-2014
2	16250036	Paper 3	Air Regulation	CPLG	74 / 100	—	—	Pass	01-12-2014
3	16250002	Paper 1	Air Navigation	CPLG	78 / 100	—	—	Pass	20-05-2015
4	19251084	Paper 1	Air Navigation	ATPLG	75 / 90	—	5 / 10	Fail	20-09-2018
5	11250096	Paper 2	Technical Specific - Diamond D A 40 Lyco	CPL	74 / 100	—	—	Pass	13-08-2014
6	11250034	Paper 2	Technical Specific - Diamond D A 42 Lycoming	CPL	78 / 100	—	—	Pass	13-11-2014
7	11250008	Paper 1	Technical General	CPL	72 / 100	—	—	Pass	26-08-2015

[Click here to proceed For PAPER selection](#)

Step 5. Click on “Click here to proceed for paper selection” to get the intended paper list

General and Technical exam

Paper Type	Paper	Subject	Select Slot
☐ General	002 Paper-1	Air Navigation	--select--
☐ General	003 Paper-2	Aviation Meteorology	--select--
☒ General	004 Paper-3	Air Regulation	✓ --select-- 25/10/2021 14:00:00

Total Checked: 1 Total Flows Count: 0

Paper Type	Paper	Oral Subject	Select Slot
☐ Technical	001 Paper 1	Technical General	--select--

Paper Type	Paper	Technical Subject	Select Slot
☐ Technical	Paper 2	--select--	--select--

Paper Type	Paper	Specific Aircraft	Select Slot
☐ Technical Specific	Paper 3	--select--	--select--

Paper Type	Paper	Performance Aircraft	Select Slot
☐ Technical Performance	Paper 3	--select--	--select--

	Paper Type	Paper	Technical Subject
	Technical Specific	Paper 2	--select-- --select-- Avro 146- R J 70 A T R 42-320 A T R 72-500 Aerohca Super Chief Airbus A 300 Airbus A 300 B2 Airbus A 300 B2/B4 Airbus A 300 B4 Airbus A 310-300 Airbus A 320 Airbus A 330 American Champion Scout 8 B Ae-146 Avro R J B N -2 T Islander B N 2 Islander Basant H A 31 Beech 99 Beech Baron 58 P Beech Baron B 58
	Technical Performance	Paper 3	
Submit			
Developed and Maintained By NIELIT			

	Paper Type	Paper	Technical Subject
	Technical Specific	Paper 2	--select-- --select-- Airbus A 300 B2 Airbus A 300 B4 Airbus A 300 B2/B4 Airbus A 310-300 Airbus A 320 Boeing B-737-200 Boeing B 737-300 Boeing B 737-400 Boeing B 737-400/500 Boeing B 737-300/400/500 Boeing B 737-700/800 Boeing B 747-200 Boeing B 747-300 Boeing B 747 -200/300 Boeing B 747 -400 Dornier D O 228-101 Dornier D O 228-201 Fokker F -27 -500 H S 125-800 B
	Technical Performance	Paper 3	
Submit			
Developed and Maintained By NIELIT			

Step 6: 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, as applicable. After making selection of desired papers (QPREF) candidate can submit her/his application.

	Paper Type	Paper	Technical Subject
	Technical Specific	Paper 2	Airbus A 330
	Technical Performance	Paper 3	--select--
Submit			
Developed and Maintained By NIELIT			

successfully recorded your application for 3 QPREFs!

OK

Submit

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On submitting, the 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.

Session: Oct 2019 All

Category Applying for: ATPL

Center Choice

Exam Center Choice	CENTER CHOICE
Online Exam Center Choice 1	Bangalore
Online Exam Center Choice 2	Bhopal
Oral Exam Center Choice	Chennai

Paper Details

Subject	Fee
Radio Aids and Insts	2500
Technical Specific - Beech 99	2500
Air Nav II oral	500
Total Payable Amount	5500

Paper Details

Subject	Fee
Radio Aids and Insts	2500
Technical Specific - Beech 99	2500
Air Nav II oral	500
Total Payable Amount	5500

☒ I hereby declare that the above particulars are true and correct in every respect and that nothing has been concealed or withheld by me. If any of my statements are found false or incorrect at any time, my candidature shall be rejected. I have read and understood the requirements for issue of Flight Crew License, and the instructions for appearing in examinations as detailed in the CAR.

☒ I hereby declare that I have review my examination application and filled all Paper desired. I shall not fill another application and applicable charges and taxes of payment gateway shall be born by me.

Back Proceed To Payment

Step 7: After verifying the details, 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 UPI, Net Banking, Credit Card or Debit Card.

Paper Details

Subject	Fee
Radio Aids and Instructions	2500
Technical Drawing - Part II	2500
	500
TOTAL FEES PAYABLE:	5500

Redirecting to payment Gateway "Bharatkosh". Applicable charges and taxes will be charged extra (if any) and shall be born by the candidate!
TOTAL FEES PAYABLE: 5500

☒ I hereby declare that the above particulars are true and correct and that nothing has been concealed or withheld by me. If any of my statements are found to be false, I shall be rejected. I have read and understood the requirements for Issue of Flight Crew License, and the instructions for appearing in examinations as detailed in the CAR.

☒ I hereby declare that I have reviewed my examination application and filled all Paper desired. I shall not fill another application and applicable charges and taxes of payment gateway shall be born by me.

[Back](#) [Proceed To Payment](#)

After payment is made successfully, the application is automatically submitted. Candidate should retain a copy of the details shown on the final confirmation page.

Your Flight Crew Examination Application has been successfully submitted.

For Session : Oct 2019 All
Your Reference id is : P-E102019A0001

Fees Details	
Examination Application ID	P-E102019A0001
Computer Number	P-14449599
Application Date	2018-11-05
Fee Paid	5500
Bharatkosh Receipt Number	PX0511181111144306609
Transaction Date	2018-11-05 23:11:14
Transaction Status	Unknown

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After finalization of schedule of examination, candidate will be able to download the admit card.

Chapter 8 - Registration of Subject Matter Experts (SME)

Directorate General of Civil Aviation (DGCA) is creating a panel of Subject Matter Experts (SMEs) for the development and review of question banks for various examinations conducted by the Central Examination Organization (CEO), DGCA, for both Flight Crew (FC) and Aircraft Maintenance Engineer (AME) candidates.

The objective of this initiative is to utilize/leverage the expertise and experience of qualified professionals to develop a robust, comprehensive, and high-quality question bank, ensuring adequacy, accuracy, reliability, and fairness in the assessment of candidates.

Interested professionals with relevant knowledge and experience in the respective domains are requested to register themselves as Subject Matter Experts (SMEs) through the “Registration for SME” tab available on the DGCA Pariksha Portal.

SME Registration Process:

Step 1: Go to Pariksha portal and click on ‘SME Registration’ tab.

The screenshot shows the DGCA Pariksha Portal. The header includes the DGCA logo, the text 'Directorate General of Civil Aviation Online Examination Portal', and the national emblem. A navigation bar contains links: Home, About Us, Help Desk, Suggestions, FAQs, Contact Us, Reasons For Computer Number Rejection, SME Registration, USER MANUAL, Examinations, Operator Login, and Officer Login. Below the navigation bar is a 'Login Module' section. The main content area is divided into two columns. The left column is for 'AME' and the right column is for 'FLIGHT CREW'. Each column has a box with 'NEW Candidate Registration', 'OLD Candidate Registration', 'Candidate Login', and 'Candidate Self Reject'. Below these are 'NOTICE BOARD' sections for each category, containing public notices regarding SME registration, exam sessions, and computer number generation.

Step 2: Fill up the Fresh Registration form and click ‘Submit’.

The screenshot shows the 'FRESH REGISTRATION FOR SME' form. It includes fields for Name, Father's/Mother's Name, DOB, Gender, Nationality, Aadhar Number/Passport Number, Country Code, Mobile Number, Confirm Mobile Number, Email ID, and Confirm Email ID. A 'Submit' button is at the bottom left.

Step 3: Enter the OTP sent to the registered mobile number and click 'Submit'.



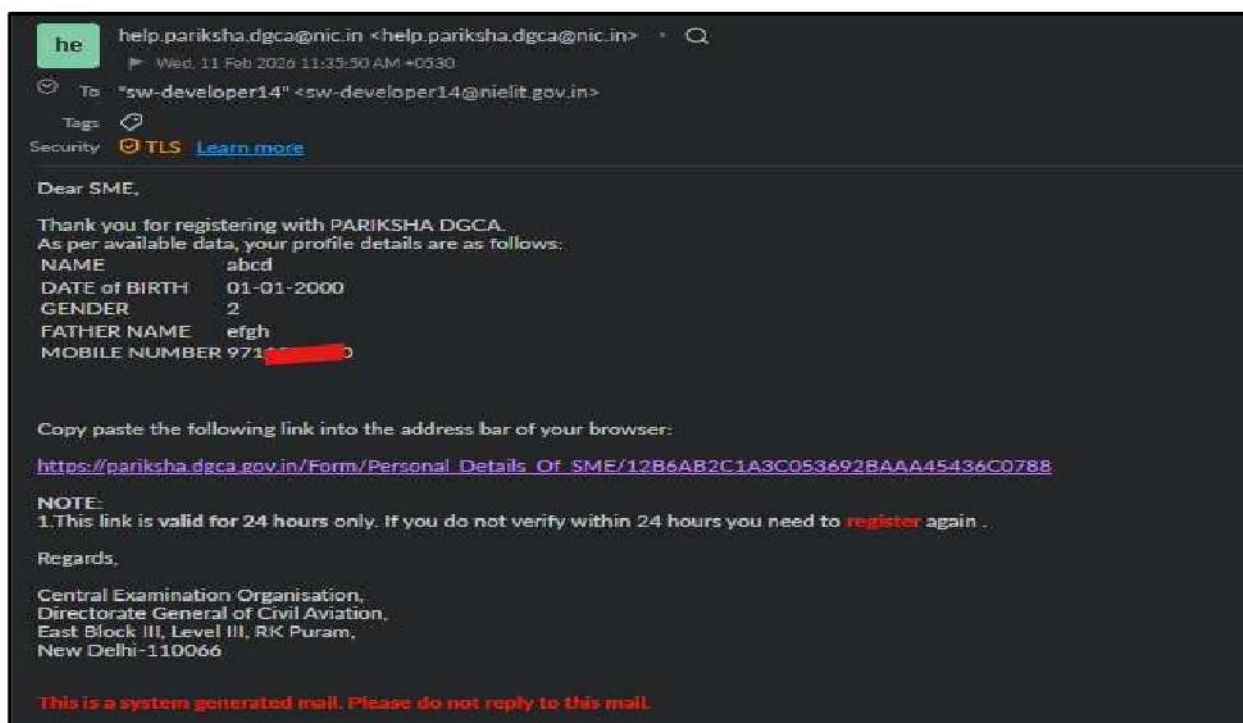
The screenshot shows a web interface for mobile OTP verification. At the top, a green header bar contains the text "1. Mobile OTP". Below the header, a message states: "1.1. OTP has been sent on registered mobile number. Please enter the same." There is a text input field labeled "Enter Mobile OTP" and a green button labeled "Resend OTP" to its right. At the bottom left, there is a green button labeled "Submit".

A verification link will be sent to the registered e-mail ID. If not received, click 'Click here to Resend Activation Link'



The screenshot shows a web interface for email verification. At the top, a green header bar contains the text "Email Verification". Below the header, a message states: "A link has been sent to your registered Email-ID." Below this, another message says: "Please click on that link to verify your Email-ID within 24 hours otherwise you have to Re-Register with us again." At the bottom center, there is a green button labeled "Click here to Resend Activation Link".

Step 4: Click on the verification link to proceed further. The link is valid for 24 hours. If not verified within this timeframe, the registration process will have to be restarted.



The screenshot shows an email interface. The sender is "help.pariksha.dgca@nic.in" and the recipient is "sw-developer14@nielit.gov.in". The email body contains the following text:

Dear SME,

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

NAME	abcd
DATE of BIRTH	01-01-2000
GENDER	2
FATHER NAME	efgh
MOBILE NUMBER	971[REDACTED]

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

https://pariksha.dgca.gov.in/Form/Personal_Details_Of_SME/12B6AB2C1A3C053692BAAA45436C0788

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

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.

Step 5: Enter the personal details of the applicant and click 'Verify and Proceed'.

Personal Details	
Name 	
Father's/Mother's Name 	
DOB 	Gender
Another Number/Passport Number 	Mobile Number
Email ID 	
Correspondence Address	
Address Line 1* 	Address Line 2
Address Line 3 	
Village/ Town/ City* 	Country*
State/ UT* 	Pin/ Zip*
My permanent address is same as correspondence address ☐ YES ☒ NO	
Permanent Address	
NOTE: If you are Foreign candidate then your Permanent Address must be same as Passport otherwise your application is liable to be rejected.	
Address Line 1* 	Address Line 2
Address Line 3 	
Village/ Town/ City* 	Country*
State/ UT* 	Pin/ Zip*
Verify And Proceed	

Step 6: Enter the required details on the following screen.

SME Category Applied For	
SME Category Applied For* 	
Educational Details	
Highest Qualification* 	Year of Passing*
Licence Details	
Licence Category 	Licence Number
Date of Issue 	DDCA Computer Number
Date of Expiry 	

Step 7: Upload the required documents.

Personal Details			
Full Name abc		Father or Mother Name efgh	
DOB 01-01-2000		Gender Female	
Email ID a@abc.com		Aadhaar Number/Passport Number 789456123000	
Country Code India - 91	Mobile Number 9876543210	Nationality INDIA	

Upload Documents		
Sl.No.	Document Type	Upload Supporting Document
1	Applicant Photograph	Choose File 01a1b0c1-0203-4005-0041-0000f0c0a02.jpg click to view
2	Applicant Signature	Choose File 01a1b0c1-0203-4005-0041-0000f0c0a02.jpg click to view
3	Educational Certificate	Choose File 01a1b0c1-0203-4005-0041-0000f0c0a02.pdf click to view
4	Licensed (As Applicable)	Choose File 123456789.pdf click to view
5	Experience Certificate / Logbook	Choose File Experience.pdf click to view
6	Identity Proof (Aadhaar + Passport)	Choose File ID.pdf click to view

Total Rows Count: 6

[Back](#) [Submit](#)

Step 8: A review form will be displayed. Verify all the details, and click 'Submit'.

Review form for SME													
<table border="1"> <thead> <tr> <th colspan="2">Personal Details</th> </tr> </thead> <tbody> <tr> <td>Full Name abc</td> <td>Father or Mother Name efgh</td> </tr> <tr> <td>DOB 01-01-2000</td> <td>Gender Female</td> </tr> <tr> <td>Email ID xyz.abc@xyz123@xyz.com</td> <td>Aadhaar Number/Passport Number 789456123000</td> </tr> <tr> <td>Country Code India - 91</td> <td>Mobile Number 9876543210</td> </tr> <tr> <td colspan="2">Nationality INDIA</td> </tr> </tbody> </table>		Personal Details		Full Name abc	Father or Mother Name efgh	DOB 01-01-2000	Gender Female	Email ID xyz.abc@xyz123@xyz.com	Aadhaar Number/Passport Number 789456123000	Country Code India - 91	Mobile Number 9876543210	Nationality INDIA	
Personal Details													
Full Name abc	Father or Mother Name efgh												
DOB 01-01-2000	Gender Female												
Email ID xyz.abc@xyz123@xyz.com	Aadhaar Number/Passport Number 789456123000												
Country Code India - 91	Mobile Number 9876543210												
Nationality INDIA													
<table border="1"> <thead> <tr> <th colspan="2">Address</th> </tr> </thead> <tbody> <tr> <td>Correspondence Address abc123, efgh 01 mnpqr Delhi India - PIN 110077</td> <td>Permanent Address abc123, efgh 01 mnpqr Delhi India - PIN 110077</td> </tr> </tbody> </table>		Address		Correspondence Address abc123, efgh 01 mnpqr Delhi India - PIN 110077	Permanent Address abc123, efgh 01 mnpqr Delhi India - PIN 110077								
Address													
Correspondence Address abc123, efgh 01 mnpqr Delhi India - PIN 110077	Permanent Address abc123, efgh 01 mnpqr Delhi India - PIN 110077												
<table border="1"> <thead> <tr> <th>SME CATEGORY APPLIED FOR</th> </tr> </thead> <tbody> <tr> <td>SME Category Applied For PC</td> </tr> </tbody> </table>		SME CATEGORY APPLIED FOR	SME Category Applied For PC										
SME CATEGORY APPLIED FOR													
SME Category Applied For PC													

EDUCATIONAL DETAILS	
Highest Qualification Graduate	Year of Passing 2024

LICENCE DETAILS	
License Category PC	License Number 000456
Date of Issue 01-01-2024	Date of Expiry 01-01-2026
DEGA Computer Number P-00000000	

ORGANISATION DETAILS	
Organization Name ABCDEF	Designation EFGH
Address Line 1 PQR	Address Line 2 STUV
State/UT Delhi	Country INDIA
Village/ Town/ City XYZ	Pin Zip 110077

Chapter 9 - Refund of Application Fee

Bharatkosh Fee Refund Policy & Procedure

- **Non-Refundable Cases:** There will be no refund or adjustment of fees for services already availed by the candidate. The CEO, DGCA will not entertain any communication or responsibility for unsuccessful Bharatkosh transactions.
- **Eligible Refunds:** A refund will be issued by the CEO only in cases where the transaction to Bharatkosh was successful, but the corresponding service was not delivered to the candidate.

Refund Application Process:

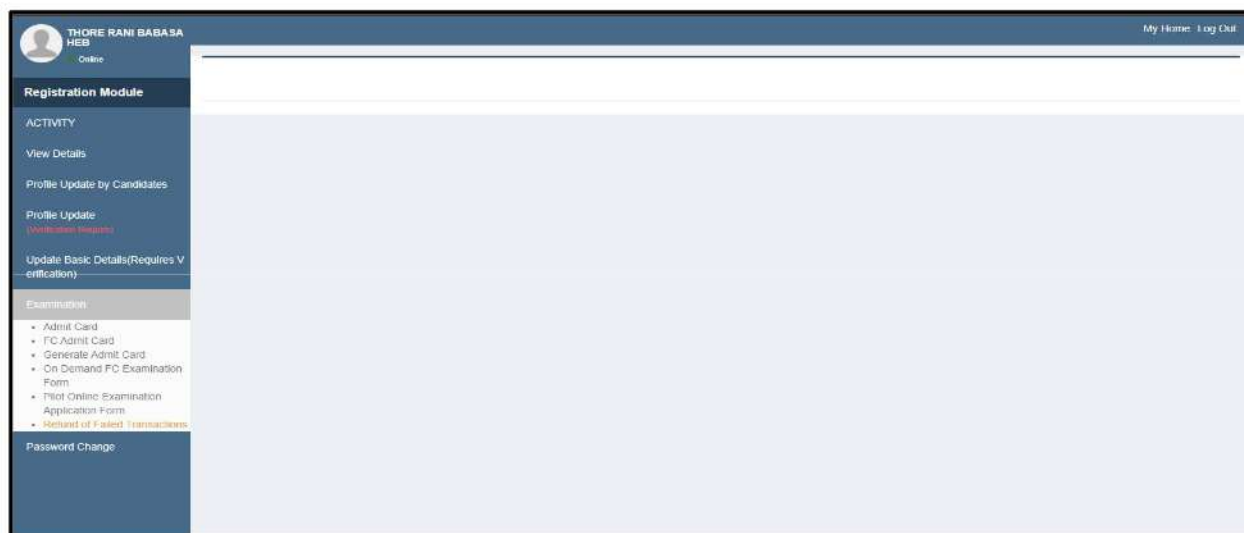
- Candidates must apply for a refund directly through their Pariksha Portal login ID.
- Upload Bharatkosh receipt.
- Upload identity proof.

Processing Timeline: Refund applications will be processed within 90 days of submitting the request online.

Step-by-Step Guide for Eligible Refunds

Step 1: Login to Pariksha portal using the credentials.

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



Step 3: The form requires basic information. Candidates must select their failed transaction ID from the dropdown menu (which will only display IDs eligible for a refund), provide their bank details, and check the declaration box as shown in the figure below.

Step 4: Upload the self-attested Bharatkosh receipt and ID proof as shown in figure below

Step 5: The candidate should click the "Preview" button to verify that all entered information is correct.

Make sure you have entered your details correctly?

Cancel

Choose Failed Transaction*

Account Number:

Branch Name:

Self Attested Copy of BharatKosh Receipt

Self Attested ID Proof

The above details filled by me are true and correct to the best of my knowledge. Any incorrect/misleading information may result in the non-refund of the amount. I will be solely responsible for non-refund due to incorrect/misleading information. I further declare that no refund on the above transaction reference number has been received by me earlier.

Step 6: The candidate will then be directed to a review screen displaying their entered details. To edit any information, the candidate can click the "Back" button; otherwise, they can click the "Submit" button to submit the request.

THORE RANI BABASA HEB Online

My Home Log Out

ACTIVITY

View Details

Profile Update by Candidates

Profile Update (Information Required)

Update Basic Details(Requires V verification)

Examination

Password Change

Refund of Failed Transactions

Computer Number: P-19460229

Candidate Name: RANI BABASAHEB THORE

Date of Birth: 2000.05.19

Father's Name: BABASAHEB

Address: B 302 suyog lucky home B 302 suyog lucky home B 302 suyog lucky home

Mobile Number: 9999999999

Email ID: test@gmail.com

Failed Transaction ID: 3005190002964

Account Number 1234567

Bank Name: HDFC Bank

Branch Name: Preet Vihar

IFSC Code: HDFC12345

Amount: 5000

Back

Submit

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

THORE RANI BABASA HEB Online

My Home Log Out

ACTIVITY

View Details

Profile Update by Candidates

Profile Update (Information Required)

Update Basic Details(Requires V verification)

Examination

Password Change

Refund of Failed Transactions

Computer Number: P-19460229

Candidate Name: RANI BABASAHEB THORE

Date of Birth: 19-09-2000

Father's Name: BABASAHEB

Address: B 302 suyog lucky home B 302 suyog lucky home B 302 suyog lucky home

Mobile Number: 9999999999

Email ID: test@gmail.com

Candidate Bank Details to process the refund

Choose Failed Transaction*

TxnRef no- 3005190002964, Txn Date - 30-05-2019, Session- 2nd Session of 2019 Pilot

Account Number: 1234567

Name of Bank: HDFC Bank

Branch Name: Preet Vihar

IFSC Code: HDFC12345

Self Attested Copy of BharatKosh Receipt

Choose File | No file chosen

Self Attested ID Proof

Choose File | No file chosen

The above details filled by me are true and correct to the best of my knowledge. Any incorrect/misleading information may result in the non-refund of the amount. I will be solely responsible for non-refund due to incorrect/misleading information. I further declare that no refund on the above transaction reference number has been received by me earlier.

Step 8: If all details are correct, click the Submit button to proceed. A reference ID will then be generated, as shown in the figure below.

Update Basic Details(Requires V
erification)

Examination

Password Change

Email ID: test@gmail.com

Account Number 1234567

Branch Name: Preet Vihar

Amount: 5000

Back

Your Application for refund is
successfully submitted with reference id:
Ref-3005190002064-1

OK

Refund Transaction ID: 3005190002064

Bank Name: HDFC Bank

SC Code: HDFC12345

Submit

ANNEXURE: A

INFORMATION REQUIRED FOR OBTAINING SECURITY CLEARANCE

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

- 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.

Affix a recent color photograph of 45 mm X 35 mm size with white background. The face must be of 35 mm height & 25 mm width.

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 uploaded along with this form