

POLICY ON SPECIAL EXAMINATIONS

DGCA conducts Special Examinations on request to facilitate candidates to enable them to complete their written examinations so that they can fulfill the requirement for issue of license as per Aircraft Rules. **These Special examinations are conducted for those candidates who have completed all requirements for issue of Pilots License except passing of one/ two written papers.** These examinations are conducted once every month, between regular sessions of the examinations.

The Special Examinations are conducted for those candidates who are left with one/ two written papers to pass and are faced with either of the following:

1. Flying hours are getting lapsed
2. Papers already passed are lapsing
3. Has letter of appointment from operator with specific joining date
4. Revalidation of expired license
5. Any other circumstances other than the above with adequate justification.

A candidate who wishes to appear in the Special Examination should have earlier appeared in the same paper on the regular session of the license examinations. Also the application for Special Examinations shall be considered only on completion of six weeks from the date of last examinations appeared.

For the Airlines, examinations are conducted between the regular sessions of examinations for the Technical papers i.e. Specific and Performance on Aircraft Type subsequent to the completion of the training of their trainee pilots in a batch. These examinations are conducted to facilitate airlines to send their Pilots for simulator training for which the slots are booked abroad by the airlines in advance.

Applications for Special examination from individuals/ airlines shall be as per Proforma given on the DGCA website.



(Kanu Gohain)

Director General of Civil Aviation

GOVERNMENT OF INDIA
CENTRAL EXAMINATION ORGANISATION , O/O THE DIRECTOR GENERAL OF CIVIL AVIATION,
APPLICATION FORM FOR PILOT'S SPECIAL SESSION EXAMINATION

1. * COMPUTER NO.

2. SESSION (SPECIAL)

3. FEES DETAILS

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a) Fees Paid : Rs /- _____
b) DD / I.P.O No : _____
*Issue date of DD/IPO should be within two month of submission of application form .
c) Issue Branch: _____
d) Issue Date. : _____

*If computer number NOT yet allotted, fill up CA-9 (Pilot-Comt No.) also

If computer number allotted but not filled by the applicant, his/her candidature will not (Repeat not) be accepted .

4. Name :- _____
(in block letters) First name Middle Name Surname

5. Details of examination and paper, the applicant desires to appear:

<p>(a) Name of the CENTRE (desires to appear) :</p> <p>(b) CATEGORY of License (desires to appear) :</p> <p>(c) PAPER (Only one PAPER)</p> <p>(i) Name of Paper _____(Only one paper will be accepted)</p> <p>(ii) Type of Aircraft , if applicable _____</p>

6. REASON FOR SPECIAL EXAMINATION :.....
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Note: Enclose DOCUMENTARY EVIDENCE for the reason stated above. Also, enclose the copy of result of passed papers and copy of relevant pages of pilot log book in respect of flying hours which will lapse , etc

- 7 (a) Detail of the PAPERS , if any Expiring
- (i) Name of the PAPER expiring
- (ii) Roll No. / Session of Exam. in which the above paper was PASSED
- (b) Number of Flying Hours which will get lapsed within one month-Hrs.,
(Enclose the attested copy of each of the relevant pages of the Personal flying Log book)
- (c) In case of Employment opportunity , Name of the Organization
- (Enclose a photo copy of the advertisement or appointment letter .)
- (d) Date of expiry of License if already expired(enclosed photo copy of License).
- (e) If any other reason, enclose the evidence for the same
8. (a) Have you appeared in the same paper in the last regular session of exam. , YES / NO. If NO, state the reason for not appearing
- (b) Mailing Address (for special exam only).....
- (c) Telephone No. with STD code (if any)
- 9 **Foreign national shall submit attested copy of Security Clearance Certificate issued by DGCA .**
I hereby declare that the above particulars are true in every respect and that nothing has been concealed or withheld by me. If any of my statements are found false at any time, my candidature may be rejected.

Date: _____ **Signature of applicant (in full)** _____

Note: (I) This Application is available on DGCA web site [http:// dgca.nic.in](http://dgca.nic.in) , under the sub- heading 'examination' . (ii) The candidate should keep in touch with CEO for the date of special examination .

INSTRUCTIONS FOR CANDIDATES
(PILOT LICENCE EXAMINATIONS)

A. Common instructions for all Pilot Licence Examinations.

Notes:

- I. Candidates must read the following instructions prior to filling up the application form for any of the Pilot Licence examination .
- II. Candidate may retain these “INSTRUCTIONS OF CANDIDATES” as amended from time to time for their reference.
- III. The latest amended “INSTRUCTIONS” can be seen/ downloaded from the DGCA website: <http://www.dgca.nic.in> under the sub-heading ‘Examination’

1. Applicant should fill the

- a) Form CA-9(**Pilot comp No.**) of latest revision for **allotment of computer No.**
- b) Form CA-9(**Pilot-Tech**) of latest revision for **Pilot Technical** including **Flight Engineer’s** Licence examination
- c) Form CA-9(**Pilot-Gen**) of latest revision for **Pilot General** Exam
- d) Form CA-9(**Flt.Nav./Desp**) of latest revision for **Flight Navigator / Despatcher** Exam
- e) Form CA-9(**FIR/AFIR**) of the latest revision for **flight instructor/Assistant flight instructor rating.**

Note: The latest amended above applicable forms can be seen/ downloaded from the DGCA website: <http://www.dgca.nic.in> under the sub-heading ‘Examination’

2. **COMPUTER NUMBER** is allotted by CEO to a fresh applicant appearing for the first time in DGCA Pilot Examination. Computer number once allotted is unique. Thereafter, the same number is to be quoted in all future correspondence.
3. The application form shall be complete in all respects including the desired enclosures.
4. The last date for submitting the application for all Pilot Licence Examination is **24th day of the previous month** of the examination

5. **FEES:**

- a) The Bank Draft should be drawn in favour of : **Accounts Officer, Central Pay & Accounts Office, CAD, New Delhi**
- b) **Write** your name, computer number (if allotted), session and category of Pilot Licence Examination on the back of Bank Draft.
- c) The Bank Draft / IPO should **NOT** be drawn 30 days prior to the date of submission of the application.

6. Duly filled in application form along with Demand Draft should be sent to:

DIRECTOR OF AIRWORTHINESS (CEO)
O/O THE DIRECTOR GENERAL OF CIVIL AVIATION
EAST BLOCK-III, R.K. PURAM, NEW DELHI-110066

Or

Submitted at R & I Section, CEO at the above address

7. **No change of centre will be permitted**, after publishing of list of admitted candidates on DGCA web site

8. For fee, center of examinations etc, refer to the following table:

S/N	Category of Exam	General Subjects			Technical Subjects			
		Exam Session	Fee (Rs.)	Approved Centres	Exam Session	Fee (Rs.)		Approved Centres
						Issue Rs	Endt Rs	
1.	Private Pilot Licence	Jan, Apr, Jul, Oct	50	2-10,12,13,16, 17,19 & 24	Jan, Apr, Jul, Oct	25	50	2-13, 15-17 19,21 & 24
2.	Commercial Pilot Licence/ Conversion of Foreign CPL	Feb, May, Aug, Nov	150	3,7,8,10,11,17, 19	Jan, Apr, Jul, Oct	50	50	----do-----
3.	Airline Transport Pilot Licence	Mar, Jul, Nov	200	3,7,8,10,17,19	Jan, Apr, Jul, Oct	100	50	3-10,15-17 19,21 & 24
4.	Conversion of Foreign ATPL	Mar, Jul, Nov	200	7,19	-----			
5.	Flight Dispatchers / Student Flight Nav.	-----	250	19 (SFNLG) 07,19 (FDEG)	-----			
6.	Flight Instructor/ Asst. Flt. Instructor	----	---	---	Every month	100	--	
7.	Student Flt. Engineer/ Flight Engineer's Lic	---	---	---	Jan, Apr, Jul, Oct	300	--	7,19

Centers and their codes: Amritsar (2), Bangalore (3), Vadodara (4), Bhopal (5), Bhubaneswar (6), Mumbai (7), Kolkata (8), Guwahati (9), Hyderabad (10), IGRUA (11), Indore (12), Jaipur (13), Kanpur (15), Lucknow (16), Chennai (17), New Delhi (19), Patna (21), Thiruvananthapuram (24)

Note:

- for change of fee refer to the latest Rule 48 of the Aircraft Rule 1937.
- For change of center refer to the latest instructions on the subject matter which can be seen at the DGCA website <http://www.dgca.nic.in> under the sub-heading 'Examination'.

9 Serving Defence personnel must submit an attested copy of Valid N.O.C issued by his/her Headquarter, at the time of allotment of computer number

10. Foreign nationals should submit attested copy of security clearance Certificate/ NOC issued by DGCA alongwith the application.

B INSTRUCTIONS FOR PILOT'S "TECHNICAL" EXAMINATION

- Candidates can apply for only one rating to cover one type of aircraft in each session failing which his application will be rejected.
- "Type of aircraft" should be filled up with Model No. i.e. PIPER PA 18-125, For model of aircraft, refer to aircraft flight manual / POH.
- The applicant appearing on Heavy Airplanes or Multi-Engine Helicopters for papers 2 & 3 must submit a copy of a Certificate of successful completion of approved course. Such applications should be submitted through sponsoring organization only. In case of defence personnel he/she should submit a certificate about having flown as commander on that type of aircraft.