



GOVERNMENT OF INDIA
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION
TECHNICAL CENTRE, OPP-SAFDURJUNG AIRPORT, NEW DELHI

CIVIL AVIATION REQUIREMENTS
SECTION 9 – AIR SPACE AND AIR
NAVIGATION SERVICES STANDARDS
SERIES L PART II
ISSUE I, 2ND JANUARY 2019

EFFECTIVE: FORTHWITH

File No: DGCA-21048/8/2018-ANS

Subject: Issue and renewal of air traffic controller's licence and endorsement of ratings.

1. INTRODUCTION

Rule 95 of Aircraft Rules 1937, inter alia authorizes the Directorate General of Civil Aviation to grant, renew various category of air traffic controller's licences and ratings.

The requirements for issue of the air traffic controller's licences and ratings are prescribed in Part XII and Schedule III of Aircraft Rules, 1937. In general, an applicant for issue of an air traffic controller's licence should meet the requirements in respect of age, educational qualification, and medical fitness, passing in requisite examinations and air traffic service experience appropriate to the category applied for. An applicant who meets the requirements is issued air traffic controller's licence in appropriate category by the Director General of Civil Aviation (DGCA) through its ATCO Licencing Division.

This Civil Aviation Requirement lays down the requirements and procedures to be followed for issue and renewal of air traffic controller's licence and endorsement of ratings.

This CAR is issued under the provisions of Rule 133A and Rule 95 of the Aircraft Rules, 1937.

2. APPLICABILITY

This CAR is applicable to the air traffic controllers (ATCOs) engaged in provision of air traffic services in India.

3. GENERAL

- 3.1 An air traffic controller's licence shall be issued to an applicant meeting the requirements of Aircraft Rules, 1937 (Part XII & Schedule III) and any other regulation issued there under including this CAR.
- 3.2 The holder of an air traffic controller's licence shall not exercise the privileges of their licence and related ratings at any time when they are aware of any decrease in their medical fitness which might render them unable to safely and properly exercise these privileges.
- 3.3 ATS provider shall ensure that the holder of an air traffic controller's licence does not exercise the privileges of any rating unless he meets the requirements for, medical fitness, and english language proficiency as laid down in Aircraft Rules 1937 and regulation made thereunder.
- 3.4 An air traffic controller's licence holder who is undergoing on job training in an ATS unit to obtain additional ratings shall not be required to hold a student air traffic controller's licence. A valid/lapsed air traffic controller's licence even with a lapsed rating shall permit OJT for acquiring new ratings or revalidation of the previous ratings for an ATC unit for which he has successfully completed the approved initial training from an approved ATS training organization (ATSTO).
- 3.5 Validity of the air traffic controller's licence shall be treated as lapsed, if the licence holder has not held a valid rating for more than five years and the renewal of the licence in such case shall be subject to the fulfilment of the requirements of rule 110 and schedule III.
- 3.6 The air traffic controller's licence shall be retained by the person to whom it has been issued and be available for verification during DGCA inspection.

4. ISSUANCE OF AIR TRAFFIC CONTROLLER'S LICENCE (ATCOL)

- 4.1 Application for the issuance of air traffic controller's licence shall be submitted in the prescribed format given in Appendix-1 to this CAR along with the requisite fee as mentioned in Rule 99 of Aircraft Rules 1937, through <https://bharatkosh.gov.in>
- 4.2 Application for issuance of ATCOL shall be duly verified by respective ATS in-charge(s).
- 4.3 Application as mentioned in para 4.2 shall be submitted to DGCA through ANSP's nodal point of contact.
- 4.4 Application for issuance of ATCOL shall include the enclosures as mentioned in the appendix-1 of this CAR.
- 4.5 An applicant for an air traffic controller's licence shall fulfil all the relevant requirements of age, qualification, english language proficiency, medical

standards, knowledge, experience, training and skill as specified in the part XII and Schedule- III of the Aircraft Rules 1937.

5. RENEWAL OF AIR TRAFFIC CONTROLLER'S LICENCE (ATCOL)

- 5.1 Application for the renewal of ATC licence along with previously issued ATCOL shall be submitted in the prescribed format given in Appendix-1 to this CAR along with the requisite fee as mentioned in Rule 99 of Aircraft Rules 1937, through <https://bharatkosh.gov.in>
- 5.2 Application for renewal of ATCOL shall be duly verified by respective ATS in-charge(s).
- 5.3 Application as mentioned in para 5.2 shall be submitted to DGCA through ANSP's nodal point of contact.
- 5.4 Application for renewal of ATCOL shall include enclosures as per appendix-1 of this CAR.
- 5.5 If, on the date of application for renewal, the licence has expired/lapsed, the applicant shall be required to undergo on-the-job training and qualify the examinations and skill tests as specified for issuance of air traffic controller's licence.
- 5.6 An applicant for renewal of an air traffic controller's licence shall also fulfil all the relevant requirements for renewal as specified in the part XII and Schedule- III of the Aircraft Rules 1937.

6. ENDORSEMENT OF ATC RATINGS ON ATCOL

- 6.1 Application, for the endorsement of ATC ratings on ATCOL as specified in Rule 95 of Aircraft Rules 1937 shall be submitted in the prescribed format given in Appendix-1 to this CAR along with the requisite fee as mentioned in Rule 99 of Aircraft Rules 1937, through <https://bharatkosh.gov.in>
- 6.2 Application for the endorsement of ATC ratings on ATCOL shall be duly verified by the respective ATS in-charge(s).
- 6.3 Application as mentioned in para 6.2 shall be submitted to DGCA through ANSP's nodal point of contact.
- 6.4 Application for the endorsement of ATC ratings on ATCOL shall include enclosures as per Appendix-1 of this CAR.
- 6.5 The endorsement will be done on the previously issued ATCOL except in the case of first rating.

- 6.6 An applicant for the endorsement of ATC ratings on ATCOL shall fulfil all the relevant requirements for endorsement of rating/s as specified in the part XII and Schedule- III of the Aircraft Rules 1937.
- 6.7 The rating shall become invalid if an air traffic controller has not exercised the privileges of the rating for a period exceeding six months and, on the date of application for endorsement of invalid rating on valid air traffic controller's licence, the applicant shall be required to undergo on-the-job training and qualify the examinations and skill tests specified against the period indicated below:-

a) For a period not exceeding 1 year	If on date of application, the rating has become invalid, the applicant shall undergo on-the-job training for a period of not less than three days, during which at least ten hours of training has been completed, followed by an assessment by the board/examiner.
b) For a period exceeding 1 year but not exceeding 2 years	Applicant shall undergo on-the-job training for a period of not less than seven days, during which at least fifteen hours of training has been completed, followed by assessment by board/examiner.
c) For a period exceeding 2 year but not exceeding 4 years	Applicant shall undergo on-the-job training for a period of not less than fifteen days, during which at least thirty hours of training has been completed, followed by assessment by board/examiner.
d) For a period exceeding 4 years	On-the-job training for a period as required for the issue of fresh rating and all the examinations and assessment applicable for the particular unit rating.

7. Issuance of duplicate ATCOL

- 7.1 In case ATCOL is lost or defaced, the holder of the licence may apply to DGCA for the issue of a duplicate licence along with requisite fee as mentioned in Rule 99 of Aircraft Rules 1937, through <https://bharatkosh.gov.in>.
- 7.2 An application mentioning details of licence and rating held along with copy of police report of loss of air traffic controller's licence.
- 7.3 Application as mentioned in para 7.2 shall be submitted to DGCA through ANSP's nodal point of contact.
- 7.4 Based on information available in DGCA database, a duplicate ATCOL will be issued.


8. Submission of application

Application(s) duly completed in all respect shall be forwarded to DGCA at the following address:

Director General of Civil Aviation
(Kind attn.: Director of Operations)
ATCO Licensing Division,
Directorate of Airspace and ANS Standards
Technical Centre, Opposite Safdarjung Airport,
New Delhi - 110003, I N D I A.



(B.S. Bhullar)
Director General of Civil Aviation

 सत्यमेव जयते	Form No: CA-ATCOL-1 भारत सरकार नागर विमानन महानिदेशालय GOVERNMENT OF INDIA DIRECTORATE GENERAL OF CIVIL AVIATION OPP. SAFDARJUNG AIRPORT, NEW DELHI- 110003	
	APPLICATION FORM FOR AIR TRAFFIC CONTROLLER'S LICENCE AND RATINGS	
(Please tick <input checked="" type="checkbox"/> as appropriate)		
<input type="checkbox"/> Issue of ATC Licence <input type="checkbox"/> Endorsement of Rating <input type="checkbox"/> Renewal of Licence		
<i>(For DGCA Office use only)</i>		
File No. _____ Date: _____		
Part A: Details of Previous Licence (Student air traffic controller's licence or valid/lapsed air traffic controller's licence)		
1.	Type of Licence	
2.	Licence Number	
3.	Date of issue/Validity	
4.	Ratings endorsed on licence, if any	
5.	Status of previous air traffic controller's licence	
Part B: Personal Details		
1.	Name <i>(as in 10th certificate)</i>	Affix recent coloured passport size photograph Attach 3 photograph with application
2.	Father's name	
3.	Date of Birth <i>(as in 10th certificate)</i> Age <i>(as on date of application by individual)</i>	
		_____DD/____MM/____YY _____Y____M____D
4.	Place of Birth	_____ <i>(Signature of the applicant)</i>
5.	Nationality	
6.	Communication Address with Email and contact Number	

7.	Permanent Address				
Part C: Educational Qualifications					
S.No.	Name of Course	Year of Passing	Name of School/College/University	Percentage obtained/CGPA	Remarks
1.	Matriculation or equivalent				
2.	Intermediate or equivalent				
3.	Graduation				
4.	Post-Graduation				
Part D: Approved Courses					
S.No.	Name of Course	Year of Passing	Name of ATSTO	Percentage obtained/CGPA	Remarks
1.					
2.					
3.					
Part E: For Issuance of Licence or Endorsement of Rating(s) on Licence, furnish the details of Examination/OJT/Assessment.					
1.	Name of Unit/Rating	<i>(Please tick ✓ as appropriate)</i> <input type="checkbox"/> Aerodrome Control Rating <input type="checkbox"/> Approach Control Procedural Rating <input type="checkbox"/> Approach Control Surveillance Rating <input type="checkbox"/> Area Control Procedural Rating <input type="checkbox"/> Area Control Surveillance Rating <input type="checkbox"/> Oceanic Control Rating			
2.	4 Letter ICAO Location Indicator of Airport				
3.	On Job Training (classroom training) <i>Note: Mention requirement in Days and Hours both, as per Rating Training Manual.</i>	Date of		OJT	
		commencement	completion	required	performed
4.	Date of Written Examination, Marks Obtained/Maximum Marks				
5.	On Job Training <i>Note: Mention requirement in Days and Hours both, as per Rating Training Manual.</i>	Date of		OJT	
		commencement	completion	required	performed
6.	Date and Result of Assessment				

Part F: Details of English Language Proficiency	
1.	Grade Awarded (Please tick <input checked="" type="checkbox"/> as appropriate)
	<input type="checkbox"/> Four <input type="checkbox"/> Five <input type="checkbox"/> Six
2.	Validity of ELP Grade
Part G: Details of Class 3 Medical Assessment	
1.	Date and Place of medical examination
2.	Validity of medical assessment (Refer Rule 104, Aircraft Rules 1937 for validity of medical assessment)
Part H: Details of fee payment	
1.	Amount of fee paid
2.	Date of payment
3.	Receipt Number/Transaction Reference Number
Part I: Declaration by the applicant	
1.	I hereby declare that in terms of provisions of The Aircraft Rules 1937, I have not suppressed or given any wrong information herein above for the purpose of obtaining the ATCO licence/ rating applied for here. I understand that I am liable for appropriate action, if any information given by me is found to be wrong even at a later date. (Strike out which is not applicable)
2.	Name & Designation
3.	Place of posting
4.	Signature with Date
Part J: Any other information	
Part K: Recommendation of ATS-in-charge of Unit.	
1.	<p>a) I hereby declare that information provided by Mr./Mrs./Ms. _____, has been verified through official records and found correct.</p> <p>b) Recommended for issuance/renewal of air traffic controller's licence / endorsement of rating on air traffic controller's licence</p> <p>c) The applicant has successfully completed all the requirement for issue of Licence and/or rating as specified in Schedule III.</p> <p>d) The applicant is meeting all the requirement for renewal of licence.</p> <p>(Strike out which is not applicable)</p>
2.	Name & Designation
3.	Signature with official Stamp and Date

Enclosures-

S. No.	Name of Document	Attached (Yes/No/NA)	<i>For DGCA office use only</i>
1.	Photo copy of Class X certificate of a recognized Board or its equivalent or the Birth Certificate issued by a Municipal Corporation or Committee as proof of age.		
2.	Photo copy of certificate of educational qualification		
3.	Photo copy of the approved courses undergone (as applicable)		
4.	Photo copy of student air traffic controller's licence (where applicable)		
5.	Documentary proof of Examination/OJT/Result of assessment		
6.	Photocopy of lapsed air traffic controller's licence		
7.	Photo copy of ELP Certificate		
8.	Photo copy of Class 3 medical assessment		
9.	Photo copy of receipt of fee paid through Bharatkosh		
10.	Original air traffic controller's licence (in case of endorsement of rating on issued air traffic controller's licence)		
11.	Any other document		

Note: - Documents mentioned at S. No. 1 and 2 to be submitted for issuance/renewal of Licence only. Other documents needs to be submitted as applicable.