



सत्यमेव जयते

GOVERNMENT OF INDIA

OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION

ALD CIRCULAR 1 OF 2019

File No. DGCA-21035(11)/4/2019-ANS

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ATCO LICENSING CIRCULAR

Subject: Conditions for authorization of an organization by DGCA for conducting examinations to test the level of knowledge specified in Schedule III of the Aircraft Rules, 1937.

1. INTRODUCTION:

Rule 112 of the Aircraft Rules, 1937 stipulates that DGCA can authorize any organisation to conduct examinations to test the level of knowledge specified in Schedule III, fix examination centres within India, appoint invigilators and specify the procedure for conducting the examinations. This circular lays down the requirement for such authorization.

2. APPLICABILITY:

This circular is applicable to ATSTO and ANSP.

3. MINIMUM CONDITIONS TO BE COMPLIED BY ATSTO/ANSP FOR THIS AUTHORISATION

ATSTO/ANSP is required to develop a document specifying how following activities will be conducted/managed by them to ensure free and fair conduct of examination, before seeking authorization for conducting examination:-

- (a) Adequacy of infrastructure at the examination centre in terms of space including seating arrangement and other comforts needed for a candidate at the time of examination.
- (b) Proper system of preparing questions for examination.
- (c) Security of question/answer material.

- (d) Adequacy of invigilation and surveillance including appointment of invigilators.
- (e) System for guarding against unfair practices during examination.
- (f) System of assessment of answer sheets.
- (g) System of declaration of result.
- (h) Proper record keeping of examination.
- (i) Weeding out of records.

4. SUBMISSION OF DOCUMENT:

ATSTO shall submit the above document to DGCA alongwith the application for ATSTO approval for considering the grant of authorization of conduct of examination by ATSTO. DGCA on being satisfied may issue authorization to ATSTO for conduct of examination.

ANSP shall submit the above documentation in form of a chapter in RTM for getting authorization to conduct examination. DGCA on being satisfied may issue authorization to ANSP for conduct of examination.

5. SURVEILLANCE

To ensure continued compliance of commitment made by ATSTO/ANSP for getting authorization to conduct examination DGCA may carry out surveillance/inspection. ATSTO/ANSP shall produce all the records and show facilities whenever required by DGCA.

Sd/-
(B. S. Bhullar)
Director General of Civil Aviation