



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

CIVIL AVIATION REQUIREMENTS
SECTION 9 – ~~AIR SPACE AND AIR~~
~~NAVIGATION SERVICES STANDARDS~~
AIR TRAFFIC CONTROLLERS LICENSING
DIRECTORATE
SERIES L PART II
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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 Licensing 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, Rule 29C and Rule 95 of the Aircraft Rules 1937.

Definitions:

ATS surveillance service: A term used to indicate a service provided directly by means of an ATS surveillance system.

ATS surveillance system: A generic term meaning variously, ADS-B, PSR, SSR or any comparable ground-based system that enables the identification of aircraft.

Licensing Authority: The Authority designated by a Contracting State as responsible for the licensing of personnel.

Note.— In the provisions of this Annex, the Licensing Authority is deemed to have been given the following responsibilities by the Contracting State:

- a) assessment of an applicant's qualifications to hold a licence or rating;
- b) issue and endorsement of licences and ratings;
- c) designation and authorization of approved persons;
- d) approval of training courses;

Rating: An authorization entered on or associated with a licence and forming part thereof, stating special conditions, privileges or limitations pertaining to such licence.

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 to Licensing Authority through eGCA (e-Governance of Civil Aviation) 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>~~ and the payment is to be made to Bharatkosh, which is mapped in eGCA.

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~~ the ATS in-charge.

4.4 Application for issuance of ATCOL shall include the ~~enclosures~~ attachments 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 to Licensing Authority through eGCA (e-Governance of Civil Aviation) 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>~~ and the payment is to be made to Bharatkosh, which is mapped in eGCA.

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~~ the ATS in-charge.

5.4 Application for renewal of ATCOL shall include ~~enclosures~~ attachments 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 following ATC ratings on ATCOL as specified in Rule 95 of Aircraft Rules 1937, shall be submitted through eGCA (e-Governance of Civil Aviation) 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> and the payment is to be made to Bharatkosh, which is mapped in eGCA.

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~~ the ATS in-charge.

6.4 Application for the endorsement of ATC ratings on ATCOL shall include ~~enclosures~~ attachments 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 3 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 3 years but not exceeding 4 years.	Applicant shall undergo written examination and 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.

e) 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.
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Note: Reduction in period and duration of hours of on-the-job training mentioned in para 6.7 6 is applicable if the controller had exercised the privileges of applicable rating for at least six month at the station after acquiring the 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 ANSP shall maintain record of all Air Traffic Controller Licenses and ratings.

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 submitted to DGCA through eGCA.

Note : In case ANSP is unable to submit through eGCA, the application may be submitted at the following address with due consent of ATCO Licensing Division :

Director General of Civil Aviation

(Kind attn.: Director of Operations)

ATCO Licensing Division,

~~Directorate of Airspace and ANS Standards~~

~~Technical Centre~~, ~~D Block~~, ~~UDAN Bhavan~~, ~~Opposite~~ Safdarjung Airport,

New Delhi - 110003, I N D I A.

9. Enforcement/ Penal Provision:

In case of violation, concealment or misrepresentation of facts to DGCA vis-à-vis the compliance of the Aircraft Act 1934, Aircraft Rules 1937, applicable CARs or other regulations issued from time to time, suitable action will be taken.

(Faiz Ahmed Kidwai)
Director General of Civil Aviation

 सत्यमेव जयते	भारत सरकार नागर विमानन महानिदेशालय GOVERNMENT OF INDIA DIRECTORATE GENERAL OF CIVIL AVIATION OPP. SAFDARJUNG AIRPORT, NEW DELHI- 110003		Form No. CA-ATCOL-I
APPLICATION FORM FOR AIR TRAFFIC CONTROLLER'S LICENCE AND RATINGS			
(Please tick ✓ as appropriate) ☐ Issue of ATC Licence ☐ Endorsement of Rating ☐ 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		
☐	Tick box To verify & attach self-attested copy of license ATCOL /SATCOL		
Part B: Personal Details			
	<i>individual)</i>		Affix/upload coloured passport size photograph as per specification mentioned in EPL-ATCO user manual available on eGCA. Attach 3 photograph with application.
4.	Place of Birth		
5.	Nationality		
6.	Communication Address with Email and contact Number		

7.	Permanent Address				
☐	Tick box to verify & attach self attested copy of class X certificate mentioning D.O.B				
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				
☐	Tick box to verify & attach degree is from a recognized university				
Part D: Approved Courses					
S.No.	Name of Course	Year of Passing	Name of ATSTO	Percentage obtained/CGPA	Remarks
1.					
2.					
3.					
☐	Tick box to attach course name clarification letter/certificate, mark sheet, course certificate as applicable				
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	(Please tick ✓ as appropriate) ☐ Aerodrome Control Rating ☐ Approach Control Procedural Rating ☐ Approach Control Surveillance Rating ☐ Area Control Procedural Rating ☐ Area Control Surveillance Rating ☐ Oceanic Control Rating ☐ Approach Control Procedural Rating & Approach Control Surveillance Rating ☐ Area Control Procedural Rating & Area Control Surveillance Rating			
2.	4 Letter ICAO Location Indicator of Airport				
3.	On Job Training (classroom training)	Date of		OJT	
		commencement	completion	required	performed
	Note: Mention requirement in Days and Hours both, as per Rating Training Manual.				
4.	Date of Written Examination, Marks Obtained/Maximum Marks				
5.	On Job Training	Date of		OJT	
	Note: 1. OJT carried out for a	commencement	completion	required	performed

	duration of 45 minutes or more (at a stretch), will only be taken in account towards fulfillment of minimum OJT hours for issue/renewal of ratings. 2. Mention requirement in Days and Hours both, as per Rating Training Manual.				
6.	Date and Result of Assessment				
☐	Tick box to verify the attachments i.r.o. examination proof, SAB proforma and assessment Result				
☐	Tick box to verify the attachments as applicable	1. Extract from Station RTM mentioning rating name 2. Basis on which reduction in OJT is claimed, if applicable 3. Proof that rating on which reduction in OJT is claimed is as per regulation.			
Part F: Details of English Language Proficiency					
1.	Grade Awarded (Please tick ✓ as appropriate)	☐ Four ☐ Five ☐ Six			
2.	Validity of ELP Grade				
☐	Tick Box To Verified the attachments of complete ELP Assessment i.e. two pages of assessment.				
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)				
☐	Tick Box To verify the attachment of class 3 medical assessment. Medical Assessment. Application can't be made with only CA 35, without Class 3 medical assessment issued by DGCA.				
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.	a) I hereby declare that information provided by Mr./Mrs./Ms. _____, has been verified through official records and found correct. b) Recommended for issuance/renewal of air traffic controller's licence / endorsement of rating on air traffic controller's licence c) The applicant has successfully completed all the requirement for issue of Licence and/or rating as specified in Schedule III. d) The applicant is meeting all the requirement for renewal of licence. <i>(Strike out which is not applicable)</i>	
2.	Name & Designation	
3.	Signature with official Stamp and Date	

Enclosures

S. No.	Name of Document	Attached- (Yes/No/NA)	For DGCA office use only
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.~~

ATTACHMENTS:

I. **For issue/renewal of ATCOL:**

- i) **Proof of Name:** a) Class X certificate/ marks sheet of a recognized Board or its equivalent, or
b) AAI certified service record containing the full name.
- ii) **Proof of Age:** a) Class X certificate/ marks sheet of a recognized Board or its equivalent or the Birth Certificate issued by a Municipal Corporation or Committee as proof of age, or
b) Proof of age by way of AAI certified service record.
- iii) **Proof of Educational Qualification:** a) He shall have a degree in Science with Physics and Mathematics or an equivalent examination, from a recognized University or shall hold a valid Indian Commercial Pilots Licence.
b) Certificate from ATS in Charge that the Educational Qualification is verified.
c) Exemption, if any.
- iv) **All documents mentioned below at sl. no. II i.e. for Issuance/Endorsement of Rating, as applicable.**
- v) **Additional document for renewal of license:**
 - a) Previous License copy, as applicable.

II. **Issuance/Endorsement of Rating:**

- i) **ATSTO Course Certificate :**
 - a) Approved Course Certificate by ATSTO
 - b) Pre-approved course certificate with letter for nomenclature of pre-approved course.
- ii) **English Language Proficiency (ELP) Certificate(both pages)**

Note: Before applying for rating endorsement, ELP shall be endorsed through separate ELP endorsement service through eGCA or can be done through combined ELP and rating endorsement service in eGCA.
- iii) **Class III medical assessment certificate:**

Note: Application for endorsement of rating shall be made only when DGCA issued Class III medical assessment or document as decided by DGCA, but not on the basis of CA-35.
- iv) **Skill Assessment Documents:**
 - a) Skill Assessment Certificate in the approved RTM format issued by ATS-in Charge.
 - b) Logbook extract indicating completion of Skill Assessment and Pre rating board.
 - c) Duly filled Skill Assessment proforma.
- v) **Written test:**

Certificate in the approved RTM format issued by ATS-in Charge.
- vi) **On Job Training (OJT)**
 - a) Logbook extract indicating completion of required OJT requirement
 - b) For OJT reduction, previous rating certificate showing prior ATC experience, certificate confirming recency and competency as applicable, relevant RTM extract, Airport Categorization list.