



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 III

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ATCO

Subject: Authorization of instructors, examiners and boards for personnel of Air Traffic Services.

1. Introduction

Rule 97 of the Aircraft Rules 1937 requires that a trainee Air Traffic Controller (ATCO) shall perform duty under the direct supervision of Instructor for the purpose of qualifying for issue/renewal of a license or endorsements of rating on license. An ATSTO approved under Rule 114 is required to have Instructor/ Examiner/ Board. Rule 111 lays down the requirement of competency for issue of license and ratings specified in Schedule-III and to achieve the same Rule 112 requires appointment of examiners and appointment of Board to conduct exams carry out assessments in respect of the examinations and assessment required under Schedule-- III.

This CAR is issued under the provisions of Rule 133A of the Aircraft Rules 1937 and lays down the selection criteria for Instructors, Examiners and constitution of Boards in an Air Navigation Service Provider (ANSP)/ Air Traffic Service Training Organization (ATSTO).

Definitions:

Approved training:

Approved training means a training the curriculum of which has been approved by the Director General.

Approved training organization:

Approved training organization means an organization approved by the Director General and operating in accordance with the provisions of these rules to perform approved training.

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Competency:

A dimension of human performance that is used to reliably predict successful performance on the job. A competency is manifested and observed through behaviours that mobilize the relevant knowledge, skills and attitudes to carry out activities or tasks under specified conditions.

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 Air Navigation Service Provider, Air Traffic Service Training Organization, Instructors, Examiners and Boards.

3. General requirements

3.1 ANSP/ATSTO require to have Instructor, Examiner and constitute Board to conduct examinations/ assessment specified in Schedule III.

3.2 ANSP/ATSTO shall inform DGCA well in advance of the Examinations/Board to facilitate DGCA to nominate their person, if required.

3.3 Authorization as Instructor or Examiner shall be carried out in the manner specified in this CAR.

3.4 The ratings for the purpose of this CAR means the ratings covered in rule 95 of the Aircraft Rules 1937. The persons holding such ratings issued by AAI shall only be considered for authorization as Examiner/ Instructor.

3.5 All persons functioning as instructor/ examiner are required to successfully complete an instructor technique course as per the syllabus given in Appendix A of this CAR.

Note: Instructors/ Examiners who have already undergone Instructor development programme/ Instructional Technique/ On-the-job training instructional technique course within AAI will be considered as meeting this requirement.

3.6 All Instructor/ examiner authorization shall be issued in standardized formats attached with this CAR.

3.7 An examiner shall normally not function as an examiner for the trainee to whom he has imparted training except in board.

3.8 ANSP/ATSTO shall ensure that the person(s) involved in examination/ assessment/ board shall be capable of instilling high standards in their profession and able to record just and fair assessment. They shall conduct their duties and functions in impartial manner which shall be free from prejudices and free from strong likes & dislikes.

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3.9 ATSTO/ANSP shall lay down the requirement of recurrent training for Instructors/ Examiners in TPM/RTM.

4. Requirement for authorization as Instructors

4.1 For ATS unit

i) General Requirements:

- a) Hold Valid ATCO License.
- b) Hold valid rating(s) of the unit(s) for which he has to impart training.
- c) Accident/incident free record in preceding two years from the date of application attributable to the applicant.
- d) Successful completion of instructor technique course.

Note: At stations with one/two year tenure or having an average scheduled air traffic movement less than thirty per day in preceding one year or at newly established units, functioning for a period of less than two years, the Instructor shall complete Instructor Technique course within six months of authorisation.

ii) Experience requirements:

- a) At least 3 years of working experience while performing duty as a holder of any rating. (Note: In case of airports having an average scheduled air traffic movement less than thirty per day in preceding one year, this experience may be reduced to one year.)
- b) Out of a) above at least 1 years of working experience shall be in the same unit where he intends to impart training.

Note1: In case of airports having an average scheduled air traffic movement less than thirty per day in preceding one year, this experience may be reduced to forty five days.

Note 2: In case of newly established units functioning for a period of less than two years, this experience may be reduced to two months.

iii) Functions:

- a) To impart instructions (knowledge & OJT) to trainee ATCOs to obtain ratings.
- b) To conduct proficiency checks of ATCOs.

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- c) To act as a member of the board.

4.2 For ATSTO

4.2.1 ATSTO shall clearly specify the requirements of qualification and experience in their TPM in respect of instructors required to meet the requirements of Schedule- III of the Aircraft Rules 1937.

4.2.2 Meteorology Examiner/ Instructor: Met Examiner/ Instructor shall be a Qualified Meteorologist with at least 3 years of working experience in the field of meteorology. A qualified meteorologist means a meteorologist from India Meteorological Department, Equivalent to Meteorologist-B or Assistant Meteorologist or above.

5. Requirements for authorisation as an Examiner at ATS Unit and ATSTO

5.1 For ATS unit

i) General Requirements:

- a) Hold Valid ATCO License.
- b) Hold valid instructor authorization of unit for which he has to act as examiner.
or
Hold current rating for at least 15 months in unit for which he has to act as examiner.
- c) Accident/incident free record in preceding two years from the date of application attributable to the applicant.
- d) Successful completion of an instructor technique course covering the syllabus provided in appendix A.

Note: At stations with one/ two year tenure or having an average scheduled air traffic movement less than thirty per day in preceding one year or at newly established units functioning for a period of less than two years, the Examiner shall complete Instructor Technique course within six months of authorisation.

ii) Experience requirements:

- a) At least 3 years of working experience while performing duty as a holder of any rating. (Note: In case of airports having an average scheduled air traffic movement less than thirty per day in preceding one year, this experience may be reduced to one year.)
- b) Out of a) above at least 1 years of experience as instructor at any unit.
or
Holds current rating for at least 15 months in unit for which he has to act as examiner.

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Note 1: In case of airports having an average scheduled air traffic movement less than thirty per day in preceding one year, this experience may be reduced to forty five days.

Note 2: In case of newly established units functioning for a period of less than two years, this experience may be reduced to two months.

iii) Functions:

- a) To examine/assess trainee ATCOs for the purpose of qualifying for ratings.
- b) To conduct proficiency check.
- c) To prepare questions for conduct of examination of required under Schedule-III
- d) To perform the functions of Instructor.
- e) To act as examiner at ATSTO.

5.2 For ATSTO

i) General Requirements:

- a) Hold/held ATCO License.
or
Has worked as an ATCO in the provision of Air Traffic Control services in an ATS unit(s).
- b) Accident/incident free record in preceding two years from the date of application attributable to the applicant.
- c) Successful completion of an instructor technique course covering the syllabus provided in appendix A.

ii) Experience requirements:

- a) At least 5 years of working experience while performing duty in the provision of air traffic control services.
- b) Out of a) above at least 1 years of experience as instructor at any unit or ATSTO.

iii) Functions:

- a) To act as examiner at ATSTO.
- b) To prepare questions for conduct of examination of Schedule- III
- c) To perform functions of ATSTO instructor.

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6. Board for assessment

6.1 Board for assessment at ATS Unit: The Board appointed for carrying out examinations and assessment required under Schedule- III shall consist of at least three members, one of which shall be an examiner/instructor of that ATS unit for which candidate is required to be assessed.

6.2 Board for assessment at ATSTO: The Board appointed for carrying out examinations and assessment required under Schedule-III shall consist of at least three members one of which shall be an examiner/instructor.

7. Examiner/ Instructor validity and Renewal

7.1 The authorization of examiner or instructor at ATS unit shall be valid for a period of ~~two~~ five years from the date of approval unless suspended /withdrawn.

7.2 The authorization of examiner or instructor at ATSTO shall be valid for a period of five years from the date of approval unless suspended /withdrawn.

7.3 Authorization of Examiner/ Instructor of ATS Unit may be renewed for a period not exceeding two years at a time provided Examiner/ Instructor has carried out functions in preceding 6 months.

7.4 Authorization of Examiner/ Instructor of ATSTO may be renewed for a period not exceeding five years at a time provided Examiner/ Instructor has carried out functions in preceding 6 months.

7.5 In case, authorization of Examiner/ Instructor of ATS Unit/ATSTO is expired for a period of more than six months, then authorization can be renewed by undergoing the same process as for the issue.

8. Procedure for authorization of Instructor/ examiner and constitution of board by ANSP/ATSTO:

The ANSP/ATSTO shall specify the procedure in ANSP RTM/ ATSTO TPM for authorization of Instructor/ Examiner and constitution of Board which shall consist of:

- i) Application for authorization of Instructor/Examiner as per prescribed proforma.
- ii) Method and constitution of board for assessment of Instructor/ examiner in accordance with para 6.1 of this CAR.
- iii) a) Issuance of authorization certificate based on the assessment of board.
b) Renewal of authorization certificate as per para 7 above.

(Note: Head of ATSTO/Chief Instructor will issue relevant authorization certificate. In case of ATS units, ANSP will issue authorization certificate.)

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- iv) Intimation to DGCA about examiners/ instructors authorized.
- v) Procedure for removal of instructor/examiner.
- vi) Record keeping in the manner prescribed in this CAR.

9. Record Keeping

All the records in respect of authorization of instructor/Examiner/ Board will be retained for a period of five years after expiry. All the records of functions carried out by individual instructor/examiner shall be maintained for at least five years. Record of examinations carried out by each examiner/ Board shall be kept for at least five years and should be readily available. Record of fee received due assessment shall also be kept for at least five years.

(Faiz Ahmed Kidwai)
Director General of Civil Aviation

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Appendix A

SYLLABUS FOR ON-THE-JOB TRAINING INSTRUCTOR COURSE

1. TRAINING ORGANISATION

Content and Training Objectives for air traffic controllers and Unit Training

Rating Training Manual

ATC Unit Training Structure

Regulation

2. HUMAN FACTORS

Teaching and learning

Teams and Interactions within Teams

Communication skill

On-the-Job-Training Instructor (OJTI) - Professional and Personal Profile

Stress

3. TRAINING TECHNIQUES

Briefing

Demonstration

Monitoring

Debriefing

Counselling

4. ASSESSMENT METHODS AND REPORT WRITING

Assessment Methods

Report Writing

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Appendix B

File No

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(For office use only)

APPLICATION FOR ISSUE OF INSTRUCTOR AUTHORISATION of ATS UNIT

1. Personal Details:

(i)	Name of candidate	
(ii)	Correspondence address	
(iii)	Permanent address	
(iv)	e-mail address	

2. Details of Medical: (required for persons not holding license)

Class of Medical	Medical Centre/ Designated Medical Examiner	Date of medical	Valid up to	Whether medical assessment attached	for office use only

(Class-III medical is valid for 4 years if age is upto 40 yrs.; valid for 2 years if age is above 40 & upto 50 yrs.; and above 50 yrs validity is 1 year.)

3. Instructor authorization sought for units: (name the units.....)

4. Requirements of Instructor at ATS unit

(i)	<u>General Requirements of Instructor:</u>	Fill following details	
(a)	Hold Valid ATCO License	Lic. No..... Valid Upto..... N/A	
(b)	Hold valid rating(s) of unit for which he has to impart training.	Name of valid ratings	
(c)	Accident/incident free record in preceding two years from the date of application attributable to the applicant.	Yes/No	
(d)	Successful completion of an instructor technique course covering the syllabus provided in appendix A or covered vide note below para 3.5. Or At stations with one/two year tenure or having an average scheduled air traffic movement less than thirty per day in preceding one year or at newly established units functioning for a period of less than two years, the Examiner shall complete Instructor Technique course within six months of authorisation.	Date of completion Or Will comply within six months of authorisation.	

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(ii)	Experience requirement of Instructor		
(a)	At least 3 years of working experience while performing duty as a holder of any rating. Or At least one year of working experience while performing duty as a holder of any rating in case of airports having an average scheduled air traffic movement less than thirty per day in preceding one year.	Write the number in years	
(b)	Out of a) above at least 1 years of working experience shall be in the same unit where he intends to impart training. Or Forty five days in case of airports having an average scheduled aircraft movement less than thirty per day in preceding one year. Or Two months in case of newly established units functioning for a period of less than two years	Yes/No	

Any other information:

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Declaration by the applicant:

I hereby declare that in terms of provisions of The Aircraft Rules 1937, I have not suppressed or given any wrong information herein above. 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.	
<u>Place:</u> <u>Date:</u>	<u>Signature of the applicant</u>

5. Recommendation of head of ATS unit:

(i)	I hereby declare that information provided by Mr. /Mrs. /Ms. _____, has been verified through _____ official records and found correct.
(ii)	The applicant has successfully completed all the requirement of CAR, Section-9 Series-L Part-III for issue of authorization as Instructor for following Unit(s):- (write the name of units)
(iii)	Recommended for issue of Instructor authorization of above units.
<u>Place:</u> <u>Date:</u> Authorized signatory of ANSP	

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Appendix C

File No
(For office use only)

APPLICATION FOR ISSUE OF EXAMINER AUTHORISATION for ATS UNIT

1. Personal Details:

(i)	Name of candidate	
(ii)	Correspondence address	
(iii)	Permanent address	
(iv)	e-mail address	

2. Details of Medical: (required for persons not holding license)

Class of Medical	Medical Centre/ Designated Medical Examiner	Date of medical	Valid up to	Whether DGCA assessment attached	for office use only

(Class-III medical is valid for 4 years if age is below 40 yrs; valid for 2 years if age is above 40 & below 50 yrs; and above 50yrs validity is 1 year.)

3. Examiner authorization sought for units: (name the units.....)

4. Requirements of Examiner at ATS unit

(i)	<u>General Requirements of Examiner:</u>	Fill following details	
(a)	Hold Valid ATCO License.	Lic. No..... Valid Upto.....	
(b)	Hold valid instructor authorization of the unit for which he has to act as examiner. Or Hold current rating for at least 15 months in unit for which he has to act as examiner.	Yes/No	
(c)	Accident/incident free record in preceding two years from the date of application attributable to the applicant.	Yes/No	
(d)	Successful completion of an instructor technique course covering the syllabus provided in appendix A or covered vide note below para 3.5. Or At stations with one/two year tenure or having an average scheduled air traffic movement less than thirty per day in preceding one year or at newly established units functioning for a period of less than two years, the Examiner shall complete Instructor Technique course within six months of authorisation.	Date of completion Or Will comply within six months of authorisation	

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(ii)	Experience requirement of Examiner		
(a)	At least 3 years of working experience while performing duty as a holder of any rating. Or At least one year of working experience while performing duty as a holder of any rating in case of airports having an average scheduled air traffic movement less than thirty per day in preceding one year.	Write the number in years	
(b)	Out of a) above at least 1 years of experience as instructor at any unit. Or Holds current rating for at least 15 months in unit for which he has to act as examiner. Or Forty five days in case of airports having an average scheduled aircraft movement less than thirty per day in preceding one year. Or Two months in case of newly established units functioning for a period of less than two years.	Yes/No	

5. Any other information:

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6. Declaration by the applicant:

I hereby declare that in terms of provisions of The Aircraft Rules 1937, I have not suppressed or given any wrong information herein above. 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.

Place:

Date:

Signature of the applicant

7. Recommendation of head of ATS unit:

(i)	I hereby declare that information provided by Mr. /Mrs. /Ms. _____, has been verified through official records and found correct.
(ii)	The applicant has successfully completed all the requirement of CAR, Section-9 Series-L Part-III for issue of authorization as Examiner for following Unit(s):- (write the name of units)
(iii)	Recommended for issue of Examiner authorization of above units.

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<u>Place</u> :	
<u>Date</u> :	Authorized signatory of ANSP

Appendix-D

File No
(For office use only)

APPLICATION FOR ISSUE OF EXAMINER AUTHORIZATION of ATSTO

1. Personal Details:

(i)	Name of candidate	
(ii)	Correspondence address	
(iii)	Permanent address	
(iv)	e-mail address	

2. Examiner authorization sought for: (name the knowledge subjects and approved course)

(.....)

3. Requirements of Examiner at ATSTO

(i)	<u>General Requirements of Examiner of ATSTO:</u>	Fill following details	
(a)	Hold/held ATCO License. Or has worked as an ATCO in the provision of Air traffic control services in an ATS unit(s).	Lic. No..... Valid Upto..... N/A	
(b)	Accident/incident free record in preceding two years from the date of application attributable to the applicant.	Yes/no	
(c)	Successful completion of an instructor technique course covering the syllabus provided in appendix A or covered vide note below para 3.5.	Date of completion	
(ii)	<u>Experience requirement of Examiner of ATSTO</u>		
(a)	At least 5 years of working experience while performing duty in the provision of Air Traffic Control Services.	Write the number in years	
(b)	Out of a) above at least 1 years of experience as instructor at any unit or ATSTO.	Yes/No	

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4. Any other information:

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5. Declaration by the applicant:

I hereby declare that in terms of provisions of The Aircraft Rules 1937, I have not suppressed or given any wrong information herein above. 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.

Place:

Date:

Signature of the applicant

6. Recommendation of head of ATSTO/ ED(ATM):

(i)	I hereby declare that information provided by Mr. /Mrs. /Ms. _____, has been verified through official records and found correct.
(ii)	The applicant has successfully completed all the requirement of CAR, Section-9 Seri-L Part-III for issue of authorization as Examiner of ATSTO for following:- (name the knowledge subjects and approved course)
(iii)	Recommended for issue of Examiner authorization as in ii) above.
<u>Place:</u> <u>Date:</u> <u>Signature and seal of head of Training/Chief Instructor</u>	

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Appendix E

Logo of ANSP/ ATSTO (Name & Address of ANSP/ATSTO)	Certificate ref. no.....				
CERTIFICATE <i>It is to certify that Mr/Ms_____</i> <i>_____has complied all the requirements</i> <i>of CAR, Section-9, Series-L Part-III and accordingly</i> <i>authorised as Instructor/ appointed as Examiner to</i> <i>discharge the functions as in same CAR.</i> (Name of units in case of ATS unit Instructor Examiner/ Name the knowledge subjects & approved course in case of ATSTO instructor Examiner) <i>This certificate is valid upto.....</i> <table style="width: 100%; margin-top: 20px;"><tr><td style="width: 40%; vertical-align: top;">Place</td><td style="width: 60%; text-align: right; vertical-align: top;">(Signature with seal) Head of Training/ Chief Instructor Authorized Signatory of ANSP (Print whichever applicable)</td></tr><tr><td style="vertical-align: top;">Date.....</td><td></td></tr></table>		Place	(Signature with seal) Head of Training/ Chief Instructor Authorized Signatory of ANSP (Print whichever applicable)	Date.....	
Place	(Signature with seal) Head of Training/ Chief Instructor Authorized Signatory of ANSP (Print whichever applicable)				
Date.....					

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