



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 X
ISSUE I, 2ND JANUARY 2019-

EFFECTIVE: FORTHWITH
File No: DGCA-~~21048/1/2019-ANS~~
21035(11)/27/2025-ATCO

Subject: Issue and renewal of Student Air Traffic Controller's Licence.

1. INTRODUCTION

1.1 Rule 95 of Aircraft Rules 1937 empowers Central Government to grant or renew Student Air Traffic Controller's Licence (SATCOL).

1.2 An applicant has to meet the requirements in respect of age, educational qualification, medical fitness, knowledge, experience and English language proficiency etc. for issue of SATCOL. The requirements for issuance and renewal of the SATCOL are laid down in Part XII and Schedule III of Aircraft Rules, 1937.

1.3 This CAR lays down requirement and procedure for issue and renewal of SATCOL.

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

Definitions:

Error: An action or inaction by an operational person that leads to deviations from organizational or the operational person's intentions or expectations.

Error management: The process of detecting errors and responding to them with countermeasures that reduce or eliminate the consequences of errors and mitigate the probability of further errors or undesired states.

Human performance: Human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.

Threat: Events or errors that occur beyond the influence of an operational person, increase

Rev. ~~1~~ 2 dated----

operational complexity and must be managed to maintain the margin of safety.

Threat management: The process of detecting threats and responding to them with countermeasures that reduce or eliminate the consequences of threats and mitigate the probability of errors or undesired states.

2. APPLICABILITY

This CAR is applicable to applicant/ holder of SATCOL, Air Traffic Service Training Organisations (ATSTO) and Air Navigation Service Providers (ANSP).

3. ISSUANCE OF SATCOL

3.1 Schedule III of the Aircraft Rules, 1937 stipulates following requirements for issuance of SATCOL(reproduced below):

(a) Age: He shall not be less than twenty years of age on the date of application.

(b) Education qualification: He shall have passed 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.

(c) Medical fitness: He shall hold a valid medical fitness assessment issued by the Director-General as referred to in rule 103.

(d) Knowledge: He shall have demonstrated the required level of knowledge by passing a written examination in the following subjects, namely:

- (i) Air law: The provisions of the Aircraft Rules, 1937, civil aviation requirements and any other circulars or instructions relevant to the air traffic control;
- (ii) Air traffic control equipment: Principles, use and limitations of equipment used in air traffic control;
- (iii) General knowledge: Principles of flight, principles of operation and functioning of aircraft, engines and systems, aircraft performances relevant to air traffic control;
- (iv) Human performance: Human performance relevant to air traffic control including principles of threat and error management;
- (v) Meteorology: Aeronautical meteorology, use and appreciation of meteorological documentation and information, origin and characteristic of weather phenomena affecting flight operations and safety, altimetry;
- (vi) Navigation: Principles of air navigation, principles, limitation and accuracy of navigation systems and visual aids; and
- (vii) Operational procedures: Air traffic control, communication, radio-telephony and phraseology procedure (routine, non-routine and emergency), use of relevant aeronautical documentation, safety practices associated with flight.

(e) **Experience:** He shall have successfully completed an approved training course from an approved training organization and pass the relevant examination, and also completed an approved course of initial training in the rating or discipline relating to any of the rating from an approved organization.

On completion of requirements of Schedule-III Section-B at approved ATSTO, applicant is required to submit the SATCOL issue application **through eGCA** in prescribed proforma (refer Appendix-1 of this CAR) to DGCA. Application shall be accompanied with requisite enclosures and fee. The fee shall be in accordance with Rule 99 of the Aircraft Rules 1937 ~~and is required to be paid through <https://bharatkosh.gov.in> and the payment is to be made to Bharatkosh, which is mapped in eGCA.~~

3.2 Head of ATSTO has to verify the information given in duly filled in SATCOL application and shall ensure that the application is accompanied with the satisfactory background check report.

3.3 Application completed in all respect 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.

4. RENEWAL OF SATCOL

4.1 Applicant shall submit the application for renewal of SATCOL after ensuring compliance of requirements of Schedule-III Section-B to DGCA in the prescribed performa (refer Appendix-2 of this CAR) along with requisite fee and enclosures. The fee shall be in accordance with Rule 99 of the Aircraft Rules 1937 ~~and is required to be paid through <https://bharatkosh.gov.in> and the payment is to be made to Bharatkosh, which is mapped in eGCA.~~

4.2 Application for renewal along with original SATCOL shall be submitted at least 60 days in advance of the expiry of SATCOL at the same address as for issue.

4.3 Candidate may continue exercising the privileges of SATCOL until expiry of the same on the basis of evidence that license is submitted to DGCA for renewal.

5. ISSUANCE OF DUPLICATE STUDENT AIR TRAFFIC CONTROLLER'S LICENCE

5.1 The holder of the licence may apply to DGCA for the issue of a duplicate licence in case SATCOL is lost or defaced. A copy of police complaint/ FIR shall be accompanied with application i.r.o. loss. In other cases original defaced SATCOL be submitted along with the application.

5.2 Applicant shall submit the application for duplicate issue of SATCOL in the prescribed performa (refer Appendix-3 of this CAR) along with requisite fee and enclosures. The fee shall be in accordance with Rule 99 of The Aircraft Rules 1937 and is required to be paid through <https://bharatkosh.gov.in>

5.3 Duplicate SATCOL will be issued on the basis of information available with DGCA.

5.4 Validity of duplicate SATCOL will be the same as in the previously issued SATCOL.

6 Enforcement/ Penal Provision

In case of 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, action will be taken.

(Faiz Ahmed Kidwai)
Director General of Civil Aviation

GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF CIVIL AVIATION

File No
(For office use only)

APPLICATION FOR ISSUE OF SATCOL

1. Personal Details:

(i)	Name of candidate (as in class 10 th certificate)		Affix recent, name printed photograph of size 3 x 4 cm (also enclose at least 3 photographs with form)
	Father's Name		
	Mother's Name		
(ii)	Date of birth (as in class 10 th certificate) Age as on date of application (Age shall not be less than 20 yrs.)		
(iii)	Place and country of birth		(signature of candidate)
(iv)	Nationality		
(v)	Correspondence address		
(vi)	Permanent address		
(vii)	e-mail address		

2. Educational Qualification:

	Examination	Name of Board/ university	Year	Subjects offered (write name of subjects)	for office use only
(i)	Class X or equivalent				
(ii)	Class XI or equivalent				
(iii)	Degree in science or equivalent	Name of Degree: Name of University:			
(iv)	Any other				

(Degree in science with Physics and Mathematics or an equivalent examination shall be from recognized University. For recognition and
equivalency please check from UGC)

(v)	In lieu of (iii) above, give details of CPL/ATPL	Write the date of Validity of CPL/ATPL below.	Write below the name of the aircrafts endorsed on CPL/ATPL	
	CPL No. Or ATPL No.			

(CPL/ATPL shall be valid on the date of application)

3. Details of Medical:

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

(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.)

4. Knowledge: details of written examination

	Subject	Roll No.	Date of Result	Indicate Pass	for office use only
(i)	Air Law				
(ii)	Air traffic control equipment				
(iii)	General knowledge				
(iv)	Human performance				
(v)	Meteorology				
(vi)	Navigation				
(vii)	Operational procedures				

(Minimum pass percentage for each subject is as per approved TPM.)

Experience: Approved Courses

	Name of Course	Year of Passing	Name of ATSTO	For office use only
(i)				
(ii)				
(iii)				

5. English Language proficiency:

(i)	ELP Level Awarded (Please tick ✓ as appropriate)	☐ Four ☐ Five ☐ Six
(ii)	Validity of ELP level	

6. Background Check:

	Status of background check report	
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7 Fee details:

(i)		Amount of fee paid	
(ii)		Date of payment	
(iii)		Receipt Number/Transaction Reference Number etc	

8. Any other information:

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9. 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 for the purpose of obtaining the student air traffic controller's license. 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

10. Recommendation of head of ATSTO :

(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 for issue of student air traffic controller's license as specified in Schedule III.		
(iii)	Recommended for issuance of student air traffic controller's license.		
Place:			
Date:		Signature and seal of head of ATSTO	

S.No.	Name of Document	Attached	For DGCA office use only
a)	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.		
b)	Copy of background check		
c)	EQ certificates copies as per a) or b) or c)		
d)	Copy of certificate of educational qualification.		
e)	Copy of certificate of equivalent educational qualification along with equivalency certificate copy.		
f)	Copy of valid CPL or ATPL		
g)	Medical		
h)	Copy of Knowledge certificate		
i)	Copy of the approved courses undergone (as applicable).		
j)	Copy of ELPA certificate.		
k)	Copy of receipt of fee paid through Bharatkosh.		
l)	3 photographs as enclosed with application		
m)	Any other document.		

Note: All copies shall be duly verified by Head of ATSTO.

INSTRUCTIONS TO THE APPLICANTS

1. This application, duly filled-in may be submitted personally or through an authorized person or by registered post to Office of the Director General of Civil Aviation, ATCO Licensing Division, **D Block ,UDAN Bhavan East Block-3, Level-3, R. K. Puram, Safdarjung Airport**, New Delhi-110066.
2. The date of application is the date at which the application is received in DGCA. Therefore, ATSTO shall ensure that application reaches in time at DGCA.

3. All the calculations of the validity items is based on the date of application in DGCA. Applicant shall possess all the requisite documents including medical, written exam results, approved course, ELPA etc. on the date of submission of papers in DGCA, else application would be summarily rejected.
4. The photograph shall be identical, recent, coloured, size 3cmx 4cm showing frontal view of full face and having name printed on them. The name shall be the same as in 10th certificate.
5. If, any person has changed his name than what appears on his 10th certificate, he shall submit all the relevant certificates and documents required by law in support of change in name.

Appendix-2

GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF CIVIL AVIATION

File No
(For office use only)

APPLICATION FOR RENEWAL OF STUDENT AIR TRAFFIC CONTROLLER'S LICENSE

1. Personal Details:

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

2. Details of Student Air Traffic Controller's license:

License Number	Valid up to	for office use only

3. Details of Medical:

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.)

4. Fee details:

(i)	Amount of fee paid	
(ii)	Date of payment	
(iii)	Receipt Number/Transaction Reference Number etc	

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 for the purpose of renewal of the student air traffic controller's license. 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
:

Signature of the applicant

7. Recommendation of head of ATSTO/ATS unit:

(i)	I hereby declare that information provided by Mr. /Mrs. /Ms _____ s verified through official _____ and correct.
(ii)	The applicant has successfully completed all the requirement for renewal of student air traffic controller's license as specified in Schedule III.
(iii)	Recommended for renewal of student air traffic controller's license.
Place:	
Date:	Signature and seal of head of ATS Unit

List of enclosures

S. No.	Name of Document	Attached	For DGCA office use only
1.	SATCOL in original		
2.	Medical		
3.	Copy of receipt of fee paid through Bharatkosh		
4.	Any other document		

Note: All copies shall be duly verified by Head of ATS Unit..

INSTRUCTIONS TO THE APPLICANTS

1. This application, duly filled-in may be submitted personally or through an authorized person or by registered post to Office of the Director General of Civil Aviation, ATCO Licensing Division, ~~East Block-3, Level-3, R. K. Puram, New Delhi-110066~~ D Block, UDAN Bhavan, Opposite Safdarjung Airport, New Delhi - 110003, I N D I A.
2. All the calculations of the validity items is based on the date of application in DGCA. Applicant shall possess all the requisite documents on the date of submission of papers in DGCA, else application would be summarily rejected.
3. If, any person has changed his name than what appears on his 10th certificate, he shall submit all the relevant certificates and documents required by law in support of change in name.

GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF CIVIL AVIATION

Appendix-3

File No (For office use only)

APPLICATION FOR DUPLICATE ISSUE OF STUDENT AIR TRAFFIC CONTROLLER'S LICENSE

1. Personal Details:

(i)	Name of candidate		Affix recent, name printed photograph of size 3 x 4 cm (also enclose at least 3 photographs with form) (signature of candidate)
(ii)	Correspondence address		
(iii)	Permanent address		
(iv)	e-mail address		

2. Details of Student Air Traffic Controller's license

License Number	Valid upto	For office use only

3. Copy of Police complaint/ FIR attached. (ensure)

4. Fee details: (attach details)

(i)	Amount of fee paid		
(ii)	Date of payment		
(iii)	Receipt Number/Transaction Reference Number etc		

5. Any other information:

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Place:

Date:

Signature of the applicant

List of ~~Enclosures~~ Attachments:

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

- i) **Proof of Name:** a) Class X certificate/ marks sheet of a recognized Board or its equivalent.
- 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
- iii) **Proof of Educational Qualification:** a) He shall have passed 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) All year/semester wise mark sheet
c) ATSTO/ATS-incharge certificate that the Educational Qualification is verified.
d) Exemption, if any.
- iv) **ATSTO Certificate:**
a) Approved Course Certificate by ATSTO
- v) **English Language Proficiency (ELP)**

a) at the time of issuance of SATCOL valid ELP test details shall be uploaded alongwith initial/improvement training certificates if required.
- vi) **Class III medical validity:**
b) Application for endorsement of rating shall be made only when DGCA issued Class III medical assessment or as decided by DGCA, is available not on the basis of CA-35.
- vii) **Background Check:**
ATSTO has to upload complete background check report in respect of the Applicant along with exemption, if any.
- viii) **Additional document for Renewal of License:**
a) Previous License copy.