



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

DIRECTORATE OF AIR TRAFFIC MANAGEMENT

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ATMC

AIR TRAFFIC MANAGEMENT CIRCULAR No. 05 of 2025

Eligibility Criteria for Nomination of ATCOs for
Surveillance Control Course (SCC)

1. Introduction

- 1.1 The Airports Authority of India (AAI) is continuously working to enhance the safety and efficiency of Air Traffic Services in Indian airspace. With more airports across India adopting surveillance-based air traffic control systems to manage traffic, there is an increasing requirement for trained surveillance ATCOs to operate these systems. Furthermore, the continuous rise in air traffic has created a need to extend the operating hours of surveillance stations, which will require the deployment of additional trained manpower at these locations. Conducting Surveillance Control Courses (SCC) at ATSTOs at regular intervals will help maximize the output of trained ATCOs and effectively meet the manpower requirements of both existing and upcoming surveillance stations.
- 1.2 Nominations for the SCC made as per ATMC 03/2024 successfully addressed the shortage of surveillance-trained officers. Now, in order to give fair weightage to the cadre seniority, it is proposed through this ATMC to also allow eligible ATCOs posted at non-surveillance (non-tenure) stations to be considered for nomination for the SCC.
- 1.3 To balance the availability of SCC trained controllers at existing as well as upcoming Surveillance airports and also to give due weightage to cadre seniority, it is decided that the nominations of ATCOs for the SCC from surveillance airports will be a minimum of 85% of the total SCC nominations and nominations from non-surveillance (non-tenure) airports will be a maximum of 15% of the total SCC nominations based on all India HR seniority. This will be inclusive of the age criterion mentioned in Para 5.6.



2. Purpose

2.1. Purpose of this ATMC is to provide instruction and guidance for deciding eligibility criterion for nomination to SCC from both surveillance and non-surveillance (non-tenure) stations and subsequent deployment of ATCOs on successful completion of course.

3. Scope

3.1 This ATMC is applicable to all ATCOs eligible for nomination to the Surveillance Control Course, in accordance with the guidelines specified herein.

4. Eligibility Criteria (as on the date of commencement of Surveillance Control Course): -

4.1. General - The ATCO being considered for nomination

- 4.1.1. shall hold a valid Class III medical assessment. However, when the Medical Assessment from DGCA is awaited, the ATCO shall be in possession of medical certificate (CA 35) issued by the Designated Medical Examiner (DME).
- 4.1.2. shall hold a valid operational level Four (4) or higher AELP (Aviation English Language Proficiency) certificate,
- 4.1.3. shall have completed at least three years' service after acquiring the first ATC rating or ACC planner rating (wherever applicable).
- 4.1.4. shall not have attained the age of 50 years on the date of commencement of SCC.
- 4.1.5. shall have incident free (attributable to officer) record in the preceding one year, irrespective of station of posting.
- 4.1.6. shall have completed Aerodrome Control Course, Approach Control Course and Area Control Course from approved ATSTOs.

4.2. Station specific additional eligibility criteria: -

4.2.1. Surveillance stations –

- a. **At airports where Two Stream Rating System has been implemented: -** The candidate shall hold any one or more of the following ratings of the airport: -
 - i. Aerodrome Control Rating **OR**
 - ii. Area Control Procedural Rating or ACC Planner Rating (where applicable) **OR**
 - iii. Oceanic Control Rating (OCC), wherever applicable.
- b. **At airports where Two Stream Rating System has not been implemented: -** The candidate shall hold all the procedural control ratings and ACC planner rating (where applicable) of the airport except where the applicable procedural control rating is being awarded concurrently with Surveillance Control Rating.



- c. The officer shall have a minimum of one year of experience at the station of posting after acquiring the relevant rating(s), as per Para 4.2.1(a) or (b), whichever is applicable.
- d. In the case of ATCOs who were previously posted at a surveillance station and were eligible for nomination as per criteria mentioned in Para 4.1 and 4.2 of this ATMC at that station, they shall regain eligibility once they have revalidated or acquired the prescribed ratings at the current station, as mentioned in Para 4.2.1(a) or (b), as applicable, and also meet the eligibility criteria specified in Para 4.1 above.

4.2.2. Non-Surveillance – Non-Tenure Stations: -

The candidate shall fulfil the general eligibility criteria as per Para 4.1 of this ATMC and

- a) shall hold all procedural control ratings of the current station;
- b) shall have completed two years at the current station of posting as on the date of nomination;
- c) shall have a minimum of one year of experience at the station of posting after acquiring the relevant rating(s) of the station.

Note 1: The above-mentioned rating(s) at surveillance and non-surveillance (non-tenure) stations shall be considered acquired when the said rating(s) is/are endorsed on the ATCO's License or when the said rating is certified by CAP Dte.

5. Procedure for nomination

5.1 The percentage of nominations from Surveillance Stations will be a minimum of 85% of the total nominations and from non-surveillance (non-tenure stations) will be a maximum of 15% of the total nominations (based on All India HR seniority).

5.2 **From Surveillance Airports** - Before the commencement of Surveillance Control Course, CHQ shall obtain the following data in MS Excel format from the ATS In-Charges of **Surveillance Airports** as given below:

1. Name of station (4 Letter – ICAO Code)
2. Number of operational positions in surveillance units at the station
3. Hours of operations of each operational position in surveillance units at the station mentioned at Sr No 2 above.
4. The total number of officers who have successfully completed SCC/RCAP/SCAP and who are not permanently medically unfit (Please indicate the data stream-wise if two-stream rating is implemented at the station)
5. Name, designation and emp no. of all the officers who are undergoing OJT at any of the surveillance units at the airport along with the name of the unit and the quantum of training completed in percentage of hours. (Please indicate the data stream-wise if two-stream rating is implemented at the station)



<p>6. Name, designation and emp no. of all the officers who have completed the SCC course and are awaiting commencement of OJT for any surveillance unit of the station, along with the name of the unit and the reasons thereof. (Please indicate the data stream-wise if two-stream rating is implemented at the station, along with the details regarding cross-authorizations, if applicable) E.g.:</p> <p>a) In case of stations where two stream rating is implemented, intimate as per point No 6 of this table –</p> <p>(i) details of the officers who are awaiting commencement of OJT for the surveillance units of respective streams and</p> <p>(ii) details of the officers rated in Terminal/Enroute stream who are awaiting commencement of OJT for the surveillance unit of the other stream along with the remark “cross authorization”.</p> <p>b) In case of stations where two stream rating is not implemented, intimate as per point No 6 of this table –</p> <p>(i) details of the officers rated in APP (S) or ACC (S) and are awaiting commencement of OJT for ACC(S) or APP(S) respectively and</p> <p>(ii) details of the officers who are awaiting commencement of OJT for any of the surveillance unit at the station.</p>
7. Name & Designation along with Employee no. of eligible officers (maximum eight) available at the airport (as per All India HR seniority) for attending the Surveillance Control Course (along with their stream, if allotted prior to the issuance of ATMC 02 of 2024, wherever applicable)
8. Name & Designation along with Employee no. of officers who have submitted un-willingness to attend SCC.
9. Remarks, if any

5.3 **From Non-surveillance Non-tenure Airports** - The ATS In-Charges shall submit the following information.

1. Name of station
2. Name & Designation along with Employee no. of eligible officers (maximum five) available at the airport (as per All India HR seniority).
3. Name of the ATC units for which procedural ratings acquired by the officer.
4. Name & Designation along with Employee no. of officers who have submitted un-willingness to attend SCC.
5. Remarks, if any.

Note 2: ATS In-charges shall ensure that names of officers who are under orders of transfer are not forwarded.

Note 3: Officers posted at Non- Surveillance **Tenure** station are not eligible for SCC.

Note 4: For any officer whose case falls in below category –



1. Any temporary medically unfit, fitness,
2. Awaiting endorsement/authorization for the ratings,
3. AELP result awaited.

The names of such officers may be communicated (with appropriate remarks) with the above data. However, the nomination of such officers is subject to the availability of the medical fitness by AMA/DGCA, rating endorsement, result of AELP, as applicable, at least 10 days prior to the commencement of the course. Any request for nomination from the officer or the ATS In-Charge within less than 10 days prior to the commencement of the course will only be entertained subject to the seniority, provided a vacancy occurs in the course prior to the commencement of the course.

Note 5: ATS In-Charges shall ensure the accuracy of the data provided and shall ensure the eligibility criteria are being met for the officers whose names are forwarded. Supporting documents for the above may be sought by CHQ from ATS-in-charges, if required. Due diligence must be exercised during nomination so that the subsequent release of shortlisted officers for the course does not adversely impact station operations.

Note 6: In case an ATCO is willing and recommended for other unit(s) training she/he will not be considered for nomination to SCC until the endorsement of said rating for which she/he was recommended (Ref: Note 3 of Para 5.5 of ATMC 02 of 2024).

5.3. On receipt of data mentioned in Para 5.2, CHQ will shortlist the stations based on their operational requirements for deciding the number of officers to be nominated for SCC from each station. The nomination from individual stations shall follow All India HR seniority.

5.4. ATCOs nominated from tenure surveillance airports will have to serve at that airport for a minimum period of two years after successful completion of their surveillance control course for the purpose of acquiring surveillance rating, except when transferred on operational or administrative grounds.

5.5. ATCOs nominated from non-surveillance (non-tenure) airports shall have to submit an undertaking in the prescribed format attached as Annexure A indicating that they are ready to be posted to any surveillance airport after successful completion of the course. The relieving of ATCO from the concerned station for the SCC shall be subject to submission of undertaking to CHQ. However, submission of the undertaking and successful completion of the SCC shall not in itself constitute a ground for transfer. The transfers will be given effect, only if required, in accordance with the transfer policy in force and operational needs. Refusal to proceed on transfer shall invite administrative/disciplinary action and recovery of cost of such training from the individual concerned.

5.6. The officers who have attained the age of 48 years but have not attained the age of 50 years on the date of commencement of the surveillance control course shall be given preference provided they meet the eligibility criteria as mentioned in Para 4. In any case, such nominations shall not exceed 5% of total SCC nominations



(rounded to the next higher number) of each course. The above data shall be forwarded to CHQ by the station concerned, along with the data requested vide Para 5.2 and 5.3.

Note 7: Whenever nominations under age criteria exceeds 5% quota (rounded to the next higher number), officers will be shortlisted as per seniority by age.

5.7. If an ATCO seeks exemption from attending the Surveillance Control Course on three occasions from a surveillance or non- Surveillance station after being nominated by CHQ, he/she shall be debarred from further nominations for the course.

5.8. Notwithstanding the provisions stated above, the ED (ATM), on the request of the ATS-In-Charge, may nominate ATCOs out of turn from a Surveillance station for the Surveillance Training Course, in order to meet operational requirements.

6. Queries

- 6.1 Any queries or further guidance required on the contents of this ATMC may be addressed to:
Executive Director (ATM)
Airports Authority of India
Rajiv Gandhi Bhawan,
Safdarjung Airport, New Delhi-110 003
E-mail: edatm@aai.aero

7. Validity

- 7.1 This ATMC supersedes ATMC 03 of 2024.

Purbita

(PURBITA THAKUR SINHA)
EXECUTIVE DIRECTOR (ATM)
AIRPORTS AUTHORITY OF INDIA
Dated: 17 December 2025



ANNEXURE A
UNDERTAKING

I _____ Designation _____
posted at _____ (Name of Station), do hereby undertake that
I am ready to be posted to any of the surveillance station, after successful completion of the
Surveillance Control Course.

I also understand that refusal to proceed on transfer to a surveillance airport shall invite
administrative / disciplinary action against me and recovery of cost of such training from me.

Signature _____

Name (in Full) _____

Designation: - _____

Employee id: - _____

Station of posting: _____

Date: - _____

Place: - _____