

DIRECTORATE OF CERTIFICATION OF ATS PERSONNEL

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CAPC

CERTIFICATION OF ATS PERSONNEL CIRCULAR NO. 06 of 2022

CONDUCT OF INSTRUCTOR TECHNIQUE COURSE AND RECURRENT TRAINING OF INSTRUCTORS/ EXAMINERS

1 Introduction:

- 1.1 Rule 97 and Clause 7 of Section A, Schedule III of the Aircraft Rules 1937 lays down the requirement for the holder of a Student Air Traffic Controller's Licence or an Air Traffic Controller's Licence to undergo on-the-job training under the direct supervision of an instructor authorised by the Director-General, or by any other organisation specifically authorised by the Director-General, for the purpose of qualifying for endorsement of such rating in his licence.
- 1.2 Rule 112 of Aircraft Rules 1937 requires the Director-General, or any other organisation specifically authorised by the Director-General to appoint examiners for carrying out examinations and assessments to test the level of knowledge specified in Schedule III of Aircraft Rules 1937 and to appoint a board to conduct oral examinations and assessment required under Schedule III, wherever necessary.
- 1.3 DGCA CAR Section 9 Series L Part III Issue I (Rev 3) dated 8th October 2020 on the subject "Authorisation of instructors, examiners and boards for personnel of Air Traffic Services" and Chapter 5 of Generic Rating Training Manual (RTM) lays down the qualification, functions and criteria for authorisation of instructors/examiners.
- 1.4 As per above DGCA CAR and RTM, successful completion of Instructor Technique Course is one of the mandatory requirements for authorisation as Instructor and Examiner.
- 1.5 DGCA CAR Section 9 Series L Part III Issue I (Rev 3) dated 8th October 2020 and Chapter 5 of RTM also permits that 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 less than two years, the instructor

shall complete Instructor Technique Course within six months of authorisation.

- 1.6 As per requirements of para 3.9 of DGCA CAR Section 9 Series L Part III Issue I (Rev 3) dated 8th October 2020, Para 5.2.4 of RTM lay down requirements of conduct of recurrent training for instructors/examiners at least once in two years. The syllabus for recurrent training will include the syllabus given in Appendix-A of DGCA CAR Section 9 Series L Part III and any other topic considered relevant and of significance to instructional technique.

2 Purpose:

- 2.1 Purpose of this circular is to provide guidelines to ensure conduct of Instructor Technique Course by Regional Training Centres (RTC) and other Area Control Centres to comply with the relevant regulations.

- 2.2 This circular will help in conducting Instructor Technique Course for those Instructors/Examiners who have not successfully completed the course but have got conditional authorisation subject to successful completion of Instructor Technique Course within six months.

- 2.3 This circular also provides guidelines for conduct of recurrent training to Instructor/Examiner.

3 Applicability:

- 3.1 This CAPC is applicable to all the GM(ATM-Regions), GM(ATM), ATS in-charge, Training in-charges of each Regional Training Centres/Area Control Centres and instructors/examiners.

4 Procedures:

- 4.1 Training in-charges of each Regional Training Centre/Area Control Centre shall prepare a course calendar in the month of January for conduct of instructor technique course/recurrent training course and forward the same to O/o GM(ATM-Regions) indicating number of vacancies for outstation participants.

- 4.2 GM(ATM-Region) shall ensure that at least one Instructor Technique Course/Recurrent Training Course is conducted in each quarter of the year by Area Control Centres under their jurisdiction.

- 4.3 Similarly, training in-charges of Regional Training Centres shall ensure that at least one Instructor Technique Course/Recurrent Training Course is conducted in each quarter of the year at their stations.



4.4 Instructor Technique Course

- 4.4.1 The ATS in-charge of stations mentioned in para 1.5 of this CAPC shall co-ordinate with O/o GM(ATM-Region) regarding details of authorised Instructor/Examiner of station required to complete the course within six months of authorisation.
- 4.4.2 To ensure compliance with Para 3.5 & Para 4 of DGCA CAR Section 9 Series L Part III, O/o of GM(ATM-Region) in the first week of January, April, July and October, shall prepare tabulated list of authorised Instructor/Examiner required to undergo the course mentioning the deadline for successful completion of Instructor Technique Course. A copy of such list may also be sent to ED(CAP) through email edcap@aai.aero and care@aai.aero.
- 4.4.3 Based on requirements, O/o GM(ATM-Region) shall coordinate for conduct of Instructor Technique Course with ATS in-charges of Regional Training Centres/Area Control Centres having faculty with prior experience of teaching in similar courses or ATS training organisations or experienced controller having at least three-year experience as Instructor/examiner and considered suitable for delivering lectures in Instructor Technique Course.
- 4.4.4 Duration of the course shall not be less than 3 days with not more than 20 trainees and shall contain syllabus given in Appendix A of DGCA CAR Section 9 Series L Part III.
- 4.4.5 With proper justification and subject to availability of slot, ATS in-charge of stations mentioned in Para 1.5 of this CAPC should also proactively nominate ATCOs not eligible at the time of conduct of course but likely to meet experience requirements for authorisation as Instructor/Examiner in near future.
- 4.4.6 Training in-charges will be Nodal officers for making arrangements for smooth conduct of training courses and shall co-ordinate with O/o of GM(ATM-Region) concerned while finalising list of participants.
- 4.4.7 The tentative course schedule, provisional list of participants, capacity of the course, faculty detail etc. should be shared with O/o of ED(CAP) at least one week in advance from date of conduct of the course.
- 4.4.8 Nodal officers of the course shall send tabulated attendance list in MS word format, mentioning Name, Designation, Employee number, ATCOL number, Station of posting of Name trainees/participants & lead instructors to O/o ED(CAP) through



emails edcap@aai.aero & care@aai.aero on first day of the course for issue of participants certificate number only on successful completion.

4.4.9 Unused participants certificate numbers shall be intimated to O/o ED(CAP) for updating its records.

4.5 Recurrent Training for Instructors/Examiners

4.5.1 Training in-charges of Regional Training Centres (RTC) and other Area Control Centres shall also conduct recurrent training for instructors/examiners as per requirements mentioned in para 5.2.4 of Rating Training Manual.

4.5.2 Duration of the course shall not be less than 3 days with not more than 60 trainees.

4.5.3 The recurrent training course conducted must also cater to the requirements of such training for instructors/examiners from other ATS stations.

4.5.4 The ATS in-charge of stations shall coordinate with their respective GM(ATM-Region) office for inclusion of participants from their stations in recurrent training course conducted by RTC/ACC.

4.5.5 ATS in-charge conducting the course shall provide evidence of training attended to all the participating Instructor/Examiner and shall also be kept in personal file of the controller.

4.5.6 Entry of recurrent training shall also be recorded in personal logbook at place marked for entering “Details of training attended” and shall be countersigned by Training in-charge/ATS in-charge in Remarks column.

4.6 If circumstances so warrant or when conduct of offline courses not possible due travel restrictions or any other reason, Instructor Technique Courses and Recurrent training courses can be conducted in online mode.

4.7 Training in-charges of Regional Training Centres and O/o of GM(ATM-Regions) shall compile and forward details regarding date and duration of courses, successful participants, faculties, number of course conducted etc. at RTCs and ACCs respectively at the end of each quarter to O/o ED(CAP) through email.

4.8 All records of conduct of Instructor Technique Course and Recurrent training for instructor/examiner shall be preserved for a period of five years from date of conduct by stations conducting the course.

5 Queries:

5.1 Any queries or further guidance required on the contents of this CAPC should be



addressed to:

Executive Director [CAP]
Airports Authority of India
Rajiv Gandhi Bhawan
Safdarjung Airport
New Delhi-110003
E-mail: edcap@aai.aero

6 Validity

- 6.1 This CAPC will be effective from 20th September 2022 and will remain in force until further notice.

(O S EKKA)
EXECUTIVE DIRECTOR [CAP]
AIRPORTS AUTHORITY OF INDIA
Dated: 20-09-2022.