

Guidelines to fill ATCOL Application Form

1. To facilitate applicants, two sample forms have been prefilled with file name as given below:

Version_6.1 ATCOL FORM (**NON SATCOL HOLDERS**) 20.05.2021

Version_6.2 ATCOL FORM (**SATCOL HOLDERS**) 20.05.2021

Part A of the ATCOL application form

2. In Part A of the ATCOL application form, details of SATCOL/Lapsed ATCOL are to be filled. However, those applicants who didn't hold either SATCOL or a lapsed ATCOL, will mention the details of MoCA exemption order and category (i/ii/iii/iv) (already printed in the application form) also attach proof of category e.g. Part A certificate/Appointment letter/ certificate from ATS In-charge etc.
3. In Part A, S.No.1, in **Type of Licence**, write expanded form of Licence i.e. **Student Air Traffic Controller Licence** or **Lapsed Air Traffic Controller Licence**, as applicable but don't write abbreviation like SATCOL or ATCOL.
4. In Part A, S.No.5, **Status** shall be mentioned as **NA** or **Lapsed**, as applicable.

Part B of the ATCOL application form

5. In Part B, in the box meant for applicant signature, the signature shall be in **BLACK ink only** without any date and shall not touch the boundaries of the box.
6. In Part B, S.No.3, all applicants have to attach proof of date of birth i.e. either Part A Certificate or Class 10th certificate or marksheet.
7. In Part B, S.No.6 and 7, if communication address and permanent address is same, mention full address in both the fields. Phrases like 'same as above', 'same as communication address' shall not be used.

Part C of the ATCOL application form

8. In Part C, the applicants have to fill details of educational qualifications (Matriculation/ Intermediate/Graduation/Post Graduation etc) and attach the certificates for the same. However, it is **mandatory** for SATCOL holders to attach the required certificates.

Those applicants who are attaching the certificates of required educational qualifications (as mentioned in the Schedule III) in the application form, shall delete the details of MoCA exemption order printed in the **Remarks** column. However, those ATCOs who **do not have** the certificates, **shall not delete** the details of MoCA exemption order.

Part D of the ATCOL application form

9. In Part D, all applicants have to fill details of approved/pre-approval courses (mention % or PASS as mentioned in pre-approval course certificate).
Those applicants whose course commenced on or after 01.06.2019 shall delete the details of MoCA exemption order printed in the **Remarks** column. However, those applicants whose course commenced before 01.06.2019 will mention **Pre-Approval Course** and **shall not delete** the details of MoCA exemption order.
10. In Part D, mention name of only that course which is relevant to the rating for which endorsement is being sought in the ATCOL/ Endorsement of Rating application form.

Part E of the ATCOL application form

11. In Part E, S.No.3, there is no requirement of class room training as per RTM but if it has been conducted & recorded, mention it.
12. In Part E, S.No.4, date and marks of written examination shall be written as,

4.	Date of Written Examination, Marks Obtained/Maximum Marks	12/05/2021; 90/100
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13. The OJT details mentioned in Part E, S.No.5 and Form CAP-04/18B shall be exactly same and also write in similar way.

Mention the details of relevant paragraph of RTM/Generic RTM/MSLTAR* Part-2 or Part-1(if MSLTAR Part-2 is not available). In addition, attach the extract of the relevant portion of RTM/Generic RTM/MSLTAR Part-1 or Part-2 & highlight the relevant para and also mention the details of the same in S.No.11 of the Table of Enclosures.

MSLTAR Part-1 or Part-2 will be applicable where skill assessment was conducted before **01st May 2021.*

The following para may be inserted in the box just below the details of OJT.

" OJT requirement as per para _____(Please mention the relevant para of the RTM/Generic RTM which specifies the OJT requirement) of _____ (relevant document) . Relevant provision of _____(relevant document) is attached."

e.g.

5.	On Job Training <i>Note: Mention requirement in Days and Hours both, as per Rating Training Manual.</i>	Date of		OJT	
		Commen	Completion	Required*	Performed
		07/12/2020	10/04/2021	90 days/180 hours	124 days/197 hours
*OJT requirement as per para 3.4.3.3 of RTM, Ahmedabad. Relevant provision of RTM,					

In case of revalidation of invalid rating, mention it in bold text **"Revalidation"** for OJT hours and give reference of applicable provision of table under para 2.8 of RTM/Generic RTM.

In case of reduced duration and OJT hours based on previous experience of applicant mention it in bold text **"Reduced Duration/Hours"** and give reference of applicable sub para under para 3.4 of RTM/Generic RTM.

Part F of the ATCOL application form

14. In Part F, the applicant who have been issued AELP Assessment certificate by DGCA approved AELTOs/TSPs shall delete details of MoCA exemption order and mention all the details as required in application form, whereas those applicants who have been issued AELP Assessment certificate by AAI and its validity has not expired shall mention all the details and MoCA exemption order (already mentioned in sample application form).
15. In Part G, the applicant who have been issued Class III Medical Assessment by DGCA shall delete details of MoCA exemption order and mention all the details as required

in application form, whereas those applicant who have been issued Class III Medical Assessment by AAI and its validity has not expired shall mention all the details and MoCA exemption order (already mentioned in sample application form).

Other Guidelines

16. In the application form, all the details of applicant shall exactly match with the attached supporting documents.
17. The details filled in Table of Enclosures shall be properly checked with the documents attached to avoid any mismatch in the documents mentioned and documents attached with the application form.
18. **Part B** Certificate **shall not** be attached by the applicants. Instead, CAP-04/018B & CAP-04/26A forms shall be attached with ATCOL application.
19. Total duration of OJT performed shall be calculated from the date of commencement to date of completion of OJT as per the calendar in the form of months and/or days, as applicable, instead of calculating on the basis of actual number of days on which OJT has been performed.
20. In case of concurrent ratings (e.g. ADC/APP (combined)) and Rating of ATS In-charge, Skill Assessment Proforma shall also be attached with the ATCOL application form.
21. Name of the rating/unit/service shall be written in full and shall be same in application form and all the documents attached.
e.g.
Aerodrome Control and Approach Control Procedural (Combined) rating/unit/service, as applicable.
Approach Control Procedural and Approach Control Surveillance (Combined) rating/unit/service, as applicable.
22. Text in **red background** is only for guidance purpose and needs to be deleted after reading.
23. Text in **green background** is to be amended as per the details of the applicant as applicable and then the green background shall be removed.

Additional Guidelines to fill Endorsement of Rating Application Form

1. In Part A, S.No.3, validity of ATCOL shall be filled as one day before the ATCO attains the age of 60 years. e.g. If DOB is 12.05.1990, then the Validity of the ATCOL is 11.05.2050.
2. In Part A, S.No.4, name of the rating(s) which is/are endorsed on the ATCOL or issued separately by DGCA after issue of ATCOL, shall be followed by ICAO code of the station for which that rating was acquired. The ICAO code shall be written in brackets.
In addition, name of each rating shall be written in a separate line.
e.g.

4.	Ratings endorsed on licence, if any	1. AREA CONTROL PROCEDURAL(VECC) 2. OCEANIC CONTROL(VECC)
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3. In Part E, S.No.3 and S.No.5, fill details of duration of the training required in the **Required** column and mention the details of relevant paragraph of RTM/Generic RTM/MSLTAR Part-2 or Part-1(if MSLTAR Part-2 is not available). In addition, attach

the extract of the relevant portion of RTM/Generic RTM/MSLTAR Part-1 or Part-2 & highlight the relevant para and also mention the details of the same in S.No.11 of the Table of Enclosures.

The following para may be inserted in the box just below the details of OJT.

*" **Reduced** OJT requirement as per para _____(Please mention the relevant para of the RTM/Generic RTM according to which the OJT requirement has been reduced) of _____ (relevant document) . Relevant provision of _____(relevant document) is attached."

If there is **no reduction in the OJT** requirement, the word **Reduced shall be deleted**.

In case of revalidation of invalid rating, mention it in bold text "**Revalidation**" for OJT hours and give reference of applicable provision of table under para 2.8 of RTM/Generic RTM.

In case of reduced duration and OJT hours based on previous experience of applicant mention it in bold text "**Reduced Duration/Hours**" and give reference of applicable sub para under para 3.4 of RTM/Generic RTM.

For the endorsement of the rating of newly established unit:

The applicant will fill up the application same as in the case of endorsement of Rating(s) except in Part E, **S.No. 3 to 6** shall mention **NA** and attach copy of CAP-04/31 (Copy of authorisation issued to perform duty in newly established unit) along with relevant documents.


4. In Part F, S.No.1, all applicants shall tick mark their AELP Grade. However, those applicants whose AELP Grade and/or Validity is revised at the time of applying for Endorsement of Rating, shall mention the text, '**Endorsement of revised AELP Grade and/or Validity**' (already printed in sample application form). In case, there is no change in AELP Grade and/or Validity, the text, '**Endorsement of revised AELP Grade and/or Validity**' shall be deleted.
5. In Part J, along with details of MoCA Exemption order, write Part D, F and G as follows:
 - a. In case there is **no** change in details of AELP and Class 3 medical but has done Pre-Approval Course, write **Part D**.
 - b. In case there is change in details of AELP and has done Pre-Approval Course, write **Part D and F**.
 - c. In case there is change in details of Class 3 medical and has done Pre-Approval Course, write **Part D and G**.
 - d. In case there is change in details of AELP and Class 3 medical and has done Pre-Approval Course, write **Part D, F and G**.

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.	NA	
2.	Photo copy of certificate of educational qualification	NA	
3.	Photo copy of the approved courses undergone (as applicable) (duly certified by ATS incharge)	YES	
4.	Photo copy of student air traffic controller's licence (where applicable)	NA	
5.	Documentary proof of Examination/OJT/Result of Assessment (duly certified by ATS incharge)	YES	
6.	Photocopy of lapsed air traffic controller's licence	NA	
7.	Photo copy of ELP Certificate	YES	
8.	Photo copy of Class 3 medical assessment	YES	
9.	Photo copy of receipt of fee paid through Bharatkosh	NA	
10.	Original air traffic controller's licence (in case of endorsement of rating on issued air traffic controller's licence)	NO (Photocopy of ATCOL attached)	
11.	Any other document	MoCA Exemption Orders dated 01/01/2020 and 31/12/2020	

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.

Appendix-1

 <p>सत्यमेव जयते</p>		Form No: CA-ATCOL-1	
		<p>भारत#सरकार नागरिक विमानन महानिदेशालय GOVERNMENT OF INDIA DIRECTORATE GENERAL OF CIVIL AVIATION OPP. SAFDARJUNG AIRPORT, NEW DELHI – 110003</p>	
APPLICATION FORM FOR AIR TRAFFIC CONTROLLER'S LICENCE AND RATINGS			
(Please tick ✓ as appropriate)			
<input checked="" type="checkbox"/> Issue of ATC Licence		<input checked="" type="checkbox"/> Endorsement of Rating	
		<input type="checkbox"/> Renewal of Licence	
(For DGCA Office use only)			
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	Student Air Traffic Controller Licence	
2.	Licence Number	0nnnn	
3.	Date of issue/Validity	dd/mm/yyyy valid upto dd/mm/yyyy	
4.	Ratings endorsed on licence, if any	NA	
5.	Status of previous air traffic controller's licence	NA	
Part B: Personal Details			
1.	Name (as in 10 th certificate)	SAMPLE	Affix recent coloured passport size photograph
2.	Father's name	NNNNNN	
3.	Date of Birth (as in 10 th certificate) Age (as on date of application by individual)	dd DD/ mm MM/ yy YY _____ Y _____ M _____ D	Attach 3 photograph with application. Name, father's name and Employee No. should be written on back
4.	Place of Birth	PPPPPPP	Signature in Black ink inside the box. Signature shall not touch the border.
5.	Nationality	Indian	
			(Signature of the applicant)
6.	Communication Address with Email and contact Number	XXXXXXXXXXXXXXXXXXXX	

7.	Permanent Address	YYYYYYYYYYYYYYYYYY			
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				
Part D: Approved Courses					
S.No.	Name of Course	Year of Passing	Name of ATSTO	Percentage obtained/CGPA	Remarks
1.					
2.					
3.					
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 (certificate from AAI attached.)	<i>(Please tick ✓ as appropriate)</i> <input type="checkbox"/> Aerodrome Control Rating <input type="checkbox"/> Approach Control Procedural Rating <input type="checkbox"/> Approach Control Surveillance Rating <input type="checkbox"/> Area Control Procedural Rating <input type="checkbox"/> Area Control Surveillance Rating <input type="checkbox"/> Oceanic Control Rating			
2.	4 Letter ICAO Location Indicator of Airport	VXXX			
3.	On Job Training (classroom training) <i>Note: Mention requirement in Days and Hours both, as per Rating Training Manual.</i>	Date of		OJT	
		Commencement	Completion	Required	Performed
		dd/mm/yyyy	dd/mm/yyyy	N/A	ddd Days hhh Hours
		If no separate class room training is conducted write, "Class room training done during familiarisation."			
4.	Date of Written Examination, Marks Obtained/Maximum Marks	dd/mm/yyyy , Marks obt./Max.Marks e.g.12/05/2021 ; 90/100			

5.	On Job Training <i>Note: Mention requirement in Days and Hours both, as per Rating Training Manual.</i>	Date of		OJT	
		Commencement	Completion	Required*	Performed
		dd/mm/yyyy	dd/mm/yyyy	mm Months/ hhh hours OR ddd Days/ hhh Hours	mm Months/ hhh hours OR ddd Days/ hhh Hours
*Details of RTM/Generic RTM/MSLTAR Part 1 or Part 2 extract Certificate from ATS Incharge in form CAP-04/018B in lieu of log book extract. Fill same details in application and CAP-04/018B					
6.	Date and Result of Assessment	dd/mm/yyyy , PASS			

Part F: Details of English Language Proficiency

1.	Grade Awarded (Please tick ✓ as appropriate)	<input type="checkbox"/> Four <input type="checkbox"/> Five <input type="checkbox"/> Six
2.	Validity of ELP Grade	dd/mm/yyyy (if six leave it blank) Exempted vide MOCA Orders No. AV-11012/89/2015-A dated 11 th June, 2019 & AV.11012/02/2017-A dated 01 st Jan, 2020 (S.No. 10 of the table of Annexure attached with orders). (if applicable)

Part G: Details of Class 3 Medical Assessment

1.	Date and Place of medical examination	dd/mm/yyyy Pppppp
2.	Validity of medical assessment (Refer Rule 104, Aircraft Rules 1937 for validity of medical assessment)	dd/mm/yyyy Exempted vide MOCA Orders No. AV-11012/89/2015-A dated 11 th June, 2019 & AV.11012/02/2017-A dated 01 st Jan, 2020 and subsequently revised by MOCA Order No. AV-11012/89/2015-A dated 31 st Dec, 2020. (S.Nos. 1 and 2 of the table of Annexure attached with order).

Part H: Details of fee payment

1.	Amount of fee paid	₹ 20,000/- only
2.	Date of payment	dd/mm/yyyy
3.	Receipt Number/Transaction Reference Number	nnnnnnnn

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	Sample, XXXX(ATM)
3.	Place of posting	VXXX Airport
4.	Signature with Date	

Part J: Any other information

This licence request is as per MOCA exemption order AV-11012/89/2015-A dated 11th June, 2019 & AV.11012/02/2017-A dated 01st Jan, 2020 and subsequently revised by MOCA Order No. AV-11012/89/2015-A dated 31 st Dec, 2020. Applicant is falling in category (iv). (Applicable for Category iv only)	
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Part K: Recommendation of ATS-in-charge of Unit.	
1.	<p>a) I hereby declare that information provided by Mr./Mrs./Ms. SAMPLE, has been verified through official records and found correct.</p> <p>b) Recommended for issuance/renewal of air traffic controller's licence / endorsement of rating on air traffic controller's licence.</p> <p>c) The applicant has successfully completed all the requirement for issue of Licence and/or rating as specified in Schedule III.</p> <p>d) The applicant is meeting all the requirement for renewal of licence. <i>(Strike out which is not applicable)</i></p>
2.	<p>Name & Designation NNNNNNN, XXX(ATM), VXXX Airport</p>
3.	<p>Signature with official Stamp and Date</p>


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.	YES or NO	
2.	Photo copy of certificate of educational qualification	YES	
3.	Photo copy of the approved courses undergone (as applicable)	YES	
4.	Photo copy of student air traffic controller's licence (where applicable)	YES	
5.	Documentary proof of Examination/OJT/Result of assessment	YES	
6.	Photocopy of lapsed air traffic controller's licence	NA	
7.	Photo copy of ELP Certificate	YES	
8.	Photo copy of Class 3 medical assessment	YES	
9.	Photo copy of receipt of fee paid through Bharatkosh	YES	
10.	Original air traffic controller's licence (in case of endorsement of rating on issued air traffic controller's licence)	NA	
11.	Any other document	MoCA Exemption Orders dated 11/6/19, 01/01/2020 and 31.12.2020. (Applicable for category iv employee)	

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.

Photocopies of documents to be self attested.

Appendix-1

 <p>सत्यमेव जयते</p>		Form No: CA-ATCOL-1	
		<p>भारत#सरकार नागरिक विमानन महानिदेशालय GOVERNMENT OF INDIA DIRECTORATE GENERAL OF CIVIL AVIATION OPP. SAFDARJUNG AIRPORT, NEW DELHI – 110003</p>	
APPLICATION FORM FOR AIR TRAFFIC CONTROLLER'S LICENCE AND RATINGS			
(Please tick ✓ as appropriate)			
<input checked="" type="checkbox"/> Issue of ATC Licence		<input checked="" type="checkbox"/> Endorsement of Rating	
		<input type="checkbox"/> Renewal of Licence	
(For DGCA Office use only)			
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		Exempted vide MoCA Orders No. AV-11012/89/2015-A dated 11 th June, 2019, applicant falling in category (i)/(ii)/(iii) . (S.No.7 of the table of Annexure attached with orders)	
2. Licence Number			
3. Date of issue/Validity			
4. Ratings endorsed on licence, if any			
5. Status of previous air traffic controller's licence			
Part B: Personal Details			
1.	Name (as in 10 th certificate)	SAMPLE	Affix recent coloured passport size photograph
2.	Father's name	NNNNNN	
3.	Date of Birth (as in 10 th certificate) Age (as on date of application by individual)	dd DD/ mm MM/ yy YY _____ Y _____ M _____ D	Attach 3 photograph with application. Name, father's name and Employee No. should be written on back
4.	Place of Birth	PPPPPPP	
5.	Nationality	Indian	Signature in Black ink inside the box. Signature shall not touch the border. (Signature of the applicant)
6.	Communication Address with Email and contact Number	XXXXXXXXXXXXXXXXXXXX	

7.	Permanent Address	YYYYYYYYYYYYYYYYYY
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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				Exempted vide MoCA Orders No. AV-11012/89/2015-A dated 11 th June, 2019. (S.No.5 of the table of Annexure attached with orders)
2.	Intermediate or equivalent				
3.	Graduation				
4.	Post- Graduation				

Part D: Approved Courses

S.No.	Name of Course	Year of Passing	Name of ATSTO	Percentage obtained/CGPA	Remarks
1.				% or PASS (as applicable)	Pre-Approval Course Exempted vide MoCA Orders No. AV-11012/89/2015-A dated 11 th June, 2019. (S.No. 7 of the table of Annexure attached with orders).
2.					

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 (certificate from AAI attached.)	(Please tick <input checked="" type="checkbox"/> as appropriate) <input type="checkbox"/> Aerodrome Control Rating <input type="checkbox"/> Approach Control Procedural Rating <input type="checkbox"/> Approach Control Surveillance Rating <input type="checkbox"/> Area Control Procedural Rating <input type="checkbox"/> Area Control Surveillance Rating <input type="checkbox"/> Oceanic Control Rating			
2.	4 Letter ICAO Location Indicator of Airport	VXXX			
3.	On Job Training (classroom training) <i>Note: Mention requirement in Days and Hours both, as per Rating Training Manual.</i>	Date of		OJT	
		Commencement	Completion	Duration Required	Performed
		dd/mm/yyyy	dd/mm/yyyy	N/A	ddd Days hhh Hours
If no separate class room training is conducted write, "Class room training done during familiarisation."					
4.	Date of Written Examination, Marks Obtained/Maximum Marks	dd/mm/yyyy , Marks obt./Max.Marks e.g.12/05/2021 ; 90/100 (Certificate of written examination to be given in new format i.e. CAP-04/026A(rev.3))			
On Job Training		Date of		OJT	

5.	<i>Note: Mention requirement in Days and Hours both, as per Rating Training Manual.</i>	Commencement	Completion	Required*	Performed
		dd/mm/yyyy	dd/mm/yyyy	mm Months/ hhh hours OR ddd Days/ hhh Hours	mm Months/ hhh hours OR ddd Days/ hhh Hours
Details of RTM/Generic RTM/MSLTAR Part 1 or Part 2 extract Certificate from ATS Incharge in form CAP-04/018B in lieu of log book extract. Fill same details in application and CAP-04/018B "Revalidation"/"Reduced Duration/Hours"					
6.	Date and Result of Assessment	dd/mm/yyyy, PASS			

Part F: Details of English Language Proficiency

1.	Grade Awarded (Please tick ✓ as appropriate)	<input type="checkbox"/> Four <input type="checkbox"/> Five <input type="checkbox"/> Six
2.	Validity of ELP Grade	dd/mm/yyyy (if Six, leave it blank) Exempted vide MOCA Orders No. AV-11012/89/2015-A dated 11 th June, 2019 & AV.11012/02/2017-A dated 01 st Jan, 2020 (S.No. 10 of the table of Annexure attached with orders). (if applicable)

Part G: Details of Class 3 Medical Assessment

1.	Date and Place of medical examination	dd/mm/yyyy Pppppp
2.	Validity of medical assessment (Refer Rule 104, Aircraft Rules 1937 for validity of medical assessment)	dd/mm/yyyy Exempted vide MOCA Orders No. AV-11012/89/2015-A dated 11 th June, 2019 & AV.11012/02/2017-A dated 01 st Jan, 2020 and subsequently revised by MOCA Order No. AV-11012/89/2015-A dated 31 st Dec, 2020. (S.Nos. 1 and 2 of the table of Annexure attached with order).

Part H: Details of fee payment

1.	Amount of fee paid	₹ 20,000/- only
2.	Date of payment	dd/mm/yyyy
3.	Receipt Number/Transaction Reference Number	nnnnnnnn

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	Sample, XXX(ATM)
3.	Place of posting	VXXX Airport
4.	Signature with Date	

Part J: Any other information

	This licence request is as per MOCA exemption order AV-11012/89/2015-A dated 11th June, 2019 & AV.11012/02/2017-A dated 01st Jan, 2020 and subsequently revised by MOCA Order No. AV-11012/89/2015-A dated 31 st Dec, 2020. Applicant is falling in category (i)/(ii)/(iii).
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Part K: Recommendation of ATS-in-charge of Unit.	
1.	<p>a) I hereby declare that information provided by Mr./Mrs./Ms. SAMPLE, has been verified through official records and found correct.</p> <p>b) Recommended for issuance/renewal of air traffic controller's licence / endorsement of rating on air traffic controller's licence.</p> <p>c) The applicant has successfully completed all the requirement for issue of Licence and/or rating as specified in Schedule III (Exempted vide MOCA Orders No. AV-11012/89/2015-A dated 11th June, 2019 & AV.11012/02/2017-A dated 01st Jan, 2020 and subsequently revised by MOCA Order No. AV-11012/89/2015-A dated 31st Dec, 2020.)</p> <p>d) The applicant is meeting all the requirement for renewal of licence. (Strike out which is not applicable)</p>
2.	<p>Name & Designation NNNNNNN, XXX(ATM), VXXX Airport</p>
3.	<p>Signature with official Stamp and Date</p>


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.	YES or NO	
2.	Photo copy of certificate of educational qualification	YES/NA	
3.	Photo copy of the approved courses undergone (as applicable)	YES	
4.	Photo copy of student air traffic controller's licence (where applicable)	YES/NA	
5.	Documentary proof of Examination/OJT/Result of assessment	YES	
6.	Photocopy of lapsed air traffic controller's licence	NA	
7.	Photo copy of ELP Certificate	YES	
8.	Photo copy of Class 3 medical assessment	YES	
9.	Photo copy of receipt of fee paid through Bharatkosh	YES	
10.	Original air traffic controller's licence (in case of endorsement of rating on issued air traffic controller's licence)	NA	
11.	Any other document	Certificate Part A MoCA Exemption Orders dated 11/6/19, 01/01/2020 and 31.12.2020.	

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.

Photocopies of documents to be self attested.

Appendix-1

 <p>सत्यमेव जयते</p>		<p>भारत#सरकार नागरिक विमानन महानिदेशालय GOVERNMENT OF INDIA DIRECTORATE GENERAL OF CIVIL AVIATION OPP. SAFDARJUNG AIRPORT, NEW DELHI – 110003</p>		Form No: CA-ATCOL-1
		APPLICATION FORM FOR AIR TRAFFIC CONTROLLER'S LICENCE AND RATINGS		
(Please tick ✓ as appropriate)				
<input type="checkbox"/> Issue of ATC Licence		<input checked="" type="checkbox"/> Endorsement of Rating		<input type="checkbox"/> 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	Air Traffic Controller Licence		
2.	Licence Number	0nnnn		
3.	Date of issue/Validity	dd/mm/yyyy valid upto dd/mm/yyyy (60 years from DOB e.g. if DOB is 12/05/1990, then Validity is 11/05/2050)		
4.	Ratings endorsed on licence, if any	Name of the rating(s) previously endorsed on the Licence plus additional endorsement of rating(s) on ATCOL e.g. AERODROME CONTROL (VIDP)		
5.	Status of previous air traffic controller's Licence	Valid		
Part B: Personal Details				
1.	Name (as in 10 th certificate)	SAMPLE	DO NOT ATTACH PHOTOGRAPH	
2.	Father's name	Same as in ATCOL application		
3.	Date of Birth (as in 10 th certificate) Age (as on date of application by individual)	dd DD/ mm MM/ yy YY Application for endorsement of rating		
4.	Place of Birth	Same as in ATCOL application	Signature in Black ink inside the box. Signature should not touch the border <i>(Signature of the applicant)</i>	
5.	Nationality	Same as in ATCOL		
6.	Communication Address with Email and contact Number	Same as in ATCOL application In case of change in communication information, please mention it		

7.	Permanent Address	Same as in ATCOL application				
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	Application for endorsement of rating				
2.	Intermediate or equivalent					
3.	Graduation					
4.	Post-Graduation					
Part D: Approved Courses						
S.No.	Name of Course	Year of Passing	Name of ATSTO	Percentage obtained/CGPA	Remarks	
1.	Aerodrome/ Approach Area/ Surveillance Control Course (Attach relevant Course Certificate duly certified by ATS Incharge)	YYYY	CATC Allahabad, Prayagraj / HTC, Hyderabad / NIATAM, Gondia	XX %	Leave blank if course is commenced after May, 2019 otherwise, write Pre-approval course	
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	<i>(Please tick ✓ as appropriate)</i> <input type="checkbox"/> Aerodrome Control Rating <input type="checkbox"/> Approach Control Procedural Rating <input type="checkbox"/> Approach Control Surveillance Rating <input type="checkbox"/> Area Control Procedural Rating <input type="checkbox"/> Area Control Surveillance Rating <input type="checkbox"/> Oceanic Control Rating				
2.	4 Letter ICAO Location Indicator of Airport	VZZZ				
3.	On Job Training (classroom training) <i>Note: Mention requirement in Days and Hours both, as per Rating Training Manual.</i>	Date of		OJT		
		commencement	completion	required	performed	
		dd/mm/yyyy	dd/mm/yyyy	N/A	ddd Days hhh Hours	
		If no separate class room training is conducted write, Class room training done during familiarisation				
4.	Date of Written Examination, Marks Obtained/Maximum Marks	dd/mm/yyyy; Marks Obtained/ Maximum Marks e.g.12/05/2021 ; 90/100 (Certificate of written examination to be given in new format i.e. CAP-04/026A)				
5.	On Job Training <i>Note: Mention requirement in Days and Hours both, as per Rating Training Manual.</i>	Date of		OJT		
		Commencement	Completion	Required*	Performed	
		dd/mm/yyyy	dd/mm/yyyy	mm Months/ hhh hours OR ddd Days/ hhh Hours	mm Months/ hhh hours OR ddd Days/ hhh Hours	
		*Details of RTM/Generic RTM/MSLTAR Part 1 or Part 2 extract Certificate from ATS Incharge in form CAP-04/018B in lieu of log book extract. Fill same details in application and CAP-04/018B *Revalidation**Reduced Duration/Hours				

6.	Date and Result of Assessment	dd/mm/yyyy / PASS (Attach Result Assessment)
Part F: Details of English Language Proficiency		
1.	Grade Awarded (Please tick ✓ as appropriate)	<input type="checkbox"/> Four <input type="checkbox"/> Five <input type="checkbox"/> Six Endorsement of revised AELP Grade and/or Validity (if applicable) Exempted vide MOCA Orders No. AV-11012/89/2015-A dated 11 th June, 2019 & AV.11012/02/2017-A dated 01 st Jan, 2020.
2.	Validity of ELP Grade	valid upto dd/mm/yyyy (if AELP Grade is Six, leave blank)
Part G: Details of Class 3 Medical Assessment		
1.	Date and Place of medical examination	dd/mm/yyyy Pppppp Exempted vide MOCA Orders No. AV-11012/89/2015-A dated 11 th June, 2019 & AV.11012/02/2017-A dated 01 st Jan, 2020 and subsequently revised by MOCA Order No. AV-11012/89/2015-A dated 31 st Dec, 2020.
2.	Validity of medical assessment (Refer Rule 104, Aircraft Rules 1937 for validity of medical assessment)	dd/mm/yyyy
Part H: Details of fee payment		
1.	Amount of fee paid	Nil
2.	Date of payment	NA
3.	Receipt Number/Transaction Reference Number	NA
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	Sample, XXX(ATM)
3.	Place of posting	Airport name
4.	Signature with Date	
Part J: Any other information		
	“This endorsement of rating(s) request is as per MoCA exemption orders AV-11012/89/2015-A dated 11th June ,2019 & AV.11012/02/2017-A dated 01st Jan, 2020 and subsequently revised by MOCA Order No. AV-11012/89/2015-A dated 31st Dec, 2020 for Part D, F & G of this application form”. (as applicable).	

Part K: Recommendation of ATS in-charge of Unit.	
1.	a) I hereby declare that information provided by Mr./Mrs./Ms. SAMPLE , 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 NNNNNNN, XXX(ATM), VXXX Airport
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.	NA	
2.	Photo copy of certificate of educational qualification	NA	
3.	Photo copy of the approved courses undergone (as applicable) (duly certified by ATS incharge)	YES	
4.	Photo copy of student air traffic controller's licence (where applicable)	NA	
5.	Documentary proof of Examination/OJT/Result of Assessment (duly certified by ATS incharge)	YES	
6.	Photocopy of lapsed air traffic controller's licence	NA	
7.	Photo copy of ELP Certificate	YES	
8.	Photo copy of Class 3 medical assessment	YES	
9.	Photo copy of receipt of fee paid through Bharatkosh	NA	
10.	Original air traffic controller's licence (in case of endorsement of rating on issued air traffic controller's licence)	NO (Photocopy of ATCOL attached)	
11.	Any other document	MoCA Exemption Orders dated 01/01/2020 and 31/12/2020	

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.