OFFICE OF DIRECTOR GENERAL OF CIVIL AVIATION

Guidelines for Conversion of Professional Pilot's Licenses issued in ICAO contracting States into Indian Professional Pilot's License
(Commercial Pilot's License)

(A) Applicants must obtain from foreign for submission with application:-

1. **Valid** foreign Professional Pilot's License + verification letter from issuing State
2. **Valid** foreign Class-I Medical Assessment from State of issue
3. **Authenticated** Log book of a period of at least preceding 5 years, which must include information regarding dates, aircraft type(single/Multi) and registration, crew status (PIC, Co-pilot etc.), total time, Sectors, Departure-arrival times, day & Nights, X-country flights, X-country tests with no. of landings, Skill tests (Day / night / IR with no. of landings) instrument time(actual, simulated in aircraft), simulator flying (separately logged). **All the entries must be verified by the appropriate authority in the State of Issue of foreign license. Tests must be signed by the examiners as well.**
4. Valid Certificates of Skill tests for Single as well as Multi engine(if multi aircraft rating is desired)**(Note: The tests shall be on the type of aircraft which are also available and registered in India and the test shall be on performa as laid down in India duly authenticated by the Instructor/ designated representative of State Regulatory Authority)**
5. Statement of 20Hrs Cross-country flights / 50 Hrs if IR is also requested.
6. Cross-country check reports, total three(300NM with two full stop landings, 250NM with one full stop landing, 120NM by night while returning to point of departure without landing)
7. 5Hrs Night Flying as PIC with certificate of 10numbers of take offs and 10 numbers of landings
8. For IR issue : Instrument time total =40 Hrs (actual on aircraft 20 or more+ simulated 20 or less) and at least 5Hr instrument time on actual aircraft in preceding six months (for IR issue)
9. **For Multi endorsement on CPL:** Record of ground training and pass result of technical exam,
   Statement indicating at least 10 hrs of training on multi engine aircraft for which endorsement is requested(including test/ check), and **within 6 months** General flying test by day with three solo take off and landings each, General flying test Night with three solo take off and landings each and for IR on multi IR test report with two approaches on aircraft for which multi -endorsement on license is requested.

(B) Applicants need to do in India before submission of application:-

1. General Flying Test report by day, night and Instrument Rating test (if IR desired) from an approved Flying training institute in India, if not carried out in a flying training institute approved by the regulatory authority of the ICAO Contracting State within the preceding six months of the date of application in DGCA.
2. Signal reception tests report by an approved Flying training institute in India, if not carried out in a flying training institute approved by the regulatory authority of the ICAO Contracting State.
3. Pass results of Air Regulation and Composite Papers covering (Met+Navigation) in DGCA within preceding 30 months from the date of application.
4. Indian Class-I Medical assessment
5. Indian RTR(A) (if flight radio telephony operator's license is not issued earlier)
6. Obtains Verification certificates from respective school Boards examination for 10th and 12th with original certificates
7. Fees Rs. 5000 for **each** issue and Rs 5000 for each aircraft endorsements/ rating to be submitted in the form of Bank Draft Payable to PAO, DGCA, Ministry of Civil Aviation, New Delhi.

   Note: Reference Sr. No. 1 and 2, the test reports from ICAO Contracting States shall be duly authenticated by a representative of the Regulatory Authority of the State where such tests are performed.

SUBMISSION OF DOCUMENTS AT DGCA HQRS NEW DELHI

Documents at A+B submitted at DGCA reception with appropriate fee and flying experience on CA39

Note: the applications submitted by the individual or through the flying clubs will only be entertained and the application received from any other source will be sent back without action.

At DGCA reception: Fee draft is sent to Accounts, Date of application is stamped & serial number will be given on application

Application Papers sent to DTL

Examination of papers in DTL as per Sl. No. given + interview on 3rd day of submission (AN)

3 days

On application date (General Requirement to be fulfilled)
➤ Age: >18 (As per 10th certificate)
➤ Medical: class-I (within 12 months validity)
➤ Qualification: 10+2 Pass with Physics and Math
➤ Knowledge: pass in DGCA's Air Regulation and Composite paper (within 30 months)
➤ Others:-
1. have valid RTR(A) from Ministry of Com.
2. verification certificates in respect of qualification (10th and 12th) with original and attested certificates
3. valid foreign license with letter of verification from issuing authority.
4. Valid class-I medical certificate of state of issue + Indian
5. certified log book and attested respective flying statements (i.e. within preceding 5yrs, 6months & x-country)
6. one cloth lined Self addressed stamped envelop for dispatch of license by speed post (stamp shall be according to the weight of documents submitted + 200gm)
7. two photograph imprinted with name at top
8. for issue of IR with CPL submit two more photographs and relevant fee

On application date (Flying Requirements)
(Check from certified log book & CA-39 and with flying test performas/ certificates)
➤ **Within 5 years**
1. total -200Hrs, 2. as PIC-100 Hrs, 3. as PIC cross-country -20Hrs (encl. list of cross-country sorties separately)
4. one 300NM cross-country with 2 full stop landings
5. Instrument time - 10Hrs (atleast 5 hrs on aircraft is must)
➤ **Within 6 months**
1. as PIC-15Hrs,
2. PIC by Night - 5 Hrs (with atleast 10 take off & 10 landings)
3. General flying test by day with three solo take off and landings each
4. general flying test Night with three solo take off and landings each
5. 250 NM cross-country test by day with one full stop landing at other aerodrome
6. 120 NM X-country test by night (returning to point of dep. without landing)
7. signal reception test report (eight word per minute)

NOTE 1. : For IR issue with CPL, submit following documents:
1. as PIC-100Hr,
2. as solo cross-country-50 Hr (encl. list of cross-country sorties separately)
3. Instrument time 40 Hrs (actual on aircraft 20 hrs or more+ simulated 20 hrs or less)
➤ **Within 6 months**
1. instrument time on actual aircraft - 5Hr,
2. IR test report with two approaches on aircraft for which endorsement on license is requested.

NOTE 2: For Multi endorsement on CPL:
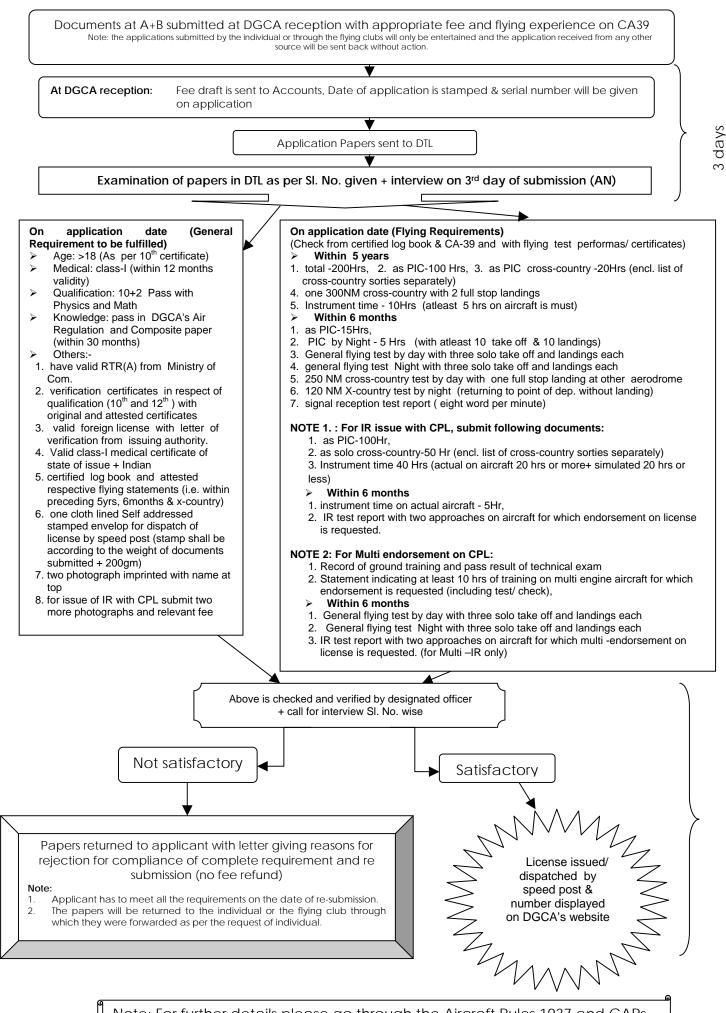1. Record of ground training and pass result of technical exam
2. Statement indicating at least 10 hrs of training on multi engine aircraft for which endorsement is requested (including test/ check),
➤ **Within 6 months**
1. General flying test by day with three solo take off and landings each
2. General flying test Night with three solo take off and landings each
3. IR test report with two approaches on aircraft for which multi -endorsement on license is requested. (for Multi –IR only)

Above is checked and verified by designated officer + call for interview Sl. No. wise

Not satisfactory

Satisfactory

3 days

Papers returned to applicant with letter giving reasons for rejection for compliance of complete requirement and re submission (no fee refund)

Note:
1. Applicant has to meet all the requirements on the date of re-submission.
2. The papers will be returned to the individual or the flying club through which they were forwarded as per the request of individual.

License issued/ dispatched by speed post & number displayed on DGCA's website

Note: For further details please go through the Aircraft Rules 1937 and CARs