



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

DIRECTORATE OF CERTIFICATION OF ATS PERSONNEL

RAJIV GANDHI BHAWAN, NEW DELHI-110003

[File No. AAI/CAP/2-002/2017]

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# CAPC

**CERTIFICATION OF ATS PERSONNEL CIRCULAR NO. 06 of 2017**

## **APPLICATION FOR ATC RATING**

### **1. Introduction:**

- 1.1 An Air traffic controller shall meet the requirements prescribed in the Manual of ATS Personnel Ratings and Certification and the requirements prescribed by Executive Director (ATM) before issuance of an ATC Rating.
- 1.2 On completion of the requirements for acquiring an ATC unit rating the air traffic controller is assessed by the Rating Board.
- 1.3 The term 'Applicant' used in the Manual of ATS Personnel Ratings and Certification –Part 4 refers to an air traffic controller who applies for issuance of ATC unit rating to the respective ATS Incharge.

### **2. Purpose:**

- 2.1 Purpose of this CAPC is to establish procedure for the air traffic controllers to apply for ATC unit rating.

### **3. Scope:**

- 3.1 This CAPC is applicable to all the personnel of Directorates of CAP and ATM in Airports Authority of India.

### **4. Procedures:**

- 4.1 Manual of ATS Personnel Ratings and Certification (MARC) contains the requirement for acquiring an ATC unit rating by an air traffic controller.
- 4.2 On fulfilling the requirements for the issuance of an ATC unit rating contained in the Manual of ATS Personnel Ratings and Certification and any other requirements prescribed



by Executive Director (ATM) in Manual of Station Level Training and Ratings-Part 1, the air traffic controller shall apply for an ATC unit rating in the prescribed form attached as Annexure 1 to this CAPC within seven working days of completion of on-the job training.

- 4.3 While applying for ATC rating, it shall be ensured that the experience specified in MARC-Part 4 and requirements prescribed by Executive Director (ATM) shall have been completed within the 6 month period immediately preceding application.
- 4.4 The air traffic controller applying for the ATC unit rating, hereinafter will be referred as 'applicant' for the rating in this circular and Manual of ATS Personnel ratings and Certification-Part 4.
- 4.5 ATS incharge, on receipt of Application for ATC rating shall review and verify it or get it reviewed and verified by Training incharge, where available, to ensure that the requirements of ATC ratings are met including the requirements of Class 3 Medical assessment and English Language Proficiency for ATS personnel.
- 4.6 ATS incharge or training incharge, shall use a checklist to verify that all the requirements for the ATC rating of the concerned unit are met.
- 4.7 Where the Application for ATC rating is reviewed and verified by the Training incharge, the Training incharge shall submit the Application with applicable documents for validation by ATS incharge.
- 4.8 On being satisfied, that all the requirements of ATC ratings are met, Training incharge shall verify and ATS incharge shall validate the Application for ATC rating submitted by the applicant and attach it with the checklist. The validated application and the checklist shall be maintained in the individual file of the controller.

## 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](mailto:edcap@aai.aero)

**6. Validity**

- 6.1 This CAPC comes into force with immediate effect and will remain valid until further notice.

*K.V. Murali*

(K.V. MURALI)

EXECUTIVE DIRECTOR [CAP]

AIRPORTS AUTHORITY OF INDIA

Dated: 08-11-2017.



**APPLICATION FOR ATC UNIT RATING**

For Office Use only	
Application Number	
Date of Application	__ / __ / ____

The General Manager (ATM)/ ATS Incharge,

Address of ATC Centre/Airport

I have completed the stipulated requirement for the rating of {Name of ATC Rating}, as per the Manual of station level training and ratings-Part 2. I, therefore, apply for following ATC Rating:

{Name of ATC Rating}

A. The personal and training details are as follows:

Name of controller								
Designation					Employee no.			
Date of Joining service	DD	MM	YYYY	Date of joining station	DD	MM	YYYY	
Experience	Years			Completed Age	Years			
<b>Number of Days and Hours of OJT completed</b>					Hrs		Days	

I certify that the information provided on this form is true to the best of my knowledge and belief.

(Signatures of Applicant)

Date

DD	MM	YYYY
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Designation.....

Place of Posting (Location of ATC Centre Airport)

**Reviewed and Verified:**

**Validated:**

\_\_\_\_\_  
(Name and designation with date)

\_\_\_\_\_  
(Name and designation with date)

**Instructions for Filling up Application Form****A. For the Applicant:**

- 1 The applicant shall ensure that he/she is meeting stipulated requirement for the ATC Unit Rating for which he/she is submitting application.
- 2 Application shall be submitted to ATS Incharge of the ATC Centre of your ATC Centre/Airport.
- 3 Fill up name of ATC Unit as mentioned in MARC-Part 4.
- 4 Write date in *DDMMYYYY* format.

**B. For the Office of ATS incharge:**

1. The Office of ATS incharge shall issue a unique number to the application and fill up the date of receipt of the application.
2. The ATS incharge shall ensure that the application carries the name, designation of the person reviewing, verifying and validating the application, with date.