



HARYANA INSTITUTE OF CIVIL AVIATION

CIVIL AERODROME, _____

APPLICATION FOR ADMISSION

Affix a latest
passport size
photograph

Objective of Admission	
Type of Admission	

1. Personal Details:

i)	Name (as in 10 th certificate or DGCA License)	
ii)	Father's Name	
iii)	Mother's Name	
iv)	Date of birth & Age (in Years) (as in 10 th certificate)	
v)	Place of birth	
vi)	Nationality	
vii)	Aadhar Card No.	
viii)	Correspondence Address	
ix)	Permanent address	
x)	Next of Kin with Relation and Contact No.	
xi)	Contact No. & Email ID Self	
xii)	Contact No. & Email ID Parents	
xiii)	Category (Please Tick)*	Gen ☐ SC ☐ ST ☐ OBC ☐ OTHER ☐ :
	Certificate Number if any	

*In case of other please mention the detail and without a certificate issued by competent authority the candidate will treat as General Category candidate.

2. Educational Qualification:

	Examination	Name of Board/ university	Year	Marks in Percentage
i)	Class X or equivalent			
ii)	Class XII or equivalent			Total _____ Maths : _____ Physics : _____
iii)	Graduation			
iv)	Post Graduation			

3. Flying Experience: Total Hours:

(If any or if breakup not possible as per below than give the total hours)

SINGLE ENGINE AIRCRAFT				MULTI ENGINE AIRCRAFT						INSTRUMENT TIME			
DAY		NIGHT		DAY			NIGHT			Total	On Aircraft		On Synthetic Simulator
Dual	Solo /PIC	Dual	Solo /PIC	U/T Dual	Co-pilot	PIC/ P1U/S	U/T Dual	Co-pilot	PIC/ P1U/S		Simulated	Actual	

4. Details of Aviation License/Medical (if any):

i)	Date of Last Flying		ii)	Name of Flying Institute	
iii)	License Type		iv)	License No.	
v)	Endorsement/Rating		vi)	License Valid upto (SPL/PPL/CPL/ATPL)	
vii)	FRTOL(R)/FRTOL No.		viii)	Valid upto	
ix)	RTR/COP No.		x)	Valid upto	
xi)	Medical File No.		xii)	Medical Valid upto	
xiii)	ELP Valid upto		xiv)		

5. Detail of DGCA Exam Passed (if any or not required if applicant is CPL Holder): (Computer Number P-.....)

	Paper	Passed in Session	Roll No.	Date of Result	Valid upto
i)	Air Regulation				
ii)	Air Navigation				
iii)	Aviation Meteorology				
iv)	Air Navigation Composite				
v)	Technical General				
vi)	Technical Specific (A/c Name.....)				
vii)	RTR				

6. General Information

a)	Games/Sports		b)	Hobbies	
c)	Bankers		d)	Type of Insurance	
e)	Insurance Company		f)	Insured Value	
g)	Blood Group		h)		

Father/Guardian Signature

Applicant Signature

RECOMMENDATION OF
C.F.I / Dy. CFI

Dated.....

Office use only	Type of Admission:	Receipt No.:	Date of Receipt:
Admission Fee	Security	Ground Classes Fee	As Flying Fee Advance
			Total

INDEMNITY FORM

I.....hereby declare that. I am going to fly at HARYANA INSTITUTE OF CIVIL AVIATION at my own risk and responsibility. The Haryana Institute of Civil Aviation shall not be responsible to me or my dependents legal heirs another for death, disability or injury while it's on ground, getting into, coming out or flying aircraft, gliders owned or ground, getting into, coming, out or flying aircraft, gliders owned or maintained by the said Institute. Its staff, officers members or other connected with it will not any compensation, indemnity or to my dependents legal heirs or other.

(Signature of Candidate)

Counter signed by the Father or Guardian, if the person is below the age 21 years.

Name:

Profession:

Designation:

(Signature in Full)

Monthly Income:

Effective from 12th May, 2026

- A. Admission Charges (Initial CPL - Rs. 1,50,000.00
PPL etc) (Non-Refundable)
Flying Security - Rs. 1,00,000.00 **(Refundable)**
After No Dues Clearance from all Section of HICA
- Ground Classes Fee - Rs. 2,50,000.00 (for CPL Course; **Non-Refundable**)
or
Ground Classes Fee - Rs. 1,50,000.00 (for PPL Course **Non-Refundable and may be upgraded to CPL course by paying ground classes fee of CPL Course**)
- No Ground class's fee exemption is applicable to any Pilot Trainee.**
- B. Temporary Admission Charges - Rs. 10,000.00 **(Non-Refundable)**
or
Rs. 5000.00 **(Non-Refundable; If flying security or flying fee balance equal to or more than Rs. 50,000.00 stands deposited with HICA)**
- (Temporary Admission: maximum 15:00 Hrs for License Renewal, Conversion etc and 30:00 Patter Flying)
- C. Readmission Fee - Rs. 20,000.00 **(Non-Refundable; If the pilot trainee who had taken admission with any branch of HICA, but did not start his/her flying training within the period of 02 years from the date of admission, then readmission charges will be applicable)**
- Flying Security - Rs. 1,00,000.00
(Refundable Security should be deposit by Pilot trainee if already refunded)

Each pilot trainee will deposit one type of Admission fee as above at the time of Admission with the necessary documents. **SPL will not issue in Temporary Admission Charges. This fee will be deposited at HICA branch through Bank Draft in favour of CED HICA Pinjore / Karnal / Hisar.**

**(Signatures of Guardian / Parent
If pilot trainee is below the age of 18 years)**

(Signatures of the Pilot Trainee)

1. In case the pilot trainee remains absent without any sanctioned leave/permission for continuous two years after the admission and if the pilot trainee quit from the HICA in the middle of the course, his/her admission would stand cancelled. He / She would have to take the readmission in HICA with all necessary documents and fees in case of rejoining of HICA.
2. No form / documents of any pilot trainee will be forwarded to DGCA for appearing Exams by the Chief Flying Instructor / Chief Ground Instructor.
3. At the time of Admission with the flying centre, pilot trainee will furnish the self attested photocopies of Class 10th & Class 12th Mark Sheet, Residence Proof, 12-14 Latest Photographs and Medical Assessment/CA-35 for class II medical examination **(It will be appropriate that before taking admission student pilot may get its Class- II / Class- I medical examination as per latest DGCA standards)**. It is suggested; Class I medical examination may be taken by the pupil pilot within 3 months of the date of admission.
4. At the end of every week each pilot trainee will reconcile his flying fee account with the Concerned Accounts Section of the respective branch and also tally the Personal Flying Log Book with the concerned Flying Section.
5. It is the responsibility of the Pilot Trainees to keep the current / valid Medical Assessment (Class I or Class II), All Licenses (i.e. SPL/PPL/CPL/ATPL, FRTOL/FRTOL(R), RTR etc.) And also to comply all the rules & regulations for safe and sound flying training activities as per the norms & regulations of the DGCA.
6. It is the responsibility of Pilot Trainees when he/she will pass the any DGCA Examination and RTR then the copy of the mark sheet and RTR should be furnished to concerned flying section. And Pilot Trainee will be responsible to complete his/her flying before the expiry of DGCA Examination and RTR. After the completion of all DGCA Examination and RTR he/she should be intimate to Flying Section in writing under the intimation to CFI /Dy. CFI through email.
7. Admission and admission fee is valid till 6 years after the course completion date. In case candidate does not participate in flying with HICA for 6 years, his/her previous admission would stand null and void. He / she would have to take readmission along with requisite fee and all necessary documentation as per HICA and DGCA guidelines.
8. The Flying fee charges are subject to any change anytime without prior information.

(Signatures of Guardian / Parent
If pilot trainee is below the age of 18 years)

(Signatures of the Pilot Trainee)

Date:- _____

9. In case of any litigation/any case not covered amongst above, they will be referred to O/o CED HICA Chandigarh and decision of the competent authority of HICA would be final and binding on all the pupil Pilots. All disputes would be under the jurisdiction of Hon'ble judiciary of Chandigarh.
10. No debit flying will be permitted to any pilot trainee. Mandatory for each pilot trainee to follow the guidelines/ instructions issued by the CFI / Dy. CFI / FI related with their flying roaster schedule.

**(Signatures of Guardian / Parent
If pilot trainee is below the age of 18 years)**

(Signatures of the Pilot Trainee)

Date:- _____

Rs. 100/- Stamp Paper.

Duly Notarized.

UNDERTAKING FROM PILOT TRAINEE

I,, S/D/O Sh

R/o. do hereby solemnly affirm and declare that I would be bound to pay all the statutory dues related with the flying training fee of myself {w.e.f..... (date of admission)} with Haryana Institute of Civil Aviation on account of service tax levy (along with late fee charges demurrage charges if any) if implemented on Haryana Institute of Civil Aviation in future by the Government of India as and when Haryana Institute of Civil Aviation will raise the bill of the same to myself. Within 15 days from the issue if the said communication without any delay/argument/litigation.

Place : -

Date:

Deponent