

8. **Procedure for conduct of Class 1 Renewal Medical Examination on eGCA.**

(a) Pilots can apply for renewal medical examination not earlier than 30 days before the expiry of date of previous medical validity (medical validity date inclusive).

(b) Before signing in to eGCA account for Medical Application, the pilot shall keep a digital passport size photograph ready for uploading on eGCA medical application. The photograph must satisfy following specifications: -

- (i) It should be clear and latest coloured passport size photograph.
- (ii) It should have full face, front-view, eyes open.
- (iii) Close up of the head and top of the shoulders should be such that the face takes up 80-85% of the photograph.
- (iv) Background of the photograph should be light coloured.
- (v) Preferably with spectacles, if using spectacles.
- (vi) No headgear, unless for religious reasons.
- (vii) Do not upload an old photograph or upload picture of your 'studio printed photograph'
- (viii) Max file size 200 MB and allowed types of files are .JPG, .PNG, .JPEG or .BMP

(c) **Applying for Medical Examination on eGCA by DGCA Empanelled Medical Examiner**

- (i) Sign into your eGCA account and click on '*Renewal of Class 1 Medical*' from the drop down menu.
- (ii) Choose '*DGCA Empanelled Medical Examiner*'.
- (iii) '*Basic Details*' page will appear. Complete employment and license details. Select the appropriate buttons. Some are optional fields. If selecting "*I authorise DGCA to send a copy to my Employer*", then provide the email id of Employer, and not pilot's email ID. For '*Type of Operations*', select '*Multicrew*', unless specifically operating as '*Single Crew*'. Upload recent photo as per specifications mentioned at para above. After uploading, click on '*Next*'.

(Revised on 29 December 2021)

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- (iv) 'Medical Declaration' page will appear. Tick these declarations and then submit application. If the pilot is on any medication, then please select "Yes". A new dialogue box will appear. Enter the diagnosis and treatment details, and select 'Add' (if required).
- (v) On successful submission, the pilot shall receive a confirmatory email/SMS from eGCA.
- (d) Complete all investigations (as per Para 7 above) and share the reports with medical examiner (*if required or if asked for by the examiner*).
- (e) Keep all scanned reports ready for uploading on eGCA as a single PDF file. To upload click on 'Track Status' & then 'Track medical Application' initiated by the pilot. Click on 'Action' icon, it will take the pilot to 'Upload Medical Investigation' tab on the page. On clicking the icon, check list will appear. Tick on the appropriate investigation and the disclaimer that "I confirm that the reports submitted by me are from NABL/NABH". Choose the file to be uploaded and upload investigation reports.
- (f) On the day of medical examination, the pilot needs to 'revalidate' Medical Declarations on medical application. For that, follow the track status, track medical application and then go to 'Medical Declaration' Tab and 'Revalidate Application' at the bottom of the page. Upon revalidation, the application is completed and can be viewed by the Medical Examiner.
- (g) For viewing and downloading CA 35 (Medical Certificate) and Medical Assessment, under 'Medical' dropdown menu after eGCA login, both these tabs are visible.
- (h) The CA 35 is valid only when ink signed (blue ink only) by the Medical Examiner and the Licence Holder.
- (j) Medical Assessment is digitally signed by DGCA Medical Assessor. The pilot shall download the assessment on his PC and follow the procedure for 'Digital Signature Verification' (once only) as per the manual uploaded on the eGCA login page.
9. Appointment sought on furnishing false information shall summarily be cancelled on the day of appointment or on receiving the PMR file at centre.
10. For any further clarification, pilots may contact DMS (CA), Medical Dte (DGCA).

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(Sh. DC Sharma)
Joint Director General Civil Aviation