

MERCANTILE MARINE DEPARTMENT
MUMBAI

Notice To Candidates Regarding Written And Oral Examination Assessment Procedure.

It is hereby informed that the initial assessment for various grade of engineering examination shall be as per below:

a. **MEO CLASS-I ELIGIBILITY ASSESSMENT**

- Candidate to submit the duly signed online application along with self-attested documents as per the checklist {WPIF-7.5-2A-03-MEO CLI} from 01st to 15th of every month for them to appear for written and oral examinations in the next immediate month **OR**
- Candidate can also forward the documents as per the above checklist by speed post to the address:

Examiner of Engineer's
Mercantile Marine Department
Prathistha Bhavan
Old CGO Building, M.K. Road,
Mumbai-400 020, INDIA

Grade of Assessment to be clearly written on the top of the envelope

b. **MEO CLASS-II PART 'A' & 'B' ELIGIBILITY ASSESSMENT.**

- Candidate to submit the duly signed online application along with self-attested documents as per the checklist {WPIF-7.5-2A-03-MEO CLII} from 01st to 15th of every month for them to appear for written and oral examinations in the next immediate month **OR**
- Candidate can also forward the documents per the above checklist by speed post to the address:

Examiner of Engineer's
Mercantile Marine Department
Prathistha Bhavan
Old CGO Building, M.K. Road,
Mumbai-400 020, INDIA

Grade of Assessment to be clearly written on the top of the envelope

c. **MEO CLASS-IV PART 'A' & 'B' ELIGIBILITY ASSESSMENT.**

- Candidate to submit the duly signed online application along with self-attested documents as per the checklist {WPIF-7.5-2A-03-MEO CLIV} from 01st to 15th of every month for them to appear for written and oral examinations in the next immediate month.

d. **ELECTRO TECHNICAL OFFICERS ELIGIBILITY ASSESSMENT**

- Candidate to submit the duly signed application along with self-attested documents as per the checklist {WPIF-7.5-2A-03-ETO} from 01st to 15th of every month for them to appear for written and oral examinations in the next immediate month. **OR**
- Candidate can also forward the documents as per the above checklist by speed post to the address:

MERCANTILE MARINE DEPARTMENT
MUMBAI

Examiner of Engineer's
Mercantile Marine Department
Prathistha Bhavan
Old CGO Building, M.K. Road,
Mumbai-400 020, INDIA

Grade of Assessment to be clearly written on the top of the envelope

e. **NCV CLASS IV PART 'A' & 'B', SEO CLASS-III PART 'A' & 'B' & CEO CLASS-III**
ELIGIBILITY ASSESSMENT

- Candidate to submit the duly signed application {ATTACHED form 29} along with self-attested documents as per the checklist {WPIF-7.5-2A-03-NCV CLIV, WPIF-7.5-2A-03-NCVCL III SEO & WPIF-7.5-2A-03-NCV CLIII-CEO} from 01st to 15th of every month for them to appear for written and oral examinations in the next immediate month. OR
- Candidate can also forward the documents as per the above checklist by speed post to the address:

Examiner of Engineer's
Mercantile Marine Department
Prathistha Bhavan
Old CGO Building, M.K. Road,
Mumbai-400 020, INDIA

Grade of Assessment to be clearly written on the top of the envelope

- Along With the checklist, candidate to enclose the written result (PART A), Preparatory course certificate and Copy of eligibility letter issued by Mercantile Marine Department, Mumbai.

f. **ETO COC/ NCV grade application procedure.**

- Candidate to follow the enclosed {Annex-1} and apply as per the procedure explained therein.

NOTE:

1. This notice is also applicable to Mercantile Marine Department, Noida.
2. Seat booking for all grades shall continue as per the earlier procedure followed.
3. In case of any doubt or incomplete application, candidate shall be called to MMD, Mumbai for verification etc.

This notice shall come into force from 01st November 2022 onwards.

-Sd-
Examiner of Engineers
MMD, Mumbai

Directorate General of Shipping EAC Branch

CHECK LIST FOR MEO CLASS I

NAME OF MERCANTILE MARINE DEPARTMENT	
Following Documents Are Required For MEO CLASS for Examination and Assessment Photo Copy Of Each Document Must be Self Attested and be Arranged In The Following Sequence	
Name Of The Candidate:	Date:

Sr. No.	Required Document	Yes/ No	Remark
1.	Two copies of the printout of the Original Profile Form 29.		
2.	Copy of CDC including relevant pages of sea service.		
3.	Copy of Passport (1 st & Last Page)		
4.	Copy of INDO\$ Certificate		
5.	Copy of MEO Class II Certificate of Competency		
6.	Original Sea Services letter issued by the Owner of the Vessel/ RPSL (Addressed to PO, MMD Concerned)		
7.	Copy of Sea Service Testimonials, Indicating Article Time and Propelling Days.		
8.	Copy of Article of Agreement (Only for Indian Flag Vessels)/Form 3A for foreign vessel		
9.	Printout of Seafarers Profile to be returned back after verification		
10.	Copy of valid Medical Fitness Certificate in form (DGS Approved Doctor)		
11.	EVIDENCE OF FEES PAID		

DOCUMENTS TO BE SHOWN AND TAKEN AWAY BY THE SEAFARER

DETAILS		CERTIFICATE NO	VERIFIED YES/NO
1	Original of Diesel Engine Combustion Gas Monitor Simulator course		
2	Original of Preparatory Course		
3	Original of STCW Course as follows:		
	i. PSCRB AND PST Refresher		
	ii. AFF and FFFF Refresher		
	iii. PSSR Refresher		
	iv. Medical First Aid valid within last 5 years or Refresher		
	v. SSO or STSDSD		
Signature of the Candidate		DATE	
Signature of the Verifying DA		APPROVING AUTHORITY	DATE

Directorate General of Shipping EAC Branch

CHECK LIST FOR MEO CLASS II

NAME OF MERCANTILE MARINE DEPARTMENT	
Following Documents Are Required For MEO CLASS II Part A Exemption & Part B Examination and Assessment. Copy Of Each Document Must be Self Attested and be Arranged In The Following Sequence	
Name Of The Candidate:	Date:

Sr. No.	Name of Document	Yes/ No	Remark
1.	Copy of CDC including relevant pages of sea service.		
2.	Copy of Passport (1 st and last page) - call other pages if required		
3.	Copy of INDOS Certificate pertaining to Engineering Category		
4.	Copy of MEO Class IV Certificate of Competency		
5.	Original Sea Services letter issued by the Owner of the Vessel/ RPSL (Addressed to PO, MMD concerned)		
6.	Copy of Sea Service Testimonials, Indicating Article Time and Propelling time.		
7.	Copy of Article of Agreement (Only for Indian Flag Vessels)/ Form 3A		
8.	Copy of Preparatory Course		
9.	Printout of Seafarers Profile to be returned after verification.		
10.	Copy of valid Medical Fitness Certificate form DGS Approved Doctor		
11.	Evidence of Fees Paid.		

DOCUMENTS TO BE SHOWN AND TAKEN AWAY - PLEASE FILL IN THE CERTIFICATE NO OR WRITE NA

15	Original of STCW Course as follows:	CERTIFICATE NO	NAME OF INSTITUTE
	i. Copy of Engine Room Simulator course		
	ii. PSCRB AND PST Refresher		
	iii. FPF AND AFF Refresher		
	iv. PSSR Refresher		
	v. SSO or STSDSD		
	vi. Medical First Aid valid within 5 years		
Signature of the Candidate		Date	
Signature of the DA		Signature of approving authority	Date

Directorate General of Shipping EAC Branch

CHECK LIST FOR MEO CLASS IV

NAME OF MERCANTILE MARINE DEPARTMENT	
Following Documents Are Required to be submitted For MEO CLASS IV Part A Exemption & Part B Examination and Assessment Requirements	
Photo Copy Of Each Document must be Self Attested and Arranged In The Following Sequence	
Name Of The Candidate:	Date:

PART A EXEMPTION & EXAMINATION.

S.NO	NAME OF DOCUMENTS	YES/NO	REMARKS
1.	Copy of CDC. (1 st & Last Page) and relevant service pages		
2.	Copy of Passport. (1 st & Last Page)		
3.	Copy of INDOS No. Certificate		
4.	Fees – Evidence of Fees Paid		
5.	Copy of Education Qualification. As applicable		
6.	Copy of Pre Sea course		
7.	Copy of Valid Medical Fitness Certificate (DGS Approved Doctor)		

DOCUMENTS TO BE SHOWN – PLEASE FILL IN THE CERTIFICATE NO

S No.	Details of documents	CERT NO	NAME OF INSTITUTE
1.	Original of STCW Course as follows:-		
	i) Personal Survival Techniques or Refresher if more than 5 years old		
	ii) Fire Prevention & Fire Fighting or Refresher if more than 5 years old		
	iii) Elementary First Aid valid within 5 years		
	iv) PSSR within 5 years or Refresher		
	v) STSDSD		

Signature of Verifying DA

Approving Authority

Based on above information the candidate is exempted from PART A / Eligible to appear in part A

PART B EXAMINATION AND ASSESSMENT REQUIREMENTS

S.No	NAME OF DOCUMENT	YES /NO	REMARKS IF ANY
1.	Original Sea Services letter issued by the Owner / RPSL address to concerned PO MMD		
2.	Copy of Sea Service Testimonials. Indicating Article / Propelling time		
3.	Copy of Article of Agreement / Form 3A		
4.	Copy of CDC including relevant pages of sea service.		
5.	Sighting of Original TAR BOOK.		
6.	Copy of Seafarers Profile for checking Data		
7.	Evidence of Fees Paid		

DOCUMENTS TO BE SHOWN – PLEASE FILL IN THE CERTIFICATE NO

S.NO	NAME OF DOCUMENT	CERT NO	NAME OF INSTITUTE
1	Original of Engine Room Simulator Course. (Done after the required sailing)		
2	Original of STCW Course as follows:-		
	i) PSCRB valid within 5 yrs or refresher		
	ii) Advance Fire Fighting Valid within 5 years or refresher		
	iii) Medical First Aid valid within last 5 years		
	iv) SSO or STSDSD		

Signature of the Candidate

DATE

Signature of the Verifying DA

APPROVING AUTHORITY

DATE

MEO CLASS IV DOCUMENTS TO BE ARRANGED AS PER FOLLOWING

Sr. No.	Name of the documents required (self attested copies)
1	Form 29 (available online on mmd.gov.in) to be duly filled and signed as per attached format, only with black pen
2	Part A (bharatkosh / epariksha) & Part B (epariksha compulsory) Payment receipt
3	E-pariksha Form
4	Duly filled & signed checklist
5	CDC (all pages)
6	Passport (all pages)
7	INDOS
8	All Passing Certificates & Marksheets of Education qualification required
	i) 10th
	ii) 12th / Diploma
	iii) Degree (all semester mark sheet)
	iv) GME as applicable (all pages)
9	Pre sea course (both side) issued by College / institute
10	Medical fitness (should be updated in master checker also)
11	Following STCW courses
	i) PSCRB & PST
	ii) AFF & FPF
	iii) PSSR
	iv) MFA
	v) EFA
	vi) STSDSD
	vii) ERS
	viii) Boiler course as applicable
12	Sea Service Testimonials
13	Form 3A (Master Checker)
14	Seafarer Profile
15	DCE Certificate (if applicable)
16	High Voltage Certificate (if applicable)
17	TAR Book (Pre & On board) (copies of pages containing personal information, photo, stamp, pages stamped towards sailing, page no. 22 reviewed by company)
18	Proforma B batch approved by DGS
19	Self declaration stating that the documents submitted are genuine and authentic. In future any discrepancy found candidature will be cancelled.
20	Original company sea service letter to PO, MMD
21	07 nos. Extra latest photo, 70% face covering, in formal & white background.
22	All documents are required to be filed in a plastic report file (folder).

Directorate General of Shipping EAC Branch

CHECK LIST FOR ELECTRO TECHNO OFFICER

NAME OF MERCANTILE MARINE DEPARTMENT	
Following Documents Are Required For ETO grade for Examination and Assessment Photo Copy Of Each Documents must be Self Attested Arranged In The Following Sequence	
Name Of The Candidate:	Date:

DOCUMENTS FRO WRITTN EXAMINATION

S.NO	REQUIRE DOCUMENTS	YES/NO	REMARKS
1.	Online printout of the Seafarers Profile duly updated		
2.	Copy of CDC. (1 st & Last Page) and relevant Sea service pages		
3.	Copy of Passport. (1 st & Last Page)		
4.	Copy of INDOS No. Certificate		
5.	Fees for ETO Examination and Assessment Rs. 12000/- (Assessment Rs. 3000/- + Written Booking Rs. 4500/- + Oral Booking Rs. 4500/- + Bank Charges if any)		
6.	Copy of Education Qualification.		
7.	Copy of Approved Course Certificate		
8.	Copy of Sea Service Testimonials duly signed by Chief Engineer and Master of the Vessel.		
9.	Article of Agreement (Only for Indian Flag vessels)		
10.	Sea Service Extract (Only Navy Candidate)		
11.	Copy of Valid Medical Fitness Certificate (DGS Approved Doctor)		

DOCUMENTS TO BE SHOWN AND TAKEN AWAY - PLEASE FILL IN THE CERTIFICATE NO

S.NO	DOCUMENTS REQUIRED	CERT NO	NAME OF INSTITUTE
1.	Original of STCW Course as follows:-		
	i) PSCRB valid within 5 yrs or refresher		
	ii) Advance Fire Fighting Valid within 5 years or refresher		
	iii) Medical First Aid valid within last 5 years		
	iv) PSSR Refresher		
	v) SSO or STSDSD		
Signature of the Candidate		DATE	
Signature of the Verifying DA		APPROVING AUTHORITY	DATE



FORM 29

(See Rule 72)

GOVERNMENT OF INDIA
MINISTRY OF SURFACE TRANSPORT
DIRECTORATE GENERAL OF SHIPPING

Application for Examination and Assessment for certificates under Merchant Shipping (Standards of Training, Certification and Watch-keeping for Seafarers) Rules, 2014 for manning ships in foreign-going and Near-Coastal Voyages trade

Application No. : _____

Received Date: ___/___/20___

A. Grade of : _____

Examination Place of : MMD _____
Examination

1. Full Name : _____
(Block letters)

2. Permanent Address : _____

3. Present Address : _____

4. Telephone Number : _____
(with STD Code)

5. Nationality : _____
(Proof to be produced)

6. Passport Number : _____

7. Date and Place of Issue : _____

8. Continuous Discharge : _____
Certificate (C.D.C)
Number

9. Date and Place of Issue : _____

10. Date of Birth : _____
(Proof to be produced)

11. Place of Birth : _____

12. Personal : _____
Identification marks

13. INDoS No : _____

14. EXN-45 No : _____

LATEST PHOTO
(3.5X3.5)

Application No. : _____

Received Date : ___/___/20__

B. DETAILS OF SCHOLASTIC EDUCATION :
(Separate sheets must be attached)

- 1. Scholastic Education Level :
- 2. Principal Subjects :
- 3. Year of Passing :
- 4. School/College/ Board :
- 5. Address of the Institution :

C. DETAILS OF PRE-SEA TRAINING / MARINE ENGINEERING WORKSHOP :
(Separate sheet must be attached)

- 1. Training Institute :
- 2. Address of the Institution :
- 3. Attended From :
- 4. Result :
- 5. Courses Attended :

D. REQUEST FOR ALLOTMENT OF SEAT FOR EXAMINATION :

Month and Year	Amount	Date	Receipt No.	Function	Level (Operational / Management)	Signature of Candidate	Signature of Examiner / Assessor

E. REPORT ON STRUCTURED ON-BOARD TRAINING (GME/ATS/OTHERS) :

#	Date Of Completion (Y/M/D)	Name of Designated Training Officer (Ship/Company)	Details Of Certificate Of Competency
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Application No. _____

Received Date : ___/___/20__

G. PARTICULARS OF STCW CONVENTIONS MODULAR COURSES :

Sr. No.	Courses	STCW Reg. / STCW Code No	Cert. No.	Approved Institution	Period		Validity (Y/N)
					From	To	
1	PERSONAL SURVIVAL TECHNIQUES (PST)						
2	FIRE PREVENTION AND FIRE FIGHTING (FPFF)						
3	ELEMENTRY FIRST AID (EFA)						
4	PERSONAL SAFETY AND SOCIAL RESPONSINILITIES (PSSR)						
5	PROFICIENCY IN SURVIVAL CRAFT AND RESCUE BOAT (PSCRB)						
6	ADVANCE FIRE FIGHTING (AFF)						
7	MEDICAL FIRST AID (MFA)						
8	SECURITY TRAINING FOR SEAFARERS WITH DESIGNATED SECURITY DUTIES (STSOSD / SSO)						
9							
10							

Application No. : _____

Received Date : ___/___/20__

H. Level Applied for OPERATIONAL / MANAGEMENT LEVEL (Tick ✓ the appropriate Function)

Month Date D/M/Y	Function										Signature of Candidate
	3	4A -I	4A -II	4A -III	4A -IV	4A -V	4A -VI	4B	5	6	

I. PREVIOUS CERTIFICATE (Issued in India or elsewhere, if none state so) :

Number	Certificate Details	Class /Grade	Place & date of		If any time suspended or cancelled.		
			Examination	Issue	Court of Authority	Date	Cause

J. DECLARATION TO BE MADE BY THE CANDIDATE :

I hereby declare that the particulars contained in the form are correct and true to the best of my knowledge and belief and that the papers enumerated and sent with this form are true and genuine documents given and signed by the person whose name appears on them. I further declare that Section F contains a true and correct account of my sea-going service without exception and I make this declaration conscientiously believing the same to be true.

(_____)

The above declaration was signed in my presence.

Signature of the candidate

Examiner of Masters and Mates/Engineers Officers
Mercantile Marine Department.....District

K. POST-SEA APPROVED EDUCATION AND TRAINING AT APPROVED INSTITUTION LEVEL
(Preparatory, Vocational and Up gradation Courses) :

Application No. _____

Received Date : / / 20

Function /Part	Institution	From	To	Remarks Stating Grades in Assessment

L. REPORT OF HEAD OF ASSESSMENT CENTRE (Preparatory, Vocational & Up gradation Courses) :

(Candidates Performance, strength and weakness if any must be clearly stated here. Report card designed by institution and in accordance with DGS directives must be attached, clearly indicating grades in levels of performance achieved.)

Signature:

Name :

Official Stamp:

(Signature & Name is for Head of Assessment Centre)

(Validity of Courses with Date and DGS approval details must be stamped also)

M. REPORT OF HEAD OF ASSESSMENT IN EXAMINATION SECTION:

Documents in Order	Yes/No	Proforma 'B' for W/Shop Training Checked and Talled	Yes/No
Photos Enclosed	Yes/No	TAR Book duly Completed and Endorsed	Yes/No
Fees Received	Yes/No	OICEW Book Duly Completed and Endorsed	Yes/No

Candidates Eligibility for Function / Grade of Examination assessed and in order

N. EXEMPTION

Exemption if any Quote Rule (from META Manual I,II) or Specific DGS reference / order of Chief Examiner of Engineers.

Signature of Examiner of Engineer

O. REMARK OF EXAMINER OF ENGINEERS : ASSESSMENT IN ORDER Yes/No

ELIGIBILITY FOR OPERATIONAL LEVEL / MANAGEMENT LEVEL EXAMINATION

Eligible For Written 3 4A-I 4A-II 4A-III 4A-IV 4A-V 4A- 4B 5 6

Eligible For Oral Function 3 4 5 6

Candidate Found Ineligible And Duty Informed Yes/No (Use Form IN)

Signature :

NAME :

OFFICIAL STAMP:

Application No. : _____

Received Date : ___/___/20__

Instructions

1. **Fill all details in Fine Black ballpoint Pen, Clearly and Legibly.**
2. All entries must be made by the Candidate in his own handwriting except those for official use, which are shaded grey.
3. Grades of Examination (Page I)
MEO (Main Stream) – Class IV, Class II, Class I
NCV – Class IV, Class III SEO, Class III CEO
4. Candidate must refer to his EXN-45 and META Manual I & II, to assess his own eligibility for the relevant courses / Exams before filling in this form.
5. Details of Name, Date of Birth Etc. must be as per the SSC, HSC, Board of Examination Certificates unless changed by legal means.
6. Candidate must produce the originals for verifications at every MMD. Verification of Certificate may be resorted to by MMD if required.
7. Two additional Passport Size Photographs with the signature on backside is to be submitted along with application Form in a small Envelope for attachment with DGS final register.
8. Sea time certificates must be dual endorsed by either Indian Embassy, Consulate abroad, Flag state officials of flag of vessel or any other organization approved by the Directorate.
9. Entries in F must be made for each phase, giving date of completion as the date of discharge from ship. Name of training officer is the shipboard or company designated officer. Details of certificate of competency are the current certificate which the candidate holds. Attach separate sheets for additional entries.
10. Entries in Part – I which includes sections A, B, C, D, E, F, G, H, I, J are to be made by the candidates.
11. Entries in Part – II which includes sections K, L, M, N, and O are for official purpose only.
12. Entries in Part – III is exclusively for official purpose only.

Details of Functions:

- 3 -- Controlling the operation of the ship & care for persons onboard at operational and management level.
- 4A :- Part A Marine Engineering at Operational level and management level.
I – Heat Engines II – Applied mechanics IV – Engineering Drawing V – Mechanics & Hydromechanics VI – Thermometer and Heat Transfer.
- 4B - Part B Marine Engineering at Operational level and management level.
- 5 - Electrical, Electronics & Control Engineering at Operational and Management level.
- 6 - Maintenance and repair at Operational and Management level.

Application No. _____

Received Date : ___/___/20__

For MEO CLASS II - M.E.K.(Sm COM) - Marine Engineering Knowledge (Steam),
M.E.K. (G) - Marine Engineering Knowledge (General)
M.E.K (M/S/Sm) -Marine Engineering Knowledge (Motor)

For MEO CLASS I - M.E. – Engg -Mgmt-Written

- 5 - Electrical , Electronics & Control Engineering at Operational and Management level.
M.E.T. - Marine Electro Technology
- 6 - Maintenance and repair at Operational and Management level.
M.E.P. - Marine Engineering Practice

Details of Functions : Oral Papers

- 3 - COSCPN - Controlling the operation of the Ship and Care for persons on board
- 4 - M.E.(Motor)- Marine Engineering (Motor) , M.E.(Steam)- Marine Engineering (Steam)
- 5 - M.E.T. - Electrical, electronic and control engineering
- 6 - M.R. - Maintenance and Repair

D. Examiner of Engineers Final Assessment Prior Recommendation for Certification

Requirements	Status	Requirements	Status
Medical Fitness	Yes / No	Preparatory and Up gradation	Yes / No
Pre Sea Training	Yes / No	Others (Sate Course)	Yes / No
Structured on Board Training	Yes / No	Written Examination	Yes / No
Sea Service Requirement	Yes / No	Oral (Assessment)	Yes / No
Modular Courses	Yes / No	Eligibility	Yes / No

E. For the Chief Examiner of Engineer Officers :

1. I hereby certify that _____ born at _____ on ___/___/___ has satisfactorily produced testimonials and proof of Sea-going Service/Watch Keeping Service.
2. The candidate complies with the requirements of the Merchant Shipping (Standards of Training Certification and Watch-keeping for Seafarers) Rules, 1998 for the grade of _____ Under STCW Reg. _____
3. The candidate has passed his examinations for the functions as under :

Application No. _____

Received Date : ___/___/20__

Function	Examination Centre	Month/Year	Remarks

The candidate meets all the requirements & is eligible for issue the Certificate of Competency as _____ With following limitations.

The certificate of competency may be forwarded to the Mercantile Marine Department for issuance.

(Signature)

Examiner of Engineers Mercantile Marine

Certificate of Competency for grade _____ with limitation _____ as recommended by mercantile marine department may be issued

REMARKS (Special Condition if any)

Initial of Assessor at DGS

Details of Functions:

- 3 -Controlling the Operation of the Ship & Care for Persons on board at Operational and Management Level
- 4A - Part B Marine Engineering at Operational Level and Management Level
 - 1 - Heat Engines II - Applied mechanics III - Mathematics IV - Engineering Drawing V - Mechanics & Hydromechanics VI - Thermodynamics and Heat Transfer
- 4B - Part B Marine Engineering at Operational Level and Management Level
- 5 - Electrical, Electronics & Control Engineering at Operational and Management Level
- 6 - Maintenance and Repair at Operational and Management Level

Instructions on filing up and returning the Final Register to DGS

- (A) On the candidate passing all functions in a grade and on satisfactory evaluation by Examiner of Engineers, the DGS Final Register duly completed must be sent to the DGS, Consolidated for every month. Application Form need not be sent to DGS.
- (B) The sheets should be preferably computer Generated and Recorded.
- (C) A copy of the sheet should be retained at the respective MMD Prior dispatched to DGS as hard copy.

Candidates Specimen Signatures (To be duly signed in all four boxes at the time of submission of

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Cut here at DGS for Pasting on COC

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SELF DECLARATION APPLICATION

TO,
THE PRINCIPAL OFFICER,
MMD, MUMBAI,

Subject :- _____ assessment reg.

Sir,

I, _____, Indos no. _____, hereby state that the documents submitted by me with the self attested, along with "FORM 29" for the purpose of " _____ Assessment" are genuine and authentic.

In future any discrepancy found my candidature can be rejected & I am bound to take any action imposed by you. Originals will be brought during examination for verification.

Please do the assessment of application.

Yours faithfully,

(_____)

Indos no :-

Dated :-

Directorate General of Shipping EAC Branch

Check list for NCV CLASS III (CEO)

NAME OF Mercantile Marine Department	
Following Documents Are Required For NCV Class III (CEO) Written and Oral examination and Assessment Photo Copies Of Each Documents Self Attested Must Be Arranged In The Following Sequence	
Name Of The Candidate:	Date:

WRITTEN EXAMINATION

Sr. No.	REQUIRE DOCUMENTS	YES/NO	REMARKS
1.	Copy of CDC including relevant pages of sea service.		
2.	Copy of Passport (1 st and last pages)		
3.	Copy of INDOS Certificate pertaining to Engineering Category.		
4.	Copy of NCV Class III (SEO) Certificate of Competency.		
5.	Original Sea Service letter issued by the Owner of the Vessel / RPSL (Addressed to PO, MMD)		
6.	Copy of Sea Service Testimonials. Indicating Article Time and Propelling Days duly		
7.	Copy of Article of Agreement (Only for Indian Flag vessels) / Form3		
8.	Copy of Valid Medical Fitness Certificate (DGS Approved)		
9.	Copy of Seafarers Profile (Updated) to be returned after verification		
10.	Assessment Fees as applicable – evidence		

DOCUMENTS TO BE SHOWN AND TAKEN AWAY – PLEASE FILL IN THE CERTIFICATE OR WRITE NA

Sr. No.	REQUIRE DOCUMENTS	Cert. No	Institute
11.	Original of the STCW Course as follows to be shown		
	i. PSCRB Valid within 5 years or Refresher		
	ii. AFF Valid within 5 years or Refresher		
	iii. PSSR Updated to 2010		
	iv. Original of Medical First Aid valid within last 5 years		
	v. SSO or STSDSD		

Signature of the DA	Signature of the Approving Authority
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ORAL ASSESSMENT

12.	Fees: as applicable – evidence of fees paid	
13.	Sea time assessed based on the documents submitted above	
14.	Sighting of Original of Preparatory Course	
15.	Sighting of Result of Written Examination.	
Signature of the Candidate	Date	
Signature of the DA	Date	

Directorate General of Shipping EAC Branch

CHECK LIST FOR NCV CLASS III (SEO)

NAME OF Mercantile Marine Department	
Following Documents Are Required For NCV Class III (SEO) Written and Oral examination and Assessment	
Photo Copies Of Each Documents Self Attested Must Be Arranged In The Following Sequence	
Name Of The Candidate:	Date:

WRITTEN EXAMINATION

Sr. No.	REQUIRE DOCUMENTS	YES/NO	REMARKS
1.	Copy of CDC including relevant pages of sea service.		
2.	Copy of Passport (1 st and last pages)		
3.	Copy of INDOS Certificate pertaining to Engineering Category.		
4.	Copy of NCV Class IV Certificate of Competency.		
5.	Original Sea Service letter issued by the Owner of the Vessel / RPSL (Addressed to PO, MMD)		
6.	Copy of Sea Service Testimonials, Indicating Article Time and Propelling Days duly		
7.	Copy of Article of Agreement (Only for Indian Flag vessels) / Form3		
8.	Copy of Valid Medical Fitness Certificate (DGS Approved)		
9.	Copy of Seafarers Profile (Updated) to be returned after verification		
10.	Assessment Fees as applicable – evidence		

DOCUMENTS TO BE SHOWN AND TAKEN AWAY – PLEASE FILL IN THE CERTIFICATE OR WRITE NA

Sr. No.	DOCUMENTS TO BE SHOWN	Cert. No	Institute
11.	Original of the STCW Course as follows to be shown		
	i. PSCRB Valid within 5 years or Refresher		
	ii. AFF Valid within 5 years or Refresher		
	iii. PSSR Updated to 2010		
	iv. Original of Medical First Aid valid within last 5 years		
	v. SSO or STSDSD		

Signature of the DA	Signature of the Approving Authority.
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ORAL ASSESSMENT

12.	Fees: as applicable – evidence of fees paid		
13.	Sea time assessed based on the documents submitted above		
14.	Sighting of Original of Preparatory Course		
15.	Sighting of Result of Written Examination.		
Signature of the Candidate		Date	
Signature of the DA		Date	

Directorate General of Shipping EAC Branch

CHECK LIST FOR NCV CLASS IV

NAME OF MERCANTILE MARINE DEPARTMENT	
Following Documents Are Required For NCV Class IV Written and Oral Examination and Assessment Photo Copy Of Each Documents must be Self Attested and be Arranged In The Following Sequence	
Name Of The Candidate:	Date:

ASSESSMENT FOR WRITTEN EXAMINATION

Sr. No.	NAME OF DOCUMENTS	YES/NO	REMARKS
1	Copy of CDC including relevant pages of sea service.		
2	Copy of Passport (1 st and last page)		
3	Copy of INDOS Certificate		
4	Copy of Education Qualification.		
5	Sighting Original of Previous Certificates. i.e. SGED / FVED / ERK Watch keeping Certificate / ITI / Diploma in Mechanical Engineering or Electrical or any other certificate.		
6	Sighting Original of Pre Sea course.		
7	Original Sea Service letter issued by the Owner of the Vessel / RPSL (Addressed to PO, MMD)		
8	Copy of Sea Service Testimonials. Indicating Article Time		
9	Copy of Article of Agreement (Only for Indian Flag vessels)/Form 3A		
10	Sea Service Extract (Only Navy Candidate)		
11	Online Printout of Seafarers Profile (Updated).		
12	Copy of Valid Medical Fitness Certificate (DGS Approved Doctor)		

DOCUMENTS TO BE SHOWN - PLEASE FILL IN THE CERTIFICATE NO

Sr. No.	DETAILS	Certificate No	Name of the Institute
13	Sighting Original of STCW Course as follows:- i) PST Valid within 5 years. or Refresher ii) FFFF Valid within 5 years or Refresher iii) Elementary First Aid valid within last 5 year iv) PSSR Recent or Refresher v) SSO or STSDSD vi) Preparatory Course certificate		
14	Evidence of Assessment Fees as applicable Paid		
SIGNATURE OF VERIFYING DA		APPROVING AUTHORITY	

ORAL ASSESSMENT & BOOKING

Sr. No.	NAME OF DOCUMENTS	YES/NO	REMARKS
15	Copy of Result of Written Examination.		
16	Copy of Sea Service Testimonials. Indicating Article Time		
	Copy of Article of Agreement (Only for Indian Flag vessels)/Form 3A		

DOCUMENTS TO BE SHOWN AND TAKEN AWAY - PLEASE FILL IN THE CERTIFICATE NO OR WRITE NA

Sr. No.	DETAILS	Cert. No.	Name of Institute
17	Sighting Original of STCW Course as follows:- i) PSCRB OR Refresher ii) AFF 2010 OR Refresher iii) Medical First Aid valid within last 5 years iv) SSO or STSDSD v) PSSR Updated to 2010 vi) TAR BOOK		
24	Fees: Oral Assessment & Examination as applicable		
Signature of Verifying DA		APPROVING AUTHORITY	

PROVISIONAL PROCEDURE FOR APPLICATION FOR ETO COC/ NCV
GRADE THOSE WHO HAS PASSED ALL FUNCTIONS FROM MMD
MUMBAI

1. Candidate to fill relevant application form and pay necessary fees. (To Attach payment receipt ETO-Rs 3000/-, NCV -Rs1500/-)
2. Attach self attested documents as per Annexure-I relevant to the grade of COC.
3. ~~10~~⁰⁵ nos recent clear passport size color photographs (35mm x 35mm) mat finish in white background .
4. All documents to be sent either by BLUE DART COURIER(***AS OTHER COURIER /SPEED POST MEANS ARE NOT ACCEPTED BY SERVICE PROVIDER FOR MUMBAI DUE TO PREVAILING COVID 19 PANDEMIC SITUATIONS***) to following address,

EXAMINEERS OF ENGINEERS
MERCANTILE MARINE DEPARTMENT
PRATISTHA BHAVAN
M.K MARG
MUMBAI 400020.

or

Scan all the documents including application in PDF format as a one file and send email to exame.mum-mmd@gov.in

And send five specimen signatures of applicant in plain white paper signed in blue ink and five recent clear passport size color photographs (35mm x 35mm) mat finish in white background by BLUE DART Courier to following address:

EXAMINEERS OF ENGINEERS
MERCANTILE MARINE DEPARTMENT
PRATISTHA BHAVAN
M.K MARG
MUMBAI 400020

5. On receipt of application and all supporting documents , application will be processed.
6. This procedure is tentative only and valid till further orders.

ANNEXURE- I

DOCUMENTS TO BE SUBMITTED

1. Two copies of existing COC (if applicable)
2. Two copies of INDOS certificate.
3. Two Copy of Passport (First page and last page), attach copies of additional pages indicating any change in Name/Address if any.
4. Copy of Valid Medical certificate(from DGS Approved Doctor)
5. One Green envelope 10 *14 Inches. Write Name, grade, Telephone number ,mobile number ,Email Id, Address of candidate
6. Two copies of High Voltage course certificate ,if any.
7. Two copies of fees payment receipt.
8. ETO candidates to submit print out of results(passed) from their profile ,(Two copies)

Application Form for issue of Certificate of Competency for Engineers Under STCW 2014 as amended

PHOTO

Serial Number (For Office Use only)

PARTICULARS OF APPLICANTS

Name (In Block Letters)

INDos No.

Correspondence Address

City / Town :

Telephone / E-mail:

Local Contact No.

Area Code No.

Date of Application

DD MM YY

Date of Birth

DD MM YY

Place of Birth

1. Grade of Exam Passed

2. Month in which Exam Passed

Month Year

At

3. Did you undergo any inquiry by any Government or other authorities in connection with your service on board ship (If Yes, give details by attaching additional sheets)

Yes / No

4. Place to which delivery of COC is requested : Mumbai/Kolkata/Chennai/Indian Embassy or Consulate at.....

DECLARATION TO BE MADE BY APPLICANT

I hereby declare that the particulars contained in the form are correct and true to the best of my knowledge and belief and that, the documents enumerated and enclosed with this form are true and genuine given and signed by the person whose Name appears on them.

Name of the Applicant

Date :

Place:

Signature.....

FOR OFFICE USED (MMD)

Fees paid Rs.	Challan / Receipt No .	Date :	Cashier :
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Above documents/certificates verified and applicant found eligible/not eligible to hold appropriate certificate.

Signature

Signature

Name of the Examination Assistant

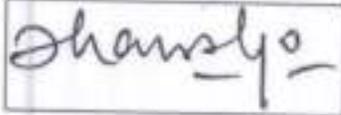
Name of the Examiner of M & M

Date :

Two Specimen signature to be signed within the space provided in the box.

DIRECTORATE GENERAL OF SHIPPING

IMPORTANT NOTICE REGARDING PHOTO & SIGNATURE FOR ALL ONLINE APPLICATION

Don'ts X	Do's ✓
	
<p>OBSERVATION: Do not scan signature on MOBILE. Scan signature properly on Scanner machine with <u>WHITE BACKGROUND</u>.</p>	<p align="center">OK ✓</p>
	
<p>OBSERVATION: Signature not accepted with <u>GREY BACKGROUND</u>. Scan signature properly on Scanner machine with <u>WHITE BACKGROUND</u>. Crop signature part removes all blank portions and re-upload it in <u>HORIZONTAL</u> Manner.</p>	<p align="center">OK ✓</p>
	
<p>OBSERVATION: Do not upload scan photo or take photo of the photo. Collect soft copy of the photo from photographer with <u>White background</u> & showing 70% facial area & upload it</p>	<p align="center">OK ✓</p>
	
<p>OBSERVATION: Do Not upload photo in T-Shirt or in Casuals. Upload photo in <u>PROPER FORMALS PLAIN SHIRT / COAT</u>.</p>	<p align="center">OK ✓</p>
	
<p>OBSERVATION: Do not upload photo Like above image. Collect soft copy of the photo from photographer with <u>White background</u> & showing 70% facial area.</p>	<p align="center">OK ✓</p>
	
<p>OBSERVATION: Do not upload photo Like above image. Collect good soft copy of the photo from photographer with <u>Plain shirt / Coat (Not checkered)</u> & showing 70% facial area.</p>	<p align="center">OK ✓</p>

*NOTE: FACE SHADED IN THE PHOTOGRAPH TO AVOID IDENTIFICATION

Please read and comply with Photo & Signature Guidelines as detailed in next page

GUIDELINES FOR PHOTO & SIGNATURES

All Seafarers are hereby requested to upload Photo & Signature in Correct Manner as shown above in DGS E-Governance for processing of their online Applications promptly.

General Photo Guidelines

Photos must be:

- In color
- Photo size to be 35mm x 35mm
- Taken within the last three months

Photo Composition Requirements

- The photo must have a plain white background with face being 70% of the photo (measure between 24mm to 28mm)
- You must face forward with eyes open and a neutral facial expression
- The lighting must be even, with no obscuring shadows or glare
- On the printed photo, your head must measure between 24mm to 28mm from the top of your head to your chin.

What Should I Wear in My Photo?

In your passport photo, you may not wear any of the following items:

- Eyeglasses of any type including sunglasses
- Hats
- Headbands, hair bows, or head scarves*
- Uniforms with peak caps, epaulettes etc

**If you wear religious headgear, such as a yarmulke or headscarf or turban, you may wear this in your photo. Your headgear must not obscure your face in the photo.*

Suggestions for attire:

- Make sure your hair does not cover your face, make sure your eyes are both visible.
- A collared shirt or a top with a high neckline is recommended. Due to the cropping of the photo, if you wear a shirt with a wide or low neckline, you might wind up looking like you are not wearing clothes at all!

Can I Take My Own Photo?

It is recommended that you have your photos taken professionally. However, you may take your own photo as long as you have the right dimensions and quality of passport photo and meet all the photo guidelines. Here are our suggestions on how to take your passport photo:

- Use a good quality digital camera, not a smart phone or other mobile camera device
- You may use the red-eye reduction feature on your camera, but you may not do any digital editing after the photo is taken
- Make sure your photo is at least 300dpi & size preferably below 1mb

General Signature Guidelines

- The candidate himself/herself should sign on a white paper with a black ink pen
- The signature must be signed only by the applicant and not by any other person
- Dimensions 3.5 cm x 1.5cm (preferred)
- Ensure signature to be selected/highlighted and scanned and not the entire page

Your Co-operation will be highly appreciated.