

DIRECTOR GENERAL OF SHIPPING		
Authorized by	EAC BRANCH ENG/TRG-33(6)/08	EACQM : 0751
DyNA / DyCS with the Govt. of India	NT / ENG CIRCULAR NO. 7	ISSUE NO.00
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Subject : Collection of application form by the Institutes conducting preparatory and revalidation courses.

1. There has been increasing number of complaints from the candidates and the industry about the problems being faced by them in submission of the application forms for appearing in the examination as well as for applying for revalidation of their Certificate of Competency (COC). The exhaustive analysis of the entire process of examination upto the issue of COCs has been carried out at the Directorate and a number of areas have been identified, which can be realigned for making the process less time consuming in order to help the candidates.

2. A number of circulars have been issued in this matter as instructions to examiners, etc. All the circulars lay down guidelines, time period for delivery of result etc. in general for expediting the examination and certification process. Owing to the practices prevailing at various centers and the difficulties that are being encountered by the candidates with reference to their submission of application forms, photos, fees, etc., there needs to be a change in some processes, due to the paucity of space at some examination centers.

3. The Directorate is in the process of launching the e-governance, wherein, the candidates will be able to apply on line. However, till the time it is launched and in order to ease out the problems of the candidates at present, it has been decided that institutes conducting preparatory and revalidation courses, henceforth, will be allowed to collect the duly filled in forms along with the fees from the candidates.

4. The following procedures are to be adopted by the institutes immediately to ensure that there are no delays in the entire process of application:

.1 With respect to the engineering candidates, application form 15 / 15 A as applicable, is required to be filled up and submitted, along with legible and clear xerox copies of required documents for assessment of sea service/revalidation. No originals are required to be submitted.

.2 With respect to the nautical candidates, appropriate form for examination/revalidation, is

required to be filled up and submitted, along with legible and clear xerox copies of required documents for assessment of sea service/revalidation. No originals are required to be submitted.

- .3 Legible and clear xerox copies of all the documents submitted by the candidates are required to be verified with the originals and authenticated by the Head of the institute/Course in-charge, with his name, signature, designation and date.
- .4 Candidates are required to submit their application form along with the prescribed fees as laid down in the META Manual.

5 **Instructions to the Institutes:**

- .1 Institutes are advised to verify all the documents and return the originals to the candidates.
- .2 Institutes are required to contact the nearest MMD for the procedures of collecting the fees, i.e by demand draft/ cash.
- .3 Details of application forms and demand draft/cash received is required to be forwarded within a day after receipt to the nearest MMD for assessment (Hard & soft copy). Details are required to be filled up as per Annexure I. At present, candidates appearing in Mumbai/Noida are required to deposit the fees in the designated branch of the Syndicate bank*. Institutes shall be responsible for remittance of the fees collected from the candidates to the dedicated branch of the bank, prior submitting the application forms to the MMD.
- .4 As MEO Class IV preparatory courses is not mandatory, institutes are further requested to help the candidates in order to simplify the process.

6 **Instructions to the Candidates:**

- .1 Procedures for Assessment of the sea time, eligibility for the examination and issue of the hall ticket will remain as per the existing procedure.
- .2 The candidate's may submit their application form individually at the existing examination centre as per the current procedure, if they so desire.

This issue with the approval of the Director General of Shipping & ex-officio Additional Secretary to the Government of India.

- * Syndicate bank is being approached to facilitate the payment of fees by transfer of funds electronically through EFT (Electronic Fund Transfer). Separate instruction shall be issued ,once it is finalized.

This issues with the approval of the Director-General of Shipping & ex-officio Addl. Secretary to the Govt of India.

Sd/-
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Dy. Chief Surveyor cum Sr.DDG(Tech)