

Issue of CDCs to cadets, TMEs, ratings etc.

M.S. Notice 18 of 2002

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Sub: Issue of CDCs to cadets, TMEs, ratings etc.

All the rating training institutes had been submitting CDC applications for all the successful trainees collectively to the Shipping office, which is located geographically nearest to the concerned institute. A revised procedure is promulgated hereunder for collectively issuing CDCs to all the training institutes, which conduct B.Sc. Nautical Science courses, pre-sea cadets training, Marine Engineering Training courses and pre-sea rating training courses (including Petty Officers who have undergone General Purpose (G.P.) ratings course in accordance with D.G. Shipping Order No. 4 of 2002 dated 16th August, 2002) which are approved by the Directorate General of Shipping. This procedure will also cover the marine engineering courses approved by the Directorate General of Shipping, such as Alternate Training Scheme, 4 year Marine Engineering Degree course, Graduate Marine Engineering courses, 2 year course for Diploma holders, etc.

1. The training institute will verify the eligibility conditions of the candidates and carry out the selection.
2. The Medical examination of the candidates will be carried out by the training institutes themselves as per M.S. (Medical Examination) Rules 2000 by a doctor included in the panel of Medical Examiners approved by Directorate General of Shipping.
3. After the candidates are selected by the Training institutes, a list of selected candidates with details of their qualification, marks, age, etc. will be forwarded by the Head of the Training institute to the Training Branch of DGS and to the Shipping Office which is geographically located closest to the Training institute.
4. Thereafter, the Training institute will forward [Form 1 \(as prescribed in Annexure 1\)](#), duly filled in by the candidates to the Shipping Office geographically closest to the Training institute. The Form 1 should reach the concerned Shipping Office, within 7 days of commencement of the course. In case of any delay, CDC will not be issued to such candidates unless condonation of delay for submission of Form 1 is obtained from the Directorate General of Shipping. The Training institutes are therefore, advised to complete the selection process and have Form 1 completed by the selected trainees well before the commencement of the course to avoid any delay in submission of Form 1 to the Shipping Master. After receipt of Form 1, the Shipping Master may conduct a surprise visit to the Training institute to confirm the presence of the candidates for the approved course in the Training institute.
5. The following documents are to be attached with Form 1 :
 - a. Attested copies of Educational Qualification certificates,
 - b. Medical fitness certificate (original) issued by Medical Examiner approved by Directorate General of Shipping.
 - c. Two passport size (3.5cm X 3.5cm) photographs of the applicant in white shirt.
6. After declaration of the results / candidates becoming eligible to proceed to sea, the Head of the Institute will forward [Form 2 \(as prescribed in Annexure 2\)](#) to the concerned Shipping Master within 7 days of the date of completion of course / candidates becoming eligible to proceed to sea, along with the required fee of Rs. 500/- per candidate, by Demand Draft, in favour of the concerned Shipping Master.
7. On receipt of Form 2 from the Head of the Training institutes, the Shipping Master will prepare CDCs for all successful candidates and forward the CDCs to the respective Head of Training institute in one bunch. However, CDC will not be prepared in respect of candidates whose names have not been included in Form
 - a. Heads of Institute are to ensure collection of CDCs from Shipping Office through an authorized representative to avoid postal delay. Shipping Masters shall ensure that CDCs are prepared and

kept ready for collection by the authorized representative of the Training institute within 15 days of receipt of Form 2.

8. On receipt of CDCs, the Training institute will forward acknowledgement to the Shipping Master and ensure that CDCs are delivered / despatched to the respective candidates within 30 days of completion of the course / candidates becoming eligible to proceed to sea.
9. After distributing the CDCs to all the candidates who have successfully completed the course, the Head of institute will furnish a completion report to this effect, to the concerned Shipping Master, within 2 months from the date of completion of course, failing which, the approval granted for the course will be reviewed by the Directorate General of Shipping.

Sd/-

(Neera Malhotra)

Dy. Director General of Shipping