

## DIRECTORATE GENERAL OF SHIPPING

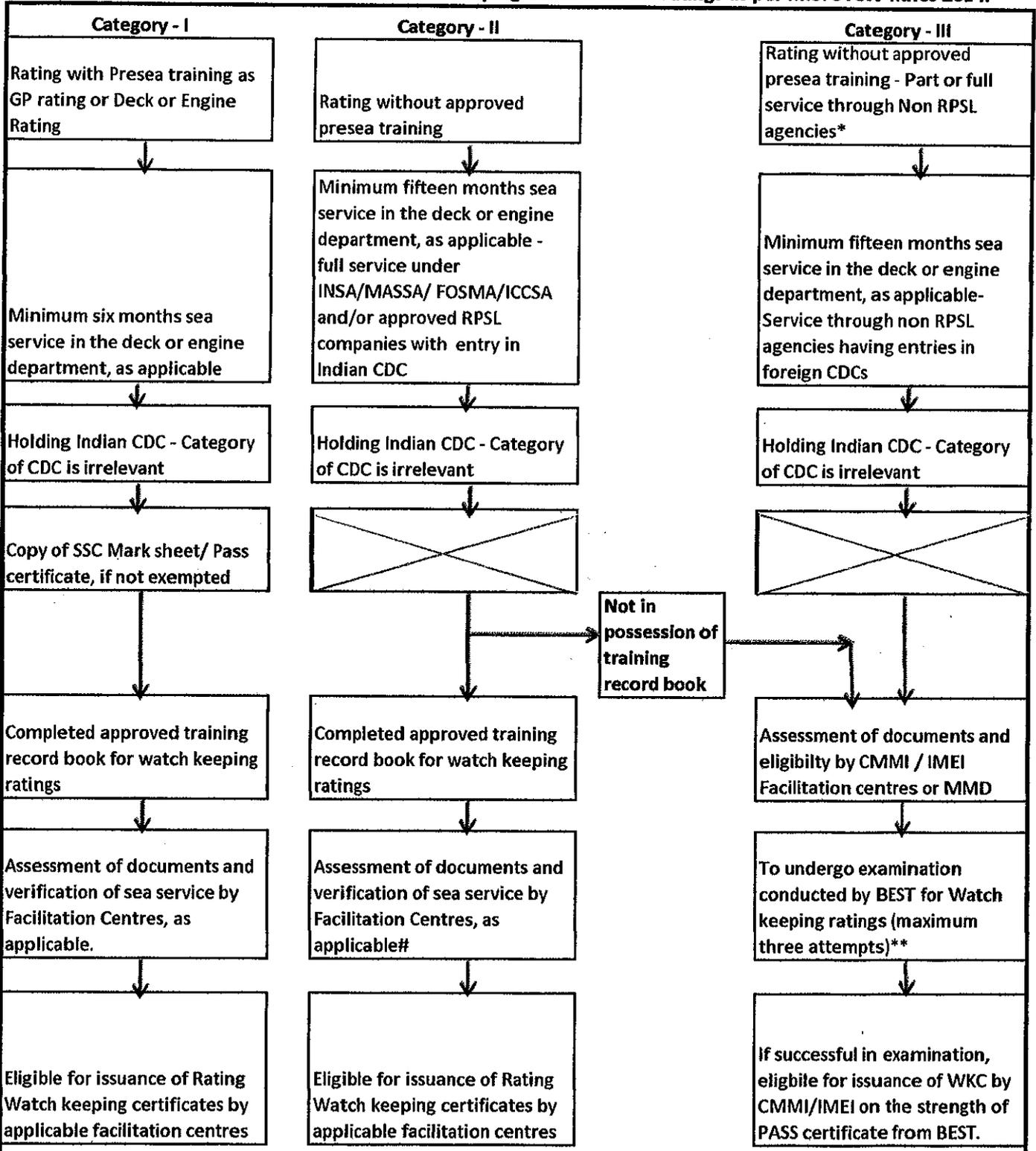
## Examination, Assessment &amp; Certification Branch (EAC Branch)

|                                  |  |  |
|----------------------------------|--|--|
| Authorized by                    | Subject- Revised procedure for certification of ratings forming part of Navigational / Engine-room watch (under the provisions of Regulation II/4 or III/4) by the MMDs/Facilitation Centres in accordance with M.S. STCW Rules 2014 | Issue No. 1                                |
| Chief Examiner of Master & Mates | NT /ENG Circular No. 6 of 2014   | File No. 7-NT(16)/2005<br>Date: 24.11.2014 |

The M.S. (STCW) Rules, 2014 has been notified by the Government of India on 31<sup>st</sup> July 2014. The minimum requirements for certification of ratings forming part of a navigational watch or an engine room watch are stipulated under Rule 33 and 46 of the said rules. In order to implement the provisions of the said rules in a uniform manner, also taking into account the DGS order no. 18 of 2014 wherein it has been prescribed to dispense with the rank column in the CDCs to avoid any disparity between the seafarers issued with CDCs under various categories, in partial modification of the NT/ENG Circular No. 12 of 2012 including its addendum and NT/ENG Circular No. 03 of 2014, the Directorate hereby prescribes the revised procedure for certification of ratings forming part of Navigational / Engine-room watch.

This revised procedure prescribed in **Annexure-I** shall be followed by the MMDs and the Facilitation Centres authorized by the Directorate for issuance of such certificates with immediate effect. This circular supersedes all the previous instructions / circulars issued on the subject matter, except those mentioned herein. This issued with the approval of the Chief Examiners of the Master & Mates and Engineers.

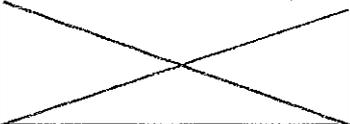
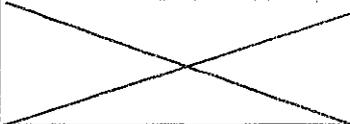
**Annexure-I. Flow chart for issuance of Watch Keeping Certificates for ratings as per M.S. STCW Rules 2014.**



\*Note: Applications under category-III shall not be accepted after 31st Dec 2016

\*\* Note: If a candidate does not pass the exam within three attempts then he should complete six months of sea service with TAR book prior to making an application again to applicable Facilitation centres. # Candidate may apply through the company in which he had completed TAR book or through the company where he served majority of sea time or where he is serving currently, to the corresponding Facilitation Centres.

**Documents to be submitted for issuance of Rating Watch-keeping Certificates**

| <b>Category-I</b>  | <b>Category-II</b>   | <b>Category-III</b>   |
|--|--|---|
| 1. Application form in Original  | 1. Application form in Original  | 1. Application form in Original   |
| 2. Copy of INDOS number print out  | 2. Copy of INDOS number print out  | 2. Copy of INDOS number print out   |
| 3. Copy of Indian CDC of any category, all stamped pages                                   | 3. Copy of Indian CDC of any category, all stamped pages                                   | 3. Copy of Indian CDC of any category and copy of foreign CDC, all stamped pages  |
| 4. Copy of Passport, all stamped pages   | 4. Copy of Passport, all stamped pages   | 4. Copy of Passport, all stamped pages  |
| 5. Original sea service letter issued by the Owner/Agent with RPSL number and full address | 5. Original sea service letter issued by the Owner/Agent with RPSL number and full address | 5. Original sea service letter issued by the Owner/Agent with full address  |
| 6. Training Record Book - duly completed in original                                       | 6. Training Record Book - duly completed in Original                                       | 6. Other supporting documents towards verification of sea service such as monthly wages payment slips or equiv.           |
| 7. Pre-sea training course certificate as deck/engine or GP rating                         |         |                                      |
| 8. Copy of SSC Marksheet/ Pass certificate, if not exempted                                |         | 7. Copy of Articles of agreement or contract letter   |
| 9. Copy of valid Medical fitness certificate   | 7. Copy of valid Medical fitness certificate   | 8. Copy of valid Medical fitness certificate  |
| 10. Three recent colour photographs - Passport size  | 8. Three recent colour photographs - Passport size   | 9. Three recent colour photographs - Passport size  |
| 11. Applicable fees* Rs. 3750 + Service charge of FCs                                      | 9. Applicable fees* Rs. 3750 + Service charge of FCs                                       | 10. Applicable fees* Rs. 3750 + Service charge of FCs. Additionally, for Orals MMD Fees Rs. 1500 + Service charge of BEST |

\* Note: Revised fee is applicable from 1st Jan 2015