

Mandatory Collection of application form (for new COC / revalidation) by the post sea Institutes conducting the approved preparatory and revalidation Courses

DIRECTOR GENERAL OF SHIPPING		
Authorized by	EAC BRANCH	EACQM : 0751
Dy.NA / Dy.CS with the Govt. of India	NT / ENG CIRCULAR NO. 10	ISSUE NO. 01
		Date : 11-01-2011

Subject: Mandatory Collection of application form (for new COC / revalidation) by the post sea Institutes conducting the approved preparatory and revalidation Courses.

1. In order to expedite the examination and certification process, especially in the declaration of result, issuance of COCs etc, the Directorate has, in the past, issued number of circulars. One such circular is NT/ENG Circular No. 7 issued on 30.01.2009 which deals with 'Collection of application form by the Institutes conducting preparatory and revalidation courses" The stated circular was issued to facilitate the candidates for speedy issuance of COCs and also aimed to avoid crowding at the examination centers. However, since the circular was recommendary in nature, it was not followed by the candidates / institutes conducting preparatory / revalidation courses.
2. Since the practices prevailing at various centers and the difficulties that are being encountered by the candidates with reference to their submission of application forms, documents for verification, submission of photograph, processing fees, etc. has not improved much, it has been decided that henceforth following procedures to be followed for COC's upto the grade of Mates and second engineer officer. For Master and Chief Engineer Officer grade of Examination, the online submission of application for examination is to be followed, and submission of application for revalidation shall be through the institutes conducting the revalidation course.
3. All institutes conducting approved preparatory / revalidation courses, henceforth, must collect the duly filled in forms along with the applicable fees for revalidation for MMD from the candidates doing the course at their institute.
4. The following procedures are to be followed by the institutes and ensure that there are no delays in the entire process of application:
 - i. 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 Photo copies of required documents for assessment of sea service/revalidation. No originals are required to be submitted.
 - ii. With respect to the nautical candidates, appropriate form for examination/revalidation, required to be filled up and submitted, along with legible and clear photo copies of required documents for assessment of sea service/revalidation. No originals are required to be submitted.
 - iii. Legible and clear photo 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.
 - iv. Candidates are required to submit their application form along with the prescribed fees as laid down in the META Manual.
 - v. Institutes are advised to verify all the documents and return the originals to the candidates.
 - vi. Institutes are required to contact the nearest MMD for the procedures of collecting the fees, i.e by demand draft/ challan, etc and same procedure to be followed for collection of fees and to be returned to the MMD with the candidate's application.

- vii. Details of application forms and fees received is required to be forwarded within a day after receipt of the same to the nearest MMD for assessment (Hard & soft copy). Details are required to be filled up as per [Annexure I](#). 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.
- viii. As MEO Class IV preparatory courses is not mandatory, institutes are further requested to help the candidates in order to simplify the process.

5. The candidates applying for examination / certification to note following:

- .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.
- 6. Post sea training institutes shall submit the application forms to the nearest MMD for those candidates who wish to appear for examination in that MMD. Incase, the candidate wish to apply for examination / revalidation in other examination centre then candidates has to submit application directly in that MMD.
- 7. Once the 'on line submission of application for other grade of examination becomes functional, the submission of application by the post sea institutes will become redundant.

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

Sd/-

[D. Mehrotra]

Deputy. Chief Surveyor-cum-Sr. DDG (Tech)