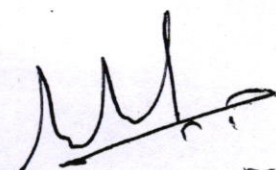


DIRECTORATE GENERAL OF SHIPPING		
Authorized by	EAC Branch ENG/EXAM-25(1)/2017	WPI-7.5-04B-01A
CS	Instructions to Examiners	Circular No.135
	Issue No. 00	Dated:14 <sup>th</sup> February, 2017

**Subject: Procedure for online application for issuance of Certificate of Competency (CoC) for MEO Class-I and MEO Class-II.**

1. Whereas the EAC branch Circular No.130 dated 26.08.2015, "Revised procedure for issuance of Certificate of Competency (CoC) for Engineers", was issued to expedite issuance of Certificate of Competency to candidates who have successfully passed their respective engineering grade examination. The procedures laid down therein were applicable for all grades of engineering examinations.
  2. Whereas there have been recommendations for further simplifying the procedure in the application of CoC as the candidate was facing difficulty to personally visit the examination centre of Mercantile Marine Departments (MMD) for physical submission of CoC application with relevant documents.
  3. Noting that there has been significant improvement in reducing the time taken for issuance of CoC to successful candidates, the Directorate is determined to further expedite and facilitate the process of on-line submission of application for issuance of CoC through its e-governance module.
  4. Noting further that the system requirements for on-line submission of application for issuance of CoC through the DGS e-governance module is in place and has been successfully tried out for MEO Class-I and MEO Class-II candidates, the Directorate prescribes the following procedure for on-line submission of application, approval and issuance of CoC to candidates who have successfully passed their MEO Class-I and MEO Class-II grade of examination. For issuance of CoC for all other engineering grades the existing procedure shall continue till further orders.
  5. **Procedure for submission of on-line application for issuance of MEO Class-I and MEO Class-II CoC by CANDIDATE**
- Go to [www.dgshipping.gov.in](http://www.dgshipping.gov.in)



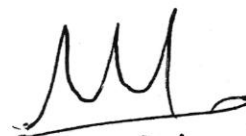


- Click **"eGovernance"** link and LOGIN.
  - Click **"CoC, DC Endorsement, GMDSS Radio Operator"** link.
  - Click **"Application for Certificate of Competency (CoC)"** link.
  - In case, Photo / signature is not visible in the application then the candidate needs to upload the same in the profile again before submitting the data. (Note: The candidate shall send an email to the concerned MMD requesting for enabling the "re upload" link. Upon receiving the mail, MMD shall activate "re upload" link by which candidate shall be able to upload his photo / signature again).
  - Fill the required data, and submit the application.
  - Pay the fees online and upload the required relevant documents using the link **"Pay CoC & CoP Fees, Upload Documents and View Status"**.
  - The date of Uploading of documents will be Application submitted date. Application's status can be viewed using the link **"Pay CoC & CoP Fees, Upload Documents and View Status"**.
  - The CoC shall be dispatched by speed post and the applicant will receive a confirmatory mail including speed post tracking details.
  - Candidate desiring to have his EXN-45 booklet may collect the same from MMD as per his convenience.
6. **Procedure to be followed by MMD on receipt of on-line application for issuance of MEO Class-I and MEO Class-II CoC.**
- The application submitted by the candidate appears in the "CoC inbox" of the Assessing officer of MMD.
  - The assessing officer scrutinizes the application for correctness in all respect and forwards it to Engineer and Ship Surveyor (E&SS) of the Directorate General of Shipping (DGS).
  - All the available documents related to the examination of the candidate shall be filed at MMD and not to be sent to DGS.
7. **Procedure to be followed by the Directorate on receipt of on-line application for issuance of MEO Class-I and MEO Class-II CoC from MMD.**
- The application forwarded by the assessing officer of MMD appears in the "CoC inbox" of the E&SS of the Directorate.



- E&SS scrutinizes the application for correctness in all respect, generates the CoC number and forwards the application to Deputy Chief Surveyor (Dy.CS) of the Directorate.
  - Once the CoC number is generated by E&SS, the dealing assistant will be able to print the CoC. The dealing assistant prints the CoC and puts up the file to the Dy.CS for his approval.
  - The application forwarded by the E&SS appears in the “CoC inbox” of the Dy.CS of the Directorate.
  - Dy.CS verifies the details of CoC with the online application and upon satisfaction, signs the CoC and forwards the online application and CoC to the Chief Examiner at the Directorate for his approval.
  - The application forwarded by the Dy.CS appears in the “CoC inbox” of the Chief Examiner of Engineers at the Directorate.
  - The Chief Examiner of Engineers approves the online application and signs the CoC.
  - The signed CoC is stamped and relevant pages are laminated at the engineering examination cell. The CoC is then dispatched to the candidate by speed post.
  - An auto-generated email is sent to the candidate confirming his CoC with the tracking number of speed post.
  - A copy of the CoC is filed at the Directorate for records.
8. The Directorate has made it mandatory for successful candidates of MEO Class-I and MEO Class-II to follow the above online procedure for applying for MEO Class-I and MEO Class-II CoC with effect from 01.03.2017. Physical submission of CoC application at MMD for MEO Class – I and MEO Class – II will not be entertained from 01.03.2017.

This issues with the approval of the Competent Authority.



(Ashish Wankhede)  
Engineer & Ship Surveyor-  
cum-DDG [Tech]