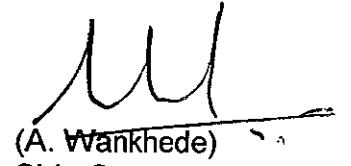| Directorate General of Shipping, Ministry of Shipping, Govt. of India, Mumbai		
Authorized by the Chief Examiners of Engineers	Examination, Assessment & Certification (EAC) Branch	IS/ISO Clause No.7.5.1
	Subject: Procedure for online application for Revalidation of all Engineering grade Certificate of Competency (CoC)	ENGG. Circular No.139 of 2017
	File No: ENG/EXAM/CIRC-25(1)/ 2017	Dated: - 31.7.2017

1. Noting that there has been significant improvement in e-governance system in reducing the time taken for service delivery, the Directorate is determined to expedite and facilitate the process of revalidating all the Engineering grade Certificate of Competency (CoC).

2. Noting further that the system requirements for on-line submission of application for revalidation of CoC through the DGS e-governance module is in place and has been successfully tried out, the Directorate prescribes the following procedure for on-line submission of application, approval and revalidation of CoC.

3. **Procedure to be followed by Candidate for submission of on-line application for Revalidation of all the Engineering grade CoC.**

   ➤ Go to **www.dgshipping.gov.in**

   ➤ Click **"eGovernance"** link and LOGIN.

   ➤ Click **"CoC and CoC Revalidation"** link.

   ➤ Select the Grade of CoC to be revalidated and click "CONTINUE" button.

   ➤ 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"**.

➢ Upon approval of the Assessing Officer (AO) of MMD, the revalidation sticker of CoC shall be dispatched by speed post and the applicant will receive a confirmatory mail including speed post tracking details.

➢ Upon receiving the revalidation sticker, the Candidate shall paste the sticker on a blank page of his CoC.

4. **Procedure to be followed by MMD on receipt of on-line application for Revalidation of all the Engineering grade CoC.**

➢ The application submitted by the candidate appears in the "CoC Revalidation inbox" of the Dealing Assistant (DA) of MMD.

➢ The Dealing Assistant scrutinizes the application for correctness in all respect and forwards it to Assessment Officer (AO) of MMD by clicking the SAVE button.

➢ The Assessment Officer (AO) of MMD shall verify and approve the application.

➢ The CoC revalidation sticker shall be printed and signed by the Assessment Officer (AO) of MMD.

➢ The signed CoC revalidation sticker is then dispatched to the candidate by speed post.

> The speed post tracking number and date of dispatch is entered in the system using the link "Update speed post details".

5. All the engineering grade CoC revalidation shall be carried out online and physical application shall not be entertained from 01/08/2017.

6. This issues with the approval of the Competent Authority.

(A. Wankhede)
Engineer & Ship Surveyor-
cum-DDG {Tech}

To;

1. The Principal Officer, Mercantile Marine Department, Mumbai / Chennai / Kolkata / Kochi / Kandla.

2. The Surveyor-In-Charge, Mercantile Marine Department, Noida/ Visakhapatnam.

3. INSA / FOSMA / MASSA / ICSSA / MUI / IMEI.

4. AD (OL), Hindi Cell, with a request to translate this circular in Hindi & upload on DGS website.

5. Engineering Branch/Nautical Branch/Naval Architecture Branch/Training Branch.

6. The Computer Cell, DGS, GOI with a request to upload this circular on the official website.

7. E-governance Cell, DGS, GOI

8. Sr. PS to DG(S) for information

9. Sr. PS to CS/NA for information