



2024

FREQUENTLY ASKED QUESTION AND ANSWER (FAQs)

- (i) These FAQs are designed to provide a better understanding of common issues, sometimes of complex topics and shall often link to more detailed information.
- (ii) These FAQs are for information purpose only and is not a substitute for Rules / Circulars / Orders.
- (iii) The information provided here would not create any right to claim on part of the candidates. In case, there is lack of clarity on any issue, the position indicated in the relevant Rules for the current year would prevail.
- (iv) The candidates are advised to visit D.G.S website (www.dgshipping.gov.in) and MMD sites wherever necessary for further details & information.

ENGINEERING WING



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DIRECTORATE GENERAL OF SHIPPING

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I. E-Governance

- **I passed my written papers when the examination application process was in manual mode. I now need to book for my orals and this is the first time I am booking through e-governance. But the system is asking assessment fee, though I had paid it during my first attempt.**
 - Since you are applying through e-governance for the first time, all your previous history of examinations shall have to be manually updated by the MMDs. You may make a request in this regard with relevant details by email to the concerned MMD to enable your exam seat booking request on the online mode.
 - You need not pay the assessment fees again in normal cases. However, if you have not commenced your examinations within one year of eligibility Assessment, you have to apply for re-assessment and pay the applicable fees.

- **I am a fresh candidate appearing for MEO-II (Part B) and my eligibility assessment has already been approved. Can I split functions in my very first attempt?**
 - Yes. You can appear for any number of functions as per your choice.

- **I passed MEO CL -II in September 2012 and would now like to appear for MEO-I. But, I'm unable to proceed with the application for CL-I, with the system a message "*Result / Last result is in process*"**
 - This is because your earlier examination result for the lower grade has been processed manually and therefore not found in the online system. You may make a request in this regard with your relevant details to the respective MMD to enable them update your Certificate of Competency on the new system.

- **I had appeared for MEO-IV oral exam for EECEOL(FUN 5) and was passed. But when I check in my e-pariksha profile today (after three days) it is showing as absent. What should I do?**
 - This is because the respective MMD is yet to update your results in e-pariksha, which will be done before forwarding the Result to DGS for approval. Please wait for the publishing of results and then approach respective MMD, if the discrepancy still persists.

- **I applied for eligibility assessment for MEO-I exam a week back but my application status in e-governance is still showing "verified and forwarded to assessor".**
 - It means that Assessment of your application is in progress and has been forwarded after initial verification by the "Dealing Assistant (DA)" to the "Assessing Officer (AO)" for final approval. The process will be completed before the scheduled cut-off date and the updated status will then be reflected in your profile. If your application needs some clarity or documents, the concerned Officer will 'query back to the applicant' on the system. You need to watch-out for any such queries.

- **I paid my fees for the examination online through e-payment. However, I did not receive any acknowledgment and the payment details are not reflected in my application. Shall I pay the fees again as the last date for seat booking is coming close?**
 - On some occasions, the candidate who pays the examination fee, does not get the acknowledgement, even when the amount is debited from his/her account. In absence of the acknowledgement, the candidate makes the payment twice or sometimes thrice. In such cases, the candidates are requested not to pay the fee again but wait for three working days. In the next three working days, the necessary reconciliation with the e-payment service provider would be carried out and the acknowledgment would be generated. In case, there is delay of more than three working days in the re-conciliation, the candidate may please send an email to 'egovernance-dgs@nic.in' with a copy to 'engexam-dgs@nic.in'.
 - The above is applicable only in those cases where the fee has been debited from the candidate's account, but the acknowledgement is not generated. This is not applicable in case where the message "Payment failed" is displayed. Failed payment status can be due to multiple reasons i.e. (a) wrong card details (b) session timeout (c) Bank server failure. In these cases, the seafarer may make another attempt to pay fees.
- **I paid my fees for the examination online through e-payment. However, I did not receive any acknowledgment and the payment details are not reflected in my application. I paid the fees again as the last date for seat booking was coming near. Can I get a refund of this multiple payment?**
 - It is once again reiterated that the candidate's may follow the instruction as above and avoid making multiple payments. In cases, where the candidate makes multiple payments in spite of the instructions, the process of refund would be initiated later for which the candidate may please send an e-mail to 'egovernance-dgs@nic.in' with a copy to 'engexam-dgs@nic.in'.
 - Process for refund of the fee would be initiated by the e- Governance cell, only in those cases, wherein there has been multiple payments by the candidate on account of the technical problem listed above.
- **I paid my fees for the examination online through e-payment and booked a seat for October. Now I would like to postpone the Examination to December. Is it possible?**
 - Candidates are advised that before the payment of the examination fee and submission of the application, they may reconfirm the month, subject and other details filled in by them. No change is possible online, once the seat is booked. In cases, where the candidate desires to apply for some other month or some other subject, the fee paid cannot be adjusted in the system and the candidate would be required to do a fresh booking and pay the fee again.
- **I paid my fees online and booked the seat for Oral Examination in October. Now, I would like to postpone the Examination. Is it possible?**
 - As the examinations are held every month, there is a limitation on the consideration of any such requests as it can upset the schedule. However, in genuine cases the MMDs may consider such requests if backed with verifiable evidence and consider re-scheduling the oral exam which in any case cannot be beyond the last date of the scheduled examination for the

said month. However, no change of month of the oral examination is possible online, once the seat is booked and the candidate will be considered as "Failed (Absent)" if they do not appear for the exam. If the candidate wishes to apply for some other month, he/she have to do a fresh booking and pay the fee again, once the result of the previous month is approved by the DGS.

- **I am an ETO candidate and wish to apply for the assessment prior to the examination.**

What is the process for the same?

- The ETO assessment and seat booking process is online and have to be accessed through the e-governance system of the DG Shipping. Detailed process is available by clicking on the following link:

https://www.dgshipping.gov.in/writereaddata/ShippingNotices/201904230316442265172Cir_146of2019_eng.pdf

II. General / Examination / COC processing and application

- **How to apply for CoC**

- Application of CoC's needs to be made online through E-governance for Class-II and Class-I candidates and through E-pariksha for Class-IV candidates.
- All payments need to be made through the e-payment gateway of the e-governance system.
- CoC's will be dispatched after successful scrutiny within seven working days to the registered address of the candidate.
- Any queries with regards to CoC's, may be addressed to Examiner of Engineers of concerned MMD or to engexam-dgs@nic.in at the D.G. Shipping.
- Information may be obtained from following links for online CoC application of Class IV, Class II and Class I CoC's:

https://www.dgshipping.gov.in/writereaddata/ShippingNotices/201710240608112900789eac_cir_142of2017.pdf

https://www.dgshipping.gov.in/writereaddata/ShippingNotices/201702140511478939017eac_branch_circular_135of2017.pdf

- **My CDC / Passport expired last month. I had already applied for renewal. Is it compulsory to have valid CDC or Passport for the purpose of revalidation of COC or for obtaining any other certificate from MMD?**

- No. It is not mandatory to have valid CDC or Passport for making an application to the MMD for any certification. However, it is the responsibility of the seafarer to ensure that all the necessary documents such as CDC, Passport are valid prior joining any ship.

- **Is it necessary to update my DG Shipping online profile to make an application to the MMD for any seafarer certification? How do I create and update my profile in the DGS website?**

- Yes. According to the directives of the DG Shipping, it is mandatory for all the seafarers to register with the e-Governance cell of the DG Shipping and update their profile at regular

intervals. You need to visit DGS website www.dgshipping.gov.in and click the 'Seafarers registration' tab under the main tab 'E-Governance.' Upon completion of registration, you can update your profile using simple guiding steps provided therein.

- **Can you explain the method of payment of fees for obtaining certificates from MMD?**
 - Payment of fee is made online for the MEO Class I, Class II and Class IV certificates along with revalidation of COCs and issuance of advanced Certificate of Proficiency on Tankers.
- **How to know the status of CoC regarding printed or dispatched?**
 - When you see "approved" in the CoC status of your profile that means CoC has been printed. When you receive speed post tracking number that means CoC has been dispatched.
- **How to request for re-evaluation of written or oral paper?**
 - Please go through Rule 77 of M.S. STCW Rules, 2014. Informatively written and oral exam result review needs to be applied by Form 31 within 30 days from the date of declaration of result with the applicable fee.
 - Application needs to be addressed to the MMD where examination was written or appeared.

III. Revalidation of Certificate of Competency

- **How to re-validate CoC ?**
 - Application for re-validation of all engineering grade CoC's needs to be made online through E-governance.
 - CoC revalidation sticker will be dispatched after successful scrutiny within seven working days to the registered address of the candidate.
 - All payments need to be made through epayment gateway of the egovernance system.
 - Any queries with regards to CoC's, may be addressed to Examiner of Engineer's of the concerned MMD with a copy to 'engexam-dgs@nic.in'
 - Information may be obtained from following link for online application for CoC revalidation for all engineering grade CoC's:

<http://www.dgshipping.gov.in/writereaddata/ShippingNotices/201707310351302185003DOC310717.pdf>

<https://www.dgshipping.gov.in/writereaddata/ShippingNotices/202203140410256984771DGSCircular07of2022.pdf>

- **How many days will it take to revalidate my COC?**
 - The CoC revalidation process normally takes three working days. In case of any query, the same has to be resolved by the applicant and re-submitted within three working days on the online mode. Any application which remains unresolved shall be rejected after 21 days and the applicant shall have to submit a fresh application in such cases.
- **I have a medical certificate which was issued by the DGS approved doctor prior joining my last ship, which is still valid. Can I submit a copy of it while applying for revalidation or do I have to get another medical certificate?**

- Self-attested copy of a valid Medical Certificate issued by a DGS approved Doctor in MLC Format is enough for applying for revalidation of COC.
- **My Certificate of Competency (COC) is expiring after 5 months and I have done my revalidation/up-gradation courses as per STCW 2010 now. Will my COC be revalidated for 5 years from the date of expiry of my present COC or it will be from the date I completed my revalidation course?**
 - The COC will be revalidated for a period of five years from the date of expiry of the existing certificate provided the Refresher and Updating Training (RUT) Course is done within six months prior to the expiry of the certificate. However, if RUT is done beyond six months prior to the expiry of certificate, the validity of certificate will be five years from the date of completion of the RUT.
- **I have done my sea service through non-RPSL agencies. Can you please confirm whether the service performed through such agencies are acceptable for the purpose of revalidation or issuance of COCs?**
 - No. According to the directives issued by the Directorate General of Shipping, seafarers should join the ship only through RPSL agencies approved by the DGS. Also, ensure that these agencies have a valid RPS License. The sea service performed on ship ownership companies is acceptable with copies of Articles of Agreement. Hence the sea service performed through non-RPSL agencies will not be recognized by the MMD. Further, in both these cases, companies are required to update these details in the e-governance on a time-bound manner.
- **I have completed my preparatory course for MEO Class-I. Is it required to attend Refresher and Updating Course for revalidating my MEO Class - II COC?**
 - No. Since you have successfully completed preparatory course for MEO Class- I as per STCW 2010, you need not attend Refresher and Updating Course for revalidating MEO Class- II COC.
- **I did the full 11-day Refresher and Up-gradation course for Engineering Officers in the year 2013. Can I revalidate my COC using that course certificate issued in 2013 or do I have to undergo that course again now, in order to extend the validity of COC for a full five year period?**
 - Please note that Refresher and Up-gradation course (RUT) is not the same as an erstwhile revalidation course. This RUT course need to be done only once by the Engineering Officers who have got their COC under the STCW 95 standard to upgrade to the STCW 2010 standards. Hence there is absolute no need for undergoing this course again, under any circumstances. Also, please note that the RUT course is not required for the Engineering Officers who have completed their entire (from MEO Class - IV onwards) competency courses and examination under the STCW 2010 standards.
 - Other valuable information:
 - https://www.dgshipping.gov.in/writereaddata/ShippingNotices/201804260429425510900engg_cir_144of2018.pdf
 - https://www.dgshipping.gov.in/writereaddata/ShippingNotices/201803271111585490925dgs_cir_143of2018_engg.pdf
- **Is it necessary for me to do the refresher courses of all STCW courses, every five years?**
 - The details of the STCW courses to be undertaken by the seafarers on periodical basis are uploaded

in a simplified tabular form in the DGS website which is available for your easy reference by clicking on the following:

https://www.dgshipping.gov.in/writereaddata/ShippingNotices/201503050433210166155ntengcir2_2015_nt.pdf

- **I wish to revalidate my Certificate of Competency, but when I initiate the process, the e-governance system prompts that there are multiple CoCs issued and the same has to be resolved before you can proceed. How do I resolve this matter?**
 - The CoC holder has to write to engexam-dgs@nic.in attaching the scanned copy of the CoC (all pages) and the issue will be resolved by the DG Shipping.

IV. Dangerous Cargo Endorsement / Certificate of Proficiency in Tankers.

- **How to apply for Dangerous cargo Endorsement (DCE)?**
 - Basic DC Endorsement [CoP for oil/lpg/chemical tanker] are issued without any cost to the seafarer on the E-governance system of the DG Shipping. The process is detailed in the following link:
<https://dgshipping.gov.in/writereaddata/News/202007071015236815661COPelegibilitycheckingguideinDGEGovportal.pdf>
 - Basic DC Endorsement can be downloaded from the E-governance system by the applicant after it is approved by the Assessing Officer.
 - Fresh application of Advanced DC Endorsements [CoP] for officers may be applied online to the concerned MMD, through e-governance and will be dispatched to the candidate's registered postal address by speed post within three working days.
 - Renewal of DC Endorsements [Basic as well as Advanced CoP] for Officers may be applied through D.G.S E-governance system to the concerned MMD.
- **What is the difference between Dangerous Cargo Endorsement and Certificate of Proficiency in Tankers?**
 - Both are same. The Dangerous Cargo Endorsement shall hereafter be called as Dangerous Cargo Endorsement or the Certificate of Proficiency in Tankers as per STCW 2010 amendments. We, in India are now using the terminology of Certificate of Proficiency (COP) in Tankers for Dangerous Cargo Endorsement.
 - The Level 1 is now called as Basic training while Level 2 is called as Advance training.
- **What is meant by Basic / Advanced Certificate of Proficiency in Tankers? How are they different from Level 1 and Level 2 Dangerous Cargo Certificates?**
 - Level 1 – Operational level Dangerous Cargo Endorsement is now called as ‘Certificate of Proficiency in Basic Training" for Oil / Chemical / Gas Tanker Cargo operations as appropriate.
 - Level 2 - Management level Dangerous Cargo Endorsement is now called as ‘Certificate of Proficiency in Advanced Training" for Oil / Chemical / Gas Tanker Cargo operations as appropriate.
- **Where do I find the requirements for acquiring Basic / Advanced Certificate of Proficiency in Tankers?**
 - The detailed requirements are mention in Merchant Shipping Rules 2014 given in the “Training, Examination, and Assessment Program (TEAP) Manual Part A.

<http://www.dgshipping.gov.in/writereaddata/ShippingNotices/201505191224526716388TEAPAConsol idat>

- You may refer to Flow Diagram No. V/3-1 (Page 185).
- **Do I need to submit the copy of medical fitness certificate to the MMD for obtaining the DCE or COP in Tanker cargo operations?**
 - No need to submit a physical copy of the fitness certificate. It is required to be available online on the e-governance system and the assessing officer shall validate it as required.
- **I have a COC issued by UK or other countries recognized by India. Can I get a COP in Tanker cargo operations (erstwhile DCE)?**
 - No. Please understand that COP is an endorsement based on the COC issued by a flag. Therefore, you are required to obtain the COP in tanker cargo operations only from the country which has issued your COC.
 - However, if you have been issued with Indian COE for sailing onboard Indian ship which is recognition of COC issued by other flag, then COP in Tanker Cargo operations will be issued by the MMD for the purpose of sailing onboard Indian Tankers only.
- **I have been sailing as Fourth Engineer Officer onboard 'OIL/CHEM Tankers' during the past six months. But in this period, we had carried only clean products and did not get a chance to load any chemicals. Can I get a Level 2 DCE for Chemical Tankers based on this experience?**
 - No. Although you have sailed on 'OIL/CHEM Tankers,' you are not eligible to obtain the Level 2 DCE (COP in Advance training) for Chemical Tankers. For obtaining Certificate of Proficiency in Advance training for Chemical Tankers, you should have an experience of carriage of chemicals, listed under IBC code, for a minimum period of three months. Alternatively, one month experience in a supernumerary capacity with three loading and three discharging of chemicals, documented in a Training Record Book, may also be accepted.

V. Revalidation of DC Endorsement / COP for tankers.

- **How to Revalidate Dangerous Cargo Endorsement (DCE) / Certificate of Proficiency (COP)?**
 - Revalidation of DC Endorsements for officers may be applied online through D.G.S site and will be dispatched to the candidate's registered postal address by speed post within three working days.
- **I have a level two (Management level) DCE for the ship type 'Oil tanker' which is expiring shortly or which has expired few months ago. How do I revalidate my DCE?**
 - Level 2 - Management level Dangerous Cargo Endorsement is now called as 'Certificate of Proficiency in Advanced Training for Oil / Chemical / Gas Tanker Cargo operations.
 - You should have at least 3 months' experience during last 60 months on the appropriate type of Tanker OR Undertake appropriate refresher training. i.e. Advanced training in Oil / Chemical / Liquefied Gas Tanker cargo operations Course, as appropriate.
- **I have a level one (operational level) DCE for the ship type 'Chemical tanker' which is expiring shortly or which has expired few months ago. How do I revalidate my DCE?**
 - Level 1 – Operational level Dangerous Cargo Endorsement is now called as 'Certificate of Proficiency in Basic Training' for Oil / Chemical / Gas Tanker Cargo operations.
 - You should have at least 3 months' experience during last 60 months on the appropriate type of Tanker

OR Undertake appropriate refresher training. i.e. Basic training in Oil / Chemical / Liquefied Gas Tanker cargo operations Course, as appropriate. Revalidation application has to be submitted to the MMD.

- **I have multiple DCEs i.e. for more than one type of tankers. Can I renew all of them at the same time? OR I need to apply for DCEs for more than one type of tankers. Can I apply for multiple DCEs at the same time?**
 - Yes you can, provided you meet the relevant requirements and have paid the applicable fees on the e-governance system.

- **I have a Level 2 DCE in Oil Tankers. But during the last five years I have been sailing on bulk carriers OR I did not sail in Oil Tankers during the last five years. How do I revalidate my Level 2 DCE in Oil Tankers?**
 - In order to revalidate your COP in Tankers, You should have at least 3 months' experience during last 60 months on the appropriate type of Tanker OR Undertake appropriate refresher training. i.e. Advance training in Oil / Chemical / Liquefied Gas Tanker cargo operations Course, as appropriate.
 - In your case, you need to undertake appropriate refresher training. i.e. Advance training in Oil / Chemical / Liquefied Gas Tanker cargo operations Course, as appropriate.

- **I did my TASC0/CHEMCO/GASCO course in 2003. My course certificate refers to the STCW 1995 standards. Do I need to undergo the courses again for up-gradating it to the 2010 standards?**
 - No. You are not required to undergo any of the STCW courses, including the above-mentioned advanced tanker safety courses again, for up-gradation of same into STCW 2010 standards. As long as you meet the sea service experience on the respective type of tankers, you can apply for revalidation of COP.
 - In case you do not have at least 3 months' experience during last 60 months on the appropriate type of Tanker, you will be required to undertake appropriate refresher training. i.e. Advance training in Oil / Chemical / Liquefied Gas Tanker cargo operations Course, as appropriate.

- **How many days will it take to obtain a new COP for tanker cargo operations (erstwhile called as DCE) or renew my DCE?**
 - The COP is dispatched to the candidate's registered postal address by speed post within three working days.

- **I have a COP in basic training for tanker cargo operations (Level 1 DCE). But I did not get a chance to work onboard tankers during the past five years. How do I revalidate my COP in basic training for tanker cargo operations (Level 1 DCE)?**
 - Level 1 – Operational level Dangerous Cargo Endorsement is now called as 'Certificate of Proficiency in Basic Training' for Oil / Chemical / Gas Tanker Cargo operations.
 - You should have at least 3 months' experience during last 60 months on the appropriate type of Tanker OR Undertake appropriate refresher training. i.e. Basic training in Oil / Chemical / Liquefied Gas Tanker cargo operations Course, as appropriate.

VI. E-PARIKSHA

- **In case of candidate Login registration issues like, registered with wrong Indos no &/or email ID , Mail Login credentials , Unable to register INDOS Number showing already registered , Acknowledgement mail not yet received etc. ?**
 - Kindly drop an email to concerned MMD with your name, email ID, INDOS Number, contact number and specify the issue you are facing . Internally MMD will send a mail to E Pariksha and resolve the trouble faced during registration.

- **I have clicked on register now and filled in the details, I have not received the activation link. What should I do?**
 - Please check the ‘SPAM’ folder or a ‘JUNK’ folder of your mailbox to see if you have an email from E-Pariksha@radixlearning.com . If not, please write an email to epariksha.helpline@gmail.com with your name, email ID, contact number and specify the issue you are facing with the application form. The support team will get back to you with next steps as needed.

- **Candidate unable to upload Photograph/ Signature / Document ?**
 - Candidate has to upload the file & photo as per the Standard operating procedure given in Epariksha.
 - The photograph and signature should be scanned in .jpg format.
 - Supporting documents to be attached for each section at the end of each page .Document file size to be checked .

- **Showing old uploaded photos even after uploading new photo ?**
 - Clear your browser's cache and try again.

- **How can I make changes/addition/deletion in the information filled in Online Application?**
 - You can make changes in the information filled in Online application before its submission. No changes can be made after the Online application is submitted. In case of any wrongly filled data , please send an email to E pariksha.
 - Incase if the Application has already been approved by concerned MMD , then candidate has to request the concerned MMD through email (Epariksha in CC) and put the application on ‘Hold’ . Once the application is on hold, epariskha will do the needful .

- **In Application status, it shows " Not yet approved "?**
 - MEO Class IV Assessment will be done after 15th day of every month and approval will be done by last week.

- **In Application status, it shows ‘on hold’ ?**
 - Application will be put on hold for submission of any pending documents or queries .In case of any pending queries , it will be reflected in the remark section . Once the candidate has rectified the observation , the application will be processed further for approval .
 - Most common missing document are : ‘Sea service testimonial’ & ‘Company letter’ .

- It has to be noted that all stamped pages of the CDC are to be uploaded.
 - The candidate has to indicate the intended month he/she wishes to appear.
 - At times, the photograph are not uploaded properly
 - Degree certificate not uploaded , 10th /12th Certificate not uploaded ,Diploma certificate not uploaded etc are other common observations.
- **I applied for eligibility assessment for MEO-IV exam a week back but my application status in e-governance is still showing "verified and forward to assessor".**
 - Assessment of your application is in progress and has been forwarded after initial verification by the "Dealing Assistant (DA)" to the "Assessing Officer (AO)" for final approval. The process will be completed before the scheduled cut-off date and the updated status will then be reflected in your profile.
- **I paid my fees for the examination online through e-pariksha. However, I did not receive any acknowledgment and the payment details are not reflected in my application. Shall I pay the fees again as last date for seat booking is close-by?**
 - On some occasions, the candidate, who pays the examination fee, does not get the acknowledgement, even when the amount is debited from his/her account. In absence of the acknowledgement, the candidate makes the payment twice or sometimes thrice. In such cases, the candidates are requested not to pay the fee again and please send an email to epariksha.help@pariksha.com with a copy to concerned MMD. The above is applicable only in those cases where the fee has been debited from the candidate's account, but the acknowledgement is not generated. This is not applicable in case where the message "Payment failed" is displayed. Failed payment status can be due to multiple reasons i.e. (a) wrong card details (b) session timeout (c) Bank server failure. In these cases, the seafarer may make another attempt to pay fees.
- **Already paid for assessment but still asking to pay ?**
 - Please send an email to epariksha.help@pariksha.com with the payment details.
- **Candidate has to pay first Part A exemption fees and later Part B fees?**
 - Candidate has to pay the Part A exemption fees and later Part B fees has to be paid only through E-Pariksha Portal . In case amount deducted from account , in such cases, the candidates are requested not to pay the fee again, and please send an email to epariksha.help@pariksha.com with a copy to concerned MMD .Candidate can also try other payment modes if they are facing any issue in a particular payment mode. Avoid using the mobile phone to make the payment.
- **In case of payment fails message appears?**
 - If the payment fails due to some reason, the seats which are booked will be released after 10 minutes and you will be able to book again.
- **Payment options available for the payment of fee ?**
 - Pay by Credit / Debit Card : An applicant can pay the fee online by using any VISA/MASTER DEBIT OR CREDIT CARD issued by any Bank/Institution.
 - (ii) Pay by Net Banking facility .

- **Unable to make payment with debit card / Credit card / Net Banking ?**
 - If there's a problem with one payment method, you can try paying with a different one. Avoid making payment through the mobile phone.

- **Multiple payments done for a single function, how to get Refund ?**
 - Write an email to epariksha.helpline@gmail.com with your name, email ID, contact number and specify the issue of multiple payments with supporting evidences .The support team will get back to you with next steps as needed.Further, your extra payment will be refunded, kindly check your bank account after 10 days. If still Refund is not received kindly contact E- pariksha .

- **Fees Paid for MEK-M only, why am I able to book MEK-G without payment.**
 - **For Part B :** The system accepts payment on function wise, if you have paid for Marine Engineering Knowledge(General), system will not ask you to pay again for Marine Engineering Knowledge(Motor)/Marine Engineering Knowledge(Steam), similarly If you have paid for SCS , system will not ask you to pay again for SSEP because they come under same function (KINDLY TRY TO BOOK AGAIN).
 - **For Part A:** The system accepts payment function wise, if you have paid for, HE/AM/EDG, system will not ask you to pay again for HE/AM/EDG), because they come under the same function (KINDLY TRY TO BOOK AGAIN).

- **How to know whether my bookings are confirmed?**
 - For Written if you have received the admit cards that means you have booked your seats successfully.
 - Further, for oral functions if it shows "booking under process" that means you have booked your seats successfully.

- **I have completed my e-learning and assessment for the same but mistakenly I had enrolled for EKG(steam) and assessment not done for EKG(steam) ?**
 - Kindly drop an Email to concerned MMD with your name, email ID,INDOS Number , contact number and specify the issue you are facing . Internally MMD will send a mail to E Pariksha and resolve the registration trouble.

- **I paid my fees for the examination online through e-pariksha. and booked a seat for October. Now I would like to postpone the Examination to December. Is it possible?**
 - Candidates are advised that before the payment of the examination fee and submission of the application, they may reconfirm the month, paper, type of examination and other details filled in by them. No change of month or type of examination is possible online, once the seat is booked. In such cases, if the candidate wishes to apply for some other month or some other paper, the fee paid cannot be adjusted in the system. In such cases the candidate would have to do a fresh booking and pay the fee again.

- **I paid my fees online and booked the seat for Oral Examination in October. Now, I would like to postpone the Examination. Is it possible?**
 - As the examinations are held every month, there is a limitation on the consideration of any such requests as it can upset the schedule. However, in genuine cases the MMDs may consider such requests if backed with verifiable evidence and consider re-scheduling the oral

exam which in any case cannot be beyond the last date of the scheduled examination for the said month. However, no change of month of the oral examination is possible online, once the seat is booked and the candidate will be considered as "Failed (Absent)" if they do not appear for the exam. If the candidate wishes to apply for some other month, he/she have to do a fresh booking and pay the fee again, once the result of the previous month is approved by the DGS.

- **Candidate have not yet received the Oral exam date ?**

- Kindly send an email to concerned MMD.

- **I had appeared for MEO-IV oral exam for EECEOL(FUN 5) on 18th DEC 2023 and was passed. But when I checked my e-pariksha profile today (20th DEC 2023) it is showing as absent. What should I do?**

- Concerned MMD is yet to update candidate results in e-pariksha, which will be done in two to three working days .Please wait for the publishing of results and then approach respective MMD, if the discrepancy still persists.

- **How to transfer your files from one MMD to another MMD ?**

- Kindly send an email to concerned MMD for transfer request . (Subject : Requisition to transfer of file to XXX MMD). Concerned MMD will initiate an online transfer in three working days.

- **How to apply for re-evaluation of written or oral paper?**

- Please go through Rule 77 of M.S.STCW Rules, 2014. Informatively written and oral exam result review needs to be applied by Form 31 within 30 days from the date of declaration of result. Application needs to be addressed to the MMD where examination was written or appeared.
- If the candidate has applied for re-evaluation of his answer scripts, candidate will be allowed to appear in the subsequent examination after re-evaluation results are declared. The Directorate/MMD will inform the result of review within a week, from the date of receipt of the application forwarded by the Principal Officers/ Examiner of Engineers.

- **Where to apply for MEO CLASS IV COC ?**

- Application of CoC's needs to be made online only through E-pariksha for Class-IV candidates
- All payments need to be made through E- pariksha only .
- CoC's will be dispatched after successful scrutiny within seven working days to the registered address of the candidate.

- **How to know the current status of COC regarding printed or dispatched?**

- When you see "approved" in the CoC status of your profile that means CoC has been printed. When you receive speed tracking number that means CoC has been dispatched. If you have not received the Tracking Number of COC , kindly contact DGS .

- **Unable to upload documents while applying for COC?**

- Upload the signature and medical fitness documents first (Mandatory documents) and then the remaining documents one by one or two documents at a time.

- **COC tab is not active / Showing error ?**
 - Write an email to epariksha.help@nic.in with your name, email ID, contact number and specify the issue you are facing with the application form. The support team will get back to you with next steps as needed.

- **Unable to book seat, showing no free seats available (but others are able to book)**
 - Please write to the E-Pariksha for resolution. (system allows to book every alternate month only).

- **Required EXN 45 Number for applying / Filling up in COC ?**
 - Kindly send an email to concerned MMD office with details of Name ,Indos No , CDC Number , Assessment date .

- **Candidate have Written and orals on the same day , and request for change in Oral Exam Date ?**
 - Kindly send an e-mail to concerned MMD .

VII. Simplified Tabular Form of STCW Courses for Engineers.

REQUIREMENTS OF STCW MODULAR, SIMULATOR AND REFRESHER COURSES FOR ENGINE DEPARTMENT PERSONNEL																				
V ✓ Indicates Courses & Refresher Every 5 Years																				
V ** Indicates Required if engaged on ship fitted with equipment																				
ENGINEERING		PST	PFF	EFA	PSSR	O/C/G TFC FOR DCE 1	PSCR	AF	MFA	MCARE	SSO / STSDS	ADV. TANKER FOR DCE 2	LCHS FOR DCE 2	ROC / ARPA	ECDIS	RANSCO	SMS	ERS	GMIDSS	
F.G.	KW	STCW	VI/1-1	VI/1-2	VI/1-3	VI/1-4	VI/2	VI/3	VI/4	VI/4	VI/5 OR VI/6	2	FOR	A-II/1	A-II/1	A-II-2			IV/2	
TIME	<750		V	V	V	V	V	V	V	V	V	V	V							
RATING + EWK	>750	III/4	V	V	V	V	V	V	V	V	V	V	V							
AB EN	>750	III/5	V	V	V	V	V	V	V	V	V	V	V							
MEO CL IV	>750	III/1	V	V	V	V	V	V	V	V	V	V	V							
MEO CL II	>3000	III/2	V	V	V	V	V	V	V	V	V	V	V							
MEO CL I	>3000	III/2	V	V	V	V	V	V	V	V	V	V	V							
EXTRA FIRST			V	V	V	V	V	V	V	V	V	V	V							
MEO CL III- 2nd	>750 <3000	III/3	V	V	V	V	V	V	V	V	V	V	V							
MEO CL III- CH.	>750 <3000	III/3	V	V	V	V	V	V	V	V	V	V	V							
MECL III- CH.	>750 <3000	III/3	V	V	V	V	V	V	V	V	V	V	V							
NCV																				
MEO CL IV	>750 <3000	III/1	V	V	V	V	V	V	V	V	V	V	V							
MEO CL III- 2nd	>750 <3000	III/2	V	V	V	V	V	V	V	V	V	V	V							
MEO CL III- CH.	>750 <3000	III/2	V	V	V	V	V	V	V	V	V	V	V							
MEO CL II	>3000	III/2	V	V	V	V	V	V	V	V	V	V	V							
MEO CL II	<8000	III/2	V	V	V	V	V	V	V	V	V	V	V							
MEO CL I	>3000	III/2	V	V	V	V	V	V	V	V	V	V	V							
MEO CL I	<8000	III/2	V	V	V	V	V	V	V	V	V	V	V							
ETO	UPTO 1000	III/6	V	V	V	V	V	V	V	V	V	V	V							
ETR	V/ HV	III/7	V	V	V	V	V	V	V	V	V	V	V							

VIII. General Instructions

- Ensure your eligibility as per M.S. (Standards of Training, Certification & Watchkeeping for Seafarers) Rules 2014 and Training Examination & Assessment Programme (TEAP) 2015 before filling up the application forms electronically online.
- M.S. (Standards of Training, Certification & Watchkeeping for Seafarers) Rules 2014 is available DG Shipping website, please refer to below link
http://dgshipping.gov.in/WriteReadData/userfiles/file/Notification_stcw2014_310714.pdf
- Training Examination & Assessment Programme (TEAP) 2015 is available DG Shipping website, please refer to below link
<http://dgshipping.gov.in/writereaddata/ShippingNotices/201505191224526716388TEAPAConsolidatedRev1,May2015-compressed.pdf>
- The applicants must ensure that they have registered online (at DG Shipping Website www.dgshipping.gov.in) their Seafarer's Profile Registration. (See instructions for Seafarer Profile Registration, if not already done).
- Columns with red asterix (star) mark in the online forms are mandatorily to be filed in.
- Online payment to be made after online submission of applications, fees once paid will not be refunded.
- If there are any issues related with fees payment, please report with your fees reference number and all relevant details by email.
Email: egovernance-dgs@nic.in
- If you are an Marine Engineer Officer or an Engine rating and have any more questions which are not listed below then you may send an email to DG Shipping: engexam-dgs@nic.in