

DIRECTORATE GENERAL OF SHIPPING		
Authorised by	EAC Branch File No. ENG/EXAM-17(9)/99-III	WPI-7.7-04B-01
C.S.	Instructions to Examiners	Circular No. 130
	Issue No. 00	Dated 26.08.2015

SUBJECT: REVISED PROCEDURE FOR ISSUANCE OF CERTIFICATE OF COMPETENCY (COC) FOR ENGINEERS

BACKGROUND:

1. Whereas the EAC Branch Circular No.127 dated 27th January 2015 was issued for streamlining the processes involved, leading to the issuance of the Certificate of Competency (CoC) for Engineers.
2. Whereas the Directorate still continuing to receive many complaints for the persistent delay, in the issuance of the COC, from the candidates, shipping companies and their associations.
3. Realizing that the purpose of issuance of the aforesaid circular was to expedite/fast-track the process of application, scrutiny, printing and issuance of COC to a successful candidate. However, the Directorate has noted that the same has not achieved the objectives as there have been still inordinate delays taking place in following the above mentioned process as well as receiving the documents in a manner adhering to the requirements of the circular No.127. The Directorate, therefore, infers that the contents of the said circular was not seemingly understood and hence not being implemented uniformly by all the Mercantile Marine Departments (MMDs).
4. Further realizing that the objective of minimizing/eliminating the delay in the process of issuance of CoC, has not been profoundly achieved through the above circular, the Directorate, hereby prescribes the following procedure for speeding up the process of the application towards issuance of CoCs and leaves the onus of verification of seafarers documents, sea service details, eligibility letter issued to NCV candidates, etc. with the concerned MMD.

PROCEDURE:

The following two categories of candidates may apply along with the documents listed therein, to the respective MMD for the issuance of COC. The documents shall be forwarded to the DGS strictly in the order/sequence outlined below and any variation shall not be

MMD
26/8/15

2/3

considered suitably by the DGS. Hence, MMDs are hereby requested to exercise due diligence and avoid forwarding inconsequential documents.

Category of applicants:

Category A: Candidate who has passed his/her written & oral examination and the result has already been approved by the DGS.

MMDs shall forward the applications of candidate's belonging to this category, along with following documents:

- A1. DGS Final Register duly signed by Examiner of Engineers after due verification with a clear recommendation for the issuance of COC.
- A2. Copy of DGS **approved** "Result Sheet 2" indicating candidate's overall pass in the written and oral examinations or separate "Result Sheet 2" for written & orals examinations of MEO CI-IV attested by the Examiner of Engineers.
- A3. Self-attested copy of only first and last page of candidate passport (additional pages containing any correction in name, address etc. to be sent if applicable).
- A4. Self attested copy of INDOS Certificate.
- A5. Self attested copy of previous COC, if applicable.
- A6. Self Addressed envelope for sending COC by Speed Post. (For all grades)
- A7. 3 Nos. **recent** passport size colour photograph (45mmx35mm) with mat finish in white background pasted on a A4 size blank white paper. This photograph should be the same as that, endorsed on the DGS Final Register by the Examiner of engineers.

Category B: Candidate whose result for the written examination has already been approved by the DGS and the result for the 'Oral' examination is in the process of approval by the DGS.

Mercantile Marine Department (MMD) conducting the examination shall forward application along with following documents for issuance of COC for candidate of this category, as soon as the 'Oral' exams of that particular candidate is over but pending approval of result by the DGS:

- B1. DGS Final Register duly signed by Examiner of Engineers after due verification with clear recommendation for the issuance of COC.


MMD
26/8/15

3/3

- B2. Copy of EXN 37 BC (indicating the candidates overall pass in the oral examinations) duly endorsed by Examiner of engineer.
- B3. Copy of DGS approved "Result Sheet 2" indicating candidate's overall pass in the written examination attested by the Examiner of Engineers.
- B4. Self-attested copy of only first and last page of candidate passport (additional pages containing any correction in name, address etc. to be sent if applicable).
- B5. Self attested copy of INDOS Certificate.
- B6. Self attested copy of previous COC, if applicable.
- B7. Self Addressed envelope for sending COC by Speed Post. (For all grades).
- B8. 3 Nos. **recent** passport size colour photograph (45mmx35mm) with mat finish in white background pasted on a A4 size blank white paper. This photograph should be the same as that, endorsed on the DGS Final Register by the Examiner of engineers.

This circular supersedes the EAC Branch Circular (Instructions to Examiners) No. 127 dated 27th January, 2015.

This issues with the approval of Chief Examiner of Engineers and Chief Surveyor with Govt. of India.


26/08/15
(S. Barik)

Dy. Chief Surveyor