



## FORM 29

(See Rule 72)

GOVERNMENT OF INDIA  
MINISTRY OF SURFACE TRANSPORT  
DIRECTORATE GENERAL OF SHIPPING

Application for Examination and Assessment for certificates under Merchant Shipping (Standards of Training, Certification and Watch-keeping for Seafarers) Rules, 2014 for manning ships in foreign-going and Near-Coastal Voyages trade

Application No. : \_\_\_\_\_

Received Date : \_\_/\_\_/20\_\_

A. Grade of :

Examination Place of : MMD \_\_\_\_\_

Examination

1. Full Name :  
(Block letters)

2. Permanent Address :

3. Present Address :

4. Telephone Number :  
(with STD Code)

5. Nationality :  
(Proof to be produced)

6. Passport Number :

7. Date and Place of Issue :

8. Continuous Discharge :  
Certificate (C.D.C)  
Number

9. Date and Place of Issue :

10. Date of Birth :  
(Proof to be produced)

11. Place of Birth :

12. Personal :  
Identification marks

13. INDos No :

14. EXN-45 No. :

LATEST PHOTO  
(3.5X3.5)

Note: Any Person who makes, causes to be made or assists in making any false representation for the purpose of obtaining for himself / herself or any other person a Certificate, shall be liable for prosecution under Section 182 & 420 of the Indian Penal Code 1860.

Application No. : \_\_\_\_\_

Received Date : \_\_/\_\_/20\_\_

**B. DETAILS OF SCHOLASTIC EDUCATION :**  
**(Separate sheets must be attached)**

1. Scholastic Education Level :
2. Principal Subjects :
3. Year of Passing :
4. School/College/ Board :
5. Address of the Institution :

**C. DETAILS OF PRE-SEA TRAINING / MARINE ENGINEERING WORKSHOP**  
**: (Separate sheet must be attached )**

1. Training Institute :
2. Address of the Institution :
3. Attended From :
4. Result :
5. Courses Attended :

**D. REQUEST FOR ALLOTMENT OF SEAT FOR EXAMINATION :**

Month and Year	Amount	Date	Receipt No.	Function	Level (Operational / Management)	Signature of Candidate	Signature of Examiner / Assessor

**E. REPORT ON STRUCTURED ON-BOARD TRAINING (GME/ATS/OTHERS) :**

#	Date Of Completion (Y/M/D)	Name of Designated Training Officer (Ship/Company)	Details Of Certificate Of Competency

Application No. : \_\_\_\_\_

Received Date : \_\_/\_\_/20\_\_

(Copy of Training Institute/Officer Report to be Furnished )

# PHASE 1 - As Apprentice Engineer Officer  
 PHASE 3 - As Engineer Officer holding Class IV COC

PHASE 2 - As Trainee Engineer Officer  
 PHASE 4 - As Engineer Officer holding Class II COC

F. DETAILS OF SEA-GOING SERVICE (FOR ENGINE DEPARTMENT PERSONNEL) :

No. of Testimonials	Name of Ship and whether Steam Ship or Motor Vessel MV - Motor Ship SS - Steam Ship	Official Number / IMO No.	Kilowatt Registered Power	Trade **: NCV/F G/ CV/INS / CG	Rank	Nature of Service #	From	To	Period		
									Article Period		QSS*
									Months	Days	Days

Total Article Period :

Total QSS :

# Note: State whether performed I,II,III,IV,V,VI

- I. On fitter's Work, either by day or on watches on Deck or in Engine and Boile Rooms
- II. On regular watch on auxiliaries or refrigeration and air conditioning machinery.
- III. On regular watch - on main engines.
- IV. On regular watch - on main boilers.
- V. On regular watch - on both main engines and boilers simultaneously.
- VI. On ships, partially or fully unmanned machinery space.

The use of appropriate Roman numbers will be sufficient for III,IV,V and VI.

\* QSS - Qualifying Sea Service (Propelling Time Calculated at 30 Days a Month)

\*\* FG (Foreign-going), CV (Coastal Voyage) or INS(Indian Naval Service) or CG(Coast Guard)

Application No. : \_\_\_\_\_

Received Date : \_\_/\_\_/20\_\_

G. PARTICULARS OF STCW CONVENTIONS MODULAR COURSES :

Sr. No.	Courses	STCW Reg. / STCW Code No	Cert. No.	Approved Institution	Period		Validity (Y/N)
					From	To	
1	PERSONAL SURVIVAL TECHNIQUES ( PST)						
2	FIRE PREVENTION AND FIRE FIGHTING (FPFF)						
3	ELEMENTRY FIRST AID (EFA)						
4	PERSONAL SAFETY AND SOCIAL RESPONSINILITIES (PSSR)						
5	PROFICIENCY IN SURVIVAL CRAFT AND RESCUE BOAT (PSCRB)						
6	ADVANCE FIRE FIGHTING (AFF)						
7	MEDICAL FIRST AID (MFA)						
8	SECURITY TRAINING FOR SEAFARERS WITH DESIGNATED SECURITY DUTIES (STSDSD / SSO)						
9							
10							

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H. Level Applied for OPERATIONAL / MANAGEMENT LEVEL (Tick ✓ the appropriate Function)

Month Date D/M/Y	Function										Signature of Candidate
	3	4A -I	4A -II	4A -III	4A -IV	4A -V	4A -VI	4B	5	6	

I. PREVIOUS CERTIFICATE ( Issued in India or elsewhere, If none state so) :

Number	Certificate Details	Class /Grade	Place & date of		If any time suspended or cancelled,		
			Examination	Issue	Court of Authority	Date	Cause

J. DECLARATION TO BE MADE BY THE CANDIDATE :

I hereby declare that the particulars contained in the form are correct and true to the best of my knowledge and belief and that the papers enumerated and sent with this form are true and genuine documents given and signed by the person whose name appears on them. I further declare that Section F contains a true and correct account of my sea-going service without exception and I make this declaration conscientiously believing the same to be true.

(\_\_\_\_\_)

The above declaration was signed in my presence.

Signature of the candidate

Examiner of Masters and Mates/Engineers Officers  
Mercantile Marine Department.....District

K. POST-SEA APPROVED EDUCATION AND TRAINING AT APPROVED INSTITUTION LEVEL  
(Preparatory, Vocational and Up gradation Courses) :

Application No. : \_\_\_\_\_

Received Date : \_\_/\_\_/20\_\_

Function /Part	Institution	From	To	Remarks Stating Grades in Assessment

**L. REPORT OF HEAD OF ASSESSMENT CENTRE (Preparatory, Vocational & Up gradation Courses) :**

(Candidates Performance, strength and weakness if any must be clearly stated here. Report card designed by institution and in accordance with DGS directives must be attached, clearly indicating grades in levels of performance achieved.)

Signature:

Name :

Official Stamp:

(Signature & Name is for Head of Assessment Centre)

(Validity of Courses with Date and DGS approval details must be stamped also)

**M. REPORT OF HEAD OF ASSESSMENT IN EXAMINATION SECTION:**

Documents in Order	Yes/No	Proforma 'B' for W/Shop Training Checked and Talled	Yes/No
Photos Enclosed	Yes/No	TAR Book duly Completed and Endorsed	Yes/No
Fees Received	Yes/No	OICEW Book Duly Completed and Endorsed	Yes/No

Candidates Eligibility for Function / Grade of Examination assessed and in order

**N. EXEMPTION**

Exemption if any Quote Rule (from META Manual I,II) or Specific DGS reference / order of Chief Examiner of Engineers.	Signature of Examiner of Engineer

**O. REMARK OF EXAMINER OF ENGINEERS : ASSESSMENT IN ORDER** Yes/No

**ELIGIBILITY FOR OPERATIONAL LEVEL / MANAGEMENT LEVEL EXAMINATION**

Eligible For Written      3  4A-I  4A-II  4A-III  4A-IV  4A-V  4A-  4B  5  6

Eligible For Oral Function      3  4  5  6

Candidate Found Ineligible And Duly Informed      Yes/No (Use Form IN)

Signature :

NAME :

OFFICIAL STAMP:

## Instructions

1. **Fill all details in Fine Black ballpoint Pen, Clearly and Legibly.**
2. All entries must be made by the Candidate in his own handwriting except those for official use, which are shaded grey.
3. Grades of Examination (Page I)  
MEO (Main Stream) – Class IV, Class II, Class I  
NCV – Class IV, Class III SEO, Class III CEO
4. Candidate must refer to his EXN-45 and META Manual I & II, to assess his own eligibility for the relevant courses / Exams before filling in this form.
5. Details of Name, Date of Birth Etc. must be as per the SSC, HSC, Board of Examination Certificates unless changed by legal means.
6. Candidate must produce the originals for verifications at every MMD. Verification of Certificate may be resorted to by MMD if required.
7. Two additional Passport Size Photographs with the signature on backside is to be submitted along with application Form in a small Envelope for attachment with DGS final register.
8. Sea time certificates must be dual endorsed by either Indian Embassy, Consulate abroad, Flag state officials of flag of vessel or any other organization approved by the Directorate.
9. Entries in F must be made for each phase, giving date of completion as the date of discharge from ship. Name of training officer is the shipboard or company designated officer. Details of certificate of competency are the current certificate which the candidate holds. Attach separate sheets for additional entries.
10. Entries in Part – I which includes sections A, B, C, D, E, F, G, H,I, J are to be made by the candidates.
11. Entries in Part – II which includes sections K, L, M, N, and O are for official purpose only.
12. Entries in Part – III is exclusively for official purpose only.

## Details of Functions:

- 3 -- Controlling the operation of the ship & care for persons onboard at operational and management level.
- 4A :- Part A Marine Engineering at Operational level and management level.  
I – Heat Engines II – Applied mechanics IV – Engineering Drawing V –  
Mechanics & Hydromechanics VI – Thermometer and Heat Transfer.
- 4B - Part B Marine Engineering at Operational level and management level.
- 5 - Electrical, Electronics & Control Engineering at Operational and Management level.
- 6 - Maintenance and repair at Operational and Management level.

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Part - III

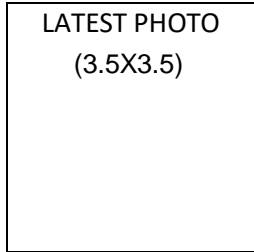
For office Use Only

DGS Ref No. :

DGS Final

Certificate No. :

Name of Candidate :



Permanent Address :

Date of Birth : \_\_\_/\_\_\_/\_\_\_

Place of Birth :

Country :

Exam Center :

State

Rotation No. :

EXN 45 No. :

Exam Date :

A. Level Applied for OPERATIONAL / MANAGEMENT

Date	FUNCTION												Sign of Examiner
	3		4A-	4A-	4A-III	4A-IV	4A-V	4A-VI	4B			5	
M/Y	NA	SS AND EP					M.H	T.H.T	M.E.K.(Sm COM)/E.M.	M.E.K. (G)	M.E.K (M/S/S)	M.E.T.	M.E.P.

B. Written Function Passed OPERATIONAL / MANAGEMENT Level

Date	FUNCTION												Sign of Examiner
	3		4A-	4A-	4A-III	4A-IV	4A-V	4A-VI	4B			5	
M/Y	NA	SS AND EP							M.E.K.(S m)	M.E.K. (G)	M.E.K (M/S/S)		



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C. Orals Function Passed OPERATIONAL / MANAGEMENT Level

Date  M/Y	FUNCTION					Sign of
	Function 3	Function 4		Function 5	Function 6	
	COSCPN	M.E. (Motor)	M.E. (Steam)	M.E.T	M.R	

Details of Functions : Written Papers

- 3 - Controlling the operation of the ship and care for persons onboard at operational and management level  
N.A. - Naval Architecture, SS and EP - Ship Safety and Environmental Protection and Personnel care
- 4A - Part A Marine Engineering at Operational level and management level.  
M.H- Mechanics and Hydromechanics, T.H.T - Thermodynamics and Heat transmission
- 4B - Part B Marine Engineering at Operational level and management level.

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For MEO CLASS II - M.E.K.(Sm COM) - Marine Engineering Knowledge (Steam),  
M.E.K. (G) - Marine Engineering Knowledge (General)  
M.E.K (M/S/Sm) -Marine Engineering Knowledge (Motor)

For MEO CLASS I - M.E. – Engg.-Mgmt-Written

5 - Electrical , Electronics & Control Engineering at Operational and Management level.

M.E.T. - Marine Electro Technology

6 - Maintenance and repair at Operational and Management level.

M.E.P. - Marine Engineering Practice

Details of Functions : Oral Papers

3 - COSCPN - Controlling the operation of the Ship and Care for persons on board

4 - M.E.(Motor)- Marine Engineering (Motor) , M.E.(Steam)- Marine Engineering (Steam)

5 - M.E.T. - Electrical, electronic and control engineering

6 - M.R. - Maintenance and Repair

D. Examiner of Engineers Final Assessment Prior Recommendation for Certification

Requirements	Status	Requirements	Status
Medical Fitness	Yes / No	Preparatory and Up gradation	Yes / No
Pre Sea Training	Yes / No	Others (Sate Course)	Yes / No
Structured on Board Training	Yes / No	Written Examination	Yes / No
Sea Service Requirement	Yes / No	Oral (Assessment)	Yes / No
Modular Courses	Yes / No	Eligibility	Yes / No

E. For the Chief Examiner of Engineer Officers :

1. I hereby certify that \_\_\_\_\_ born at \_\_\_\_\_ on \_\_\_/\_\_\_/\_\_\_\_\_ has satisfactorily produced testimonials and proof of Sea-going Service/Watch Keeping Service.
2. The candidate complies with the requirements of the Merchant Shipping (Standards of Training Certification and Watch-keeping for Seafarers) Rules, 1998 for the grade of \_\_\_\_\_ Under STCW Reg. \_\_\_\_\_
3. The candidate has passed his examinations for the functions as under :

Application No. : \_\_\_\_\_

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Function	Examination Centre	Month/Year	Remarks

The candidate meets all the requirements & is eligible for issue the Certificate of Competency as  
 ..... With following limitations.  
 The certificate of competency may be forwarded to the Mercantile Marine Department for issuance.

(Signature)

Examiner of Engineers Mercantile Marine

Certificate of Competency for grade \_\_\_\_\_ with limitation \_\_\_\_\_ as recommended by  
 mercantile marine department may be issued

REMARKS (Special Condition if any)

Initial of Assessor at DGS

Details of Functions:

- 3 -Controlling the Operation of the Ship & Care for Persons on board at Operational and Management Level
- 4A - Part B Marine Engineering at Operational Level and Management Level
  - I - Heat Engines II - Applied mechanics III - Mathematics IV - Engineering Drawing V - Mechanics & Hydromechanics
  - VI - Thermodynamics and Heat Transfer
- 4B - Part B Marine Engineering at Operational Level and Management Level
- 5 - Electrical, Electronics & Control Engineering at Operational and Management Level
- 6 - Maintenance and Repair at Operational and Management Level

Instructions on filing up and returning the Final Register to DGS

- (A) On the candidate passing all functions in a grade and on satisfactory evaluation by Examiner of Engineers, the DGS Final Register duly completed must be sent to the DGS, Consolidated for every month. Application Form need not be sent to DGS.
- (B) The sheets should be preferably computer Generated and Recorded.
- (C) A copy of the sheet should be retained at the respective MMD Prior dispatched to DGS as hard copy.

Candidates Specimen Signatures (To be duly signed in all four boxes at the time of submission of

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Cut here at DGS for Pasting on COC

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