

PROVISIONAL PROCEDURE FOR APPLICATION FOR ETO COC/ NCV
GRADE THOSE WHO HAS PASSED ALL FUNCTIONS FROM MMD
MUMBAI

1. Candidate to fill relevant application form and pay necessary fees. (To Attach payment receipt ETO-Rs 3000/-, NCV –Rs1500/-)
2. Attach self attested documents as per Annexure-I relevant to the grade of COC.
3. 10 nos recent clear passport size color photographs (35mm x 35mm) mat finish in white background .
4. All documents to be sent either by BLUE DART COURIER(***AS OTHER COURIER /SPEED POST MEANS ARE NOT ACCEPTED BY SERVICE PROVIDER FOR MUMBAI DUE TO PREVAILING COVID 19 PANDEMIC SITUATIONS***) to following address,

EXAMINEERS OF ENGINEERS
MERCANTILE MARINE DEPARTMENT
PRATISTHA BHAVAN
M.K MARG
MUMBAI 400020.

or

Scan all the documents including application in PDF format as a one file and send email to exame.mum-mmd@gov.in

And send five specimen signatures of applicant in plain white paper signed in blue ink and five recent clear passport size color photographs (35mm x 35mm) mat finish in white background by BLUE DART Courier to following address:

EXAMINEERS OF ENGINEERS
MERCANTILE MARINE DEPARTMENT
PRATISTHA BHAVAN
M.K MARG
MUMBAI 400020

5. On receipt of application and all supporting documents , application will be processed.
6. This procedure is tentative only and valid till further orders.

ANNEXURE- I

DOCUMENTS TO BE SUBMITTED

1. Two copies of existing COC (if applicable)
2. Two copies of INDOS certificate.
3. Two Copy of Passport (First page and last page), attach copies of additional pages indicating any change in Name/Address if any.
4. Copy of Valid Medical certificate(from DGS Approved Doctor)
5. One Green envelope 10 *14 Inches. Write Name, grade, Telephone number ,mobile number ,Email Id, Address of candidate
6. Two copies of High Voltage course certificate ,if any.
7. Two copies of fees payment receipt.
8. ETO candidates to submit print out of results(passed) from their profile
(Two copies)

Application Form for issue of Certificate of Competency for Engineers Under STCW 2014 as amended

PHOTO

Serial Number (For Office Use only)

PARTICULARS OF APPLICANTS

Name (In Block Letters)
INDos No.

Correspondence Address
City / Town :
Telephone / E-mail:

Local Contact No. Area Code No. Date of Application DD MM YY

Date of Birth DD MM YY Place of Birth

1. Grade of Exam Passed

2. Month in which Exam Passed Month Year At

3. Did you undergo any inquiry by any Government or other authorities In connection with your service on board ship (If Yes, give details by attaching additional sheets) Yes / No

4 Place to which delivery of COC is requested : Mumbai/Kolkata/Chennai/Indian Embassy or Consulate at.....

DECLARATION TO BE MADE BY APPLICANT

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 documents enumerated and enclosed with this form are true and genuine given and signed by the person whose Name appears on them.

Name of the Applicant

Date : Place:

Signature.....

FOR OFFICE USED (MMD)

Fees paid Rs.	Challan / Receipt No .	Date :	Cashier :
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Above documents/certificates verified and applicant found eligible/not eligible to hold appropriate certificate.

Signature

Signature

Name of the Examination Assistant

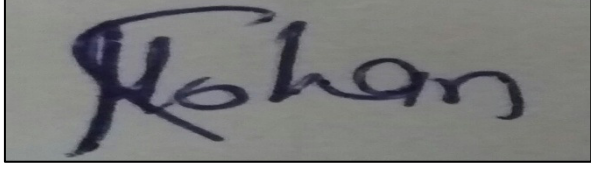
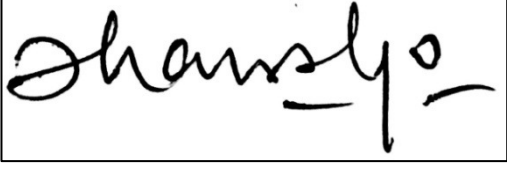




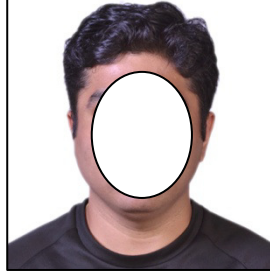
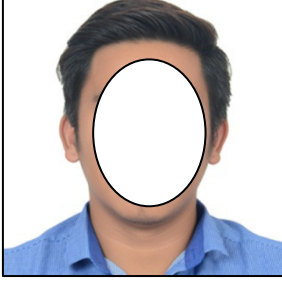

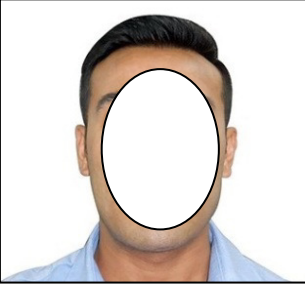


Name of the Examiner of M & M

Date :

Two Specimen signature to be signed within the space provided in the box.

DIRECTORATE GENERAL OF SHIPPING

IMPORTANT NOTICE REGARDING PHOTO & SIGNATURE FOR ALL ONLINE APPLICATION

Don'ts ✗	Do's ✓
	
<p>OBSERVATION: Do not scan signature on MOBILE. Scan signature properly on Scanner machine with WHITE BACKGROUND.</p>	OK ✓
	
<p>OBSERVATION: Signature not accepted with GREY BACKGROUND. Scan signature properly on Scanner machine with WHITE BACKGROUND. Crop signature part removes all blank portions and Re-upload it in HORIZONTAL Manner.</p>	OK ✓
	
<p>OBSERVATION: Do not upload scan photo or take photo of the photo. Collect soft copy of the photo from photographer with White background & showing 70% facial area & upload it</p>	OK ✓
	
<p>OBSERVATION: Do Not upload photo in T-Shirt or in Casuals. Upload photo in PROPER FORMALS PLAIN SHIRT / COAT.</p>	OK ✓
	
<p>OBSERVATION: Do not upload photo Like above Image. Collect soft copy of the photo from photographer with White background & showing 70% facial area.</p>	OK ✓
	
<p>OBSERVATION: Do not upload photo Like above Image. Collect good soft copy of the photo from photographer with Plain shirt / Coat (Not checkered) & showing 70% facial area.</p>	OK ✓

*NOTE: FACE SHADED IN THE PHOTOGRAPH TO AVOID IDENTIFICATION

Please read and comply with Photo & Signature Guidelines as detailed in next page

GUIDELINES FOR PHOTO & SIGNATURES

All Seafarers are hereby requested to upload Photo & Signature in Correct Manner as shown above in DGS E-Governance for processing of their online Applications promptly.

General Photo Guidelines

Photos must be:

- In color
- Photo size to be 35mm x 35mm
- Taken within the last three months

Photo Composition Requirements

- The photo must have a plain white background with face being 70% of the photo (measure between 24mm to 28mm)
- You must face forward with eyes open and a neutral facial expression
- The lighting must be even, with no obscuring shadows or glare
- On the printed photo, your head must measure between 24mm to 28mm from the top of your head to your chin.

What Should I Wear in My Photo?

In your passport photo, you **may not** wear any of the following items:

- Eyeglasses of any type including sunglasses
- Hats
- Headbands, hair bows, or head scarves*
- Uniforms with peak caps, epaulettes etc

**If you wear religious headgear, such as a yarmulke or headscarf or turban, you may wear this in your photo. Your headgear must not obscure your face in the photo.*

Suggestions for attire:

- Make sure your hair does not cover your face, make sure your eyes are both visible.
- A collared shirt or a top with a high neckline is recommended. Due to the cropping of the photo, if you wear a shirt with a wide or low neckline, you might wind up looking like you are not wearing clothes at all!

Can I Take My Own Photo?

It is recommended that you have your photos taken professionally. However, you may take your own photo as long as you have the right dimensions and quality of passport photo and meet all the photo guidelines. Here are our suggestions on how to take your passport photo:

- Use a good quality digital camera, not a smart phone or other mobile camera device
- You may use the red-eye reduction feature on your camera, but you may not do any digital editing after the photo is taken
- Make sure your photo is at least 300dpi & size preferably below 1mb

General Signature Guidelines

- The candidate himself/herself should sign on a white paper with a black ink pen
- The signature must be signed only by the applicant and not by any other person
- Dimensions 3.5 cm x 1.5cm (preferred)
- Ensure signature to be selected/highlighted and scanned and not the entire page

Your Co-operation will be highly appreciated.