1. Table of Contents

1. Table of Contents....1
2. Fresher Candidates- New User Registration.... 5
3. Register Page....5
4. Repeater/Existing User.... 8
4.1. Forgot Password....10
5. Update Contact Details (If unable to access old Email/Mobile)....11
6. Login.... 13
7. Personal Details....15
8. Photo Capture.... 16
Eligibility Assessment-Engineering....18
9. Dredge Grade I Engineering.... 18
9.1. Exam Center Details.... 18
9.2. General Details Page.... 19
9.3. Pre-Sea Training Details Section....19
9.4. Sea Going Service Section.... 20
9.5. Onboard Training Section....21
9.6. Modular Course Section....22
9.7. Post Sea Training Details.... 23
9.8. Dredge Grade I Engineering.... 24
10. Dredge Grade II Engineering.... 25
10.1. Exam Center Details.... 25
10.2. General Details Page.... 26
10.3. Pre-Sea Training Details Section....27
10.4. Sea Going Service Section.... 28
10.5. Onboard Training Section....29
10.6. Modular Course Section....29
10.7. Post Sea Training Details.... 30
10.8. Dredge Grade II Engineering.... 31
11. Electro Technical Officer (ETO).... 32
11.1. Exam Center Details.... 32
11.2. General Details Page.... 33
11.3. ETO - Educational Details.... 34
11.4. Pre-Sea Training Details Section....36
11.5. Sea Going Service Section.... 36
11.6. Onboard Training Section....37

11.7. Modular Course Section....38
11.8. Post Sea Training Details.... 39
12. Fishing Vessel Engine Driver....40
12.1. Exam Center Details.... 40
12.2. General Details Page.... 41
12.3. Pre-Sea Training Details Section....42
12.4. Sea Going Service Section....43
12.5. Onboard Training Section....43
12.6. Modular Course Section....44
12.7. Post Sea Training Details.... 45
12.8. Fishing Vessel Engine Driver....46
13. Fishing Vessel Engineer....47
13.1. Exam Center Details.... 47
13.2. General Details Page.... 48
13.3. Pre-Sea Training Details Section....49
13.4. Sea Going Service Section.... 50
13.5. Onboard Training Section....51
13.6. Modular Course Section....51
13.7. Post Sea Training Details.... 52
13.8. Fishing Vessel Engineer.... 53
14. Engineering (FG) | MEO Class I....54
14.1. Exam Center Details.... 54
14.2. General Details Page.... 55
14.3. Educational Details....56
14.4. Pre-Sea Training Details Section....56
14.5. Sea Going Service Section....57
14.6. Onboard Training Section....58
14.7. Modular Course Section....59
14.8. Post Sea Training Details.... 60
15. Engineering (FG) | MEO Class II....61
15.1. Exam Center Details.... 61
15.2. General Details Page.... 62
15.3. MEO Class II - Educational Details....63
15.4. Pre-Sea Training Details Section....64
15.5. Sea Going Service Section....65
15.6. Onboard Training Section....66

15.7. Modular Course Section.....67
15.8. Post Sea Training Details..... 67
16. MEO Class - IV.....68
16.1. Exam Center Details..... 68
16.2. General Details Page..... 69
16.3. MEO Class IV - Educational Details.....70
16.4. Pre-Sea Training Details Section.....72
16.5. Sea Going Service Section..... 73
16.6. Onboard Training Section.....74
16.7. Modular Course Section.....75
16.8. Post Sea Training Details..... 76
16.9. Approved Courses..... 76
16.10. Certificate of Competency..... 77
17. NCV Class I.....79
17.1. Exam Center Details..... 79
17.2. General Details Page..... 79
17.3. Pre-Sea Training Details Section.....80
17.4. Sea Going Service Section..... 81
17.5. Onboard Training Section.....82
17.6. Modular Course Section.....83
17.7. Post Sea Training Details..... 83
17.8. NCV Class I.....84
18. NCV Class II.....86
18.1. Exam Center Details..... 86
18.2. General Details Page..... 86
18.3. Pre-Sea Training Details Section.....87
18.4. Sea Going Service Section..... 88
18.5. Onboard Training Section.....89
18.6. Modular Course Section.....90
18.7. Post Sea Training Details..... 91
18.8. NCV Class II.....91
19. NCV Class III - SEO.....92
19.1. Exam Center Details..... 92
19.2. General Details Page..... 93
19.3. Pre-Sea Training Details Section.....94
19.4. Sea Going Service Section..... 95

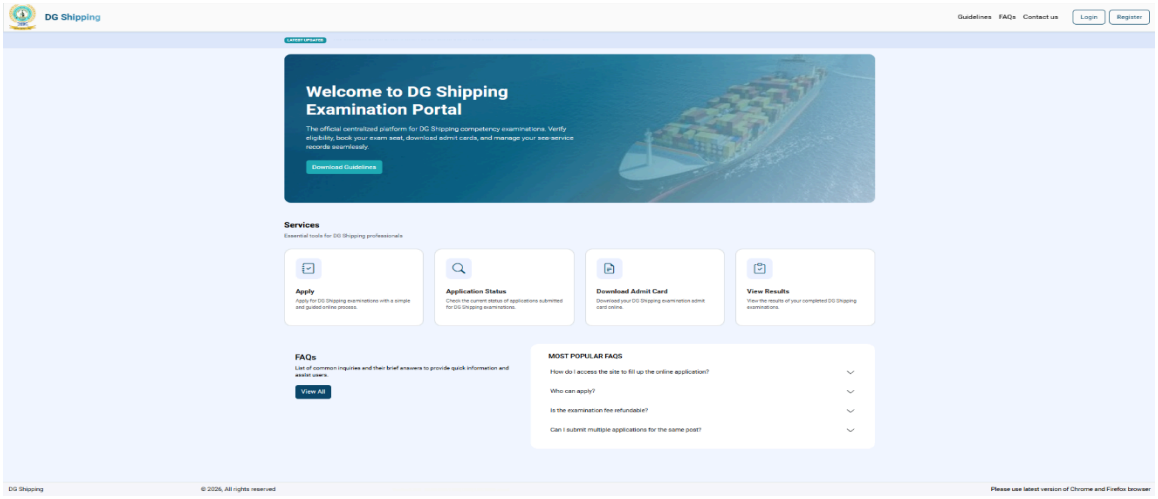
19.5. Onboard Training Section....96
19.6. Modular Course Section....96
19.7. Post Sea Training Details....97
19.8. NCV Class III - SEO....98
20. NCV Class III - CEO....99
20.1. Exam Center Details....99
20.2. General Details Page....100
20.3. Pre-Sea Training Details Section....101
20.4. Sea Going Service Section....102
20.5. Onboard Training Section....103
20.6. Modular Course Section....103
20.7. Post Sea Training Details....104
20.8. NCV Class III - CEO....105
21. NCV Class IV....106
21.1. Exam Center Details....106
21.2. General Details Page....107
21.3. NCV Class IV - Educational Details....108
21.4. Pre-Sea Training Details Section....109
21.5. Sea Going Service Section....110
21.6. Onboard Training Section....111
21.7. Modular Course Section....112
21.8. Post Sea Training Details....113
21.9. STCW Certificates....114
21.10. Preview for EA....116
22. Payment for EA....117
22.1. Payment Page....117
23. Application Status for EA....119
24. SEAT BOOKING....122
25. Payment for Seat booking....124
25.1. Payment Page....125
25.2. Admit Card....1
25.3. Exam Cancellation (No Refund)....1
25.4. Leftover Seats....1
26. Apply Certificate of Competency....1
26.1. Review Your Information....1
26.2. Document Upload....1
26.3. Declaration....1

26.4. Payment for CoC..... 1
26.5. Payment Page.....1
26.6. CoC Verification.....1
27. Transfer Request.....1

2. Fresher Candidates- New User Registration

Home Page

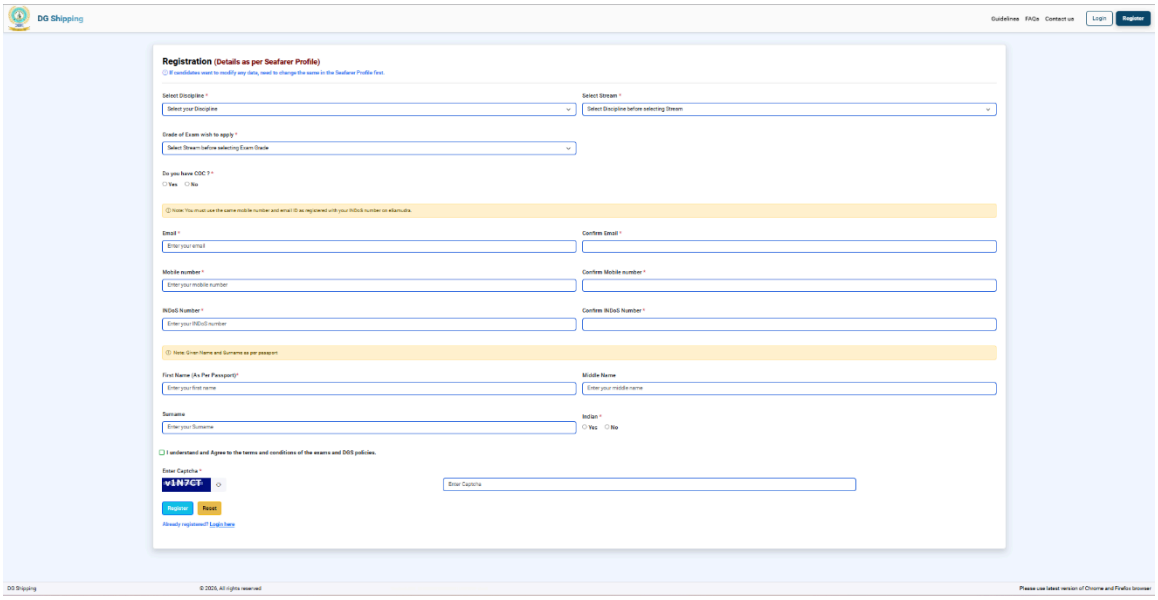
- Open the DG Shipping Examination Portal.
- The Home page will be displayed.



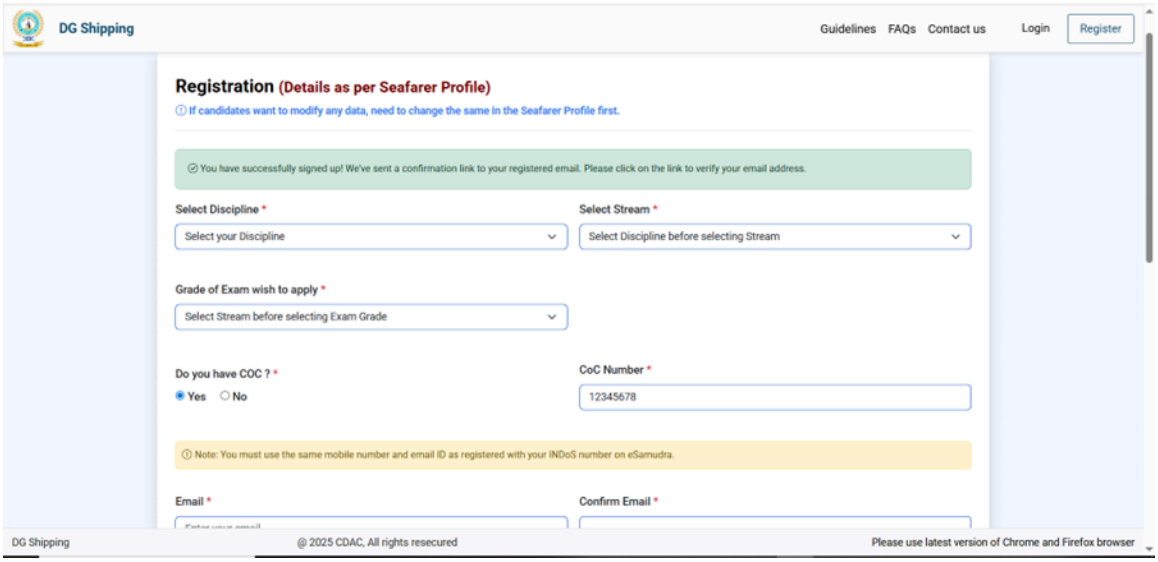
- Users who have not previously registered on the DG Shipping portal must complete the registration process before logging in.

3. Register Page

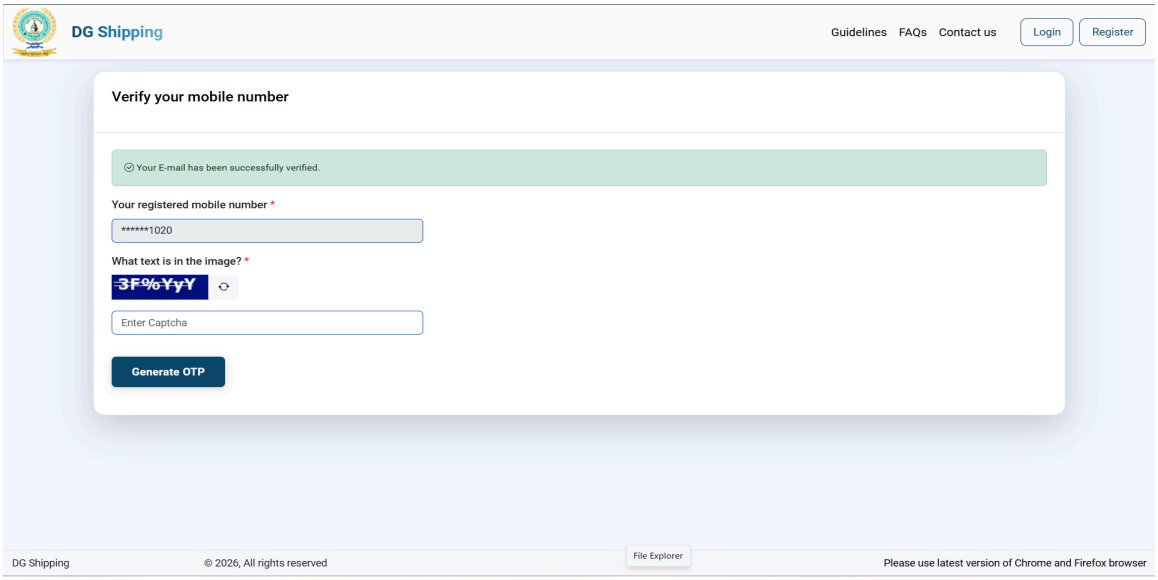
- Click on the “Click here to Register” link.



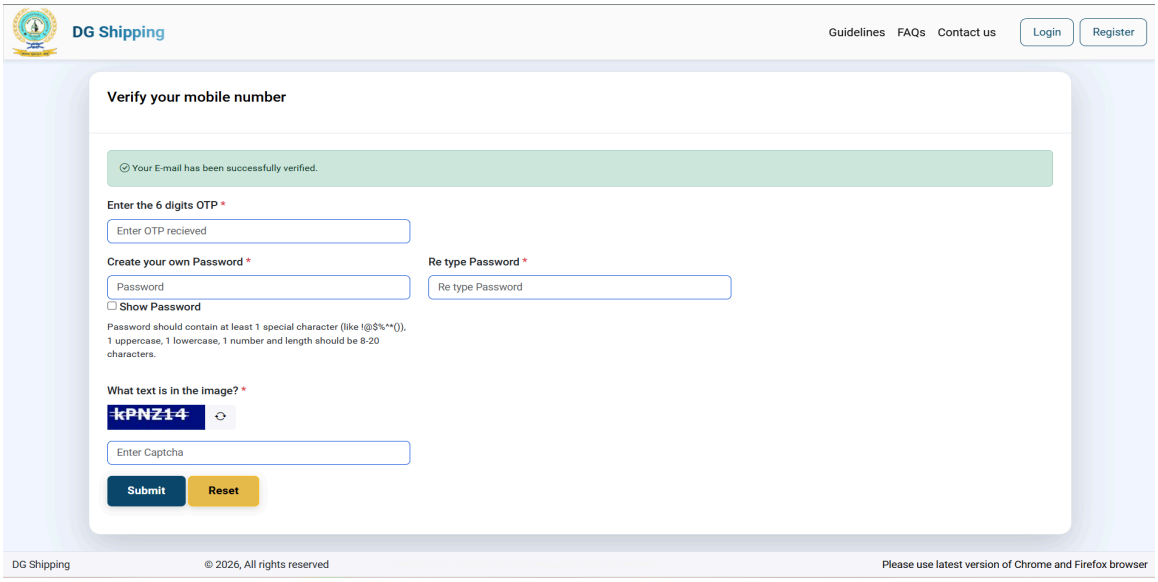
- Select Discipline, Stream, and Grade Selection
- Select “Yes” if you currently hold a valid CoC; select “No” if you do not have a CoC. If you select “Yes,” enter your CoC number.
- Enter your registered Email ID and confirm Email ID.
- Enter your registered mobile number and confirm mobile number
- Enter your INDoS number and confirm INDoS number
- Enter First name, Middle name (if applicable) and Surname
- Select “Yes” if you are Indian; otherwise, select “No.”
- If you select “No”, enter the country name and upload the supporting document.
- Check the box to confirm the declaration.
- Enter the displayed captcha.
- Click on the “Register” button.



- Upon successful registration, a confirmation message will be displayed on the registration page and a confirmation email will be sent to the registered Email ID.
- Open the email and click on the verification link, you will be redirected to the verification page.



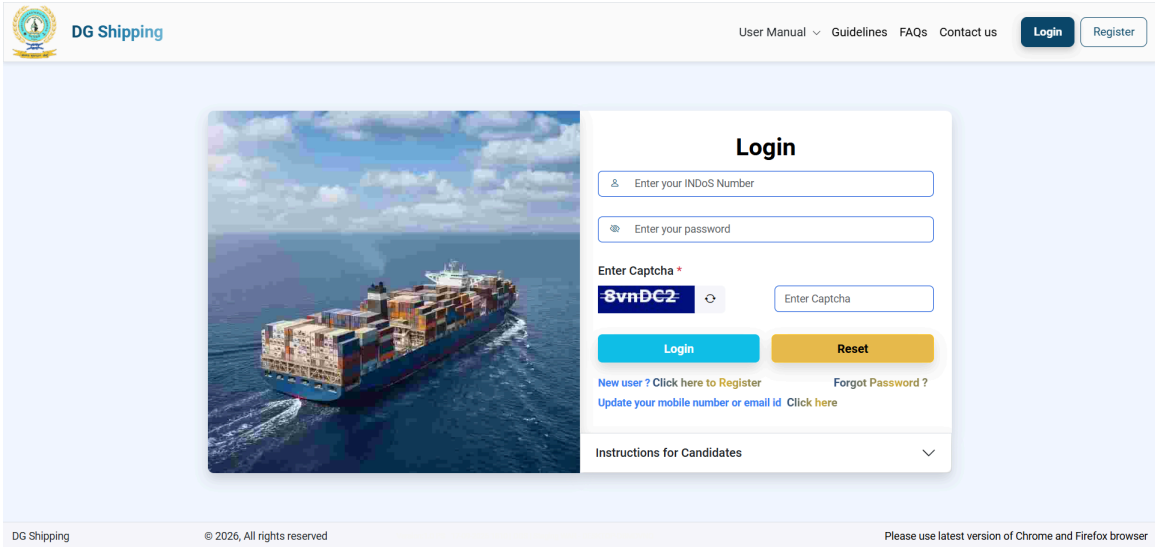
- Enter captcha, then click on the “Generate OTP” button.



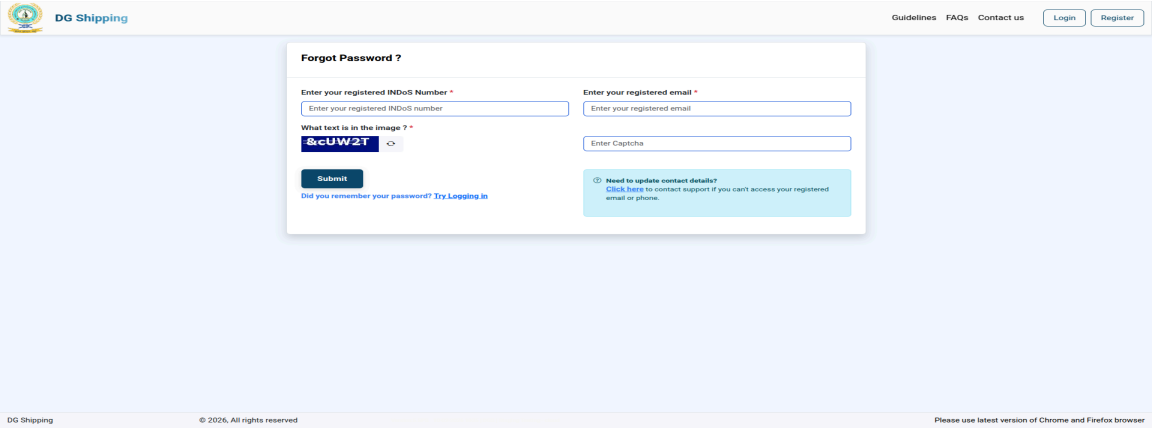
- Enter the OTP received on the registered mobile number
- Create your password. (Password should contain at least 1 special character (like !@$%^*()), 1 uppercase, 1 lowercase, 1 number and length should be 8-20 characters.)
- Enter captcha
- Click the “Submit” button to complete the verification process

4. Repeater/Existing User

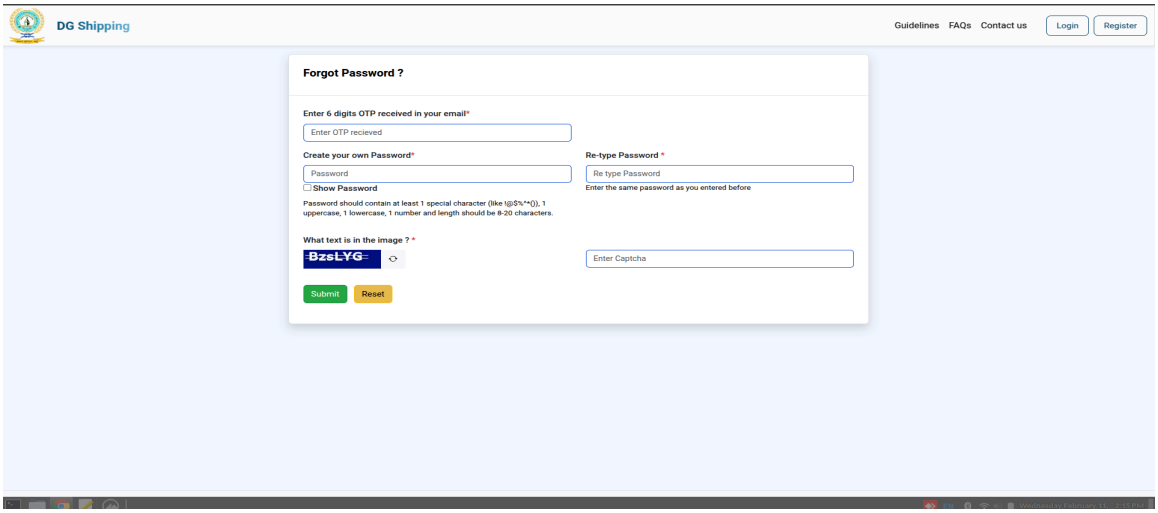
- If you are an existing user (i.e., already registered on the E-Pariksha portal or E-governance)



- Click "Forgot Password" link
- You'll be directed to the password reset page

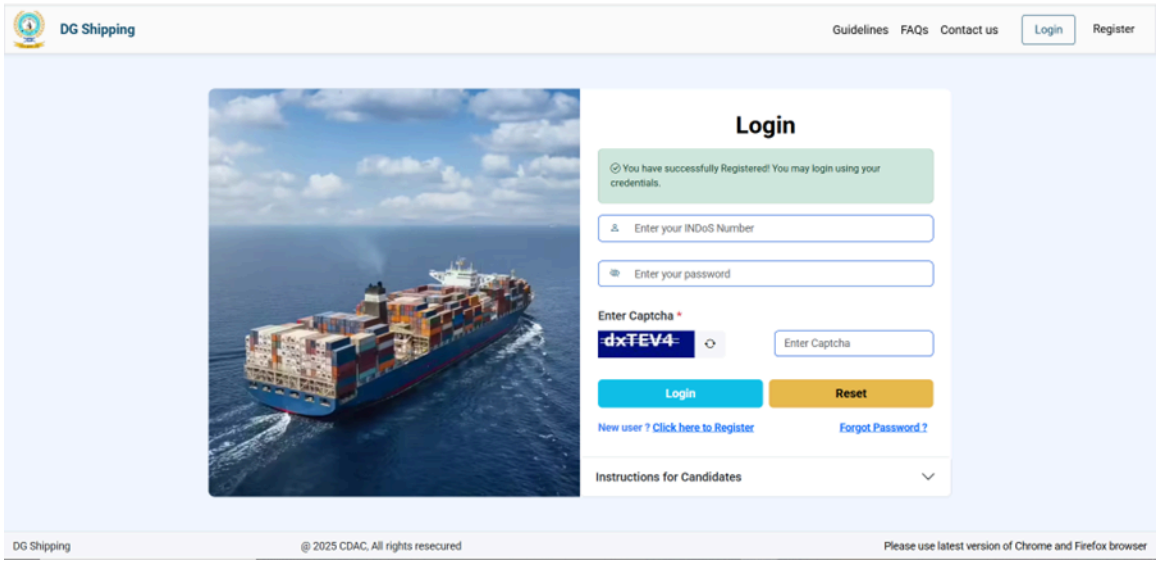


- Enter INDoS number
- Enter registered Email
- Enter captcha
- Click the “Submit” button.
- You will be redirected to another page.
- OTP will be sent to your registered mobile number and email id.



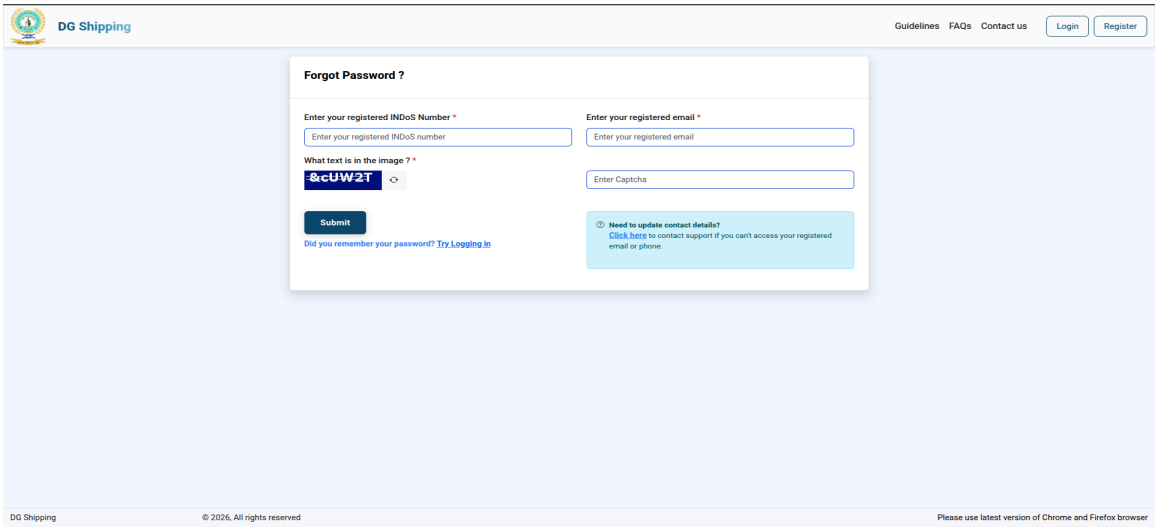
- Enter OTP
- Enter a new password (password should contain at least 1 special character (like !@$%^*()), 1 uppercase, 1 lowercase, 1 number and length should be 8-20 characters.)
- Enter confirm password

- Enter captcha
- Click the “submit” button.
- After successful verification, the system will redirect you to the login page.



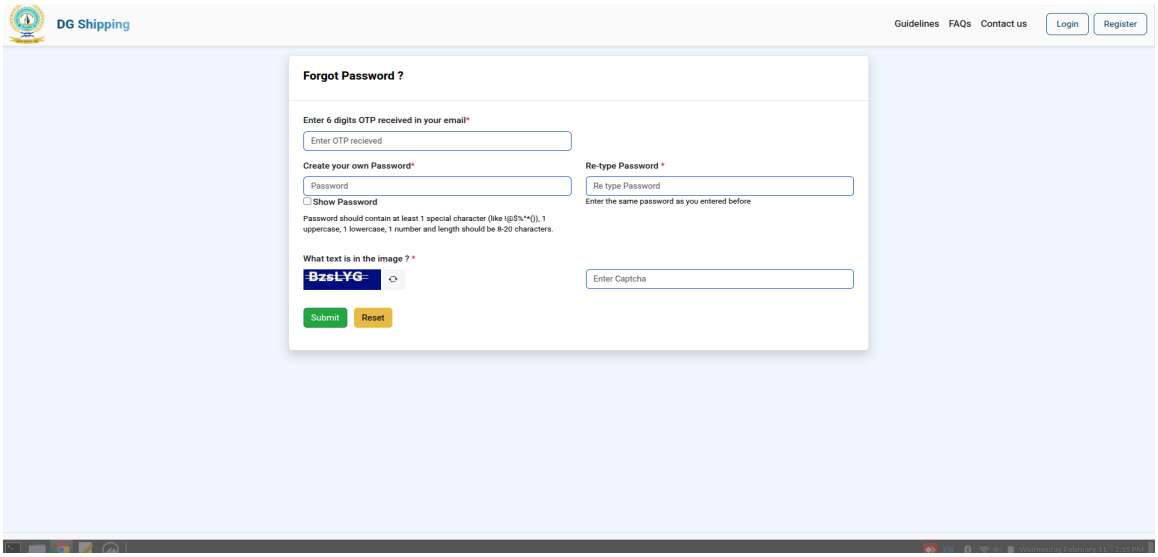
4.1. Forgot Password

- If you forgot your password, click the “Forgot Password” link and follow the instructions
- You'll be redirected to the password reset page



- Enter your INDoS number

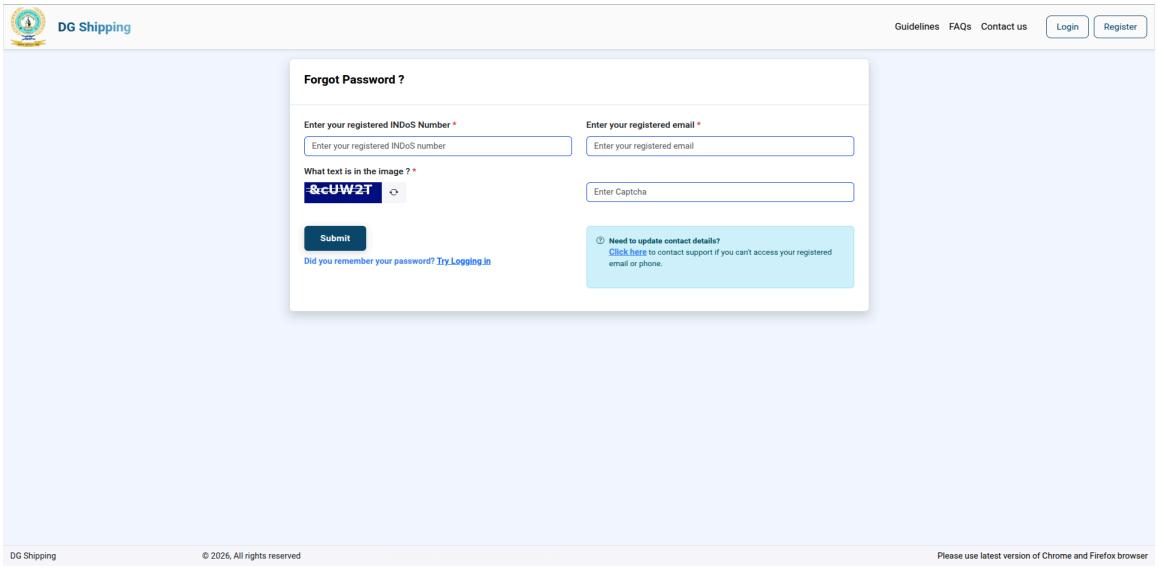
- Enter registered Email
- Enter captcha
- Click the “Submit” button.
- You will be redirected to another page.
- OTP will be sent to your registered mobile and email.

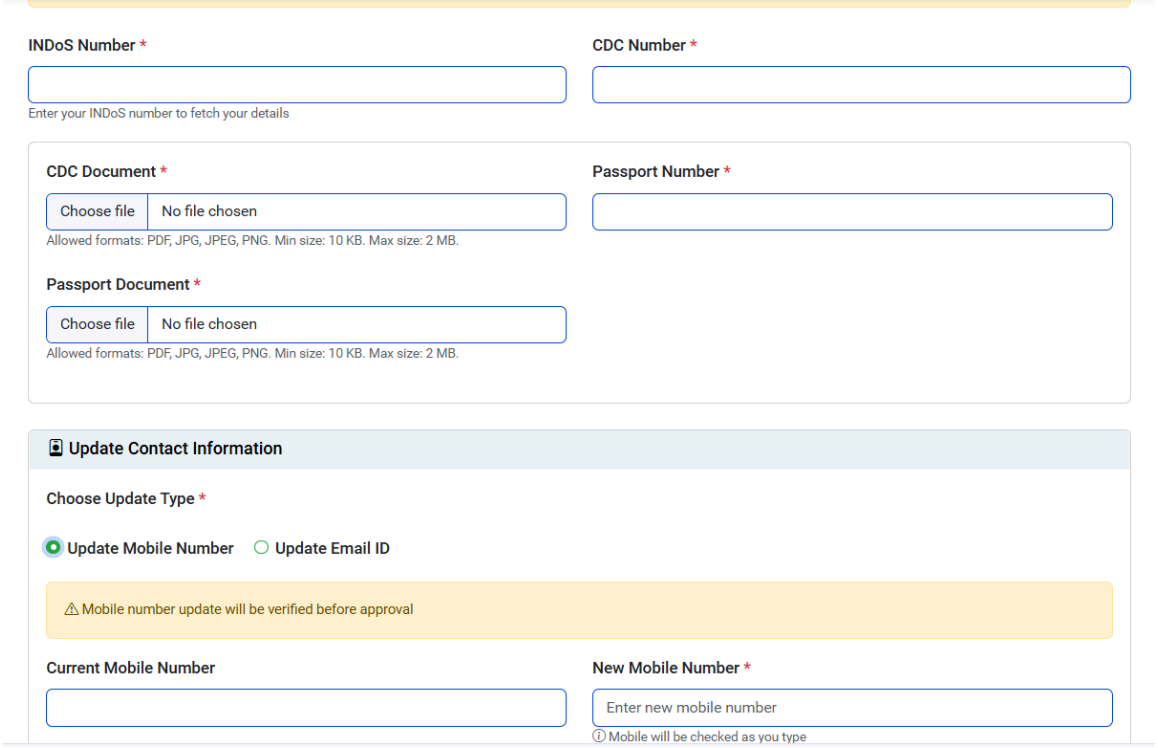


- Enter OTP
- Enter a new password (password should contain at least 1 special character (like !@$%^*()), 1 uppercase, 1 lowercase, 1 number and length should be 8-20 characters.)
- Enter confirm password
- Enter captcha
- Click “Submit” button
- You will be redirected to the login page.

5. Update Contact Details (If unable to access old Email/Mobile)

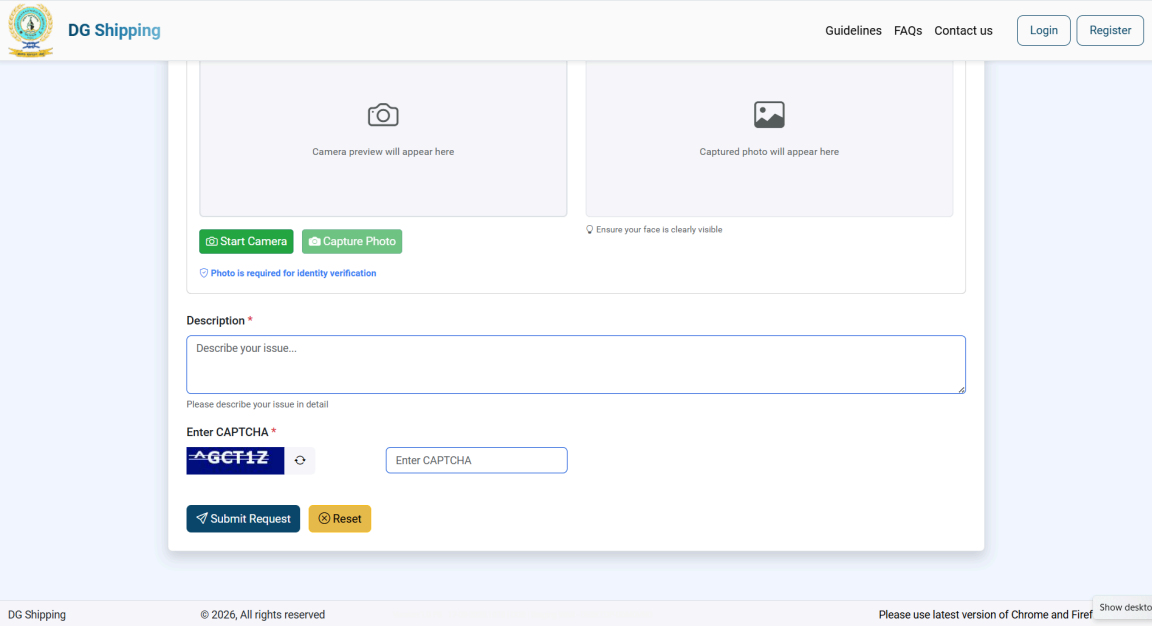
- Click “Click here” in the forget password page OR Click “Update your mobile number and email ID” in the login page





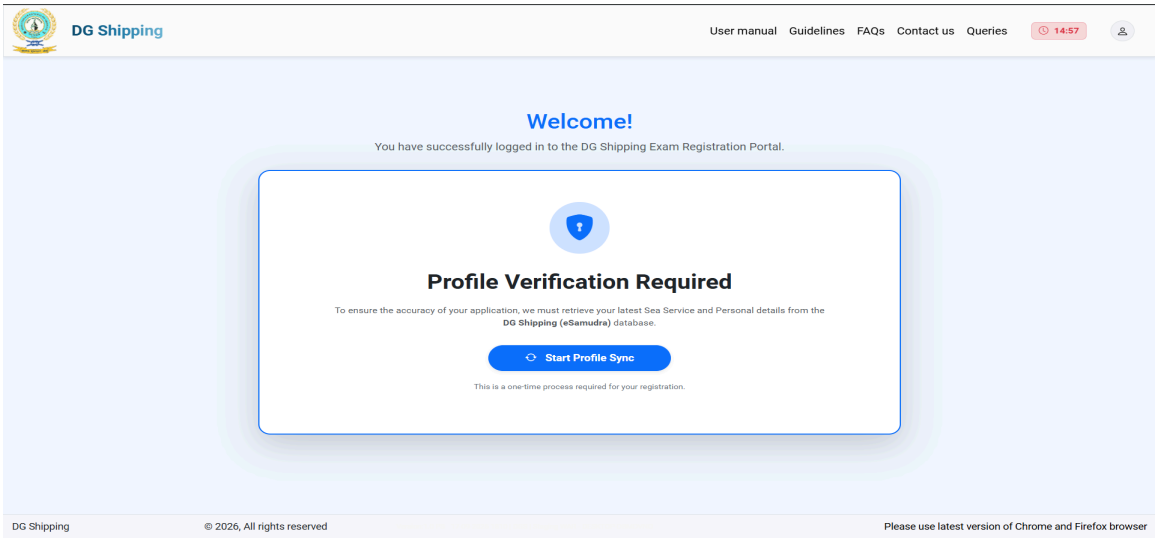
- Enter your INDoS number
- Enter your valid CDC Number.
- Upload the CDC document
- Enter your passport number.
- Upload a copy of your passport.
- To update only the mobile number or email ID, click the “Update Mobile Number” or “Update Email ID” button and enter the required details.

- To update both the mobile number and email ID, click both buttons and enter the required details.
- Capture a live photo using the “Start Camera” button (upload is not allowed).
- Enter the reason for the update in the description box.
- Enter the captcha and click the “Submit Request” button.
- Upon submission, the system will display: “Support request has been submitted successfully.”
- Once your request is approved or rejected, you will receive a confirmation email.

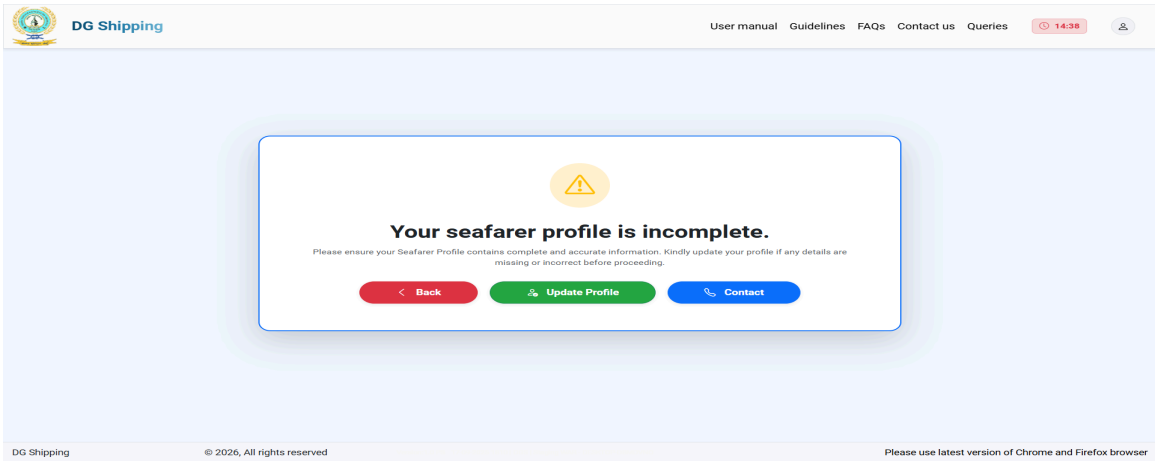


6. Login

- Navigate to the Login page
- Ensure that location services are enabled on your system.
- Enter your INDoS number.
- Enter your password.
- Enter the captcha shown on the screen.
- Click the “Login” button.
- After successful login, the following screen will be displayed to the user.



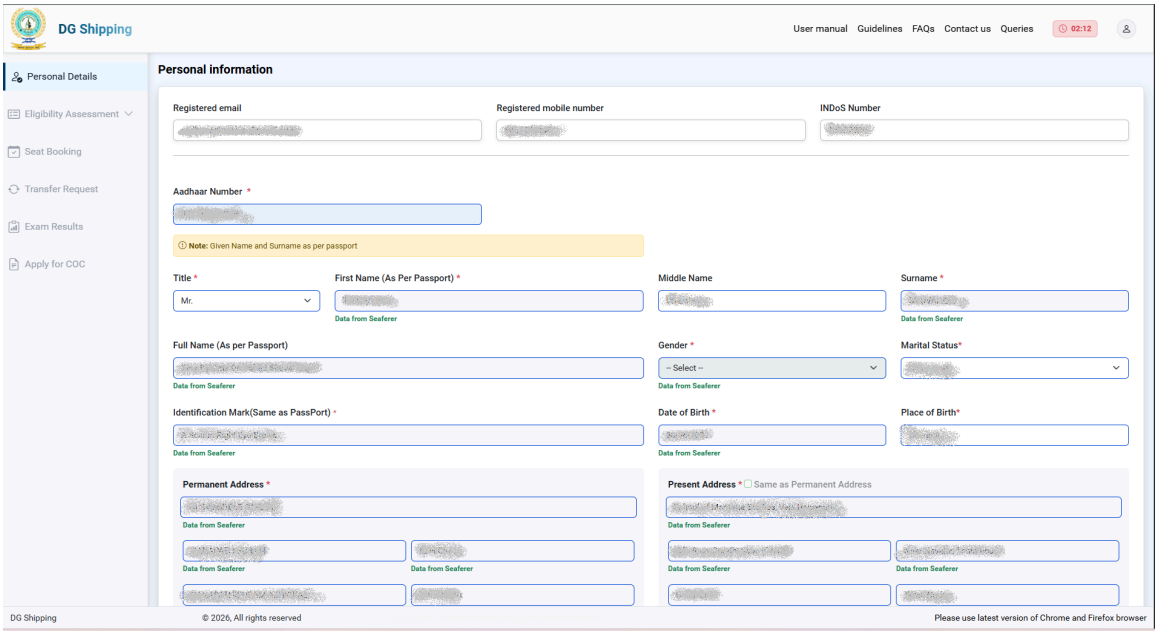
- Click on the “Start Profile Sync” button.
- Once you initiate the sync, the details you have provided in the eSamudhra portal will be automatically fetched into this system.
- If your profile is successfully synced, you will be redirected to the personal details page.
- If your profile is not synced with the Seafarer Profile (eSamudra), you will see this page.



- Click the “Update Profile” button. You will be redirected to the eSamudhra portal, where you must complete and update all your required details.
- After updating, return to this portal and log in again.

7. Personal Details

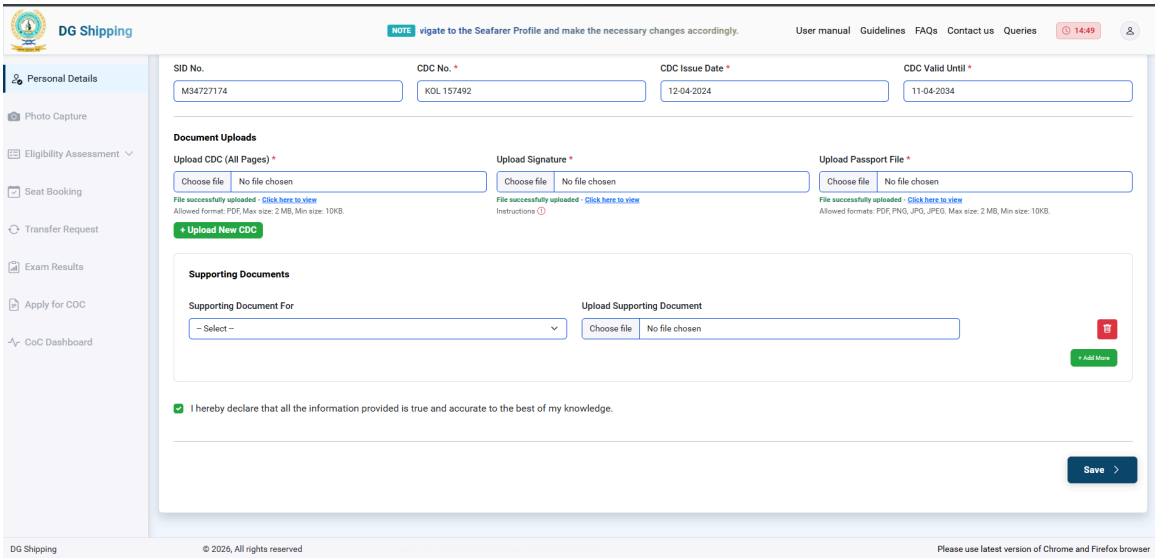
- After successful login, the page will be redirected to the personal details page.
- Verify the following details auto-fetched from registration: Email ID, Mobile number, INDoS number



- Enter your Aadhaar number. This field will appear only if you have selected 'Yes' in the Indian Nationality field in the registration form.
- Select your title from dropdown
- Select your marital status
- Enter your place of birth
- Enter your permanent address
- Enter your SID Number
- Enter your CDC Number

- The following details are fetched from the seafarer profile (esamudra) and cannot be edited. If you want to change anything, please update the details in the seafarer profile.

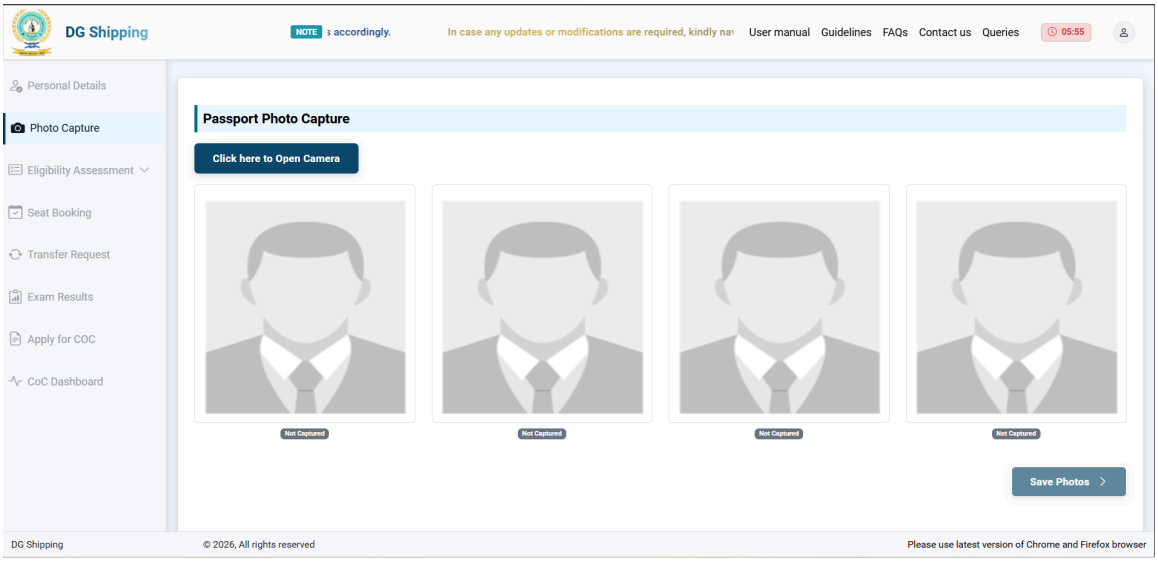
- Personal Information (name, gender, birth details, identification mark)
- Present address Information
- Passport details (number,issued at, issue/expiry dates)
- CDC details (issue/expiry dates)



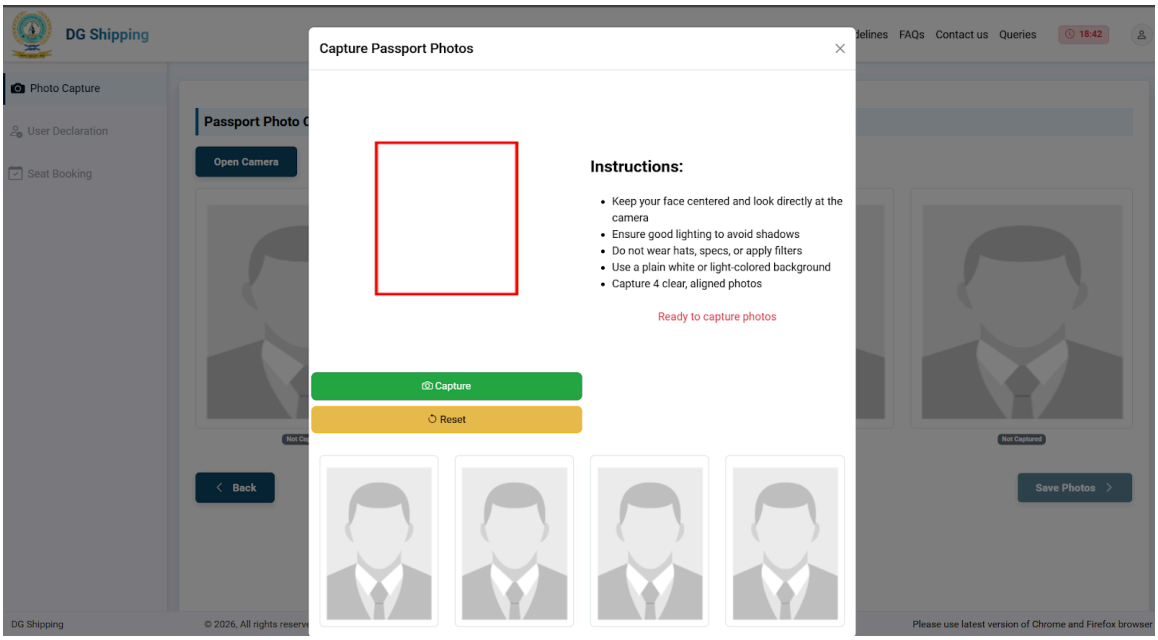
- Upload your CDC certificate(all pages) as a single PDF file. Click the "+ Upload New CDC" button to add new CDC files. Each File can be removed individually
- Upload your signature: Use an image size of 300 × 100 pixels with a white background and black/dark blue ink. Accepted formats: JPG, JPEG, or PNG. File size must be between 10 KB and 10 MB. Click the ℹ️ icon to see a sample.
- How to Compress Your Signature File:
  - Open your signature image on your device.
  - Crop the image to include only the signature area.
  - Resize the image to 300 × 100 pixels
  - Reduce file size using the following:
  - Online: Use any image compressor website
  - Save the file in JPG / PNG / PDF format.
  - Ensure file size is between 10 KB and 100 KB
- Upload your passport file. Accepted formats: PDF, JPG, JPEG, or PNG. File size must be between 10 KB and 20 MB.
- Supporting document: Select the document type and upload the supporting document as proof.
- Check the box to confirm the declaration.
- Click the “Save” button.
- Upon submission, the system will redirect to the photo capture page.

8. Photo Capture

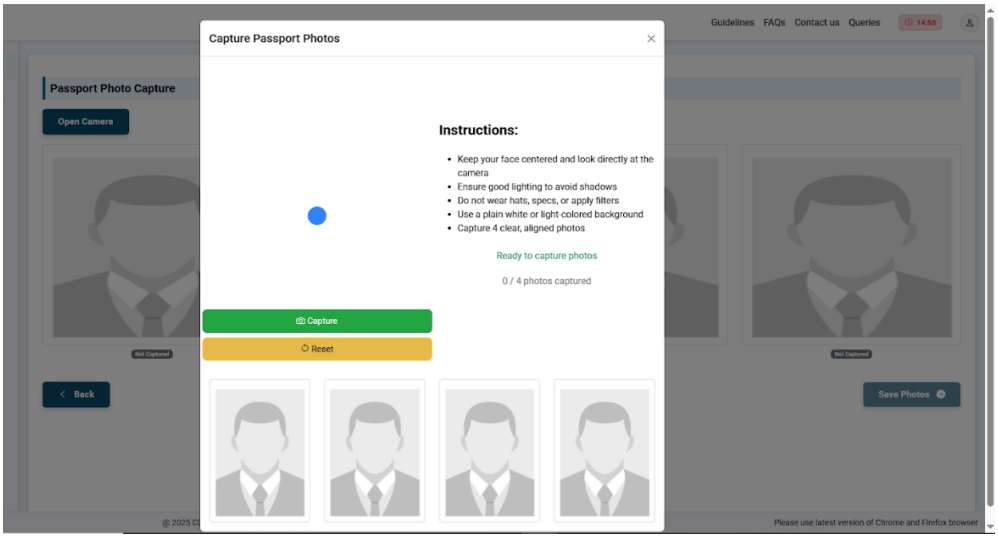
- Click the “Click here to Open Camera” button.



- If the camera is disabled, enable camera permission in your browser settings.



- Use a plain background, good lighting, no hat or glasses, and keep your face clearly visible.
- Wait for the green box to appear, then take four photos.
- Click “Save Photos” button



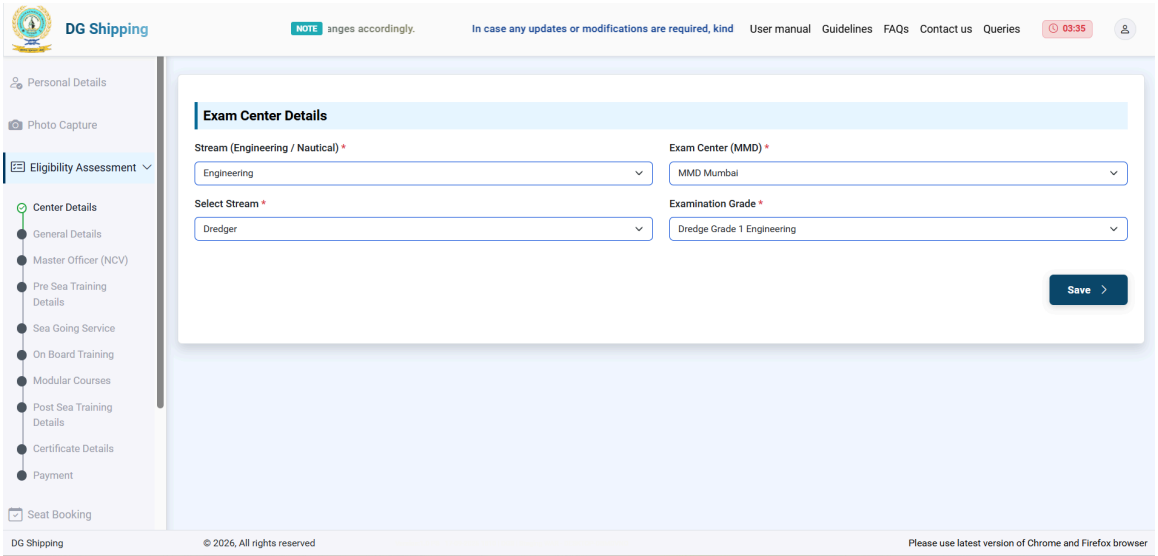
- After saving, the system redirects to the Eligibility Assessment - Exam center details page.

Eligibility Assessment-Engineering

9. Dredge Grade I Engineering

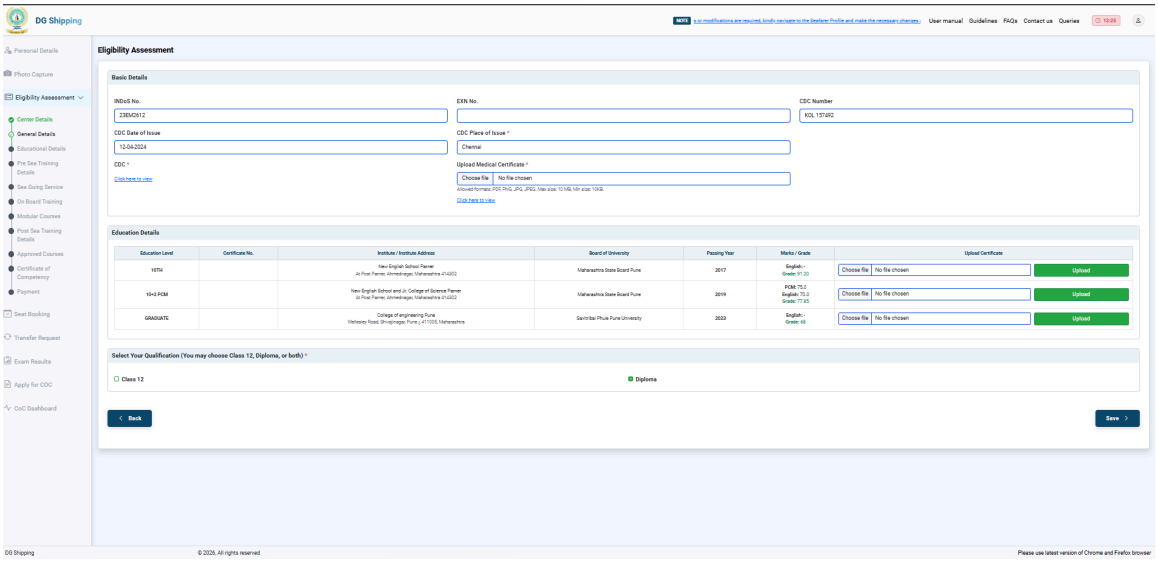
9.1. Exam Center Details

- Choose your Stream, Exam center, Sub-Stream and Grade from the available options.
- Click the “Save” button.



9.2. General Details Page

- After saving the exam center details, the general details page will be displayed.



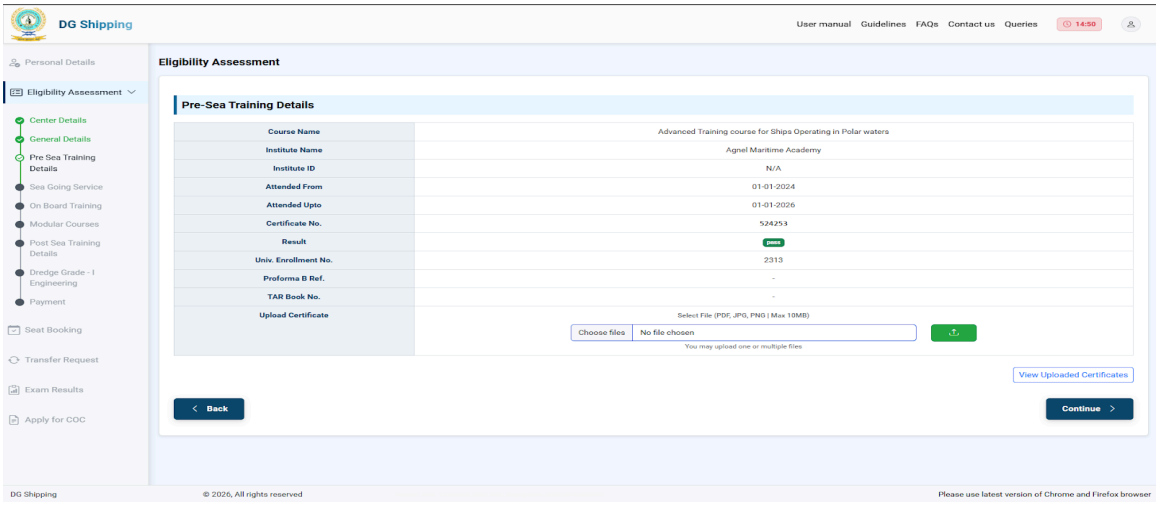
- Enter EXN number (if applicable).
- Enter the CDC place of issue.
- When the CDC certificate is uploaded in the personal details section, the document is automatically fetched.
- Upload the medical certificate.

Educational Qualification Details

- The data is automatically fetched from the seafarer profile (esamudra). Upload the certificate for each education level.
- Select Your qualification (If applicable select both)
- Click the “Save and Continue” button to proceed to the next section.

9.3. Pre-Sea Training Details Section

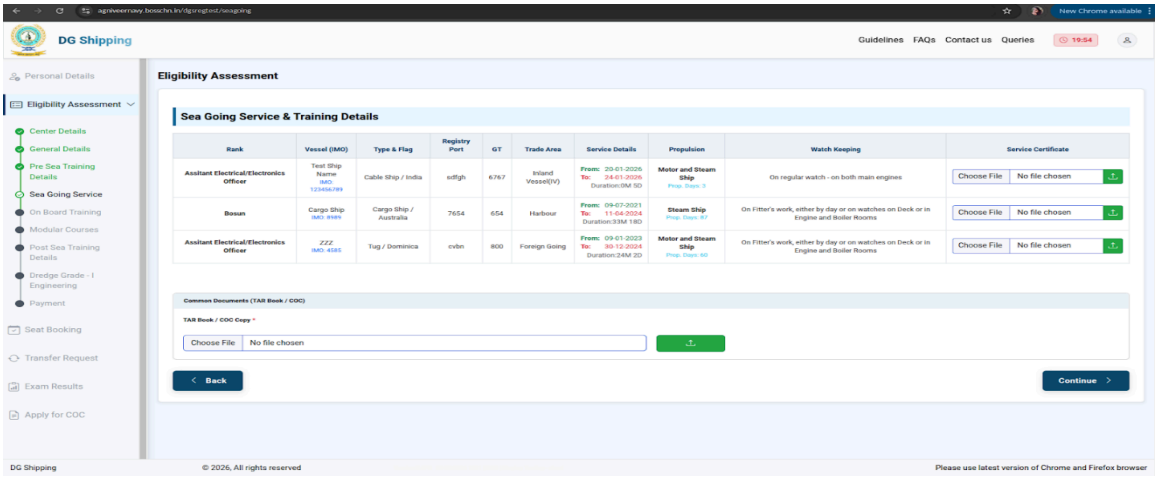
- After saving the educational details, you will be redirected to the Pre-Sea Training Details section.



- The following data will be automatically fetched from the Seafarer Profile (eSamudra).
  - Course Name
  - Institute Name
  - Institute ID
  - Attended From / Attended Up to dates
  - Certificate Number
  - Result (Pass/Other)
  - University Enrollment Number
  - Proforma B Reference
  - TAR Book Number
- Upload the pre-sea training certificate. Click “Choose Files”, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

9.4. Sea Going Service Section

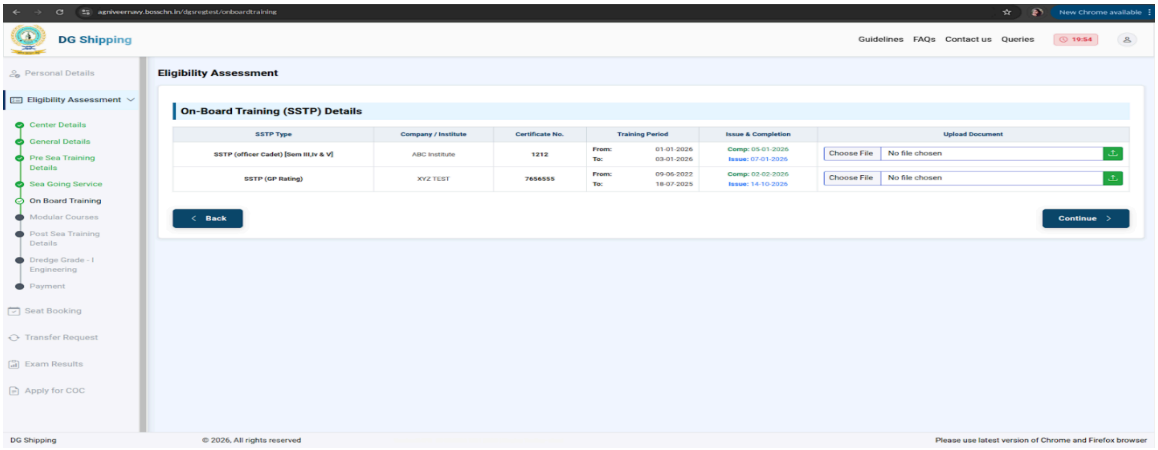
- After saving the pre-sea training details,you will be redirected to the Sea Going Service section



- This following data will be auto fetched from seafarer profile (esamudra)
  - Rank
  - Vessel Name and IMO Number
  - Vessel Type and Flag
  - Registry Port
  - Gross Tonnage (GT)
  - Trade Area
  - Service Period (From / To dates)
  - Total Duration (Months & Days)
  - Propulsion Type and Propelling Days
  - Watch Keeping Nature
- Upload the service certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Upload the TAR book or CoC document. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Click the “Continue” button to proceed to the next section.

9.5. Onboard Training Section

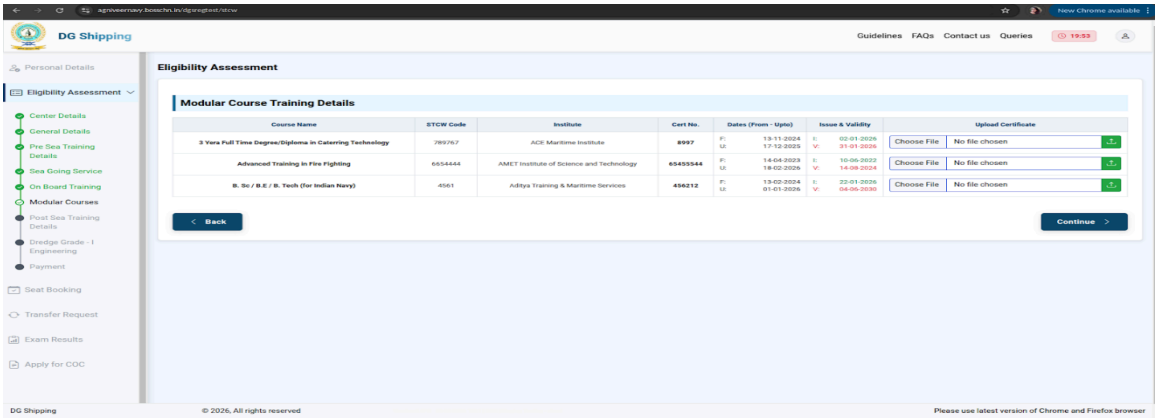
- After saving the sea going service, you will be redirected to onboard training.



- This following data will be auto fetched from seafarer profile (esamudra)
  - SSTP / On-Board Training entries.
  - SSTP Type
  - Company / Institute Name
  - Certificate Number
  - Training Period (From and To dates)
  - Completion Date
  - Issue Date
- Upload document. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Each training record requires its own certificate upload.
- Click the “Continue” button to proceed to the next section.

9.6. Modular Course Section

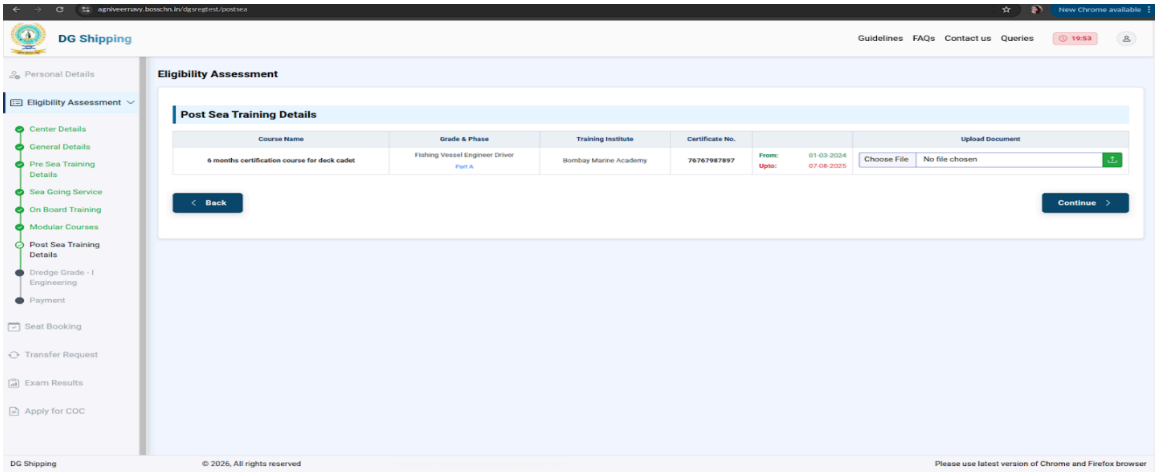
- After saving the onboard training details, you will be redirected to the Modular Course section.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - STCW Code
  - Training Institute
  - Certificate Number
  - Course Duration (From – Up to dates)
  - Issue Date
  - Validity Date
- Upload the modular course certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Each course requires its own certificate upload.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

9.7. Post Sea Training Details

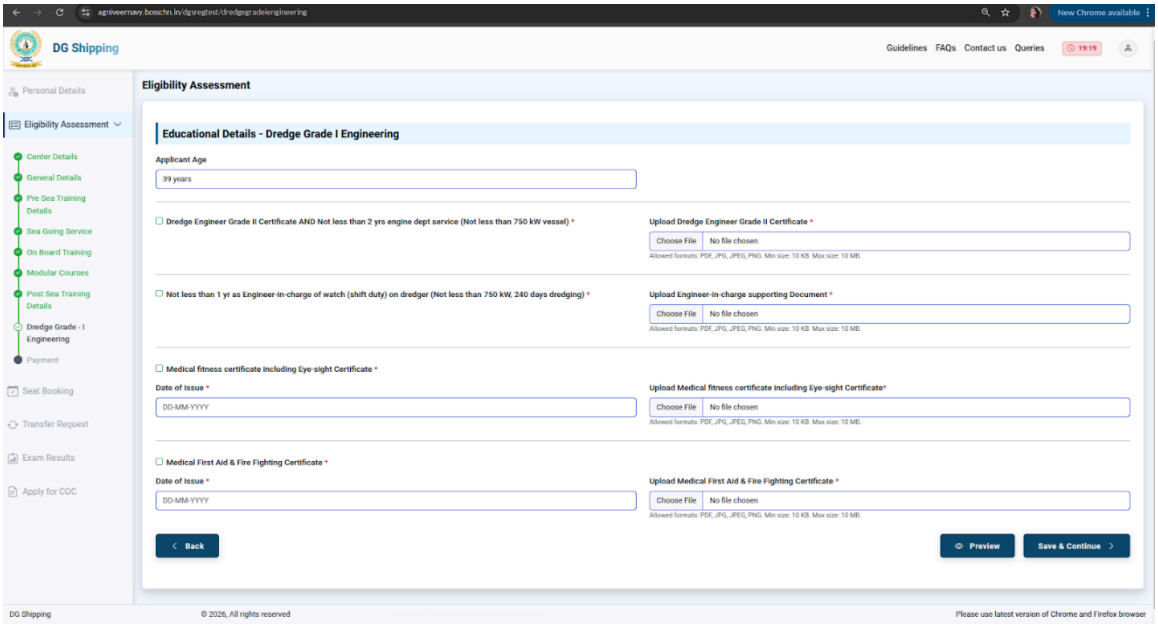
- After saving the modular course details, you will be redirected to the post-sea training details section.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Grade
  - Part / Phase
  - Training Institute
  - Certificate Number
  - Training Period (From – Up to)
- Upload the post-sea training certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Each course requires its own certificate upload.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

9.8. Dredge Grade I Engineering

- After saving the post sea training details**,** you will be redirected to the dredge grade I engineering page.

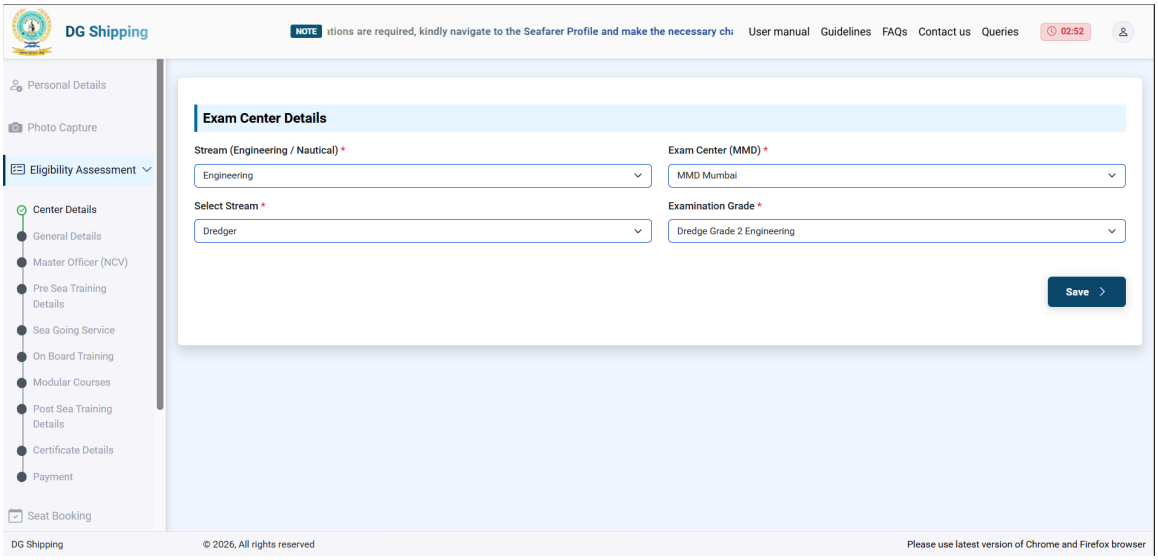


- Applicant age – auto-fetched from your profile (must be at least 23 years old).
- Check the box to confirm that you have a Dredge Engineer Grade II certificate and at least 2 years of engine department service (on vessels not less than 750 kW). Upload the certificate.
- Check the box to confirm you have at least 1 year as engineer-in-charge of watch (shift duty) on dredger (not less than 750 kW, 240 days dredging). Upload the supporting document
- Check the box to confirm that you possess a medical fitness certificate including an eye-sight certificate.
- Select date of issue. Upload the document.
- For the Medical First Aid & Fire Fighting Certificate, check the box confirming that you possess the certificate.
- Select date of issue. Upload the certificate document.

10.Dredge Grade II Engineering

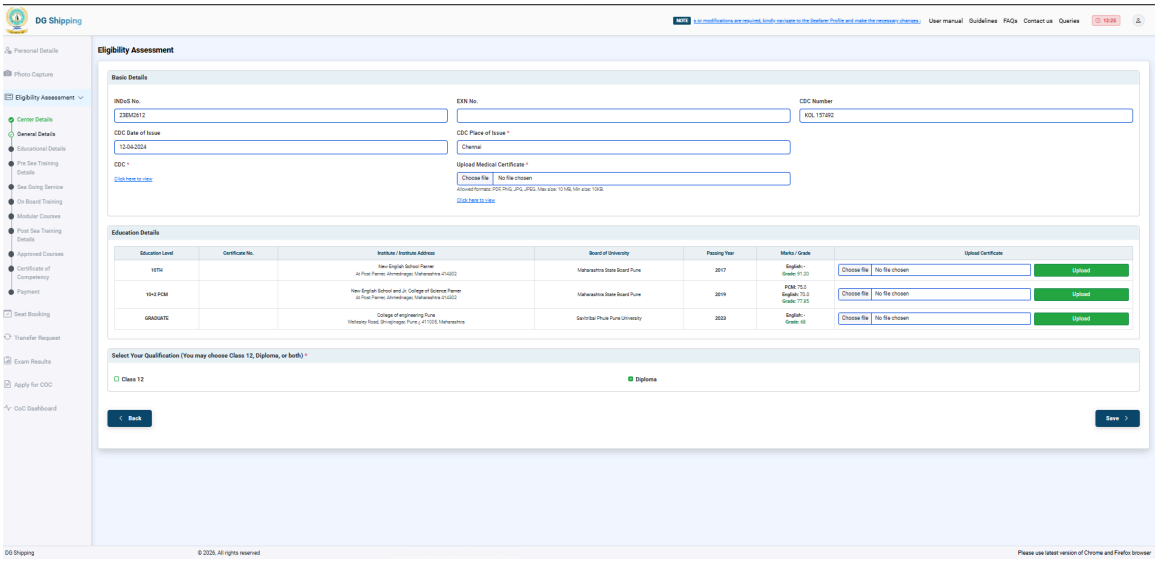
10.1. Exam Center Details

- Choose your Stream, Exam center, Sub-Stream and Grade from the available options.
- Click the “Save” button.



10.2. General Details Page

- After saving the exam center details, the general details page will be displayed.



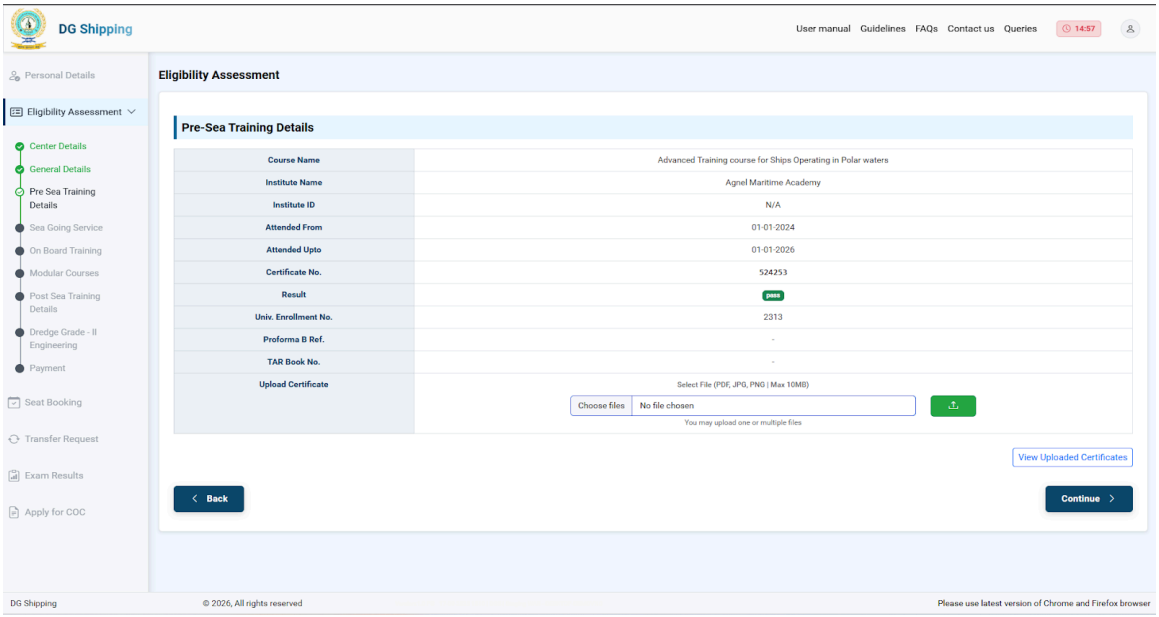
- Enter EXN number (if applicable).
- Enter the CDC place of issue.
- When the CDC certificate is uploaded in the personal details section, the document is automatically fetched.
- Upload the medical certificate.

Educational Qualification Details

- The data is automatically fetched from the seafarer profile (esamudra). Upload the certificate for each education level.
- Select Your qualification (If applicable select both)
- Click the “Save and Continue” button to proceed to the next section.

10.3. Pre-Sea Training Details Section

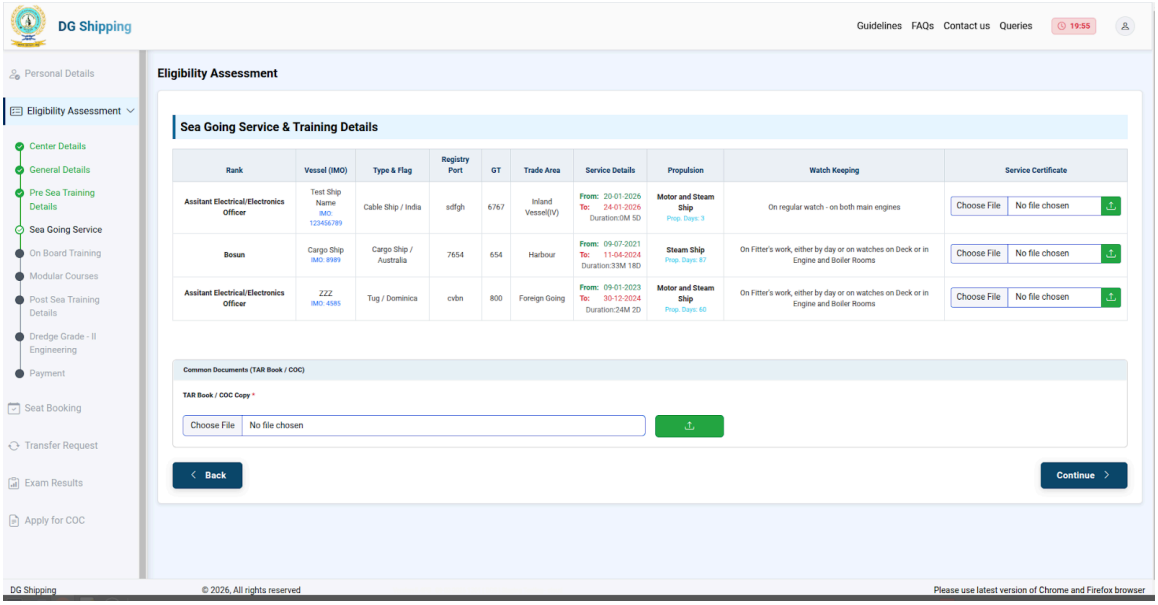
- After saving the educational details, you will be redirected to pre sea training details.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Institute Name
  - Institute ID
  - Attended From / Attended Up to dates
  - Certificate Number
  - Result (Pass/Other)
  - University Enrollment Number
  - Proforma B Reference
  - TAR Book Number
- Upload the pre-sea training certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

10.4. Sea Going Service Section

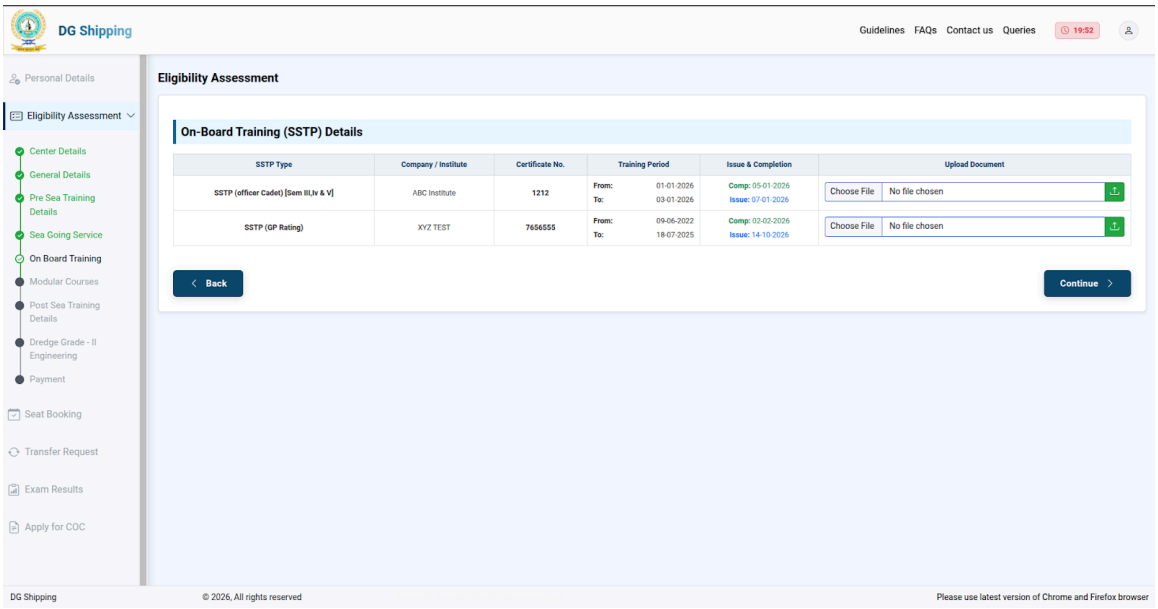
- After saving the pre sea training details, you will be redirected to sea going service.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Rank
  - Vessel Name and IMO Number
  - Vessel Type and Flag
  - Registry Port
  - Gross Tonnage (GT)
  - Trade Area
  - Service Period (From / To dates)
  - Total Duration (Months & Days)
  - Propulsion Type and Propelling Days
  - Watch Keeping Nature
- Upload the service certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Upload the TAR book or CoC document. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Click the “Continue” button to proceed to the next section.

10.5. Onboard Training Section

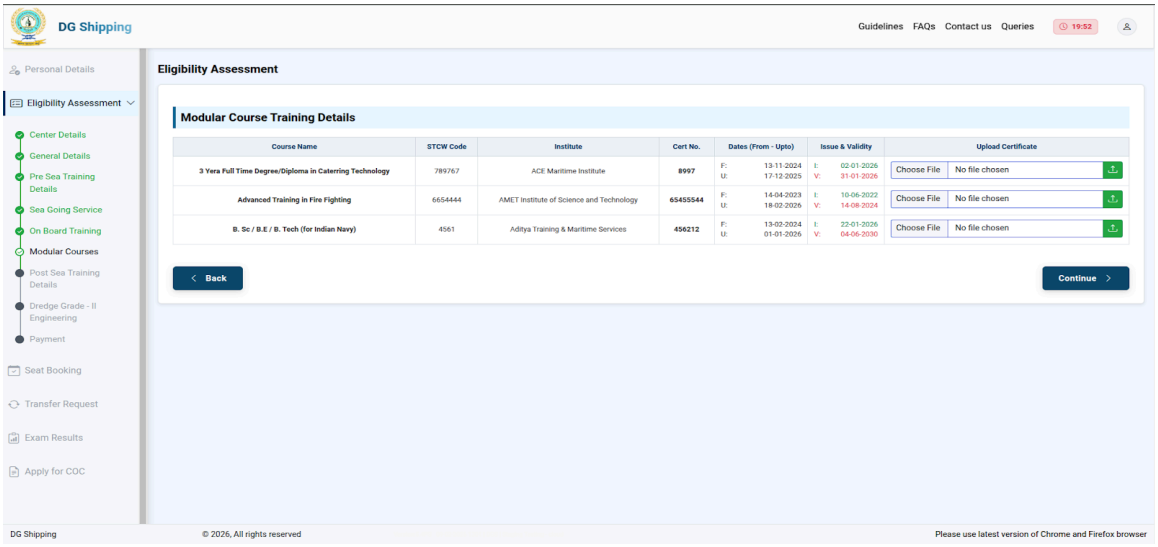
- After saving the sea going service, you will be redirected to onboard training.



- This following data will be auto fetched from seafarer profile (esamudra)
  - SSTP / On-Board Training entries.
  - SSTP Type
  - Company / Institute Name
  - Certificate Number
  - Training Period (From and To dates)
  - Completion Date
  - Issue Date
- Upload document. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Each training record requires its own certificate upload.
- Click the “Continue” button to proceed to the next section.

10.6. Modular Course Section

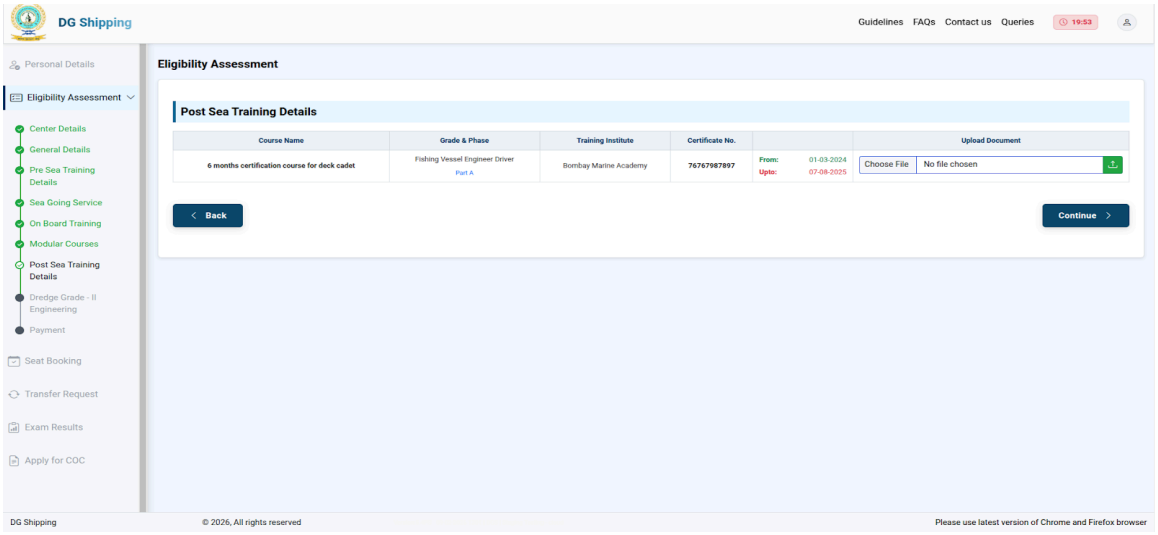
- After saving the onboard training, you will be redirected to the modular course .



- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - STCW Code
  - Training Institute
  - Certificate Number
  - Course Duration (From – Up to dates)
  - Issue Date
  - Validity Date
- Uploading modular course certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Each course requires its own certificate upload.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

10.7. Post Sea Training Details

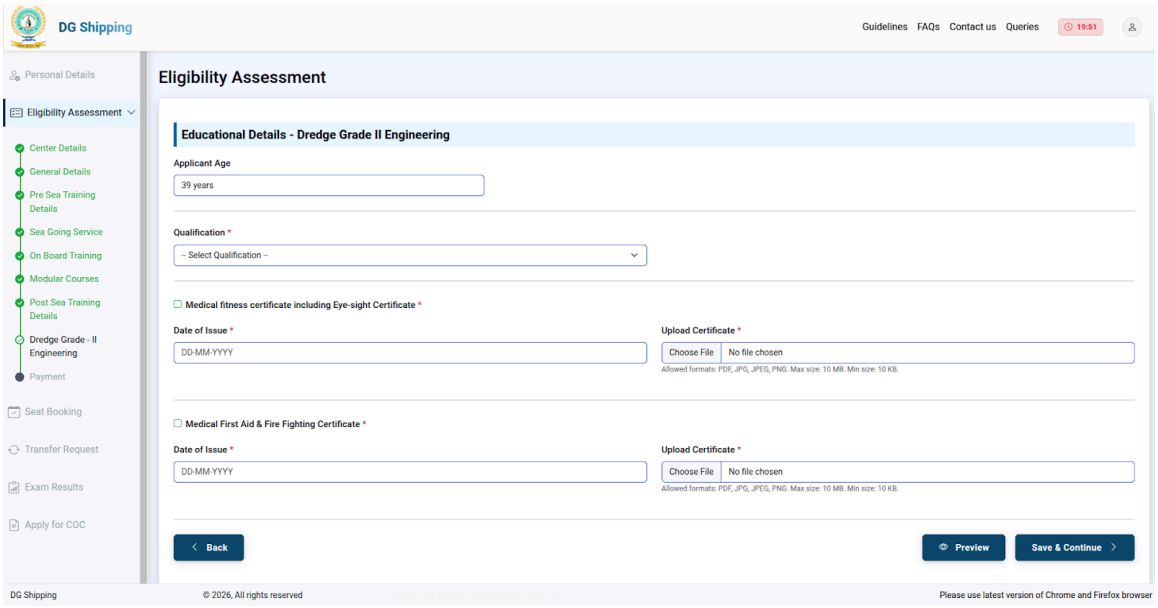
- After saving the modular course**,** you will be redirected to post sea training details.



- This following data will be auto fetched from seafarer profile
  - Course Name
  - Grade
  - Part / Phase
  - Training Institute
  - Certificate Number
  - Training Period (From – Up to)
- Uploading post sea training certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Each course requires its own certificate upload.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

10.8. Dredge Grade II Engineering

- After saving the post sea training details**,** you will be redirected to the dredge grade II engineering page.

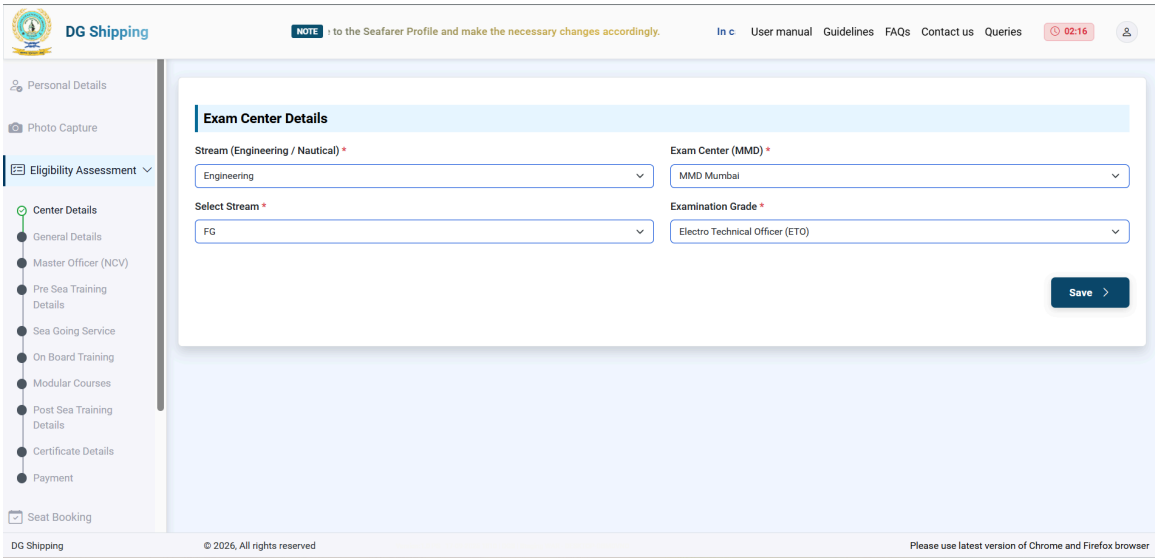


- Applicant age – auto fetch from your profile (must be at least 21 years old).
- Choose qualification type from the dropdown
- After selecting an option, the relevant section expands
- Check all required checkboxes for your selected option
- Upload supporting documents for your qualification
- Check the checkbox confirming you have the medical fitness certificate. Enter the date of issue and upload the certificate document
- Check the checkbox confirming you have the medical first aid & fire-fighting certificate. Enter the date of issue and upload the certificate document
- Click the "Save" button to proceed to the next section.

11.Electro Technical Officer (ETO)

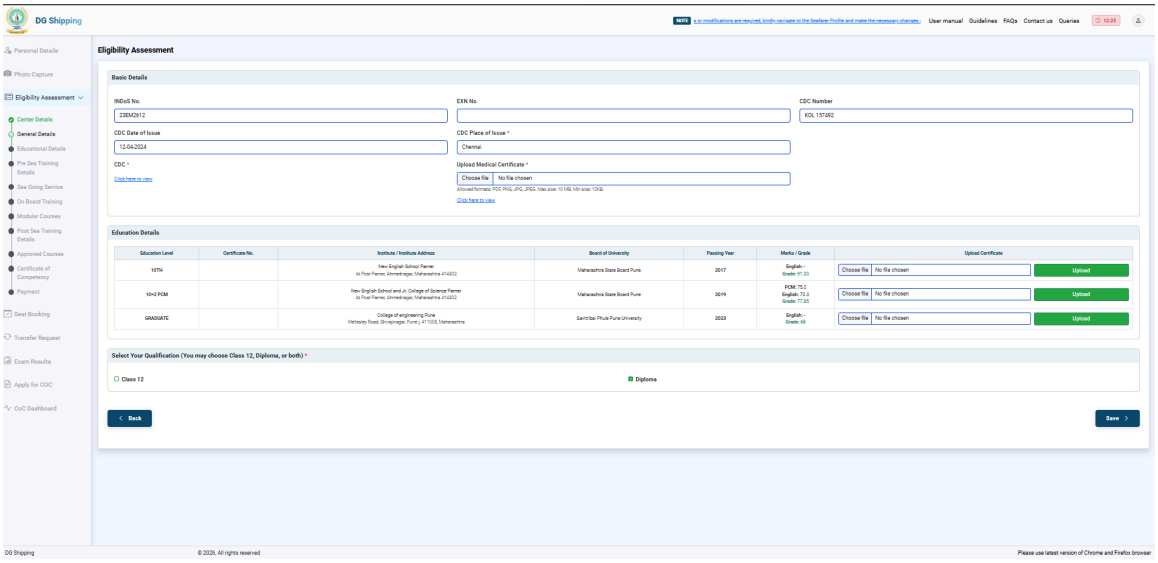
11.1. Exam Center Details

- Choose your Stream, Exam center, Sub-Stream and Grade from the available options.
- Click the “Save” button.



11.2. General Details Page

- After saving the exam center details, the general details page will be displayed.



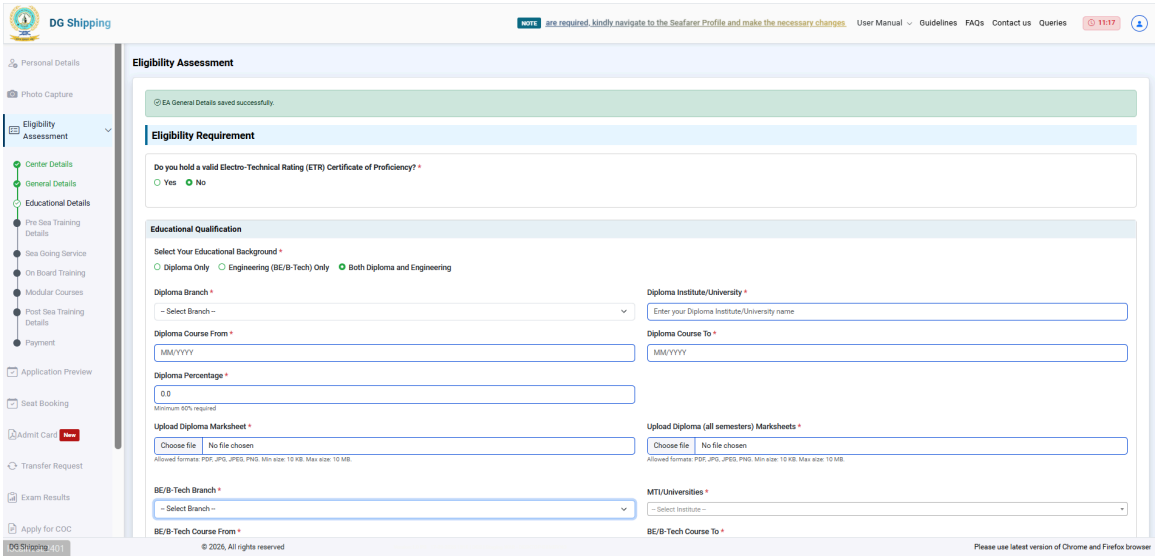
- Enter EXN number (if applicable).
- Enter the CDC place of issue.
- When the CDC certificate is uploaded in the personal details section, the document is automatically fetched.
- Upload the medical certificate.

Educational Qualification Details

- The data is automatically fetched from the seafarer profile (esamudra). Upload the certificate for each education level.
- Select Your qualification (If applicable select both)
- Click the “Save” button to proceed to the next section.

11.3. ETO - Educational Details

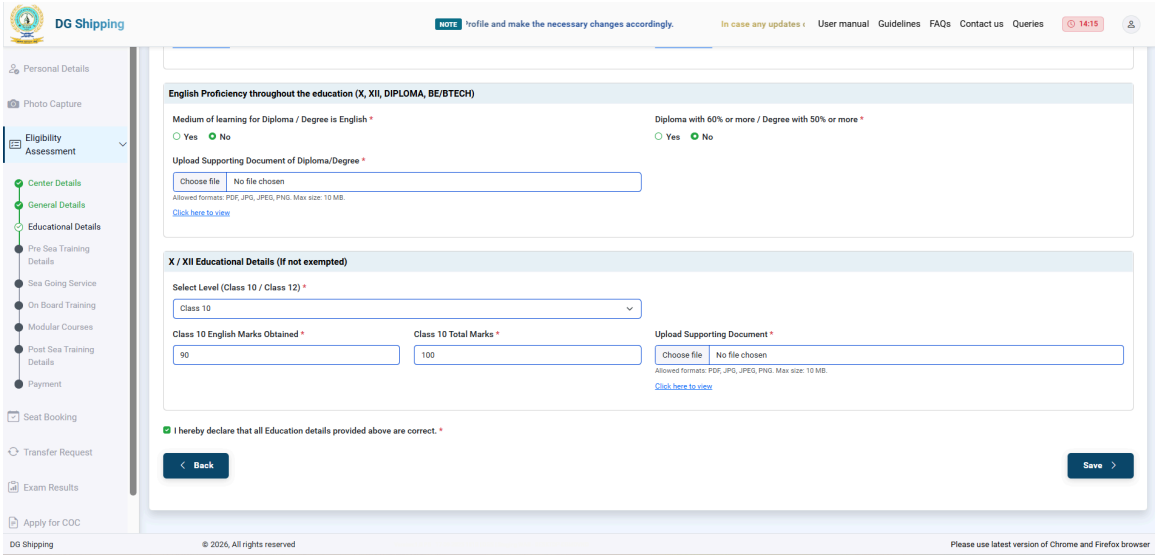
- After saving the general details, you will be redirected to educational details.



- Do you hold a valid Electro-Technical Rating (ETR) Certificate of Proficiency?: Select Yes/No
- If Yes:
  - Upload ETR certificate
  - Select the GP rating dates
- Select the category
- If category A is selected
  - Check the box to confirm 24 months sea service and upload supporting documents
  - Check the box to confirm 4 months pre-sea ETO course and upload course documents
- If category B is selected
  - Check the box to confirm 12 months sea service and upload supporting documents
  - Check the box to confirm 4 months pre-sea ETO course and upload course documents
- Select Your Education path

- Diploma Only: You have only a Diploma.
- Engineering (BE/B-Tech) Only: You have only a Bachelor's degree.
- Both Diploma and Engineering: You have both qualifications.

- Select your branch
- If you choose Engineering Select Institute/University from dropdown
- If your institute not listed → choose "Other"
- If choose other enter the institute name
- If you choose diploma enter your institute name
- Enter course duration (From/To dates)
- Enter percentage (min 50% required)
- Upload your selected qualification certificate and all semester marksheets

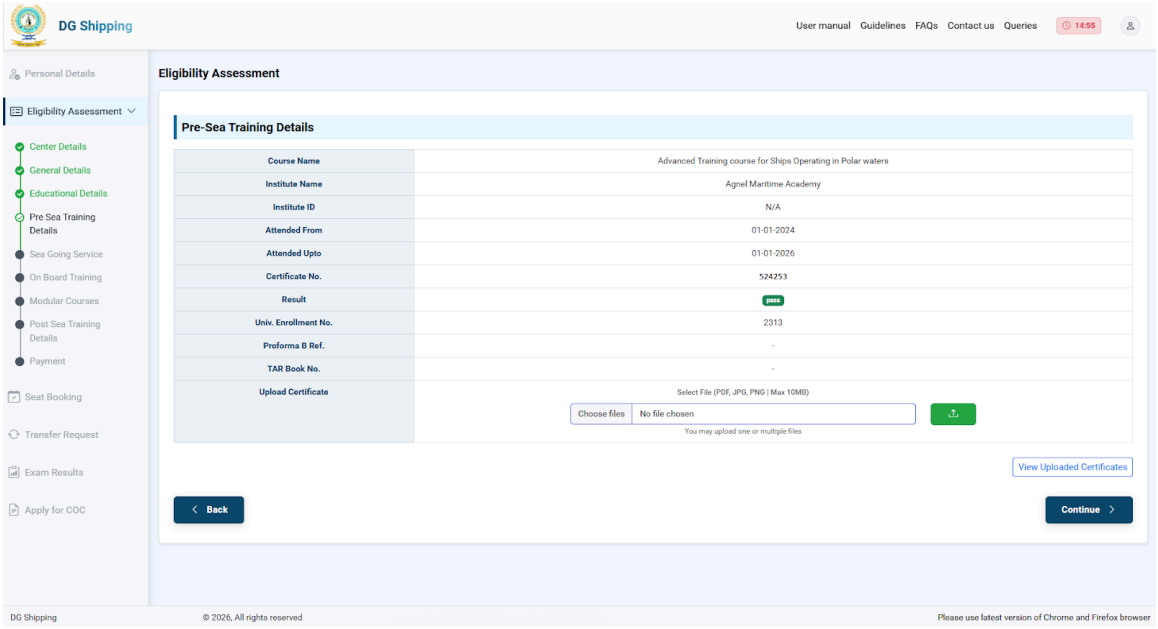


- The medium of Instructions for your diploma/degree is English? (Yes/No)
- Diploma with 60% or more / Degree with 50% or more (Yes/No)
- If both Yes: Upload supporting document.
- If No:
  - Select level (10th or 12th)
  - Enter English marks obtained and total marks
  - Upload supporting marksheet

- Check the declaration box to confirm all information is correct
- Click the “Save” button to proceed to the next section.

11.4. Pre-Sea Training Details Section

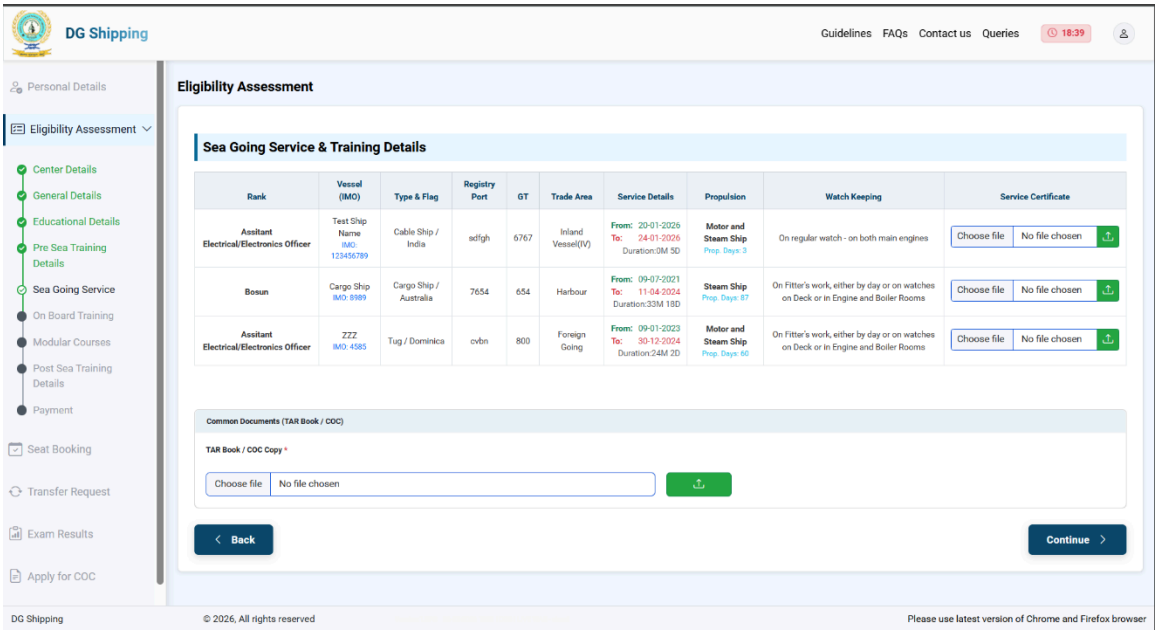
- After saving the educational details, you will be redirected to pre sea training details.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Institute Name
  - Institute ID
  - Attended From / Attended Up to dates
  - Certificate Number
  - Result (Pass/Other)
  - University Enrollment Number
  - Proforma B Reference
  - TAR Book Number
- Upload the pre-sea training certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

11.5. Sea Going Service Section

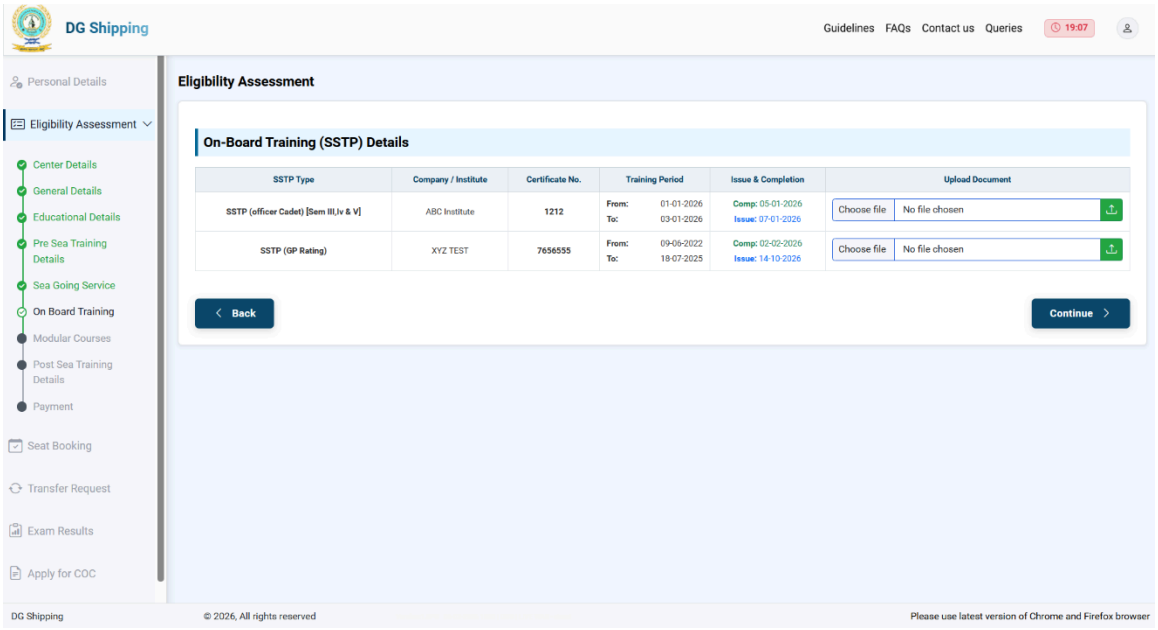
- After saving the pre sea training details, you will be redirected to sea going service.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Rank
  - Vessel Name and IMO Number
  - Vessel Type and Flag
  - Registry Port
  - Gross Tonnage (GT)
  - Trade Area
  - Service Period (From / To dates)
  - Total Duration (Months & Days)
  - Propulsion Type and Propelling Days
  - Watch Keeping Nature
- Upload the service certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Upload the TAR book or CoC document. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Click the “Continue” button to proceed to the next section.

11.6. Onboard Training Section

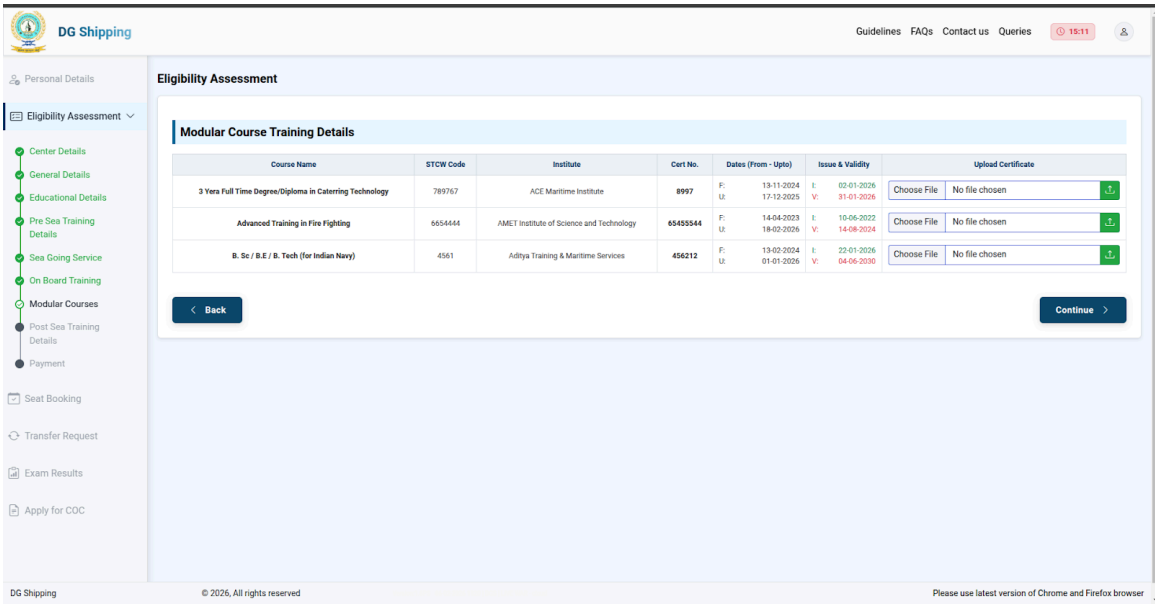
- After saving the sea going service, you will be redirected to onboard training.



- This following data will be auto fetched from seafarer profile (esamudra)
  - SSTP / On-Board Training entries.
  - SSTP Type
  - Company / Institute Name
  - Certificate Number
  - Training Period (From and To dates)
  - Completion Date
  - Issue Date
- Upload document. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Each training record requires its own certificate upload.
- Click the “Continue” button to proceed to the next section.

11.7. Modular Course Section

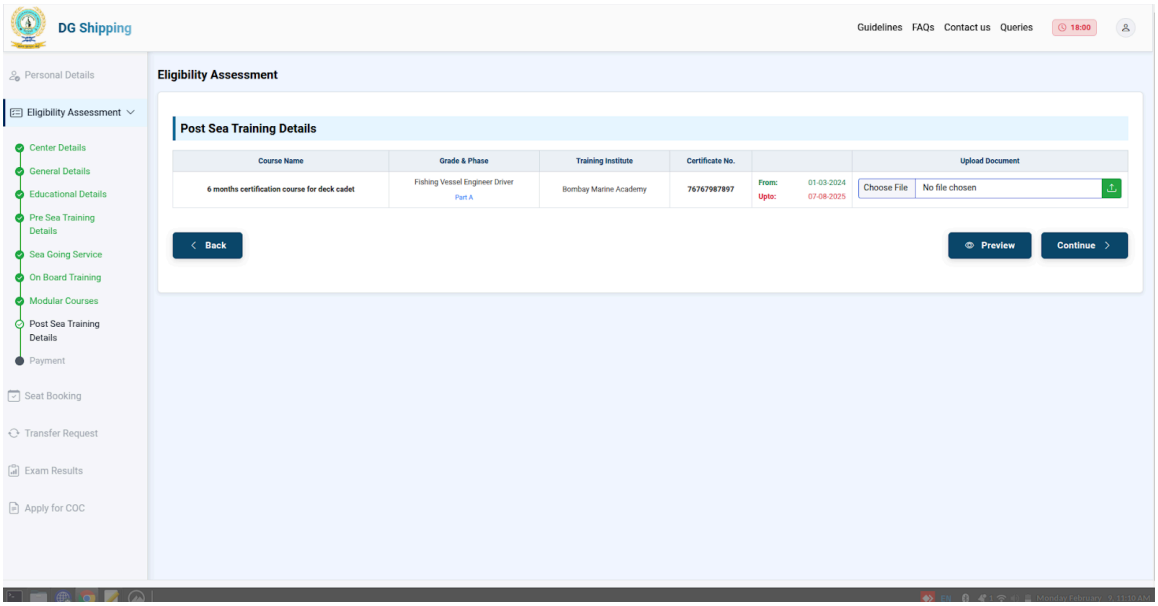
- After saving the onboard training, you will be redirected to the modular course.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - STCW Code
  - Training Institute
  - Certificate Number
  - Course Duration (From – Up to dates)
  - Issue Date
  - Validity Date
- Uploading modular course certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Each course requires its own certificate upload.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

11.8. Post Sea Training Details

- After saving the modular course, you will be redirected to post sea training details.

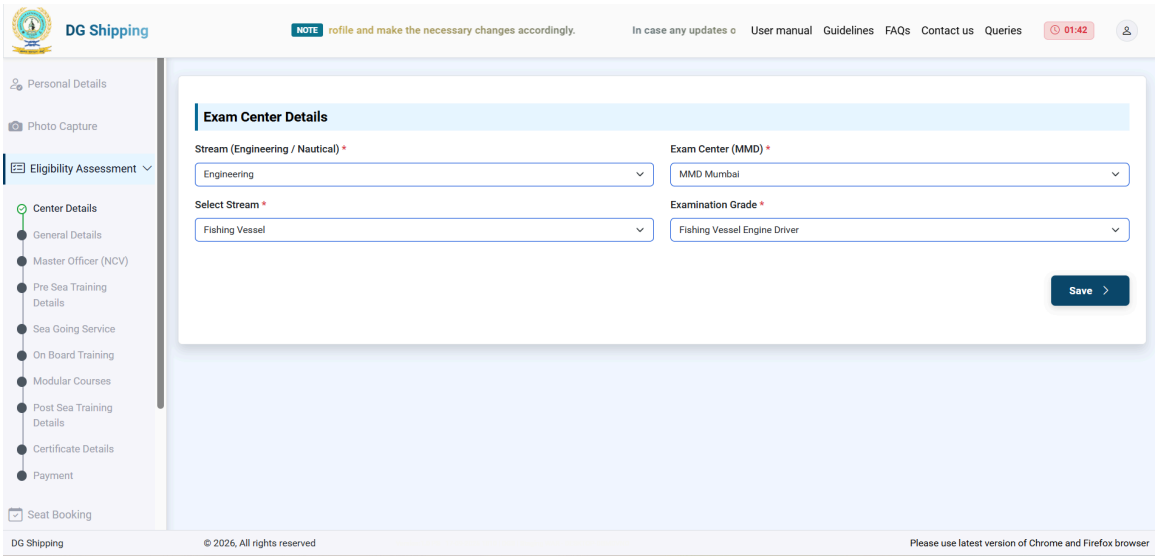


- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Grade
  - Part / Phase
  - Training Institute
  - Certificate Number
  - Training Period (From – Up to)
- Uploading post sea training certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Each course requires its own certificate upload.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

12. Fishing Vessel Engine Driver

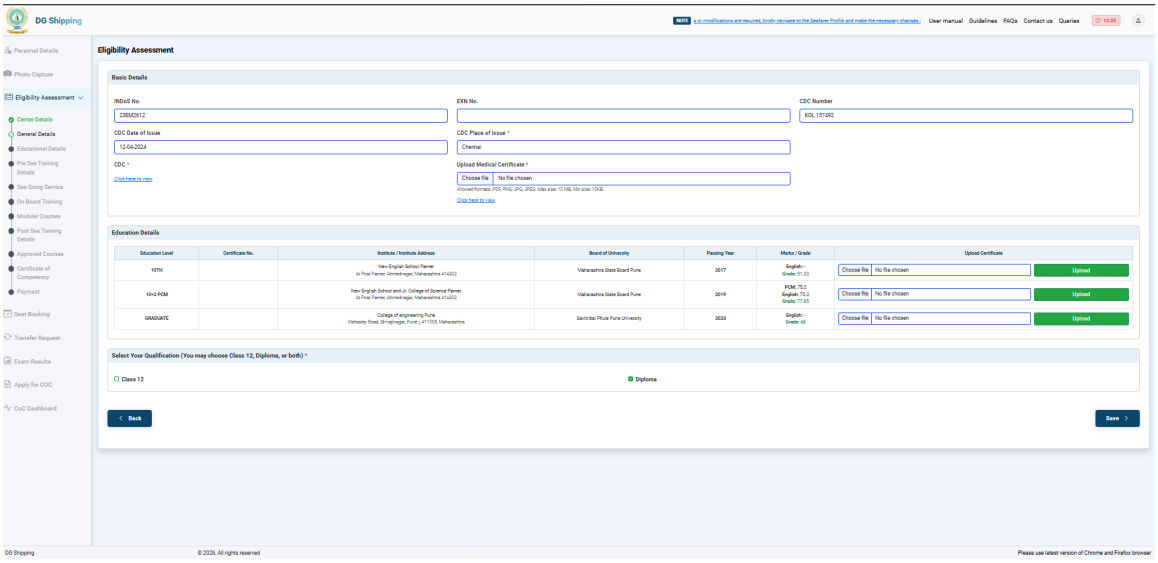
12.1. Exam Center Details

- Choose your Stream, Exam center, Sub-Stream and Grade from the available options.
- Click the “Save” button.



12.2. General Details Page

- After saving the exam center details, the general details page will be displayed.



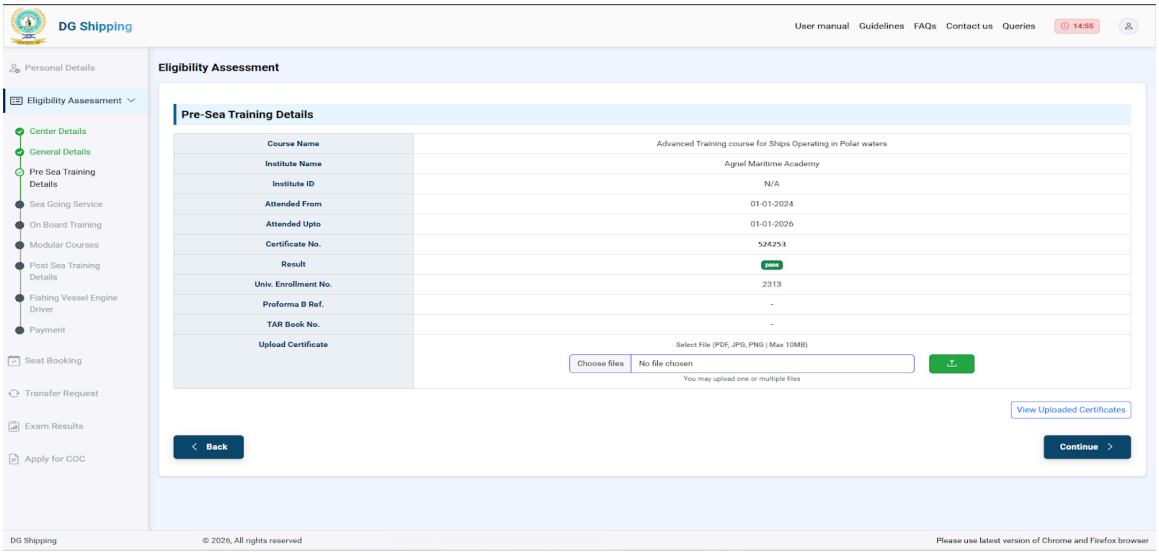
- Enter EXN number (if applicable).
- Enter the CDC place of issue.
- When the CDC certificate is uploaded in the personal details section, the document is automatically fetched.
- Upload the medical certificate.

Educational Qualification Details

- The data is automatically fetched from the seafarer profile (esamudra). Upload the certificate for each education level.
- Select Your qualification (If applicable select both)
- Click the “Save” button to proceed to the next section.

12.3. Pre-Sea Training Details Section

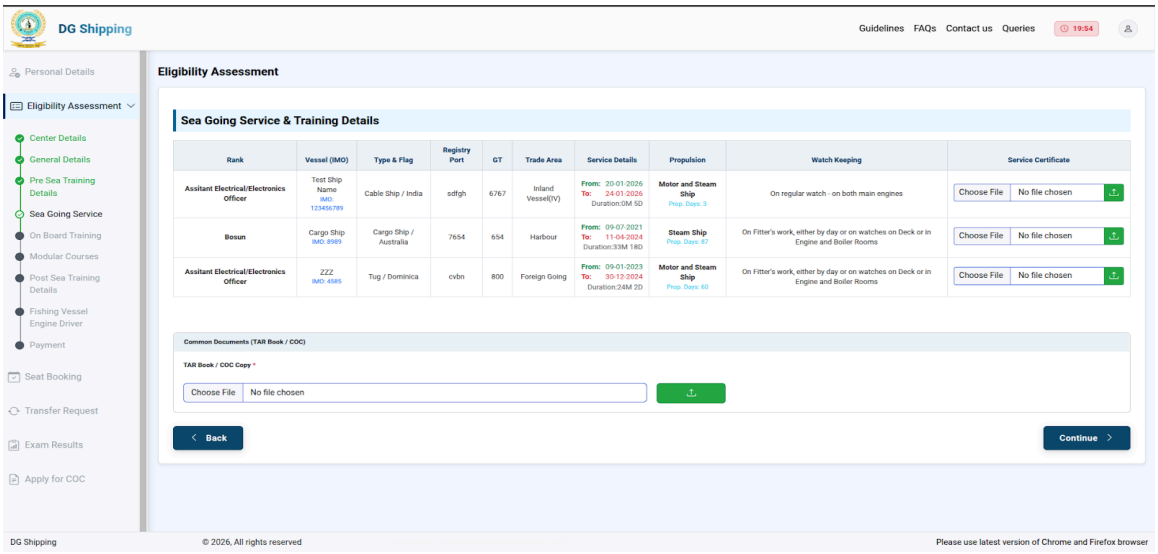
- After saving the general details, you will be redirected to pre sea training details.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Institute Name
  - Institute ID
  - Attended From / Attended Up to dates
  - Certificate Number
  - Result (Pass/Other)
  - University Enrollment Number
  - Proforma B Reference
  - TAR Book Number
- Upload the pre-Sea training certificate. Click choose files, select one or more files from your device, then click the green Upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

12.4. Sea Going Service Section

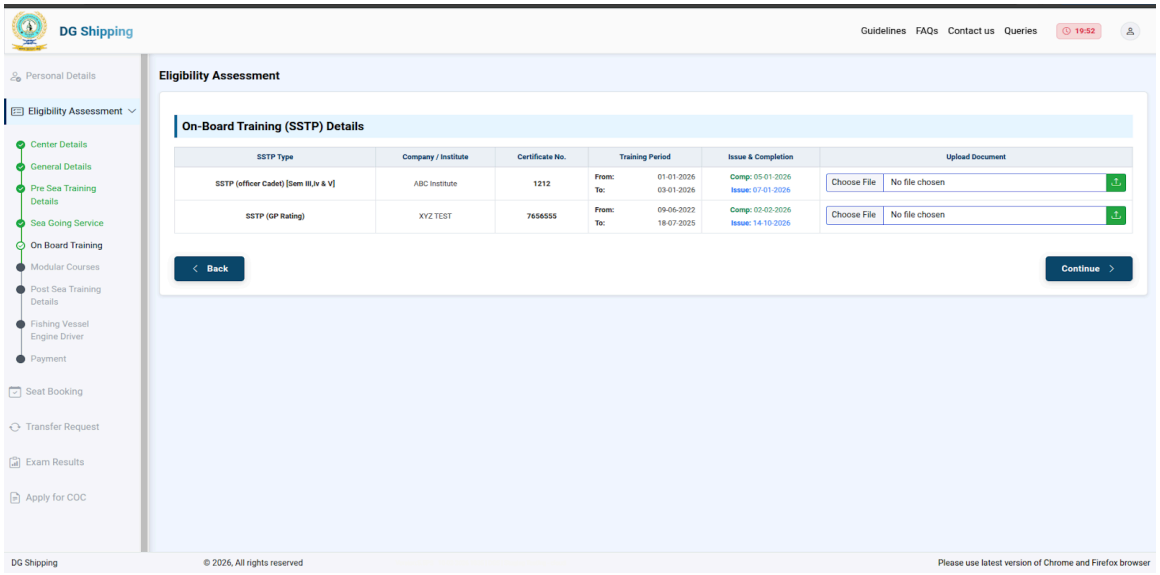
- After saving the pre sea training details, you will be redirected to sea going service.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Rank
  - Vessel Name and IMO Number
  - Vessel Type and Flag
  - Registry Port
  - Gross Tonnage (GT)
  - Trade Area
  - Service Period (From / To dates)
  - Total Duration (Months & Days)
  - Propulsion Type and Propelling Days
  - Watch Keeping Nature
- Upload the service certificate. Click choose files, select one or more files from your device, then click the green Upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Upload the TAR book or CoC document. Click choose files, select one or more files from your device, then click the green Upload button to finish.
- Click the “Continue” button to proceed to the next section.

12.5. Onboard Training Section

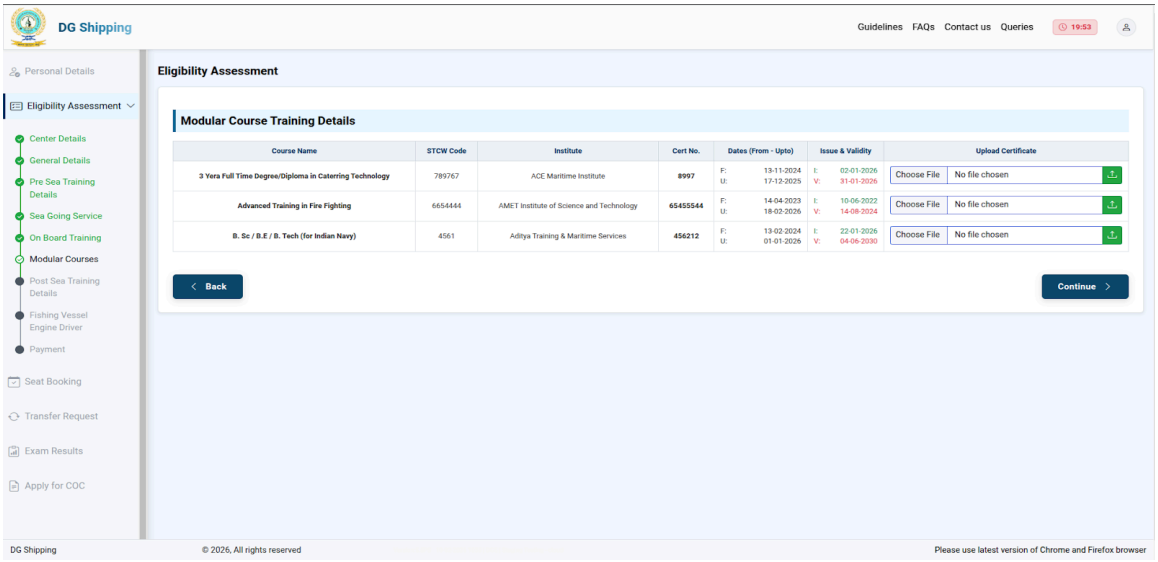
- After saving the sea going service, you will be redirected to onboard training.



- This following data will be auto fetched from seafarer profile (esamudra)
  - SSTP / On-Board Training entries.
  - SSTP Type
  - Company / Institute Name
  - Certificate Number
  - Training Period (From and To dates)
  - Completion Date
  - Issue Date
- Upload document. Click choose files, select one or more files from your device, then click the green Upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Each training record requires its own certificate upload.
- Click the “Continue” button to proceed to the next section.

12.6. Modular Course Section

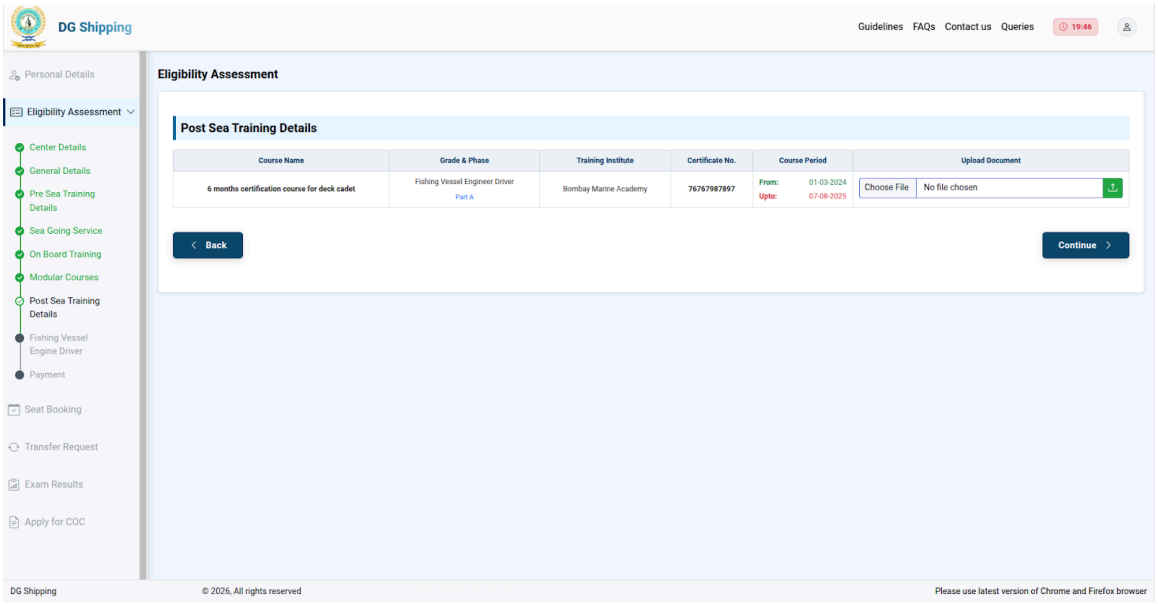
- After saving the onboard training, you will be redirected to the modular course.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - STCW Code
  - Training Institute
  - Certificate Number
  - Course Duration (From – Up to dates)
  - Issue Date
  - Validity Date
- Uploading modular course certificate. Click choose files, select one or more files from your device, then click the green Upload button to finish.
- Each course requires its own certificate upload.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

12.7. Post Sea Training Details

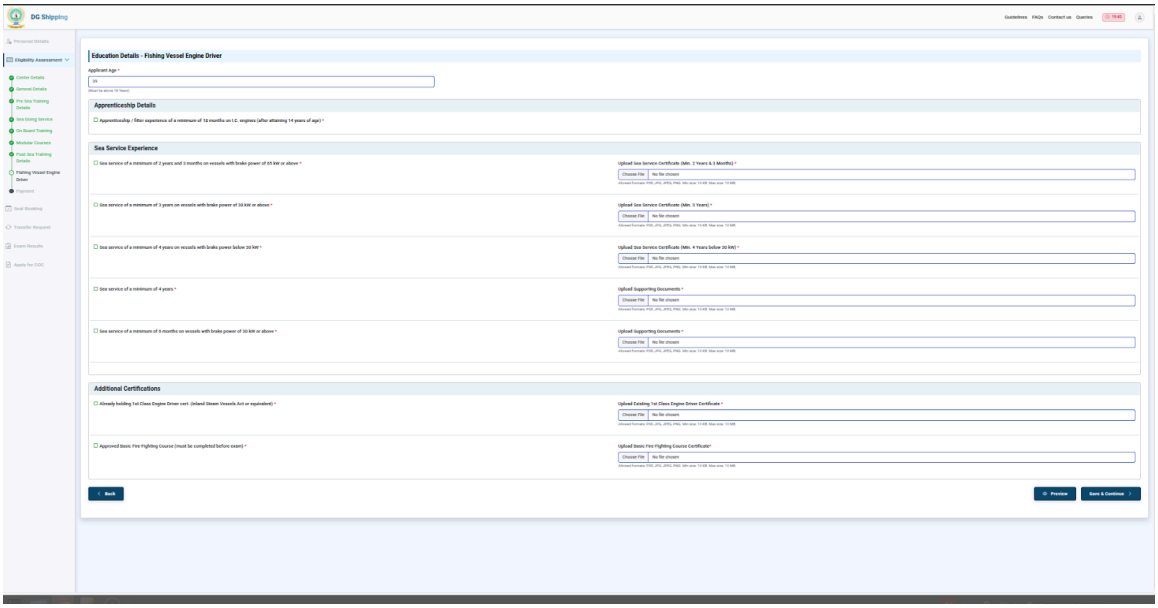
- After saving the modular course**,** you will be redirected to post sea training details.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Grade
  - Part / Phase
  - Training Institute
  - Certificate Number
  - Training Period (From – Up to)
- Uploading post sea training certificate. Click choose files, select one or more files from your device, then click the green Upload button to finish.
- Each course requires its own certificate upload.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

12.8. Fishing Vessel Engine Driver

- After saving the post sea training details**,** you will be redirected to the fishing vessel engine driver page.

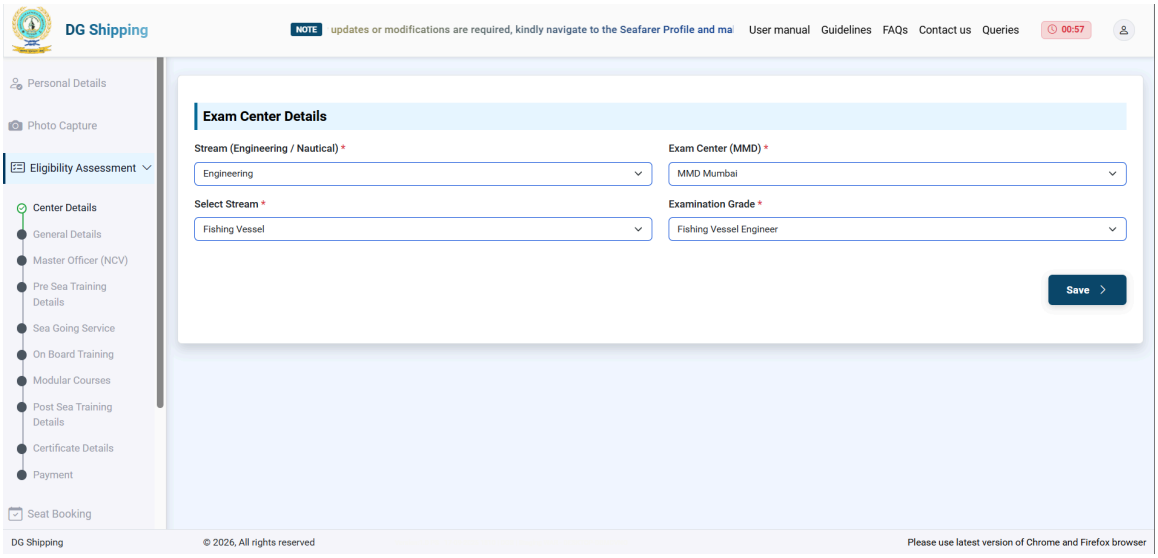


- Applicant age – auto fetch from your profile (must be at least 18 years old).
- Check the box apprenticeship/fitter experience minimum 18 months experience on I.C. engines (after age 14)
- Check the box minimum 9 months on vessels with 30 kW or above brake power
- Upload the certificate
- Select your sea service experience.
- Upload corresponding certificate
- Check the box if already holding 1st class engine driver certificate
- Upload existing certificate
- Check the box if approved course completion (required before exam)
- Upload certificate
- Click the “Save” button to proceed to the next section.

13. Fishing Vessel Engineer

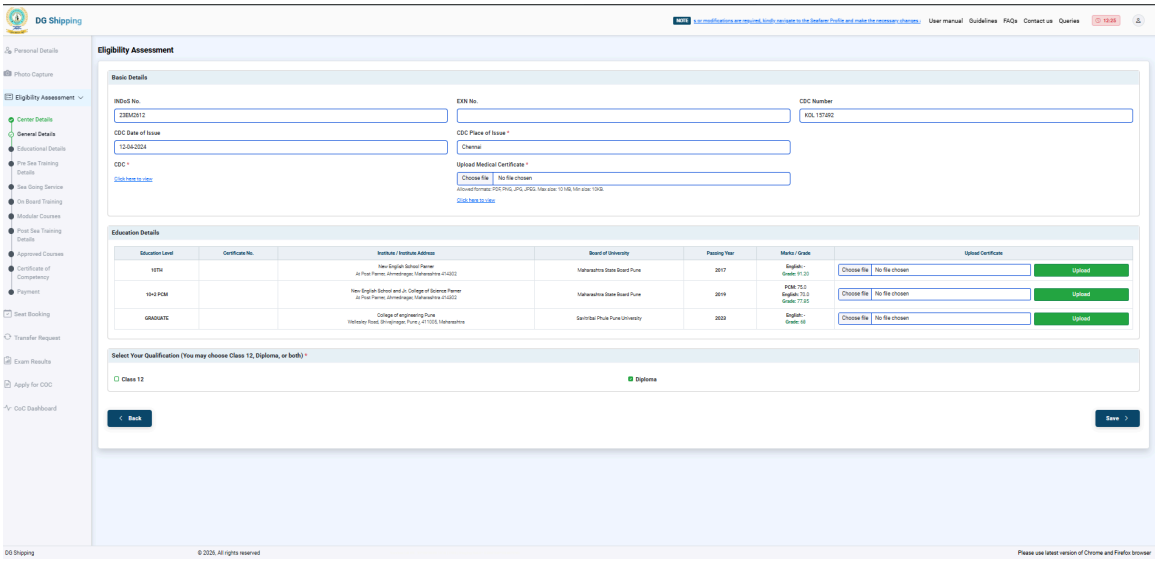
13.1. Exam Center Details

- Choose your Stream, Exam center, Sub-Stream and Grade from the available options.
- Click the “Save” button.



13.2. General Details Page

- After saving the exam center details, the general details page will be displayed.



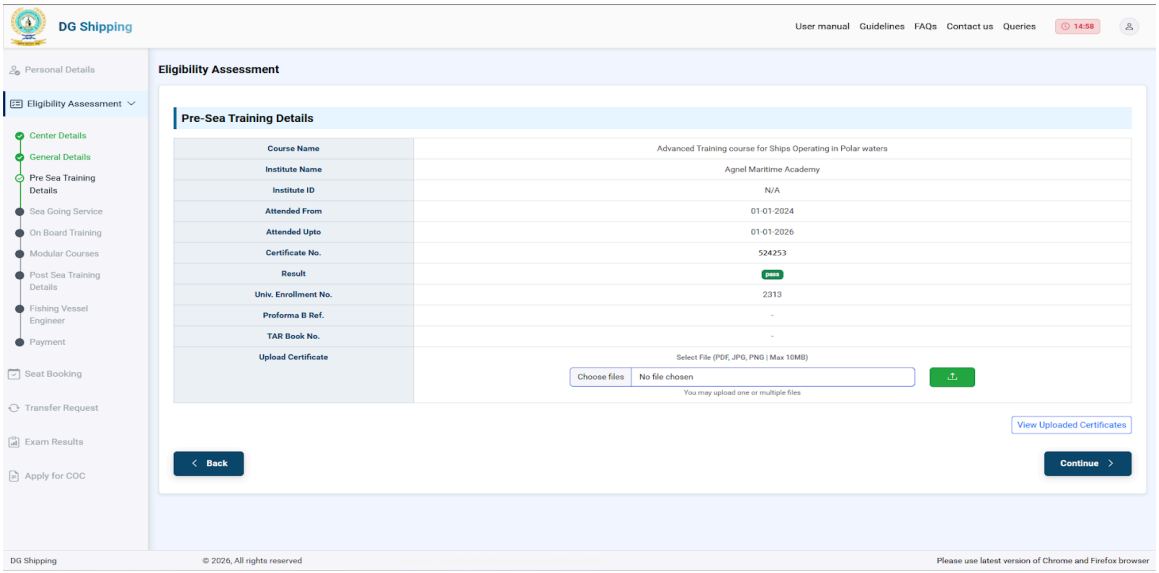
- Enter EXN number (if applicable).
- Enter the CDC place of issue.
- When the CDC certificate is uploaded in the personal details section, the document is automatically fetched.
- Upload the medical certificate.

Educational Qualification Details

- The data is automatically fetched from the seafarer profile (esamudra). Upload the certificate for each education level.
- Select Your qualification (If applicable select both)
- Click the “Save” button to proceed to the next section.

13.3. Pre-Sea Training Details Section

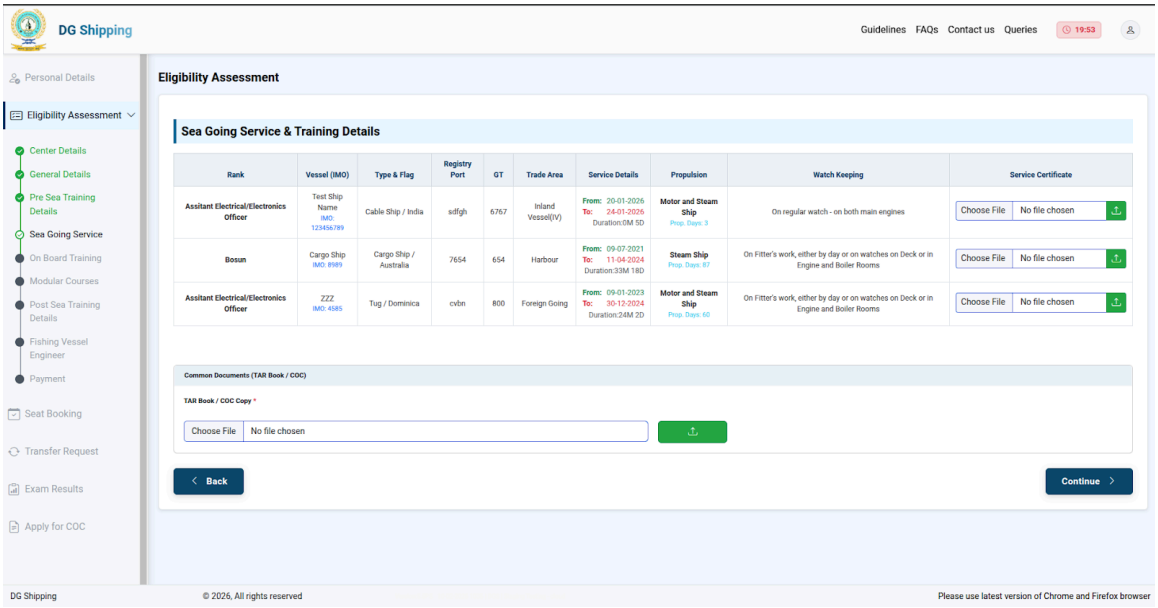
- After saving the educational details, you will be redirected to pre sea training details.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Institute Name
  - Institute ID
  - Attended From / Attended Up to dates
  - Certificate Number
  - Result (Pass/Other)
  - University Enrollment Number
  - Proforma B Reference
  - TAR Book Number
- Upload the pre-sea training certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

13.4. Sea Going Service Section

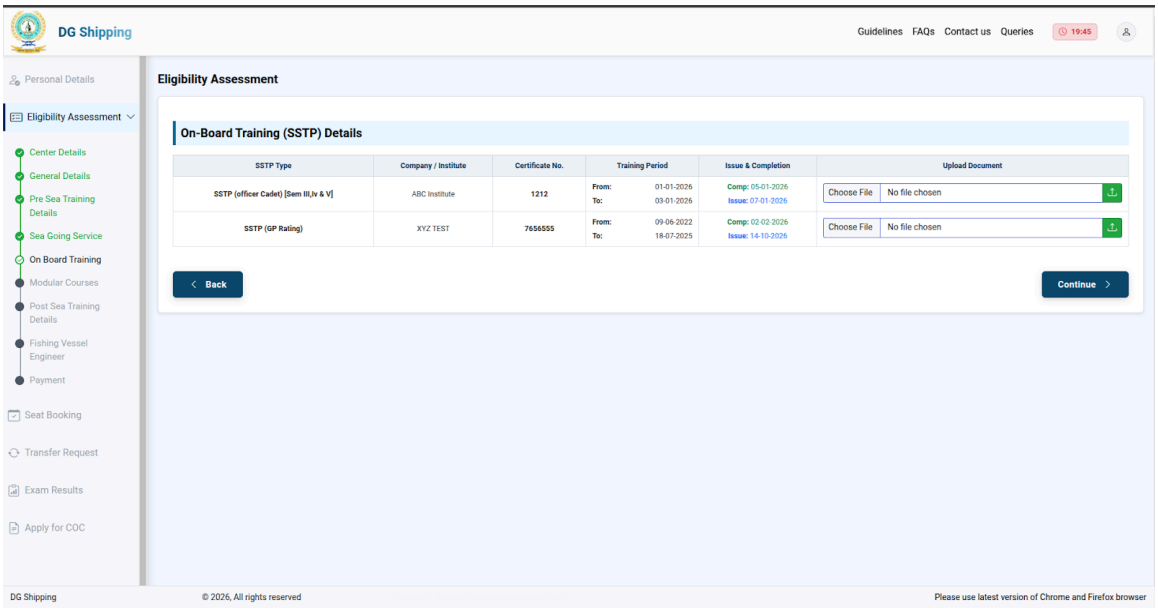
- After saving the pre sea training details, you will be redirected to sea going service.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Rank
  - Vessel Name and IMO Number
  - Vessel Type and Flag
  - Registry Port
  - Gross Tonnage (GT)
  - Trade Area
  - Service Period (From / To dates)
  - Total Duration (Months & Days)
  - Propulsion Type and Propelling Days
  - Watch Keeping Nature
- Upload the service certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Upload the TAR book or CoC document. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Click the “Continue” button to proceed to the next section.

13.5. Onboard Training Section

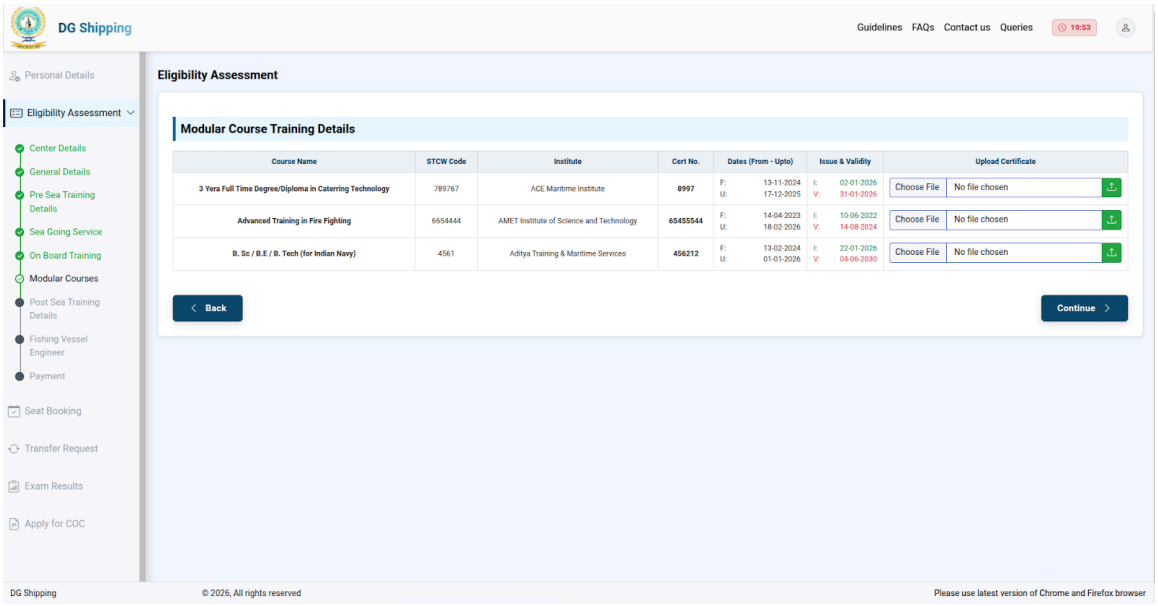
- After saving the sea going service, you will be redirected to onboard training.



- This following data will be auto fetched from seafarer profile (esamudra)
  - SSTP / On-Board Training entries.
  - SSTP Type
  - Company / Institute Name
  - Certificate Number
  - Training Period (From and To dates)
  - Completion Date
  - Issue Date
- Upload document. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Each training record requires its own certificate upload.
- Click the “Continue” button to proceed to the next section.

13.6. Modular Course Section

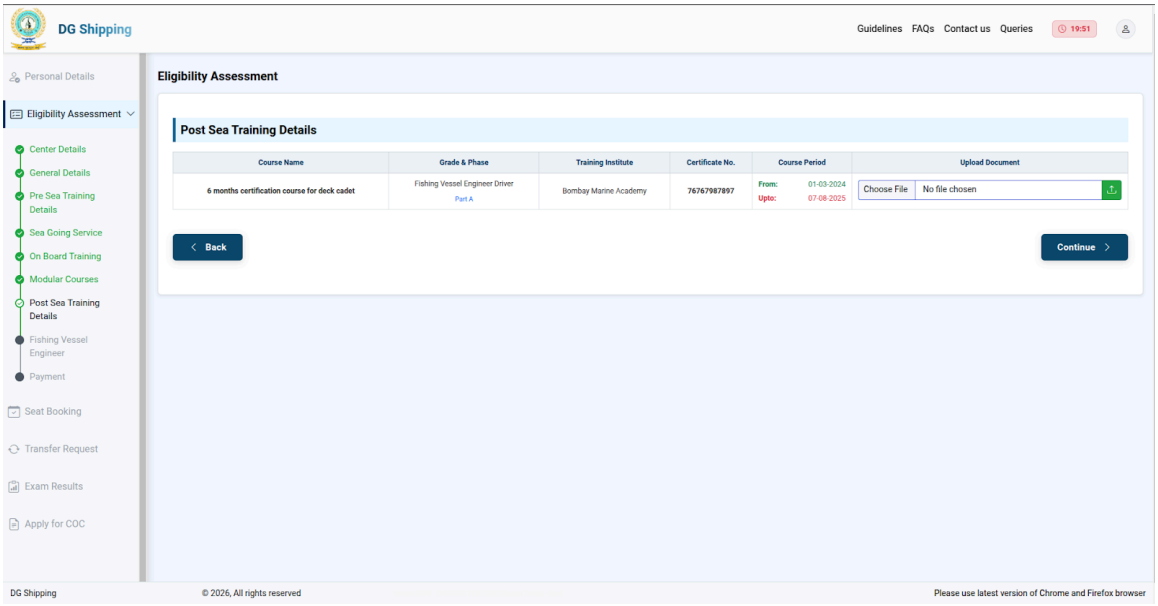
- After saving the onboard training, you will be redirected to the modular course.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - STCW Code
  - Training Institute
  - Certificate Number
  - Course Duration (From – Up to dates)
  - Issue Date
  - Validity Date
- Uploading modular course certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Each course requires its own certificate upload.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

13.7. Post Sea Training Details

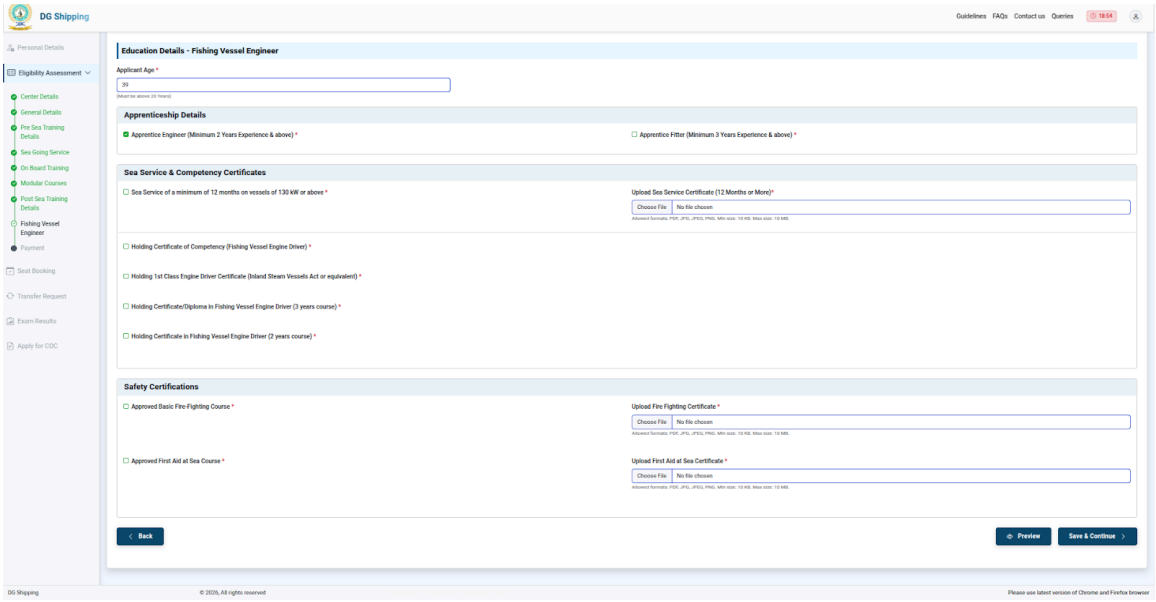
- After saving the modular course, you will be redirected to post sea training details.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Grade
  - Part / Phase
  - Training Institute
  - Certificate Number
  - Training Period (From – Up to)
- Uploading post sea training certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Each course requires its own certificate upload.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

13.8. Fishing Vessel Engineer

- After saving the post sea training details**,** you will be redirected to the fishing vessel engineer page.

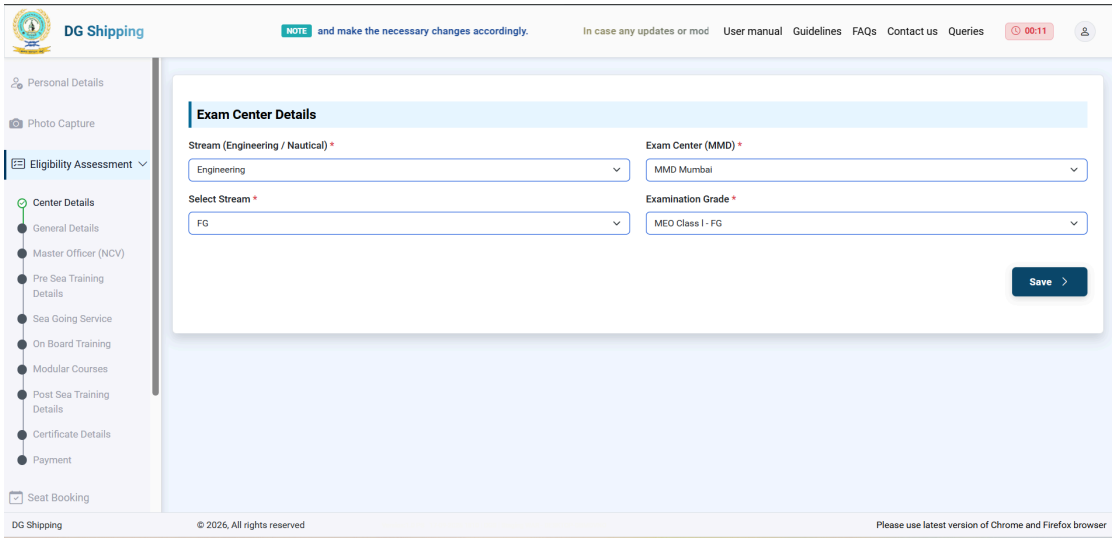


- Applicant age – auto fetch from your profile (must be at least 20 years old).
- Select apprenticeship details
- If you choose apprentice engineer you must have a minimum 2years experience
- If you choose apprentice fitter you must have a minimum 3years experience
- Check the box sea service (12 months on 130kW+ vessels) and upload sea service certificate
- Fishing vessel engine driver certificate: Check the box for 3 months on 170 BHP+ vessels and upload the certificate.
- 1st class engine driver certificate: Check the box for 9 months on 170 BHP+ vessels and upload the certificate.
- FVED certificate/diploma (3-year course): Check the box 12 months on I.C. engines and upload the certificate.
- FVED certificate (2-year course): Check the box for 21 months on 170 BHP+ vessels and upload the certificate.
- Choose basic fire-fighting course and upload approved certificate
- Choose first aid at sea course and upload approved certificate
- Click the “Save” button to proceed to the next section.

14.Engineering (FG) | MEO Class I

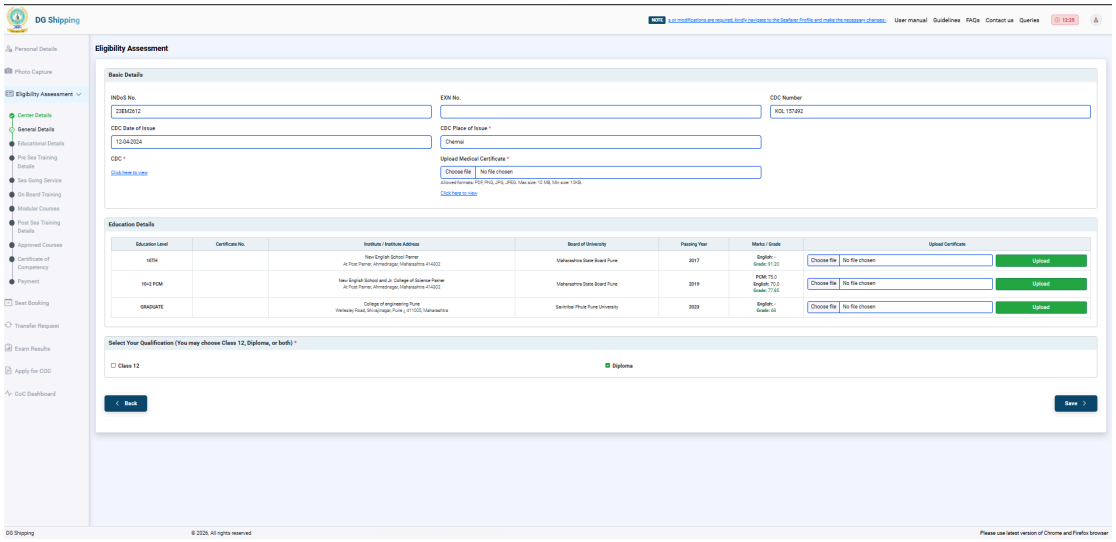
14.1. Exam Center Details

- Choose your Stream, Exam center, Sub-Stream and Grade from the available options.
- Click the “Save” button.



14.2. General Details Page

- After saving the exam center details, the general details page will be displayed.



- Enter EXN number (if applicable).
- Enter the CDC place of issue.
- When the CDC certificate is uploaded in the personal details section, the document is automatically fetched.
- Upload the medical certificate.

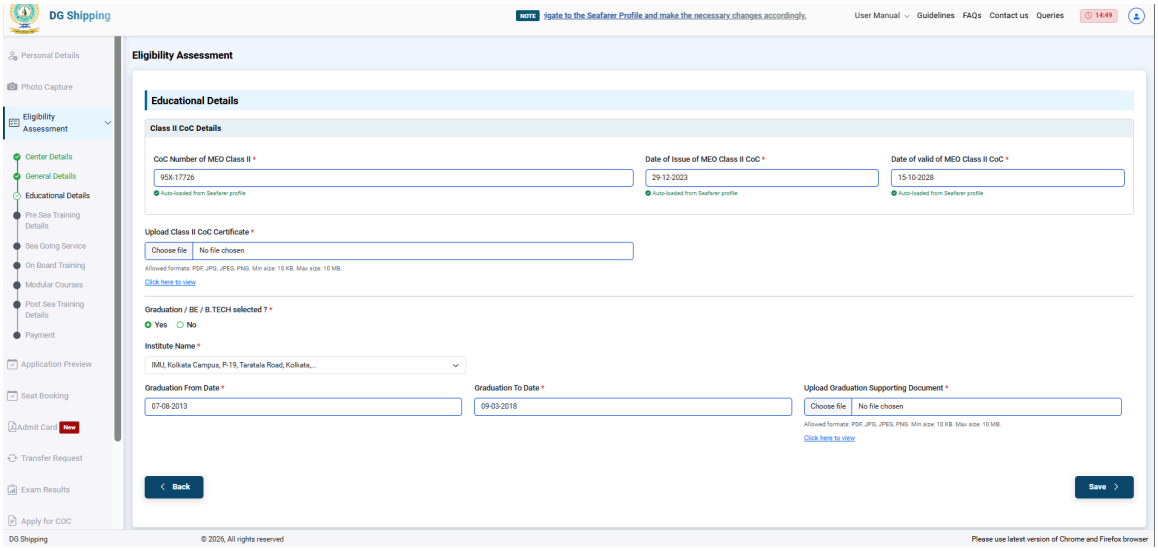
Educational Qualification Details

- The data is automatically fetched from the seafarer profile (esamudra). Upload the certificate for each education level.

- Select Your qualification (If applicable select both)
- Click the “Save” button to proceed to the next section.

14.3. Educational Details

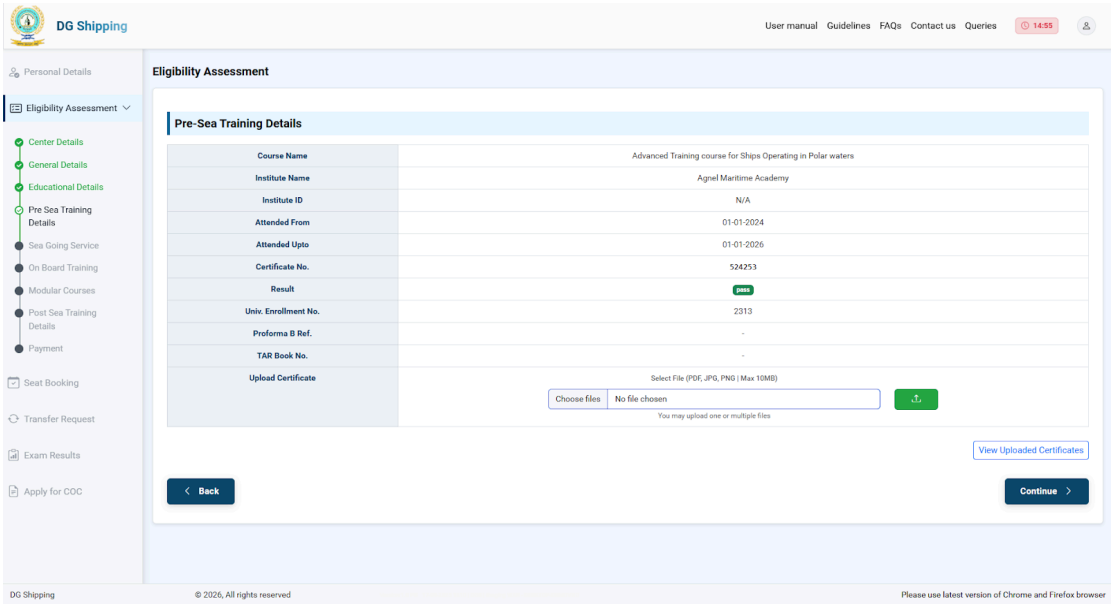
- After saving the general details, you will be redirected to educational details.



- MEO class II coc details auto fetched from seafarer
- Upload your MEO class II CoC
- Select Yes/No for graduation BE or BTech
- If you selected yes,
  - Select institute from dropdown
  - If you selected other enter your institute name
  - Select graduation From and To period
  - Upload your graduation document.
- Click the “Save” button to proceed to the next section.

14.4. Pre-Sea Training Details Section

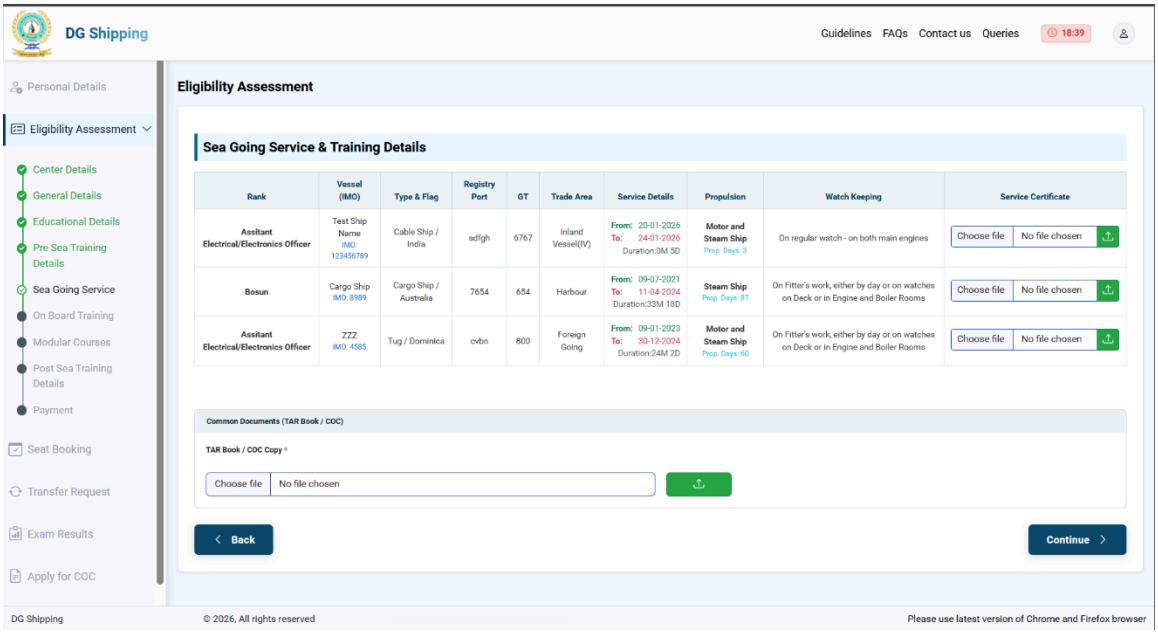
- After saving the educational details, you will be redirected to pre sea training details.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Institute Name
  - Institute ID
  - Attended From / Attended Up to dates
  - Certificate Number
  - Result (Pass/Other)
  - University Enrollment Number
  - Proforma B Reference
  - TAR Book Number
- Upload the pre-sea training certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

14.5. Sea Going Service Section

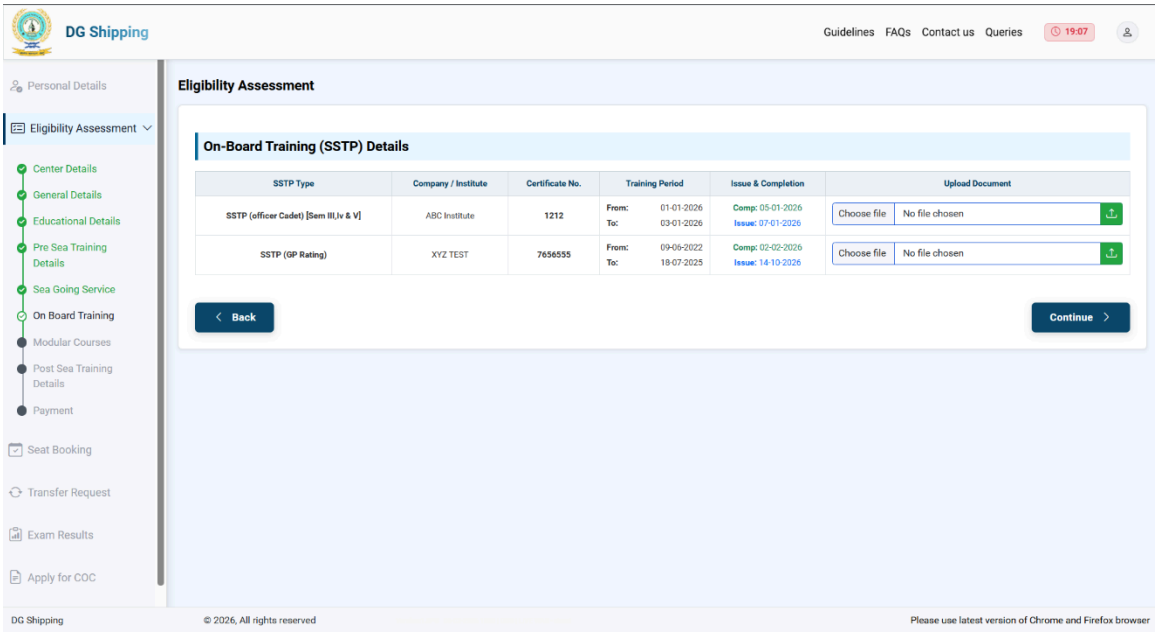
- After saving the pre sea training details, you will be redirected to sea going service.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Rank
  - Vessel Name and IMO Number
  - Vessel Type and Flag
  - Registry Port
  - Gross Tonnage (GT)
  - Trade Area
  - Service Period (From / To dates)
  - Total Duration (Months & Days)
  - Propulsion Type and Propelling Days
  - Watch Keeping Nature
- Upload the service certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Upload the TAR book or CoC document. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Click the “Continue” button to proceed to the next section.

14.6. Onboard Training Section

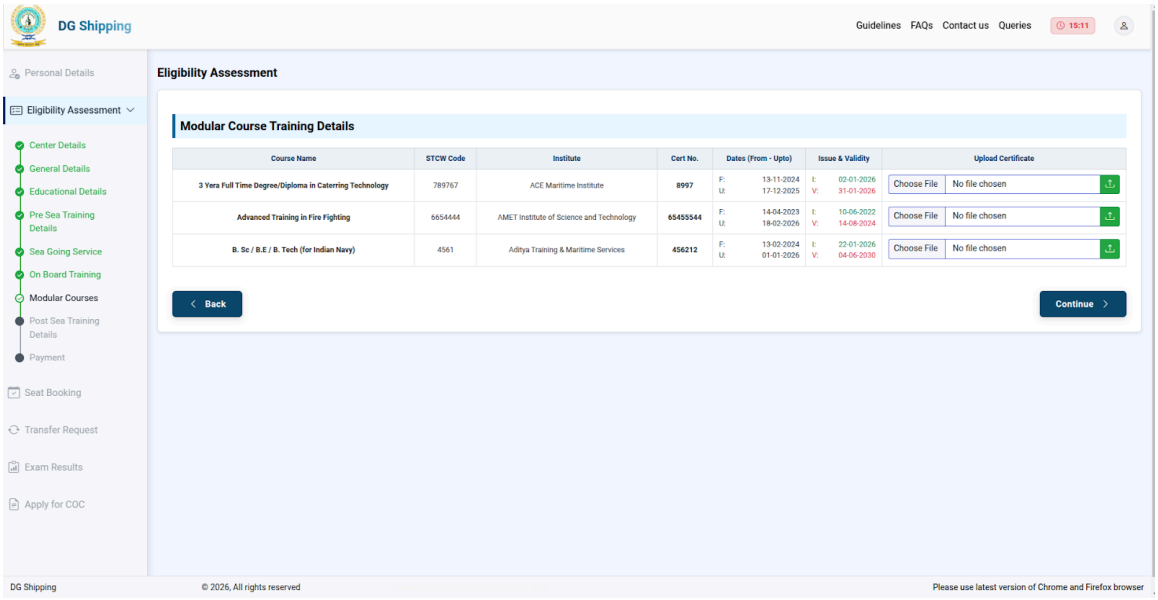
- After saving the sea going service, you will be redirected to onboard training.



- This following data will be auto fetched from seafarer profile (esamudra)
  - SSTP / On-Board Training entries.
  - SSTP Type
  - Company / Institute Name
  - Certificate Number
  - Training Period (From and To dates)
  - Completion Date
  - Issue Date
- Upload document. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Each training record requires its own certificate upload.
- Click the “Continue” button to proceed to the next section.

14.7. Modular Course Section

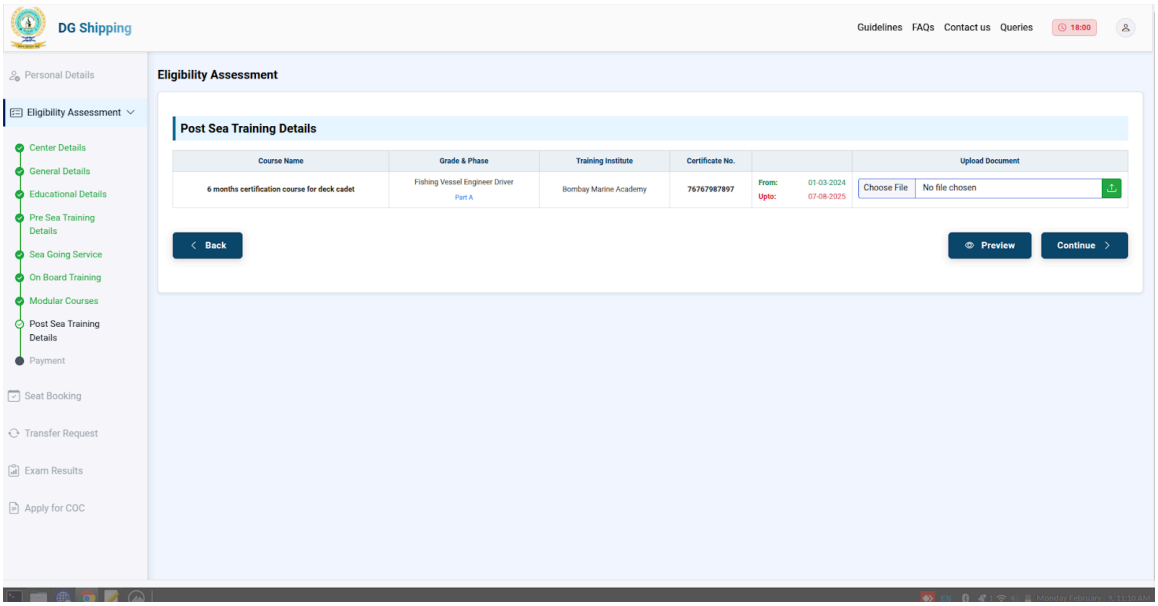
- After saving the onboard training, you will be redirected to the modular course.



- This following data will be auto fetched from seafarer profile (esamudra)
    - Course Name
    - STCW Code
    - Training Institute
    - Certificate Number
    - Course Duration (From – Up to dates)
    - Issue Date
    - Validity Date
- Uploading modular course certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Each course requires its own certificate upload.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

14.8. Post Sea Training Details

- After saving the modular course, you will be redirected to post sea training details.

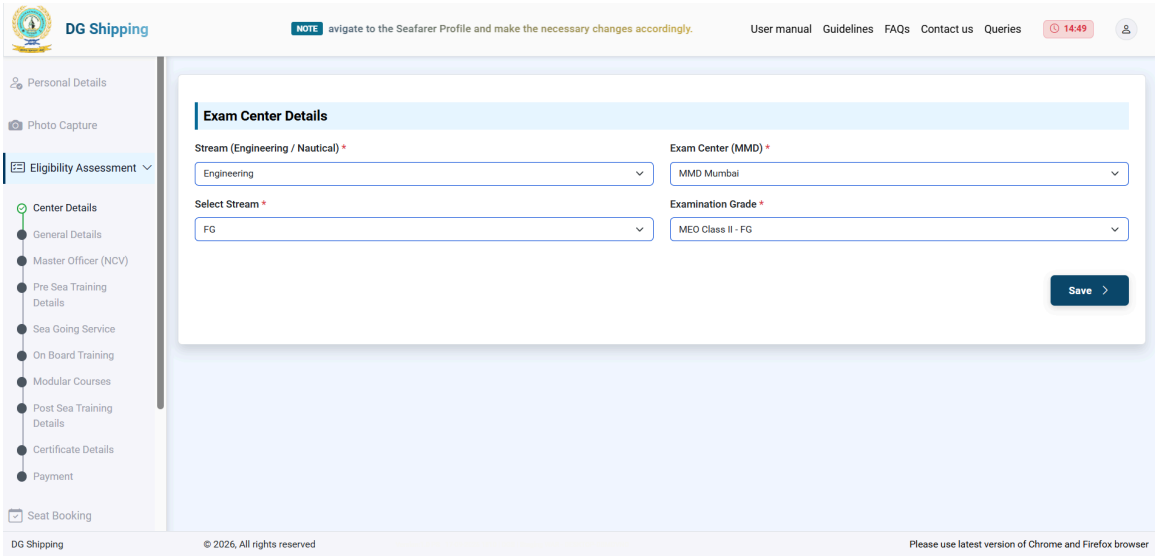


- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Grade
  - Part / Phase
  - Training Institute
  - Certificate Number
  - Training Period (From – Up to)
- Uploading post sea training certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Each course requires its own certificate upload.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

15.Engineering (FG) | MEO Class II

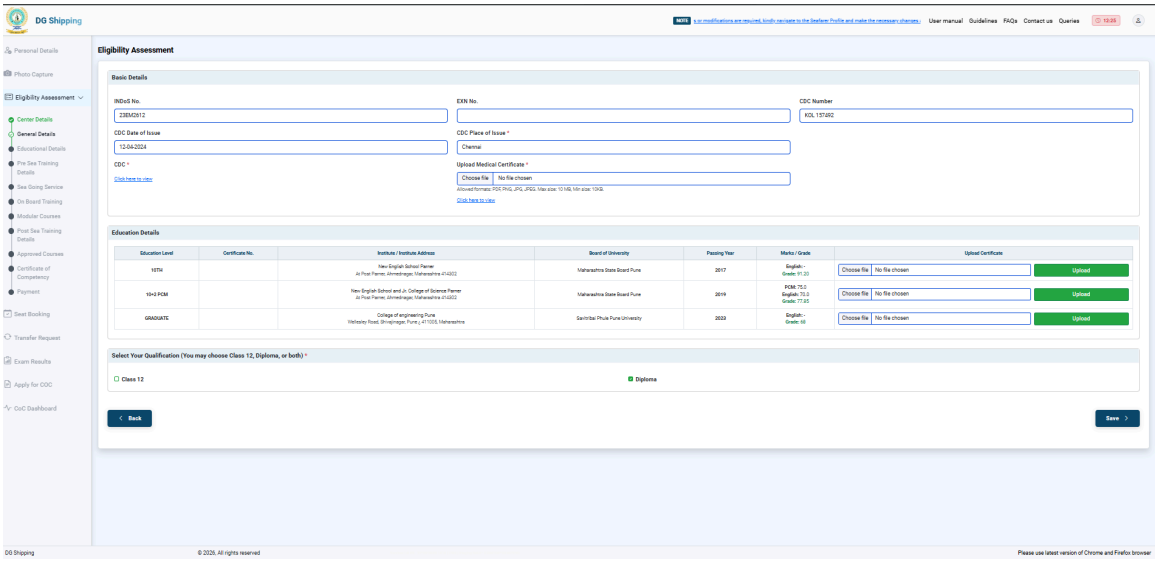
15.1. Exam Center Details

- Choose your Stream, Exam center, Sub-Stream and Grade from the available options.
- Click the “Save” button.



15.2. General Details Page

- After saving the exam center details, the general details page will be displayed.



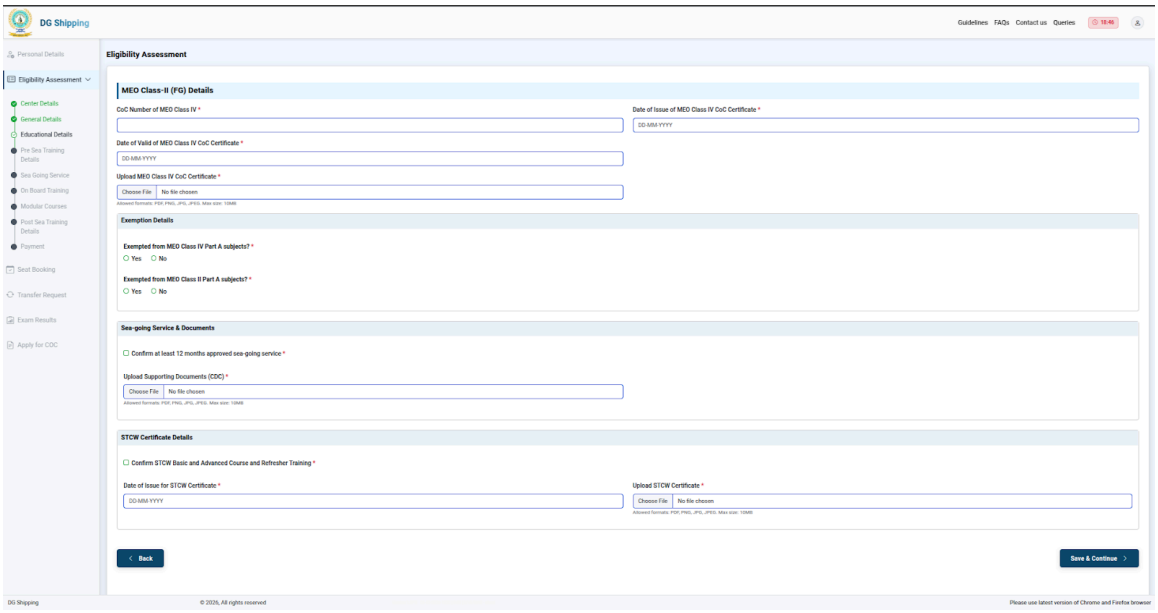
- Enter EXN number (if applicable).
- Enter the CDC place of issue.
- When the CDC certificate is uploaded in the personal details section, the document is automatically fetched.
- Upload the medical certificate.

Educational Qualification Details

- The data is automatically fetched from the seafarer profile (esamudra). Upload the certificate for each education level.
  - Select Your qualification (If applicable select both)
  - Click the “Save” button to proceed to the next section.

15.3. MEO Class II - Educational Details

- After saving the general details, you will be redirected to educational details.

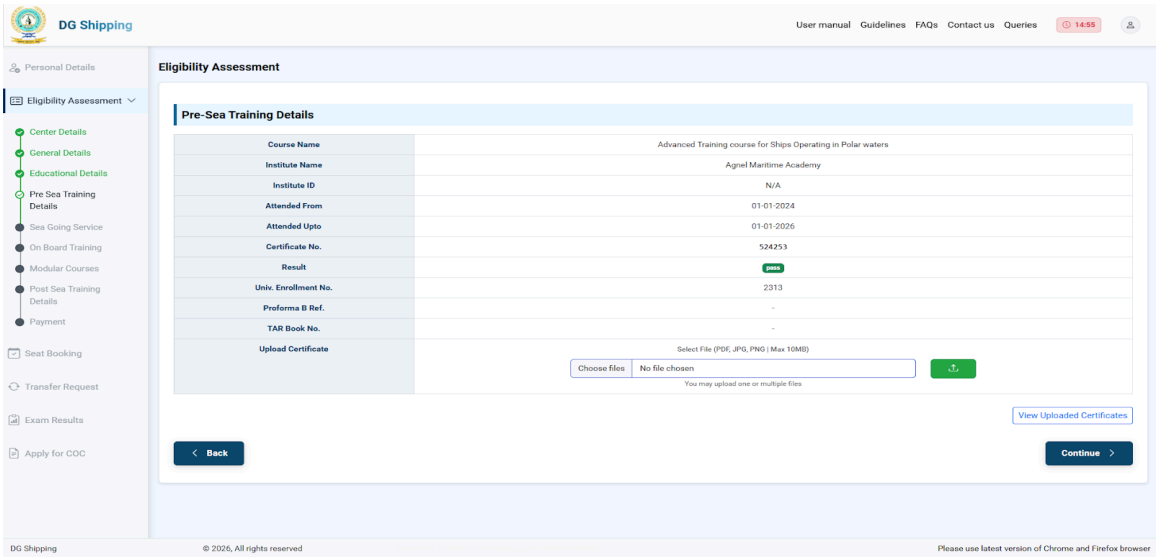


- MEO class IV CoC data is auto fetched
- Upload the MEO class IV CoC certificate.
- Select class IV Part A exemption Yes or No.
- If Yes:
  - Choose papers from the available paper dropdown.
  - Selected papers will appear in the selected papers list.
  - To remove a paper, click the delete icon.
- If select Part A exemption “No”
  - Pay for Part A now.
  - Pay for Part B after passing Part A.
- If select Part A exemption “Yes”
  - pay for both Part A and Part B.
- Select class II Part A exemption Yes or No.
- If Yes:
  - Select the applicable papers from the dropdown.
  - Remove any paper using the delete icon.

- Tick the checkbox to confirm at least 12 months approved sea-going service.
- Upload the CDC supporting document.
- Tick the checkbox to confirm STCW basic and advanced course with refresher Training.
- Enter the date of issue of the STCW certificate.
- Upload the STCW certificate.
- Click the “Save” button to proceed to the next section.

15.4. Pre-Sea Training Details Section

- After saving the educational details, you will be redirected to pre sea training details.

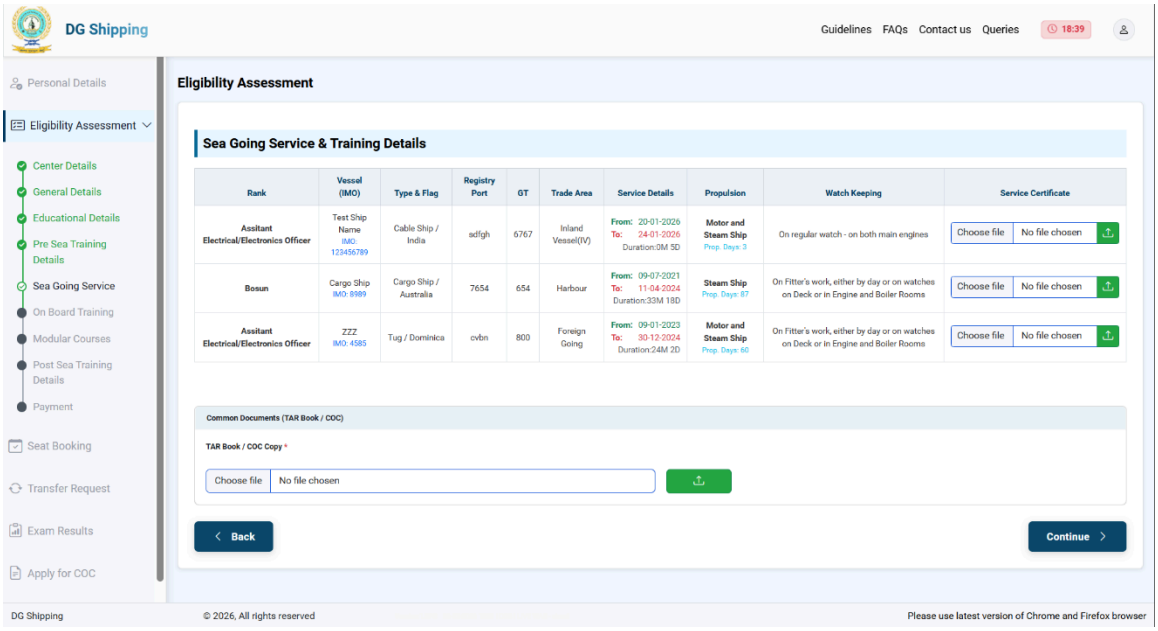


- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Institute Name
  - Institute ID
  - Attended From / Attended Up to dates
  - Certificate Number
  - Result (Pass/Other)
  - University Enrollment Number
  - Proforma B Reference
  - TAR Book Number
- Upload the pre-sea training certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.

- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

15.5. Sea Going Service Section

- After saving the pre sea training details, you will be redirected to sea going service.

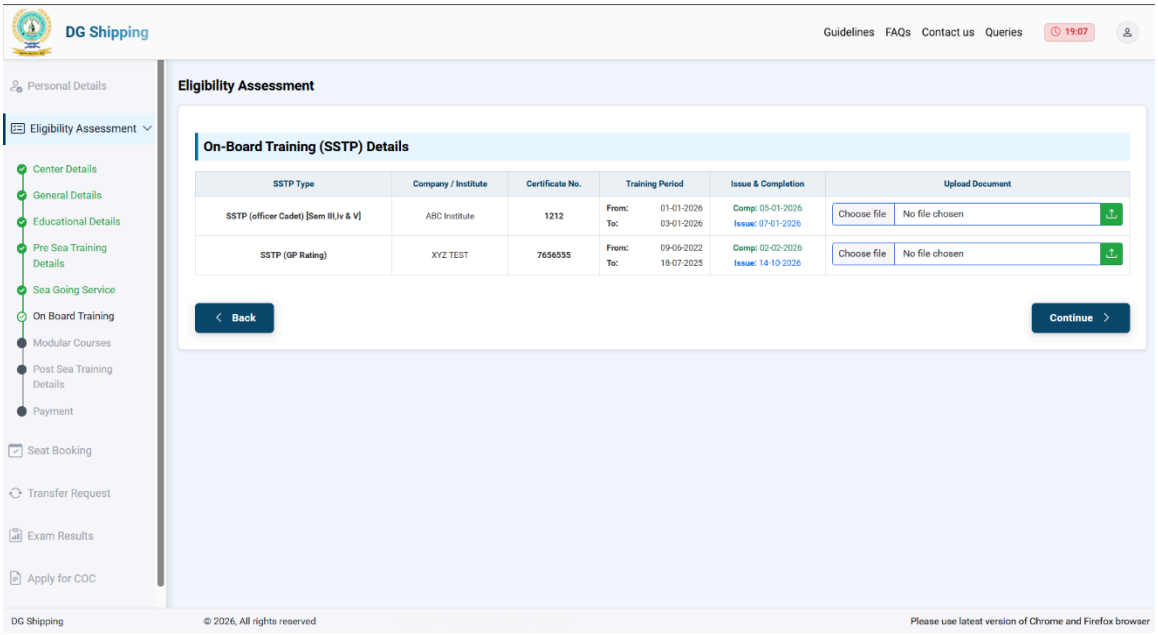


- This following data will be auto fetched from seafarer profile (esamudra)
  - Rank
  - Vessel Name and IMO Number
  - Vessel Type and Flag
  - Registry Port
  - Gross Tonnage (GT)
  - Trade Area
  - Service Period (From / To dates)
  - Total Duration (Months & Days)
  - Propulsion Type and Propelling Days
  - Watch Keeping Nature
- Upload the service certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.

- Upload the TAR book or CoC document. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Click the “Continue” button to proceed to the next section.

15.6. Onboard Training Section

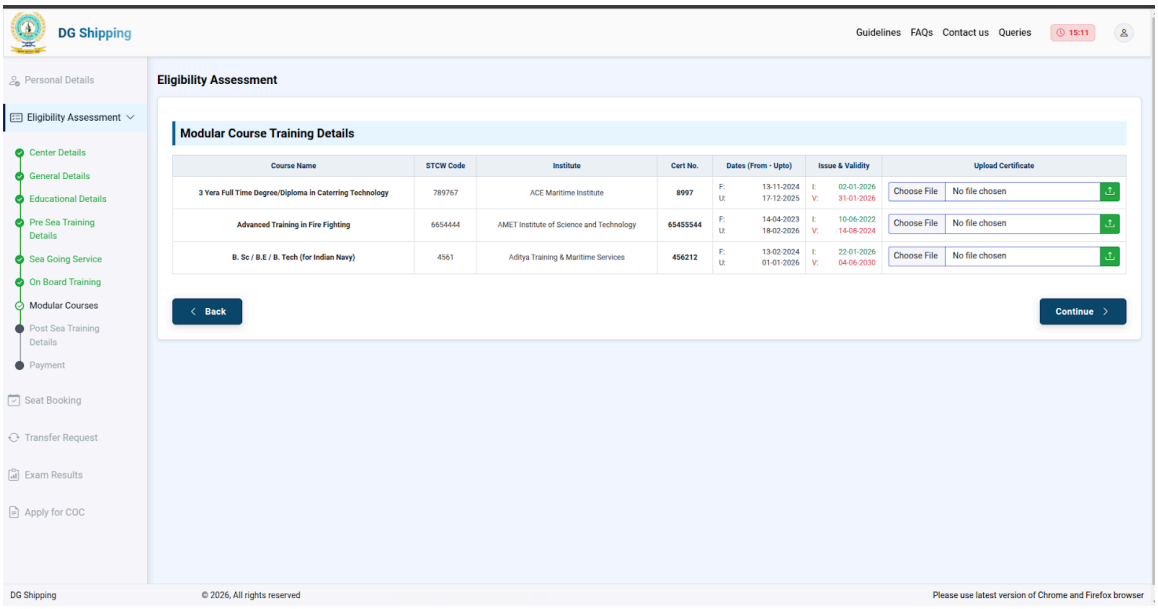
- After saving the sea going service, you will be redirected to onboard training.



- This following data will be auto fetched from seafarer profile (esamudra)
  - SSTP / On-Board Training entries.
  - SSTP Type
  - Company / Institute Name
  - Certificate Number
  - Training Period (From and To dates)
  - Completion Date
  - Issue Date
- Upload document. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Each training record requires its own certificate upload.
- Click the “Continue” button to proceed to the next section.

15.7. Modular Course Section

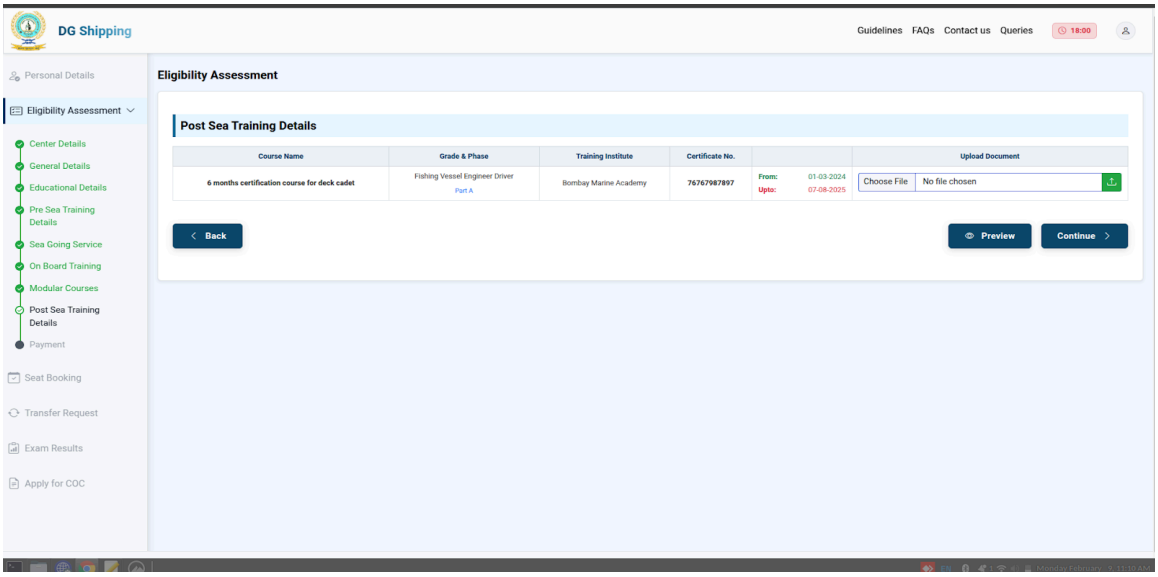
- After saving the onboard training, you will be redirected to the modular course.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - STCW Code
  - Training Institute
  - Certificate Number
  - Course Duration (From – Up to dates)
  - Issue Date
  - Validity Date
- Uploading modular course certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Each course requires its own certificate upload.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

15.8. Post Sea Training Details

- After saving the modular course**,** you will be redirected to post sea training details.

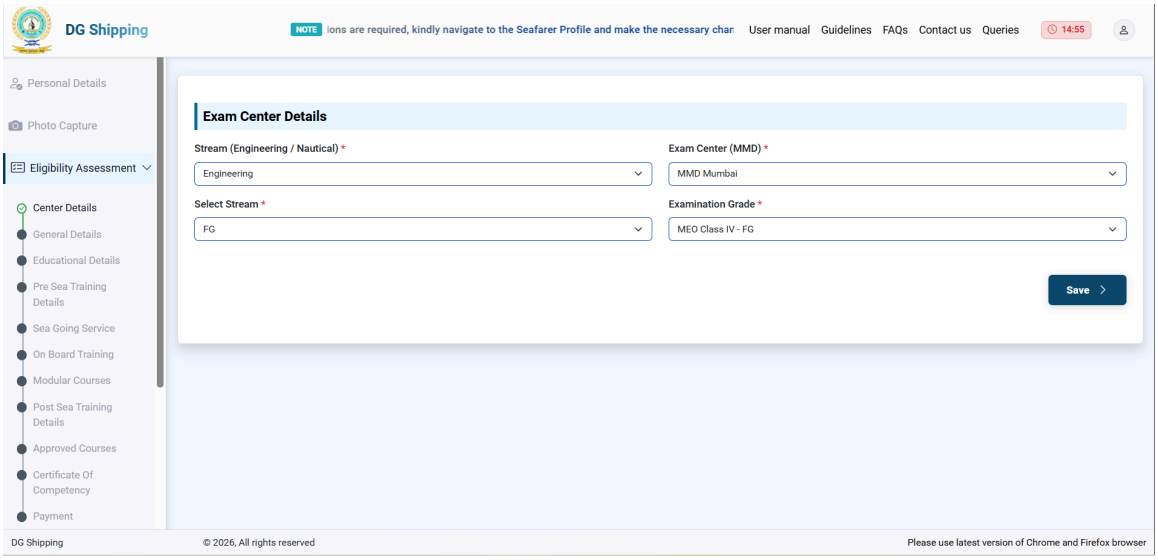


- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Grade
  - Part / Phase
  - Training Institute
  - Certificate Number
  - Training Period (From – Up to)
- Uploading post sea training certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Each course requires its own certificate upload.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

16.MEO Class - IV

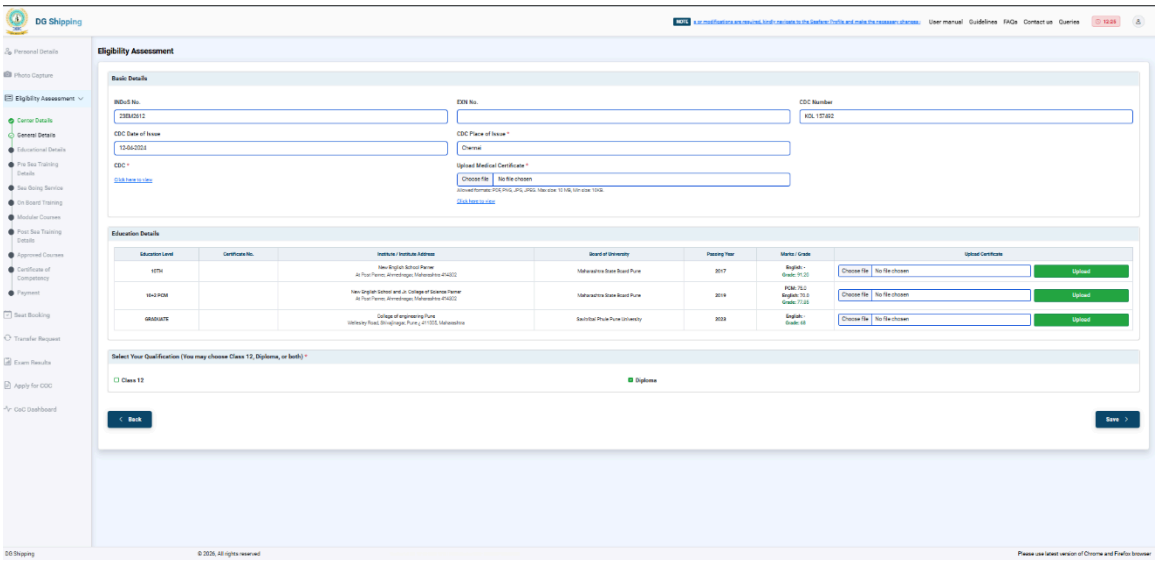
16.1. Exam Center Details

- Choose your Stream, Exam Center, Sub-Stream, and Grade from the available options.
- Click the “Save” button.



16.2. General Details Page

- After saving the exam center details, the General Details page will be displayed.



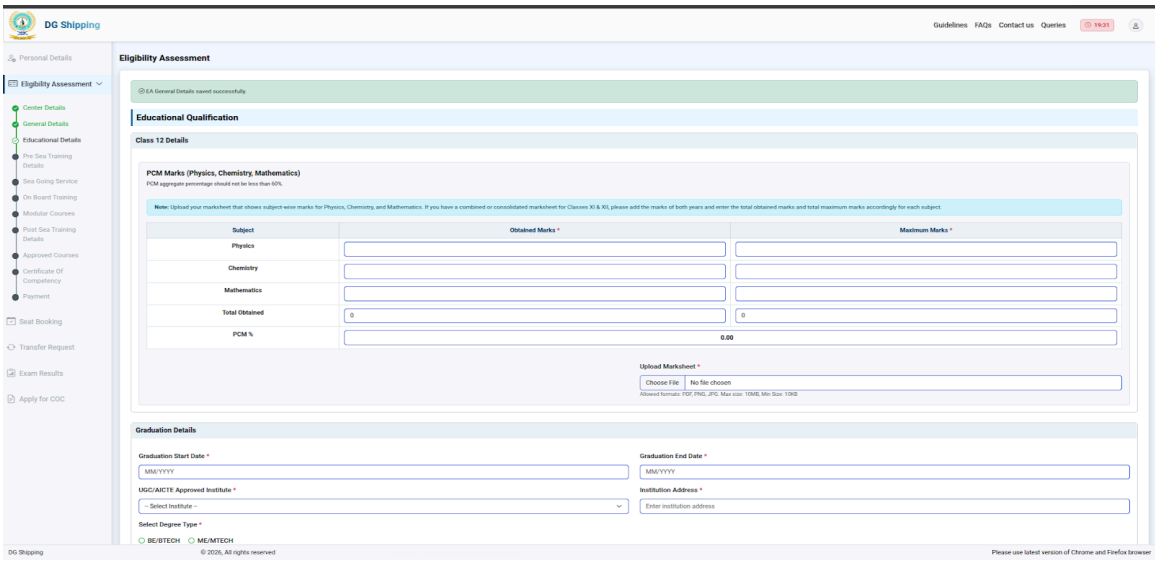
- Enter EXN number (if applicable).
- Enter the CDC place of issue.
- When the CDC certificate is uploaded in the Personal Details section, the document is automatically fetched.
- Upload the medical certificate.

Educational Qualification Details

- The data is automatically fetched from the seafarer profile (esamudra). Upload the certificate for each education level.
- Click the “Save” button to proceed to the next section.

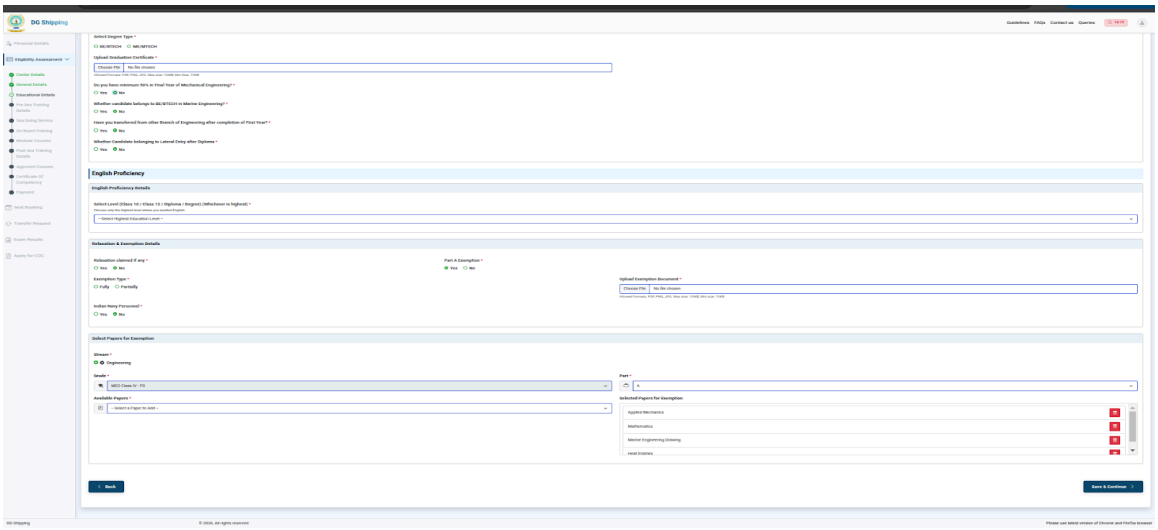
16.3. MEO Class IV - Educational Details

- After saving the general details, you will be redirected to educational details.



- In general details, if you select 12th, PCM is mandatory in the educational details section.
- Enter the physics, chemistry, mathematics marks
- Total must be ≥60% aggregate
- Upload supporting document
- Note for combined marksheets:
  If you have XI & XII combined marksheet, add marks from both years for each subject.
- Select the graduation from date
- Select the graduation to date
- Select Institute/University from dropdown
- If your institute not listed → Choose "Other"
- If you choose “Other,” enter the institute name.
- Enter institution address
- Select the degree type: BE/BTech or ME/MTech
- Enter the branch name:
- Upload the graduation certificate

- Have you transferred from another branch of engineering after completion of first year ?: Select Yes/No
  - If yes, enter the 1st-year percentage (≥60%) and upload 1st & 2nd semester marksheets
- Lateral Entry ?: Select Yes/No
  - If yes, confirm 55% in diploma



- Select the highest marks obtained in English (10th, 12th, diploma, or degree).
- Enter marks:
  - English marks obtained
  - Maximum marks
- Upload supporting document: marksheet showing English marks
- Relaxation claimed?: Yes/No
- If Yes:
  - Enter the relaxation details in the description box
  - Upload relaxation document
- If you are exempted from part A, select 'Yes'. If you are not exempted from part A, select 'No'.
- If select Part A exemption “No”
  - Pay for Part A now.
  - Pay for Part B after passing Part A.
- If select Part A exemption “Yes”
  - pay for both Part A and Part B.

- If you select 'Yes' for part A exemption, choose the exemption type (Fully/Partially).
  - Upload exemption document

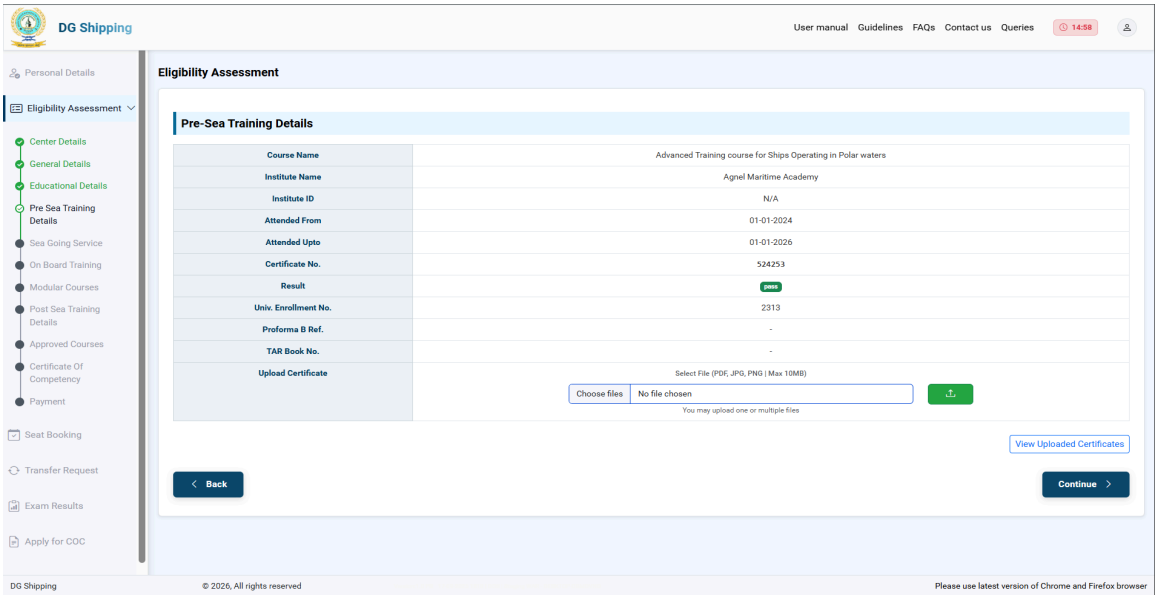
- Indian navy personnel?: Yes/No
  - If yes upload navy personnel document

- Paper selection (For exempted)

  - If you choose 'Fully' as the exemption type, all papers will be selected automatically.
  - If you choose 'Partially' as the exemption type, you must select the exempted papers manually.
- Click the “Save” button to proceed to the next section.

16.4. Pre-Sea Training Details Section

- After saving the educational details, you will be redirected to pre-sea training details.



- The following data will be automatically fetched from the Seafarer Profile (eSamudra).

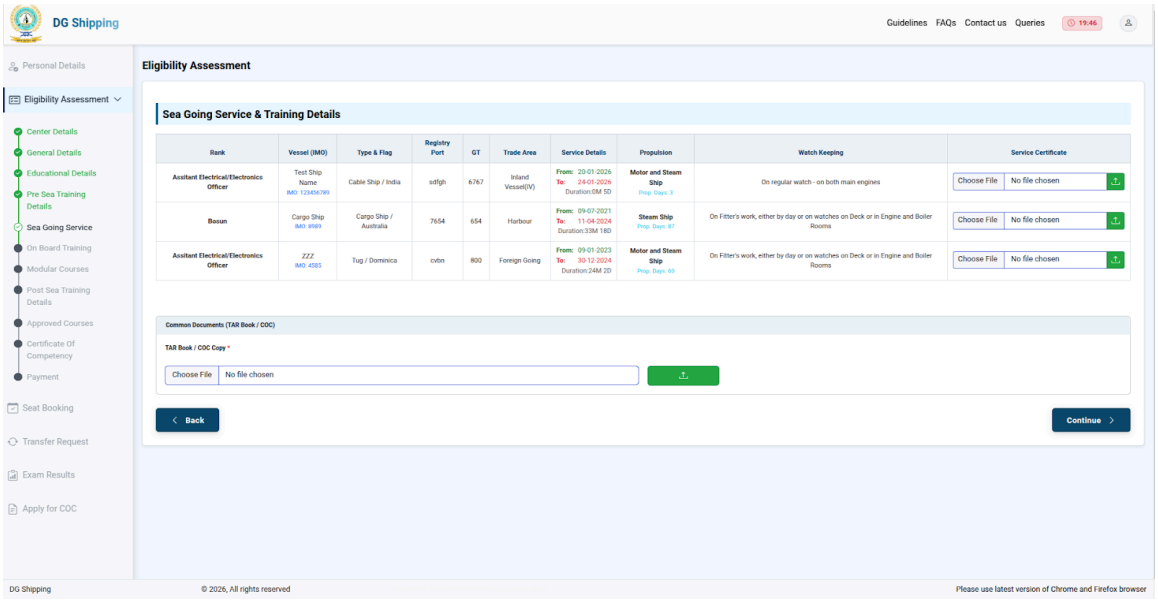
  - Course Name
  - Institute Name
  - Institute ID
  - Attended From / Attended Up to dates
  - Certificate Number
  - Result (Pass/Other)
  - University Enrollment Number
  - Proforma B Reference

- TAR Book Number

- Upload the pre-sea training certificate. Click “Choose Files”, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved.
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

16.5. Sea Going Service Section

- After saving the pre-sea training details, you will be redirected to the Sea Going Service section.

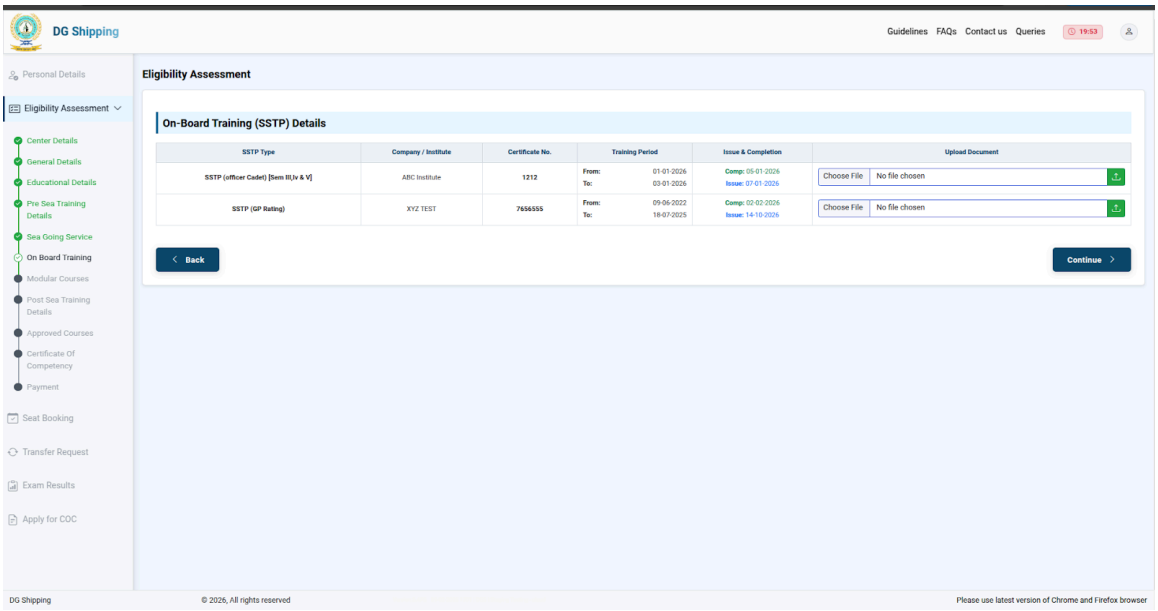


- This following data will be auto fetched from seafarer profile (esamudra)
  - Rank
  - Vessel Name and IMO Number
  - Vessel Type and Flag
  - Registry Port
  - Gross Tonnage (GT)
  - Trade Area
  - Service Period (From / To dates)
  - Total Duration (Months & Days)
  - Propulsion Type and Propelling Days
  - Watch Keeping Nature

- Upload the service certificate. Click “choose files “, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Upload the TAR book or CoC document. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Click the “Continue” button to proceed to the next section.

16.6. Onboard Training Section

- After Saving the sea-going service, you will be redirected to onboard training.

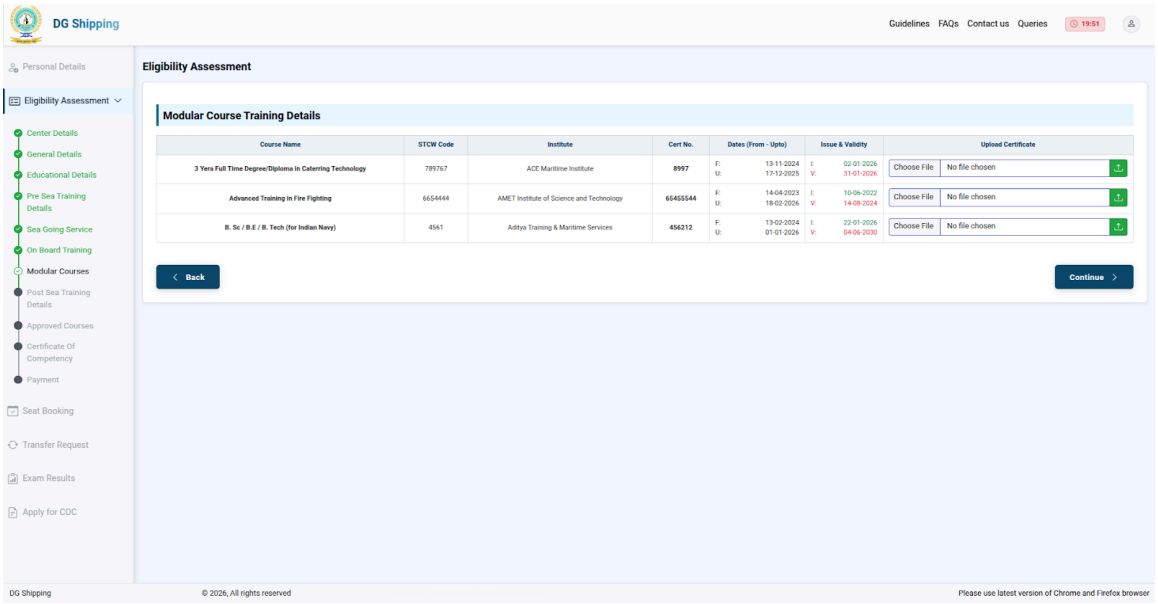


- This following data will be auto fetched from seafarer profile (esamudra)
  - SSTP / On-Board Training entries.
  - SSTP Type
  - Company / Institute Name
  - Certificate Number
  - Training Period (From and To dates)
  - Completion Date
  - Issue Date
- Upload document. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.

- Each training record requires its own certificate upload.
- Click the “Continue” button to proceed to the next section.

16.7. Modular Course Section

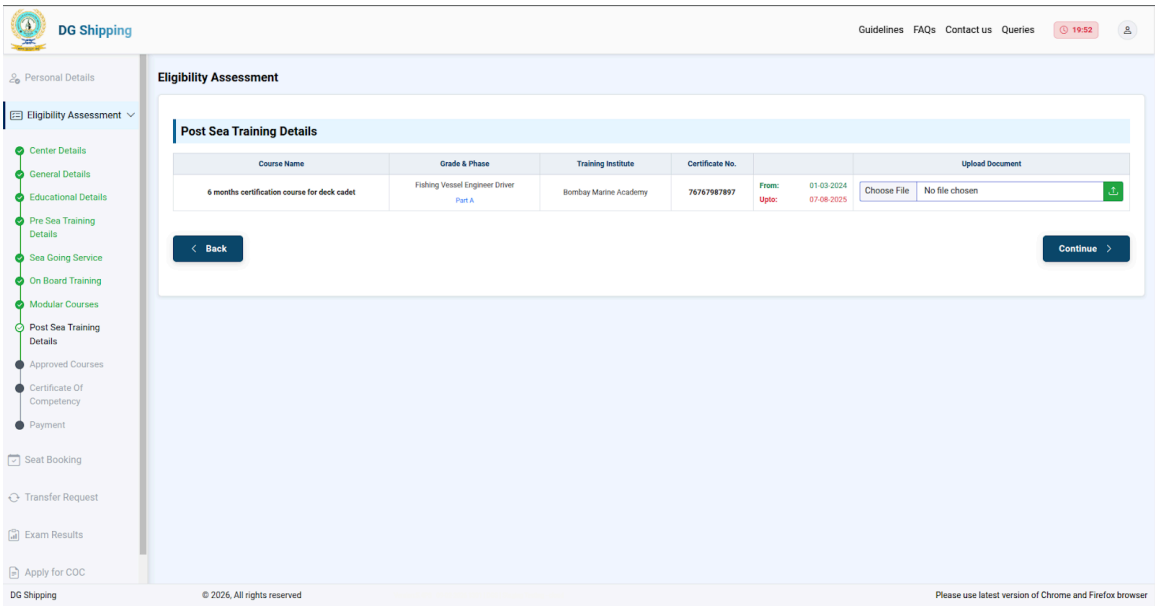
- After saving the onboard training details, you will be redirected to the Modular Course section.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - STCW Code
  - Training Institute
  - Certificate Number
  - Course Duration (From – Up to dates)
  - Issue Date
  - Validity Date
- Upload the modular course certificate. Click the “Choose files”, Select one or more files from your device, then click the green upload button to finish.
- Each course requires its own certificate upload.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

16.8. Post Sea Training Details

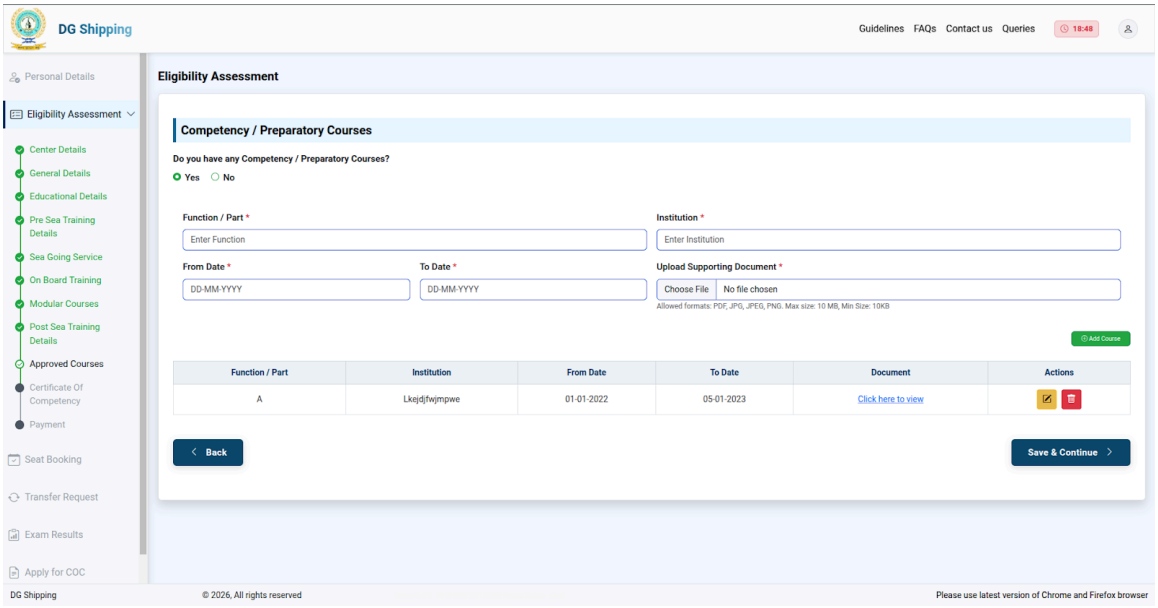
- After saving the modular course details, you will be redirected to the Post-Sea Training Details section.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Grade
  - Part / Phase
  - Training Institute
  - Certificate Number
  - Training Period (From – Up to)
- Upload the post-sea training certificate. Click the “Choose files”, select one or more files from your device, then click the green upload button to finish.
- Each course requires its own certificate upload.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

16.9. Approved Courses

- After saving the post sea training details, you will be redirected to competency/preparatory courses.



- Competency Preparatory Course Completed: Select Yes if you have completed the course. Select No if you have not completed the course.

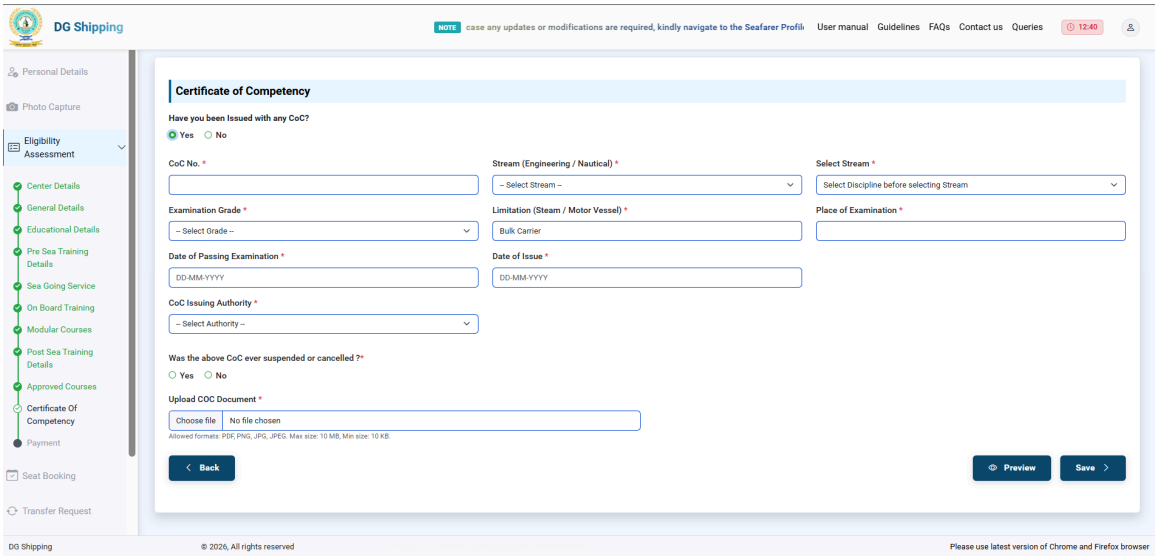
- If you selected “Yes,”

Function / Part

- Enter the function or part of the course.
- Enter the institution name where the course was completed.
- Select the start date of the course.
- Select the end date of the course.
- Upload the course certificate or supporting document.
- Click the “Add Course” button.
- The course will appear in the course list table below the form.
- Click the edit icon to modify course details.
- Click the delete icon to remove the course.
- Click the “Save” button to proceed to the next section.

16.10. Certificate of Competency

- After saving the approved details, you will be redirected to the certificate of competency.



- Certificate of competency (COC): Select Yes if you have a valid COC. Select No if you do not have a COC.

- If Yes is selected, the COC details form will be displayed.

- Enter your certificate number.
- Enter Certificate Details
- Select the Stream
- Select the Sub-Stream
- Select the Examination Grade
- The limitation field is auto-filled.
- Enter the place where the examination was passed.
- Select the date of exam passed
- Select the certificate issue date.
- Select COC issuing authority
- If “Other” is selected, enter the authority name.
- Select:
  - Yes ,if the certificate was cancelled.
  - No, if it was not cancelled.

- If “Yes” is selected, enter:

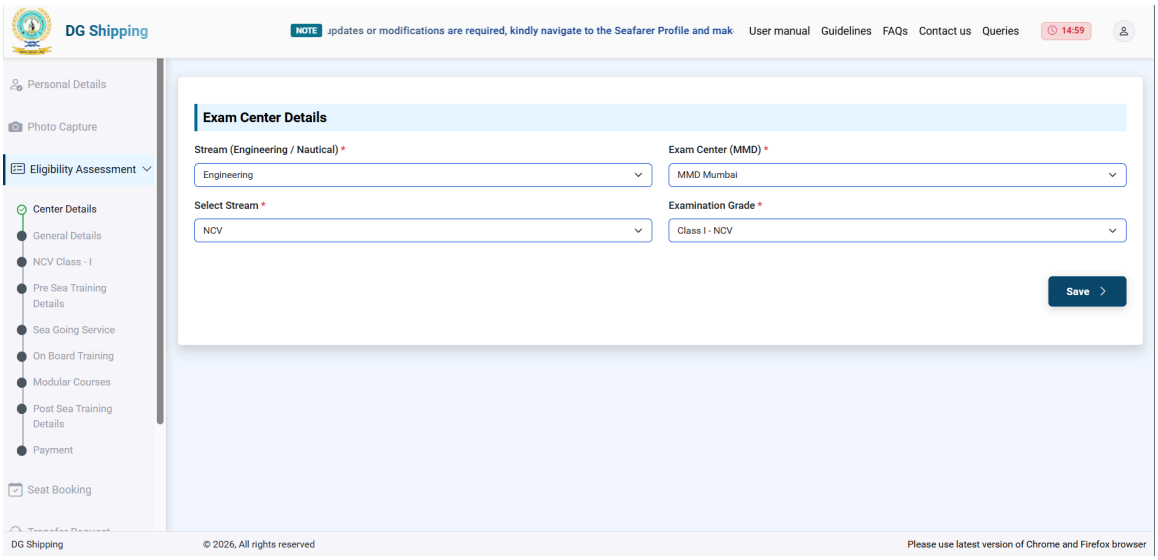
- Date of cancellation
- Cause
- Issuance authority
- Upload the CoC document

- Click the “Save” button to proceed to the next section.

17.NCV Class I

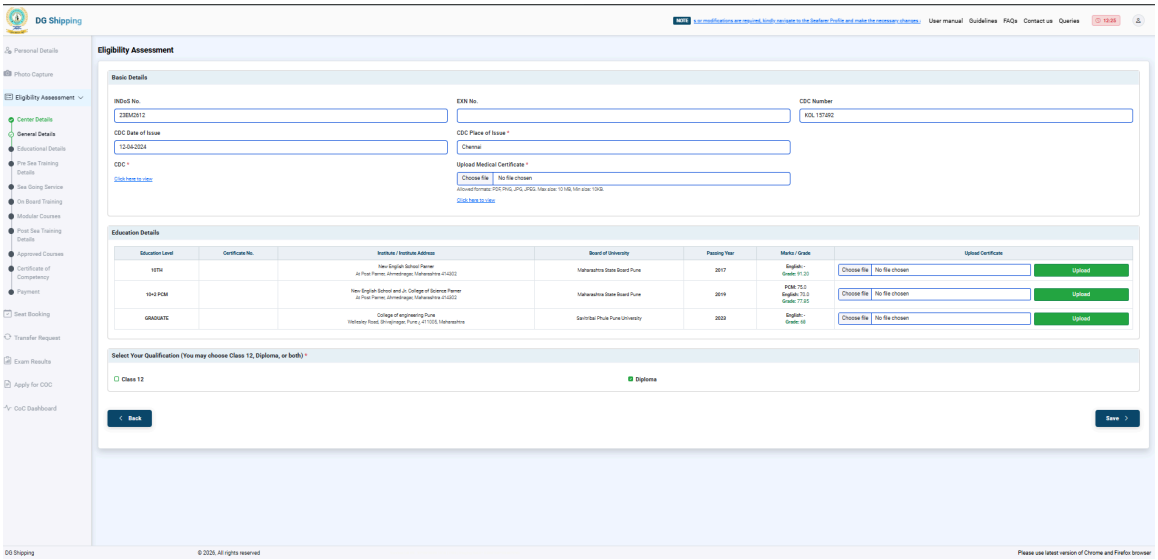
17.1. Exam Center Details

- Choose your Stream, Exam center, Sub-Stream and Grade from the available options.
- Click the “Save” button.



17.2. General Details Page

- After saving the exam center details, the general details page will be displayed.



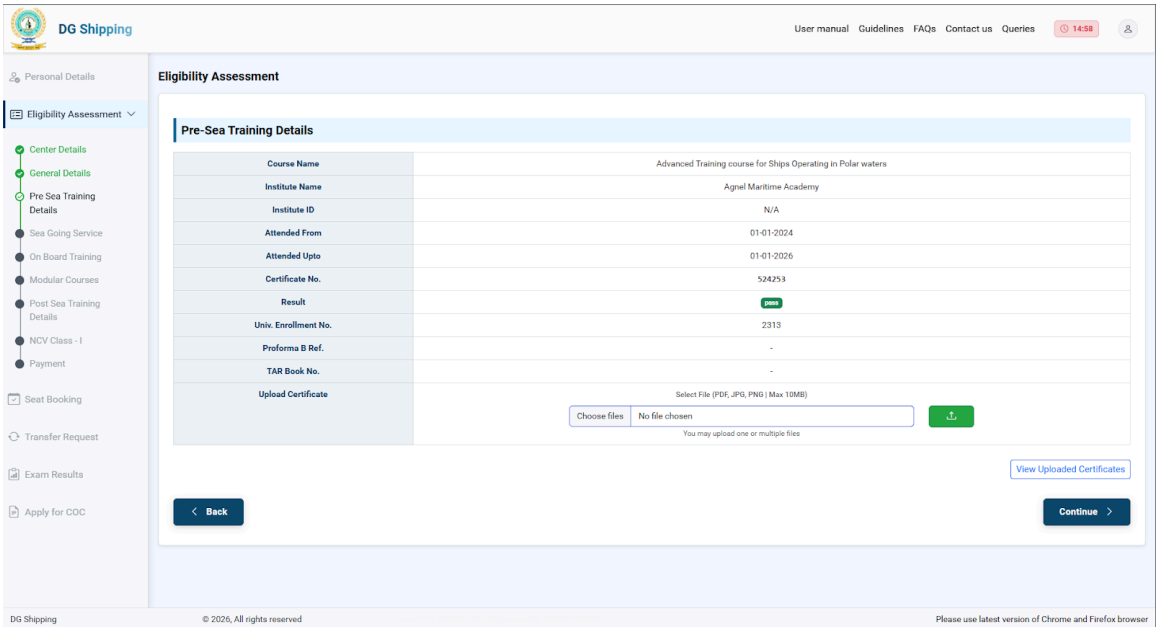
- Enter EXN number (if applicable).
- Enter the CDC place of issue.
- When the CDC certificate is uploaded in the personal details section, the document is automatically fetched.
- Upload the medical certificate.

Educational Qualification Details

- The data is automatically fetched from the seafarer profile (esamudra). Upload the certificate for each education level.
- Select Your qualification (If applicable select both)
- Click the “Save” button to proceed to the next section.

17.3. Pre-Sea Training Details Section

- After saving the general details, you will be redirected to pre sea training details.



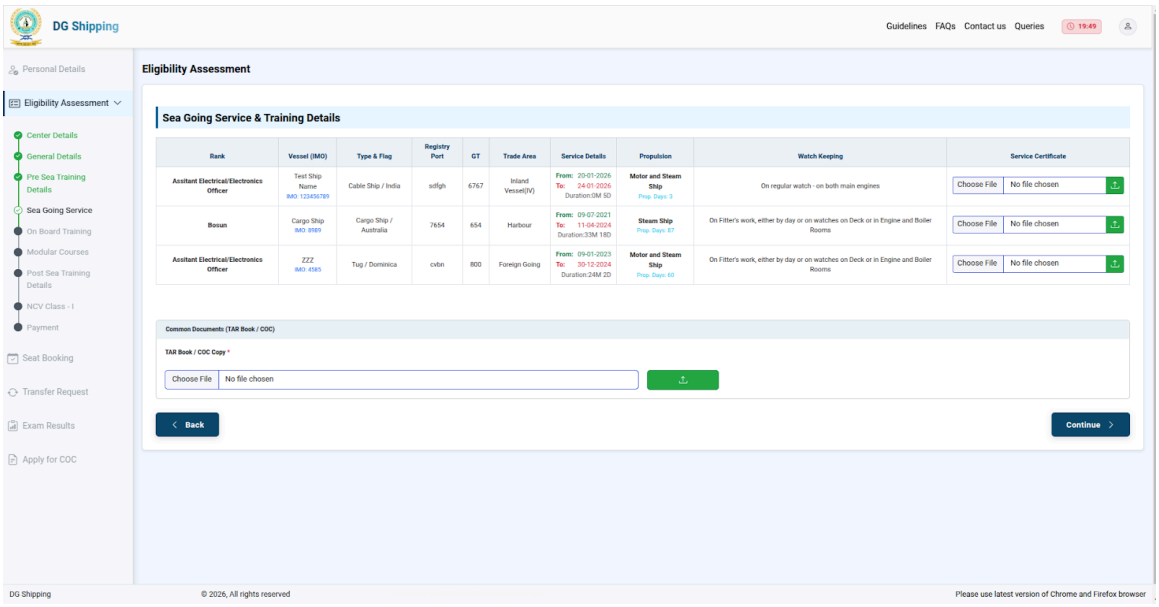
- This following data will be auto fetched from seafarer profile (esamudra)
    - Course Name
    - Institute Name
    - Institute ID
    - Attended From / Attended Up to dates
    - Certificate Number
    - Result (Pass/Other)

- University Enrollment Number
- Proforma B Reference
- TAR Book Number

- Upload the pre-sea training certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

17.4. Sea Going Service Section

- After saving the pre sea training details, you will be redirected to sea going service.



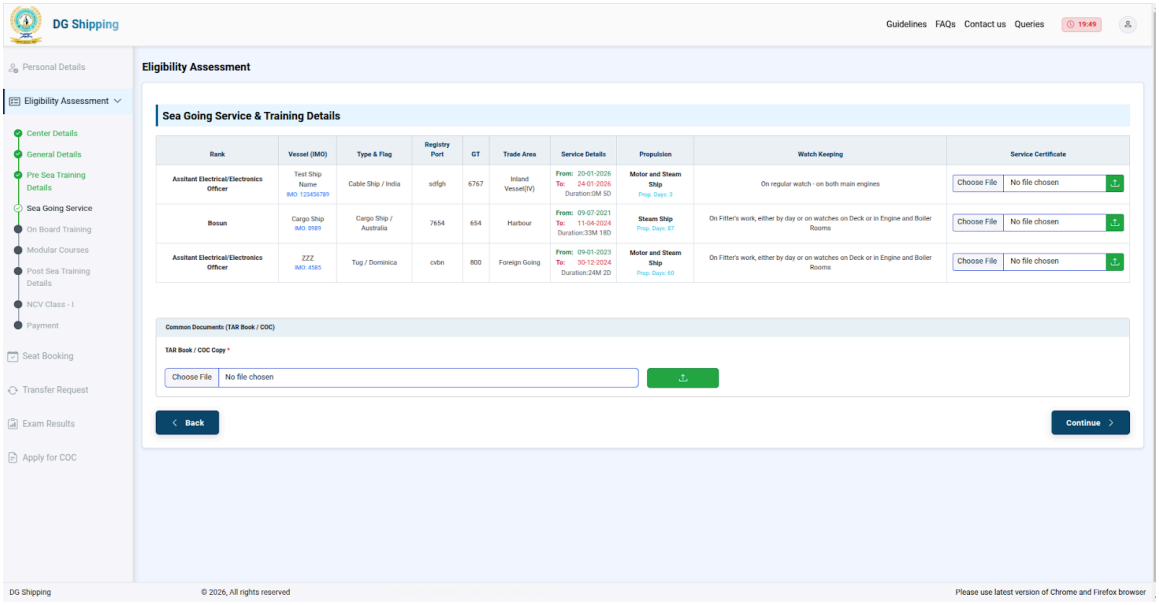
- This following data will be auto fetched from seafarer profile (esamudra)
  - Rank
  - Vessel Name and IMO Number
  - Vessel Type and Flag
  - Registry Port
  - Gross Tonnage (GT)
  - Trade Area
  - Service Period (From / To dates)
  - Total Duration (Months & Days)
  - Propulsion Type and Propelling Days

- Watch Keeping Nature

- Upload the service certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Upload the TAR book or CoC document. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Click the “Continue” button to proceed to the next section.

17.5. Onboard Training Section

- After saving the sea going service, you will be redirected to onboard training.

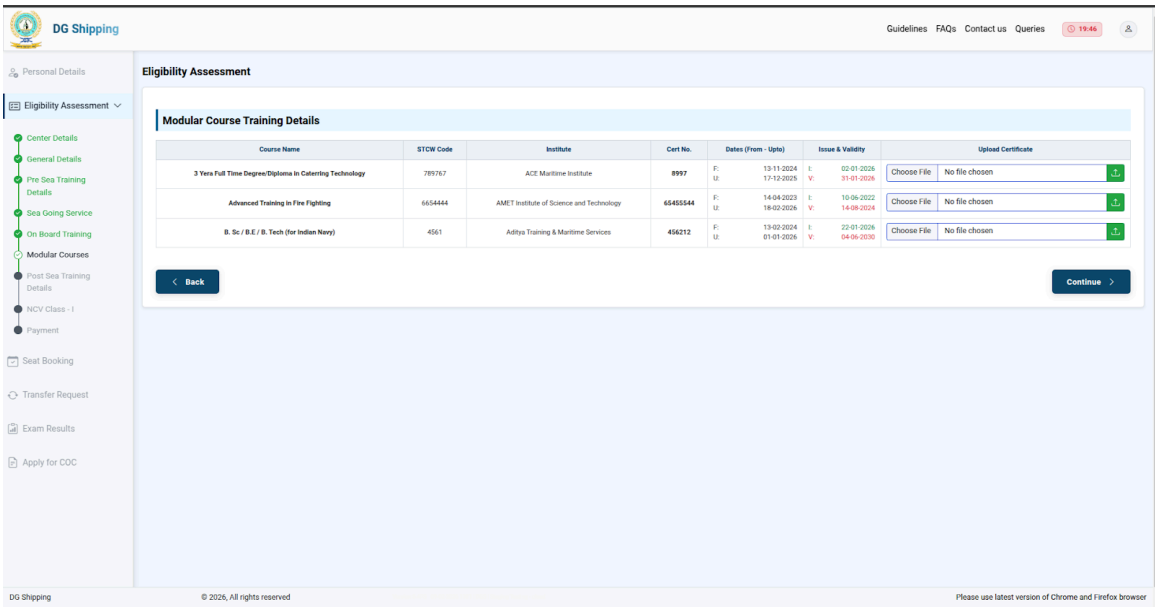


- This following data will be auto fetched from seafarer profile (esamudra)
  - SSTP / On-Board Training entries.
  - SSTP Type
  - Company / Institute Name
  - Certificate Number
  - Training Period (From and To dates)
  - Completion Date
  - Issue Date
- Upload document. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.

- Each training record requires its own certificate upload.
- Click the “Continue” button to proceed to the next section.

17.6. Modular Course Section

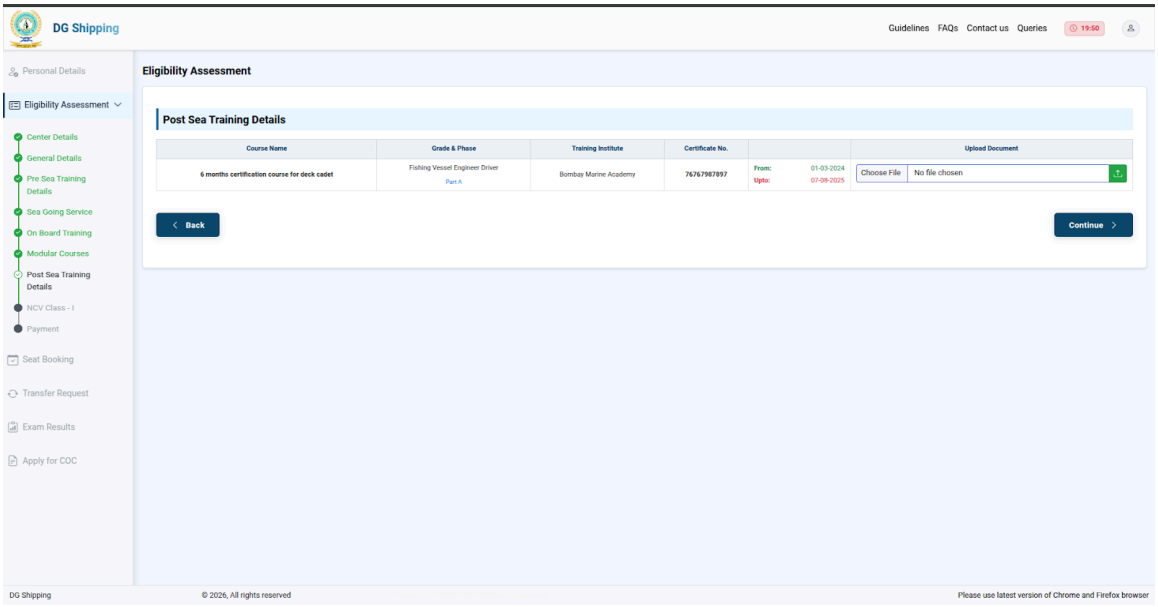
- After saving the onboard training, you will be redirected to the modular course.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - STCW Code
  - Training Institute
  - Certificate Number
  - Course Duration (From – Up to dates)
  - Issue Date
  - Validity Date
- Uploading modular course certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Each course requires its own certificate upload.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

17.7. Post Sea Training Details

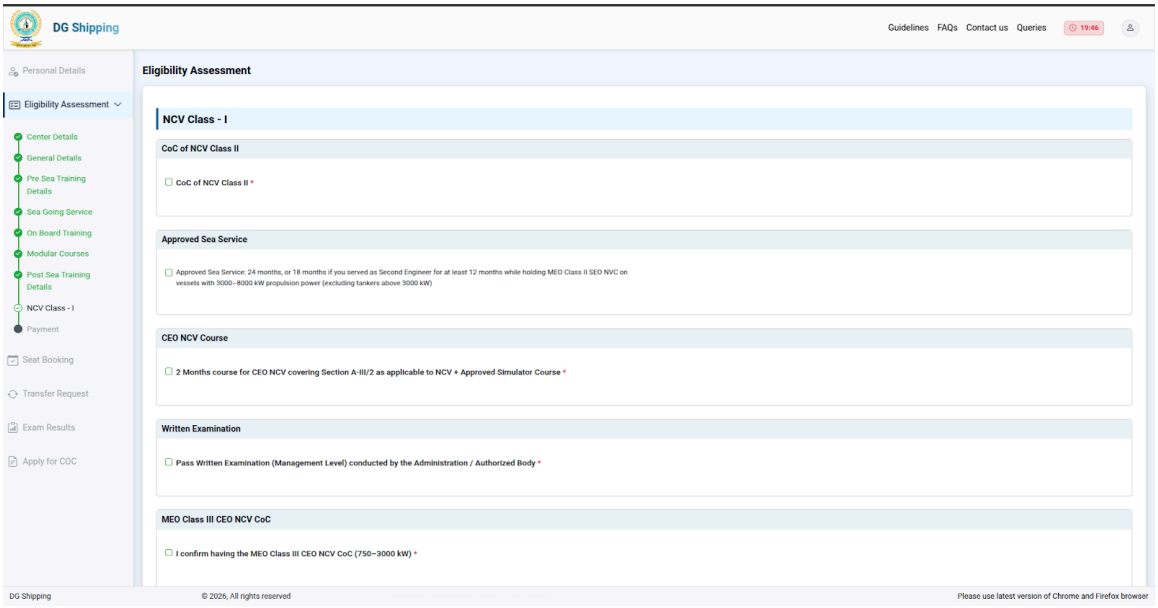
- After saving the modular course, you will be redirected to post sea training details.



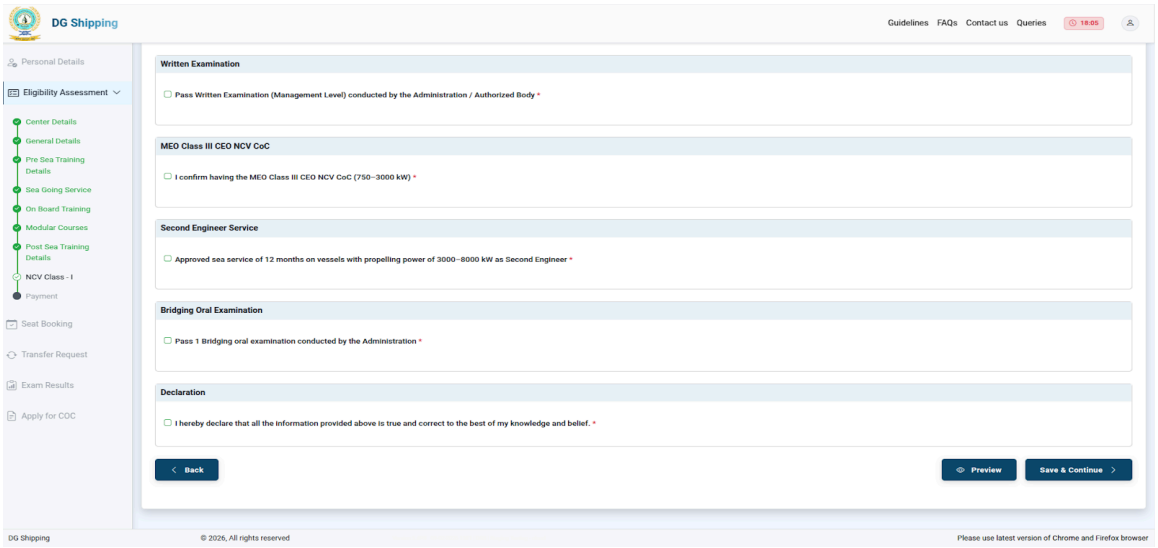
- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Grade
  - Part / Phase
  - Training Institute
  - Certificate Number
  - Training Period (From – Up to)
- Uploading post sea training certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Each course requires its own certificate upload.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

17.8. NCV Class I

- After saving the post sea training details**,** you will be redirected to ncv class I page.



- Tick CoC of NCV class II. Upload the certificate.
- Tick the approved sea service checkbox. Upload sea service proof.
- Tick the CEO NCV course checkbox. Upload course completion certificate.
- Tick the written examination checkbox. Upload the written exam certificate.
- Tick the checkbox confirming you hold this CoC. Upload the certificate.



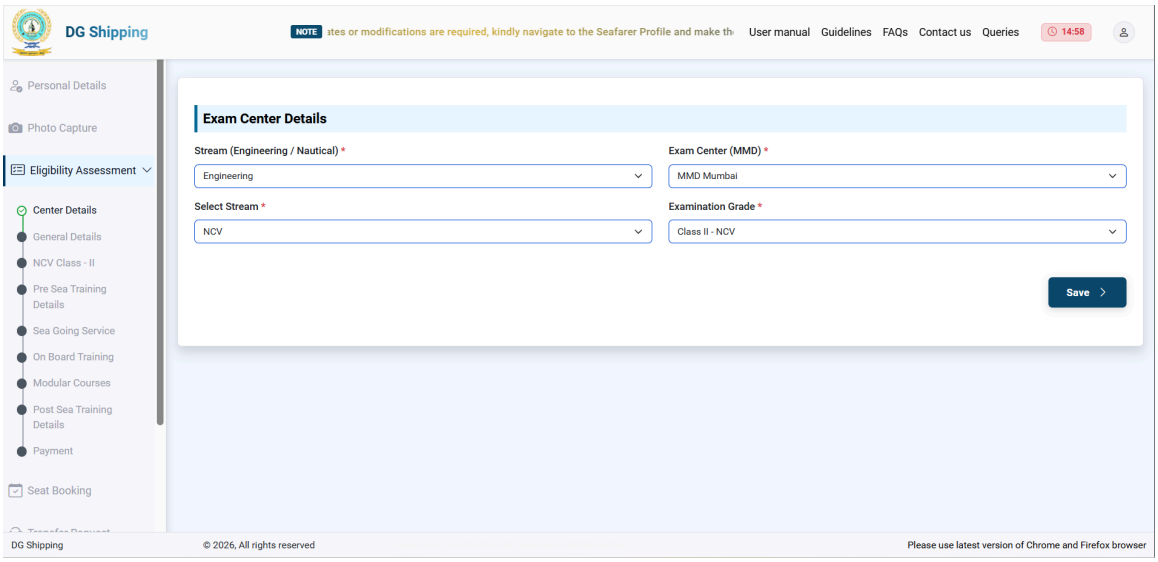
- Tick the checkbox for 12 months approved sea service as second engineer. Upload supporting documents.
- Tick the checkbox confirming you passed the bridging oral exam. Upload the certificate.
- Tick the declaration checkbox to confirm all details are correct.

- Click the “Save” button to proceed to the next section.

18.NCV Class II

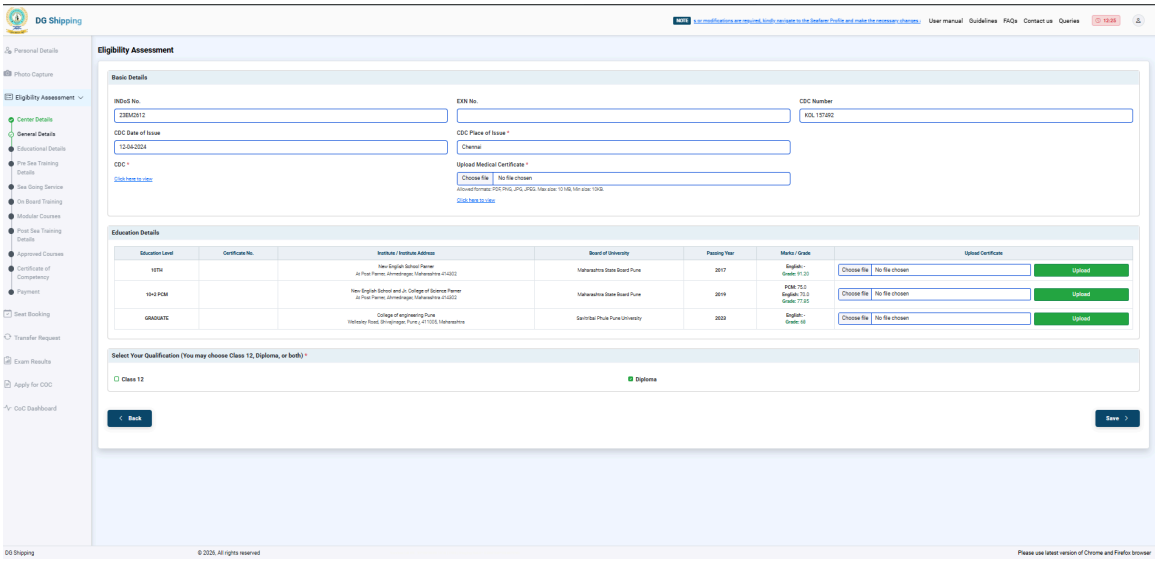
18.1. Exam Center Details

- Choose your Stream, Exam center, Sub-Stream and Grade from the available options.
- Click the “Save” button.



18.2. General Details Page

- After saving the exam center details, the general details page will be displayed.



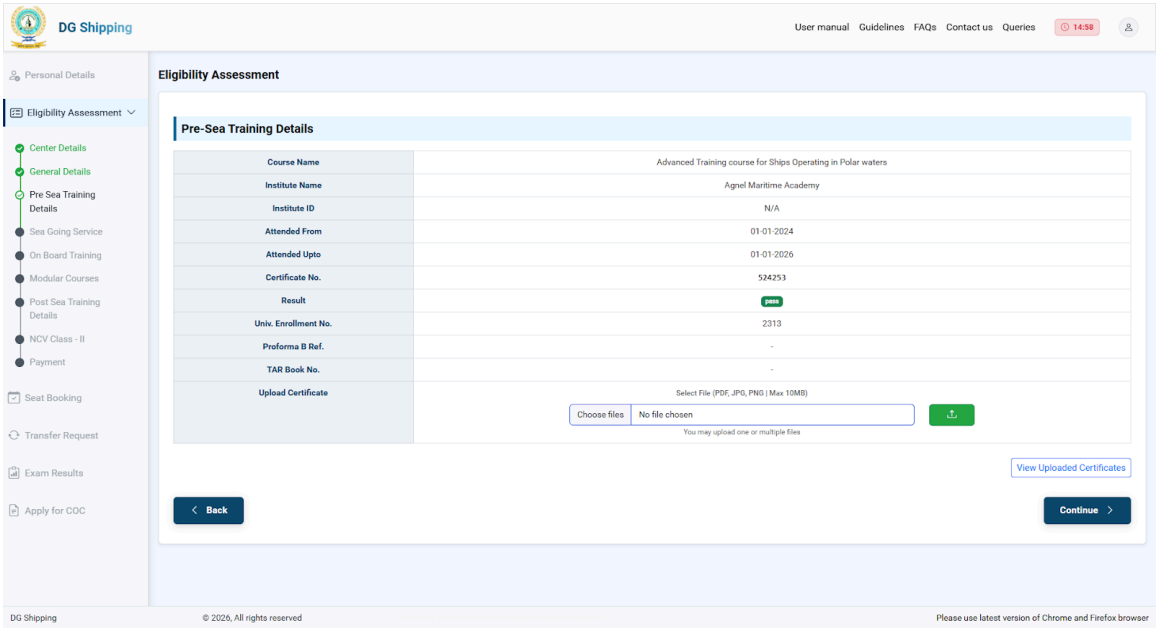
- Enter EXN number (if applicable).
- Enter the CDC place of issue.
- When the CDC certificate is uploaded in the personal details section, the document is automatically fetched.
- Upload the medical certificate.

Educational Qualification Details

- The data is automatically fetched from the seafarer profile (esamudra). Upload the certificate for each education level.
- Select Your qualification (If applicable select both)
- Click the “Save” button to proceed to the next section.

18.3. Pre-Sea Training Details Section

- After saving the educational details, you will be redirected to pre sea training details.



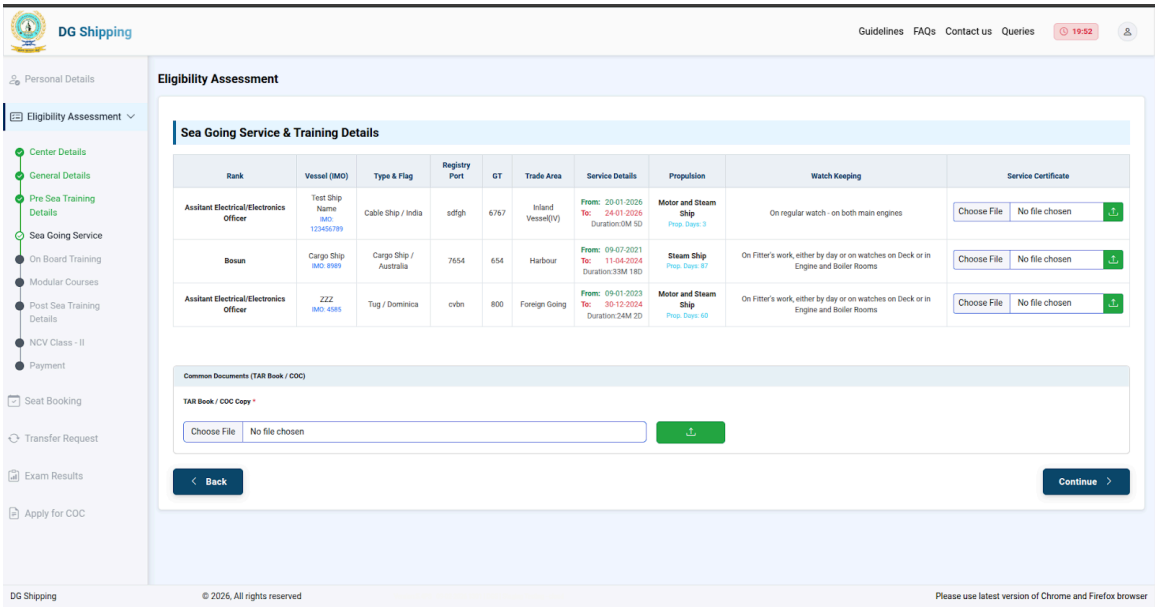
- This following data will be auto fetched from seafarer profile (esamudra)
    - Course Name
    - Institute Name
    - Institute ID
    - Attended From / Attended Up to dates
    - Certificate Number
    - Result (Pass/Other)

- University Enrollment Number
- Proforma B Reference
- TAR Book Number

- Upload the pre-sea training certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

18.4. Sea Going Service Section

- After saving the pre sea training details, you will be redirected to sea going service.

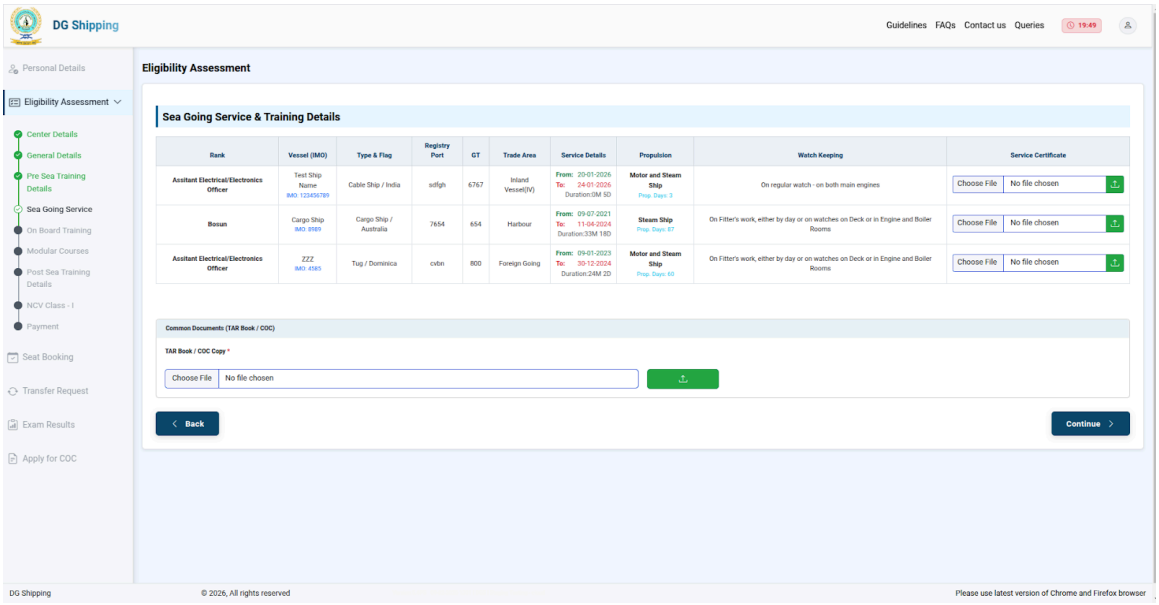


- This following data will be auto fetched from seafarer profile (esamudra)
  - Rank
  - Vessel Name and IMO Number
  - Vessel Type and Flag
  - Registry Port
  - Gross Tonnage (GT)
  - Trade Area
  - Service Period (From / To dates)
  - Total Duration (Months & Days)
  - Propulsion Type and Propelling Days
  - Watch Keeping Nature

- Upload the service certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Upload the TAR book or CoC document. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Click the “Continue” button to proceed to the next section.

18.5. Onboard Training Section

- After saving the sea going service, you will be redirected to the onboard training page.

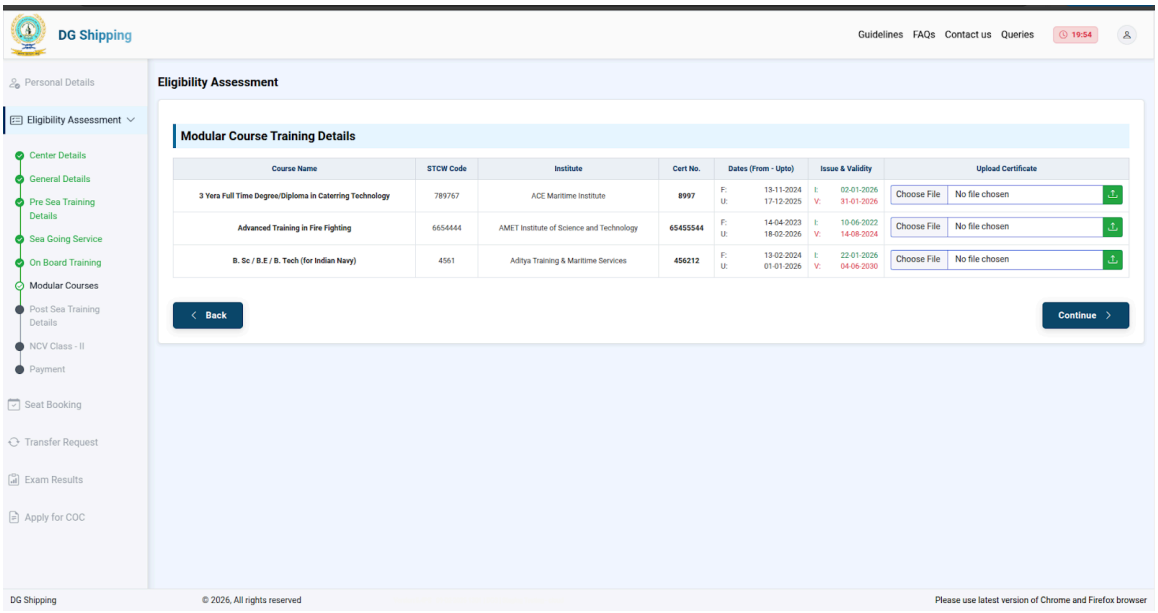


- This following data will be auto fetched from seafarer profile (esamudra)
  - SSTP / On-Board Training entries.
  - SSTP Type
  - Company / Institute Name
  - Certificate Number
  - Training Period (From and To dates)
  - Completion Date
  - Issue Date
- Upload document. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.

- Each training record requires its own certificate upload.
- Click the “Continue” button to proceed to the next section.

18.6. Modular Course Section

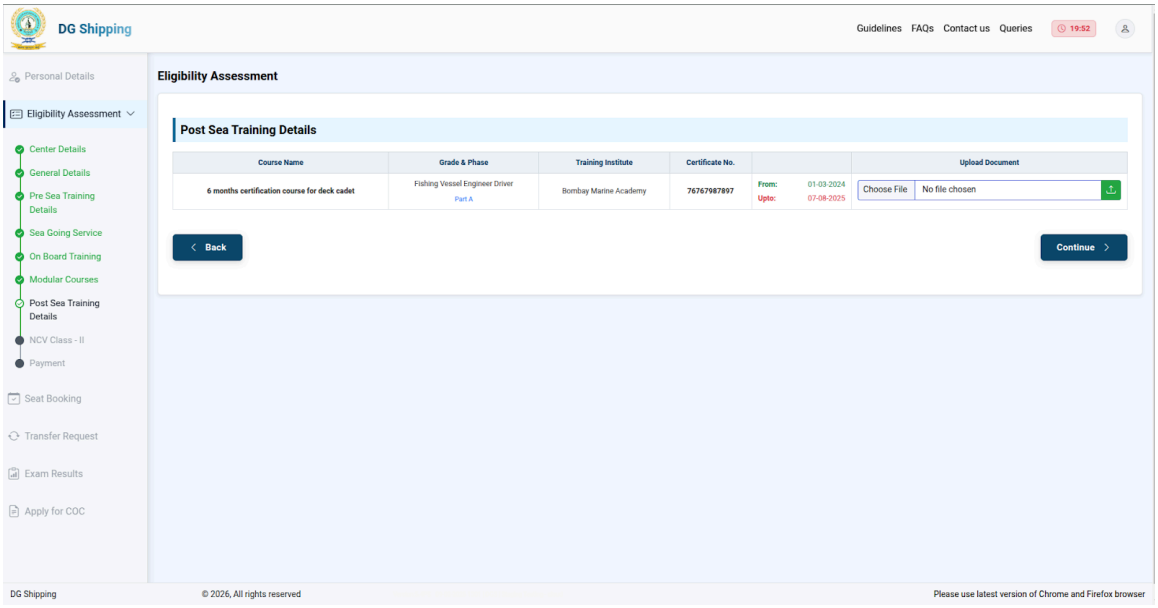
- After saving the onboard training, you will be redirected to the modular course.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - STCW Code
  - Training Institute
  - Certificate Number
  - Course Duration (From – Up to dates)
  - Issue Date
  - Validity Date
- Uploading Modular Course Certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Each course requires its own certificate upload.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

18.7. Post Sea Training Details

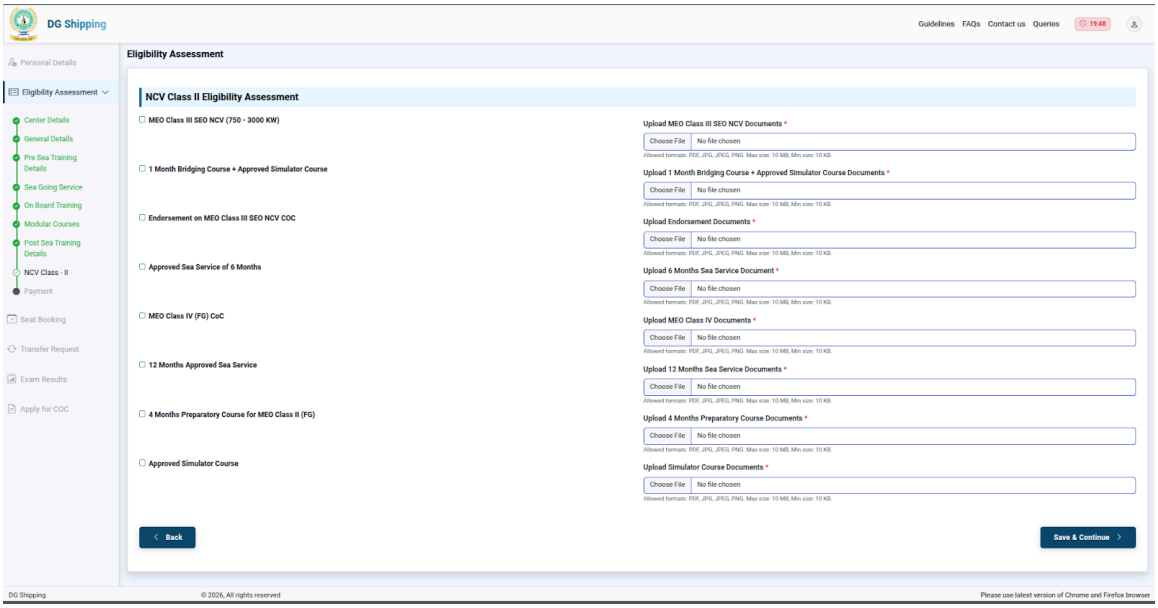
- After saving the modular course, you will be redirected to post sea training details.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Grade
  - Part / Phase
  - Training Institute
  - Certificate Number
  - Training Period (From – Up to)
- Uploading post sea training certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Each course requires its own certificate upload.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

18.8. NCV Class II

- After saving the post sea training details, you will be redirected to ncv class II page.

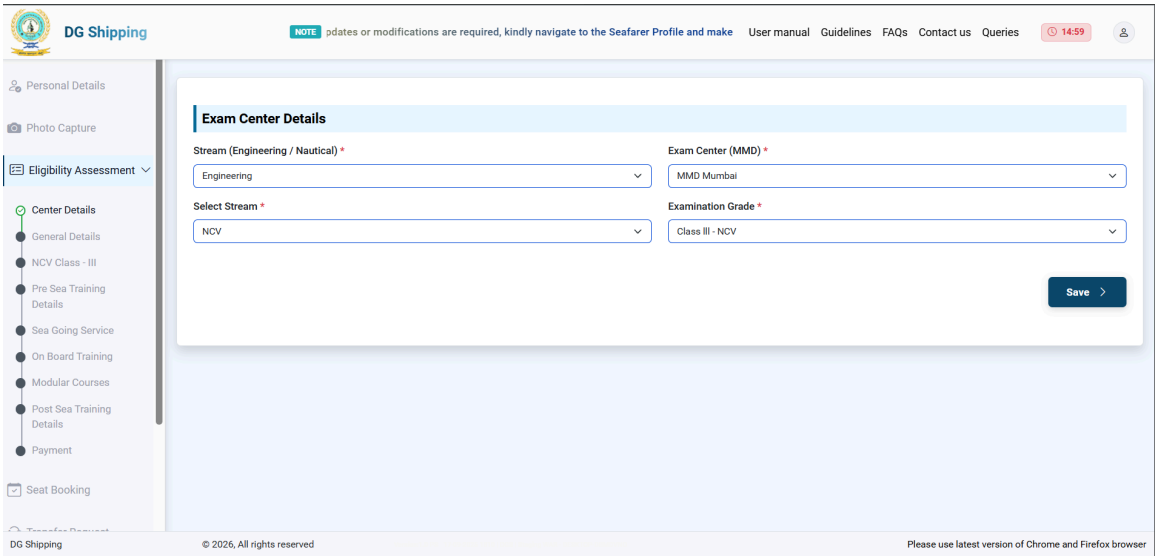


- Tick the checkbox MEO class III SEO NCV (750–3000 KW). Upload the MEO class III SEO NCV certificate.
- Tick the checkbox month bridging course + approved simulator course. Upload the bridging course and simulator course certificates.
- Tick the checkbox endorsement on MEO class III SEO NCV CoC. Upload the endorsement document.
- Tick the checkbox approved sea service for 6 months. Upload the 6 months sea service proof.
- Tick the checkbox MEO class IV (FG) CoC. Upload the MEO class IV certificate.
- Tick the checkbox months approved sea service. Upload the 12 months sea service proof.
- Tick the checkbox months preparatory course for MEO class II (FG). Upload the preparatory course certificate.
- Tick the checkbox approved simulator course. Upload the simulator course certificate.
- Click the “Save” button to proceed to the next section.

19.NCV Class III - SEO

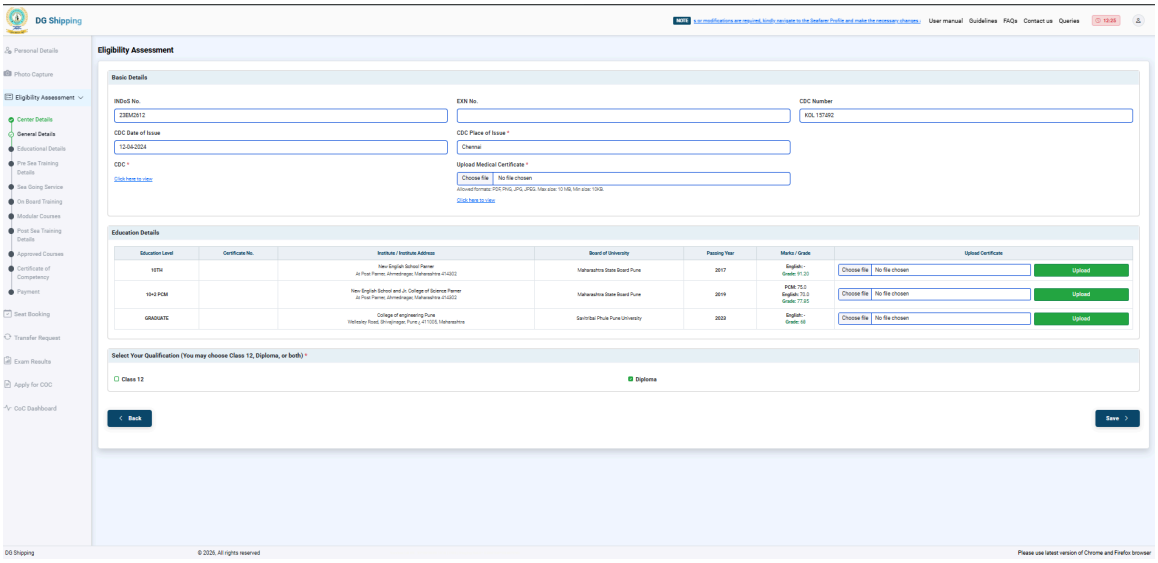
19.1. Exam Center Details

- Choose your Stream, Exam Center, Sub-Stream, and Grade from the available options.
- Click the “Save” button.



19.2. General Details Page

- After saving the exam center details, the general details page will be displayed.



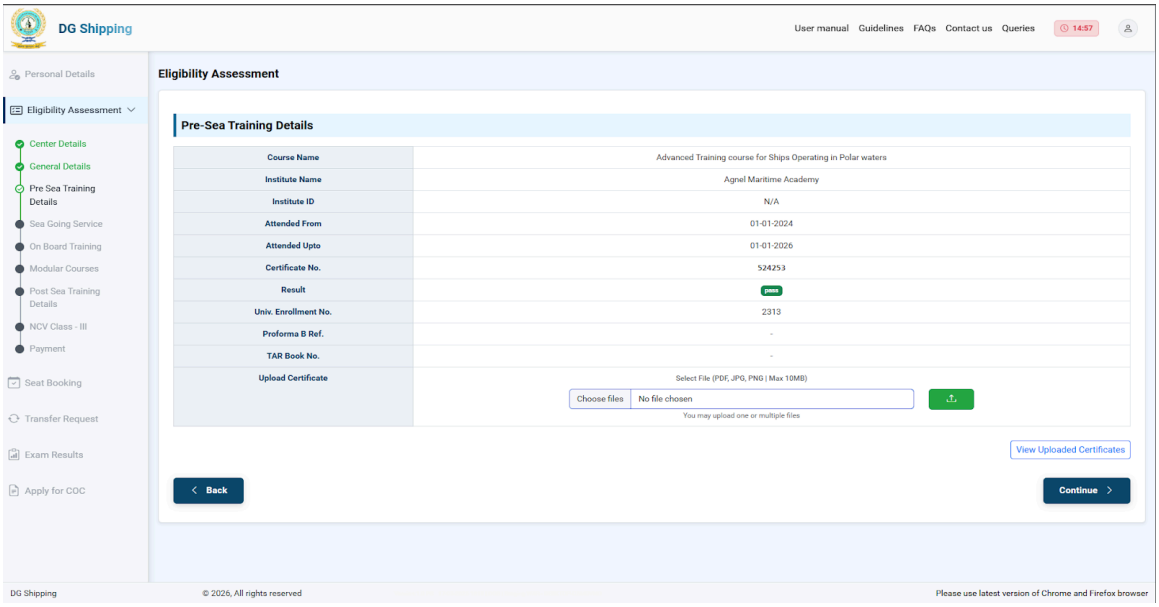
- Enter EXN number (if applicable).
- Enter the CDC place of issue.
- When the CDC certificate is uploaded in the personal details section, the document is automatically fetched.
- Upload the medical certificate.

Educational Qualification Details

- The data is automatically fetched from the seafarer profile (esamudra). Upload the certificate for each education level.
- Select Your qualification (If applicable select both)
- Click the “Save” button to proceed to the next section.

19.3. Pre-Sea Training Details Section

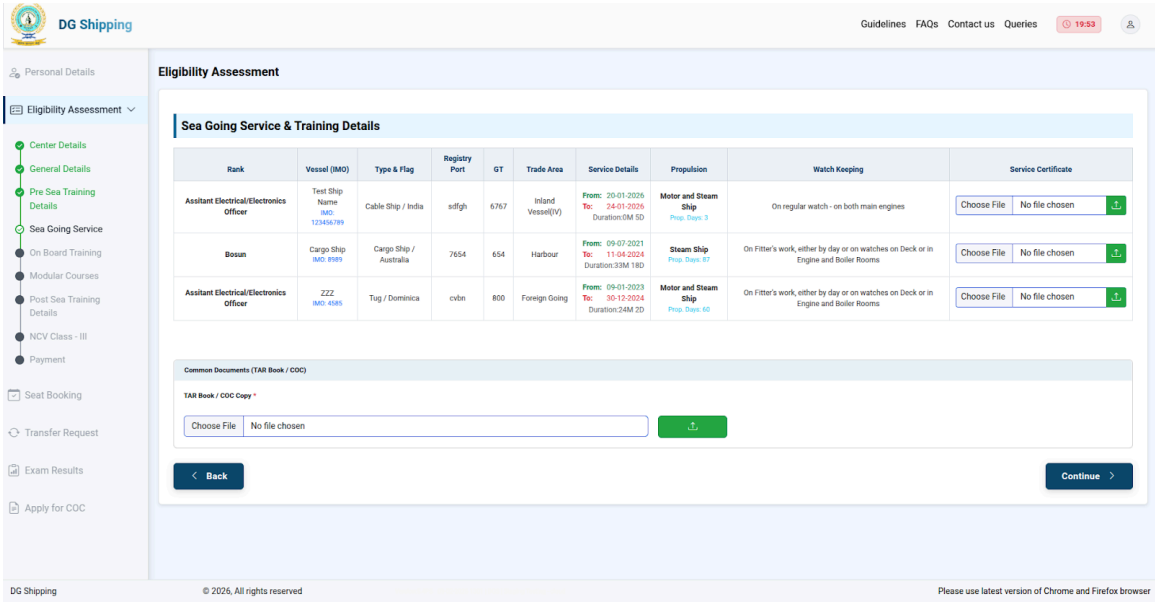
- After saving the educational details, you will be redirected to the Pre-Sea Training Details section.



- The following data will be automatically fetched from the Seafarer Profile (eSamudra).
  - Course Name
  - Institute Name
  - Institute ID
  - Attended From / Attended Up to dates
  - Certificate Number
  - Result (Pass/Other)
  - University Enrollment Number
  - Proforma B Reference
  - TAR Book Number
- Upload the Pre - Sea training certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

19.4. Sea Going Service Section

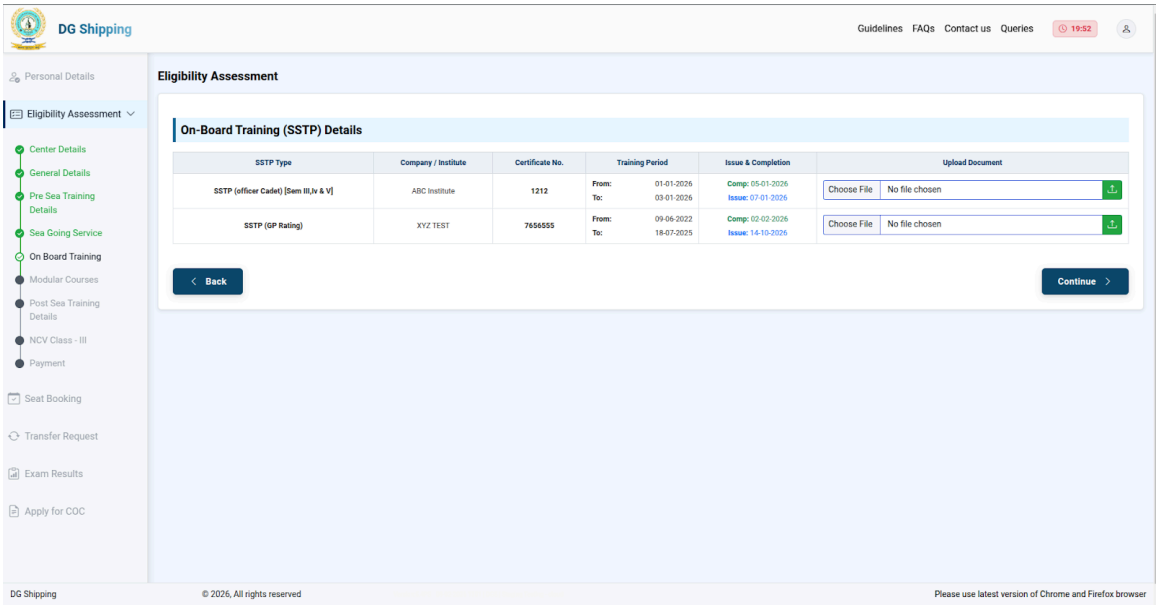
- After saving the pre-sea training details, you will be redirected to the sea going service section.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Rank
  - Vessel Name and IMO Number
  - Vessel Type and Flag
  - Registry Port
  - Gross Tonnage (GT)
  - Trade Area
  - Service Period (From / To dates)
  - Total Duration (Months & Days)
  - Propulsion Type and Propelling Days
  - Watch Keeping Nature
- Upload the service certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Upload the TAR book or CoC document. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Click the “Continue” button to proceed to the next section.

19.5. Onboard Training Section

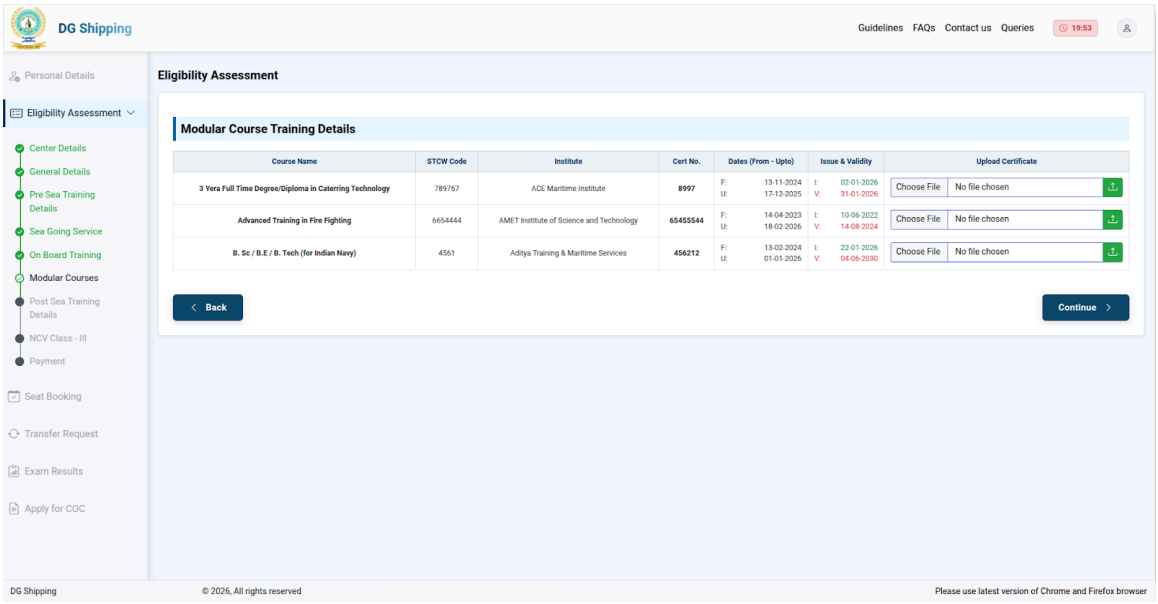
- After saving the pre-sea training details, you will be redirected to the sea going service section.



- This following data will be auto fetched from seafarer profile (esamudra)
  - SSTP / On-Board Training entries.
  - SSTP Type
  - Company / Institute Name
  - Certificate Number
  - Training Period (From and To dates)
  - Completion Date
  - Issue Date
- Upload the document. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Each training record requires its own certificate upload.
- Click the “Continue” button to proceed to the next section.

19.6. Modular Course Section

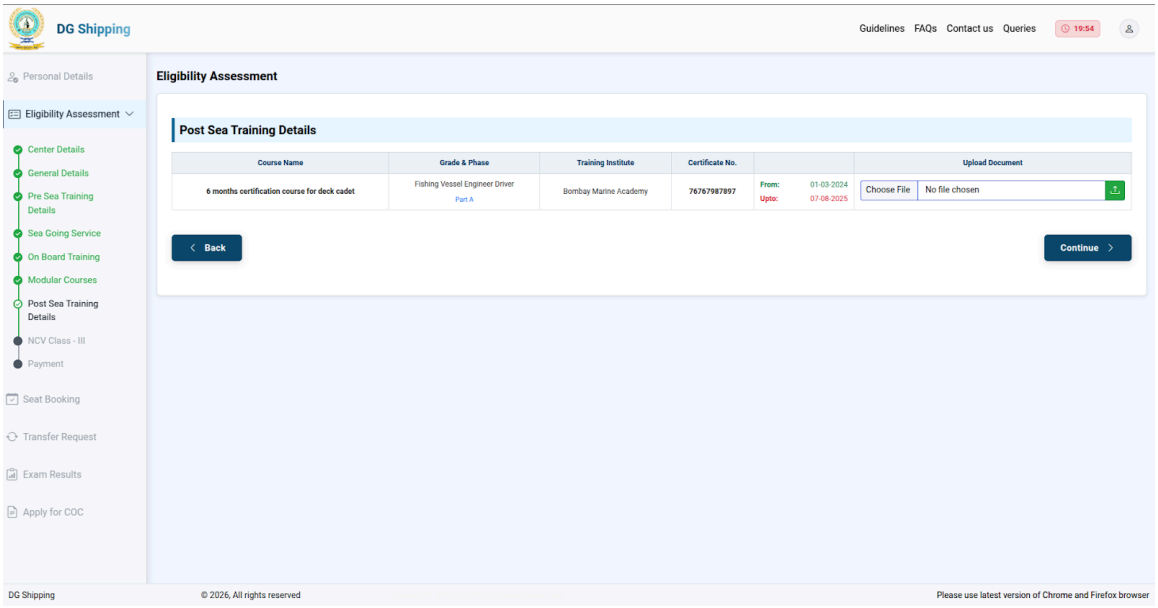
- After saving the onboard training details, you will be redirected to the modular course section.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - STCW Code
  - Training Institute
  - Certificate Number
  - Course Duration (From – Up to dates)
  - Issue Date
  - Validity Date
- Upload the modular course certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Each course requires its own certificate upload.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

19.7. Post Sea Training Details

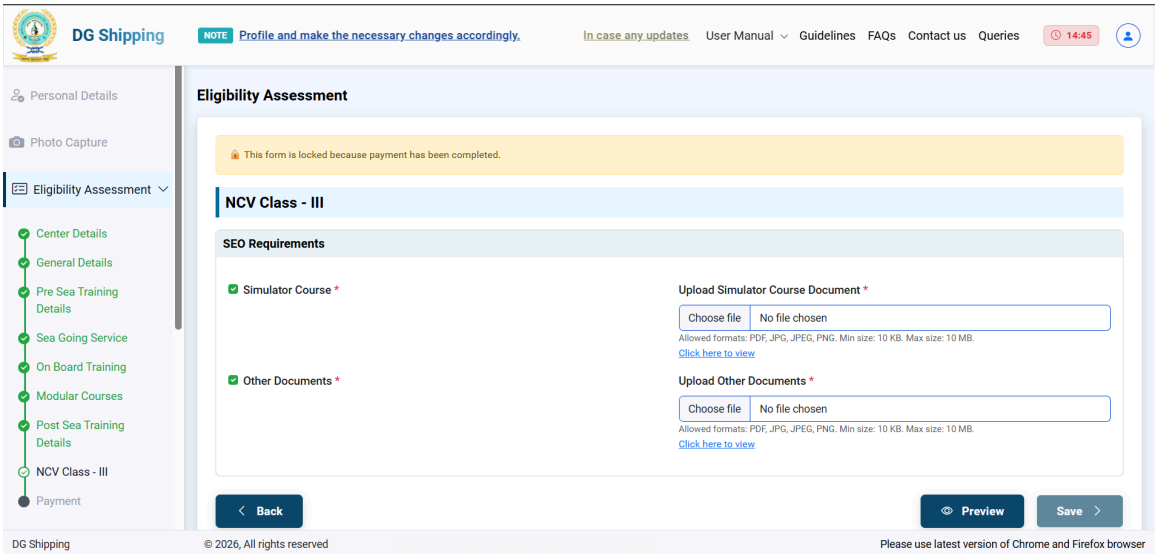
- After saving the modular course details, you will be redirected to the post-sea training details section.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Grade
  - Part / Phase
  - Training Institute
  - Certificate Number
  - Training Period (From – Up to)
- Upload the post-sea training certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Each course requires its own certificate upload.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

19.8. NCV Class III - SEO

- After saving the post-sea training details, you will be redirected to the NCV class III page.



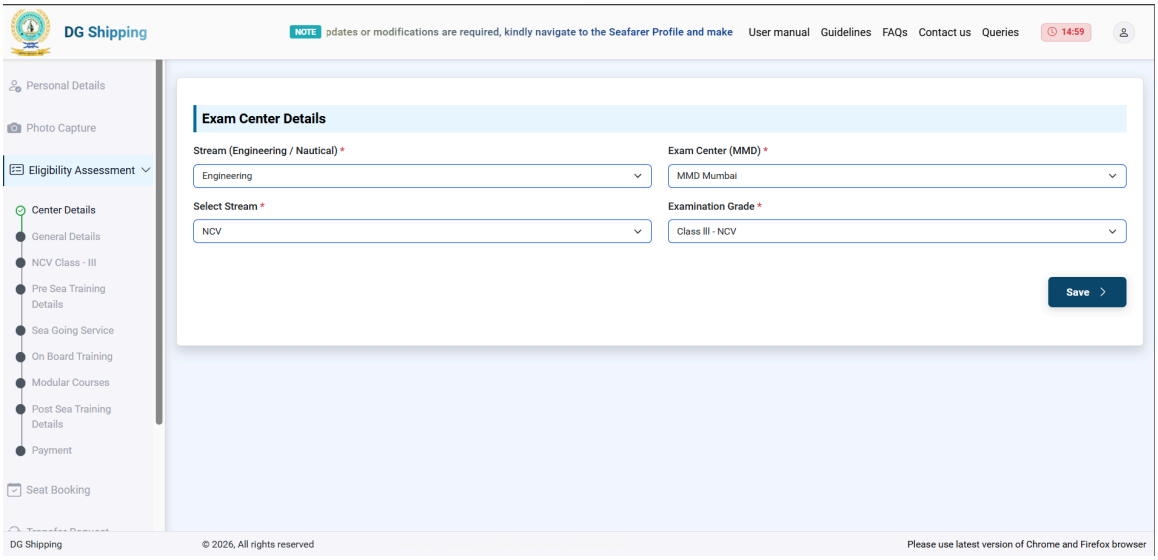
- Tick the checkbox for the simulator course. Upload the simulator course certificate.
  - Tick the checkbox for other documents. Upload the supporting documents as required.

- If a document is uploaded:
  - A “Click here to view” link will appear.
  - Click the link to open the uploaded file.

20.NCV Class III - CEO

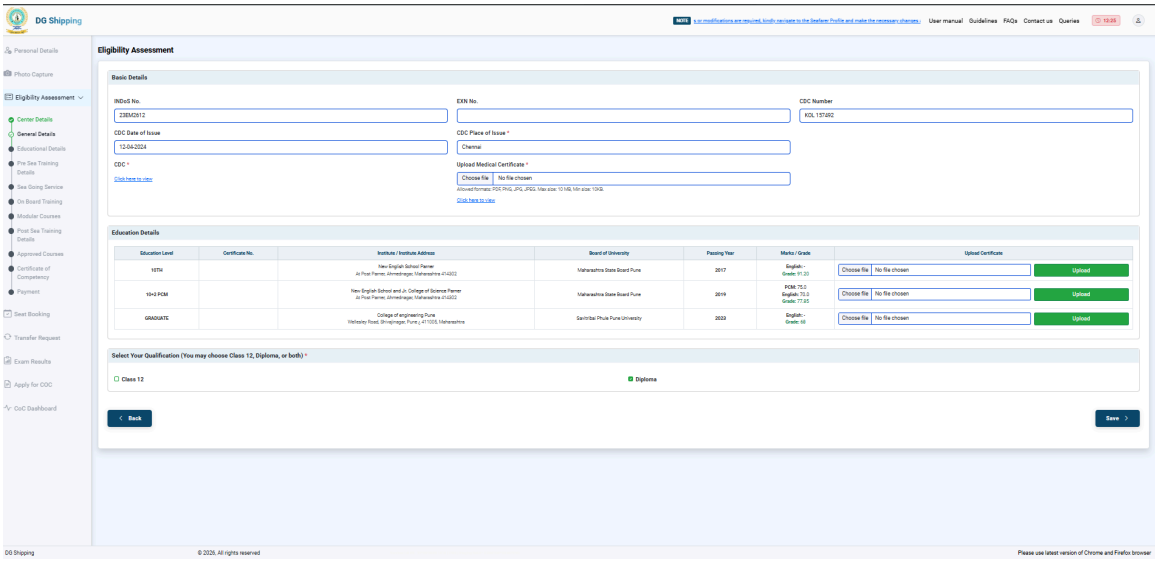
20.1. Exam Center Details

- Choose your Stream, Exam Center, Sub-Stream, and Grade from the available options.
- Click the “Save” button.



20.2. General Details Page

- After saving the exam center details, the general details page will be displayed.



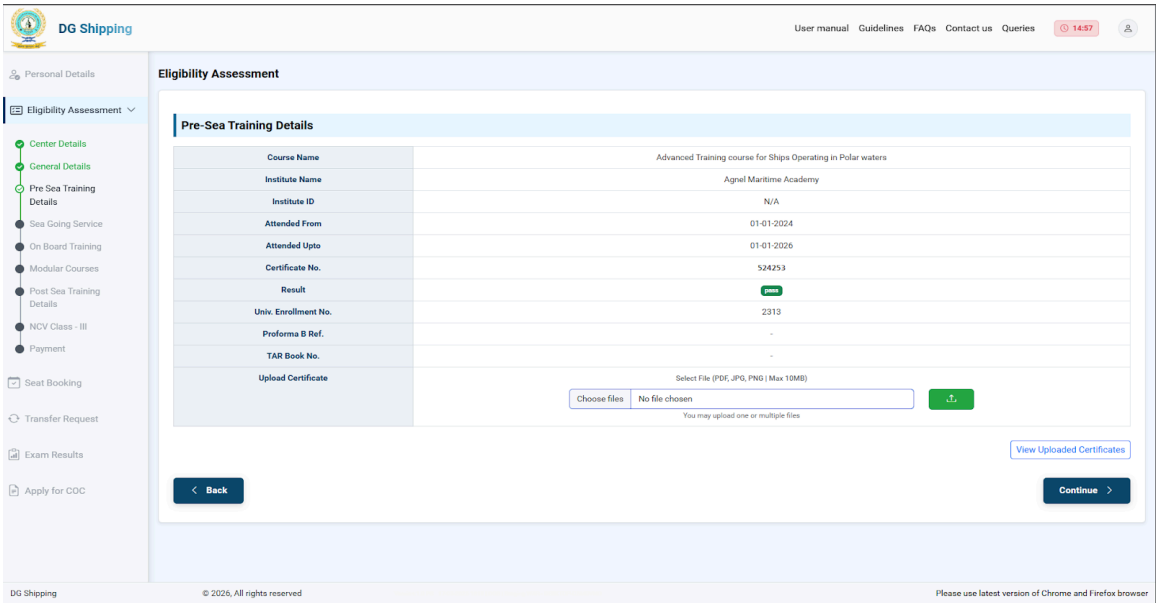
- Enter EXN number (if applicable).
- Enter the CDC place of issue.
- When the CDC certificate is uploaded in the personal details section, the document is automatically fetched.
- Upload the medical certificate.

Educational Qualification Details

- The data is automatically fetched from the seafarer profile (esamudra). Upload the certificate for each education level.
- Select Your qualification (If applicable select both)
- Click the “Save” button to proceed to the next section.

20.3. Pre-Sea Training Details Section

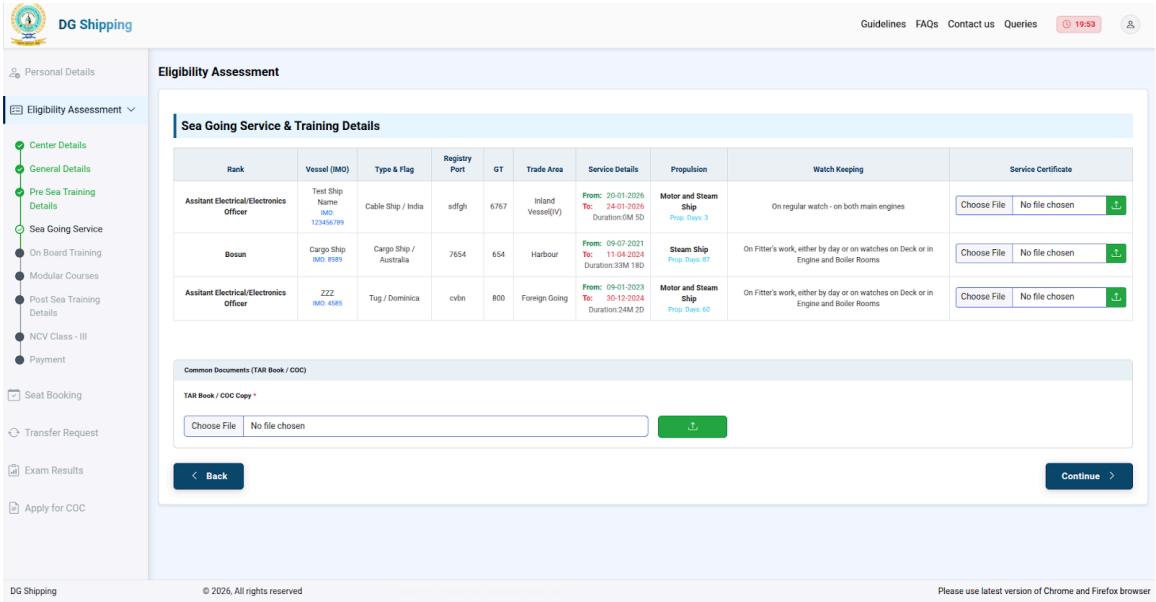
- After saving the educational details, you will be redirected to the Pre-Sea Training Details section.



- The following data will be automatically fetched from the Seafarer Profile (eSamudra).
  - Course Name
  - Institute Name
  - Institute ID
  - Attended From / Attended Up to dates
  - Certificate Number
  - Result (Pass/Other)
  - University Enrollment Number
  - Proforma B Reference
  - TAR Book Number
- Upload the Pre - Sea training certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

20.4. Sea Going Service Section

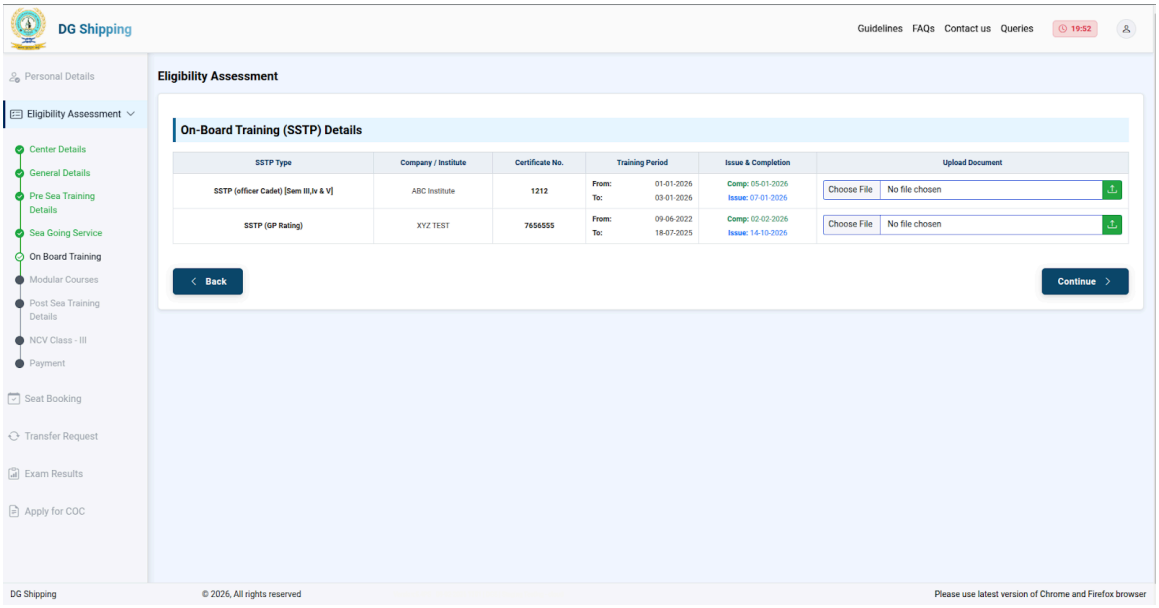
- After saving the pre-sea training details, you will be redirected to the sea going service section.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Rank
  - Vessel Name and IMO Number
  - Vessel Type and Flag
  - Registry Port
  - Gross Tonnage (GT)
  - Trade Area
  - Service Period (From / To dates)
  - Total Duration (Months & Days)
  - Propulsion Type and Propelling Days
  - Watch Keeping Nature
- Upload the service certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Upload the TAR book or CoC document. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Click the “Continue” button to proceed to the next section.

20.5. Onboard Training Section

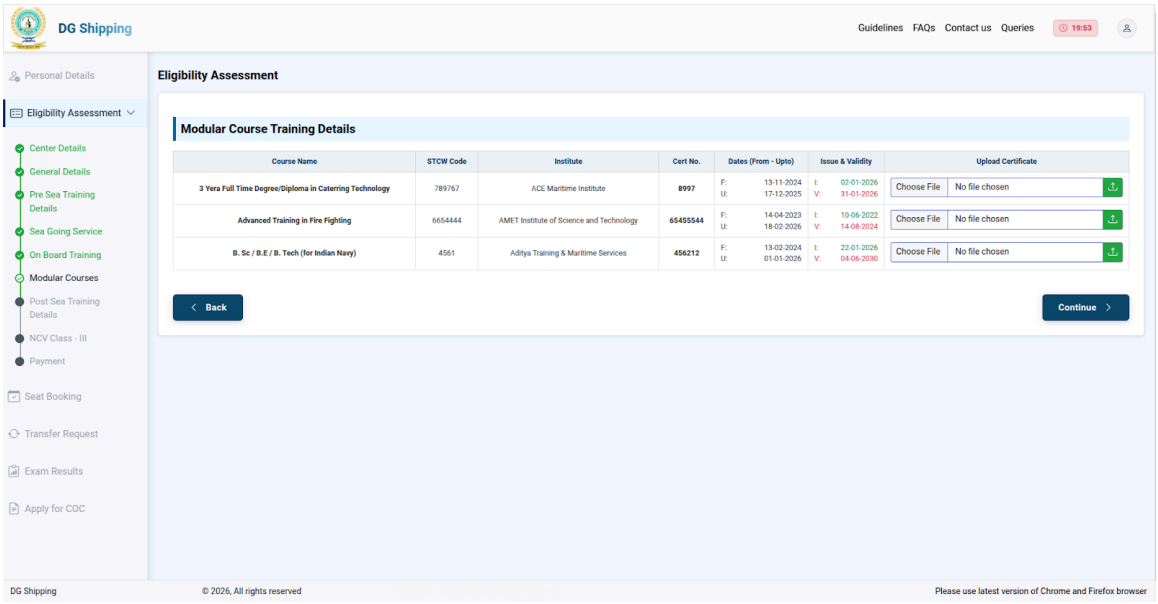
- After saving the pre-sea training details, you will be redirected to the sea going service section.



- This following data will be auto fetched from seafarer profile (esamudra)
  - SSTP / On-Board Training entries.
  - SSTP Type
  - Company / Institute Name
  - Certificate Number
  - Training Period (From and To dates)
  - Completion Date
  - Issue Date
- Upload the document. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Each training record requires its own certificate upload.
- Click the “Continue” button to proceed to the next section.

20.6. Modular Course Section

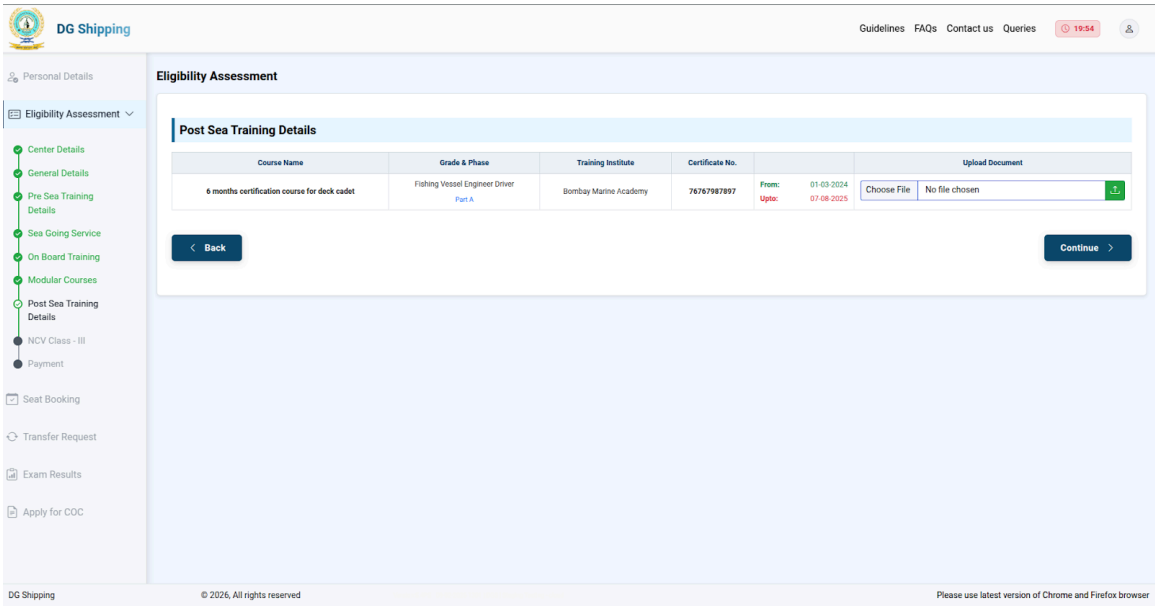
- After saving the onboard training details, you will be redirected to the modular course section.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - STCW Code
  - Training Institute
  - Certificate Number
  - Course Duration (From – Up to dates)
  - Issue Date
  - Validity Date
- Upload the modular course certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Each course requires its own certificate upload.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

20.7. Post Sea Training Details

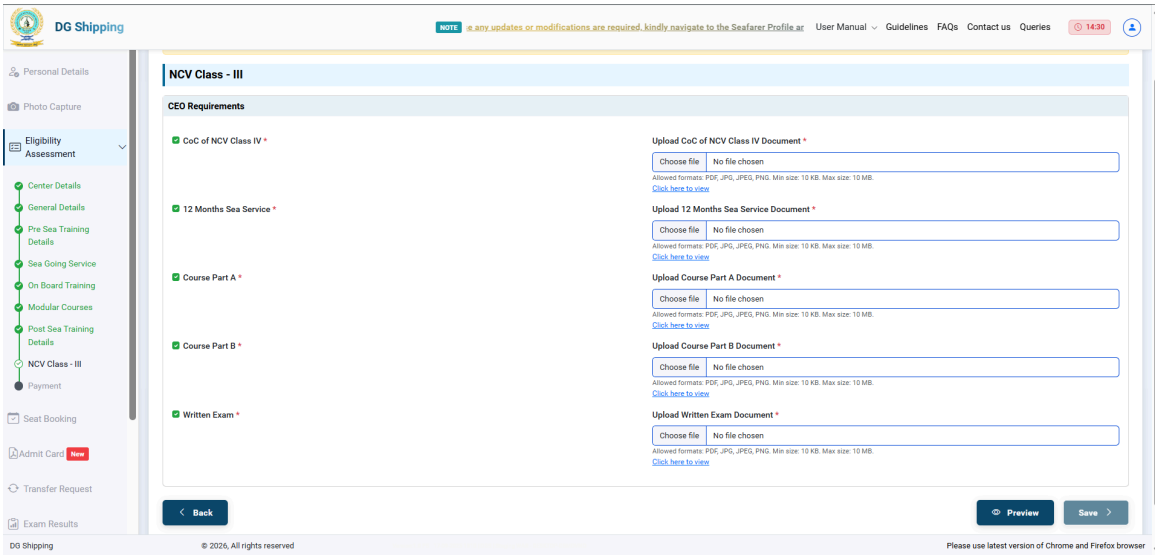
- After saving the modular course details, you will be redirected to the post-sea training details section.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Grade
  - Part / Phase
  - Training Institute
  - Certificate Number
  - Training Period (From – Up to)
- Upload the post-sea training certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Each course requires its own certificate upload.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

20.8. NCV Class III - CEO

- After saving the post-sea training details, you will be redirected to the NCV class III page.

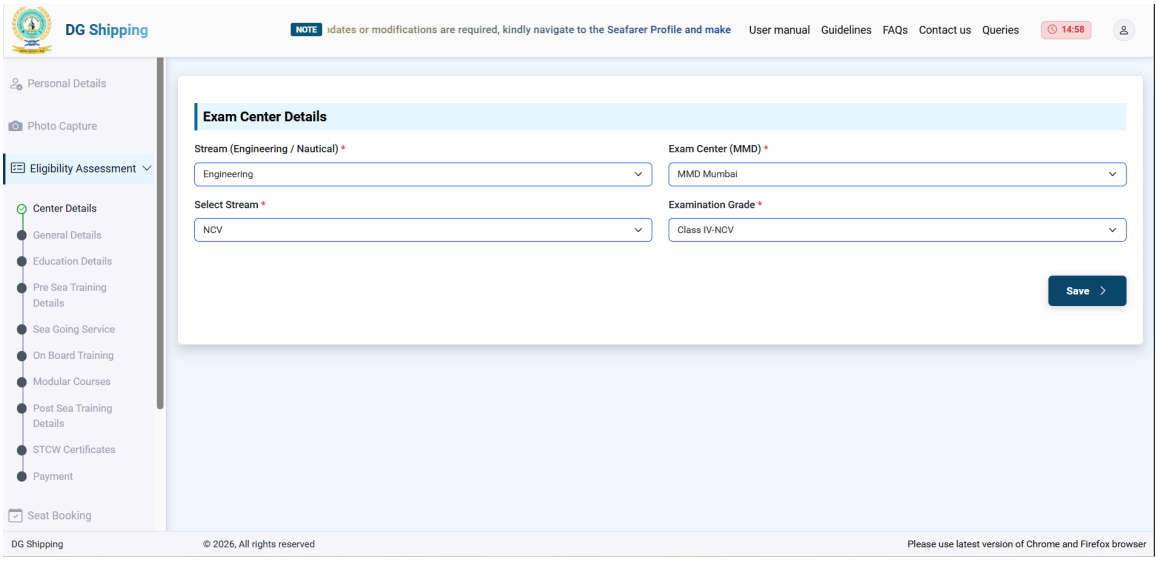


- o Tick the checkbox for CoC of NCV Class IV. Upload the CoC of NCV class IV documents.
- o Tick the checkbox for 12 months of sea service. Upload the 12 months sea service proof.
- o Tick the checkbox for Course Part A. Upload the course part A certificate.
- o Tick the checkbox for Course Part B. Upload the course part B certificate.
- o Tick the checkbox for the written exam. Upload the written exam document.

21.NCV Class IV

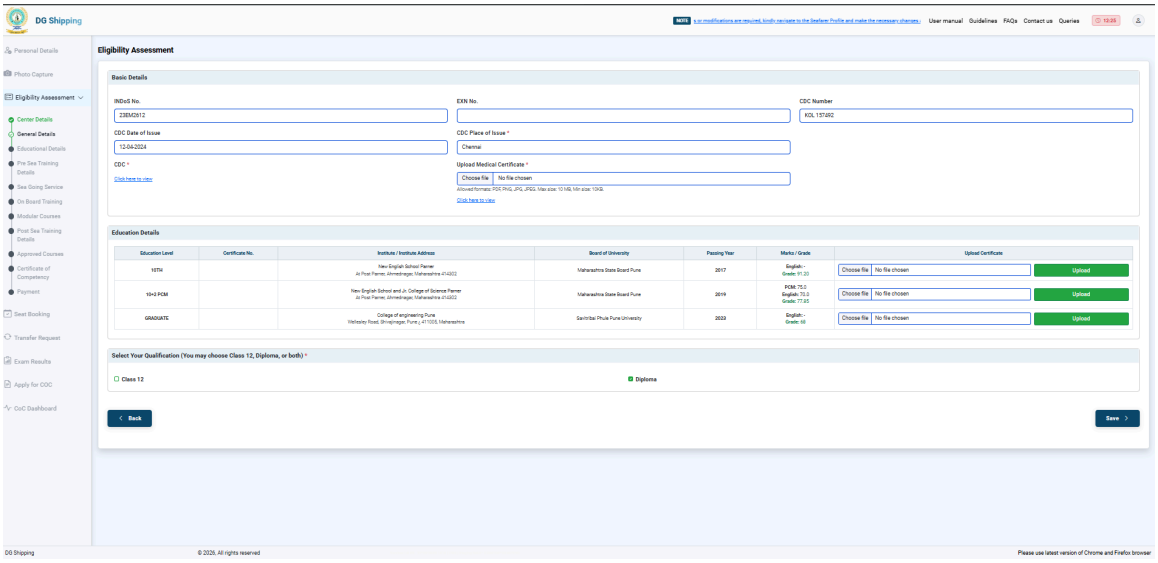
21.1. Exam Center Details

- Choose your Stream, Exam Center, Sub-Stream, and Grade from the available options.
- Click the “Save” button.



21.2. General Details Page

- After saving the exam center details, the general details page will be displayed.



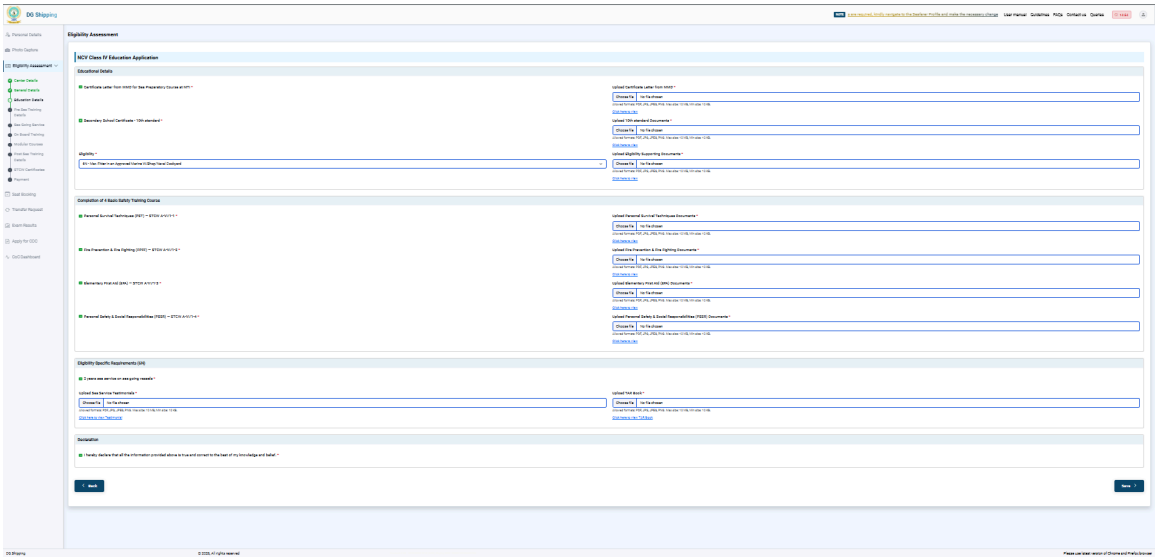
- Enter EXN number (if applicable).
- Enter the CDC place of issue.
- When the CDC certificate is uploaded in the personal details section, the document is automatically fetched.
- Upload the medical certificate.

Educational Qualification Details

- The data is automatically fetched from the seafarer profile (esamudra). Upload the certificate for each education level.
- Select Your qualification (If applicable select both)
- Click the “Save” button to proceed to the next section.

21.3. NCV Class IV - Educational Details

- After saving the general details, you will be redirected to the educational details section



- Check the box to confirm that you have a certificate letter from MMD for a sea preparatory course at MTI. Upload the document.
- Check the box to confirm that you have Secondary School Certificate (10th Standard). Upload your 10th standard marksheet/certificate
- Select your eligibility category from the dropdown menu (7 options available). Upload supporting documents for your selected eligibility
- Check the box to confirm that you have completed the PST - Personal Survival Techniques (STCW A-VI/1-1). Upload the certificate/document
- Check the box to confirm that you have completed the FPFF - Fire Prevention & Fire Fighting (STCW A-VI/1-2). Upload the certificate/document
- Check the box to confirm that you have completed the EFA - Elementary First Aid (STCW A-VI/1-3). Upload the certificate/document
- Check the box to confirm that you have completed the PSSR - Personal Safety & Social Responsibilities (STCW A-VI/1-4). Upload the certificate/document
- IMPORTANT: This section will appear only after you select your eligibility category from the dropdown menu.

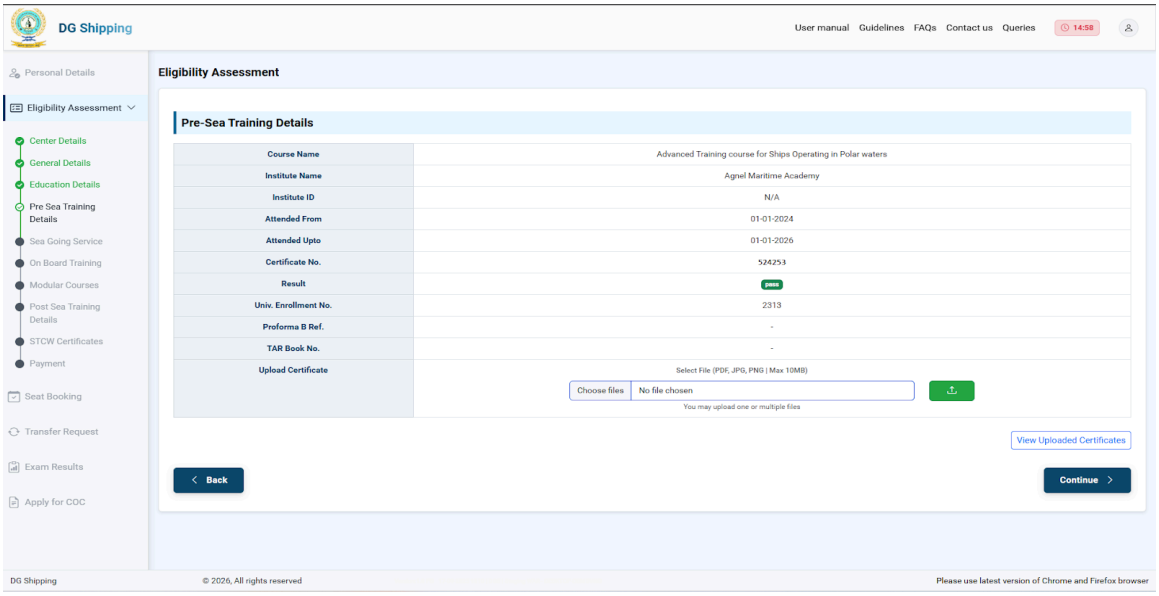
- For All Eligibility Categories (1N-7N):
- Upload TAR Book (mandatory for all categories)

Eligibility	Additional Requirements
1N	Check box + Upload 2 years sea service testimonials
2N	Upload sea service testimonials (no checkbox)
3N	Check box + Upload 1 year sea service testimonials
4N	Check box + Upload 2 years sea service testimonials
5N	Check box + Upload 1 year sea service testimonials
6N	Check box + Upload 2 years sea service testimonials
7N	Check box + Upload 18 months sea service testimonials

- Check the box to declare all information is true and correct
- Click the “Save” button to proceed to the next section.

21.4. Pre-Sea Training Details Section

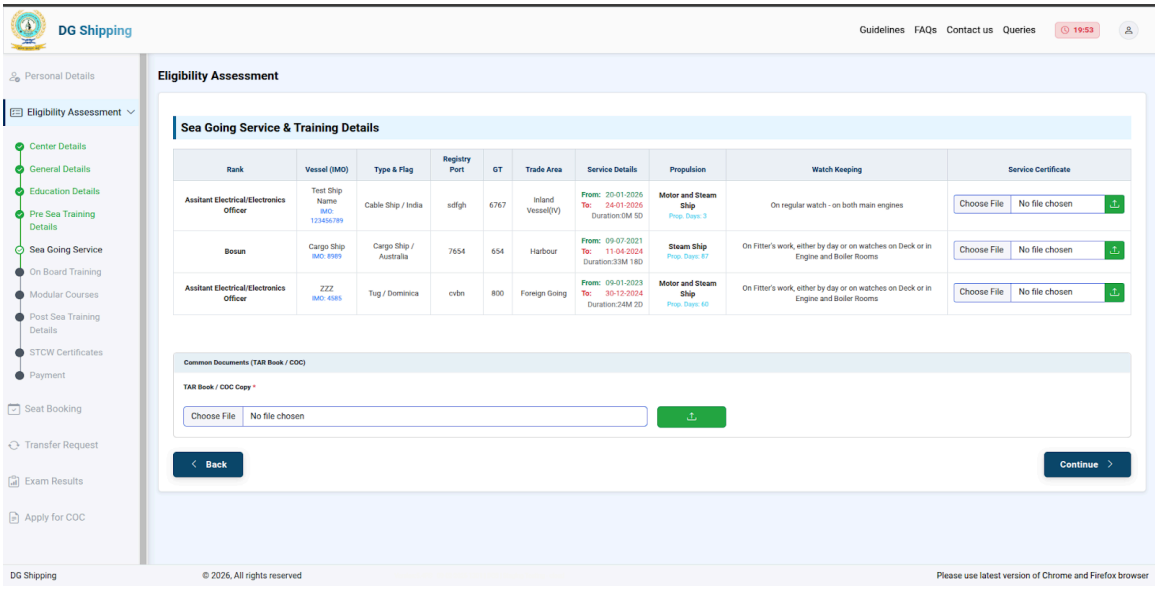
- After saving the educational details, you will be redirected to pre sea training details.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Institute Name
  - Institute ID
  - Attended From / Attended Up to dates
  - Certificate Number
  - Result (Pass/Other)
  - University Enrollment Number
  - Proforma B Reference
  - TAR Book Number
- Upload the pre-sea training certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

21.5. Sea Going Service Section

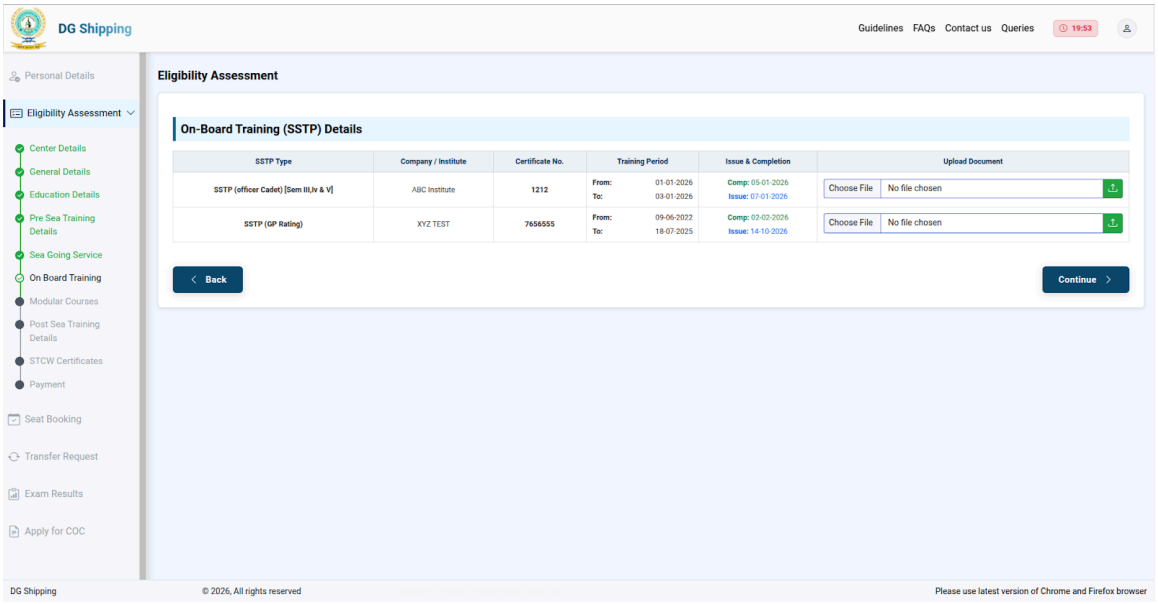
- After saving the pre sea training details, you will be redirected to sea going service.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Rank
  - Vessel Name and IMO Number
  - Vessel Type and Flag
  - Registry Port
  - Gross Tonnage (GT)
  - Trade Area
  - Service Period (From / To dates)
  - Total Duration (Months & Days)
  - Propulsion Type and Propelling Days
  - Watch Keeping Nature
- Upload the service certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Upload the TAR book or CoC document. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Click the “Continue” button to proceed to the next section.

21.6. Onboard Training Section

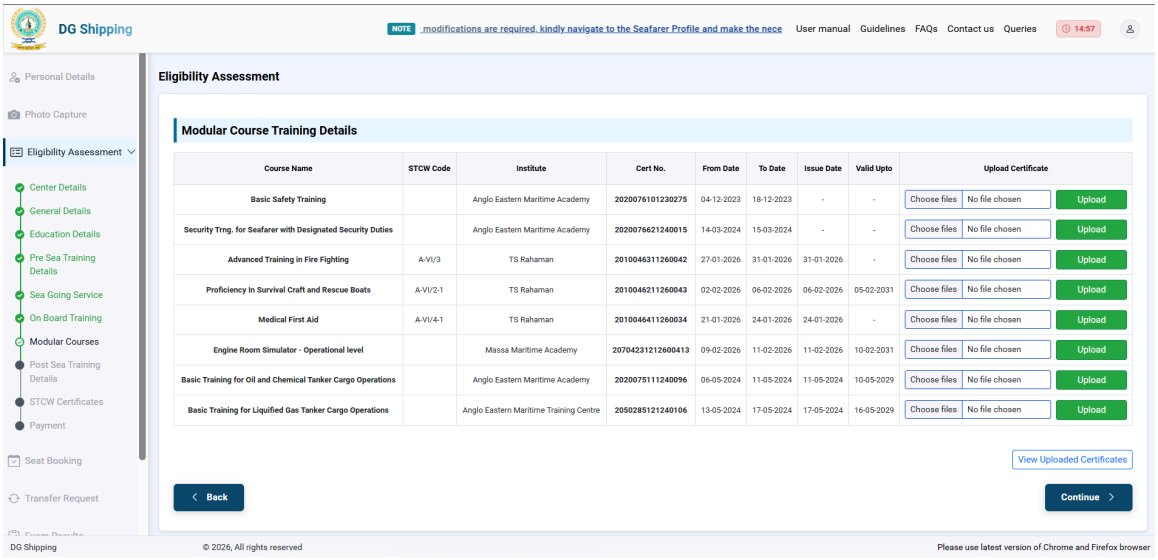
- After saving the sea going service, you will be redirected to onboard training.



- This following data will be auto fetched from seafarer profile (esamudra)
  - SSTP / On-Board Training entries.
  - SSTP Type
  - Company / Institute Name
  - Certificate Number
  - Training Period (From and To dates)
  - Completion Date
  - Issue Date
- Upload document. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Each training record requires its own certificate upload.
- Click the “Continue” button to proceed to the next section.

21.7. Modular Course Section

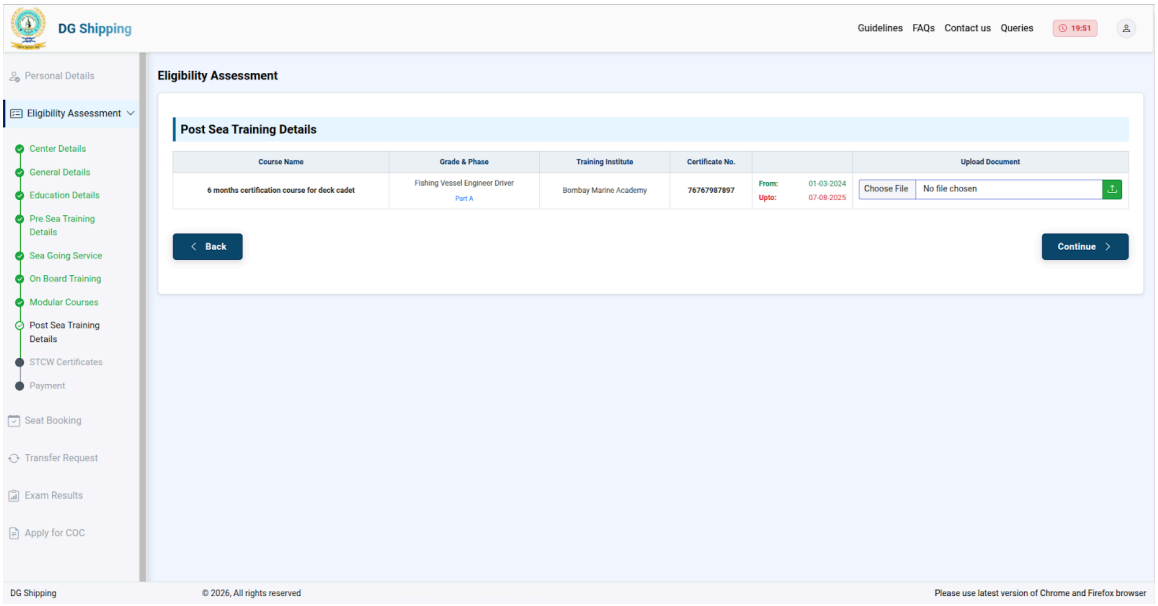
- After saving the onboard training, you will be redirected to the modular course.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - STCW Code
  - Training Institute
  - Certificate Number
  - Course Duration (From – Up to dates)
  - Issue Date
  - Validity Date
- Uploading modular course certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Each course requires its own certificate upload.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

21.8. Post Sea Training Details

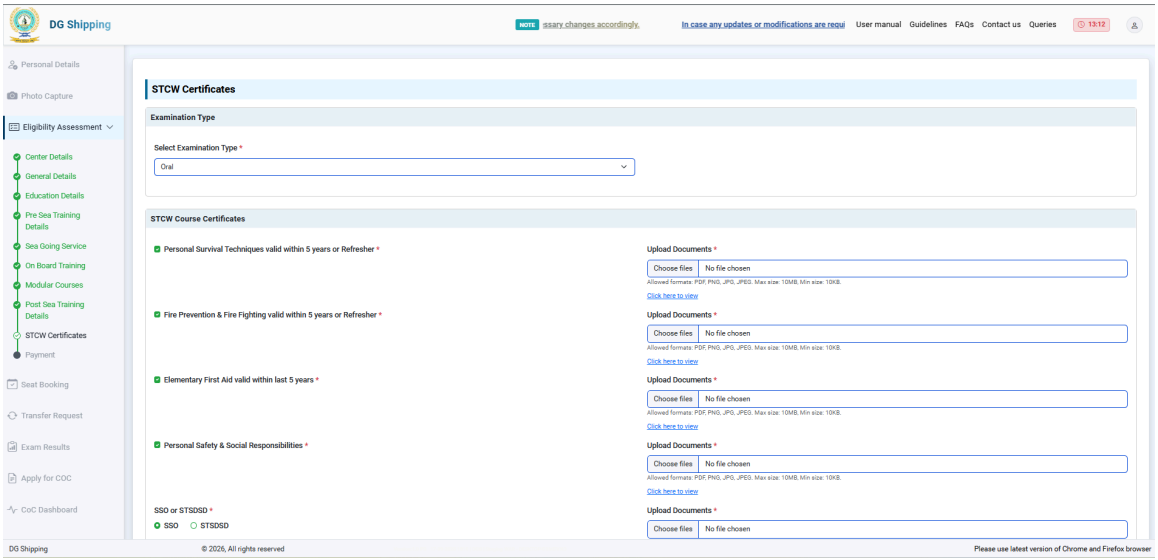
- After saving the modular course, you will be redirected to post sea training details.



- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Grade
  - Part / Phase
  - Training Institute
  - Certificate Number
  - Training Period (From – Up to)
- Uploading post sea training certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Each course requires its own certificate upload.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the “Continue” button to proceed to the next section.

21.9. STCW Certificates

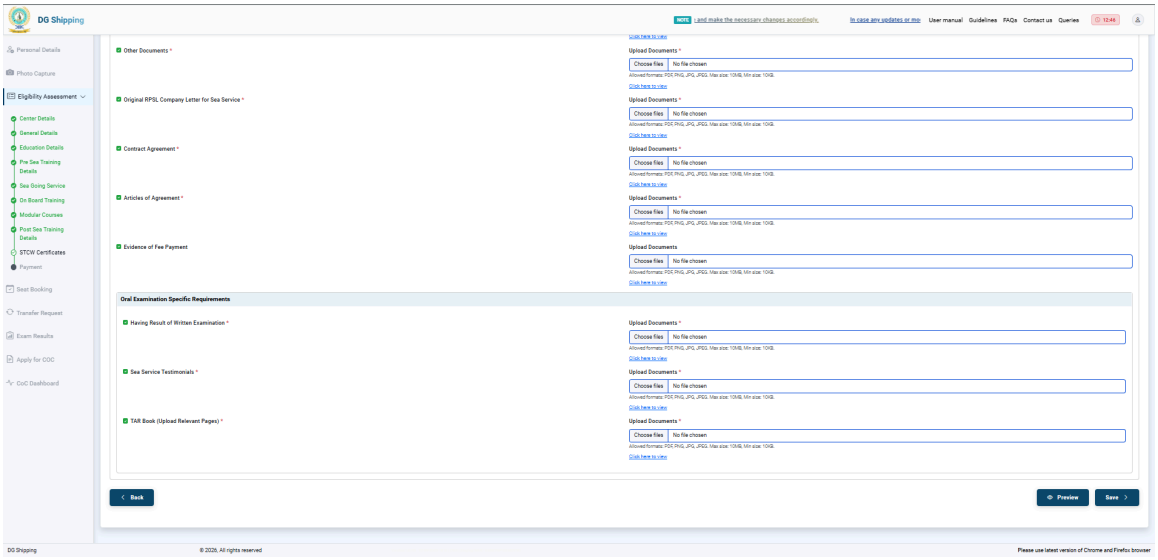
- After saving the post sea training details**,** you will be redirected to the stcw certificates page.



- Select examination type from the dropdown menu
- Tick the check box for Personal Survival Techniques (valid within 5 years). Upload document.
- Tick the check box for Fire Prevention & Fire Fighting (valid within 5 years). Upload document.
- Tick the check box for Elementary First Aid (valid within 5 years). Upload document.
- Tick the check box for Personal Safety & Social Responsibilities. Upload document.
- You must select either "SSO" or "STSDSD". Upload document.
- Tick the check box for the original RPSL company letter for sea service. Upload document.
- Tick the check box for contract agreement. Upload document.
- Tick the check box for articles of agreement. Upload document.
- Tick the check box for evidence of fee payment. Upload document.
- If you selected "Written":
  - Tick the check box for eligibility letter from MMD for attending the course. Upload document.
  - Tick the check box for a 4 months course covering A-III/1 as applicable to NCV read with A-1/3. Upload document.
  - Tick the check box for PSCRB valid within 5 years or refresher (Proficiency in Survival Craft and Rescue Boats). Upload document.
  - Tick the check box for AFF valid within 5 years or refresher (advanced firefighting). Upload document.

- Tick the check box for PSSR Updated to 2010 (Personal Safety and Social Responsibilities). Upload document.
- Tick the check box for medical first aid valid within the last 5 years. Upload document.

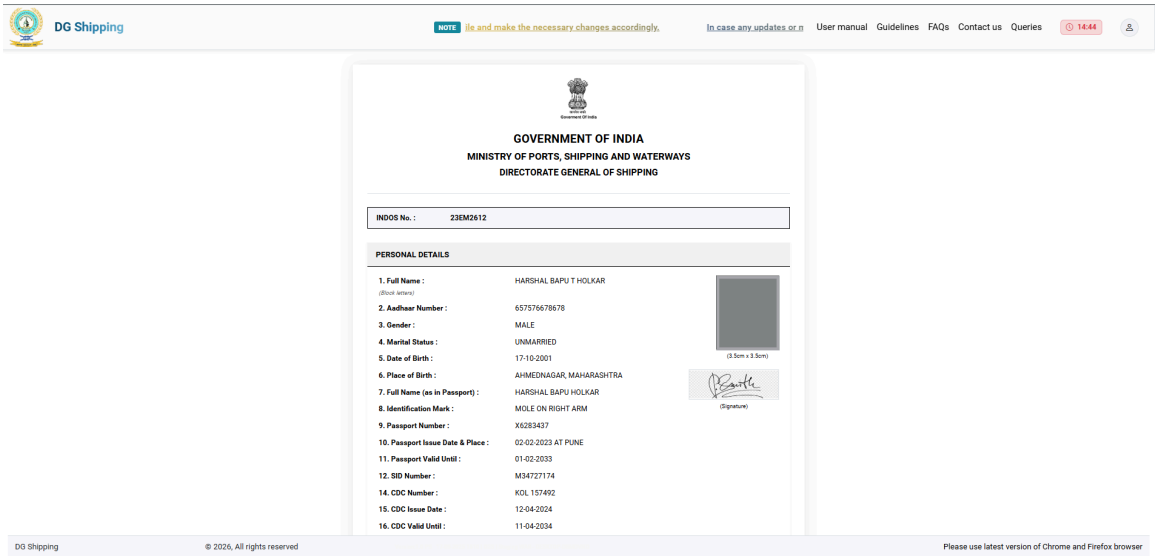
- If you selected "Oral":
  - Tick the check box for the result of the written examination. Upload document.
  - Tick the check box for sea service testimonials. Upload document.
  - Tick the check box for the TAR book (upload relevant pages). Upload document.



- Click the “Save” button to proceed to the next section.

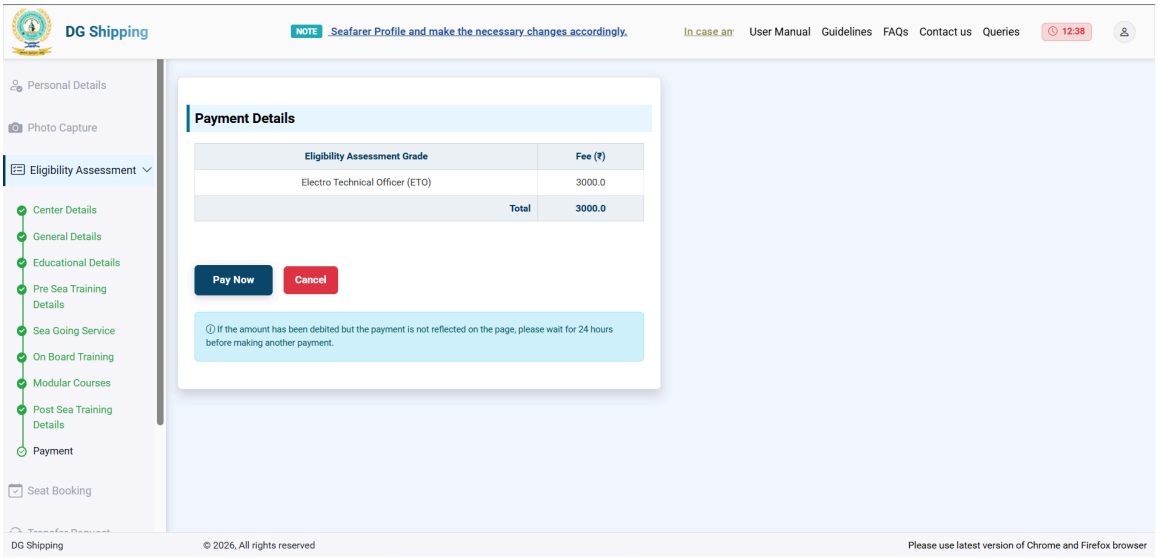
21.10. Preview for EA

- Click the “Preview” button.
- Click the “Back” button and return to the form page.



22.Payment for EA

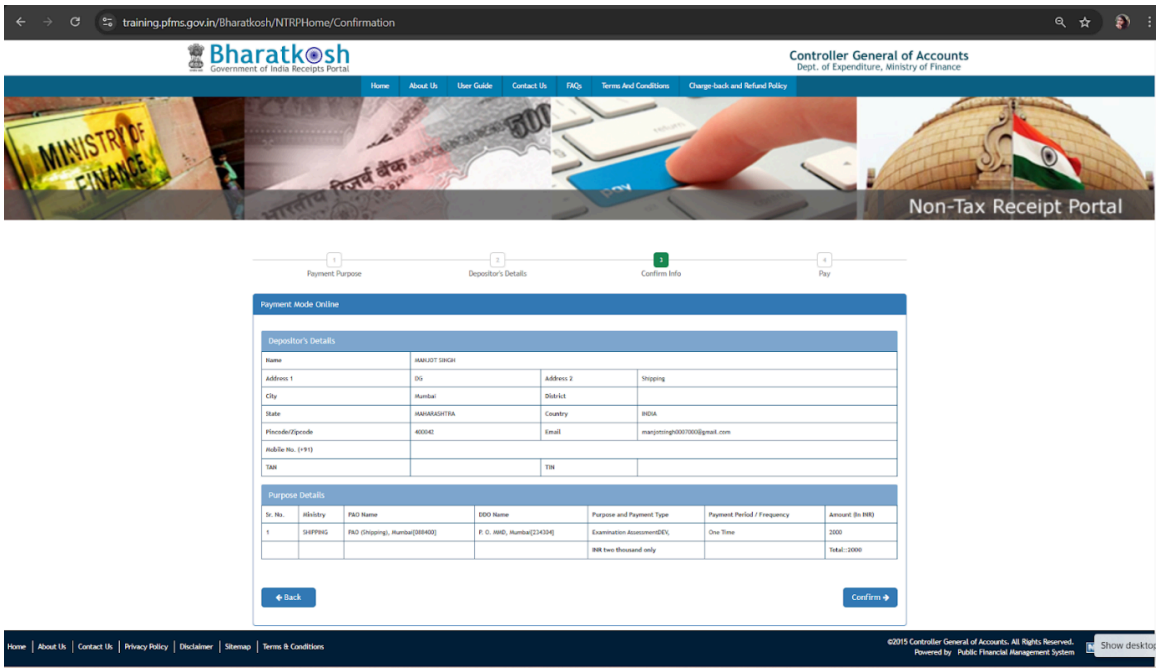
- After saving all the sections, you will be redirected to the payment page.



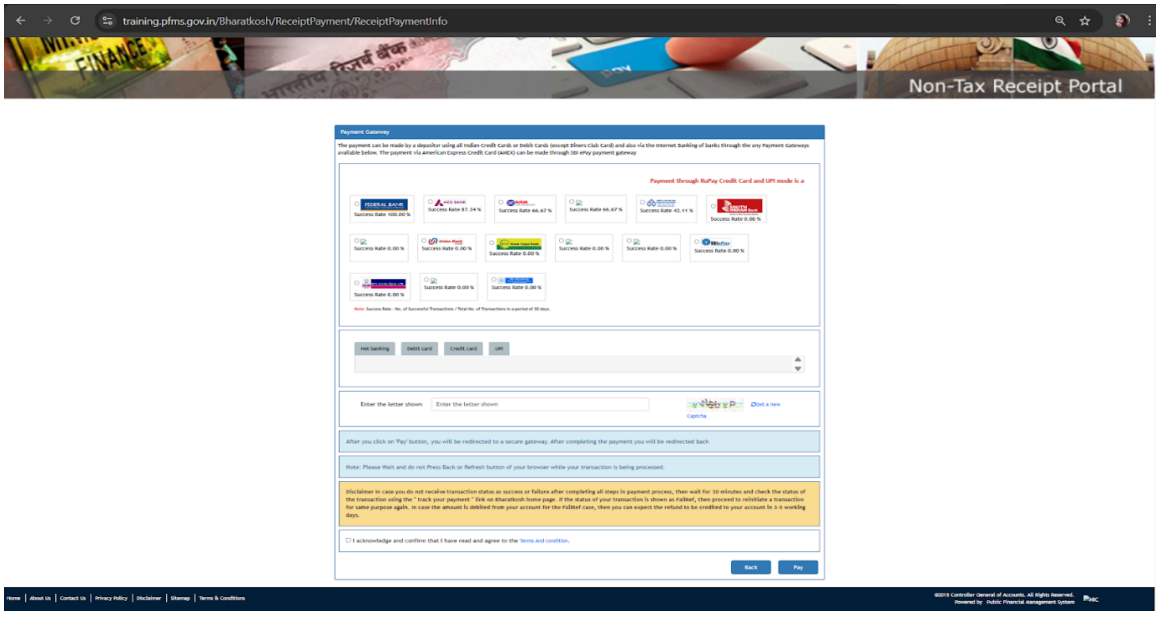
- Click the “Pay Now” button.
- Before payment, the booking can be cancelled using the “Cancel” button

22.1. Payment Page

- On the payment page, finish the payment without refreshing, navigating back, or closing the browser.



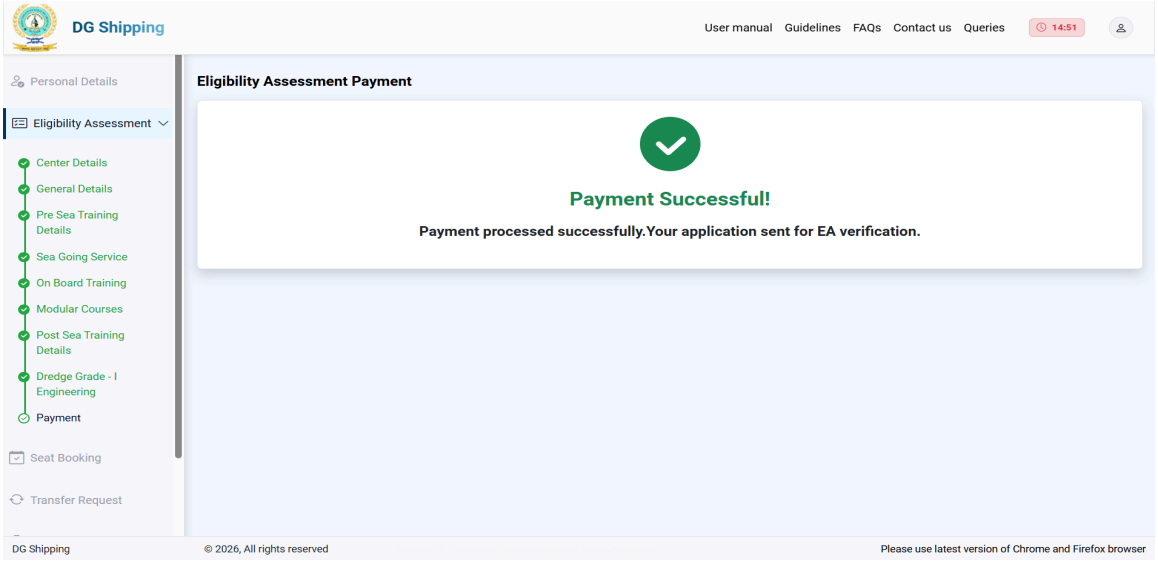
- Check the details and click the “Continue” button.



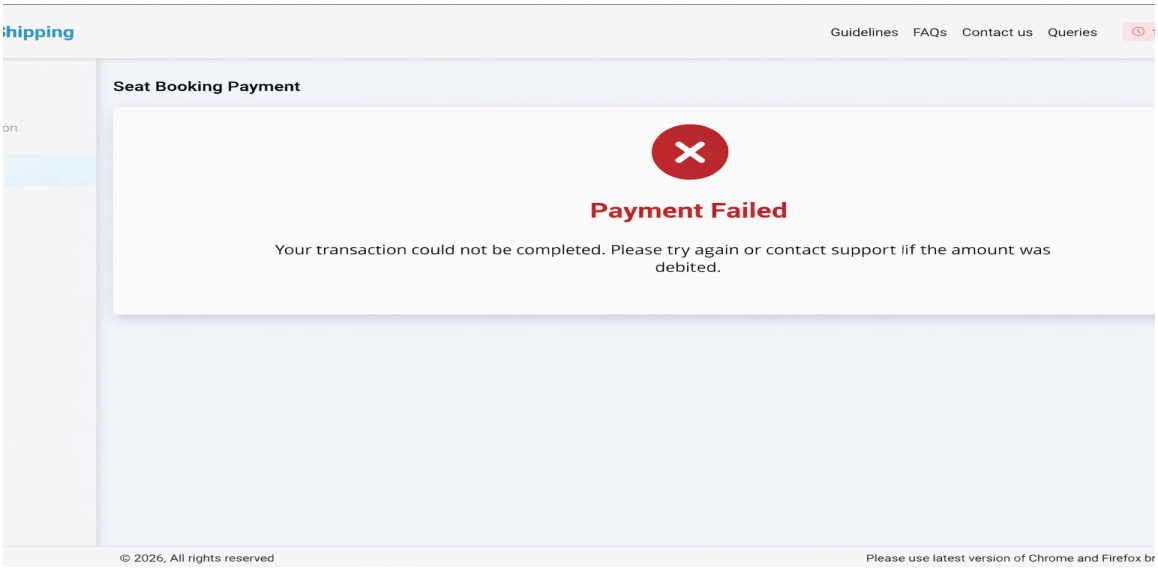
- First, select your bank. Then choose a payment method, such as credit card, debit card, net banking, or UPI.
- Enter the captcha
- Click the “Pay” button and pay using the payment method you selected.
- If the page does not respond after completing the payment, please wait for a few minutes and then check your payment status

23.Application Status for EA

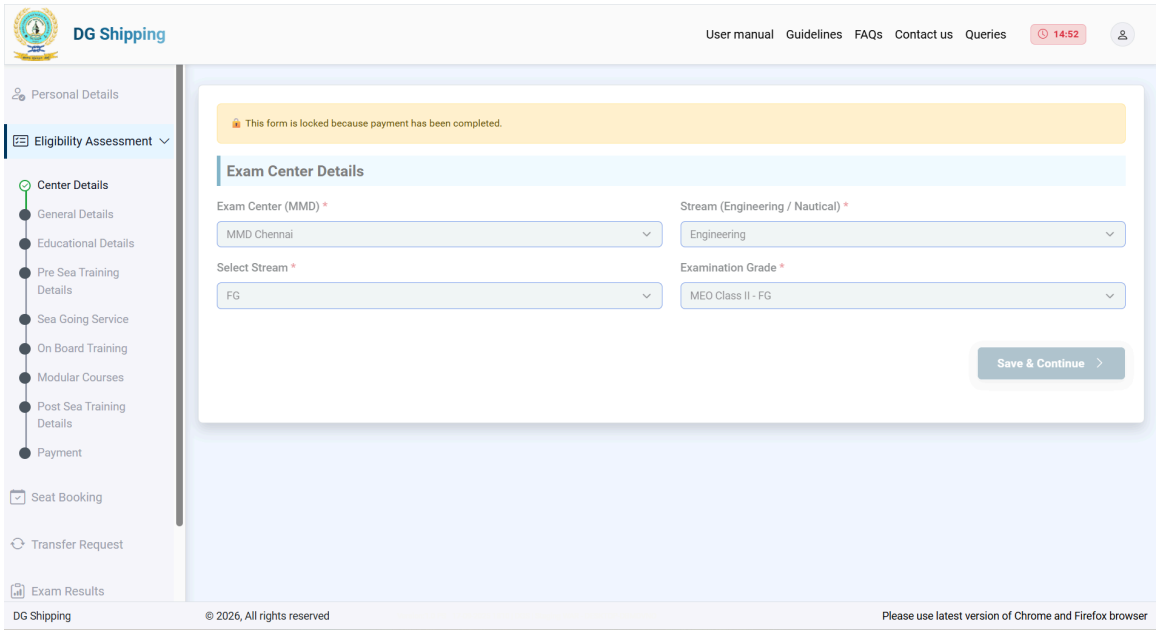
- After a successful payment transaction, the following page will appear.



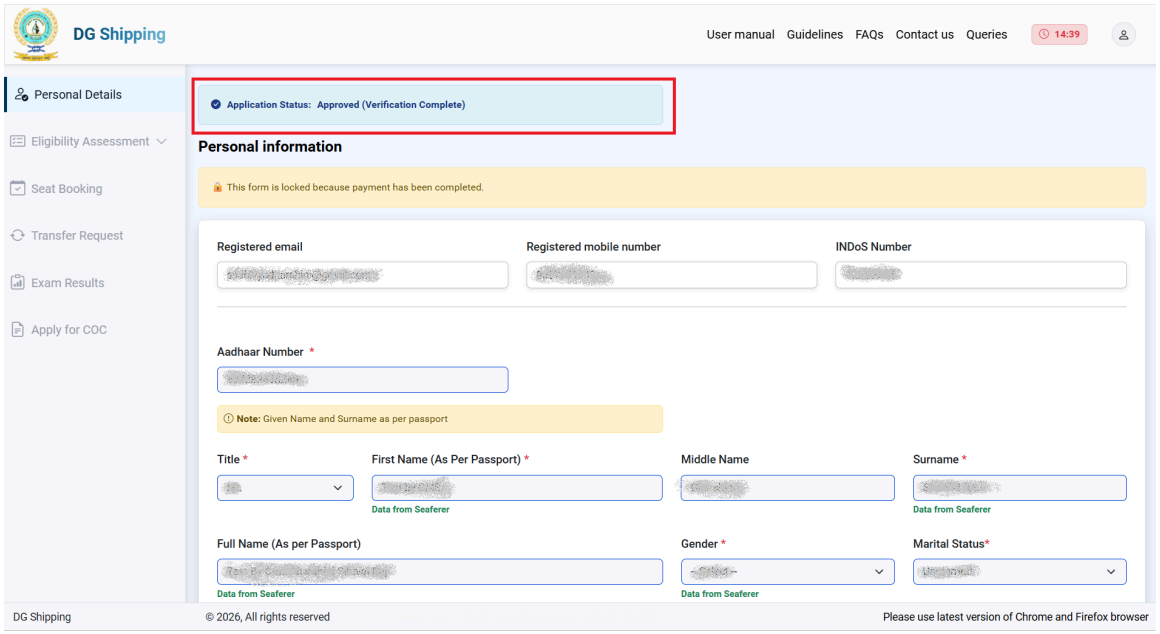
- If the payment is unsuccessful, the following page will appear.



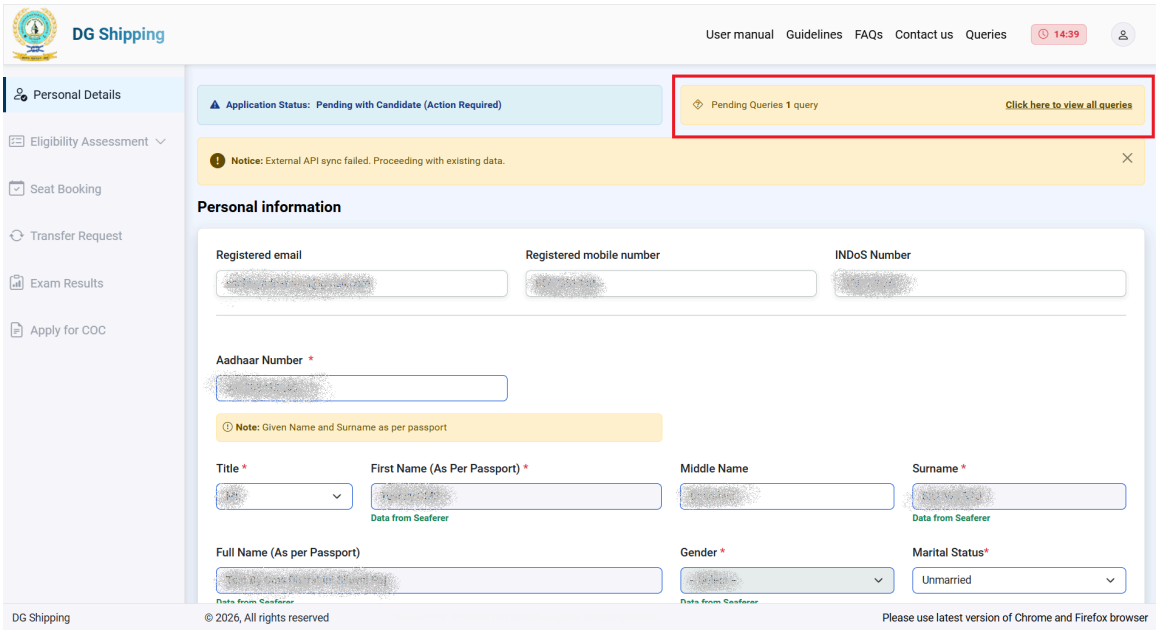
- Once the payment is completed, the entire form can no longer be edited.

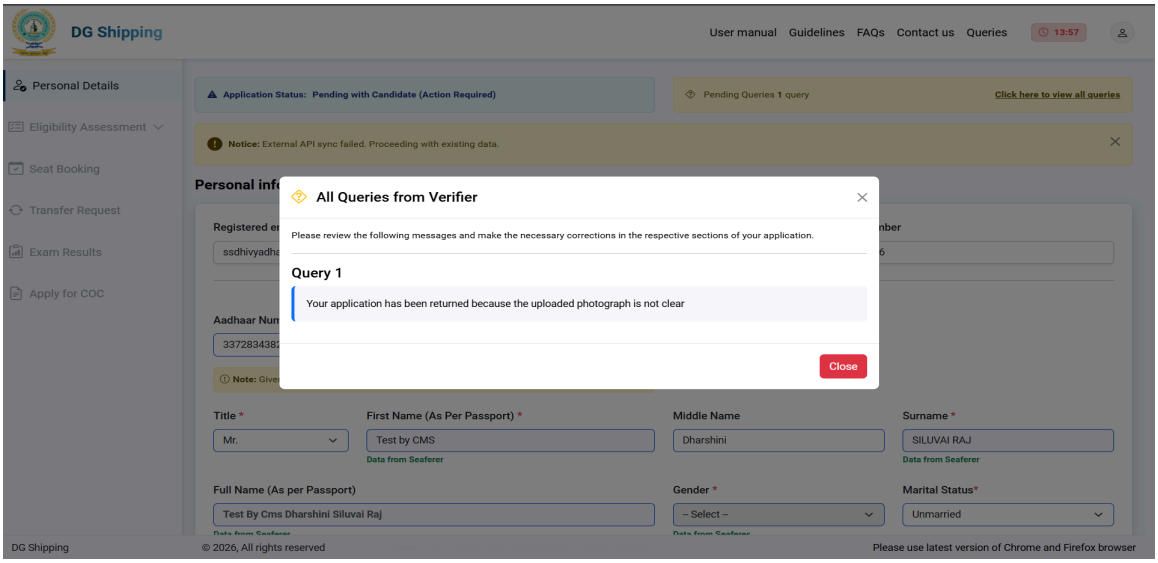


- You will receive the EA verification status through email and SMS.
- You can then check your application status on the personal details page.



- If your application is returned, a pending query will appear on the personal details page. Click “Click here to view all queries” to see the details.





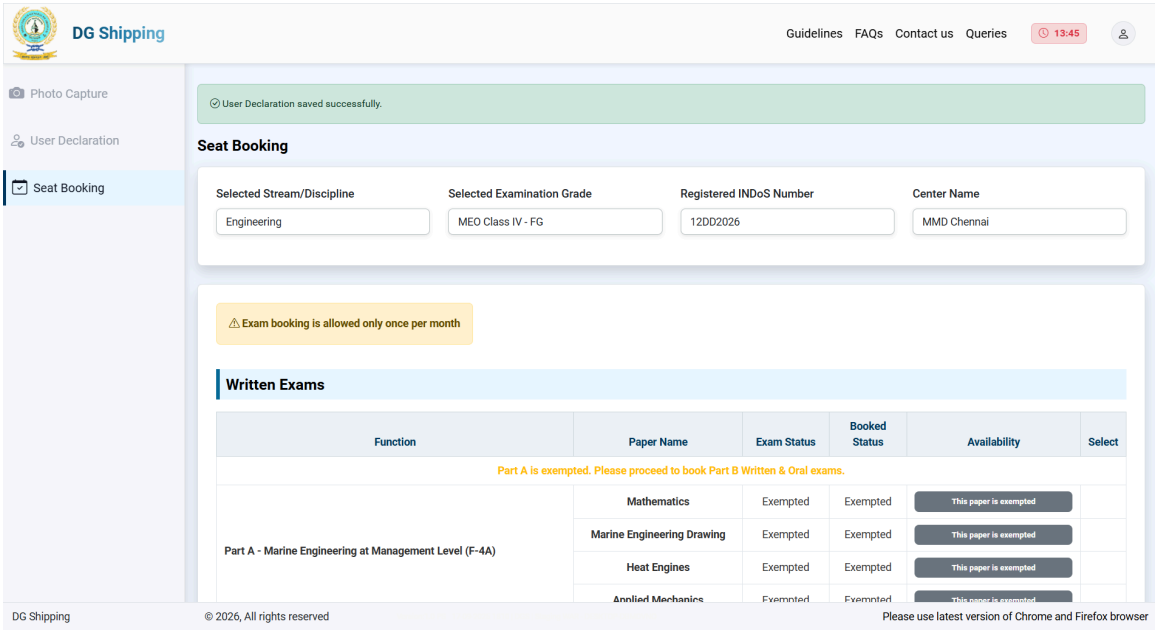
- If your application is returned, that particular form will open for editing.
- Update the details or re-upload the document, then click the “Save” button.
- The form will lock again and the application will be sent back to MMD.
- A separate EA verification is required for each grade.

Document upload instructions for EA:

- Allowed formats: PDF, JPG, JPEG, and PNG
- File size: Minimum 10 KB and Maximum 10 MB
- The uploaded document should be clear and readable.

24.SEAT BOOKING

- Once EA verification is successfully completed, the candidate becomes eligible to book an exam seat. For Engineering candidates, seat booking is conducted part-wise, while For Nautical (Chief Mate) candidates, seat booking is conducted phase-wise.
- Navigate to the seat booking page.
- Based on the EA verification and previous exam results, the papers eligible for seat booking will be displayed.
- Each candidate is permitted to book a seat only once per month.
- You can select one or multiple papers at the same time for seat booking
- Check the box in the "Select" column for each paper you want to book.



Availability Description

- Available – The paper is available for booking.
- Cannot be booked as no seats are available – This paper cannot be booked because the seats are full.
- Monthly booking already exists – Only one booking is allowed per month. Once a booking is completed, all other papers will be closed for that month.
- Exam Completed – The exam has been completed, but the result has not been published yet.
- Exam Passed – You have already passed the exam.

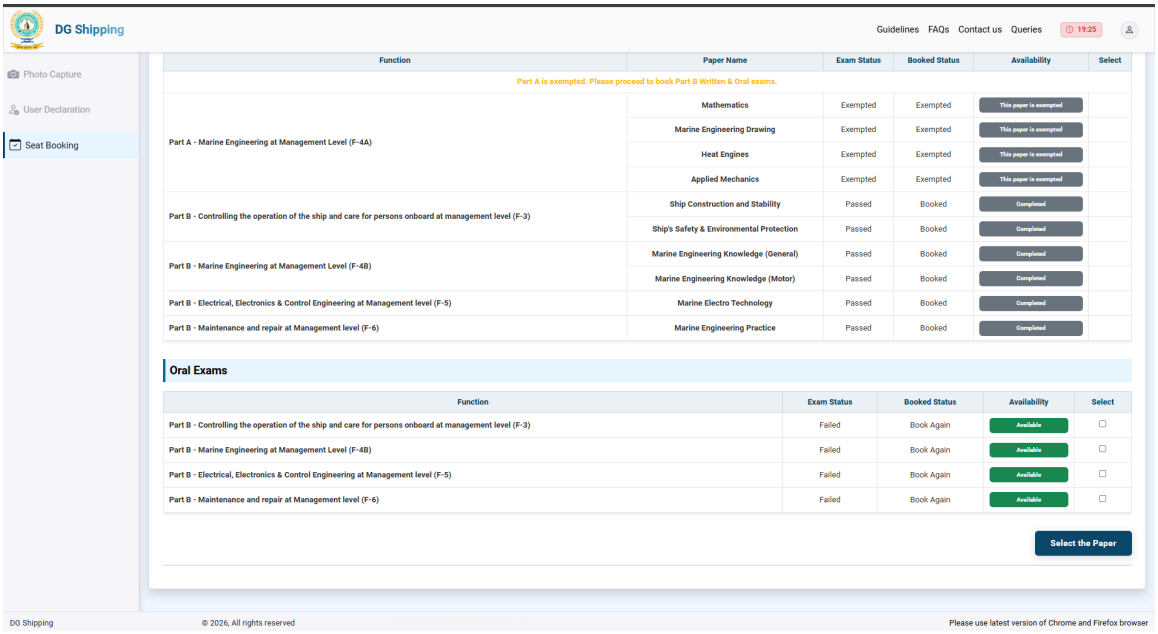
- This paper is exempted – This paper has been marked as exempted based on your selection on the User Declaration page.

Exam Status Description

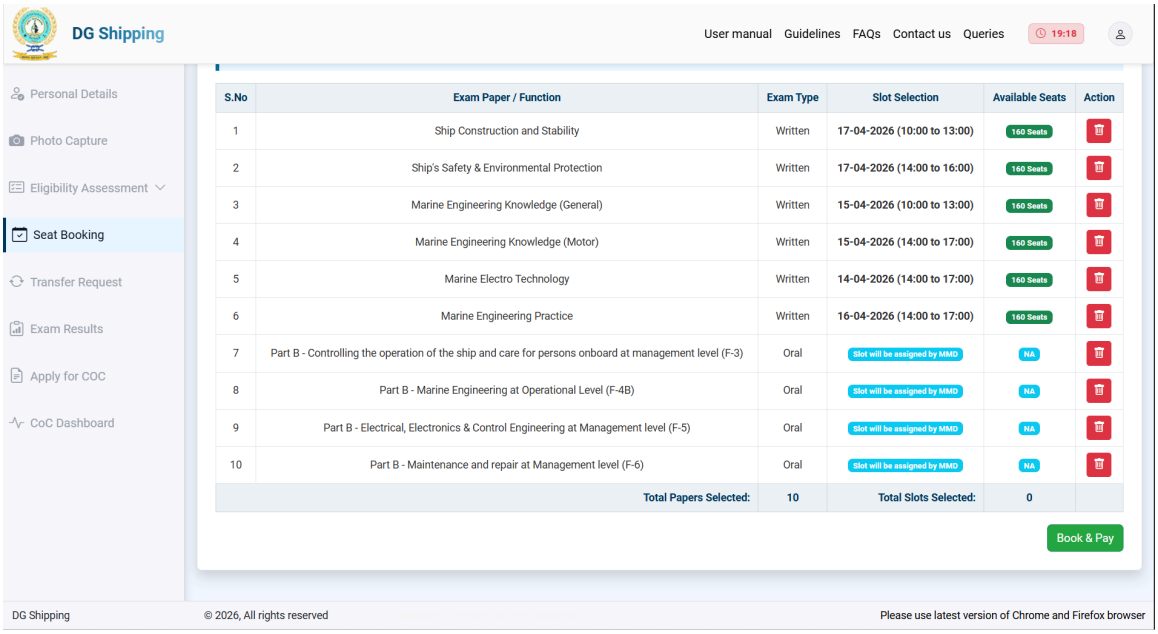
- Passed – You have already passed the exam.
- Failed – You have failed the exam.

Exam Slot Selection

- After selecting all papers, click the “Select the Paper” button.



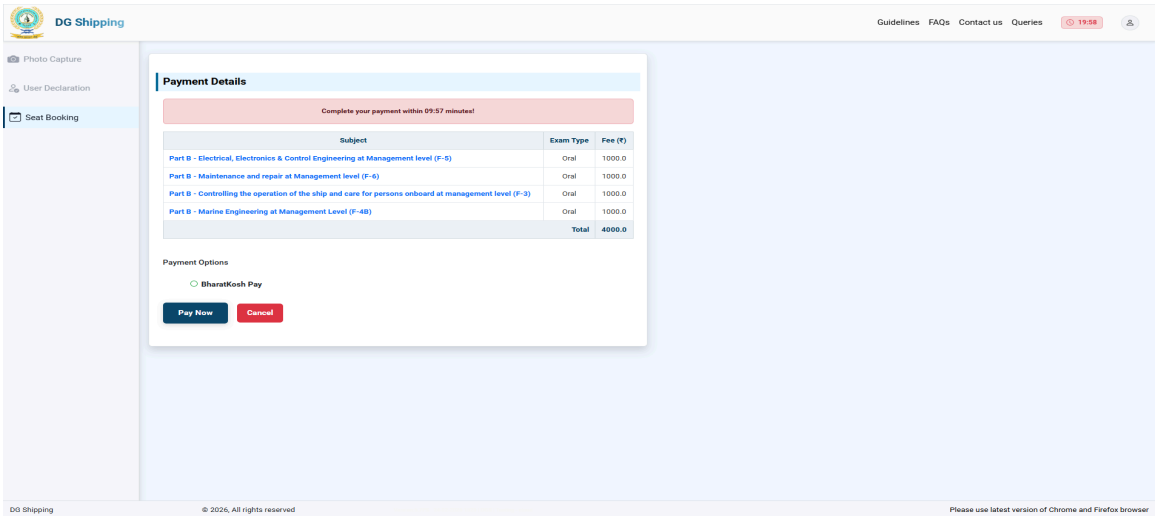
- After clicking “Select the Paper,” a new section will appear. The papers you have selected will be listed in a table.



- For written examinations, the exam slot is automatically selected.
- For oral examinations, the exam slot will be confirmed only after approval by the respective MMD. The slot details will be communicated through the registered email and SMS.
- Click the “Book & Pay” button.

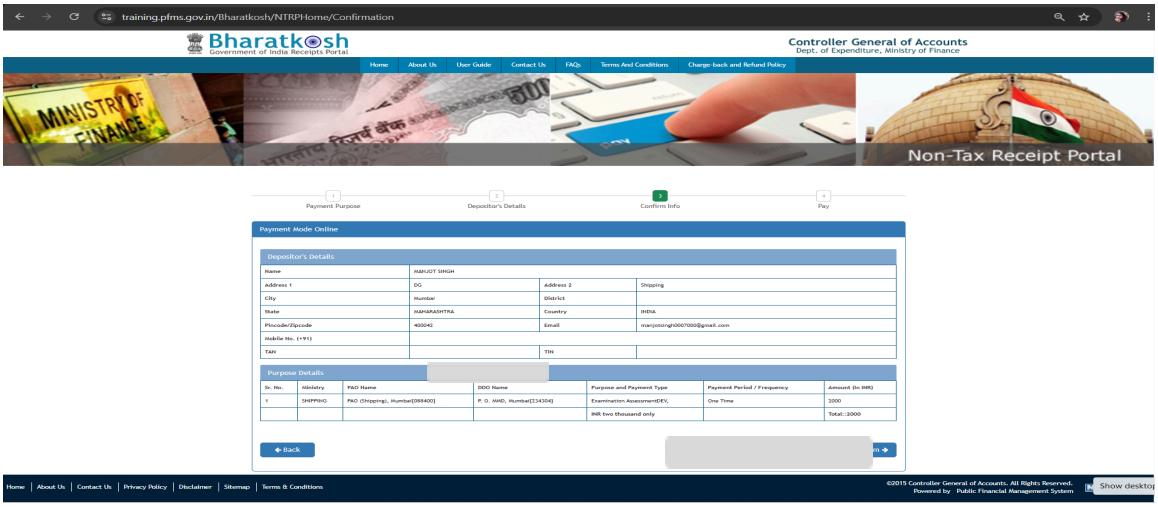
25.Payment for Seat booking

- You will be redirected to the Payment page.
- Verify selected papers in the fee summary.
- Choose a payment method.
- Click the “Pay Now” button.
- Before payment, the booking can be cancelled using the “Cancel” button.

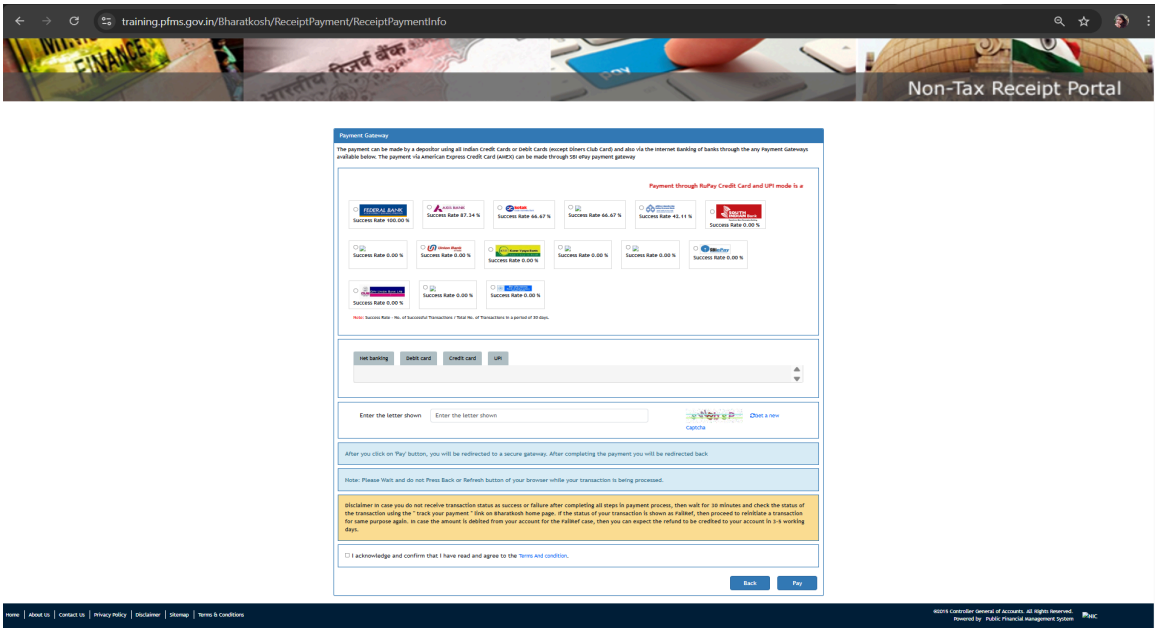


25.1. Payment Page

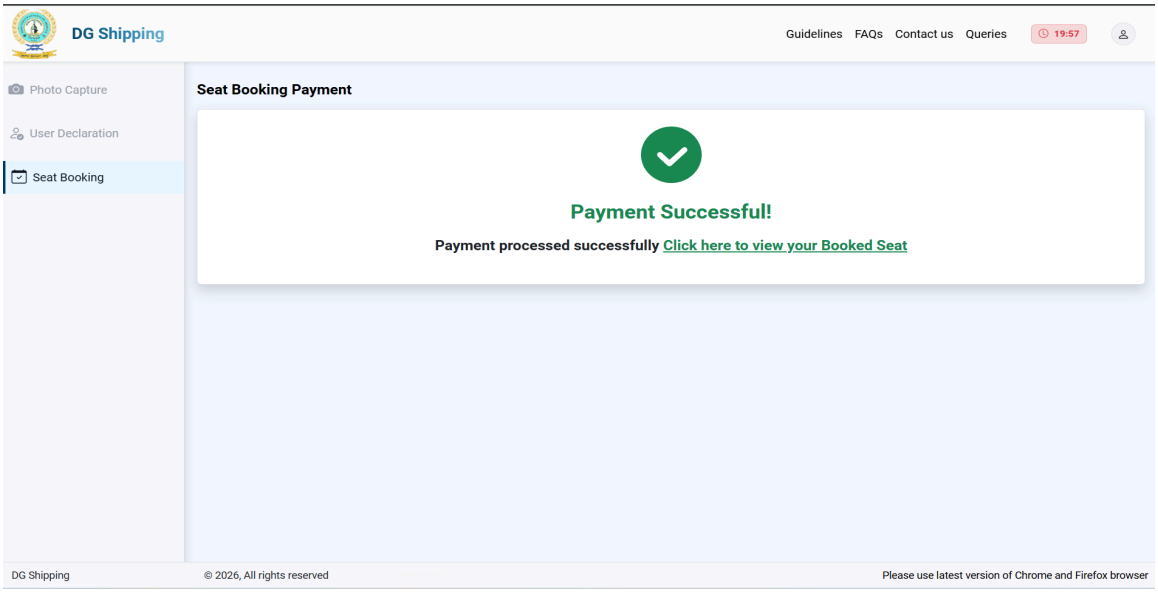
- On the payment page, finish the payment without refreshing, navigating back, or closing the browser.
- Complete your payment within 10 minutes. If the session expires, you will need to retry the seat booking process.



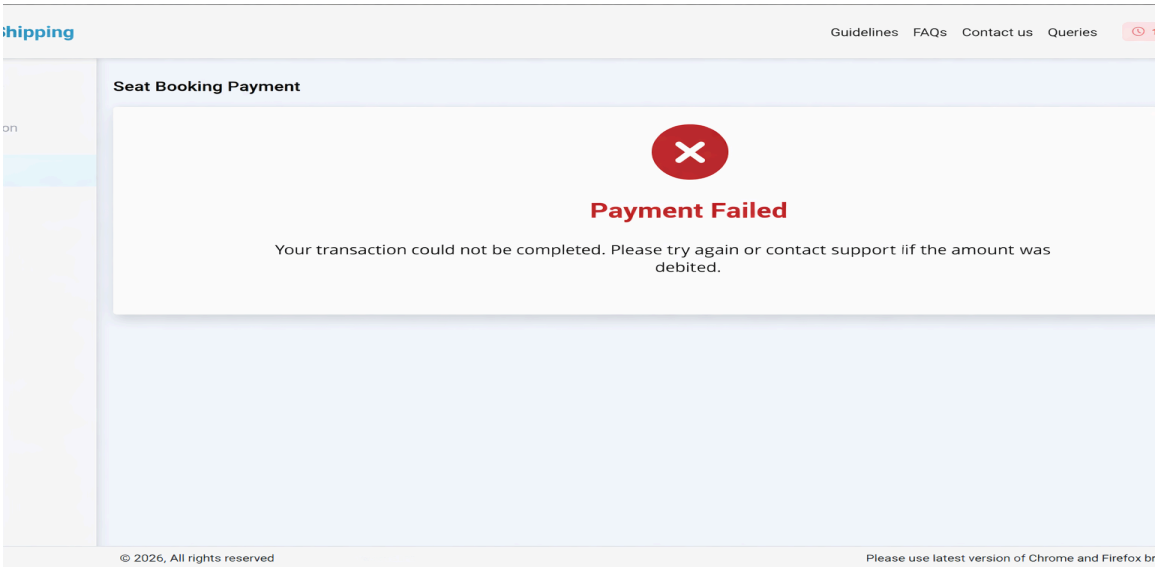
- Check the details and click the “Continue” button.



- First, select your bank. Then choose a payment method, such as credit card, debit card, net banking, or UPI.
- Enter the captcha.
- Click the “Pay” button to complete the payment using your selected payment method.
- If the page does not respond after completing the payment, please wait for a few minutes and then check your booking status.
- Once the payment is successful, the following page will appear.

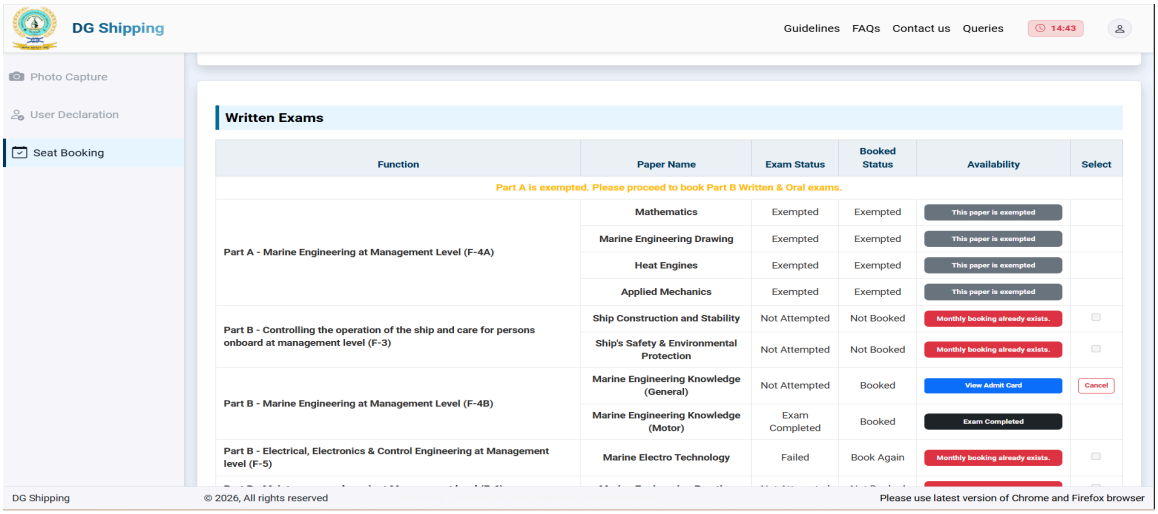


- Click the link “Click here to view your booked seat “
- If the payment is unsuccessful, the following page will appear.



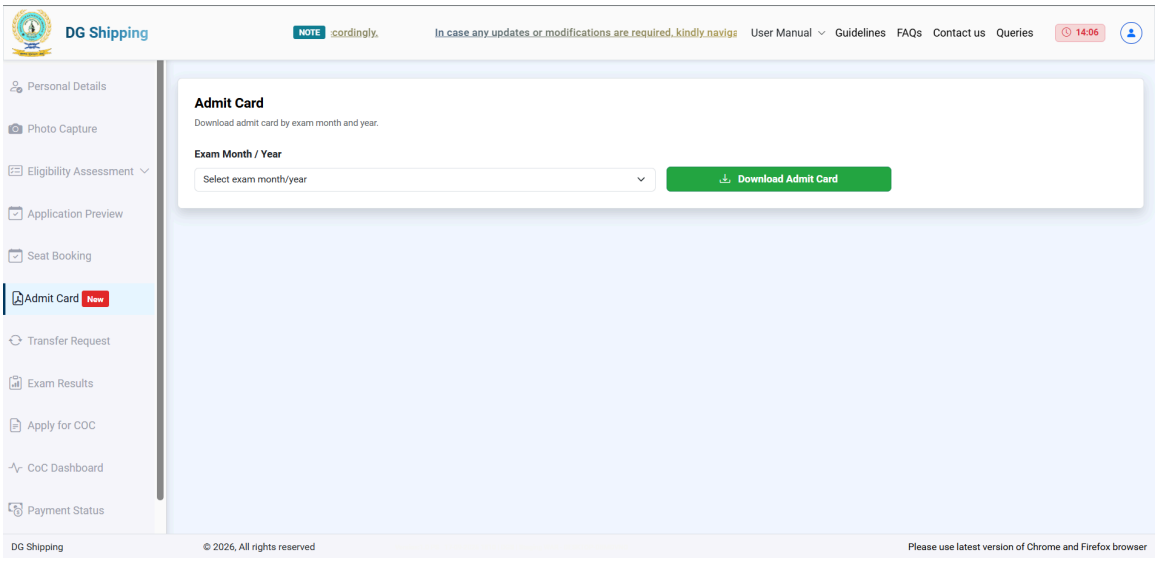
25.2. Admit Card

- The admit card will be generated three days after a successful payment.
- For written examinations, the exam slot will be automatically booked upon successful payment.
- For oral examinations, the slot will be confirmed after approval by MMD. The confirmation details will be communicated via the registered email and SMS.



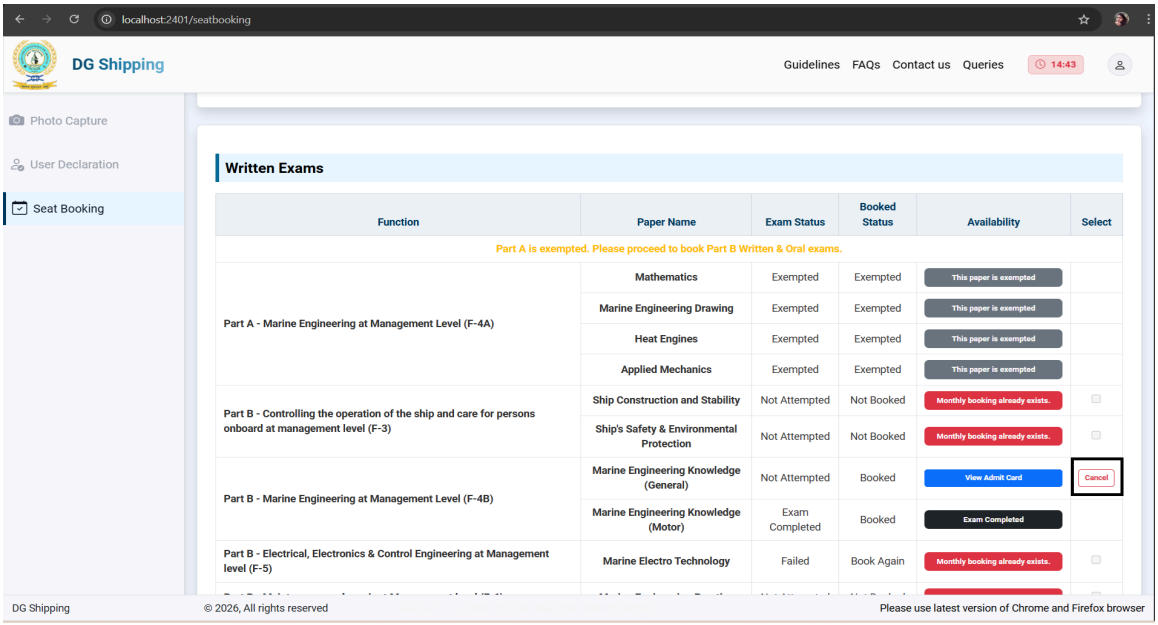
Downloading the Admit Card

- Log in to your account.
- Navigate to the Admit Card page.
- Select the exam month
- Download your admit card



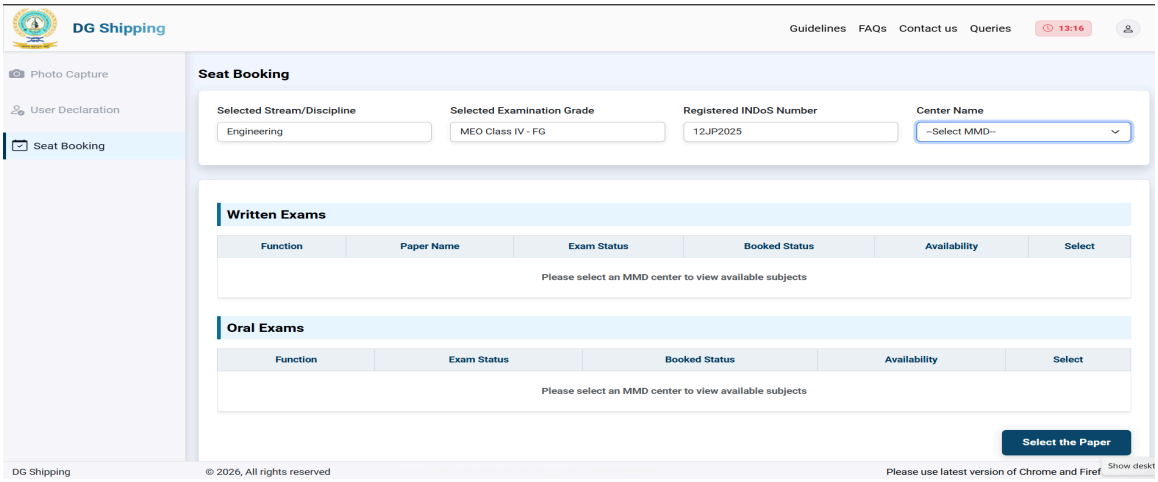
25.3. Exam Cancellation (No Refund)

- Cancel your exam using the “Cancel” button. The exam will be cancelled, but the exam fee will not be refunded.



25.4. Leftover Seats

- Seats at other MMDs will open after three days if available.
- Go to the Seat Booking page.
- If you are booking leftover seats, you must first select an MMD center.
- Exams will appear only after the center selection.



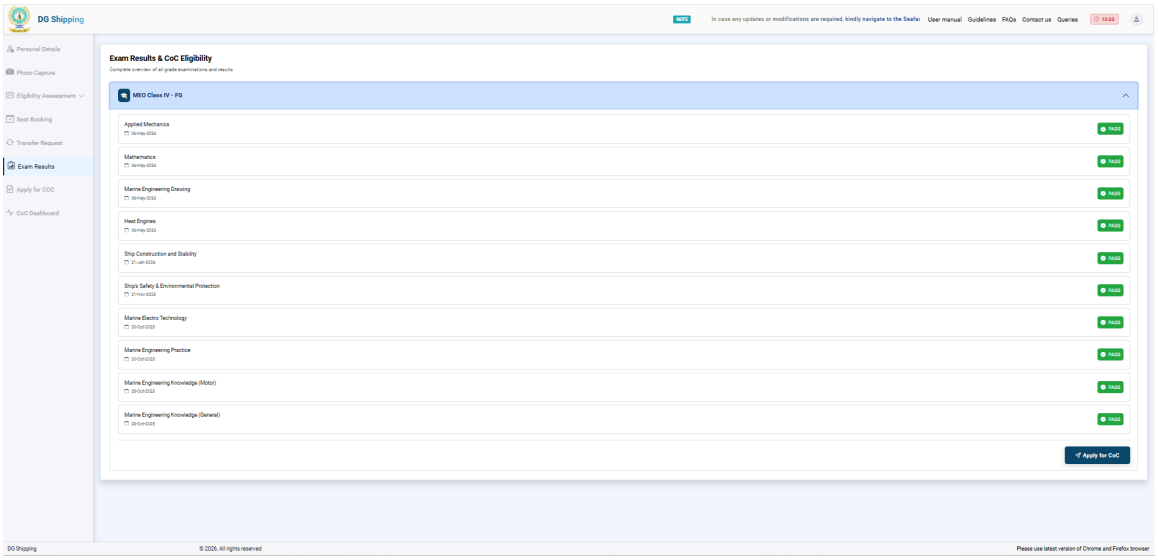
- Thereafter, you may proceed to book the seat using the same seat booking process.

26.Apply Certificate of Competency

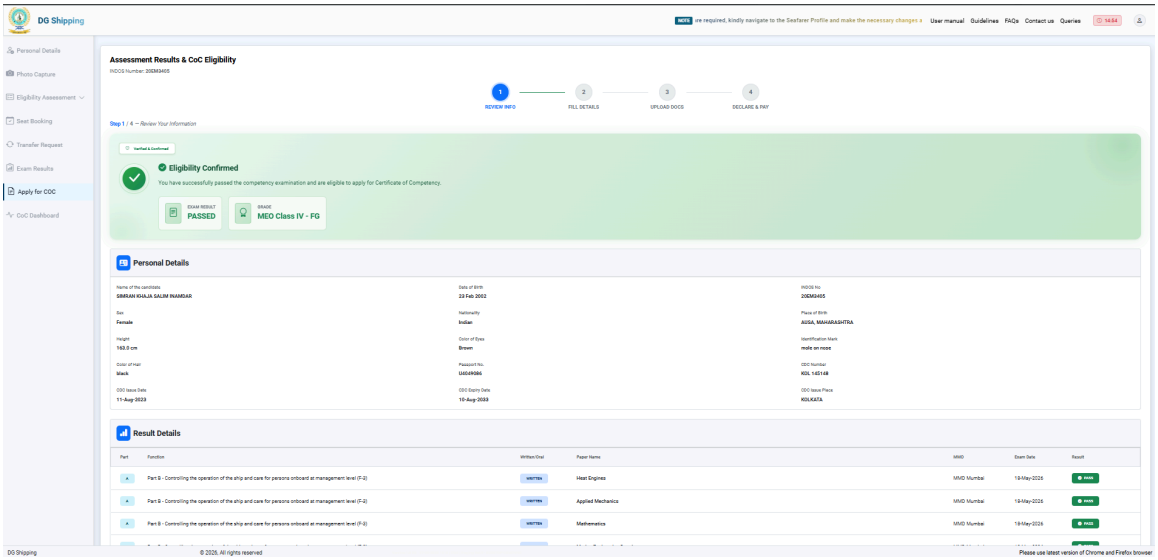
- If a candidate passes all required subjects for their grade, they become eligible to apply for the Certificate of Competency (CoC).

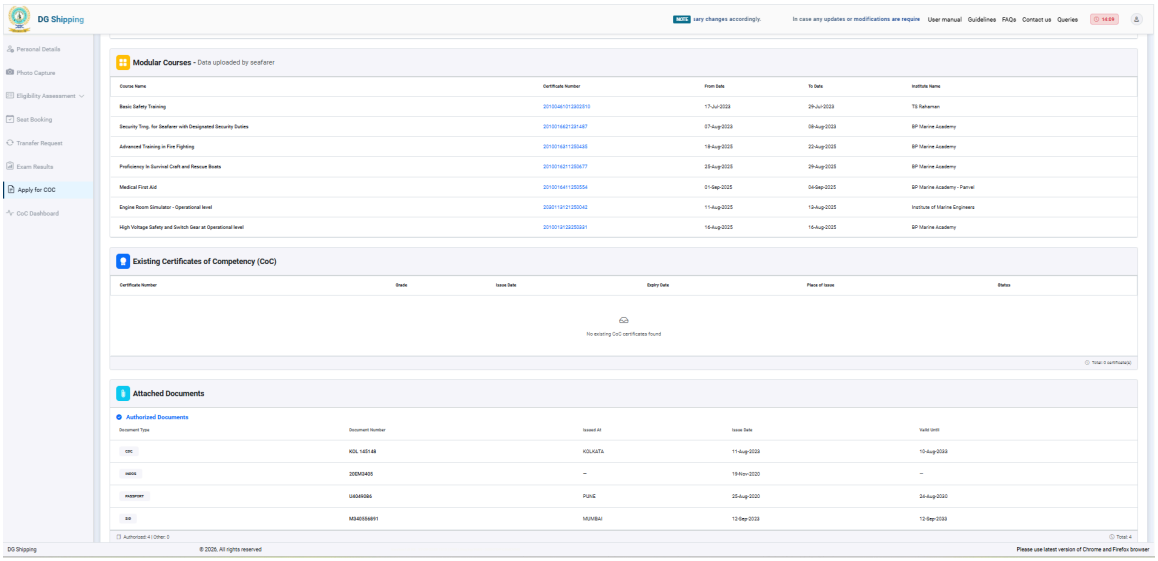
26.1. Review Your Information

- Once the results are published. Click the exam result option from the sidebar.
- Candidates can view their results, and if they have passed all subjects according to their grade requirements, they will be eligible to apply for the Certificate of Competency (CoC).

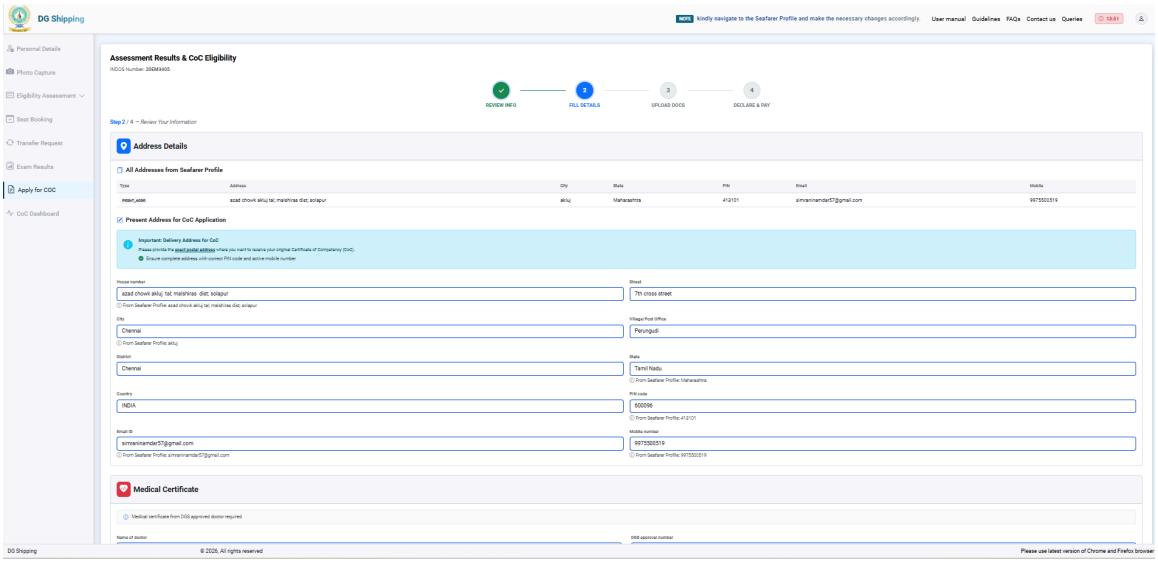


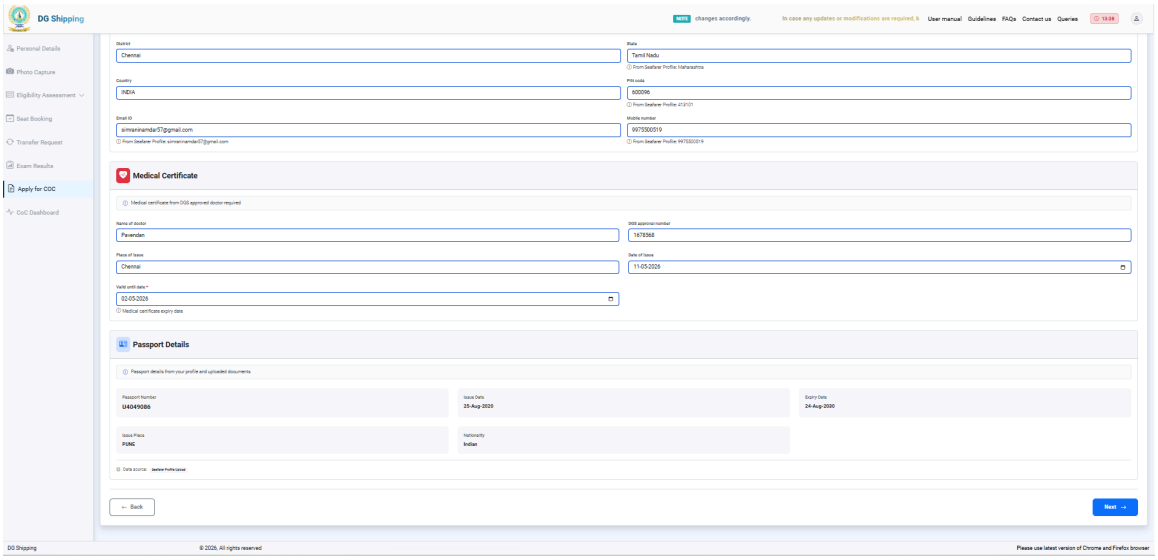
- Click the “Apply for CoC” button
- The application page will be displayed.



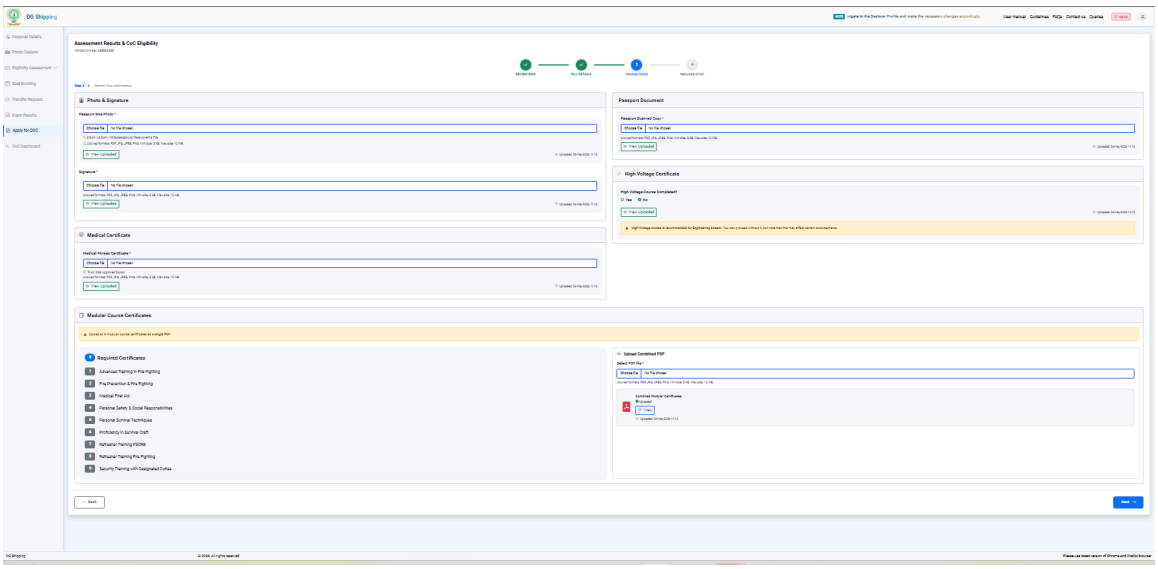


- The following information will be automatically fetched from the seafarer profile (eSamudra):
  - Personal details (Name, Date of Birth, INDOS Number)
  - Result details
  - Passport details
  - Existing certificates and courses
- If all information is correct, click the “Next” button to continue.
- The following page will be displayed.



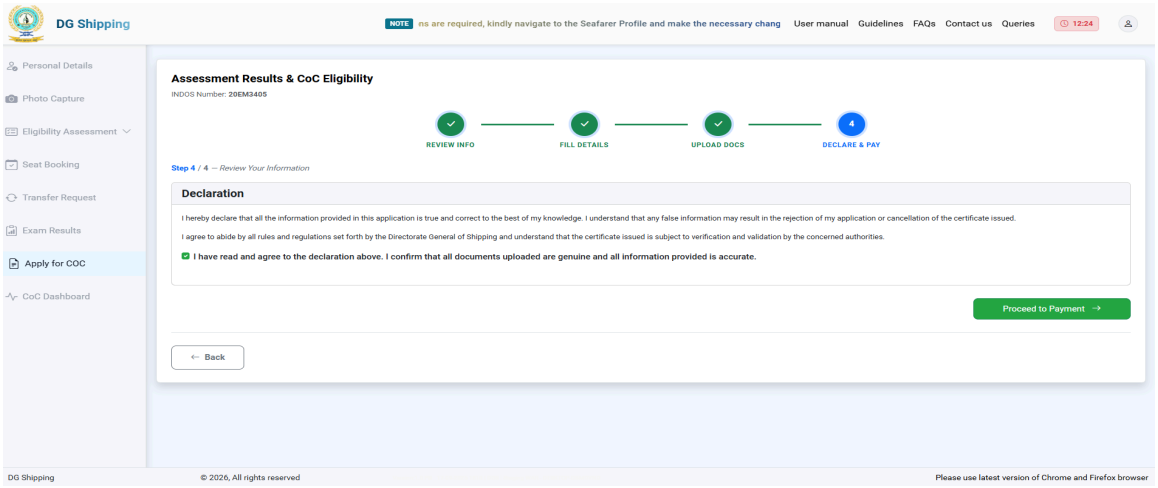


- Address is auto fetched from seafarer profile.
- Enter your current address and correct postal PIN code where you want to receive the original Certificate of Competency (CoC).
- Ensure that the address, PIN code, and mobile number are correct and active.
- Enter the following details from your medical fitness certificate:
- Doctor’s name
- DGS approval number
- Certificate dates
- Passport details will also be automatically fetched from the seafarer profile.
- Click the “Next” button to continue.



26.2. Document Upload

- Upload all the required documents.
- Upload the high voltage certificate (Engineering stream candidates only). Select “Yes” if applicable.
- Upload all 9 modular course certificates as a single PDF file.
- Ensure all uploaded documents are clear and valid.
- Click the “Next” button to continue.

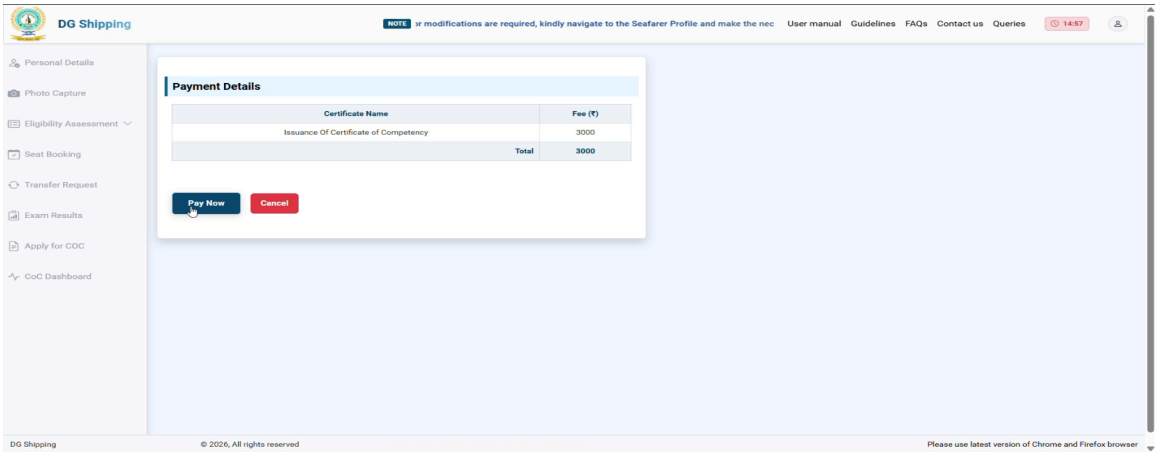


26.3. Declaration

- Read the declaration carefully.
- Select the declaration checkbox.
- Click the “Proceed to Payment” button.
- You will be redirected to the payment page.

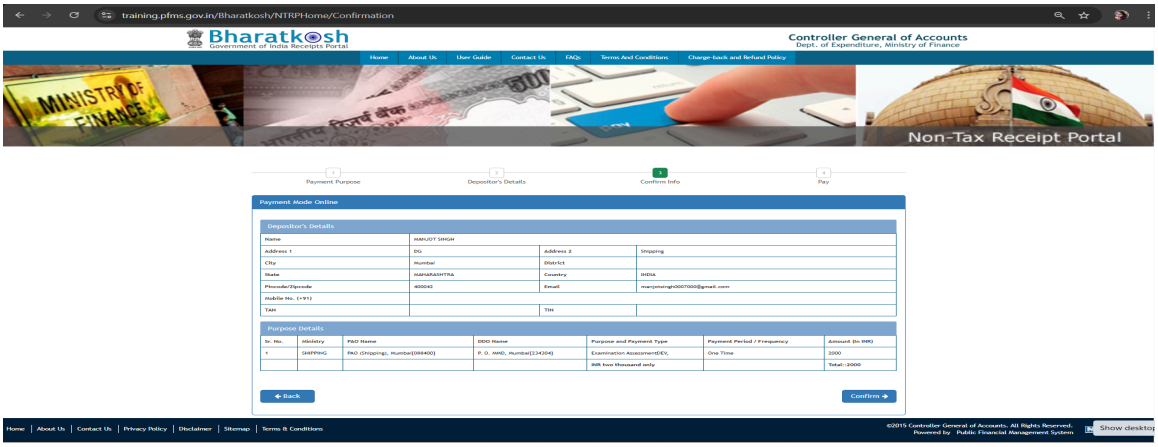
26.4. Payment for CoC

- Click the “pay now” button.

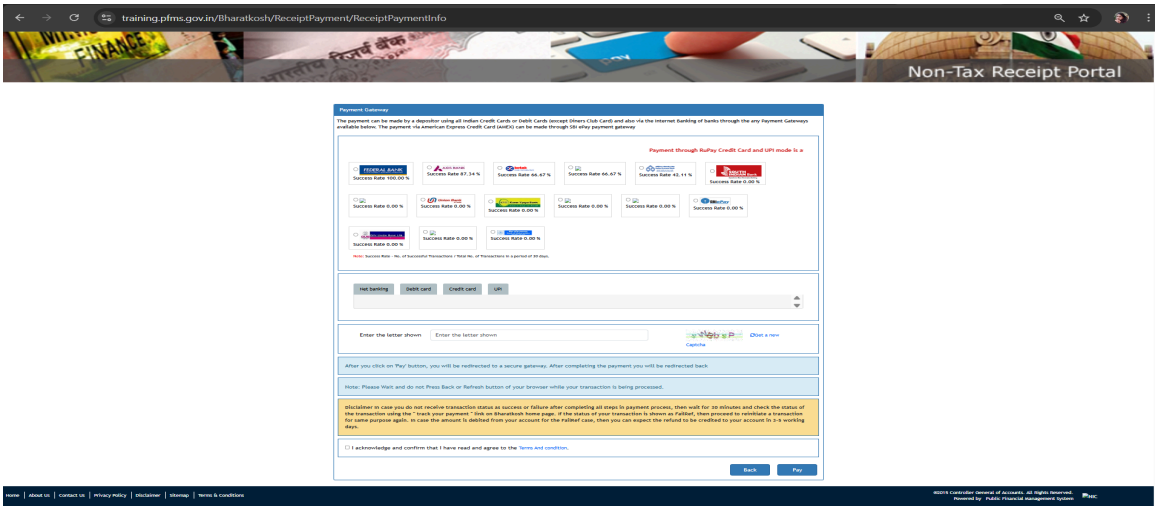


26.5. Payment Page

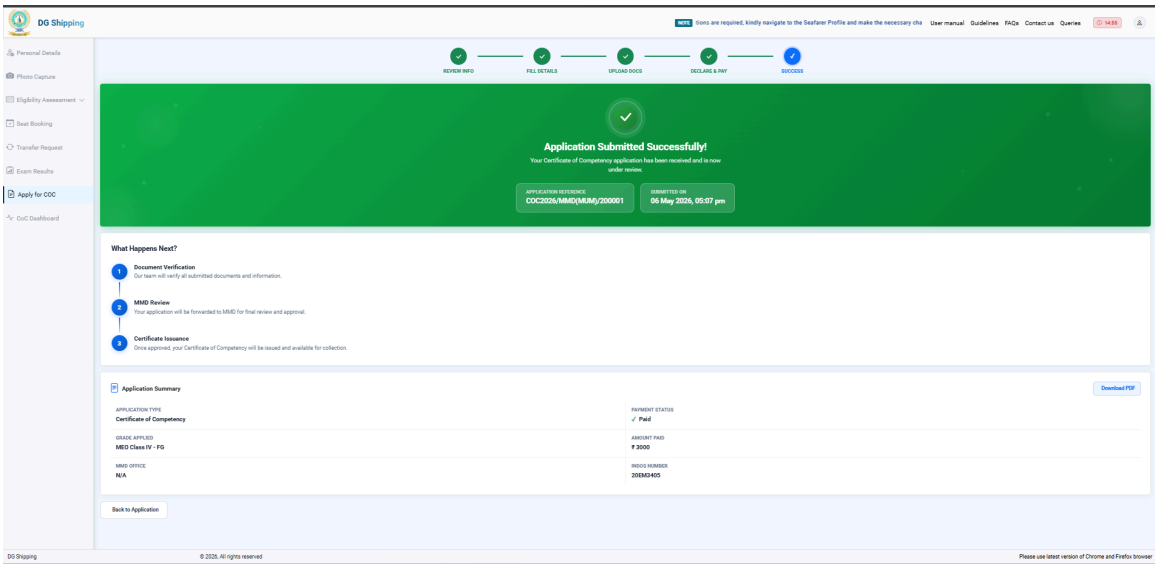
- On the payment page, finish the payment without refreshing, navigating back, or closing the browser.
- Complete your payment within 10 minutes. If the session expires, you will need to retry the seat booking process.



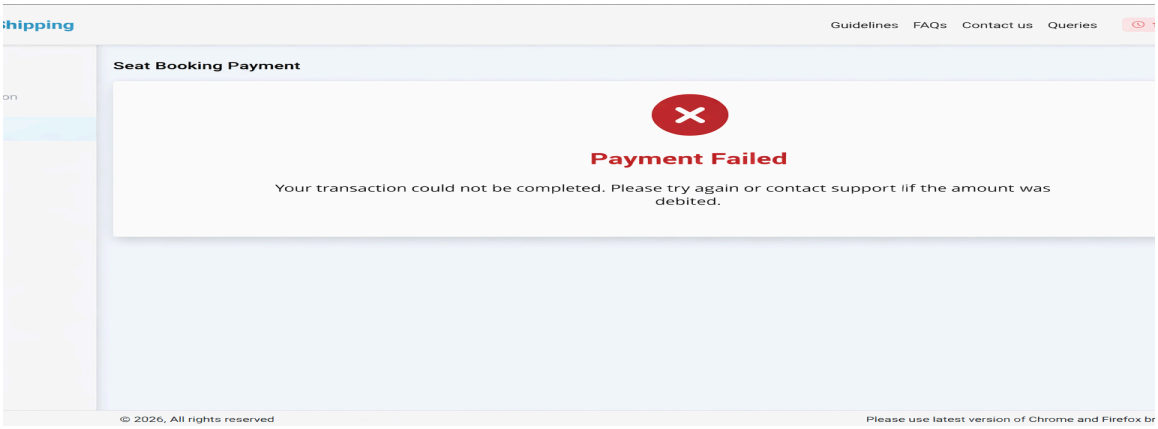
- Check the details and click the “continue” button.



- First, select your bank. Then choose a payment method, such as credit card, debit card, net banking, or UPI.
- Enter the captcha
- Click the “Pay” button and pay using the payment method you selected.
- If the page does not respond after completing the payment, please wait for a few minutes and then check your booking status
- Once payment is successful, a success confirmation page will appear.



- If the payment is unsuccessful, the failure message page will be displayed.

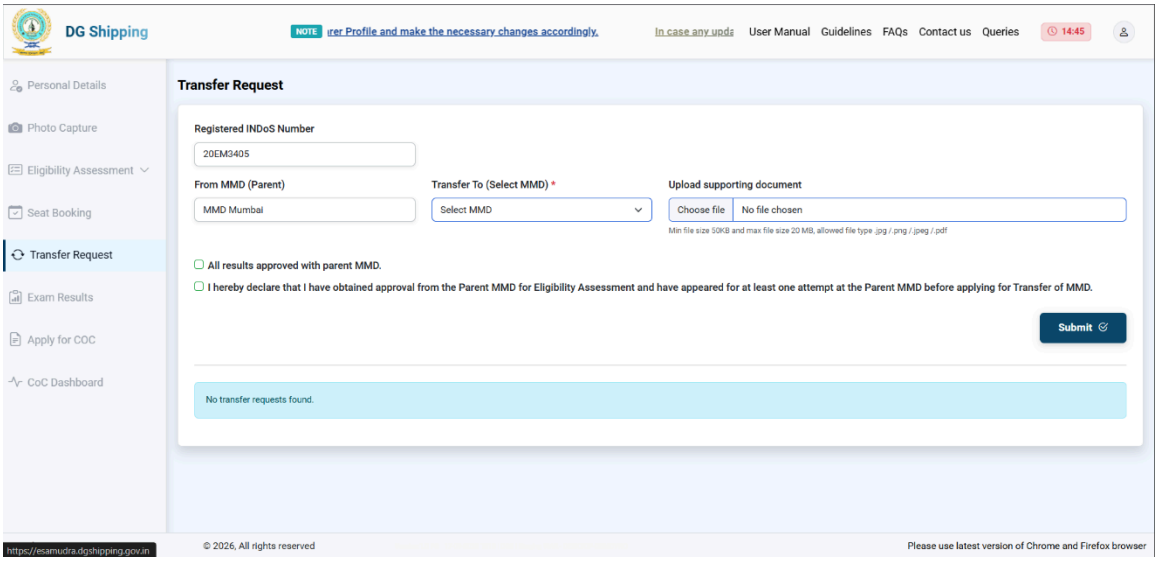


26.6. CoC Verification

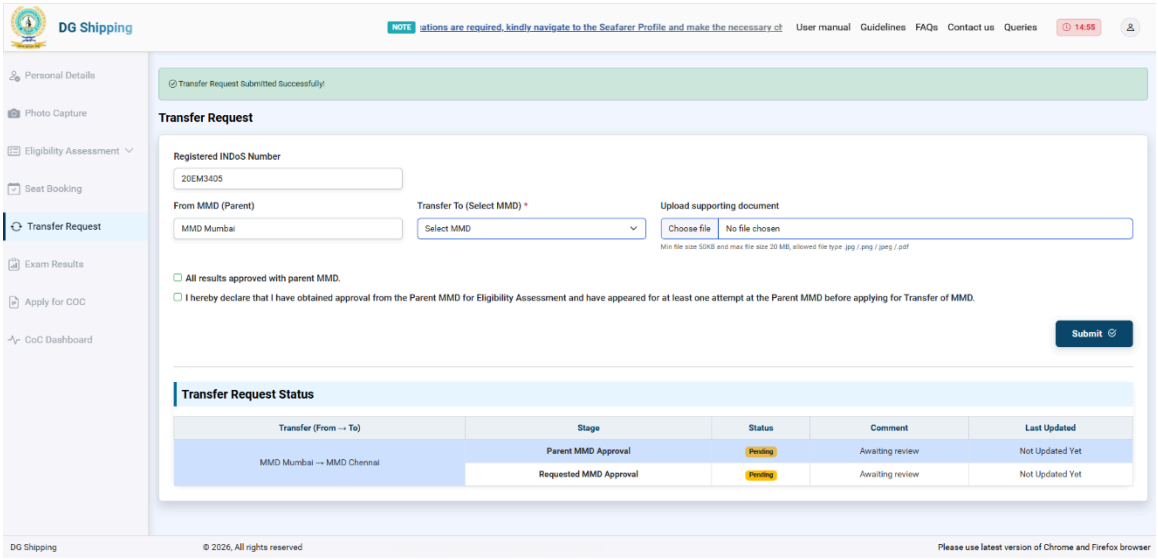
- Once the payment is completed successfully, the application is sent for admin-level verification.
- After successful verification, your CoC number will be generated and the Certificate of Competency (CoC) will be issued.
- The original CoC will be sent to the postal address provided in the application.

27. Transfer Request

- If a candidate passes all required subjects for their grade. The transfer request page allows candidates to request a transfer from their current Parent MMD to another MMD.



- The registered INDoS number and parent MMD are automatically fetched by the system.
- Select the MMD to which you want to transfer.
- Upload the required supporting documents.
- Before submitting, candidates must confirm all declarations.
- Click the “Submit” button to send the transfer request successfully.



- Once the request is approved, the approved status will be displayed on this page, and a confirmation will also be sent via email.