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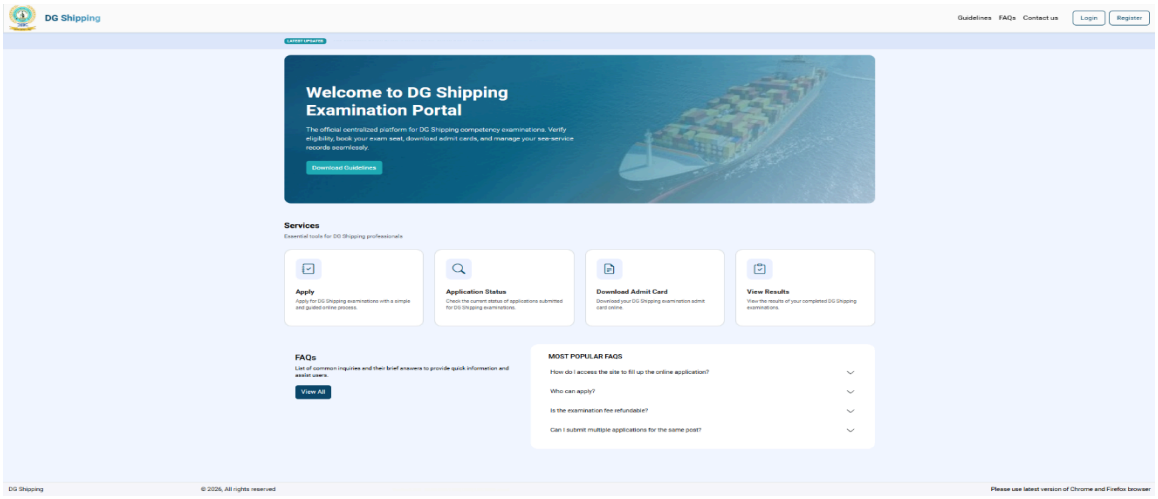
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## 2. Fresher Candidates- New User Registration

**Home Page**

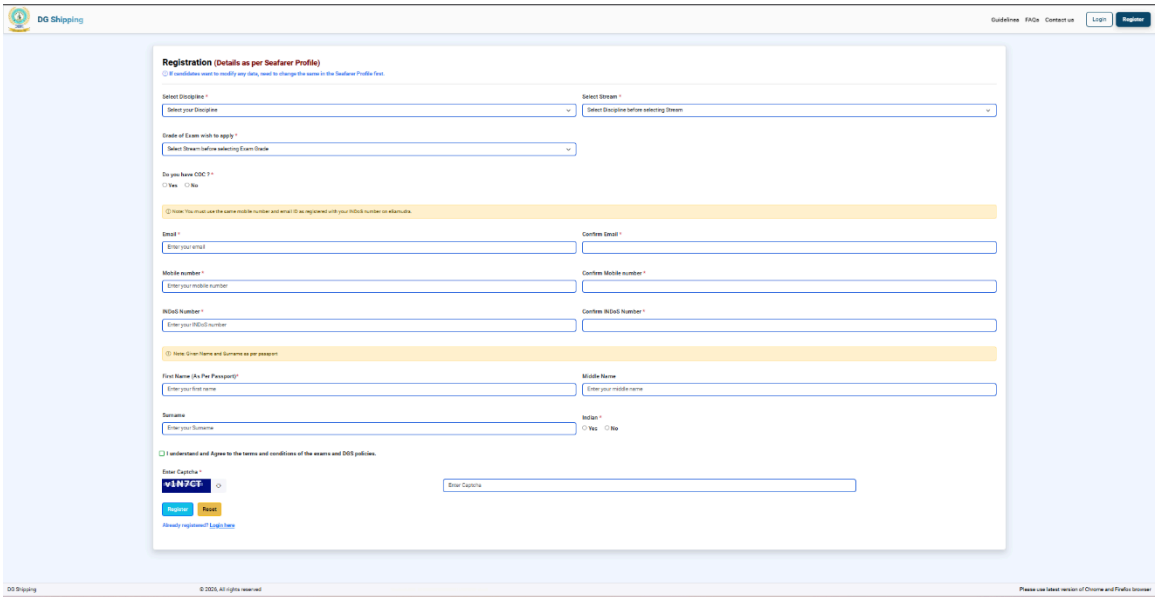
- Open the DG Shipping Examination Portal.
- The Home page will be displayed.




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

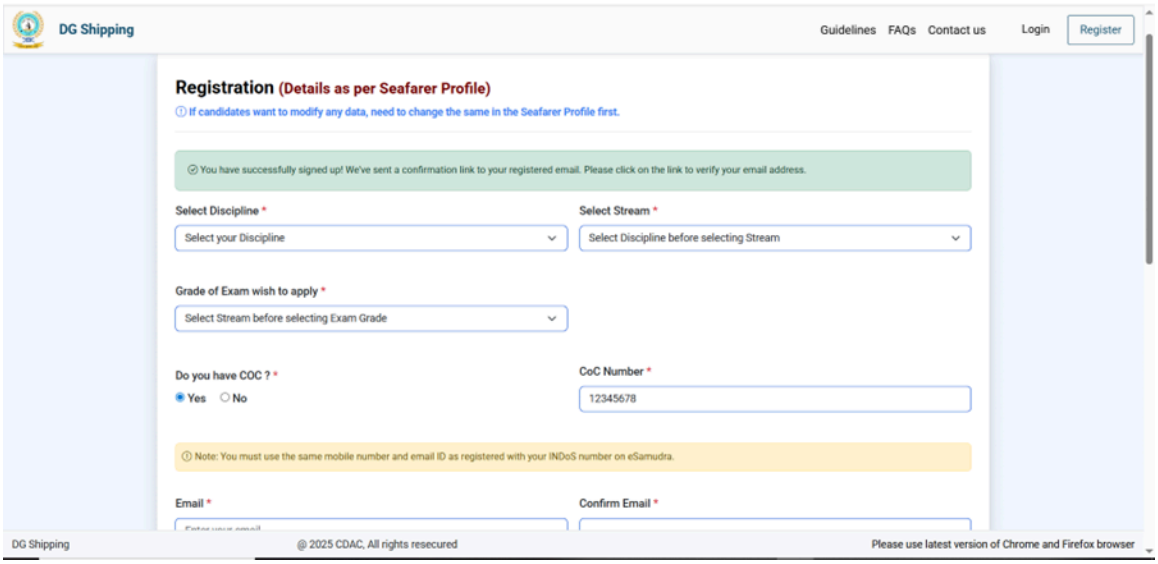
## 3. Register Page

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

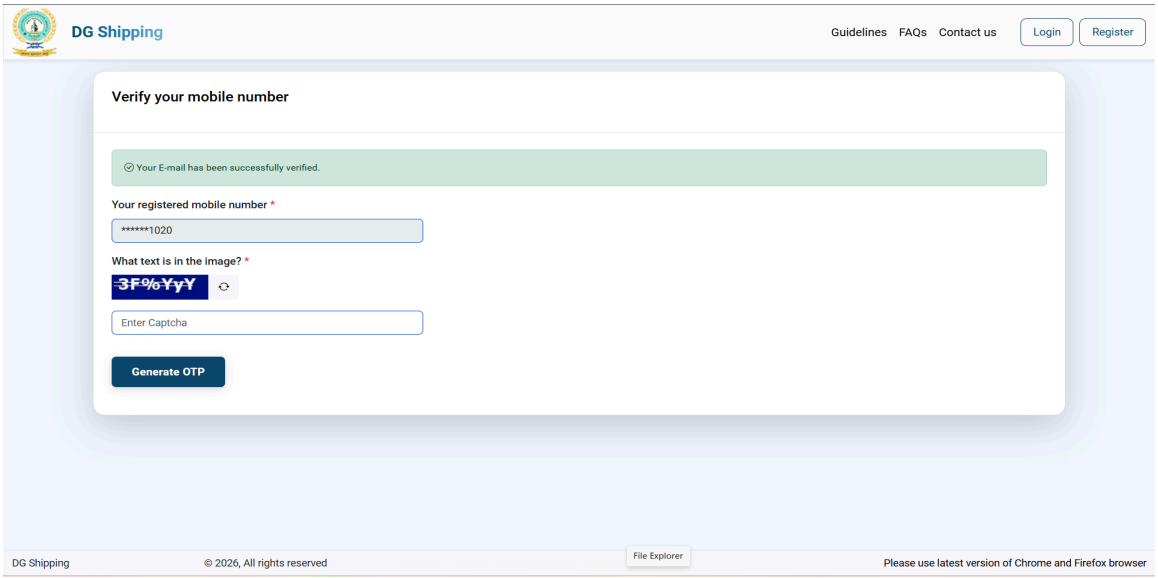



- Select Discipline, Stream, and Grade Selection
- Select “Yes” if you currently hold a valid CoC; select “No” if you do not have a CoC. If you select “Yes,” enter your CoC number.
- Enter your registered Email ID and confirm Email ID.
- Enter your registered mobile number and confirm mobile number
- Enter your INDoS number and confirm INDoS number

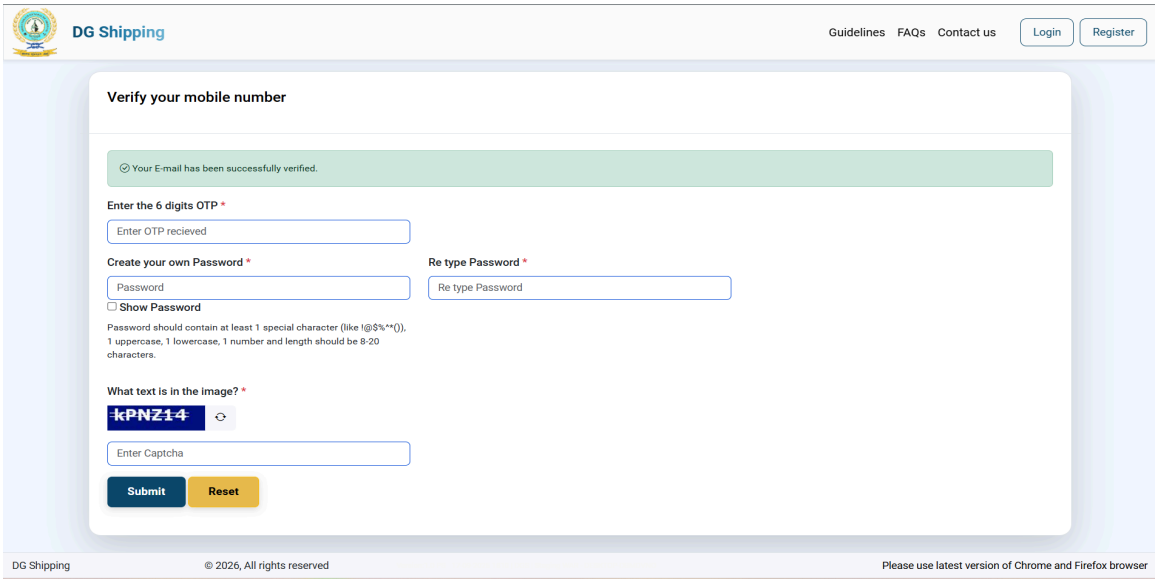
- Enter First name, Middle name (if applicable) and Surname
- Select “Yes” if you are Indian; otherwise, select “No.”
- If you select “No”, enter the country name and upload the supporting document.
- Check the box to confirm the declaration.
- Enter the displayed captcha.
- Click on the “Register” button.




- 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.



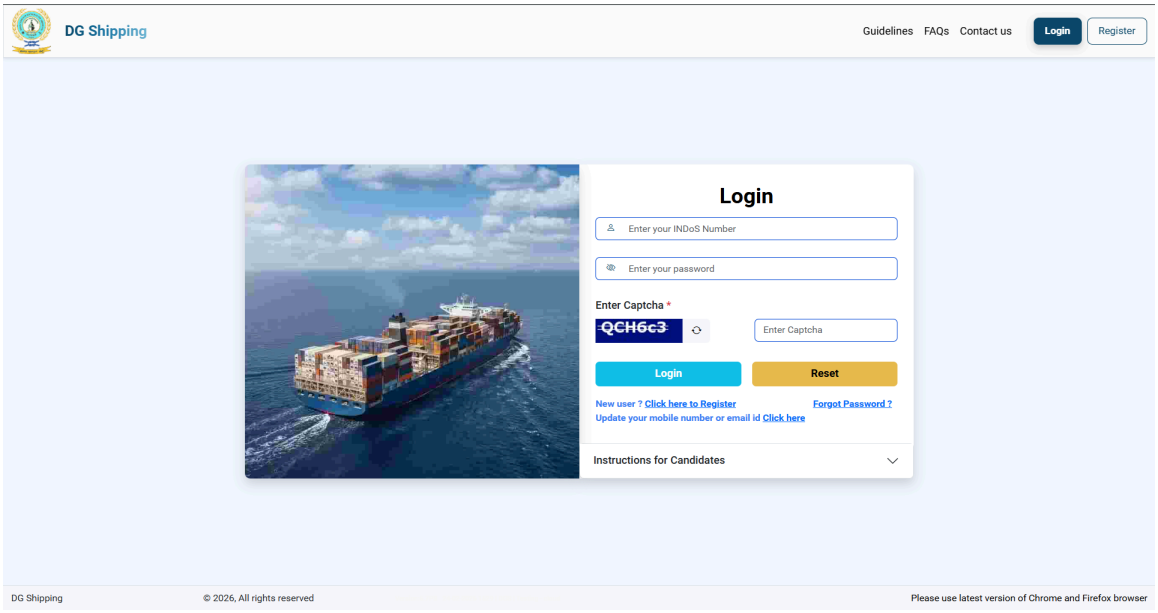
- Enter captcha, then click on the “Generate OTP” button.



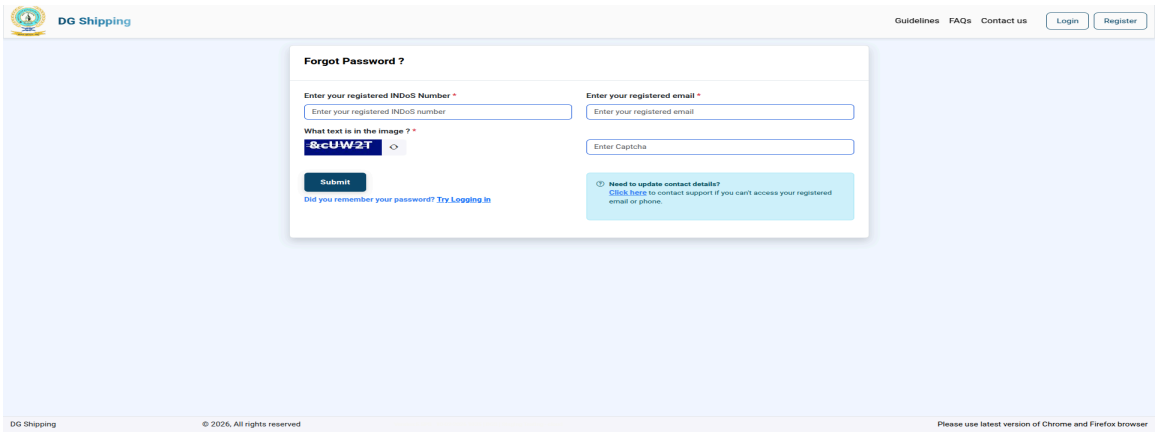

- Enter the OTP received on the registered mobile number
- Create your password. (Password should contain at least 1 special character (like !@$%^*()), 1 uppercase, 1 lowercase, 1 number and length should be 8-20 characters.)
- Enter captcha
- Click the “Submit” button to complete the verification process

## 4. Repeater/Existing User

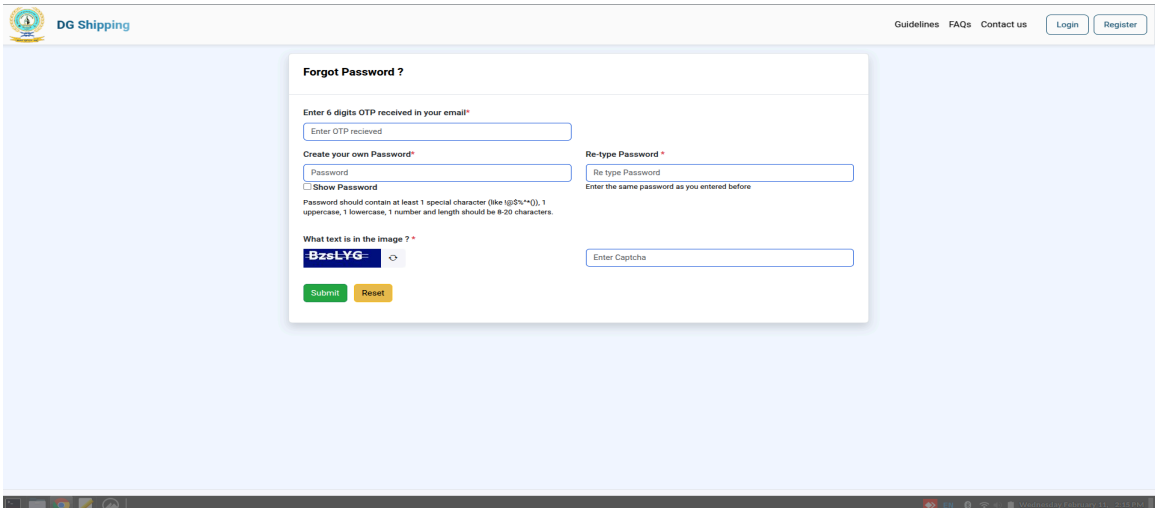
- If you are an existing user (i.e., already registered on the E-Pariksha portal or E-governance)



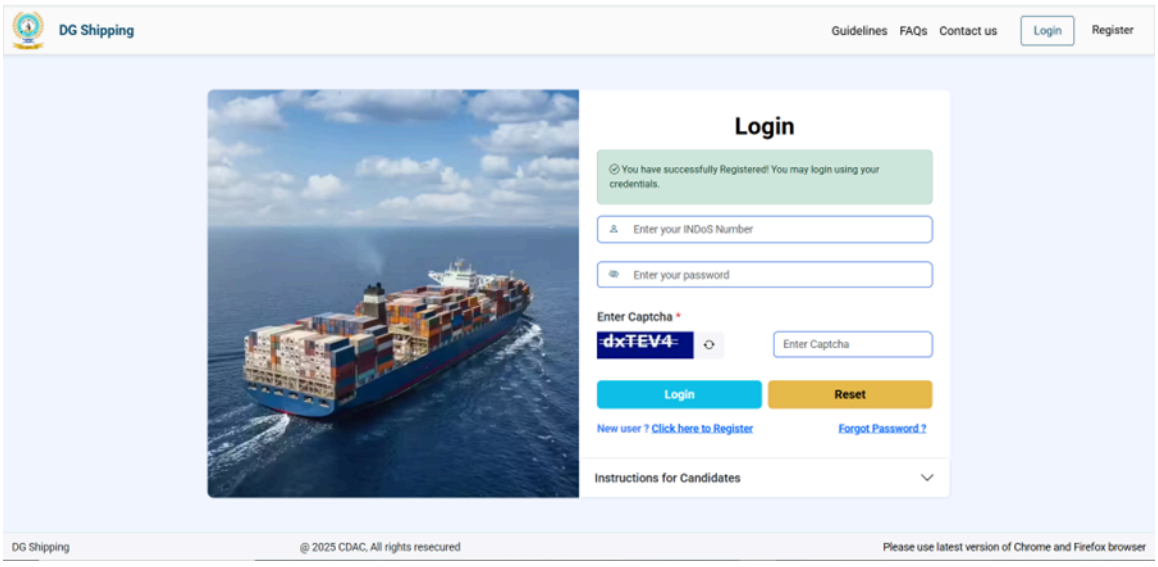

- Click "Forgot Password" link
- You'll be directed to the password reset page




- 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.

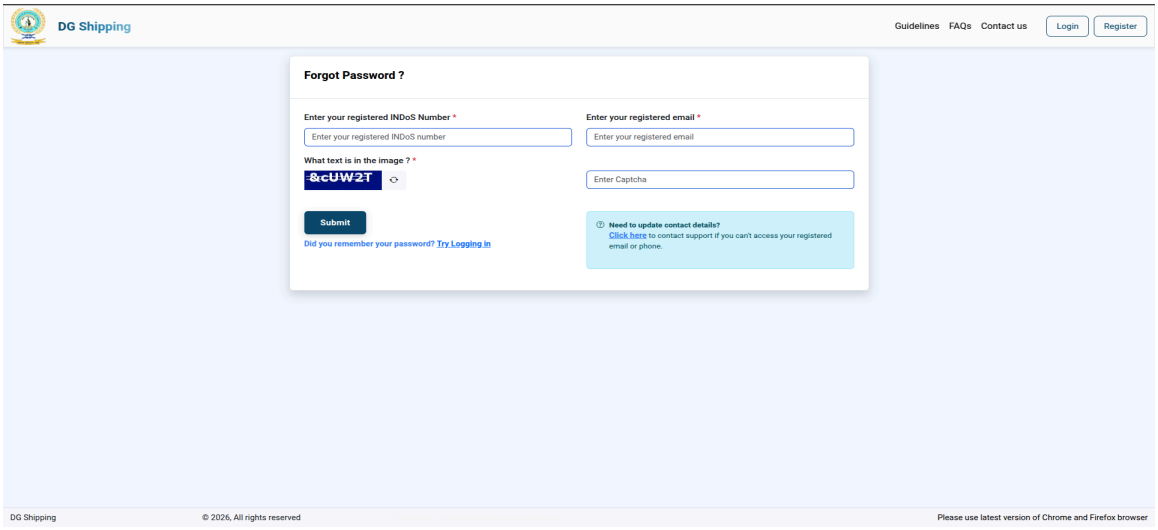



## 4.1. Forgot Password

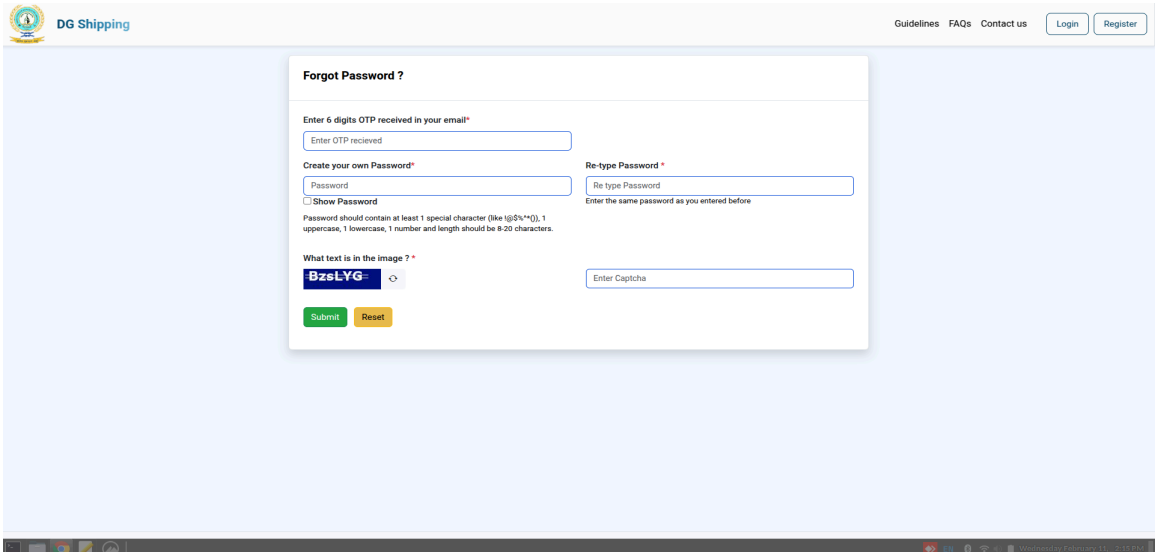
- If you forgot your password, click the “Forgot Password” link and follow the

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.

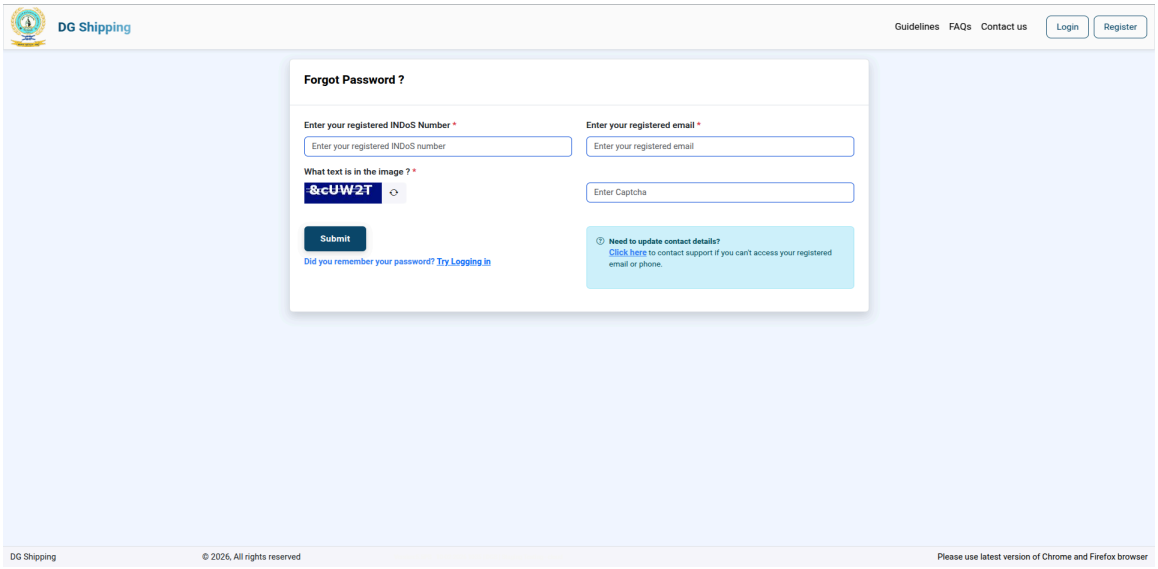


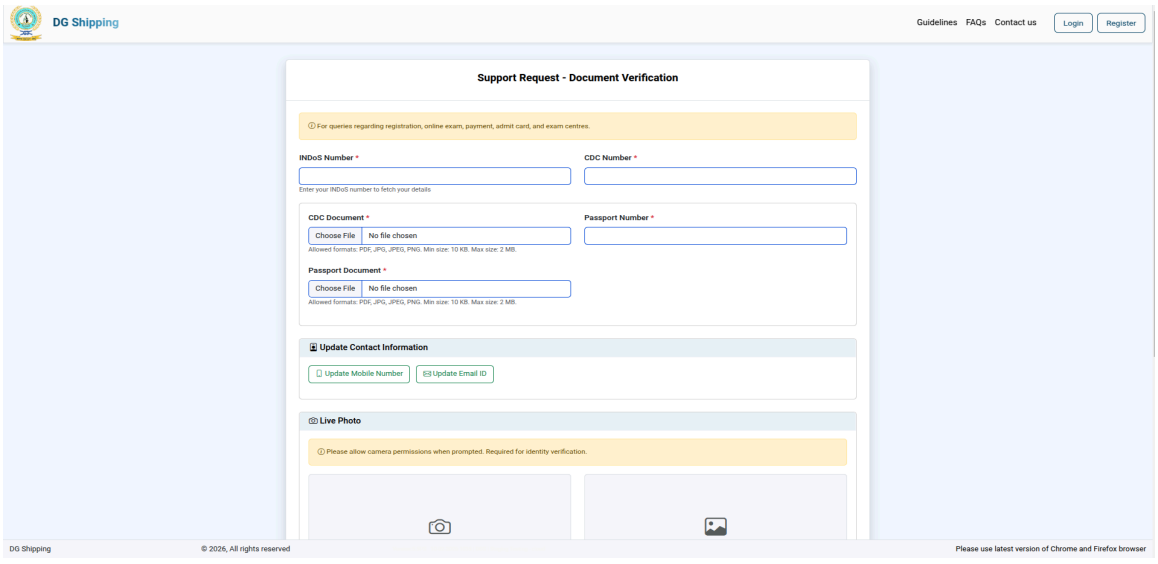

- Enter OTP

- 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.

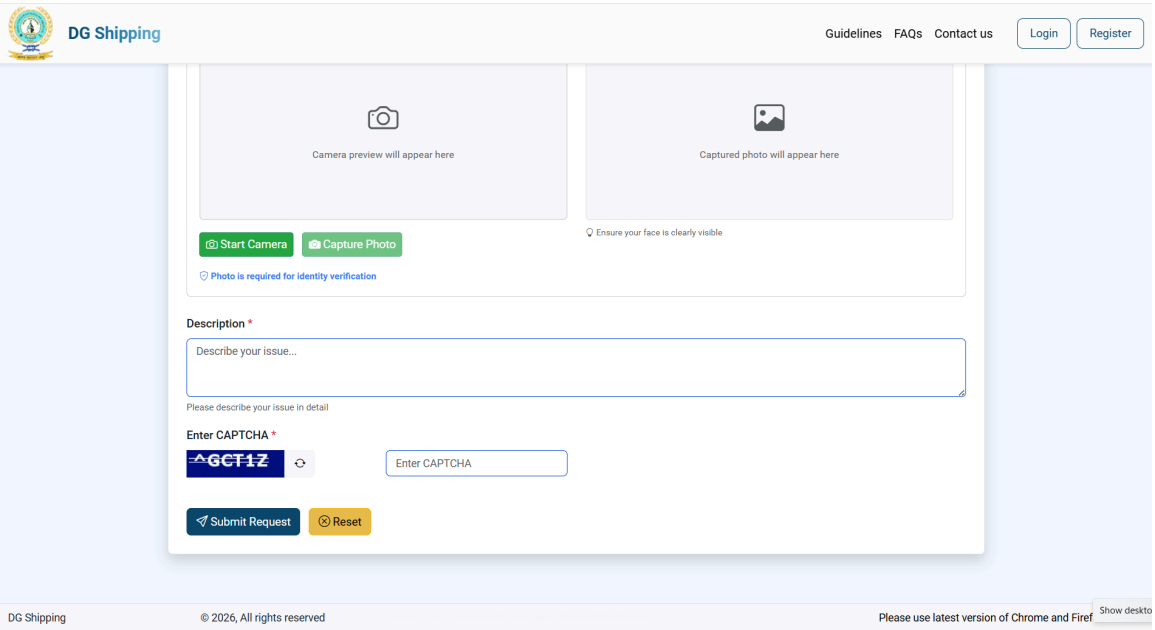
## 5. Update Contact Details (If unable to access old Email/Mobile)

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



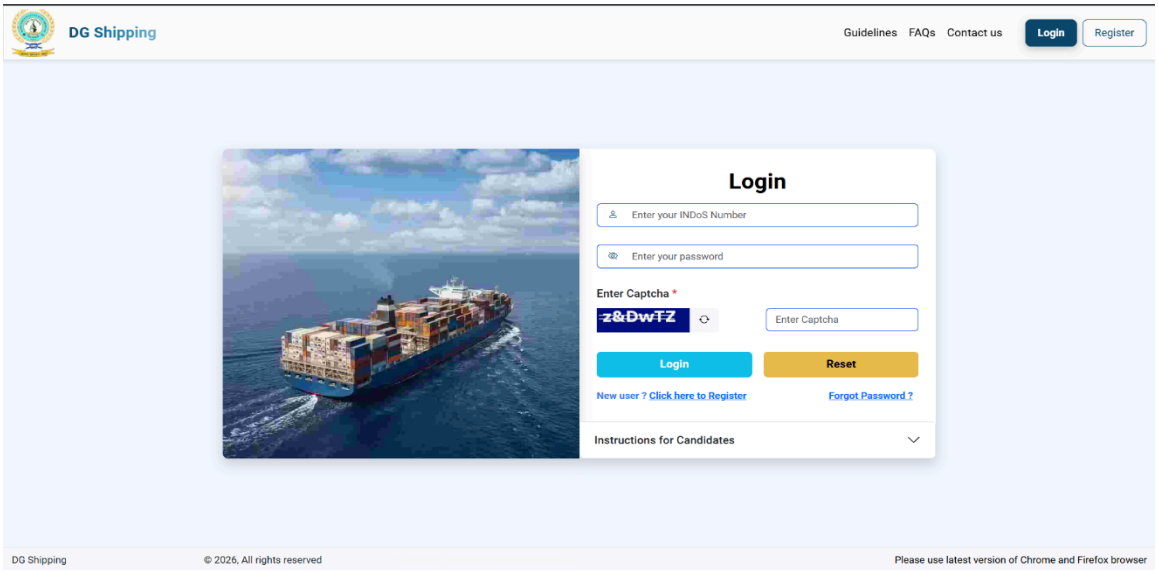



- Enter your INDoS number
- Enter your valid CDC Number.
- Upload the CDC document
- Enter your passport number.
- Upload a copy of your passport.
- To update only the mobile number or email ID, click the “Update Mobile Number” or “Update Email ID” button and enter the required details.
- To update both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

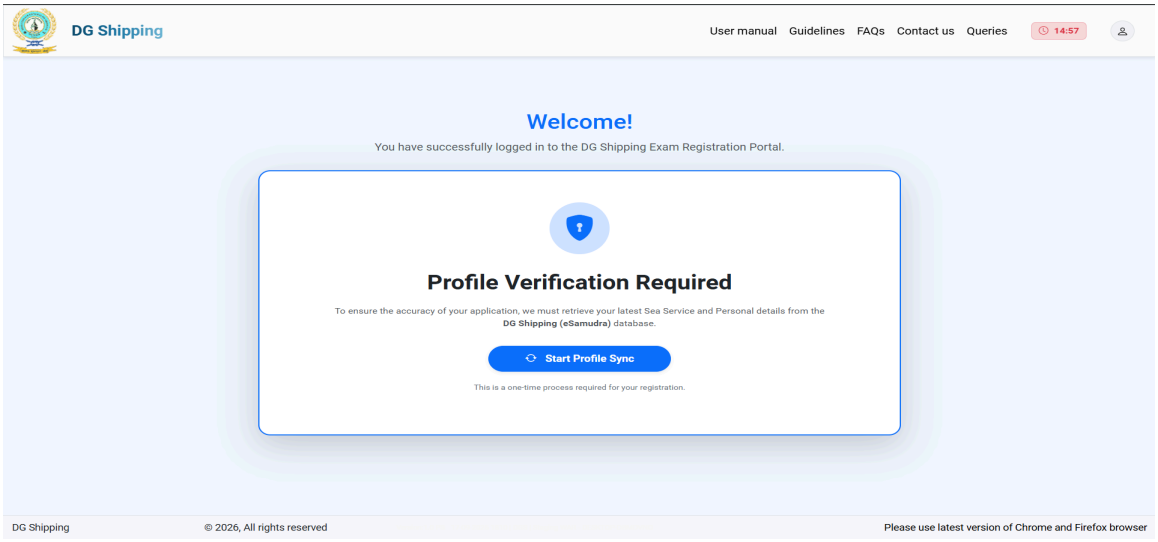



## 6. Login

- Navigate to the Login page

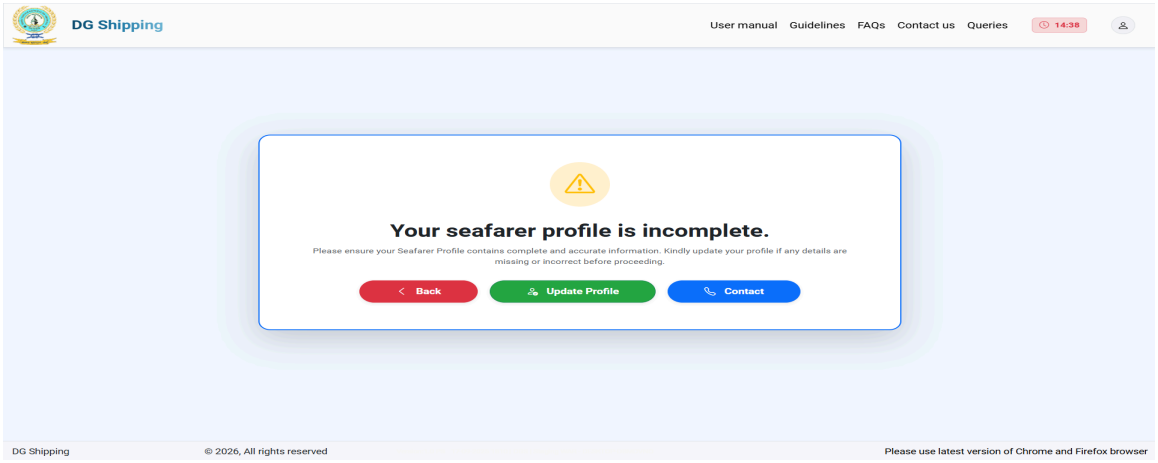



- Ensure that location services are enabled on your system.
- Enter your INDoS number.
- Enter your password.
- Enter the captcha shown on the screen.
- Click the “Login” button.
- After successful login, the following screen will be displayed to the user.




- 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.

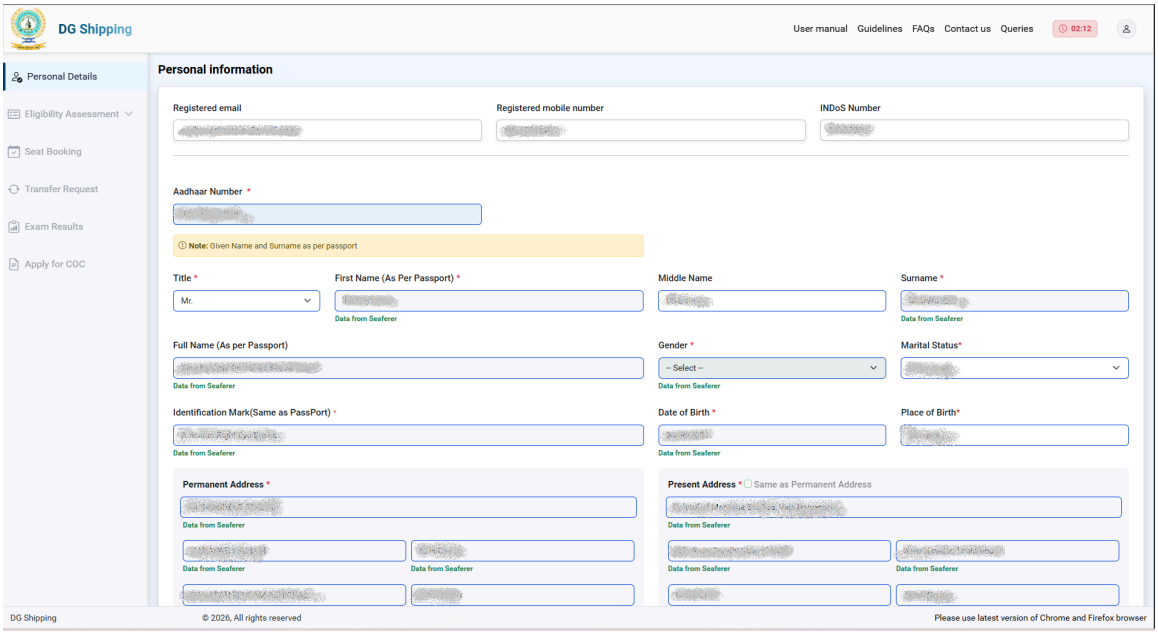
- If your profile is not synced with the Seafarer Profile (eSamudra), you will see this page.




- 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

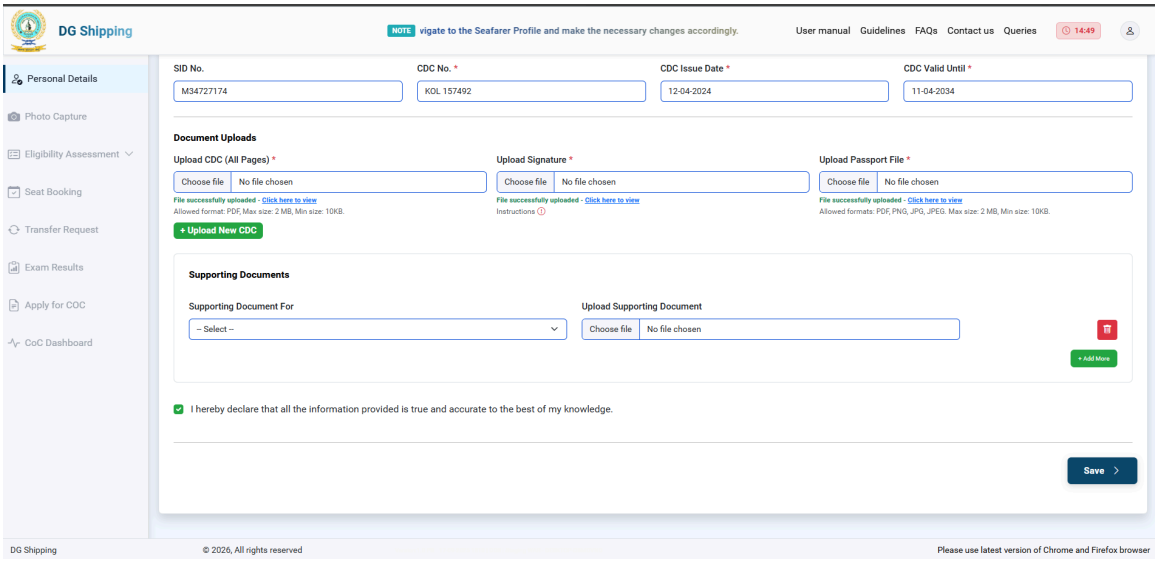
- After successful login, the page will be redirected to the personal details page.
- Verify the following details auto-fetched from registration: Email ID, Mobile number, INDoS number



- 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)



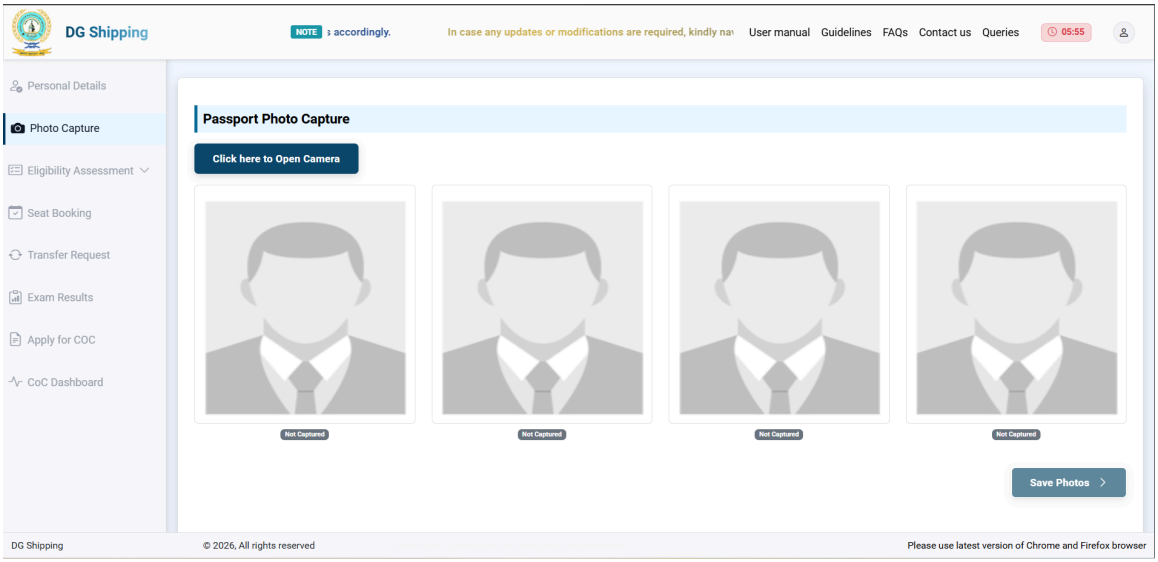

- Upload your CDC certificate(all pages) as a single PDF file. Click the "+ Upload New CDC" button to add new CDC files. Each File can be removed individually
- Upload your signature: Use an image size of 300 × 100 pixels with a white background and black/dark blue ink. Accepted formats: JPG, JPEG, or 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

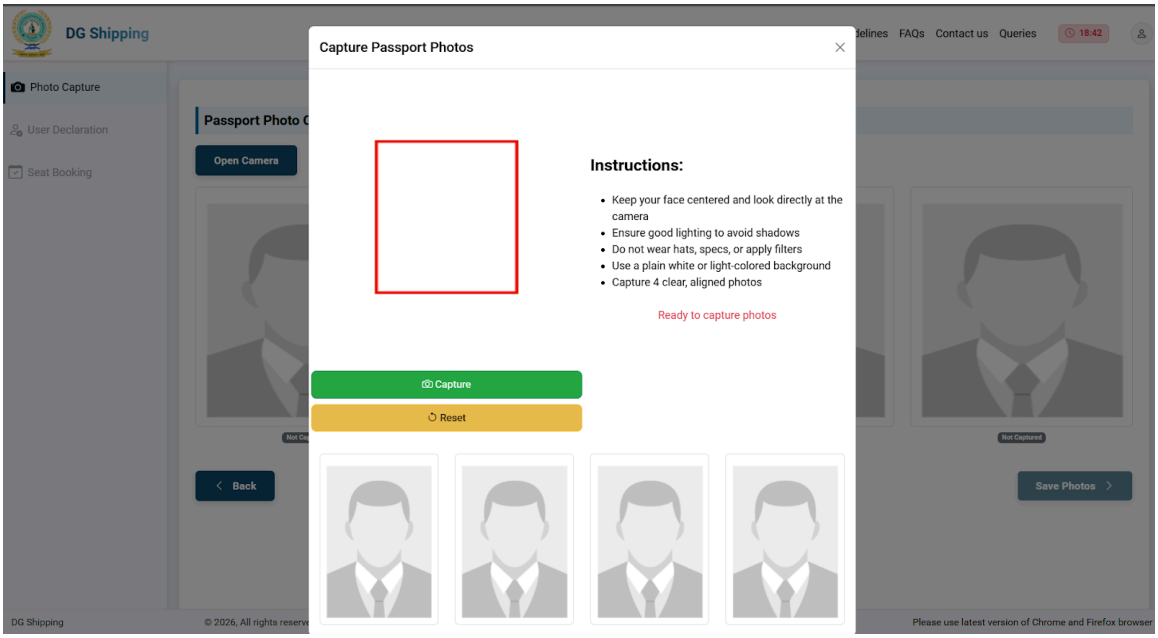
- Upload your passport file. Accepted formats: PDF, JPG, JPEG, or PNG. File size must be between 10 KB and 20 MB.
- Supporting document: Select the document type and upload the supporting document as proof.
- Check the box to confirm the declaration.
- Click the “Save” button.
- Upon submission, the system will redirect to the photo capture page.

## 8. Photo Capture

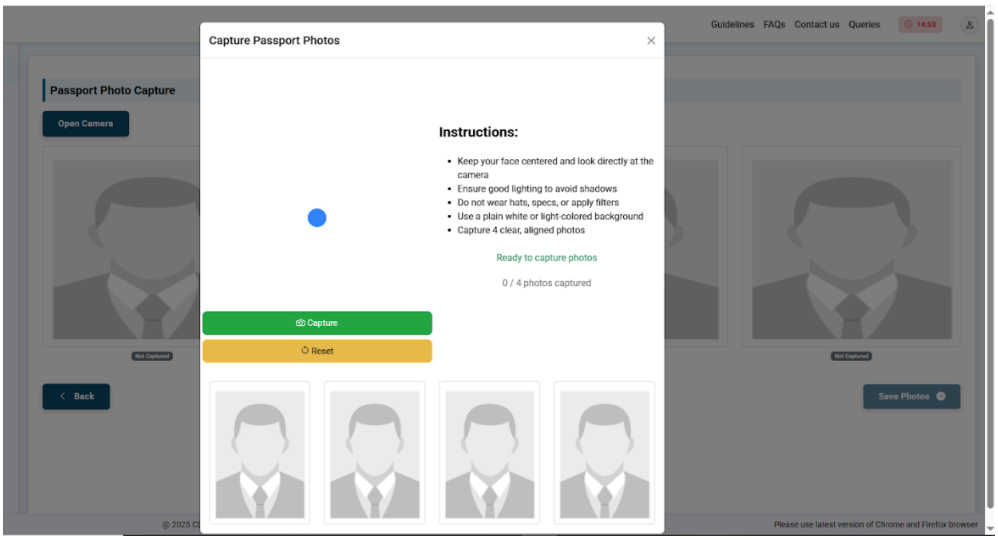
- Click the “Click here to Open Camera” button.




- 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



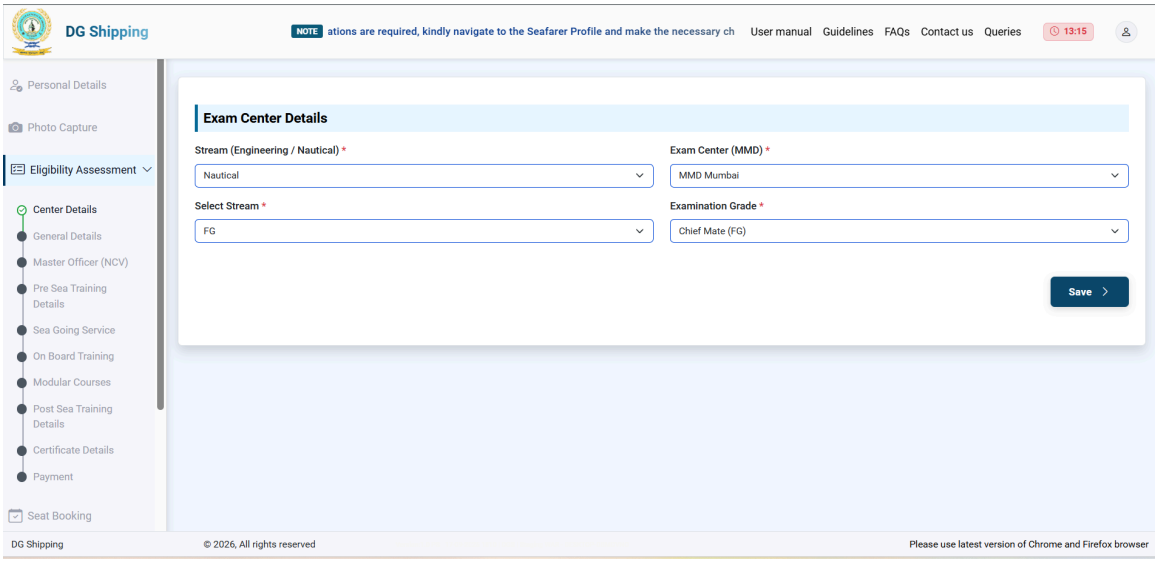

- After saving, the system redirects to the Eligibility Assessment - Exam center details page.

# Eligibility Assessment - Nautical

## 9. Nautical (FG) | Chief Mate Foreign Going (FG)

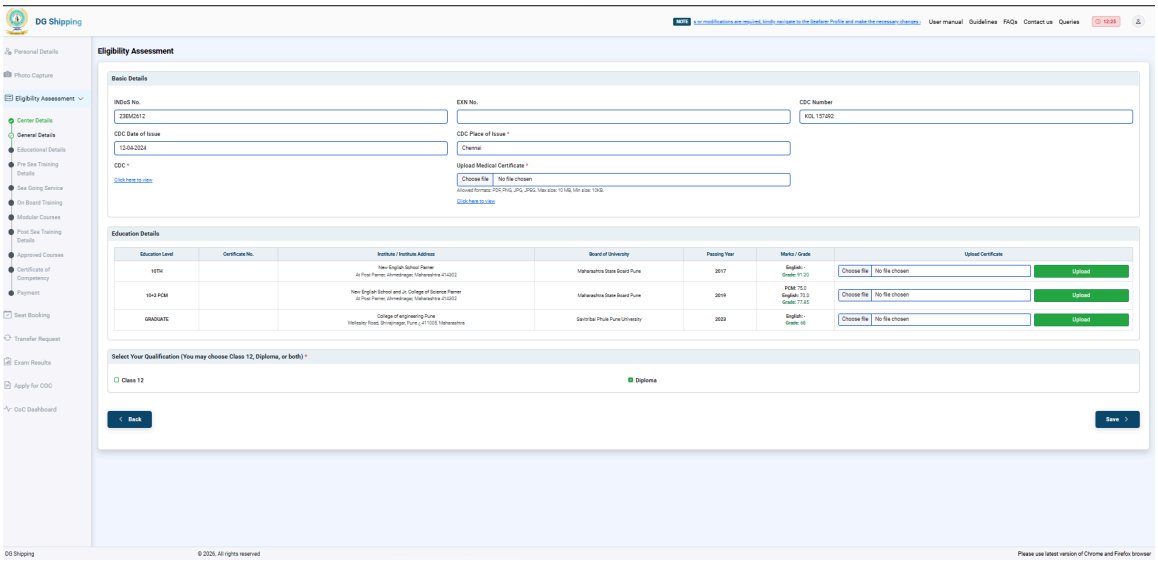
### 9.1. Exam Center Details

- 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.



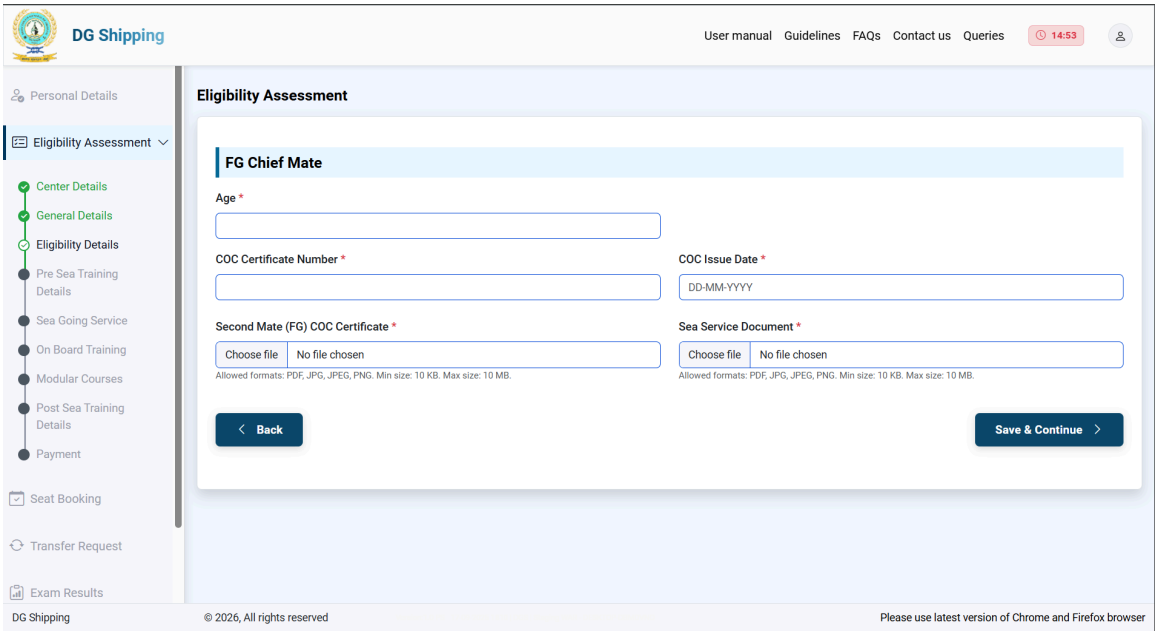
- Enter EXN number (if applicable).
- Enter the CDC place of issue.
- When the CDC certificate is uploaded in the personal details section, the document is automatically fetched.
- Upload the medical certificate.

**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” button to proceed to the next section.

## 9.3. Chief Mate FG - Eligibility Details

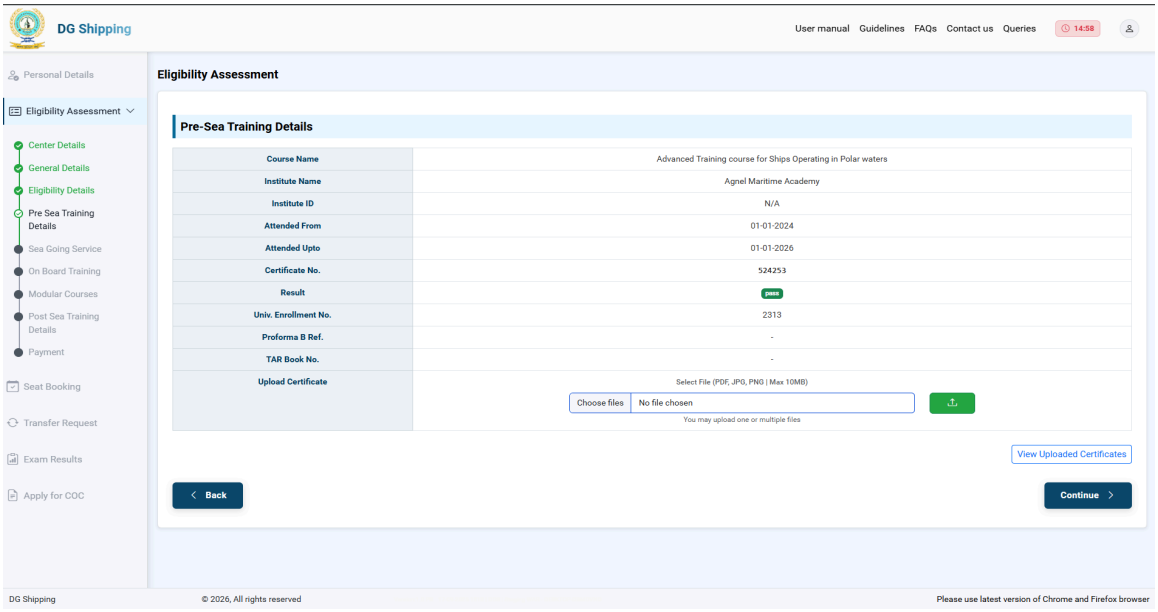
- After saving the general details, you will be redirected to eligibility details




- Enter your age
- Enter your CoC number
- Select the CoC issue date
- Upload the second mate fg CoC document
- Upload the sea service document
- Click the “Save” button to proceed to the next section.

## 9.4. Pre-Sea Training Details Section

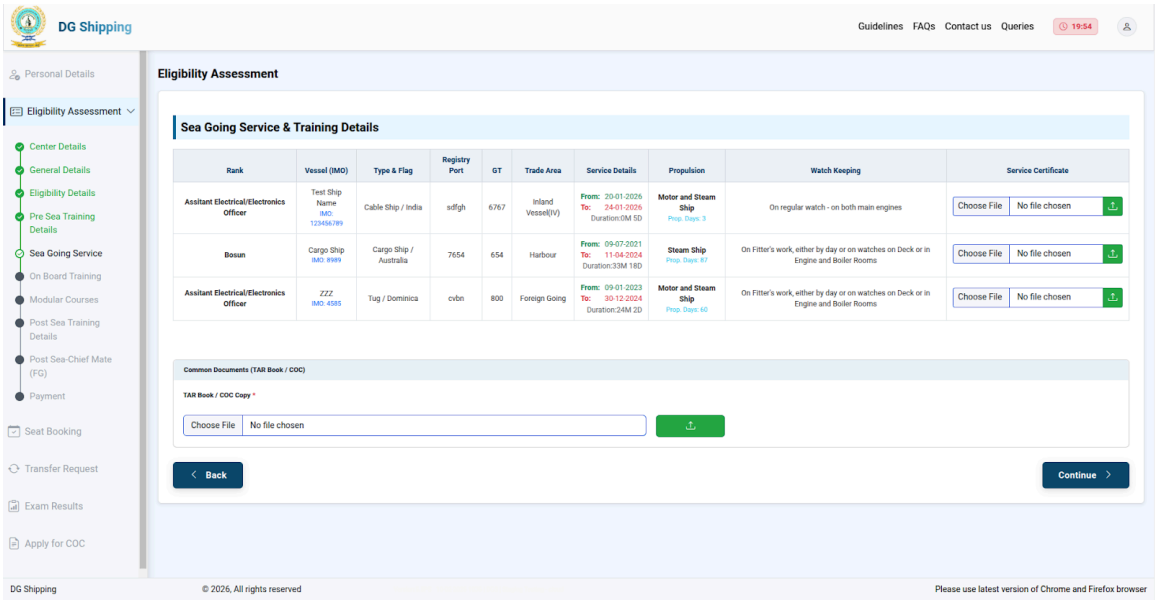
- After saving the educational details, you will be redirected to pre sea training details.




- This section 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.

## 9.5. Sea Going Service Section

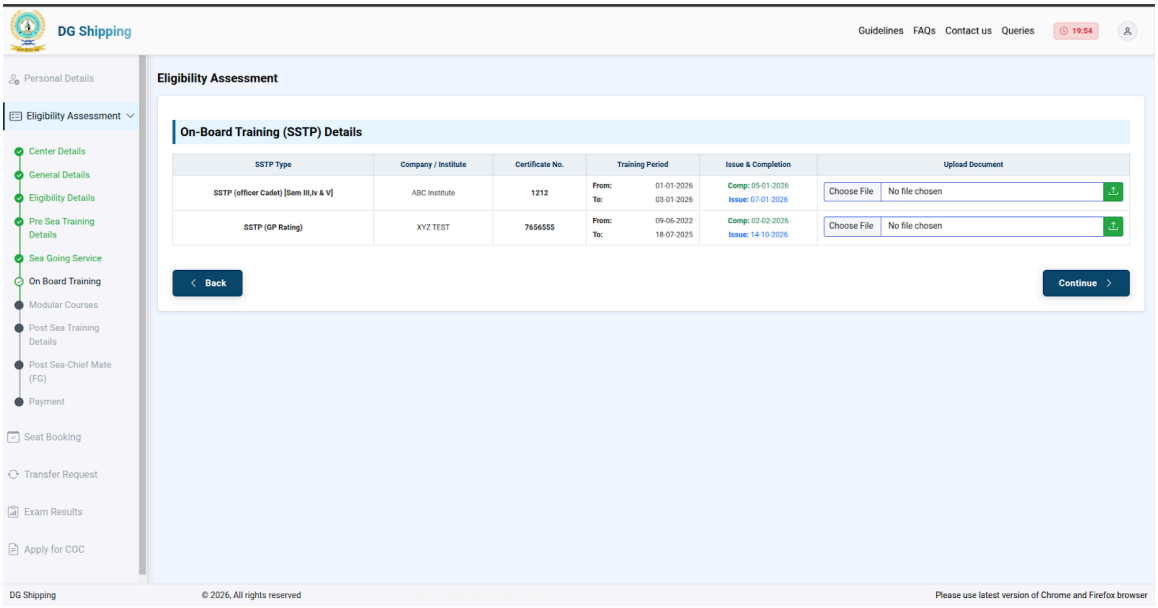
- After saving the pre sea training details, you will be redirected to sea going service.




- This section 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.

## 9.6. Onboard Training Section

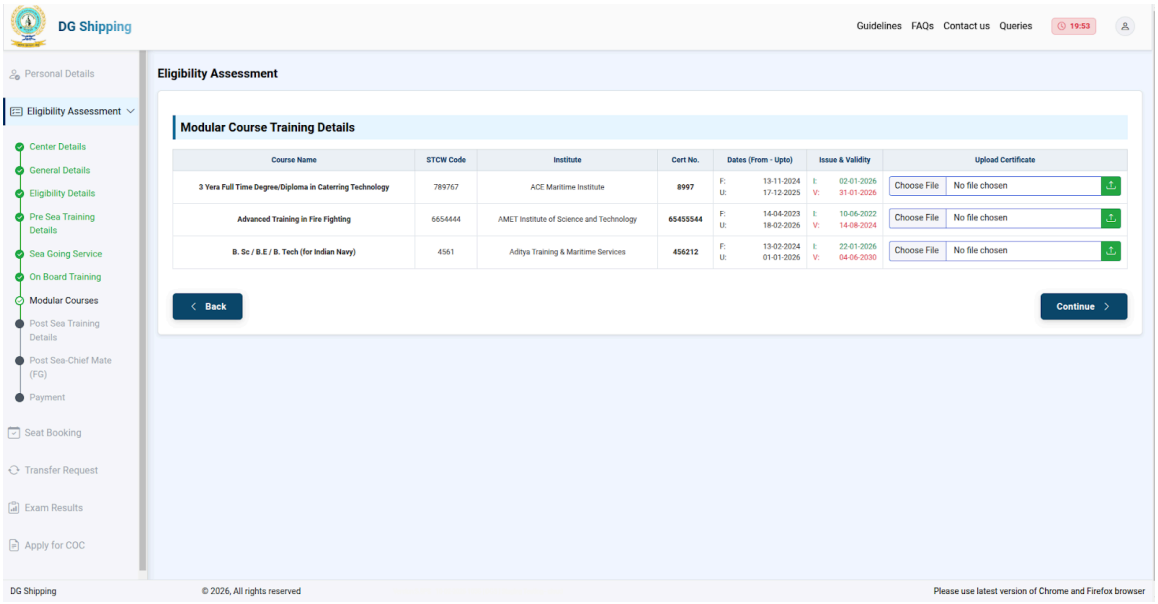
- After saving the sea going service, you will be redirected to onboard training.




- This section 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.

## 9.7. Modular Course Section

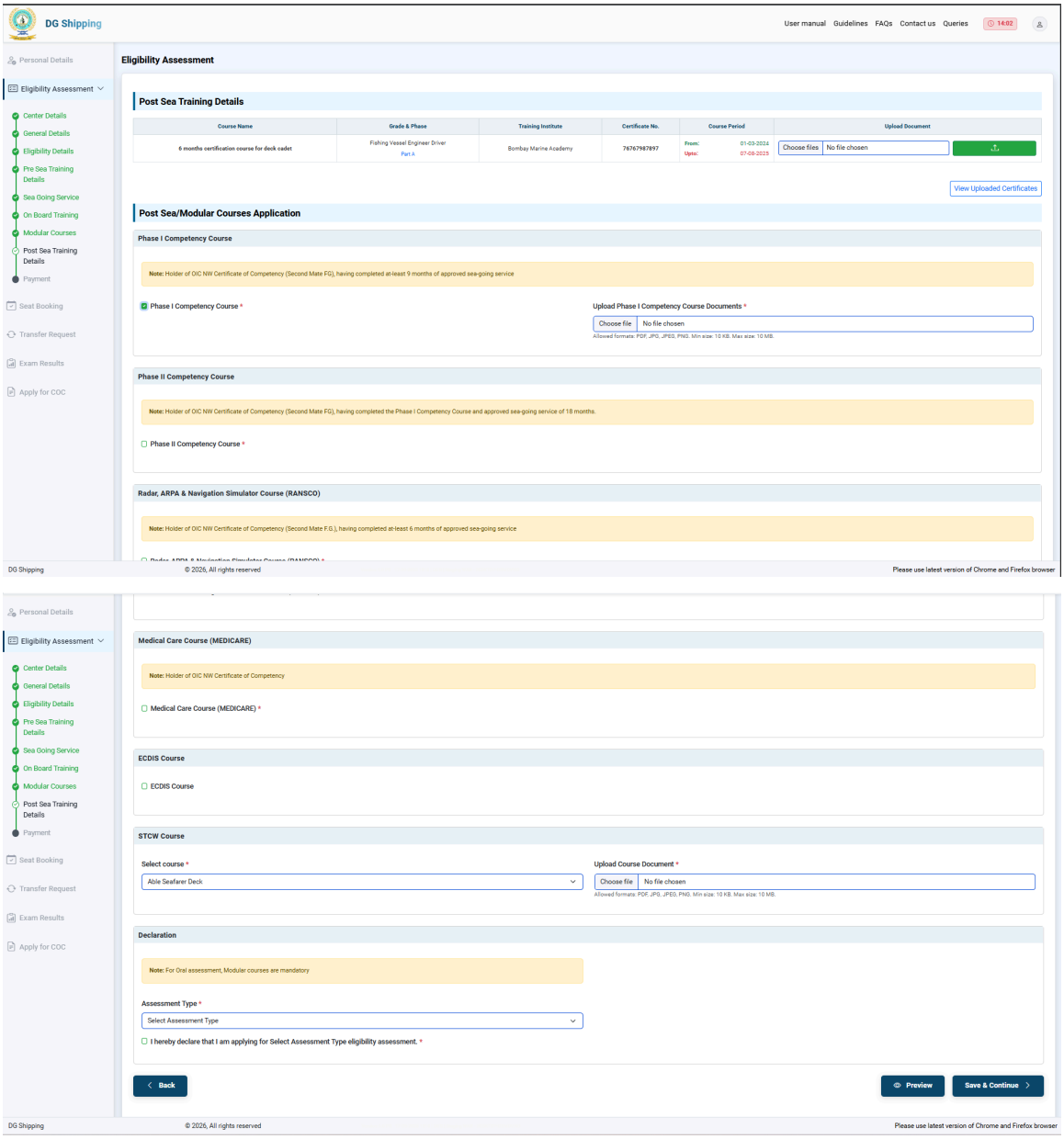
- After saving the onboard training, you will be redirected to modular course




- This section 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.

## 9.8. Post Sea Training Details

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



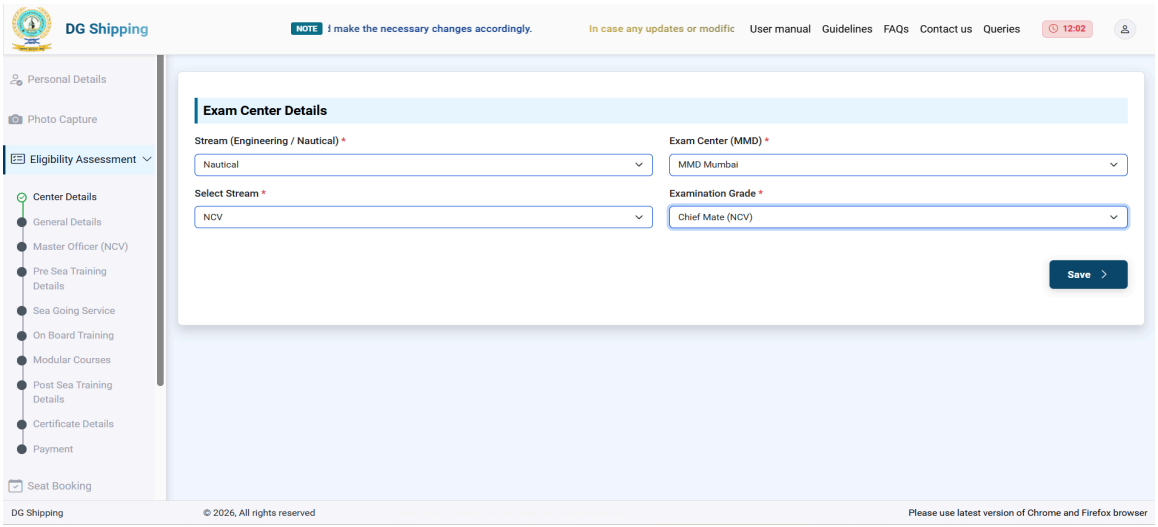

- This section will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Grade
  - Part / Phase
  - Training Institute
  - Certificate Number
  - Training Period (From – Up to)
- Uploading post sea training certificate. Click choose files, select one or more files from your device, then 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.
- Phase I competency course checks the box and upload the required documents.
- Phase II competency course check the box and upload the required documents.
- RANSCO course check the box and upload the required documents.
- Medical care course (MEDICARE) check the box and upload the required documents.
- ECDIS course checks the box and upload the required documents.
- STCW course select a course from the dropdown menu and upload the course document.
- Select the assessment type from the dropdown. (For Oral assessment, Modular courses are mandatory)
- Check the box to confirm the declaration
- Click the "Continue" button to proceed to the next section.

# 10.Chief Mate (NCV)

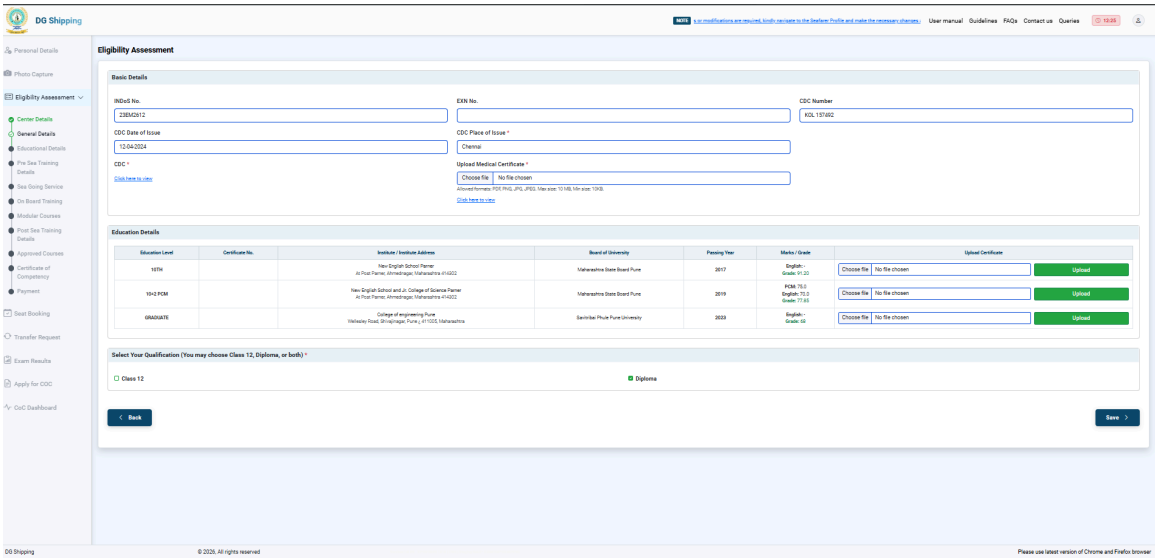
## 10.1. Exam Center Details

- 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.



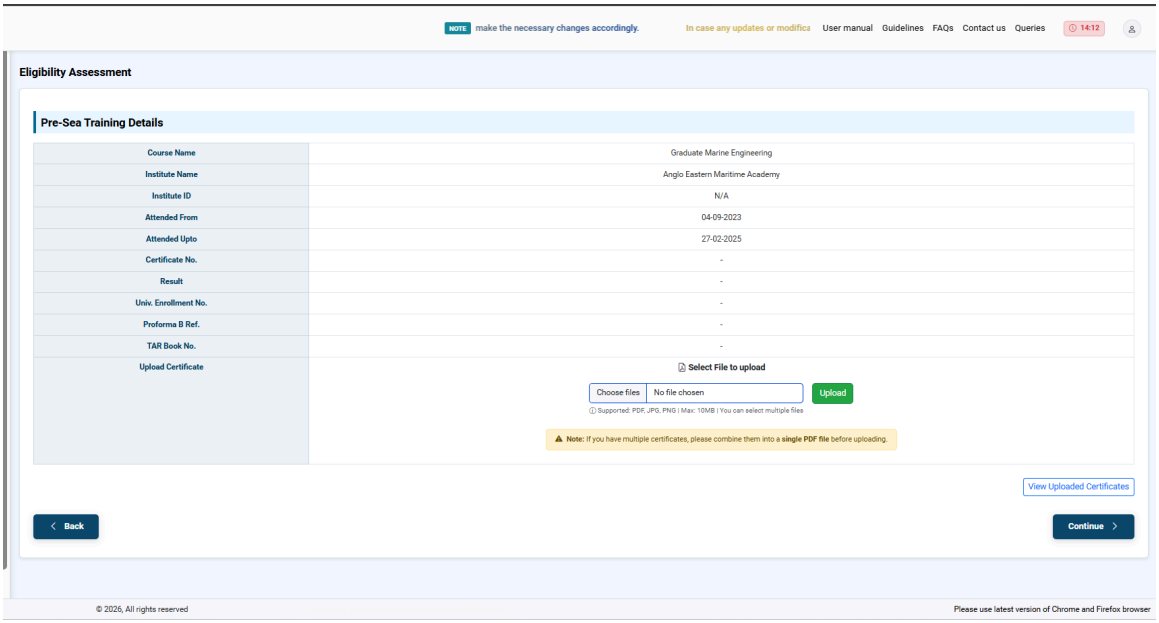

- Enter EXN number (if applicable).
- Enter the CDC place of issue.
- When the CDC certificate is uploaded in the personal details section, the document is automatically fetched.
- Upload the medical certificate.

**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” button to proceed to the next section.

## 10.3. Pre-Sea Training Details Section

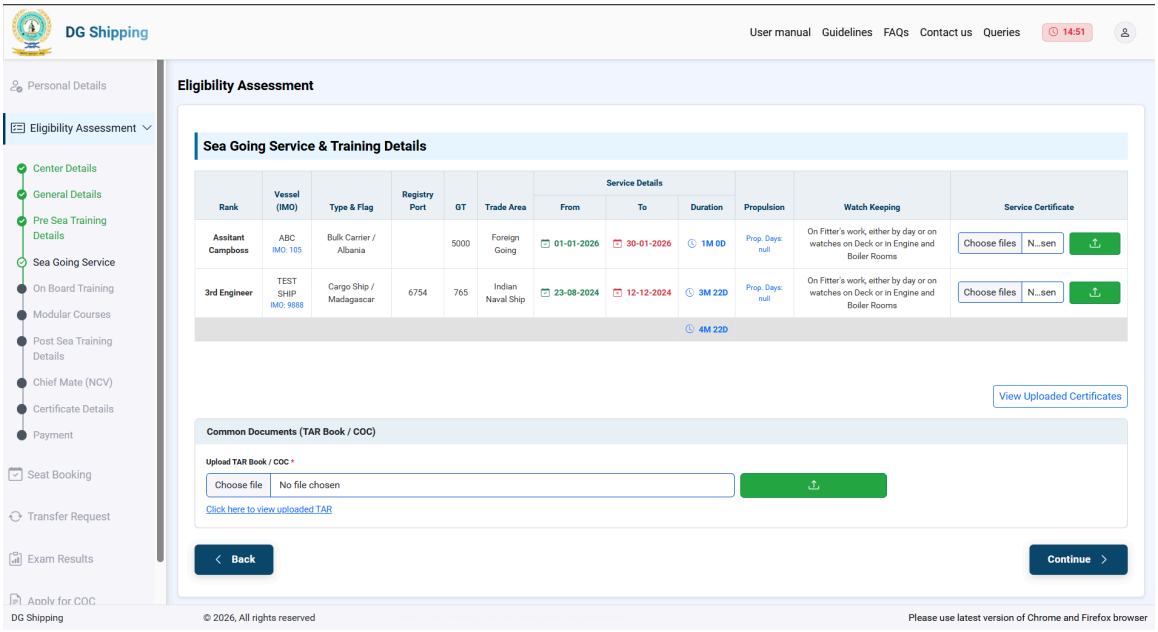
- After saving the educational details, you will be redirected to pre sea training details.




- This section 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

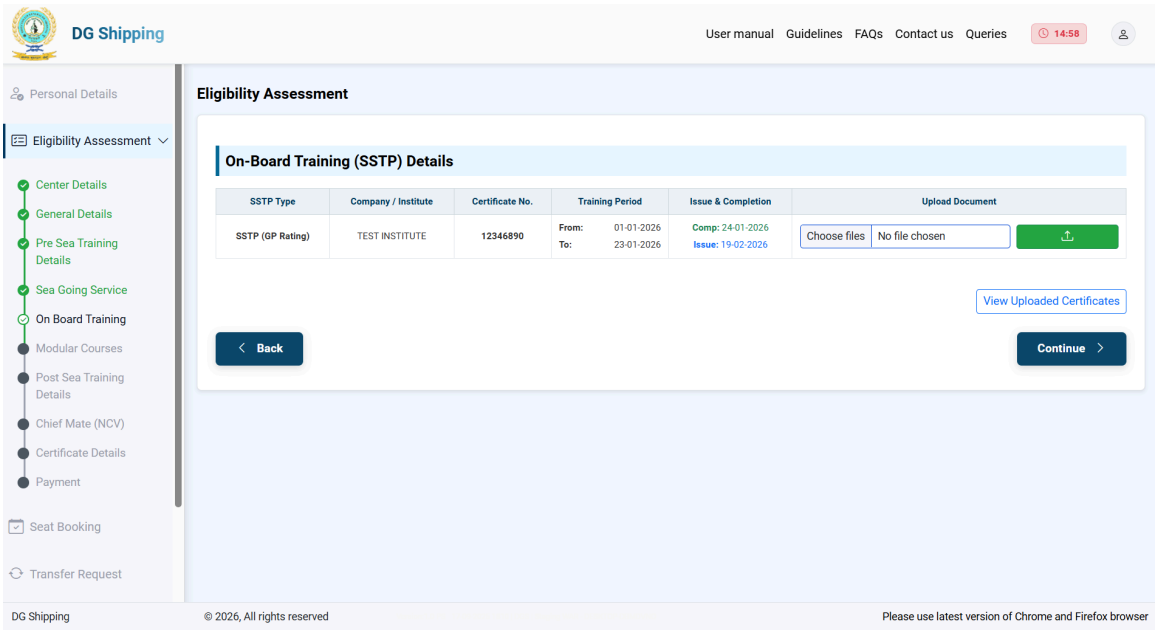
- After saving the pre sea training details, you will be redirected to sea going service.




- This section 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

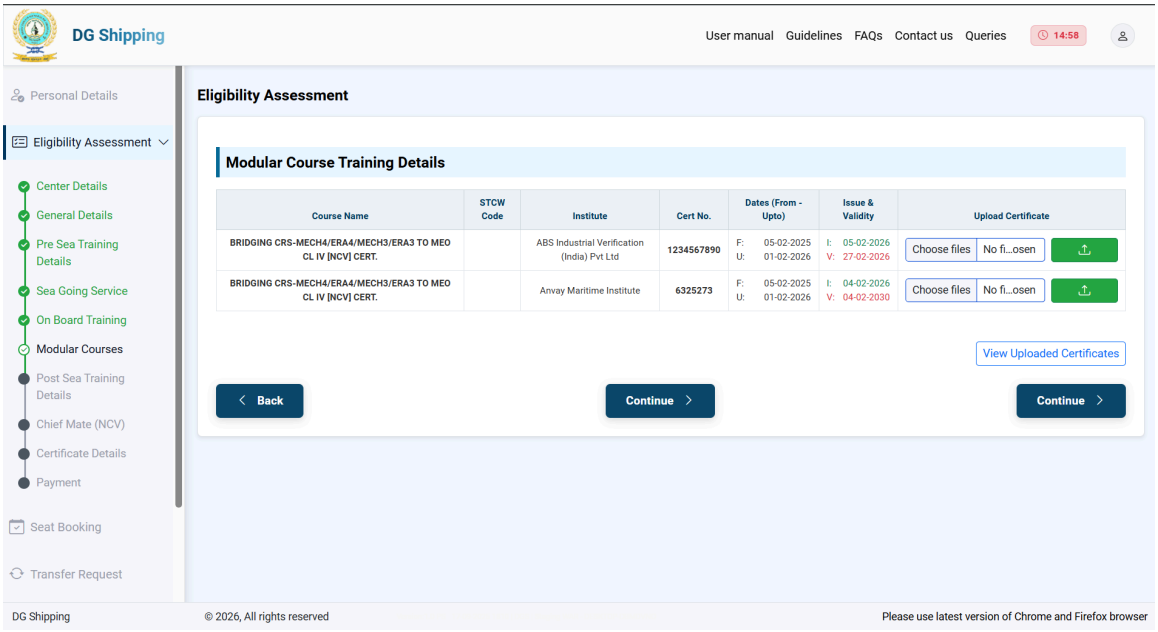
- After saving the sea going service, you will be redirected to onboard training.




- This section 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

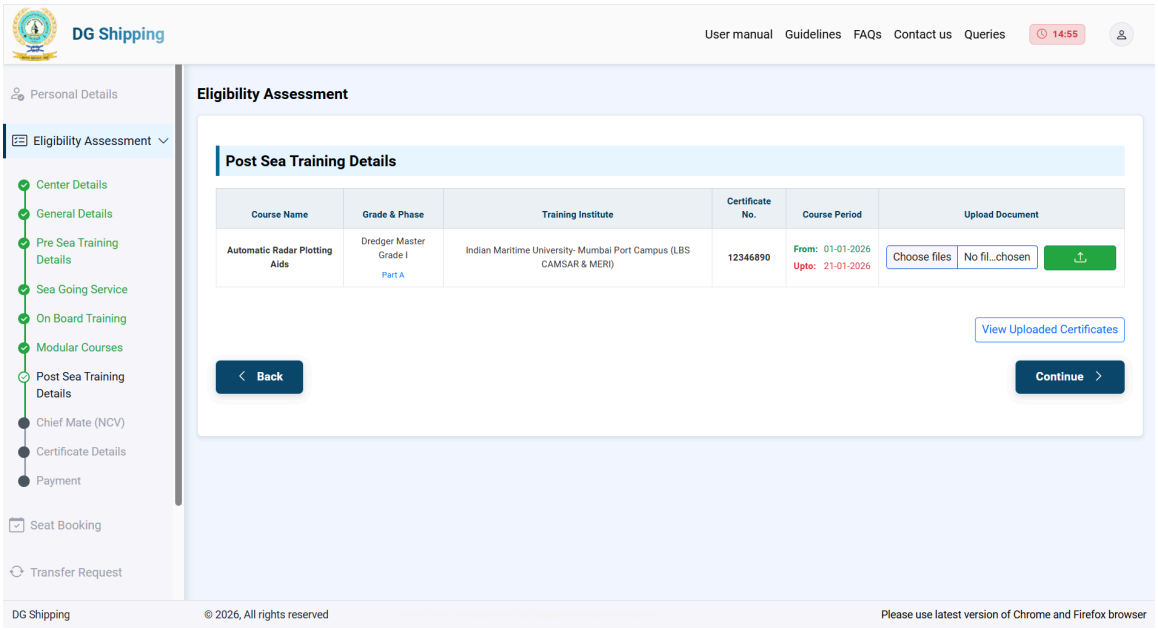
- After saving the onboard training, you will be redirected to the modular course .




- This section 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

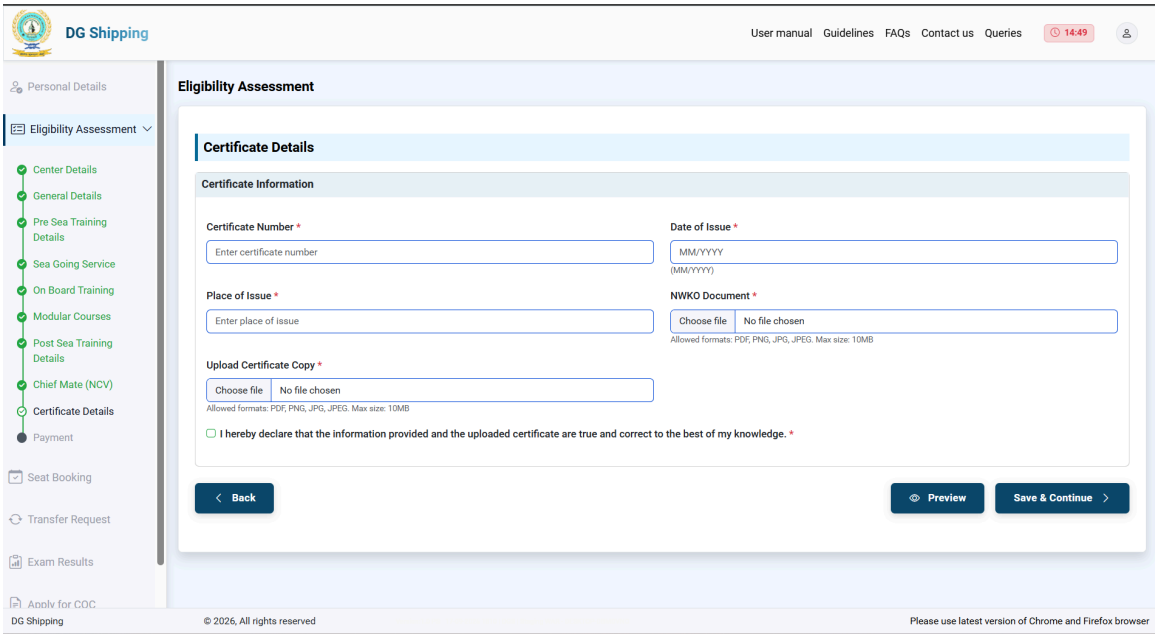
- After saving the modular course, you will be redirected to post sea training details.




- This section 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.

## 10.8. Chief Mate (NCV)

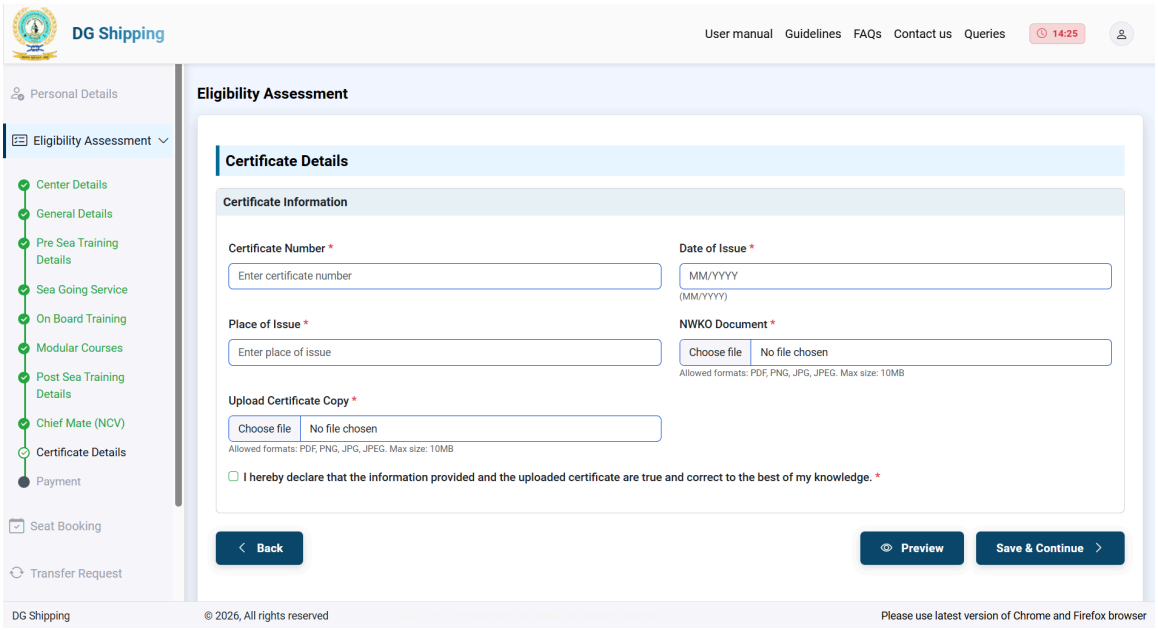
- After saving the post sea training details**,** you will be redirected to the chief mate (NCV) page.




- The OIC-NW certificate checks the box if you hold a valid OIC-NW (≥500 GT) NCV certificate and upload the document.
- Sea service experience checks the box if you have at least 12 months of sea service as OIC-NW on ships ≥500 GT (NCV). Upload your sea service record or certificate.
- STCW A-II/2 completion checks the box if you have completed the approved education, training, examination, and assessment meeting STCW A-II/2 (NCV) standards. Upload your STCW certificate.
- Click the "Save" button to proceed to the next section.

## 10.9. Certificate Details

- After saving the chief mate (NCV), you will be redirected to the certificate details page.

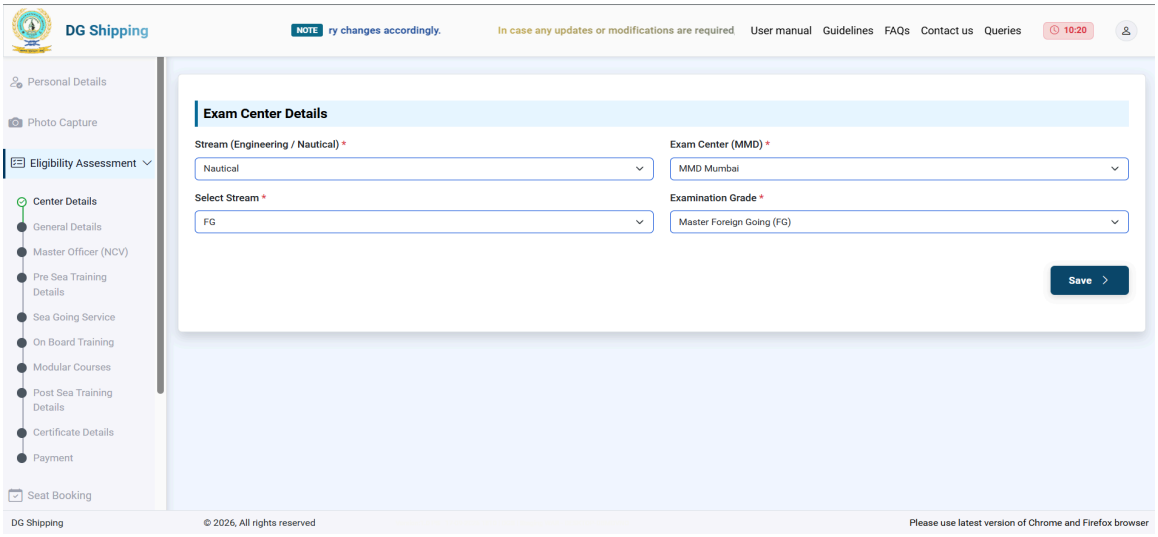



- Enter your certificate number.
- Select date of issue.
- Select place of issue.
- Upload the NWKO document.
- Upload the certificate copy.
- Confirm the declaration box.
- Click the "Save" button to proceed to the next section.

# 11.Master Foreign Going (FG)

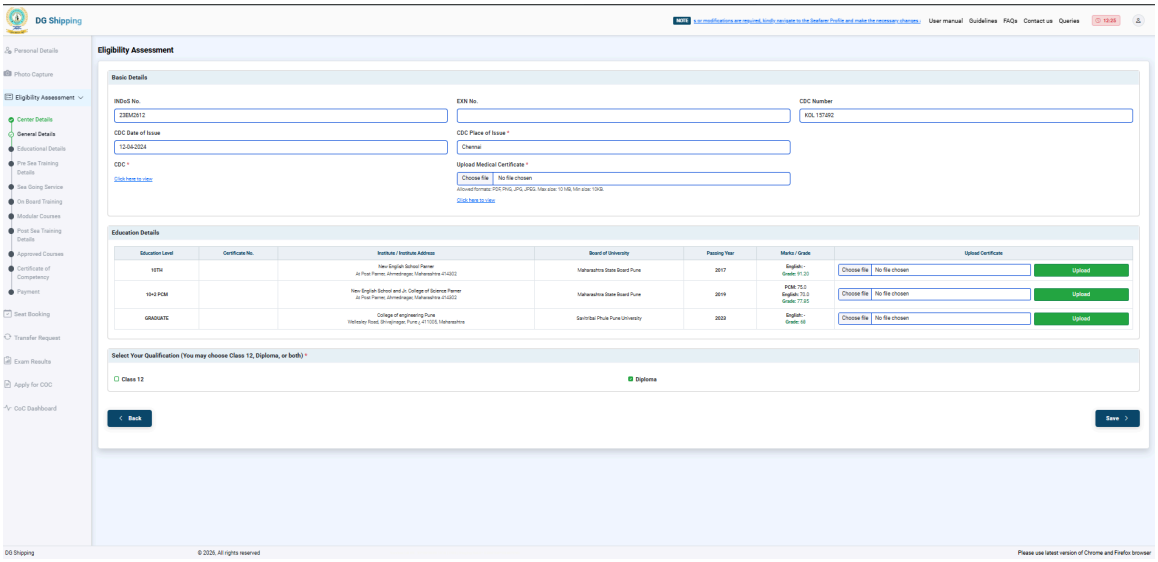
## 11.1. Exam Center Details

- 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.

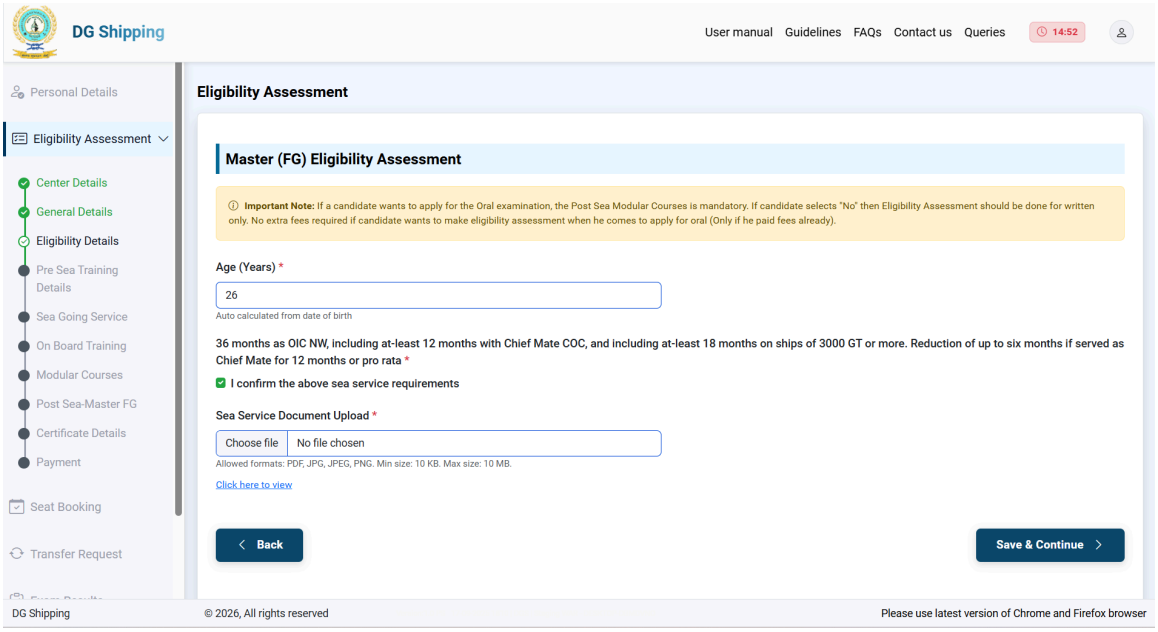
**Educational Qualification Details**

- 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. Master FG - Eligibility Details

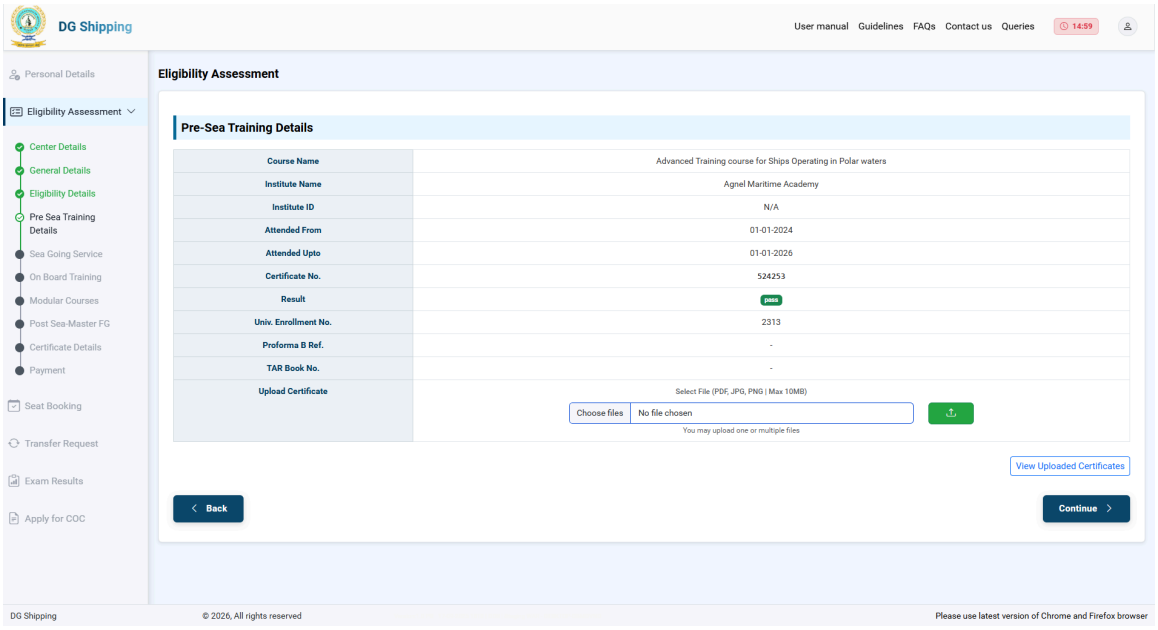
- After saving the general details, you will be redirected to eligibility details




- Age is auto-calculated from date of birth
- Check the box  36months as OIC NW, including:
  - At least 12 months with chief mate CoC
  - At least 18 months on ships of 3000 GT or more
  - Reduction of up to six months if served as chief mate for 12 months
- Checkbox: "I confirm the above sea service requirements".
- Upload sea service document.
- Click the "Save" button to proceed to the next section.

## 11.4. Pre-Sea Training Details Section

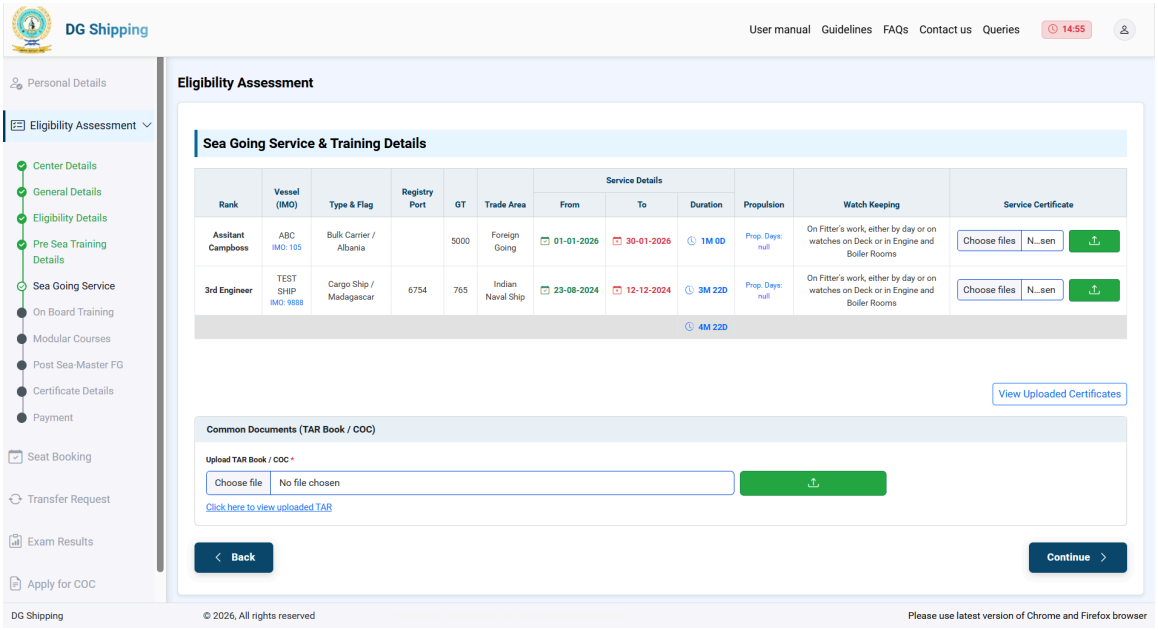
- After saving the educational details, you will be redirected to pre sea training details.




- This section 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

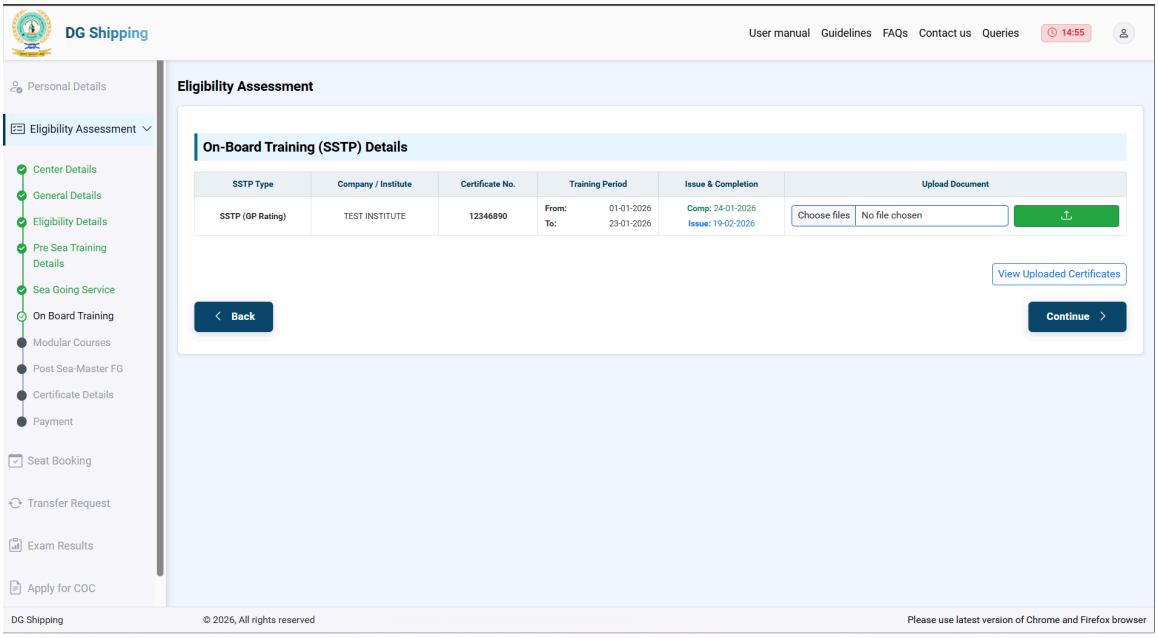
- After saving the pre sea training details, you will be redirected to sea going service.




- This section 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

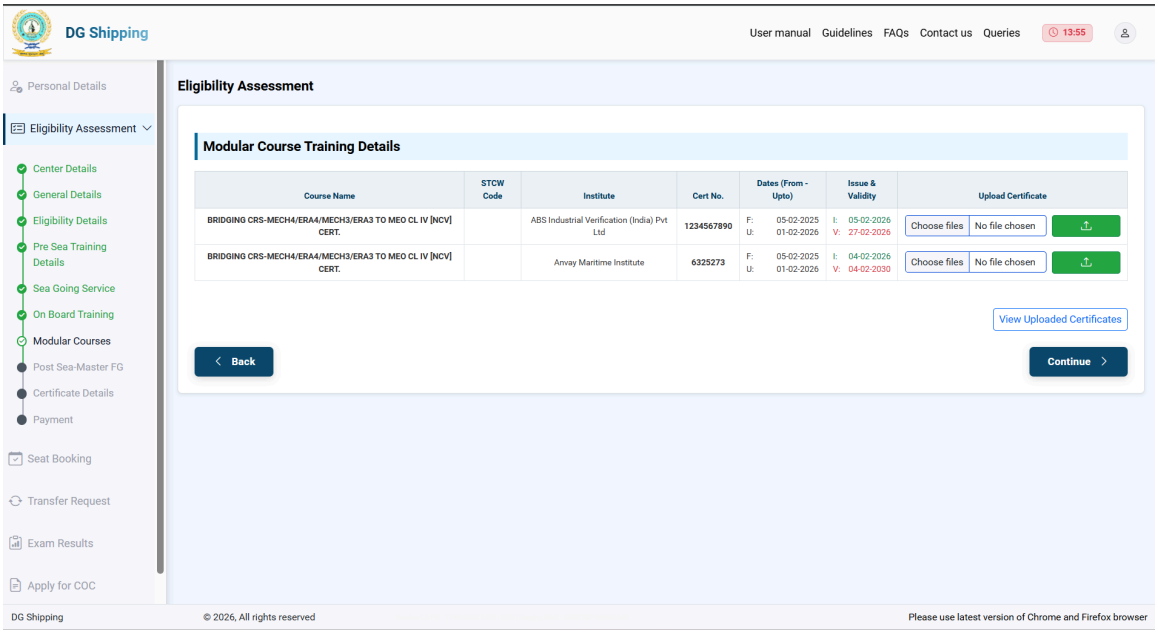
- After saving the sea going service, you will be redirected to onboard training.




- This section 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

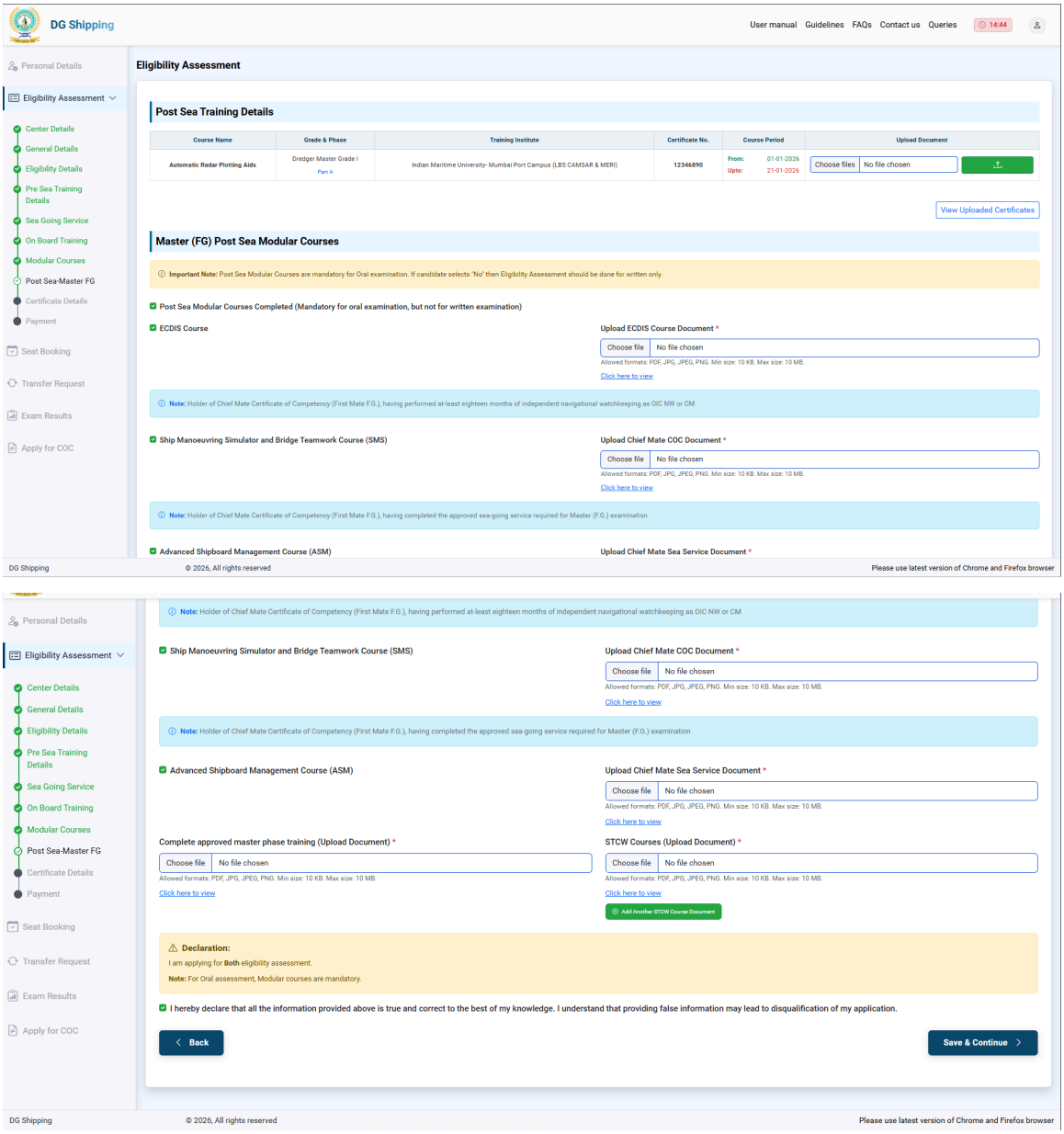
- After saving the onboard training, you will be redirected to modular course




- This section 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.





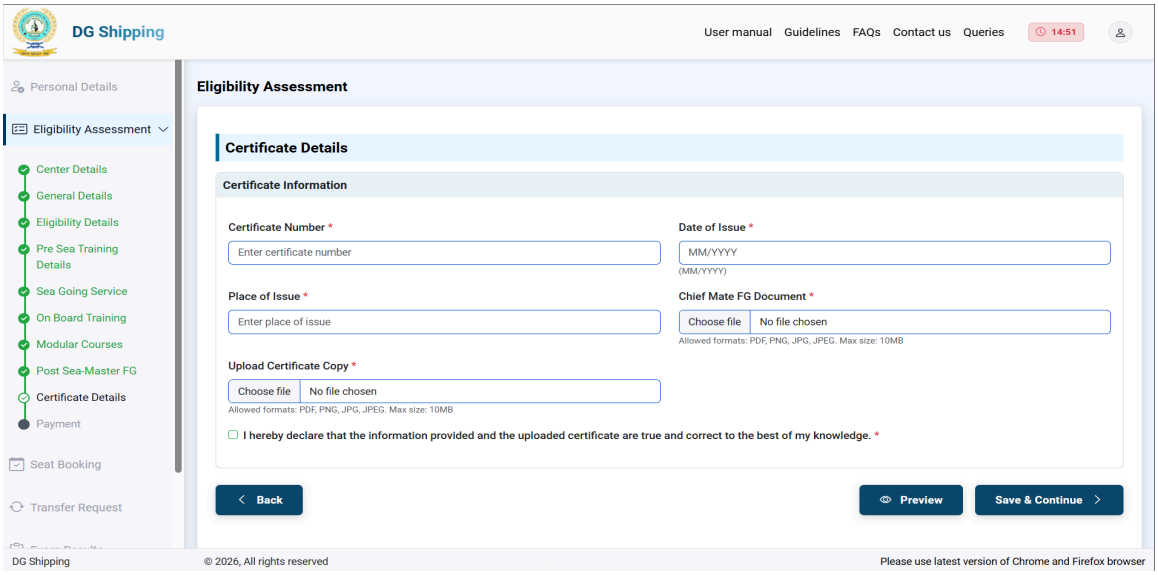


- This section will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Grade
  - Part / Phase
  - Training Institute
  - Certificate Number
  - Training Period (From – Up to)
- Uploading post sea training certificate. Click choose files, select one or more files from your device, then 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.
- Check the box if you have completed ECDIS training. Once selected, the document upload section will appear. Upload your ECDIS course certificate.
- Check the box if completed chief mate COC. Upload the chief mate COC document. Note: Applicable for holders of chief mate COC with 18+ months of experience.
- Check the box if completed chief mate Sea Service and upload the chief mate sea service document. Note: Applicable for holders of chief mate COC with the required sea service for the Master examination.
- Upload your approved master phase training completion document.
- Upload your STCW course completion documents. Use the "Add Another STCW Course Document" button to upload multiple files.
- Confirm the declaration box.
- Click the "Continue" button to proceed to the next section.

## 11.9. Certificate Details

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



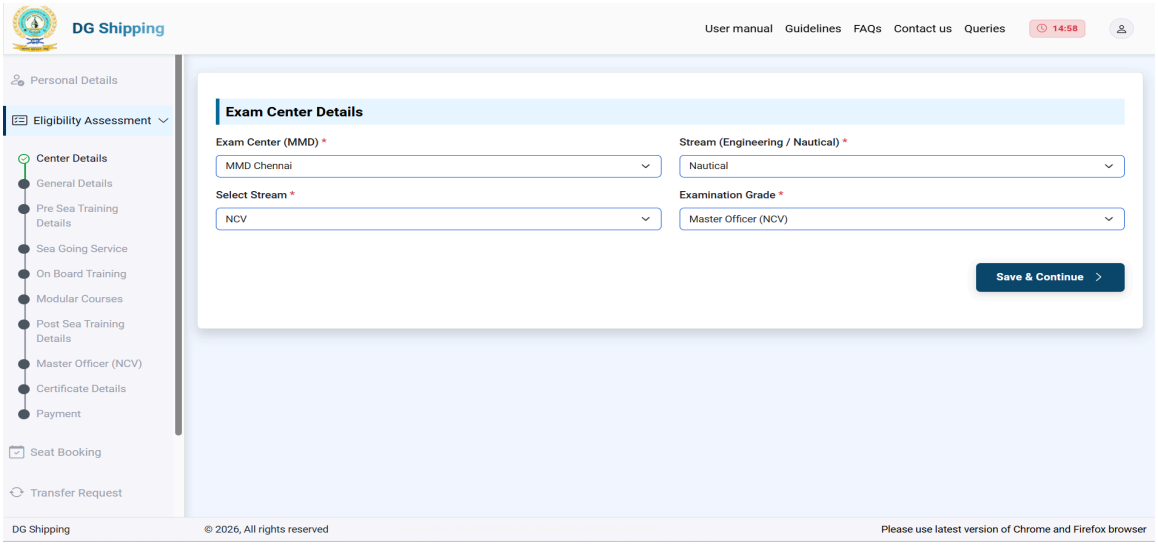

- Enter your certificate number.
- Select date of issue.
- Select place of issue.
- Upload the chief mate fg document.
- Upload the certificate copy.

- Confirm the declaration box.
- Click the "Save" button to proceed to the next section.

# 12.Master Officer (NCV)

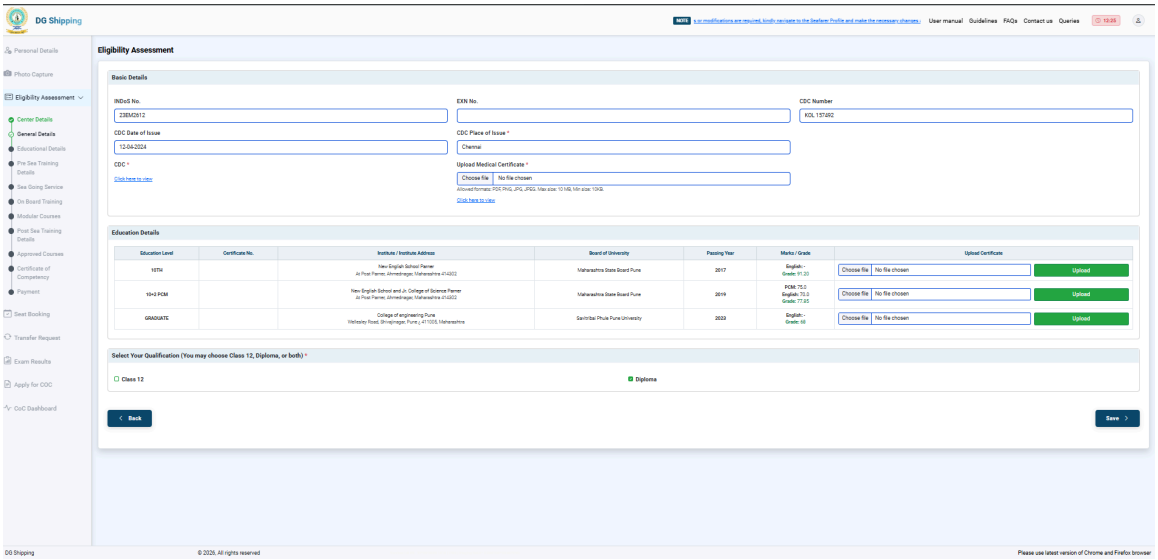
## 12.1. Exam Center Details

- 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.



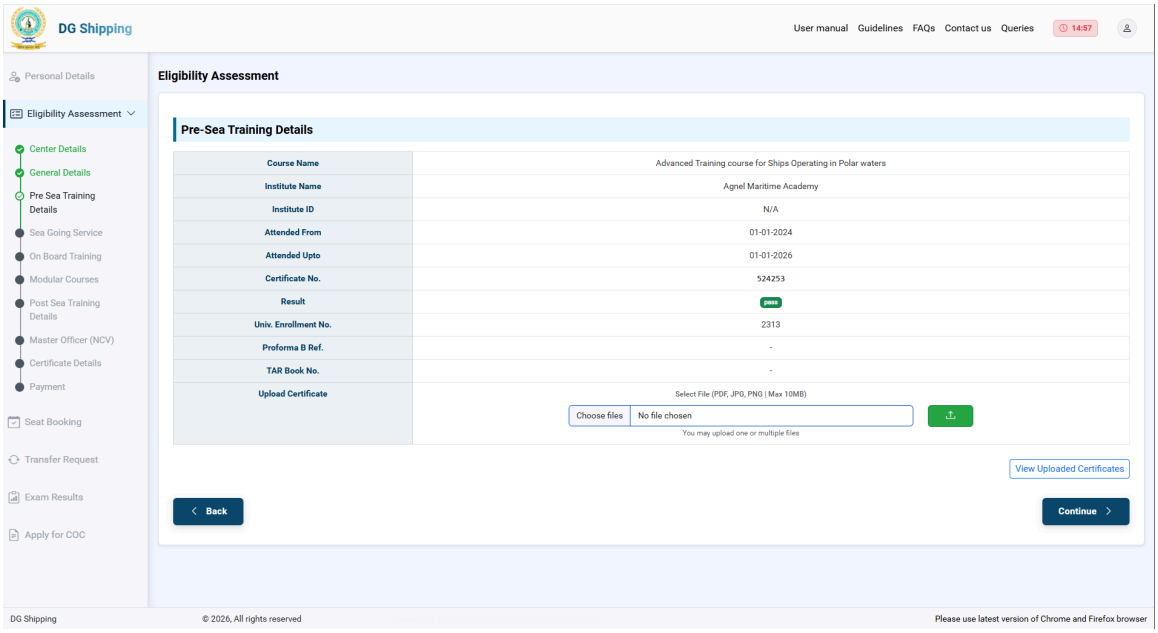
- Enter EXN number (if applicable).
- Enter the CDC place of issue.
- When the CDC certificate is uploaded in the personal details section, the document is automatically fetched.
- Upload the medical certificate.

**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 educational details, you will be redirected to pre sea training details.



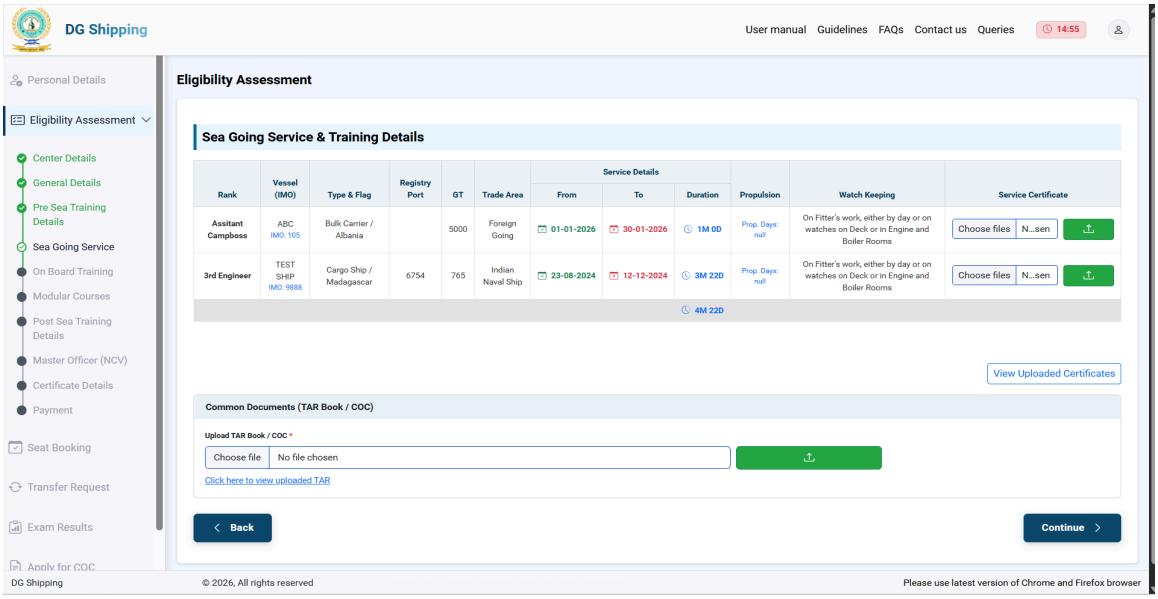

- This section will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Institute Name
  - Institute ID
  - Attended From / Attended Up to dates
  - Certificate Number
  - Result (Pass/Other)
  - University Enrollment Number
  - Proforma B Reference

- 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" 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.

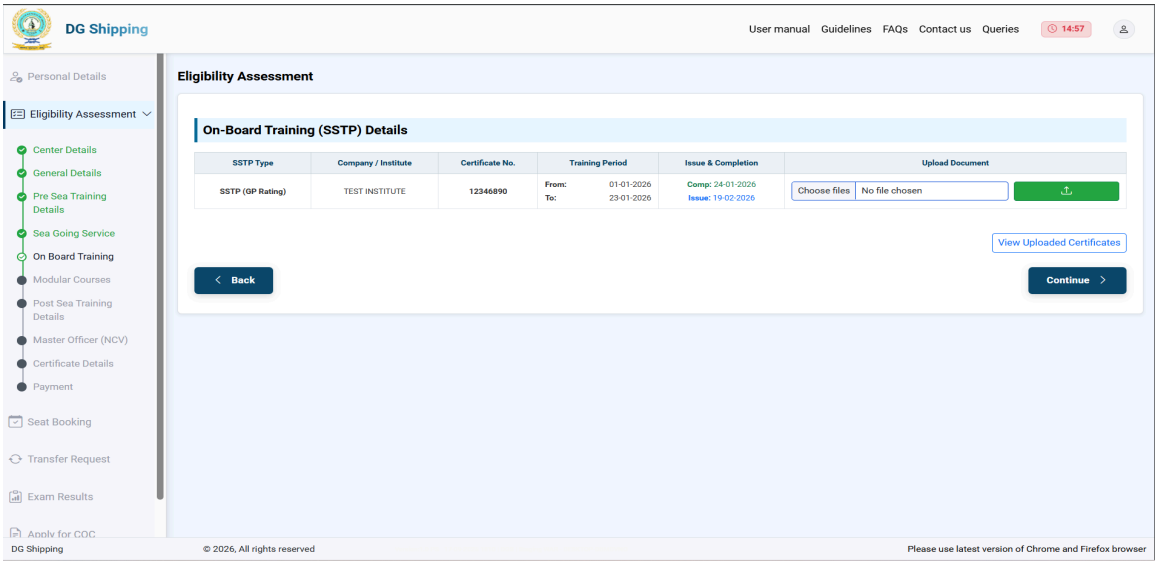



- This section will be auto fetched from seafarer profile (esamudra)
  - Rank
  - Vessel Name and IMO Number
  - Vessel Type and Flag
  - Registry Port
  - Gross Tonnage (GT)
  - Trade Area
  - Service Period (From / To dates)
  - Total Duration (Months & Days)
  - Propulsion Type and Propelling Days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

## 12.5. Onboard Training Section

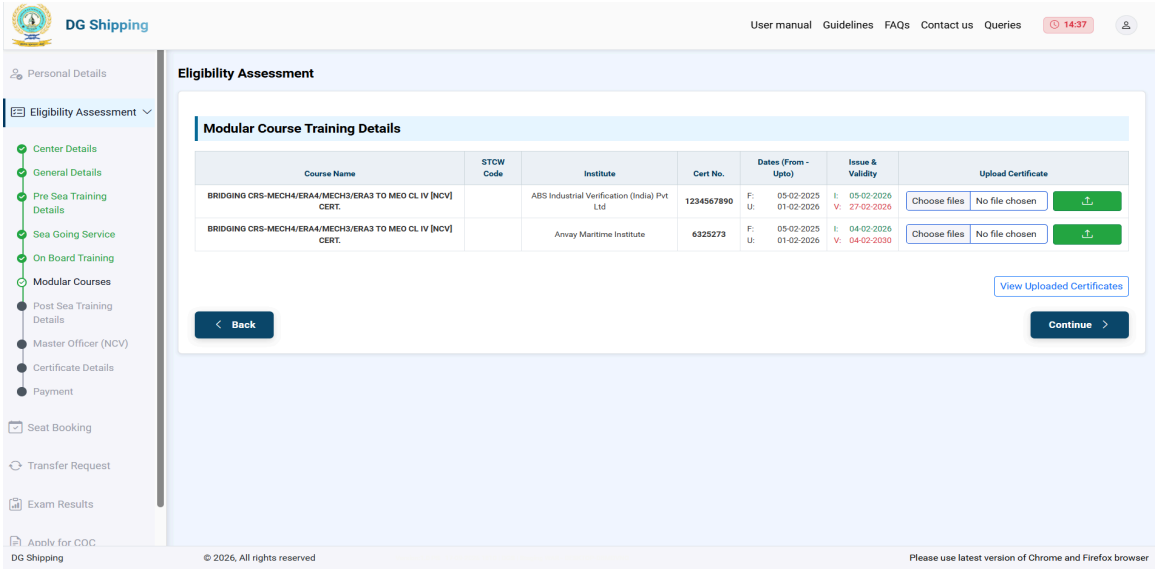
- After saving the sea going service, you will be redirected to onboard training.




- This section 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" to proceed to the next section.

## 12.6. Modular Course Section

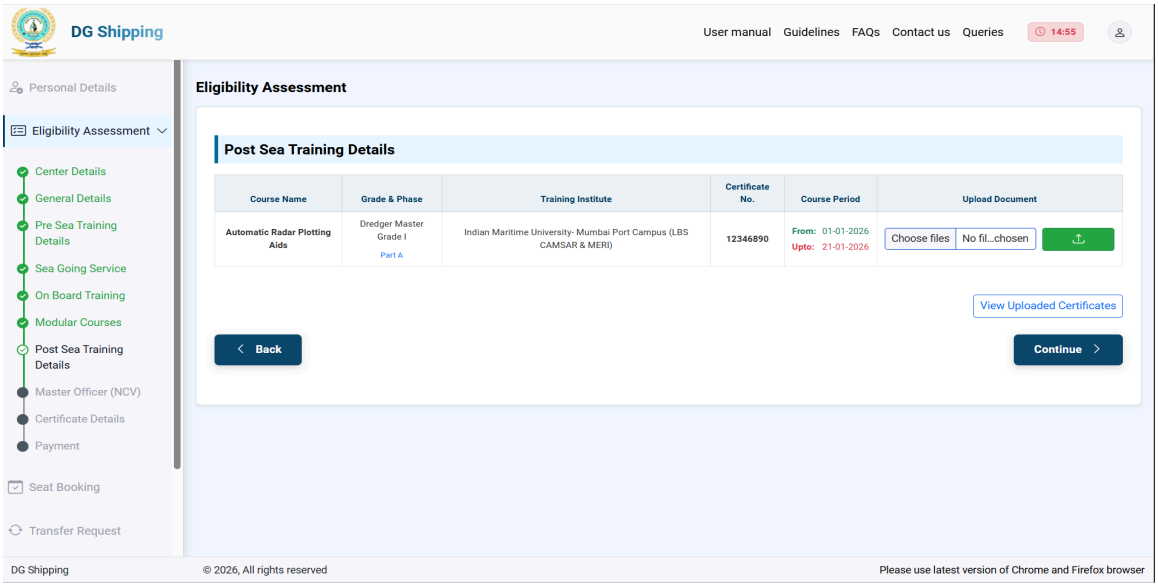
- After saving the onboard training, you will be redirected to the modular course.




- This section 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" to proceed to the next section.

## 12.7. Post Sea Training Details

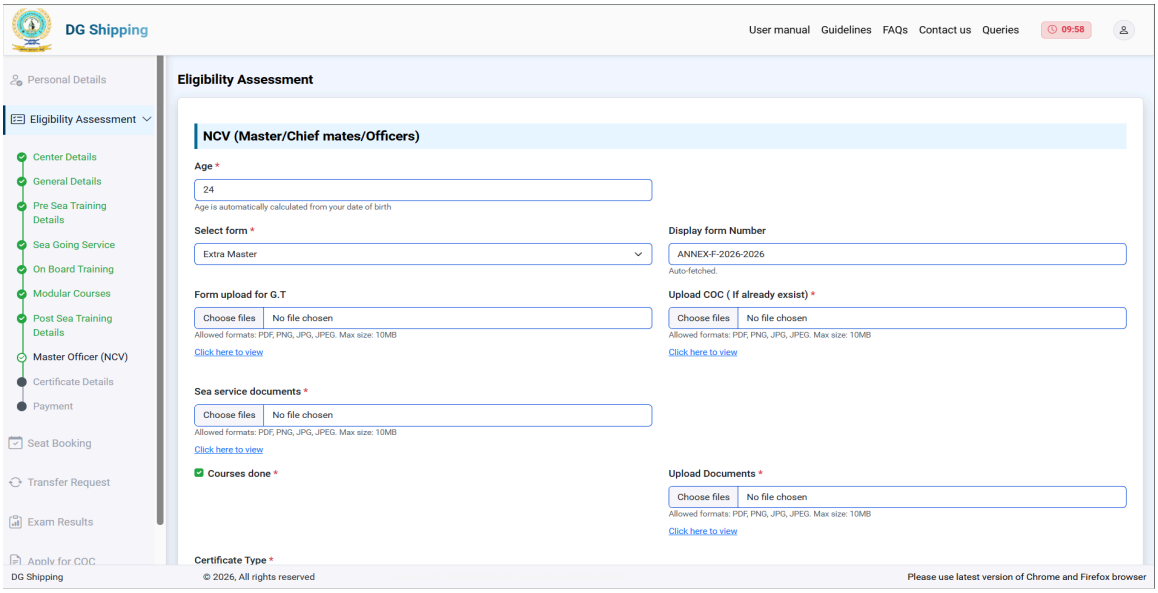
- After saving the modular course, you will be redirected to post sea training details.



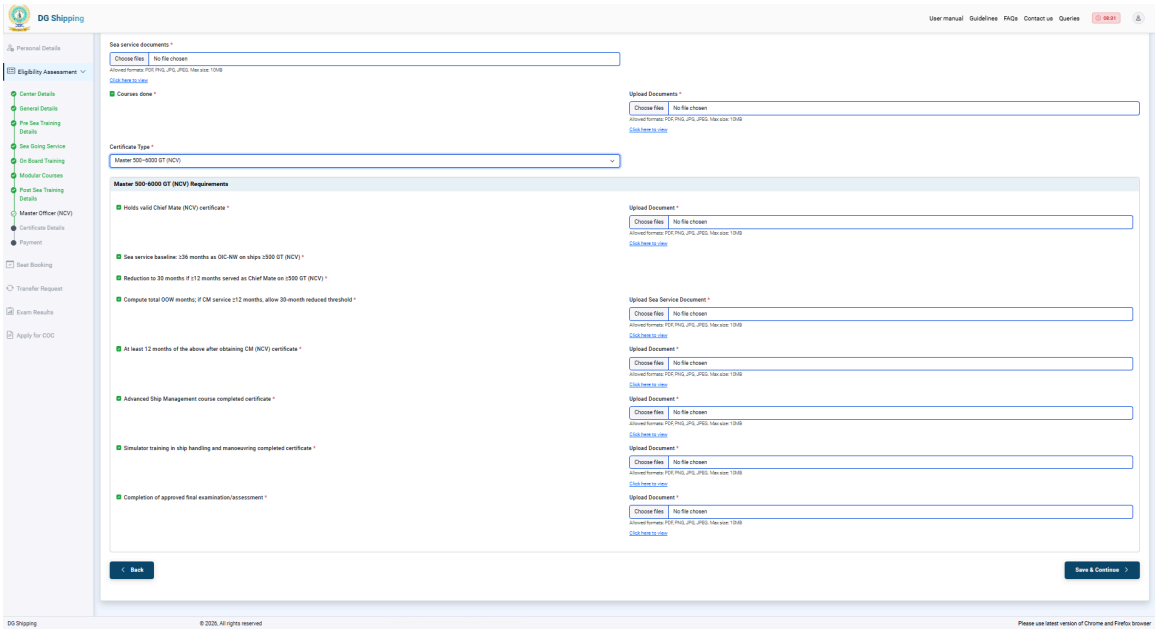

- This section will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Grade
  - Part / Phase
  - Training Institute
  - Certificate Number
  - Training Period (From – Up to)
- Uploading post sea training certificate. Click choose files, select one or more files from your device, then 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" to proceed to the next section.

## 12.8. Master Officer NCV

- After saving the post sea training details**,** you will be redirected to the master officer NCV page.

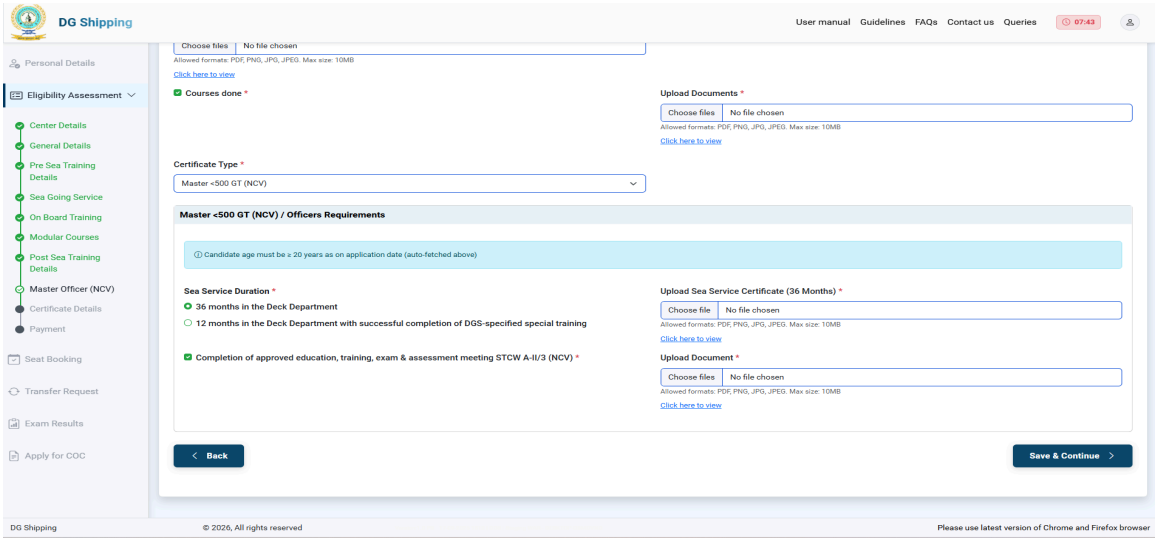



- Age is automatically calculated from your date of birth
- Choose the appropriate STCW course from dropdown
- Display form number: auto-populated based on selection
- Upload document
- Upload CoC (if already exist) document.
- Upload sea service document.
- Check the box to confirm courses completed
- Upload supporting documents when checkbox is checked
- Select certificate type



- If selected "Master 500–6000 GT (NCV)" from certificate type dropdown
- Check "Valid Chief Mate certificate" box → Upload certificate
- Choose sea service option:
  - Check "36 months as OIC-NW" box → Upload proof

    OR
  - Check "30 months if Chief Mate ≥12 months" box → Upload proof
- Check "Compute total OOW months" box → Upload sea-service documents
- Check "At least 12 months after CM" box → Upload proof
- Check "Advanced Ship Management course" box → Upload certificate
- Check "Simulator training" box → Upload certificate
- Check "Final exam completed" box → Upload certificate

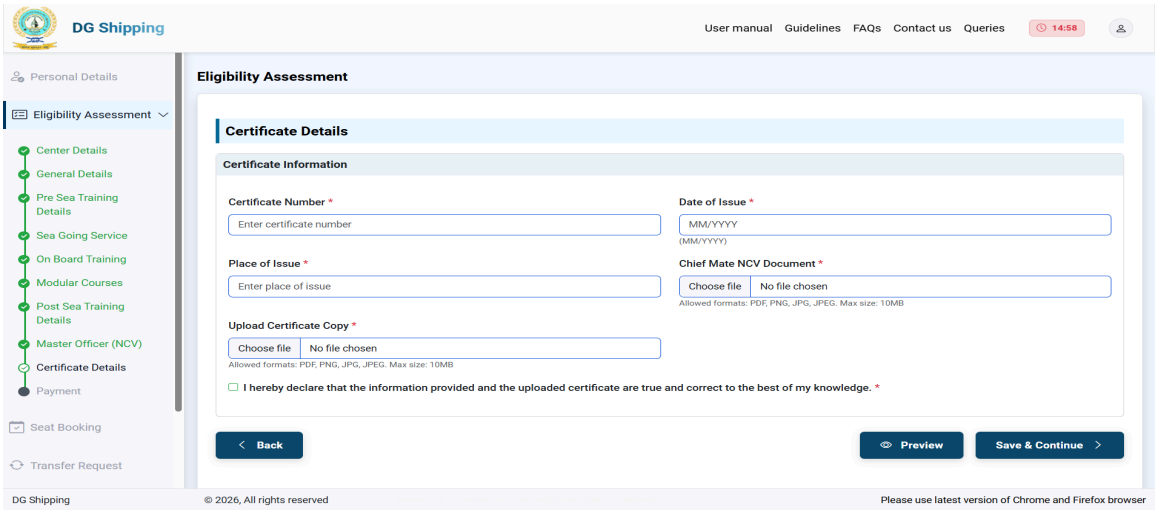



- If selected "Master <500 GT (NCV)" from certificate type dropdown
- Choose sea service option:
  - Select "36 months" radio button → Upload certificate

    OR
  - Select "12 months + training" radio button → Upload both certificates
- Check STCW A-II/3 compliance box → Upload education certificate
- Click the "Save" to proceed to the next section.

## 12.9. Certificate Details

- After saving the master officer NCV, you will be redirected to the certificate details page.

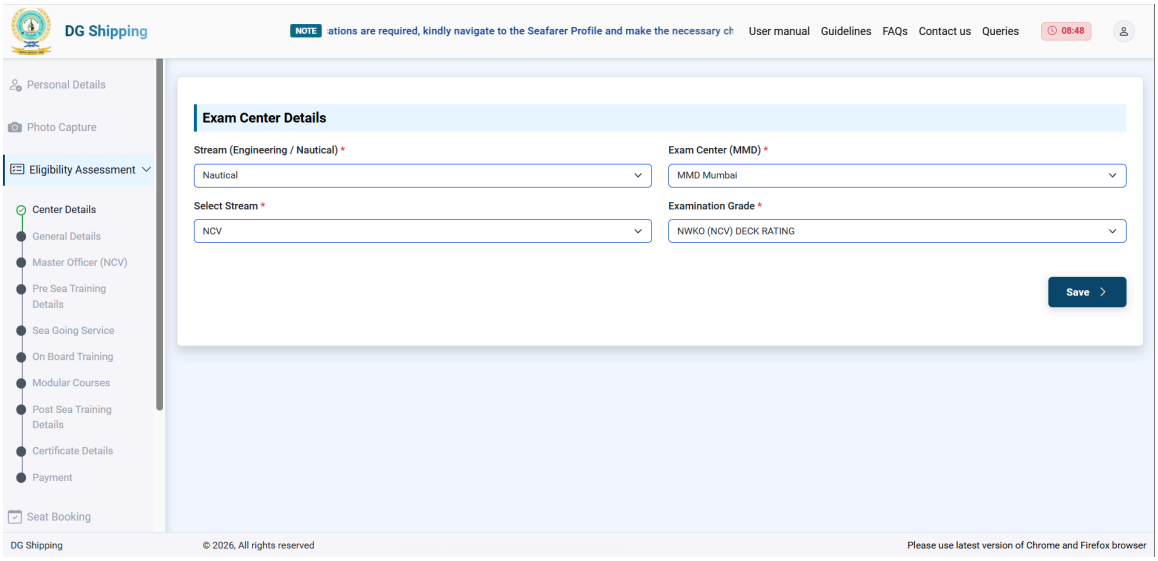



- Enter your certificate number.
- Select date of issue.
- Select place of issue.
- Upload the chief mate NCV document.
- Upload the certificate copy.
- Confirm the declaration box.
- Click the "Save" to proceed to the next section.

# 13.NWKO (NCV) Deck Rating

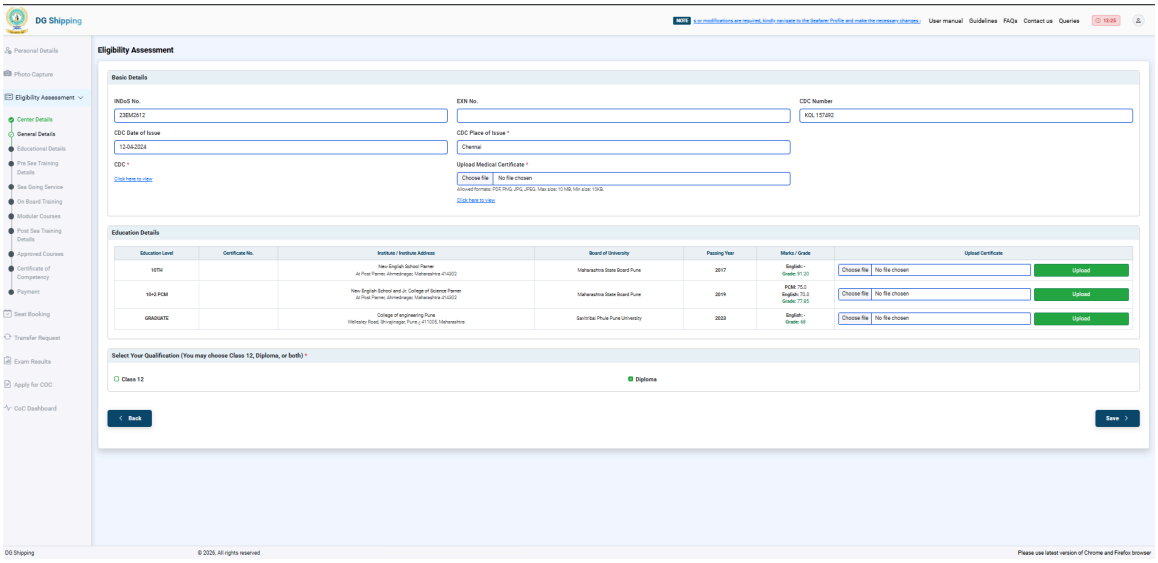
## 13.1. Exam Center Details

- 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.



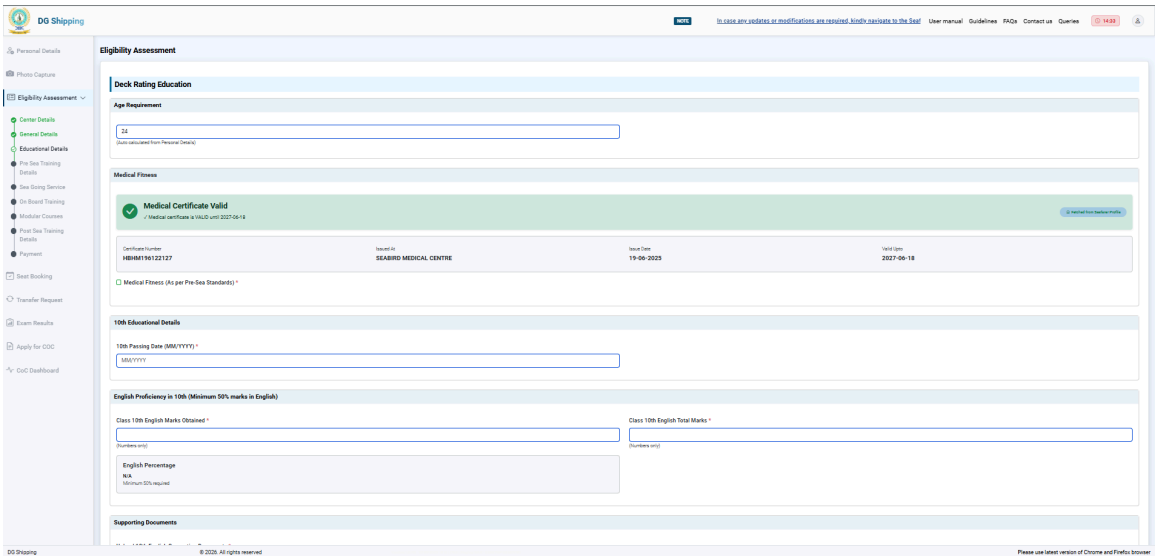

- Enter EXN number (if applicable).
- Enter the CDC place of issue.
- When the CDC certificate is uploaded in the personal details section, the document is automatically fetched.
- Upload the medical certificate.

**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. Educational Details

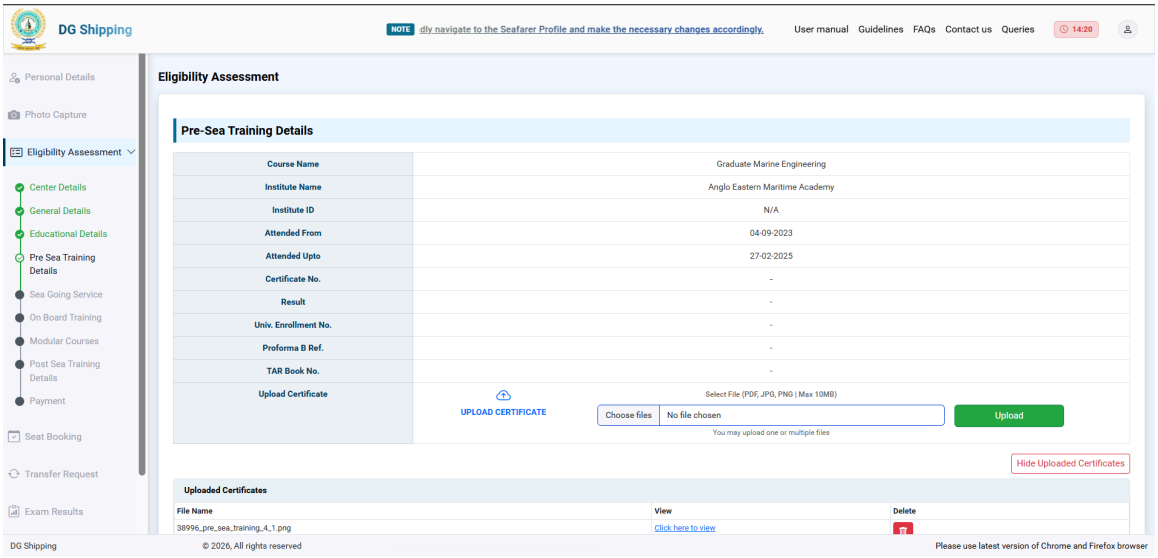
- After saving the general details, you will be redirected to educational details.



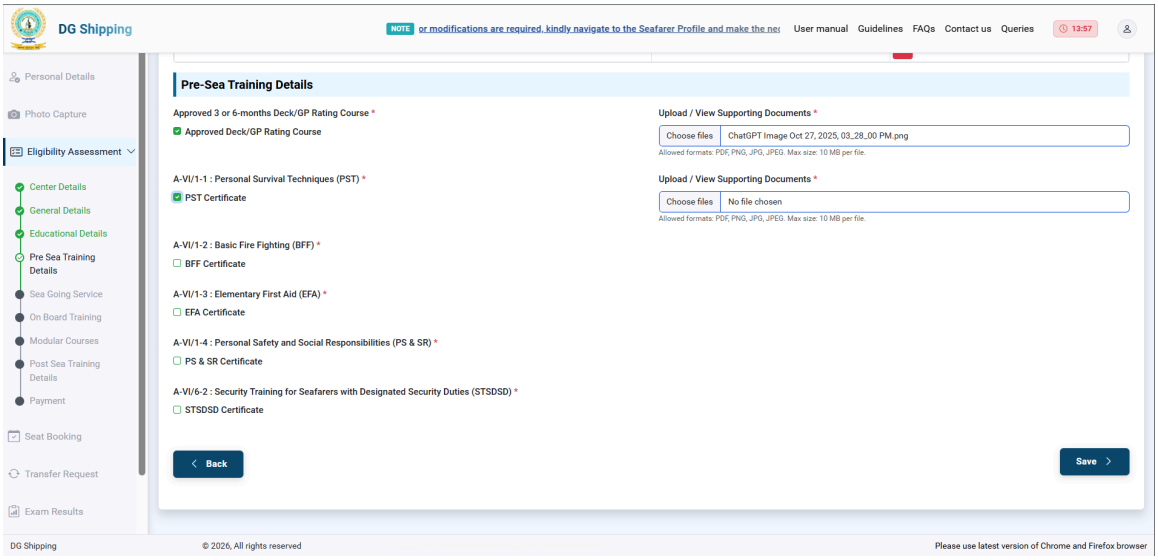

- Age (automatically calculated from your date of birth)
- The system automatically checks your valid medical certificate details from your Seafarer Profile.
- If your medical certificate is valid a green success message will be displayed.
- Select the checkbox “Medical Fitness (As per Pre-Sea Standards)” and upload the medical fitness supporting document.
- 10th passing date details auto-fetched from your educational records
- Enter class 10th English marks obtained
- Enter class 10th English total marks
- Upload 10th English supporting documents
- Click the “Save” button to proceed to the next section.

## 13.4. Pre-Sea Training Details Section

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



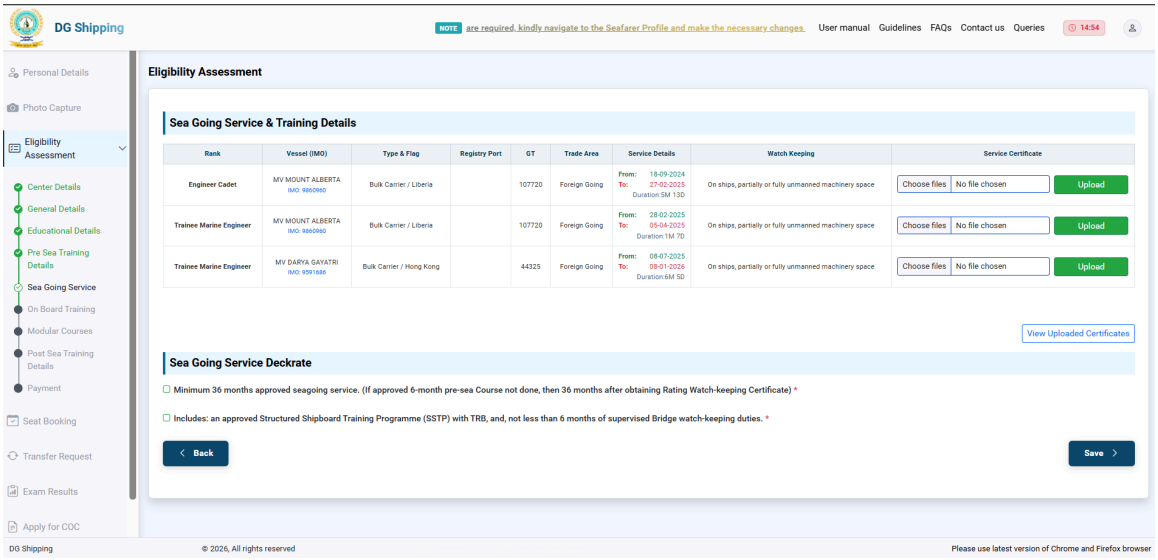

- This section will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Institute Name
  - Institute ID
  - Attended From / Attended Up to dates
  - Certificate Number
  - Result (Pass/Other)
  - University Enrollment Number
  - Proforma B Reference
  - TAR Book Number
- Upload the pre-sea 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.




- Check the box if you've completed the course Approved Deck/GP Rating Course(3 or 6-months Deck/GP Rating Course). Upload document
- Check the box if you've completed the course A-VI/1-1(Personal Survival Techniques (PST)). Upload document.
- Check the box if you've completed the course A-VI/1-2(Basic Fire Fighting (BFF)). Upload document.
- Check the box if you've completed the course A-VI/1-3(Elementary First Aid (EFA)). Upload document.
- Check the box if you've completed the course A-VI/1-4(Personal Safety and Social Responsibilities (PS & SR)). Upload document.
- Check the box if you've completed the course A-VI/6-2(Security Training for Seafarers with Designated Security Duties (STSDSD)). Upload document.
- Click the “Save” button to proceed to the next section.

## 13.5. Sea Going Service Section

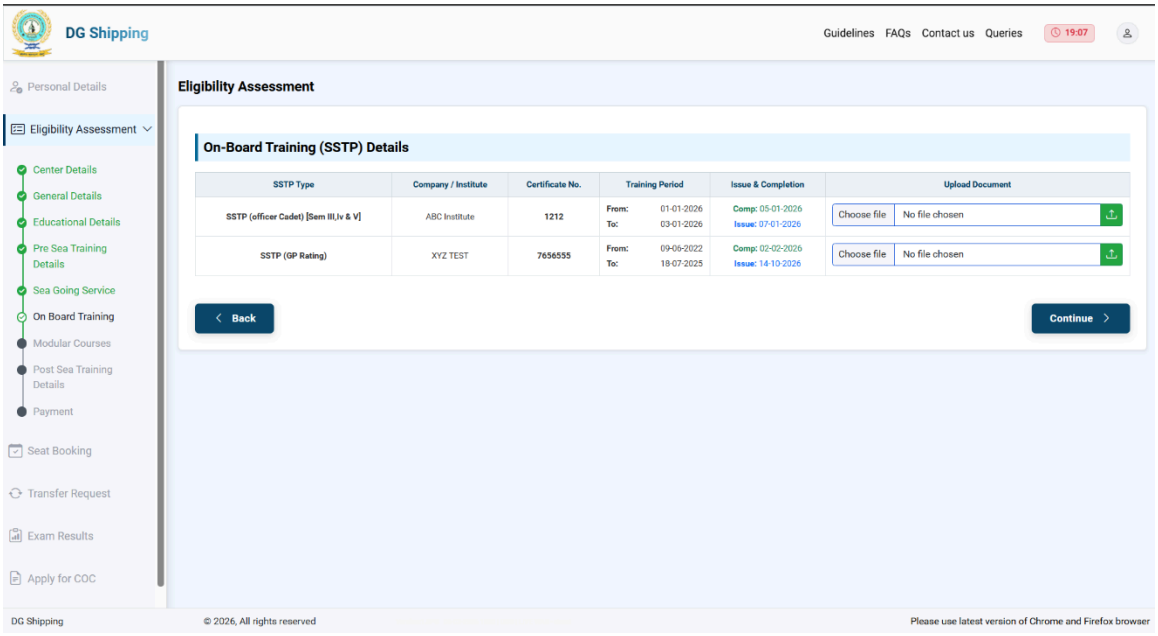
- After saving the pre sea training details, you will be redirected to sea going service.




- This section 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.
- Check the box confirm you have completed minimum 36 months approved sea-going service
- Check the box approved Structured Shipboard Training Programme (SSTP) with TRB, Minimum 6 months supervised Bridge watch-keeping duties
- Upload document
- Click the “Save” button to proceed to the next section.

## 13.6. Onboard Training Section

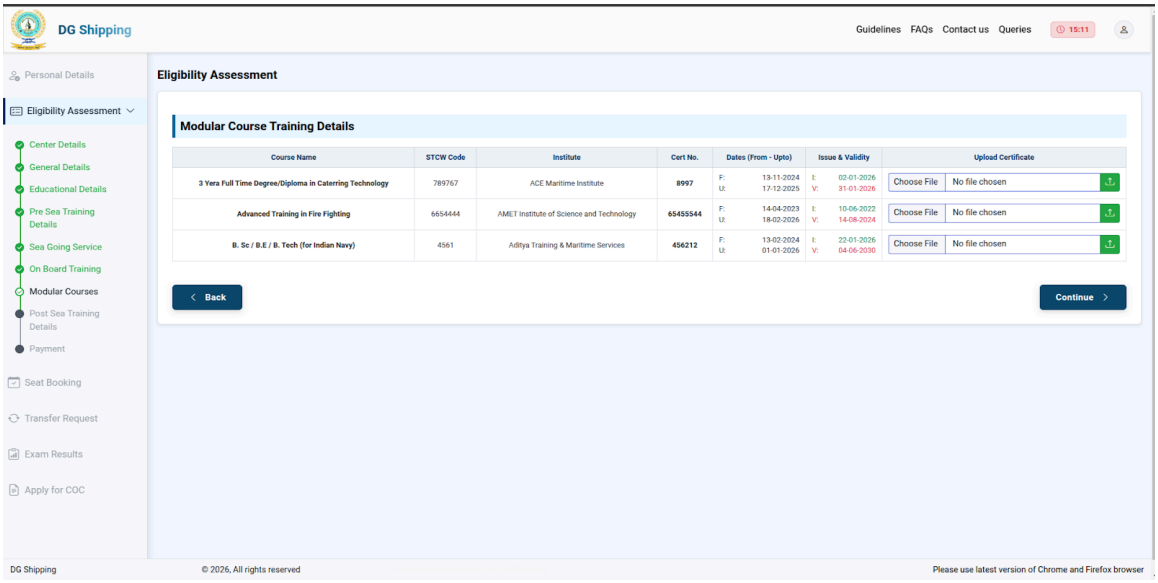
- After saving the sea going service, you will be redirected to onboard training.




- This section 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.

## 13.7. Modular Course Section

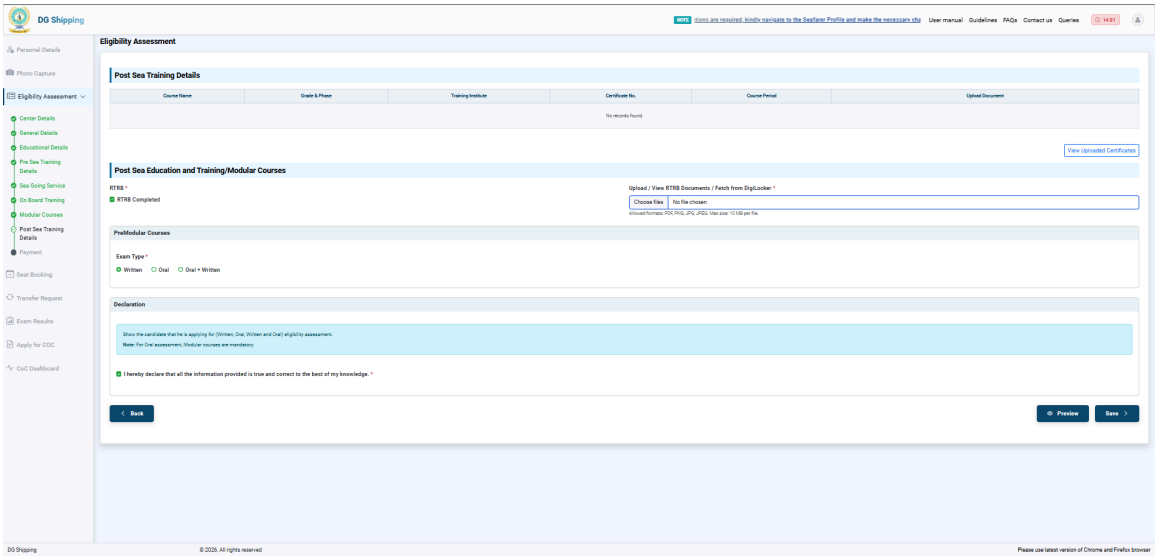
- After saving the onboard training, you will be redirected to the modular course.




- This section 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.

## 13.8. Post Sea Training Details

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




- This section 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.

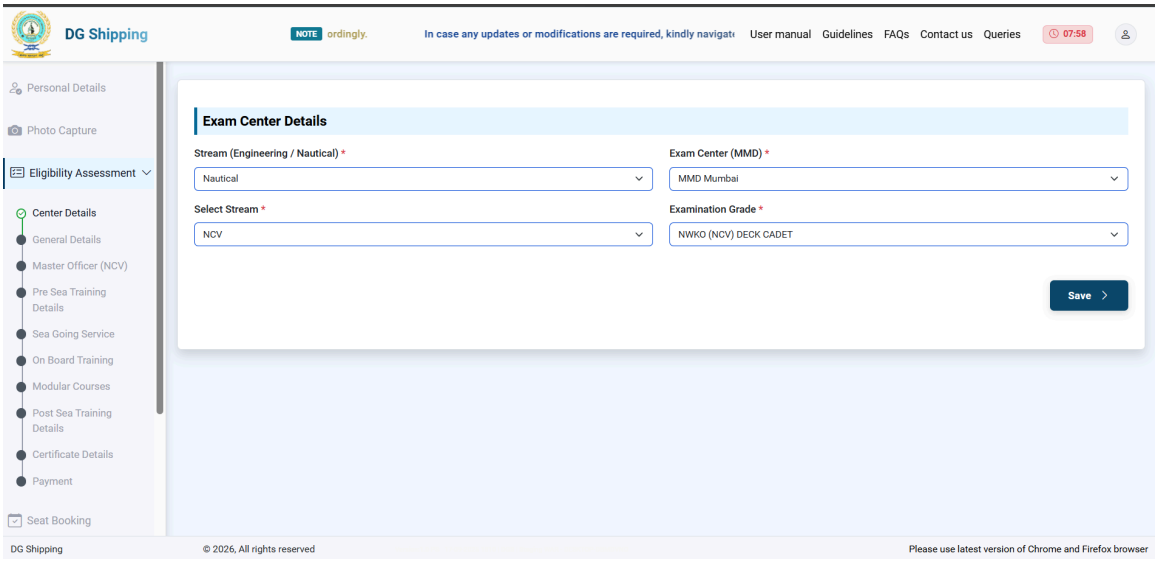
**Post Sea Education and Training Details Form**

- Check the RTRB completed checkbox if you have completed RTRB training. Upload RTRB documents
- When oral or oral + written is selected
- Check the declaration box.
- Click the “Save” button to proceed to the next section.

# 14.NWKO (NCV) Deck Cadet

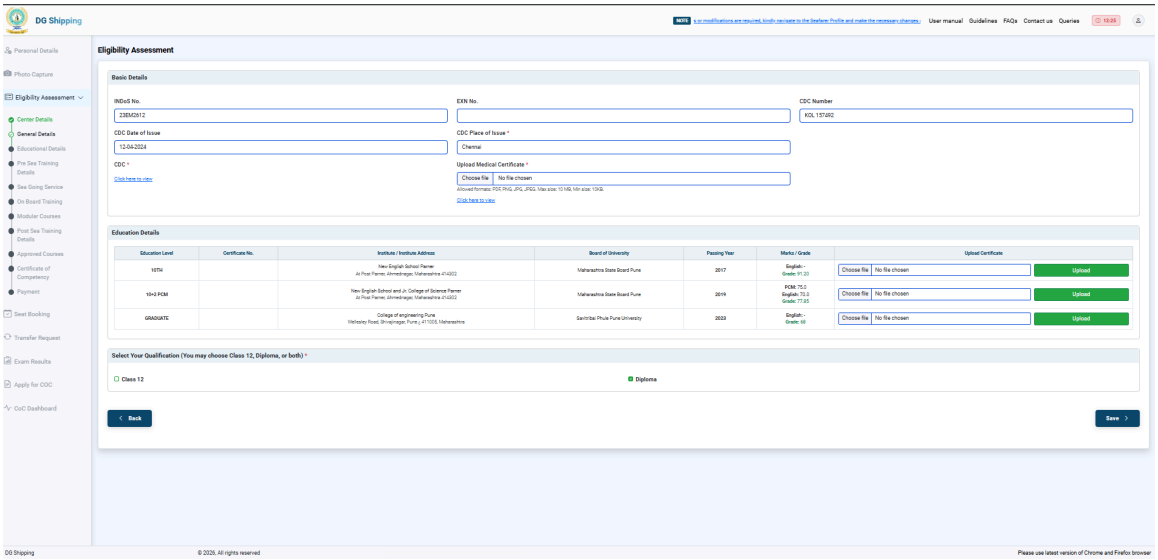
## 14.1. Exam Center Details

- 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).

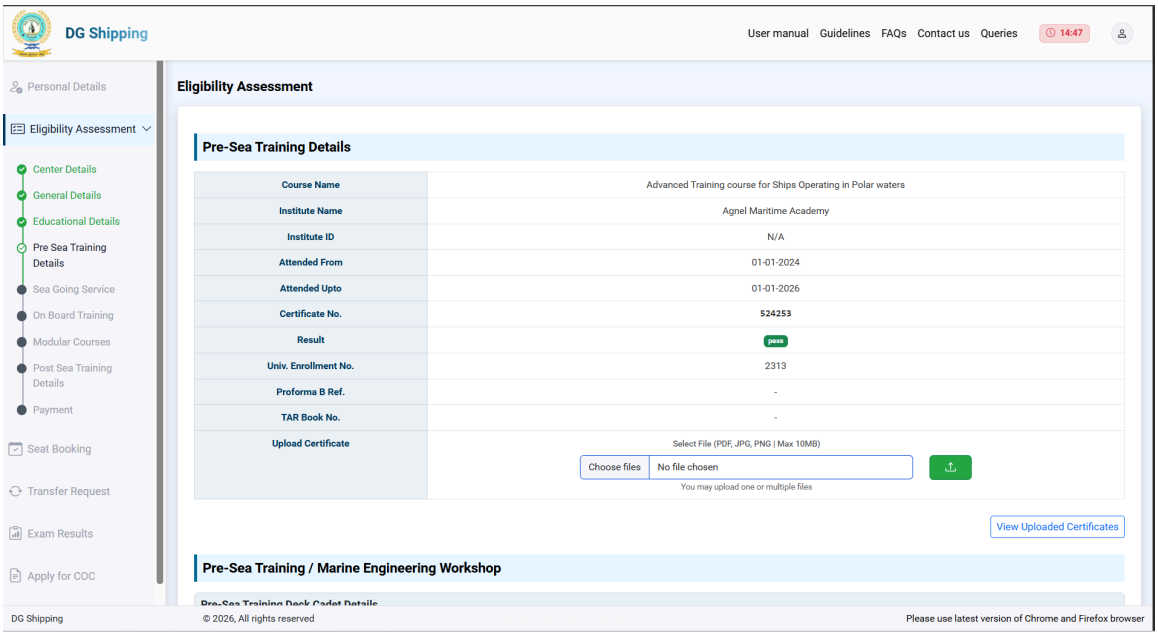
- Enter the CDC place of issue.
- When the CDC certificate is uploaded in the personal details section, the document is automatically fetched.
- Upload the medical certificate.

**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. Pre-Sea Training Details Section

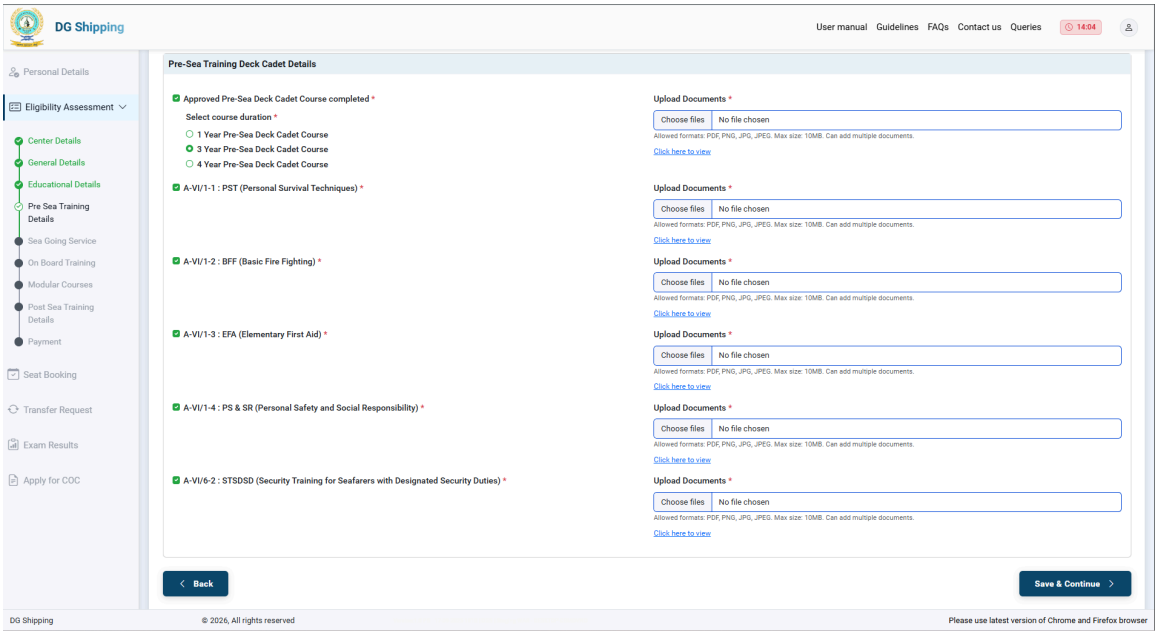
- After saving the educational details, you will be redirected to pre sea training details.




- This section 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

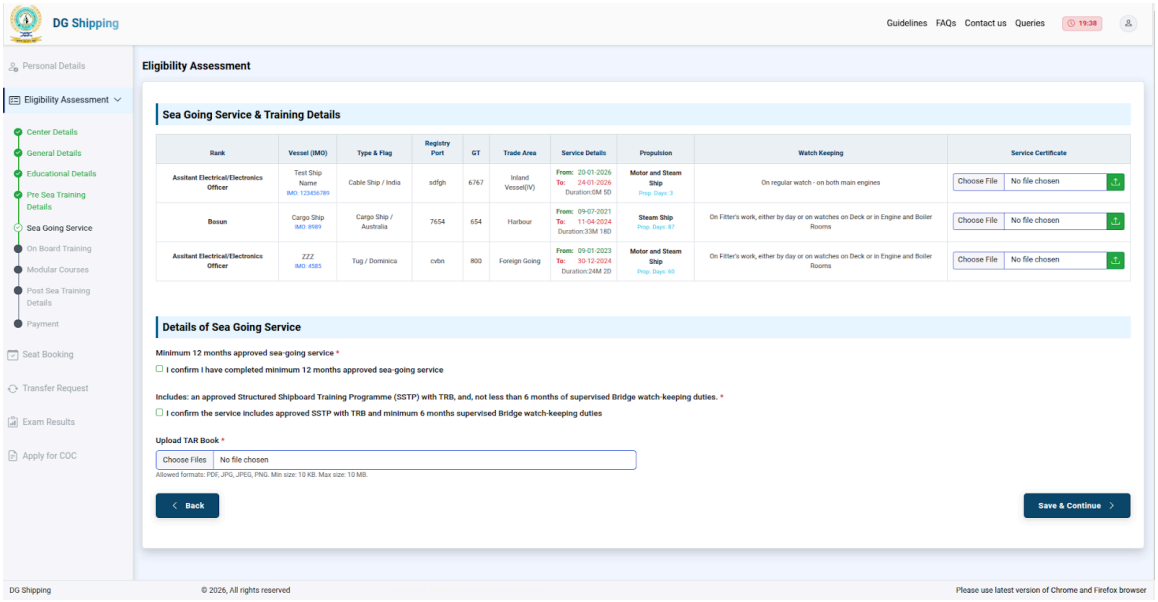
- Upload the pre-sea training certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Once uploaded successfully, the certificates will be saved
- Click the “View Uploaded Certificates” button to see your uploaded certificates.




- Check the box if you've completed the course approved pre-sea deck cadet course
- Select one of three options (appears when the checkbox is checked). Upload document
- Check the box if you've completed the course A-VI/1-1: PST (Personal Survival Techniques). Upload document.
- Check the box if you've completed the course A-VI/1-2: BFF (Basic Fire Fighting). Upload document.
- Check the box if you've completed the course A-VI/1-3: EFA (Elementary First Aid). Upload document.
- Check the box if you've completed the course A-VI/1-4: PS & SR (Personal Safety and Social Responsibility). Upload document.
- Check the box if you've completed the course A-VI/6-2: STSDSD (Security Training for Seafarers with Designated Security Duties). Upload document.
- Click the "Save" button to proceed to the next section.

## 14.4. Sea Going Service Section

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

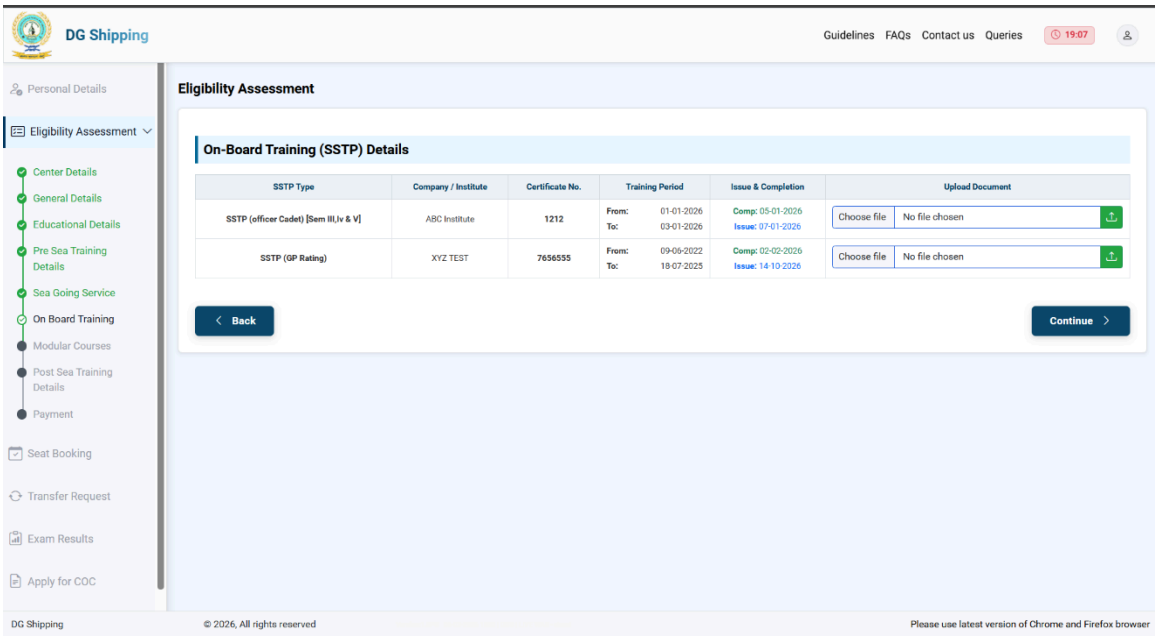



- This section will be auto fetched from seafarer profile (esamudra)
  - Rank
  - Vessel Name and IMO Number
  - Vessel Type and Flag
  - Registry Port
  - Gross Tonnage (GT)
  - Trade Area
  - Service Period (From / To dates)
  - Total Duration (Months & Days)
  - Propulsion Type and Propelling Days
  - 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.
- Check the box confirm you have completed minimum 12 months approved sea-going service

- Check the box confirm service includes Approved Structured Shipboard Training Programme (SSTP) with TRB, Minimum 6 months supervised bridge watch-keeping duties.
- Upload supporting document
- Upload TAR book documents
- Click the "Save" button to proceed to the next section.

## 14.5. Onboard Training Section

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

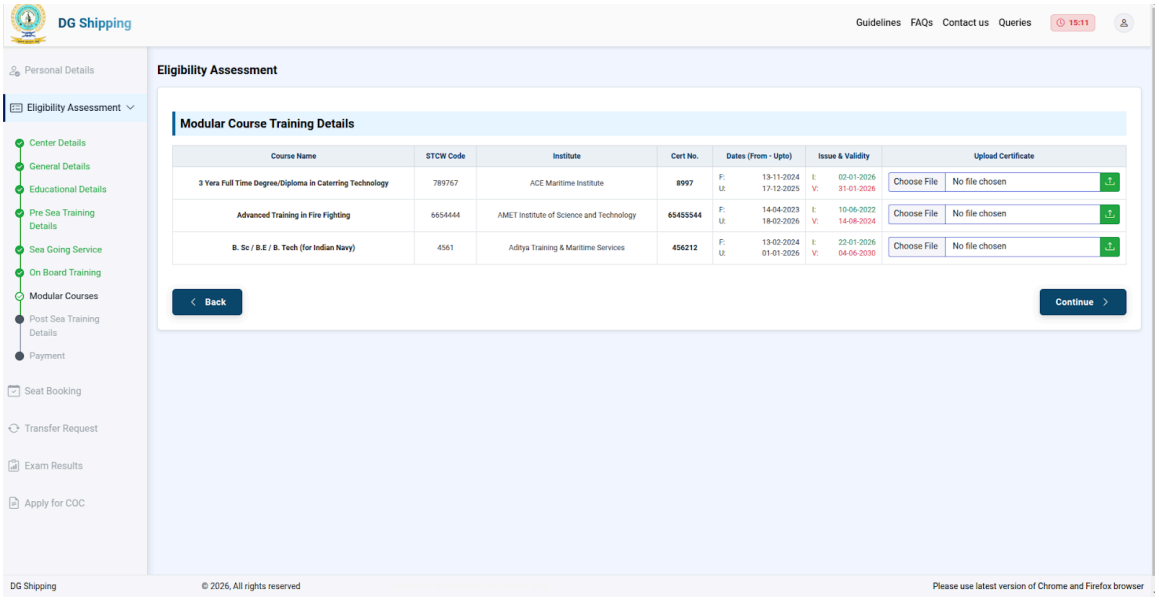



- This section will be auto fetched from seafarer profile (esamudra)
  - SSTP / On-Board Training entries.
  - SSTP Type
  - Company / Institute Name
  - Certificate Number
  - Training Period (From and to dates)
  - Completion Date
  - Issue Date
- Upload document. Click choose files, select one or 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.

## 14.6. Modular Course Section

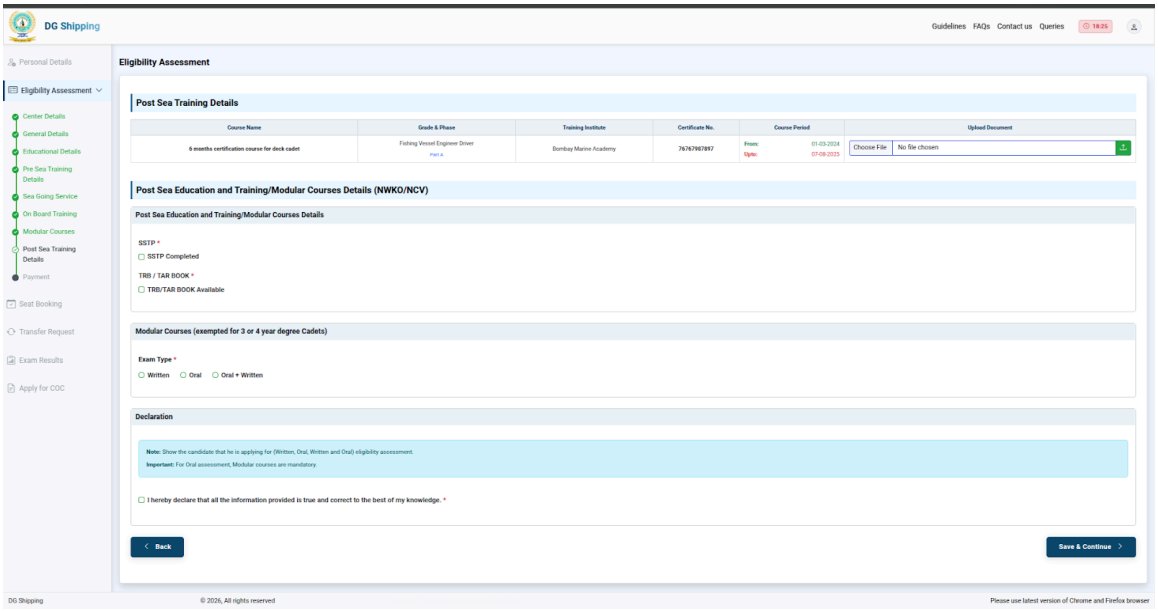
- After saving the onboard training, you will be redirected to the modular course.




- This section 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.

## 14.7. Post Sea Training Details

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




- This section 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.
- Check the box confirm SSTP completion
- Upload SSTP completion certificates
- Check the box to confirm the availability of the TRB/TAR book.
- Upload TRB/TAR book documents
- Select exam type
- If you selected written, check the box NWKO (NCV) and upload the NWKO document.
- If you selected oral or oral + written
  - Check the box NWKO (NCV) and upload the NWKO document.
  - Check the box ROSC (Radar Observer Simulator Course) and upload the ROSC document.

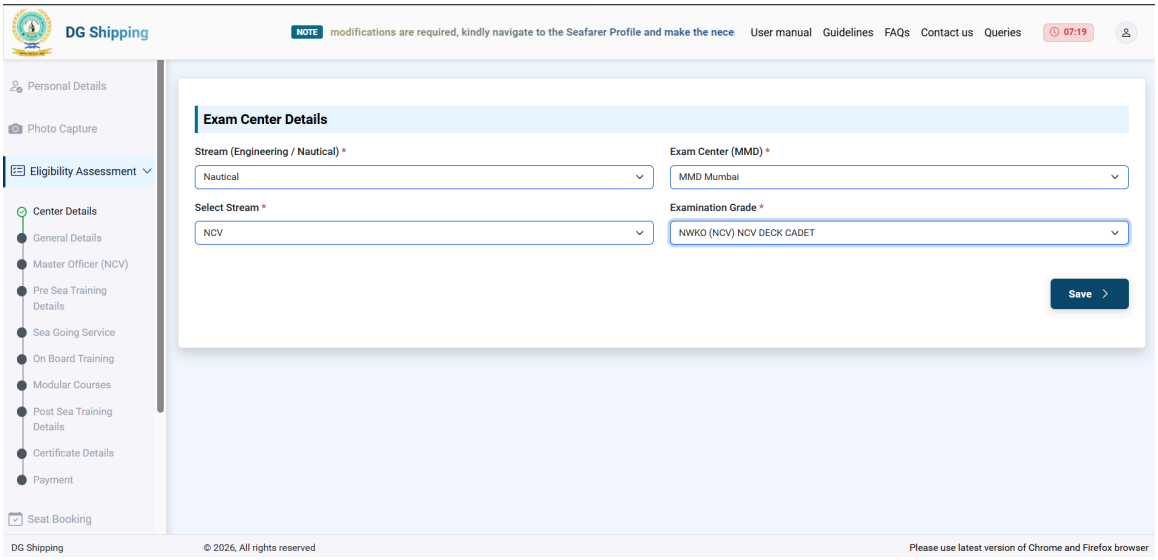
- Check the box ARPA (Automatic Radar Plotting Aid) and upload the ARPA document
- Check the box ECDIS (Electronic Chart Display Information System) and upload ECDIS document
- Check the box GMDSS GOC (Global Maritime Distress Safety System - General Operator Certificate) and upload GMDSS GOC document
- Check the box PSC & RB (Proficiency in Survival Craft & Rescue Boats) and upload the PSC & RB document.
- Check the box AFF (Advanced Fire Fighting) and upload the AFF document.
- Check the box MFA (Medical First Aid) and upload the MFA document.

- Check the box to confirm the declaration.
- Click the "Save" button to proceed to the next section.

# 15.NWKO (NCV) NCV Deck Cadet

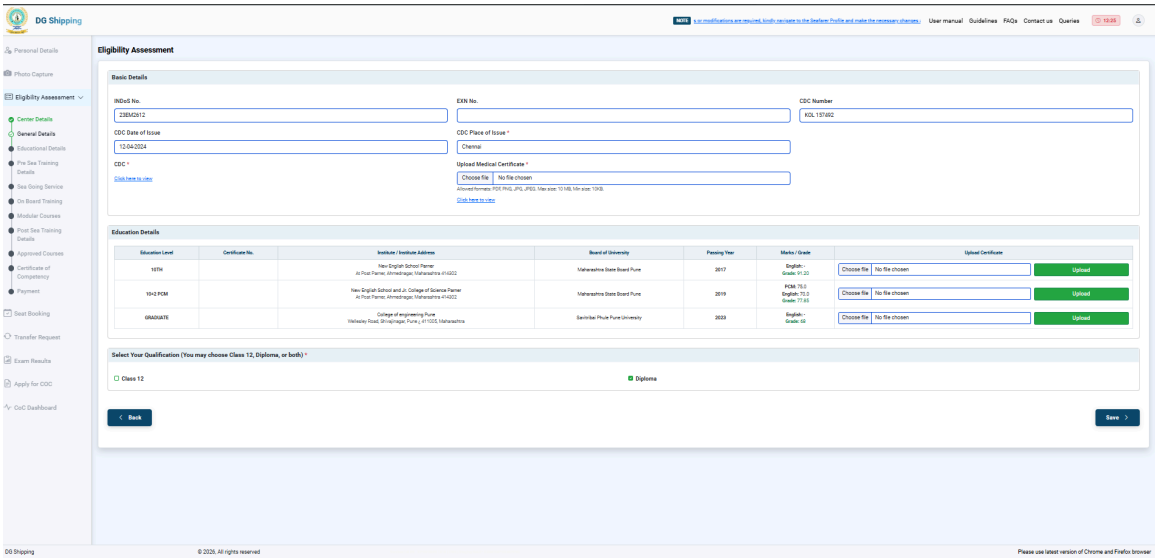
## 15.1. Exam Center Details

- 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.



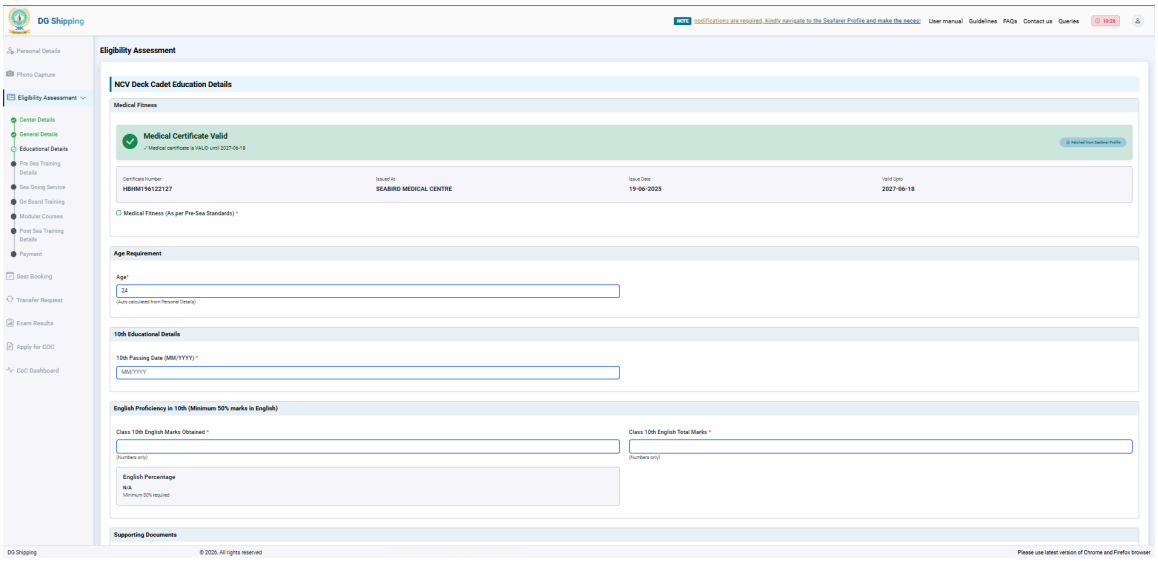

- Enter EXN number (if applicable).
- Enter the CDC place of issue.
- When the CDC certificate is uploaded in the personal details section, the document is automatically fetched.
- Upload the medical certificate.

**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. Educational Details

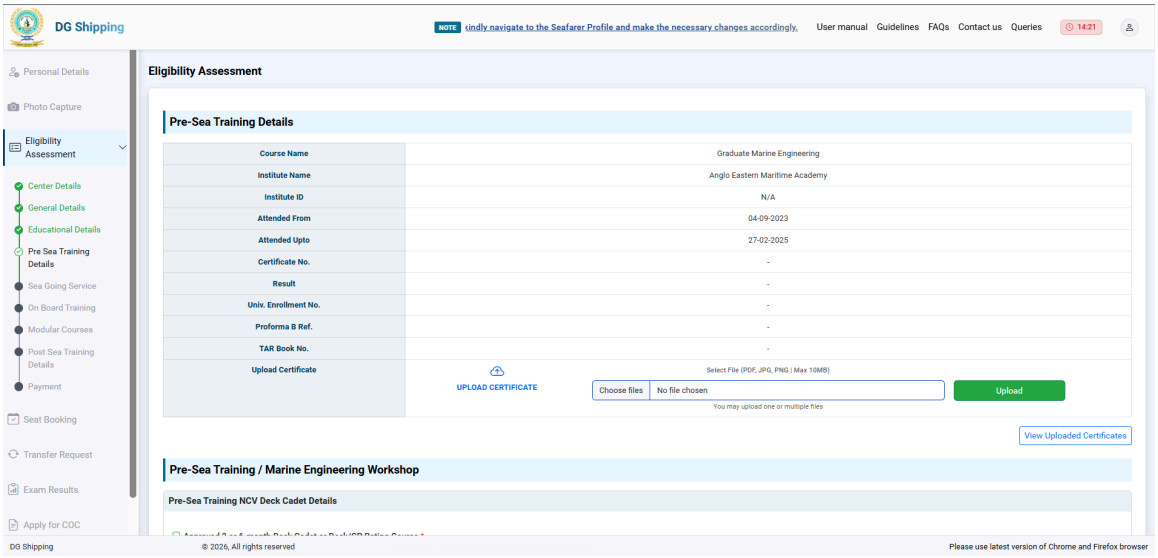
- After saving the general details, you will be redirected to educational details.



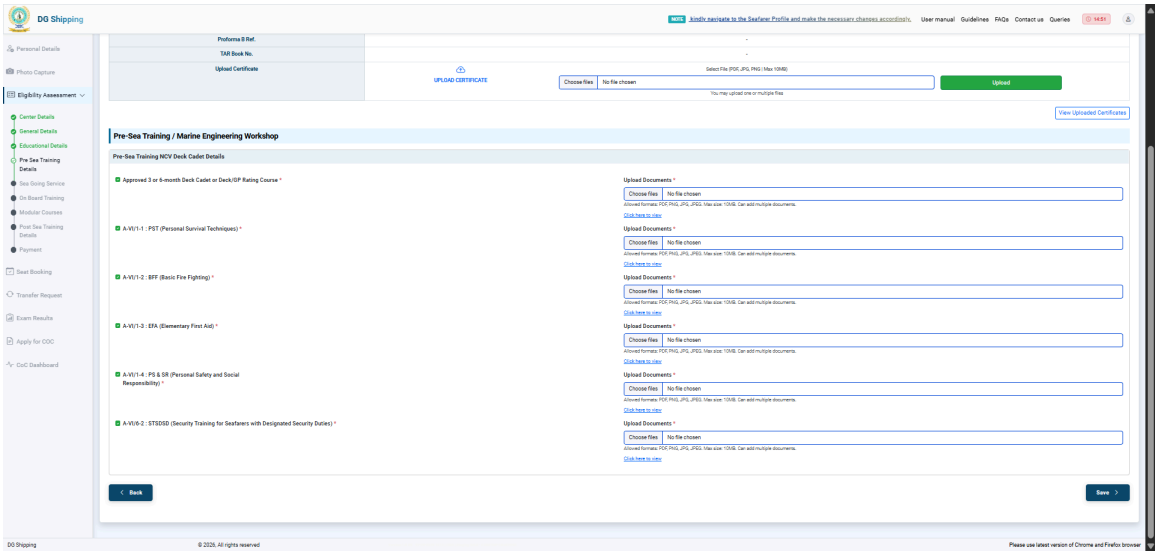

- The system automatically checks your valid medical certificate details from your Seafarer Profile.
- If your medical certificate is valid a green success message will be displayed.
- Select the checkbox “Medical Fitness (As per Pre-Sea Standards)” and upload the medical fitness supporting document.
- Age (automatically calculated from your date of birth)
- 10th passing date details auto-fetched from your educational records
- Select the 10th passing date
- Enter class 10th English marks obtained
- Enter class 10th English total marks
- Upload 10th English Supporting Documents
- 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.



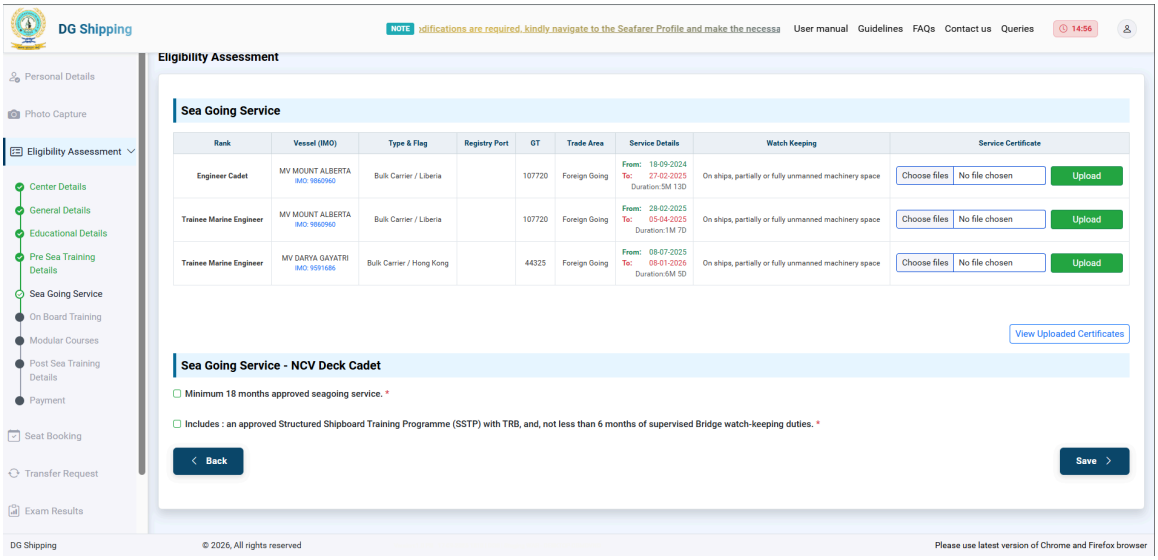

- This section will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Institute Name
  - Institute ID
  - Attended From / Attended Up to dates
  - Certificate Number
  - Result (Pass/Other)
  - University Enrollment Number
  - Proforma B Reference
  - TAR Book Number
- Upload the pre-sea training certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- After the certificate is uploaded successfully, the Uploaded button will be displayed.
- If you want to upload the certificate again, click the Reupload button and select the new certificate file.
- All uploaded certificates will be saved successfully.
- Click the “View Uploaded Certificates” button to see your uploaded certificates.




- Check the box if you've completed the Approved Pre-Sea Deck Cadet Course and upload the document.
- Check the box if you've completed the course A-VI/1-1: PST (Personal Survival Techniques). Upload document.
- Check the box if you've completed the course A-VI/1-2: BFF (Basic Fire Fighting). Upload document.
- Check the box if you've completed the course A-VI/1-3: EFA (Elementary First Aid). Upload document.
- Check the box if you've completed the course A-VI/1-4: PS & SR (Personal Safety and Social Responsibility). Upload document.
- Check the box if you've completed the course A-VI/6-2: STSDSD (Security Training for Seafarers with Designated Security Duties). Upload document
- Click the "Save" button to proceed to the next section.

## 15.5. Sea Going Service Section

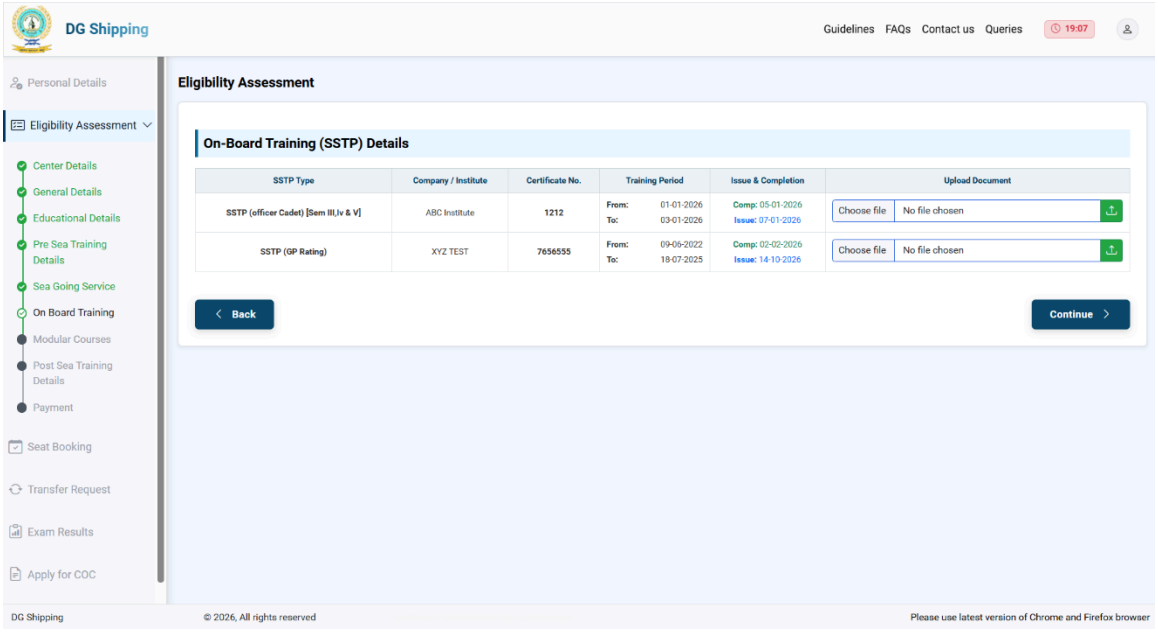
- After saving the pre sea training details, you will be redirected to sea going service.




- This section 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.
- Check the box confirm you have completed minimum 18 months approved sea-going service
- Check the box confirm service includes Approved Structured Shipboard Training Programme (SSTP) with TRB, Minimum 6 months supervised Bridge watch-keeping duties and Upload document.
- Click the "Save" button to proceed to the next section.

## 15.6. Onboard Training Section

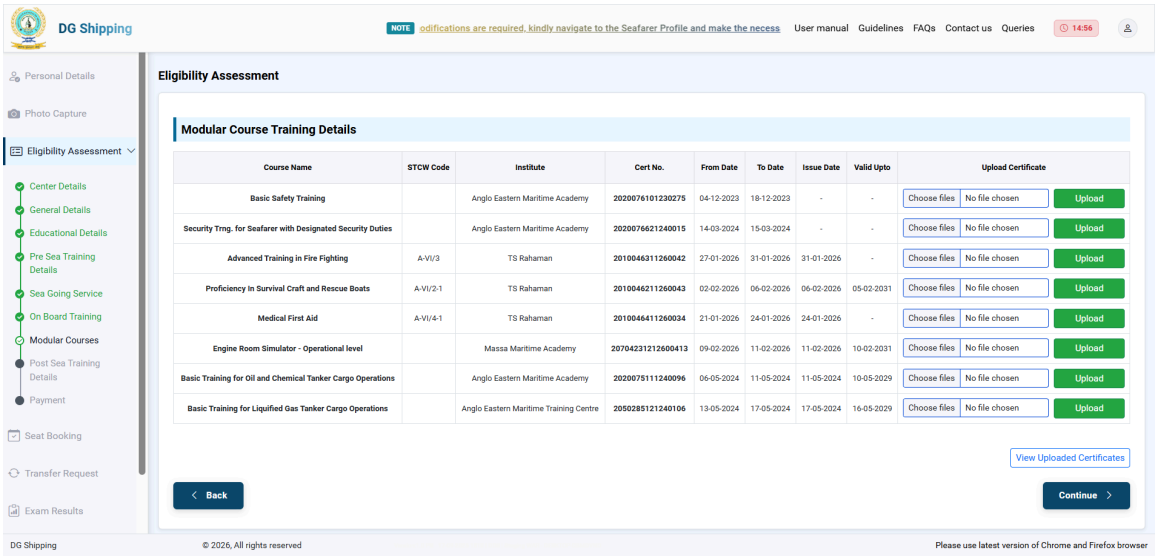
- After saving the sea going service, you will be redirected to onboard training.




- This section 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

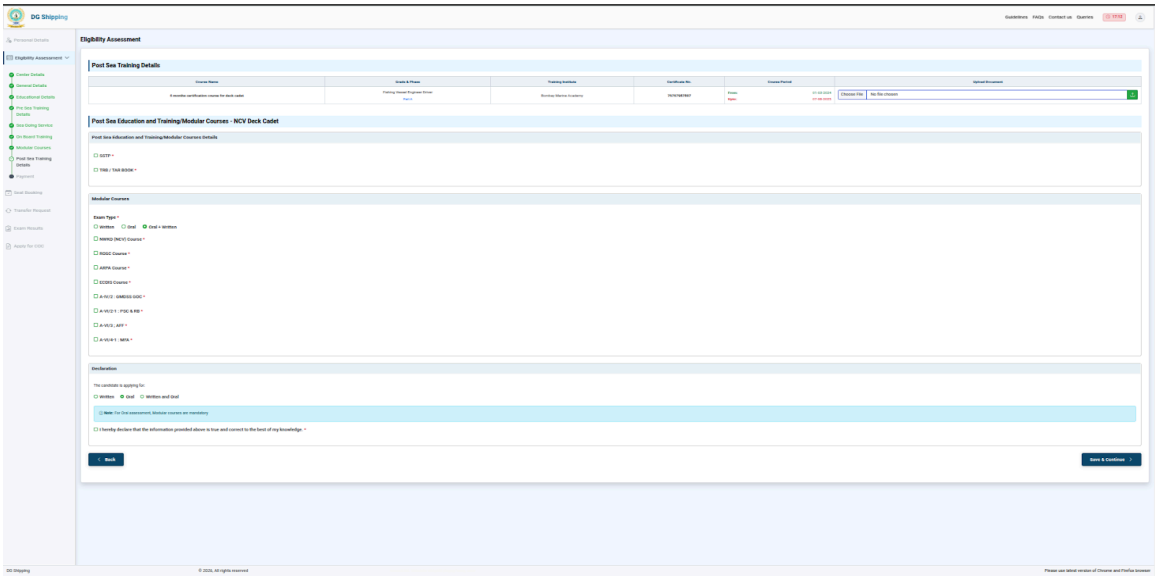
- After saving the onboard training, you will be redirected to the modular course.




- This section 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 section 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.
- Check the box to confirm SSTP completion. Upload SSTP completion certificates
- Check the box to confirm TRB/TAR book availability. Upload TRB/TAR book documents
- Select Exam Type

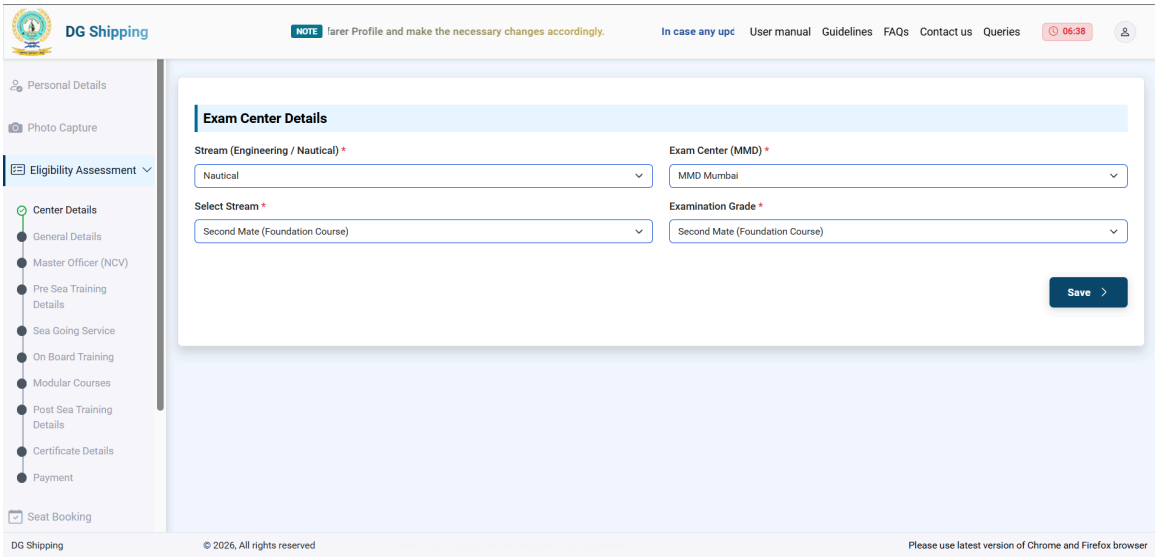
- When oral or oral + written is selected
- NWKO (NCV) Course Check "Completed Modular Courses" to confirm completion
- Check the "ROSC Completed" checkbox. Upload ROSC documents when section appears
- Check the "ARPA Completed" checkbox. Upload ARPA documents when section appears
- Check the "ECDIS Completed" checkbox. Upload ECDIS documents when section appears

- Check the A-IV/2(GMDSS GOC) Check box and upload documents
- Check the A-VI/2-1(PSC & RB) Check box and upload documents
- Check the A-VI/3(AFF) Check box and upload documents
- Check the A-VI/4-1(MFA) Check box and upload documents
- Choose any one option for the candidate applying.
- Check the box to confirm Declaration
- Click the "Save" button to proceed to the next section.

# 16.Second Mate FC

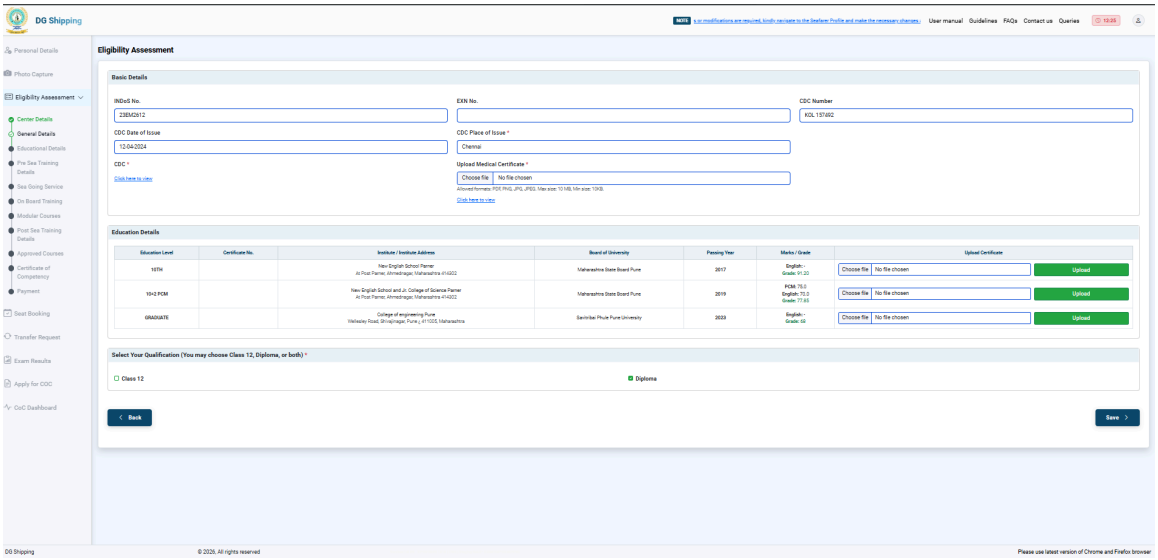
## 16.1. Exam Center Details

- 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.



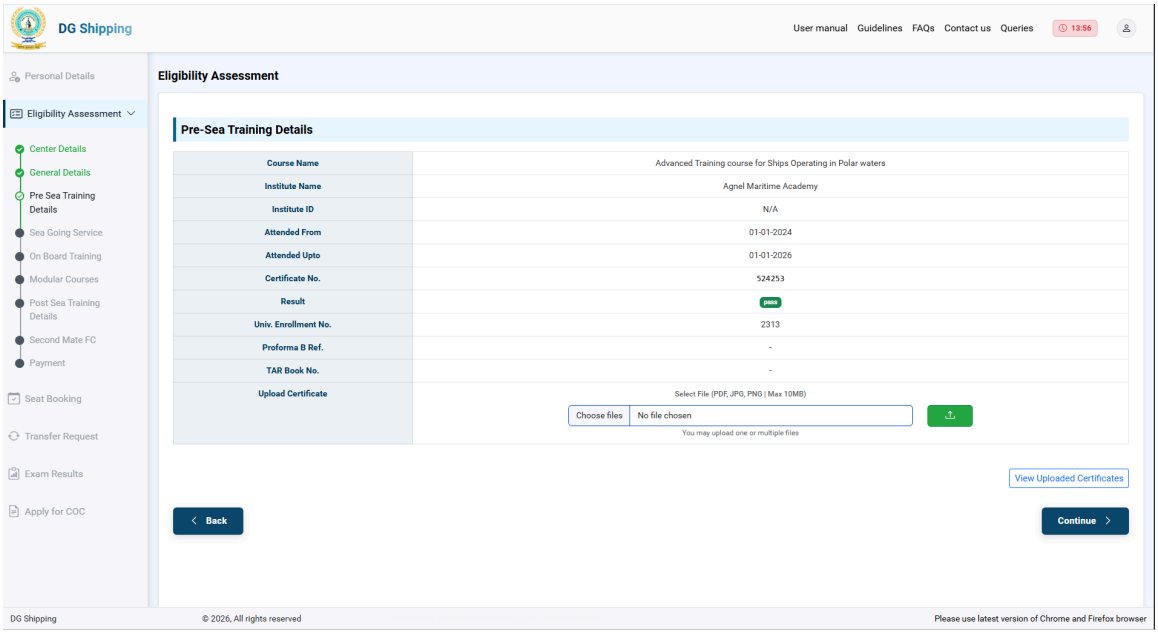

- Enter EXN number (if applicable).
- Enter the CDC place of issue.
- When the CDC certificate is uploaded in the personal details section, the document is automatically fetched.
- Upload the medical certificate.

**Educational Qualification Details**

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

## 16.3. Pre-Sea Training Details Section

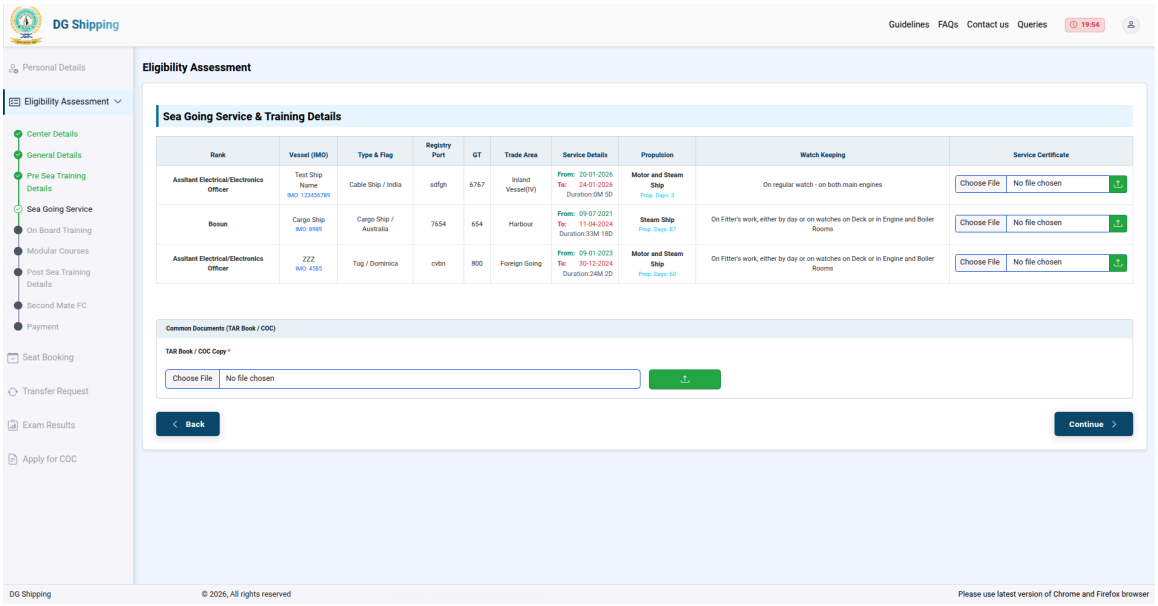
- After saving the general details, you will be redirected to pre sea training details.




- 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 "Save" button to proceed to the next section.

## 16.4. Sea Going Service Section

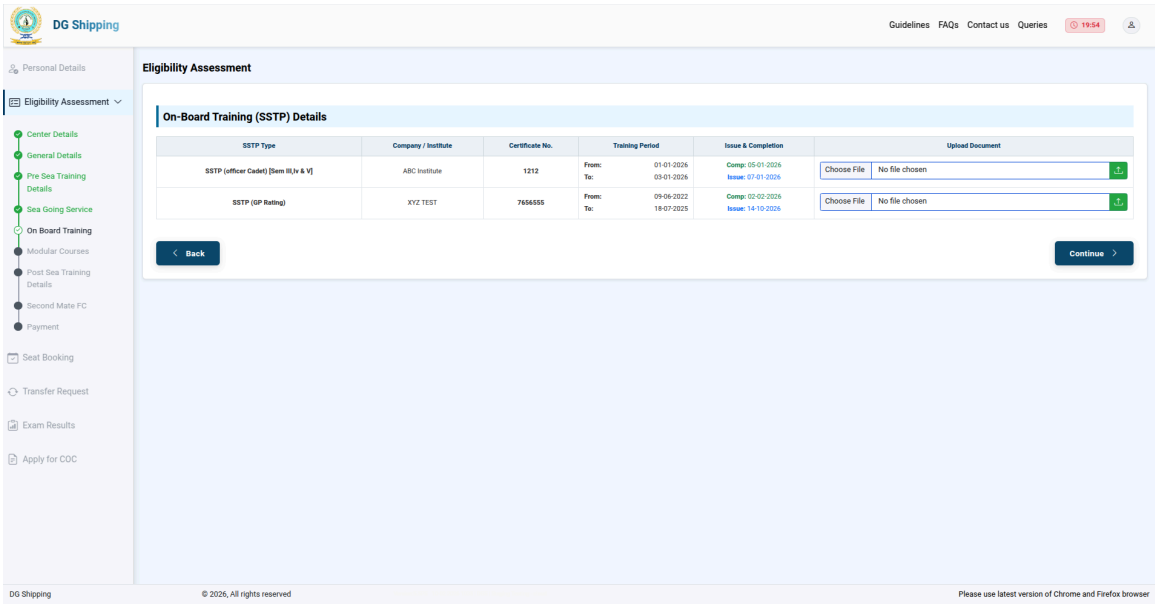
- After saving the pre sea training details, you will be redirected to sea going service.




- 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.

## 16.5. Onboard Training Section

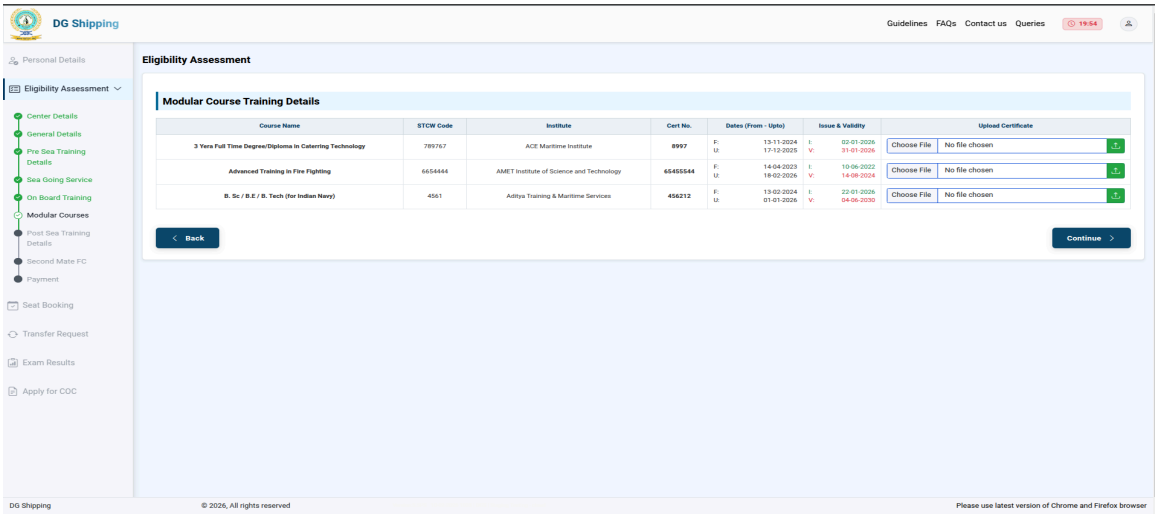
- After saving the sea going service, you will be redirected to onboard training.




- 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.

## 16.6. Modular Course Section

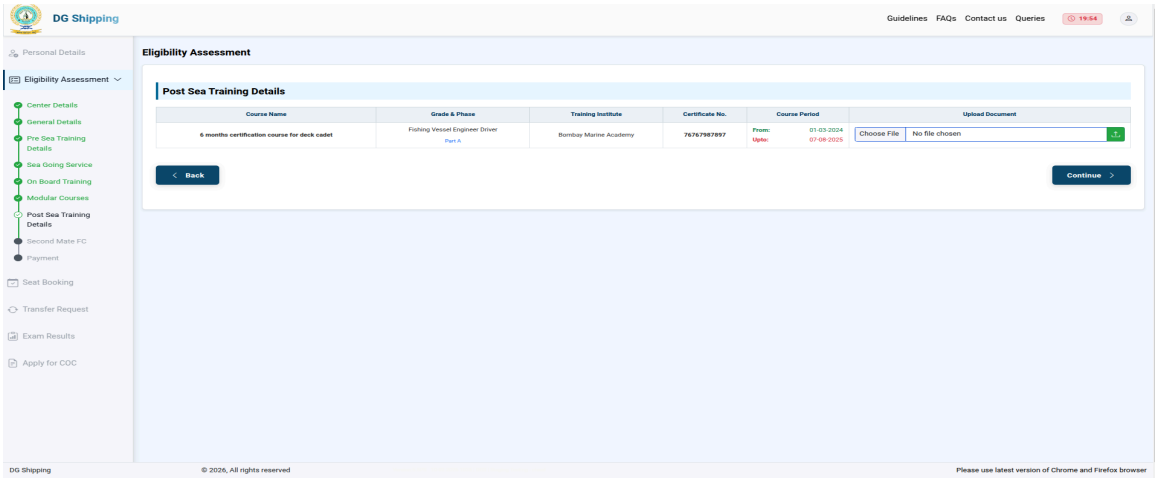
- After saving the onboard training, you will be redirected to the modular course.




- 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.

## 16.7. Post Sea Training Details

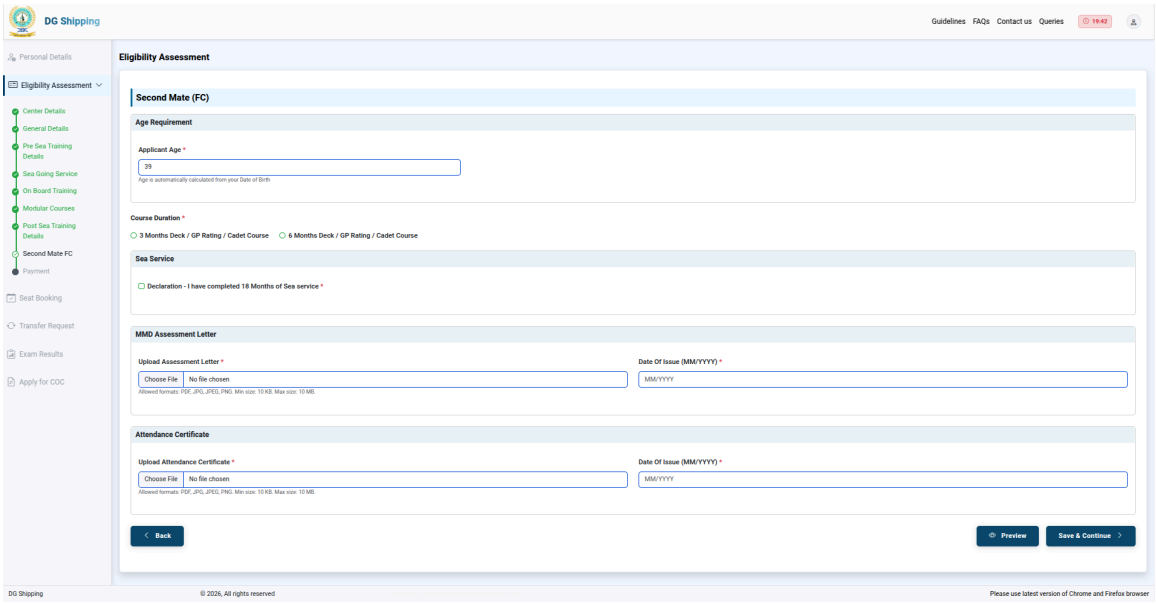
- After saving the modular course**,** you will be redirected to post sea training details.




- 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.

## 16.8. Second Mate FC

- After saving the post sea training details**,** you will be redirected to the second mate FC page.

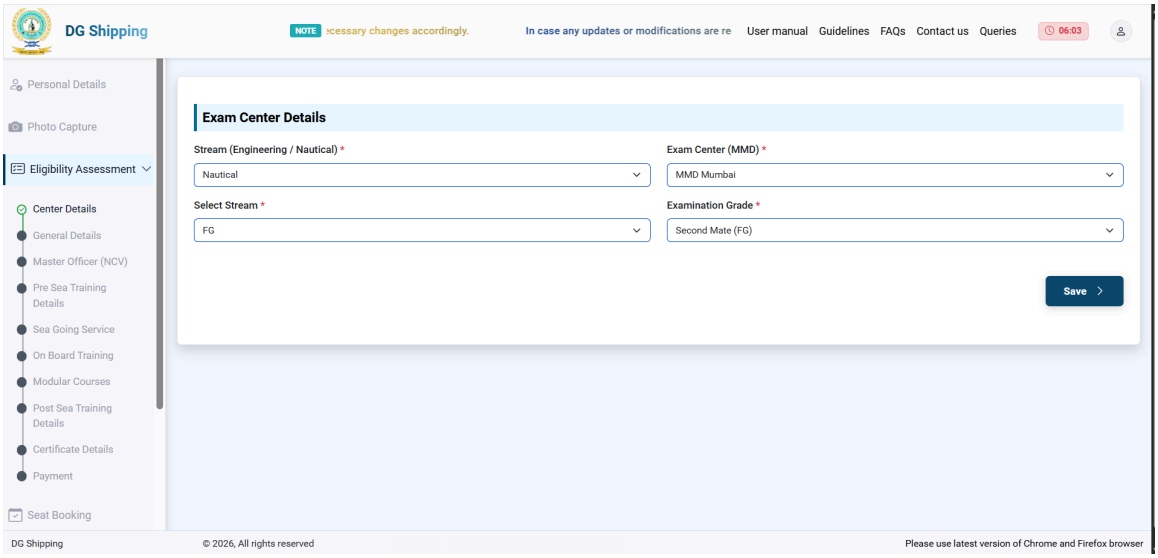



- Age is auto-calculated from your date of birth
- Select course duration
  - Select course type
  - Upload course certificate
  - Select start date
  - Select end date
- Check the declaration box to confirm completion of 18 months of sea service.
- Upload sea service document
- Select start date
- Select end date
- Upload assessment letter: From MMD
- Select date of issue
- Upload attendance certificate
- Select date of issue
- Click the "Save" button to proceed to the next section.

# 17.Second Mate Foreign Going (FG)

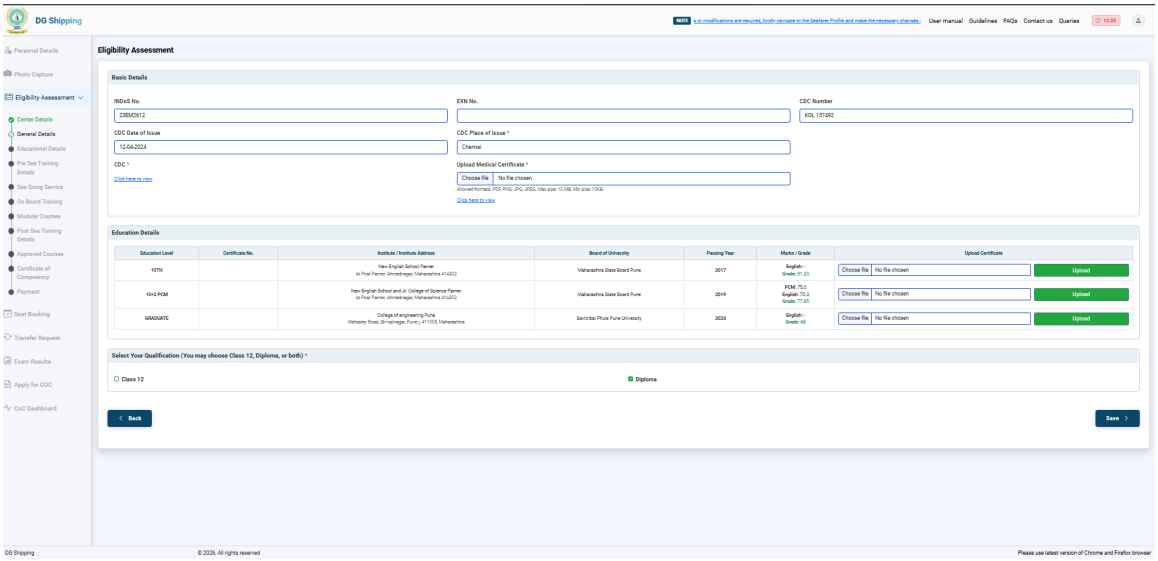
## 17.1. Exam Center Details

- 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.



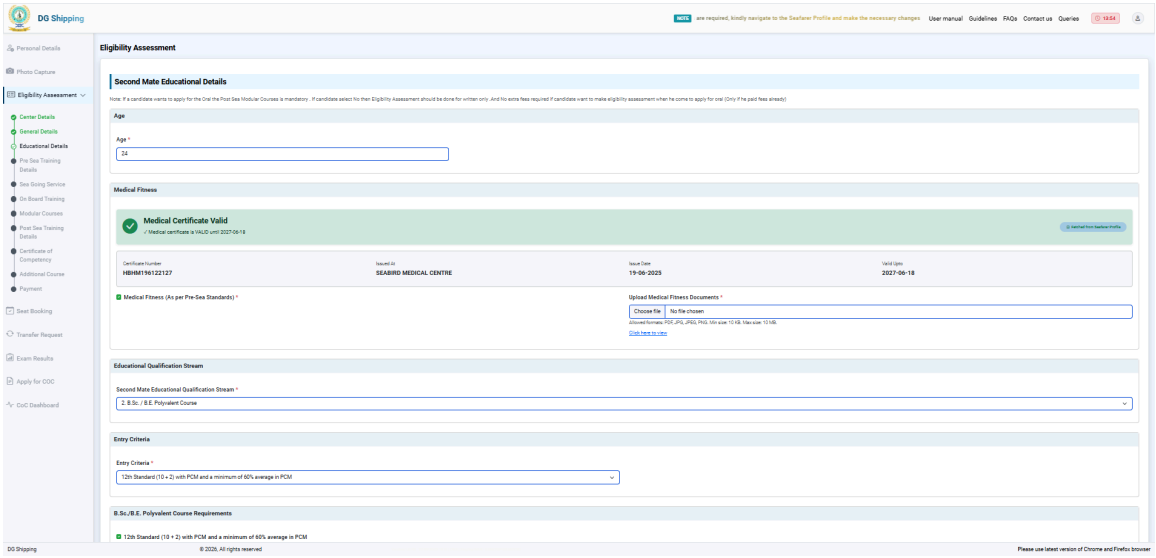

- Enter EXN number (if applicable).
- Enter the CDC place of issue.
- When the CDC certificate is uploaded in the personal details section, the document is automatically fetched.
- Upload the medical certificate.

**Educational Qualification Details**

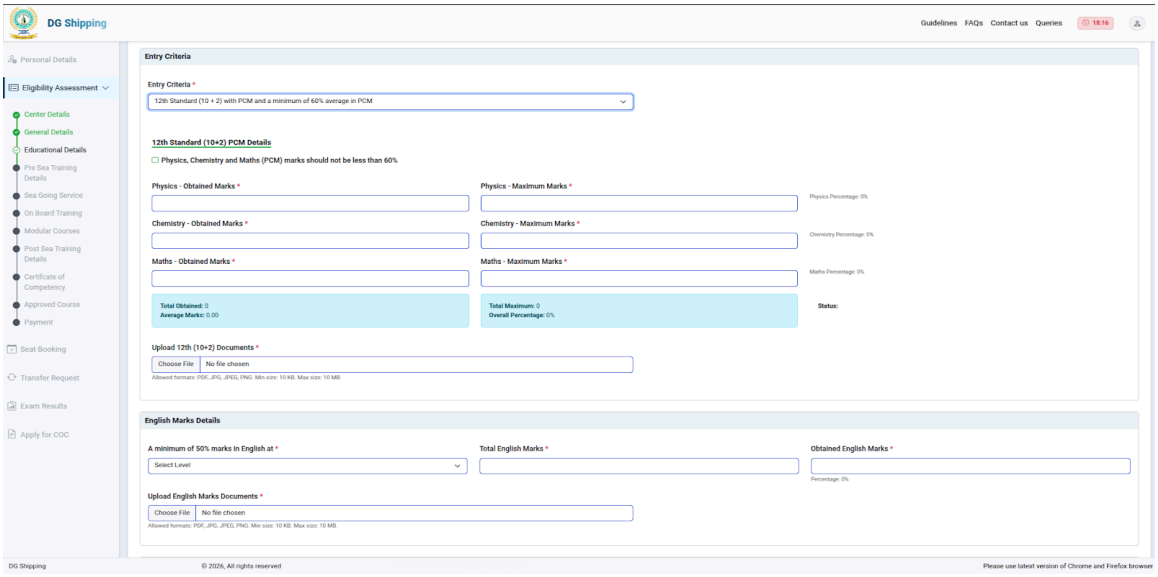
- The data is automatically fetched from the seafarer profile (esamudra). Upload the certificate for each education level.
- Select Your qualification (If applicable select both)
- Click the “Save” button to proceed to the next section.

## 17.3. Second Mate FG - Educational Details

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




- Choose the exam type from the dropdown.
- Age is automatically calculated from your personal details
- Review your medical certificate details fetched from seafarer profile
- Check the box to confirm you have medical fitness as per pre-sea standards and upload medical fitness document
- Select second mate educational qualification stream from the dropdown

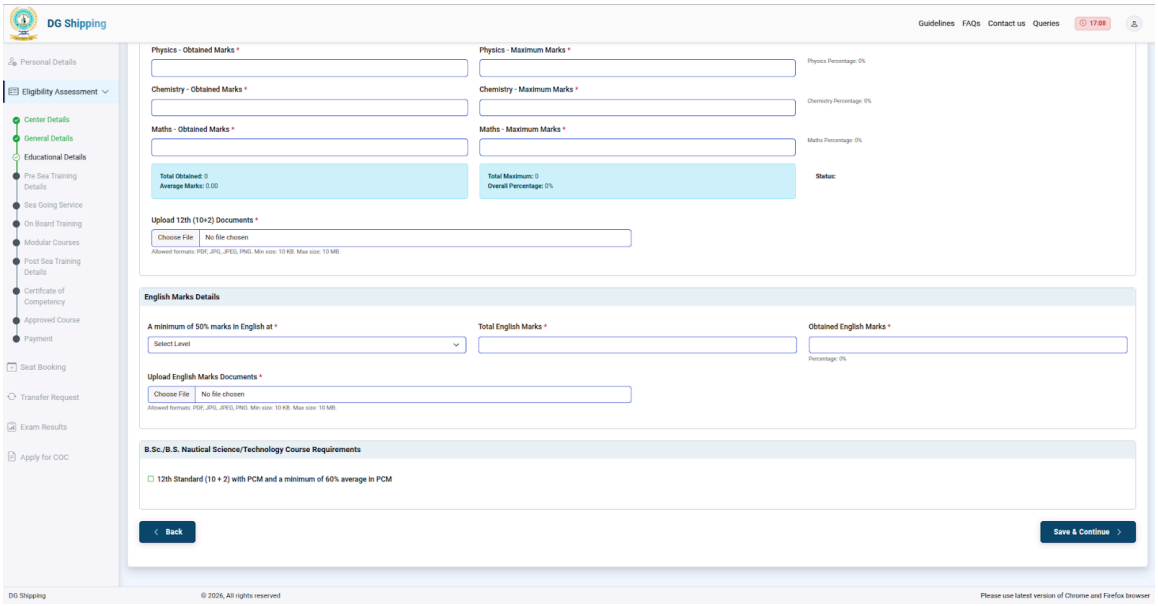



**For Streams 1, 2, 3(with 12th Standard option)**

- 12th standard PCM: Check the box if you have a minimum of 60% in PCM (Physics, Chemistry, Mathematics).
- 12th standard PCM details: Enter marks for physics, chemistry, and mathematics
- Upload 12th standard mark sheet

**For Streams 1, 2, 3(with Graduate option)**

- Check the checkbox and upload graduation documents
- Enter English marks at minimum 50%
- Upload English marks document




**For Stream 4 (Science/Engineering/Fisheries)**

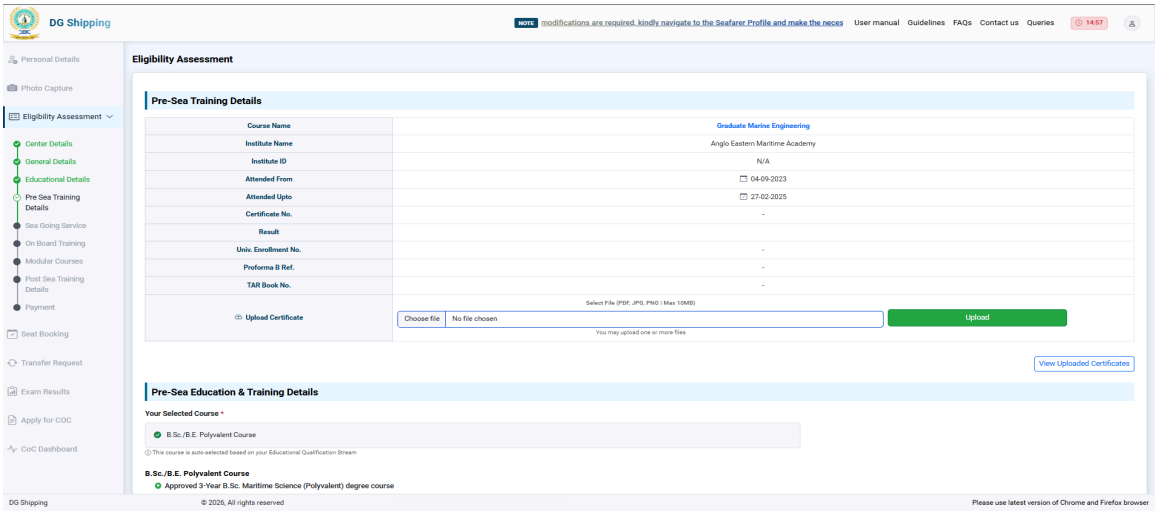
- Check the confirmation box
- Enter graduation percentage (minimum 50%)
- Upload graduation documents
- Enter English marks at 10th/12th/graduation level (minimum 50%)
- Upload English marks document

**For Streams 5 & 6 (Deck Cadets/Ratings)**

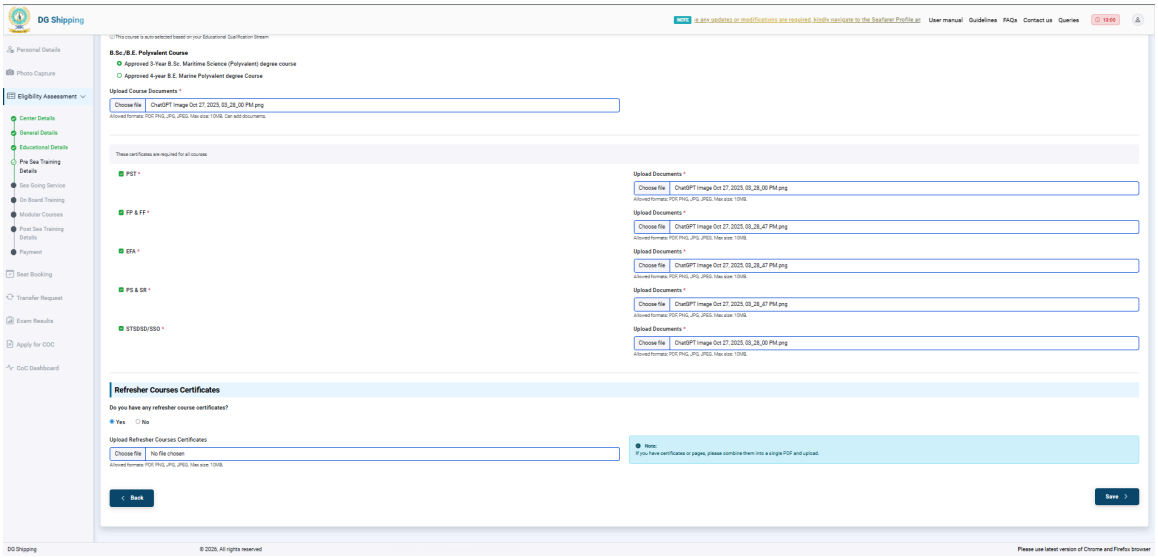
- 12th standard PCM details: Enter marks for physics, chemistry, and mathematics
- Upload 12th standard mark sheet
- Enter English marks at 10th/12th/graduation level (minimum 50%)
- Upload English marks document
- Click the "Save" button to proceed to the next section.

## 17.4. Pre-Sea Training Details Section

- After saving the educational details, you will be redirected to seagoing service details



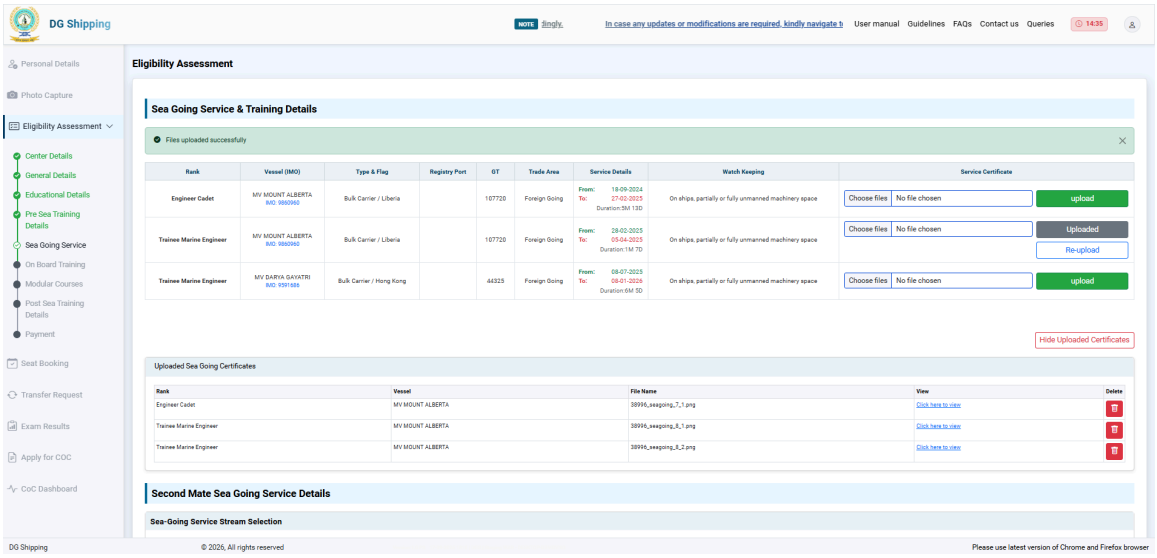

- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Institute Name
  - Institute ID
  - Attended From / Attended Up to dates
  - Certificate Number
  - Result (Pass/Other)
  - University Enrollment Number
  - Proforma B Reference
  - TAR Book Number
- Upload 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.



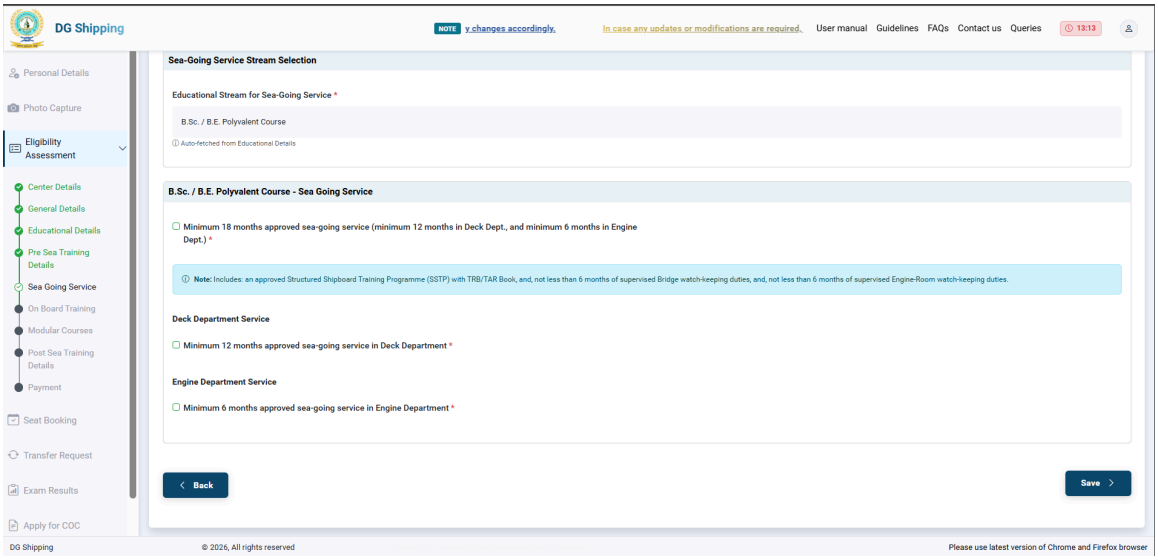

- Select your course from the dropdown.
- Based on your course selection, a checkbox will appear. Check the box to upload the course document.
- Check the box to confirm you have PST and upload a document.
- Check the box to confirm you have FP & FF and upload documents.
- Check the box to confirm you have EFA and upload documents.
- Check the box to confirm you have PS & SR and upload a document.
- Check the box to confirm you have STSDSD and upload a document.
- Do you have a Refresher Certificate? Select Yes or No.
- If you have a Refresher Certificate, select Yes and upload the certificate.
- If you have certificates or pages, please combine them into a single PDF and upload.
- Click the "Save" button to proceed to the next section.

## 17.5. Sea Going Service Section

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



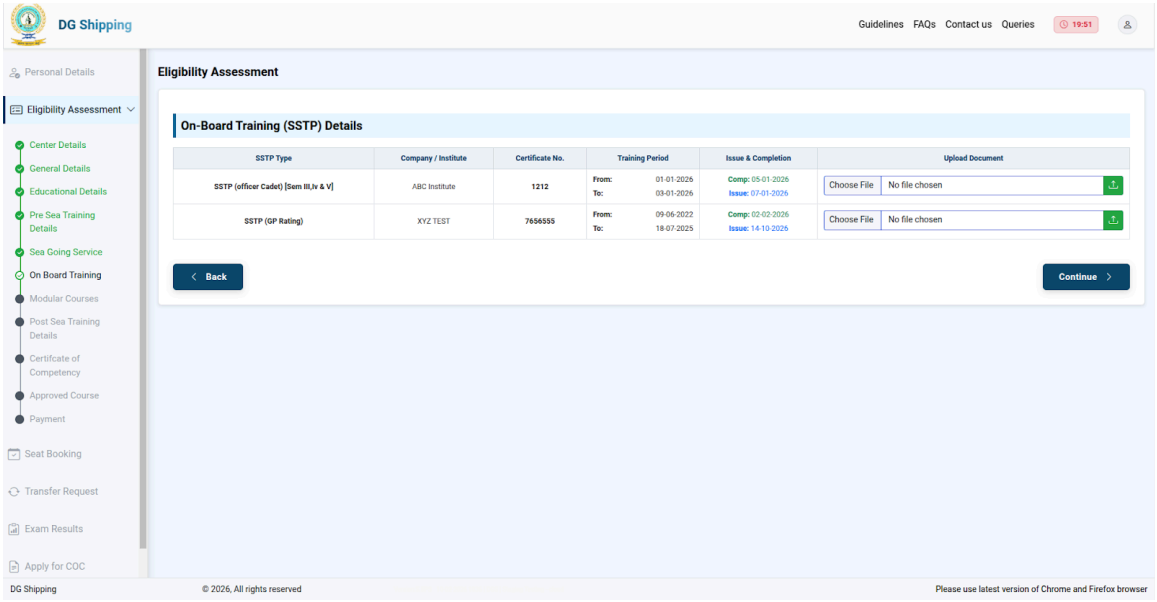

- This following data will be auto fetched from seafarer profile (esamudra)
  - Rank
  - Vessel Name and IMO Number
  - Vessel Type and Flag
  - Registry Port
  - Gross Tonnage (GT)
  - Trade Area
  - Service Period (From / To dates)
  - Total Duration (Months & Days)
  - Propulsion Type and Propelling 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.
- After the certificate is uploaded successfully, the Uploaded button will be displayed.
- If you want to upload the certificate again, click the Reupload button and select the new certificate file.
- All uploaded certificates will be saved successfully.
- 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.




- Select your stream from dropdown menu
- If you selected B.Sc./B.S. Nautical Science checks the box to confirm you have a minimum 12 months approved sea-going service and upload supporting document.
- If you selected B.Sc./B.E. Polyvalent check the box to confirm you have a minimum 18 months approved sea-going service and upload supporting document.
- If you selected Diploma in Nautical Science check the box to confirm you have a minimum 18 months approved sea-going service and upload supporting document.
- If you selected Graduate Entry scheme check the box to confirm you have a minimum 15 months approved sea-going service and upload supporting document.
- If you selected Other Existing Deck Cadets. Select your eligibility option from the dropdown
    - o Check the confirmation box
    - o Upload supporting documents
- If you selected ratings. Select your eligibility option from the dropdown
    - o Check the confirmation box
    - o Upload supporting documents
- Click the "Save" button to proceed to the next section.

## 17.6. Onboard Training Section

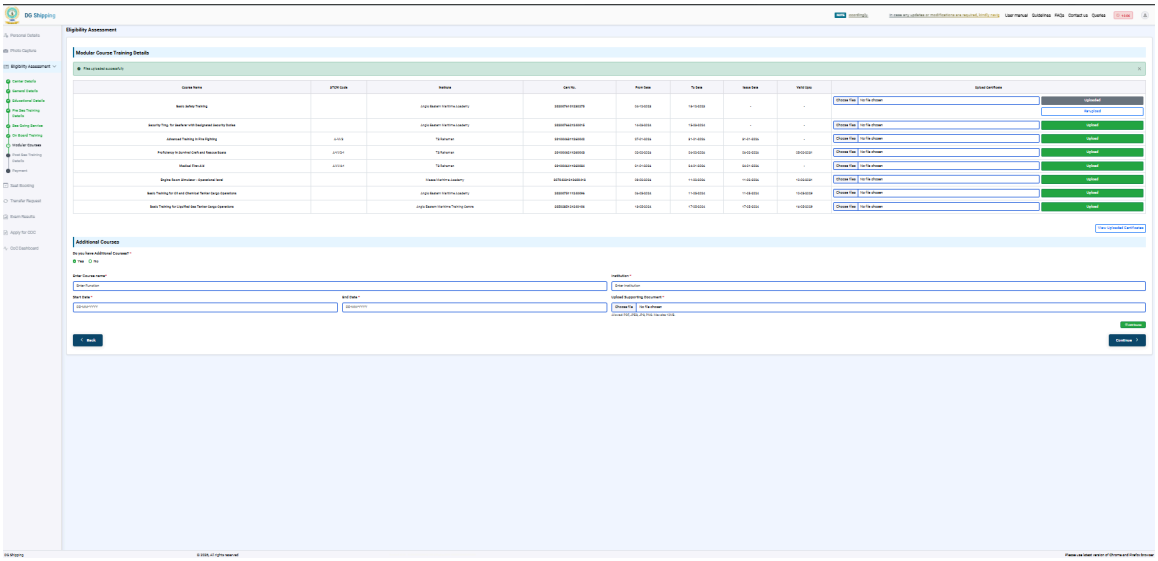
- After saving the sea going service, you will be redirected to onboard training.




- 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.

## 17.7. Modular Course Section

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

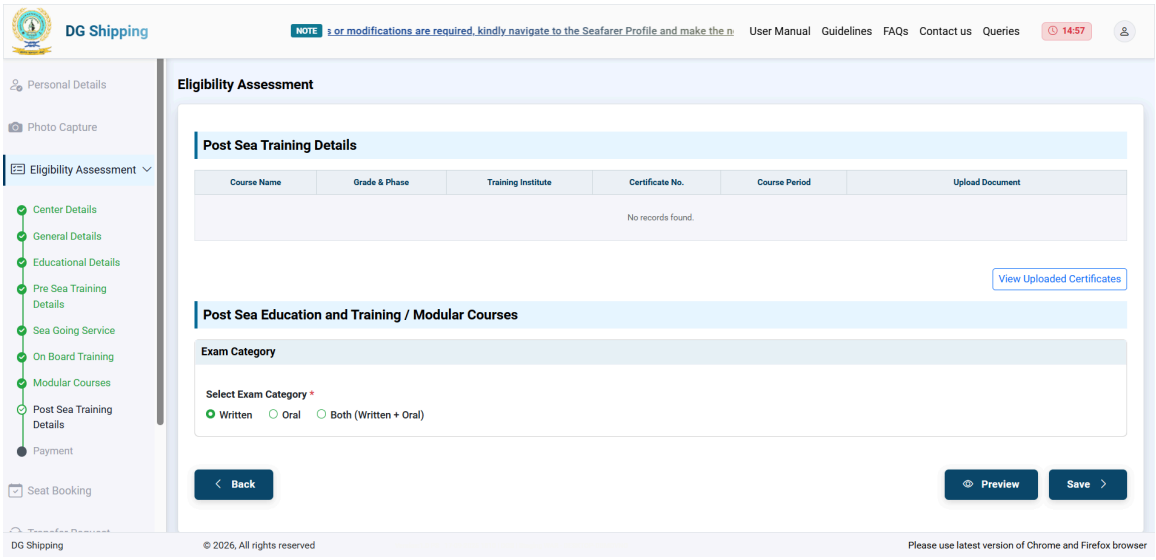


- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - STCW Code
  - Training Institute
  - Certificate Number
  - Course Duration (From – Up to dates)
  - Issue Date
  - Validity Date
- Uploading modular course certificate. Click choose files, select one or more files from your device, then click the green upload button to finish.
- Each course requires its own certificate upload.
- After the certificate is uploaded successfully, the Uploaded button will be displayed.
- If you want to upload the certificate again, click the Reupload button and select the new certificate file.
- All uploaded certificates will be saved successfully.
- Select Yes or No for “Do you have additional courses?”
- If you have additional courses, select Yes.
- Enter the Course Name.
- Enter the Institution Name.
- Select the Start Date and End Date.
- Upload the supporting document.
- Click the Add Course button to add more courses.
- If you have certificates or pages, please combine them into a single PDF and upload.

- Click the “View Uploaded Certificates” button to see your uploaded certificates.
- Click the 'Continue" button to proceed to the next section.

## 17.8. Post Sea Training Details

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

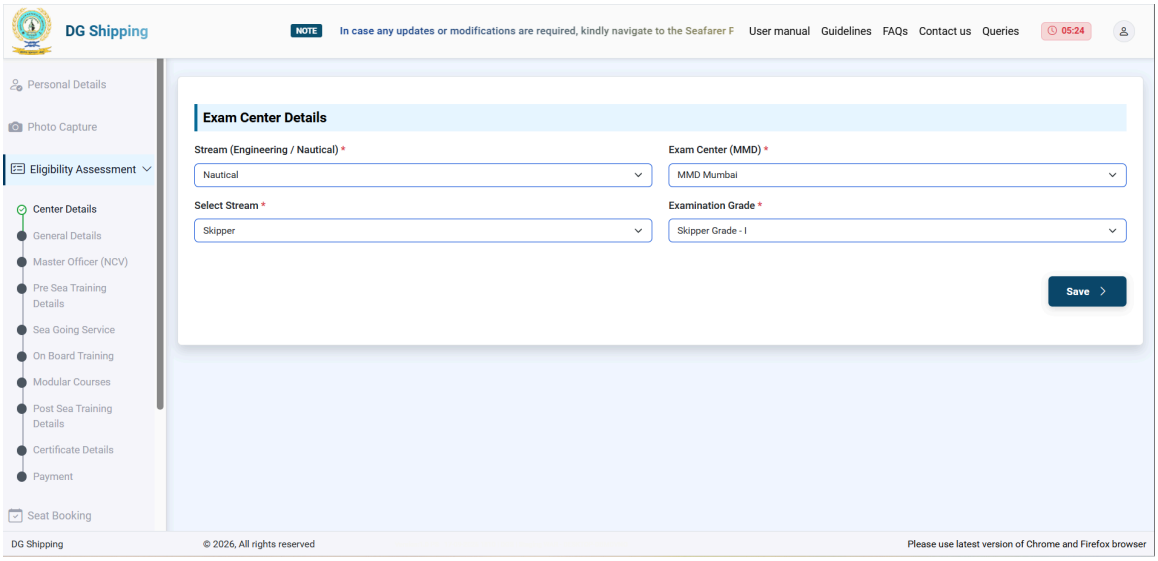



- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Grade
  - Part / Phase
  - Training Institute
  - Certificate Number
  - Training Period (From – Up to)
- Uploading post sea training certificate. Click choose files, select one or more files from your device, 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.
- Select the exam category.
- Choose Written, Oral, or Both.
- Click the "Save" button to proceed to the next section.

# 18.Skipper Grade I

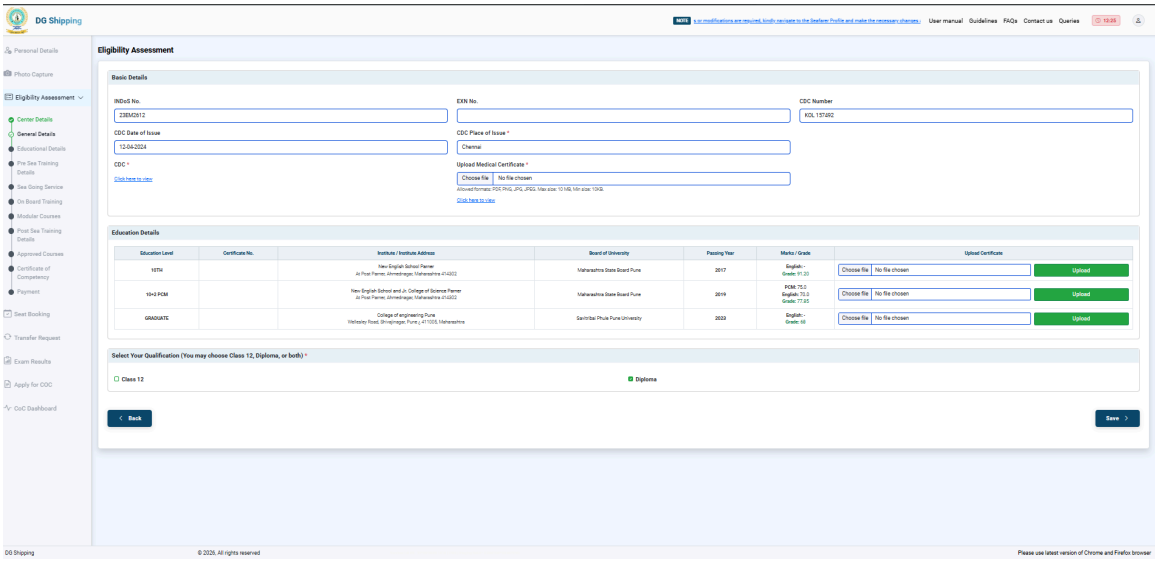
## 18.1. Exam Center Details

- 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).

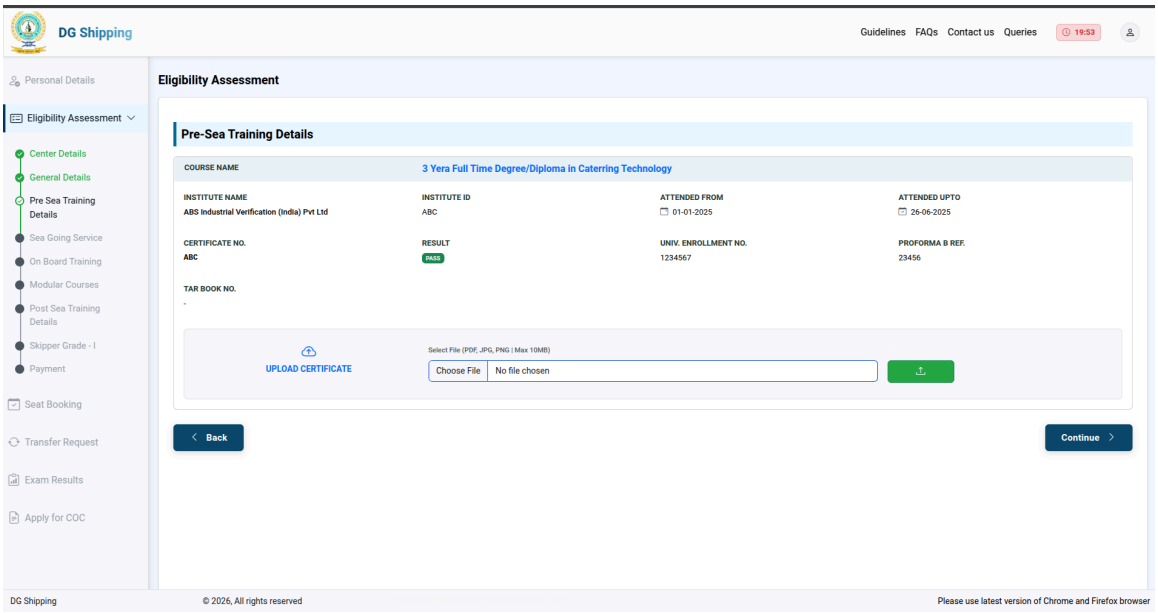
- Enter the CDC place of issue.
- When the CDC certificate is uploaded in the personal details section, the document is automatically fetched.
- Upload the medical certificate.

**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 general details, you will be redirected to pre sea training details.



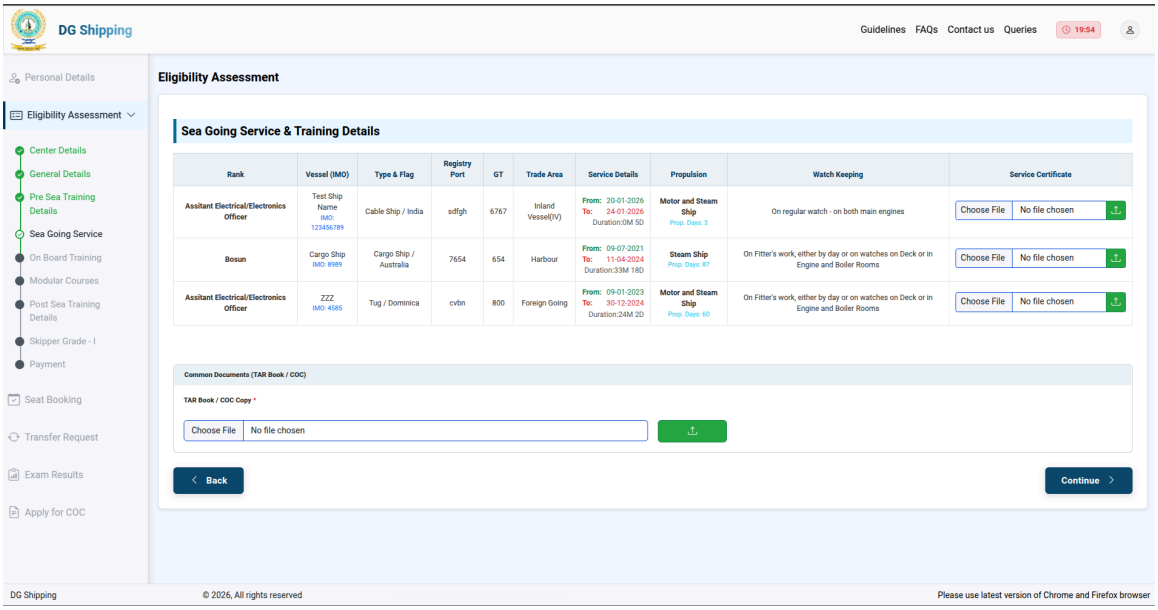

- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Institute Name
  - Institute ID
  - Attended From / Attended Up to dates
  - Certificate Number
  - Result (Pass/Other)
  - University Enrollment Number
  - Proforma B Reference

- 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 "Save" 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.

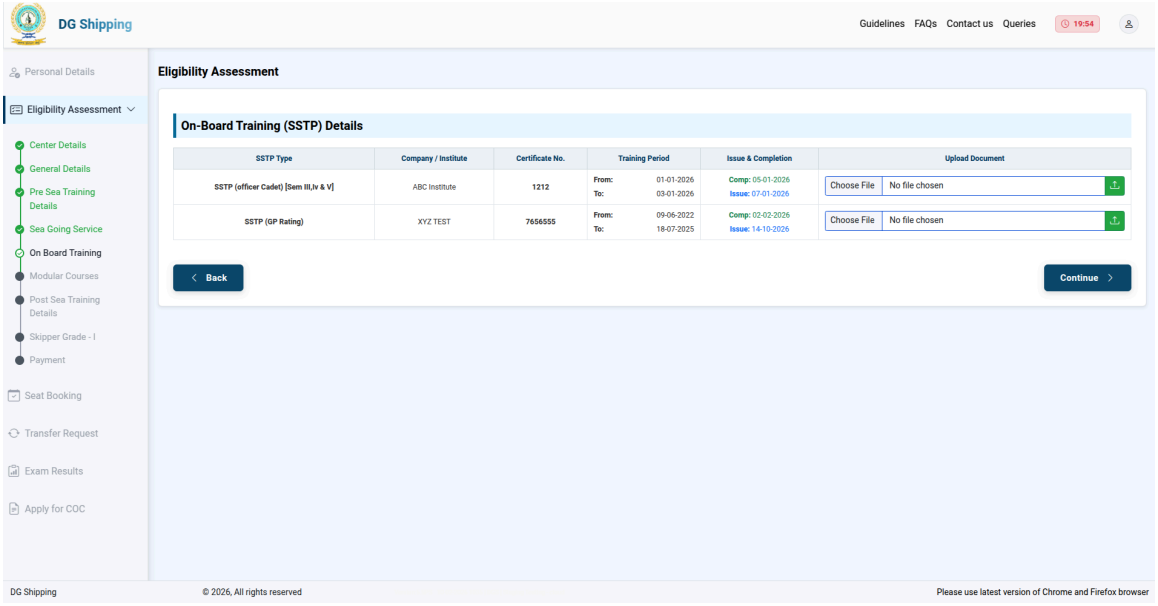



- This following data will be auto fetched from seafarer profile (esamudra)
  - Rank
  - Vessel Name and IMO Number
  - Vessel Type and Flag
  - Registry Port
  - Gross Tonnage (GT)
  - Trade Area
  - Service Period (From / To dates)
  - Total Duration (Months & Days)
  - Propulsion Type and Propelling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

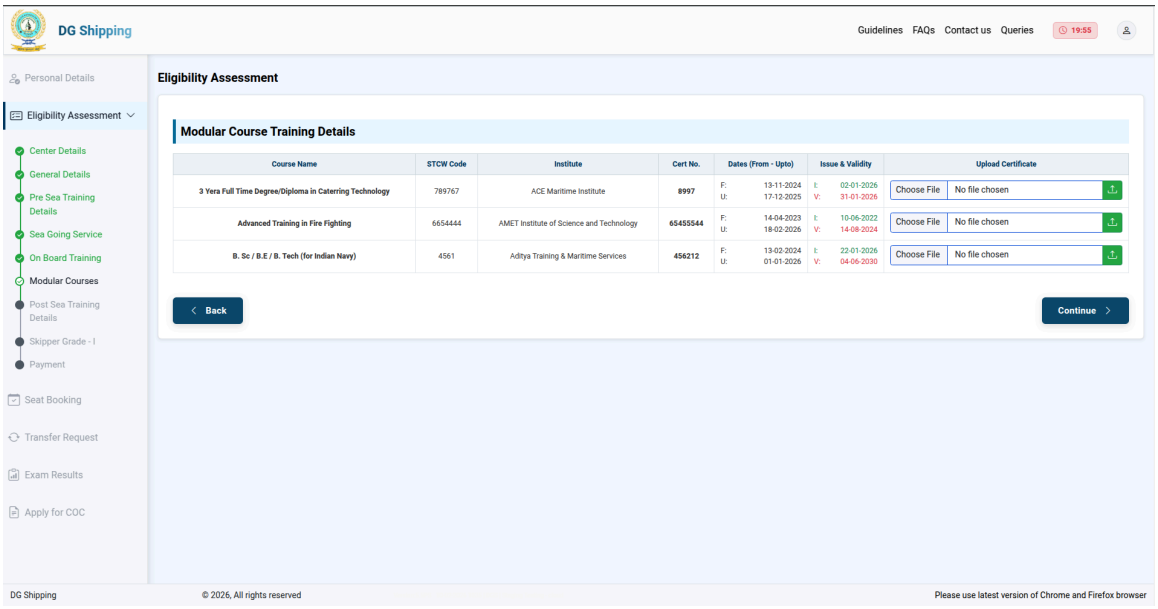
- After saving the sea going service, you will be redirected to onboard training.




- 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.

## 18.6. Modular Course Section

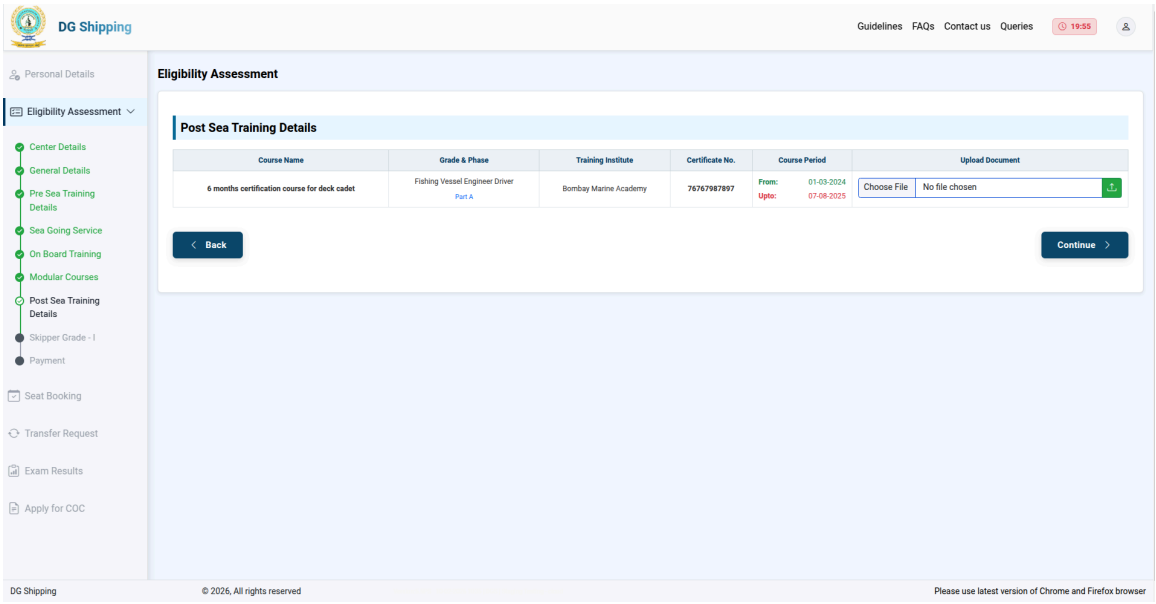
- After saving the onboard training, you will be redirected to the modular course.




- This following data will be auto fetched from seafarer profile (esamudra)
  - 1.o.1. Course Name
  - 1.o.2. STCW Code
  - 1.o.3. Training Institute
  - 1.o.4. Certificate Number
  - 1.o.5. Course Duration (From – Up to dates)
  - 1.o.6. Issue Date
  - 1.o.7. 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

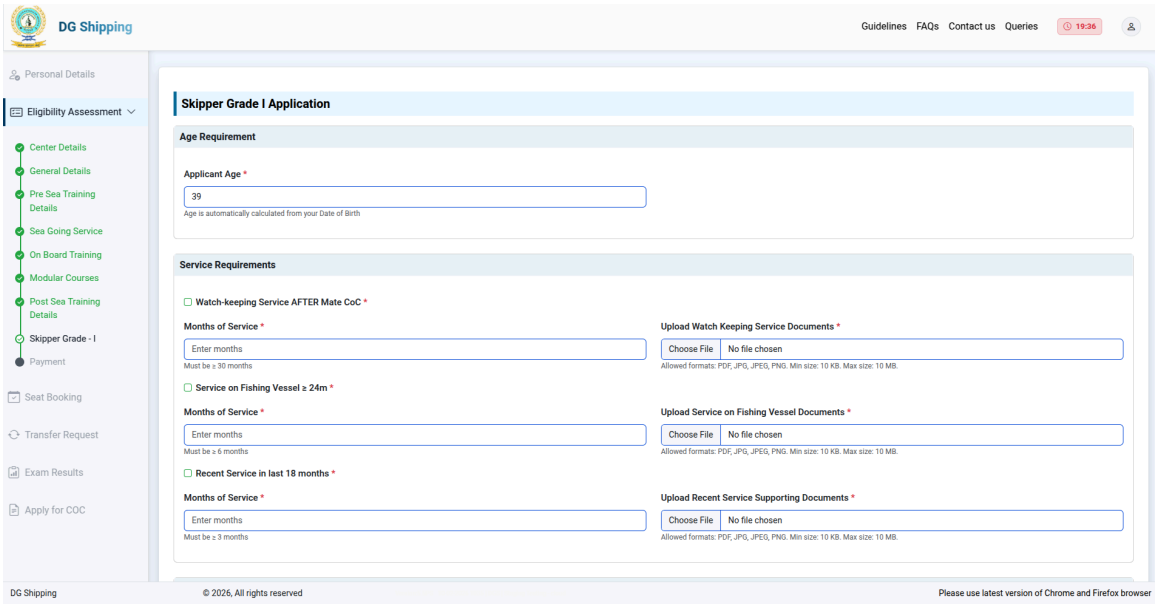
- After saving the modular course, you will be redirected to post sea training details.



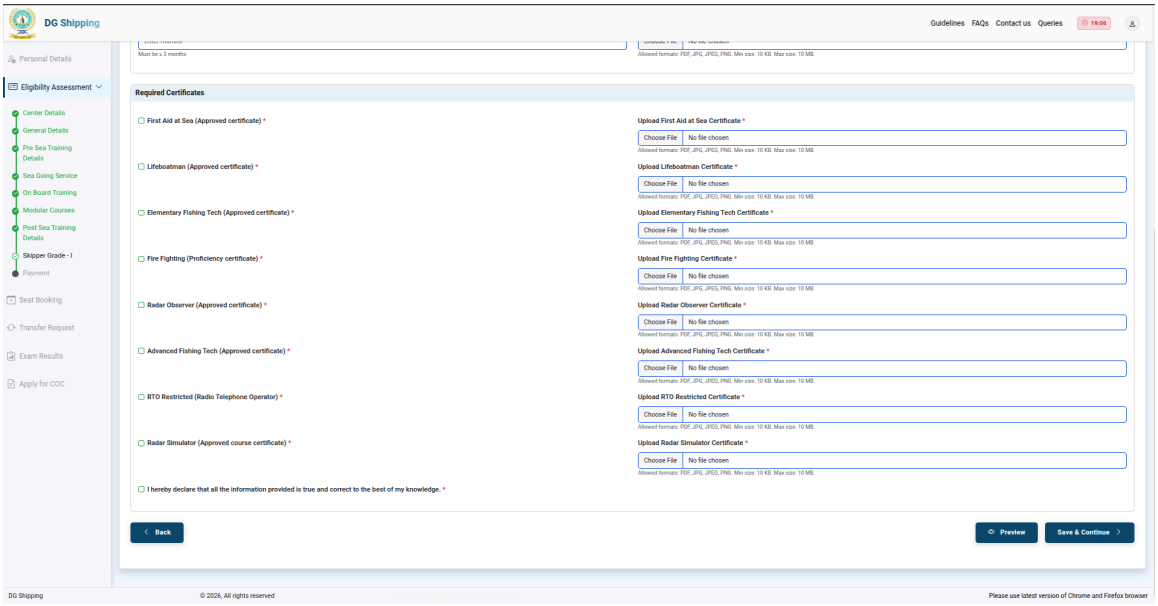

- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Grade
  - Part / Phase
  - Training Institute
  - Certificate Number
  - Training Period (From – Up to)
- Uploading post sea training certificate. Click choose files, select one or more files from your device, 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. Skipper Grade I

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




- Age is auto-calculated from your date of birth
- Check the box to confirm you have completion of watch-keeping service
- Enter months of service (minimum 30 months required) and upload documents of watch-keeping service.
- Check the box to confirm you have service on qualifying fishing vessels ≥ 24m
- Enter months of service (minimum 6 months required) and upload documents of fishing vessel service
- Check the box to confirm you have recent service in last 18 months
- Enter months of service (minimum 3 months required) and upload documents of recent service proof

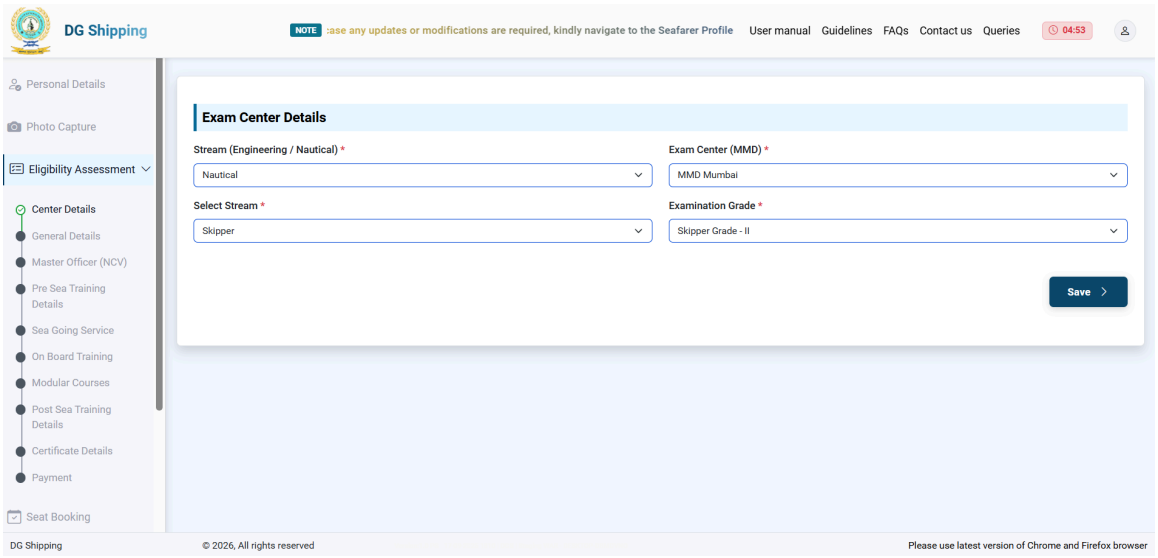



- Check the box to confirm you have a first aid at sea approved certificate and upload the certificate.
- Check the box to confirm you have a lifeboatman and upload the certificate.
- Check the box to confirm you have elementary fishing tech and upload the certificate.
- Check the box to confirm you have a fire fighting proficiency certificate and upload the certificate.
- Check the box to confirm you have a radar observer certificate and upload the certificate.
- Check the box to confirm you have an advanced fishing tech approved certificate and upload the certificate.
- Check the box to confirm you have an RTO restricted certificate and upload the certificate.
- Check the box to confirm you have a radar simulator approved certificate and upload the course certificate.
- Check the declaration box to confirm "I hereby declare that all the information provided is true and correct to the best of my knowledge"
- Click the "Save" button to proceed to the next section.

# 19.Skipper Grade II

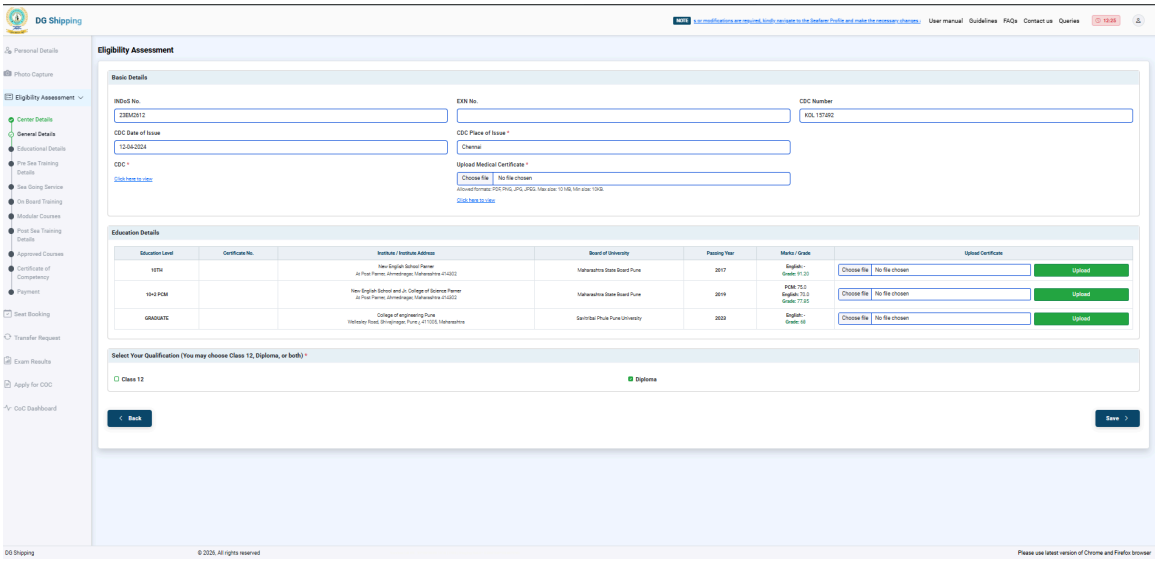
## 19.1. Exam Center Details

- 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.



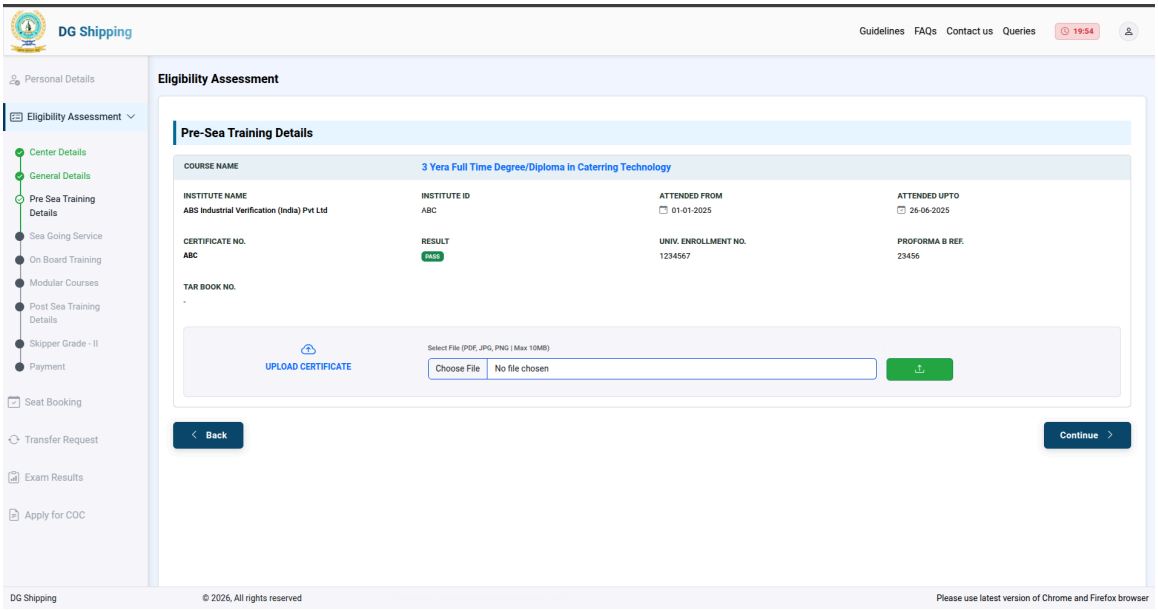

- Enter EXN number (if applicable).
- Enter the CDC place of issue.
- When the CDC certificate is uploaded in the personal details section, the document is automatically fetched.
- Upload the medical certificate.

**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

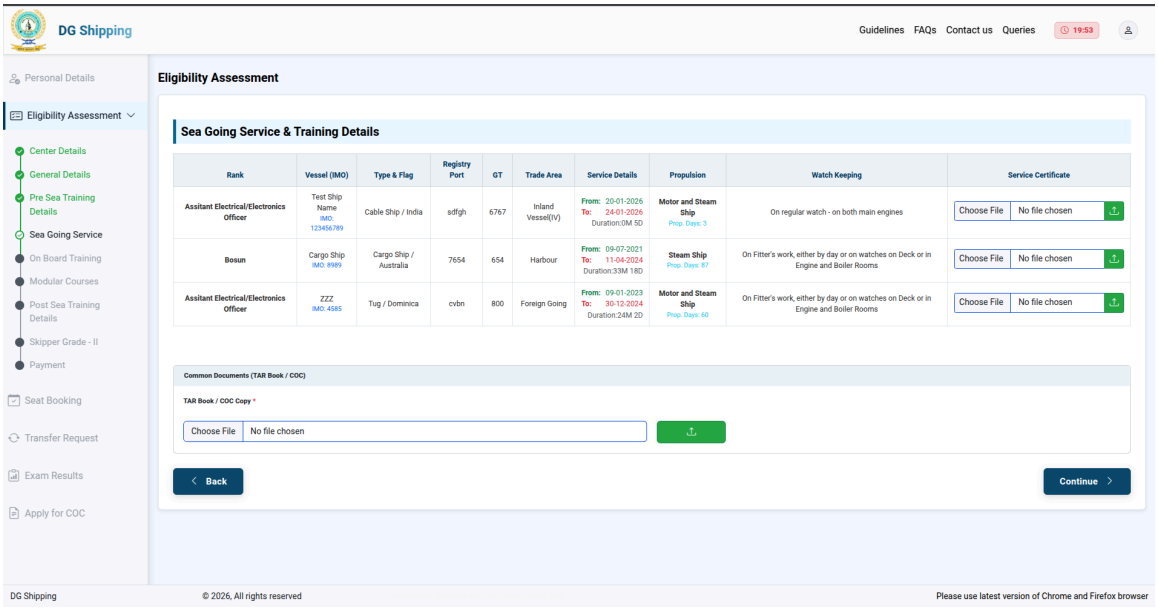
- After saving the general details, you will be redirected to pre sea training details.




- 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 "Save" button to proceed to the next section.

## 19.4. Sea Going Service Section

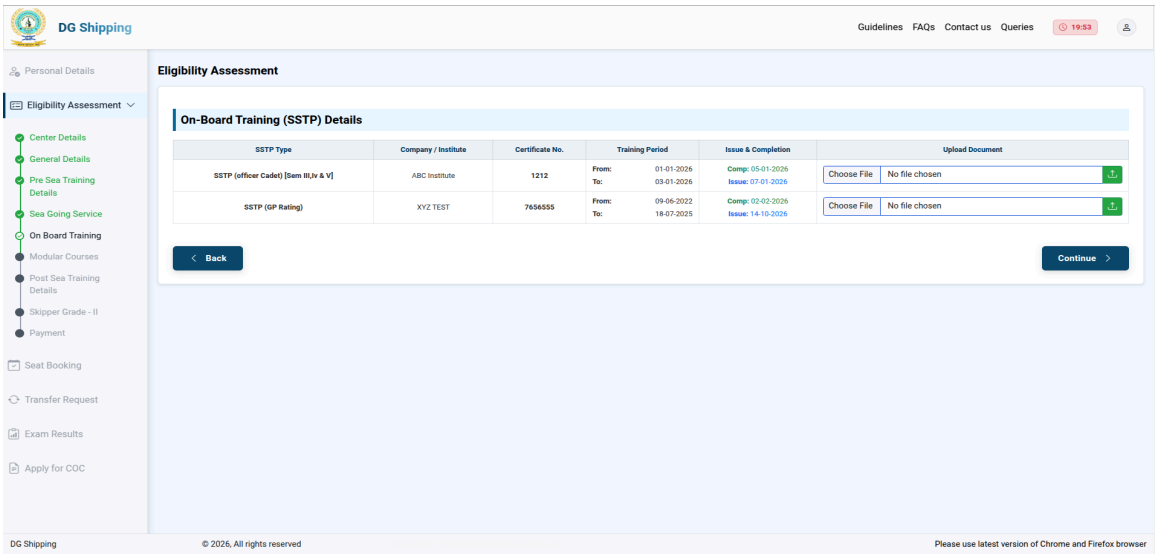
- After saving the pre sea training details, you will be redirected to sea going service.




- 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.

## 19.5. Onboard Training Section

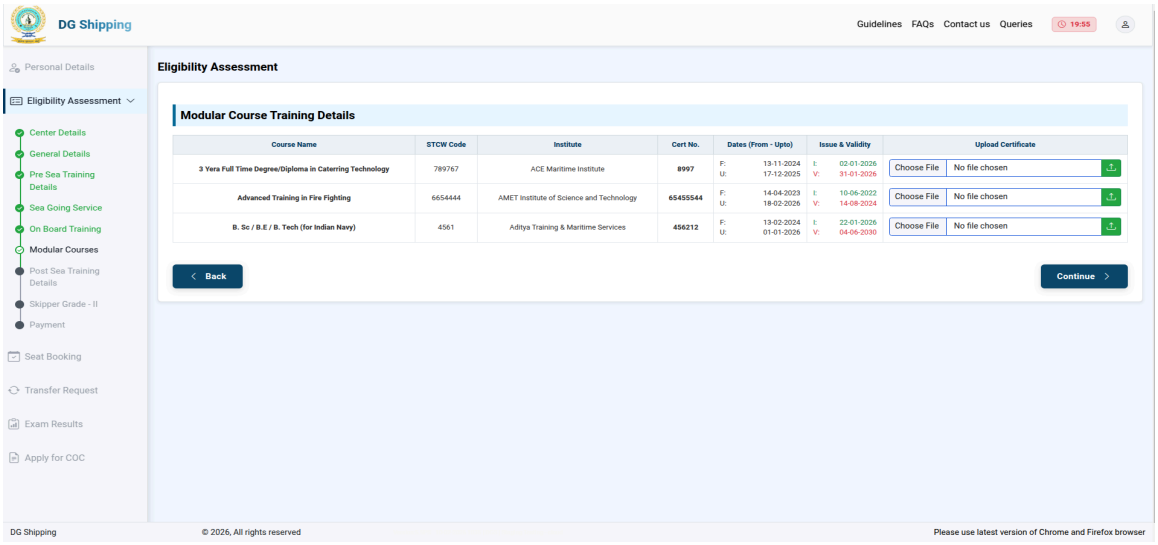
- After saving the sea going service, you will be redirected to onboard training.




- 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.

## 19.6. Modular Course Section

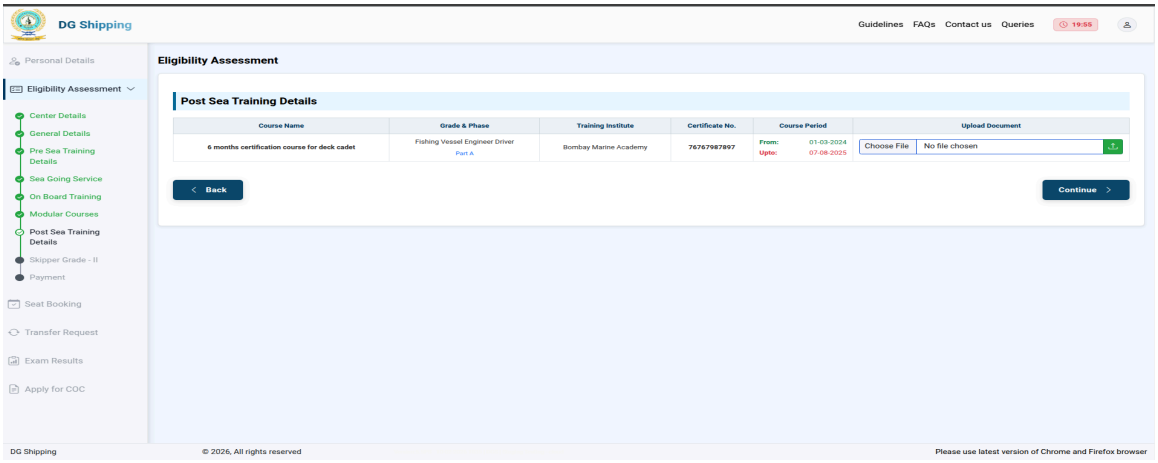
- After saving the onboard training, you will be redirected to the modular course.




- 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.

## 19.7. Post Sea Training Details

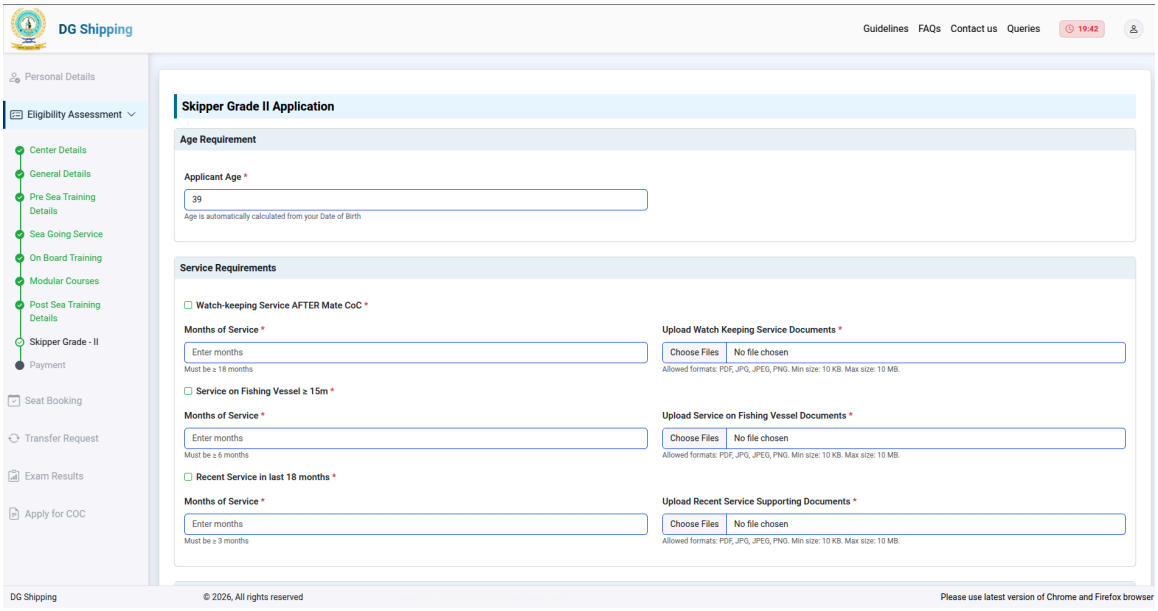
- After saving the modular course**,** you will be redirected to post sea training details.



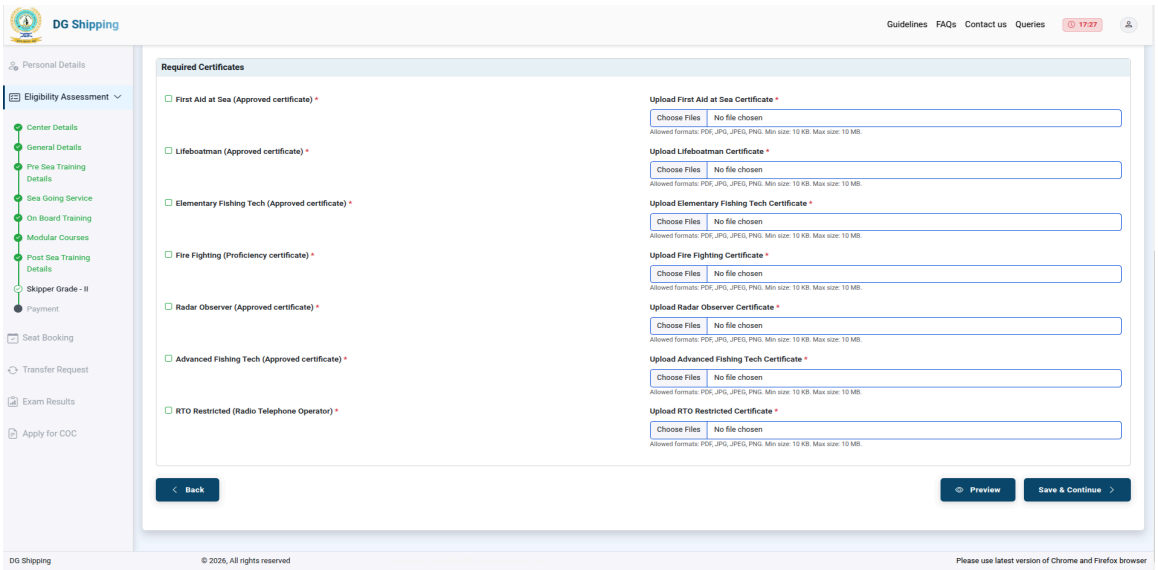

- This following data will be auto fetched from seafarer profile (esamudra)
  - Course Name
  - Grade
  - Part / Phase
  - Training Institute
  - Certificate Number
  - Training Period (From – Up to)
- Uploading post sea training certificate. Click choose files, select one or more files from your device, 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.

## 19.8. Skipper Grade II

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



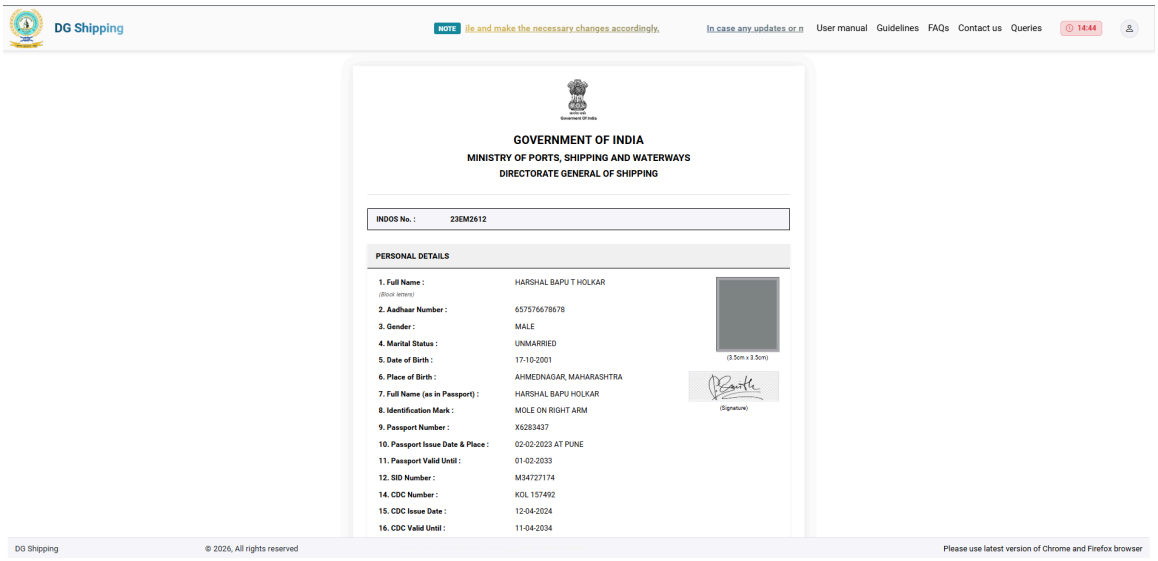

- Age is auto-calculated from your date of birth
- Check the box to confirm you have Watch-keeping Service after Mate CoC
- Enter months of service (minimum 18months required) and upload documents of watch-keeping service.
- Check the box to confirm you have service on Fishing Vessels ≥ 15m.
- Enter months of service (minimum 6 months required) and upload documents of fishing vessel service.
- Check the box to confirm you have recent service in last 18 months
- Enter months of service (minimum 3 months required) and upload document recent service proof



- Check the box to confirm you have a first aid at sea approved certificate and upload the certificate.
- Check the box to confirm you have Lifeboatman and upload the certificate.
- Check the box to confirm you have elementary fishing tech and upload the certificate.
- Check the box to confirm you have a firefighting proficiency certificate and upload the certificate.
- Check the box to confirm you have a radar observer certificate and upload the certificate.
- Check the box to confirm you have an advanced fishing tech approved certificate and upload the certificate.
- Check the box to confirm you have an RTO restricted certificate and upload the certificate.
- Click the "Save" button to proceed to the next section.

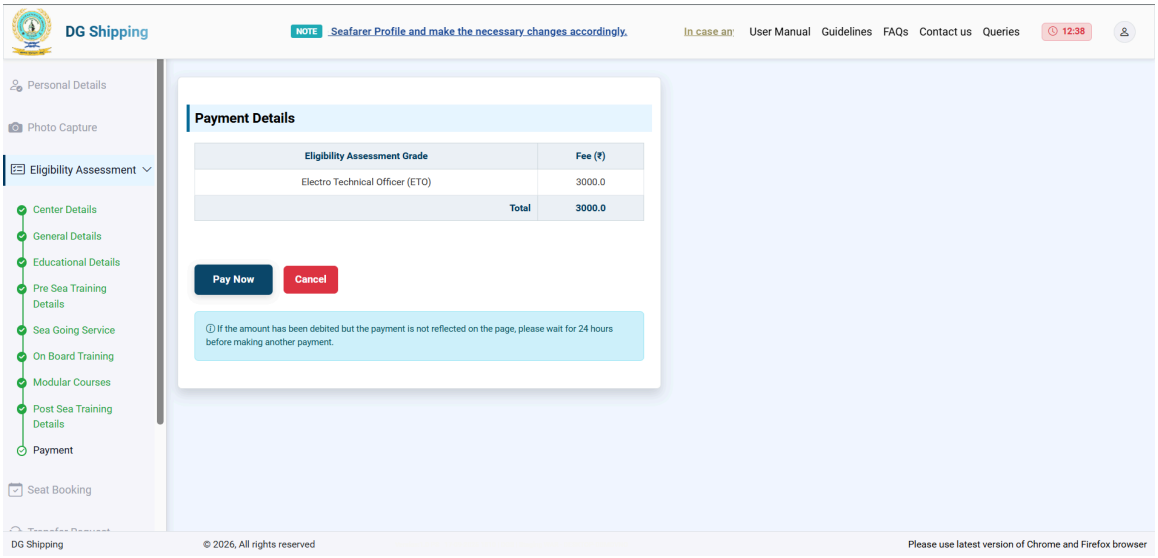
### 19.9. Preview for EA

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




## 20.Payment for EA

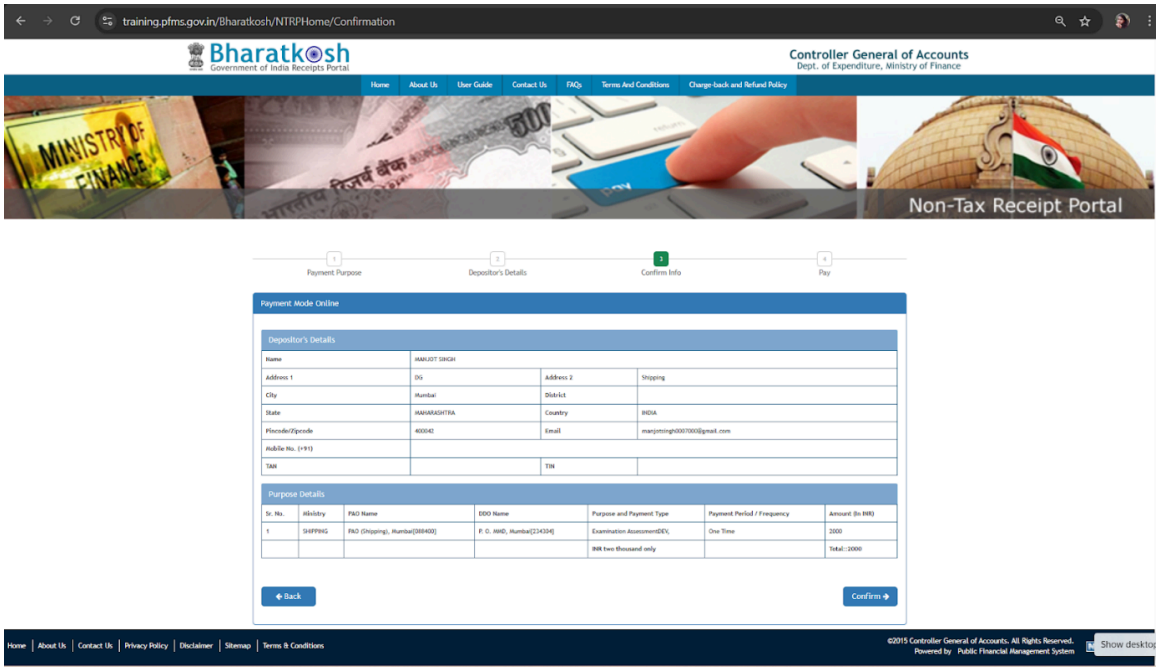
- After saving all the section, you will be redirected to the payment page.



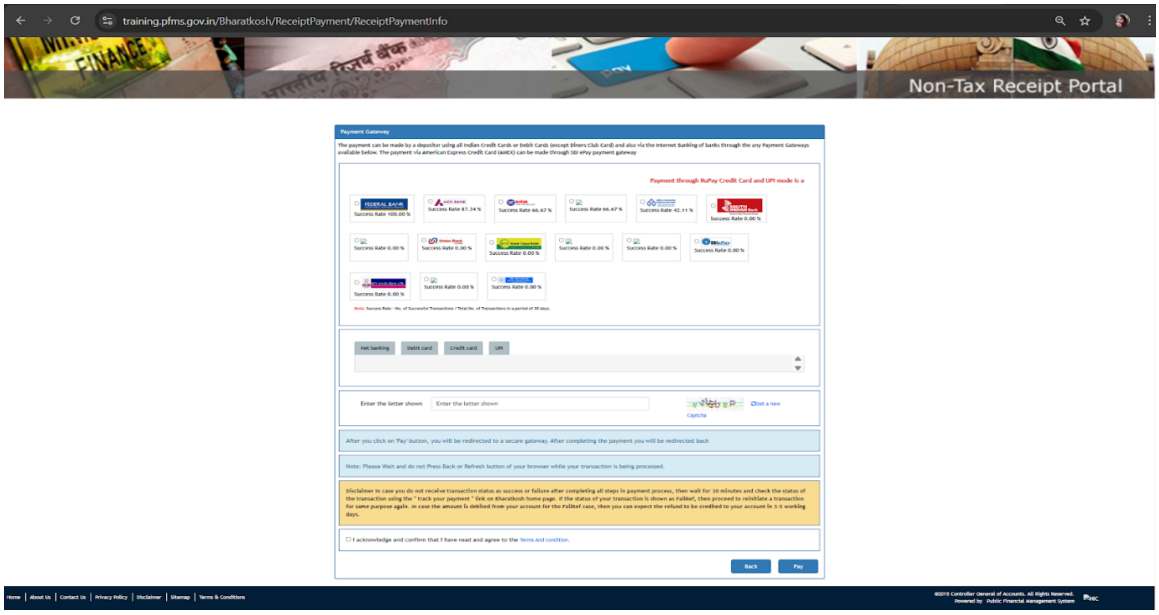

- Click the “Pay Now” button.
- Before payment, the booking can be cancelled using the “Cancel” button

## 20.1. Payment Page

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



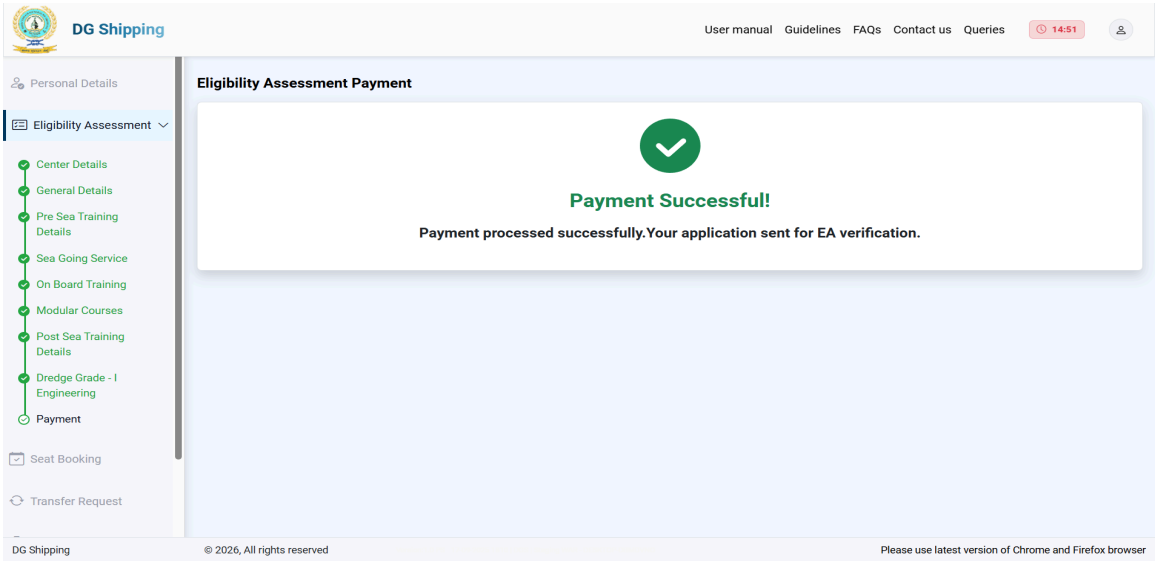

- Check the details and click the “Continue” button.



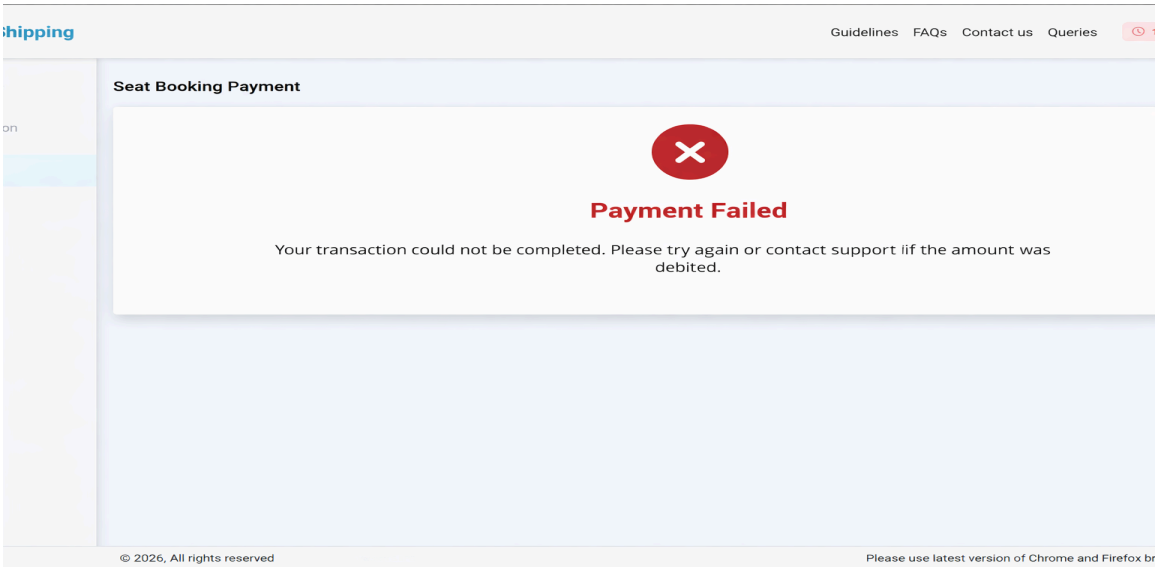

- First, select your bank. Then choose a payment method, such as credit card, debit card, net banking, or UPI.
- Enter the captcha
- Click the “Pay” button and pay using the payment method you selected.
- If the page does not respond after completing the payment, please wait for a few minutes and then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

## 21.Application Status for EA

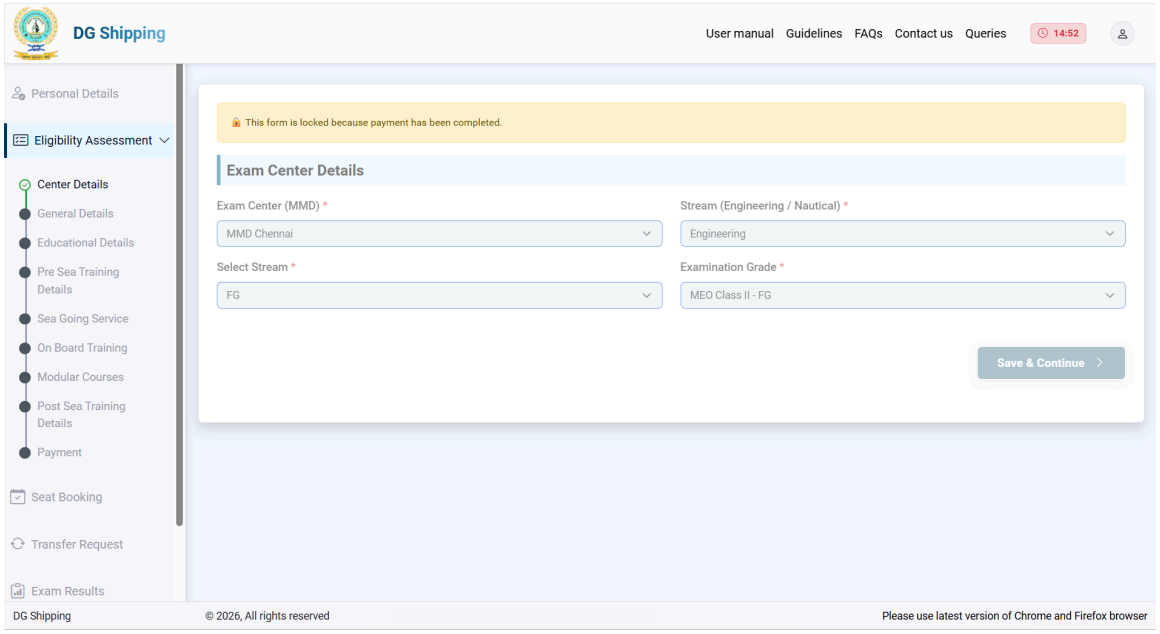
- After a successful payment transaction, the following page will appear.



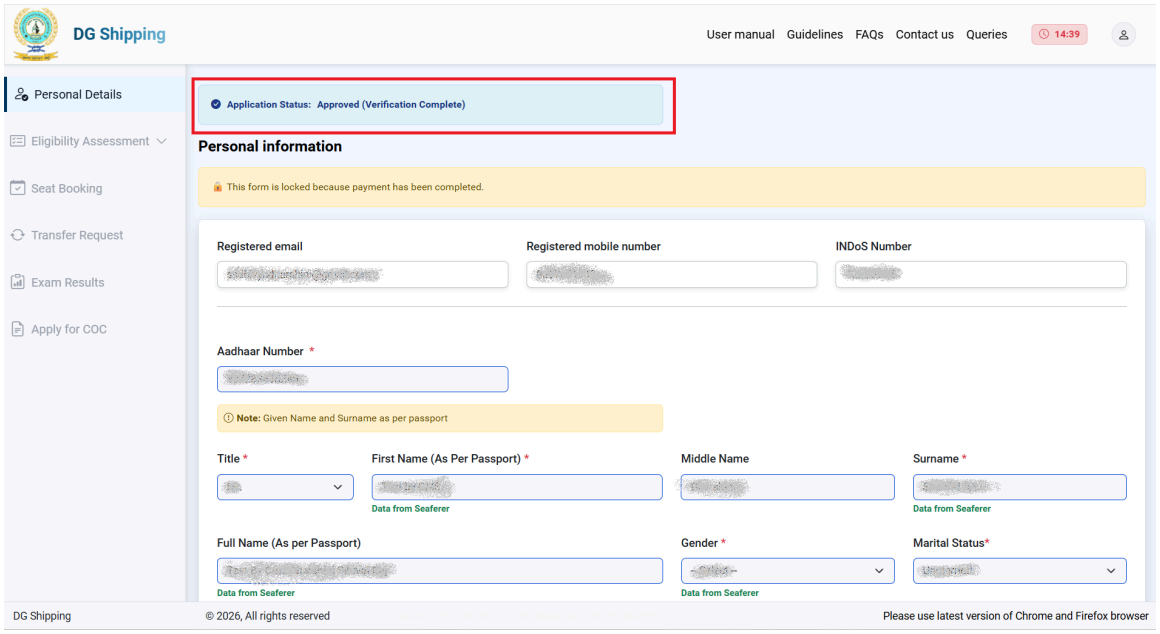

- If the payment is unsuccessful, the following page will appear.



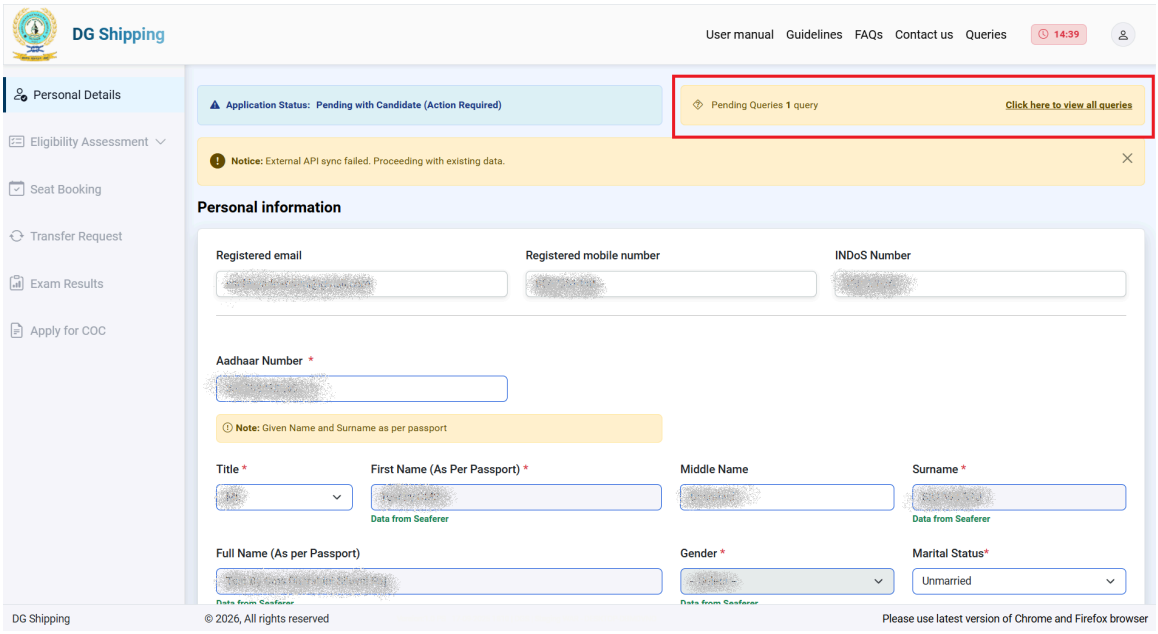

- Once the payment is completed, the entire form can no longer be edited.

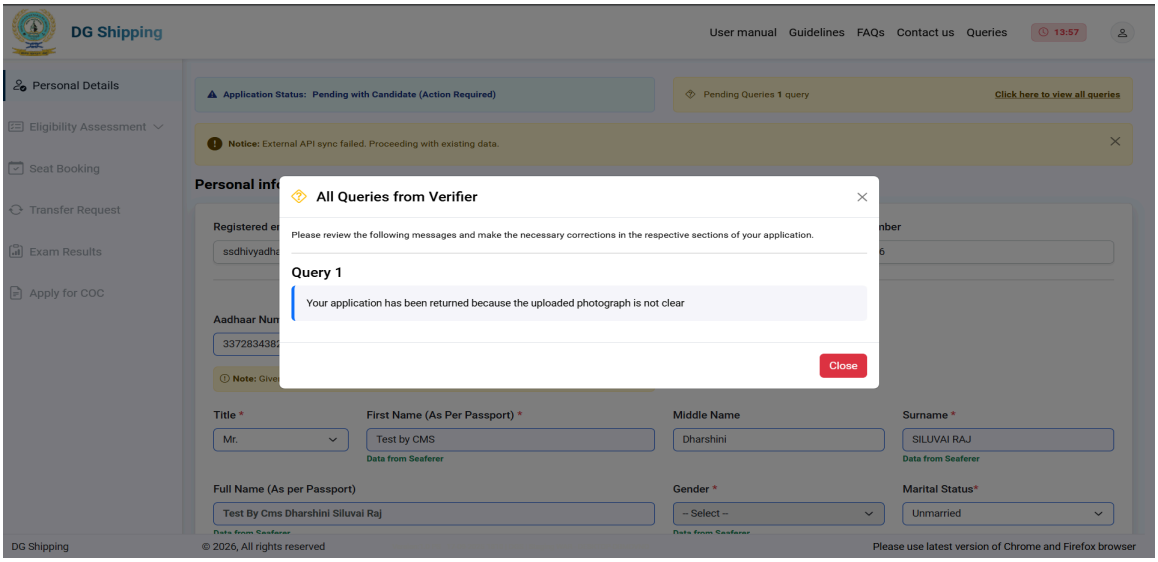



- You will receive the EA verification status through email and SMS.
- You can then check your application status on the personal details page.




- 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.





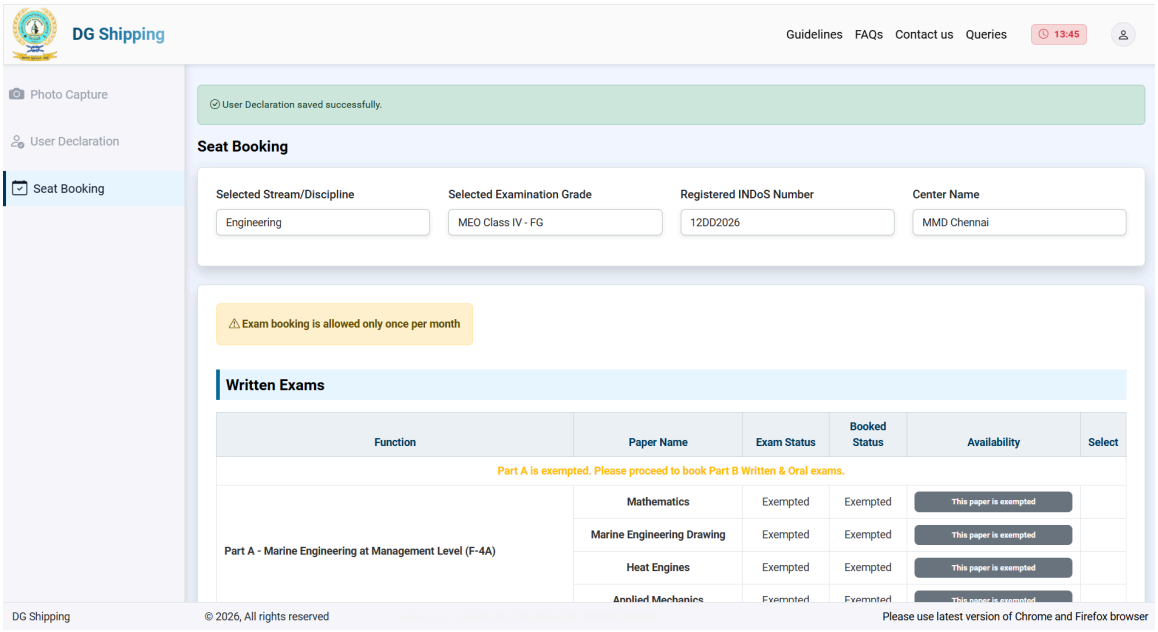

- If your application is returned, that particular form will open for editing.
- Update the details or re-upload the document, then click the “Save” button.
- The form will lock again and the application will be sent back to MMD.
- A separate EA verification is required for each grade.

**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.

## 22.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

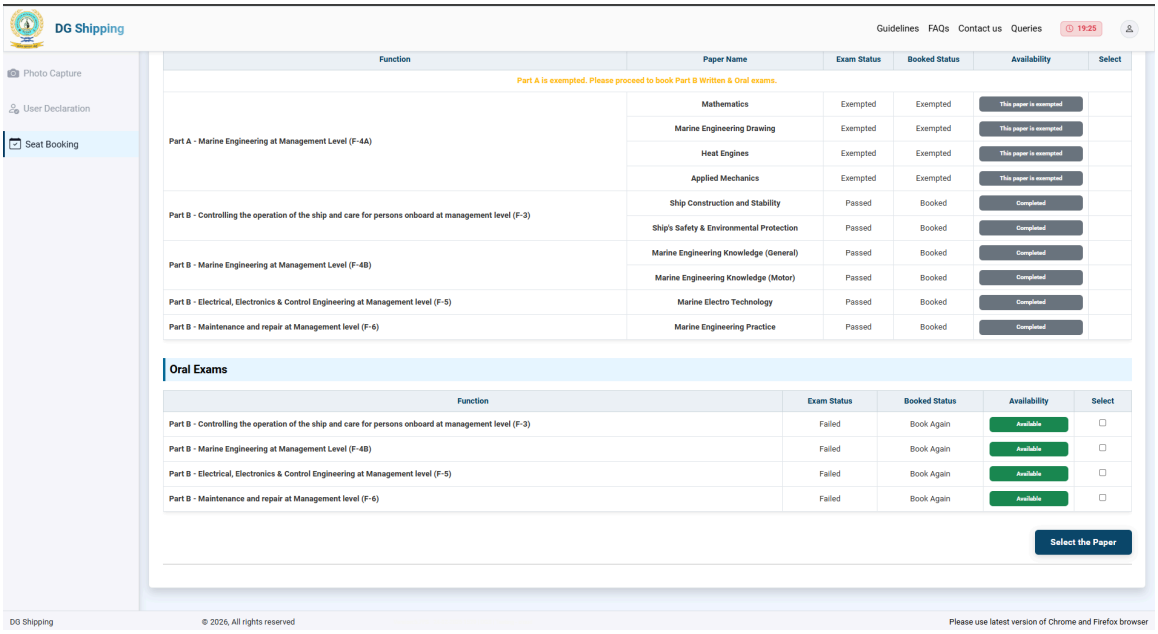
- Available – The paper is available for booking.
- Cannot be booked as no seats are available – This paper cannot be booked because the seats are full.
- Monthly booking already exists – Only one booking is allowed per month. Once a booking is completed, all other papers will be closed for that month.
- 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

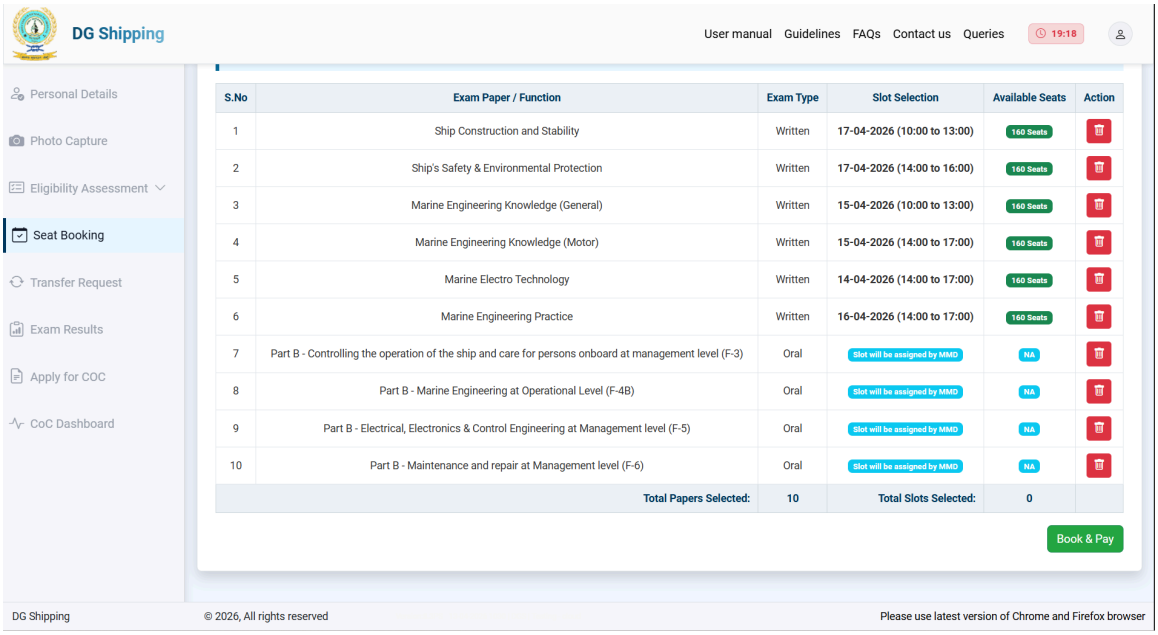
- Passed – You have already passed the exam.
- Failed – You have failed the exam.

## 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.

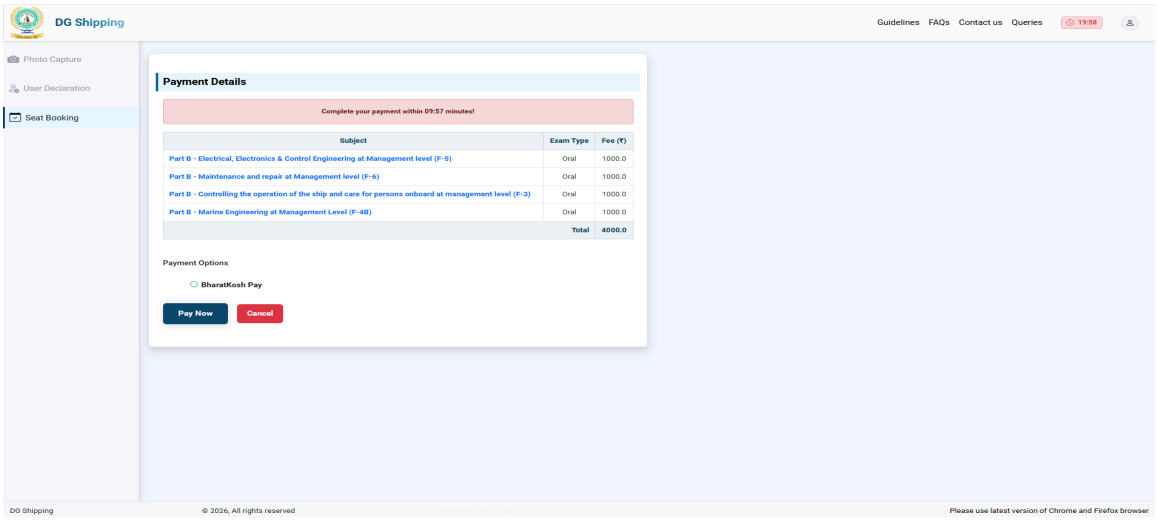



- For written examinations, the exam slot is automatically selected.
- For oral examinations, the exam slot will be confirmed only after approval by the respective MMD. The slot details will be communicated through the registered email and SMS.

- Click the “Book & Pay” button.

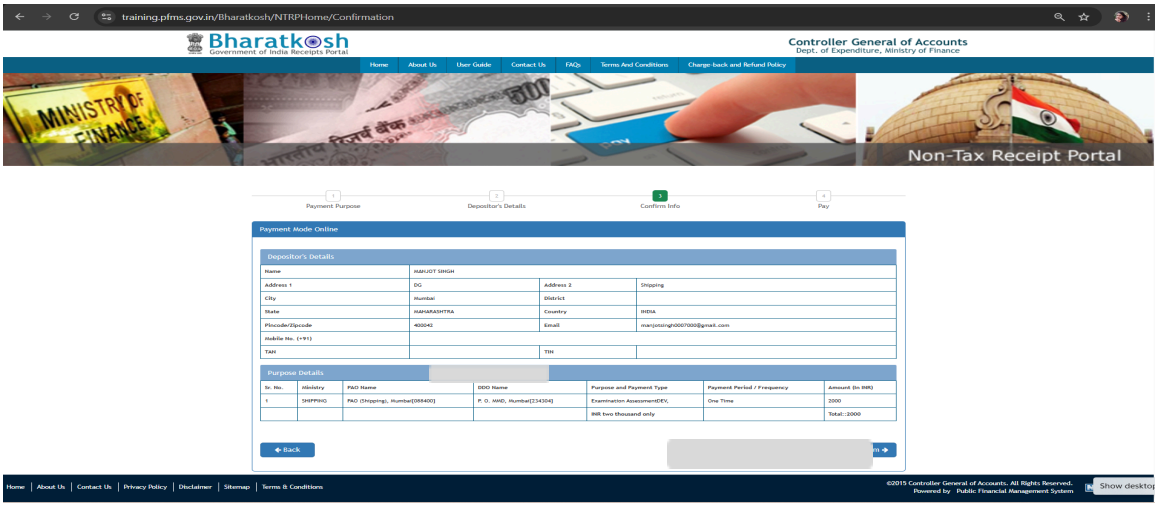
## 23.Payment for Seat booking

- 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.

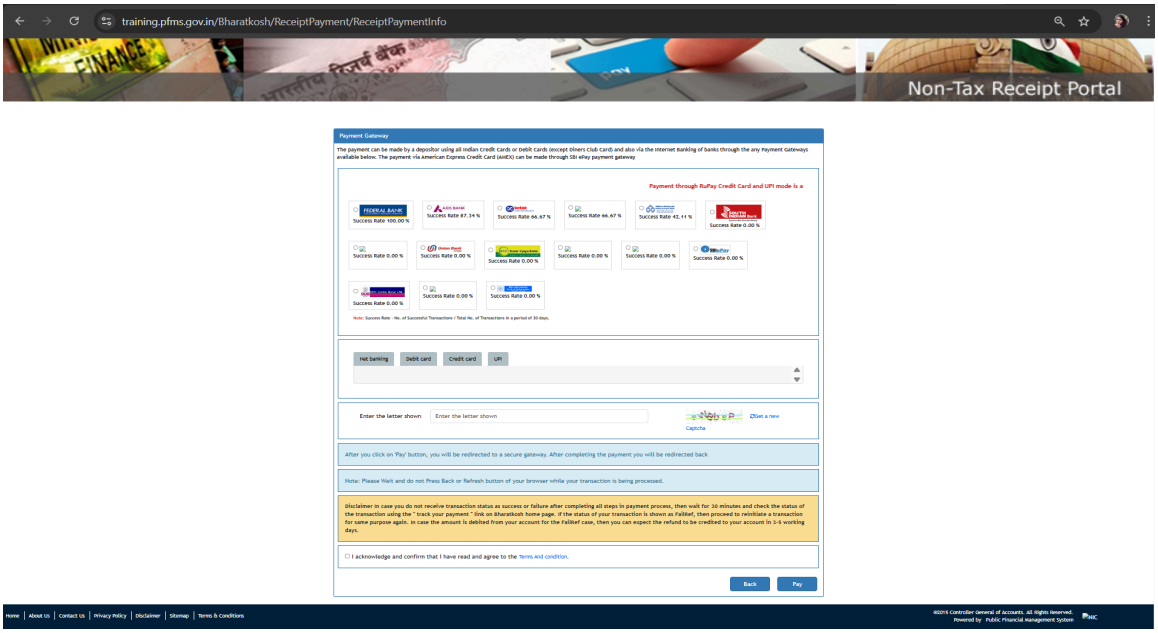



### 23.1. Payment Page

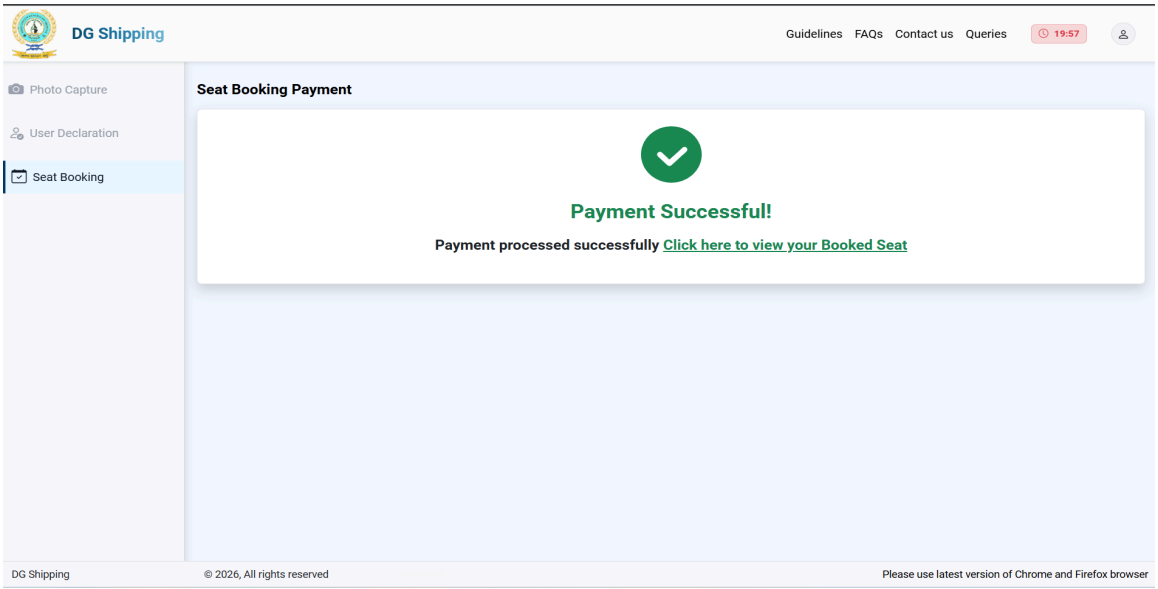
- On the payment page, finish the payment without refreshing, navigating back, or closing the browser.
- Complete your payment within 10 minutes. If the session expires, you will need to retry the seat booking process.



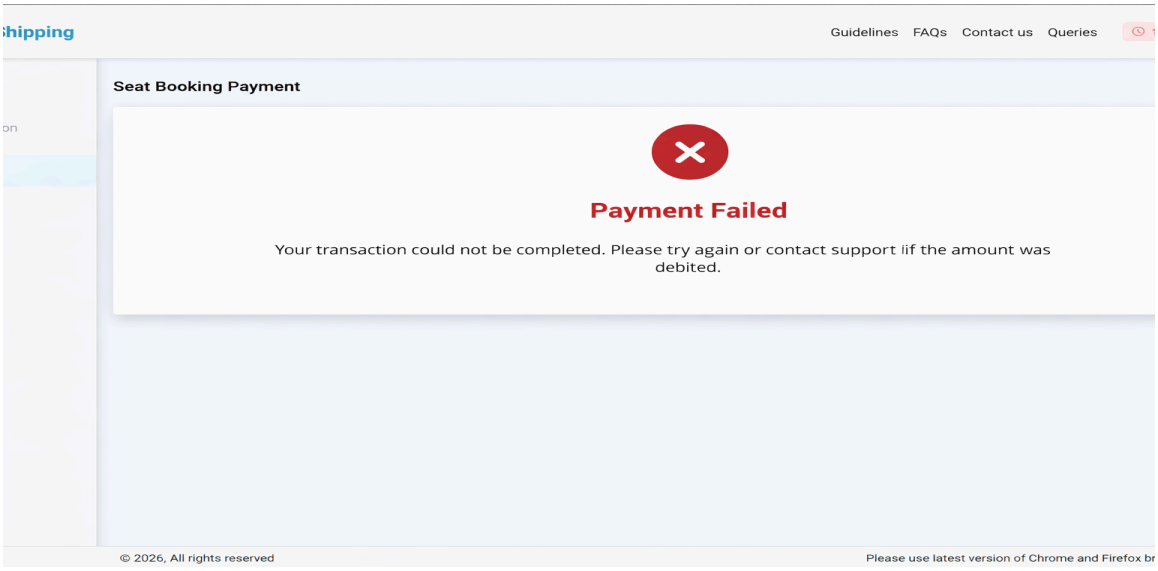

- Check the details and click the “Continue” button.




- 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.

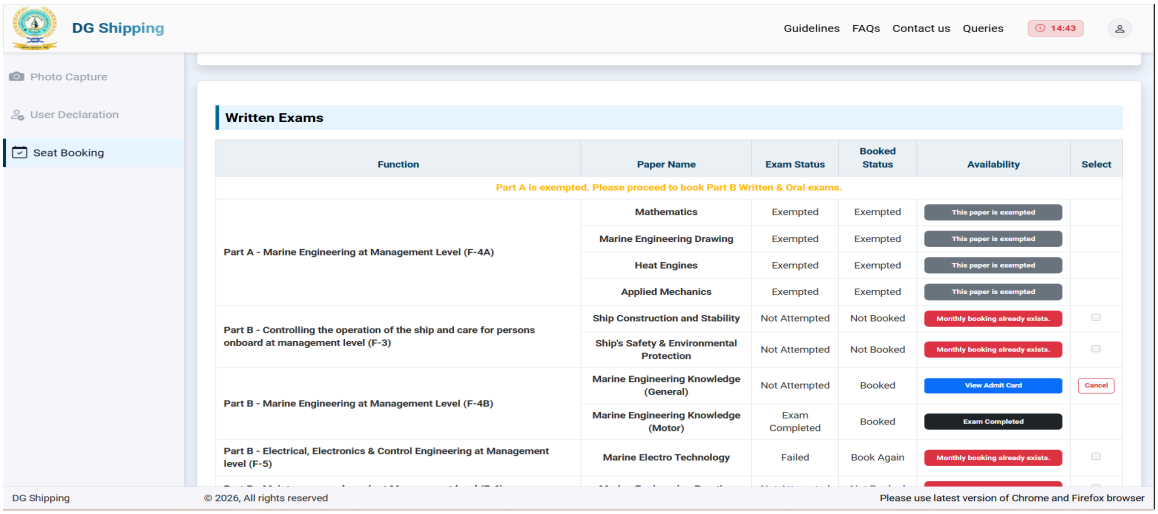



- Click the link “Click here to view your booked seat “
- If the payment is unsuccessful, the following page will appear.



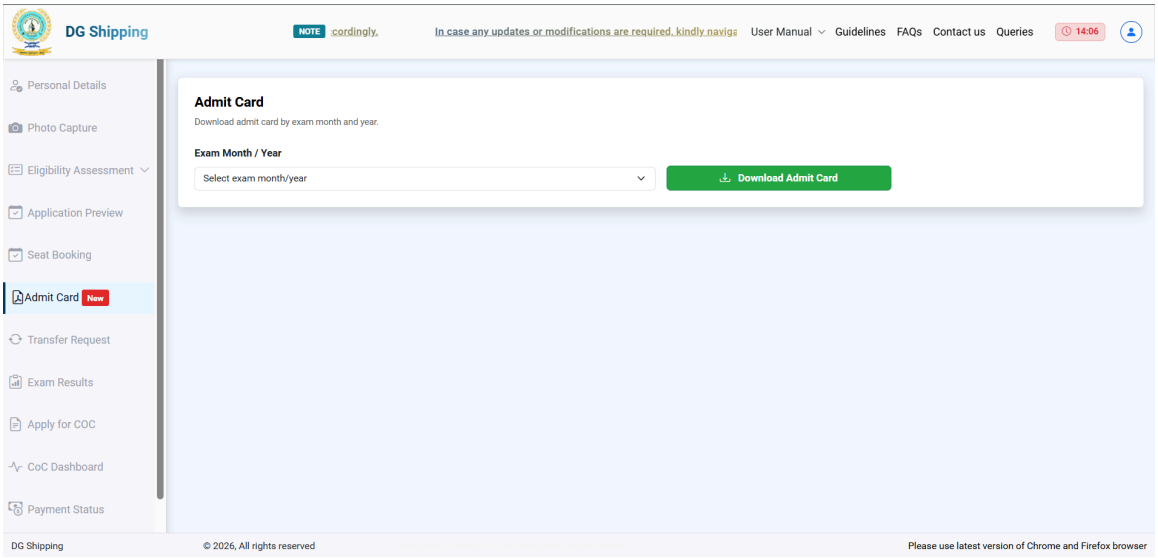

## 23.2. Admit Card

- 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.



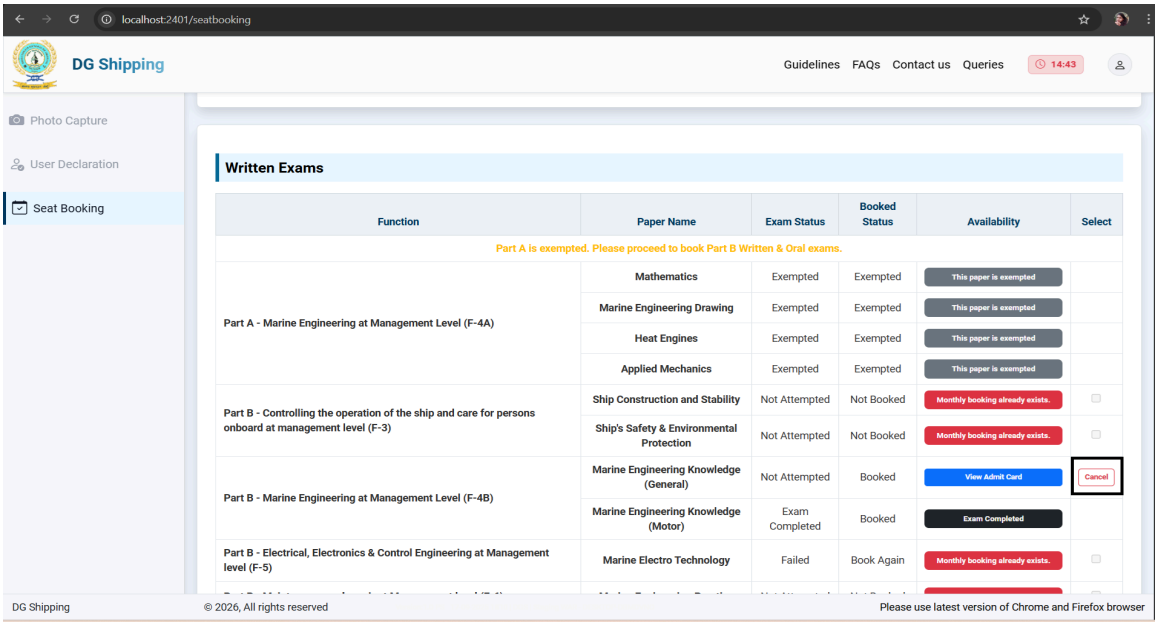

## Downloading the Admit Card

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



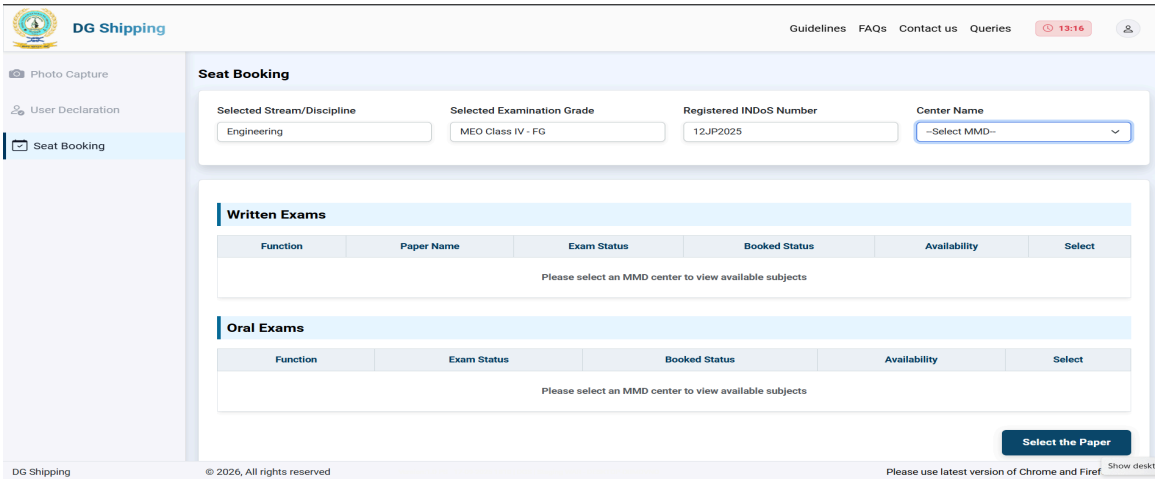

## 23.3. Exam Cancellation (No Refund)

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




## 23.4. 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.



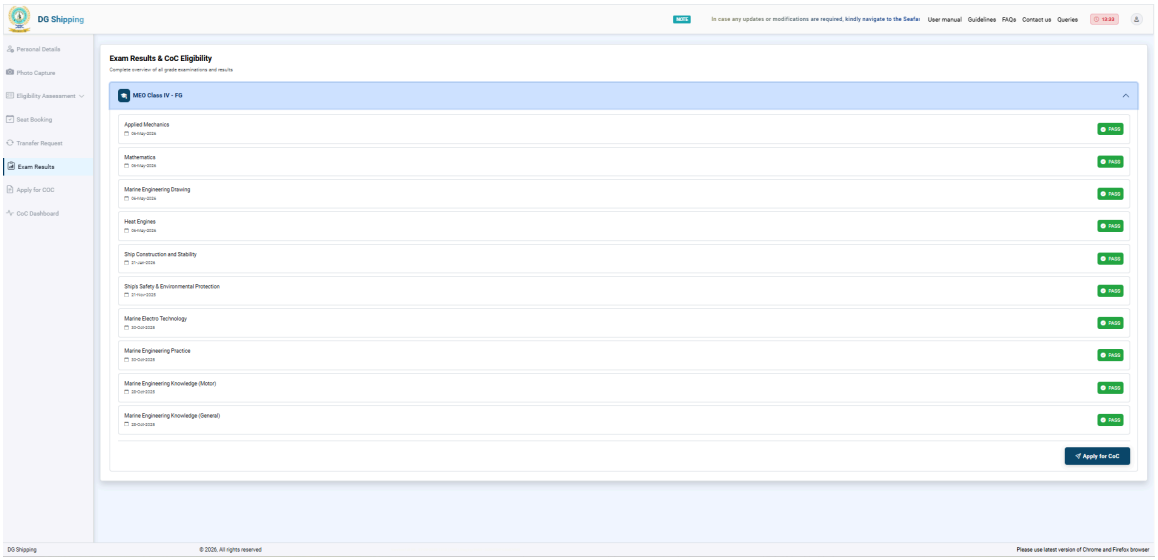

- Thereafter, you may proceed to book the seat using the same seat booking process.

## 24.Apply Certificate of Competency

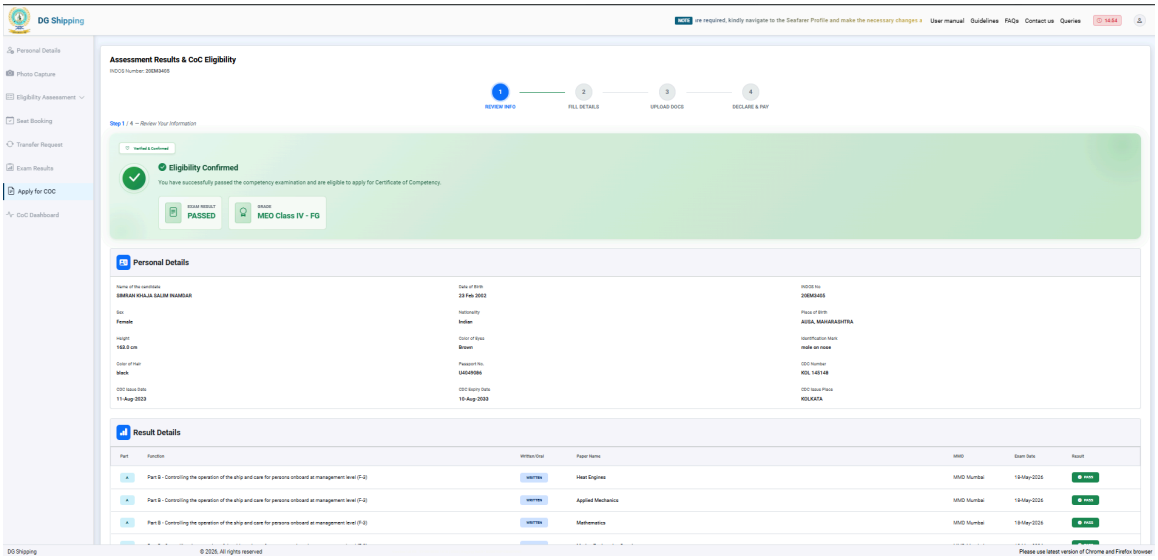
- If a candidate passes all required subjects for their grade, they become eligible to apply for the Certificate of Competency (CoC).

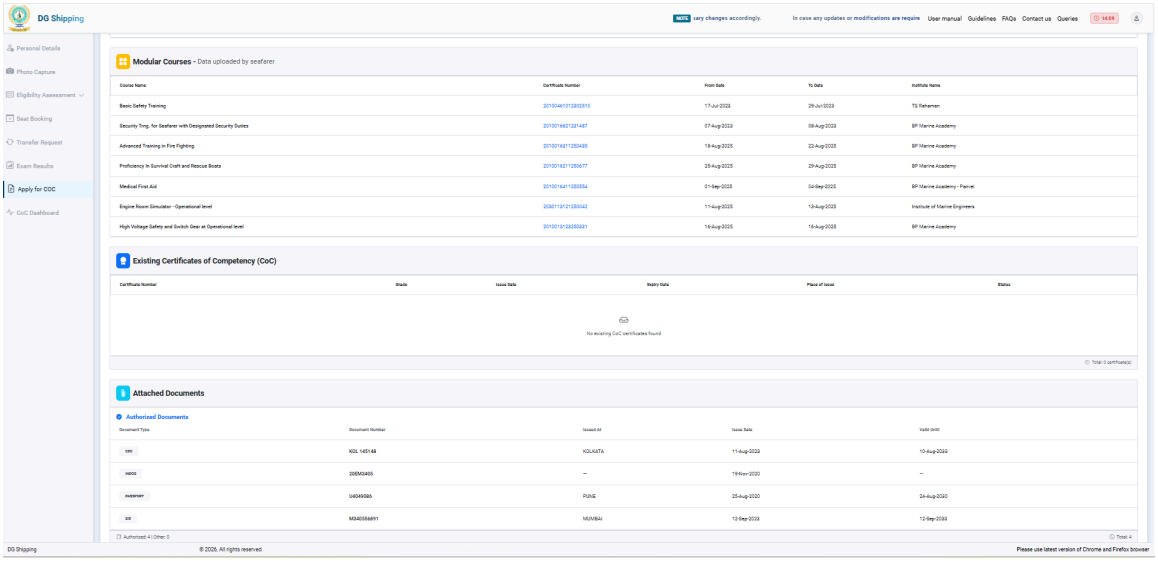
### 24.1. Review Your Information

- 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).

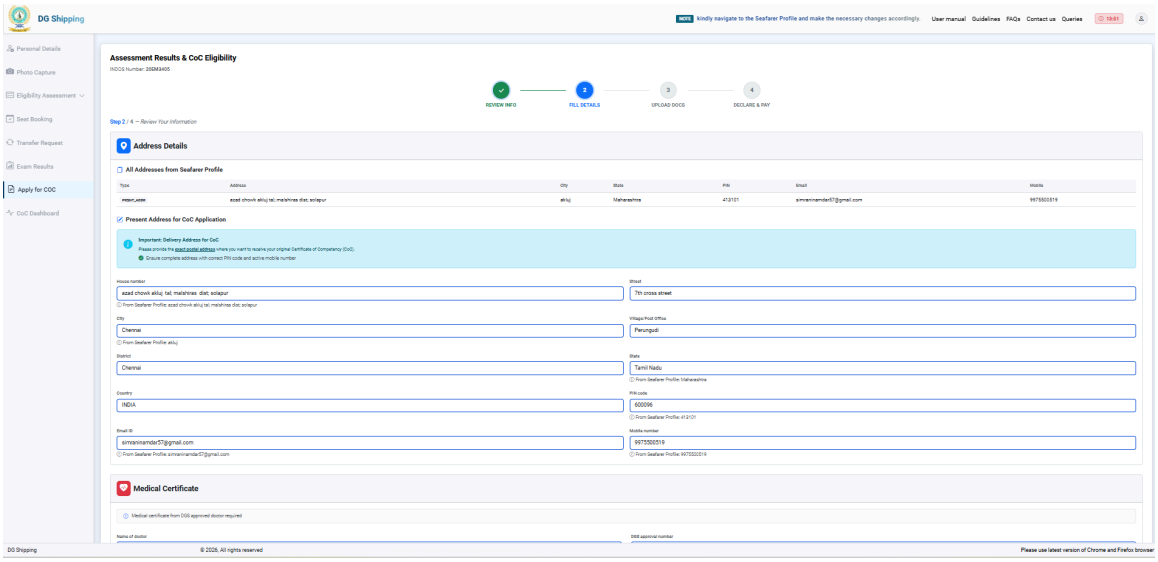


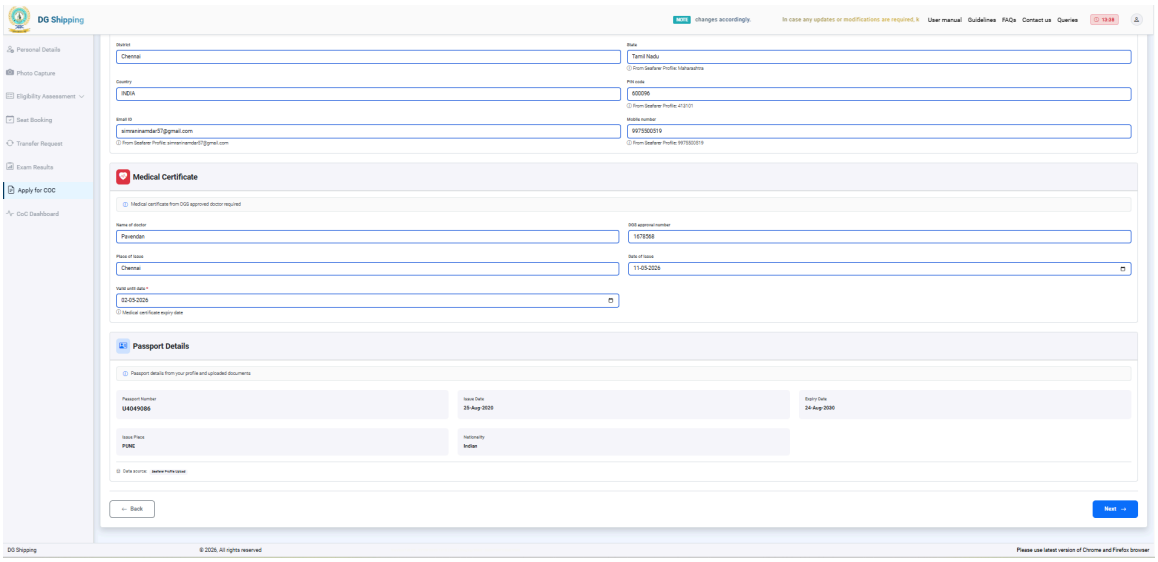

- Click the “Apply for CoC” button
- The application page will be displayed.



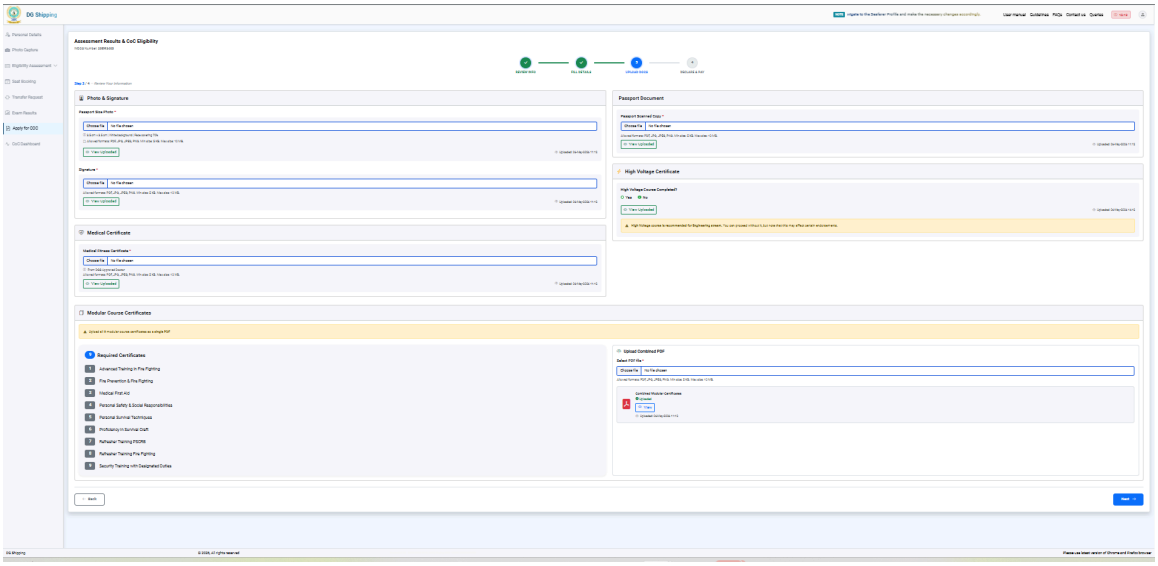




- The following information will be automatically fetched from the seafarer profile (eSamudra):
    - Personal details (Name, Date of Birth, INDOS Number)
    - Result details
    - Passport details
    - Existing certificates and courses
- If all information is correct, click the “Next” button to continue.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



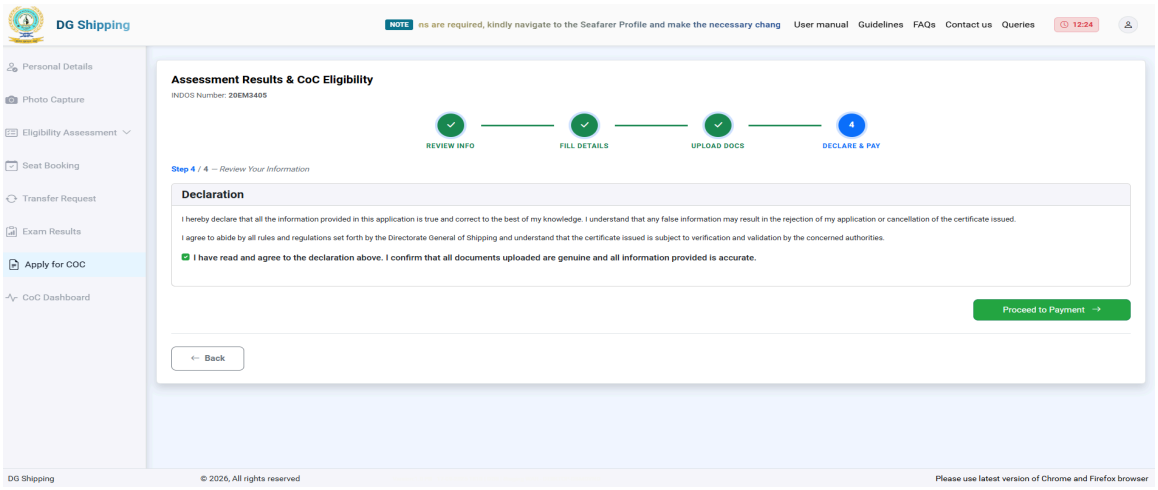




- Address is auto fetched from seafarer profile.
- Enter your current address and correct postal PIN code where you want to receive the original Certificate of Competency (CoC).
- Ensure that the address, PIN code, and mobile number are correct and active.
- Enter the following details from your medical 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.



## 24.2. 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.

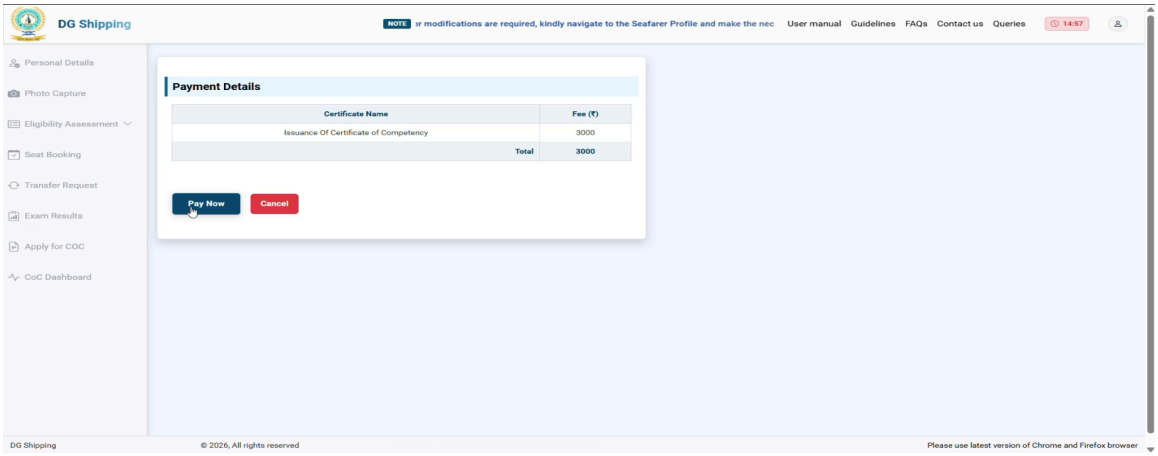


## 24.3. Declaration

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

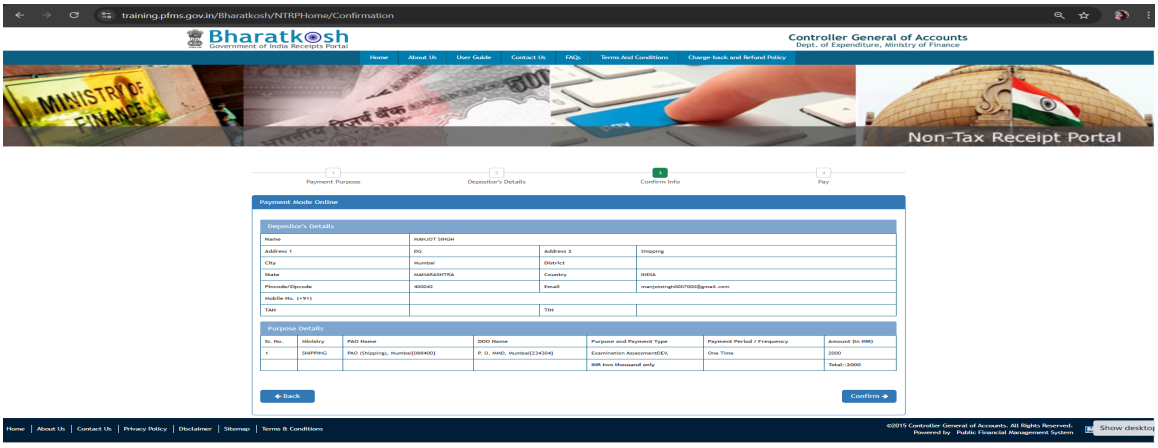
## 24.4. Payment for CoC

- Click the “pay now” button.

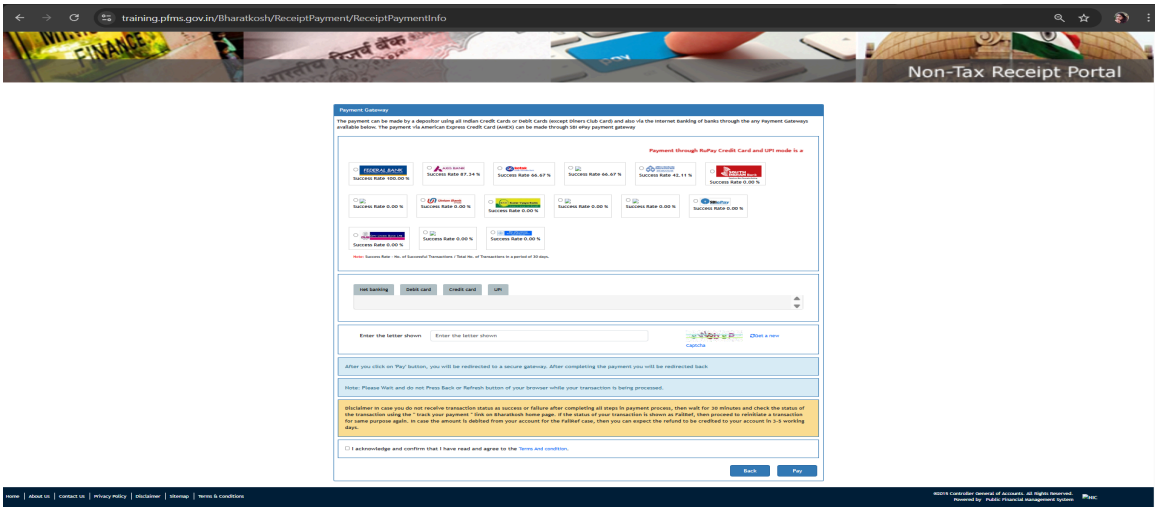



## 24.5. Payment Page

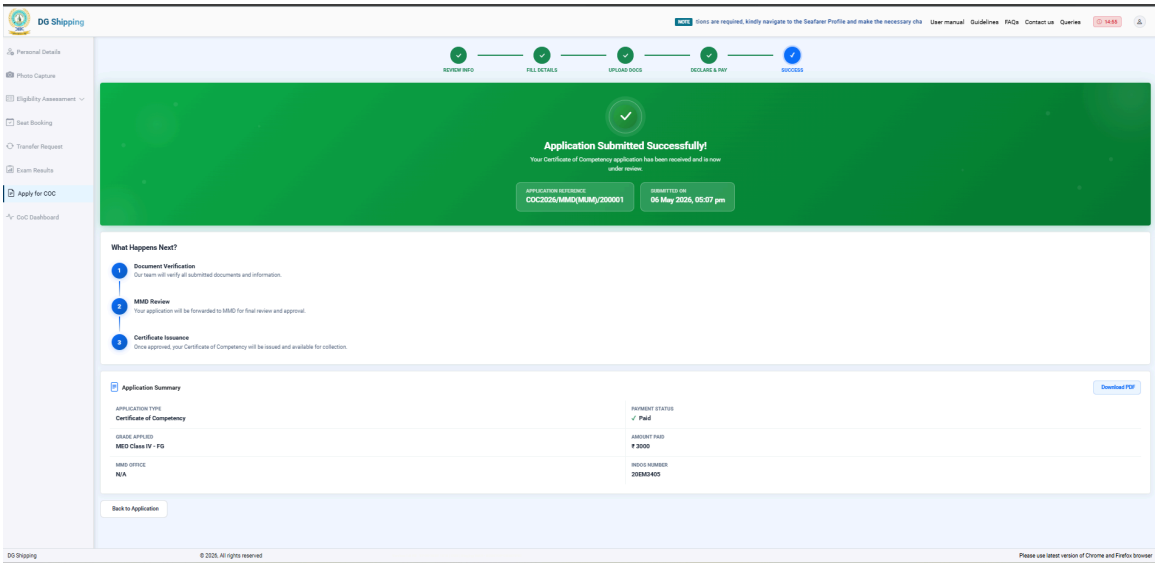
- On the payment page, finish the payment without refreshing, navigating back, or closing the browser.
- Complete your payment within 10 minutes. If the session expires, you will need to retry the seat booking process.



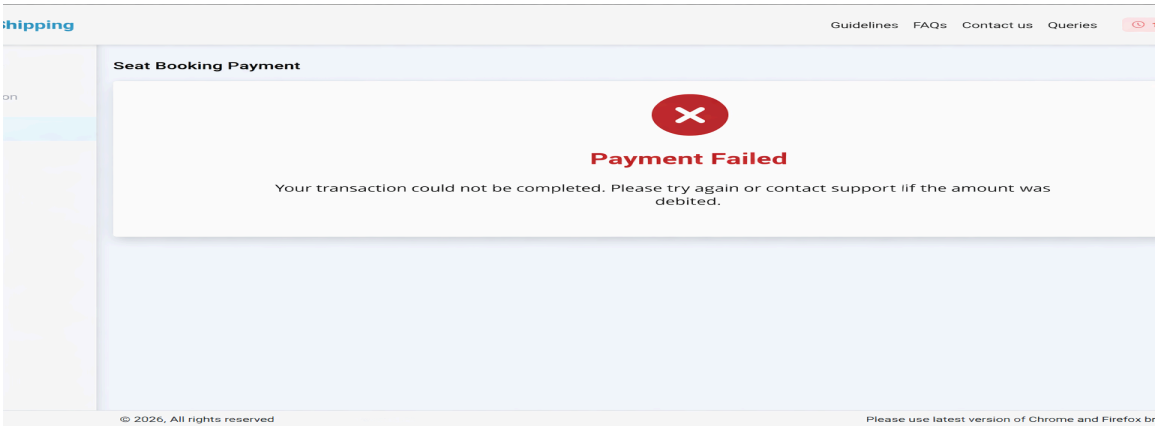
- Check the details and click the “continue” button.




- 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.

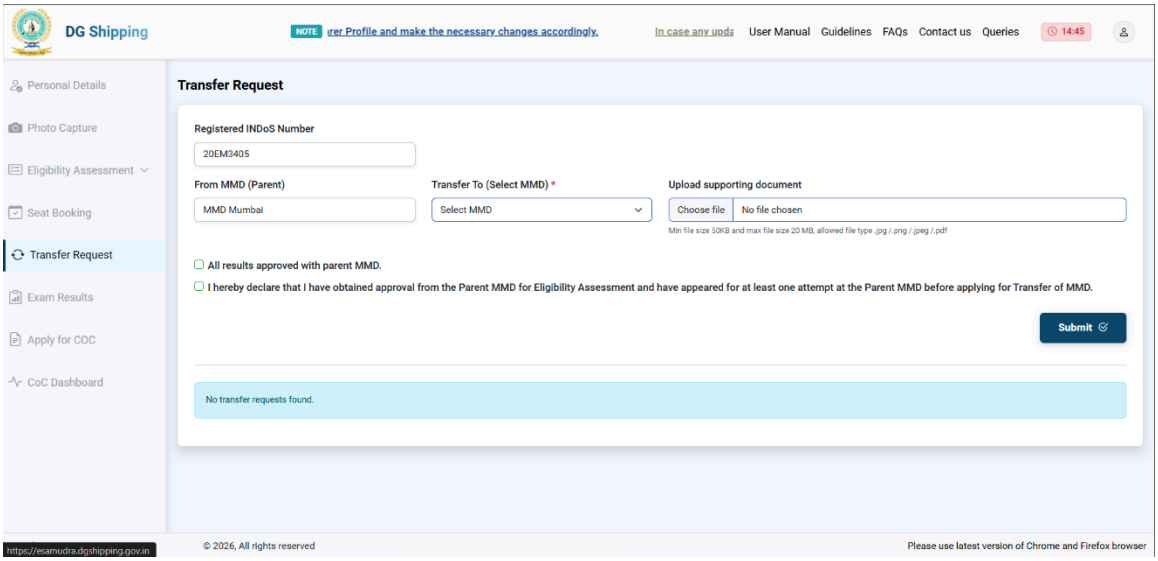



## 24.6. CoC Verification

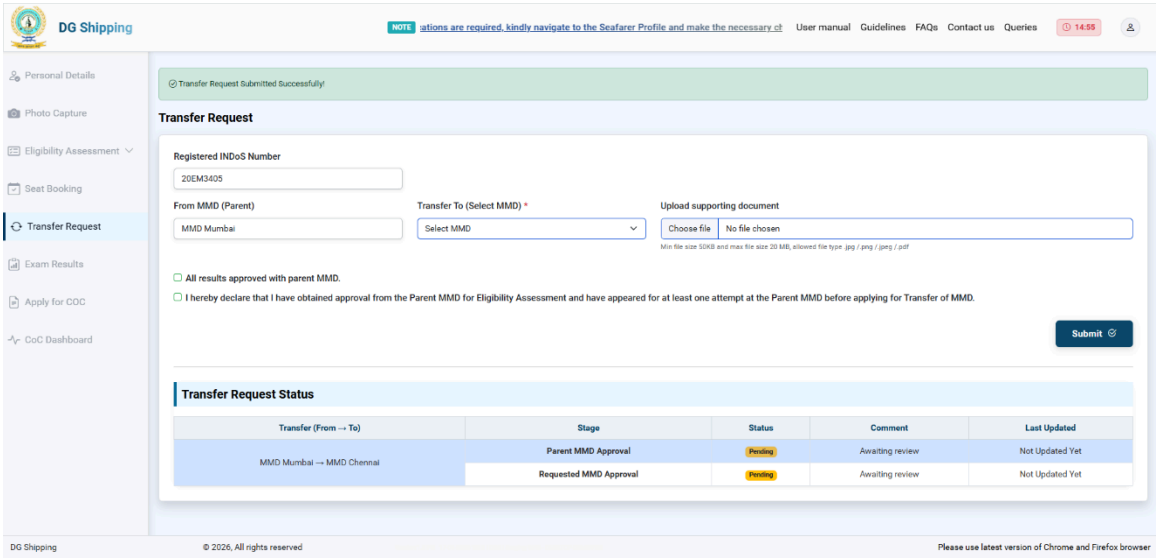
- Once the payment is completed successfully, the application is sent for admin-level verification.
- After successful verification, your CoC number will be generated and the Certificate of Competency (CoC) will be issued.
- The original CoC will be sent to the postal address provided in the application.

# 25.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.