

JOINING INSTRUCTIONS

Graduate Marine Engineering

MARINE ENGINEERING TRAINING INSTITUTE

COCHIN SHIPYARD LIMITED

KOCHI – 682 020

1. COURSE PARTICULARS

- | | | | |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1 | Course | : | GME |
| 1.2 | Qualification | : | Degree in Mechanical Engg./
Mechanical Stream of Engg./
Naval Architecture Stream of Engg./
B Tech in Marine Engineering
Approved by AICTE / UGC (See clause
3 for details). |
| 1.3 | Course Duration | : | 12 months – Residential |
| 1.4 | No. of Batches | : | 02 |
| 1.5 | Admission | : | 1 to 15 July & 1 to 15 Dec |
| 1.6 | Date of Reporting at Hostel | : | 29/30 July & 30/31 December |
| | Normal date of commencement
of Training | : | 01 st January & 01 st August |
| 1.7 | Number of Seats | : | 114 |
| | (Dates / duration may change due to the PANDEMIC) | | |
| 1.8 | The Course is approved by the Directorate General of Shipping (DGS), Govt. of India, as per the STCW Convention, as amended. | | |
| 1.9 | Medium of Instruction | : | English |
| 1.10 | Class Room Instructions, Laboratory Works, Workshop Practices and afloat training will be imparted as per the DGS approved syllabus in accordance with STCW as amended by International Maritime Organization (IMO). | | |
| 1.11 | Written and Practical tests will be conducted from time to time and a minimum pass mark of 50% in each subject is required for the successful completion of the course. | | |
| 1.12 | Candidates have to maintain a Training Manual and Work Diary. | | |
| 1.13 | All candidates should possess Passport (Indian) at the time of admission. | | |

2. COURSE FEE

- 2.1** The fee for the course is ₹ 4,75,000/- and ₹ 10,000/- as admission charges. At the time of admission, the candidate shall pay an amount of ₹ 2,42,500/- (Two Lakhs Forty Two Thousand Five Hundred only) by Demand Draft of any Bank, in favour of “Cochin Shipyard Limited”, payable at Ernakulam OR by online transfer. The balance amount shall be paid within 3 months of start of the course. Additionally a caution deposit of ₹ 10,000/- shall be collected and same will be returned subject to non-liability from Hostel. The fee includes Tuition fee, Study Materials, Library & Laboratory charges, Uniforms, Boarding and Lodging expenses, Swimming pool charges, Group Insurance and Student Membership of Institute of Marine Engineers. The Course fee for female candidate is ₹ 3,72,500/-
- 2.2** The Course fee includes fees towards five STCW modular courses, which the trainees have to undergo separately during / after completion of the course from METI. METI shall make arrangements for these courses. It also includes cost of TAR book and Training Manual.
- 2.3** Candidates will not be paid any stipend during the training
- 2.4** If a candidate, after joining the training course, withdraws from the training or is expelled on disciplinary grounds, he shall not be eligible for any refund of fees. Cancellation of admission before start of course, has to be submitted in writing by the admitted candidate and the cancellation charges will be ₹10,000/-.

3. ENTRY STANDARD / ELIGIBILITY

- 3.1** Candidates should be of Indian Nationality and possess Indian Passport.
- 3.2** The age limit for selection is 28 years as on the date of commencement of the course and exemptions as mentioned.
- 3.3** The Educational standards presently specified by the Administration is a pass in B.E / B.Tech Degree with a minimum 50% marks from recognized university and degree obtained from institutes approved by All India Council of Technical Education (AICTE) or the IIT's or from University Engineering Colleges (Colleges directly run by University) in the following 3 categories of branches only.

Category -1

Full time B.E / B.Tech Degree in Mechanical Engineering

Category – 2

Full time B.E / B.Tech Degree in all Mechanical Engineering Streams like Mechanical and Automation, Mechanical and Electronics, Mechanical and Automobiles etc. However the word “Mechanical” should be first, indicating that Mechanical Engineering is the core and the second subject is the elective.

Category - 3

Full time B.E / B.Tech Degree in Naval Architecture streams like Naval Architecture and Ocean Engineering, Naval Architecture and Ship Building etc. However the word “Naval Architecture” should be first, indicating that Naval Architecture is the core and the second subject is the elective.

Category – 4

B.E / B.Tech in Marine Engineering (Non DGS approved but from AICTE / UGC approved Institutions) with minimum 50% marks.

Category 1 & 4 – Candidates are eligible for exemption of Part A of MEO Class IV and Class II, Certificate of Competency from the DG Shipping, after successful completion of GME Course.

Category 2 & 3 – Candidates from the combination streams will have to pass Part A subjects of MEO Class IV and MEO Class II grade of Examination as per the DG Shipping regulations, after successful completion of GME Course.

3.4 The Candidate should also have minimum 50% of marks in English language in any of the following Examinations Class – Xth/ XIIth, Diploma and Degree. A relaxation of 5% marks in English shall be granted to candidates who are native of the Lakshadweep and Andaman and Nicobar Islands and belong to Scheduled Tribes and whose both parents were born in those Islands and belong to the Schedules Tribes of those Islands. (DGS Circular 12 of 2020 dated 01.04.2020)

3.5 Medical Fitness Certificate from DGS approved doctor valid for 24 months.

The Candidate should confirm that the Doctor uploads the Medical Certificate in his seaman’s profile at the DG Shipping site after getting his INDoS number.

(Format of Medical Certificate is attached under “Forms and Format”)

- i. The Candidate joining the course must be in sound health and shall produce a Medical Fitness Certificate from DG Shipping approved medical practitioner in the approved format. The approved medical practitioner's list is given in DG Shipping website www.dgshipping.gov.in – Maritime Health Branch – Updated list of approved Medical Examiners of Seafarers. Medical Certificate shall have validity for 18 months from commencement of the course.

Apart from mental and physical fitness, following basic norms are to be satisfied :

- | | | |
|--------------------|---|--------------------------------------------------------------------------------------------|
| a) Height & Weight | : | Minimum 157 cm's with correlated weight and proportionate chest. |
| b) Eye Sight | : | Candidates should have no abnormalities with eye sight. Color blindness is not acceptable. |
| c) Hearing | : | Must be good, conforming to ILO. Convention 147 |

- ii. The Candidate must pass the psychological screening test (MMPE test) conducted on behalf of Directorate General of Shipping when required.

3.6 **SPONSORSHIP**

Sponsorship is the guarantee letter by a Shipping Company / Manning Agency with RPSL No. or address in India, for providing the required 6 months on board training after 12 months of GME Training.

- a) Candidates can produce the Sponsorship Letter from any Shipping Company / Manning Agencies with RPSL No either at the time of admission or within 6 months after joining the GME Training.
- b) During the intervening period METI, CSL may at its discretion facilitate for Sponsorship to the admitted candidates subject to the arrangements with Shipping Companies / Manning Agencies.

In case the candidate fails to produce the Sponsorship Letter during this period or before completion of the Course, METI / CSL shall not be liable / responsible to guarantee onboard training to you post completion of the GME Course.

- c) CSL shall provide contract employment for a period of 1 year with stipend in CSL's various ship repair facilities to a maximum of 10 deserving GME's per batch based on their academic performance during GME training, till they get 6 months shipboard training subject to maximum of 2 years. A stipend of ₹20,000/- per month will be paid during the contract.
- d) CSL METI offers a discount of 5% on the total fees to shipping companies / RPSL agents who are sponsoring more than 10 GMEs in a batch. This

amount will be refunded to the shipping companies / RPSL agents only after remittance of full fees for all sponsored candidates of respective company/agent.

4. INSURANCE

- 4.1 Selected candidates will be covered under Group Insurance Scheme for death and disability arising out of Training related work up to ₹ 2,00,000/- (Rupees Two Lakh Only).

5. MEDICAL FACILITIES

- 5.1 In case the trainees fall sick during working time, the facilities for First Aid are available in CSL Medical Centre. Cost of treatment required to be undergone at outside hospitals shall be borne by trainees.

6. AGREEMENT

- 6.1 Each candidate shall sign an agreement on ₹ 50/- Non-Judicial Stamp Paper, indemnifying METI and Cochin Shipyard against any claim arising during the tenure of training. *Format of the Agreement is attached (Forms / Formats).*
- 6.2 Selected candidates have to submit a 'Police Verification Certificate' also, at the time of admission – *Format (or equivalent) in Forms / Formats.*

7. CONDUCT & DISCIPLINE

- 7.1 The Trainees shall abide by the rules and regulations of METI. A copy of "Standing Orders & Conduct and Discipline Rules for Marine Engineering Trainees" will be handed over to trainees. Also copy will be kept in the Library & in the Hostel for reference.

7.2 Ban on Ragging

Strict measures shall be enforced to prevent ragging, Strict, prompt and strongest possible action shall be taken against anyone including in ragging. In all cases, the benefit of doubt shall be given to the victim of ragging. A record of all cases of ragging, however minor and the action taken thereon by the METI shall be maintained. All cases of ragging shall be reported to DGS immediately.

7.3 Ban on Alcohol, Tobacco and Drugs

Abstinence from alcohol, tobacco and drugs, except medicinal drugs specifically prescribed for a candidate to cure a current ailment, shall be

strictly enforced. Infringement of this requirement shall be considered a serious misconduct by candidate.

8. BOARDING & LODGING

- 8.1** Boarding and Lodging is provided by METI, the cost of which is included in the course fee.
- 8.2** A personal locker is provided in the Hostel for keeping the belongings. Safe custody of all personal belongings shall be responsibility of the trainee.
- 8.3** Hostel facility will be available a day before the start of the course.

9. ADMISSION PROCEDURE

The candidate has to generate DG Shipping Reference No by accessing <https://www.dgshipping.gov.in/maritimetraining> --> Admission in Maritime Training Institute → Application → Fill Up and submit. You will get the Reference No. in your mobile. Our application should contain that Ref. No.

- 9.1** Selected candidates will be informed by e mail and called to METI/ or Online means and they have to pay the fees for obtaining INDoS No. first, to start the admission procedure at METI.
- 9.2** Submit one set of self-attested copies of certificates in following order for verification. They will be verified with originals.
 - a)** Degree / Provisional Degree Certificate
 - b)** AICTE Approval letter from College / UGC Approval letter from University - with Approval No. & date (Format of AICTE approval is attached below).
 - c)** Consolidated Mark List or Mark Sheets of all semesters
 - d)** English marks in Xth or XIIth
 - e)** Medical Certificate Original (validity for 15 months from starting of course with photo). Format is attached below.
 - f)** Passport
 - g)** Age proof - Xth Certificate
 - h)** Caste Certificate for reserved categories (if age relaxation is availed)
 - i)** Certificate from nearest Police Station (Original)
 - j)** Photographs (Standard Passport Size) - 06 Nos.
 - k)** METI application form (application form to be completed with photograph and Ref. No. from DGS) and sponsorship letter to be submitted.
 - l)** Agreement (₹ 50/- stamp paper)

SOFT COPIES OF DOCUMENTS NEEDED PRIOR TO ADMISSION

1. Degree / Provisional Degree Certificate - (in PDF)
2. AICTE Approval from College / UGC or University
With Approval No. & Date - (in PDF)
3. Consolidated Mark List or Mark Sheets of all Semesters - (in PDF)
4. English marks list in Xth or XII / Diploma
5. *Passport – 03 Pages* -(in PDF)
6. *Age Proof – Xth Certificate (with Date of Birth)* -(in PDF)
7. *Signature (as in the passport) on white paper strip of approx size 4cm (H) * 10cm (L) with black ink* - (in jpg format)
8. Clean Shaven Color Photograph, size 3.0 x 3.5 cm - (in jpg format)
(Standard passport size with white background and light colored plain shirt. The face size should be 75% to 80% of the photograph)
9. Caste Certificate for reserved categories (if age relaxation is availed)
10. Sponsorship Letter
11. *Fully completed application form from our website.*
12. Medical Certificate Original (from DG approved Doctor, validity for 15 months from starting of course, with photo), annex IV & V (only 03 pages – no reports)
13. Remit fees for INDoS (₹ 1,432/- , This includes INDoS fee + GST + Online bank Charge)

HARD COPIES OF ALL ABOVE DOCUMENTS TO BE SENT BY SPEED POST

Documents shown below to be submitted subsequent to successful interview.

14. Certificate from local Police Station (PCC Original)
 15. Agreement in ₹ 50/- Non Judicial Stamp Paper in prescribed format
 16. Remit Course Fee.
 17. Start of Theory Classes Online in strict conformity with the Ministry of Health and Family Welfare SOP.
- 9.3 Selected candidates will be called to METI by email, they have to pay (₹ 1,416) and obtain INDoS No. to start the admission procedure at METI.

- 9.4 Soft copy of the Passport & Xth Certificate in pdf and photograph (light color shirt & shaven face) and the signature in jpg format will be taken at METI office for uploading, at the time of admission.

(Standard Passport Size Photographs – 06 nos. are also required)

(Candidate should report for admission with light colored shirt and shaven face)

Photograph : The photograph shall be of standard passport size. The background should be white. The face size should be 75% to 80% of the photograph.

Signature : The signature of the candidate shall be on a white paper strip using black ink. The signature of the candidate should be clear on a scanned paper

- 9.5 All photocopies should be one sided A4 size. Original Certificate will be returned after verification in off-line mode. In online verification the certificate will be checked once the candidate comes to the institute. Candidates are required to keep additional set of photocopies of all certificates for future requirements, during the Course.

10 UNIFORM & P.T DRESS

- 10.1 Trainees are to wear uniform prescribed by the Training Institute throughout the training Period. Following items (materials) will be provided by METI :-

Working Dress :-

- | | | |
|-------------------|---|----------------------------------------------------------|
| a) Safety Shoes | : | 1 Pair |
| b) Safety Helmets | : | 1 No. (To be returned on Completion of Training at METI) |
| c) Socks Black | : | 2 Pair |

Uniforms :-

- | | | |
|--------------------------------------|---|--------|
| a) White Shirt | : | 5 Nos. |
| b) Black Trousers | : | 2 Nos. |
| c) White Trousers (Ceremonial Dress) | : | 1 No. |
| d) White Peak Cap | : | 1 No. |
| e) Epaulettes | : | 1 Pair |

P T Dress :-

- | | | |
|------------------|---|---------|
| f) Blue Shorts | : | 2 Nos. |
| g) White T Shirt | : | 2 Pairs |

- | | | |
|-------------------|---|---------|
| h) White Socks | : | 2 Pairs |
| i) Swimming Trunk | : | 1 No. |

Lodging : -

- | | | |
|--------------------------|---|--------------------------------|
| j) Bed Sheet (White) | : | 4 Nos.(Sizes : 137 x 229 cms) |
| k) Pillow | : | 1 No. |
| l) Pillow Covers (White) | : | 2 Nos. (Sizes : 84 x 103 cms) |
| m) Bath Towels | : | 2 Nos. |
| n) Mattress Cover | : | 1 No. |

11 PERSONAL EFFECTS

11.1 The Trainees will have to bring the following items at the time of joining the course:

- | | | |
|-----------------------------------------------------------------------------|---|--------|
| a) Black Shoe (BATA ROY
Model 824 / 6052 or Equivalent) | : | 1 Pair |
| b) White Canvas PT Shoes (BATA POWER
MATCH Model 889/1044 or Equivalent) | : | 1 Pair |
| c) Black Pants | : | 2 Nos. |
| d) Boiler Suit, Full sleeve, Orange Color, Cotton | : | 3 Nos. |
| e) Sleeping Suits (white) - (optional) | : | 2 Pair |
| f) White Cotton Vest | : | 6 Nos. |
| g) Underpants | : | 6 Nos. |
| h) Handkerchiefs | : | 6 Nos. |
| i) Bathroom Slippers | : | 1 Pair |
| j) Shoe Brush | : | 1 No. |
| k) Shoe Polish (Black) | : | 1 No. |
| l) Shoe Polish (White / Blanco) | : | 1 No. |
| m) Rain Coat | : | 1 No. |
| n) Bath Robes (optional) | : | 2 Nos. |

11.2 All expenses on personal toilet requisites, stationery and sundry requirements and personal laundry expenses are to be met by the trainees.

11.3 Trainees are required to bring one pocket calculator and engineering drawing instruments.

12 GENERAL POINTS

- 1. Gold ornaments or other valuables are not allowed to be kept in the Hostel.**
- 2. Trainees are advised not to keep more than ₹ 500/- in cash with them. They may avail the services of State Bank of India counter and ATM operating inside CSL Premises.
The Trainees are advised to have SB account with State Bank of India or its subsidiaries IN THEIR HOME TOWNS with ATM Card facility which can be used inside the CSL Campus SBI Counter.**
- 3. Trainees are not allowed to use any kind of Electrical Apparatus in the Hostel.**
- 4. Trainees are not allowed to use or keep motor vehicles for their use within the campus / hostel.**
- 5. Basic type of Mobile phones may be used in Hostel only (Camera, Bluetooth etc. are not allowed)**
- 6. Trainees are normally permitted 'shore leave' (short leave) to go out of campus only on Sundays between 0900 Hrs and 1900 Hrs.**
- 7. Trainees are not allowed to stay out at night under any circumstances**
- 8. Trainees are bound to abide by the rules and regulations made by METI from time to time. Any violation of the rules or any act of indiscipline on the part of a trainee may result in disciplinary action leading to dismissal from METI.**

13 REDRESSAL

- 13.1 The Head of Department, METI, shall be the final appealing authority. The decision taken by the HOD shall be final and conclusive.**

**Head of Department
Marine Engineering Training Institute**

FORMS / FORMATS

COCHIN SHIPYARD LIMITED
MARINE ENGINEERING TRAINING INSTITUTE
KOCHI – 682 020

Tel : 0484 250 1437, Email : metihod@cochinshipyard.in

APPLICATION FORM FOR GME COURSE

DG Shipping Reference No :

PHOTO

a. PERSONAL PARITCULARS :

Full Name (Capital Letter) :
(As in Passport) Given Name Last Name / Sur Name

Nationality : Indian

Permanent Address :
.....
.....

PIN

--	--	--	--	--	--

E-mail ID :

Aadhar No

--

Mobile No :

--

Date of Birth :

--	--	--	--	--	--	--	--

AgeY.....M.....D
(at commencement of course)

Sex : M / F Caste : SC / ST / OBC / General

Height :(cms) Weight : (kg)

Passport No : **Issued at** **Valid till**

Name & Address of the Sponsoring Company :

Father's Name :

Address :

Tel No. : E-mail :

b. EDUCATIONAL QUALIFICATION :

a) Name of school and year passing

i. X :

ii. XII :

iii. Diploma :
(If applicable)

b) % of Marks in English

Xth / XIIth / Diploma / Degree :

Engineering Degree

c) Name of Degree :

d) Branch / Year of Passing : /

e) Name of the College & Address :

.....

f) Name of University & Address :

.....

g) Duration of Course attended :

h) AICTE / UGC approval of College
No. and date (if possessed) :

i) Total % of Marks obtained :

C. OTHER DETAILS

a) Blood Group :

b) Food : Veg. / Non Veg.

c) Do you know swimming : Yes / No

D. Report of Medical Fitness : Certificate of Fitness from DGS approved Doctor
to be attached at the time of Admission

An applicant should be medically fit and possess a valid Certificate in the form prescribed under Annexure IV and V of the Merchant Shipping (Medical Examination) Rules, 2016, to the effect that he is medically fit to be employed on board ships.

I certify that all the information given by me are true to the best of my knowledge and belief,

Signature of the Candidate

Name :

Date :

FOR OFFICE USE ONLY

Received and verified the application on

Admitted / Not Admitted.

Batch No :

Slot No.

INDoS No.

Remarks.....

Signature of Admitting Officer

(On ₹ 50/- Stamp Paper)

A G R E E M E N T

1. This agreement is made between Shri.

S/o. Shri. resident of

..... Graduate Marine Engineering Trainee
(hereinafter called the Trainee) of the one part and the Cochin Shipyard Limited, Kochi -
682020, a Government of India Enterprise, (hereinafter called the Shipyard) which
expression shall unless excluded by the context or the meaning thereof be deemed to be
represented by the Head of Department (METI) or any person designated by the Cochin
Shipyard Ltd, Kochi of the other part.

2. Whereas Trainee S/o. Shri. has
at the request of the trainee been selected for the admission to the Marine Engineering
Training Institute in Cochin Shipyard Ltd, (hereinafter called the Institute) for the
purpose of receiving pre sea Marine Engineering Training, inter alia, on the terms and
conditions hereinafter appearing.

3. Now it is hereby agreed and between the parties hereto as follows :

- a) That in consideration of the trainee being admitted to the Institute for the purpose of aforesaid Training course at request of the Trainee the Trainee covenants with the Shipyard that he will attend the Institute regularly and will observe and comply with all the rules and regulations thereof for the prescribed period, and that he, the trainee shall pay to the Shipyard promptly and whenever called up on to do so all the fees and the other cost as prescribed.
- b) That the Head of Department (METI) (or any person designated by the Shipyard), can, at any time, in the interest of the Institute, have the trainee removed from the Institute if in the Head of Department's (or any person designated by the Shipyard) sole discretion the trainee has failed to accept the discipline of the Institute and his continued presence is considered detrimental to the other trainee or the Institute.
- c) That the said trainee has been admitted on a specific understanding that he will be required to leave the Institute at any time during the training period if the Head of Department (or any person designated by the Shipyard) is of the opinion that his progress and attainment both in class and or otherwise are below the standard specified as requisite for admission and continuance of the said training at the Institute.
- d) That no fees partial or full be refunded if the said trainee required to leave the Institute during the training period for any aforesaid reasons including medical grounds or if he or his Parent/ Guardian wish to withdraw the trainee from the Institute prior to the completion of his training.
- e) That the trainee unilaterally and unconditionally holds harmless and hereby indemnifies the Shipyard and the Institute and its faculty staff who will not be liable for any damages / charges claims on account of injuries fatalities disabilities or any kind, or otherwise which may be sustained by the Trainee at any time during his training while taking part in studies, sports or any extracurricular or any other activities of the Institute within or outside the Institute. The Trainee shall not be entitled to claim any compensation or other relief from the Institute in respect of any injury which he may sustain in the training of or as a result of the training or where infirmity or death results in the course of or as a result of surgical operation performed up on or anesthesia administrated to him for the treatment or any injury received as aforesaid or otherwise.

- f) That the trainee hereby undertakes to keep the Shipyard and Institute harmless and indemnified at all times against all losses damages that may be sustained by them and / or arising out of the action taken by the Shipyard or the Institute or any claim / proceeding or any litigation, penalty or action that may be brought against the Shipyard and the Institute or arising out of or connection with the said training or out of the action taken by the Shipyard or the Institute against the trainee for the infringement of any or all of the rules for training set out by the Institute.
- g) The trainee undertakes to make a good to the Institute any damages caused by the trainee either willfully or by negligence during the above mentioned training.
- h) The trainee shall indemnify the Shipyard and Institute against any injury now or later, arising from the improper usage of the gymnasium equipments.
- i) And if there is any dispute as to the effect or meaning of these presents or in any way touching or arising out of these presents the same shall be referred to the sole arbitration of the Cochin Shipyard Limited, whose decision shall be final and binding on all the parties.

4. This agreement is subjected to the jurisdiction of Kochi or a place where the violation of the terms of the agreement take place in the option of the Cochin Shipyard Limited.

5. In witness where of the trainee and the Head of Department (METI) (or any other person designated by the Cochin Shipyard Limited) have set their hands the day and the year written here below.

Signed and delivered by the Trainee at on

Witness 1

Witness 2

Signature

Signature

Name :

Name :

Address :

Address :

.....

.....

Signed and delivered for and on behalf of the Cochin Shipyard Limited
Head of Department (METI)

SCHEDULE IX Seafarers Medical Examination Report

REPORT OF MEDICAL EXAMINATION OF SEAFARER BY AN APPROVED MEDICAL EXAMINER.											
In compliance with Merchant Shipping Medical Examination Rules (2010), STCW code 1/9 and MLC Convention 2006 as amended											
Doctors Name											
Clinic Address											
Name: _____				Sex: _____		Serial No: _____					
Date of Birth: _____ / _____ / _____				PP/CDC/ Other ID _____		Rank: _____					
Ship's Name: _____				Type: _____		Route: _____					
Home Address: _____											
Company / Training Institute Name _____											
Medical Examination											
Height (cms)	Weight (Kgs)	BMI	Chest Insp-Exp	Blood Pressure		Pulse: Beats / min	Resp.Rate / min	General Condition			
			_____ cms	_____ mm. Hg							
Distant Vision	Uncorrected	Corrected	Near Vision	Uncorr.	Corr.	Colour Vision	Field of Vision	Hearing			
Right Eye			Right Eye			<input type="checkbox"/> Ishihara <input type="checkbox"/> Normal	<input type="checkbox"/> Normal	Right Ear			
Left Eye			Left Eye			<input type="checkbox"/> Other <input type="checkbox"/> Abnormal	<input type="checkbox"/> Restricted	Left Ear			
Systemic Examination			Normal	Abnormal	Notes					Normal	Abnormal
Head & Neck								Respiratory system			
Eyes								Cardiovascular system			
Ears / Nose / Throat								Per Abdomen			
Teeth / Oral Cavity								Genito-urinary system			
Musculo-Skeletal system								Others			
Nervous system								Hernia / Hydrocoele		Yes	No
Reflexes								Varicose Veins		Yes	No
Skin								Fissure/Fistula/Piles		Yes	No
Laboratory Investigations											
Test	Result	Range	Urine Test	Result	Test	Result	Range				
Haemoglobin	g/dl	11 - 15 g/dl	Colour		RBS / FBS	mg%	upto 130 mg%				
WBC count	c/mm3	3500-11000 c/mm3	Specific Gravity		S.G.O.T	U / L	upto 34 U/L				
Neutrophil	%	35 - 85 %	pH		S.G.P.T	U / L	upto 45 U/L				
Lymphocyte	%	15 - 50 %	Albumin		Cholesterol	mg%	upto 260 mg%				
Eosinophil	%	2 - 5 %	Sugar		Triglycerides	mg%	upto 200 mg%				
Basophil	%	0 - 1 %	Bile pigment		Urea (BUN)	mg%	18 - 45 mg%				
Monocyte	%	upto 10 %	Bile salts		Creatinine	mg%	upto 120 mg%				
Platelets	l/mm3	15 - 3.5 lacs/mm3	Occult blood		GGTP	U / L	upto 50 U/L				
ESR	mm/hr	upto 15mm / hr	RBC cells		HIV I & II						
Blood group			Leucocytes		HbsAg						
Others			Others		VDRL						
Special Investigations											
X-Ray Chest								Photograph			
ECG											
Ultrasonography											
Audiometry											
Spirometry											
Drugs of Abuse											
Result of Medical Examination											
On the basis of the examinee's history, clinical examination and diagnostic tests, I, _____ Doctors Name _____, hereby declare that he / she is medically Fit <input type="checkbox"/> Without Restriction <input type="checkbox"/> With Restriction <input type="checkbox"/> Unfit <input type="checkbox"/> Temporary Unfit <input type="checkbox"/> Permanent Unfit <input type="checkbox"/> Should be re-examined in _____ days / weeks / months.											
Remarks / Recommendations / Restrictions											
Issue Date _____											
Valid Till _____ Official Stamp _____ Medical Examiner's signature _____											

Appendix - IV

Medical Certificate for Service at Sea

Colour
Photograph
40 mm X 30 mm

(Seafarer's Last Name, First Name & Middle Name)

(Number of CDC / Passport / other valid identification document - with type of document)

has been examined by _____
(Name of Medical Examiner)

and has been found fit for service at sea in the job _____

- a) The hearing and sight of the seafarer concerned, and the colour vision in the case of a seafarer to be employed in capacities where fitness for the work to be performed is liable to be affected by defective colour vision, are all satisfactory; and
- b) The seafarer concerned is not suffering from any medical condition likely to be aggravated by service at sea or to render the seafarer unfit for such service or to endanger the health of other persons on board.
- c) The seafarer complies with the requirements specified in Table A-1/9 of STCW Code (i.e. Minimum in service eyesight standards for seafarers), Table B-1/9 of the STCW Code (i.e. Assessment of minimum entry level and in-service physical abilities for seafarers) and Regulation 1.2, Standard A-1.2 & Guideline B-1.2 of the Maritime Labour Convention 2006.

(Date & Place of Medical Examination)

(Signature of the Medical Examiner)

(Serial number of the Certificate)

(Address with E-mail ID & Contact No. of Medical Examiner)

This Certificate expires on* _____ Official stamp of the Medical Examiner
(Day, Month, Year)*

(*Not more than 2 years from the date of issue, unless the seafarer is under the age of 18, in which case the maximum period of validity of the Medical Certificate shall be 1 year)

If the period of validity of the medical certificate expires in the course of voyage, the medical certificate shall continue in force until the next port of call where an approved Medical Examiner is available and the seafarer can obtain a medical certificate, provided that period of such extension shall not exceed 3 months.

SIGHT TEST CERTIFICATE
New Entry */Periodic*

Reference No.

Full Name

Rank

PP/CDC/ID No.

Date & Place of Birth

Colour of Eyes

Identification Notes

Form B:

Colour
Photograph

Seal of
Medical
Examiner

		Right Eye	Left Eye	Both Eyes	Result
Distance Vision	Unaided				
	Aided				
Near Vision	Unaided				
	Aided				
Field of Vision	Horizontal Plan				
	Vertical Plan				
Colour Vision	Ishihara				
	Lantern/Others				

I, Dr. hereby certify that the above mentioned candidate has met/not met*, the eye sight standard for his/her designated rank/ position as set out in Annex-II* / Annex-III* for seafaring occupation.

.....
 Candidate's Signature

.....
 Signature of the Medical Examiner

Date at

Note:

- 1) This certificate is valid for two years from the above date. New entry sight test certificates should be retained by the candidate till his active sea career.
- 2) Seafarer aggrieved by the decision of the Medical Examiner may appeal as per the provision of the M.S (Medical Examination) Rules, 2000 as amended.

*Delete if not applicable.

Note: The principal rules were published in the Gazette of India, Part II, section 3, sub-section (i) vide Notification Number G.S.R.57 (E) dated the 19th January, 2000.

(AICTE APPROVAL LETTER FORMAT)

(To Be Printed In College Letter Head)

Ref. No.

Date :

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr.,
Son of Mr. was a bonafide student of this college during
the period He has successfully passed the Degree
Examination in held in the month of, and
was placed in His Registration Number was
.....

His conduct and character were good throughout his stay in this college.

Further certified that the said course and the college is approved by All India
Council for Technical Education (AICTE), New Delhi vide their Letter No
..... dated and the validity of the AICTE
approval covers the entire duration of the degree course that the candidate
attended.

Principal

College Seal

(UGC APPROVAL LETTER FORMAT)
(To Be Printed In College Letter Head)

Ref. No.

Date :

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr.,
Son of Mr. was a bonafide student of this college during
the period He has successfully passed the Degree
Examination in held in the month of, and
was placed in His Registration Number was
.....

His conduct and character were good throughout his stay in this college.

Further certified that the said course and the college is approved by
University Grand Commission (UGC) Act 1956 Section 3, vide Letter
No..... dated and the validity of the
UGC Approval covers the entire duration of the degree course that the candidate
attended.

Principal

College Seal

(FORMAT)

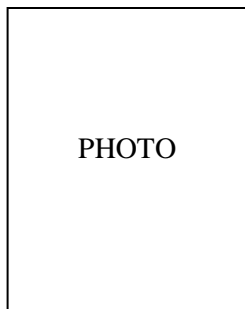
POLICE CLEARANCE CERTIFICATE

No.

Certified that Shri. Date of Birth

S/o. Shri.
..... is a resident of this
Police Station limits and he is not involved in any crimes cases as per the station
records.

This Certificate is issued for the purpose of admission to GME Course in
Cochin Shipyard Limited, Marine Engineering Training Institute, Kochi - 682020



Signature :

Sub Inspector of Police

..... Police Station

Place :

Date :

